



TOWN BOARD AGENDA

Wednesday, September 9, 2026 at 6:30 PM

MEETING LOCATION

1201 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

<https://us02web.zoom.us/j/81993287069?pwd=m7AIW8o812RaY6qr4ncOSZybZURsiz.1>

Meeting ID: 819 9328 7069 Passcode: 357737

One tap mobile +17193594580,,81993287069#,,,*,357737# US

Join instructions:

https://us02web.zoom.us/meetings/81993287069/invitation?signature=z2_Xbacj8JAInaSkGXYgxj7FxQDZM7IMuw2NTuehWXA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Approval**
- 5. Reading of Proclamation**
 - a. Proclaiming September 2026 as Suicide Awareness and Prevention Month in the Town of Milliken**
- 6. Citizen Comments**
- 7. Swearing In Ceremony**
 - a. Swearing in of Kathy Weimeister to the Community Justice Council**
- 8. Minutes of Previous Meetings**
 - a. Approval of Minutes from August 29, 2026**
Caree Rinebarger, Town Clerk

Attachments:

 1. Meeting of the Milliken Board of Trustees for August 26, 2026_Minutes_Preview (2)
- 9. Town Administrator's Report**
Greg Brinck, Town Administrator
- 10. Consent Agenda**
- 11. Public Hearing Action Agenda**
 - a. A Public Hearing for Consideration and Adoption of Resolution 2026-34; a Resolution Amending the Budget for 2026 to Recognize Additional Revenues and Appropriate Additional Expenditures.**
Steven Krolczyk, Interim Town Administrator
- 12. Action Agenda**
 - a. To Consider for Adoption Resolution 2026-35; a Resolution of the Board**

of Trustees of the Town of Milliken, Colorado Appointing Greg Brinck as the Town Administrator.

Matthew Gould, Town Attorney

13. Discussion Agenda

a. Social Media Policy Update Discussion

b. Facility Rental Program Update

Caree Rinebarger, Town Clerk

14. Board Reports

15. Informational Agenda

a. Milliken Police Department Report for August 2026

16. Other Business

17. Adjournment

ACCOMMODATION NOTICE

The Town of Milliken complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the Town of Milliken.

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



SUICIDE AWARENESS AND PREVENTION MONTH PROCLAMATION

- WHEREAS,** suicide affects individuals and families in every community and can impact people of all ages, races, ethnicities, genders, cultures, income levels, and backgrounds; and
- WHEREAS,** suicide remains a significant public health concern in the United States, with 48,824 deaths by suicide in 2024, while millions of Americans experienced suicidal thoughts, made suicide plans, or attempted suicide; and
- WHEREAS,** Colorado continues to face the challenges of suicide and the impact it leaves, with 1,306 Coloradans losing their lives to suicide in 2024, exceeding the national rate, and 67 Weld County lives lost to suicide in 2024; and
- WHEREAS,** North Range Behavioral Health, Suicide Education and Support Services (SESS), Imagine Zero of Weld County, and other community partners work to increase access to prevention, intervention, crisis response, education, and support services for residents and families affected by suicide; and
- WHEREAS,** September is recognized as Suicide Awareness and Prevention Month, providing an opportunity to raise awareness, to support those affected by suicide, and to promote the message that recovery, hope, and help are all available; and
- WHEREAS,** every resident can play a role in suicide prevention by learning the warning signs of suicide, talking openly about mental health, checking in on family members, friends, neighbors, and coworkers, and becoming familiar with resources, both statewide and local, such as the 988 Colorado Mental Health Line and the North Range walk-in Crisis Center in Greeley; and

NOW, THEREFORE, we, the Milliken Board of Trustees do hereby proclaim September 2026 as **Suicide Awareness and Prevention Month** in the Town of Milliken and call upon all residents to work together to strengthen connections, foster hope, support mental well-being, and promote suicide prevention efforts throughout our community.

Signed the 9th day of September 2026 by:

Elizabeth Austin, Mayor of Milliken

Sources:

Centers for Disease Control and Prevention. (2026, May 20). Suicide data and statistics. U.S. Department of Health and Human Services. <https://www.cdc.gov/suicide/data/index.html>

Colorado Department of Public Health and Environment. (n.d.). Office of Suicide Prevention. State of Colorado. <https://cdphe.colorado.gov/suicide-prevention>

North Range Behavioral Health. (2025.). Hope starts with us. <https://northrange.org/blog/hope-starts-with-us/>



8.a.

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

To: Mayor Austin and Trustees

Meeting Date:

From: Caree Rinebarger, Town Clerk

September 9, 2026

Via: Steven Krolczyk, Interim Town Administrator

Item Category: Routine/Standing Items

Agenda Title: Approval of Minutes from August 29, 2026

Attachments:

1. Meeting of the Milliken Board of Trustees for August 26, 2026_Minutes_Preview (2)

PURPOSE

To review and consider for approval the Meeting Minutes from August 29, 2026

SUGGESTED MOTION

"I move to approve the minutes as presented."



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

Meeting Minutes for August 26, 2026

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: Mayor Elizabeth Austin and Mayor Pro Tem Michael Orcutt; and Trustees: BJ Cummins, Amanda Nix, Riki Rarick, and Mindy Wakeman.

Late: Trustee Dean

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

Absent: Parks and Open Space Director Keith Staggs.

4. Agenda Approval

Trustee Cummins requested that items regarding Water Bills and the Social Media Policy be included on the Discussion Agenda.

Trustee Mindy Wakeman moved to approve the agenda as amended. Trustee BJ Cummins seconded.

Voting Yes: Riki Rarick, BJ Cummins, Amanda Nix, Elizabeth Austin, Michael Orcutt, Mindy Wakeman

Voting No: None

Trustee Dean was absent for this vote.

Motion passed 6-0. Motion Carried.

5. Citizen Comments

There were none.

6. Swearing In Ceremony

Town Clerk Caree Rinebarger swore in Riki Rarick to the Community Justice Council and Derek Lucero to the Planning Commission.

7. Minutes of Previous Meetings

a. Approval of Minutes from August 5th Special Meeting and August 12th Board Meeting

Caree Rinebarger, Town Clerk

Attachments:

1. Meeting of the Milliken Board of Trustees August 12, 2026_Minutes_Preview
2. Special Meeting of the Milliken Board of Trustee for August 5, 2026_Minutes_Preview

The additional requested change by Trustee Nix has been incorporated along with Trustee Cummins' corrections:

- **Name Correction (Motion by Trustee Nix):** Corrected the spelling of **Derek Lucero** to **Derek Luceroo** in the motion.
- **Vote on the 5th (Correction by Trustee Cummins):** Updated from **7-0** to **6-0** to reflect Mindy Wakeman's abstention.
- **CJC Council Appointment (Correction by Trustee Cummins):** Adjusted the vote count for the appointment of Riki Rarick to **6-0** due to his abstention.

Trustee BJ Cummins moved to approve the previous Meeting Minutes as amended.
Trustee Michael Orcutt seconded.

Voting Yes: Amanda Nix, Mindy Wakeman, BJ Cummins, Michael Orcutt, Riki Rarick, Elizabeth Austin

Voting No: None

Trustee Dean was absent for this vote.

Motion passed 6-0. Motion Carried.

8. Acknowledgement of Bills Paid

a. List of Bills for August 2026

Steven Krolczyk, Finance Director

Attachments:

1. LOB 08.26.26

The Milliken Board of Trustees acknowledged the paid list of bills for August 2026.

9. Town Administrator's Report

Steven Krolczyk, Interim Town Administrator

Parks

Staff continue to maintain town parks and grassy areas. Ongoing work includes mowing, weed control, trash removal, and tree trimming.

