

TOWN OF MERINO

Board of Trustees Meeting Minutes

Date April 24, 2023 | Meeting called to order at 7:00 pm | Meeting called to order by Carol Nye

In Attendance

Carol Nye Ken Salmon Craig Cook Adam Krier Garie County

Board members not in attendance were Chad Wettstein and Robert Jones

Guests in attendance were Steve Curtis, Greg Etl, Jared Davis, and Jennifer Ogley.

Approval of Agenda, Minutes and Bills

Agenda was reviewed and approved by all in attendance with the addition of a building permit for Craig Cook under new business and a vote for SIMONS to fix Colorado Avenue in old business. Ken made a motion to approve the agenda with the addition of the building permit and the vote for SIMONS to fix Colorado Avenue. Ken 1st Adam 2nd Passed.

Last meeting's minutes for April 10, 2023, were reviewed and were approved by all in attendance. Adam made a motion to approve the April 10, 2023, meeting minutes. Adam 1st Ken 2nd Passed.

Current bills were reviewed and approved by all in attendance. Bills: Junebrry Market \$200.00, Ricoh \$44.36, Beaver Ranch Gravel \$362.03, and the expenditure for Highline Electric \$45.22. Ken made a motion to approve the bills as presented. Ken 1st Craig 2nd Roll Call Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes Passed.

Payroll Approval of Employee Time Sheets – Adam made a motion to approve the employee time sheets as presented. Adam 1st Craig 2nd Roll Call Carol-yes Ken-abstain Craig-yes Adam-yes Garie-abstain Passed.

Committee Reports

- **Clerk Updates** – Carol reported that Eleanore has resigned. Carol spoke with Pam about doing the water payments, water billing, taking care of deposits, banking, and covering Eleanore's hours Monday through Friday. During water billing Pam will work the two days to get the statements mailed out. Carol will continue to do QuickBooks. The Town Hall will not be open on Saturdays. Terry will continue to do the government tasks and payroll along with the PTO payout for Eleonore's final check. Carol spoke to Kenny about going over the shut offs. Carol said that the town will need to hire someone that has accounting experience. Carol told Pam that she could come over on Mondays when she is working in case Pam has any questions that she needs answered. Carol said that she is not going to have Pam do the QuickBooks. Carol thought that it was a struggle for her. Carol said that she had to clean up a lot of mistakes that had been made. Carol also mentioned that the shut offs need to be gone over and that she and Terry will also review the statements. All security codes will be changed and updated as necessary.

Old Business

- Greg Etl, DOLA – Green Energy Greg reported that when Governor Polis took office, he made renewable energy one of his objectives. He wants Colorado to be totally renewable by 2040. With their energy impact program, DOLA is funding renewable projects. After the Governor’s re-election, DOLA’s executive director said all projects will be required to have a renewable component. There are two grants available. Tier One is for projects of \$200,000 or less grant money. All grants are 50/50. They also have a Tier Two grant of \$1,000,000. Each entity is only allowed to have one Tier one and one Tier Two grant in each cycle, not two of either one. For larger projects more grants are available also at 50/50. He said that a solar farm might be helpful for the town. Carol asked Terry to contact the engineer to ask about what power the sewer project might require. Greg asked the board if they had hired an engineer for the water/sewer project. They told him yes. Greg told the board that DOLA can handle the engineering as well. Greg said that since the town has already hired an engineer, DOLA won’t pay for any of the engineering services since it was done prior to the grant. Carol asked Greg how much a large wind turbine costs and how much land is required for a turbine. Greg said that the big wind turbine he has is on two acres of land. Greg told the board that the planning portion is a 25% match, and the projects are 50/50. Greg suggests that the town work through the Governor’s energy office. There are small wind turbines that can be mounted on a roof that are available instead of the large three blade turbines. DIA went from a 640-acre solar farm to 10 of the small wind turbines and are producing more power for a lot less money. Loveland or Longmont went from a 320-acre solar farm to 6 of the small wind turbines. He suggested that the town contact James Depew from Wray about solar lighting. They put solar streetlights in with a New Energy Communities (NEC) Grant. Oddly enough, 10 years and one month later, all the batteries went out. The batteries are approximately \$10,000 each. Wray didn’t replace the batteries. Solar energy has improved since then. Greg suggested to the board to do a little bit at a time. It doesn’t have to be done all at once. There are IAJ grants available. NECALG hired a grant coordinator to help navigate through the IAJ and all the funding available. Greg told the town that the management of the grants they receive is essential throughout the project.
- Bustang Update – Terry reported that she submitted the agreement to CIRSA. CIRSA reviewed it and said that the town is good to go forward with the agreement. The only question that they had was about the building, she told them that the town had agreed that the bench and pavilion that the town already maintains would be utilized for the bus stop. The final approval of the agreement will be moved to the May 8th meeting.
- Bill Splits – Carol presented the updated bill splits. Adam made a motion to approve the bill splits as presented. Adam 1st Ken 2nd Passed.
- Bank of Colorado Update – Carol reported that Pam will be taking in the deposits. As of May 1st, all money will be deposited into the Bank of Colorado.
- Water/Sewer Pre-Qualification Update – Terry reported that she had to get access to the portal to upload the budgets and election information. The attorney is writing a letter concerning the past elections that weren’t documented.
- Vote for SIMONS to fix Colorado Avenue – Ken made a motion to approve SIMONS estimate for Colorado Avenue repair. Ken made a motion to approve SIMONS estimate for up to \$1500. Ken 1st Adam 2nd Roll Call Carol-yes Ken-yes Craig-yes Adam-yes Garie-yes Passed.

