

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date June 10, 2024 | Meeting called to order at 7:08PM | Meeting called to order by Carol Nye

In Attendance

Mayor – Carol Nye

Mayor Pro Tem – Ken Salmon

Trustee – Garie County

Trustee - Charles Amen

Members not in attendance were Adam Krier, Craig Cook, and John Barber.

Guests in attendance were Steve Curtis, Eli Kruger, and Todd Daughenbaugh.

Approval of Agenda, Minutes and Bills

Agenda was reviewed and approved by all in attendance. Carol asked the board to add GEN-TECH to the agenda under new business. Ken made a motion to approve the agenda with the addition of Gen-Tech to new business. Ken 1st Chuck 2nd Passed.

Last meeting's minutes for May 13, 2024, were reviewed and were approved by all in attendance. Ken made a motion to approve the May 13th, 2024, minutes. Ken 1st Chuck 2nd Passed.

Treasurer's report was not presented to the board. Carol requested that it be added to the next meeting's agenda.

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

Bills paid by check:

4D Excavating and Septic	\$9,500.00	Aaron Silva	\$2,333.59
Beaver Ranch Gravel LLC	\$242.00	Chad Wettstein	\$29.98
CIRSA	\$165.00	Culligan	\$320.00
CTF Transfer	\$1,154.59	Dardanes Tree Service	\$650.00
Diamond Maps	\$72.00	Great Wester Tire	\$941.48
Hajoca Corporation	\$1,571.88	Home Depot	\$451.68
KCI	\$96.36	Ken Kneeland	\$102.06
Marick's Waste Disposal	\$45.00	Northeast Colorado Health Dept.	\$20.00
PVS DX, Inc	\$1,169.94	Sterling Fuels	\$678.77
Switch-It-Up Inc.	\$50.00	UNCC	\$19.35
Williamson Lowery Fredregill	\$754.00		
		Total	\$20,367.68

Expenditures:

Highline Electric Assoc.	\$85.55	Quick Books	\$183.00
United States Post Office	\$136.00	Xcel Energy	\$321.75

Xcel Energy	\$550.38	Xcel Energy	\$1,201.62
Xcel Energy	\$17.22		
		Total	\$2,495.52
		Grand Total	\$22,863.20

Payroll Approval of Employee Time Sheets:

May 25th Payroll – Ken made a motion to approve the May 25th payroll. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes but abstain from his paycheck Garie-yes to approve the payroll but abstain from Pam County’s paycheck Chuck-yes Passed.

June 8th Payroll – Chuck made a motion to approve the June 8th payroll. Chuck 1st Ken 2nd Roll Call: Carol-yes Ken-yes but abstain from Ken Salmon’s check Garie-yes but abstain from Pam County’s check Chuck-yes Passed.

Committee Reports

- Water/Sewer Report- Eli Kruger reported that tomorrow will be the CIRSA inspection, and they will also clean train A while they are in Merino. The water guys spoke to Carol about the evaporation ponds. Eli reported that they suspect there is a leak in the far west pond. The manual recommends cleaning the ponds every 10-15 years but are not sure if the liner needs repaired first. Once the concentrate line is fixed then they can send water out to the ponds and check for a leak. To get a pond cleaned the estimated cost was about \$60,000 in 2017 and there are three ponds. Eli didn’t recommend cleaning them until it was required. The soil was tested, and the results showed that it was high in minerals. Steve suggested that the town might want to have another test done and see how the results compare. Steve also suggested that the town should check the line from the building to the alley and see if the plug is in that section of the line, before they have the boring done under County Road 25. Steve said that they could probably have it done within a week.
- Fire Department Report- No report was given.
- Streets/Alleys Report- Ken reported that he had cleaned up and mowed at the town rental house and all he has left to do is tear down the old shed. He also said that he cleaned up all the wood that was laying around the area.
- Clerks Reports- Pam reported that Switch-It-Up came and replaced the lights with LED lights in the fire department, community center, and the town hall. She said that she was able to answer the survey she received with excellent responses.

A resident in town came in to ask about animal control because an unfriendly black lab with a pink collar has been roaming town that could pose a problem to residents. The resident volunteered to be on a committee for animal control.

During a meeting with the mayor and the clerks they discussed again emailing out the water bills, so Pam has been making a list of accounts that do not have email addresses listed on them so she can contact those residents for an email address. This would save the town money on postage.

Pam said that everything else is already on the agenda.

Terry reported that she has been working on CIRSA items.

