

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

MEETING MINUTES

Wednesday, May 25, 2011 - 7:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, May 25, 2011 at 7:00 p.m. Those present: Mayor Janie Lichtfuss, Mayor Pro Tem Julie Cozad. Trustees: Bob Carnahan, Ted Chavez, Doug Kehr, Lois Ann Onorato and Peggy Wakeman. Also present: Town Administrator Jim Burack, Community Development Director Steve House, Co-Clerk Cheryl Powell, and Public Works Director Mike Woodruff. Absent: Town Attorney Bruce Fickel and Finance Director Mitzi McCoy and Co-Clerk Betty Rangel.

Pledge of Allegiance

Mayor Lichtfuss called the meeting to order.

Swearing-in of New Trustee

Lois Ann Onorato was sworn in as Town Trustee by Co-Clerk Cheryl Powell.

Agenda Approval

Town Administrator Jim Burack responded there were a few discussion items from staff to be added to the agenda.

Citizens Comments

None.

Minutes of Previous Meeting – May 11, 2011 meeting.

Minutes approved as distributed.

CONSENT AGENDA

1. List of Bills

List of Bills for May 25, 2011.

2. Water Lease Agreement with Bernhardt Farms

Approval of the lease of 2.5 shares of Consolidated Hillsborough Ditch Company to Bernhardt Farms for the 2011 water season.

3. Consideration and Approval of a Contract with Escape Landscapes for Municipal Abatement

To award the 2011 contract to Escape Landscapes to perform municipal abatements for properties in code violation in the Town of Milliken.

Trustee Chavez moved to approve the consent agenda. Mayor Pro Tem Cozad seconded the motion.

Vote: All in favor, none opposed.

ACTION AGENDA

1. Consideration and Approval of Resolution 11-09, Authorizing Certain Individuals to Act on Behalf of the Town in Business with Colorado Community Bank and Other Financial Matters.

Town Co-Clerk Powell explained to the Town Board that new signature cards must be completed to add Trustee Lois Ann Onorato to the Town accounts at Colorado Community Bank. The attached resolution will allow Trustee Lois Ann Onorato to act on behalf of the Town in business with Colorado Community Bank and other financial matters.

Mayor Pro Tem Cozad moved to approve Resolution 11-09 and authorized the Mayor to sign. Trustee Kehr seconded the motion.

Vote: All in favor, none opposed.

DISCUSSION AGENDA

1. Fire Chief Ron Bateman

Milliken Fire Chief Ron Bateman spoke to the Town Board regarding the possibility of his becoming the Fire Chief for both Milliken and Johnstown. He explained if this is approved by the Fire Districts Boards his time would be split between the Milliken and Johnstown Fire Districts. Fire Chief Bateman informed the Town Board that the Intergovernmental Agreement (IGA) will be

brought to the Milliken Fire District Board meeting on June 9, 2011 and Johnstown's on June 14, 2011. Fire Chief Bateman respects the concerns that the Town Board may have regarding his time being split between the two (2) municipalities.

Trustee Kehr asked how Fire Chief Bateman's time will be split between Milliken and Johnstown. Fire Chief Bateman responded that potentially his time could be split 60% in Johnstown and 40% in Milliken.

Trustee Carnahan stated that this could be a good step in the cooperation between Johnstown and Milliken.

Fire Chief Bateman thanked Trustees Wakeman, Carnahan and Chavez for their work on the Citizens Action Group. He also thanked Public Works Director Mike Woodruff and his staff for the snow removal at the Fire Station.

2. Marketing/Branding with Cow/Animal Art

Public Works Director Mike Woodruff spoke to the Town Board about the many different types of life-size cows to possibly place in areas around town. He explained the pricing for various types of cows and that the cows would need to be housed in the winter months since they could become damaged by the cold weather.

Discussion focused on costs associated with purchasing a cow and the applicability of the sign code. Staff will prepare a more detailed financial analysis for a future board meeting.

3. 417 Broad Street

Community Development Director Steve House spoke about 417 Broad Street and the potential relocation of the house to the Town Square Area and possibly other historic buildings placed in the same area to create a historic theme. Director House suggested obtaining assistance from an outside source to devise a conceptual plan of the Town Square area incorporating the 417 Broad Street structure into that plan.

Mayor Lichtfuss asked about the cost of having this conceptual plan done. Director House approximated the cost to be \$10,000-\$20,000 for the conceptual portion. Responses to Requests for Proposals (RFPs) would provide more accurate projected costs.

Discussion included the year the house was built, who the original owners were and if the house were relocated to the downtown area what would become of the property that the house originally sat on. Further Board

discussion focused on whether the property at 417 Broad Street could be sold as a vacant lot to help offset the costs of moving and repairing the house.

Staff was directed to further analyze the costs to move the home, whether the home will fit on the Town Square site and if traffic flow and circulation can be arranged so the home does not impede the Coffee Shop.

4. Dog Park Grant

Community Development Director House informed the Town Board that the Town was recommended to receive the grant from Great Outdoors Colorado (GOCO). GOCO asked the Town to wait until after the June 14, 2011 confirmation to release any information regarding receipt of the grant.

5. Parking at Fire Department

Community Development Director House explained that he has spoken to Fire Marshall Dean Prather and Fire Chief Ron Bateman regarding parking at the Fire Station for public use. There has not been any language found in the previous Board minutes or on the site plan. The Fire Department's understanding is since they have fifty (50) volunteers they could potentially need those parking spaces for an all personnel meeting and they are also needed for training sessions. The Fire Department is also concerned about any liability ensuing from allowing public parking.

