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

MEETING MINUTES

Wednesday, July 27, 2016

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, July 27, 2016 at 7:00 P.M. Those present: Mayor Beau Woodcock, Mayor Pro Tem Linda Measner. Trustees: Elizabeth Austin, Katy Burack, LeRon Ehrlich, Nick Ehrlich and Ken Kidd. Also Present: Town Administrator Kent Brown, Town Clerk Cheryl Powell, Community Development Director Martha Perkins, Public Works Director Bill Landwehr, Community Engagement Specialist/Planner Seth Hyberger, Accounting Technician Courtney Diller and Town Attorney Linda Michow. Absent:

Pledge of Allegiance

Mayor Woodcock called the meeting to order.

Roll Call

Trustee's: Austin, L. Ehrlich, Burack, N. Ehrlich and Kidd, Mayor Pro Tem Measner and Mayor Woodcock.

Agenda Approval

Staff had no changes to the Agenda.

Mayor Pro Tem Measner motioned to approve the agenda. Trustee Austin seconded.

All in favor, none opposed.

Officer Recognition

Police Chief Benito Garcia recognized Milliken Police Officer Ryan King for his outstanding job performance which went above normal standards, his character, professionalism and engagement with the community.

Citizen Comments

Mr. Jared Tucker, who resides at 952 Traildust Drive, Milliken spoke to the Town Board and indicated that he had been looking at Codes regarding stop signs. His home is within 30 feet of the stop sign and he cannot park in front of his home. He is requesting the Code to be reviewed and changed. He has been threatened with a ticket and having his vehicle towed. Mr. Tucker indicated that the stop sign is not located on the corner of the street, it is setback off of the corner.

Minutes of Previous Meeting

- July 13, 2016

Minutes approved as distributed.

Trustee LeRon Ehrlich motioned to approve the minutes as distributed. Trustee Burack seconded.

All in favor, none opposed.

Acknowledgement of the Paid List of Bills

- July 2016 List of Bills.

Trustee Austin asked about the payment to Lamp Rynearson regarding the parking lot for $8500.00. Administrator Brown responded that their bills typically run 30-60 days behind. Trustee Austin asked what this particular billing was regarding. Brown responded it was bidding documents, lighting survey and phasing plans for the parking lot project.

Mayor Pro Tem Measner questioned what the bill to Award Alliance was in regard to. Brown responded that it was for a correction to the years indicated on a plaque. She also asked about the bill from Dales Environmental Services for jetting and camering a sewer line. She asked why the JetVac Truck that the Town owns was not used. Plant Superintendent of the Water/Wastewater Department Don Stonebrink responded that the Town's Jet Vac Truck was inoperable at the time. The jetting/camering was partially for 800 plus feet of sewer line that was re-cameraed and a culvert that was cleaned out. She also asked about a couple of bills regarding hoses and wanted to know what type of hoses were ordered. Public Works Director Landwehr responded that some were for flushing hydrants and for a trash pump. Measner asked about the invoice from Greeley Lock and Key and wanted to know if that was for the back door at Town Hall. Landwehr responded yes.

Mayor Pro Tem Measner asked about the $4000 to Spaur for crop damage.

Administrator Brown responded that this was part of the Memorandum of Understanding and Easement Agreement for the Milliken-Johnstown Trail. The same type of Agreement and payment was also made to the Purvis Family. Measner also asked about the refund made to Segrest-Milliken Adventure, LLC for a Land Use and Development Deposit. Community Development Director Perkins explained that deposits are required during building and the deposit amount on this project exceeded what was needed and therefore refunded.

Trustee Kidd asked about the park fill dirt purchased from Colorado Materials, Inc. Public Works Director Landwehr believes it was compost for Lola Park. Trustee Kidd also indicated that this is the third year he has seen barricades on the list and asked why the Town does not purchase them. Landwehr explained that this is for barricades a contractor lost and this expense will be billed back to the contractor.

Mayor Pro Tem Measner motioned the acknowledgment of the paid List of Bills. Trustee Austin seconded.

All in favor, none opposed.

CONSENT AGENDA

1. **Approval for the Town Administrator to Sign Task Order Pertaining to the Mad Russian Lift Station**

   To approve the Town Administrator to sign Task Order number 11, authorizing Lamp Rynearson, the Town's contract Engineering Firm to perform services on the project entitled; Mad Russian Lift Station Regulatory Compliance.

   Trustee Austin moved to approve the Consent Agenda. Trustee Burack seconded.

   Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack – yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – yes. Motion carried.

ACTION AGENDA

1. **Consideration and Approval of Resolution 16-16, Proposed Agreement with Stewart Environmental, Pilot Test**

   Town Administrator Brown asked the Town Board to review and consider for approval Resolution 16-16, a proposed Agreement with Stewart Environmental to perform a pilot test on the Town's Reverse Osmosis (R.O.) Plant. He explained

that this pilot test will acknowledge whether the R.O. Plant will be feasible to provide additional potable water to the Town. Brown explained the few items that were changed in the Agreement were discussed during this evenings Work Session. Brown indicated that Dave Stewart with Stewart Environmental is present to answer any questions.

Trustee Austin asked Dave Stewart if for some reason Stewart Environmental were not able to perform the test would the Town own any materials purchased for conducting the test. Dave Stewart replied yes. Austin also asked if they were not able to complete the pilot test, would the Town be required to pay the remainder of the contract. Dave Stewart replied that the Town would not. They will provide invoices, throughout the testing.

