Town Of Milliken
Board Of Trustees
Milliken Meeting House
1201 Broad Street

Meeting Minutes for November 12, 2025

1. Call to Order
Mayor Austin called the meeting of the Milliken Board of Trustees to order at 6:30 PM.

2. Pledge of Allegiance
Mayor Austin led the Pledge of Allegiance.

3. Roll Call
Those Present: Trustee Beckman, Trustee Nix, Trustee Roseberry, Trustee Wakeman, Mayor Pro Tem Dean, and Mayor Austin.

Those Absent: Trustee Orcutt

Also in attendance: Town Administrator Cheryl Powell, Town Clerk Caree Rinebarger, Chief of Police Benito Garcia, Community Development Director Kevin Koelbel, Finance Director Steven Krolczyk, Streets and Facilities Director Jon Rabas, Water Wastewater Director Don Stonebrink, and Town Attorney Matt Gould.

Absent: Parks and Open Space Director Keith Staggs

Public in attendance:
Morgan Kidder, JDBL Farms (applicant)
Larry Buckendorf, JDBL Farms (applicant)
Michael and Michele Carlson, 7180 49th Street (via Zoom)
Richard Wiest, 65th Avenue
Anne Tyler Hayes, 8200 W 49th Street
Albion Carlson, 7178 49th Street
Fred Neal, 1614 38th St. Evans
Benjamin Cole, 116 Dorothy

4. Agenda Approval
Trustee Mindy Wakeman moved to approve the agenda as presented. Trustee Heather Beckman seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

5. Citizen Comments

There were none.

6. Minutes of Previous Meetings

a. Approval of Minutes from October 22, 2025

Caree Rinebarger, Town Clerk

Attachments:

1. Draft Board of Trustees Meeting Mintues for 10.22.2025

Trustee Amanda Nix moved to approve the Board of Trustees meeting minutes from October 22, 2025, as submitted. Trustee Josh Roseberry seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

7. Town Administrator's Report

Cheryl Powell, Town Administrator

- The Center Drive Improvements are complete. The contractor is addressing the punch list items provided to them by Jon Rabas.
- The Public Works Stormwater project is complete.
- Parks Department and the Streets Department have been installing the garland on the streetlight poles and putting up the Christmas Holiday decorations while we have mild weather.
- The grant that was awarded to MYCL from Lazydays RV was in the amount of $6,500 instead of $5,000 that was previously mentioned.
- Rick Mundy has been speaking to both TDS and Comcast regarding fiber connectivity to our facilities and the cost of this service. We have concluded that the Town's best option is to remain with TDS. The fiber infrastructure for the Police Department is already in place, the Town Hall is currently connected to this line, but for security reasons there needs to be a dedicated fiber connection to each facility. TDS should be able to install a dedicated fiber connection to the Town Hall within a few months. In the meantime, they should be able to turn up the speed. Rick is preparing the area for the connection in the Town Hall basement, which will be a secure rack.
- Town Staff have continued working on their respective department budgets with the Finance Director.
- Don Stonebrink, Forrest Leaf and I met with Northern Colorado Water on Monday to discuss potential revisions to the Colorado-Big Thompson Project water tracking accounting procedures. Staff will keep you updated on any revisions that may take place.
- The Town has received 27 wall bricks for the Veterans Memorial. These bricks will be installed on the memorial wall late in the Spring. The adhesive that is needed to attach

these bricks must be applied when the temperature remains warm.

8. Consent Agenda

There were no items.

9. Action Agenda

a. Public Hearing to Consider Annexing Property Know as Epic Estates at Taylor LLC

Kevin Koelbel, Community Development Director

Mayor Austin reviewed the procedures of the Public Hearing and asked the Trustees if they had any Ex Parte Communication to report or need for recusal. There were none reported.

Mayor Austin opened the Public Hearing at 6:38 PM.

Kevin Koelbel, Community Development Director, asked the Board of Trustees for their consideration in annexing property known as Epic Estates at Taylor LLC. This item is being requested to be postponed to be renoticed and heard on December 22nd, 2025.

Staff proposes that the hearing for the Planning Commission be held on December 17th, 2025 at 7:00 PM in the public hearing room at the Milliken Police Department building. With the hearing for the Board of Trustees being continued to December 22nd, 2025 at 6:30 PM in the public hearing room at the Milliken Police Department building.

Staff recommends to postpone the public hearing to future date.

The public hearing should be opened to meet the time requirements of section 31-12-108(1). Once opened, the motion should be entertained following any information provided by staff.

Hearing no further testimony, Mayor Austin closed the Public Hearing at 6:40 PM.

