

HOUSING AUTHORITY AGENDA

Thursday, July 17, 2025 at 8:30 AM

MEETING LOCATION

1101 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

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

Meeting ID: 871 2523 7589

Passcode: 054513

One tap mobile

+17193594580,,87125237589#,,,,*054513# US

+12532158782,,87125237589#,,,,*054513# US

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Approval**
 - a. **Consideration and Approval of the July 17, 2025 Agenda**
5. **Citizen Comments**
6. **Minutes of Previous Meetings**
 - a. **Consideration and Approval of the June 19, 2025 Minutes**
 - b. **Consideration and Approval of the June 23, 2025, Special Meeting Minutes.**
7. **Loveland Housing Authority Updates**
 - a. **Loveland Housing Authority Updates**
Loveland Housing Authority Staff
8. **Action Agenda**
 - a. **Reimbursement to Chair Hawes for Commissioner Polos from Johnstown Clothing & Embroidery for the amount of \$166.14.**
Sloane Hawes, Housing Authority Commissioner
 - b. **Reimbursement request by Chair Hawes for expenses incurred for food from Hayes Market in connection with the MHA and Milliken Young Community Leaders (MYCL) Dove Valley Sidewalk Chalk Event on July 2, 2025, in the amount of \$26.44.**

Sloane Hawes, Housing Authority Commissioner

- c. **Reimbursement request by Commissioner Matthews for expenses incurred for the Paws and Property Event Facebook Ad for the amount of \$24.99.**

Sloane Hawes, Housing Authority Commissioner

9. Discussion Agenda

10. Informational Agenda

- a. **Bylaw Review by Legal Service Invoice to be Paid This Month**

Sloane Hawes, Housing Authority Commissioner

- b. **Upcoming Events**

- c. **Ayers Associates Strategic Plan Session**

- d. **Town of Milliken Housing Needs Assessment in Progress**

11. Officer Reports

- a. **Quarterly Treasurer Report**

Kellie Matthews, Housing Authority Chair

12. Future Business

13. Adjournment



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

Meeting Minutes for June 19, 2025

1. Call to Order

Chair Hawes called the meeting of the Milliken Housing Authority to order at 8:31 AM.

2. Pledge of Allegiance

Commissioner Hawes lead the Authority in the pledge.

3. Roll Call

Those Present: Commissioners Kellie Matthews, Lori Vandiveer, Michelle Bauer, Vice Chair Chad Matthews, and Chair Sloane Hawes.

Those Absent: No one.

Also in attendance: Town Administrative Assistant II Tami Burns

4. Agenda Approval

a. Consideration and Approval of the Meeting Agenda for June 19, 2025.

Chair Hawes received an emails from Loveland Housing Authority (LHA) regarding an update to their monthly report on June 16th, 2025 and an email pertaining to the Dove Valley (DV) waiting list stats be added to the LHA Updates.

She also requested that two items be added to the Discussion Agenda. The first to be added will be to discuss the final details for the Pets and Property Event on Saturday, June 21, 2025. The next item she would like to include is the Ayers Associates Strategic Plan Proposal that was emailed to the Authority on Wednesday, June 18, 2025.

Commissioner Matthews motioned to approve the agenda with changes. Commissioner VanDiveer seconded.

All in Favor. None Opposed. None Abstained. Motion Carried.

5. Citizen Comments

There were no items.

6. Minutes of Previous Meetings

a. Consideration and Approval of the Meeting Minutes for May 29, 2025.

Commissioner Matthews motioned to approve the minutes for 5/29/2025 as presented. Chair Hawes seconded.

All in Favor. None Opposed. None Abstained. Motion Carried.

7. Loveland Housing Authority Updates

a. Dove Valley Report and Questions Regarding Report

General Updates: Ashley Wade, Property Manager Coordinator, indicated that LHA representatives met with Greeley/Weld Housing Authority (GWhA) staff on Friday, June 13, 2025. GWhA is currently undergoing a software conversion and managing a substantial backlog of files unrelated to LHA. GWhA assured LHA that our project remains a priority; however, their immediate focus is on completing the system upgrade. They anticipate finalizing the software transition by July 1, 2025, after which they will resume reviewing and processing LHA accounts.

Staffing: LHA is actively interviewing a new Property Manager for DV.

Vacancies: PMC Wade contacted one of the DV residents who was rumored to be moving out due to health issues. The resident's family contacted Ms. Wade to inform her that the unit would be vacated by the end of June. She is currently screening eligible applicants for this upcoming vacancy.

Maintenance: Squirrels have caused damage to the solar panel wiring on one building. An electrical contractor was contacted to assess the extent of the damage. The removal of wire insulation has resulted in a system, and there is a possibility that the inverters have been damaged. To determine whether the inverters are operational, all damaged wiring would need to be spliced and tested to see if the system can be brought back online. The estimated cost of the repair is approximately \$1,500. If this repair does not fix the issue, options may be to replace the solar panels or the system may need to remain offline.

The duplex LHA Maintenance Manager (MM) Ray Grimaldo has chosen to be painted this year will be 1153 Sandpiper Lane. He also intends to repair the 1"x4" Window Trim on Unit 341 Mallard Lane this year. PMC Wade explained that LHA does not yet have quotes/bids for this work as most of their vendors are behind schedule due to weather delays. MM Grimaldo will email MHA once he has received the quotes.

