

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date November 25, 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 – John Barber
Trustee – Charles Amen

Members not in attendance were Garie Count and Adam Krier.

Guests in attendance were Tobias Harvey, Steve Curtis, and James Ellis.

Approval of Agenda, Minutes and Bills

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

Last meeting's minutes for November 11, 2024, were reviewed and were approved by all in attendance. Ken made a motion to approve the minutes. Ken 1st Chuck 2nd Passed.

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

Payments by checks:

Vendor	Amount	Vendor	Amount
Element Engineering	\$5,470.00	Northeast CO Health Dept.	\$20.00
Morgan County Ambulance Serv.	\$500.00	Williamson Lowery Fredregill	\$208.00
		Total	\$6,198.00

Expenditures:

Vendor	Amount	Vendor	Amount
Bomgaars	\$39.99	Xcel Energy	\$17.68
United States Post Office	\$38.72		
		Total	\$96.39
		Grand Total	\$6,294.39

Approval of Payroll – Employee Time Sheets: Ken made a motion to approve the payroll as presented. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Craig-yes John-yes Chuck-yes Passed.

Committee Reports

- Clerk Reports – Terry reported that her items are on the agenda. Pam reported to the board that she had just found out that Garie is planning a trip for Dec. 17- 20. Pam would only miss work on the 18th, 19th, and the 20th. The board asked for this item to be on the next agenda to be voted on. Carol asked that items like this need to be on the agenda instead of in the clerk reports.

Old Business

- Questions About the Chicken Ordinance – James Ellis spoke to the board about the space requirements that are listed on the chicken application. He said that the state requires only one square foot of floor space per chicken instead of the 4-5 square foot per chicken listed on the application. The board told James that they would change the space requirements in the town ordinance to one square foot per chicken. The board let him know that they have revised the town ordinance according to the state statute and can update the application to ensure its validity and that it is in accordance with the new town ordinance. They also let him know that he still needs to get a chicken permit for his chickens.
- First Reading of Ordinance No. 2024-04 An Ordinance Concerning The Harboring Of Poultry In The Town Of Merino, Colorado – Carol read the ordinance.
- Water Employees Base Pay – Carol reported during the ‘Approval of Payroll’ item that she requested that the water employees list what they are doing for the extra hours and the time for each item that they put on their time sheets. Carol did get a job description from them for the board to review that will be on the agenda for the next meeting. The board plans to have Tobias get a certification for small systems so he can help with water issues to prevent more trips to Merino for the water employees.
- Water/Sewer Project Update – Terry reported that Mike from Element Engineering asked for some additional information for the PNA. Terry already sent two things to him and will send the last piece of information he needs.
- Concentrate Line Update – Carol had Steve read the email from Matt Harris, the consulting engineer. Steve said that Matt is recommending a half hour flush through the system after a run, but it will depend on the size of the run. He feels that the town needs some more instrumentation on that line to determine what it will take to flush the line with clean water. The town would need some equipment to monitor the pressure and a flow meter to tell how much flow is going through the line to adjust the flush with the flow. The water employees have reported that the flow meter that is on the line is not working properly. The town will need to buy a pressure meter and two flow meters. Steve said that he will talk to Canfield to see what they would recommend for this project.
- Annex of Property by Hwy – Carol reported that she had nothing more on this item.
- Taking Cash and Dual Pay for Credit Cards Procedure – Terry presented to the board a Cash Handling Policy for the board to review and make recommendations. Carol said that she and Terry will walk through the process of cash payments through the water system.
- Town Cameras Update – Carol reported that she ordered the cameras and that they should be here on Friday, then Tobias can install them.
- Faith Tabernacle Water Pit – Carol reported that Terry asked Todd and Jeremiah for bids, but Todd said that he is too busy and can’t do it. The board had the bid from Jeremiah to review. This item is urgent before the weather gets too cold. Terry reported that Jeremiah said that he could get it done. Ken made a motion to hire Timberline Construction to fix the meter at 419 Morgan Street. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Craig-yes John-yes Charles-yes Passed.

