

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

MEETING MINUTES

Tuesday, November 22, 2011 - 7:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Tuesday, November 22, 2011 at 7:00 p.m. Those present: Mayor L. Jane Lichtfuss, Mayor Pro Tem Julie Cozad; Trustees: Bob Carnahan, Ted Chavez, Doug Kehr, Lois Ann Onorato and Peggy Wakeman. Also present: Town Administrator/Police Chief Jim Burack, Town Attorney Bruce Fickel, Water/Wastewater and Infrastructure Director Jason Fowler, Community Development Director Steve House, Finance Director Mitzi McCoy, Co-Clerk Cheryl Powell, Co-Clerk Betty Rangel and Parks and Outdoors Director Josh Roseberry.

Pledge of Allegiance

Mayor Lichtfuss called the meeting to order.

Appointment of Milliken Housing Authority Commissioner

Brenda Kittilson was sworn in as Milliken Housing Authority Commissioner by Co-Clerk Cheryl Powell.

Agenda Approval

Town Administrator Jim Burack responded there were no staff additions to the agenda with the exception of staff reports during the discussion agenda.

Citizens Comments

There were none.

Minutes of Previous Meeting – November 9, 2011 meeting.

Minutes approved as distributed.

CONSENT AGENDA

1. List of Bills

List of Bills for November 22, 2011.

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

Vote: All in favor, none opposed.

ACTION AGENDA

1. Public Hearing for Consideration and Approval on Ordinance No. 652, an Ordinance Establishing a Community Justice Council

Town Co-Clerk Beatriz Rangel asked the Town Board to consider for approval a Community Justice Council to help build a judicial process at the municipal level that increases accountability of offenders, provides victims a voice in the judicial process and encourage partnerships and connections within Milliken that foster community justice.

The Public Hearing opened at 7:09 p.m.

Mayor Pro Tem Cozad asked if anyone had been identified to be on the council. Town Co-Clerk Betty Rangel responded there were nine (9) Milliken citizens who have replied to being a part of the council and the Community Court is actively seeking more applicants.

The Public Hearing closed at 7:10 p.m.

Trustee Chavez moved to approve and adopt ordinance 652; and authorize the Mayor to sign. Trustee Carnahan seconded.

2. Public Hearing for 2012 Budget

Finance Director Mitzi McCoy explained this is the second of three (3) Public Hearings for the 2012 Budget for the Town of Milliken. The 2012 Budget must be adopted and the mill levy set by December 14, 2012. Finance Director McCoy presented a Power Point presentation to the Town Board and public giving an overview of the Town's property taxes and sales and use tax trends. Within this discussion she presented graphs showing the residents' property tax burden in comparison to the oil and gas industry production for

the tax year. Director McCoy also explained how residential properties are assessed and in what years they are assessed.

Trustee Chavez commended Finance Director McCoy on her two (2) Power Point presentations that she has provided to the Town Board and Public during these last two Public Hearings.

Mayor Pro Tem Cozad suggested that a timeline of the process that the Town Board and Staff has met in regard to the goal-setting and budget process should be presented at the next Town Board Meeting for the benefit of the public.

Trustee Wakeman suggested presenting a summary of the progress the Water and Utility Study Group has made during its formation at the next Town Board Meeting. Trustee Wakeman also suggested presenting Information on 417 Broad St. and its possible move to the Town Square location since this will be occurring during 2012.

The Public Hearing opened at 7:35 p.m.

The Public Hearing closed at 7:36 p.m.

Mayor Lichtfuss explained that this is the second of three (3) Public Hearings for the 2012 Budget for the Town of Milliken. The 2012 Budget must be adopted and the mill levy set by December 14, 2012. The next scheduled public hearing on the proposed budget will take place on Wednesday, December 14th at 7:00pm.

DISCUSSION AGENDA

1. Regional Water Treatment Plant Construction Meeting

Town Administrator Jim Burack spoke of a meeting that he and Water/Wastewater and Infrastructure Director Jason Fowler attended at the Northern Colorado Water Conservancy District. The meeting was with various jurisdictions without water treatment facilities. Northern Colorado Water Conservancy District is facilitating the discussion about the feasibility of creating a regional plant. Administrator Burack believes the work that has been accomplished by the Water and Utility Study Group will be extremely beneficial as these discussion sessions continue.

2. Small Business Development Council

Community Development Director Steve House announced that Mr. Dick Pickett will be at the Milliken Town Hall on December 14th to discuss business plans with local businesses.

3. Hoffschneider Annexation

Director House announced that the Hoffschneider annexation will be presented at Planning Commission on December 7th and is scheduled to come before the Town Board on December 28th. Director House explained there will be five (5) action items; an amendment to the Comprehensive Plan, annexation, rezoning, use by special review and site plan.

4. Tree Branch/Limb Clean-Up

Parks and Outdoors Director Josh Roseberry gave an update to the Town Board on the clean-up of tree branches and limbs on both residential and town properties that recent heavy snowstorms had created.

5. Holiday Lights

Parks and Outdoors Director Josh Roseberry gave an update to the Town Board on the holiday lights that are installed by his department. He explained they are behind schedule due to the recent snow storms, but they are working diligently to have them in place.

6. Dog Park

Parks and Outdoors Director Josh Roseberry announced to the Town Board that the compost for the dog park has arrived and will be tilled in when weather permits.

7. Streets Striping

Water/Wastewater and Infrastructure Director Jason Fowler announced to the Town Board that street striping for parking has been completed in front of the Dawg House Saloon and in front of the establishment previously known as Kilgore's Restaurant.

8. Safe Routes to Schools

Town Administrator Jim Burack announced that the construction of the sidewalks has been completed. A few additional areas were added on the southwest corner of Olive Avenue and Broad Street and also the

southeast corner of Elm Street and Irene Avenue. In addition they were able to add the east side of Grace Avenue from Broad Street to Forest Street. Community Project Manager Caree Rinebarger will be meeting with Dr. Foster, School Superintendent, regarding the educational piece of the Safe Routes to School project. Administrator Burack explained that all street signage will be purchased and installed soon and crosswalk painting will be done when weather permits.

9. Festival of Lights

Town Administrator Burack mentioned that the Festival of Lights will take place on the evening of Friday, December 2nd at the Milliken Middle School.


10. Ag Water Summit

Town Administrator Burack announced there will be an Ag Water Summit at the Ranch in Loveland on Thursday, December 1st and anyone interested in attending should contact Co-Clerk Cheryl Powell.

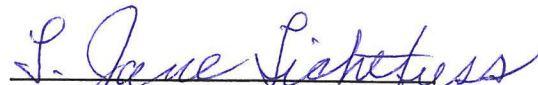
Adjournment

Hearing no further business, the Mayor adjourned the meeting at 7:44 p.m.

Prepared by:


Cheryl L. Powell
Town Co-Clerk

Approved by:


L. Jane Lichtfuss, Mayor