There are no financials to report at this time.

Comments/Questions from MHA:

Commissioner Bauer informed the Authority that she has observed companies looking at the exterior of buildings and climbing on the roof recently. She asked if this was insurance adjusters from the storm. Chair Hawes will follow up with LHA to see if buildings at DV were inspected by the insurance company and ask if there was any damage from the storm. She will also follow up with MM Grimaldo on the solar inverter damage and inquire as to how often the solar panels are inspected.

Chair Hawes stated that she received quotes for both the concrete repair and the exterior painting

from LHA. The quote for concrete repairs came in at \$8,000.00, but no detailed information about the repairs was included. The quote for the exterior painting of a duplex came in at \$6,427.00 per unit, with no detail of work included.

BradCo will be removing and replacing wood rot at 341 Mallard Lane.

Commissioner Matthews asked if the sidewalks were going to be mudjacked or removed and replaced and Vice Chair Wilson asked for an estimated time for work to be completed. Chair Hawes will send a request for follow-up.

8. Action Agenda

a. Reimbursement to Chair Hawes - \$25.00 Secretary of State Nonprofit Filing Fee

Sloane Hawes, Housing Authority Commissioner

Commissioner Matthews motioned to approve reimbursement of \$25.00 to Chair Hawes for the Annual Secretary of State Non-Profit filing fee. Commissioner Bauer seconded the motion.

All in Favor. None Opposed. Chair Hawes Abstained. Motion Carried.

b. Approval of Revisions to MHA Bylaws

Sloane Hawes, Housing Authority Commissioner

Chair Hawes recapped the changes to the MHA Bylaws, and suggested changes from our legal council, such as changing from Roberts Rules to Bobs Rules, which are better suited to the Authority, removing the paragraph that addresses indemnification of commissioners and officers and replacing them with separate Ethical Standards of Conduct and Conflict of Interest Policy's.

Chair Hawes asked the Authority if there were any questions, comments or concerns regarding the final revised Bylaw draft. There were no questions concerning the final revised draft of the Bylaws.

Commissioner VanDiveer motioned to approve the revised Bylaw as presented to the Authority. Commissioner Matthews seconded the motion.

All in Favor. None Opposed. None Abstained. Motion Carried.

9. Discussion Agenda

a. MYCL Events at Dove Valley

Chair Hawes presented the Authority with potential dates to collaborate with Milliken Youth Community Leaders (MYCL) for events at Dove Valley. These dates will be presented to the MYCL Leader, Silvia Martinez.

The suggested dates and events are as follows:

- Fourth week of June or first week of July - Sidewalk Chalk and Snacks

- Last week in July - BBQ
- First week of September - Ice Cream Social

Dates will be confirmed with Ms. Martinez this week.

b. Capital Improvements - Dove Valley Painting

Chair Hawes asked how the Authority felt about providing LHA with additional funds to paint an additional duplex this year. Administrative Assistant II Burns asked if an insurance claim would be filed for damages to any of the buildings. Chair Hawes was not aware of any but would follow up with LHA.

Vice Chair Wilson suggested that in order to keep the LHA fiscally accountable. He would like to send two painting contractors that provide services to the company he works for to Dove Valley to provide additional quotes for painting and to inspect the property. The reason for this is that the LHA does not provide quotes to MHA when work needs to be done. There were no objections.

c. Finalize Details for Pets and Property Event

Sloane Hawes, Housing Authority Commissioner

Chair Hawes listed the vendors that have confirmed they will be attending the Pets and Property Event on Saturday, June 21, 2025. Those are as listed:

- VCA of Milliken
- NOCO Humane
- PACT
- ASPCA
- PeT Pantry
- Neighbor to Neighbor
- NOCO Pet Doors
- Austin Floss, Lender with Capital Home Loans
- Aunty Lindas
- Animal Friends Alliance

There will be snack foods, chips, cookies, and water with MHA logo. Commissioner Matthews will send out a social media blitz just prior to the event. She and Chair Hawes will post flyers at businesses in Milliken and Johnstown after the meeting.

d. Ayers Associates, Inc. Strategic Plan Proposal

Ayers Associates' Strategic Plan Proposal states that the project will take approximately three weeks based on Commissioner and staff availability to meet and will not exceed \$6,000.00 for the entire project. If after the project is complete and the Authority feels additional assistance is needed, they can provide services based on an hourly rate. Commissioner Vandiveer asked

when the project would begin. Chair Hawes stated that they could begin anytime once the proposal was accepted. All the commissioners expressed a desire to begin as soon as possible.

Chair Hawes suggested that a Special Meeting could be held to approve the proposal, but it would need to be notified 24-hours in advance. They chose to hold a Special Meeting on Monday, June 23rd, at 1:00 pm so that appropriate notification could be made.

10. Informational Agenda

There were no items.

11. Officer Reports

There were no items.

12. Future Business

There were no items.

13. Adjournment

Motion by Commissioner Matthews to adjourn the meeting, seconded by Commissioner VanDiveer to adjourn the meeting at 9:40 A.M. Motion passed unanimously.

