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

MEETING MINUTES

Wednesday, April 27, 2016

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday April 27, 2016 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: Town Administrator Kent Brown, Town Clerk Cheryl Powell, Community Development Director Martha Perkins, Community Engagement Specialist/Planner Seth Hyberger, Finance Director Jennifer Nash, Accounting Technician Courtney Diller and Town Attorney Linda Michow. Absent: Parks Director Josh Roseberry and Public Works Director Bill Landwehr.

Pledge of Allegiance

Mayor Tokunaga called the meeting to order.

Roll Call

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

Agenda Approval

Staff had no changes to the Agenda.

Citizen Comments

Weld County Commissioner Julie Cozad thanked the four (4) members that will be leaving the Town Board. Thanked them for their service over the years and is sure that the outgoing members will continue to contribute to the County and the Community.

Mr. Scott James, 2425 Whitewing Road, Johnstown, is the newly elected Mayor of the Town of Johnstown. Mr. James congratulated the outgoing and the incoming Town Board members and looks forward to working for them.

Minutes of Previous Meeting

- April 13, 2016

Minutes approved as distributed.

Acknowledgement of the Paid List of Bills

- March 2016 List of Bills.

Trustee Ehrlich asked about the Schlosser Sign payment. Town Administrator Brown indicated that this is a down payment on two (2) signs. Accounting Technician Courtney Diller indicated the total cost will be $14,000.

CONSENT AGENDA

There are not any items.

ACTION AGENDA

1. **Consideration and Approval of Resolution 16-09, Authorizing the Town Administrator to sign an Agreement with Lot Holding, LLC**

Town Administrator Kent Brown asked the Town Board for approval of Resolution 16-09, Cost Sharing Agreement with Lot Holding, LLC. Lot Holding has requested that Layne Heavy Civil undertake certain improvements for the benefit of Lot Holding including the installation of water services to residential lots, the installation of sanitary sewer services, etc. Lot Holding, LLC has provided the Town of Milliken payment of $56,732.50 for this project. He explained that on the south side of Settlers Village there is a need for infrastructure for a development. Town Attorney Michow explained that the Town has received the money for this project.

Mayor Pro Tem Measner moved to approve Resolution 16-09, cost sharing agreement with Lot Holdings, LLC and approved the Town Administrator to sign. Trustee Onorato seconded.

Discussion: None.

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

New Business

Town Clerk Cheryl Powell administered the Oath of Office to Mayor Beau Woodcock and Trustees: Elizabeth Austin, Katy Burack and Nick Ehrlich.

Roll Call

Mayor Woodcock. Trustee's: Ehrlich, Austin, Ehrlich, Burack, Measner and Kidd.

Agenda Approval

Trustee Measner approved the agenda. Trustee Austin seconded.

Recognition of Outgoing Mayor and Trustees

Town Administrator Brown presented former Mayor Milt Tokunaga and former Trustees Linda Beck, Jordan Jemiola and Lois Ann Onorato with plaques of appreciation for serving the Milliken Community.

Former Mayor Tokunaga spoke to the new Town Board and audience. Yogi Berra said "thank you for making this day necessary". The Mayor spoke of another Berra quote saying "If you don't know where you're going you might end up somewhere else". He spoke about his experiences with the Town and he mentioned the 2013 flood event and the dedication Town staff and the community had during this trying time.

Former Town Trustee Linda Beck thanked the Town for allowing her to serve and thanked the staff.

Appointment of Mayor Pro Tem

Trustee Kidd motioned that Mayor Pro Tem Measner continue to serve as the Mayor Pro Tem. Trustee Austin seconded.

Roll Call: Trustee LeRon Ehrlich – yes, Trustee Burack – yes, Trustee Austin – yes, Trustee Nick Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, and Trustee Kidd – yes.

DISCUSSION AGENDA

1. **Board Organization**

   To be discussed at a later date.

2. **Town Hall Parking Lot**

   Shar Shadowen with Lamp Rynearson and Associates presented to the Town Board and audience depictions of the Town Hall parking lot.

   She explained that due to no bids being received for the project, that Town staff is looking into doing the project in phases. She indicated that there were proposals received but there weren't any bids received on the project. Her

reasoning as to why this occurred is that the project is small and that after contacting some of the contractors that submitted a proposal they indicated they were having difficulties hearing back from subcontractors, mainly electrical contractors. Trustee LeRon Ehrlich asked about the ramp entering the east side of Town Hall indicating that due to senior meals being served there needs to be an access ramp. Trustee Ehrlich also mentioned that at a previous meeting on the parking lot it was suggested that additional handicapped parking spaces be added. Ms. Shadowen explained that there will be a ramp installed and the steps that are currently there will be removed. This larger ramp will allow for easier accessibility to the facility. The additional handicapped parking is included and she explained that the depiction the Trustees are viewing was a previous layout of the parking lot and she will provide them with the newest depiction for their records. Trustee Austin asked about drainage, especially since the basement of the Welcome Center tends to flood with heavy rain. Ms. Shadowen explained that there will be additional drainage within the parking lot which should take care of any flooding in the Welcome Center. Trustee Burack asked if there will be additional outlets for bands, etc. Ms. Shadowen indicated that there will be.

Trustee LeRon Ehrlich asked about the bid process and if staff had used the bid center. Town Administrator Brown explained that this had gone out on the Rocky Mountain Bid System and the Town did not receive any bids. Staff is looking for direction and whether staff should continue with the plan phasing the project.

Mayor Woodcock asked if it would be worth-while placing the bid back on the bid center for a longer period of time. Shadowen explained that this may be helpful in order for these companies to hear back from their subcontractors.

Trustee Nick Ehrlich asked if there was enough funding in the budget to complete this project. Town Administrator Brown indicated that yes there are funds available. Shadowen explained that the whole project would cost between $350,000 and $450,000. Mayor Woodcock asked if it would cost more to do the project in stages. Shadowen explained yes it would due to mobilization, etc.

Trustee Nick Ehrlich thinks it would be best to place this out to bid again.

Mayor Pro Tem Measner asked how the Town is able to have it phased if we cannot get a company to do the whole thing. Shadowen explained that the Town was contacting the subcontractors individually.

Trustee Kidd asked about other bid centers in Colorado. Accounting Technician Diller indicated that by signing up with Rocky Mountain Bid System we are not allowed to use other Bid Centers. Trustee Kidd would like to reopen the bid and allow them more time.

Mayor Woodcock asked how long should the bid go out for. Shadowen suggested four (4) weeks.

The Board directed staff to place the project out to bid again.

INFORMATION AGENDA

There were not any items.

INFORMATIONAL AGENDA

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

Adjournment

Mayor Pro Tem Measner motioned to adjourn. Trustee Austin seconded.

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

Prepared by:

Cheryl L. Powell, Town Clerk

Approved by:

Beau Woodcock, Mayor