Old Business

- Building Permit for Fence at 421 Lee Street – Ken reported that he went and checked it out with the owner. He said that everything is well behind the property line. The fence will be in line with the neighbors, and it will come thirty feet across to the chicken pen. Ken made a motion to approve the building permit for the fence at 421 Lee Street. Ken 1st Chuck 2nd Passed.
- Water/Sewer Project Update – Carol reported that this item is still on hold waiting for the audit to be completed.
- Sewer Televising and Maintenance – Steve reported that the town has one more line that needs to be televised for the sewer project. It will require a permit from the state to go on the highway. The process has been started and right now the town is waiting for the proof of insurance from WFI from Brush who does the cleaning and televising. Once they receive that the application will be submitted to the state, it will be four to six weeks for them to issue a permit. The line that needs cleaned and televised is the alley from the old grade school to Highway 6. Steve recommended that the town have another line cleaned to get them back on the cleaning schedule that they previously followed. The approximate fee for the cleaning and televising is around \$7500 per line and \$1500-\$2000 for the flaggers.
- Water/Sewer Fees for Occupied Property with Zero Water Usage – One issue that was brought up was if the property water line does not have a backflow preventer and is being supplied water from a well that might have higher uranium levels than the water the town provides, they are putting uranium into the sewer and could cost the town more money to treat the water at the sewer plant and cause sewer fees to increase. The board decided that occupied property that is not using town water, the occupant still needs to be billed the base utility fees. Other towns charge full base utility fees if a property is occupied whether the occupant uses the water or not. Pam was asked to send a letter to any resident that fits these criteria. No vote was taken on this matter.
- November Ballot 2024 Item – Sales Tax: Terry reported that she still does not have anything from the lawyer on this item.
- Annex of Property by Hwy 6 – Carol reported that for a Colorado annexation, certain criteria must be met. The Town of Merino would not be able to annex this property via ordinance as it neither meets the requirements of the property being entirely contained within the Town's current boundaries nor does the Town own all the property to be annexed at this time. The Town has 2 options for an annexation at this time: 1. Landowner Petition or 2. an Annexation Election. Either of these could be used to either annex the new development in and/or the school district, if that would be more desirable to do as long as this area would not be an area greater than 3 miles. Additionally, while the petition may be easier if the owners want the annexation, it should be known that such approval can be withdrawn up until the annexation goes into effect whereas an election is deemed a final decision. Carol said that she would meet with Lonnie, Ted and Jeremiah to discuss what the school thinks about the annexation.
- KCI Agreement Update – Carol reported that she asked Terry to get her a copy of the agreement the town had with KCI so she can scan it and forward it to the lawyer for him to review.
- MVFD Pension Update – Carol reported that she still has not heard anything back from the guy at the Bank of Colorado. So, she recommends putting the pension fund money into a CD. The fire chief and the mayor would both sign any payment checks for qualified retirees as needed.
- Insurance Quotes – Terry reported that she has not received the quotes yet from Micah Rausch.
- CIRSA Insurance Renewal – Terry reported that the deductible has been increased from \$1,000 to \$5,000. She had some questions for the board about items listed to be insured, to make sure the town wasn't being double billed for some items or had a correct value or correct description. After the board answered her questions, Terry reported that she would get the information to CIRSA so they could prepare their insurance quote estimate for the town to review for approval.
- Bonding Bank Signers – This item has been moved to the next meeting.
- Rental House:

1. Water Testing Results and Recommendations – Eli recommended that the town have the water tested monthly or quarterly and install an RO System. He said that the sulfates tested high.
 2. RO System – The board decided to have a rental RO System installed by Culligan in the rental house for \$30 per month plus a \$150 installation fee. Ken made a motion to have Culligan install an RO System for drinking water only at the town rental house. Ken 1st Chuck 2nd Passed.
 3. Water Softener – The board decided against a water softener.
 4. Appliances Update – Carol proposed that the town buy the appliances from Home Depot on the town card with no interest for 12 months. The approximate costs for the appliances are stackable washer/dryer - \$1300, stove - \$557, and refrigerator - \$600. Ken made a motion to buy an electric stove, refrigerator/freezer, and a stackable washer/dryer for the rental house for no more than \$2500 from Home Depot. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Garie-yes Chuck-yes Passed.
 5. Road to Rental House – The board discussed the condition of the road leading to the rental house, concerning winter weather conditions and whether it is passable for someone renting the house. Ken said that he would check on what it would cost to get a road grader to move the road over or haul dirt in. Terry asked Todd Daughenbaugh if he has a road grader. Todd said that he would just cut it with his loader and smooth it off with his skid, just cut the topsoil and put it in the hole. Carol asked him what he would charge. Todd asked if he could go look at it to get some idea of what it will require. Carol asked him to get an estimate together for the board.
- Concentrate Line Bids – Terry reported that she received two bids, one from KCI and one from American Teletec. Both companies know what is involved with the presence of a high-pressure gas line being near the location that is to be bored. American Teletec’s bid was for \$8100 and KCI’s bid was for \$12,450. Ken made a motion to give the bid to American Teletec for \$8100 with the contingency that the town verifies that the obstruction in the line is not between the alley and the building. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Garie-yes Chuck-yes Passed.
 - Job Applications Update – Carol reported that she has contacted the Workforce Center, but they have not returned her calls. The applicants for the maintenance position never called her back, and the applicant for the bookkeeper position wanted the town to hire her company but it was too expensive. She will continue to call and email them. Pam reminded Carol that Vanessa Soliz from the Workforce Resilience Program at NJC mentioned that she knew someone that charges about \$300 per month for bookkeeping services. Carol asked Pam to send her Vanessa’s number.
 - Computer Backup System – Terry reported that she had put this item out on listserv but she did not receive any responses other than that they pay a company to do it for them. Carol said that she spoke to the town attorney about it and she said that a lot of people back it up to Microsoft 365 cloud or Google cloud. Carol said that she would check into it some more.
 - Town Website Update – Carol reported that the town is on the list. She was told by the state that it would be approximately 9 weeks before they would begin working on it. Carol also reported that Chad was working on the website for the MVFD.
 - Town Property Survey Update – Terry reported that she contacted Dickinson’s Land Surveyors, and it is \$1500 to \$1800 just to refresh old lines. She had asked the board if they wanted the old grade schools 20’ easement for the sewer line surveyed also. She contacted Carl to get another bid on surveying both properties. He will get a bid together this week. She found another document where the town had a survey done on this property that shows the pins that she will send to Carl to make surveying the property simpler. With Carl’s bid the town will have two survey bids to consider at the next meeting.

