

HOUSING AUTHORITY AGENDA

Thursday, April 17, 2025 at 8:30 AM

MEETING LOCATION

1101 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

<https://us02web.zoom.us/j/87125237589?pwd=c0pRcHM4cTNWcEZpMUZCbFRMTUIDdz09>

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Approval**
- 5. Citizen Comments**
- 6. Minutes of Previous Meetings**
 - a. To Consider for Approval Minutes from February 20, 2025.**
 - b. To Consider for Approval of Minutes from March 20, 2025.**
- 7. Loveland Housing Authority Updates**
 - a. General Loveland Housing Authority Report**
 - b. Finance**
 - c. Dove Valley**
 - d. Facilities and Maintenance**
- 8. Action Agenda**
 - a. To Consider and Authorize a Budget Allocation for Legal Service**
Sloane Hawes, Housing Authority Commissioner
 - b. For Consideration of Approving Reimbursements for the Home Hacks Event**
Sloane Hawes, Housing Authority Commissioner
- 9. Discussion Agenda**
 - a. Dove Valley Resident Feedback Survey Results (Corey from LHA)**
 - b. Officer Election Discussion**

Kellie Matthews, Housing Authority Chair

c. Commissioner Onboarding Materials

Sloane Hawes, Housing Authority Commissioner

d. Commissioner Apparel

Kellie Matthews, Housing Authority Chair

10. Informational Agenda

11. Officer Reports

a. Treasurer Report

Sloane Hawes, Housing Authority Commissioner

12. Adjournment

[MEET_FOOT2]



**TOWN OF MILLIKEN
MILLIKEN HOUSING AUTHORITY
AGENDA MEMORANDUM**

To: Milliken Housing Authority
From: Tami Burns, Administrative Assistant
Via: Cheryl Powell, Town Administrator
Meeting Date:
April 17, 2025
Item Category: Minutes
Agenda Title: To Consider for Approval Minutes from February 20, 2025.
Attachments:
1. February 2025 MHA Minutes Final Draft

PURPOSE

BACKGROUND

BUDGET IMPLICATIONS

STAFF RECOMMENDATIONS

SUGGESTED MOTION

"I move to approve the minutes from February 20, 2025."

**Minutes
Milliken Housing Authority
Town Hall Meeting
February 20, 2025**

Call to Order

Chairperson Kellie Mathews called the meeting to order at 8:38 a.m.

Pledge of Allegiance

All recited the Pledge of Allegiance

Roll Call

Present: Chairperson Kellie Matthews, Commissioners Michelle Bauer, Lori VanDiveer, Chad Wilson & Admin. Assistant Tami Burns.

Zoom: Commissioner Sloane Hawes

Absent: Commissioners Pat York

Loveland Housing Authority (LHA): absent

Agenda Approval

Chair Matthews requested adding the following items to the Discussion Agenda:

1. Dove Valley Tenant Concerns Reported, and;
2. To discuss a phone call Tami received regarding a resident's concern over the Dove Valleys waitlist. and;
3. Administrative Assistant II Tami Burns to provide information on an invitation extended to Milliken Housing Authority (MHA)

Commissioner Hawes moved to approve the agenda as amended. Commissioner York seconded the motion.

All in favor. None opposed. Motion passed.

Citizen Comments

There were none.

Minutes of Previous Meeting

Commissioner Hawes motioned to approve the January 20, 2025 minutes as presented. Commissioner York seconded the motion.

All in favor. None opposed. Motion passed.

Action Agenda

a. Consideration and Approval of the Dove Valley Resident Feedback Survey

Chair Matthews provided the Commission with a draft survey that will be sent to the residents of Dove Valley relating to the satisfaction of the residents, upon approval.

Commissioner York suggested that the survey be printed on Milliken Housing Authority letterhead.

Assistant Burns suggested that the return address for the surveys be sent in the care of the Town of Milliken, PO Box 290.

Commissioner Hawes motioned to approve the Milliken Housing Authority Survey with suggested additions. Commissioner Bauer seconded the motion.

All in favor. None opposed. Motion Passed.

Discussion Agenda

a. LHA Update on Dove Valley

LHA Staff are absent due to company-wide training.

b. Dove Valley Tenant Concern Reported

A Dove Valley tenant reported to Chair Matthews that on February 14, 2025, LHA processed an ACH auto draft from the residents checking account. The withdrawal was in the amount of \$1,258.00, which is three times the amount they should have withdrawn. The tenant's bank contacted them on a Friday February 14th advising them that it was unusual for this customer to be overdrawn on their checking account. The overcharge from LHA left them with no funds in her account with possible overdraft charges. The tenant contacted Brandon Johnson with LHA at approximately 3:50 pm on the same day to discuss the error. After being asked to provide screenshots of her bank account to verify the error, she sent the requested information to Property Manager Brandon Johnson Friday, February 14th. Due to the late hour and the upcoming holiday weekend, they were informed that no action could be taken until Tuesday, February 18th.

The Dove Valley tenant contacted LHA again on Tuesday, February 18th and was informed that staff were not available due to company-wide training and that a resolution would be made on the following day.

After multiple emails on Tuesday, February 18th, LHA informed the tenant at 3:00 pm that she could pick up a check on the afternoon of the 18th before closing time at 4:00 pm. She was able to pick up the check that day and take it to her bank.

While the matter was resolved on February 18th, the resolution came after the tenant was persistent in following up with LHA staff and enduring several procedural delays.

