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

MEETING MINUTES

Wednesday, December 23, 2015 – 6:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, December 23, 2015 at 6:00 p.m. Those present 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, Community Engagement Specialist/Planner Seth Hyberger, Finance Director Jennifer Nash, Accounting Technician Courtney Diller and Public Works Director Bill Landwehr. Absent: Mayor Tokunaga, Parks Director Josh Roseberry and Town Attorney Linda Michow.

Pledge of Allegiance

Mayor Pro Tem Measner called the meeting to order.

Roll Call

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

Agenda Approval

Trustee Jemiola requested to move Action Agenda Items 2 and 3 to the Consent Agenda. The Town Board was in agreement with the items being placed on the Consent Agenda and the addition of a Discussion Item. Town Administrator Brown indicated that staff did not have any changes to the Agenda.

Citizen Comments

None.

Minutes of Previous Meeting

December 9, 2015

Minutes approved as distributed.

Acknowledgement of the Paid List of Bills

December 2015 Bills

Trustee Kidd asked if Public Works and the Police Department are getting fuel from separate areas. Trustee Kidd indicated that the Town receives fuel in bulk at a lesser cost that is stored at the Public Works facility that is used for their vehicles and the Police Department fuels up their vehicles at Far Better Convenience (FBC). Public Works Director Landwehr indicated that he is fine with the Police Department fueling up at their location and a key to the gates could be provided to them for after hours. Director Landwehr also explained that Public Works receives red dyed diesel fuel for their equipment that is off road such as the back hoe, etc.

Discussion from the Town Board was providing business to local businesses, FBC and 7-Eleven or if purchasing the fuel at bulk at a lesser cost would be better. Conversation included the potential of purchasing a fuel tank for storage at the Police Department.

Trustee Jemiola asked about the payment to Lamp Rynearson and if it would be more cost efficient by hiring an in-house engineer. Town Administrator Brown explained that by using a contract engineering firm you receive the expertise on various types of engineering services. Brown explained that currently the Town has many projects going on at the moment, but there may come a time that the Town does not and trying to justify having in-house engineers may prove to be difficult. Brown also said that even with in-house engineers there will most likely be projects that still require that the Town hire outside firms, such as the situation with the Reverse Osmosis Plant.

Accepted as presented.

CONSENT AGENDA

1. **Consideration, Approval and Authorization for Engineering Services for the Josephine Storm Sewer Project**

Town Administrator Brown asked the Town Board to consider for approval the authorization for the Town Administrator to sign the contract for Engineering Services for the Josephine Storm Sewer Project. The Town has received Phase 1 approval from FEMA and the State on November 12, 2015 to hire a firm and proceed with the preliminary engineering component of the project. The Town received a FEMA Hazard Mitigation Grant in the amount of $82,875 and a $13,812 grant from the State.

2. **Consideration and Approval of Resolution 15-26, Supporting Improvements to Interstate 25**

To consider for approval Resolution 15-26, in support of improvements to Interstate 25 (I-25).

Trustee Jemiola moved to approve the Consent Agenda. Trustee Onorato seconded.

Discussion: None.

Vote: All in favor, none opposed. There were not any items.

ACTION AGENDA

3. **CDBG-DR Post Award**

Public Hearing Opened at: 6:14 P.M.

Community Engagement Specialist Hyberger explained to the Town Board that as a requirement he needed to advertise and conduct a post award public hearing for a CDBG-DR Round one grant the Town received to cover its 12.5% local share for a sewer main break that occurred during the 2013 flood event. The Town also received funding from the FEMA's Public Assistance program to cover 75% of the project costs and 12.5% from the Colorado Division of Homeland Security and Emergency Management. The total cost for the project was $61,847.43. The CDBG-DR award was for $7,730.91.

Public Hearing Closed at: 6:15 P.M.

DISCUSSION AGENDA

There were not any items.

INFORMATIONAL AGENDA

1. **Town Hall Parking Lot Site Plan**

Community Development Director Martha Perkins provided the Town Board with picture depictions of the Town Hall Parking Lot and information regarding the Planning Commission's approval on December 16, 2015. Perkins explained that the Planning Commission is making certain requirements that must be met in regard to the project, such as the Landscaping, Lighting, Drainage and Grading

Plan. The Town Engineer also spoke to a neighboring property owner who had concerns regarding the lighting that will be used in the lot and it is believed that their concerns have been answered and alleviated.

Trustee Onorato asked if a food van will be able to pull up to the back doors of the Town Hall facility with the new plan. Perkins explained that yes, most of the steps that are currently there will be removed. Trustee Jemiola asked if a loading and unloading area could be used along this area. Director Brown explained that the ramp area will be wider and the new plan will create more of a plaza type of area. Trustee Jemiola commented that the handicapped parking will be doubled within the depiction of the new plan and that in itself is huge.

Trustee Kidd commented that t currently in the Town's Design Guidelines it specifies that in commercial areas where residential is adjacent, there is a certain type of light fixture that needs to be used. Director Perkins explained that this was a concern of the Commission that the downward lighting be used so it does not impact the residential area. This is why the Commission would like to see the Lighting Plan. Trustee Kidd also commented that on the neighbors that are concerned about the drainage, the Civil Drawings on the project will specify how this area will be drained. Trustee Kidd wanted to be sure that the property owners understand that none of the Town's parking lot water can drain onto their property.

Trustee Jemiola indicated that currently the Planning Commission has the approval regarding site plans and would like to know if the Town Board would receive information within the Informational area of the Town Board Agenda. He voiced concern about the CAP Farms area and would like to see all the site approvals regarding this area.

Mayor Pro Tem Measner stated that the approval on site plans was given to the Planning Commission to do, but can see the Town Board receiving it as an informational item.

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

Resume Regular Meeting

Adjournment

Hearing no further business, the Mayor adjourned the meeting at 6:35 P.M.

Prepared by: Approved by:

Cheryl L. Powell, Town Clerk Linda Measner, Mayor Pro Tem