

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date October 14, 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 – Charles Amen
Trustee – John Barber

Members not in attendance were Adam Krier and Craig Cook.

Guests in attendance were David Beck, Steve Curtis, and Tobias Harvey.

Approval of Agenda, Minutes and Bills

Agenda was reviewed and approved by all in attendance with the addition of Ken Kneeland to New Business. Ken made a motion to accept the agenda with the addition. Ken 1st John 2nd Passed.

Last meeting's minutes for September 23, 2024, were reviewed and were approved by all in attendance. Chuck made a motion to accept the minutes as written. Chuck 1st Ken 2nd Passed.

Treasurer Report – Carol reported that she is waiting for the journal entries from the 2023 audit to update the starting balance. Ken Salmon made a motion to accept the treasurer's report as presented. Ken 1st John 2nd Passed.

Treasurer Report for WF and BOC 01/01/23 through 10/14/24

Type of Fund	Starting Balance 12/31/22	Revenues	Expenditures	Ending Balance
General Fund	\$166,066.88	\$114,779.99	(\$102,415.43)	\$178,431.44
Streets & Alleys	\$21,088.96	\$43,754.75	(\$58,508.25)	\$6,335.46
Water Fund	\$97,440.39	\$207,162.16	(\$237,001.93)	\$67,600.62
Sewer Fund	\$51,601.24	\$117,052.96	(\$89,760.90)	\$78,893.30
Sewer Fund Grant	\$986.04	\$0.00	(\$220.14)	\$765.90
Conservation Trust Fund	\$29,006.21	\$4,309.28	(\$22,187.23)	\$11,128.26
Fire Department Fund	\$31,992.51	\$123,803.27	(\$134,813.60)	\$20,982.18
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	\$ -	(\$9,086.18)	(9,086.18)
Totals	\$460,106.68	\$612,662.41	(\$654,127.49)	\$418,641.60

		Name	Amount	Renewal
	CD are as follows:			
		TABOR	\$6,899.56	03/08/2024
		Town of Merino	\$48,574.34	03/08/2024

Budget Report – Chuck made a motion to accept the budget report. Chuck 1st John 2nd Passed.

Type of Fund	Budget Total Revenue	Revenue As of 10/14/24	Difference Between Budget and Actual	Budget Total Expenditures	Expenditures As of 10/14/24	Difference Between Budget and Actual
General Fund	\$43,874.00	\$45,482.95	(\$1,608.95)	\$72,148.33	\$81,881.11	(\$9,732.78)
Streets & Alleys	\$56,000.00	\$19,590.05	\$36,409.95	\$54,940.00	\$29,317.38	\$25,622.62
Water Fund	\$120,000.00	\$92,456.53	\$27,543.47	\$258,444.00	\$85,471.64	\$172,972.36
Sewer Fund	\$85,000.00	\$57,563.86	\$27,436.14	\$75,478.00	\$43,791.40	\$31,686.60
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	\$77,630.07	(\$25,215.07)
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 pay the bills as presented. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Garie-yes John-yes Chuck-yes Passed.

Payments by check:

Vendor	Amount	Vendor	Amount
4D Excavating and Septic	\$1,200.00	Apex Electric	\$100.00
CIRSA	\$1,141.06	Colorado Analytical	\$630.00
Culligan	\$75.00	Home Depot	\$185.22
Magnifi Broadband	\$6.03	Marick's Waste Disposal Inc.	\$1,545.00
NAPA Auto Parts	\$103.78	Northeast Auto	\$241.56
Northeast Colorado Health Dept.	\$20.00	Prairie Mountain Media	\$679.77
Shino Farms	\$200.00	Shipping and Stuff LLC	\$268.15
Sterling Fuels Inc	\$164.78	UNCC	\$2.58
Williamson Lowery Fredregill	\$1,268.00		
		Total	\$7,830.93

Expenditures:

Vendor	Amount	Vendor	Amount
Amazon Marketplace	\$55.39	Bomgaars	\$894.73
Highline Electric Association	\$63.29	Quick Books	\$203.00
Xcel Energy	\$17.25	Xcel Energy	\$418.75
Xcel Energy	\$558.03	Xcel Energy	\$1,318.19
		Total	\$3,528.63
		Grand Total	\$11,359.56

Payroll Approval – The employee time sheets were reviewed and approved. Ken made a motion to accept the payroll as presented. Ken 1st John 2nd Roll Call: Carol-yes Ken-yes Garie-abstain John-yes Chuck-yes Passed.

