

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date August 12, 2024 | Meeting called to order at 7:00PM | Meeting called to order by Carol Nye

In Attendance

Mayor – Carol Nye Mayor Pro Tem – Ken Salmon Trustee – Garie County
Trustee – Adam Krier Trustee – Craig Cook Trustee – John Barber Trustee – Charles Amen
Guests in attendance were Matt Harris, Steve Curtis, Tobias Harvey, Greg Etl, Jake Baker, Jared Davis, Mica Rausch, Darrell Nestor, Karen Urrutia, Eli Kruger, and David Beck.

Approval of Agenda, Minutes and Bills

Agenda was reviewed. Carol asked that the Building Permit for Fence at 222 Colorado Avenue on New Business be moved to the next meeting. Chuck made a motion to approve the agenda. Chuck 1st Adam 2nd Passed.

Last meeting's minutes for July 22, 2024, were reviewed. Garie asked for a change to the minutes. He asked that the minutes state that Carol said that she did not implement a two-week advance notice before time off is permitted, and it wasn't stated in the July 22nd minutes. Garie also asked for a copy of the employee handbook. Ken made a motion to approve the July 22, 2024, minutes as amended. Ken 1st John 2nd Passed.

Treasurer's report was reviewed and approved by all in attendance. Adam made a motion to accept the treasurer's report as presented. Adam 1st Ken 2nd Passed.

Type of Fund	Starting Balance 12/31/22	Revenues	Expenditures	Ending Balance
General Fund	\$166,066.88	\$106,993.37	(\$93,964.17)	\$179,096.08
Streets & Alleys	\$21,088.96	\$42,151.26	(\$49,550.49)	\$13,689.73
Water Fund	\$97,440.39	\$185,278.72	(\$212,527.98)	\$70,191.13
Sewer Fund	\$51,601.24	\$105,336.96	(\$71,774.92)	\$85,163.28
Sewer Fund Grant	\$986.04	\$0.00	(\$220.14)	\$765.90
Conservation Trust Fund	\$29,006.21	\$4,309.28	(\$21,516.58)	\$11,798.91
Fire Department Fund	\$31,992.51	\$92,018.36	(\$125,342.67)	(\$1,331.80)
Fire Department Pension	\$61,924.45	\$0.00	\$0.00	\$61,924.45
Cemetery fund	\$0.00	\$1,800.00	(\$133.83)	\$1,666.17
Not Specified (Payroll)	\$0.00	\$ -	(\$16,528.30)	(16,528.30)
Totals	\$460,106.68	\$537,887.95	(\$591,559.08)	\$406,435.55
		Name	Amount	Renewal Date
	CD are as follows:			
		TABOR	\$6,899.56	3/8/2024
		Town of Merino	\$48,574.34	3/8/2024

Budget Report: Ken made a motion to accept the budget report as presented. Ken 1st John 2nd Passed.

Type of Fund	Budget Total Revenue	Revenue As of 7/8/2024	Difference Between Budget and Actual	Budget Total Expenditures	Expenditures As of 6/2024	Difference Between Budget and Actual
General Fund	\$43,874.00	\$42,786.25	\$1,087.75	\$72,148.33	(\$74,733.31)	(\$2,584.98)
Streets & Alleys	\$56,000.00	\$17,986.56	\$38,013.44	\$54,940.00	(\$21,148.29)	\$33,791.71
Water Fund	\$120,000.00	\$70,573.09	\$49,426.91	\$258,444.00	(\$66,477.86)	\$191,966.14
Sewer Fund	\$85,000.00	\$45,847.86	\$39,152.14	\$75,478.00	(\$29,534.11)	\$45,943.89
Sewer Fund Grant	\$10,000.00	\$0.00	\$10,000.00	\$0.00	(\$220.14)	(\$220.14)
Fire Department Fund	\$50,000.00	\$51,214.11	(\$1,214.11)	\$52,415.00	(\$74,977.60)	(\$22,562.60)
Fire Department Pension	\$5,000.00		\$5,000.00		\$5,000.00	\$5,000.00

Approval of Bills – Adam made a motion to pay the bills as presented. Adam 1st Craig 2nd Roll Call: Carol-yes Ken-no Craig-yes Adam-yes Garie-yes John-yes Chuck-yes

Payments by checks:

Vendor	Amount	Vendor	Amount
American Safety Assoc. of CO.	\$395.00	Beaver Ranch Gravel LLC	\$1,541.00
Chad Wettstein	\$120.15	Colorado Analytical	\$545.00
Culligan	\$450.77	Dan Wiebers	\$1,082.95
Home Depot	\$65.40	KCI	\$94.89
Marick's Waste Disposal	\$45.00	Northeast CO Health Department	\$20.00
Northeastern Junior College	\$633.53	PVS DX, Inc	\$1,477.05
Shipping and Stuff	\$245.94	Sterling Fuels Inc.	\$646.10
UNCC	\$ 6.45	Worth Hydrochem of Okla., Inc	\$ 1,210.00
		Total	\$8,579.23

Expenditures:

Vendor	Amount	Vendor	Amount
21 st Century	\$978.79	Highline Electric Association	\$47.92
Quick Books	\$183.00	Xcel Energy	\$1,460.01
Xcel Energy	\$372.76	Xcel Energy	\$553.20
		Total	\$3,595.68
		Grand Total	\$12,174.91

Payroll Approval of Employee Time Sheets: Craig made a motion to accept the payroll as submitted.
Craig 1st Adam 2nd Roll Call: Carol-yes Ken-abstain Craig-yes Adam-yes Garie-abstain John-yes Chuck-yes
Passed.

