

HOUSING AUTHORITY AGENDA

Thursday, October 16, 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

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- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Approval**
- 5. Citizen Comments**
- 6. Minutes of Previous Meetings**
 - a. For Consideration and Approval of the September 18, 2025 minutes.**
- 7. Loveland Housing Authority Updates**
 - a. Written report and follow-up questions.**
- 8. Action Agenda**
- 9. Discussion Agenda**
 - a. Recap of 10/15/25 meeting with Town of Milliken Finance Director, Steven Krolczyk.**
 - b. Upcoming Events at Dove Valley**
 - i) End of year holiday baskets for Dove Valley Residents — December 2025
 - ii) Milliken Young Community Leaders (MYCL) and MHA Shed painting project — Spring 2026
- 10. Informational Agenda**
- 11. Officer Reports**

- a. Treasury Report**

- 12. Future Business**

- a. Graphic designer for MHA website (Commissioner Matthews)**
- b. 2026 MHA Budget (Commissioner Matthews)**
- c. Consideration and approval of the Milliken Housing Authority Strategic Plan (Chair Hawes)**

- 13. Adjournment**



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

Meeting Minutes for September 18, 2025

1. Call to Order

Chair Hawes called the meeting of the Milliken Housing Authority to order at 8:32 am.

2. Pledge of Allegiance

3. Roll Call

Those present: Chair Sloane Hawes, Vice Chair Chad Wilson (Zoom), Commissioners Lori VanDiveer, Kellie Matthews (Zoom), Michelle Bauer, and Administrative Assistant II Tami Burns. Loveland Housing Authority Staff present: Director of Asset Management Jess Hinze (Zoom)

Those not present: None

4. Agenda Approval

a. Consideration and Approval of the Meeting Agenda for September 18, 2025

Commissioner VanDiveer motioned to approve the agenda as presented. Commissioner Bauer seconded the motion.

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

5. Citizen Comments

Roger James, a resident of Dove Valley, described himself as a law-abiding citizen who does not feel safe in his home. Since moving into Dove Valley, he has felt threatened and harassed by his neighbor and by Loveland Housing Authority (LHA). He stated that there have been numerous police calls made for false reasons, with officers not finding evidence to support the caller's claims. He stated that the LHA informed him that there have been numerous anonymous complaints against him and expressed concern that these reflect only one perspective. Mr. James stated that he feels traumatized by the number of investigations involving him. He indicated that he would welcome mediation to resolve the issues; however, the matter is now before the courts. He informed the Authority that, because the conflict is in the court system, he has access to reports and the identities of those who have submitted claims against him.

Mr. James requested that the Milliken Housing Authority (MHA) conduct its own investigation into the matter. He stated that he believes such an investigation would vindicate him and demonstrate that the LHA is acting against him.

6. Minutes of Previous Meetings

a. For Consideration and Approval of the Meeting Minutes for August 21, 2025

Commissioner Bauer motioned to approve the minutes for August 21, 2025, as presented.
Trustee Matthews seconded.

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

7. Loveland Housing Authority Updates

a. Written Report from Loveland Housing Authority (LHA)

Director of Asset Management Jess Hinze provided information on the Dove Valley she received from Property Manager Maira Vasquez. Ms. Hinze reported that as of September 16, 2025, the data show that those waiting for a one-bedroom at Dove Valley with Milliken Preference are 41 out of a total of 723, and those waiting for a two-bedroom at Dove Valley with Milliken Preference is 35 out of a total of 395.

During Citizens Comments, Mr. James requested that the Authority conduct an investigation. The Authority can request documents from Roger; however, MHA cannot make decisions on his behalf. The escalation process for such issues begins with the Property Manager, followed by the Regional Property Manager, then the Director of Asset Management, and finally the President. Concerns were raised that Mr. James' input is not being fully considered. The Authority will request the necessary documentation from Mr. James, at his request. He should be encouraged to escalate the matter to LHA President Jeff Fenis.

i) Solar Panel Discussion and Questions

Ms. Hinze informed the Authority that State Farm does not provide insurance coverage for solar panels. She reported that the panels have been repaired and that an estimate of \$8,154 was received to install netting around the panels to prevent squirrels from chewing the wires. Commissioner Matthews noted that she had researched alternative methods to prevent future damage and identified more cost-effective options. She will share this information with Vice Chair Wilson to go over.