Committee Reports

- Water/Sewer Report – David Beck reported that last month a finish water pump that keeps pressure went down. He said that he thinks the motor is fine, but the impellers are probably shot. He presented a quote of \$9,825 to the board for a new pump and a new motor with a skid, since they must be laser aligned it is better to buy them as a package. David spent several hours trying to get quotes from different companies but couldn't get more quotes. The quote came from the same guy that did the last one. The pump that is still running does not have a backup, so David said that he would get the new pump and motor package and have the old one rebuilt to use for emergencies. Ken suggested that David check with Canfield to get a price quote. David reported that the water demand has been typical, about 50,000 per day on average during the summer. Train A was cleaned in August and is close to needing to be cleaned again. It is currently at 206 PSI, and they usually clean around 225 PSI. David also asked if anything had been done with the concentrate line and was informed that item will be discussed later when it comes up on the agenda. Ken made a motion to get the pump and motor package as quoted but have David check with Canfield first. Ken 1st John 2nd Roll Call: Carol-no Ken-yes John-yes Chuck-no Garie-no

After some discussion and voting it down, Garie asked David some questions about the pump and said that he would get some prices from his sources to see if he could get the town a better price. Chuck said that he would check with Kuntz Pump & Well Supply in Atwood.

Terry added that they finished the water service line survey. David reported that they polished up the report today. He thought there was one more pit to look in, but they came out and looked in 4-5 today, other than that they are all done. They will look it over one more time and they should get it filed with the state tomorrow. There will be some letters to send out to anyone that reported having galvanized lines might have lead exposure. Terry asked for a copy of the report to have on file. Carol said that Terry could send out the letters. David said that he already had the letters filled out and he would send them to Terry.
- Fire Department Report – No report was given.
- Streets/Alleys – Tobias reported that the box scraper blade is so short that it is going up into the frame of the box itself and needs to be replaced. After the board discussed options with him, they asked Tobias to get some prices for replacement blades. Carol asked Tobias to put together a list of things that might be needed that will go on the budget for next year. Tobias also reported that he has started

taking inventory of what is in the shop. Carol asked Tobias to make a list of addresses that have stuff in the alleys so letters can be sent out to them requesting that they get the stuff moved and cleaned up. Ken reported that the Community Center needs a new kitchen sink and faucet and that the drain covers on the north side of the building have gone missing and will need to be replaced because it is a trip hazard.

- Clerk Reports – Terry reported that she has spent a lot of time completing the survey. Terry mentioned that they noticed that someone has been driving nails in the walls of the Community Center. People can use the board and put stuff up with tape, but they are not supposed to be putting nails in the drywall. Pam reported that she is continuing to get email addresses. Her list is now down to 17 people remaining to contact. Pam has been going through the cemetery certificates to confirm we have one for each person buried there. Carol asked Pam if she was able to get in contact with Linda Hill. Pam said that she didn't have a number for her so she could send her another letter. Carol asked Pam if she had her daughter's phone number and Pam said, "Yes, if you want me to go that route?" Carol said yes. Carol also asked if they got a building permit for the house on the corner. Pam responded that she had been told several times that they would come get a new building permit but they had not been in yet so she will contact him again.

Old Business

- Trunk-Or-Treat Update – Carol presented to the board a paper with comments from a local business that was posted on Facebook. A representative was at the board meeting when everything was discussed, so it was a bit of a surprise to be reprimanded for the board's plans for the 'Trunk or Treat' festivities. Carol commented that getting permission for the closure of the streets is required for every event, even if it is annual. After discussing the procedures and times for the event, Carol asked the representative if the plans went along with what they had in mind, and she said yes. The earlier time was set because at Halloween the sun goes down earlier, and it starts getting cold outside after sundown. Terry also mentioned that if a private group wants to host an event and requests the street to be blocked off, they must get insurance for the event and permission to block off the streets from the town. If the town hosts the event, the board needs only to vote to block off the street for the event and the town insurance covers everything.
- Water/Sewer Project Update – Terry reported that she has received an invoice from Element Engineering for \$1935.00 for the PNA of the water portion of the project. Mike Hager is working on the draft and will come to the next board meeting to share what the proposal entails for the water portion of the project. The town was denied funding for the sewer portion because there were funds in the sewer budget. Every month Element Engineering will send the town an invoice. Then Terry informed the board how the repayment process works. The town will be responsible for 20% which is about \$2500 for the water portion. The town will self-fund the sewer portion so approximately \$30,000 will need to be added to the budget. Terry reported that after reading the email again, the town will need to pay the bill tonight, submit the paperwork, and then they will be reimbursed for that amount.
- Annex of Property by Hwy – Carol asked Terry if she got the measurements that she needed to figure out the cost. Terry said no but that she would make Steve go do it tomorrow.
- April 2025 Ballot Item:
 - Sales and Use Tax Ordinance – Carol reported that they have done everything that had to be done to get it taken off the ballot in November. Terry said that Pam Bacon put something on the

ballot that says the item was withdrawn by the Town of Merino. She said that it will also be in the town newsletter that goes out with the water bills.