Several of the mowers and other equipment are down and needing to be repaired after

a demanding summer season.

Staff are regularly checking irrigation systems at all parks and medians and repairing broken sprinkler heads as needed.

Trails were repaired at Dog Park, Ehrlich Lake, and 46 ½ with roughly 40 tons of crusher fines.

Public Works

Cora & Beulah Drainage Improvements

Removed one manhole and relocated the storm line to the north. Will require some temporary construction easements and a permanent access easement.

Capital and Infrastructure Projects

Construction of the Equipment Storage Building continues and looks to be completed in the coming weeks.

TAP Grant

Waiting for the pre-construction meeting with CDOT and our CDOT local agency coordinator will change during construction.

Water/Wastewater

Metron Meter Replacement Project

Staff are continuing to work on related meter pits and curb stop issues.

Metron/staff have been replacing new meter lids for roughly 700 homes as needed.

The field part of the project is getting closer to being completed.

The Ehrlich Lake Pump Station pump has been repaired and back in service.

A large service line leak was found west of Town Hall and staff was repaired this week.

Town Clerk

Clerks Office

Coordinating with Municipal Court in preparation for Milliken's first ever jury trial scheduled for October 7.

Staff are coordinating the jury pool, summons, courtroom logistics, documentation, staffing, and other trial preparations.

Working to review and potentially process a Special Event Permit for an upcoming large event at the Burnout Grill.

Preparing materials and information for the incoming Town Administrator.

Deputy Town Clerk attended the Northern Colorado Clerks Legislative Update Luncheon.

Community Court & Youth Programs

MYCL fundraising efforts during Beef 'N Bean Day and a donated Broncos tickets raised \$620.

MYCL Jr. begins September 2 at Milliken Intermediate School and will meet

Wednesdays from 3:30–5:00 PM for the program's 4th year running.

Upcoming events:

September 15: Youth Mental Health 101 – MYCL
September 24: Youth Mental Health 101 – Parent Workshop
October 10: Monthly Vape Workshop Series begins

Finance

The Finance Staff have meetings with Metron to work on the WaterSmart application, training, and creating communication to distribute next month.

The annual audit remains in process, and staff continue to provide updates and documents as requested by the auditors.

Finance have completed the implementation with TimeClock Plus and are moving into the next phase next week with a simultaneous payroll pilot run.

Community Development

Staff have kicked off the Water Supply Element update to the Comprehensive Plan with Ayres, as required by SB24-174.

The full Community Development report is included in the packet.

PD

The National Prescription Drug take back event will be held at PD on October 24. This is a way for residents to dispose of any unused or expired medication safely.

10. Consent Agenda

There were no items.

11. Action Agenda

- a. An Ordinance Amending Section 2-2-90 Of The Milliken Municipal Code To Provide For Board Consultation In Preparation Of Agendas For Board Meetings**

Matthew Gould, Town Attorney

Town Attorney Matthew Gould presented for the Board of Trustees' consideration *An Ordinance Amending Section 2-2-90 of the Milliken Municipal Code to Provide for Board Consultation in Preparation of Agendas for Board Meetings*. The purpose of the proposed ordinance is to require regular Board input into future meeting agendas.

Section 2-2-90 currently provides that Board meeting agendas are prepared by the Town Clerk acting at the direction of the Mayor. Recognizing that time-sensitive items or routine staff matters may arise last-minute—such as during special meetings like the one scheduled for the 22nd—the proposed language requires Board consultation "to the extent feasible." This allows the Town Clerk necessary flexibility to manage staff input and finalize agendas efficiently.

During Board discussion, questions were raised regarding how disagreements or individual Trustee requests would be handled under the proposed language. Attorney Gould noted that while this specific ordinance does not address individual dispute mechanisms, existing provisions of the Code allow Board members the right to place

items on an agenda. He agreed to review other Code sections to verify how additions are governed, noting that standard procedures generally ensure necessary business moves forward and no single member is prevented from bringing forward matters. Following discussion, the Board consensus was to table the ordinance temporarily to monitor how the consultation process functions in practice and determine if further Code amendments are necessary.

Trustee Michael Orcutt motioned to adopt Ordinance No. 2026-841; an Ordinance amending Section 2-2-90 of the Milliken Municipal Code to provide for Board consultation in preparation of agendas for Board of Trustees meetings. Trustee Mindy Wakeman seconded.

Voting Yes: Mindy Wakeman, Riki Rarick, BJ Cummins, Elizabeth Austin, Michael Orcutt, Amanda Nix

Voting No: None.

Trustee Dean was absent for this vote.

Motion passed 6-0. Motion Carried.

b. A Resolution Of The Town Of Milliken, Colorado, Extending Interim Town Administrator Duties

Matthew Gould, Town Attorney

Town Attorney Matthew Gould presented for the Board of Trustees' consideration *A Resolution of the Town of Milliken, Colorado, Extending Interim Town Administrator Duties*. The purpose of this resolution is to ensure the continuous and orderly administration of municipal operations and staff management during the transitional period as the new Town Administrator assumes his duties.

During the discussion, salary details and the exact end date were noted for determination later in the evening. Trustee Cummins inquired about the necessary level of ongoing administrative support to assist the incoming Town Administrator without performing his duties directly. Staff emphasized that support varies based on the incoming administrator's familiarity with the region, noting that while the candidate comes from Northern Colorado and can hit the ground running, transitional support will remain in place to ensure a seamless handoff.

Board discussion focused on the duration of the extension and the logistics of the transition. The Board considered extending the interim duties through the 23rd, with an update to be provided at that time to evaluate whether a further extension is necessary. Trustees emphasized the importance of gathering direct input from incoming Town Administrator Greg, while Trustee Nix raised concerns regarding the scheduling impact of multiple overlapping meetings. Trustee Rarick agreed with maintaining flexibility regarding the overall timeline, and Trustee Orcutt recommended reviewing feedback from both staff and the incoming Town Administrator before making further long-term decisions.

Trustee Michael Orcutt moved to adopt Resolution number 2026-33; a Resolution Of The Town Of Milliken, Colorado, Extending Interim Town Administrator Duties. Trustee BJ Cummins seconded.

Voting Yes: Amanda Nix, Riki Rarick, Mindy Wakeman, Elizabeth Austin, BJ Cummins, Michael Orcutt

Voting No: None

Motion passed 6-0. Motion Carried.

12. Discussion Agenda

There were no items.

b. Social Media Policy

Trustee Cummins and other Board members discussed recent social media posts involving members of the Board and the broader issue of elected officials communicating with the public regarding Town matters. Discussion included differing perspectives regarding whether Board members should be limited in discussing matters that may come before the Board for consideration or action, including topics such as the Town Administrator's salary and water rates.

Board members discussed the importance of maintaining the ability to communicate with residents and encourage community involvement while also ensuring compliance with applicable laws, policies, and requirements governing elected officials. It was noted that public engagement can provide valuable feedback and bring community concerns to the Board's attention.

Staff was directed to research and review the Town's existing social media policy and develop proposed updates that provide clearer guidance for elected officials. The goal is to establish a policy that allows Board members to appropriately communicate and engage with the public while maintaining compliance with applicable legal requirements and avoiding issues related to matters pending before the Board.

Town Clerk Rinebarger will bring proposed revisions to the social media policy back to the Board for discussion at the next meeting.

a. Water Bill Discussion

The Board and staff discussed recent resident concerns regarding higher utility bills, water consumption, the installation of new Metron meters, and the Town's upcoming WaterScope customer portal. Board members discussed the importance of providing residents with additional information regarding the factors that may contribute to changes in their overall utility bills, including previously approved rate increases, water consumption, sewer, trash and recycling charges, irrigation usage, and potential household or irrigation leaks.

