HOUSING AUTHORITY AGENDA

Thursday, June 19, 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=c0pRcHM4cTNWcEZpMUZCbFRMTUlDdz09

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Approval**
    a. **Consideration and Approval of the Meeting Agenda for June 19, 2025.**
5. **Citizen Comments**
6. **Minutes of Previous Meetings**
    a. **Consideration and Approval of the Meeting Minutes for May 29, 2025.**
7. **Loveland Housing Authority Updates**
    a. **Dove Valley Report and Questions Regarding Report**
8. **Action Agenda**
    a. **Reimbursement to Chair Hawes - $25.00 Secretary of State Nonprofit Filing Fee**
    Sloane Hawes, Housing Authority Commissioner
    b. **Approval of Revisions to MHA Bylaws**
    Sloane Hawes, Housing Authority Commissioner
9. **Discussion Agenda**
    a. **MYCL Events at Dove Valley**
    b. **Capital Improvements - Dove Valley Painting**
10. **Informational Agenda**
11. **Officer Reports**
12. **Future Business**
13. **Adjournment**

Town Of Milliken
Milliken Housing Authority
Milliken Meeting House
1201 Broad Street

Meeting Minutes for May 29, 2025

1. Call to Order

Chair Matthews called the meeting of the Milliken Board of Trustees to order at 12:44 PM.

2. Pledge of Allegiance

Chair Matthews led the Pledge of Allegiance.

3. Roll Call

Milliken Housing Authority In Person: Commissioner Sloane Hawes, Vice Chair Michelle Bauer, Chair Kellie Matthews, and Tami Burns, Administrative Assistant II
Milliken Housing Authority via Zoom: Commissioner Chad Wilson
Loveland Housing Authority via Zoom: Ashley Wade Resident Manager and Ray Grimaldi Maintenance Manager

Absent: Commissioner Lori VanDiveer

4. Agenda Approval

Commissioner Hawes requested that the payment to the Secretary of State for the Non-Profit Status be added to the Action Agenda. Additionally, she requested that updates regarding the MHA Annual Pets and Property Resource Event be relocated from the Informational Agenda to the Discussion Agenda. She also suggested that CHFA training be included in the Information Agenda.

Commissioner Hawes motioned to approve the agenda with the proposed revisions. Vice Chair Bauer seconded the motion.

All in Favor. None oppose. Motion Carried.

5. Citizen Comments

There were none.

6. Minutes of Previous Meetings

a. Minutes for the April 17, 2025 meeting.

Commissioner Hawes motioned to approve the minutes for 4/17/2025 as presented. Commissioner Bauer seconded.

All Approved. None Opposed. Motion Carried.

7. Loveland Housing Authority Updates

a. Written Report

General Updates: (Greeley/Weld, policy/staffing changes) LHA received phone calls from residents on Monday 5/12/25 with concerns about low water pressure in some units. The residents were informed that the Town of Milliken was doing work on or near the property. LHA is not involved with the work the Town Staff are doing, so they were not able to provide information or updates. Residents were instructed to contact the Town of Milliken directly with any questions or concerns about the lack of water pressure.

Dove Valley Residents: (vacancies, resident complaints)
There are no vacancies at this time. Housing Coordinator (RC) Brandon Johnson is not aware of any significant resident issues at the moment. If a resident has an issue or something that needs to be addressed, please let them know to call or email RC Johnson or Resident Manager (RM) Wade.

Maintenance & Facilities Updates: (WO requests, routine maintenance) Air filter replacement in all units began on Monday, May 12th, 2025, and is anticipated to conclude by Friday, May 16th, 2025. Resident notices were posted on each unit on Friday, May 9th, 2025. Maintenance Manager (MM) Ray Grimaldi reported that the subcontracted handyman, Brad, had successfully addressed the majority of outstanding work orders. A few work orders remain in progress. Residents with inquiries regarding the status of a work order should contact RC Johnson for investigation and follow-up.

Finance: (Quarterly financial and variance notes)
March 2025
The only item of note is that Dove Valley's income is slightly below budget, which can be attributed to pending voucher adjustments with Greeley-Weld HA.

Other Updates:
There are no 504 accommodation requests at this time. RM Wade and RC Johnson are still planning to coordinate a day to go to Dove Valley and spend a morning meeting with residents. They are looking at the early part of June and will be sending out notices to all residents soon.

Verbal Report
RM Wade informed MHA that Brandon Johnson put his notice in and next Friday, May 23rd, would be his last day. RM Wade will fill in for him until a replacement is found.
RM Wade stated that the Capital Maintenance Project for Dove Valley this year will be to paint one set of duplexes. MM Grimaldi stated that he would look over the buildings to determine which building is in the worst shape. MHA commissioners were most concerned about the decaying siding being repaired in addition to the paint. MM Grimaldi stated that he never received the photos. Chair Matthews stated she sent them numerous times. She will resend the photos again. Bids for the painting and concrete repairs are due by June 17th. RM Wade asked if the Committee wanted to put their own money into painting an additional building. The Committee will discuss this at a later date.

A work order has been put in to repair a solar connection to one of the units due to squirrels chewing through the cables. A vendor is being sought after to make the repairs.

A meeting is scheduled with Greeley Weld Housing Authority at the end of the month regarding Section 8 Vouchers.

Vice Chair Bauer asked if there would be a vacancy coming soon due to a resident requiring 24/7 care and being taken to a nursing home 2-3 weeks ago. RM Wade will look into this.

b. Financials

There was no report given.

8. Action Agenda

a. Officer Elections (Kellie Matthews)

Chair Matthews announced that this meeting is the annual meeting of the Milliken Housing Authority (MHA), during which officers are nominated and elected. She also informed the Authority that she would be stepping down from her role as Chair. She informed the Authority that she had submitted an application for the vacancy on the Milliken Board of Trustees. Also, Chair Matthews shared that she spoke with Caree Rinebarger, Town Clerk, regarding the potential appointment to the Board of Trustees and her continued involvement in the MHA. She confirmed that, if appointed, she could remain involved with the MHA, retain her officer responsibilities, and that there would be no conflict of interest as long as, in the event of her appointment as a Trustee, she recuses herself from votes related to the MHA.

Chair Matthews also noted that, due to Commissioner VanDiveer's absence from the meeting, she reached out to her to inquire whether she would accept a nomination for a position should she be nominated. Commissioner VanDiveer responded that she did not feel equipped to assume an officer role at that time.

Chair Matthews opened the floor for nominations.

Chair Matthews nominated Commissioner Sloane Hawes for the position of Chairperson.
Chair Matthews asked for a vote on the nomination of Sloane Hawes as Chairperson.
All in favor. None Opposed. Sloane Hawes abstained. Motion Carried.

Chad Wilson nominated himself for the position of Vice Chair.
Chair Matthews asked for a vote on the nomination of Chad Wilson as Vice Chairperson.
All in favor. None Opposed. Chad Wilson Abstained. Motion Carried.

Kellie Matthews nominated herself for the position of both Secretary and Treasurer.
Chair-Elect Hawes asked for a vote on the nomination of Kellie Matthews as both Secretary and Treasurer.
All in favor. None Opposed. Kellie Matthews abstained. Motion Carried.

b. Commissioner Vandiveer Reimbursement for Bereavement Gift

Chair-Elect Hawes requested the Authority to reimburse Lori VanDiveer $103.23 for the purchase of a bereavement gift for Commissioner Matthews and family.

Chair-Elect Hawes motioned to reimburse Commissioner Lori VanDiveer $103.23 for the purchase of a bereavement gift, Chad Wilson seconded.

All in Favor. None Opposed. Motion Carried.

c. Non Profit Status Fee Approval (Sloan Hawes)

Sloane Hawes, Housing Authority Commissioner

MHA's non-profit standing with the Colorado Secretary of State necessitates the annual submission of a report and corresponding fee during the month of May. Chair-Elect Hawes asked the Authority to approve submitting the required report and annual fee in the amount of $25.00.

Commissioner Bauer motioned to approve Chair-Elect Hawes' request to submit the annual report and pay the $25.00 fee. Secretary/Treasurer-Elect Matthews Seconded.

All in favor. None Opposed. Motion Carried.

9. Discussion Agenda

a. Revisions of the MHA Bylaws (Sloane Hawes)

Chair-Elect Hawes initiated a discussion on the Bylaw Revisions.

To recap the February Work Session, the Authority's suggestions for the Bylaw revisions included:

- Language Cleanup: Enhance consistency in language throughout the document.
- Annual Election Terms & Officer Re-election: Incorporate statutes to clarify the terms and re-election process for officers.
- Expense Reimbursements: Outline clear guidelines for expense reimbursements incurred within the budgeted year.
- Regular Meeting Schedule: Stipulate that any changes to meeting times or locations must be scheduled and communicated no later than 14 days in advance.
- Proxy Removal: Remove the proxy clause as it is not relevant to this Board.

