

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

**MEETING MINUTES**

**Wednesday, May 23, 2012 - 7:00 P.M.**

**Call to Order**

The Town of Milliken Board of Trustees convened a regular session on Wednesday, May 23, 2012 at 7:00 p.m. Those present: Mayor Milt Tokunaga, Mayor Pro Tem Julie Cozad; Trustees: Linda Beck, Ted Chavez, Reid Hobler, Jordan Jemiola, and Lois Ann Onorato. Also present: Town Administrator/Police Chief Jim Burack, Public Works Director Jason Fowler, Community Development Director Steve House, Town Clerk Cheryl Powell, Parks and Outdoors Director Josh Roseberry and Assistant Attorney Sunita Sharma. Absent: Town Attorney Bruce Fickel.

**Pledge of Allegiance**

Mayor Tokunaga called the meeting to order.

**Proclamation**

Mayor Tokunaga presented and read a Proclamation honoring Prajedes 'Clyde' Bejarano, proclaiming July 21, 2012 (Clyde's Birthday) as Clyde Bejarano Day in the Town of Milliken. Milliken Barber Shop opened in October 1950 and closed in May 2012.

**Agenda Approval**

Town Administrator Burack responded there were no staff additions to the Agenda.

**Citizens Comments**

Mr. Mike Jennings, owner of the Burnout Grill located at 1760 Broad Street #A Milliken, CO, spoke to the Town Board about plans for summer activities on the property adjacent to their establishment which is owned by Lot Holding, LLC. Mr. Jennings mentioned entertainment in the form of jump houses for children, lawn mower racing and pit bike racing in which speed does not exceed 25mph. Mr. Jennings has discussed these events with Commander Benito Garcia who has expressed concern regarding safety issues. There is an ordinance in the Town (Milliken Municipal Code Sec. 10-12-60) that prohibits unlicensed

motorcycles. Mr. Jennings feels that they have addressed the safety concern issues. He would like to receive permission to host these events once a month on a Sunday.

Mr. Jennings also spoke to the Town Board about the Friends for Rides program that the Burnout Grill provides. This program transports patrons that have had too much to drink to their homes without charge.

Trustee Onorato inquired about the details of the races. Mr. Jennings responded that they are genuine riding lawnmowers and that helmets are worn. There is also a kill switch on the mowers and the mower deck is removed.

**Minutes of Previous Meeting** – May 9, 2012 meeting.

Minutes approved as distributed.

**Acknowledgement of the Paid List of Bills**

The May 2012 List of Bills was acknowledged by the Town Board.

**CONSENT AGENDA**

No items.

**ACTION AGENDA**

**1. Consideration and Approval of Resolution 12-13 Appointing Members to the Water, Wastewater and Drainage Utility Advisory Commission**

Mayor Tokunaga asked the Town Board to review and consider for approval Resolution 12-13 appointing six members to the Water, Wastewater and Drainage Utility Advisory Commission in accordance to Town of Milliken, Ordinance 655.

Mayor Pro Tem Cozad moved to approve Resolution 12-13 appointing Tom Binder, Rich Eckwall, Dave Bernhardt, Chris Jones, Bret Hall and Duane Flack to the Water, Wastewater and Drainage Utility Advisory Commission. Ad Hoc members can be added at a later date. Trustee Chavez seconded.

Trustee Jemiola moved to amend the motion to replace Chris Jones with Linda Measner. The motion was not seconded. Motion did not pass.

Discussion focused on Planning Commission representation on the Water Commission.

Vote on the original motion: All in favor, none opposed. Motion passed.

**2. Consideration and Approval of Resolution 12-14 Appointing Members to the Planning Commission**

Town Clerk Cheryl Powell asked the Town Board to review and consider for approval Resolution 12-14 reappointing three (3) members to the Planning Commission. Clerk Powell advised the Town Board that there is still a vacancy on the Planning Commission which has been previously advertised.

Discussion from the Town Board is that there are a few people interested in applying for the Planning Commission vacancy and they will contact these individuals and ask them to submit an application.

Trustee Jemiola moved to approve Resolution 12-14 reappointing Linda Measner, Tim Woodcock and Jim Anthony to the Planning Commission. Trustee Onorato seconded.

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

**DISCUSSION AGENDA**

No items.