Staff explained that each customer account and situation is unique and that utility account information is confidential. As a result, individual billing concerns must be reviewed directly with the customer rather than discussed publicly. Staff has been returning calls, reviewing accounts, meeting with residents, and, when necessary, having Public Works staff inspect meters and installations to verify accuracy and

identify potential issues.

Staff discussed the capabilities of the new Metron meter system, which provides significantly more detailed water-use information than the Town's previous meters. The system can assist staff and residents in identifying usage patterns, continuous consumption, irrigation activity, and potential leaks. Examples were discussed in which irrigation or relatively small household leaks resulted in substantial water consumption over time. Staff noted that older mechanical meters can also become less accurate as they age, while the new meters provide more precise consumption data.

The Board and staff also discussed the ongoing implementation and troubleshooting associated with replacing the Town's meter system within a relatively short timeframe. Staff continues to address issues as they are identified, including meter communication, cellular connectivity, meter lids, data transmission, and integration with the Town's billing and customer systems. Staff emphasized that meters and accounts are reviewed when concerns are reported and that efforts are being made to resolve issues before the full customer-facing system is launched.

The upcoming WaterScope portal was discussed as an important educational tool that will allow residents to view their own water-use information, establish usage goals or budgets, receive notifications, and better understand how irrigation and household activities affect consumption. Staff is currently working through implementation details and developing educational materials before the system is made broadly available to residents.

The Board discussed the need for proactive and transparent public communication during the transition. Suggestions included social media posts, website information, newsletters, postcards, instructional materials, videos, and potentially a public informational meeting. The Board expressed interest in explaining both the new technology and the work occurring behind the scenes so residents better understand the Town's processes and available resources.

Board members acknowledged the resident's frustration regarding higher bills while also recognizing the significant amount of time staff has spent responding to phone calls, emails, account questions, meter concerns, and individual customer issues. The Board emphasized the importance of encouraging residents with concerns to contact the Town directly so staff can review the specific account and work with the customer toward a resolution.

The Board expressed support for continued public education and communication regarding utility rates, water consumption, the new meter system, and WaterScope. The discussion emphasized providing residents with accurate information, increasing transparency, helping customers better understand and manage their water usage, and ensuring Board members have sufficient information regarding Town processes to assist in communicating with residents.

13. Board Reports

There were none.

14. Informational Agenda

a. Community Development Report

Community Development Director Koelbel provided the Board of Trustees with a written department report for July 2026.

15. Other Business

There were none.

16. Adjournment

Motion by Mayor Pro Tem Michael Orcutt and seconded by Trustee Amanda Nix to adjourn the meeting. Motion passed unanimously.

Prepared By:

Approved By:

Caree Rinebarger, Town Clerk

Elizabeth Austin, Mayor



11.a.

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

To: Mayor Austin and Trustees
From: Steven Krolczyk, Interim Town Administrator
Via: Steven Krolczyk, Interim Town Administrator

Public Hearing Date:
September 9, 2026

Item Category: Budget Amendment

Agenda Title: A Public Hearing for Consideration and Adoption of Resolution 2026-34; a Resolution Amending the Budget for 2026 to Recognize Additional Revenues and Appropriate Additional Expenditures.

Attachments:

1. Resolution 2026-34 Budget Amendment
2. 2026 Budget Adjustment Item Summary - Res 2026-34

PURPOSE

A public hearing for consideration and adoption of a resolution to amend the Annual Budget for 2026 to recognize additional revenues and appropriate additional expenditures.

BACKGROUND

Since the adoption of the Annual Budget for 2026, there have been events that directly affected the Town's finances and Staff recommends that these changes be reflected in the Budget to assist in managing Town funds and appropriations. These items are summarized in the attachment to Resolution 2026-34.

BUDGET IMPLICATIONS

The proposed changes have the following impacts on the Town's 2026 Annual Budget:
General Fund expenditures will increase by a total of \$75,078
Water Fund expenditures will increase by a total of \$27,825
Wastewater Fund expenditures will increase by a total of \$27,825

STAFF RECOMMENDATIONS

Staff recommends that the Board adopt the Resolution Amending the 2026 Budget.

SUGGESTED MOTION

“I move to adopt Resolution 2026-34 amending the 2026 budget to appropriate funds approved by the Town Board.”



TOWN OF MILLIKEN

RESOLUTION NO 2026-34

**A RESOLUTION AMENDING THE BUDGET FOR 2026 TO RECOGNIZE
ADDITIONAL REVENUES AND APPROPRIATE ADDITIONAL EXPENDITURES**

WHEREAS, The Board of Trustees of the Town of Milliken has adopted the Budget for 2026 recognizing revenues and appropriating expenditures to fund the Town's operations, and

WHEREAS, The Town authorized the completion of projects which will cause additional expenditures unforeseen at the time of the adoption of the original Budget, and

WHEREAS, The Town has sufficient funds to provide for the activities anticipated by, and reflected in the attached Budget Adjustment Summary, dated September 9, 2026,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF MILLIKEN, WELD COUNTY, COLORADO:**

The Board of Trustees of the Town of Milliken hereby amends the Budget for 2026 in accordance with the attached Budget Adjustments Summary and authorizes staff to reflect these changes in the appropriate line items of the Budget.

Adopted this 9th day of September 2026.

TOWN OF MILLIKEN, COLORADO

ELIZABETH AUSTIN, MAYOR

ATTEST:

CAREE RINEBARGER, TOWN CLERK

Town of Milliken
2026 Budget Adjustment Summary for Resolution 2026- 34
September 9, 2026

Description	Amount	Notes
<u>General Fund</u>		
1) Repair/Maint Supplies - Vehicles	\$ 4,713	Received insurance claim revenue in prior year
2) Repair/Maint Supplies - Vehicles	17,819	Received insurance claim revenue in prior year
3) Repair/Maint Supplies - Vehicles	36,442	Received insurance claim revenue in prior year
4) Ehrlich Lake Drainage Improvements Project	\$ 16,103	Unexpected project cost for removal of pipeline conflict
	-	
Net Increase (Decrease) Net Position	<u>\$ 75,078</u>	
<u>Water Fund</u>		
1) Repair/Maint Supplies - Vehicles	\$ 27,825	Received insurance claim revenue in prior year
	-	
Net Increase (Decrease) Net Position	<u>\$ 27,825</u>	
<u>Wastewater Fund</u>		
1) Repair/Maint Supplies - Vehicles	\$ 27,825	Received insurance claim revenue in prior year
	-	
Net Increase (Decrease) Net Position	<u>\$ 27,825</u>	

Note - The Finance Department will make specific line-item adjustments to reflect these changes.



12.a.

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

To: Mayor Austin and Trustees
From: Matthew Gould, Town Attorney
Via: Steven Krolczyk, Interim Town Administrator

Meeting Date:
September 9, 2026

Item Category: Resolution

Agenda Title: To Consider for Adoption Resolution 2026-35; a Resolution of the Board of Trustees of the Town of Milliken, Colorado Appointing Greg Brinck as the Town Administrator.

Attachments:

1. 2026-35 Appointment of TA - Greg Brinck

PURPOSE

To appoint Mr. Greg Brinck as town administrator for the Town of Milliken

BACKGROUND

The previous town administrator retired effective June 1, 2026, and Steven Krolczyk has been designated to fulfill the duties of town administrator on a temporary basis pending the hiring and appointment of a Town Administrator and for a temporary period thereafter.