Prepared By:

Approved By:

Tami Burns, Admin. Assistant II

Sloane Hawes, Authority Chair



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

Meeting Minutes for June 23, 2025

1. Call to Order

Chair Hawes called the Special Meeting of the Milliken Housing Authority to order at 1:01 PM.

2. Pledge of Allegiance

Chair Hawes led the Pledge of Allegiance.

3. Roll Call

Those Present: Commissioners Michelle Bauer, Lori VanDiveer, Kellie Matthews, and Chair Sloane Hawes

Those Absent: Vice-Chair Chad Wilson

Also in attendance: Town Administrative Assistant II Tami Burns

4. Agenda Approval

Chair Hawes explained that the document in the Agenda Packet for the Ayers Strategic Plan Proposal was not the correct document. She sent the correct document by email to the Commissioners prior to the beginning of the meeting. A handout of the correct Ayers Strategic Plan Proposal is available if requested.

Commissioner VanDiveer motioned to approve the agenda with the document change.

Commissioner Matthews seconded the motion.

All in Favor. None Opposed. Motion Carried.

5. Citizen Comments

There are none.

6. Minutes of Previous Meetings

No minutes were approved.

7. Action Agenda

a. Consider and Approve the Ayers Associates Strategic Plan Proposal Sloane Hawes, Housing Authority Commissioner

Chair Hawes presented the Ayers Associates Strategic Proposal Plan. The plan consists of a three (3) week scheduled timeline contingent on the availability of both MHA Commissioners and Ayers Associates Staff. The proposed cost of the plan is \$6,000.00. More time can be purchased following the completion of the proposed strategic plan.

Commissioner Matthews motioned to approve Ayers Associates' Strategic Plan Proposal and payment of \$6,000.00 to Ayers Associates. Commissioner VanDiveer seconded the motion.

All in favor. None Opposed. None Abstained. Motion Carried.

8. Discussion Agenda

There were no items.

9. Informational Agenda

There were no items.

10. Officer Reports

There were no items.

11. Future Business

There were no items.

12. Adjournment

Motion by Commissioner Bauer to adjourn the meeting, seconded by Commissioner Matthews to adjourn the meeting at 1:10 P.M. Motion passed unanimously.

Prepared By:

Approved By:

Tami Burns, Admin. Assistant II

Housing Authority Chair



MHA Monthly Report-

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

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

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

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

5. **Other Updates:**

Milliken Housing Authority Agenda for 06.19.25

Ashley Wade <awade@lovelandhousing.org>

Thu, Jun 26, 2025 at 9:48 AM

To: Sloane Hawes <sloane.hawes@gmail.com>, Jessica Hinze <jhinze@lovelandhousing.org>, Ray Grimaldo <RGrimaldo@lovelandhousing.org>

Cc: "#RealKellie Kellie Matthews, Realtor" <realkellie42@gmail.com>, Caree Rinebarger <CRinebarger@millikenco.gov>, Tamara Burns <tburns@millikenco.gov>, Chad Wilson <cwaa413@gmail.com>

Good morning!

- Resident Selection/DV waitlist

-The upcoming vacancy is a 1 bd. 40%, LHA unit.

-Yes, we had a handful of Milliken preference applicants still in our "waitlist reserve", only one of them responded. I am currently processing his paperwork for approval.

Best Regards,

**Ashley Wade**
Associate Regional Property Manager
Loveland Housing Authority375 W 37th St. Ste 200
Loveland, CO 80538

P: 970-635-5945

O: 970-667-3232

E: awade@lovelandhousing.org

www.LovelandHousing.org

From: Sloane Hawes <sloane.hawes@gmail.com>**Sent:** Thursday, June 26, 2025 9:09:32 AM**To:** Ashley Wade <awade@lovelandhousing.org>; Jessica Hinze <jhinze@lovelandhousing.org>; Ray Grimaldo <RGrimaldo@lovelandhousing.org>**Cc:** #RealKellie Kellie Matthews, Realtor <realkellie42@gmail.com>; Caree Rinebarger <CRinebarger@millikenco.gov>; Tamara Burns <tburns@millikenco.gov>; Chad Wilson <cwaa413@gmail.com>**Subject:** Re: Milliken Housing Authority Agenda for 06.19.25

[Quoted text hidden]

Milliken Housing Authority Agenda for 06.19.25

Ashley Wade <awade@lovelandhousing.org>

Thu, Jun 26, 2025 at 9:52 AM

To: Sloane Hawes <sloane.hawes@gmail.com>, Jessica Hinze <jhinze@lovelandhousing.org>, Ray Grimaldo <RGrimaldo@lovelandhousing.org>

Cc: "#RealKellie Kellie Matthews, Realtor" <realkellie42@gmail.com>, Caree Rinebarger <CRinebarger@millikenco.gov>, Tamara Burns <tburns@millikenco.gov>, Chad Wilson <cwaa413@gmail.com>

I do also want to mention, we have offered the PM job to someone pending the background check. I am hopeful to be introducing her soon!

