

# TOWN OF MERINO

## Board of Trustees Meeting Minutes

*Date November 11, 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 – Craig Cook  
 Trustee – Adam Krier      Trustee – Garie County      Trustee – John Barber      Trustee – Charles Amen  
 Guests in attendance were Heather Luther, Steve Curtis, and Eli Kruger.

### Approval of Agenda, Minutes and Bills

Agenda was reviewed and with the addition requested by the mayor under ‘Old Business’ of the approval of the check that went to Element Engineering, it was approved by all in attendance. Ken made a motion to approve the agenda with the addition of the check to Element Engineering in ‘Old Business’. Ken 1<sup>st</sup> Craig 2<sup>nd</sup> Passed.

Approval of October 14, 2024, minutes: Chuck made a motion to accept the minutes of the October 14, 2024, meeting. Chuck 1<sup>st</sup> John 2<sup>nd</sup> Passed.

Last meeting’s minutes for October 28, 2024, were reviewed and were approved by all in attendance. Carol asked that at the next meeting the board have a discussion on what the structure and content should be of the meeting minutes, so that the minutes are consistent. Ken made a motion to approve the October 28, 2024, minutes. Ken 1<sup>st</sup> John 2<sup>nd</sup> Passed.

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

### Treasurer’s Report for WF and BOC 01/01/24 through 11/11/24

Type of Fund	Starting Balance - 12/31/23	Revenues	Expenditures	Ending Balance
General Fund	\$89,356.43	\$56,664.20	(\$83,369.25)	\$62,651.38
Streets & Alleys	\$59,760.86	\$17,388.15	(\$34,671.14)	\$42,477.87
Water Fund	\$1,770,254.43	\$103,300.72	(\$94,898.96)	\$1,778,656.19
Sewer Fund	\$515,752.90	\$62,207.50	(\$48,244.67)	\$529,715.73
Sewer Fund Grant	\$15,990.19	\$0.00	(\$220.14)	\$15,770.05
Conservation Trust Fund	(\$12,250.46)	\$903.65	(\$14,486.07)	(\$25,832.88)
Fire Department Fund	\$67,838.07	\$71,868.68	(\$85,517.05)	\$54,189.70
Fire Department Pension	\$67,136.55	\$0.00		\$67,136.55
Cemetery Fund	\$3,1536.29	\$700.00	(\$15.00)	\$3,838.29
Not Specified (Payroll)	\$0.00	\$ -	(8,188.40)	(\$8,188.40)
<b>Totals</b>	<b>\$2,576,992.26</b>	<b>\$313,032.90</b>	<b>(\$369,610.68)</b>	<b>\$2,520,414.48</b>
		<b>Name</b>	<b>Amount</b>	<b>Renewal</b>
	<b>CD are as follows:</b>			

		TABOR	\$6,899.56	3/8/2025
		Town of Merino	\$48,574.34	3/8/2025

Budget Report: Adam made a motion to accept the budget report. Adam 1<sup>st</sup> John 2<sup>nd</sup> Passed.

**Budget Report: 01/01/24 through 11/14/24**

Type of Fund	Budget Total Revenue	Revenue as of 11/11/24	Difference Between Budget and Actual	Budget Total Expenditures	Expenditures as of 11/11/24	Difference Between Budget and Actual
General Fund	\$43,874.00	\$57,364.20	(\$13,490.20)	\$72,148.33	\$83,384.25	(\$11,235.92)
Streets & Alleys	\$56,000.00	\$17,388.15	\$38,611.85	\$54,940.00	\$34,671.14	\$20,268.86
Water Fund	\$120,000.00	\$10,300.72	\$109,699.28	\$258,444.00	\$94,898.96	\$163,545.04
Sewer Fund	\$85,000.00	\$62,207.50	\$22,792.50	\$75,478.00	\$48,464.81	\$27,013.19
Sewer Fund Grant	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$220.14	(\$220.14)
Fire Dept. Fund	\$50,000.00	\$71,868.68	(\$21,868.68)	\$52,415.00	\$85,517.05	(\$33,102.05)
Fire Dept. Pension	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00

Approval of Bills – The bills were reviewed and approved. Ken made a motion to accept the bills as presented. Ken 1<sup>st</sup> Chuck 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes John-yes Chuck-yes Passed.

