

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date July 22, 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 - John Barber Trustee - Charles Amen

Members not in attendance were Adam Krier and Craig Cook.

Guests in attendance were Steve Curtis, David Beck, Eli Kruger, and Jake Baker.

Approval of Agenda, Minutes and Bills

Agenda was reviewed and approved by all in attendance. John made a motion to approve the agenda. John 1st Chuck 2nd Passed.

Approval of July 8, 2024, minutes. The minutes were reviewed and were approved by all in attendance. Chuck made a motion to approve the July 8, 2024, minutes as written. Chuck 1st Ken 2nd Passed.

Approval of Bills: Ken made a motion to pay the bills as presented. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Garie-yes John-yes Chuck-yes Passed.

Payments by checks:

Vendor	Amount	Vendor	Amount
Apex Electric	\$378.00	CDPHE	\$1,000.00
Chad Wettstein	\$187.79	Mead Lumber	\$165.00
Motorola Solutions	\$42.34	Northeast CO Health Department	\$20.00
Sterling Fuels Inc.	\$174.50	Steve Curtis	\$41.97
Timberline Construction	\$6,492.04	Williamson Lowery Fredregill	\$389.00
Bank of Colorado – from CTF to Operating (HUTF Funds)	\$1,417.11		
		Total	\$10,307.75

Expenditures:

Vendor	Amount		
Xcel Energy	\$17.10		
		Total	\$17.10
		Grand Total	\$10,324.85

Payroll Approval of Employee Time Sheets: John made a motion to approve the employee time sheets. John 1st Chuck 2nd Roll Call: Carol-yes Ken-yes/abstain from his paycheck Garie-abstain John-yes Chuck-yes

Approval of June 24, 2024, minutes: Ken made a motion to approve the June 24, 2024, minutes as presented.
Ken 1st John 2nd Passed.

Committee Reports

- Clerks Reports – Terry reported that Dog Days was successful with 10 animals receiving vaccinations. Dr. Montague stepped in for Dr. Cochran who had to be out of town. She also said that Dog Days next year should be on July 12, 2025. Terry also asked the board if they were interested in having a spay and neuter clinic then she would check into it. The fees should be discounted at the clinic.
Pam reported that she has been working on checking the accounts to see which ones have email addresses and those that do not. She has made a list and started updating the list but has not finished the updates. Pam will try to finish the updates this week. When the updates are finished, she will have a list of those that need an email address.
Pam also reported that she has sent out all the letters for chicken permit renewals. She has two residents that have not paid yet, one of which is not due until August 24th. The board discussed that two residents have not purchased a chicken permit but have chickens in their yard. Carol asked Pam to contact each of them about getting a permit.
Pam presented the Town of Merino Application for Service to the board because she had asked if she was supposed to charge a shut off or turn on fee for tap accounts that become active or vice versa. She had been told that the town did not charge the fee but noticed that the application had the fees included. The board told her to go ahead and remove the fees from the application for future use and make sure that it is clear if the water is shut off and changed to a tap account that the property owner will be billed each month a \$15.00 tap fee. It was requested that Pam update the form and present it at the next meeting for approval.
Carol said that she had been told that she implemented some new procedures in the town office. The clerks did not know what it was about. Garie asked her about the two-week advance notice before any time off is permitted. Carol stated that she did not implement the two-week notice, she said that the notice needed to be in writing so the board can approve time off according to the PTO policy. She also said that if someone needs time off, whether they use PTO or not, they need to give advance notice out of courtesy so things can be arranged to cover the time off.

Old Business

- MVFD Pension Board Meeting 7/23 at 7pm – Carol wanted to remind the board that the MVFD Pension Board Meeting is tomorrow at 7pm. The agenda has on new business: Discussion of MVFD accounts using Town of Merino EIN#, and on old business: Moving accounts to Bank of Colorado and Signers on accounts.
- Water/Sewer Project Update – Terry spoke to Shayna and was told that she is trying to get Scott to finish it up because she has personal issues that prevent her from finishing the audit. Terry is still waiting to hear back from them.
- November 2024 Ballot Item-Sales Tax – Terry reported that she has the sales tax ordinance that the town will need to pass at the next board meeting. The town will need an intergovernmental agreement with the county because it will go on their ballot. The attorney has reviewed the agreement and approved it to be presented and approved at the next board meeting. Terry will file the documents with the county after they are approved, then they can move forward with the sales tax question.

