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

MEETING MINUTES

Wednesday, May 11, 2016

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, May 11, 2016 at 7:00 P.M. Those present: Mayor Beau Woodcock, Mayor Pro Tem Linda Measner. Trustees: Elizabeth Austin, Katy Burack, LeRon Ehrlich, Nick Ehrlich and Ken Kidd. Also Present: Town Administrator Kent Brown, Town Clerk Cheryl Powell, Community Development Director Martha Perkins, Community Engagement Specialist/Planner Seth Hyberger, Accounting Technician Courtney Diller, Parks Director Josh Roseberry, Public Works Director Bill Landwehr and Town Attorney Linda Michow. Absent:

Pledge of Allegiance

Mayor Woodcock called the meeting to order.

Roll Call

Trustee's: Austin, L. Ehrlich, Burack, N. Ehrlich and Kidd, Mayor Pro Tem Measner and Mayor Woodcock.

Agenda Approval

Staff had no changes to the Agenda.

Mayor Pro Tem Measner motioned to approve. Trustee Kidd seconded.

All in favor, none opposed.

Citizen Comments

None.

Minutes of Previous Meeting

- April 27, 2016

Minutes approved as distributed.

Mayor Pro Tem Measner motioned to approve the minutes. Trustee LeRon Ehrlich seconded.

All in favor, none opposed.

CONSENT AGENDA

1. **Colorado Door Restore, LLC Grain Elevator Lease Agreement**

   Renewal of a Lease Agreement with Nicholas Baudhuin, owner of Colorado Door Restore for a portion of the Grain Elevator located at 1301 Broad Street.

2. **Bayou Workover Services, LLC Easement Agreement, Resolution 16-12**

   Bayou Workover Services is granting a permanent utility easement to the Town of Milliken for the purposes of the Eastside Water Loop System Development Project.

3. **Johnstown-Milliken Chamber of Commerce and Milliken Business Association Lease Agreement**

   Renewal of a Lease Agreement with the Johnstown-Milliken Chamber and the Milliken Business Association for the Welcome Center located at 1109 Broad Street, Milliken.

Trustee LeRon Ehrlich motioned to approve the Consent Agenda. Mayor Pro Tem Measner seconded.

Discussion: None.

Vote: All in favor, none opposed.

Executive Session

C.R.S. 24-6-402(4)(f), to discuss personnel matters (except if the employee who is the subject of the session has requested an open meeting or if the personnel matter involves more than one employee, and all of the employees have requested an open meeting). Personnel matters do not include discussion of other council members or appointment of elected or appointed officials or the Town's personnel policies.

Mayor Pro Tem Measner motioned to go into executive session. Trustee Kidd seconded.

Roll call vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack - yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – yes. Motion passed.

Executive Session opened at: 7:12 P.M.

Executive Session ended at: 7:50 P.M.

Regular Session Commenced at: 7:51 P.M.

ACTION AGENDA

1. **Consideration and Approval of Resolution 16-10, Appointing Treasurer, Town Attorney, Judge and Town Clerk for the Town of Milliken**

   To consider for approval Resolution 16-10, to appoint individuals to fill the positions in accordance with C.R.S. Title 31, Article 4, Part 3 per the Milliken Municipal Code Article III, Section 2-3-10.

   Mayor Pro Tem Measner motioned to approve Resolution 16-10 and added that the Finance Director that is hired will serve as Treasurer. Trustee Nick Ehrlich seconded.

   Discussion: None.

   Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack - yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – no. Motion carried.

2. **Consideration and Approval of Resolution 16-11, Authorizing Certain Individuals to Act on Behalf of the Town in Business with Northstar Bank Colorado and Other Financial Matters**

   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 Colorado. 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.

   Trustee LeRon Ehrlich motioned to approve Resolution 16-11 and authorize the Mayor to sign. Trustee Nick Ehrlich seconded.

Discussion: None.

Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack - yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – yes. Motion carried.

3. **Consideration and Approval Authorizing the Town Administrator to Sign the Contract for Playground at Centennial Lake Park**

Parks and Outdoors Director Josh Roseberry asked the Town Board for consideration and approval to authorize the Town Administrator to sign for the purchase of playground equipment and its installation for Centennial Lake Park.

Director Roseberry said that during the 2016 budget session, two (2) parks were chosen out of the Parks Capital Improvement Plan (CIP) to be completed during the 2016 calendar year. He presented a visual presentation showing the depiction of each playground submittal by the three (3) proposals he received. A proposal was received by GoPlay, Recreation Plus and Rocky Mountain Recreation.