On July 22, 2026, Mr. Greg Brinck was designated as the individual selected to fill the office of town administrator, and on August 12, 2026, the board approved contract terms to be offered to Mr. Brinck. Mr. Brinck accepted the offer on August 13, 2026.

BUDGET IMPLICATIONS

The compensation of the Town Administrator is a budgeted item.

STAFF RECOMMENDATIONS

SUGGESTED MOTION

I move to approve Resolution No. 2026-35; a Resolution of the Board of Trustees of the Town of Milliken, Colorado Appointing Greg Brinck as the Town Administrator.



**TOWN OF MILLIKEN
RESOLUTION NO. 2026-35**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
MILLIKEN, COLORADO, APPOINTING GREG BRINCK AS THE TOWN
ADMINISTRATOR**

WHEREAS, pursuant to the Milliken Municipal Code and Colorado Revised Statutes, the Board of Trustees has the authority to appoint a Town Administrator to serve as the chief administrative officer of the Town; and

WHEREAS, the Board of Trustees desires to ensure professional and consistent leadership for the Town's operations, staff, and community projects; and

WHEREAS, Greg Brinck has demonstrated the requisite experience, professional qualifications, and dedication to municipal service necessary to fulfill the duties of this office;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF MILLIKEN, COLORADO, AS FOLLOWS:**

Section 1: The Board of Trustees hereby appoints Mr. Greg Brinck to the position of Town Administrator for the Town of Milliken.

Section 2: The Town Administrator shall perform all duties and responsibilities as set forth in the Town Administrator Employment Agreement between Mr. Brinck and the Town having an effective date of September 8, 2026, consistent with the provisions of state and federal law and the Milliken Municipal Code.

READ, ADOPTED, SIGNED AND APPROVED this 9th day of September 2026.

TOWN OF MILLIKEN, CO

Elizabeth Austin, Mayor

(seal)

ATTEST:

Caree Rinebarger, Town Clerk



13.a.

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

To: Mayor Austin and Trustees

Meeting Date:
September 9, 2026

From:

Via: Steven Krolczyk, Interim Town Administrator

Item Category: Discussion Agenda

Agenda Title: Social Media Policy Update Discussion

Attachments:

1. Draft Revisions to the Town of Milliken Social Media Policy

PURPOSE

BACKGROUND

BUDGET IMPLICATIONS

STAFF RECOMMENDATIONS

SUGGESTED MOTION

TOWN OF MILLIKEN

COMMUNICATION AND SOCIAL MEDIA POLICY

Elected and Appointed Officials; Official Town Communication Channels

1. Purpose and Policy Statement

The Town of Milliken recognizes that open, accessible, accurate, and respectful communication is an important governmental function and an essential part of representative local government. Town communication tools should provide timely information, promote transparency, support meaningful civic participation, help residents understand Town programs and decisions, and provide reasonable opportunities for the Town and its elected and appointed officials to listen to community needs and concerns.

Members of the Board of Trustees and Town boards, commissions, and committees are encouraged to listen to residents, answer questions, share public information, explain governmental processes, encourage participation, and communicate their individual viewpoints on matters of public interest, subject to applicable law and this Policy.

At the same time, elected and appointed officials serve as members of public bodies and must comply with applicable legal requirements, including the Colorado Open Meetings Law, the Colorado Open Records Act, First Amendment requirements, election and campaign laws, due-process requirements applicable to quasi-judicial proceedings, records-retention requirements, and rules protecting confidential information.

COMMUNICATE WITH THE PUBLIC. LISTEN TO THE PUBLIC. SHARE INFORMATION WITH THE PUBLIC. DO NOT USE ELECTRONIC OR OTHER COMMUNICATIONS TO CONDUCT COLLECTIVE DELIBERATION OR DECISION-MAKING THAT BELONGS IN A PUBLIC MEETING.

2. Scope and Applicability

This Policy applies, as applicable, to the Mayor, members of the Board of Trustees, members of Town boards, commissions, committees, and advisory bodies, and other appointed officials when acting in their official capacity. These individuals are collectively referred to as “Members.”

Sections governing Official Town Accounts and Official Town Communication Channels also apply to employees, departments, boards, commissions, committees, volunteers, contractors, and other persons who are authorized to communicate on behalf of the Town.

This Policy applies to Town-related communications regardless of the technology, platform, device, or account used. The substance, purpose, control, and circumstances of a communication—not merely the technology used—determine whether legal or records obligations may apply.

3. Definitions

Official Town Account: A social-media, website, messaging, or other communication account created, owned, controlled, or expressly authorized by the Town to communicate on behalf of the Town, a Town department, program, board, commission, or committee.

Individual Elected-Official Account: An account controlled by an elected official and used in whole or in part to communicate with constituents in the official’s individual elected capacity. Such an account is not automatically an Official Town Account, but its use may create legal or records obligations.

Personal Account: An account controlled by an individual and used primarily for personal communications, activities, or opinions.

Public Business: Matters within the jurisdiction, authority, advisory responsibility, or foreseeable consideration of a Town public body.

Social Media: Any current or future online platform or tool that permits posting, sharing, messaging, commenting, or other interactive communication, including social networks, blogs, forums, video or photo platforms, messaging applications, and similar services.

Town Communication Channels: The Town website, Official Town Accounts, newsletters, email notifications, emergency alerts, meeting broadcasts, printed publications, press releases, and other Town-controlled communication methods.

4. General Communication Principles for Members

A. Members Are Encouraged to Communicate

Members may generally communicate individually with residents and the public about Town matters when doing so does not violate another provision of law or this Policy. Examples include:

- listening to constituent concerns and asking follow-up questions;
- providing factual, publicly available information;
- explaining Town procedures and governmental processes;
- sharing meeting notices, agendas, packets, minutes, videos, ordinances, resolutions, reports, and other public materials;
- encouraging attendance and participation at public meetings;
- announcing Town programs, events, services, projects, and opportunities;
- explaining an individual viewpoint, vote, or policy concern;
- asking residents for input on legislative or policy matters;
- correcting factual misinformation using accurate public information; and
- directing residents to appropriate Town staff, resources, or processes.

B. Members Speak Individually Unless Authorized Otherwise

Unless authorized by the Board or another public body, a Member speaks only for themselves. A Member may accurately describe official actions already taken, but shall not state or imply that an individual opinion is the official position of the Town or Board unless that position has been adopted or the Member has been authorized to speak on the Town's behalf.

Members may respectfully disagree with Town policy, staff recommendations, other Members, prior decisions, or community viewpoints. Nothing in this Policy requires Members to agree with one another or prohibits lawful criticism, debate, or individual expression.

5. Communications With Constituents

A Member may generally communicate one-on-one with a resident about Town business, answer questions, receive concerns, explain an individual viewpoint, request staff follow-up through established channels, or suggest that an issue be raised during public comment or a future public meeting. Such communication does not become prohibited Board deliberation merely because Town business is discussed.

Members should remain mindful that Town-related communications may be public records and that separate restrictions apply to quasi-judicial matters, confidential information, campaign activity, and communications that develop into collective deliberation among Members.

6. Communications Between Members and Open Meetings

A. General Rule

Members shall not use email, text messages, social media, messaging applications, telephone calls, intermediaries, serial communications, or other means to conduct deliberation, develop collective agreement, or make decisions in violation of the Colorado Open Meetings Law.

B. Administrative and Informational Communications

Not every communication among Members is deliberation. Administrative, scheduling, logistical, or purely informational communications may be appropriate when they do not become discussion, debate, persuasion, negotiation, or an exchange concerning the merits or substance of public business. Members should avoid expanding such communications into substantive discussion.