Chair-Elect Hawes gave a short introduction to our new legal counsel, James Martel, noting his work with other Housing Authorities throughout Colorado, his respected standing with other Housing Authorities, and his extensive knowledge of Housing Authority needs.

James Martel, Legal Counsel, provided the following additional suggestions:

- Meeting Guidelines: Transition meeting guidelines from Robert's Rules to Bob's Rules.
- Conflict of Interest/Ethic Standards & Indemnification: Remove the indemnification paragraph from the bylaws and establish it as a separate policy.
- Financial Statement Approval: Clarify the level of approval required for budgeted items. This includes defining administrative approval thresholds (e.g., $500 or less) and Board approval thresholds (e.g., $1,000 or less). A distinct financial procedure for all financial transactions and their respective approval levels will also be developed.
- Commission Member Selection: Determine whether Commissioners are elected or selected. Chair Matthews inferred that Authority officers are selected more than elected, given the absence of formal ballots typical of an election. Town Clerk Caree Rinebarger will provide information based on the Planning Commission's procedures for review.

Secretary/Treasurer-Elect Matthews commended Mr. Martel for his efficient work and appreciated that he gave MHA a discount.

Chair-Elect Hawes will send the MHA Bylaws' final redline draft to Mr. Martel and will circulate the final draft to the Authority once Mr. Martel completes his review.

b. MHA Annual Pets and Property Resource Event Updates (Sloan Hawes)

Chair-Elect Hawes provided an update on the Annual Pets and Property Resource Event, scheduled for June 21, 2025, reporting significant momentum for the event. She confirmed the attendance of the following vendors:

o VCA Animal Clinic
o NOCO Humane Society
o People & Animal Companion: This is a new program offering in-home support and foster care.
o ASPCA Advocacy Team
o A Tobacco Specialist who will discuss the impact of tobacco on pets.

Currently, seven vendors are confirmed, and we are waiting for confirmation from ten (10) more vendors. Chair Matthews added that Clean Scrapes will not be attending, but a lender that is invited has confirmed their participation.

Chair-Elect Hawes informed the Committee of a recent scheduling conflict with Mill Haus, which was one of our vendors. The Milliken Market, operated by Mill Haus, is scheduled for the same day as MHA's event. Katee Valverde, Manager of Mill Haus, proposed a collaboration between the two events. The Milliken Market takes place in the Town Hall Parking Lot from 9:30 AM to 1:30 PM, while MHA's event is scheduled from 11:30 AM to 1:30 PM at Thompson River Parks and Recreation (TRPR).

Secretary/Treasurer-Elect Matthews raised concerns regarding the potential collaboration, specifically noting that flyers and social media posts for MHA's event have already been distributed. Additional concerns included adequate space for MHA's vendors alongside Milliken

Market vendors, and whether the proposed collaborative location would be a pet-friendly environment.

Secretary/Treasurer-Elect Matthews emphasized that TRPR remains an excellent location for MHA's event due to its encouragement of pet attendance and its proximity to pet amenities like the Dog Park and the lake's walking path.

The consensus of the MHA is to maintain the original event location at TRPR and to foster collaboration between both events. Secretary/Treasurer-Elect Matthews will create two banners for their respective locations, promoting the other's event.

It was also suggested that MHA and Mill Haus could collaborate in advance for next year's event.

10. Informational Agenda

a. Commissioner Apparel (Sloan Hawes)

Chair-Elect Hawes presented the committee with a mock-up of the MHA logo that Johnstown Embroidery will be placing on the navy blue polo shirts. She confirmed that the shirts are guaranteed to be ready in time for the June 21st event.

b. CHFA Training - Basic Information around Affordable Housing

Chair-Elect Hawes provided information for an online training session put on by CHFA. The training will revolve around basic information about affordable housing on Wednesday, June 4th at 8:55 am. Chair-Elect Hawes will send a link to anyone interested in attending. The cost is $75.00 to attend. Vice Chair Elect Wilson volunteered to attend the training and will report to the Authority at the next meeting.

Chair-Elect Hawes also informed the Authority that during the next work session on Monday, June 2, 2025, there will be a Contractor from AYERS & Associates to discuss Strategic Planning. The state now requires that every town have a Housing Assessment done. The Town has hired AYERS & Associates to collect the data and report their findings to the Town Board. This information will be available to use and to the public once completed.

AYERS & Associates is a company based out of Loveland. They are doing a Housing Needs Assessment for the Town of Milliken. They provide other services as well. Chair-Elect Hawes has invited Mike Ayers to speak to the Authority regarding how his company can support MHA and assist in developing a strategic plan for the next 3-5 years. They are capable of facilitating and guiding MHA by creating a plan, establishing goals, scheduling meetings with stakeholders involved in our strategic planning process, and informing the Town Board about our initiatives and how they can support us in achieving our objectives.

11. Officer Reports

There were none.

12. Future Business

Vote/Discuss Capitol Improvements: Painting additional units at Dove Valley.
Officer Report: Vice Chair-Elect Wilson will provide a report on the CHFA training he attended.
Vote on reimbursement for Training: To Vice Chair Wilson
Vote/Discuss Proposal From Ayers & Associates
Vote on Bylaw revisions at the June 29, 2025 meeting

13. Adjournment

Motion by Chair-Elect Hawes to adjourn the meeting, seconded by Vice Chair-Elect Wilson to adjourn the meeting at 1:43 P.M.

All in Favor. None Opposed, Motion passed unanimously.

Prepared By:	Approved By:
________________________________	________________________________
Tami Burns, Admin. Assistant II	Kellie Matthews, Housing Authority Chair

MHA Monthly Report- 6/6/25

1. **General Updates**: (Greeley/Weld, policy/staffing changes)

No updates from Greeley-Weld yet unfortunately. :(They will be here this week so fingers crossed we can get some middle ground established.

Actively interviewing applicants for the new Property Manager. Hoping to have one selected by mid-week.

2. **Dove Valley Residents**: (vacancies, resident complaints)

Nothing set in stone yet for the potential vacancy brought up last meeting, might happen in the near future tho.

No resident complaints/concerns.

3. **Maintenance & Facilities Updates**: (WO requests, routine maintenance)

Squirrels had chewed thru wiring on one building solar panels. Electrical contractor came out to see if it's repairable.
The wire insulation removed has caused the system to short and there is a possibility that the inverters are damaged.
Only way to see if the inverters aren't damaged is by splicing all the damaged wiring (cost of $1500) and see if the repair brings them back online.
If this does not remedy the situation, new panels would be needed or the other option is to leave them offline.

4. **Finance**: (Quarterly financials, variance notes)

n/a

5. **Other Updates**:

1153 Sandpiper Lane will be the duplex that gets painted this year.
341 Mallard Lane is the unit that needs the 1x4 window trim repaired, also doing this year.
We not have quotes/bids yet, all vendors are behind on schedules due to weather delays. Ray will send an email to let you know what those are once we have them.

Name Town of Milliken Housing Authority

SOS ID # 20091549946

Date & time 05/29/2025 09:31 AM

Transaction Periodic report

Document # 20251608482
This number is unique to the Secretary of State's office.

Payment type VISA

Last 4 digits on card 0645

Amount $25.00

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY
Revised February 2024

ARTICLE I
NAME

The name of this organization shall be the Town of Milliken Housing Authority, hereafter referred to as the Authority.

ARTICLE II
OFFICE OF THE AUTHORITY

The principal office of the Authority shall be located at 1101 Broad Street in the Town of Milliken, Weld County, Colorado.

ARTICLE III
OBJECT

The object of the Authority shall be to maintain existing affordable housing developments under the control of the Authority, to create additional affordable housing opportunities for the Town of Milliken, to provide information and resources to the community, to act as an advocate for and participate in other affordable housing opportunities, and to perform such other functions as are permitted by applicable statutes, ordinances, and resolutions.

ARTICLE IV
BOARD OF COMMISSIONERS

SECTION 1. DESIGNATION: The Authority shall be managed by a Board of Commissioners, who shall each have one vote in the conduct of the affairs of the Authority.

SECTION 2. VACANCY: Upon a vacancy on the Board of Commissioners, any person interested in becoming a Commissioner shall submit his or her application for appointment to the Town of Milliken Clerk. The applicant shall be interviewed by the Board of Commissioners and if voted to be acceptable, a recommendation for appointment shall be submitted to the Board of Trustees of the Town of Milliken. The Board of Trustees shall review for appointment.

Any person appointed to fill a vacancy shall remain a Commissioner until the end of the term of the Commissioner he/she is succeeding.

SECTION 3. NUMBER, TENURE AND QUALIFICATIONS: The number of Commissioners shall be no more than nine (9). Commissioners shall be elected or appointed pursuant to the current provisions of the applicable resolution which created the Authority. The term of office for each Commissioner shall be four (4) years. [Add statement that commissioners can be re-appointed if they re-apply. Statement that commission will have alternating terms.]