Ms. Hinze gave an update on the roof replacements. She stated that the painting will not be done until the roofing project is completed. She also indicated that there was not much damage at Dove Valley. Commissioner Bauer explained that there was damage to multiple units and that all solar panels have been removed, as well as had their shingles removed and replaced.

ii) Hail Damage Discussion and Questions

Ms. Hinze gave an update on the roof replacements. She stated that the painting will not be done until the roofing project is completed. She also indicated that there was not much damage at Dove Valley. Commissioner Bauer explained that there was damage to multiple units and that all solar panels have been removed, as well as had their shingles removed and replaced. Ms. Hinze was surprised at the information she had just learned. She stated that she would meet with Mr. Grimaldi for clarification.

iii) Tree Trimming Update

Commissioner Bauer reported that the tree trimming was completed and makes everything look much better.

iv) Concrete Repairs Update

Commissioner Bauer mentioned that when the concrete was done, they removed the railing to one of the units on Robin Drive that will need to be replaced.

v) Maintenance Update - Painting

Painting will begin once the roofs are replaced and the solar panels re-installed.

vi) June Financials Discussion and Update

Director of Asset Management Jess Hinze reported that as of September 16, 2025, the data show that those waiting for a one bedroom at Dove Valley with Milliken Preference are 41 out of a total of 723, and those waiting for a two bedroom at Dove Valley with Milliken Preference are 35 out of a total of 395.

Ms. Hinze reported that LHA Accounting Director, Misti Hudson, and her team are still reviewing why payments from Xcel Energy for the solar panels appear to be lower than expected and are reviewing the statements to confirm that Dove Valley is receiving all funds owed for solar credits.

Ms. Hinze explained that Ms. Hudson is continuing the cleanup of prepaid rent accounts, which primarily involve Weld County section 8 vouchers which include several years of reconciliation. Once reconciliation is completed, the financials will reflect more accurately than they currently do. Ms. Hinze also noted that Dove Valley is at 100% occupancy with no known upcoming vacancies.

Ms. Hinze stated that she provided The Ayers Group with the housing waitlist data that was provided to the Authority.

8. Action Agenda

a. Reimbursement for Commissioner Matthews for 9/11 event w/ MYCL Sloane Hawes, Housing Authority Chair

Commissioner Matthews asked to be reimbursed \$148.08 for food she purchased for an event held at Dove Valley on September 11, 2025.

Commissioner VanDiveer motioned to approve Commissioner Matthews' request to be reimbursed in the amount of \$148.08. Commissioner Bauer seconded the motion.

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

b. Reimbursement for Commissioner Bauer for 9/11 event w/ MYCL

Sloane Hawes, Housing Authority Chair

Commissioner Bauer asked to be reimbursed \$26.85 for gifts she purchased for an event held at Dove Valley on September 11, 2025.

Commissioner Matthews motioned to approve Commissioner Bauer request to be reimbursed in the amount of \$26.85. Commissioner VanDiveer seconded the motion.

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

9. Discussion Agenda

a. Bob's Rules of Order

Chair Hawes explained that Bob's Rules of Order provide a less restrictive framework and read several items from a summarized version provided by Commissioner Matthews. The Authority voted to change from Roberts Rules of Order to Bob's Rules of order at the June 19, 2025, meeting with the change taking effect at the August 21, 2025, meeting. Town Clerk Caree Rinebarger has requested a meeting with Chair Hawes and Commissioner Matthews to discuss these processes.

b. Graphic Designer for MHA Website

Commissioner Matthews stated that she requested information from Town Clerk Caree Rinebarger regarding the software and cost of the Town's current website. Chair Hawes requested that a second estimate for website design be obtained in addition to the information on the Town's existing software.

Chair Matthews will submit both estimates she receives for the website to be redesigned at the October work session to be discussed.

c. Town Board Budget Requests

Chair Hawes stated that it is too late to request funds from the Town Board of Trustees for this year's budget. However, next year the Authority may consider requesting financial support from the Board of Trustees to host and maintain the MHA website in order to stay in compliance with ADA laws. In the future, MHA will be in need of a dedicated support staff to assist with project development as the Authority moves toward developing multifamily housing units.

A budget request work session will be scheduled in July 2026 for Fiscal Year 2027 to identify Authority needs in preparation for budget submission in September 2026.

d. Recap of September Events

i) September 11th MYCL/MHA BBQ

MHA and the MYCL group hosted a gathering for Dove Valley residents on September 11. Attendees enjoyed food and entertainment provided by the MHA & MYCL, and expressed appreciation for the opportunity to converse with the kids, as well as for the music and food.

Tami reported receiving a call from a gentleman who expressed appreciation and shared that he had a wonderful time.

e. Upcoming Events

i) MYCL-MHA She Painting Project

Chair Hawes will follow up with the MYCL group leader Silvia Martinez to coordinate the shed painting project in the spring.

ii) Fall Workshop

There will be no Fall Resource Workshop this year. The next event will be the Year-End Gift Basket distribution in December.

f. Strategic Plan - Ayers and Associates

Chair Hawes expects to have the Strategic Plan next week and will add it to the October 6th work session agenda. If the committee is satisfied with it, the plan will be presented to the Town Board of Trustees.