C. Avoid Electronic Deliberation

- debating the merits of an upcoming item;
- persuading other Members how to vote;
- asking Members to commit to a position;
- conducting a straw poll;
- negotiating language or conditions outside a public meeting;
- coordinating votes or developing consensus; or
- using separate one-on-one contacts or intermediaries to accomplish indirectly what should occur publicly.

D. Reply-All and Group Communications

A Member may receive informational emails or messages distributed to multiple Members. Members should avoid using Reply All or group messaging to express opinions about the merits or substance of public business when doing so could create or contribute to deliberation outside a properly noticed meeting.

IF AN ELECTRONIC CONVERSATION BETWEEN MEMBERS STARTS TURNING INTO DISCUSSION, DEBATE, PERSUASION, NEGOTIATION, OR CONSENSUS-BUILDING ABOUT PUBLIC BUSINESS, STOP THE CONVERSATION AND MOVE THE DISCUSSION TO A PROPERLY NOTICED PUBLIC MEETING.

7. Three Types of Social Media Accounts

A. Official Town Accounts

Official Town Accounts speak on behalf of the Town or an authorized Town entity. They are Town assets and shall be created, administered, secured, and archived in accordance with this Policy and applicable Town procedures.

B. Individual Elected-Official Accounts

An elected official may maintain an account used to communicate with constituents in the official's individual elected capacity. The account should make clear that individual views are the official's own unless an adopted Town or Board position is specifically identified. The legal character of an account may depend on how it is actually used, controlled, and presented; a disclaimer is helpful but does not override applicable law.

Suggested disclaimer: "This account is maintained by [Name], [Title]. Views expressed are my own unless I specifically identify an official action or position adopted by the Town of Milliken or its Board of Trustees."

C. Personal Accounts

Members retain the right to maintain personal accounts. Personal accounts should not be represented as Official Town Accounts, use Town-controlled login credentials, disclose confidential Town information, or be used to circumvent applicable law or this Policy. Town staff should not be required to manage a Member's Personal Account.

8. Official Information and Individual Commentary

The Town distinguishes between official governmental communication and individual commentary by elected or appointed officials.

- Official Town communications are issued through authorized Town channels and communicate information or positions on behalf of the Town.
- Individual Member communications represent the Member's individual perspective unless the Member has been expressly authorized to speak on behalf of the Town or public body.
- Members may share, link to, quote, or distribute publicly available Town information through individual accounts. Sharing public Town information does not, by itself, make an individual account an Official Town Account.
- Members should accurately distinguish between statements such as "The Board voted..." and "I believe..."

9. Interaction Between Members on Social Media

Members are not prohibited from following one another, being connected on social media, sharing the same public Town announcement, liking ordinary personal content, or independently participating in community groups. Members should not turn a social-media thread, direct-message exchange, or group discussion into collective deliberation concerning public business.

If substantive discussion among Members begins, Members should discontinue the exchange and reserve the matter for a properly noticed public meeting.

10. Quasi-Judicial Matters

Certain matters require a Town public body to act in a quasi-judicial capacity and decide the rights or interests of specific parties. Depending on applicable law and Town Code, these may include certain land-use, licensing, appeal, or similar proceedings.

Members shall not discuss the merits of a pending or reasonably anticipated quasi-judicial matter outside the appropriate hearing process when doing so could compromise required impartiality, create improper ex parte contacts, or otherwise interfere with due process.

SUGGESTED RESPONSE: "Because this matter may come before me in a quasi-judicial capacity, I cannot discuss its merits outside the public hearing process. I encourage you to submit your comments through the Town's established process."

A Member who receives an improper contact concerning such a matter should follow applicable disclosure requirements and seek guidance from the Town Attorney when necessary.

11. Confidential Information and Executive Sessions

Members shall not disclose information that is confidential, privileged, protected from disclosure by law, or required to remain confidential by virtue of the Member's official position. This includes information from an executive session when disclosure is prohibited, attorney-client privileged communications, protected personnel or legal information, and other nonpublic information that the Member is not authorized to disclose.

Members should not post, forward, screenshot, summarize, hint at, or otherwise distribute confidential information to unauthorized persons.

12. Public Records and Records Retention

Town-related communications may constitute public records regardless of whether they occur on a Town-owned or personal device, account, or platform. Members and authorized account administrators shall comply with the Town's adopted records-retention requirements and directions of the Town Clerk.

When a Member creates or receives Town-related communications outside a Town-controlled system and is uncertain whether the communication must be retained, the Member should not delete it and should contact or provide it to the Town Clerk for retention guidance.

Official Town Accounts shall be managed in a manner that reasonably supports preservation, retrieval, and production of required records. Discontinuing an account does not eliminate applicable records-retention obligations.

13. Official Town Communication Channels

The Town may maintain multiple official communication channels, including the Town website, Official Town Accounts, newsletters, email notifications, emergency alerts, meeting broadcasts, printed publications, press releases, and other communication technologies. These channels should be coordinated to provide accurate, accessible, timely, and reliable public information.

A. Town Website as Authoritative Source

Social media is a supplemental communication tool and does not replace the Town's official website, legally required notices, agendas, postings, records, or other official methods of communication. When practicable, substantive information distributed through social media should direct users to the applicable Town webpage or official source. Departments and programs using social media should also maintain timely and accurate information on the Town website when the same information is appropriate for web publication.

14. Authorization and Administration of Official Town Accounts

No department, board, commission, committee, employee, volunteer, contractor, or individual Member may create an account purporting to be an Official Town Account without prior authorization from the Town Administrator or designee. The Town Administrator may designate the Town Clerk or other staff to administer this approval process.

Departments, programs, boards, commissions, and committees should use existing Town communication channels whenever practical rather than creating separate accounts. A separate account may be authorized when a legitimate operational, partnership, public-safety, or community-engagement need justifies it.

All Official Town Accounts shall remain under Town ownership and administrative control. The Town shall maintain current administrative access and account credentials, and access shall be promptly changed when authorized administrators leave their role or no longer require access.

15. Standards for Official Town Accounts

Authorized administrators of Official Town Accounts shall strive to ensure Town-generated content is accurate, timely, accessible, courteous, professional, and consistent with Town branding and communication standards.

- Official accounts should clearly identify their connection to the Town of Milliken and, where appropriate, link to the Town website.
- Official account contact information should use a Town department or general Town contact whenever practicable rather than relying solely on an individual employee's name.
- Official accounts shall comply with applicable law, platform terms of service, Town records requirements, accessibility standards, and information-security requirements.
- Official accounts shall not disclose confidential or sensitive information unless disclosure is authorized and lawful.
- Official accounts shall not be used to express an individual employee's or Member's personal campaign position, personal political viewpoint, or personal policy viewpoint.
- When a public inquiry requires research, legal analysis, policy interpretation, or individualized service, staff may acknowledge the inquiry and direct the person to the appropriate Town department rather than attempting to resolve the matter through social media.

16. Security and Continuity of Official Accounts

Official Town Accounts are Town assets. The Town should maintain reasonable security and continuity practices, including:

- use of Town-controlled credentials whenever reasonably available;
- multifactor authentication when supported;
- at least two authorized Town administrators when practicable;
- protection of login credentials from unauthorized access;
- prompt changes to credentials following personnel or administrator changes;
- prompt reporting of suspected compromise; and
- orderly transfer, archival, or closure of accounts that are no longer needed.

17. Public Comments and Moderation on Official Accounts

If the Town permits public comments on an Official Town Account, moderation shall be governed by a published Social Media Comment Policy or terms of use developed with the Town Attorney. Moderation criteria should be written, objective, reasonably related to the purpose of the forum, and applied consistently without viewpoint discrimination.