Chair Matthews stated that asking a low-income tenant to go for four days without money in their bank account is not acceptable. Tenants should not have to make over a dozen calls & emails to get issues like this resolved. She will follow-up with LHA to find out what is being done to prevent this from ever happening in the future. She would also like to know if there are other residents that this has happened to.

Commissioner Wilson requested information concerning the agreement between LHA and MHA. Chair Matthews stated that Dove Valley is co-managed by LHA & MHA and that she is not aware of any financial contracts and that there is a Resolution with the Town when Dove Valley began. Town Clerk Caree Rinebarger has mentioned in the past that documents were lost in the 2013 Flood and research needs to be done to see what we have, which we know is very limited.

The commission would like a future discussion on continuing or dissolving the partnership with LHA. MHA would like to explore the process and feasibility of hiring a staff member to manage the Dove Valley property and tenant communications. Admin. Assist II Burns stated that this is something that would first need to be brought to the Town Administrator and the Town Board.

c. Milliken Resident Concern over Dove Valley Waitlist (Tami Burns)

Admin. Assist. II Burns relayed a complaint she received from a Milliken resident. Assist. Burns stated that she received a voicemail and spoke to this resident. She was unsure if she was still on the Dove Valley waitlist currently or not. The resident said that in the past she has received a "purge" letter in the mail asking if she was still interested in remaining on the Dove Valley waitlist. Assist Burns explained that LHA had informed MHA that they have not done a purge since 2022. The Milliken resident stated that when she spoke to someone at LHA, she was told they are short staffed and don't have anyone to go through the lists.

Commissioner York explained that the community perception of Dove Valley is that those who are most persistent receive priority (the "squeaky wheel" effect). Commissioner York also questioned the absence of Milliken residents at Dove Valley who meet the Milliken live/work preference.

It was clarified that vacancies have so far been limited to units designated for Greeley/Weld vouchers, explaining the lack of Milliken resident prioritization.

In the past, LHA has confirmed that the Milliken live/work preference is in place for the LHA designated units, and stated that the order of priority for the waitlist includes income qualification and response time requirements. The significant size of the waitlist and the limited availability of units were acknowledged as major factors contributing to extended waiting times.

d. Dove Valley Resident Updates (Brandon Johnson)

LHA was not present to provide updates. However, Director of Asset Management Jess Hinze, addressed a few questions from the January meeting in an email dated February 17, 2025.

The first question that was addressed in the email from Director Hinze was about the individuals who meet the Milliken live/work preferences that are currently on the LHA waitlist for Dove Valley. Director Hinze's response was, "We have a total of 621 people on the 1 bedroom waitlist with 42 that have live/work preference and 365 people on the 2 bedroom waitlist with 34 that have a live/work preference."

Commissioner York asked what the process of selection is for Greeley/Weld Housing Authority and if their waitlist includes individuals the meet the Milliken live/work preference Director Hinze stated, "GW confirmed they have no one on the current WS for Dove PBVs."

Chair Matthews explained to the Commission the reason Milliken residents have not been prioritized with recent vacancies is because those units have been designated for individuals with the Greeley/Weld Project Based Vouchers.

Chair Matthews clarified that waitlist priority is determined by income qualification. Potential tenants are notified of openings via letter or call and must respond within 24 hours. The available unit is then offered on a first-come, first-served basis to those who respond within that timeframe. Chair Matthews emphasized the significant challenge posed by the large waitlist and limited unit availability, resulting in extended wait times for all applicants.

Commissioner Hawes asked LHA about the potential for MHA's involvement in future resident selection, but received no response.

e. Dove Valley Facilities and Maintenance Updates (Ray Grimaldi)

LHA was not present to provide updates. However, Director of Asset Management Jess Hinze addressed a few questions from the January meeting in an email dated February 17, 2025.

MHA requested an update on repairs identified in the November CHFA audit, specifically asphalt and concrete. Director Hinze reported that Ray Grimaldi had emailed the Town's Streets Director about the asphalt repairs in January, and concrete repairs are planned for Spring 2025, weather permitting.

Chair Matthews will photograph the decaying exterior siding after the meeting and report back. At the January 2025 meeting, Maintenance Manager Ray Grimaldi was asked about the preventative maintenance schedule for Dove Valley, including frequency (monthly, vacancy, etc.). Director Hinze has stated in an email that she and Ray will email this information to the board prior to March's monthly meeting. Commissioner York suggested sending annual reminders of scheduled maintenance to residents to enhance communication. The reminder should clearly instruct residents to report any uncompleted maintenance items to LHA.

Chair Matthews drafted a letter in early 2024 that was sent out last year and will be sent again this year to Dove Valley residents summarizing annual maintenance items. Chair Matthews will update the document summarizing annual maintenance items along with the MHA survey. The returned surveys that will be sent to the Town's P.O. Box. The surveys will be collected, tracked and a report will be given to the Commission.

f. LHA Pet Policy Updates (Jess Hinze)

LHA is not present to update MHA on Pet Policy Revisions.

Commissioner Hawes stated that there is a Colorado State Bill, HB25-1207 (Pet Ownership Residential Housing Structures) hearing coming up on March 4, 2025. If more than two commissioners attend, a public notice will be posted.

g. LHA Update on section-8 vouchers

LHA is not present to update MHA.

h. Financial Updates (Theresa Fox)

LHA was not present to provide updates on financials, however, Accounting Director Fox sent an email on January 16, 2025, that included the Dove Valley Annual Budget for 2025, the unaudited financial statements for December 31, 2024, and the audited 2023 financial statements which were attached to the agenda packet.