Committee Reports

- Water/Sewer Report- The water guys were in attendance and reported that they put together a detailed timeline of everything that they did with the concentrate line. Carol said that she would have the numbers on it for the first September meeting for the board to review. The rest of the report will be given in the concentrate line update on the agenda.
- Fire Department Report- Assistant Fire Chief Jared Davis reported that they have been transferring the equipment from the old fire truck to the new fire truck. It should be fully operational in a few weeks. Carol asked him what would happen to the old truck. Jared said that Sterling Rural Fire board will be taking it back and they are willing to take up the insurance on it until they are able to get rid of it. They will reimburse the Fire Department for the insurance costs; they just need the numbers on it where they dropped the value from \$250,000 to \$150,000 with the insurance company. Terry will give him the information he needs.
- Streets/Alleys Report- Tobias was here to report there are several faded stop signs that will need to be replaced and with new regulations for 24x24 retroreflective signs the town will have to replace them. He only found one catalog, Tree Top Products, that sells stop signs for \$108.05 each. Chuck suggested that Tobias check with Sterling and see if it would benefit the town to purchase some signs with them when they order again. It was also brought up that some of the signs belong to the county and that they would have to be contacted. Tobias reported that he has been grading the streets, weed whacking around the utilities like fire hydrants and meters, mowing around town, reorganizing the shop and cleaning the gutters on Colorado Avenue. He has also been working with Terry to get some things on GPS and will be finding manholes and valves to get them on GPS also. Carol also asked him to trim the overgrowth near the stop signs.
- Clerks Reports- Pam just wanted to mention that a letter needs to go out with the water bills to ask for email addresses so the bills can be emailed out each month. Since billing will be done this Thursday, Carol said that she would come over and work with Pam on that.
A resident asked that an item be added to the newsletter notifying people that items have come up missing from people's property, so residents might want to secure their property and let their neighbors know to do the same.
Terry reported that Gen-Tech that services the water treatment plant generator, will be on site this Wednesday, August 14th at 8:00am.

Old Business

- Assessment of Water Bill at 218 Logan – Karen Urrutia was here to present the bills to show where the error was on the May bill. The previous reading for April was 66240 and, on the May bill, the previous read is listed as 44528 with the current reading of 66280, so a charge of \$1,965.20 was generated because of the difference in the readings. Carol told Karen that she would fix it. Ken made a motion to fix the error on the bill. Ken 1st Adam 2nd Passed.
- PFS Insurance Quotes – Mica Rausch was here to present an insurance quote to the board. The town and the fire department are separate quotes. Micah stated that the workmen comp rates for 2025 won't come out until December 1st, so she won't have a quote for that until then. The town needs to let CIRSA

know that they are shopping for insurance by October 1st. Terry let the board know that she hasn't received the 2025 rates from CIRSA. The town will need those numbers to be able to see if the numbers in the quotes are comparable or better. The board asked her to come back to the September 9th board meeting.

- DOLA, Greg Etl – Greg was here to talk about the projects the town has coming up. Greg said that DOLA could help with the installation of fire hydrants. He told the board that the next grant run is December 1st, and their grants are a 50/50 grant. Either SRF or CWCB could do the water loan, and he didn't know if there is a sewer loan to help match. Greg also said that the town should get the project engineered to find out if it is a worthwhile project. He said that it is possible to get an Admin grant for the engineering and possibly a partial loan grant for the rest. Carol will put together some scenarios to send to Greg to go over. If he approves, she will send them out to get some estimates for the project.
- Water/Sewer Project Update – The town is still waiting for the exemption from audit to move forward on the project.
- Annex of Property by Hwy – The town will be getting some estimates for the addition of water and sewer to the new annex before deciding if the property can be annexed into the town.
- Pension Board Meeting Update – This item was reported on in the last meeting.
- November 2024 Ballot Item:
 - Sales Tax Ordinance – Terry presented the ordinance to the board for review. The town attorney drafted the ordinance for the town. The first reading of the ordinance was done. Adam made a motion to adopt Ordinance 03-2024 as read. See attached document. Adam 1st Craig 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-no John-yes Chuck-yes Passed.
 - Intergovernmental Agreement for the November 5th Election – Terry presented the agreement to the board and reported that the town attorney had already reviewed and approved it. Ken made a motion to accept the intergovernmental agreement with Logan County for the November 5th election. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-no John-yes Chuck-yes Passed.
- KCI Agreement Update – Carol reported that she has received no reply or payment from KCI.
- Town Property Survey – All of the pins have been located, so there is no need for a property survey.
- Town Fence – Since all the pins have been located, the fence can be built. Carol asked for this item to be put on 'Old Business' of the agenda for the next meeting.
- Concentrate Line Update – The water guys have consulted with outside sources about scale testing and solutions for resolving the concentrate line issues. They reported on the different treatments they have tried on the line scale and some possible options that the town might want to try.
- Harris Engineering Consultants – Matt Harris was here to talk with the town about options for the water treatment concentrate line. He would look at the water treatment system, see what would keep the line clear of scale, and come up with the engineering to prevent the concentrate line from getting clogged again. Matt said he would leave the chemical recommendations up to the water guys since that is their part of the process. One option discussed was whether to redirect the concentrate line from the evaporation ponds to the sewer ponds. Another option discussed was boring under the ditch and repairing the existing line. David recommends using the existing line and finishing with the replacement of the line from the ditch out to the concentrate ponds. Matt had a bid of \$3500 to come up with a new plan. After discussing the options, the board decided to hire Matt for \$3500 to work with the water guys to come up with a plan. Carol asked Terry to get estimates for the boring under the ditch. Ken made a motion to hire Harris Engineering Consultants to work with the water guys on the concentrate line. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes John-yes Chuck-yes Passed.

