

**MINUTES REGULAR BOARD OF TRUSTEES MEETING**  
**January 12, 2023**

**ITEM 1 Call to Order, 6:00 pm**

**ITEM 2 Roll Call:**

**Present: Mayor Gibson, Trustee Brady, Trustee Billings, Trustee Cooper, Trustee McVey, Trustee West**

**Absent: Trustee Wittler**

**Phone/Computer: Don Steerman Town Attorney**

**Guest Present: Shannon Mason, Cheryl Sanchez, Theodore Johnson, Kasey Johnson, Lexie Brooks**

**Staff Present: Merna McGinnis, Town Manager  
Tammy Newman, Town Clerk  
Heath Piper, Electric Superintendent  
Mike Ingle, Water/Waste Water Superintendent  
Clay Klipfel, Police Chief**

**ITEM 3 Pledge of Allegiance, led by Mayor Gibson**

**ITEM 4 Prayer, led by Trustee West.**

**ITEM 5 Approve Minutes of the December 8, 2022 Board of Trustee's Regular Meeting.**  
Trustee McVey made motion to approve December 8, 2022 regular meeting minutes. Seconded by Trustee Billings.  
Motion Passed.

**ITEM 6 Approve Bills**  
Town clerk Newman asked to have the date changed on the bills to January 12, 2023 instead of January 12, 2022.  
Trustee Cooper asked about the percentages broken out on Power Manager software bill and Trustee West asked about meter purchased for Vilas. Both were explained and no further discussion.  
Trustee West made motion to approve bills with correction to date. Second by Trustee Brady.  
Motion Passed

**ITEM 7 Public Comment for Non-Agenda Items**  
*Anyone who would like to address the Board of Trustees on any matter other than an agenda item will be given an opportunity, 3-minute time limit each person after signing the roster.*  
No Comment

**ITEM 8 Christmas Lighting Contest Winners' Presentation**  
Ms. McGinnis, handed out checks to the annual Christmas lighting contest winners that were present:

1<sup>st</sup> place – Kasey Johnson  
2<sup>nd</sup> place – Theodore Johnson  
3<sup>rd</sup> place – Rick & Sandy Murphy

**ITEM 9 Economic Development/Cheryl Sanchez**

Shop small went well with \$1,080.00 in Baca Bucks given out to date.

Main Street Grant: Cheryl thanked trustees for doing the grant, for the benches, planters, trash cans and the bike racks. They look good and useful for the main street.

Kestrel Housing Project should be completed in June 2023, SECED will be taking care of the rentals, and property.

Grants that will be working on this year is the Brownfields grants to help with asbestos on properties residential and commercial throughout the county.

Baca County Economic Development Commission has created a building enhancement program to improve building exteriors (store fronts), running January 1, to March 31, 2023 with \$50,000.00 in the grant pool. Maximum \$4,000.00 per each application, for windows, signage, landscaping, awnings, paint, exterior lighting, accessibility etc... Will need to fill out an online application, must be located within the boundaries of Baca County, business classified as small independent, community business in good standing and building selected for enhancement must be occupied. Cheryl will help with the online process if needed. There is also a \$5,000.00 low interest loan through SECED, that you can use the \$4,000.00 grant monies from Economic Development as the cash match for the SECED loan if have a bigger project for the building improvements.

Town needs to look into getting a grant to write a new comprehensive plan, last one done was in 1964. Comprehensive plans will help future growth plans and receiving grant money. Would help to show where utilities are and where the town needs to work on developing utility lines.

**ITEM 10 USDA Water Treatment Facility Grant**

Springfield was approved for a USDA Grant/loan. The USDA Grant amount is \$3,085,000.00, DOLA Grant \$500,000.00, USDA 40-year Loan \$3,155,000.00 with Town up-front investment \$824,000.00. Mike Ingle had phone conversation with Nick with Element Engineering who doesn't think this is the amount of the town will have to pay. Mr. Ingle, Ms. McGinnis are having bi-weekly phone meetings with USDA & Element Engineering to work through letter of conditions. Next phone conf. will be January 25<sup>th</sup> at 3:00pm and will include Mayor Gibson and Town Attorney Steerman. Should have more information by next meeting, and can have a conference call with Element Engineering if trustees are interested.

**ITEM 11 Resolution 23-01**

Resolution Providing for the Scheduling of Meetings, Designation of Posting Notices and Designation of the Official Newspaper

Trustee Cooper made motion to approve Resolution 23-01. Second by Trustee Billings.