Director Roseberry indicated that Centennial Lake was one of the areas chosen for the installation of a new playground to be built, since it is in close proximity to the Tennis Courts and the Milliken Athletic Center (MAC). The theme for this playground was a nature/lake theme, which is appropriate for the area and will tie in well with all the improvements happening in this area. The criteria for the playground was that it had a nature theme, but also tied in the lake elements. Also, a playground that had the 5-12 year age range, since the playground at Ehrlich Lake is geared to younger children. The three (3) proposals were returned and each company had their own interpretation of a unique piece and all the companies met the Towns requested criteria.

Trustee LeRon Ehrlich asked about the longevity of the playground equipment. Director Roseberry responded that the equipment had a twenty (20) year life.

Trustee Nick Ehrlich asked Director Roseberry if he has had experience with any of the manufacturers. Director Roseberry indicated that he does, mostly with Little Tikes.

Trustee Burack asked Director Roseberry what brand of playground equipment did the local schools use. Director Roseberry was not sure of the manufacturers that were used on the school playgrounds.

Discussion from the Board indicated how easily it would be to replace a broken piece of the equipment, fall risks for children, when would the playground be installed and if graffiti could easily be cleaned off of these pieces. Director Roseberry responded that the manufacturer proposal he preferred SRPFX by

GoPlay are made in the United States, so the replacement pieces would be easy to obtain. In response to the fall risk, Director Roseberry indicated that the pieces of equipment are made at a certain height and the depth of the playground mulch has to meet certain standards. A child could always sustain an injury, but the Town, due to signage and the proper maintenance of the playground area should not be held liable for any injury. Director Roseberry indicated that certain flatwork would need to be conducted at the site, but the manufacturer could have the playground equipment installed in approximately 8 weeks from time of order. In response to the question regarding graffiti, Director Roseberry indicated that most of the playground equipment today is made with a material that cleans off easily with graffiti remover.

Trustee Austin motioned to authorize the Town Administrator to sign for the purchase and installation of the playground for Centennial Lake Park from Go Play. Trustee Nick Ehrlich seconded.

Discussion: None

Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack - yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Mayor Woodcock – yes, Trustee Kidd – yes. Motion carried.

4. **Consideration and Approval of a Contract for Municipal Abatement Services**

To consider for approval a contract with Escape Landscapes to serve as the Contractor, to perform municipal abatements for properties in code violation with the Town of Milliken.

Mayor Woodcock recused himself from the discussion and vote. Mayor Pro Tem Measner presided over this Action Agenda item.

Trustee LeRon Ehrlich asked if there had been a problem with having the abatement services completed within a reasonable time. Town Administrator Brown indicated that he was not aware of any problem.

Trustee LeRon Ehrlich motioned to approve a contract for municipal abatement services with Escape Landscapes. Mayor Pro Tem Measner seconded.

Discussion: None.

Roll Call Vote: Trustee Austin – yes, Trustee L. Ehrlich – yes, Trustee Burack - yes, Trustee N. Ehrlich – yes, Mayor Pro Tem Measner – yes, Trustee Kidd – yes. Motion carried.

DISCUSSION AGENDA

1. **Consideration of use of the Grain Elevator Parking Lot for a Food Cart**

Community Development Director Martha Perkins asked the Town Board to review and consider leasing the parking area associated with the Grain Elevator for food vending three to four days a week as a temporary or permanent use with site plan approval. The Town is the property owner. Staff would like direction from the Town Board.

Community Engagement Specialist Seth Hyberger handed out information on other municipalities in regard to Food Carts and what they have within their Land Use Codes.

Marti Rushton, who is a Milliken resident, spoke to the Town Board and described the type of food that they would be serving and the criteria they need to have in place from the Health Department in order to serve/sell food from a food truck.

Trustee LeRon Ehrlich spoke about creating another Code and does not want to make it difficult for this type of use to occur.

Town Administrator Brown explained that the renter of the Grain Elevator would be spoken to in seeking approval due to parking, etc. Director Perkins further explained that issues could arise due to the person renting a commercial building and that they are paying for the building rental and overhead. The Food Cart business is more of a temporary use.

INFORMATIONAL AGENDA

There were not any items.

Executive Session

Mayor Woodcock motioned to go into executive session per C.R.S. 24-6-402(4)(a). for the purchase, acquisition, lease, transfer or sale of any real, personal, or other property interest; in regard to a potential raw water trade. Mayor Pro Tem Measner seconded.

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

Executive Session commenced at 8:27 P.M.

Executive Session ended at: 8:50 P.M.

Regular Session Commenced

Trustee Burack motioned and Trustee Austin seconded.

Commenced at 8:50 P.M.

Discussion from the Town Board was in regard to the Planning Commission appointments.

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

Adjournment

Hearing no further business, the Mayor adjourned the meeting at 8:51 P.M.

Prepared by:

Cheryl L. Powell, Town Clerk

Approved by:

Beau Woodcock, Mayor