

# TOWN OF MERINO

## Board of Trustees Meeting Minutes

Date August 26, 2024 | Meeting called to order at 7:00 PM | Meeting called to order by Carol Nye

### In Attendance

Mayor – Carol Nye      Mayor Pro Tem – Ken Salmon      Trustee – Garie County

Trustee – Chuck Amen arrived at 7:10 p.m. Trustee – Craig Cook

Members not in attendance were Adam Krier and John Barber.

Guests in attendance were Steve Curtis, Tobias Harvey, and Todd Daughenbaugh.

### Approval of Agenda, Minutes and Bills

Agenda was reviewed and approved by all in attendance. Ken made a motion to accept the agenda as presented. Ken 1<sup>st</sup> Craig 2<sup>nd</sup> Passed.

Last meeting's minutes for August 12, 2024, were reviewed and were approved by all in attendance. Ken made a motion to approve the August 12, 2024, minutes as presented. Ken 1<sup>st</sup> Craig 2<sup>nd</sup> Passed.

Approval of Bills: Craig made a motion to accept the bills as presented. Craig 1<sup>st</sup> Garie 2<sup>nd</sup> Roll Call: Carol-yes Ken-no Craig-yes Garie-yes Passed.

Payments by checks:

VENDOR	AMOUNT	VENDOR	AMOUNT
CDPHE	\$85.00	GEN-TECH	\$2,078.79
Little Tornado Towing	\$350.00	PVS DX, INC	\$1,289.94
Steve Curtis	\$30.99	USA Blue Book	\$614.00
		<b>TOTAL</b>	<b>\$4,448.72</b>

Expenditures:

VENDOR	AMOUNT	VENDOR	AMOUNT
ESET LLC	\$49.99	Highline Electric Association	\$82.77
Quick Books	\$203.00	United States Post Office	\$19.39
Xcel Energy	\$17.22		
		<b>TOTAL</b>	<b>\$372.37</b>
		<b>GRAND TOTAL</b>	<b>\$4,821.09</b>

Payroll Approval of Employee Time Sheets: Craig made a motion to accept all the employee time sheets except Ken's and Pam's. Craig 1<sup>st</sup> Ken 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Garie-yes Passed.

Craig made a motion to pay Pam's payroll as presented. Craig 1<sup>st</sup> Ken 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Garie-abstain Passed.

Craig made a motion to pay Ken's payroll as presented. Craig 1<sup>st</sup> Garie 2<sup>nd</sup> Roll Call: Carol-yes Ken-abstain  
Craig-yes Garie-yes Passed.

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## Committee Reports

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- Clerks Reports – Terry reported that the spay/neuter clinic is in Hillrose because they have a facility there. They will be sending some information about the clinic, and it will be added to the newsletter so residents can take their pets there.  
Terry is trying to get some information about Friends of Ferals who pick up feral cats to spay and neuter them.  
Terry received a note from the state auditor because they have not received the audit yet. She sent an email to explain why they have not got it so it will be on record.  
GEN-TECH came to service the generator. The service man said that everything looks good, but the battery will need to be replaced next year. They will give a quote for the battery next year because it is only good for 30 days. The service man also suggested that the town should have an alarm system that would go off if the generator is shut off or quits working. It is possible that it might be in the building, but it was never installed. Terry will have Tobias look around for it.  
Terry asked the board for permission for the water guys to go through the Operating and Maintenance response plan to make sure it is updated. Carol said that David could look at it. Craig made a motion to let David look at that and make sure the emergency procedure pamphlet is up to date. Craig 1<sup>st</sup> Ken 2<sup>nd</sup> Passed.  
Terry let the board know that both facilities have their liquor licenses updated and current.  
Terry and Eli met last week on the water survey inventory list. They came up with a plan to move forward that includes the help of Tobias to physically look in the pits to see what the town's connection is that comes out of the meter. Tobias will start doing that while winterizing the pits with insulation at the same time and document the information as he opens each pit.  
Pam reported that the letters were sent out with the water bills requesting email addresses to send out the bills via email. Pam has received several back as well as a few calls from residents that do not have email addresses. Pam will keep her list updated as more responses come in.  
Pam also let the board know that Aero Applicators sent an invitation for someone plus a guest to attend their customer appreciation dinner for their annual oyster fry. No one was able to attend.

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## Old Business

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- Building Permit for Fence at 222 Colorado Avenue – Carol asked that this item be rescheduled until he can attend.
- Rental Driveway – There seems to have been some confusion as to what was going to be done on the driveway to the rental house. The board thought the entire driveway was going to be repaired. Todd from 4D Excavating was present and he thought that it was discussed to fix the part that was sunk in from the tree to the entrance. It was suggested that the group might want to listen to the recording to see what was agreed upon. Carol asked that some of the board members go out to the rental house and see what they think about the driveway before the next meeting.
- Rental Property Update – Carol reported that the rent for the rental property had been changed to \$1,000 for a one-year contract or \$1200 per month. She said that she has one guy that has applied who is still interested, but she needs to check his references. Ken suggested that they wait until the next board meeting to give Carol time to make some calls.