Authorized staff—not individual Trustees—should ordinarily administer comment moderation on Official Town Accounts. Records of removed or hidden comments shall be retained when required by law or Town retention policy.

18. Promotion of Private Businesses, Organizations, and Partners

Official Town communication channels should not be used to provide preferential advertising, endorsement, or promotional benefit to a private person, business, or organization unless the communication serves an identified governmental, economic-development, community-information, sponsorship, partnership, public-safety, or other legitimate public purpose and is administered under reasonably consistent standards.

Nothing in this section prohibits recognition of sponsors, community partners, local businesses, nonprofit organizations, or other entities when consistent with an authorized Town program, policy, event, economic-development activity, or public-information purpose.

19. Media Communications

Nothing in this Policy prohibits an elected official from speaking individually with the media. Unless designated as an official Town spokesperson, a Member should make clear when expressing an individual viewpoint rather than an official Town position. Requests seeking an official administrative response should be referred to the Town Administrator or appropriate designee.

20. Campaign and Election Activity

Members retain individual political and campaign rights subject to applicable law. Town resources and Official Town Accounts shall not be used for campaign purposes except as permitted by law. Members should maintain appropriate separation between governmental communications and candidate or campaign communications and should direct specific campaign-law questions to the Town Clerk and/or Town Attorney.

21. Professional and Respectful Communication

Members and authorized Town communicators are encouraged to communicate in a manner consistent with the responsibilities of public service. Nothing in this Policy is intended to suppress disagreement, criticism, debate, satire, political expression, or other constitutionally protected speech.

Official Town communication channels shall not be used for unlawful harassment, threats, discriminatory conduct, or other unlawful activity.

22. Communication With Town Staff

Members may communicate with Town staff in accordance with the Town's governance structure, Town Code, personnel policies, and Board-adopted protocols. Individual Members should not represent personal requests as direction from the full Board unless such direction has been authorized. Nothing in this provision prevents Members from requesting factual information or communicating constituent concerns through established administrative channels.

23. Questions, Guidance, and Training

The purpose of this Policy is education and compliance, not discouragement of legitimate public communication. Members are encouraged to seek guidance before communicating when uncertain whether a proposed communication could implicate the Open Meetings Law, public records, quasi-judicial proceedings, confidentiality, attorney-client privilege, election law, First Amendment requirements, or another legal restriction.

Questions may be directed to the Town Administrator, Town Clerk, or Town Attorney, as appropriate. The Town should provide periodic practical training and scenario-based examples for Members and authorized account administrators.

24. Violations

A violation of this Policy may be addressed consistent with applicable law, Town Code, adopted rules of procedure, personnel policies where applicable, and the lawful authority governing the particular office, board, commission, committee, employee, volunteer, or account administrator. Nothing in this Policy creates authority to remove, discipline, censure, or otherwise sanction an elected or appointed official where such authority does not otherwise exist.

25. Interpretation, Review, and Distribution

This Policy is intended to provide practical guidance and shall be interpreted consistently with applicable federal, state, and local law. If this Policy conflicts with applicable law, the law controls. The Town Administrator, Town Clerk, and Town Attorney may recommend administrative procedures or revisions necessary to implement the Policy.

This Policy should be periodically reviewed to account for changes in law, technology, records requirements, and communication practices. It shall be provided to current Members and to newly elected or appointed Members upon taking office or appointment.

Attorney Review Focus

Before adoption, the Town Attorney should review this Policy specifically for: (1) Colorado Open Meetings Law thresholds and electronic communications; (2) First Amendment and state-action issues involving individual elected-official accounts and blocking/comment moderation; (3) quasi-judicial ex parte communications and disclosure procedures; (4) CORA and records-retention requirements for personal devices and accounts; (5) campaign and election restrictions; (6) authority and due process for sanctions; and (7) the Town's separate public-comment moderation standards.



13.b.

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

To: Mayor Austin and Trustees

Meeting Date:

From: Caree Rinebarger, Town Clerk

September 9, 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?

August 2026 Code Enforcement Report

Verbal Warning (VW)		Written Notice (WN)				Citation (T)			None (N)
Violation Type	How Reported	Date	Time	Location	Disposition	Brief	Completed	Date	Result
Code violation	self	3-Aug	10:23	S Harriett/Broad st	WN	Empty lot weeds warning	Yes	7-Aug	
Code violation	self	3-Aug	15:30	770 S Norma Ave	WN	citizen concerns multi address issues	Yes	8/3/2026	Listened to concerns and will address
Code violation	call	3-Aug	16:19	101 Eagle Dr	WN	weeds warning	No		Final warning will issue citation
Code violation	self	3-Aug	16:26	2392 Birdie Dr	WN	Trailer 72hr	Yes	7-Aug	Trailer moved
Follow-up	self	3-Aug	16:37	127 Birdie Dr	WN	Open space /branches	No		First attempt unable to make contact
Animal complaint	call	5-Aug	9:29	1201 Broad st	T	resident found dog.	Yes	8/5/2026	Posted on social media. Owner found
Vin inspection	walk-in	5-Aug	13:36	1201 Broad st	N	out of state title needs vin insp	Yes	8/05/826	completed
Code violation	self	5-Aug	15:02	763 S Settlers	WN	Trailer 72hr warning	Yes	8/10/2026	trailer moved
Follow-up	self	5-Aug	15:40	2252 E Stagecoach	WN	Final warning regarding weeds	yes	8/10/2026	Complied on 8/10/26
Vin inspection	self	6-Aug	10:15	1201 Broad st	N	out of state title needs vin insp	yes	8/5/2026	completed
Code violation	self	6-Aug	1:31	119 S Marjorie	WN	Weeds 72hr warning	Yes	8/10/2026	Complied
Code violation	self	6-Aug	13:37	114 S Marjorie Ave	WN	Weeds Warning	Yes	8/12/2026	complied
Code violation	self	10-Aug	11:27	1003 S Dawner	WN	weeds Warning/side of home	Yes	8/14/2026	complied
Vin inspection	walk-in	11-Aug	8:42	1201 Broad st	N	out of state title needs vin insp	Yes	8/11/2026	completed
Code violation	self	11-Aug	15:35	1519 Broad st	WN	Weeds warning	Yes	8/17/2026	complied
Code violation	self	11-Aug	15:40	1411 Broad st	WN	weeds warning	Yes	8/17/2026	complied
Follow-up	self	12-Aug	10:56	2175 Settlers Dr	WN	Weeds/trash complaint	Yes	8/17/2026	complied
Code violation	self	12-Aug	11:32	816 S Prairie Dr	WN	weeds warning	Yes	8/19/2026	Complied on 8/10/26
Code violation	self	12-Aug	11:37	806 S Prairie Dr	WN	weeds warning	yes	8/16/2026	complied
Code violation	self	12-Aug	11:57	695 S Pioneer Dr	WN	watering violation sprinklers on	Yes	8/12/2026	warning given to resident
Follow-up	self	12-Aug	16:37	1201 Broad st	N	OSPH questions on warning	yes	8/12/2026	
Code violation	self	13-Aug	9:02	1184 Sunrise Cir	WN	watering violation sprinklers on	Yes	8/13/2026	warning given to resident
Code violation	self	13-Aug	9:23	702 S Carriage Dr	WN	Warning parking violation	Yes	8/17/2026	30ft from stop sign- complied
Code violation	self	13-Aug	9:23	712 S Carriage Dr	WN	Weeds warning	Yes	8/18/2026	complied
Code violation	self	13-Aug	9:32	1950 Lotus Dr	WN	Trailer warning/expired tags	Yes	8/18/2026	complied
Code violation	self	13-Aug	9:41	1555 S Gardenia Dr	WN	Warning weeds	No		Abatement letter will be sent
Code violation	self	13-Aug	10:15	260 E katsura St	WN	Warning weeds	Yes	8/20/2026	complied
Code violation	self	13-Aug	10:28	807 Forest St	WN	Warning weeds	Yes	8/20/2026	complied
Code violation	self	13-Aug	16:11	108 N Norma Ave	WN	Weeds/trash/Junk warning	No		Will follow-up with Devon
Follow-up	self	13-Aug	16:34	835 S Lilac St	WN	not complied weeds/Junk	No		citation issued
Code violation	self	14-Aug	14:36	2100 Birdie way	WN	warning no plates or temp tags	No	8/20/2026	complied
Code violation	self	14-Aug	14:55	713 Carriage Dr	WN	Warning weeds	Yes	8/20/2026	complied
Code violation	self	17-Aug	9:16	108 D Dorothy Ave	WN	Final warning weeds	No		Abatement letter will be sent
Vin inspection	walk-in	17-Aug	10:08	1201 broad st	N	out of state title needs vin insp	Yes	8/17/2026	complete
Code violation	self	17-Aug	13:42	Grace&Elm st	WN	Semi parked on residential RD	Yes	8/17/2026	Spoke with owner will move
Code violation	self	17-Aug	14:13	833 S Settlers	WN	Trailer 72hr warning	yes	8/19/2026	complied
Code violation	self	17-Aug	14:31	891 S Rachel Ave	WN	Warning weeds	Yes	8/25/2026	complied
Code violation	Self	17-Aug	14:40	984 S Lilac ct	WN	Warning weeds	yes	8/25/2026	complied