**Unfinished Business**

Updates on Summary items requested for this meeting:

**1. Update on Anna Flood House (417 Broad Street) Project**

Ken Kidd, Project Manager on the Anna Flood House provided the Town Board with a project time line and an updated project budget. He explained that Requests for Quotes (RFQ) have been sent out regarding the excavation and also for the foundation to be installed. The Town is in receipt of the quotes for the excavation from two (2) out of the three (3) companies that were contacted. The excavation needs to be completed by June 15, 2012. The foundation needs to be completed by June 22, 2012. TST, Inc. surveyed and staked the lot today. The gazebo in Avila Park needs to be moved during the excavation. The excavators will place some of the dirt on the former Wolf property and if necessary the excess dirt will be used to fill in the hole at the old house site at 417 Broad Street. The foundation proposal has been

extended due to three (3) of the four (4) companies that the proposal was sent to are very busy. The concrete from the 417 Broad Street site will be moved to the Public Works facility to be used as rip rap.

The Board requested a status report in writing every two weeks, either by email or as part of the weekly staff report.

On July 11<sup>th</sup> a Work Session will be scheduled in regard to the conceptual idea of the Town Square project and a possible discussion with the Historical Society regarding the Museum function at the Anna Flood House.

## **2. Update on Highway 257 Trail Feasibility Study Project**

Community Development Director Steve House provided the Town Board in their Board packet a Project Time Line, trail alignments map with overall possible options, an analysis chart, cost estimates for the trail alignments and a letter from Peter Loris of Loris and Associates. The firm has developed six (6) base alignment options, a chart which compares the alignment costs and the degree of difficulty, etc. Loris and Associates have tentatively set a second public meeting to receive input from the public for the second week in June 2012.

Mayor Tokunaga asked if there has been contact with the landowners in the alignment areas. Director House indicated that a mailing went out and there have been individual meetings with some of the landowners. The large parcel landowners along the key alignment areas will be contacted about the results of the alignment study.

Mayor Pro Tem Cozad asked what the next steps will be after this phase is completed. Director House explained the next phase will be to have a second public meeting and begin the construction documents to build the preferred alignment. This phase of the project is not presently under contract and there is budget funds set aside for this phase.

Discussion from the Town Board was whether the construction of this project will be done in segments, or all at once and whether the land areas that need to be acquired on the alignment will be donated or purchased. Director House indicated that the construction would probably be done in segments due to the length and difficulty. The consultant assumed land would be acquired through dedication or donation, but Director House will confirm this with the consultant.

## **3. Update on Milliken Dog Park Project**

Town Administrator Burack reported to the Town Board regarding the work Triple R performed excavating the waterline at the Dog Park. He met with

Triple R representatives and the issue stems from the lack of as-builts for the non-potable water system from Hall-Irwin when the infrastructure was installed. He explained there was the level of frustration with both Triple R and the Town. There should have been more communication regarding how to excavate the area. Administrator Burack explained that the GIS system will be used to locate and map these areas going forward.

Administrator Burack explained that the Dog Park is effectively open, even though there is only dirt and compost material in place. The irrigation system is in the process of being designed and the Town will be planting seed and laying mulch. Hay will be placed on top of the seed and a snow fence placed around the area to keep it blocked while the seed germinates.

Director Fowler announced that the water fountain has been installed and is operational.

Mayor Pro Tem Cozad is concerned about the weeds growing, and asked if there a plan in place to eradicate these. Director Roseberry explained the weeds will be spot sprayed on Thursday, May 24<sup>th</sup>.

Mayor Tokunaga asked if the cost for repairing the non-potable line would be shared with Triple R. Town Administrator Burack responded that the cost will be absorbed by the Town given that Triple R had acted in good faith and there were not any as-builts to locate the infrastructure.

Discussion included whether there are contingency funds set aside to cover the costs for unforeseen expenses. Town Administrator Burack responded that there is typically a contingency amount set aside for these items in every construction project.

A regular update on the dog park will be provided in the weekly report and if there are additional questions they can be discussed.

#### **4. Update on 2011 Mile High Wakeboarding Season Passes for Milliken Water Works Pool and Resolution**

Town Clerk Cheryl Powell announced to the Town Board that after corresponding with Steve Jones of Mile High Wakeboarding there are six (6) individuals who had purchased season passes to the Water Works Pool in 2011. After discussion with Thompson Rivers Parks and Recreation (TRPR), who will be operating the pool in 2012, they are willing to allow these individuals to purchase passes to the Water Works Pool for half price in 2012. The full price rates for 2012 season passes range from \$65.00 to \$175.00.

Mayor Pro Tem Cozad suggested the Town could inquire about and potentially help with a free night once a month at the Water Works Pool to encourage local families to utilize the facility.