Commissioner Hawes requested to add the LHA financial updates to the next meeting so that questions could be addressed to LHA.

i. Revisions to Milliken Housing Authority Bylaws (Chair Matthews)

Chair Matthews discussed the progress made on updating the MHA Bylaws at the Work Session on February 6, 2025.

During the Work Session the Commissioners reviewed the following documents:

1. An email from Commissioner York with bylaw revision comments,
2. The current MHA Bylaws that were approved in 2022,
3. The redlined version of Bylaws that began in 2024, and
4. A clean copy of Bylaw.

All documents were included in the agenda packet for this meeting.

The recommendation for the Town of Milliken's legal counsel was that MHA should seek input from outside legal counsel. Commissioner Hawes will investigate the possibility of her neighbor reviewing the bylaws and the associated costs. She will follow up when she has more information.

j. Milliken Housing Authority Events (Secretary Hawes)

Secretary Hawes discussed with the Commission the 2025 Calendar of Events that was discussed at the Work Session held on December 4, 2024.

Below is a list of dates and topics that were discussed:

March: On Saturday, March 29th Chair Matthews and Vice Chair Bauer will organize and present a Home Hacks (sustainable and energy efficiency tips) Informational Workshop at Milliken Town Hall located at 1101 Broad Street. A Work Session will be held on March 6, 2025 to plan this event. Time and date of the work session is dependent on room availability at Town Hall.

May: Commissioner Hawes and Vice Chair Bauer will organize and present a Pets and Property resource event at Milliken Town Hall on Saturday. Date and time to be determined.

October: Financial Literacy (budgeting, financial literacy) Informational Workshop. Hosts, date and time are to be determined.

Dove Valley Socials will be done four times this year and will consist of the following:

April: Spring theme (seeds, planted pots)

June: BBQ and ice cream with MYCL

August: Beef and Bean Days

December: Holiday Gift Baskets for Dove Valley residents

k. Commissioner Recruitment

Chair Matthews welcomed the new Commissioners Lori Vandiveer and Chad Wilson to MHA. They were both appointed at the Milliken Town Board meeting on February 12, 2025.

Informational Agenda

Secretary Hawes reminded the Commissioners of the reoccurring Work Session that are held the 1st Monday of each month at 4:30 pm at Milliken Town Hall.

Admin. Assist. Il Burns informed the Commissioners about the NOCO Humane's fundraising dinner.

Report of Officers

There were no items.

Consent Agenda

There were no items.

Future Business

- Tunnel to Towers building project.

- Discuss moving our funds to an interest-bearing account.
- Review LHA partnership agreement.
- Town of Milliken as financial support of MHA

Adjournment

Commissioner Hawes moved to adjourn. Commissioner Bauer seconded.
All approved. The meeting was adjourned at 9:59 a.m.

Next meeting is scheduled for, Thursday, April 17, 2025, at 8:30.

Prepared by:

Approved by:

Town of Milliken
Administrative Assistant II
Tami Burns

Milliken Housing Authority
Board Chairperson
Kellie Matthews



6.b.

**TOWN OF MILLIKEN
MILLIKEN HOUSING AUTHORITY
AGENDA MEMORANDUM**

To: Milliken Housing Authority
From: Tami Burns, Administrative Assistant
Via: Cheryl Powell, Town Administrator

Meeting Date:
April 17, 2025

Item Category: Minutes

Agenda Title: To Consider for Approval of Minutes from March 20, 2025.

Attachments:

1. March 2025 MHA Minutes final Draft

PURPOSE

BACKGROUND

BUDGET IMPLICATIONS

STAFF RECOMMENDATIONS

SUGGESTED MOTION

"I move to approve the minutes from March 20, 2025."

**Minutes
Milliken Housing Authority
Town Hall Meeting
March 20, 2025**

Call to Order

Chairperson Kellie Mathews called the meeting to order at 8:35 a.m.

Pledge of Allegiance

All recited the Pledge of Allegiance

Roll Call

Present: Chairperson Kellie Mathews, Commissioners Michelle Bauer, Lori Van Diveer, Chad Wilson & Admin. Assistant Tami Burns.

Zoom: Commissioner Sloane Hawes

Absent: Commissioners Pat York

Loveland Housing Authority (LHA): Maintenance Manager Ray Grimaldi, Property Manager Brandon Johnson, Director of Asset Management Jess Hinze, & Cory Mitchell

Agenda Approval

Chair Matthews requested Patty York's resignation from the Commission be added to the Information Agenda .

Commissioner Bauer moved to approve the agenda with changes. Commissioner Wilson seconded the motion.

All in favor. None opposed. Motion passed.

Citizen Comments

Roger James, who resides at 340 Bunting Lane, Milliken, CO, came to express concerns and frustrations with Loveland Housing Authority (LHA). Mr. James has lived in three different communities that LHA manages. Dove Valley is the third property he has moved to.

Mr. James stated that he loves the community and where he lives, however, he is frustrated with the communication between LHA and himself. His expressed frustrations included the following:

1. He was not notified for several months that the last manager, Jess Prentice, had left LHA, nor whom the new contact is after her departure. He explained that in the past, Dove Valley residents were given a letter providing updated contact information, which did not occur this time.
2. When a maintenance item is reported there is no time frame for when the repairs will be completed.