**Payments by check:**

Vendor	Amount	Vendor	Amount
CML – 2025 Membership Dues	\$313.00	Magnifi Broadband (KCI)	\$6.86
Colorado Analytical – Water Tests	\$582	NAPA Auto Parts	\$220.18
Culligan – Rental Units	\$75.00	Shipping and Stuff LLC-Testing	\$243.11
Home Depot – Town Fence	\$2,406.47	Sterling Fuels INC	\$267.63
Johnson & Associates– Accounting	\$304.00	UNCC – Line Locates	\$10.32
Lauer Szabo & Associates-Auditor	\$420.00		
		<b>Total</b>	<b>\$4,848.57</b>

**Expenditures:**

Vendor	Amount	Vendor	Amount
Amazon Marketplace	\$66.34	Xcel Energy – TH, FD/CC	\$333.15
United States Post Office – Stamps	\$146.00	Xcel Energy – Water Shed	\$1,061.88
Walmart – Halloween Candy	\$37.34	Xcel Energy – Street Lights	\$570.99
		<b>Total</b>	<b>\$2,215.70</b>
		<b>Grand Total</b>	<b>\$7,064.27</b>

Payroll Approval – The employee time sheets were reviewed and approved. Carol asked Eli a few questions about what they do and told him that the board needs to know what the base rate of pay covers. Eli said that he would get that to her. Ken made a motion to accept the payroll as presented. Ken 1<sup>st</sup> Adam 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-abstain John-yes Chuck-yes Passed.

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## Committee Reports

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- Water/Sewer Report- Eli reported that in October, everything ran well and there weren't many issues. They will need to clean train B soon. Demand has dropped. He hasn't heard back from the engineer, but he did hear back from Midwest Broadband about the quote on the concentrate line. They are working on the 2025 budget. Eli reported that the quote from Canfield on the pump was roughly around \$4500. Dave was working with Jeff on that. Eli received a quote from Newbanks of \$8500. Eli said that he would get more information and get it to the board. Terry asked Eli to send her the letter for the lead survey. He said that he would get that to her. Since they hadn't heard back from the engineer, Steve offered to contact him again. Terry mentioned that she had sent the water guys a report and Eli asked her to send it to the engineer as well. Terry said that she would do that.
- Fire Department Report- No report was given.
- Streets/Alleys Report- Carol reported that someone had dumped off some items by the recycling bins again. The cameras were unable to get the culprits on video, so she had Tobias get another camera that would cover the void where the items were left. Tobias took some of the items to be recycled and got rid of the other items at the dump.
- Clerks Reports- Terry reported that she could use some input from the board on items to add to the newsletter, otherwise it would be the same information again.  
Pam reported that a resident said that their neighbor's dog is kind of aggressive, it lunges at them when they are outside and knocked their grandson down today. The board said that would have to be reported to the Sheriff.

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## Old Business

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- Approval of the Check that Went to Element Engineering – Carol asked for a vote on the \$1,935.00 payment to Element Engineering. Adam made a motion to approve the check of \$1,935.00 for Element Engineering at the October 14<sup>th</sup> meeting. Adam 1<sup>st</sup> Ken 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes John-yes Chuck-yes Passed.
- Water/Sewer Project Update – Terry reported that the town received the second bill for the water/sewer project and that Mike is working on the PNA because it needs to be submitted.
- Annex of Property by Hwy Update – Nothing new to report.
- Concentrate Line Update – Steve is still waiting for an opportunity to have Tobias help him check the line past the ditch to see if the line is flowing out to the evaporation ponds.
- Application for Service Approval – Carol presented an updated form to the board for approval. Ken made a motion to accept the application of service. Ken 1<sup>st</sup> Chuck 2<sup>nd</sup> Passed.
- MVFD – Ken reported that if the fire department wanted to change insurance companies, the board would need to inform them that they would have to do a lot to change their insurance. The board had decided to keep CIRSA as the town insurance.
- Town Cameras – Carol said that she hadn't had time to look for some prices on camera systems. This item will be moved to the next meeting.
- 2025 Budget – The board went over the budget worksheet that needs to go to the auditor. Ken made a motion to send the budget worksheets to the auditor. Ken 1<sup>st</sup> Chuck 2<sup>nd</sup> Passed.
- Chicken Ordinance, First Reading – This item was not on the agenda correctly, it needs to have the entire correct title listed to be voted on. It will be on the next agenda.
- Taking Cash and Dual Pay for Credit Cards – Carol said that she and Terry will put a procedure together and present it at the next meeting for approval.

- Linda Hill Status – Pam reported that Linda is not using the water or sewer. During a town sewer cleaning the pressure sent rocks and gravel up into her pipes and toilet, all her pipes are not functioning and need repaired. She is on a fixed income and can only fix a little bit at a time. The board had questions about whether she is living on the property or not. Carol said that she would send Linda a letter stating the state code and law concerning the situation and send it out certified mail.
- Chicken Permit Status for Jones and Ellis – Pam reported that the Jones permit will be submitted as soon as they can. Mr. Ellis had some questions about the contract and wouldn't sign it without having the information provided. Pam said that she would see if he could come to the next board meeting.

