



TOWN BOARD WORK SESSION AGENDA

Wednesday, August 26, 2026 at 8:00 AM

MEETING LOCATION

1201 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

<https://us02web.zoom.us/j/89644327006?pwd=hbQWawY7Nga9PAZKUb1vgpIL06AVhw.1>

Meeting ID: 896 4432 7006 Passcode: 878702

One tap mobile +17193594580,,89644327006#,,,,*878702# US

Join <https://us02web.zoom.us/join/89644327006?pwd=hbQWawY7Nga9PAZKUb1vgpIL06AVhw.1>
instructions: <https://us02web.zoom.us/join/89644327006?pwd=hbQWawY7Nga9PAZKUb1vgpIL06AVhw.1>

1. Discussion Topics

- a. **Board Priority and Agenda Planning**
- b. **MetroDistricts 101**
- c. **Facility Rental Program Update**
Caree Rinebarger, Town Clerk

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In the event you are in need of reasonable accommodation in order to attend or participate in a public meeting conducted by the Town of Milliken, please contact the Town Clerk, Caree Rinebarger at (970) 660-5045 within 3 to 5 days before the scheduled meeting date, in order to allow the Town to better accommodate your request.

NOTE:

Agendas will be published no later than 24-hours prior to the meeting.

Headings in this agenda are for organizational purposes only. The Board of Trustees may take formal action on any matter reasonably related to any item listed under any section of this agenda. Town of Marble v. Darien, 181 P.3d 1148 (Colo. 2008); Benson v. McCormick, 578 P.2d 651 (1978).

Contact: Caree Rinebarger, Town Clerk
CRinebarger@town.milliken.co.us | (970) 587-4331



1.c.

**TOWN OF MILLIKEN
BOARD OF TRUSTEES
AGENDA MEMORANDUM**

To: Mayor Austin and Trustees

Meeting Date:

From: Caree Rinebarger, Town Clerk

August 26, 2026

Via: Steven Krolczyk, Interim Town Administrator

Item Category: Discussion Agenda

Agenda Title: Facility Rental Program Update

Attachments:

1. Updated Memo re Facility Rental Program

PURPOSE

To review and discuss the updated Facility Rental Program memo based on the discussion with the Board at the last meeting.

BACKGROUND

BUDGET IMPLICATIONS

STAFF RECOMMENDATIONS

SUGGESTED MOTION

N/A

**TOWN OF MILLIKEN
BOARD OF TRUSTEES
AGENDA MEMORANDUM**

To: Mayor Austin and Trustees
From: Caree Rinebarger, Town Clerk

Agenda Title: Town Hall Rental Program – Proposed Hybrid Rental Model, Fee Structure and Operational Policies

Attachments: Current Fee Schedule; [Proposed Fee Schedule, if applicable]

PURPOSE

To continue the Board of Trustees' discussion regarding the Town Hall Rental Program following direction provided at the August 12, 2026 Board meeting and to present a proposed Hybrid Rental Model for Board consideration.

The proposed model is intended to maintain Town Hall as an accessible community resource while improving cost recovery, establishing reasonable minimum rental periods, reducing impacts on Town staff, and recognizing that different types and times of facility use create different levels of expense to the Town.

Staff is seeking Board direction regarding the proposed fee structure and operational changes prior to preparing final amendments to the Town's Fee Schedule and Town Hall Rental Agreement/Policy.

BACKGROUND

At its August 12, 2026 meeting, the Board of Trustees discussed the long-term sustainability of the Town Hall Rental Program, including current rental fees, staffing requirements, utility expenses, facility impacts, and the operational challenges associated with evening and weekend rentals.

Following discussion, the Board directed staff to further explore Option 5 – Hybrid Model. Under this approach, Town Hall would remain available for public rental; however, the existing program would be modified to provide greater cost recovery while reducing the operational burden placed on Town staff.

The proposed Hybrid Model would:

- Increase hourly rental rates;
- Maintain a tiered fee structure;
- Continue reduced rates for nonprofit/community organizations;
- Establish a specific Funeral/Memorial Service classification;

- Maintain a reduced rate for Milliken residents;
- Establish higher rates for non-residents;
- Establish Business/For-Profit users as the highest rental tier;
- Establish a two-hour minimum rental period for all rental classifications;
- Require setup and cleanup to occur within the reserved rental period;
- Establish charges for unauthorized rental overages;
- Recognize the lower incremental cost of certain qualifying uses occurring during normal Town Hall business hours;
- Recover additional staffing expenses associated with after-hours use when appropriate;
- Establish annual rental blackout periods;
- Maintain appropriate damage deposits and facility protections; and
- Update the Town Hall Rental Agreement to provide clearer and more consistent administrative requirements.

