

# TOWN OF MERINO

## Board of Trustees Meeting Minutes

Date July 8, 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  
Member not in attendance was Charles Amen.

Guests in attendance were Steve Curtis and Dan Wiebers.

### Approval of Agenda, Minutes and Bills

The agenda was reviewed. Ken asked that the board add a building permit to the new business. He would like board approval to build a carport. Carol asked the board to add Speed Bumps Going to the School. Craig made a motion to accept the agenda with the changes added. Craig 1<sup>st</sup> Adam 2<sup>nd</sup> Passed.

Last meeting’s minutes for June 24, 2024, were tabled until the July 22<sup>nd</sup> meeting for approval.

Treasurer’s report was reviewed and approved by all in attendance. Adam made a motion to approve the treasurer’s report. Adam 1<sup>st</sup> Ken 2<sup>nd</sup> Passed.

### Treasurer’s Report for WF and BOC 01/01/23 through 07/08/24

Fund	Starting Balance 12/31/22	Revenues	Expenditures	Ending Balance
General Fund	\$166,066.88	\$100,105.98	(\$92,006.73)	\$174,166.73
Streets & Alleys	\$21,088.96	\$40,734.15	(\$46,906.33)	\$14,916.78
Water Fund	\$97,440.39	\$168,166.54	(\$200,968.40)	\$64,638.53
Sewer Fund	\$51,601.24	\$95,429.60	(\$64,908.34)	\$82,122.50
Sewer Fund Grant	\$986.04	\$0.00	(\$220.14)	\$765.90
Conservation Trust Fund	\$29,006.21	\$4,309.28	(\$19,485.58)	\$13,829.91
Fire Department Fund	\$31,992.51	\$92,018.36	(\$121,859.29)	\$2,151.58
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	\$ -	(\$15,942.38)	(\$15,942.38)
<b>Totals</b>	<b>\$460,106.68</b>	<b>\$502,563.91</b>	<b>(\$562,431.02)</b>	<b>\$400,239.57</b>

		Name	Amount	Renewal
	CD are as follows:			
		TABOR	\$6,899.56	3/8/2024
		Town of Merino	\$48,574.34	3/8/2024

**Budget Report: 01/01/24 through 07/08/24**

Type of Fund	Budget Total Revenue	Revenue As of 7/8/24	Difference Between Budget and Actual	Budget Total Expenditures	Expenditures As of 7/8/24	Difference Between Budget and Actual
General Fund	\$43,874.00	\$35,898.86	\$7,975.14	\$72,148.33	(\$72,760.87)	(\$612.54)
Streets & Alleys	\$56,000.00	\$16,569.45	\$39,430.55	\$54,940.00	(\$18,499.13)	\$36,440.87
Water Fund	\$120,000.00	\$53,460.91	\$66,539.09	\$258,444.00	(\$54,868.29)	\$203,575.71
Sewer Fund	\$85,000.00	\$35,940.50	\$49,059.50	\$75,478.00	(\$22,642.53)	\$52,835.47
Sewer Fund Grants	\$10,000.00	\$0.00	\$10,000.00	\$0.00	(\$220.14)	(\$220.14)
Fire Dept. Fund	\$50,000.00	\$40,083.77	\$9,916.23	\$52,415.00	(\$71,884.22)	(\$19,469.22)
Fire Dept. Pension	\$5,000.00		\$5,000.00		\$5,000.00	\$5,000.00

Approval of Bills: Ken made a motion to pay the bills as presented. Ken 1<sup>st</sup> Adam 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes John-yes Passed.

Payments by checks:

Vendor	Amount	Vendor	Amount
Aaron Silva	\$77.78	Apex Electric	\$125.00
Asencio I.T. Solutions, LLC	\$400.00	Colorado Analytical	\$414.00
Home Depot	\$1,660.87	KCI	\$95.94
Marick's Waste Disposal	\$45.00	Marsau's	\$238.86
NAPA Auto Parts	\$378.17	Shipping and Stuff	\$271.93
UNCC	\$7.74	USA Blue Book	\$219.73
		<b>Total</b>	<b>\$3,935.02</b>

Expenditures:

Vendor	Amount	Vendor	Amount
Quick Books	\$183.00	United States Post Office	\$272.00
Xcel Energy	\$363.01	Xcel Energy	\$1,425.39
Xcel Energy	\$548.17		
		<b>Total</b>	<b>\$2,791.57</b>
		<b>Grand Total</b>	<b>\$6,726.59</b>

Payroll Approval of Employee Time Sheets: Craig made a motion to accept payroll. Craig 1<sup>st</sup> John 2<sup>nd</sup> Roll Call: Carol-yes Ken-abstain Craig-yes Adam-yes Garie-abstain John-yes Passed.