We will try to make these events & hopefully I'll be able to bring our new PM with!!! 😊

Best Regards,



From: Ashley Wade <awade@lovelandhousing.org>**Sent:** Thursday, June 26, 2025 9:48:23 AM**To:** Sloane Hawes <sloane.hawes@gmail.com>; Jessica Hinze <jhinze@lovelandhousing.org>; Ray Grimaldo <RGrimaldo@lovelandhousing.org>

[Quoted text hidden]

[Quoted text hidden]



Image.jpeg
233K



Sloane Hawes <sloane.hawes@gmail.com>

Milliken Housing Authority Agenda for 06.19.25

Ray Grimaldo <RGrimaldo@lovelandhousing.org>

Mon, Jul 7, 2025 at 10:13 AM

To: Sloane Hawes <sloane.hawes@gmail.com>, Ashley Wade <awade@lovelandhousing.org>, Jessica Hinze <jhinze@lovelandhousing.org>

Cc: "#RealKellie Kellie Matthews, Realtor" <realkellie42@gmail.com>, Caree Rinebarger <CRinebarger@millikenco.gov>, Tamara Burns <tburns@millikenco.gov>, Chad Wilson <cwaa413@gmail.com>

Regarding the hailstorm, yes, we are waiting for a report from insurance along with a roofer to inspect the building out there for any type of damage that may have occurred with this last storm. Correct the cost of \$6427 is for one duplex. As for the concrete mud jacking is not any option out there with the expanding soil, concrete needs replaced. I have not scheduled painting or concrete until it has been approved.

Ray

From: Sloane Hawes <sloane.hawes@gmail.com>

Sent: Monday, July 7, 2025 9:47 AM

To: Ashley Wade <awade@lovelandhousing.org>; Jessica Hinze <jhinze@lovelandhousing.org>; Ray Grimaldo <RGrimaldo@lovelandhousing.org>

Cc: #RealKellie Kellie Matthews, Realtor <realkellie42@gmail.com>; Caree Rinebarger <CRinebarger@millikenco.gov>; Tamara Burns <tburns@millikenco.gov>; Chad Wilson <cwaa413@gmail.com>

Subject: Re: Milliken Housing Authority Agenda for 06.19.25

Hi LHA team,

Hope you all had a great holiday weekend!

Can you please respond to our questions on Facilities/Maintenance and/or include in your monthly report (due by EOD today to Kellie)?

Thank you,

Sloane Hawes, MSW (she/her)

Chair, Board of Commissioners

Milliken Housing Authority

Cell: 720-469-1776

Website: <https://www.millikenhousingauthority.org/>



On Thu, Jun 26, 2025 at 9:09 AM Sloane Hawes <sloane.hawes@gmail.com> wrote:

Hi Jess, Ashley, and Ray,

The Board had the following comments/questions in our meeting last week:

- Resident Selection/DV waitlist
 - What type of unit is being vacated this month (# of beds/AMI)?
 - Given the availability of a Milliken preference applicant in each unit/AMI level of the waitlist, is it accurate to anticipate that a Milliken preference tenant will be selected for the vacant unit?
- Facilities/Maintenance
 - With the large hail storm in Milliken earlier this week, has an inspection of the roof, siding, and solar panels been completed? Will additional repairs to paint, siding, etc. be needed?
 - Painting - Ashley's email indicates the cost of one duplex is \$6,427 - verifying this is for two units? With budget of \$11k for 2025, the additional budget needed to complete a second duplex would be \$1,854 (\$4,573 to LHA)? Can LHA provide an updated schedule for when they anticipate completing the other budgeted capital improvements? Can you follow up with LHA accounting to verify if the approx. \$20k that gets disbursed to us each year could be used towards painting this additional duplex?
 - Concrete - does this bid consist of 'mudjacking' only or will new concrete be poured? What is the timeline for completion?

We also want to share our upcoming event dates with the Milliken Young Community Leaders (MYCL) group, in case LHA would like to join us.

- Sidewalk Chalk event - Tuesday, July 1st at 2:30
- Ice Cream Social - Thursday, July 31st at 5:30
- BBQ - Thursday, September 11th at 5:30

Thank you!

Sloane Hawes, MSW (she/her)

Chair, Board of Commissioners

Milliken Housing Authority

Cell: 720-469-1776

Website: <https://www.millikenhousingauthority.org/>



On Wed, Jun 18, 2025 at 9:22 AM Sloane Hawes <sloane.hawes@gmail.com> wrote:

Received! Thanks for sharing the updated report and painting cost estimate.

We will circle back after our meeting tomorrow with any follow-up questions or comments.

Thank you,

Sloane Hawes, MSW (she/her)

Chair, Board of Commissioners

Milliken Housing Authority

Cell: 720-469-1776

Website: <https://www.millikenhousingauthority.org/>



On Tue, Jun 17, 2025 at 1:56 PM Ashley Wade <awade@lovelandhousing.org> wrote:

Hi! 😊

Quick update, we got the painting bids back. For one duplex, it'll cost \$6,427.

If y'all would like us to still possibly paint 2 duplexes, we'd need an approval from you all as that amount will be more than what was budgeted for painting exteriors this year.

