

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date October 28, 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 – Chuck Amen

Trustee – Craig Cook

Members not in attendance were Adam Krier, Garie County, and John Barber.

Guests in attendance were Mike Hager, Steve Curtis, and Tobias Harvey.

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 October 14, 2024, were reviewed and after discussing some items, Carol asked some questions and suggested some changes. Ken made a motion to approve the minutes with the changes. Ken 1st Chuck 2nd Chuck asked if there were three changes. Ken said that there were 4 changes and asked Pam to get them updated and Carol said they can deal with them at the next meeting. The motion was not rescinded or passed.

Approval of Bills – The bills were reviewed and approved. Ken made a motion to pay the bills as presented. Ken 1st Craig 2nd Roll Call: Carol-yes Ken-yes Craig-yes Chuck-yes Passed.

Payments by check:

Vendor	Amount	Vendor	Amount
Colorado Analytical	\$185.00	Dan Wiebers	\$79.82
Lauer, Szabo, & Associates	\$3,680.00	Marick's Waste Disposal Inc.	\$45.00
NAPA Auto Parts	\$31.38		
		Total	\$4,021.20

Expenditures:

Vendor	Amount	Vendor	Amount
Cabela's	\$100.00	Highline Electric Association	\$97.15
Quick Books	\$203.00		
		Total	\$400.15
		Grand Total	\$4,421.35

Payroll Approval – The employee time sheets were reviewed and approved. Carol asked a question about the base pay rate for the water guys and what it covers. Carol requested clarification and asked that the base pay

be added to the next agenda. Craig made a motion to approve Craig 1st Ken 2nd Roll Call: Carol-yes Ken-yes Craig-yes Chuck-yes Passed.

Committee Reports

- Clerks Reports – Terry said that she didn't have anything to report because she has been busy with her own work for her business. After she finishes that she will be working on reports that are coming due. Pam reported that Sterling Monument Co. had finally contacted her with the date for the relocation of the family marker on October 31. The family would like to have the remains relocated on the same day, so they don't have to travel on multiple days. Tobias will go out to confirm that the marking flags are still there. After discussing the appropriate procedure for the relocation of the items, it was decided that the family needed to remove the urns themselves before Thursday and get the measurements to the town so the hole can be dug at the appropriate depth for the burial of the cremains. Carol mentioned that Pam doesn't work on Tuesdays and wouldn't be able to contact the family in time for them to come remove the cremains before Thursday, October 31st. She offered to call the family herself and asked for a contact number.

Pam let the board know that there are two days out of the year that her schedule will conflict somewhat with the water billing. Pam took Tuesdays off so her personal responsibilities wouldn't interfere with her scheduled work in the office at the town hall. This month the water billing landed on a Tuesday. Pam let them know that she had come in early and left just in time to go to the luncheon she had scheduled on that day. As soon as the meeting was over, she returned to get the bills done and processed and was home before 7:00 pm. Carol said that Pam had told her that she had class on Tuesday night. Pam reminded her that they had cancelled the class. Carol said that they had talked about when water billing on the 15th falls on her day off Pam must work that day. Pam agreed and said that she did work that day. What Pam was trying to get across was that she could make it work if it was ok with the board. It would not be a problem. When she first started this activity, Pam wasn't on the board for the group, so it wasn't something she had to do all the time. Eleanore was doing the water billing at that time. So, now it would only be two days out of the year that Pam would come in earlier and be gone for the luncheon. Carol asked what she meant by 'earlier'. Pam said that she came into the office at 7:00 am to get the wand ready for Tobias to get the water meters read. Then she can get everything ready for water billing, leave, and then come back as soon as it's over. Normally Pam doesn't take a lunch break. Pam said that she has taken a lunch break twice. Carol said that was Pam's decision. Pam was just trying to get the billing done. If they would consider her leaving for part of her lunch that would be fine with her. It didn't cause a problem this last time so if it would be acceptable for Pam to do that on those two days out of the year that would be ok. Carol interrupted to say that if Pam knew ahead of time, she should flip one of her other days for a day off. Pam tried to explain that it can't be flipped. The luncheon is always scheduled for the third Tuesday of the month, Pam has no control over the date of the luncheon schedule. Craig said that he didn't have a problem with it if she could get started on it early and get it finished up. Carol said that it is not just Pam doing it at times, it sometimes pulls she and Terry in to help. The bills must go out on time. The board asked some questions about how the billing process takes place. Terry told the board that she comes in to look over the bills and the consumption report to see if there are any overages or excessive use. Terry said that she would have to come in early and take time off from her other job. Pam reminded Terry that she usually comes in after 5:30 pm. Terry said that she usually has to come after work because she can't come during the day. Carol requested a vote. Carol told Pam that she didn't want to see that Tuesday abused. Ken asked if the board needed to vote on it. Carol said that the board should vote, because she

didn't agree with it, because if you are hired for a position and you know that you are doing this stuff and it lands on the 15th and you have those responsibilities, you should be doing those. Carol said that it would be ok if it was a lunch hour, but the time was a lot longer than an hour. Ken made a motion to allow Pam to move her hours around on the two Tuesdays in 2025 and make sure that the billing gets done. Ken 1st Chuck 2nd One board member opposed. Passed.

