

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

MEETING MINUTES

Wednesday, September 12, 2012 - 7:00 P.M.

Call to Order

The Town of Milliken Board of Trustees convened a regular session on Wednesday, September 12, 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, Town Clerk Cheryl Powell, Treasurer & Accounting/Finance Director Patrick Murphy, Town Attorney Bruce Fickel, Assistant Attorney Sunita Sharma, Public Works Director Jason Fowler, Community Development Director Steve House, and Parks and Outdoors Director Josh Roseberry.

Pledge of Allegiance

Mayor Tokunaga called the meeting to order.

Agenda Approval

Town Administrator Burack responded there were no staff additions to the Agenda. Mayor Tokunaga requested Action Item #1 removed from the agenda.

Citizen Comments

Mr. Tim Woodcock, Escape Landscapes, 302 S. Pauline Avenue, Milliken invited the Town Board to volunteer for the Town's Clean-up Day on Saturday, October 13, 2012. Mr. Woodcock requested that Board members interested in volunteering contact him.

Minutes of Previous Meeting – August 22, 2012 meeting.

Minutes approved as distributed.

CONSENT AGENDA

There were no items.

ACTION AGENDA

There were no items.

DISCUSSION AGENDA

1. 2013 Goal Setting Review

Accounting/Finance Director Pat Murphy explained to the Town Board that staff is working on gathering information related to the Town Board's 2013 goals.

Mayor Tokunaga asked the Board Members if they would like to hold a goal session with the Water and Planning Commissions in order to receive their input. Discussion from the Board indicated that the Water Commission could provide input in regard to the infrastructure improvements and that part of the implementation of the goals may include budgetary input from the various Commissions.

Town Administrator Burack would like to present an action plan outlining the tasks and a timeline at the September 26th Town Board meeting.

1. 3 Coffee/High Plains Library Computer Center Hours of Operation

Accounting/Finance Director Pat Murphy discussed the hours of operations of 3 Coffee. Director Murphy explained that after discussions with representatives of 3 Coffee, the hours were shortened out of necessity due to the cost of operating the Coffee Shop. Director Murphy provided a potential solution suggesting that the Town could fund personnel costs for three (3) hours per day, Monday thru Friday from 3:00 PM to 6:00 PM for the next three (3) months. This would allow the Library Computer Center to be available for those who require access to the computers during this time. Director Murphy indicated that at the end of the three (3) months the Town along with the owners of 3 Coffee could re-evaluate.

Discussion from the Town Board indicated that "subsidizing" the cost of maintaining personnel at 3 Coffee was not a desirable solution. Various scenarios were discussed, such as moving the Library Computer Center to the Town Hall, placing a Town Hall employee at the Library Computer Center during the hours needed or providing a small business resource center during these hours. Director Murphy explained that moving the computers to the Town Hall had been discussed with High Plains Library and they did not believe this was a practical solution since the Coffee House provides a

desirable atmosphere that the Town Hall does not. Director Murphy explained that having a Town employee at the computer learning center would not be feasible.

Further discussion was to find a long-term sustainable solution perhaps with the assistance of volunteers from the Glenn A. Jones Library, a staff person from High Plains Library or possibly some involvement from the community court program to provide after school tutoring sessions.

Updates on Staff Assignments

Other Business

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

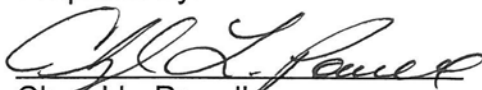
Town Clerk Powell will receive input from the Board of Trustee's regarding dates of availability for the budget work session to be held in September.

Town Administrator Burack will continue discussing and working on a solution with 3 Coffee regarding the hours of operation and will provide an email report to the Town Board.

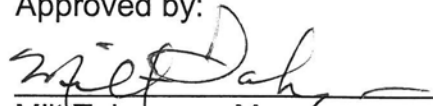
Adjournment

Hearing no further business, the Mayor adjourned the meeting at 7:58 p.m.

Prepared by:


Cheryl L. Powell
Town Clerk

Approved by:


Milt Tokunaga, Mayor