Best Regards,



Ashley Wade
Associate Regional Manager

375 W 37th St. Ste 200
Loveland, CO 80538
P: 970-635-5945
O: 970-667-3232
E: awade@lovelandhousing.org
www.LovelandHousing.org

From: Sloane Hawes <sloane.hawes@gmail.com>

Sent: Monday, June 16, 2025 9:02 AM

To: Jessica Hinze <jhinze@lovelandhousing.org>; Ashley Wade <awade@lovelandhousing.org>; Ray

Grimaldo <RGrimaldo@lovelandhousing.org>

Cc: #RealKellie Kellie Matthews, Realtor <realkellie42@gmail.com>; Caree Rinebarger <CRinebarger@millikenco.gov>; Tamara Burns <tburns@millikenco.gov>

Subject: Fwd: Milliken Housing Authority Agenda for 06.19.25

Hi LHA team,

Looking forward to our June meeting of the Milliken Housing Authority on Thursday, June 19th at 8:30am MT.

You can access the agenda on Civic Clerk or using the links below.

Note we have included discussion of the costs of painting. Ray, are those bids available yet, or do we need to postpone to July?

Thanks!

Sloane Hawes, MSW (she/her)

Chair, Board of Commissioners

Milliken Housing Authority

Cell: 720-469-1776

Website: <https://www.millikenhousingauthority.org/>



----- Forwarded message -----

From: **No Reply** <noreply@civicplus.com>

Date: Fri, Jun 13, 2025 at 12:02 PM

Subject: Milliken Housing Authority Agenda for 06.19.25

To: <sloane.hawes@gmail.com>

Good Afternoon Housing Authority;

Attached is your Agenda for 06.19.25. To access your Board Portal please click here <https://millikenco.boardportal.civicclerk.com/>.

Respectfully;

Tami Burns

Administrative Assistant II

Attachments:

Payment confirmation: Invoice #52164-(J&D Creations DBA Johnstown Clothing & Embroidery)

QuickBooks Payments <quickbooks@notification.intuit.com>

Tue, Jun 3, 2025 at 10:49 AM

To: sloane.hawes@gmail.com

[Manage payment](#)**You paid \$166.14**to **J&D Creations DBA Johnstown Clothing & Embroidery** on
06/03/2025

Payment details

Invoice no.	52164
Invoice amount	\$166.14
Total amount	\$166.14
Status	Paid
Payment method	VISA****0645
Authorization ID	MS0276126616

Please don't reply to this email, if you need any help regarding this message, please contact the business directly.

Thank you,

J&D Creations DBA Johnstown Clothing & Embroidery

+19705874502

www.johnstownclothing.com | jacque@janddcreations.com

PO Box 472, Milliken, CO, 80543, US

No additional transfer fees or taxes apply.

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SINCE 1988
**HAYS
MARKET**

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

SALE

MID: 3335942
TID: 878459

07/01/2025 13:47:25
Entry Method: Chip
Seq #: 028613 01781D
Approval Code:

CHASE VISA XXXXXXXXXXXX0645
CARD #: A0000000031010
AID: 0000008000
TVR: 06021203A0A002
IAD: ARC: 01781D
TSI: E800 4F778CE67EFA1AB1
TC: 028613
RRN:

Total: USD\$ 26.44

APPROVED BY ISSUER

FROZEN
CUBED ICE- 8 LBS \$1.99 C F

GROCERY
LAYS 18 CT BOX \$12.99 C F

POP & CANDY
ROLL UPS VARIETY PK \$5.99 SCF
You Saved \$ 3.00
TOOTSIE ROLL POP \$4.29 SCF

BALANCE DUE \$26.44
VISA \$26.44
[S] *****0645
Auth Code = 01781D

CHANGE \$0.00

TAX-CODE	TAXABLE-VAL	TAX-VALUE
STATE	\$10.28	\$0.30
CITY	\$25.26	\$0.88
TOTAL TAX		\$1.18

YOUR SAVINGS TODAY!

Total number of items sold = 4
AD / TPR SAVINGS \$3.00

STORE:00001 REGISTER:002 CASHIER:5499
TICKET#:0204 1JUL2025 13:47:27

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

Invoice/Payment Date
May 31, 2025, 6:49 AM

Payment method
Visa · 8418
Reference Number: XUBPPSGEF2

Transaction ID
10018460001600661-9854182061361793

Product Type
Meta ads

Paid

\$44.71 USD

Remaining ad costs at the end of the month.

Campaigns

Post: "Check out or share 2232 Ash Avenue, Greeley! 5 -..."		\$19.72
From May 1, 2025, 12:00 AM to May 21, 2025, 11:59 PM		
Post: "Check out or share 2232 Ash Avenue, Greeley! 5 -..."	1,128 Impressions	\$19.72
Event: Paws & Property Resource Event		\$24.99
From May 1, 2025, 12:00 AM to May 21, 2025, 11:59 PM		
Event: Paws & Property Resource Event	5,752 Impressions	\$24.99



Belford & Martell, LLC

145 N. College Avenue, #E
Fort Collins, CO 80524
Fed ID #84-4581227

Milliken Housing Authority

June 24, 2025

In Reference To: General Matters

Invoice # 25210

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
5/1/2025 JAM Review, revise, and comment on Bylaws; Email to Sloane Hawe	1.00 250.00/hr	250.00
For professional services rendered		<u>\$250.00</u>
Balance due		<u><u>\$250.00</u></u>



Ingenuity, Integrity,
and Intelligence.