Trustee Dan Dean motioned to I move to continue and postpone this hearing to December 22, 2025, at 6:30 pm with staff to publish notice. Trustee Amanda Nix seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

b. Consideration of Adoption of Resolution No. 2025-23 to establish noticing requirements for continuance of Annexation Proceedings for the Epic Estates at Taylor Annexation

Kevin Koelbel, Community Development Director

Kevin Koelbel, Community Development Director, asked the Board of Trustees for their consideration in Consideration of Adoption of Resolution No. 2025-23 to establish noticing requirements for continuance of Annexation Proceedings for the Epic Estates at Taylor Annexation.

Representatives of the company Epic Estates at Taylor LLC submitted a Petition for Annexation into the Town of Milliken for property consisting of approximately 155 acres. Staff has determined that the application and petition is complete and ready to set for hearing.

Staff proposes that the hearing for the Planning Commission be held on December 17th, 2025 at 7:00 PM in the public hearing room at the Milliken Police Department building, with the hearing for the Board of Trustees continued to December 22nd, 2025 at 6:30 PM in the public hearing room at the Milliken Police Department building. Resolution 2025-23 is presented to the Board of Trustees to rescheduling the hearing before the Milliken Planning Commission, authorize and direct the Town Clerk to give notice of the two public hearings, and approve the form of notice.

Staff recommends adoption of the resolution

Trustee Josh Roseberry moved to adopt Resolution No. 2025-23; a Resolution of the Board of Trustees of the Town of Milliken to establish noticing requirements for continuance of Annexation Proceedings for the Epic Estates at Taylor Annexation. Trustee Mindy Wakeman seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

c. Approval of the waiver of the Developer Fee Deposit for CDOT
Kevin Koelbel, Community Development Director

Kevin Koelbel, Community Development Director, asked the Board of Trustees for their consideration in approving a waiver of the Developer Fee Deposit from the Colorado Department of Transportation (CDOT). CDOT has submitted a retroactive Floodplain Development Permit (FDP) application for resurfacing activities completed on Colorado Highway 257 within the Town of Milliken's jurisdiction. CDOT is requesting that the Town waive the standard developer fee deposit associated with the permit.

Earlier this year, CDOT completed resurfacing and maintenance work on CO 257 that occurred within the Special Flood Hazard Area (SFHA) and designated floodway of the Big Thompson River. The work was performed without a pre-construction floodplain development permit, as it was initially considered routine maintenance. Upon review, CDOT determined that the activity constitutes "development" under 44 CFR §59.1 and the local code and is therefore submitting a retroactive application to ensure compliance.

Since the deposit covers consultant time for the review of development applications, contracted engineering time would not be recaptured. That estimated time for review of this application would be around 12 hours and cost $1800.00.

Staff recommends approval of the CDOT request for a waiver of the developer fee deposit for the Floodplain Development Permit.

Trustee Heather Beckman moved to approve the Colorado Department of Transportation's request for a waiver of the developer fee deposit associated with Floodplain Development Permit. Trustee Dan Dean seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

d. Consideration in Adoption of Resolution 2025-24, a Resolution of the Board of Trustees of the Town of Milliken approving a Master Development Plan for the Homestead Grove Subdivision
Kevin Koelbel, Community Development Director

Mayor Austin reviewed the procedures of the Public Hearing and asked the Trustees if they had any Ex Parte Communication to report or need for recusal. There were none reported.

Mayor Austin opened the Public Hearing at 6:45 PM.

Kevin Koelbel, Community Development Director, asked the Board of Trustees for their consideration in adoption of Resolution 2025-24, a resolution of the Board of Trustees of the Town of Milliken approving a Master Development Plan for the Homestead Grove Subdivision. Director Koelbel explained that, within the Land Use Code, a Master Development Plan is essentially the Preliminary or Sketch Plan for a PUD.

The applicant has submitted a Master Development Plan (Preliminary PUD) for a project titled Homestead Grove. The proposed development encompasses approximately 232 acres and includes a mix of 899 single-family residential lots. This new PUD is intended to replace the existing Flack Farm PUD for the property.

The applicant is proposing to reduce the minimum lot size from the standard 7,500 square feet (typical of the R-1 District) to 5,300 and 6,300 square feet in order to accommodate a wider variety of housing products. The proposed overall density is 3.9 dwelling units per acre. In an R-1 District, the maximum density would allow for 5 dwelling units per acre, not taking into account deductions for roads, open space, etc., so the proposed application would be under what is allowed in straight R-1 Zoning.

The applicant will also dedicate approximately 23% of the total development area as open space, exceeding the 15% minimum requirement for PUDs. Planned open space amenities include green spaces, a central 9-acre park, a 2-acre park, and four pocket parks, all connected by an integrated network of walking trails and sidewalks. The applicant is proposing a non-potable system to provide for irrigation to green spaces and homes.