CURRENT RENTAL STRUCTURE

The Town currently utilizes a tiered rental structure based primarily upon residency and nonprofit status.

Current Hourly Rates

Classification	Community Room
Resident	\$50/hour
Non-Resident	\$60/hour
Nonprofit	\$35/hour
Business/For-Profit	No separate classification

Current refundable damage deposits are:

- \$300 – Rental without alcohol
- \$500 – Rental with alcohol

The current Fee Schedule also provides for an additional alcohol-related security charge.

COST RECOVERY AND OPERATIONAL CONSIDERATIONS

Staff's primary concern with the existing program is that current hourly rates do not adequately account for the actual costs associated with making Town Hall available for private use.

Facility rental costs include, but are not limited to:

- Staff time for reservation processing;
- Scheduling and coordination;
- Pre- and post-event facility inspections;
- Opening and securing the facility;

- Hall Monitor or other staff coverage;
- Overtime for evening, weekend, and holiday events;
- Natural gas;
- Electricity;
- Water and sewer;
- Heating and air conditioning;
- Custodial and cleaning expenses;
- Trash disposal;
- Facility maintenance; and
- General wear and tear on Town-owned facilities, furnishings, and equipment.

Even when the utility expense associated with an individual rental appears relatively minor, these costs accumulate over time. Additionally, rentals occurring outside normal business hours may require the Town to operate a municipal facility and provide personnel at times when the building would otherwise be closed.

The objective of the proposed rate adjustment is not to operate Town Hall as a revenue-generating event facility. Rather, the intent is to reduce the amount by which the Town and its taxpayers subsidize private facility use while continuing to provide Town Hall as a community resource.

PROPOSED HYBRID RENTAL MODEL

1. PROPOSED TIERED HOURLY RENTAL RATES

Staff recommends retaining a tiered fee structure so that Milliken residents and qualifying nonprofit/community organizations continue to receive reduced rates while non-resident and commercial users contribute a greater amount toward the actual cost of operating the facility.

Staff also recommends establishing a separate Funeral/Memorial Service classification at the same hourly rate as nonprofit/community organizations.

Proposed Hourly Rates

Classification	Community Room	Minimum Rental
Nonprofit / Community Organization	\$40/hour	2 Hours
Funeral / Memorial Service	\$40/hour	2 Hours
Milliken Resident	\$65/hour	2 Hours
Non-Resident	\$80/hour	3 Hours
Business / For-Profit	\$95/hour	3 Hours

Minimum Rental Charges

Based upon the proposed two-hour minimum:

Classification	Community Room Minimum
Nonprofit / Community Organization	\$80
Funeral / Memorial Service	\$80
Milliken Resident	\$130
Non-Resident	\$240
Business / For-Profit	\$285

The Business/For-Profit classification is proposed as the highest tier because commercial use of a taxpayer-supported municipal facility should generally receive less public subsidy than use by residents or community-serving organizations.

2. MINIMUM RENTAL PERIOD

Staff recommends establishing the following minimum rental period for all Town Hall rental classifications.

Classification	Minimum Rental
Nonprofit / Community Organization	2 Hours
Funeral / Memorial Service	2 Hours
Milliken Resident	2 Hours
Non-Resident	3 Hours
Business / For-Profit	3 Hours

Even a short-duration event requires administrative processing, scheduling, building access, facility inspection, utility use, and potentially staff coverage. Establishing a consistent minimum rental period recognizes these fixed costs while simplifying administration of the program for both staff and renters.

Additional rental time beyond the two-hour minimum would continue to be charged at the applicable hourly rate.

3. SETUP AND CLEANUP REQUIREMENTS

All time necessary for an event must be included within the renter's approved reservation period.

The rental period begins when the renter, organizer, decorator, caterer, vendor, or other representative first requires access to the facility and ends when the facility has been completely vacated.

Reserved rental time must include:

- Delivery of supplies and equipment;
- Decorating;
- Caterer and vendor access;
- Setup of tables, chairs, food, equipment, or decorations;
- The event itself;
- Breakdown;
- Cleanup;
- Removal of decorations, food, supplies, and personal property;
- Trash removal as required by the Rental Agreement; and
- Return of Town-owned tables, chairs, furnishings, and equipment to the required configuration.