July 7, 2025

Sloan Hawes
Chair, Board of Commissioners
Milliken Housing Authority
1101 Broad Street
Milliken, CO 80543

Re: Strategic Planning and Board Facilitation Session

Dear Sloan,

Thank you for the opportunity to submit this proposal for professional services for Strategic Planning and Board Facilitation Session

This letter presents our proposed scope of services, time schedule, fee, and contract terms and conditions.

Project Description

The Milliken Housing Authority (MHA) seeks professional services to guide its Board through a strategic planning session. The goal is to align the board on mission, vision, priorities, and actionable goals to support the development and management of affordable housing in Milliken, CO.

Scope of Services

Pre-Session Preparation

- Conduct a discovery call with the Board of Commissioners Chair or designated liaison.
- Review relevant documents (e.g., bylaws, past strategic plans, housing data, board minutes).
- Design a customized agenda and facilitation plan.
- Develop and distribute a pre-session survey to board members.

Strategic Planning Session (Half Day)

- Facilitate interactive discussions and exercises.
- Guide the board through:
 - Environmental scan (SWOT or PEST analysis)
 - Mission and vision refinement
 - Strategic priority setting
 - Goal development and alignment
- Ensure all voices are heard and consensus is built.

Responsibilities of Milliken Housing Authority and Others

The MHA shall designate in writing a representative authorized to act in the MHA's behalf, and shall furnish required information, approvals, and decisions as expeditiously as necessary for the orderly progress of Ayres' services.

Ayres shall be entitled to rely on the accuracy and completeness of necessary project information supplied by the MHA.



Additional Services

None anticipated at this time.

Time Schedule

Week 1:

- Preliminary review of existing documents, agreements and other efforts.
- Conduct discovery call to understand MHA goals, and expectations, and to lay the groundwork for the planning session.
- Board survey – The survey would be provided to the board members prior to the planning session, seeking to insight into a few key strategy areas and to stimulate discussion.
- Agenda review and approval

Week 2:

- Half day strategic planning session (2.5 - 3 hours)

Week 3:

- Delivery of Summary Report and Strategic Plan. Please note, the report will be formatted in word, with minimal graphics.
- Implementation guide and next steps in memorandum form.

Fee

We will perform the above services for a lump sum amount of \$6,000, and will not exceed that amount, unless written approval is provided.

Retainer

Not Applicable

Deliverables

- Draft Strategic Plan to include priorities and goals
- Summary report of session outcomes
- Implementation guide and next steps (in memorandum format)

Contract Terms and Conditions

Attached are "Contract Terms and Conditions" which will apply to the services and which are incorporated into this proposal by reference.

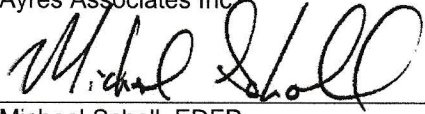
Acceptance

If this proposal and terms and conditions are acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

This proposal is valid until July 30, 2025 unless extended by us in writing.

Proposed by Consultant:

Ayres Associates Inc.



Michael Scholl, EDFP
Economic Development & Redevelopment Lead

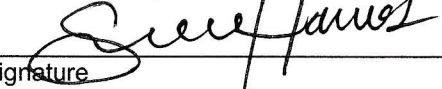


Matthew Ashby, AICP CUD
Vice President, Development Services

Accepted by Milliken Housing Authority:

Milliken Housing Authority

Milliken Housing Authority's Name



Signature

Sloane Hawes

Name

Chair, Board of Commissioners

Title

7/7/2025

Date

Attachments: Contract Terms and Conditions

**AYRES ASSOCIATES INC.
CONTRACT TERMS AND CONDITIONS**

1. Performance of Services: Consultant shall perform the services outlined in its proposal to MHA in consideration of the stated fee and payment terms.

2. Billing and Payment: Invoices for Consultant's services shall be submitted to MHA on a monthly basis. Invoices shall be due and payable within 30 days from date of invoice. If any invoice is not paid within 30 days, Consultant may, after giving 7 days' notice, without waiving any claim or right against MHA, and without liability whatsoever to MHA, suspend or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. The amount of any excise, value-added, gross receipts, or sales taxes that may be imposed on payments shall be added to the Consultant's compensation. MHA shall pay all costs of collection, including reasonable attorney's fees and costs incurred by consultant, in collecting any amounts due from MHA. No deductions or offsets shall be made from Consultant's compensation or expenses on account of any setoffs or back charges. If MHA disputes an invoice, either as to amount or entitlement, then MHA shall promptly advise Consultant in writing of the specific basis for doing so, may withhold only the portion so disputed, and must pay the undisputed portion.

3. Not Applicable.

4. Not Applicable.

5. Not Applicable.

6. Insurance: Consultant shall maintain Workers' Compensation, General Liability, Professional Liability, and Automobile Liability Insurance during its services for MHA. Consultant shall furnish a Certificate of Insurance to MHA upon written request. MHA agrees that Consultant shall not be liable or responsible to MHA for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

7. Limitation of Professional Liability: MHA agrees to limit Consultant's professional liability for any and all claims for loss, damage or injury, including but not limited to, claims for negligence, professional errors or omissions, strict liability, and breach of contract or warranty, to an amount of \$50,000.00 or Consultant's fee, whichever is greater. In the event that MHA does not wish to limit Consultant's professional liability to this sum, Consultant agrees to raise the limitation of liability to a sum not to exceed \$1,000,000.00 for increased consideration of ten percent (10%) of the total fee or \$500.00, whichever is greater, upon receiving MHA's written request prior to the start of Consultant's services.

