



HOUSING AUTHORITY AGENDA

Thursday, November 21, 2024 at 8:30 AM

MEETING LOCATION

1201 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

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

Meeting ID: 871 2523 7589

Passcode: 054513

One tap mobile +17193594580,,87125237589#,,,,*054513# US

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Approval**
- 5. Citizen Comments**
- 6. Minutes of Previous Meetings**
 - a. Consideration and Approval for the September 2024 Minutes**
 - b. Consideration and Approval for the October 2024 Minutes**
- 7. Action Agenda**
 - a. Reimbursement for MHA-MYCL End of Summer Event**
Sloane Hawes, Housing Authority Commissioner
 - b. Decision on canceling the December meeting (Thurs, Dec. 19)**
Tami Burns, Administrative Assistant
- 8. Discussion Agenda**
 - a. DV/LHA Updates (Brandon Johnson, Jess Hinze, and Theresa Fox)**
 - i) Resident Updates
 - ii) Resident Selection Process
 - iii) Pet Policy Revisions
 - iv) Department of Local Affairs (DOLA) Inspection Report

- v) Timeline for Limited Partner Distribution
- vi) 2025 Budget Updates from Loveland Housing Authority (LHA)

b. MHA Event Schedule for 2025

c. Updates on Commissioner Recruitment

d. Review Draft of Feedback Survey for Dove Valley Residents

e. Review Draft of MHA Budget for 2025

Sloane Hawes, Housing Authority Commissioner

9. Informational Agenda

10. Officer Reports

11. Future Business

a. Work Session with Wade Nickerson Finance Director, Town of Milliken.

b. Tunnel to Towers Building Project.

12. Adjournment

**Minutes
Milliken Housing Authority
Town Hall Meeting
September 19, 2024**

Call to Order

Chair Kellie Matthews called the meeting of the Milliken Housing Authority (Authority) to order at 8:36 a.m.

Pledge of Allegiance

All recited the Pledge of Allegiance

Roll Call

Present: Chairperson Kellie Matthews, Commissioners Sloane Hawes and Patty York, Town Clerk Caree Rinebarger and Town Finance Director Wade Nickerson

Zoom: Loveland Housing Authority (LHA) Staff: Finance Director Teresa Fox and Housing Coordinator Jess Prentice

Guest: Lori Vandiveer

Absent: Vice Chairperson Michelle Bauer

Agenda Approval

Commissioner York asked if she could make a comment regarding purchases for the Authority during the minutes.

Commissioner Hawes motioned to approve the agenda as amended. Vice Chair York seconded.

All in Favor. None Opposed. Motion Passed.

Citizens Comments

Ms. Lori Vandiveer of Milliken stated that she was attending this meeting in consideration of applying for the Authority. The Commissioners welcomed her and encouraged Ms. Vandiveer to apply.

Minutes of Previous Meeting

Commission York suggested she would be more than happy to start making purchases for the Authority, so that reimbursements are easier allowing Chair Matthews and Commissioner Hawes to act only as the two required signers.

Commissioner Hawes motioned to approve the August 15, 2024, as presented. Commissioner York seconded.

All in Favor. None Opposed. Motion Passed.

INFORMATIONAL AGENDA

There were no items.

DISCUSSION AGENDA

Loveland Housing Authority Updates

1. Dove Valley Resident Updates:
LHA Housing Coordinator Jess Prentice explained that the residents are good and there has been no indication of any upcoming move outs.

Town Clerk Rinebarger asked Jess if she had received her voicemail from the family of resident Cantu indicating she had passed away. Jess stated she had not received the voicemail yet; however, she will reach out to the family to explain the process. If someone passes, the LHA is required to change the locks and wait ten (10) days to ensure next of kin and proper notifications are made. Ms. Prentice also offered to notify the Authority of the funeral arrangements and where they can send condolences. There is a long wait list for Dove Valley units and once the unit is available, she will start working on this process.

2. Pet Policy Update:

LHA Director of Asset Management Jess Hinze was not in attendance to provide an update.

3. DOLA Inspection Corrections:

LHA Housing Coordinator Prentice stated the DOLA Re-Inspection went well and all corrections were made. She has received an email stating Dove Valley passed. She will forward this email to MHA, and once she receives the final inspection report she will share it with the Authority.