The proposed setback and dimensional standards for the subdivision are as follows:

- Front: 18 feet (garages set back 20 feet)
- Rear: 15 feet
- Side: 5 feet
- Side Street: 15 feet
- Minimum Lot Width: 53 feet
- Maximum Lot Coverage: 70%

The Master Development Plan (MDP) for Homestead Grove is a preliminary concept plan. The Final Development Plan (FDP), required within six months, will provide all the final, in-depth documentation. The FDP is essentially the Final Plat and must include engineered drawings, transportation plans, drainage reports, and geo-tech reports, detailing the final look and construction methods, which will then be reviewed by Town staff and engineers.

PLANNING COMMISSION DECISION

At their regularly scheduled meeting on November 5th, 2025, the Planning Commission voted to recommend approval of the Master Development Plan by 5-0 vote.

Staff has reviewed the Master Development Plan for Homestead Grove against the applicable sections of the Municipal Code (specifically 16-6-210, 16-6-520, and 16-2-200). Staff found the submittal to be in compliance with all requirements and therefore recommends approval of the Homestead Grove Master Development Plan.

Morgan Kidder, representing JDLB Farms, presented the Master Development Plan for Homestead Grove, noting that the project is the result of significant staff and applicant collaboration following an unapproved disconnect request 21 months prior. The proposal is for a property currently zoned as a Single-Family PUD, located approximately four miles from the town center (near 49th Street and 65th Avenue). The project's primary focus is to address the need for "missing middle" housing and to use the proposed PUD to spread out the substantial costs of extending utilities and infrastructure, thereby contributing to overall affordability. The proposed design features a transportation corridor with collector streets and a more varied mix of lots (e.g., 5,300 and 6,300 sq. ft.) to create a more readable streetscape. Design elements like the varying front/back and garage setbacks are intended to provide architectural variation and avoid a uniform "string line of houses." The plan incorporates designated open space, green space, and a pond that will be non-potable and managed by an established Metro District. The applicant highlighted their flexibility in adapting amenities based on feedback. The Mayor questioned if the proposed 20-foot driveway depth was sufficient for today's larger cars.

Trustee Wakeman expressed concern regarding the proposed density, noting that the proposed development represents a deviation from from the original plat for the area.

Trustees Nix and Beckman shared concerns about the proposed development, agreeing with Trustee Wakeman. Their specific worries were that the project does not fit in with nearby farms and that the lot size offers little benefit.

Mayor Pro Tem Dean raised concerns regarding the proposed 20-foot garage setback, questioning if this distance is adequate to accommodate the varying sizes of pickup trucks without potentially obstructing the sidewalk and total lot coverage being proposed. Director Koelbel explained that the proposed plan allows for 70% lot coverage, which is a significant increase over the R-1 standard of 40%. The additional 30% hard surface coverage is intended to reduce lawn area and, consequently, reduce water consumption. He also referenced a current legislative matter regarding turf grass and the anticipated reduction in residential lawns over the next few years. As such the higher coverage aligns with the goal of water conservation and forthcoming state requirements concerning the usage of water for lawns, particularly in the areas between the sidewalk, curb, and gutter (often referred to as "tree lawns").

Mayor Austin voiced several points of concern related to the proposal, which include the proposed density, parking, and the potential negative impact on the quality of life for adjacent neighbors.

Richard Wiest addressed the Board with significant concerns, primarily focusing on traffic, code compliance, and the development's "cheap" appearance. He also stated that the project would generate "thousands of cars" attempting to access 65th Avenue from the current dirt road at 49th Avenue. Mr. Wiest contended that the proposal violates the Milliken Municipal Code regarding lot size and coverage, stating that the Code represents a "Law, not just an idea." He further expressed concern that the high-density nature and overall appearance of the project would result in a "poor east entrance into town." He went on to state that the new residents (estimated at 3,800 people) would cost the Town more money through increased demand on Fire, Police, and Street Maintenance services than they would generate in new sales tax. Finally, Mr. Wiest raised concerns about the high density contributing to neighbor problems, particularly regarding inadequate parking for gatherings and the potential for children to trespass on adjacent properties.

Anne Telep Hayes also voiced her opposition to the proposed development. She expressed disappointment that the 899-home PUD would be proposed for an agricultural area located four miles from the city center, describing the location as the "middle of nowhere." She noted that the original PUD for the site proposed approximately 250 homes, calling the increase of three times that density "crazy." Another major concern was the development's impact on the Ashton Community—an established area with historical significance to her family—which she fears the new, dense project will not integrate with. She criticized the proposed street layout as "blocky" and lacking the "curved roads" that provide a more pleasant, calming feel. Ms. Hayes also discussed a letter from Mike and Michelle Carlson, who could not attend in person, noting that the Ashton Community agrees with the points raised in Carlson's letter as well as additional concerns including the burden of 500 new school children on the district, the potential for light pollution from the high density, and the need for appropriate privacy fencing rather than vinyl.