3. He has had no response from LHA regarding his subsidy recertification or the reason why the rent checks are not being cashed in a timely manner.
4. Mr. James explained that he attempted to contact Xcel Energy regarding the most recent electrical outage, however, was not able to obtain information because they didn't show him as a contact person. Due to the electrical outage, his alarms began going off in his home and the only way he could get them to stop going off was to completely disconnect them.

Chair Matthews informed Mr. James that he has gone over the allotted time for citizen comments and that it may be possible to add him to a future work session or agenda. She asked Mr. James to submit a list of concerns to Property Manager Brandon Johnson to follow the proper procedures for reporting issues. Mr. Johnson will email Mr. James his contact information for this to take place.

Mr. James stated that there are additional concerns but there is not time to discuss them.

Minutes of Previous Meeting

Chair Matthews asked for a motion to table the meeting minutes from February 20, 2025, to the April 17th meeting.

Commissioner Hawes moved to table the Minutes for February 20, 2025, to the April 17, 2025 meeting. Commissioner Wilson seconded the motion.

All in Favor. None Opposed. Motion Carried.

Action Agenda

There are none.

Discussion Agenda

a. LHA Update on Dove Valley (Brandon Johnson)

i. Response to Citizen Comments

LHA Property Manager Brandon Johnson stated that he spoke to Mr. James in person at Dove Valley a couple of months ago. At that time, Mr. James only asked him about his recertification paperwork, and he was not aware of the other concerns brought up during Citizen Comment.

Director of Asset Management Jess Hinze explained and stated that she has spoken to Mr. James many times regarding his rent check not being cashed, however, that issue was resolved in September of 2024. Director Hinze stated that she had not heard from Mr. James since this issue was resolved.

Commissioner Wilson asked if LHA made it clear to Mr. James that the rent check that had not been cashed was resolved and all fees associated were reversed and if there were any issues with current rent check not being cashed. He also asked what process LHA uses for communicating with its tenants when staffing changes are made. Director Hinze felt that the resolution regarding the rent check was presented in a clear manner and that she is not aware of any current issues with any rent check. She will reach out to her Accounting Team to make sure there are no issues. Director Hinze also stated that typically, notices are sent out to all residents in a complex when staffing changes happen. Because of a recent reorganization within LHA, LHA had not yet finalized which LHA staff member would be the replacement contact for Dove Valley residents. She went on to explain that Mr. Johnson has been monitoring Jess Prentice's phone line and emails since her departure. Mr. Johnson took over officially two weeks ago, and letters to the Dove Valley residents will be going out shortly with updated information.

Director Hinze also explained the escalation process as the first point of contact is the Property Manager who is currently Brandon Johnson. If no solutions are found, the next point of contact is the Associate Regional Property Manager, who is currently Ashley Wade; and then the last point of contact would be the Director of Asset Management, who at this time is Jess Hinze.

Commissioner Wilson asked if a notice is sent to the Dove Valley Residents when there is a power outage. Maintenance Manager Ray Grimaldi indicated that the maintenance team does not get the notifications when Dove Valley Residents lose power until a resident contacts the on-call line.

Administrative Assistant II Tami Burns stated that residents can go online to the outage page at www.xcelenergy.com and enter their address to get updates or information on electrical outages. If there is a need for oxygen or other medical assistance, residents can go to the Milliken Police Department or the Fire Department in Milliken.

Chair Matthews recommends the Commission send a handout to residents about how to report a power outage and who the emergency contact is. MHA will draft the handout, and LHA will review and distribute.

Director Hinze explained that residents must apply for re-certification twice. Once with LHA and the other with Greeley/Weld. Property Manager Johnson will contact Mr. James regarding his Recertification and report back to MHA and Mr. James with his findings.

Property Manager Johnson will follow up with Mr. James regarding the concerns he brought up during Citizen's comments.

ii. Update regarding resolution of the erroneous rent deduction from a tenant's account. Director Hinze informed Chair Matthews that the overcharge issue, including any resulting resident fees, was resolved. She detailed that while staff worked to correct the error on Friday, the necessary check issuance was delayed until Tuesday due to the accounting department's absence. The check was then made available for the resident. Director Hinze acknowledged a procedural lapse in handling emergency calls during mandatory meetings and attributed the overcharge to a system glitch requiring manual input. To prevent future occurrences, the LHA is implementing new property management software, with a full transition scheduled for Spring 2026.

b. Dove Valley Facilities and Maintenance Updates (Ray Grimaldi)

Commissioner Hawes asked what the maintenance and standard procedures are for Dove Valley. Maintenance Manager Grimaldi explained that there is no set maintenance schedule. When a tenant creates a work order, LHA sends staff out to address the work order request. Also, when a tenant moves out, the units are cleaned and maintenance makes any necessary repairs and replacements as needed,

Chair Matthews stated that she had sent photos of the siding damage located at 341 Mallard Ln. to staff at LHA. Maintenance Manager Grimaldi stated that the damaged siding is on a unit that has the original paint. Director Hinze clarified that the current Dove Valley budget only allows for the painting of two units per year. If financial conditions improve later in the year, they may be able to allocate funds for the painting of additional units. The quotes LHA have received for painting Dove Valley Units are from the same company that has painted the last few units.

