

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

MEETING MINUTES

Wednesday, April 9, 2014 – 7:30 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, April 9, 2014 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: Interim Town Administrator/Town Clerk Cheryl Powell, Treasurer & Accounting/Finance Director Patrick Murphy, Community Development Director Anne Johnson, Administrative Assistant Gale Amaya, Public Works Director Jason Fowler, Parks and Outdoors Director Josh Roseberry. Absent: Town Attorney Bruce Fickel and Assistant Town Attorney Sunita Sharma.

Pledge of Allegiance

Mayor Tokunaga called the meeting to order.

SWEARING-IN CEREMONY

Swearing-in of New Trustees

Interim Town Administrator/Town Clerk Cheryl Powell performed the swearing in ceremony for the new Trustee's; Trustee Ehrlich, Trustee Kidd, and Trustee Measner.

Agenda Approval

Interim Town Administrator/Town Clerk Powell indicated there were not any additions or deletions to the agenda.

Citizen Comments

Milliken Fire Chief Ron Bateman, expressed well wishes to the former Town Board members and good luck to the new members. He also wanted to thank the former Town Administrator and Police Chief Jim Burack for all his years of service and to Interim Town Administrator/Town Clerk, Powell and Interim Police Chief Garcia for the work ahead.

Interim Town Administrator/Town Clerk, Powell shared an email from Jim Burack, he will be Chief of Investigations for Marijuana Enforcement at the Colorado Department of Revenue.

CONSENT AGENDA

1. **Resolution 14-15, A Resolution to Change Signatures at Northstar Bank of Milliken**

New signature cards must be completed to remove former Town Board members from the Town accounts and to add new Town Board members to the Town accounts at Northstar Bank. The attached resolution will preclude those former Town Board members to act on behalf of the Town in business with Northstar Bank and other financial matters.

Patrick Murphy, Finance Director

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

Discussion: None

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

ACTION AGENDA

1. **Appointment of Mayor Pro Tem**

Trustee Jemiola motioned to appoint Trustee Measner as the Mayor Pro Tem. Seconded by Trustee Onorato.

Discussion: None

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

DISCUSSION AGENDA

1. **Town Administrator Search**

Mayor Tokunaga, discussed the potential search processes for acquiring a Town Administrator. The Department of Local Affairs (DOLA) can assist, the Town could conduct the search through an Executive Search Firm or conduct the search internally. The anticipated duration of time in locating a Town

Administrator is a minimum of four (4) to six (6) months. Mr. Don Sandoval with DOLA expressed interest in helping the Town locate an Administrator.

Discussion; Trustee Jemiola would like to use a Head Hunter with an Executive Search Firm instead of DOLA. Trustee Ehrlich asked Mayor Pro Tem Measner what are the pros and cons are of an Executive Search or conducting the search internally. Pro Tem Measner shared her opinions.

The consensus from the Town Board is to utilize an Executive Search Firm. Mayor Tokunaga suggested initiating the process with Mayor Pro Tem Measner, Interim Town Administrator/ Town Clerk Powell and himself.

Five Year Capital Improvement Plan

Mayor Tokunaga handed out information from the Water, Wastewater and Drainage Commission on regarding raw water, processing capabilities, and infrastructure with a plan to take the Town through 2018.

Strategic Assumption Plan

1. Protect the existing Services
2. Industrial Development
3. Prepare for Residential Development
4. Water becoming more expensive and less available

Effective Governance for a Positive Community Legacy

Mayor Tokunaga explained the ground rules, what is expected from the Board, and what the staff expects from the Board. He also discussed how we conduct business as a Board and the importance of being a cohesive group.

How to Effectively Govern Municipalities

How we conduct business, how we operate as a Board and as a Town, and how we communicate.

Trustee Jemiola stated that it would be valuable to have a Town Board Retreat. The Retreat will be noticed so the Public can attend. We can attain everyone's goals and objectives for the next few years. He would like to discuss appointments and contracts. The appointments need to be made within 30 days of new Board members taking their Oath of Office.

The Board Retreat is scheduled for April 16th at 5:30 p.m. and will be held at the Thompson Rivers Park and Recreation (TRPR) building.

INFORMATIONAL AGENDA

Updates on Staff Assignments

Interim Town Administration/Town Clerk, Powell mentioned that during her role as Interim, Gale Amaya and Ashley Hunt will be assisting in the Clerk's duties. Gale also takes minutes for the Water Commission meetings. Interim Town Administrator/Town Clerk, Powell commended Gale and Ashley for their willingness and commented that all Staff members are doing their best to ensure things run smooth. Mayor Tokunaga stated he had a couple conversations with Ms. Powell on the added duties for the next four or five months not only from her and the current staff. There is potential for help in the clerk position, possibility for a short term contract

Mayor Tokunaga welcomed the new Board Members.

Other Business

Adjournment

Hearing no further business, the Mayor adjourned the meeting at 8:02 P.M.

Prepared by:

Approved by:

Gale Amaya, Admin. Assistant

Milt Tokunaga, Mayor