Discussion by the Board included reviewing Board minutes and site plan that pertain to the Fire Department's building and parking lot and possibly listening to the recording of the minutes to see if something pertaining to parking had not been transcribed.

Town Administrator Burack said he has spoken to Fire Chief Bateman and the Fire District is open to discussion regarding this issue. Town Administrator Burack also spoke about the potential use of Fireman's Park as additional parking space if it is hard piped for drainage.

6. Hall-Irwin Sales Trailer

Community Development Director House explained that Hall-Irwin and Windmill Homes has placed a sales trailer on Traders Lane to help promote sales of residential property in that subdivision.

7. Evans 208 Plan

Community Development Director House updated the Town Board on the 208 plan issue with Evans and a representative of Evans has been invited to speak to the Town Board as to why they would like to change the 208 plan

and what the implications of that change would bring. Director House has not yet received a response from Evans.

Town Administrator Burack has also contacted an Evans representative and has received no response.

8. Boulder Scientific Groundbreaking

Community Development Director House reminded the Board that the ground breaking for Boulder Scientific is Thursday, May 26th at the Cap Farm site.

9. Letter to U.S. Postal Service

Mayor Lichtfuss informed the Town Board that a letter was sent to the Colorado/Wyoming District Manager, Selwyn Epperson in regard to the transfer of some of Milliken's postal services to Johnstown. The Mayor stated in her letter that the Town Board is unequivocally opposed to this transfer of service. Mayor Lichtfuss has invited Mr. Epperson to come to Milliken to speak to the Board. She has not received a reply from Mr. Epperson as of this date.

Mayor Lichtfuss requests that residents become involved, perhaps by passing out a petition in opposition to this transfer of service. In the past the Milliken Post Office has been threatened with closure and the residents became involved and it was resolved in Milliken's favor. Letters need to be sent in opposition. The Town is growing, businesses are moving in and the Post Office is a necessity.

Town Administrator Burack explained that a Post Office in Riverton was going through a consolidation/closure process and they went through a process that allowed public comment. This was not done in Milliken and should be cited in comments sent to the District Manager or Postmaster General that there was not any public comment or solicitation that this consolidation would occur.

Trustee Wakeman spoke that it is important to educate the people in the community so that they do not take this service for granted. Trustee Wakeman suggested that this information be placed in the newsletter.

10. Home Improvement Program

Mayor Lichtfuss handed out a pamphlet and spoke about a federally financed Home Improvement Program that was brought to her at the Milliken Housing Authority meeting by the City of Loveland Housing Authority.

The Mayor explained the program and said that six (6) homeowners can apply for rehabilitation funds. To participate in the program will require

Milliken to pay a non-refundable fee of about \$8,000. Milliken Housing has some money to offer but suggested the Town Board might be willing to split the cost of the match. Only low income applicants and specific home projects are eligible. The program makes low-interest loans available for necessary home repairs.

A decision must be made fairly quickly in order to meet the July deadline. A \$4000 investment into the rehabilitation of homes would be a good investment from a safety standpoint for a few citizens. The \$4,000 investment by the Town could provide approximately \$150,000 worth of improvements. The Mayor explained the Town would have to waive the permit fees for improvements.

Town Administrator Burack explained that the Chief Building Official's fee of 40% could not be waived and it would have to be paid out of the general fund. He also explained that if the Board decided not to participate the Milliken Housing Authority could certainly participate and provide the full \$8,000.

Trustee Chavez asked who would qualify for this assistance. Mayor Lichtfuss responded they would need to apply.

Trustee Wakeman stated her concern with people living in unsafe homes.

Mayor asked if staff could run figures to see what the potential costs would be to the Town's general fund.

11. Potential Flooding along Big and Little Thompson, and South Platte Rivers.

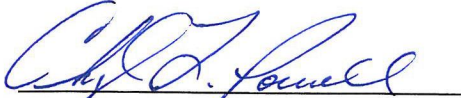
Public Works Director Woodruff told the Town Board that a meeting had occurred last week with local area residents who live in or adjacent to the potential flood area. Maps were shown indicating the areas that could flood and questions were answered.

Director Woodruff said he had a meeting earlier this morning with Roy Rudisill of the Weld County Office of Emergency Management, Fire Chief Bateman and Fire Marshall Dean Prather. Mr. Rudisill had some updated information and the heaviest potential for flooding could happen the second or fourth week in June. Hall-Irwin has bean bags available at Western International Grain if needed. He explained that the map provided by the County showed the lower lagoon at the old sewer plant could have a potential flooding problem. The area was staked out in case a berm needs to be placed to keep the water out. The ditches have been inspected for blockages. The biggest concern is the Poudre River overflowing and possibly the Big Thompson. The South Platte and Little Thompson Rivers are not as big a concern in regard to flooding at this time.

Adjournment

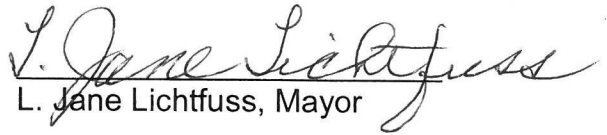
Hearing no further business, the Mayor adjourned the meeting at 8:23 p.m.

Prepared by:



Cheryl L. Powell,
Town Co-Clerk

Approved by:



L. Jane Lichtfuss, Mayor