

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date June 24, 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 – Adam Krier Trustee – Craig Cook-arrived at 7:04 pm Trustee – Chuck Amen
 Member not in attendance was John Barber.

Guests in attendance were Feliciano Nunez, Dan Sutter, Steve Curtis, Kim Colburn, and Dan Wiebers.

Approval of Agenda, Minutes and Bills

Agenda was reviewed and approved by all in attendance. Carol asked that US 6 Country Store be added to New Business, and to have People living on property with water turned off and MVFD Pension added to Old Business. Adam made a motion to accept the agenda with the additions. Adam 1st Ken 2nd Passed.

Last meeting’s minutes for June 10, 2024, were reviewed and were approved by all in attendance. Chuck made a motion to approve the June 10, 2024, minutes. Chuck 1st Craig 2nd Passed.

Treasurer’s report was reviewed and approved by all in attendance. Carol asked Pam to add the discussion of water rates to the next agenda. Adam made a motion to approve the treasurer’s report. Adam 1st Charles 2nd Passed.

Treasurers Report For WF and BOC 01/01/23 through 06/24/24

Type of Fund	Starting Balance 12/31/22	Revenues	Expenditures	Ending Balance
General Fund	\$166,066.88	\$91,104.42	(\$89,326.84)	\$167,844.46
Streets & Alleys	\$21,088.96	\$38,797.21	(\$46,210.11)	\$13,676.06
Water Fund	\$97,440.39	\$165,524.24	(\$197,259.44)	\$65,705.19
Sewer Fund	\$51,601.24	\$94,236.60	(\$63,685.56)	\$82,152.28
Sewer Fund Grant	\$986.04	\$0.00	(\$220.14)	\$765.90
Conservation Trust Fund	\$29,006.21	\$4,303.86	(\$18,283.21)	\$15,026.86
Fire Department Fund	\$31,992.51	\$92,018.36	(\$73,987.57)	\$50,023.30
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	-	(\$12,928.00)	(\$12,928.00)
Totals	\$460,106.68	\$487,784.69	(\$502,034.70)	\$445,856.67
		Name	Amount	Renewal Date
	CD are as follows:			

		TABOR	\$6,899.56	3/8/24
		Town of Merino	\$48,574.34	3/8/24

Budget Report 01/01/24 through 06/24/24

Type of Fund	Budget Total Revenue	Revenue As of 6/24	Difference Between Budget and Actual	Budget Total Expenditures	Expenditures As of 6/24	Difference Between Budget and Actual
General fund	\$43,874.00	\$34,128.65	\$9,745.35	\$72,148.33	(\$70,812.46)	\$1,335.87
Streets & Alleys	\$56,000.00	\$14,632.51	\$41,367.49	\$54,940.00	(\$17,914.07)	\$37,025.93
Water Fund	\$120,000.00	\$50,818.61	\$69,181.39	\$258,444.00	(\$52,232.43)	\$206,211.57
Sewer Fund	\$85,000.00	\$34,774.50	\$50,225.50	\$75,478.00	(\$22,076.14)	\$53,401.86
Sewer Fund Grant	\$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	(\$29,120.17)	\$23,294.83
Fire Dept. Pension	\$5,000.00		\$5,000.00		\$5,000.00	\$5,000.00

Approval of Bills:

Vote for bids on Fire Equipment: Carol presented an estimate from Copro EFP. The Copro EFP, LLC estimate was less than the American Safety Associates of Colorado estimate but Dan said that the items would come from overseas and would take months to receive replacements for returned items so he recommended going with American Safety that can get the returned items to the MVFD in a few days. The current gear that they have was from American Safety and they have bought gear from there for many years. When questioned about the life of the gear, Dan also stated that the service life of the MVFD gear is 10 years. That is why they are replacing the old gear. The MVFD will be reimbursed \$20,000 through a grant after they have proof that the check has cleared for the purchase of the equipment. Adam made a motion to accept the American Safety Associates of Colorado bid for the new fire protection equipment. Adam 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes Chuck-yes Passed.

Vote to approve bills: Adam made a motion to accept the bills as presented with the addition of the check to pay the American Safety Associates of Colorado. Adam 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes Chuck-yes Passed.