Commissioner Wilson asked about Spring Maintenance such as overall inspections of gutters, roofing, down spouts, etc. Maintenance Manager Grimaldi stated that they don't do these types of inspections on a regular basis. The asphalt repairs will be completed in the spring by the Town of Milliken and the safety hazards in the concrete will also be completed by LHA in the spring.

c. Financial Updates

Finance Director Theresa Fox is no longer with LHA. Director Hinze will attend the work session on April 7th to provide information and answer questions on the financials.

d. Revisions to Milliken Housing Authority Bylaws (Chair Matthews)

Due to time constraints, this will be discussed at the April meeting. Also, we are waiting to find legal counsel to review suggested revisions.

f. Milliken Housing Authority Events (Secretary Hawes)

Chair Matthews explained that she will put up graphic posters for the Home Hacks event on March 29th as well as posting the informational flyer on Facebook Milliken/Johnstown Discussion group, Johnstown/Milliken Business Group, pass out flyers and put flyers on approved business windows. On the website, she has advertised the Gift Card raffle for attending and set up a registration page for those that plan to attend. She will post on MHA website multiple times prior to event.

Administrative Assistant II Burns will request permission to add MHA Event to the Towns Website and Facebook page. Commissioner Van Diveer will get food from Hays for the event.

Commissioner Wilson will participate in the event by creating a presentation on "How to" complete home projects.

Informational Agenda

- i. Chair Matthews informed the board that Pat York will be resigning due to health issues.

- ii. Commissioner Hawes explained that she will be sending the two LHA partnership documents to the Commission to read and bring questions to the next work session.
- iii. Commissioner Hawes will ask Milliken Town Clerk Caree Rinebarger to attend the work session on April 7, 2025.

Report of Officers

There were reports given.

Consent Agenda

There were no items.

Future Business

There were no items.

Adjournment

Commissioner Hawes moved to adjourn. Commissioner Bauer seconded.
All approved. The meeting was adjourned at 10:24 a.m.

Next meeting is scheduled for, Thursday, April 17, 2025, at 8:30.

Prepared by:

Approved by:

Town of Milliken
Administrative Assistant II
Tami Burns

Milliken Housing Authority
Board Chairperson
Kellie Matthews



8.a.

**TOWN OF MILLIKEN
MILLIKEN HOUSING AUTHORITY
AGENDA MEMORANDUM**

To: Milliken Housing Authority
From: Sloane Hawes, Housing Authority
Commissioner
Via: Cheryl Powell, Town Administrator

Meeting Date:
April 17, 2025

Item Category: Budget

Agenda Title: To Consider and Authorize a Budget Allocation for Legal Service

Attachments:
None

PURPOSE

To review and authorize a budget allocation for legal counsel to examine the revisions to the Milliken Housing Authority bylaws.

BACKGROUND

The Milliken Housing Authority has spent the last several months reviewing and making recommended changes to their Bylaws. To ensure the Bylaws are in accordance with Federal, State and Local Laws, the Authority would like to seek legal counsel.

BUDGET IMPLICATIONS

STAFF RECOMMENDATIONS

SUGGESTED MOTION

"I move to authorize a budget in the amount of \$_____ for legal services to review the Milliken Housing Authority Bylaws Revisions."



8.b.

**TOWN OF MILLIKEN
MILLIKEN HOUSING AUTHORITY
AGENDA MEMORANDUM**

To: Milliken Housing Authority
From: Sloane Hawes, Housing Authority
Commissioner
Via: Cheryl Powell, Town Administrator

Meeting Date:
April 17, 2025

Item Category: Budget

Agenda Title: For Consideration of Approving Reimbursements for the Home Hacks Event

Attachments:

1. Reimbursement Receipt for Commissioner Hawes
2. Reimbursement Receipt for Commissioner VanDiveer

PURPOSE

For consideration of approving for reimbursements for Commissioner Hawes and Commissioner VanDiveer for expenses paid for the Home Hack Event on March 29, 2025.

BACKGROUND

BUDGET IMPLICATIONS

The Milliken Housing Authority budgeted \$2,400 for Community Workshops in 2025. Commissioner Hawes requests reimbursement in the amount of \$200.00 and Commissioner VanDiveer requests reimbursement in the amount of \$202.61 for the first quarter Community Workshop.

STAFF RECOMMENDATIONS

SUGGESTED MOTION

"I move to approve Commissioner Hawes request for reimbursement in the amount of \$200.00 and Commissioner VanDiveer request for reimbursement in the amount of \$202.61 for the first quarter Community Workshop."



 You may cancel this order before it's sent.

 Cancel Order

Order #2175429

Order Date: 03/31/2025

Queued Send Time: To Be Determined

Order Status: In Review

Team: Default Team

Campaign: Default Campaign

Total: \$200.00

Order Items



Appreciated

Qty: 2

Subtotal: \$200.00

Order Details



Gift Details

Sender Name: Sloane Hawes

Subject: Sloane Hawes has sent you a Giftogram

Message: Thank you for attending the Milliken Housing Authority Home Hacks workshop on Saturday, March 29th. You were selected as the winner of our attendee raffle! If you have any questions about MHA or this gift card, please contact our Board of Commissioners Secretary/Treasurer, Sloane Hawes, at sloane.hawes@gmail.com. Thank you!

Billing Details

Method:  ending in 0645 [Transaction Details](#)

Notes: Gift cards for Sloane's Milliken Housing Authority event - billed to personal card, not CARE card

Recipient Details

Search recipients...



