

**Minutes  
Milliken Housing Authority  
Town Hall Meeting  
May 16, 2024**

**Call to Order**

Chairperson Kellie Mathews called the meeting to order at 8:41 a.m.

**Pledge of Allegiance**

All recited the Pledge of Allegiance

**Roll Call**

**Present:** Chairperson Kellie Matthews, Vice Chairperson Sloane Hawes, Commissioner Michelle Bauer Commissioner Pat York & Admin. Assistant Tami Burns.

**Zoom:** Loveland Housing Authority staff; Finance Director Teresa Fox and Dove Valley Property Manager Jess Prentis.

**Absent:** None

**Guest:** None

**Agenda Approval**

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

All in Favor. None Opposed. Motion Passed.

**Citizens Comments**

Michelle Bauer, Dove Valley resident, stated that on April 19<sup>th</sup> she tripped on a raised portion of concrete in the sidewalk. Due to the fall, an MRI scan showed that she fractured her patella & tibia.

Ms. Bauer stated that this trip hazard had been brought to the attention of LHA's former Maintenance Manager Mike Kersh a couple of years ago.

Project Manager (RM) Jess Prentis has taken pictures of the raised concrete and has spoken to Maintenance Manager Ray Grimaldo. She assumed that the hazard was taken care of and did not follow up. She also indicated that she would speak to Jess Hinze once she returned to the office.

Ms. Bauer would like for the trip hazard to be repaired as soon as possible eliminate any further incidents.

Ms. Bauer will need to fill out an accident report if she wants compensation for the fall due to trip hazard.

MHA Commissioners requested that LHA provide bids to repair the trip hazard to them for the June 20<sup>th</sup> meeting if not sooner. The Committee also requested that Property Manager Jess Prentis and Ray Grimaldo Walk the perimeter of sidewalks at Dove Valley noting any hazards to be repaired.

**Minutes of Previous Meeting**

Vice Chair Hawes motioned to approve the April 16, 2024, as presented. Commissioner York seconded.

All in Favor. None Opposed. Motion Passed.

## Informational Agenda

### **a) Dove Valley updates:**

Property Manager (RM) Jess Prentis presented the Dove Valley Community.

There have been water leaks in some of the units. In two units there was a water leak in the kitchen. The carpet and pad were replaced in one of the two units. In a second unit there was a water leak from the washing machine. In this instance, water was sucked up, and the carpet was cleaned. An outside hose bib was turned on too early. Pipes froze from the hose bib and needed to be repaired. The Loveland Housing Authority will pay half the cost to repair the pipes. The resident responsible for turning the water on will be charged the other half.

Commissioner Bauer lives in one of the Dove Valley units and indicated that the unit that had the leak in the kitchen was not addressed promptly or properly. This resident is Commissioner Bauers neighbor. She stated that her neighbor is an 82-year-old woman. When the maintenance department was called at approximately 4:00pm on a Friday, the resident was told to turn off the water under the sink. She was not able to do so as she had trouble with her back and knees. The on-call staff went out to Dove Valley and turned the water off for her. The resident was informed that maintenance would not be able to get to the repairs until the following week and to put fans on the carpet.

RM Jess P. stated that the Maintenance Manager Ray Grimaldo told her all repairs were complete.

MHA Commissioners requested that LHA set up a process to check that all maintenance requests at Dove Valley are addressed in a timely and adequate manner.

### Capital Projects

RM Jess P. indicated that the potholes look like they have been filled and are not significant currently but will check each time she goes to the community.

There will be a couple of units painted this year, but she does not know how many or when the work will commence.

LHA is working on a Project(s) spreadsheet for the properties they oversee. They are working to finalize bids and schedules for the work to begin. RM Jess P. indicated that she had just received a copy of the list but had not had a chance to look at it yet. She will present the schedule once it is finalized.