Payments by checks:

Vendor	Amount	Vendor	Amount
American Safety Assoc. of Colorado	\$41,780.00	Bank of Colorado – HUTF Funds	\$1,408.15
CIRSA	\$7,679.80	Sportsdecals	\$286.00
		Total	\$51,153.95

Expenditures:

Vendor	Amount	Vendor	Amount
Highline Electric Association	\$50.29	United States Post Office	\$4.80
United States Post Office	\$137.80	Xcel Energy	\$17.11
		Total	\$210.00
		Grand Total	\$51,363.95

Payroll Approval of Employee Time Sheets: Carol reported to the board that they will have to vote on the payroll differently when there is only a quorum present at a town board meeting when Garie and Ken are part of the quorum. Each employee that Garie and Ken abstain from must be voted on individually. The other employee's payroll can be voted on as a group. Carol had a question about why it took four hours to stuff the envelopes for the water billing. Pam explained that it normally takes one and a half hours to two hours to stuff the envelopes when there is only a town newsletter to put in the envelopes. During this billing period there were four items that needed to be added to almost half of the bills and the list for one item was not alphabetical, so it took longer than anticipated. Carol told Pam that next time she could let her know so she could come over to see if she could help her figure out how to get it done faster. Pam told Carol that she came up with a plan for the disorganized list the next time it happens that should make it go more efficiently. Chuck made a motion to accept the payroll. Chuck 1st Adam 2nd Roll Call: Carol-yes Ken-abstain Craig-yes Adam-yes Garie-abstain Chuck-yes Passed.

Committee Reports

- Clerks Reports – Pam reported that Terry found out the price of stamps was going to go up on July 14th and asked the board if they wanted her to purchase some stamps before the price increases. Carol advised Pam to go ahead and buy four rolls of stamps. Pam reported that her other items were on the agenda. Terry reported that her items were on the agenda.

Old Business

- Culligan Water Recommendations – Dan Sutter was here to go over the water testing results with the board and give a recommendation that the town install a water softener along with the RO system that they voted on at the last meeting. He said that the hardness level of the water at 40 grains per gallon will eat up fixtures and scale up the heating element in the water heater that is why he recommended the town install a water softener. Dan also mentioned that the sulfates and TDS's tested high and that is why he recommended the town install an RO system for the drinking water. Dan said that he could have it installed within a week. If the town would like to lease the items from Culligan it will cost \$75.00 per month and Culligan will deliver the salt and put it in the water softener. Adam made a motion to install a water softener and an RO system in the town rental house with Culligan. Adam 1st Garie 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes Chuck-no Passed.
- Water/Sewer Project Update – Carol reported that she emailed the auditor about the audit because the fire department needs it for a grant and the town needs it to move forward with the sewer project. The auditor said that he would see what he could do, but he couldn't promise to have it completed by the end of the month. He is not sure when he will have it completed.
- Sewer Televising and Maintenance Update – Terry reported that the permit has been applied for, everything has been submitted to the state. When the town receives the permit within 4-6 weeks, Todd Simon with WFI will be contacted to set up a date to clean and televise the sewer lines. Once the town gets the permit, they have 120 days to complete the cleaning and televising.
- November Ballot 2024 Item - Sales Tax – Terry reported that the town attorney has been out of town and will be back Wednesday and will get this item done then.
- Annex of Property by Hwy 6 – Carol reported that she met with Ted and Lonnie, and Lonnie was going to present it at the school board meeting, but she has not heard back from him. They talked about making the land nearest the highway, past the baseball field and the trail walk, in the city limits. He

did not feel that the school board would have an issue with that, because the school could benefit from this project too. Carol spoke with the town attorney about adding the land to the town. Carol said that she did not know how long it would take to get it added. Ted and Jeremiah want the houses that are going to be placed in the annexed area on town sewer and water if possible. Carol said that the town has to provide sewer access to the houses. Steve suggested that the town might want to do a cost analysis and see what the return would be to see if the project is feasible. He said that the town will need to use the grant money to put in the sewer line. Terry said that she could call the engineer on the project to see if this project could be added to the sewer project.