- Vote on 2025 Board Meeting and Payroll Calendar – Carol emailed out the calendar with the revisions to the board for review. Ken made a motion to accept the 2025 Board Meeting/Payroll Calendar as presented. Ken 1st John 2nd Passed.
- Certification of Mill Levy – Terry reported that she had not received anything on the mill levy yet.
- 2025 Budget Update – Carol reported that she had not received anything for the budget update.

New Business

- Gravel for Alleys – Carol clarified that the item was supposed to be gravel for maintenance use for the town. Ken made a motion to approve a load of gravel for the town not for the alleys. Ken 1st John 2nd Passed.
- Tree Grants Update – Terry reported that she emailed Brian Kailey but she hadn't got anything, so she will follow up on it.
- Logan County Road & Bridge Sand & Salt – Pam contacted Mike at Logan County Road & Bridge to ask about the availability of a sand/salt mixture for the town. Mike said that he is in the process of researching options to use on the roads and when he is finished, he will get back to her with more information. Pam said that he asked when the town last received some sand/salt mixture from the county and how much the town received. The board let her know that the last time was 15-20 years ago, and they received about eight yards. Pam will get that information to Mike and will let the board know what he learns from his research.
- Employee PTO Payout & Pay for 2025 – Carol reported that it is time for the PTO Payout at the end of December. Employees have the option to carry over some of their PTO time or get it all paid out and Terry will include a form to fill out in the first paycheck in December.
Carol reported that in 2025 minimum wage will be going up and the increase is 2.7% so all employees will receive a cost-of-living increase for that amount starting in 2025. Ken made a motion to give a cost-of-living raise of 2.7%. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Craig-yes John-yes Chuck-yes Passed.
- Filling In of Hole Where Logan and C.R. 25 Go Together – Pam reported that Mike from Logan County Road & Bridge said that he had seen the hole on Logan Avenue and C.R. 25 and that he would send a guy out to fix it, and that he had a guy out today to fix the holes by the bridge going west out of Merino and some other holes on C.R. 23.5 and 8.5. Pam also mentioned street one and street two south of Highway 6 and Mike said that his guy would maintain those roads several times a year. The board said that the town maintenance should cover those streets, and the county should do the part that is a county road.

Board Discussion Items

The board discussed the three pump options from Canfield. Steve suggested that they buy a pump and get repair parts for the broken pump and keep it for a spare. He asked the board for permission to contact Jeff and ask him if he can get parts for the pump.

Steve also asked for permission to contact the engineer to find out what type of instrumentation he would recommend on the concentrate line. The board gave him permission.

Ken wanted to bring up that the town handbook said that all cell phones should be silenced during meetings.

Public Discussion Items

Comments from the Public: Steve asked the board to approve him ordering a pump for the water system when he is getting information for replacement parts and the pump so the town could get a pump in a few weeks. If the board waits until later to order one, it could take a few months before the town could receive a new pump. He asked them to approve him spending \$5500 for a pump. Ken made a motion to give Steve Curtis permission to spend \$5500 on a pressure pump for the water system. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes John-yes Chuck-yes Passed.

Steve said that he sent a bid to the town clerk from Franky's Carpet Cleaning to clean the carpets in the town hall to remove the odor from the building. If that doesn't work, the town might need to tear out the carpet and replace it. The board discussed the awning that was supposed to be added to the front of the town hall to prevent water coming into the building from heavy rain. They decided that it needed to be added to the next agenda.

Adjournment

Date: November 25, 2024, at Merino Town Hall

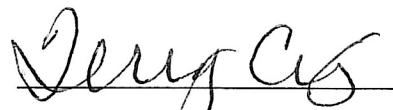
Motion to adjourn was made at 8:32 pm by Ken, seconded by Craig, and was passed unanimously.



Mayor

12/9/24

Date



Clerk

12/9/24

Date