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## New Business

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- Chicken Permit for 205 Washington – This item was moved up after the Town Cameras and before the 2025 Budget. Heather reported that she has two coops with a run in between them plus 10 Chickens. Heather presented a check for the initial fee of \$25.00 plus the renewal fee of \$15.00 for 2025. Ken made a motion to accept the Chicken Permit for 205 Washington. Ken 1<sup>st</sup> Adam 2<sup>nd</sup> Passed.
- Poultry Ordinance – This item needed to be documented correctly. It will be on the next agenda.
- Faith Tabernacle Church Water Pit – Steve reported that it will have to be dug up to the main and a new line run to the pit, because there is pex all the way from the main to the pit. It is a two-man job, and it needs to be done before the cold weather gets here. Terry will get two quotes on the project. This item will be voted on at the next meeting.
- Tobias 90-Day Probation Period – The probation period is up, and the board feels that Tobias is doing a good job. Adam made a motion to accept Tobias as a full-time employee as he has passed his 90-day probationary period. Adam 1<sup>st</sup> Chuck 2<sup>nd</sup> Passed.
- Water Employees Base Pay – This item was reported on in the Water/Sewer report and was moved to the next meeting.
- Vote on Board Meeting Calendar – Carol reported that she put together a meeting and payroll calendar for 2025. The second board meeting in May falls on Memorial Day and Carol asked the board if they would like to move the meeting to Tuesday. The board approved changing the second meeting in May to Tuesday. Adam made a motion to change the second meeting of May to the day after Memorial Day (May 27<sup>th</sup>). Adam 1<sup>st</sup> Chuck 2<sup>nd</sup> Passed. The vote on this item was moved to the next meeting.
- Vote on Payroll Calendar – The vote on this item was moved to the next meeting.
- Publish by Title Ordinance – Terry reported that this item would have to go to a vote of the people before the town can make an ordinance and wanted to know if the board would like to proceed. After some discussion the board decided it would save the town money if they added the question to the April ballot. Ken made a motion to go ahead with the publish by title ordinance and put it on the April ballot. Ken 1<sup>st</sup> Adam 2<sup>nd</sup> Roll Call: Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes John-yes Chuck-yes Passed.
- Certification of Mill Levy – The town has not received the Mill Levy yet. This item was moved to the next meeting.

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## Board Discussion Items

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Items discussed by the board: Garie requested a copy of the recordings for the last meeting (10/28/24) and this meeting (11/11/24) so he could get them professionally transcribed and evaluated by a New York law firm.

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## Public Discussion Items

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Comments from the Public: Steve said that the town needs some extra gravel for holes in the alleys. Carol asked Pam to put it on the agenda for the next meeting.

Steve said that Logan County Road and Bridge used to provide sand and salt at no charge to all towns for use at the stop signs when the roads are icy. Carol asked Pam to contact them and find out if they still do that.

Steve said that Tobias should mow around the tree pile before another snowfall so the pile can be burned off this winter.

Steve reminded the board that the road by Wisdom's is a part of the town also and that it needs some work. Tobias could work on that road when he is out working on the streets.

Steve mentioned that there are tree grants out there through the Forest Service, to replace some of the trees that have been cut down around Merino. Carol asked Terry to follow up on this item and Terry said that she would contact Brian Kailey.

Steve suggested that when doing the budget, the town should add the town hall office needs painted and that it has a horrendous odor when the carpet gets wet, so they should clean the carpets or get rid of them. The board had approved Jeremiah to add an awning to the front of the building to prevent the water coming into the office. Terry said that she would contact him about getting it built.

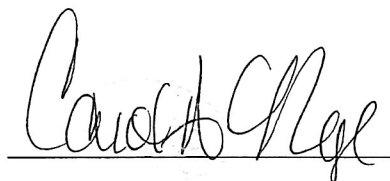
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### Adjournment

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Date: November 11, 2024, at Merino Town Hall

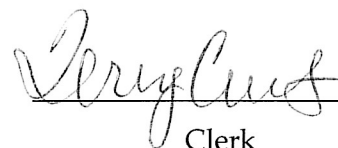
Motion to adjourn was made at 8:42 by Ken, seconded by John, and was passed unanimously.



Mayor

11/25/24

Date



Clerk

11/25/24

Date