- CIRSA Update – Terry reported that the audit came back with a good report. The town received a score of 97/100 for workmen’s comp and 100/100 for property casualty. The only corrections that were needed for the next audit is the tree to be trimmed that is over the Fire Department and training.
- Clerk Bonds – Terry reported that the bonds are up for renewal now. The town is checking into changing insurance companies and one company includes bonding of employees in their pricing.
- Rental Property Update – Carol reported that she had two applications turned in, but no renters yet. She asked the board if they thought that they should lower the rent amount. Ken suggested \$1,000. Chuck suggested letting the maintenance man live there to maintain it for the town. The board decided to lower the rent to \$1,000. Ken made a motion to lower the rent at the rental house to \$1,000. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Garie-yes John-yes Chuck-yes Passed.
- Application for Service Approval – Carol reported that Pam updated the application. Garie asked if the rates are what the town charges currently. Pam told them she would update the price when the rate changes to \$55 in September. Carol said that the letter was sent out in July and would take effect 60 days later, on the September 15th bill. Garie asked if a date had been set for a hearing. Ken said that the town didn’t need a hearing to raise the water and sewer rates. Garie read aloud that no change shall be made to a municipal utility rate or charges in any rural population or contact without notice and public hearing not more than 60 days and no less than 30 days. He thought that it could be posted in the meeting and call that a hearing. The board decided to put it on the agenda. So, Carol asked that it be added to the agenda in old business for the next meeting. John made a motion to approve the application of service. John 1st Chuck 2nd Passed.

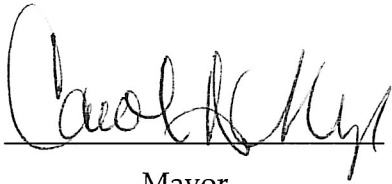
New Business

- Building Permit for Fence at 222 Colorado Avenue – This item was moved to the next meeting.
- Building Permit for Porch at 339 Lee Street – Ken reported that he told them that they needed to have a building permit. They did come get the permit but continued building because their contractor was there. The project was to extend the porch around the house. John made a motion to approve the building permit. John 1st Chuck 2nd Passed
- Topsy Cow Liquor License Renewal – This item was moved up before the Concentrate Line Update in ‘Old Business’. Terry reported that they had turned in the liquor license renewal application. She hadn’t received any complaints. They are also applying for a carry out liquor permit and she was waiting on the payment for that item. Ken made a motion to renew the Topsy Cow liquor license. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes John-yes Chuck-yes Passed.
- Town Auditor – Carol reported that she had called the auditor and is waiting for a response. She feels it is better to stay with him instead of trying to explain the situation to someone new. Carol will continue to work on this item.
- WFI – Terry reported that she got some dates for August 19-23 to do the sewer cleaning and televise the lines. Steve got the permit from the state, so they are waiting on Todd to set the dates he will do it. Terry also has the letter ready to be distributed to the residents that will be affected by the cleaning.
- Tree Removal at 445 Lee Street – Terry reported that Leta had asked if the town would like to remove one of the trees on the northwest end of the property at 445 Lee Street. After some discussion, Carol said that she would check with Leta about her reasons for the removal.
- New Sewer Taps – Larri Tappy had to replace his sewer line, and the town didn’t know what the previous process was for a new sewer tap. The board asked for some research to be done. Carol asked that this item be moved to the next meeting.
- Chicken Ordinance Review – This item was moved to the next meeting.

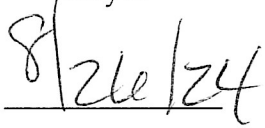
Adjournment

Date: Merino Town Hall

Motion to adjourn was made at 10:12 pm by Ken, seconded by Craig, and was passed unanimously.



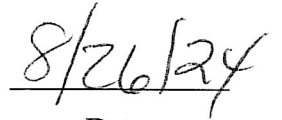
Mayor



Date



Clerk



Date