### **Other Business**

Change for Trees School Program – Mayor Tokunaga announced that on Thursday, May 17<sup>th</sup> that he and other Trustees attended a morning and afternoon Preschool Program and presented a Certificate of Appreciation to the Preschool. The Preschoolers collected change as part of a State Preschool Standards Program and donated it to purchase trees for the Town. The morning class was able to help plant the trees with the Mayor and Trustee Onorato. The afternoon class was attended by Trustees Chavez and Jemiola and due to a change in the weather the children were not able to help with the actual tree planting. Director Roseberry brought the apple tree to the school to show the children. This is the first fruit tree to be planted by the Town. The Mayor commented that the connection with youth of this age helps build community connections.

Mayor Pro Tem Cozad announced that she cannot attend the Metropolitan Planning Organization (MPO) meeting on June 7<sup>th</sup>. Trustee Jemiola stated that he would attend as the alternate for the MPO.

Upstate Colorado – Mayor Tokunaga inquired whether there is representation by the Town. Town Administrator Burack has emailed Eric with Upstate and has requested an invoice for this budgeted item. Trustee Jemiola asked if this contribution to Upstate ensures a seat on the Upstate Board. Mayor Pro Tem Cozad responded that this amount is for membership; the Town can make a lesser contribution, but the communities that make a \$10,000 contribution would be eligible for a seat on the Board, but there would be no guarantee until confirmed by the Upstate Board.

Town Administrator Burack spoke to the Town Board regarding the Senior Coordinator position announcing that Trish Klein has declared her retirement effective June 8, 2012. TRPR and the Town would like to expand this position to a 40 hour per week position instead of the current 30 hours per week. This position would become a Senior and Events Coordinator position alleviating Town staff from a good portion of the events planning. This position enhancement could benefit both the Town and TRPR. Town Administrator Burack would like to add additional funding for this revised position to the current annual agreement with TRPR. Administrator Burack will be speaking with TRPR Executive Director Clint Dudley on Thursday, May 24<sup>th</sup> in regard to this discussion with the Town Board. TRPR has staff that will oversee the Senior Program until this position is filled.

Town Administrator Burack requested that the Board assign Trustee Onorato, the former Senior Coordinator, and Cheryl Powell, as the Town's Human Resources

Director and Caree Rinebarger, as the Town's current Events Coordinator, to the hiring selection committee, along with representatives from TRPR.

Mayor Tokunaga asked about the vacant Accounting/Finance Director position. Human Resources Director Cheryl Powell updated the Town Board on the advertising for the position and that as of today 22 resumes have been submitted. There are resumes that indicate prior governmental experience, Bachelors Degree and also Certified Public Accountants (CPAs). Currently the position close date is June 1<sup>st</sup>.

Town Administrator Burack spoke about possibilities for the hiring selection committee and if there are not enough qualified applicants that we can certainly extend the position close date and investigate whether we need to advertise elsewhere. The expected start date for this position is the end of June or beginning of July 2012. Mitzi McCoy has offered her services part-time to assist during the time the position is vacant.

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

Town Clerk Powell summarized the items requiring staff attention:

Town Administrator Burack will discuss the request for special events with Mike Jennings of the Burn Out Grill.

Town Clerk Powell will notify those that have been appointed to the Water, Wastewater and Drainage Advisory Commission and schedule a future meeting with these new Commission members.

Town Clerk Powell will re-advertise for the vacant Planning Commission member based on whether there is a response from the potential applicants that have been suggested by Trustees Onorato and Jemiola.

Project Manager Ken Kidd will provide the Town Board an update on the Anna Flood house either by email or by the weekly staff reports every two (2) weeks.

Director House will investigate and clarify whether the easement or right-of-way costs were included in the cost of the Hwy 257 feasibility study and report to the Town Board at the June 13, 2012 meeting.

Town Administrator Burack will investigate what municipalities have made contributions to Upstate Colorado at the \$10,000 amount and confirm whether or not the Town will have a seat on the Upstate Board.

### **Adjournment**

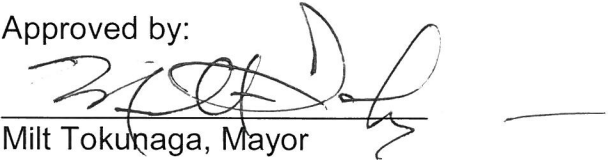
Hearing no further business, the Mayor adjourned the meeting at 8:33 p.m.

Prepared by:



Cheryl L. Powell  
Town Clerk

Approved by:



Milt Tokunaga, Mayor