- Magnifi Broadband (formerly KCI) Agreement Update – Carol reported that she met with Dave, the general manager of Magnifi Broadband. She found out that the town was not being billed for the internet just for the phone service at the town hall and fire department. Carol requested that the town and fire department receive free phone service also. Dave agreed but said that the long-distance fees and sales tax would still have to be billed to the town. Dave said that the town will need to get some new equipment, and they have numerous options for upgrades. The town board will have to look at the options and decide what they would like to get.
- Town Fence Update – Carol thanked Tobias and Steve for doing such a nice job putting up the town fence. She asked if they still had some fence to put up. Steve asked if the \$3500 approved for the fence had been spent. Tobias reported that the original purchase was for \$2800 and the additional concrete and 10ft. two by fours that he purchased brought the total up to approximately \$3100. Steve said that they just need a couple more posts and a few more pickets, so a couple hundred should cover what they need.
- Concentrate Line Update – Steve reported that they have not dug up the line on the other side of the bridge to see if there is flow coming under the ditch. Carol said that they are still needing an itemized bid from American Teletec with the three breakdowns like the bid from Midwest Broadband. Steve said that they should be able to get to the line in two weeks.
- Rental Property Update – Terry reported that there was an issue with the address for the rental property. While the property was empty the address was rendered inactive. It took some time to get things figured out but now the post office has contacted the carrier, and he will deliver the mail to the rental address. The renters were given permission to paint the mailbox to cover up the numbers that were on it. After getting locked out of the property a few times, the renters bought their own lock and provided the town with a key. Terry asked Pam if she got a list of the Culligan deliveries for softener salt. Pam reported that the dates are listed on each bill. Pam had tried to contact the renter to give them the information, but she had not heard back from them. Garie asked if the finish work got done on the rental house. Terry said that she would ask if they could go paint the trim and remove the dirt around the windows.
- Chicken Ordinance – After some discussion, Carol said that she will update the ordinance, and the board can approve it at the next meeting.
- Application for Service Update – Carol read through the changes on the application for the board. When looking over the document, one board member commented that the first sentence didn't make sense. Carol said that she would look at it and asked that this item be moved to the next meeting. A motion was made to approve the application, but it was rescinded.

New Business

- Ken Kneeland – Addition to the agenda – Carol reported that Ken Kneeland contacted her during the last part of September to let her know that he was going to retire at the end of September. Tobias is doing such a good job that he didn't have a lot to do, so he felt like it was time to retire. Ken said that he had worked for the town for about 16 years. Carol told the board that they needed to get Ken some type of retirement gift to thank him for everything he did for the town through the years. The board agreed to purchase a Cabela's gift card to present to Ken. Ken made a motion to send a card to Ken Kneeland and a gift card from Cabela's. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes John-yes Garie-yes Chuck-yes Passed.

Board Discussion Items

- Ken told the board that he would like to add a refrigerator for the Community Center to the budget for next year. He feels that a small refrigerator would come in handy for the people that have events in the Community Center. If they have to set up early and then go to a funeral or other function and then return, they could keep their food cool while they are gone. Carol said that she would put it on the budget and asked for other items that the board might suggest adding to the budget. Ken also mentioned that the Community Center needs to be repainted and possibly more lighting added. Terry asked if they might get her a new desk before the one she has falls apart.

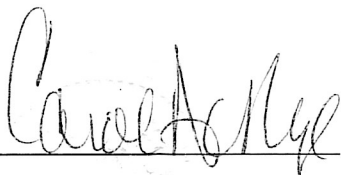
Public Discussion Items

Comments from the Public: Steve asked how much the town brings in on water each month. Carol said that the total is approximately \$92,500 for the year through October 14th. Steve said the town should be at approximately \$123,000 by the end of the year. Steve is concerned that the town isn't bringing in enough revenue to cover the expenses for the town. He feels that the town needs to raise the water bill another \$21.00 per month to cover expenses like the new pump for the water system. Garie mentioned that the town is paying the water guys lower than the market price for their services so a wage increase would be something that needs to be added to the budget. David Beck said that he was going to bring that up himself to have on the agenda for the next meeting to discuss it with the board. The board discussed the different suggestions to increase the revenues and agreed if the price of water was going to increase it would have to be over time and in increments. There is no easy solution.

Adjournment

Date: 10/14/24 at Merino Town Hall

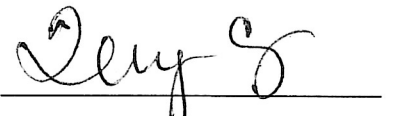
Motion to adjourn was made at 8:45 pm by Ken, seconded by John, and was passed unanimously.



Mayor

11/11/24

Date



Clerk

11/11/24

Date