

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

MEETING MINUTES

Wednesday, March 12, 2014 – 7:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, March 12, 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, Public Works Director Jason Fowler, Parks and Outdoors Director Josh Roseberry, Community Engagement Specialist Sandy Freeo, Town Attorney Bruce Fickel and Assistant Town Attorney Sunita Sharma
Absent: Community Development Director Anne Johnson

Pledge of Allegiance

Mayor Tokunaga called the meeting to order.

Agenda Approval

Town Clerk Powell requested to add a Work Session item after the regular meeting.

Citizen Comments

None.

Appointment and Swearing-in of New Planning Commissioner

Town Trustees appointed Ronald Blackmer as the Town's new Planning Commissioner. Mr. Blackmer is a long-time resident and experienced builder and carpenter.

Town Clerk Powell swore in Ronald Blackmer as the Town's new Planning Commissioner.

Minutes of Previous Meeting

- January 22, 2014

Minutes approved with correction.

CONSENT AGENDA

1. Resolution 14-13, a Resolution Appointing Election Judges for the April 1, 2014, Regular Municipal Election

To appoint Election Judges pursuant to C.R.S. §31-10-401 for the April 1, 2014 municipal election.

Cheryl Powell, Town Clerk

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

Discussion: None.

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

ACTION AGENDA

1. Continuation of a Public Hearing on and Consideration of Approval of Ordinance 692, Adopting-by-Reference the 2012 International Fire Code

Assistant Town Attorney Sharma stated that this is a continuation of a Public Hearing on Ordinance 692, which was opened on February 26, 2014. This ordinance updates the Town of Milliken's Municipal Code and adopts-by-reference the International Fire Code (2012 Edition) and the referenced International Fire Code Standards promulgated by the International Code Council, with specified amendments to each, as recommended by the Milliken Fire Protection District.

Continuation of the Public Hearing Opened on February 26, 2014:

Public Hearing Closed at: 7:12

Trustee Jemiola moved to approve Ordinance 692, Adoption-by-Reference the 2012 International Fire Code to the Municipal Code of the Town of Milliken. Trustee Onorato seconded.

Discussion: Trustee Measner inquired about CO Detectors, Fire Marshal Prather explained there is not a requirement to have one from the Fire District. Russ Weber with SAFEbuilt explained that they are only required when in occupancies where there is sleeping, such as a hotel, etc.

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

2. Consideration and Approval of Resolutions 14-10, 14-11 and 14-12, Establishing the BOOST Milliken Task Force and the Establishment of and Appointments to the Citizens Advisory Committees

Community Engagement Specialist Sandy Freeo asked the Town Board to consider for approval Resolutions establishing the Boost Milliken Task Force, establishment of and appointments to the Citizens Advisory Committees. Resolution 14-10, appoints the core members to the BOOST Milliken Task Force, and Resolution 14-11, establishes the Citizens Advisory Committees and their purpose. Mayor asked why a staff member representing Finance was not suggested as a part of the Task Force and why the Town Clerk is on the Task Force. Freeo responded that the Board can either add or delete any members of the Task Force. Town Administrator Burack responded that we expect to bring new additional appointments to the Town Board so there will be a new Resolutions brought to them, but in the meantime the initial Task Force structure can be implemented.

Trustee Jemiola inquired about adding a sunset clause that the Task Force will end in 18 months on December 31, 2015, and that all members to the Task Force will be appointed by the Town Board. Greg Winkler with the Department of Local Affairs (DOLA), explained why the members on the Task Force had been chosen. Sandy Freeo explained that Resolution 14-08, establishing "BOOST Milliken" indicates an end date of December 31, 2015.

Mayor Pro Tem Cozad asked if an alternate from the Town Board needs to be named. Trustee Beck asked to be named as the alternate. Trustee Jemiola would like Finance Director Murphy to be placed on the Task Force Committee.

Trustee Hobler moved to adopt Resolution 14-10 and 14-11 to assign members to the BOOST Milliken Task Force and the BOOST Milliken Citizens Advisory Committees. Mayor Pro Tem Cozad seconded

Discussion: Trustee Jemiola suggested an amendment to the motion, indicating that Finance Director Murphy be added to the Task Force in Resolution 14-10 and that BOOST Milliken sunsets on December 31, 2015.

Vote on the amendment to the motion.

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

Vote to approve Resolutions 14-10 and 14-11 with the amendments.

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

DISCUSSION AGENDA

1. Heritage House and the Milliken Historical Society

The Milliken Historical Society would like to discuss the possibility of moving items into the basement of the Heritage House.