Commented [1]: Caree to provide this language

SECTION 4. NON-LIABILITY FOR DEBTS: The private property of the Commissioners shall be exempt from execution or other liability for any debts of the Authority, and no Commissioner shall be liable or responsible for the debts or liabilities of the Authority.

SECTION 5. INDEMNIFICATION OF COMMISSIONERS AND OFFICERS: To the extent permitted by law and as provided in the applicable insurance coverage, the Authority shall indemnify any Commissioner or former Commissioner of the Authority, against expenses. To include attorney fees actually and reasonably incurred by him/her in connection with the defense of any action, suit, or proceedings, civil, or for any loss or claim resulting from any such action, suit or proceeding, in which he or she is made a party by reason of being or having been a Commissioner; including any matter as to which he or she is adjudged in such action, suit or proceeding to be liable for negligence in the performance of duty to the Authority.

Commented [2]: Caree to send to town attorney

The Authority is authorized to obtain a policy or policies of insurance for the purpose of providing such indemnification of the Commissioner of the Authority.

SECTION 6. COMPENSATION: No Commissioner shall receive any salary or compensation for his or her services, nor shall any Commissioner, nor any person from whom the Authority may receive any property or funds, receive of the Authority any pecuniary profit from the operations of the Authority. A reasonable compensation may be paid to agents and employees hired by the Authority for services rendered in effecting one or more purposes of the Authority, and any Commissioner may be reimbursed for his or her actual or reasonable expenses incurred in connection with the administration of the affairs of the Authority. Expenses must be reimbursed within the budget year they are incurred. Approval of such expenses shall be made by the Board of Commissioners.

SECTION 7. CONFLICT OF INTEREST: No Commissioner or employee shall enter into any contract or agreement with the Authority in which there exists a conflict of interest of such person in his or her capacity as a Commissioner or employee. No Commissioner or employee shall acquire any interest, direct or indirect, in any project nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Commissioner or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, he or she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Failure to disclose such interest shall constitute misconduct in office. That commissioner shall abstain from voting on matters related to said conflict.

Commented [3]: Caree to send this language for review by town attorney

ARTICLE V
OFFICERS

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY
Revised February 2024

SECTION 1. OFFICERS: The Officers of the Authority shall be Chairperson, Vice Chairperson, Secretary, and Treasurer, each of whom shall be elected by the Board of Commissioners. Other officers and assistant officers may be elected or appointed by the Board of Commissioners. Any two or more offices may be held by the same person, except the office of Chairperson.

SECTION 2. ELECTION AND TERM OF OFFICE: The Officers of the Authority shall be annually elected by the Board of Commissioners at the regular Annual meeting of the Authority which is held in May. Each Officer shall hold office until his or her successor has been duly elected.

SECTION 3. REMOVAL: Any Officer elected or appointed by the Board of Commissioners, may be removed from his or her office by a majority vote of all the other Commissioners. Any Commissioner may remove themselves from the Board of Commissioners by submitting a written letter of resignation.

SECTION 4. VACANCIES: A vacancy in any office because of death, resignation, removal, disqualifications or otherwise, shall be filled pursuant to the applicable statute.

ARTICLE VI
DUTIES OF OFFICERS

The duties of the Officers of the Board of Commissioners shall be as follows:

SECTION 1. CHAIRPERSON: The Chairperson shall be the principal Executive Officer of the Authority, and shall, in general, supervise and control all the business and affairs of the Authority. He/she shall preside at all meetings of the Authority, and may sign, together with the Secretary or any other Officer of the Authority authorized by the Board of Commissioners. This includes any leases, deed, mortgages, bonds, contracts, or other instruments which the Board of Commissioners has authorized to be executed. The signing and execution of these documents may also be expressly delegated by the Board of Commissioners, by these Bylaws or by statute to some other Officer or agent of the Authority. In general, he/she shall perform all duties incident to the Office of Chairperson and such other duties as may be prescribed by the Board of Commissioners.

SECTION 2. VICE CHAIRPERSON: In the absence of the Chairperson or in the event of the inability or refusal of the Chairperson to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson or the Board of Commissioners.

SECTION 3. SECRETARY: The Secretary or Secretary’s designee shall be responsible for the minutes of the meetings of the Board of Commissioners in one or more books provided for that purpose. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. The Town of Milliken shall be custodian of the corporate records and of the seal of the Authority and affix the seal of the Authority to all documents; the execution of which on behalf of the Authority under its seal is duly authorized in accordance with the provisions of these Bylaws. The Secretary shall, in general, perform all duties incident to the office of the Secretary and such other duties as may be assigned by the Chairperson or by the Board of Commissioners.

SECTION 4. TREASURER: The Treasurer, Chairperson, and their designees shall be responsible for the charge and custody of all funds and securities of the Authority. The Treasurer shall receive and give receipts for moneys due and payable to the Authority from any source whatsoever, and deposit all such moneys in the name of the Authority in such banks, trust companies, or other depositories as shall be selected. The Treasurer shall render to the Board of Commissioners, quarterly written financial reports and an annual review of the financial condition of the Authority. The Treasurer shall be responsible for submitting the Board approved annual Authority budget to the Town of Milliken in November of each year. In general, the Treasurer shall perform all the duties incident to the office of the Treasurer, and such other duties as may be assigned by the Chairperson or by the Board of Commissioners.

ARTICLE VII
MEETINGS

SECTION 1. ANNUAL MEETINGS: The Annual Meeting of the Authority shall be held at the Milliken Community complex of the Town of Milliken, or at such other place as the Board of Commissioners shall determine. The Annual Meeting of the Authority shall be held at the Milliken Town Hall in the month of May in each year, at a time to be established by the Chair, for the purpose of electing officers and for the transaction of such other business that may come before the meeting.

SECTION 2. REGULAR MEETINGS: Regular meetings of the Authority shall be held on the third Thursday of each month at a time to be established by the Board of Commissioners, unless otherwise voted and approved. Notification of meeting date changes shall be posted no less than 14 business days prior to the meeting. Regular meetings will be held at the Milliken Community complex of the Town of Milliken, or such time and place as designated by the Board of Commissioners.

Commented [4]: Revise with updating meeting date/time

Commented [5]: Caree to check with attorney on if we need to specify here

SECTION 3. SPECIAL MEETINGS: Special Meetings of the Authority may be called by the Chairperson, or by a majority of the Commissioners. It shall then be the duty of the Secretary to give written notice of time and place of such meeting delivered either personally, by US mail, or electronically to each Commissioner entitled to vote at such meeting and to the public at least 24 hours before such meeting. Special Meetings may be held at the Milliken Community complex of the Town of Milliken or at such other place, as designated by the Board of Commissioners.At Special Meetings, any Authority action may be taken.

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY
Revised February 2024

SECTION 4. NOTICE OF MEETINGS: All meetings shall be open to the public. Members of the public and Commissioners may attend in person or via Zoom Video Conference. The Zoom Video Conference link will be continuously posted to the public.

The Annual Meeting of the Authority shall be posted at least 5 business days prior to the date fixed by this Article for the holding of the Annual Meeting of the Authority. Written notice of time and place of such meeting shall be delivered by the Secretary either personally, by US mail, or electronically to each Commissioner entitled to vote at such meeting.

In case of a Special Meeting or when required by statute or by these Bylaws, the purpose, or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when mailed through certified delivery.

SECTION 5. QUORUM: Presence in person or via Zoom Video Conference of Commissioners representing a simple majority of the voting rights of the Authority shall constitute a quorum at any meeting of the Authority. If less than a quorum is present, the meeting may be adjourned without further notice.

ARTICLE VIII
COMMITTEES

The Board of Commissioners shall have the authority to establish those committees which they feel are necessary to advise the Board of Commissioners on issues and projects of the Authority.

ARTICLE IX
CONTRACTS, LOANS, CHECK AND GIFTS

SECTION 1. CONTRACTS: The Board of Commissioners may authorize any officer or officers, agent, or agents, in addition to the officers so authorized by these Bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.

SECTION 2. LOANS: No loans shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a Resolution of the Board of Commissioners. Such authorization may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS AND OTHER ORDERS: All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority, shall be signed by two (2) such officer or officers, agent, or agents of the Authority and in such manner as shall be determined by Resolution of the Board of Commissioners. In the absence of such determination by the Board of Commissioners, such instruments shall be signed by the Treasurer or a designee and countersigned by the

Chairperson or their designee of the Authority.

SECTION 4. GIFTS: The Board of Commissioners may accept on behalf of the Authority any contribution, gift, bequest, or devise for any purpose of the Authority. Gifts cannot exceed an amount as determined by state statute.

SECTION 5. DEPOSITS: All funds of the Authority shall be deposited to the credit of the Authority in such banks, trust companies or other depositories as the Commissioners may select.

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, statutes, and any special rules of order that the Authority may adopt.