Trustee Nick Ehrlich asked about the flow rate and indicated that it was for a three (3) week pilot period, and it was a gallon and a half per minute. Dave Stewart responded that this length of time is in order to development the brine stream. It takes about a week to generate the first 1,000 gallons of brine, it takes about another 3-4 days to run through the CMF and another week to run it through the second stage R.O. and another 3-4 days to run it through the membrane installation.

Mayor Pro Tem Measner motioned to approve Resolution 16-16 approving the proposed agreement with Stewart Environmental to perform a Pilot Test on the Town's Reverse Osmosis Plant. Trustee Nick Ehrlich seconded.

Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack – yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – yes. Motion carried.

2. **Consideration and Approval of New West Side Non-Potable Irrigation Well**

Town Administrator Brown asked the Town Board for approval on a project to proceed with finding locations for new West Side Non-Potable Irrigation Well(s) and the adjudication of new Alluvial Water Rights. Brown explained that this will add one (1) and perhaps more wells to the Town's non-potable system. There is currently one (1) well serving three (3) parks, a greenbelt area and the right-of-way on Quentine Avenue. He explained this is too much for one (1) well to service. The Town's Water Engineer Forrest Leaf indicated that it will take approximately 1 to 1 ½ years for this accomplished legally, but the Town can drill the well(s) prior to that time. Brown explained that this was on the list of Goals and also a budget item for 2016.

Attorney Michow explained that if the Board is in consensus, they could authorize the Town Administrator to approve the final agreement. Michow also explained that if the Board would like to see the final agreement prior to the approval, it could be brought back to them at a future meeting.

Trustee Nick Ehrlich asked if the Town would be purchasing additional water rights. Brown explained yes, the ability to drill additional well(s). Trustee Nick Ehrlich asked if this would be on new water rights. Attorney Michow explained that this would be the adjudication of new alluvial water rights. Michow explained that the Town's Water Attorney Kim Lawrence would be assisting in this process taking the water through Water Court.

Trustee Austin asked if this was budgeted for in 2016 and if enough money was budgeted. Brown indicated that it was included in the budget and approximately $300,000 was set aside in the budget. The estimated cost for this project is $28,050 for the paperwork portion of the project, not the drilling, etc.

Trustee Nick Ehrlich motioned to assign the Town Administrator to approve and sign the contract. Trustee Austin seconded.

Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack – yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – yes. Motion carried.

DISCUSSION AGENDA

1. **Sanitary Sewer Encasement Project**

Troy Spraker who is with the Town's contract engineering firm Lamp Rynearson spoke to the Town Board about the Sanitary Sewer Encasement Project and presented a map presentation outlining the project. Spraker explained that this project is fully grant funded. The project will begin in September and completed in October. The contractor is Rocky Mountain Water Works.

Trustee Nick Ehrlich asked if this is the only sewer line that runs under the river. Troy Spraker indicated yes, to his knowledge it is.

Trustee Austin asked if the grant covered the Engineering fees. Spraker indicated that it does.

2. **Town Map Proposal**

Community Development Director Martha Perkins and Jeff Sprecht with Sanborn discussed with the Town Board the purchase of a GIS web based software called Sanborn Town which includes the setting up of a GIS site providing access to the public on the Town's website and allowing Town staff with Sanborn's assistance to load and access the Town's parcels, buildings, utilities, streets, aerial imagery and other location specific or spatial information.

Jeff Sprecht presented two videos depicting the system and how it operates. The cost for this product is an initial $10,000 setup cost and a monthly fee of $700.00 for any and all updates.

Trustee LeRon Ehrlich asked the Public Works Director if there is enough staff available to locate the water, sewer lines, manholes, etc. Public Works Director Landwehr explained that it would be a slow process.

Trustee Nick Ehrlich asked who is currently managing the GIS system and who is it with. Director Perkins explained that the Town currently uses ESRI – ARC GIS and due to the cost, the Town only holds two (2) licenses. Perkins indicated that it would be of great use to the Town in locating the water and sewer infrastructure, but it would also be of value to the residents for some of its other functions. This software allows the town to hide certain infrastructure for safety reasons. This would help in Economic Development by showing what parcels are available and their zoning.

Mayor Woodcock asked if gas and oil pipelines and also ditches could be shown on this system. Jeff Sprecht responded yes, any layers could be added.

Trustee Nick Ehrlich asked how much the current system costs and would like to see a timeframe in getting this project complete. Staff did not have the current cost of the system available and would need to provide this at a later date.

Discussion from the Town Board was whether this software would be cost effective and worthwhile. Further discussion included timeframe and the accountability of getting this done and implemented.

Mayor Pro Tem Measner responded that in her opinion the software will provide the staff and residents with beneficial information. She also explained that staff should have the information in order to be more efficient.

Further discussion included whether another license and computer needs to be purchased on the existing software. Staff explained that it would require training and additional cost.

INFORMATIONAL AGENDA

Mayor Woodcock spoke to the Town Board about the cost for Employee Appreciation Day. Currently there are 55 employees and family members that have signed up for the Elitches Appreciation event. The approximate cost will be $2,323.00 and an additional $700.00 for transportation. Trustee LeRon Ehrlich asked if this event is taking place of the Christmas Party. The Mayor indicated that it is not. The Mayor asked the Board if they had any opposition to this event occurring. The Board did not indicate any opposition.

1. **Mid-Year Project Update**

Town Administrator Brown presented a printout to the Town Board of a mid-year project update for the projects budgeted for 2016, in the Town Board Meeting Packet.

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

Adjournment

Trustee Austin moved to adjourn. Trustee LeRon Ehrlich seconded.

All in favor, none opposed.

Hearing no further business, the Mayor adjourned the meeting at 8:30 P.M.

Prepared by: Approved by:

Cheryl L. Powell, Town Clerk Beau Woodcock, Mayor