Filter by Status:

All ▾

2 recipients

<

1

of 1

>

15 per page ▾

☐	Name	Email		Value	Catalog
☐	Melissa Mitchell	melissamitchell0505@gmail.com		\$100.00	All Retailers + Do
☐		mary.heisel.1971@gmail.com		\$100.00	All Retailers + Do

2 recipients

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1

of 1

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15 per page ▾

Entered in CHECK BOOK

SINCE 1988

HAYS MARKET

THANK YOU FOR SHOPPING
HAYS MARKET
201 JOHNSTOWN CENTER DRIVE
JOHNSTOWN, CO 80534
SALE

ID: 333594
IID: 87845
03/29/2025 09:45:30
Entry Method: Contactless
Seq #: 044038
Approval Code: 005902
VISA DEBIT
CARD #: XXXXXXXXXXXXX7842
AID: A00000000031010
TVR: 0000000000
IAD: 06011203A00000
TSI: 0000 ARC: 005902
TC: F8AD82BC3A514F6E
RRN: 044038
Total: USD\$ 209.20

APPROVED BY ISSUER

COLD DELI

COLD DELI MISC.	\$60.14	C	F
COLD DELI MISC.	\$60.09	C	F
COLD DELI MISC.	\$17.14	C	F
COLD DELI MISC.	\$28.99	C	F
COLD DELI MISC.	\$28.99	C	F

NON FOOD

GC CHEFS KNIFE \$6.59 SC

BALANCE DUE \$209.20

VISA \$209.20

[S] *****7842

Auth Code = 005902

CHANGE

- 6.59
\$202.61
\$0.00

TAX-CODE	TAXABLE-VAL	TAX-VALUE
STATE	\$6.59	\$0.19
CITY	\$201.94	\$7.07
TOTAL TAX		\$7.26

Total number of items sold = 6

STORE:00001 REGISTER:004 CASHIER:5660
TICKET#:0027 29MAR2025 9:45:31

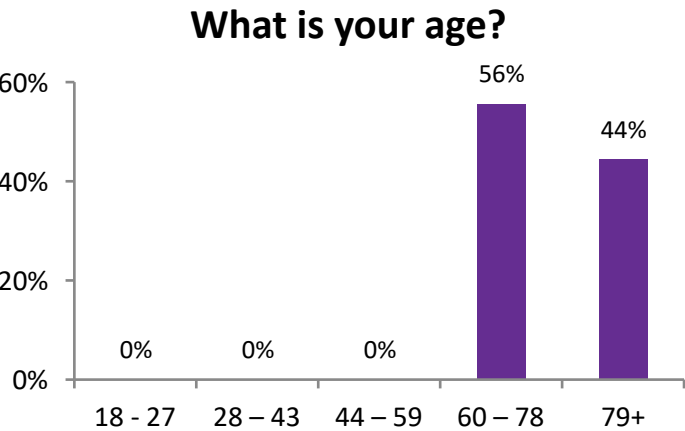
No Refunds after 10 days
No Refunds Without This Receipt
OPEN 6AM-9PM DAILY
970-587-4658

LHA & Aspire

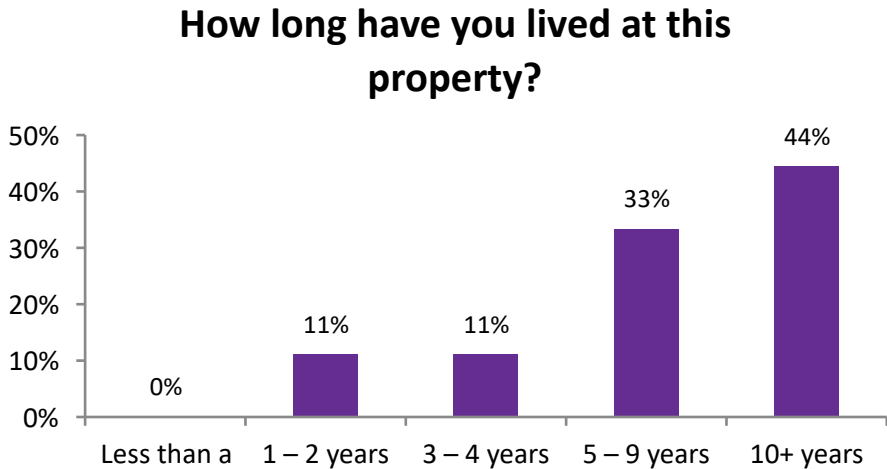
2024 Resident Survey



DOVE VALLEY (84% OVERALL*)

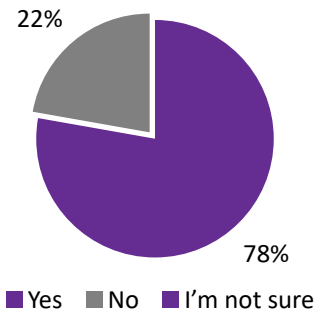


Respondents are split between the two older age groups



Most are longer-term tenants

Do you have a Section 8 Voucher (Housing Choice Voucher or Project Based Voucher)?