Albion Carlson addressed the Board, first thanking them for the opportunity to speak and noting his previous presentation to the Planning Commission (PC) last week. Mr. Carlson, whose land is immediately adjacent to the project's western boundary, stated that his primary concern, shared by the community, remains density due to the sheer volume of new residents. His specific concern stems from the lack of a perimeter road along the project's western edge, which abuts his private property. He fears that without a road acting as a buffer, the influx of new residents, particularly children, who may not "respect private property," will lead to issues with trespassing onto his land, which contains livestock and equipment. Regarding traffic, Mr. Carlson raised concerns about the high volume of morning and evening drivers and the potential for dangerous accidents as people exit the development onto 49th Street. He strongly urged the Board to give due consideration to installing a roundabout on either Two Rivers Parkway or on 49th Street, or both, as he believes this is necessary to prevent accidents. Finally, Mr. Carlson noted recent positive, productive meetings with both Mr. Kevin Koelbel and Mr. Morgan Kidder, who he praised for being accessible and willing to work with his concerns. He reported a successful agreement was reached with the developer to construct a six-foot cedar privacy fence along the entire length of the shared western property line, which indicates the applicant is willing to collaborate.

Benjamin Cole, stated that new development itself does not inherently concern him, he is worried about the effects of extra people, cars, and density in the northeast area, which he described as "wild" with respect to traffic and streets. His primary concern is the potential for an increase in car accidents. Mr. Cole requested that the Board ensure the official plans for the new and existing roads be made publicly available and clear to residents before any final approvals are granted.

Fred Neil, a resident of Evans, cautioned the Board about promises made by developers, noting they often "promise the moon" only for projects to change over time. Mr. Neil expressed deep concern about the constraints the development will place on existing infrastructure, particularly the already backed-up traffic on 65th Avenue (specifically citing 65th and 37th). He discussed the drastic increase in density, stating that the original plan by Doc Flack proposed only 100 to 120 homes. He believes this is "not a good project for Milliken." He questioned the financial rationale, noting that while the developer focuses on the development fees the project will bring in, the Town will face significant, long-term costs related to maintaining services for the new area, including new police, fire, and emergency response capabilities. He also raised concerns that current residents will bear the cost of the increased need for maintenance shops to handle new responsibilities like snow clearing and street sweeping.

Michael and Michele Carlson, submitted a letter to Town Clerk Rinebarger, which they read into the record urging the Board to deny the application and their concerns. Their core concerns were the excessive density (900 homes), which they argued exceeds the land's capacity under MMC 16-2-20(a), the financial burden of required infrastructure improvements (especially widening 65th Avenue and traffic controls) which must be paid solely by the developer, and the 70% lot coverage which exceeds the Town's 40% standard. They also requested environmental impact studies (CDWL) and limiting the 49th Avenue entrance to emergency access. Carlson's also noted concerns about getting logged into Zoom this evening and asked the Board to continue the hearing for that purpose. The Board acknowledged they received copies of the letter.

Anne Telep Hayes returned to address the Board specifically regarding the Town's official notification procedures for development meetings. Her primary concern was the limited notification radius, which she stated is currently set at 300 feet from the property lines. She noted that in rural and farm areas, this radius is insufficient to notify immediate neighbors, citing the example of the Garcia family to the south, whose property is beyond the 300-foot limit. She requested that the Board investigate and amend the notification radius, particularly for annexations and projects in rural areas, as the 300-foot standard—while sensible in town—does not apply effectively to large farm parcels. Ms. Hayes suggested increasing the distance and/or ensuring notices are physically posted on the property itself to better inform neighbors. She only became aware of the meeting through Mr. Carlson. She stated she was pleased to hear about the fence agreement but wished it would wrap all the way around the property.

Larry Buckendorf, Attorney and Partner representing the applicant, provided extensive context and clarification regarding the Master Development Plan (MDP), reminding the Board that this is only the preliminary phase. He first addressed the project's history, noting the previous denied disconnection request and subsequent litigation threat from Evans, which led to an agreement with the Town to service the property. He confirmed that they have been and will be amenable and collaborative with staff. Mr. Buckendorf clarified that the issues raised (e.g., traffic, utilities, exact details, etc.) are preliminary and will be fully addressed in subsequent phases, relying on required traffic and water studies. He asserted that the developer has a property right to propose a project that complies with the Code. Regarding density, he explained that the PUD is an allowed zone under State law intended to allow flexibility. He countered the density concerns by noting the average lot size of 5,300 and 6,300 square feet, which is close to the R-1 minimum, and that straight R-1 zoning could result in a much higher house count/density. The applicant is offering significant trade-offs, including 11 acres of developer-built parkland. He confirmed the project will be constructed in three to four phases and that improvements to 49th Street and 65th Avenue will occur as dictated by minimum code requirements and paid for by the developer. Mr. Buckendorf also stated that the MDP generally complies with the code and that while he understands the concerns of county and farm residents, the property is already annexed into the Town. He also addressed specific concerns, stating that Mr. Carlson's request for a western road cannot be accommodated due to private property rights, but that the applicant is committed to being accessible to the community and will address issues like parking and traffic in the next phases of review. As to the comments regarding the appearance of the east entrance into town, Mr. Buckendorf stated that the Wiest property is the true east entrance into town, which has nothing but Oil Wells.

