TOWN OF MILLIKEN
BOARD OF TRUSTEES
MILLIKEN MEETING HOUSE, 1201 BROAD STREET

MEETING MINUTES

Wednesday, October 28, 2015 – 7:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, October 28, 2015 at 7:30 p.m. Those present: Mayor Milt Tokunaga, Mayor Pro Tem Linda Measner Trustees: Linda Beck, LeRon Ehrlich, Jordan Jemiola, Ken Kidd and Lois Ann Onorato. Also present: Town Administrator Kent Brown, Town Clerk Cheryl Powell, Community Development Director Martha Perkins, Finance Director Jennifer Nash, Accounting Technician Courtney Diller and Town Attorney Linda Michow. Absent: Public Works Director Bill Landwehr, Parks Director Josh Roseberry and Community Engagement Specialist/Planner Seth Hyberger

Pledge of Allegiance

Mayor Tokunaga called the meeting to order.

Roll Call

Trustee's: Ehrlich, Onorato, Jemiola, Mayor Pro Tem Measner, Mayor Tokunaga, Trustee Beck and Trustee Kidd.

Agenda Approval

Town Administrator Brown indicated that Staff had no changes to the Agenda.

Citizen Comments

Branden Sumner who has a business located at 911 Broad Street, Milliken informed the Town Board that the sidewalk in front of his business on Broad Street needs to be repaired. A woman walking down the sidewalk fell after tripping on the raised area of the sidewalk.

Town Administrator Brown explained that the sidewalk areas around the downtown area are being looked at and that the Town has been made aware of some of the trouble areas. The Town Administrator explained that the Town was hoping to complete these projects in conjunction with the Colorado Department of Transportation's (CDOT's) project regarding the ADA ramps, but this project

has been delayed twice. Town Administrator Brown will bring a possible solution to this problem at the next meeting.

Minutes of Previous Meeting

October 14, 2015

Minutes approved as distributed.

Acknowledgement of the Paid List of Bills

September 2015 List of Bills

Mayor Pro Tem Measner had a question regarding the payment to Cenex for vehicle fuel and expressed that 7-Eleven also sells fuel and the Town should also utilize them. She also spoke about the discrepancy between the amounts spent at Mares Auto, Sumner Automotive and Spradley Barr Ford and that these amounts should be evened out between the two (2) businesses in Town. Trustee Kidd responded that his understanding is that Public Works takes their vehicles to Sumner Automotive and that the Police Department utilizes Mares Auto and the amounts would vary depending upon the type of work performed.

Trustee Kidd had a question regarding the payment to the Humane Society for animal housing and Pets of Northern Colorado for animal housing. Accounting Technician Courtney Diller responded that the Police Chief could best answer this question, but her belief is that pets are taken to the Humane Society to be collected by their owners and that animals taken to the Pets of Northern Colorado are ones that are put down. Trustee Kidd asked if anyone is tracking the work performed and what repairs being done by Diller Mechanical Services. Technician Diller responded that Public Works Director Bill Landwehr is keeping track. Trustee Kidd asked about the equipment rental from the Bobcat of the Rockies. Technician Diller responded that is was the compacter to do the concrete pads at Lola Park. Trustee Kidd also asked about the rental of barricades for Town events, etc. He indicated that this is a yearly event and there should be room to store barricades at Public Works and perhaps this should be mentioned to the Public Works Director. Trustee Kidd asked about the Steamway Floor to Ceiling payment regarding Town Hall upgrades. Technician Diller responded that the floors in the kitchens for the Community Room, Activity Room and the Senior Room were replaced, as well as the tile flooring in the Community Room. The countertop and backsplash in the Community Room kitchen were replaced and both the men's and woman's bathroom sink counters were replaced. Mayor Tokunaga asked when the last time these items were replaced. Town Clerk Powell responded that none of these items have been replaced since the building was completed.

Accepted as presented.

CONSENT AGENDA

1. **Consideration and Approval of Engaging Anderson & Whitney to Perform the Town's Audit for the Fiscal Year 2015**

   The Town is required by the State to submit annual financial statements which have been audited by an independent Certified Public Accountant. The Auditor is contracted by the Town Board and is charged with evaluating these statements and rendering an opinion as to their conformance with the generally accepted accounting principles (GAAP) of the United States.

   Mayor Pro Tem Measner moved to accept the Consent Agenda. Trustee Onorato seconded.

   Discussion: As a matter of disclosure, Mayor Tokunaga indicated that he had worked for Anderson & Whitney 30 years ago.

   Vote: All in favor, none opposed. Motion passed.

ACTION AGENDA

1. **Consideration and Approval of Resolution 15-19, Appointing a Town Treasurer**

   Town Administrator Kent Brown asked the Town Board for consideration and Approval of appointing Finance Director Jennifer Nash as the Town's Treasurer.

   Trustee Jemiola moved to approve Finance Director Jennifer Nash as the Town's Treasurer. Mayor Pro Tem Measner seconded.

   Discussion: None

   Vote: All in favor, none opposed. Motion passed.

2. **Consideration and Approval and Authorization of the Town Administrator to Sign the Contract on the Construction of the Milliken-Johnstown Trail**

   Town Administrator Kent Brown asked for consideration, approval and authorization to sign a contract for the construction of the Milliken-Johnstown Trail on behalf of the Town. This will be a crusher fine trail and few other items. There were 7 bids submitted and this RFP went through the Rocky Mountain Bid Center. Ms. Shar Shadowen with Lamp Rynearson is present to answer any questions.

   Trustee Jemiola asked Shar Shadowen about the differences in the bid rates that

were submitted. Trustee Jemiola asked if she feels that all the contractors who submitted bids are equally qualified. Shar explained that Lamp Rynearsons estimate was a little high due to figures they used which they based on last spring and summers projects. Shar spoke to other entities regarding Mountain Constructors and was told they could do the work, it's just the timeliness of them completing the work on their deadline. There is language in the contract that penalizes them if they do not complete the project on time.

Trustee Jemiola asked if they are paid during the project or in full. Shar explained that pay apps will be submitted, that there is a 10% retainage withheld.

Trustee Jemiola moved to approve the contract with Mountain Constructors for the Milliken to Johnstown Trail Project for $185,473.00 and authorize the Town Administrator to sign the contract. Trustee Kidd seconded.

Discussion: None.

Vote: All in favor, none opposed. Motion passed.

DISCUSSION AGENDA

There were not any items.

INFORMATIONAL AGENDA

There were not any items.

ASSIGNMENT AND PROJECT UPDATE(S)

Other Business

Summary of Meeting (Review of Action Items, Staff Assignments & Schedule)

Adjournment

Hearing no further business, the Mayor adjourned the meeting at 7:57 P.M.

Prepared by:

Approved by:

Cheryl L. Powell, Town Clerk

Milt Tokunaga, Mayor