ARTICLE XI
AMENDMENTS

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the Board of Commissioners at any Special or Regular Meetings of the Board of Commissioners provided that the amendment has been submitted in writing at the previous Regular Meeting. Notwithstanding the foregoing, these Bylaws may not be altered, amended, or repealed to be inconsistent with applicable law.

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY
Revised February 2024

ARTICLE I
NAME

The name of this organization shall be the Town of Milliken Housing Authority, hereafter referred to as the Authority.

ARTICLE II
OFFICE OF THE AUTHORITY

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ARTICLE III
OBJECT

The object of the Authority shall be to maintain existing affordable housing developments under the control of the Authority, to create additional affordable housing opportunities for the Town of Milliken, to provide information and resources to the community, to act as an advocate for and participate in other affordable housing opportunities, and to perform such other functions as are permitted by applicable statutes, ordinances, and resolutions.

ARTICLE IV
BOARD OF COMMISSIONERS

SECTION 1. DESIGNATION: The Authority shall be managed by a Board of Commissioners, who shall each have one vote in the conduct of the affairs of the Authority.

SECTION 2. VACANCY: The Board of Trustees of the Town of Milliken shall appoint all Commissioners. Upon a vacancy on the Board of Commissioners, any person interested in becoming a Commissioner shall submit his or her application for appointment to the Town of Milliken Clerk. The applicant may be interviewed by the Board of Commissioners and the Board of Commissioners may -make a recommendation for appointment to the Board of Trustees of the Town of Milliken.

Any person appointed to fill a vacancy shall remain a Commissioner until the end of the term of the Commissioner he/she is succeeding.

SECTION 3. NUMBER, TENURE AND QUALIFICATIONS: The number of Commissioners shall be no more than nine (9). Commissioners shall be elected or appointed pursuant to the current provisions of the applicable resolution which created the Authority. The term of office for each Commissioner shall be four (4) years. [Commissioners may apply to be re-appoint in the manner provided above provided that no Commissioner shall serve more than 2 consecutive

Commented [JM1]: The Housing Authorities Act provided that the Mayor "or such other appointing authority as is otherwise provided by charter or ordinance" shall appoint commissioners. I do not know whether the Town has adopted an Ordinance requiring that the Town Boad appoint commissioners.

Deleted: shall

Deleted: if voted to be acceptable

Deleted: ,

Deleted: shall be submitted

Deleted: The Board of Trustees shall review for appointment

Commented [JM2]: The statute provides that the Town Board will determine the term of office not to exceed 5 years.

Deleted: Add statement that commissioners can be re-appointed if they re-apply. Statement that commission will have alternating terms.]

terms. Terms shall be staggered from the date of their appointment such that, to the extent possible, the terms of an equal number of commissioners end each year.

Commented [JM3]: The term limit is just a suggestion. It is not required.

Commented [JM4]: This sentence is directly from the statute.

SECTION 4. NON-LIABILITY FOR DEBTS: The private property of the Commissioners shall be exempt from execution or other liability for any debts of the Authority, and no Commissioner shall be liable or responsible for the debts or liabilities of the Authority.

SECTION 5.

Commented [SH5]: Request for legal review

Deleted: INDEMNIFICATION OF COMMISSIONERS AND OFFICERS

Deleted: : To the extent permitted by law and as applicable insurance coverage, the Authority shall indemnify any Commissioner or former Commissioner of the Authority, against expenses. To include attorney fees actually and reasonably incurred by him/her in connection with the defense of any action, suit, or proceedings, civil, or for any loss or claim resulting from any such action, suit or proceeding, in which he or she is made a party by reason of being or having been a Commissioner; including any matter as to which he or she is adjudged in such action, suit or proceeding to be liable for negligence in the performance of duty to the Authority.¶
¶
The Authority is authorized to obtain a policy or policies of insurance for the purpose of providing such indemnification of the Commissioner of the Authority.

SECTION 6. COMPENSATION: No Commissioner shall receive any salary or compensation for his or her services, nor shall any Commissioner, nor any person from whom the Authority may receive any property or funds, receive of the Authority any pecuniary profit from the operations of the Authority. A reasonable compensation may be paid to agents and employees hired by the Authority for services rendered in effecting one or more purposes of the Authority, and any Commissioner may be reimbursed for his or her actual or reasonable expenses incurred in connection with the administration of the affairs of the Authority. Expenses must be reimbursed within the budget year they are incurred. Approval of such expenses shall be made by the Board of Commissioners.

SECTION 7.

Commented [SH7]: Request for legal review

Deleted: CONFLICT OF INTEREST: No Commissioner or employee shall enter into any contract or agreement with the Authority in which there exists a conflict of interest of such person in his or her capacity as a Commissioner or employee. No Commissioner or employee shall acquire any interest, direct or indirect, in any project nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Commissioner or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in¶
any project, he or she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Failure to disclose such interest shall constitute misconduct in office. That commissioner shall abstain from voting on matters related to said conflict

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ARTICLE V
OFFICERS

SECTION 1. OFFICERS: The Officers of the Authority shall be Chairperson, Vice Chairperson, Secretary, and Treasurer, each of whom shall be elected by the Board of Commissioners. Other officers and assistant officers may be elected or appointed by the Board of Commissioners. Any two or more offices may be held by the same person, except the office of Chairperson.

SECTION 2. ELECTION AND TERM OF OFFICE: The Officers of the Authority shall be annually elected by the Board of Commissioners at the regular Annual meeting of the Authority which is held in May. Each Officer shall hold office until his or her successor has been duly elected.

SECTION 3. REMOVAL: Any Officer elected or appointed by the Board of Commissioners may be removed from his or her office by a majority vote of all the other Commissioners. Any Commissioner may remove themselves from the Board of Commissioners by submitting a written letter of resignation.

SECTION 4. VACANCIES: A vacancy in any office because of death, resignation, removal, disqualifications or otherwise, shall be filled pursuant to the applicable statute.

ARTICLE VI

DUTIES OF OFFICERS

The duties of the Officers of the Board of Commissioners shall be as follows:

SECTION 1. CHAIRPERSON: The Chairperson shall be the principal Executive Officer of the Authority, and shall, in general, supervise and control all the business and affairs of the Authority. He/she shall preside at all meetings of the Authority, and may sign, together with the Secretary or any other Officer of the Authority authorized by the Board of Commissioners. This includes any leases, deed, mortgages, bonds, contracts, or other instruments which the Board of Commissioners has authorized to be executed. The signing and execution of these documents may also be expressly delegated by the Board of Commissioners, by these Bylaws, by statute, or by a Resolution of the Board of Commissioners to some other Officer or agent of the Authority. In general, he/she shall perform all duties incident to the Office of Chairperson and such other duties as may be prescribed by the Board of Commissioners.

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SECTION 2. VICE CHAIRPERSON: In the absence of the Chairperson or in the event of the inability or refusal of the Chairperson to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson or the Board of Commissioners.

SECTION 3. SECRETARY: The Secretary or Secretary's designee shall be responsible for the minutes of the meetings of the Board of Commissioners in one or more books provided for that purpose. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. The Town of Milliken shall be custodian of the corporate records and of the seal of the Authority and affix the seal of the Authority to all documents; the execution of which on behalf of the Authority under its seal is duly authorized in accordance with the provisions of these Bylaws. The Secretary shall, in general, perform all duties incident to the office of the Secretary and such other duties as may be assigned by the Chairperson or by the Board of Commissioners.

SECTION 4. TREASURER: The Treasurer, Chairperson, and their designees shall be responsible for the charge and custody of all funds and securities of the Authority. The Treasurer shall receive and give receipts for moneys due and payable to the Authority from any source whatsoever, and deposit all such moneys in the name of the Authority in such banks, trust companies, or other depositories as shall be selected. The Treasurer shall render to the Board of Commissioners quarterly written financial reports and an annual review of the financial condition of the Authority. The Treasurer shall be responsible for submitting the Board approved annual Authority budget to the Town of Milliken in November of each year. In general, the Treasurer shall perform all the duties incident to the office of the Treasurer, and such other duties as may be assigned by the Chairperson or by the Board of Commissioners.

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ARTICLE VII

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY
Revised February 2024

MEETINGS

SECTION 1. ANNUAL MEETINGS: The Annual Meeting of the Authority shall be held at the Milliken Community complex of the Town of Milliken, or at such other place as the Board of Commissioners shall determine. The Annual Meeting of the Authority shall be held at the Milliken Town Hall in the month of May in each year, at a time to be established by the Chair, for the purpose of electing officers and for the transaction of such other business that may come before the meeting.

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SECTION 2. REGULAR MEETINGS: Regular meetings of the Authority shall be held on the third Thursday of each month at a time to be established by the Board of Commissioners, unless otherwise voted and approved. Notification of meeting date changes shall be posted no less than 14 business days prior to the meeting. Regular meetings will be held at the Milliken Community complex of the Town of Milliken, or such time and place as designated by the Board of Commissioners.