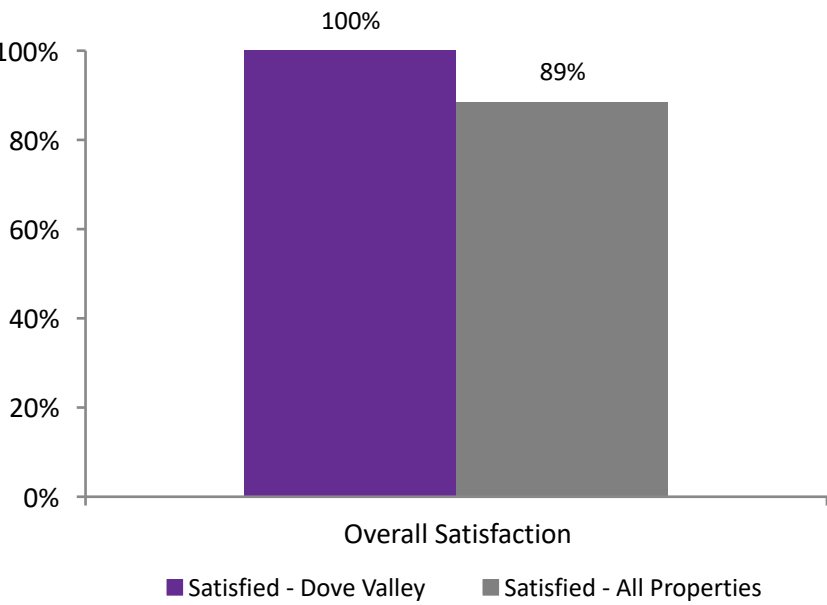
83% Satisfied with S8 Coordinator Responsiveness

100% (8 People) Have Not Used Aspire	
Reasons Why Haven't Used Aspire	%
Not offered in Weld County	50%
I don't know what Aspire can help me with/Don't know what Aspire is	38%
No need for services	12%

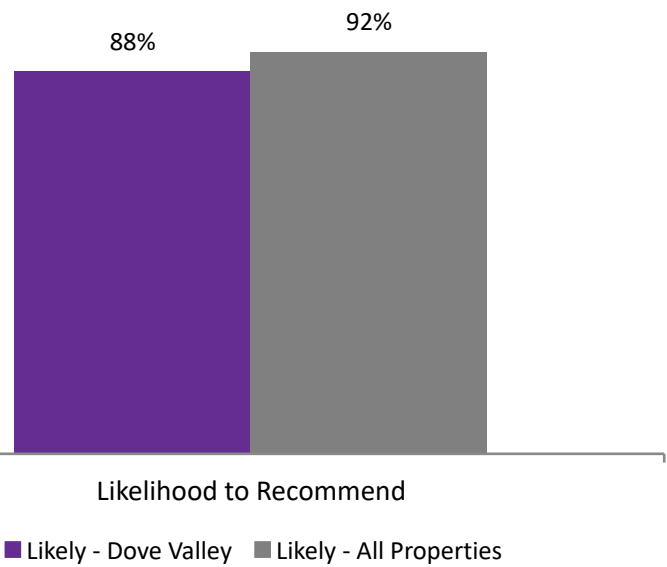
DOVE VALLEY

- Sense of Community (**75%**) is on the lower side considering nearly 80% have lived there over 5 years (likely due to no common gathering area), but it doesn't seem to be impacting residents' overall satisfaction.