Trustee Wakeman asked about the proposed lot width averages. Larry Buckendrof, the applicant's attorney, responded by confirming that the proposed lot widths will range from 53 to 63 feet. He further clarified that some lots, specifically the corner lots, may be slightly larger than this stated minimum range.

Trustee Beckman referenced the current development map, confirming that the preliminary plan shows entrances on 49th Avenue, two (2) on 65th Avenue, and one (1) onto 378 stating that these will be confirmed in the FDP phase. She also noted that on the Weld County Property Portal it shows the development to the east of this project in Evans, that has already been approved. Director Koelbel pointed out that these issues will be resolved during the next phase of review and will be secured through a Development Agreement reviewed by the Town Attorney. He concluded by noting that the applicant is one of the largest home builders in Northern Colorado and has spent over 12 months developing a project that makes sense for the area, suggesting expectations should be reasonable given the preliminary nature of the current review.

Trustee Nix inquired about the cost and price point of the homes within the proposed development. The applicant responded by stating that the anticipated price range for the homes is in the low $400,000s to the $500,000s. The applicant contextualized this price point by noting that the development is an expensive project due to the necessary off-site water and sewer infrastructure but asserted that, despite these costs, the homes would be among the most affordable in Northern Colorado (NOCO). The applicant referenced comparable developments in the area, noting prices are currently in the mid-$400,000s (at 83rd and 10th) and mid-$500,000s (at Silo).

Benjamin Cole reiterated the need for a definitive, concrete plan before the Board proceeds with final approval. He urged the Board not to vote to finalize the Master Development Plan without these specifics, expressing the desire of current residents to see the comprehensive details. He then addressed the Mayor's earlier comments, asking the Board to "take the time" necessary, acknowledging that while the current process is preliminary, the Board has a long-term responsibility to consider the long-term costs to the community.

Kevin Koelbel provided clarification on the Master Development Plan (MDP) process, emphasizing that the current proposal is at the Preliminary Concept Sketch Plan level, which represents an early stage in the review. He explained that the next phase is the Final Development Plan (FDP), which will include all required, detailed engineering documents, such as road curves, final lot pin locations, specific traffic studies (determining necessary lane improvements, etc.), and final utility plans. He assured the Board that all designs are rigorously reviewed by staff and engineering to meet established criteria. Koelbel confirmed that when addressing concerns like parking and density, the applicant is committed to working with the Town, keeping density levels near the R-1 standard (minimum lot size of 6,000 sq. ft.). He clarified that an R-1 standard subdivision would allocate approximately 12% for roads, whereas the current proposal allocates 23% for roads and open space. He noted that if the developer were to remove the proposed parks and roads and stick to the bare R-1 minimum, the project could yield around 850 lots. By contrast, the current MDP provides more park space and better layout, representing a "give and take" that adds value beyond the minimum R-1 standard.

Mayor Pro Tem Dean asked for clarification on the immediate effect if this plan is approved this evening, asking if approving the Preliminary Master Development Plan would authorize the developer to move dirt or begin construction. Kevin Koelbel, Community Development Director, clarified that no, this approval does not authorize construction. The applicant must first receive Final Development Plan approval, a process that will require several months of engineering review and submission of detailed documents. He explained that the final plan would need to be submitted in six months and would not be before the Board for final approval until closer to the end of summer next year. By approving the preliminary plan now, the Board is simply authorizing the developer to spend a significant amount of money to proceed with the detailed engineering necessary for the next phase.

Attorney Gould clarified the legal basis for the proposal, noting that the area was annexed several years ago under Planned Unit Development (PUD) zoning, which is intended to be flexible. He emphasized that the applicant has met the necessary objective standards, and the staff's assessment confirms compliance with the PUD District criteria outlined in the Municipal Code, specifically citing MMC Section 16-2-220(g), which covers density, intensity, and the capacity of the land to support the development and neighboring properties.

Administrator Powell added that the Greeley Evans School District has been made aware of the proposed project.

Hearing no further testimony, Mayor Austin closed the Public Hearing 8:17 PM.