SECTION 3. SPECIAL MEETINGS: Special Meetings of the Authority may be called by the Chairperson, or by a majority of the Commissioners. It shall then be the duty of the Secretary to give written notice of time and place of such meeting delivered either personally, by US mail, or electronically to each Commissioner entitled to vote at such meeting and to the public at least 24 hours before such meeting. Special Meetings may be held at the Milliken Community complex of the Town of Milliken or at such other place, as designated by the Board of Commissioners. At Special Meetings, any Authority action may be taken.

SECTION 4. NOTICE OF MEETINGS: All meetings shall be open to the public. Members of the public and Commissioners may attend in person or via Zoom Video Conference. The Zoom Video Conference link will be continuously posted to the public.

The Annual Meeting of the Authority shall be posted at least 5 business days prior to the date fixed by this Article for the holding of the Annual Meeting of the Authority. Written notice of time and place of such meeting shall be delivered by the Secretary either personally, by US mail, or electronically to each Commissioner entitled to vote at such meeting.

In case of a Special Meeting or when required by statute or by these Bylaws, the purpose, or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when mailed through certified delivery.

SECTION 5. QUORUM: Presence in person or via Zoom Video Conference of Commissioners representing a simple majority of the voting rights of the Authority shall constitute a quorum at any meeting of the Authority. If less than a quorum is present, the meeting may be adjourned without further notice.

SECTION 6. AGENDA. The agenda for each meeting shall be posted and delivered to each Commissioner not less than 48 hours before the meeting.

Commented [JM10]: This is not required, just a suggestion.

ARTICLE VIII
COMMITTEES

The Board of Commissioners shall have the authority to establish those committees which they feel are necessary to advise the Board of Commissioners on issues and projects of the Authority.

ARTICLE IX
CONTRACTS, LOANS, CHECK AND GIFTS

SECTION 1. CONTRACTS: The Board of Commissioners may authorize any officer or officers, agent, or agents, in addition to the officers so authorized by these Bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.

SECTION 2. LOANS: No loans shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a Resolution of the Board of Commissioners. Such authorization may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS AND OTHER ORDERS: All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority, shall be signed by two (2) officers of the Authority and in such manner as shall be determined by Resolution of the Board of Commissioners. In the absence of such determination by the Board of Commissioners, such instruments shall be signed by the Treasurer or a designee and countersigned by the
Chairperson or their designee of the Authority.

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SECTION 4. GIFTS: The Board of Commissioners may accept on behalf of the Authority any contribution, gift, bequest, or devise for any purpose of the Authority. Gifts cannot exceed an amount as determined by state statute.

SECTION 5. DEPOSITS: Monies of the Authority may be invested in such assets as may from time to time be authorized by the Commissioners provided that in the absence of any authorization, it shall be proper to invest monies of the Authority in such investments as constitute legal investments for funds of the Town of Milliken or in such banks as the Commissioners may designate. All funds deposited with any bank shall be secured by a pledge of securities of a type and the amount required to be pledged against deposit of state funds under the laws of the State of Colorado.

Deleted: All funds of the Authority shall be deposited to the credit of the Authority in such banks, trust companies or other depositories as the Commissioners may select.…

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Bob's Rules of Order Newly Revised shall govern the Authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, statutes, and any special rules of order that the Authority may adopt.

Commented [JM11]: Bob's rules more specifically address local governmental entities. I will forward a copy to you.

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ARTICLE XI
AMENDMENTS

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the Board of Commissioners at any Special or Regular Meetings of the Board of Commissioners provided that the amendment has been submitted in writing at the previous Regular Meeting. Notwithstanding the foregoing, these Bylaws may not be altered, amended, or repealed to be inconsistent with applicable law.

TOWN OF MILLIKEN HOUSING AUTHORITY ETHICAL STANDARDS OF CONDUCT AND CONFLICT OF INTEREST POLICY

I. STATEMENT OF PURPOSE AND APPLICATION

The purpose of this Ethical Standards of Conduct Policy ("Policy") is to establish ethical requirements and standards of conduct for the Town of Milliken Housing Authority ("the Authority") Members of the Board of Commissioners ("Board Members") to: a) encourage Board Members to maintain the highest standard of conduct to justify the public trust that they enjoy; and b) foster public trust by defining standards of ethical conduct that will promote honest government and prohibit Board Members from using their positions with the Authority for private gain.

This Policy shall be applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment toward or by any Board Member.

the Authority is a housing authority established and governed by the Colorado Housing Authority Law, Colorado Revised Statutes (CRS) Title 29, Article 4, including Section CRS 29-4-207 – Interested commissioners or employees. Furthermore, as a housing authority created under State law, the Authority may be governed by CRS 24-18-101 – Code of Ethics, which is hereby adopted by the Authority and made a part of this Policy.

Furthermore, the Authority from time-to-time enters into contracts and agreements with the United States Department of Housing and Urban Development ("HUD") to develop, acquire, and manage certain housing. When such contracts are Annual Contribution Contracts, they contain specific conflict of interest requirements (See Appendix A attached hereto, entitled Section 19 – Conflict of Interest, HUD Annual Contributions Contract, Form HUD-53012A). These requirements also are made part of this Policy and they shall apply when the nature of the activity, action, interests, or decision-making of a Board Member involves properties and/or activities covered by such Annual Contribution Contracts.

the Authority may from time-to-time also enter into other contracts and agreements that impose other statutory or contractual standards of conduct. When such provisions apply to a Board Member they too shall be adhered to.

When there is a conflict between these various applicable requirements (including those stated below) the most stringent and strict requirements shall apply.

II. SERVING HOUSING CATALYST INTERESTS

The purpose of the Authority is to serve the interests of the Authority and the general population that it serves and not the personal interests of Board Members. All Board Members have a responsibility to act in the best interest of the Authority.

III. DEFINITIONS

1. **Immediate Family Member** shall mean a spouse, domestic partner, partner in a civil union, and whether related directly or through adoption or marriage, a child, parent, brother, or sister (whether related as a full blood relative, or as a "half" or "step" relative, *e.g.*, a half-brother or stepchild).

2. **Interest** shall mean a benefit or anything of value accruing directly or indirectly to a Board Member. A Board Member is deemed to have an Interest if any of the following have an Interest:

   i. An Immediate Family Member;

   ii. Any person or business entity with whom a contractual relationship exists with the Board Member;

   iii. Any business entity in which the Board Member is an officer or director; or

   iv. Any business entity in which the Board Member has a stock ownership, legal ownership, or beneficial ownership of at least five percent of the total stock or total legal and beneficial ownership, or which is controlled or owned directly or indirectly by the Board Member.

A benefit or Interest shall not include any situation in which the Board Member, or Immediate Family Member has only a Remote Interest. A benefit does not include things that affect the entire community or a significant class or a significant segment of the community in a similar manner as the affected Board Member.

3. **Not Participating** in a decision, selection, award, or administration of a contract shall mean not discussing the matter in or outside meetings, not being physically present for any discussions and neither voting on nor being present for a vote on the matter. Furthermore, it means not using a the Authority position to influence in any way a decision in which the Board Member has an Interest.

4. **Remote Interest** shall mean any interest which is incidental to a contract or transaction and shall include:

i. A position as a non-salaried director or officer of a non-profit corporation or organization;

ii. Less than five percent of the total stock or total legal or beneficial ownership in a business entity;

iii. A position of employment held by a Board Member or a Family Member that is not a director, officer, manager, or supervisor in the business entity;

iv. A position of employment held by a Board Member or a Family Member that does not involve directly exercising decision making authority affecting a contract or transaction with the Authority; or

v. A position in a representative capacity such as a receiver, trustee, or administrator.

IV. WAIVERS

This Policy is intended to apply in all cases. However, in rare and unique circumstances, and only in those cases where it is expressly authorized in this Policy, a special waiver of particular requirement may be considered and approved by the the Authority Board. In the case of this particular Policy, this waiver may occur only if (1) Board Members with personal Interests (as defined herein) abstain from and are not present for both the Board's deliberations and decision, (2) full and complete public disclosure of a waiver request occurs before, during, and after a vote, (3) a two-thirds (2/3) favorable vote of all Board Members appointed is obtained and (4) the waived Policy provision is not required by federal, state, or local law. Some waivers will require concurrence and approval by HUD. If Board Members are unsure as to which provisions are required by federal, state, or local law, they shall consult with legal counsel.

V. PROHIBITED ACTS.

1. Board Members must not solicit, receive, or accept anything of value in exchange for performing or refraining from performing any act associated with the Board Member's position with the Authority. See also, Section VII "Gifts and Donations" below.

2. Board Members must not use his or her position with the Authority for financial gain.

3. Board Members must not use or disclose confidential information obtained as a result of holding his or her position. See also, Section VIII "Confidentiality and Privileged Information" below.