8. Not Applicable

9. Not Applicable

10. Not Applicable

11. Standard of Performance: The standard of care for all professional services performed or furnished by Consultant under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Consultant will not accept those terms and conditions offered by MHA in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

12. Ownership and Use of Documents: All documents produced by Consultant under this contract are instruments of Consultant's professional service. MHA will own the rights to use and reproduce the deliverables. MHA shall indemnify and hold harmless Consultant and its officers, directors, employees and Subconsultants from all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of or resulting from any use, reuse, or modification of documents without written verification, completion or adaptation by Consultant.

13. Electronic Files: MHA and Consultant agree that any electronic files furnished by either party shall conform to the specifications agreed to at the time this contract is executed. Electronic files furnished by either party shall be subject to an acceptance period of 60 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. MHA is aware that differences may exist between the electronic files delivered and the printed hard-copy documents. In the event of a conflict between the hard-copy documents prepared by Consultant and electronic files, the hard-copy documents shall govern.

14. Financial and Legal Services: Consultant's services and expertise do not include the following services, which shall be provided by MHA if required: (1) Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer

Contract Terms and Conditions

Page 1 of 2

Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services; (2) Legal services with regard to issues pertaining to the Project as MHA requires, Contractor(s) raises, or Consultant reasonably requests; and (3) Such auditing services as MHA requires to ascertain how or for what purpose any Contractor has used the money paid.

15. Termination of Services: This contract may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, MHA shall pay Consultant for all services rendered to the date of termination, all reimbursable expenses incurred prior to termination, and reasonable termination expenses incurred as the result of termination. Consultant shall have no liability to MHA on account of termination for cause by Consultant.

16. Controlling Law: This contract is to be governed by the law of the place of business of Consultant at the address in its proposal to MHA.

17. Assignment of Rights: Neither MHA nor Consultant shall assign, sublet or transfer any rights under or interest in this contract (including, but without limitation, moneys that may become due or moneys that are due) without the written consent of the other, except to the extent mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this contract. Nothing contained in this paragraph shall prevent Consultant from employing such independent subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

18. Third Party Benefits: This contract does not create any benefits for any third party.

19. Dispute Resolution: MHA and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to exercising their rights under the following dispute resolution provision. If direct negotiations fail, MHA and Consultant agree that they shall submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this contract or the breach thereof to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective on the date of this contract prior to exercising other rights under law.

20. Exclusion of Special, Indirect, Consequential, and Liquidated Damages: Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

21. Betterment: If, due to Consultant's negligence, a required item or component of the project is omitted from the construction documents, Consultant's liability shall be limited to the reasonable cost of correction of the construction, less what MHA's cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that Consultant will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

22. Severability: To the extent that any provision of this contract is finally adjudged invalid by a court of competent jurisdiction, that provisions shall be deleted or modified, as necessary, to make it enforceable, and the remaining provisions of this contract shall remain in full force and effect and be binding upon the parties hereto.

23. California Privacy Rights Act Employer

24. Entire Agreement: This agreement contains the parties entire understanding and supersedes all prior negotiations or agreements over the services described herein. This contract may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

25. Notice of Lien Rights: Ayres Associates Inc. hereby notifies MHA that persons or companies furnishing labor or materials, including engineering, architectural, and surveying services, for the improvement of or construction on MHA's land may have lien rights on MHA's land and buildings if not paid. MHA should give a copy of this notice to their mortgage lender, if any. Ayres Associates Inc. agrees to cooperate with the MHA and MHA's lender, if any, for resolution of POTENTIAL LIEN claims made as part of this contract.

RETURN SERVICE REQUESTED

TOWN OF MILLIKEN HOUSING AUTHORITY
PDPA# 140084000101
1101 BROAD ST
PO BOX 290
MILLIKEN CO 80543-0290

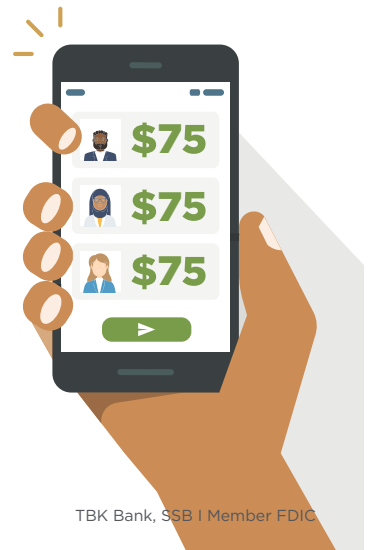
Managing Your Accounts

	Bank Name	TBK Bank, SSB
	Phone Number	970-587-2880
	Branch Address	1300 Broad Street Milliken, CO 80543
	Online Access	www.tbkbank.com

Earn up to \$500

When you refer family and friends to open and use a new account with TBK Bank!

Scan the QR code and start referring today!



TBK Bank, SSB | Member FDIC

Federal regulators have jointly adjusted the Funds Availability Regulation CC for inflation dollar amounts relating to the availability of customers funds. Effective July 1, 2025, the minimum amount of deposited funds that banks must make available for withdrawal have been increased. Please reach out to your local branch for details.