Trustee Heather Beckman motioned to I move to recommend approval of the Master Development Plan of Homestead Grove with the following conditions:

1. Within six (6) months following the approval of the Master Development Plan, the applicant shall file an application packet for a Final development Plan.

2. Allow staff to work with the owner applicant to address minor, non-substantive modifications. Trustee Josh Roseberry seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

10. Discussion Agenda

There were none.

11. Board Reports

Trustee Wakeman reported to the Board regarding her and staff's attendance at the Weld County Towns and County dinner. The presentation, from the State Demographer's Office, offered good information on regional population shifts and growth trends that should be reviewed for use in long-range municipal planning.

12. Informational Agenda

a. Milliken Police Department Reports for October 2025

Chief Garcia provided the Board of Trustees with a written department report for October 2025.

13. Other Business

There were none.

14. Adjournment

Trustee Amanda Nix moved to adjourn the Board of Trustees meeting at 8:19 PM. Trustee Mindy Wakeman seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 6-0. Motion Carried.

Prepared By:	Approved By:
Caree Rinebarger, Town Clerk	Elizabeth Austin, Mayor

Town Of Milliken
Board Of Trustees
Milliken Meeting House
1201 Broad Street

Meeting Minutes for October 22, 2025

1. Call to Order

Mayor Austin called the meeting of the Milliken Board of Trustees to order at 6:34 PM.

2. Pledge of Allegiance

Mayor Austin led the Pledge of Allegiance.

3. Roll Call

Those present: Mayor Elizabeth Austin and Mayor Pro Tem Dan Dean; and Trustees: Heather Beckman, Amanda Nix, Michael Orcutt (via Zoom), Josh Roseberry, and Mindy Wakeman.

Also, Present: Town Administrator Cheryl Powell, Town Clerk Caree Rinebarger, Chief of Police Benito Garcia, Finance Director Steven Krolczyk, Streets and Facilities Director Jon Rabas, Parks and Open Space Director Keith Staggs, Water Wastewater Director Don Stonebrink, and Town Attorney Matt Gould.

4. Agenda Approval

Trustee Heather Beckman motioned to approve the agenda as presented. Trustee Mindy Wakeman seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Michael Orcutt, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 7-0. Motion Carried.

5. Citizen Comments

Jessica Pancost, who resides at 9626 WCR 44 in Milliken, addressed the Board of Trustees again about her concerns with the paving of WCR 44. She stated that the Town of Milliken has already fulfilled their obligation to pave the portion of CR 44 that lies within the Town's right-of-way (ROW) and that the remaining portion of the road which is under discussion for paving, is entirely within Weld County's ROW. Ms. Pancost went on to say that this distinction is important because paving or making permanent upgrades to the county-managed roads requires coordination with Weld County, not solely with the town. While paving may seem like the logical step for dust control or future growth, Ms. Pancost respectfully asked the Board to reconsider paving CR 44; and instead focus on ongoing dust mitigation as recommended by Weld County. According to their Public Works Guidelines, gravel roads are maintained effectively through routine grading, dust suppression and proper drainage, which stabilizes the road and minimizes dust and preserves the rural character of the corridor, all without long-term cost and potential environmental impacts of paving.

Ms. Pancost continued that beyond surface treatment, there's a question of the water availability for supposed growth that has been spoken about in previous meetings. Milliken's Development Agreement, including Meadow Farms, Brookstone, Sunfield and Homestead at Ashton all include water dedication and tap requirements. With Milliken's current water allotments and infrastructure limitations, adding additional subdivisions along CR 44 could strain existing resources and the Town should carefully evaluate whether the Town and County can support such growth before investing in paving infrastructure.

She went on to state that safety is also a concern. CR 44 is an active agricultural corridor. One farmer, who asked not to be named, shared that he must exercise extreme caution when pulling equipment onto the road because drivers often fail to yield. Paving could encourage higher speeds and increase risk for farm equipment and residents alike. Maintaining a gravel road with dust control encourages safer travel and preserves the agricultural character of the area. Rural roads like CR 44 are part of the community's heritage. Gravel roads are not a sign of neglect, they are a practical , intentional part of our infrastructure, balancing the needs of agricultural residents and safe traffic flows. Ms. Pancost respectfully asks that the Board pause any plans to pave the remaining portion of CR 44 and instead enhance dust mitigation measures under Weld County's recommended maintenance program, re-evaluate water and infrastructure capacity before supporting new subdivisions along CR 44; and to engage local residents and landowners to ensure road improvements reflect the safety, agricultural and community needs of the area.

6. Minutes of Previous Meetings

a. Approval of Minutes from October 8, 2025

Caree Rinebarger, Town Clerk

Attachments:

1. Draft Minutes for October 8, 2025

Town Clerk Caree Rinebarger noted two clerical corrections: changing "are" to "aren't" in the final paragraph on page seven, and revising "16" to "21" in the fifth paragraph on page eight.

