

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

MEETING MINUTES

Wednesday, January 22, 2014 – 7:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, January 22, 2014 at 7:00 p.m. Those present: Mayor Milt Tokunaga, Mayor Pro Tem Julie Cozad; Trustees: Linda Beck, Reid Hobler, Jordan Jemiola, Linda Measner and Lois Ann Onorato. Also present: Town Administrator/Police Chief Jim Burack, Town Clerk Cheryl Powell, Treasurer & Accounting/Finance Director Patrick Murphy, Community Development Director Anne Johnson, Parks and Outdoors Director Josh Roseberry, Public Works Director Jason Fowler, Town Attorney Bruce Fickel and Assistant Attorney Sunita Sharma.
Absent:

Pledge of Allegiance

Mayor Tokunaga called the meeting to order.

Agenda Approval

Town Clerk Powell said there were not any changes to the Agenda.

Trustee Hobler requested to have Action Item 1 and Action Item 2 moved to the Consent Agenda. Trustee Jemiola seconded.

Trustee Jemiola asked for a discussion item to be added to the Discussion Agenda regarding 1109 Broad Street (Historic Town Hall, Police Department).

Citizen Comments

Mrs. Janie Lichtfuss, 1546 W. 29th Street, Loveland, CO, who is the Chair of the Milliken Housing Authority, addressed the Town Board regarding the property at 417 Broad Street. Mrs. Lichtfuss explained to the Town Board that a market study had been done indicating how many homes could be placed on the property. Loveland Housing Authority thought it would be a risky project for Senior Housing due to the cost associated with building so few homes on the property. Habitat for Humanity believes that

they can build houses for those who need affordable housing in Milliken. Habitat requires in-kind donations from plumbers, builders, volunteers for meals, etc. Habitat will pair the house with a potential resident. There are requirements that the potential resident needs to have including maintaining a zero percent mortgage and dedicating a certain number of hours working on the project. Mrs. Lichtfuss indicated that the purchase of the land is a stumbling block and wondered if Habitat could be given the land as a donation by the Town or sold to them at a reasonable price. Mrs. Lichtfuss informed the Town Board that there are now floor plans available for the Town Board to review. The floor plans are available at the Town Hall.

Mayor Tokunaga asked if there is additional information that can be presented at a Work Session. Mrs. Lichtfuss will speak with the Town Clerk to schedule a Work Session which will include members of Habitat for Humanity in order to provide the Town Board with more information.

Milliken Fire Chief Ron Bateman spoke to the Town Board regarding the assistance provided by Caree Rinebarger during the September 2013 flood event and presented her with a commemorative coin.

Introduction of New Employee

Parks and Outdoors Director, Josh Roseberry introduced Vern Jesser, Parks Equipment Operator to the Town Board.

Minutes of Previous Meeting

- January 8, 2014

Minutes approved with correction.

Acknowledgement of the Paid List of Bills

January 2014 List of Bills.

Trustee Measner asked about the choice of BluSky for the repair work during the flood event, when there are local companies who perform the same type of service. Town Clerk Powell explained that the Town's insurance company, CIRSA, recommended BluSky for the mitigation and repair work that was covered under the Town's insurance policy.

Trustee Hobler asked about the \$3,000 paid to Milliken Self Storage. Director Murphy explained that this was a reimbursement for a site plan review. Director Johnson further explained that a final plat and a site plan needs to be recorded by Milliken Self Storage and they have not

submitted an application. Milliken Self Storage is looking for a new engineer for the subdivision of the property and will most likely come back to the Town with an application. In the interim the \$1,000 application fee and the \$2,000 site plan review fee have been returned to Milliken Self Storage.

CONSENT AGENDA

1. **Resolution 14-04, Appointing Town Clerk as the Election Official for the April 1, 2014 Municipal Election**

A Resolution authorizing the Town Clerk as the Election Official and authorizing the appointment of election judges for the 2014 Municipal Election.

Cheryl Powell, Town Clerk

2. **Renewal of Tavern Liquor License for Lalo's Cantina**

Dustin Hoffschneider, owner of Lalo's Cantina, has submitted the Renewal Application and paid the required fees to renew the Tavern Liquor License for the period of February 25, 2014 until February 24, 2015.

Cheryl Powell, Town Clerk

3. **Consideration and Approval of a Contract Extension with Waste Management for Solid Waste Collection**

Consideration and approval of a Solid Waste Collection Service Agreement with Waste Management for 2014. The purpose is to extend the current contract with Waste Management for the third of up to five (5) additional one-year terms, in accordance with the contract signed January 25, 2012.

Pat Murphy, Finance Director

4. **Consideration and Approval of Resolution 14-03, Updating Revenues Related to Miscellaneous Services Provided by the Town of Milliken**

Consideration and approval to adjust the Town's Fee Schedule to reflect the rate changes necessary to fund the price increase authorized and requested by Waste Management, Inc., upon the extension of the Solid Waste Management Services Agreement with the Town.

Pat Murphy, Finance Director

Trustee Hobler moved to approve the Consent Agenda. Mayor Pro Tem Cozad seconded.

Discussion: None.

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

ACTION AGENDA

1. Consideration and Approval of the Engagement Proposal for the Audit of the Town's Basic Financial Statements for the Fiscal Year Ended December 31, 2013 with Anton Collins and Mitchell, LLP

Finance Director Pat Murphy asked the Town Board for their consideration and approval of the engagement proposal for the audit of the Town's basic financial statements for the fiscal year ended December 31, 2013 with Anton Collins and Mitchell, LLP. Director Murphy explained that the Town of Milliken is required by the State to submit annual Financial Statements which have been audited by an independent Certified Public Accountant. The Auditor is employed 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. Director Murphy explained the benefits of the continuity of having the same auditing firm conduct the audit.

Mayor Pro Tem Cozad commented that last year when the contract was approved, there were a few members of the Board who were not in favor of approving the contract. Director Murphy said he had expressed concerns last year as well due to the auditing firm sending new staff members to conduct the audit. Because the same audit staff and manager will conduct the audit for their third year and they have developed a productive working relationship with Town accounting staff, Director Murphy's concerns have been alleviated. Mayor Tokunaga asked if this audit will be conducted on a more timely basis and when should another firm be considered to conduct the audit. Director Murphy responded that this audit should be completed on time without an extension and that perhaps after the 2013 audit is completed bids could be solicited for the 2014 audit.

Trustee Beck moved to approve the proposed Engagement Letter from Anton Collins Mitchell, LLP for performing the required audit of the Town's basic Financial Statements for December 31, 2013. Trustee Onorato seconded.

Discussion: None.

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

DISCUSSION AGENDA

Old Coffee Shop

Trustee Jemiola asked if the lease has been terminated at the Old Coffee Shop. Town Administrator Burack said the Town Board will need to terminate the lease and that there has been discussion as to the uses that can be further discussed during the Work Session following this evening's regular meeting.

INFORMATIONAL AGENDA

Updates on Staff Assignments

Other Business

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

Adjournment

Hearing no further business, the Mayor adjourned the meeting at 7:30 P.M.

Prepared by:


Cheryl L. Powell, Town Clerk

Approved by:


Milt Tokunaga, Mayor