Setup and cleanup time are not complimentary and must be included when the reservation is made.

For example, if an event itself is scheduled from 2:00 p.m. to 5:00 p.m., but the renter requires access beginning at 1:00 p.m. for setup and expects cleanup to conclude at 6:00 p.m., the facility must be reserved from 1:00 p.m. through 6:00 p.m.

This requirement will allow staff to appropriately schedule the facility and personnel and reduce unexpected extensions of staff working hours.

4. RENTAL OVERAGES

Renters are responsible for ensuring that the facility is completely vacated by the end of the approved reservation period.

If the renter, attendees, vendors, caterers, decorators, or other representatives remain in the facility beyond the approved rental period, the additional time will be considered an unauthorized rental overage.

Staff recommends that unauthorized overage be charged at 1.5 times the applicable hourly rental rate, with any portion of an additional hour rounded up to the next full hour.

Overage charges would be deducted from the renter's damage deposit prior to refunding the remaining balance.

If the damage deposit is insufficient to cover rental overage, excessive cleaning, damage, staffing, or other costs incurred by the Town, the renter would remain responsible for payment of the outstanding balance.

Repeated failure to comply with approved rental times may also be considered when determining whether future rental requests from the same individual or organization will be approved.

5. USE DURING NORMAL TOWN HALL BUSINESS HOURS

Staff recommends distinguishing between certain qualifying uses occurring during normal Town Hall business hours and private rentals requiring the facility to remain open outside normal operations.

Town Hall is normally staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. During these hours, Town employees are already present, the facility is open, and lighting, heating, cooling, and other building systems are already operating.

As a result, certain approved uses occurring during normal business hours generally create significantly less incremental cost than an evening or weekend event. Additional expenses may be limited primarily to water and sewer consumption, minor cleaning, supplies, and ordinary facility impacts.

Staff recommends allowing certain qualifying governmental, nonprofit, community, or Town-supported uses during normal business hours at no charge or at a reduced rate when:

- Town Hall is already open and staffed;
- The use does not require dedicated or additional Town personnel;
- The use does not interfere with normal Town operations;
- No significant setup, cleanup, or custodial services are required; and
- The Town Administrator or designee determines that a fee waiver or reduction is appropriate.

This provision would not automatically make all private or commercial events held during business hours free. Private parties, commercial activities, and other standard rentals would remain subject to their applicable rental classification and fee.

6. FUNERAL AND MEMORIAL SERVICES

Staff recommends establishing a specific Funeral/Memorial Service classification. Town Hall serves as an important community gathering place, and staff believes providing an affordable location for families experiencing the loss of a loved one is an appropriate community service.

The Funeral/Memorial classification would include funerals, memorial services, celebrations of life, and similar gatherings directly associated with the death of an individual.

Normal Business Hours

Funeral and memorial services occurring entirely during normal Town Hall business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., may be provided at no rental charge, provided:

- Town Hall is already open and staffed;
- The use does not interfere with normal Town operations;
- The service does not require additional or dedicated Town personnel; and
- No extraordinary setup, cleanup, custodial, or facility services are required.

Reservations would still be required to ensure facility availability and coordination with Town meetings and operations.

Evenings and Weekends

Funeral and memorial services occurring outside normal business hours would receive the same hourly rate as nonprofit/community organizations:

- Community Room – \$40/hour
- Two-hour minimum

This results in a minimum rental charge of \$80 for the Community Room or \$50 for the Activity Room.

The reduced rate recognizes the unique circumstances associated with these gatherings while allowing the Town to recover a portion of the additional expense associated with after-hours facility use.

7. AFTER-HOURS STAFFING

One of the most significant expenses associated with Town Hall rentals is personnel.

When an event occurs during an evening or weekend, the Town may be required to schedule an employee or Hall Monitor specifically for the event. Depending upon the employee's regular work schedule, this may result in overtime or other additional personnel costs.

Staff recommends separating extraordinary personnel expenses from the standard hourly facility rate rather than incorporating the full potential cost of overtime into every rental classification.

The Board may wish to consider one of the following:

- Option A – Flat After-Hours Staffing Fee
Establish a standard hourly Hall Monitor/staffing charge within the Fee Schedule.
- Option B – Actual Personnel Cost

Require the renter to reimburse the Town for the actual personnel expense associated with required after-hours staffing.