Trustee Mindy Wakeman moved to approve the Meeting Minutes from October 8, 2025, as corrected. Trustee Amanda Nix seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Michael Orcutt, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 7-0. Motion Carried.

7. Acknowledgement of Bills Paid

a. List of Bills for October 2025.

Steven Krolczyk, Finance Director

Attachments:

1. LOB 10.22.25

The Milliken Board of Trustees acknowledged the paid list of bills for October 2025.

Trustee Mindy Wakeman was just curious why we would spend $7,000.00 on repairs for the gator instead of buying a new one. Parks and Open Space Director Keith Staggs explained that it would cost around $20,000.00 for a new one so they went ahead and completed the repairs due to the power-steering seizing up.

8. Town Administrator's Report

Cheryl Powell, Town Administrator

- The Center Drive Improvements are near completion. The contractor is completing the installation of sidewalks and driveway aprons. Roadway striping and thermoplastic markings have been completed. They did a really great job.
- Parks Department is continuing to install irrigation pipe to connect to the Watson Well and the new Ehrlich Lake Well. They have also aerated all the parks and cleaned out the flower beds downtown. The Town was able to complete this project in-house as a cost less than hiring an outside company.
- Silvia currently has 11 youth on her Community Court caseload. MYCL has averaged 20 kids, and the Homework Club is averaging 10 kids.
- MYCL was selected by Weld County to receive a $4,000 Tobacco/Vape free mini grant. The mission is to reduce tobacco use in Weld County by preventing youth initiation, supporting access to cessation resources, educating the public about second-hand and third-hand smoke, and addressing tobacco-related inequities among diverse populations.
- We received news today that Lazydayz RV will be awarding MYCL with a $5,000 grant. Lazydayz RV has been supporting the MYCL Program for years.
- Truth Based Relational Intervention training is scheduled for Monday, November 10th at the Police Department. This training is offered to the public, to foster parents and to anyone who works with kids. This is a six-hour training session designed to provide attendees with practical, trauma-informed strategies for understanding and addressing challenging behaviors in children and youth. The content specifically focuses on how trauma impacts child behavior and development.
- Staff has been diligently working on the 2026 budget and working with Graves Consulting on the Compensation Market Analysis.
- Clean-up day on October 11th had 188 residents attend.

9. Consent Agenda

There were no items.

10. Action Agenda

a. Consideration in Adoption of Resolution 2025-22, a Resolution of the Board of Trustees of the Town of Milliken Determining that the Regular

Municipal Election to be Held on Tuesday, April 7, 2026 Shall be a Mail Ballot Election
Caree Rinebarger, Town Clerk

Caree Rinebarger, Town Clerk, asked the Board of Trustees for their consideration and adoption of Resolution 2025-22, a Resolution of the Board of Trustees of the Town of Milliken determining that the Regular Municipal Election to be held on Tuesday, April 7, 2026 shall be a Mail Ballot Election.

Section 2-1-10 of the Milliken Municipal Code mandates that elections adhere to the Colorado Municipal Election Code (Article 10 of Title 31, C.R.S.), except in the case of coordinated elections. As coordinated elections occur in November per section 1-7-116, C.R.S., the April 2026 election will *not* be a coordinated election. Furthermore, section 31-10-908, C.R.S., authorizes the Board to determine that a local election be conducted as a mail ballot election, which is the express purpose of the proposed resolution.

Town staff has established a preliminary budget of $40,000.00 for the 2026 Elections.

Supporting materials, including a comparative analysis of the pros and cons of mail ballot versus polling place elections, were included in the Board's packet.

Town Clerk Rinebarger noted that the Town of Milliken functions as a "bedroom community," resulting in generally lower voter participation in polling place elections compared to mail ballot formats. Historical turnout data supports this observation:

- **2002 (Polling Place):** 221 voted ballots returned.
- **2010 (Polling Place):** 290 voted ballots returned.
- **2015 (1st Mail Ballot Election):** 704 voted ballots returned.
- **2024 (Mail Ballot):** 906 voted ballots returned.

Clerk Rinebarger also confirmed that the Town will continue to provide a Polling Place and Voter Center at Town Hall, allowing voters to submit their ballots in person and observe the process, from signature verification through to ballot tabulation machine processing.

Staff recommends the adoption of Resolution 2025-22.