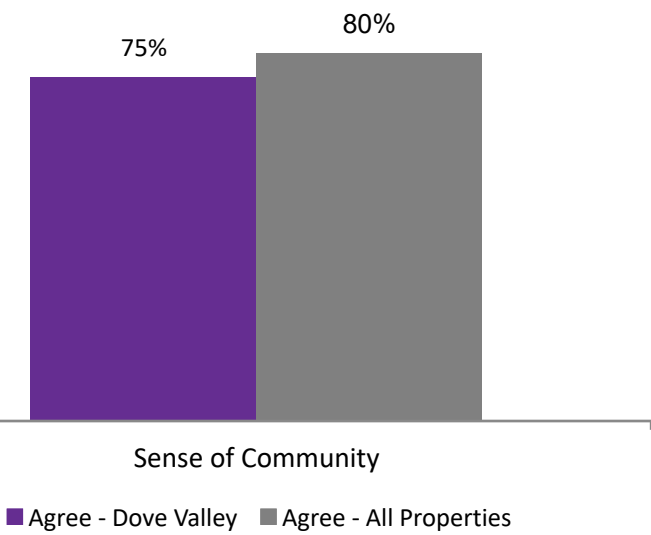
Overall Satisfaction



Likelihood to Recommend



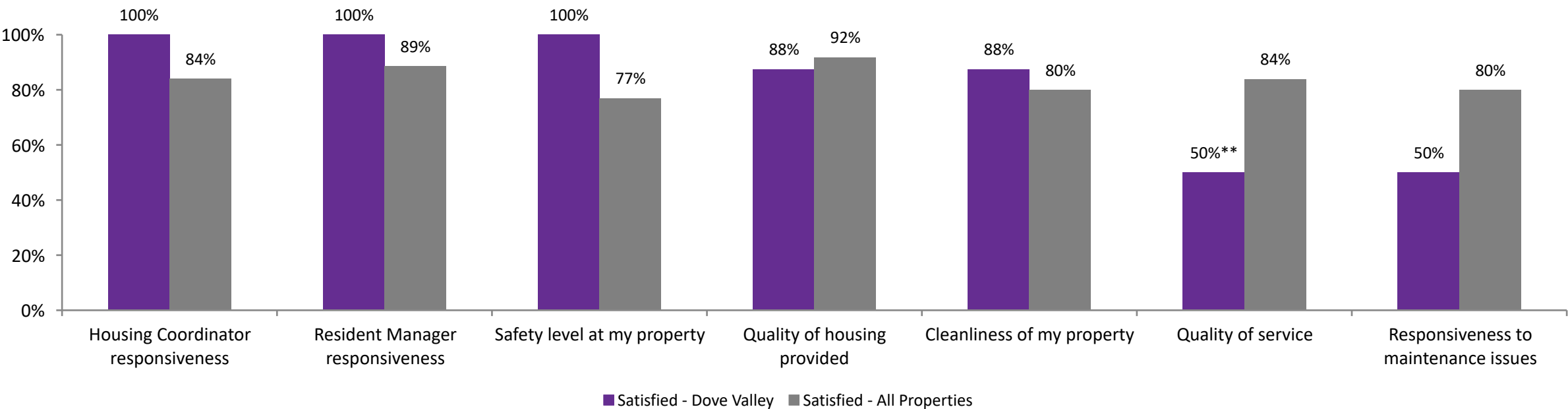
Sense of Community



DOVE VALLEY

- Dove Valley residents are extremely satisfied overall – especially regarding Housing Coordinator/Resident Manager Responsiveness and Safety Level (**100% each**).
- The one key pain point is Maintenance Responsiveness (**50%**), which negatively impacted the Quality of Service (**50%**) score, but didn't affect overall satisfaction with LHA.

Based on your interactions with the Loveland Housing Authority over the past year, how satisfied are you with the following areas?



**Statistically significant at the 90% confidence level

DOVE VALLEY – COMMENT SAMPLING

Strengths

“Jess has been very helpful with paperwork because sometimes I have trouble understanding it and when I asked for maintenance things to be taken care of she tries her best to get it done. Bradley Davies is a very good maintenance man and always ask if there is anything else he can do and he would be glad to put in a work order for it. “

“Very satisfied with housing overall.”

“I enjoy the way Loveland Housing authority does different activities for the Dove Valley residence to get them together during the summer.”

Challenges

“Wish maintenance was more responsive.”

“Increase in maintenance help.”

“Waiting time for work orders seems to take much longer than 2-3 days. Therefore, reluctant to request any work order try to take care of problem on own.”

NEXT STEPS

- Dove Valley has a challenge of no central meeting place/clubhouse on the property.
 - LHA has organized activities such as a Book Mobile in the past to help engage tenants, and residents have indicated they are appreciative of the effort.
 - One of Brandon's focuses for the upcoming year will be to plan more activities to help build community among the residents.
 - LHA is also going to look into whether there are any grant opportunities available to potentially build a gazebo/covered area.
- Residents indicated challenges with maintenance responsiveness/communication.
 - Brandon will be at the property more this year to get a better feel for what the challenges are in this area.
 - Jess and Ray can speak to some of the historical struggles LHA has had getting into units in a timely way and some ideas for improvements moving forward.
- Planned property maintenance for the coming year includes tree trimming, concrete repair to address a tripping hazard, and exterior painting for a couple of the duplexes.

Milliken Housing Authority 2025 Budget and Activity Summary (updated 4/9/25)								
Balance at Jan 1, 2025							\$ 82,572.72	
Revenue	Projected	Notes	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	
Developer fee	\$ 15,000.00	Distributed in Q1	\$ 27,768.00	\$ -				
Distribution to the Limited Partner	\$ 5,000.00	Distributed in Q1	\$ -	\$ -				
Total Revenue			\$ 27,768.00				\$ 27,768.00	
Expenses	Budget		Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	Remaining Budget
Affordable Housing Project - Phase II							\$ -	
Grant writer	\$ 1,200.00	\$30/hour - 40 hrs	\$ -	\$ -			\$ -	
Pre-Application Meeting with Town Consultants	\$ 2,000.00	\$200/hour - 10 hrs	\$ -	\$ -			\$ -	
Town development application fee	\$ 3,500.00	Land use application	\$ -	\$ -			\$ -	
Miscellaneous	\$ 2,000.00	For unanticipated	\$ -	\$ -			\$ -	
	\$ 8,700.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700.00
Social/Networking Events							\$ -	
Q1 event	\$ 500.00		\$ 383.15				\$ 383.15	
Q2 event	\$ 500.00						\$ -	
Q3 event (Beef and Bean Days)	\$ 500.00						\$ -	
Q4 event (holiday/end of year event and gifts for residents)	\$ 1,000.00						\$ -	
Total DV Socials	\$ 2,000.00		\$ 383.15	\$ -	\$ -	\$ -	\$ 383.15	\$ 1,616.85
Community Workshops (quarterly)							\$ -	
Speaker Stipends	\$ 300.00	\$100 each for 3					\$ -	
Childcare	\$ 600.00	\$200 for two hours					\$ -	
Food/Drink	\$ 900.00	\$300 for drinks and					\$ -	
Room Reservation	\$ 300.00	\$100 (TRPR) or \$					\$ -	
Giveaway	\$ 300.00	\$100 gift card					\$ -	
Total Community Workshops	\$ 2,400.00	\$800 per workshop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00
Advertising/Marketing							\$ -	
Giveaways and swag for events	\$ 2,000.00						\$ -	
Facebook ads for commissioners	\$ 1,000.00						\$ -	
Marketing Workshops and Socials	\$ 1,200.00						\$ -	
Water Bottle Labels (for Beef and Bean Day)	\$ 100.00						\$ -	
Total Advertising	\$ 4,300.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,300.00
Miscellaneous							\$ -	
Nonprofit status	\$ 100.00						\$ -	
Total Miscellaneous	\$ 100.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Total Expenses	\$ 17,500.00		\$ 383.15	\$ -	\$ -	\$ -	\$ 383.15	\$ 17,116.85
Current Balance (03/31/25)							\$ 109,957.57	
YTD Activity Summary								
Beginning Balance (1/1/25)	\$ 84,621.52							
Deposits	\$ 27,768.00							
Disbursements	\$ 383.15							
Current Balance (3/31/25)	\$ 109,957.57							