Trustee Onorato spoke to the Town Board as a member of the Historical Society and provided a handout to the Town Board regarding the Historical Society's potential move into the Heritage House.

Trustee Beck asked why only the basement is available at this time and not the upstairs area. Town Administrator explained there are a few building concerns requiring resolution prior to issuance of a Certificate of Occupancy (C.O.) in order for the building to be opened. Mayor Pro Tem Cozad asked what the issues are that are preventing a permanent C.O. Russ Weber explained that the issues are exterior not interior. Approved landings outside need to be completed. Director Murphy explained that the landscaping needs to be accomplished in order to place the permanent railings. Mayor Pro Tem Cozad asked if there could be temporary pads placed in order to meet the requirements.

Town Attorney Fickel suggested a lease and it will come before the Town Board at the next meeting.

Questions from the Town Board were in regard to public access or use of the Heritage House. Trustee Onorato explained it would be allowed if it is monitored by someone from the Historical Society, but a fee would be charged. Mayor Pro Tem Cozad asked what the fee would be since the Town is renting it to the Historical Society for a \$1.00 per year. Trustee Hobler also inquired about the fee and if it would be equivalent to what the Town charges for Town Hall room rentals. Trustee Onorato explained that the fee would not be an extravagant amount.

Discussion from the Town Board was whether the grade for the landings could be accomplished in order to pour the landings. Russ Weber with SAFEbuilt explained that the building currently has a temporary C.O. and as long as the areas that require landings are cordoned off, the building can be used and visited. Further discussion was in regard to the alley being vacated and excavated in order to complete the grading and drainage that is needed on the property. Town Administrator Burack explained that staff is currently working on receiving bids for the alley excavation, grading and drainage.

Questions from the audience included whether the funds received from renting out the property could be used for paying the insurance on the building.

Trustee Jemiola asked how many days a month would the Historical Society be present in the building. Trustee Onorato responded that it would be open Wednesday and Saturday mornings and also by appointment.

Trustee Onorato spoke about her vision regarding the opening of the Heritage House Museum and what the opening will bring to the Town of Milliken

2. Priority Based Budgeting

Mayor Tokunaga discussed with the Town Board his conversations with municipalities regarding their use of Priority Based Budgeting. The Town of Victor, CO whose population is 500 uses this program. Mayor Tokunaga explained that the program could be of great value in helping the Town Board focus on its goals and budget priorities.

A long Board discussion ensued regarding the cost of the program and how much staff time it could cost to implement the program. Trustees Jemiola and Hobler, and Mayor Pro Tem Cozad commented that they like the theory behind the program and the Mayor commented that other municipalities have indicated that using this program saves money long-term.

Trustee Hobler asked Finance Director Murphy what he thought about the program. Director Murphy explained that he knows of this program only through working with Fort Collins as a citizen on their budgeting process. Director Murphy indicated that the Town does not have enough staff to implement this program and there isn't the cohesiveness between the Town Board and Staff that is required in order for this program to be successful. Director Murphy also indicated that the cost of obtaining and maintaining this program may be very expensive to the Town. Mayor Tokunaga indicated that it has helped unify some municipal Boards and staff. Director Murphy also explained that the program is more of a performance indicator than a budgeting tool.

Mayor Tokunaga explained that he has only spoken to communities who are utilizing this program and did not speak to those communities who did not choose to utilize this program. The Mayor also explained that the programmers will do most of the initial input, but staff will have to maintain it. Mayor Tokunaga believes there will be a lot more clarity for the Board. Mayor Pro Tem Cozad indicated that she is also concerned with the amount of staff time this will take and is not sure if the now is the time to implement this program since staff is already over-taxed due to the flood recovery efforts.

Town Administrator Burack suggested that perhaps the Town Board and Staff should review the Priority-Based Budgeting Program together, in order for staff to

better understand and provide feedback about the program. Finance Director Murphy should speak to other municipal Finance Directors about this program as well. Discussion from the Town Board indicated that this program should be discussed at a Budget and Administration Committee meeting. Greg Winkler with DOLA, suggested that he could speak to the Town of Victor and ask them to come and speak to the Board and Staff.

3. September 12, 2013 Flood Event

Town Administrator Burack commented that today is the sixth (6) month of the aftermath of the September 12, 2013 flood and to reflect on the progress that has been made in this time.

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 8:51P.M.

Prepared by:

Approved by:

Cheryl L. Powell, Town Clerk

Milt Tokunaga, Mayor