4. Board Members must not acquire any Interest in any project or in any property included or planned to be included in any project, nor shall a Board Member have any Interest in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Board Member of the Authority owns or controls an Interest in any property included or planned to be included in any project, they shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the the Authority Board. Failure to so disclose such Interest shall constitute misconduct in office.

5. Board Members must not appoint, hire, or advocate for the appointment or hiring by the Authority any person who is his or her Immediate Family Member. Board Members may request the remaining un-conflicted Board Members to make such an appointment or hiring decision on their behalf.

VI. CONFLICTS OF INTEREST ARISING BEFORE, DURING, AND AFTER POSITION AT HOUSING CATALYST.

The duties and responsibilities of Board Members are to act in the best interest of the Authority. These duties are not to conflict with personal interests of Board Members, nor shall there be the appearance or perception of any such conflicts of interest.

1. **Board Members.** Board Members are prohibited from entering into, proposing, or acquiring a contract, subcontract, or Interest, in any the Authority project or activity. Former Board Members are prohibited for a period of twelve (12) months after their tenure on the Board from employment, acquiring a contract, or an Interest, in any the Authority project or activity. This requirement may be waived in rare and unique cases, but

only after compliance with the provisions of Section IV "Waivers" above.

2. **Award and Administration of Contracts.** A Board Member must not participate in a decision, selection, award, administration of a contract, or a the Authority determination if in fact or by appearance the Board Member has a contract or Interest in the the Authority project or activity that is the subject of the the Authority decision, selection, award, administration of a contract, or determination. In addition, to other disclosure requirements contained elsewhere in this Policy, Board Members and the Board shall strive to disclose these Interests openly and publicly whenever there is merely a question of a conflict of interest and no matter whether it is permitted, restricted, or prohibited.

3. **Disclosure and Recusal Procedure**. It is important in addressing all Board Member conflicts of interests for all Board Members to disclose to the public, as well as to the Authority, their Interest in any the Authority project or activity. Any Board Member with an Interest prohibited by this Policy shall give written notice of such Interest to the Board and Chief Executive Officer as soon as reasonably possible after the Interest has arisen. However, no written notice is required if such person discloses the conflict of interest on the record of a public meeting of the the Authority Board. The interested Board member must thereafter:

i. Refrain from voting upon or otherwise acting in an official capacity in such transaction;

ii. Physically absent himself or herself from the room in which a matter related to such transaction is being considered; and

iii. Not discuss any matter related to such transaction with any other member of the Board.

The Board may order recusal of one of its Members if that Member has an actual conflict, the appearance of a conflict, or any other Interest requiring recusal under this Policy and the Board Member has failed to do so. Such an order is valid if reached after majority vote of the Board Members, not including the member whose recusal is sought, based on competent evidence.

4. **Program Participants.** Nothing in this Policy shall prohibit a the Authority program participant who is a Board Member from fully participating in the Authority activities and decision making so long as those activities and that decision making is not particular and unique to their unit, application, contract, or the Authority activity.

5. **Prior Employment and Change in Employment.**

i. No person shall be disqualified from service with the Authority as a Board Member solely because of his or her prior employment with the Authority.

ii. Board Members shall not take any action with respect to their former employers for a period of six months from the date of termination of the prior employment if such action involves an exercise of discretion by the Board Member and provides direct benefit to the prior employer, including but not limited to a contract, lease, employment or regulatory approval.

iii. Board Members shall report any change in their employment status that could give rise to a conflict of interest under this Policy.

VII. GIFTS AND DONATIONS

1. **Gifts.** A Board Member or Immediate Family Member of a Board Member must not solicit or accept anything deemed by this Policy to have a significant monetary value from contractors, potential contractors, or parties to agreements. This includes gifts and gratuities. A Board Member or Immediate Family Member of a Board Member must not accept anything of value including, without limitation, a gift, a favor, a discount or a promise of future employment from anyone that is known to have or to be likely to have a transactional, business, or regulatory relationship with the Authority.

The following shall not be considered gifts for purposes of this section, and it shall not be a violation of this chapter for a person to accept:

i. Campaign contributions as permitted by law;

ii. An unsolicited, occasional, non-cash gift equal to the amount established by the State of Colorado pursuant to Colorado Constitution Article XXIX, Section 3;

iii. A gift from an Immediate Family Member;

iv. An award, publicly presented, in recognition of public service;

2. **Donations.** the Authority may solicit and accept donations to its programs; however, all such solicitations and donations shall be open, public, recorded, and disclosed at Board Meetings and must be for the sole benefit of the Authority and not particular Board Members. Furthermore, no donations shall be solicited, offered, or made while the party donating is seeking or being considered for a contract or benefit and no donation shall be considered or accepted if it would in any way influence the award of a contract or a benefit or give the appearance of such possible effects.

3. **Participant Gifts or Payments.** No Board Member, or his or her Immediate Family Members, who has any authority, control, or influence in their official capacity shall accept any gift or money from a tenant, homebuyer, program participant, or applicant if it would reasonably appear or if in fact such a gift was an attempt to influence that Board Member's actions at the the Authority.

VIII. CONFIDENTIALITY AND PRIVILEGED INFORMATION.

1. Board Members must not disclose privileged or confidential information without a public majority vote of the Board granting the permission to disclose the privileged or confidential information. The sanction for a Board Member shall be censure of the body or other discipline as provided under the Board Bylaws and/or adopted Board Policies, reached by a majority vote of the Board, not including the member charged with disclosing such confidential information.

2. Board Members must not use or disclose confidential information obtained as a result of holding his or her position, to obtain financial gain, whether for personal gain, gain for his or her Immediate Family Members, gain of any property or entity in which the Board Member has a substantial interest, or gain for any person or for any entity with whom the Board Member is negotiating for or has any arrangement concerning prospective employment.

IX. DISCLOSURE OF POLICY VIOLATIONS.

All Board Members must promptly disclose to the Authority their acts or conduct and all acts or conduct by other the Authority Board Members that are illegal, in violation of this Policy, or in violation of any other the Authority policy. Disclosure can be to the Chief Executive Officer, the the Authority Board, individual Board Members, or the Authority attorneys. There must be no retaliation or other punitive action taken against anyone who makes a disclosure under this section.

X. VIOLATION OF POLICY

Any violation of any provision(s) of this Policy by a Board Member may be addressed as provided in this Policy, the Board Bylaws, and/or other adopted Board Policies.

XI. CONFLICT OF INTEREST

the Authority's purpose is statutorily specified to provide for the construction, management, and operation of projects that provide decent, safe, and sanitary housing substantially benefiting persons of low and moderate-income. the Authority's mission is to create vibrant, sustainable communities throughout Fort Collins, including the development of new residential housing units.

Board Members of the Authority are fiduciaries to the Authority and have a duty:

i. to be loyal and faithful to the Authority's purpose and mission;

ii. to act for the benefit of the Authority and its purpose and mission;

iii. to subordinate their own personal interests to those of the Authority;

iv. to exercise ordinary and reasonable care in the performance of their office; and

v. to act in good faith, prudently, and honestly in the performance of their office.

Board Members must:

i. Refrain from using their Board positions to serve themselves or their businesses;

ii. Refrain from acquiring any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor having any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project;

iii. Refrain from acting in way that is actually or potentially detrimental to, or in conflict with, their public trust or with the Authority's interests;

iv. Remain free of interests or relationships with others that will or can reasonably be expected to lead to such detrimental effects or conflicts; and

v. Avoid improper influences or circumstances which compromise their integrity or their ability to exercise independent judgment in the best interests of the Authority, its partners, and the people it serves.

Board Members who have direct or indirect interests in any proposed, projects, contracts, or transactions with the Authority must disclose such interests in writing to the Authority's General Counsel before the Authority takes action on the projects, contracts, or transactions; and thereafter: (i) refrain from discussion or voting on any matter pertaining to the projects, contracts, or transactions; (ii) refrain from attempting to exert any influence to affect any decision related to the projects, contracts, or transactions in which he or she has an interest; and (iii) refrain from having any other official involvement in authorizing the projects, contracts, or transactions.

Conflicts of Interest Disclosure

I, ____________________________, a member of the Board of Commissioners of the Authority, hereby certify that I have read the foregoing Ethical Standards of Conduct and Conflict of Interest Policy (the "Policy") and agree to conduct myself in accordance with all provisions of the of the Policy at all times while serving as a member of the Board of Commissioners. In addition, I hereby certify that I have completed this disclosure form accurately and to the best of my knowledge and have disclosed all potential or perceived conflicts of interest and do not currently hold any interest in any business or undertaking that may directly and substantially receive an economic benefit from actions taken by the Authority or any interest in proposed projects, contracts, or transactions with the Authority except as described below:

Describe in detail any direct or indirect interests in businesses or contracts or transactions that may give rise to a potential or perceived conflict of interest as described above:

Describe in detail any other relationships or personal interests, including employment relationships and board positions that may influence you when making a decision for the Authority or that may give rise to a potential or perceived conflict of interest:

I acknowledge that I have a duty to disclose all potential or perceived conflicts of interest to the Authority's General Counsel before the Authority takes final action on any project, contract, transaction, or other matter and I agree to refrain from discussion and voting on any such matter.

