

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

**MEETING MINUTES**

**Wednesday, September 10, 2014 – 7:00 P.M.**

**Call to Order**

The Town of Milliken Board of Trustees convened a regular session on Wednesday, September 10, 2014 at 7:00 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 Cheryl Powell, Treasurer & Accounting/Finance Director Patrick Murphy, Community Engagement Specialist/Planner Seth Hyberger, Administrative Assistant Gale Amaya, Public Works Director Jason Fowler and Town Attorney Bruce Fickel.

Absent: Parks and Outdoors Director Josh Roseberry

**Pledge of Allegiance**

Mayor Tokunaga called the meeting to order.

**Roll Call**

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

**Agenda Approval**

Interim Town Administrator Powell asked to add an item to the Action Agenda. This item had been previously brought to the Town Board at their August 13, 2014 meeting. Attorney Fickel asked to delay this item until he had an opportunity to speak to Grizzly and asked to bring it back at a later meeting.

**Citizen Comments**

Mr. Erling Lundell, who resides at 2603 E. Carriage Drive in Milliken, spoke to the Town Board regarding the condition of the property located at 2593 Carriage Drive. Interim Administrator Powell will pursue the abatement with SAFEbuilt.

**Minutes of Previous Meeting**

- August 27, 2014 – Approved as distributed

## CONSENT AGENDA

There were not any items.

## ACTION AGENDA

### 1. Consideration and Approval of a Contract for Construction of a Public Works Materials Storage Building

To consider for approval a contract with Built Construction to construct a materials storage building at the Public Works facility.

Director Fowler indicated that only two (2) bids were submitted for the construction of the storage shelter. The amount originally budgeted was \$80,000. In the current market, the costs to build this structure are higher than what had been anticipated. Director Fowler explained the various costs, based on the number of bays that were submitted by Built Construction. Director Fowler explained the types of materials that would be stored in this structure. Trustee Jemiola asked the value of the product that would be placed in the facility. Director Fowler did not have this information readily at hand.

Mayor Tokunaga asked if there is an advantage to purchasing larger quantities of material. Director Fowler indicated yes, that last winter the Town ran out of ice slicer, purchasing larger quantities would help prevent shortages from happening.

Mayor Pro Tem Measner said that she can see the need to protect the product. Trustee Beck explained to the Board that the project will only get more expensive if we delay. Trustee Kidd said he would not approve more projects until the ones we have are complete. Trustee Ehrlich asked what happened to the shelter that was there before. Director Fowler said that the membrane on the dome shelter was not damaged, the frame for the dome had been damaged due to the wind. Trustee Onorato said that it is needed to maintain the appearance of the public works property.

Mayor Pro Tem Measner motioned to authorize Interim Town Administrator Powell to sign the contract with Built Construction to complete the construction of a 6-bay material storage building at the Public Works Facility, not to exceed \$134,730. Trustee Onorato Seconded

Discussion: None

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

**2. Consideration and Approval of Amendments to the Town of Milliken Financial Policies**

Director Murphy asked the Town Board to consider and approve the amendment to the Financial Policies of the Town to eliminate ambiguities regarding purchasing thresholds, revise the Conflict of Interest Provisions to accommodate the support of local businesses and accommodate the nature of governing in a smaller community, and to provide clarification and flexibility in managing emergency procurements

Discussion from the Board indicated that any contracts that might be with officials, employees, relatives of employees, etc. will be brought before the Town Board for the reason of transparency.

Trustee Jemiola moved to adopt the recommended revisions to Sections 2.1 and 2.2.2, and the elimination of Section 2.2.6 of the Town of Milliken Financial Policies. Trustee Ehrlich Seconded

Discussion: None

Vote: All In Favor, none opposed

**3. Public Hearing and Consideration and Approval of Ordinance 699, Amending Chapter 16 of the Milliken Municipal Code**

Town Attorney Fickel asked the Town Board to consider for approval Ordinance 699, which amends Chapter 16 of the Milliken Municipal Code by the amendment of Sections 16-3-130 and 16-4-410 regarding the minor subdivision process for lot line vacation.

Town Attorney Fickel explained that this amendment would allow for an administrative review process for Minor Subdivisions when used to vacate internal lot lines. The intent is to provide a stream-lined process while adhering to the intent of needing a recorded document to replace a previously recorded document. The Planning Commission has approved this amendment and requested it to be forwarded to the Town Board for approval.

Town Attorney Fickel explained that changes were made in Subsection 16-4-130 and 16-4-410. Attorney Fickel also explained that he had made revisions to the ordinance indicating that he added the Town Administrator to approve and evaluate the requests. He explained that the Town Planner should not be the only one approving or evaluating these since the Town may not always have a Town Planner. Town Planners should not approve subdivisions without the Town Administrator who has a better understanding of the water, sewer and drainage areas.

The Public Hearing opened at 7:35 P.M.

There was not any public comment.

The Public Hearing closed at 7:36 pm

Discussion from the Town Board was on the multiple reasons it is feasible to simplify and to expedite the process.

Mayor Pro Tem Measner moved to return the Ordinance to the Planning Commission and Staff for further review and present to the Town Board in due course. Trustee Onorato Seconded

Discussion: None

Vote: All in favor, none opposed

**4. Oil and Gas Lease for Grizzly Petroleum Company, LLC**

Town Attorney Fickel explained the terms of the Lease and that this Lease will provide the Town with additional revenue obtained by a Lease Bonus of \$2,250.00/net acre for 20.779543 net acres, which equates to \$46,753.97. Upon execution of this lease, Grizzly Petroleum Company, LLC will make payment within 45 days of receipt of this agreement. Additionally, the Town will also receive a 20% Royalty based on production over the term of the lease.

Trustee Jemiola motioned to approve the Grizzly oil and gas lease for Grizzly Petroleum Company, LLC. Mayor Pro Tem Measner seconded

Discussion: None

Vote: All in favor, none opposed.

**DISCUSSION AGENDA**

There were not any items.

**INFORMATIONAL AGENDA**

There were not any items.

## ASSIGNMENT AND PROJECT UPDATE(S)

### Other Business

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

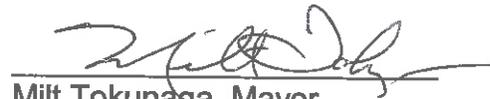
### Adjournment

Hearing no further business, the Mayor adjourned the meeting at 7:48 P.M.

Prepared by:

Approved by:

  
Gale Amaya, Admin. Assistant

  
Milt Tokunaga, Mayor