Commissioner York wanted to make note that the initial report thanked Jess for her cooperation and assistance in completing the inspection.

4. Safety Striping:

LHA Housing Coordinator Prentice informed the Authority that the safety striping has been completed and they are waiting for quotes so they can budget accordingly for the remaining safety concerns. LHA is considering including concrete work repairs in their 2025 budget.

5. Painting and Maintenance:

LHA Housing Coordinator Prentice let the Authority know that LHA has decided to complete the painting and maintenance needs on two more units (four residential units) before the end of the year (three total units painted in 2024). This is great news as they thought they would only be able to complete one unit in 2024. The Dove Valley residents have provided positive feedback about the painting vendors ("professional" and "did a great job").

6. Dove Valley/Loveland Housing Authority Financials:

LHA Finance Director Theresa Fox spoke with her predecessor and was able to locate two documents stating the financial for the Authority have reverted back to the Town. With this being said LHA will maintain and manage the finances for Dove Valley (rent, maintenance, utilities, etc.) and the Town and Authority are responsible for managing the Authorities budget. This was completed on or around May 15, 2006.

August financials are still being finalized. Currently Dove Valley is still on budget and showing a positive cash flow for the year.

Town of Milliken Agenda, Meetings and Minutes Software Update

Town Clerk Rinebarger discussed with the Authority the upcoming changes the Town is making to ensure ADA IT Compliance and how that will affect the Authority.

The new agenda layout and process for the new software was discussed with the Commissioners. It was noted that each of them, through their email, will receive an invite to join CivicPlus. Once the new software is up and running, they will then use their Board Portal to access agendas, make notes, and review items as needed. This new software will be fully launched and used by all the Towns Boards and Commissions before the end of the year. Town Clerk Rinebarger suggested that sometime in the near future the Authority schedule a Work Session in order to run a mock meeting and test the system.

Town Clerk Rinebarger also discussed the new website and new SeeClickFix app with the Commissioners and how it can be utilized.

The Commissioners also discussed meeting the Town Clerk Rinebarger meeting and agenda procedures and processes to ensure future meetings are run in accordance with all requirements in place.

MYCL End of Summer Event

On Friday, September 27th from 5:30pm to 7:00pm the MHA and MYCL will be hosting an End of Summer event for the residents at Dove Valley. The event will include Pumpkin Decorating and Hot Dogs. Commissioner York will provide pumpkins for the event and LHA has worked on notifying the residents.

Dove Valley Resident Survey

This item has been pushed to the next meeting.

ACTION AGENDA

There were no items.

REPORT OF OFFICERS

There were no reports given.

CONSENT AGENDA

There were no items.

FUTURE BUSINESS

- Work Session with Wade Nickerson regarding finances and budget.
- Work Session with Town Clerk Rinebarger for training on the new software.
- Discussion with LHA regarding their selection process when a unit is vacant.

ADJOURNMENT

Commission Hawes motioned to adjourn the meeting at 10:03 a.m. Commissioner York seconded.

All in Favor. None Opposed. Motion Passed.

Next meeting is scheduled for Thursday, October 17, 2024, at 8:30 a.m.

Prepared by:

Approved by:

Caree Rinebarger, Town Clerk
Town of Milliken

Kellie Matthews, Authority Chair
Milliken Housing Authority

**Minutes
Milliken Housing Authority
Town Hall Meeting
October 19, 2024**

Call to Order

Chair Kellie Matthews called the meeting of the Milliken Housing Authority (Authority) to order at 8:45 a.m.

Pledge of Allegiance

All recited the Pledge of Allegiance

Roll Call

Present: Chairperson Kellie Matthews, Commissioner Sloane Hawes, Administrative Assistant II Tami Burns, and Town Finance Director Wade Nickerson

Zoom: Loveland Housing Authority (LHA) Staff: Finance Director Teresa Fox and Housing Coordinator Jess Prentice

Guest: none

Absent: Vice Chairperson Michelle Bauer and Commissioner Pat York

Agenda Approval

No Quorum to approve the agenda and will be pushed to the next meeting.

Citizens Comments

Minutes of Previous Meeting

No Quorum to approve the minutes and will be pushed to the next meeting.