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC FUND-FREE BUS	XXXXXXXXX3060	\$109,226.70

PUBLIC FUND-FREE BUS - XXXXXXXXXX3060

Account Summary

Date	Description	Amount
05/31/2025	Beginning Balance	\$109,354.96
	0 Credit(s) This Period	\$0.00
	2 Debit(s) This Period	\$128.26
06/30/2025	Ending Balance	\$109,226.70



P.O. BOX 1030
BETTENDORF, IA 52722

PUBLIC FUND-FREE BUS - XXXXXXXXX3060 (continued)

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
3034	06/05/2025	\$103.26	3035	06/20/2025	\$25.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
06/05/2025	\$109,251.70	06/20/2025	\$109,226.70

3034

TOWN OF MILLIKEN HOUSING AUTHORITY
1101 BROAD ST.
P.O. BOX 290
MILLIKEN, CO 80543

DATE May 29, 2025

PAY TO THE ORDER OF Lori Vandiveer \$ 103.26

One hundred three dollars 26/100 DOLLARS

TBK  BANK
FOR Debra Vandiveer Kimbusmat C. J. Jans

⑈003034⑈ ⑆111909579⑆ 400153060⑈

#3034

06/05/2025

\$103.26

3035

TOWN OF MILLIKEN HOUSING AUTHORITY
1101 BROAD ST.
P.O. BOX 290
MILLIKEN, CO 80543

DATE 6-19-25

PAY TO THE ORDER OF Sloane Hawes \$ 25.00

Twenty five dollars 00/100 DOLLARS

TBK  BANK
FOR Sec. State Control Kevin Matthews

⑈003035⑈ ⑆111909579⑆ 400153060⑈

#3035

06/20/2025

\$25.00

Milliken Housing Authority 2025 Budget and Activity Summary (updated 7/7/25)								
Balance at Jan 1, 2025							\$ 82,572.72	
Revenue	Projected	Notes	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	
Developer fee	\$ 15,000.00	Distributed in Q1	\$ 27,768.00	\$ -				
Distribution to the Limited Partner	\$ 5,000.00	Distributed in Q1	\$ -	\$ -				
Total Revenue			\$ 27,768.00				\$ 27,768.00	
Expenses	Budget		Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	Remaining Budget
Affordable Housing Project - Phase II							\$ -	
Grant writer	\$ 1,200.00	\$30/hour - 40 hrs	\$ -	\$ -			\$ -	
Pre-Application Meeting with Town Consultants	\$ 2,000.00	\$200/hour - 10 hrs	\$ -	\$ -			\$ -	
Town development application fee	\$ 3,500.00	Land use application	\$ -	\$ -			\$ -	
Miscellaneous	\$ 2,000.00	For unanticipated	\$ -	\$ -			\$ -	
Strategic plan facilitation - Ayers Associates								
	\$ 8,700.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700.00
Social/Networking Events							\$ -	
Q1 event	\$ 500.00		\$ 383.15				\$ 383.15	
Q2 event	\$ 500.00						\$ -	
Q3 event (Beef and Bean Days)	\$ 500.00						\$ -	
Q4 event (holiday/end of year event and gifts for residents)	\$ 1,000.00						\$ -	
Total DV Socials	\$ 2,000.00		\$ 383.15	\$ -	\$ -	\$ -	\$ 383.15	\$ 1,616.85
Community Workshops (quarterly)							\$ -	
Speaker Stipends	\$ 300.00	\$100 each for 3					\$ -	
Childcare	\$ 600.00	\$200 for two hours	\$ 200.00				\$ 200.00	
Food/Drink	\$ 900.00	\$300 for drinks and	\$ 202.61				\$ 202.61	
Room Reservation	\$ 300.00	\$100 (TRPR) or \$					\$ -	
Giveaway	\$ 300.00	\$100 gift card	\$ 200.00				\$ 200.00	
Total Community Workshops	\$ 2,400.00	\$800 per workshop	\$ 602.61	\$ -	\$ -	\$ -	\$ 602.61	\$ 1,797.39
Advertising/Marketing							\$ -	
Giveaways and swag for events	\$ 2,000.00						\$ -	
Facebook ads for commissioners	\$ 1,000.00						\$ -	
Marketing Workshops and Socials	\$ 1,200.00						\$ -	
Water Bottle Labels (for Beef and Bean Day)	\$ 100.00						\$ -	
Total Advertising	\$ 4,300.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,300.00
Miscellaneous				\$ 103.26			\$ 103.26	Bereavement gift for Chair Matthews
Nonprofit status	\$ 100.00			\$ 25.00			\$ 25.00	
Total Miscellaneous	\$ 100.00		\$ -	\$ 128.26	\$ -	\$ -	\$ 128.26	\$ (28.26)
Total Expenses	\$ 17,500.00		\$ 985.76	\$ 128.26	\$ -	\$ -	\$ 1,114.02	\$ 16,385.98
Current Balance (07/07/25)							\$ 109,226.70	
YTD Activity Summary								
Beginning Balance (1/1/25)	\$ 84,621.52							
Deposits	\$ 27,768.00							
Disbursements	\$ 1,114.02							
Current Balance (3/31/25)	\$ 109,226.70							