Old Business

- Insurance Quotes Approval – After much discussion about the coverage and price differences between the CIRSA and PFS insurance and finding that some of the prices were lower with CIRSA the board decided to keep the town insurance with CIRSA. Carol spoke with some other groups that decided to go somewhere else besides CIRSA and the cost of the insurance was cheaper the first year but was raised dramatically the second year and they ended up going back to CIRSA. After some questions came up about the proper way to insure items through the town for the Fire Department, Ken requested to put the Fire Department on the next agenda and have them at the meeting. Ken made a motion to keep the insurance for the Town of Merino and the Merino Volunteer Fire Department with CIRSA. Ken 1st Chuck 2nd Roll Call: Carol-yes Ken-yes Craig-yes Chuck-yes Passed.
- Concentrate Line Update – Steve reported that the line is still plugged. He has not had time to dig it up to check it.
- Water/Sewer Project Update:

Mike Hager – Mike reported that they have been working on a Project Needs Assessment (PNA) for the water system portion of the project. Mike said that they came up with two alternatives in their analysis on how to address the water lines since they are above the sewer lines that need work done to them. Mike presented the alternatives to the board. The first alternative is to put in temporary water lines when they replace the sewer lines and put them right back on top of the sewer lines. The second alternative is to move the water lines out of the alleys into the streets where possible. It would include some boring into people's back yards to tie into the service. This would eliminate the issue with the water lines being on top of the sewer lines. There are a few places where the water lines will have to remain in the alleys, but most of them probably can be moved. Mike will have to review the videos of the sewer lines to know how many lines can be moved. He said the cost estimates for either alternative is about the same price. The PNA needs to be completed by December 1st. Mike has been working with the state on other options for additional funding for the project, because when he looked at the costs associated with the water project and what the water rates are, the rates would need to be roughly \$108.00 per month. The board needs to vote on which alternative they approve so that he can get the PNA submitted before the deadline. Chuck made a motion to move forward with replacing the water lines in the street which is alternative 2. Chuck 1st Ken 2nd Roll Call: Carol-yes Ken-yes Craig-yes Chuck-yes Passed.
- Annex of Property by Hwy – Terry reported that she had the measurements. The water is 1,199 feet and the sewer is 1,684 feet. The rate for the 6" water is \$70 (\$83,930) to \$85 (\$101,915) a linear foot. The sewer is \$200 a linear foot comes out to \$336,800. Mike asked what the project was for. The board is considering this project for two reasons, the school would like to have restrooms and concessions at their football field. The school is on a dead end for water, so the project is to make that loop around so the school is no longer on a dead end and to install a fire hydrant. The other reason is that it also creates

the opportunity for the developer out there to tap into the sewer and water for a fee and provide those services to the new housing development.

- Chicken Ordinance – Since ordinances must be put on the agenda to be read and then be read two separate times at a board meeting the board wasn't able to move forward with the chicken ordinance. Carol asked Terry about doing a resolution to change an ordinance. Terry reported that she had spoken with the attorney and that she had said that the town would have to treat it like a new ordinance. Carol might want to adopt an ordinance to Publish by Title which will help keep the costs to publish the ordinances down. The board decided to hold off on the chicken ordinance and start the process for the ordinance to publish by title.
- Application for Service Approval – This item was moved to the next meeting.

New Business

- Fence Permit for Carol Nye – Carol requested to get a fence permit because she didn't get one when she put up her fence. She said she was unaware that she needed one. Carol paid the \$10.00 fee.
- Water/Sewer Payment Options – Carol reported that she had spoken with the town attorney about whether the town had to accept cash as payment. Since the town is a government agency, the town can't say that cash is not accepted as payment. The board discussed some options of dual pricing and non-dual pricing, and Carol said that she would check with the town attorney and asked that the signs be updated and remove where it says the town doesn't accept cash.
- Town Cameras – Kenny suggested that if the town will be accepting cash as payment that the board should put up cameras around the town property and one in the office to make it a safer working environment.
- Minutes Timeline – Carol told the board that they need to discuss what the expectations are for the minutes being sent out. Carol reported that she had a meeting with Terry and Pam, and they talked about it. After the meeting, on Tuesday Pam doesn't work so she would work on the minutes on Wednesday and Thursday. On Friday, she works on the deposit and posting payments. Then the next Monday she can work on the minutes and then one Wednesday she could send them out. Carol asked the board if anyone had a problem with the expectations for the minutes. The board decided that the minutes should be completed and sent out by Wednesday of the following week after the meeting for review. Pam let the board know that she had decided to add some tables to the templates to save time when typing up the minutes.
- 2025 Budget – Carol had several questions about items on the budget for 2025. The board went through the items and Carol will update the 2025 budget so the board can approve it at the next meeting.

Board Discussion Items discussed by the board:

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Pam asked the board if they were going to have two meetings in November and December. Carol said that with the budget coming due soon, she felt that the board would need to have two meetings in November. The board decided that they would only have one meeting in December. The board will vote on this in the next meeting.

Chuck asked if Tobias could trim the weeds around the Merino sign outside of town.

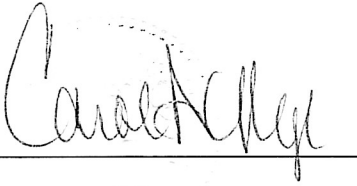
Public Discussion Items

Comments from the Public: Steve asked the board to keep a target price of \$60 or \$65 for water rates.

Adjournment

Date: October 28, 2024, at Merino Town Hall

Motion to adjourn was made at 9:20 pm by Ken, seconded by Chuck, and was passed unanimously.



Mayor

11/11/24

Date



Clerk

11/11/24

Date