Trustee Amanda Nix motioned to adopt Resolution 2025-22, a Resolution of the Board of Trustees of the Town of Milliken Determining that the Regular Municipal Election to be Held on Tuesday, April 7, 2026, Shall be a Mail Ballot Election. Trustee Josh Roseberry seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Michael Orcutt, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 7-0. Motion Carried.

b. Ordinance No. 829, An Ordinance Of The Town Of Milliken, Colorado, Approving The Use Of Utility Type Vehicles On Certain Roads And Streets Within The Town Of Milliken
Benito Garcia, Chief of Police , Matthew Gould, Town Attorney

Matthew Gould, Town Attorney and Benito Garcia, Chief of Police asked the Board of Trustees for their consideration and adoption of Ordinance No. 829, an Ordinance Of The Town Of Milliken, Colorado, approving the use Of Utility Type Vehicles on certain roads and streets within the Town Of Milliken and establishing rules and regulations for legal use of "utility type vehicles" (UTVs) on town streets.

The proposed ordinance is the result of discussions held during the board work session held on July 23, 2025, subsequent research by staff, and the board's discussion and recommendations during the meeting held on October 8, 2025.

The following changes have been made to the ordinance since the October 8 meeting (as indicated in the provided "Markup Showing Changes to Prior Draft of Proposed Code"):

1. In order to address questions and discussion about seatbelt requirements, the main body of the ordinance has been revised to include a set of revisions to pertinent provisions of the model traffic code. As board members are aware, the model traffic code is adopted by reference, but Milliken makes a handful of its own local modifications to the standard code. These are contained in section 8-1-30 of the Milliken Municipal Code. The revised ordinance adds to the list of modifications contained in section 8-1-30. The modifications are illustrated in the provided "Markup Showing Model Traffic Code Changes."
2. The remainder of the revisions are contained in Exhibit A, which contains the proposed new article to be added to Chapter 8 of the Milliken Municipal Code.
3. The definition of "insurance" has been revised to reflect the statutory language found in section 10-4-260, C.R.S.
4. The erroneous duplicate text previously included in the definition of "roadway" has been deleted.
5. The weight limitation included in the definition of "utility type vehicle" has been deleted.
6. Section 8-5-30(d) has been revised to utilize language similar to that included already used in the model traffic code with the goal of making pertinent provisions of the model traffic code apply to non-vehicle devices.
7. Section 8-5-30(g) has been revised to require helmets only for passengers that are younger than 18 years of age.

Trustee Mindy Wakeman stated concern that the existing Ordinance does not currently allow the Town to institute a mandatory registration process or safety checks. Town Attorney Matt Gould advised the Board to evaluate and monitor the Ordinance's initial application before proposing any future changes or procedural amendments. Chief Benito Garcia agreed on the importance of registration and safety, stressing the off-road nature of the equipment. He suggested that implementing safety precautions and user education would be vital and stated his intent to explore future implementation options.

Trustee Michael Orcutt asked if staff had investigated the practices of other municipalities concerning guidance or alternatives for the registration requirement. Town Attorney Gould reported researching 10–15 communities and determined that jurisdictions allowing local registration were predominantly Home Rule municipalities or utilized voluntary programs. Chief Garcia volunteered to contact CPW for recommendations on safety training and potential Town registration implementation.

Trustee Heather Beckman recommended publishing maps on the official website and newsletter detailing the approved and prohibited areas for use.

Trustee Amanda Nix motioned to adopt Ordinance No. 829,an Ordinance of the Town of Milliken, Colorado, approving the use of utility type vehicles on certain roads and streets within the Town of Milliken. Trustee Josh Roseberry seconded.

Voting Yes: Elizabeth Austin, Dan Dean, Heather Beckman, Michael Orcutt, Amanda Nix, Mindy Wakeman, Josh Roseberry
Voting No: None
Motion 7-0. Motion Carried.

11. Discussion Agenda

a. Discussion Regarding the Sale of 1398 S Irene Ave

Administrator Cheryl Powell reported to the Board of Trustees that the counteroffer extended to the prospective buyers of 1398 S Irene was not accepted, and the buyers did not submit a further counteroffer.

The Board's consensus was to withdraw the listing from the market and relist it in the spring, anticipating an upturn in new construction activity. Administrator Powell confirmed she will contact the Realtor tomorrow to initiate this process.

12. Board Reports

Trustee Wakeman informed the Board that she and others attended the Housing Needs Assessment Steering Committee Meeting. The consultant is complying the data and working on a draft report which will satisfy the state mandate.

13. Informational Agenda

a. Community Development Department Report August and September

Community Development Director Koelbel and Planner I Cashman provided the Board of Trustees with a written department report for August and September 2025.

14. Other Business

There were no items.

15. Adjournment

Motion by Trustee Michael Orcutt and seconded by Trustee Amanda Nix to adjourn the meeting at 6:59 P.M. Motion passed unanimously.

Prepared By:	Approved By:
______________________________	______________________________
Caree Rinebarger, Town Clerk	Elizabeth Austin, Mayor