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 9:25 A.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 2025 Budget and Activity Summary (updated 10/9/25)								
Balance at Jan 1, 2025							\$ 82,572.72	
Revenue	Projected	Notes	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	
Developer fee	\$ 15,000.00	Distributed in Q3	\$ 27,768.00	\$ -				
Distribution to the Limited Partner	\$ 5,000.00	Distributed in Q3	\$ -	\$ -				
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 hours	\$ -	\$ -			\$ -	
Pre-Application Meeting with Town Consultants	\$ 2,000.00	\$200/hour - 10 hours	\$ -	\$ -			\$ -	
Town development application fee	\$ 3,500.00	Land use application	\$ -	\$ -			\$ -	
Miscellaneous	\$ 2,000.00	For unanticipated costs	\$ -	\$ -			\$ -	
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			\$ 26.44			\$ 26.44	
Q3 event (Beef and Bean day, MYCL social)	\$ 500.00				\$ 26.85		\$ 26.85	
Q4 event (holiday/end of year event and gifts for residents)	\$ 1,000.00						\$ -	
Total DV Socials	\$ 2,000.00		\$ 383.15	\$ 26.44	\$ 26.85	\$ -	\$ 436.44	\$ 1,563.56
Community Workshops (quarterly)							\$ -	
Speaker Stipends	\$ 300.00	\$100 each for 3 speakers					\$ -	
Childcare	\$ 600.00	\$200 for two hours	\$ 200.00				\$ 200.00	
Food/Drink	\$ 900.00	\$300 for drinks and snacks	\$ 202.61				\$ 202.61	
Room Reservation	\$ 300.00	\$100 (TRPR) or \$50 (other)					\$ -	
Giveaway	\$ 300.00	\$100 gift card	\$ 200.00				\$ 200.00	
Total Community Workshops	\$ 2,400.00	\$800 per workshop, \$600 for food/drink	\$ 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		\$ 24.99				\$ 24.99	
Water Bottle Labels (for Beef and Bean Day)	\$ 100.00						\$ -	
Polos for commissioners	\$ -			166.14			\$ 166.14	
Total Advertising	\$ 4,300.00		\$ 24.99	\$ -	\$ -	\$ -	\$ 191.13	\$ 4,108.87
Miscellaneous				\$ 103.26			\$ 103.26	Bereavement gift for Chair Matthews
Nonprofit status	\$ 100.00			\$ 25.00			\$ 25.00	
Bylaw review - legal service	\$ -				\$ 250.00		\$ 250.00	
Total Miscellaneous	\$ 100.00		\$ -	\$ 128.26	\$ -	\$ -	\$ 378.26	\$ (278.26)
Total Expenses	\$ 17,500.00		\$ 1,010.75	\$ 154.70	\$ 26.85	\$ -	\$ 1,608.44	\$ 15,891.56
Current Balance (10/06/25)							\$ 108,732.28	
YTD Activity Summary								
Beginning Balance (1/1/25)	\$ 84,621.52							
Deposits	\$ 27,768.00							
Disbursements	\$ 1,608.44							
Current Balance (10/9/25)	\$ 108,732.28							

RETURN SERVICE REQUESTED

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

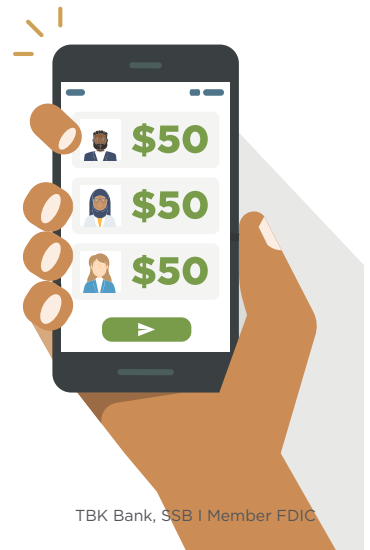
Managing Your Accounts

	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

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Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC FUND-FREE BUS	XXXXXXXXX3060	\$108,732.28

PUBLIC FUND-FREE BUS - XXXXXXXXXX3060

Account Summary

Date	Description	Amount
08/30/2025	Beginning Balance	\$108,759.13
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$26.85
09/30/2025	Ending Balance	\$108,732.28

Checks Cleared

Check Nbr	Date	Amount
3039	09/18/2025	\$26.85

* Indicates skipped check number





P.O. BOX 1030
BETTENDORF, IA 52722

PUBLIC FUND-FREE BUS - XXXXXXXXX3060 (continued)

Daily Balances

Date	Amount
09/18/2025	\$108,732.28

TOWN OF MILLIKEN HOUSING AUTHORITY 1121 BROAD ST. P.O. BOX 293 MILLIKEN, CO 80543		3039
DATE <u>9/18/2025</u>		09/18/2025
PAY TO THE ORDER OF <u>Michelle Bauer</u>	\$ <u>26.85</u>	
<u>twenty six and 85/100</u>		DOLLARS
FOR <u>TBK BANK</u>		
<u>FOR MMA MYCL 9/11 event</u>		
MICHELLE BAUER		
#003039 11119095792 400153060		

#3039 09/18/2025 \$26.85