- KCI Agreement Update – Carol reported that the lawyer has not called her back. She did not think that the agreement will ever go anywhere. Ken suggested that the town send the new owner a bill to rent the property where their hut is located for \$900 per year. Carol said she would send it.
- Insurance Quote Information – Terry reported that she and Carol met with Micah and Andrew to discuss their quote of insurance options for the town. They spoke about the property/casualty comes up July 1st and would be rushed if the town would try to change the insurance now, so Andrew suggested that the town keep the information to be updated and used for next year. Terry said that the workman's comp can be done separately, because it comes due in January. They discussed some of the changes and additions that need to be made to the insurance. Carol asked Terry to check on how long in advance CIRSA needs to be made aware of a policy change without penalty, if they require a full year's notice.
- CIRSA Audit and Property Survey Results – Terry reported that she does not have the formal results because the audit was the day after the last meeting. The auditor said that the town did very well. It will be a couple weeks to get the final report. He said that the tree over the fire department needed to be trimmed back, otherwise there were not any violations. The water shed and Town Hall had no violations as well. The auditor's main concern was training for the town board members and the town employees. Terry said that as soon as she gets the formal report, she will share it with the board.
- Bank Signer Bonds – Carol said that she did not think it was necessary to go over this again if the town chooses to switch to IPFS insurance because the board members and employees will be insured for crime coverage and theft that will be included in the package for \$230 per year.
- Rental House:
 - Lease – Carol reported that Terry gave her some copies of different leases and told the board that she would like to review the leases and use the items that the board has discussed to come up with a lease to present to the board at the next meeting.
 - Appliances Update – Carol reported that she went to Home Depot and purchased a stacked washer/dryer, a refrigerator, and an electric stove for \$1660.87. They had the stacked washer/dryer in stock, but the refrigerator and stove had to be ordered and will be delivered July 1st. Home Depot charges \$50 per appliance to remove them so Carol told them the town would take care of that themselves.
 - Road to Rental House Estimate – Carol reported that 4D Excavating and Septic submitted an estimate to grade the road to the town rental house. The board discussed the condition of the road and what will need to be done to fix it and keep it maintained. The board would like to have it rented for August first. Ken made a motion to hire Todd from 4D Excavating and Septic to redo the road out to the rental house for \$1500. Ken 1st Garie 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-no Garie-yes Chuck-no Passed.
- Concentrate Line Results – Terry reported that the concentrate line evaluation has not been done yet. Steve said that it should be done at the end of this week or next week.
- Job Applications Update – Carol reported that she contacted the Workforce Center again. She said that they sent it back out to a larger area but have not received any replies. She asked the board if they

wanted to put it out there on Indeed at \$200 for just the full-time maintenance position. Chuck made a motion to try Indeed to advertise the town maintenance position. Chuck 1st Adam 2nd Roll Call: Carol-yes Ken-yes Craig-no Adam-yes Garie-no Chuck-yes Passed.