- Annex of Property by Hwy 6 – It was reported that Greg Etl from DOLA said that the town could get a grant through them to help fund the utilities for the annex. It was requested that Terry contact Greg Etl to see if he could attend a meeting to discuss this with the board.
- KCI Agreement Update – Carol reported that after she contacted KCI for an address to send the bill, she typed up a letter and an invoice for \$1200 for the year and sent it to the Sterling address.
- Town Property Survey Update – Carol reported that Adam had looked for the pins, but he did not find them. After much discussion of where the pins are from previous surveys, it was decided that before the board agrees to spend money on a survey, John and Chuck will take the metal detector out and try to locate the pins.
- Concentrate Line Update – The water guys were here to report on the issues with the concentrate line. There was much discussion of different options, further investigation of collecting water samples for testing, and talking with some engineers about what they can do to move forward. Carol requested a chronological list of what has been done and she would put the cost for each item and put together a letter for the state.
- Maintenance Position – Carol reported that she spoke to the direct supervisor at Local Hive Honey, and he gave an outstanding review. Ken made a motion to hire Tobias Harvey as the Town Maintenance Man at \$18.00/hour. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Garie-yes John-yes Chuck-yes Passed.
- CIRSA Update – Terry reported that she had nothing new.
- Rental Property Update – Carol reported that there was not any interest in the rental property yet. Terry suggested that Carol might want to add that the house is in the Buffalo School District. Carol said that she would do that. It was also discussed to add it to Market Place on Facebook from Carol's account as the Town of Merino account does not allow it.
- Lease Approval – Carol presented the new lease to the board. Garie reported that there was a typo on page four of the lease. Carol noted that it was not a typo but just some extra spaces. Terry reported that she updated the rental application.
- Building Permit for 329 Lee Street – Kenny reported that he will apply for a building permit later when he has everything together.

New Business

- Assessment of Water Bill at 218 Logan – Carol reported that there was a high usage one month and asked why it was changed out. Ken did not know, just that he was told there was a high usage and that he should check if there was a leak. No leak was found. Ater Carol researched the usage statements she said that the next month only showed a reading of 540. Terry said that would be like 5,400 gallons. Carol said that would be within a normal usage. She thought that a hose might have got left on or something. Carol said that the property owner needed to come ask for forgiveness. This item will be moved to the next meeting.
- Building Permit for Fence Repair at 433 Lee Street – Garie presented to the board a drawing of his plan for the fence repair. Carol asked if the fence was on the property line and Garie confirmed that it is. Ken also confirmed that it is. The drawing indicated which panels will be replaced. Ken made a motion to approve the building permit for the fence repair at 433 Lee Street. Ken 1st John 2nd Passed.
- Roosters in Town – Carol reported that the town ordinance states that there are to be no ducks or roosters in the town limits, only chickens. There are some residents in town and some board members that have roosters. She said that it is hard to enforce an ordinance to exclude roosters if board members have them. Ken stated that he thinks the town should change the rule to include a rooster. Carol asked that the board review the ordinance before the next meeting to see if there is anything else that needs to

be changed before a decision is made to amend the ordinance. This item will be moved to the next meeting.

- Lien on Properties – Carol asked Pam if she had created a process for placing a lien on properties for non-payment of utilities. Pam told Carol that it had been documented in the July 24, 2023, minutes and gave her a copy of the procedure in the minutes. Carol reported that she has sent certified letters, sent a credit invoice as requested, and sent texts to a resident but has not received any replies so she will be placing a lien on the properties.

Public Discussion Items

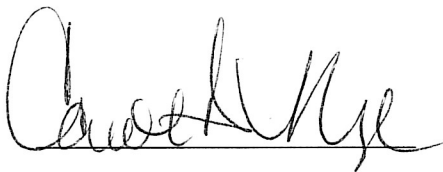
Comments from the Public: Steve asked about the procedure for new sewer taps. A resident is moving their sewer line and will need to get a new tap into the sewer line. After some discussion, Carol asked for it to be on the next agenda.

Steve also asked if the town was putting out a monthly budget report for each town entity. Carol told him that she had been doing that and that they were posted in the minutes.

Adjournment

Date: July 22, 2024 at Merino Town Hall

Motion to adjourn was made at 8:50 pm by Ken and seconded by Chuck and was passed unanimously.



Mayor

8/12/24

Date



Clerk

8/12/24

Date