Animal at Large	self	18-Aug	11:07	NOCO	N	2 dogs taken to Noco No owner	YES	8/18/2026	citation pending
Code violation	self	20-Aug	10:12	767 S Ursula ave	WN	Warning weeds	Yes	8/25/2026	Complied
Code violation	self	20-Aug	10:23	117 S Ursula Ave	WN	Warning weeds	Yes	8/25/2026	complied
Code violation	self	20-Aug	10:35	234 S Tamera Ave	WN	Warning weeds	yes	8/25/2026	complied
Code violation	self	20-Aug	10:48	124 W Juneberry Ave	WN	Warning weeds	Yes	8/25/2026	complied
Code violation	self	20-Aug	11:16	102 N Laura Ave	WN	Warning weeds	Yes	8/25/2026	Requested more time
Code violation	self	20-Aug	16:03	206 S Marjorie ave	WN	Boat warning	yes	8/26/2026	Moved boat
Code violation	self	20-Aug	16:10	301 Forest St	WN	Warning weeds	No		Will follow-up
Code violation	self	20-Aug	16:18	107 Aragon CT	WN	Warning weeds	No		Requested more time
Code violation	self	20-Aug	9:17	Stagecoach/Meadowla	WN	Parked car/no current reg.	No		2 warning will schedule tow
Vin inspection	self	25-Aug	9:17	1201 Broad st	N	out of state title needs vin insp	Yes	8/25/2026	completed
Code violation	self	25-Aug	10:33	898 D Depot	WN	Final warning weeds	No		Abatement letter will be sent
Code violation	self	25-Aug	10:47	582 S Carriage Dr	WN	Warning weeds	yes	8/27/2026	complied
Code violation	self	25-May	10:55	603 S Carriage Dr	WN	Warning weeds	yes	8/27/2026	complied
Code violation	self	27-Aug	11:26	2084 E Saddleback Dr	WN	Abandoned car report	Yes	8/27/2026	No valid code violation
Vin inspection	self	27-Aug	13:45	1201 Broad st	N	out of state title needs vin insp	Yes	8/27/2026	complete
Vin inspection	self	28-Aug	8:52	1201 Broad st	N	out of state title needs vin insp	yes	8/28/2026	complete
Code violation	self	28-Aug	9:33	1201 Broad st	N	out of state title needs vin insp	yes	8/28/2026	complete
Code violation	self	28-Aug	10:13	2005 E Settlers	WN	Warning weeds	No		Will follow-up 9/2/26
Code violation	self	28-Aug	10:19	2046 Settlers Dr	WN	Warning weeds	NO		Will follow-up 9/2/26
Code violation	self	28-Aug	10:30	2176 Settlers Dr	WN	warning weeds	No		Will follow-up 9/2/26
Animal complaint	call	28-Aug	10:54	217 N Harriett Ave	WN	Animal at large	Yes	8/28/2026	Owner found
Vin inspection	walk-in	28-Aug	13:32	1201 Broad st	N	out of state title needs vin insp	Yes	8/28/2026	complete
Code violation	self	28-Aug	14:17	107 S Dorothy Ave	WN	Warning weeds	No		will follow-up 9/2/26
Follow-up	self	28-Aug	15:32	332 S Kathleen Ave	N	open case follow up on vaccines	No		Unable to make contact
Animal Complaint	call	31-Aug	7:46	1093 S Traildust Dr	N	Injured cat	Yes	8/31/2026	Owner found not insured
Animal complaint	call	31-Aug	11:17	2009 Wagon Train Dr	N	Animal bite	Yes	8/31/2026	Chicken peck no violation
Vin inspection	walk-in	31-Aug	10:47	1201 Broad st	N	out of state title needs vin insp	Yes	8/31/2026	complete
Vin inspection	walk-in	31-Aug	13:47	1201 Broad st	N	out of state title needs vin insp	Yes	8/31/2026	complete
Code violation	self	31-Aug	15:16	524 S Tamara	WN	Warning weeds	No		will follow-up 9/2/26
Code violation	self	31-Aug	15:24	105 N Norma	WN	Warning weeds	No		will follow-up 9/2/26
Animal complaint	call	31-Aug	15:40	308 S Ethel Ave	WN	Rooster Noise warning	Yes	8/31/2026	Spoke to resident by phone
Code violation	self	31-Aug	16:03	202 S Marjorie Ave	WN	Lawn power on Street	Yes	8/31/2026	Spoke to resident
Vin inspection	walk-in	31-Aug	4:15	1201 Broad st	WN	out of state title needs vin insp	Yes	8/31/2026	Complete



"A Community Working Together"

Monthly Police Report August 2026

Personnel:

- Chief Garcia attended the Colorado Association Chiefs of Police (CACP) board meeting on August 17th.
- Interviews for the police officer position were conducted on Aug 28th, two interviews were rescheduled.
- Office of Juvenile Justice and Delinquency Prevention program (OJJDP) juvenile holding logs and documentation were submitted to the State per compliance standards.
- Department of Defense, 1033 equipment program audit and documentation completed, per compliance standards.

Community Outreach:

- The Police Department held our annual National Night Out event, and about 2-3 hundred people attended.
- The Police Department assisted with the Annual Beef and Bean Day event. Officers received good feedback regarding the event.

Training:

- Officer Modesto attended the Krav Maga defensive tactics instructor course. He is now a certified instructor.