- Computer Backup System – Carol reported that the plan is to go with 365 for the back up since the town already has an account and it is easy to set up to have it automatically back up the computers. Carol said that she and the clerks need to go through everything on the computers and get it in a logical order so they can be saved on one drive and be backed up efficiently.
- Town Property Survey Bids – Terry said one bid is from Wildcat Surveying and the previous bid was from Dickinson’s Land Surveyors. Wildcat Surveying bid was for \$4,000 for the two properties. Terry asked Carl if they could bid each property separately and he responded that the bid would be split in half for each property and that he could have it done by July 12th. Dickinson’s bid was \$1500-\$1800. They did not have a completion date available until the contract was signed, then they would schedule the survey. Terry said that she told them that this survey might be a refresh because they know where one pin is located, and would it cost the same price. She has not heard back from them. The last survey was \$1,658 for 10 pins, and this survey is for two pins, so Carol asked Terry to find out why and then present their response to the board. The board discussed just having the town hall property surveyed at this time. Carol asked Pam if she ever got a fence permit from Jared. Pam reported that he never stopped in to get a fence permit. Carol asked Pam to follow up with him concerning the permit.
- Non-Functioning Meters and Reader Placement Update – Pam reported that Ken and the water guys replaced the two meters that were not functioning in town and Jeremiah replaced the two that were not functioning in the subdivision. Terry reported that Steve found a cheaper place to buy the meters from. He said that Core & Main charged \$258 for meters and USA BlueBook charges \$99 for refurbished meters and guarantees them for a year. Carol asked if the town has documentation for the tap accounts and if the meters are all turned off on the tap accounts. Pam reported that the town has some documentation but not for every account. Carol said that she needed to know which accounts have documentation. Ken said that Pam was going to get him a list of the tap accounts, but Carol had a list on hand and gave it to him.
- MVFD Pension – Carol reported that the bank is not getting back to her, so she suggests that the pension be put into a CD and have the mayor and fire chief sign for any payments out of the account at Bank of Colorado. Dan Wiebers said that this needs to be discussed in a meeting with the pension board. Carol will send out an email to the Pension Board.
- Vote on Occupied Property with Water Tap Off – Carol reported that the board needs to vote on if a property is occupied, they get billed for a base residential fee for water and sewer. If their water is off and they are using well water instead, they are dumping minerals into the town sewer. Carol asked Pam if she had sent a letter to a town resident concerning this issue. Pam said no, and that she had had an issue with the billing process and needed the book for the water system to correct it. Carol told Pam that she should just let her know when things like that happen. Ken made a motion to send anyone that lives on a property with the water shut off a bill for the full base rate of \$90. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes Chuck-yes Passed.

New Business

- Building Permit for 406 Washington – Feliciano Nunez was present to show the board his drawing for a cement driveway at his residence. Ken made a motion to accept the building permit for 406 Washington Avenue as presented. Ken 1st Adam 2nd Passed.
- US 6 Country Store Liquor License Renewal – Terry reported that Kim is here to submit her liquor license renewal application that is required to be done a minimum of 45 days in advance of the current

license expiration date. Terry has had no reports of any violations. To submit the liquor license, the board just needs to vote to renew the liquor license. Adam made a motion to renew US 6 Country Store's liquor license pending the complete application review by Terry. Adam 1st Chuck 2nd Passed.

- Stop Sign at Logan and Laramie Proposal – Pam reported that Jeff Gettman had stopped in to request a stop sign at the northeast corner of Logan and Laramie to prevent accidents from occurring at that location. There is some foliage on that corner that makes it difficult to see oncoming traffic from the north. If the foliage were trimmed and a stop sign installed, it may prevent accidents at that intersection. Carol said that a letter needs to be sent to the property owner to trim back the foliage. There was some discussion about whether the trees on the corner were located on town property. Carol said that it first needs to be determined if the trees are on town property, if they are not a letter needs to be sent.
- Emailing Water Bills – Carol had her bill emailed this month, but she received an error and didn't get it. She has now figured out how to email out the water bills. The town should have the ability to email out the water bills soon.
- CORA Increase Vote – The state has increased the maximum hourly fee for the research and retrieval of public documents will increase from \$33.58 to \$41.37 as of July 1, 2024. The town will need to vote to change the CORA policy to include the new fee. Carol asked to have the policy located for review.

Board Discussion Items

Items discussed by the board: Garie suggested that the town scan all documents to be easily accessible and put in search words to find the document that you need. He also offered to help with the scanning and search words.

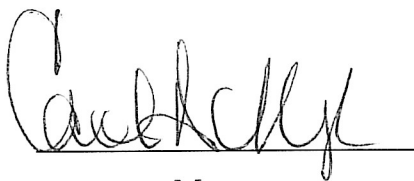
Public Discussion Items

Comments from the Public: Steve suggested that the town send a copy of the agreement to KCI for reference for the bill. Steve asked about the shed removal at the rental house and suggested that they put some dirt around the house where the water has made some dips. Ken said that he would be taking down the shed, removing the wood, and he will address the addition of dirt around the rental house.

Adjournment

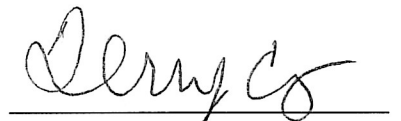
Date: June 24, 2024, at Merino Town Hall

Motion to adjourn was made at 9:13pm by Adam and seconded by Ken and was passed unanimously.



Mayor

7/22/24



Clerk

7/22/24