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## Committee Reports

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- Water/Sewer Report- Steve reported on the concentrate line results. They ran a 50' snake through the alley and did not hit a blockage. They will check the line on Morgan Street next week.
- Fire Department Report- Carol reported that she has been trying to get a meeting with the Pension Board but has had difficulty with scheduling. The Pension board needs to discuss if they want to put the pension money into a CD in the Bank of Colorado. The board would like to have the mayor be a signer on the account the Fire Department has in Brush so the town will have the ability to help manage the account since the account is run through the town EIN#. Dan told the board that the state now allows the volunteers to manage their pension accounts if it is a participation. They get a minimum match from USDA. Only one check is written out of the account per year. They still must turn in the paperwork to the state for approval. The pension account is in Farmers State Bank along with a donation account. Each account has three signers, the treasurer, the fire chief, and the assistant fire chief and the checks require dual signatures. Carol told Dan that the board would like to have the mayor and the fire chief be the signers on the account. Dan said that would be up to the pension board to decide. A meeting will be scheduled with the pension board. Dan Wiebers reported that the rural board notified him today that the Dodge 5500 came off assembly line on Wednesday and after a final inspection it will be shipped to Limon, which is the Dodge dealership through Transwest. The fire department should get the truck within 30 days. Once it is retrofitted with the items from the Ford it should be operational. The Dodge truck will replace the Ford truck that they had before that has only 4400 miles on it and has had three motors.
- Streets/Alleys Report- Ken said that he had nothing new to report.
- Clerks Reports- Terry reported that she will be personally contacting the residents that have not returned the water service line surveys.

Terry said that everything else is on the agenda.

Pam reported that she has been working on the chicken permit renewals that are coming due again. She put together a list of the permits and had a new permit application that she presented to the board. She also reported that there was no water service shut offs this month.

One resident asked if they paid for their utilities a year in advance would they be given a discount. Pam had told them she didn't think so, but she would ask the board. The board said that they don't give a discount for prepayment.

Pam reported that only two committee members attended the Cemetery Committee meeting on July 1<sup>st</sup>. She asked Garie if he wanted to give the report. He said that they discussed the posts that needed to be installed to mark the walkways and roads. He was hoping that they could be cut by the end of July and installed by the middle of August. He went out to look at the cemetery and it had been mowed. The board discussed the pipes being used for guards around the fire hydrants being a priority. Ken and Craig were to get the pipes cut. Craig asked about the measurements for the guards. Some of the guards will require a different set up so it depends on the location of the hydrant.

Pam said that everything else is on the agenda.

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## Old Business

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- Water/Sewer Project Update – Carol said that she didn't have anything yet. Terry contacted the new person on the audit to see where they are at. She has not responded. Terry will call her.
- November 2024 Ballot Item-Sales Tax – Terry reported that she hasn't heard from Kelly about this item.
- Annex of Property by Hwy 6 – Terry reported that she spoke to Mike Hager from Element Engineering about adding a sewer line out to the proposed addition to the town. He gave her an estimate of \$200

per foot to lay the line. The distance of the line came to approximately 2,000 feet which would cost around \$400,000. She asked him if it could be written into the grant for the sewer project and he said no, because the USDA and the state will not award grant funds for new development. The costs for a new line would be the responsibility of the parties wanting sewer access. Terry said that Mike told her that if the town wanted to, they could do a flagpole annexation and it would require a survey to assess the drop. Carol said that she would let the people that wanted the annexation know that it wasn't economically feasible for the town.