______________________________	________________
Signed	Dated

APPENDIX A
Section 19 - Conflict of Interest
HUD Annual Contributions Contract, Form HUD-53012A (7/95)

Section 19 – Conflict of Interest.

A)(1) In addition to any other applicable conflict of interest requirements, neither the HA nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people has an interest, direct or indirect, during his or her tenure or for one year thereafter:

i. Any present or former member or officer of the governing body of the HA, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the HA or a business entity.

ii. Any employee of the HA who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.

iii. Any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) or the HA.

2) Any member of these classes of persons must disclose the member's interest or prospective interest to the HA and HUD.

3) The requirements of this subsection (A)(1) may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

4) The provisions of this subsection (A) shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency.

5) Nothing in this section shall prohibit a tenant of the HA from serving on the governing body of the HA.

B) (1)The HA may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:

i. Any present or former member or officer of the governing body of the HA. There shall be excepted from this prohibition any former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the HA.

ii. Any employee of the HA who formulates policy or who influences decisions with respect to the project(s).

iii. Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the HA.

2) The prohibition referred to in subsection (B)(1) shall remain in effect throughout the class member's tenure and for one year thereafter.

3) The class member shall disclose to the HA and HUD the member's familial relationship to the prospective employee.

4) The requirements of this subsection (B) may be waived by the HA Board of Commissioners for good cause, provided that such waiver is permitted by State and local law.

C) The requirements of subsections (A) and (B) of this section do not apply to contracts entered into by an Indian Housing Authority, its contractors or subcontractors, although such contracts remain subject to other applicable conflict of interest requirements.

D) For purposes of this section, the term "immediate family member" means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative, or as a "half" or "step" relative, e.g., a half-brother or stepchild).

* * *

TOWN OF MILLIKEN HOUSING AUTHORITY
INDEMNIFICATION POLICY

1. Indemnification Definitions. As used in this Policy:

    (a) "Commissioner" means an individual who is or was a Commissioner, officer, or employee of the Authority or an individual who, while a Commissioner, officer or employee of the Authority, is or was serving at the Authority's request as a director, officer, partner, member, manager, trustee, employee, fiduciary, or agent of another housing authority, corporation, partnership, limited liability company, trust or other entity. "Commissioner" includes, unless the context requires otherwise, the estate or personal representative of a Commissioner.

    (b) "Expenses" includes attorneys' fees.

    (c) "Liability" means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, or reasonable expenses.

    (d) "Party" includes a person who was, is, or is threatened to be made a named defendant or respondent in a Proceeding.

    (e) "Proceeding" means any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal.

2. Authority to Indemnify Commissioners.

    (a) Without waiving its statutory right to Governmental Immunity and except as provided in subsection (c) hereinafter, the Authority shall indemnify a Commissioner, as defined in Section 1(a) of this Article V, who is made a Party to a Proceeding because the Commissioner is or was a Commissioner against liability incurred in the Proceeding if:

        1) The Commissioner's conduct was in good faith; and

        2) The Commissioner reasonably believed:

            (i) In the case of conduct in an official capacity with the Authority, that the conduct was in the Authority's best interests;

            (ii) In all other cases, that the conduct was at least not opposed to the Authority's best interests; and

            (iii) In the case of any criminal Proceeding, the Commissioner had no reasonable cause to believe the conduct was unlawful.

(b) The termination of a Proceeding by judgment, order, settlement, or conviction or upon a plea of *nolo contendre* or its equivalent is not, of itself, determinative that the Commissioner did not meet the standard of conduct described in this section.

(c) The Authority may not indemnify a Commissioner under this section:

1) In connection with a Proceeding by or in the right of the Authority in which the Commissioner was adjudged liable to the Authority; or

2) In connection with any other Proceeding charging that the Commissioner derived an improper personal benefit.

(d) Indemnification permitted under this section in connection with a Proceeding by or in the right of the Authority is limited to reasonable expenses incurred in connection with the Proceeding.

3. <u>Mandatory Indemnification of Commissioners</u>. Without waiving its statutory right to governmental immunity, the Authority shall indemnify a Commissioner who was wholly successful, on the merits or otherwise, in the defense of any Proceeding to which the Commissioner was a Party because the Commissioner is or was a Commissioner, against reasonable expenses incurred by the Commissioner in connection with the Proceeding.

4. <u>Advance of Expenses to Commissioners</u>.

(a) The Authority shall pay for or reimburse the reasonable expenses incurred by a Commissioner who is a party to a Proceeding in advance of final disposition of the Proceeding if:

1) The Commissioner furnishes to the Authority a written affirmation of the Commissioner's good faith belief that the Commissioner has met the standard of conduct described in these Bylaws;

2) The Commissioner furnishes to the Authority a written undertaking, executed personally or on the Commissioner's behalf, to repay the advance if it is ultimately determined that the Commissioner did not meet the standard of conduct; and

3) A determination is made that the facts then known to those making the determination would not preclude indemnification under this Policy.

(b) The undertaking required by subsection (a)(2) hereinabove shall be an unlimited general obligation of the Commissioner but need not be secured and may be accepted without reference to financial ability to make repayment.

5. Determination and Authorization of Indemnification of Commissioners.

(a) The Authority may not indemnify a Commissioner under this Policy unless authorized in the specific case after a determination has been made that indemnification of the Commissioner is permissible in the circumstances because the Commissioner has met the standard of conduct set forth in these Bylaws. The Authority shall not advance expenses to a Commissioner under this Policy unless authorized in the specific case after the written affirmation and undertaking required by these Bylaws are received and the determination required by these Bylaws has been made.

(b) The determination required by subsection (a) hereinabove shall be made by the Board of Commissioners by a majority vote of those present at a meeting at which a quorum is present, and only those Commissioners not parties to the Proceeding shall be counted in satisfying the quorum.

(c) If a quorum cannot be obtained as contemplated in subsection (b) hereinabove, or even if a quorum is obtained, if a majority of the Commissioners constituting such quorum so directs, the determination required to be made by subsection (a) hereinabove shall be made by independent legal counsel selected by the Board of Commissioners.

(d) Authorization of indemnification and advance of expenses shall be made in the same manner as the determination that indemnification or advance of expenses is permissible; except that if the determination that indemnification or advance of expenses is permissible is made by independent legal counsel, authorization of indemnification and advance of legal expenses shall be made by the Board of Commissioners.

6. Limitation of Indemnification of Commissioners. This article does not limit the Authority's power to pay or reimburse expenses incurred by a Commissioner in connection with an appearance as a witness in a Proceeding at a time when the Commissioner has not been made a named defendant or respondent in the Proceeding.

7. Insurance. The Board of Commissioners may limit the indemnification provided to Commissioners pursuant to this Article V to the amount of Officers' and Directors' Liability Insurance maintained by the Authority.

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY

ARTICLE I
NAME

The name of this organization shall be the Town of Milliken Housing Authority, hereafter referred to as the Authority.

ARTICLE II
OFFICE OF THE AUTHORITY

The principal office of the Authority shall be located at 1101 Broad Street in the Town of Milliken, Weld County, Colorado.

ARTICLE III
OBJECT

The object of the Authority shall be to create additional affordable housing opportunities for the Town of Milliken and to act as an advocate for and participate in other affordable housing opportunities and to perform such other functions as are permitted by applicable statutes, ordinances, and resolutions.

ARTICLE IV
BOARD OF COMMISSIONERS

SECTION 1. DESIGNATION: The Authority shall be managed by a Board of Commissioners, who shall each have one vote in the conduct of the affairs of the Authority.

SECTION 2. VACANCY: Upon a vacancy on the Board of Commissioners, any person interested in becoming a Commissioner shall submit his or her application for appointment to the Town of Milliken clerk. The applicant shall be interviewed by the Board of Commissioners and if voted to be acceptable, then the application shall be submitted for review to the Board of Trustees of the Town of Milliken. If found to be timely and complete, the appointment shall be made by the Mayor of the Town of Milliken. Any person appointed to fill a vacancy shall remain a Commissioner until the end of the term of the Commissioner he/she is succeeding.

SECTION 3. NUMBER, TENURE AND QUALIFICATIONS: The number of Commissioners shall be no more than nine (9). Commissioners shall be elected or appointed pursuant to the current provisions of the applicable resolution which created the Authority. The term of office for each Commissioner shall be four (4) years.

SECTION 4. NON-LIABILITY FOR DEBTS: The private property of the Commissioners shall be exempt from execution or other liability for any debts of the Authority, and no Commissioner shall be liable or responsible for the debts or liabilities of the Authority.