New Business

- Bank of Colorado Access for Accountant – Carol reported that the board needs to vote to give Katy the accountant access to the new bank account to do reconciliations, access to QuickBooks to do the payroll taxes, and authorizations for payments. Adam made a motion to approve the accountant’s access to the new bank account and QuickBooks. Adam 1st Ken 2nd Passed.

- Side By Side at Fire Department – Ken asked that this item be moved to the next meeting on May 8th.
- Workspace Safety, Code Violations – Garie reported that he spoke to his OSHA representative about having hot wires hanging from the ceiling and the representative agreed that it was a safety violation. Garie asked that it does not happen again. Ken said that he was aware that it was an OSHA violation, but he came back later and fixed it. He wasn't aware that anyone was going to be in the building.
- Cemetery Fence – Pam reported that she called Logan County Road and Bridge concerning the upkeep of the Merino Cemetery fence along County Road 6. The county said that the town was responsible for the upkeep of the fence.
- Building Permit – Craig presented a building permit with a drawing for a shop addition. He said it will be a 15x30 lean to style addition. Adam made a motion to approve Craig Cook's building permit.
Adam 1st Ken 2nd Passed.

Board Discussion Items

- Items discussed by the board:
- Carol asked if Pam told the county that the town wanted a speed bump out on County Road 25. Pam didn't know that the board wanted a speed bump, but she did ask about the damaged culvert. She told the county that they could contact Kenny if they had any questions. Kenny reported that he spoke with Rob. The county will come out and fix the culvert. He also said that they discussed cutting the ditch into the other ditch but it wouldn't benefit the town, the water runs north. He said to make it right we would have to cut it across the road into Ladd's, but that wouldn't be a good idea and Carol agreed. It will be about two months before the county can get to fixing the culvert. Carol asked about the drainage on Ralph Edwards. Ken said that it is up to the town to take care of that, so Carol said they need to get bids for the work needing to be done there.
- Carol reported that she spoke to Lonnie Brungardt about the High School students coming to help clean up the Merino Cemetery during their clean-up day on May 10th. Mr. Brungardt said that they would help. She asked Kenny if they could contact him to find out what needs to be done and what they need to bring. Ken agreed to help with the clean-up. Carol told Ken that Miss Lambert from the school was the student council rep who contacted her and Carol will have Miss Lambert contact him.
- Adam reported that he got an estimate of \$3200 from Gary's Tree Service for taking out the trees on town property by his house with the proviso that the branches can be put out by the sewer ponds. He will get the estimate to the town board. He also spoke about planting some new trees. Carol told Adam that he should check on what it will cost to grind the stumps too. Ken suggested that he bring it to the board.

Public Discussion Items

Comments from the Public:

Steve Curtis suggested that the town raise the dollar amount of jobs to be put out for bids from \$500 to \$2,000 if it is feasible with the budget. Carol said that changes to the bid process would need to be documented by an ordinance or resolution. Adam asked to move that to the next work session.

Greg Etl asked if the town has a procurement policy. He offered to send the town some sample policies, otherwise the town would have to follow the state's policy. He also mentioned that if the town wants to get the cemetery fence fixed, the town should contact the prison to see if they still do work like that. Greg also told the town if they have projects to reach out to him. He can let them know if it something that DOLA can fund or

give them options for other funding sources. They could also do the engineering for the project. The town can use him for the development of the project. If the town needs multiple portal access', don't share the portal access, sign up for another portal access that can be linked to the other portal.

Steve Curtis suggested having Element Engineering come to a meeting to discuss them submitting the information to the town and the town submitting the information to the state. Terry said she will ask Mike Hagar to come and make sure they are on board. She reported that they are sending her the information, she presents it to the board for approval, then lets the engineer know that it is approved, and they tell her she can submit it to where it needs to be sent. Steve then discussed the water/sewer project a bit. Greg Etl suggested that the town might put in some conduit for fiber and other like items.

Adjournment

Date: April 24, 2023 at Merino Town Hall

Motion to adjourn was made by Adam and seconded by Ken at 8:05 p.m. and was passed unanimously.

Mayor

Clerk

Date

Date