- Concentrate Line Update – Terry reported that Eli and David met with the engineer last week. She hadn't heard anything from them about that meeting. Carol asked if she got any estimates for it yet and Terry said that she still needed a measurement for the area. She said that she would try to get Steve to measure it so she could get those sent out.
- Water/Sewer Project Update – Terry reported that the town received a proposal from Element Engineering for a Water System Project Needs Assessment (PNA). The PNA document would be submitted to the Colorado Department of Public Health and Environment (CDPHE) for project funding purposes. This is an engineering planning document and is the first step in obtaining funding for a water system improvement project. The proposed fee of \$12,500 is reimbursable through a CDPHE \$10,000 planning grant. The town would be required to pay only \$2500 of the fee. Terry said that they need to get this done by December 1<sup>st</sup>, so they need to get moving on it right away. Ken made a motion to accept Element Engineering's proposal for the water. Ken 1<sup>st</sup> Chuck 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Garie-yes Chuck-yes Passed.
- Annex of Property by Hwy – Terry reported that the estimate requests have not gone out yet.
- November 2024 Ballot Item:
  - Sales Tax Ordinance 2<sup>nd</sup> Reading – Terry did the second reading of Ordinance 2024-03. After reading the document, Terry reminded the board that she would need them to sign the ordinance. Once it is signed then she will publish the ordinance.
- KCI Agreement Update – Carol reported that they have not paid the bill, so she will give them a call to check on the status of the payment.
- Town Fence – Carol mentioned that the town was going to provide the materials for the fence and the board was going to supply the labor to put up the fence, but there will need to be some clean up on the residence side before work can begin. Steve said that the resident asked to be notified when the town is ready to work on the fence and they will get things moved. The town can get some reimbursement funds from CTF at the end of the year to help with the cost of the fence. The old fence will be removed then the town will ask that the residents get items moved from town property so they can put up the new fence. Carol said that she would send the letter to Tyler. Ken made a motion to build a fence on the north side of the town property between the town shop and the town building, behind the water tower for the sum of \$3500. They said that a line locate should be called in the week before the project will be done. Ken 1<sup>st</sup> Chuck 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Garie-yes Chuck-yes Passed.
- CIRSA Update – Terry reported that CIRSA will be sending out their 2025 bid on August 30<sup>th</sup>. The board will have the numbers for the September 9<sup>th</sup> meeting to compare to the PFS insurance quote. If the board decides to switch insurance, there will be time to send out a letter of intent to CIRSA.
- Chicken Ordinance Review – It was proposed by one board member to approve for people to be allowed to have either 12 hens or 11 hens and one rooster. Carol asked if it needs to be a resolution or an amendment to the ordinance. Terry thought that it could just be an amendment to the ordinance and will research the correct procedure. Chuck made a motion to amend Ordinance No. 2011-07 to state that a person could have 11 hens and one rooster. Chuck 1<sup>st</sup> Craig 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Garie-yes Chuck-yes Passed.
- New Sewer Taps – Carol asked if anyone had found any information concerning new taps. Nothing has been located yet.
- Town Auditor – Carol reported that someone is working on the audit and will try to have it done by the end of August.
- WFI Update – Terry reported that WFI that they cleaned today and should finish up today, otherwise they will finish up on Tuesday.

- Tree Damage Repair – Ken reported that Dardanes Tree Service took out the fallen tree. Tobias mentioned that some of the posts around the park were broken when the tree fell. The board discussed him getting some pipe that the town has and some concrete to set them in the ground. The board discussed options for what to do with the area where the tree stood, whether to fill it in with topsoil or plant a new tree in that location. Ken suggested that the town try to get a tree grant to help replace some of the dead trees that have been cut down around town. Garie volunteered to buy an evergreen tree to plant there.

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Board Discussion Items

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Items discussed by the board: The board discussed the need to clean up the alleys in town before the water/sewer project gets started. Residents need to be responsible for their own items in the alley. Carol asked Tobias to keep track of the addresses of items that need to be removed from the alley off town property. A letter will be sent out to let them know the deadline for the cleanup, and if they don't do it, they will be billed a fee for cleaning.

Garie mentioned that the alleys need to have the dirt brought up from the sides of the alley way.

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Public Discussion Items

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Comments from the Public: Steve voiced his concerns about the MVFD pension fund, and the responsibilities connected with it. If they have their own EIN number, can they apply for a grant using that number. If they could come to an agreement with the town to have one member as a cosigner and receive monthly reports for the account, it would provide the checks and balances needed for their peace of mind. The MVFD could use their EIN number for their donations account. After discussion, Garie was asked to talk to Dan and Jared about joint management for the MVFD Pension Fund. Garie said he would try.

Steve also asked Garie why he voted no on the tax ordinance. Garie told him that the ordinance was not clear about what the tax money was going to be used for. Garie feels it is too vague and would prefer if it said specifically that it was just for streets and alleys. Terry said that the ordinance reads that it is for municipal infrastructure so it can be used for several things instead of just for one thing. When it goes up for the vote, there will be some clarification with the pros and cons of the things the money could be used for.

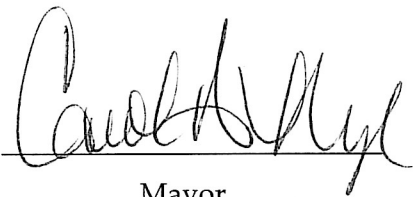
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Adjournment

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Date: Merino Town Hall

Motion to adjourn was made at 9:09 pm by Ken, seconded by Chuck, and was passed unanimously.



Mayor

9/19/24

Date



Clerk

9/19/24

Date