SECTION 5. INDEMNIFICATION OF COMMISSIONERS AND OFFICERS: To the extent permitted by law and as provided in the applicable insurance coverage, the Authority shall indemnify any Commissioner, Officer, or former Commissioner or Officer of the Authority, against expenses. To include attorney fees actually and reasonably incurred by him/her in connection with the defense of any action, suit, or proceedings, civil, or for any loss or claim resulting from any such action, suit or proceeding, in which he or she is made a party by reason of being or having been a Commissioner or Officer; including any matter as to which he or she is adjudged in such action, suit or proceeding to be liable for negligence in the performance of duty to the Authority.

The Authority is authorized to obtain a policy or policies of insurance for the purpose of providing such indemnification of the Commissioner and Officers of the Authority.

SECTION 6. COMPENSATION: No Commissioner shall receive any salary or compensation for his or her services, nor shall any Commissioner, nor any person from whom the Authority may receive any property or funds, receive of the Authority any pecuniary profit from the operations of the Authority. A reasonable compensation may be paid to agents and employees hired by the Authority for services rendered in effecting one or more purposes of the Authority, and any Commissioner may, from time to time, be reimbursed for his or her actual or reasonable expenses incurred in connection with the administration of the affairs of the Authority. Approval of such expenses shall be made by the Board of Commissioners.

SECTION 7. CONFLICT OF INTEREST: No Commissioner or employee shall enter into any contract or agreement with the Authority in which there exists a conflict of interest of such person in his or her capacity as a Commissioner or employee. No Commissioner or employee shall acquire any interest, direct or indirect, in any project nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Commissioner or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, he or she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Failure to disclose such interest shall constitute misconduct in office. That commissioner shall abstain from voting on matters related to said conflict.

ARTICLE V
OFFICERS

SECTION 1. OFFICERS: The Officers of the Authority shall be Chairperson, Vice Chairperson, Secretary and Treasurer, each of whom shall be elected by the Board of Commissioners. Other officers and assistant officers may be elected or appointed by the Board of Commissioners. Any two or more offices may be held by the same person, except the office of Chairperson.

SECTION 2. ELECTION AND TERM OF OFFICE: The Officers of the Authority shall be annually elected by the Board of Commissioners at the regular Annual meeting of the Board which is held in May. Each Officer shall hold office until his or her successor has been duly elected and shall have qualified. New offices may be created and filled at any meeting of the Board of Commissioners.

SECTION 3. REMOVAL: Any Officer elected or appointed by the Board of Commissioners, may be removed from his or her office by a majority vote of all the other Commissioners. Any Commissioner may remove themselves from the Board by submitting a written letter of resignation.

SECTION 4. VACANCIES: A vacancy in any office because of death, resignation, removal, disqualifications or otherwise, shall be filled pursuant to the applicable statute.

ARTICLE VI
DUTIES OF OFFICERS

The duties of the Officers of the Board of Commissioners shall be as follows:

BYLAWS OF THE
TOWN OF MILLIKEN HOUSING AUTHORITY

SECTION 1. CHAIRPERSON: The Chairperson shall be the principal Executive Officer of the Authority, and shall, in general, supervise and control all the business and affairs of the Authority. He/she shall preside at all meetings of the Board of Commissioners, and may sign, together with the Secretary or any other Officer of the Authority authorized by the Board of Commissioners. This includes any leases, deed, mortgages, bonds, contracts, or other instruments which the Board of Commissioners has authorized to be executed. The signing and execution of these documents may also be expressly delegated by the Board, by these Bylaws or by statute to some other Officer or agent of the Authority. I In general, he/she shall perform all duties incident to the Office of Chairperson and such other duties as may be prescribed by the Board of Commissioners from time to time.

SECTION 2. VICE CHAIRPERSON: In the absence of the Chairperson or in the event of the inability or refusal of the Chairperson to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned by the Chairperson or the Board of Commissioners.

SECTION 3. SECRETARY: The Secretary or Secretary's designee shall be responsible for the minutes of the meetings of the Board of Commissioners in one or more books provided for that purpose. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. He/She shall be custodian of the corporate records and of the seal of the Authority and affix the seal of the Authority to all documents; the execution of which on behalf of the Authority under its seal is duly authorized in accordance with the provisions of these Bylaws. He/She shall, in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Chairperson or by the Board of Commissioners.

SECTION 4. TREASURER: The Treasurer, Chairperson and their designees shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Commissioners shall determine. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Authority. He/she shall receive and give receipts for moneys due and payable to the Authority from any source whatsoever, and deposit all such moneys in the name of the Authority in such banks, trust companies, or other depositories as shall be selected. He/she shall render to the Board of Commissioners, quarterly written financial reports and an annual review of the financial condition of the Authority. I The Treasurer shall be responsible for submitting the Board approved annual Authority budget to the Town of Milliken in November of each year. In general, shall perform all the duties incident to the office of the Treasurer, and such other duties as from time to time may be assigned by the Chairperson or by the Board of Commissioners.

ARTICLE VII
MEETINGS

SECTION 1. ANNUAL MEETINGS: The Annual Meeting of the Board of Commissioners shall be held at the principal place of business, or at such other place as the Authority shall determine.. The Annual Meeting of the Board of Commissioners shall be held at the Milliken Town Hall on the third Thursday in the month of May in each year, at a time to be established by the Chair, for the purpose of electing officers and for the transaction of such other business that may come before the meeting.

SECTION 2. REGULAR MEETINGS: Regular meetings of the Board of Commissioners shall be held on the third Thursday of each month at a time to be established by the Chair, at the Milliken Community complex of the Town of Milliken, or such time and place as designated by the Board of Commissioners.

SECTION 3. SPECIAL MEETINGS: Special Meetings of the Board of Commissioners may be called by the Chairperson, or by a majority of the Commissioners. It shall then be the duty of the Secretary to give written notice of time and place of such meeting delivered either personally, by US mail or electronically to each Commissioner entitled to vote at such meeting and to the public via the Milliken Housing Authority website at least 24 hours before such meeting. Special Meetings may be held at the principal location or at such other place as designated. Special Meetings may be held if all the Commissioners consent to the holding of a Special Meeting. At such meeting, any Housing Authority action may be taken.

SECTION 4. NOTICE OF MEETINGS: All meetings shall be open to the public. Members of the public and Milliken Housing Authority Commissioners may attend in person or via Zoom Video Conference. Zoom Video Conference link will be continuously posted on the Milliken Housing Authority website. At least 5 business days prior to the date fixed by Section 1 of this Article for the holding of the Annual Meeting of the Board of Commissioners, written notice of time and place of such meeting shall be delivered either personally, by US mail or electronically to each Commissioner entitled to vote at such meeting by the Secretary. In case of a Special Meeting or when required by statute or by these Bylaws, the purpose, or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the US mail addressed to the Commissioner at his/her address as it appears on the records of the Authority with postage thereon prepaid.

SECTION 5. QUORAM: Presence in person or via Zoom Video Conference of Commissioners representing a simple majority of the voting rights of the Authority shall constitute a quorum at any meeting of the Board of Commissioners. If less than a quorum is present, the meeting may be adjourned without further notice.

SECTION 6. PROXIES: At any meeting of the Board of Commissioners, a Commissioner may not vote by proxy or in writing.

ARTICLE VIII
COMMITTEES

The Board of Commissioners shall have the authority to establish those committees which they feel are necessary to advise the Board of Commissioners on issues and projects of the Authority.

ARTICLE IX
CONTRACTS, LOANS, CHECK AND GIFTS

SECTION 1. CONTRACTS: The Board of Commissioners may authorize any officer or officers, agent, or agents, in addition to the officers so authorized by these Bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.

SECTION 2. LOANS: No loans shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Commissioners. Such authorization may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS AND OTHER ORDERS: All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority, shall be signed by two (2) such officer or officers, agent, or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board of Commissioners. In the absence of such determination by the Board of

Commissioners, such instruments shall be signed by the Treasurer or a designee and countersigned by the Chairperson or their designee of the Authority.

SECTION 4. GIFTS: The Board of Commissioners may accept on behalf of the Authority any contribution, gift, bequest, or devise for any purpose of the Authority.

SECTION 5. DEPOSITS: All funds of the Authority shall be deposited, from time to time, to the credit of the Authority in such banks, trust companies or other depositories as the Commissioners may select.

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, statutes, and any special rules of order that the Authority may adopt.

ARTICLE XI
AMENDMENTS

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the Board of Commissioners at any Special or Regular Meetings of the Board of Commissioners provided that the amendment has been submitted in writing at the previous Regular Meeting. Notwithstanding the foregoing, these Bylaws may not be altered, amended, or repealed to be inconsistent with applicable law.

CERTIFICATE

I hereby certify that the foregoing Bylaws constitute the Bylaws of the Town of Milliken Housing Authority, adopted, and approved by the Commissioners of the Authority on June 19, 2022.

Chairperson

DocuSigned by:
KRMatthews
Kellie Matthews

Secretary

DocuSigned by:
Cheryl Boltz
C89568FA42F04A8...
Cheryl Boltz