INFORMATIONAL AGENDA

Chair Matthews stated that she received a text from Vice Chair Bauer at about 5:30am this morning with information about a couple of residents in Dove Valley.

Mary Cantu passed away and Crace has gone into Assisted Living.

Vice Chair Bauer reported that another building was painted, and Carla and Mary are happy that the colors stayed the same.

DISCUSSION AGENDA

Loveland Housing Authority Updates

1. Dove Valley Resident Updates:

LHA Director of Asset Management Jess Hinze informed the committee that Housing Coordinator Jess Prentice has resigned. Melissa Hernandez will be managing Jess's properties until they find her replacement. For any questions, please contact Melissa.

LHA Director of Asset Management Jess Hinze stated that Greeley/Weld is in the process of selecting applicants to fill the two vacancies. These are both one-bedroom units.

2. LHA Pet Policy:

LHA Director of Asset Management Jess Hinze stated that the pet policy has been put on hold due to staffing.

3. LHA Director of Asset Management Jess Hinze stated that they have received the DOLA Inspection Approval letter and will forward it to Chair Matthews.
4. Painting and Maintenance:
LHA Director of Asset Management Jess Hinze let the Authority know that two duplexes were painted in September and will have one more unit painted this year.
5. The 2025 budget will include \$24,000.00 to paint four (4) units, and \$8,000.00 for concrete repairs and replacements.

MYCL End of Summer Event

On Friday, September 27th from 5:30pm to 7:00pm the MHA and MYCL will be hosting an End of Summer event for the residents at Dove Valley. Each resident will get a pumpkin to decorate or put on their porch. Commissioner York will provide all the pumpkins for the event from a friend that is donating the pumpkins. MHA will provide craft supplies for those that want to decorate their pumpkins.

Chair Matthews informed LHA that she had residents complaining to her at the last event regarding the process of repairs and the length of time it took for the repairs to be completed. Chair Matthews referred them to LHA as its protocol. Chair Matthews suggested that the process may need to be sent out in the newsletter that is sent to the residents reminding them of the process of calling in a repair request on a more frequent basis or send out mini newsletters.

Commissioner Recruitment

Chair Matthews feels that the committee is changing the way they are looking for new members. One thought was to create a flyer.

ACTION AGENDA

There were no items.

REPORT OF OFFICERS

There were no reports given.

CONSENT AGENDA

There were no items.

FUTURE BUSINESS

- Work Session with Wade Nickerson regarding finances and budget.
- Work Session with Town Clerk Rinebarger for training on the new software.
- Discussion with LHA regarding their selection process when a unit is vacant.

ADJOURNMENT

Due to no quorum, Chairman Matthews ended the meeting at 9:01 a.m.

Next meeting is scheduled for Thursday, November 21, 2024, at 8:30 a.m.

Prepared by:

Approved by:

Tami Burns, Admin. Assistant II
Town of Milliken

Kellie Matthews, Authority Chair
Milliken Housing Authority

SINCE 1928
**HAYS
MARKET**

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

SALE

MID: 542929803335942
TID: 878459

09/27/2024 08:45:46
Entry Method: Chip
Seq #: 011492
Approval Code: 06375D

CHASE VISA
CARD #: XXXXXXXXXXXX0645
AID: A0000000031010
TVR: 0000008000
IAD: 06021203A0A002
TSI: E800 ARC: 06375D
TC: D9057D6CE4C5DA0C
RRN: 011492

Total: USD\$ 68.80

APPROVED BY ISSUER

BAKERY

CAFE VANILLA CUPCAKE \$4.29 C F
TWO BITE BROWNIES \$8.39 C F

GROCERY

BC HOT DOG BUNS \$4.38 C F
2 @ \$2.19 EA
FRITO LAY PARTY BOX \$17.99 C F

NON FOOD

CHINET ALL OCC NAPKN \$2.65 SC
HEFTY PAPER PLATES \$9.29 SC
YELLOW TABLE CLOTH \$1.79 SC

POP & CANDY

7.5 OZ COCA COLA \$4.69 S F
7.5 OZ DIET COKE \$4.69 S F
7.5 OZ MTN DEW \$3.34 S F
1 @ 3 FOR \$10.00
7.5 OZ SPRITE 6 PACK \$4.69 S F