Calls For Service

	Total calls for service	Total - All Citations	Total Police Reports Generated	Total Arrests
December 2025	446	75	66	17
January 2026	550	81	53	9
February 2026	512	132	53	12
March 2026	510	88	59	14
April 2026	614	87	67	15
May 2026	641	91	74	13
June 2026	637	104	46	10
July 2026	666	81	67	11
August 2026	527	59	69	12

August 2026 Arrests

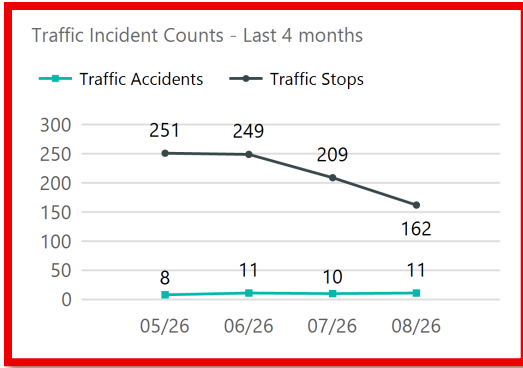
Classification	Total
Animal Problem	1
Assault	1
Controlled Substance	1
Domestic Problem	1
DUI	2
Obstruction of Justice	1
Obstruction of Police	1
Persons Crimes	1
Traffic Criminal Violations	2
Warrant	1
TOTAL	12

Top 5 Traffic Accident Locations August 2026

Address	Total
E. Stagecoach Dr / S. Meadowlark Lane	1
HWY 60 / WCR 46	1
301 Centennial Drive (CIVICA)	1
2405 East School House Dr.	1
90 East Ilex	1
Total	5

Top 5 Traffic Stop Locations August 2026

Address	Total
WCR 46 / Dove Valley	17
WCR 378 / 65 th Ave	8
WCR 378 / Two Rivers PKWY	8
HWY 257 / WCR 48 ½	6
HWY 60 / Hwy 257	5
Total	44

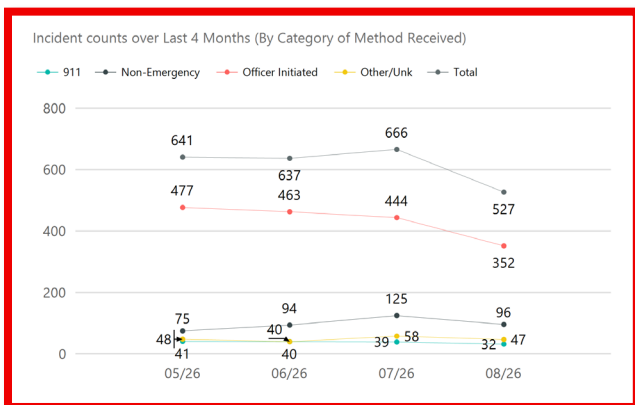


Total Overall Incidents (By Method Received) August 2026

Total	<u>527</u>
911	32
Non-Emergency	96
Officer Initiated	352
Unknown	46
Teletype	1

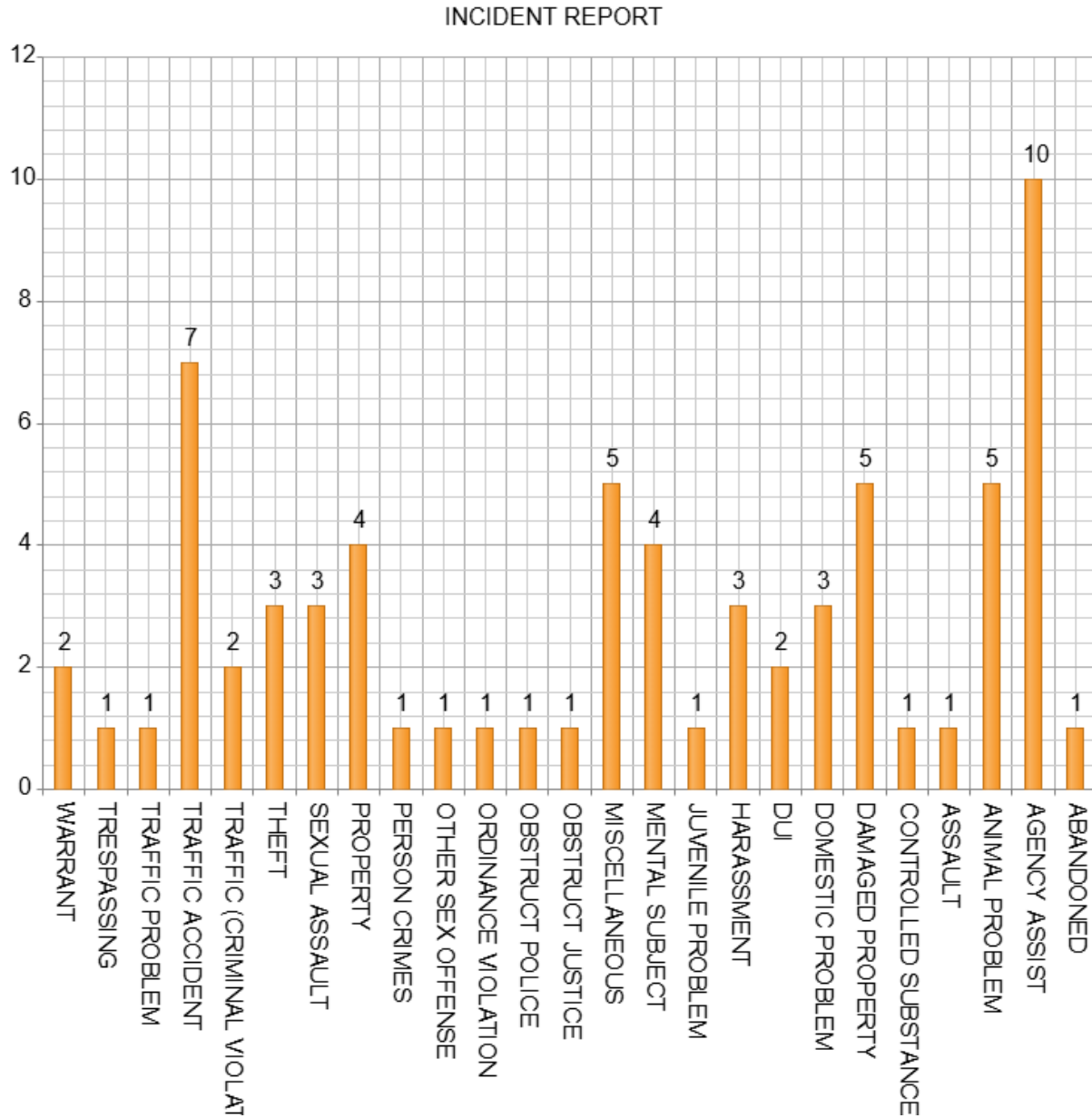
Total Overall Incidents (By Priority) August 2026

Total	<u>527</u>
1- Critical	5
2- High	16
3- Medium	87
4- Low	57
5- General Services	189
9- Traffic/CC	169
10- HOME / CIVIL	1



Part I Index Crimes 2026 FBI/NIBRS/UCR	Jan 2026	FEB 2026	March 2026	April 2026	May 2026	June 2026	July 2026	August 2026	September 2026	October 2026	November 2026	December 2026
VIOLENT CRIMES												
MURDER AND NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0				
RAPE	0	0	0	0	0	0	0	0				
ROBBERY	0	0	0	0	0	0	0	0				
AGGRAVATED ASSAULTS	0	0	0	0	0	0	0	0				
TOTAL	0	0	0	0	0	0	0	0				
PROPERTY CRIMES												
BURGLARY	0	0	0	0	1	0	0	0				
LARCENY-THEFT	1	3	4	4	7	0	5	3				
MOTOR VEHICLE THEFT	0	0	0	1	0	0	¹ Trailer	0				
ARSON	0	0	0	0	0	0	0	0				
TOTAL	1	3	4	5	8	0	6	3				

August 2026 Incident Report



August 2026 Citation Report