- KCI Agreement Update – Carol reported that she reviewed the paperwork for the franchise agreement. She didn't find anything about rent, but she found mention of a meeting in 2016 with the town lawyer and KCI about a contract. She has not sent a letter yet. She asked the board what they should charge per month for rent of the town property. She checked into what was commonly charged for utilities to rent property in a town and the amount was \$100 per month. She asked who she should send the letter to, and Dan told her that the owner's name is Tim Brinkman. He is the CEO of KCI. Carol will put together a letter and send it out.
- Town Property Survey Update – Terry reported that she had spoken with both survey companies. She sent them an old survey of the property that she had found for them to review which shows that the town property is 175' front and back. If they used the previous survey, could they just update the survey and could they lower their price. Dickinsons' response was that the amount would remain the price they quoted of \$1500 to \$1800. Wildcat Surveying said it would be about \$1,000 if he didn't have to set a pin or monument, otherwise it would be the \$2,000 they originally quoted. Wildcat said that they could do the survey next week. Adam volunteered to go digging around to find the pins on the town property.
- Concentrate Line Results – This item was reported on in the water/sewer report.
- CIRSA – Terry reported what CIRSA said about the town changing insurance. If the town withdraws from either pool or both, effective January 1<sup>st</sup>, 2025, and provided the withdrawal notice per the bylaws on or before Oct 1<sup>st</sup> 2024 there would not be any penalty. Regarding the workmen's compensation the town would still be responsible for performing a final 2024 workmen's comp audit in January of 2025. If the town were to withdraw mid-year of 2024, there would be some administrative fees. Carol asked Terry to call Micah about coming to August's second board meeting to discuss the insurance quotes. Carol asked Terry to clarify with CIRSA the renewal dates for each policy.
- Rental Property:
  - Lease – Carol presented a lease to the board. After discussing several items in the lease, such as maximum occupancy, allowing pets, fees for pets, illegal drugs, along with other rules, Carol said that she would make the changes to the lease and have it ready for the next meeting for the board to review.
  - Installation of Appliances Update – Ken requested a copy of the invoice from Home Depot to see if she had paid for a cord. Carol reported that she didn't buy a cord for the washer/dryer because she didn't know how long the cord needed to be, but she did buy a cord for the stove. Carol also requested some pictures be taken of the inside and outside of the rental house to post online.
  - Installation of Water Softener and RO System Update – Carol reported that these were installed today. She told Terry that she signed the contract with Culligan.

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## New Business

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- Discussion of Water Rates – Carol told the board that she thinks the town needs to raise the base water rates. The cost of everything has gone up and an increase will help the town to be able to pay the

expenses. Water testing was budgeted for \$1,000 and it has been billed \$3300 so far this year. The town needs to find ways to increase revenue. The board discussed a \$5.00 increase for the base water rates. Ken made a motion to raise the water bill \$5.00 a month starting September 15, 2024. Ken 1<sup>st</sup> John 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-no Adam-yes Garie-no John-yes Passed.

- Addition of Speed Bumps on Lee Street – Carol reported that she was asked by a resident if the town could add some speed bumps, possibly higher ones, farther down the street from the existing speed bumps. Ken reported that the Buffalo School Re 4J superintendent would like to have one installed on Ram Avenue.
- Building Permit for Ken Salmon – Ken reported that he would like to build a carport in front of his house. It will be 16 ft. away from the road, 18x20 ft. He said it will be open with a roof on it. Ken will decide if it will be a permanent or temporary structure and where it will be located since 16 ft. from the road does not meet the current 25 ft. setbacks.

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### Board Discussion Items

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Items discussed by the board: Ken asked if Todd was going to grade the whole road to the rental house or just on that corner. Carol said that he was going to grade the whole road.

Garie asked to get a fence permit for replacing some panels in his fence. The board told him that he does not need a permit for the repair, but Garie would like to get one anyway. This will be on the next agenda.

Carol asked Ken if he did anything with the list of tap accounts she gave him at the last meeting. Ken said that he checked all of them and the water is shut off on each one that has a meter.

Craig asked if there was a standard bill sent to the resident living on the property where the water was shut off and if it had been paid. Pam reported that Carol was going to help her with that because of a billing error and Carol was not able to meet with her. Pam asked Carol if she had made an invoice for the account. Carol said that she had not made an invoice yet and asked if a letter had been written to send to the resident. Pam said that she had not written the letter yet and was waiting for the water system book to be returned to the office for use to make an invoice. Carol said that the invoice had nothing to do with writing the letter. Pam asked for an extra copy to be made of the water billing manual so there would always be a copy in the office. Carol said she would return the book soon.

Carol reported that she sent Hutchison a text about his bill but has not received a reply.

John asked if the leak had been found. Ken told him that the leak had been repaired.

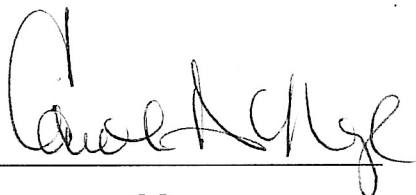
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### Adjournment

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Date: July 8, 2024, at Merino Town Hall

Motion to adjourn was made at 8:53 pm by Adam and seconded by Ken and was passed unanimously.



Mayor

7/22/24

Date



Clerk

7/22/24

Date