Separating these expenses from the base rental rate would allow rentals that generate additional personnel costs to bear a greater portion of those expenses rather than distributing those costs among all facility users.

Staff recommends calculating the Town's actual hourly personnel cost before establishing the final staffing fee.

8. DAMAGE DEPOSITS

The Town currently requires refundable damage deposits of:

- \$300 – Rentals without alcohol
- \$500 – Rentals where alcohol is served

Staff recommends maintaining the existing deposit amounts at this time unless otherwise directed by the Board.

The revised Rental Agreement should clarify that the deposit may be applied toward:

- Damage to the facility, furnishings, or equipment;
- Excessive cleaning;
- Failure to remove decorations, food, or trash;
- Unauthorized use of rooms or equipment;
- Failure to return furnishings to the required configuration;
- Unauthorized rental overages;
- Additional staffing costs caused by the renter;
- Costs incurred to secure the building;
- Violation of rental requirements; and
- Other direct costs incurred by the Town as a result of the rental.

The renter would remain financially responsible for costs exceeding the amount of the deposit.

9. RENTAL BLACKOUT DATES

As part of the Hybrid Rental Model, staff recommends establishing annual Town Hall Rental Blackout Dates during periods when staffing is limited, employees are utilizing holiday leave, or Town staff require additional preparation or recovery time surrounding significant Town-sponsored events.

Public and private rentals would not be accepted during designated blackout periods.

Proposed Blackout Periods:

- All Town Observed Holidays
- Christmas/New Year's Holiday Period
December 20 through January 3.
- Thanksgiving Holiday Period
The week of Thanksgiving.
- Major Town of Milliken Event Weekends
The Friday immediately preceding and Monday immediately following a major Town of Milliken-sponsored event weekend, as designated by the Town Administrator.
- Beef 'N Bean Day
The week of Beef 'N Bean Day and the week immediately following Beef 'N Bean Day.
The Beef 'N Bean Day blackout period recognizes the significant amount of staff time required during final event preparation and the substantial post-event workload associated with cleanup, equipment, financial reconciliation, documentation, and returning Town operations to their normal schedules.

Purpose of Blackout Dates

Establishing annual blackout periods would:

- Provide predictable periods when Town Hall is unavailable for private rental;
- Reduce staffing challenges during major holidays;
- Allow employees reasonable access to holiday leave and personal/family time;
- Provide adequate staff preparation and recovery time surrounding major Town events;
- Reduce overtime and scheduling conflicts;
- Prevent private rentals from competing with Town operational needs; and
- Allow unavailable dates to be communicated to prospective renters well in advance.

Blackout dates would apply to public and private facility rentals but would not prohibit official Town business, Board or Commission meetings, elections, emergency operations, or other governmental uses of Town Hall.

The Town Administrator or designee would retain authority to approve exceptions when necessary for an official Town purpose or when extraordinary circumstances warrant.

10. REGIONAL FACILITY COMPARISON

Staff reviewed rental information from surrounding communities and recreation providers to evaluate the Town's existing and proposed rates within the regional market.

Rental structures vary significantly based upon facility size, amenities, residency, event type, staffing requirements, and services provided.

Community/Facility	Approximate Rental Rate/Structure
Milliken – Current Community Room	\$35–\$60/hour
Johnstown Community Center – Large Room	Approximately \$30/hour resident; \$50/hour non-resident
Windsor Community Recreation Center	Approximately \$50–\$120/hour depending upon room/configuration
Berthoud Recreation Center – Meeting Room	Approximately \$78/hour
Evans Community Complex	Approximately \$85–\$140/hour depending upon room
TRPR – Wedding Facility Rental, May–October	\$6,000
TRPR – Wedding Facility Rental, November–April	\$5,000
TRPR – Golf Course Ceremony, May–October	Additional \$1,500
TRPR – Other Events	Variable based upon group size and day of the week

TRPR's rental structure is substantially different from the Town's hourly Town Hall model and therefore is not a direct comparison. However, it provides additional local context regarding the cost associated with private facility and event use.

Based upon the comparison, staff believes the proposed Milliken rates represent a reasonable balance between affordability, community benefit, and improved cost recovery.

11. ADDITIONAL RENTAL POLICY UPDATES

If the Board directs staff to proceed with the Hybrid Model, staff recommends updating the Town Hall Rental Agreement and administrative procedures concurrently with the Fee Schedule.