BALANCE DUE \$68.80
VISA \$68.80

[S] *****0645
Auth Code = 06375D

CHANGE \$0.00

TAX-CODE	TAXABLE-VAL	TAX-VALUE
STATE	\$31.14	\$0.90
CITY	\$48.78	\$1.71
TOTAL TAX		\$2.61

Total number of items sold = 12

STORE:00001 REGISTER:001 CASHIER:5778
TICKET#:0024 27SEP2024 8:45:52

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

SINCE 1928
**HAYS
MARKET**

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

SALE

MID: 542929803335942
TID: 878459

09/27/2024 08:49:23
Entry Method: Chip
Seq #: 011494
Approval Code: 444196

US DEBIT
CARD #: XXXXXXXXXXXX3126
AID: A0000000980840
TVR: 8000048000
IAD: 06061203A0A000
TSI: 6800 ARC: 444196
TC: 08EAA430310A9FD8
RRN: 011494

Total: USD\$ 4.12

APPROVED BY ISSUER

VERIFIED BY PIN

FROZEN

CUBED ICE- 8 LBS
2 @ \$1.99 EA \$3.98 C F

BALANCE DUE \$4.12
Debit Card \$4.12

[S] 4****60000003126
Auth Code = 444196

CHANGE \$0.00

TAX-CODE	TAXABLE-VAL	TAX-VALUE
CITY	\$3.98	\$0.14

Total number of items sold = 2

STORE:00001 REGISTER:001 CASHIER:5778
TICKET#:0026 27SEP2024 8:49:27

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

Balance at Jan 1, 2025							\$ 82,572.72	
Revenue	Projected	Notes	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	
Developer fee	\$ 15,000.00	Distributed in Q3	\$ -	\$ -				
Distribution to the Limited Partner	\$ 5,000.00	Distributed in Q3	\$ -	\$ -				
Total Revenue								
Expenses	Budget		Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	YTD Actual	Remaining Budget
Affordable Housing Project - Phase II							\$ -	
Grant writer	\$ 1,200.00	\$30/hour - 40 hours of support	\$ -	\$ -			\$ -	
Pre-Application Meeting with Town Consultants	\$ 2,000.00	\$200/hour - 10 hours of consultation	\$ -	\$ -			\$ -	
Town development application fee	\$ 3,500.00	Land use application - Site Plan for more than 25,000 sq. ft. - deposit is \$3500, fee is \$1000	\$ -	\$ -			\$ -	
Miscellaneous	\$ 2,000.00	For unanticipated costs	\$ -	\$ -			\$ -	
	\$ 8,700.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700.00
Social/Networking Events							\$ -	
Q1 event	\$ 500.00							
Q2 event	\$ 500.00							
Q3 event (Beef and Bean Days)	\$ 500.00							
Q4 event (holiday/end of year event and gifts for residents)	\$ 1,000.00							
Total DV Socials	\$ 2,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Community Workshops (quarterly)							\$ -	
Speaker Stipends	\$ 900.00	\$100 each for 3 speakers						
Childcare	\$ 600.00	\$200 for two hours						
Food/Drink	\$ 900.00	\$300 for drinks and snacks						
Room Reservation	\$ 300.00	\$100 (TRPR) or \$50 (Town Hall)						
Giveaway	\$ 300.00	\$100 gift card						
Total Community Workshops	\$ 3,000.00	\$1,000 per workshop, three workshops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Advertising/Marketing							\$ -	
Facebook ads for commissioners	\$ 1,000.00							
Marketing Workshops and Socials	\$ 1,200.00							
Water Bottle Labels (for Beef and Bean Day)	\$ 100.00							
Total Advertising	\$ 2,300.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300.00
Miscellaneous								
Nonprofit status	\$ 100.00							
Total Miscellaneous	\$ 100.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Total Expenses	\$ 16,100.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,100.00
Current Balance (08/14/24)							\$ 82,572.72	

YTD Activity Summary	
Beginning Balance	\$ 84,621.52
Deposits	\$ -
Disbursements	\$ -
Current Balance (08/14/2024)	\$ 82,572.72