- Non-Functioning Meters and Meter Placement Update – Pam reported that she had been looking at the meters that have had a zero usage on the consumption report. She had Kenny go look at one of them and after two weeks it had only registered a minor usage and does not seem to be operating properly. She also reported that there were two meters in the subdivision that had not registered any usage and had let Jeremiah know but she had not heard anything from him about the meters. Terry said that she would contact Jeremiah. Ken said that the older meters that the town first put in are starting to wear out. Eli said that since they would be out tomorrow, he would help Ken replace the two bad meters. Ken said that he has been rebuilding the old meters.

Executive Session

No executive session was held.

New Business

- Mosquito Spraying – The board discussed this item, but the town does not have the funds in the budget to have the town sprayed this year. This information will be added to the town newsletter.
- Spraying of Weeds on 1st Block of Main Street – Ken said that he will do it.
- Cleaning of the Drainage on Main Street – There is one drain that the state rebuilt that needs cleaning. The town will need to clean up the surface debris and then contact the state to clean it. Steve said that he would find out who to contact at the state.
- Procedure for Unauthorized Burials in Merino Cemetery – Pam reported to the board that there were two unauthorized illegal burials of cremains in the Merino Cemetery. There is also a family marker that has been placed in the walkway that will need to be moved by the family. The family has been contacted concerning the actions that they need to take to rectify this situation, because there are rules and regulations that must be followed for all burials.
- CIRSA Audit and Property Survey – Terry reported that the auditor will be coming out tomorrow to do the audit and property survey.
- Dog Days – Terry reported that Sterling Animal Clinic will be available at the Merino Town Hall on Saturday July 13th to vaccinate dogs and cats. A list of the fees has been posted at the town hall, the post office and will be in the town newsletter. If they are busy, the vet will stay until they finish.
- Drinking Water Quality Report – Terry reported that the drinking water quality report link was posted on the website, face book and will be sent out in the town newsletter.
- Schedule Cemetery Committee Meeting – Carol asked Pam to pick a date and let Terry know so she can put it in the newsletter.
- Water Treatment Plant Pest Control – Eli told the board that the water treatment plant needs pest control for bugs. Usually, the bugs are bad only for about three months. Carol said that the budget cannot support pest control at this time.
- Evaporation Pond Liner – This item was reported on in the water/sewer report.
- GEN-TECH Review – GEN-TECH does the yearly inspection on the generator for the water treatment plant. This year the scheduled maintenance will be \$2,078.79 for their services. Ken made a motion to accept GEN-TECH's proposal for the upkeep of the generator. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Garie-yes Chuck-yes Passed.

Board Discussion Items

Items discussed by the board:

Public Discussion Items

Comments from the Public: Steve presented to the board an example of a document that Hillrose published. It contains information about what the town budgeted, what was spent that month, what was spent so far in the current year, and all the town's funds. The mayor said that when the new website is up, the town will be able to put that information on the town website.

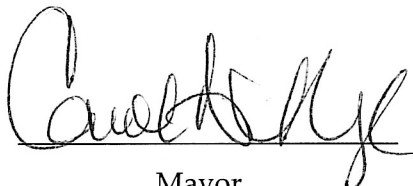
Steve also suggested that the board might want to update the new members about where the town's money comes from, where the town is on the budget for the year, and any other helpful information.

Steve also said that he and Ken came up with a plan to put a ditch around where the trees are on the town rental property. The fire department will have to move their conex, car, and boat to the other side of the road out of the area that will be enclosed by the ditch. Terry had tried to contact the fire department, but she has not heard back from them. Todd said that if he is out there fixing the road he will move the stuff for the fire department.

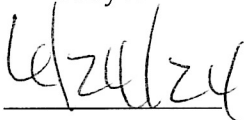
Adjournment

Date: June 10, 2024 at Merino Town Hall

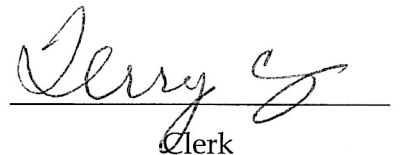
Motion to adjourn was made at 9:28pm by Ken and seconded by Chuck, and it was passed unanimously.



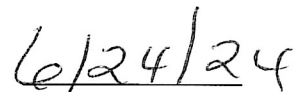
Mayor



Date



Clerk



Date