Yes: Trustees Brady, Billings, Cooper, McVey, West, Mayor Gibson.

No: None

Motion Passed.

**ITEM 12 General Business**

A. Vehicle Bid: 1980 Ford Dump Truck:

No Bids were received.

Re-advertise in newspaper with no minimum bid and as is condition. If doesn't sell then put on Auction Time.

B. Kestrel Housing Update:

Mayor Gibson will reach out to building manager to do a walk through with all the trustees before sheetrock and roughed it, (post that all trustees will be meeting). Town has a monetary investment in the housing project.

C. Building Inspector:

Amend the code to keep everything in place, but take off building inspector and add that the building contractor must paperwork that they are following the IBC 2006 or greater codes. Change the building permits by taking off the building inspector signature line and put on permit must follow the IBC 2006 or greater.

Shannon Mason asked question about pending building permits and fees that have already been paid, how can they get a certificate of occupancy, what is the time line. Trustee discussion on whom would possibly be the building inspector or change code by ordinance to take out the building inspector part. Discussion on reimbursement of the fees that have been paid by the customer.

**ITEM 13 Administrative Reports**

Merna McGinnis, Town Manager/ Treasurer:

Landfill scales will be delivered January 27, 2023. Need approval to contact Southeast to get electricity to area, and where to place scales and scale house. Need to have a telehandler 10kplus or crane to take scales off truck.

Quote from Bee Equipment Sales for hot oil trailer, for \$29,197.37, street department had budgeted \$30,000.00.

Trustee Brady made motion to purchase hot oil trailer. Second by Trustee West.

Yes: Trustees Brady, Billings, Cooper, McVey, West, Mayor Gibson.

No: None

Motion Passed.

Mike Pretti has completed the Landfill EDOP report.

Have received three applications for town manager position. The Board will set a special meeting to look at applications Tuesday January 24, 2023 at 5:30 pm.

34 new Christmas decorations have arrived, half was paid for by the theater. Discussion on donating the old ones to another municipality that may need them, or any town residents.

Heath Piper, Electric Superintendent:

School transfers are up and powering part of the school

Received some of the reserve transformers that were ordered in October 2022.

Have applied with CDOT for the permit to be able to install the speed sign.

Mike Ingle, Water/Wastewater Superintendent:

Lift station is keeping up with Cobblestone hotel.

Ms. McGinnis reported that the last time the water rates were to increase \$2.50 they didn't get added to the system so now with the latest \$2.50 rate increases it will be an \$5.00 increase to the water bills. The rates will keep increasing every 6 months to get to the recommended amount set by Element Engineering.

Tammy Newman, Town Clerk:

Letter from the Bernard and Hazel Neill Foundation, denying swimming pool grant application for 50,000.00.

Colorado Office of Economic Development and International Trade has another grant cycle taking application in March and I will try and get application in for that one.

Brian Brooks is working with a transmission line looking to donate money to local municipalities.

Was approached by one of the local sororities to donate some money to the swimming project.

Don Steerman, Town Attorney:

Will be working on the building code this weekend, as high priority.

Clay Klipfel, Police Department:

Chief Klipfel had to leave on an emergency, Mayor Gibson gave report on interview with another police officer candidate.

Trustees looked over the monthly report

Trustee West would like some education on the drug dog.

#### **ITEM 14 Mayor and Trustee Reports**

Trustee West asked whom removes dead animals. Town employees have been called to remove Lexi Brooks would like them if in good condition for her taxidermy business.

Trustee Cooper asked about dirt roads and why they have not been graded. Ms. McGinnis will ask the street department to see about getting graded.

Trustee Cooper asked if any progress has been made on the land that Ray Schmidt purchased at the tax sell. Takes several months to receive deed.

Trustee Cooper asked about the house numbers being on every house for EMS and emergency services. Is there a program still going on?

Mayor Gibson asked to have a schedule for chip and seal of the streets.

Ms. McGinnis asked about the \$200.00 per month for picking up and taking care of dogs, that ended end of December 2022. Ms. McGinnis said she would visit with Chief Klipfel.

Mayor Gibson talked with Stephanie Gonzales with SECED about the charging station and it can be moved to Cobblestone Hotel.

#### **ITEM 15 Adjournment**

Trustee McVey made motion to adjourn at 8:04 pm. Seconded by Trustee West. Motion Passed.