MHA Commissioners requested that Ray Grimaldo attend the June meeting to present the schedule for Projects in 2024 at Dove Valley

### Meeting with Greeley/Weld Housing Authority to discuss any voucher updates.

Due to extensive staff turnover at Greeley/Weld Housing Authority, a meeting to discuss Department of Housing and Urban Development (HUD) vouchers has not taken place. LHA has not been able to contact the Greeley/Weld Housing Authority (HA) so RM Jess P. indicated that she will be going into the Greeley/Weld HA office today to see if she can meet with someone in person regarding the vouchers.

The voucher program is a federal program run by HUD. RM Jess P. stated that many documents need to be updated, rent needs to be increased, some of the residents need to be recertified and others feel their recertification was done incorrectly and want their information to be recalculated.

Vice Chair Hawes asked why rent is being raised. Jess P. explained that HUD determines what is reasonable rent for each area and income. Vouchers can pay a percentage of the rent up to 100%.

Due to the lack of communication between LHA and Greeley/Weld HA, there will be no late fees or 30-day notices. The yearly budget does not reflect any increases in rent.

### Update on Debt Release from Frontier Bank/Wade Nickerson & Financial Report

Ms. Fox informed the committee that Finance Director Wade Nickerson must locate the bank that holds the debt and have them release the debt from her predecessor, Sharlet Lee.

Ms. Fox also stated that the Town of Milliken must draw a Resolution to release the \$140,000.00 debt.

Administrative Assistant Tami Burns explained that she spoke to Finance Director Wade Nickerson regarding the debt release. He indicated that he had no conversation with anyone from LHA regarding the debt release. Chair Matthews will meet with Director Nickerson after the meeting if he is available.

Director Fox stated that the Audit went well and will be presented to the committee next month. She also stated that the financials for last quarter were in line with the budget with a few small exceptions.

**b) Paws & Property Event:**

Workshop Committee Meeting April 25<sup>th</sup> Update.

Date and Time of Event will be June 29<sup>th</sup> from 10AM – 12PM. Location of Event will be at the Centennial Pavilion next to Centennial Park. Chair Matthews will fill out the required application and ask Cheryl Powell Town Administrator that the \$25.00 rental fee be waived.

Chair Matthews will fill out the Special Event application today as required by the Town of Milliken for a public event.

The committee would like to invite Corn Doggies food truck to the event. For this food truck to participate, the minimum financial obligation is \$1,200.00 for the day. If that amount is not made in sales, MHA must pay the balance. They will also need to obtain a business license from the Town of Milliken prior to the event.

Chair Matthews will request permission from TRPR to use their parking lot.

Once vendors are confirmed, a site plan will be created and sent to the committee and the Town.

Chair Matthews prepared an event advertisement for the Johnstown Breeze. Vice Chair Hawes made change suggestions to the current flyer. Once Chair Matthews completes the changes, she will send out to the committee.

**c) Potential new commissioner(s):**

The committee has heard nothing back from Mr. George. They will advertise in the Milliken Newsletter and the Johnstown Breeze for new commissioners.

**Discussion Agenda**

1. Non-Profit Status – Vice Chair will file the appropriate documents and pay the fees to put MHA in compliance.

**Action Agenda**

Annual Meeting – Election of officers  
Nominations are as follows.

Chairperson – Kellie Matthews  
Vice Chair – Michelle Bauer  
Secretary – Sloane Hawes  
Treasurer – Sloane Hawes

All Nominees have accepted their nominations.

Commissioner York motioned to elect the nominees to office as indicated. Vice Chair Hawes seconded.

All in Favor. None Opposed. Motion Passed.

**Report of Officers**      None

**Consent Agenda**      None

**Future Business**

- MHA Affordable Housing Project
- Treasurer Report
- Beef & Bean Day
- Summer/Fall event at Dove Valley with MYCL

**Adjournment**

Vice Chair Hawes moved to adjourn. Commissioner Bauer seconded.  
All approved. None opposed.

The meeting was adjourned at 9:50 a.m.

Next meeting is scheduled for, Thursday, June 20, 2024, at 8:30am.

Prepared by:

  
Tami Burns  
Town of Milliken  
Administrative Assistant 2  
Tami Burns

Approved by:

Milliken Housing Authority  
Board Chairperson  
Kellie Mathews