The revised documents should address:

- Definition of each renter classification;
- Proof of Milliken residency;
- Qualification requirements for nonprofit/community rates;
- Funeral and memorial service qualifications;
- Business and commercial uses;
- Minimum rental periods;

- Rental days and hours;
- Blackout dates;
- Setup and cleanup requirements;
- After-hours staffing;
- Unauthorized overage charges;
- Cancellation and refund requirements;
- Alcohol-related requirements;
- Insurance requirements, when applicable;
- Damage and cleaning charges;
- Building access and security;
- Maximum occupancy;
- Prohibited activities;
- Fee waiver or reduction authority; and
- Authority of the Town Administrator or designee to deny or terminate facility use when necessary to protect Town property, public safety, employees, or Town operations.

FISCAL IMPACT

The actual fiscal impact of the proposed changes will depend upon the number, duration, classification, and timing of future Town Hall rentals.

Increasing rental rates and establishing a two-hour minimum should improve recovery of costs associated with personnel, utilities, administration, maintenance, and facility operations.

Separating extraordinary after-hours staffing expenses from the basic rental rate would further reduce General Fund subsidization of private events that require dedicated evening or weekend personnel.

The proposed structure would continue to intentionally provide a community benefit through reduced nonprofit rates, reduced Funeral/Memorial rates, qualifying no-charge funeral and memorial use during normal business hours, and potential fee waivers for qualifying governmental and community uses when the Town incurs minimal additional expense.

STAFF RECOMMENDATION

Based upon direction received from the Board of Trustees, staff recommends continuing development of the Hybrid Town Hall Rental Model as outlined in this memorandum.

Specifically, staff recommends:

1. Maintaining a tiered rental structure;

2. Establishing Nonprofit/Community Organization, Funeral/Memorial Service, Milliken Resident, Non-Resident, and Business/For-Profit classifications;
3. Establishing Business/For-Profit as the highest rental tier;
4. Implementing a two-hour minimum for all rental classifications;
5. Requiring all setup and cleanup to occur within the paid rental period;
6. Establishing an unauthorized overage charge of 1.5 times the applicable hourly rate, with charges deducted from the renter's damage deposit;
7. Providing Funeral/Memorial Services the same rate as nonprofit/community organizations when occurring after normal business hours;
8. Allowing qualifying Funeral/Memorial Services during normal business hours to occur without a rental charge when there is minimal additional expense to the Town;
9. Allowing certain qualifying governmental, nonprofit, or community uses during normal business hours to receive a fee waiver or reduced rate when appropriate;
10. Establishing an after-hours staffing reimbursement mechanism;
11. Maintaining the existing \$300/\$500 damage deposit structure unless otherwise directed;
12. Establishing annual Town Hall Rental Blackout Dates; and
13. Updating the Town Hall Rental Agreement and Fee Schedule to implement the final program.

REQUESTED BOARD DIRECTION

Staff is requesting Board feedback and direction regarding the following:

1. Proposed Hourly Rates

Does the Board support the following proposed rates?

Classification	Community Room
Nonprofit / Community Organization	\$40/hour
Funeral / Memorial Service	\$40/hour
Milliken Resident	\$65/hour
Non-Resident	\$80/hour
Business / For-Profit	\$95/hour

2. Minimum Rental Period

Does the Board support a two-hour minimum rental period for all classifications?

3. Setup and Cleanup

Does the Board support requiring all setup, decorating, event, breakdown, and cleanup time to be included within the paid reservation period?

4. Rental Overages

Does the Board support charging 1.5 times the applicable hourly rate for unauthorized use beyond the approved reservation period and deducting those charges from the damage deposit?

5. Funeral/Memorial Services

Does the Board support providing the nonprofit/community rate for after-hours Funeral/Memorial Services and allowing qualifying services during normal business hours at no charge?

6. Business-Hours Community Use

Does the Board support allowing qualifying governmental, nonprofit, and community uses during normal business hours at no charge or a reduced rate when the use creates minimal additional expense?

7. After-Hours Staffing

Does the Board prefer a flat after-hours staffing fee or reimbursement of actual personnel costs?

8. Damage Deposits

Should the existing \$300/\$500 refundable damage deposits remain unchanged?

9. Blackout Dates

Does the Board support establishing the proposed annual rental blackout periods?

10. Final Policy Development

Does the Board wish to direct staff to prepare amendments to the Town Fee Schedule and Town Hall Rental Agreement/Policy incorporating the Board's direction for future consideration?
