

MINUTES REGULAR BOARD OF TRUSTEES MEETING

December 8, 2022

ITEM 1 Call to Order, 6:00 pm

ITEM 2 Roll Call: Mayor Gibson, Trustee Billings, Trustee Brady, Trustee Cooper, Trustee McVey, Trustee West, Trustee Wittler.

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

Phone/Computer:

Absent: Trustee West, Trustee Wittler

Guest Present: Lexie Brooks, Michael & Tennille Rau, Shannon Mason

**Staff Present: Merna McGinnis, Town Manager
Tammy Newman, Town Clerk
Heath Piper, Electric Superintendent
Don Steerman, Town Attorney
Clay Klipfel, Police Chief**

ITEM 3 Pledge of Allegiance, led by Mayor Gibson

ITEM 4 Prayer, led by Chief Klipfel

Amend agenda to add C.R.S. 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators. Police officer wages.

Trustee McVey made motion to a amend agenda. Second by Trustee Brady. Motion passed.

ITEM 5 Approve Minutes of the November 9, Board of Trustee's Regular Meeting.

Approve Minutes of the November 17, Board of Trustee's Special Meeting.

Trustee Billings made motion to approve November 9 regular meeting minutes and November 17 special meeting minutes. Seconded by Trustee Brady.

Motion Passed.

ITEM 6 Approve Bills

Trustee Cooper made motion to approve bills as presented. Second by Trustee McVey.

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.

NONE

ITEM 8 Michael & Tennille Rau

Land Purchase

Would like to purchase one acre west of town by the fire house for commercial purposes, primarily medical clinic. Asked if board would waive fees or part of them. Mayor Gibson said there is incentives that the town can offer new businesses. Trustee asked for a proposal on paper, with the

plan on building, drawing of building, entrance, landscape, incentives request and how many employees would be hired. Discussion on sewer slope very shallow, and water pressure.

ITEM 9 Ray Schmidt

Property Clean up rebate for 1213 Santa Fe

Ray Schmidt was not present, moved to next agenda item.

ITEM 10 Liquor License-Renewal

Retail Liquor or 3.2 Beer License-Malt, Vinous and Spirituous; Pops Liquor Store, 1235 Main Street, Kurt Flores

Name and Address of Applicant:

Kurt Flores
309 Alaska St.
Walsh, CO 81090

Trade Name and Address: Pops Liquor Store
1236 Main Street
Springfield, CO 81073

Operating Manager/Owner: Kurt Flores

Date of Application: November 15, 2022

Date of Current License Expiration: January 3, 2023

Documents Accompanying Application

Local and State License Fees: Renewal Application for retail liquor or fermented malt beverage license through the Colorado Department of Revenue, Liquor Enforcement Division has been submitted, along with fees paid to the Town of Springfield, Colorado.

Zoning: C-2, Tourist-Oriented and Community Commercial/Correct Zoning

Finding of Facts:

1. Pop's liquor store is requesting renewal Retail Liquor or fermented malt beverage License, by the Colorado Department of Revenue, Liquor Enforcement Division and the Town of Springfield, Colorado.
2. The required application and fees were submitted as required.
3. The required documents are on file, sketches, property ownership and distance from nearest school are met.
4. The Springfield Police Department Chief Klipfel has no concerns.

Recommendation:

It is recommended that the Retail Liquor or Fermented Malt Beverage License Renewal Application for Pop's Liquor Store be approved.

Trustee Cooper made motion to approve the liquor license renewal for Pops Liquor Store. Second by Trustee McVey .

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

No: None

Motion Passed.

ITEM 11 Liquor License-Renewal

Retail Liquor or Fermented Malt Beverage; Mini Mart dba Loaf N Jug #750005, 1101 Main Street, Springfield, CO 81073

Name and Address of Applicant: Mini Mart, Inc.
dba Loaf 'N Jug

1101 N. Main St.
Springfield, CO 81073

Trade Name and Address: Mini Mart, Inc.
dba Loaf 'N Jug
1101 N. Main Street
Springfield, CO 81073

Operating Manager/Owner: Tanisha Clevenger

Date of Application: November 15, 2022

Date of Current License Expiration: January 14, 2023

Documents Accompanying Application

Local and State License Fees: Renewal Application for retail liquor or fermented malt beverage license through the Colorado Department of Revenue, Liquor Enforcement Division has been submitted, along with fees paid to the Town of Springfield, Colorado.

Zoning: C-2, Tourist-Oriented and Community Commercial/Correct Zoning

Finding of Facts:

4. Mini Mart, Inc., dba Loaf 'N Jug is requesting a renewal Retail Liquor or fermented malt beverage License, by the Colorado Department of Revenue, Liquor Enforcement Division and the Town of Springfield, Colorado.
5. The required application and fees were submitted as required.
6. The required documents are on file, sketches, property ownership and distance from nearest school are met.
4. The Springfield Police Department Chief Klipfel has no concerns.

Recommendation:

It is recommended that the Retail Liquor or Fermented Malt Beverage License Renewal Application for Mini Mart, Inc. dba Loaf 'N Jug be approved.

Trustee McVey made motion to approve the liquor license renewal for Mini Mart dba Loaf N Jug #75005. Second by Trustee Cooper.

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

No: None

Motion Passed.

ITEM 12 Resolution 22-13, A Resolution Establishing and/or Modifying Water user Charges

Trustee Brady made motion to approve Resolution 22-13. Second by Trustee Billings.

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

No: None

Motion Passed.

ITEM 13 Resolution 22-14

A Resolution Establishing Sewer User Charges

Trustee Billings made motion to approve Resolution 22-14. Second by Trustee Brady.

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

No: None

Motion Passed.

ITEM 14 Resolution 22-15

Resolution Adopting Master Fee Schedule for 2023

Trustee Cooper made motion to approve Resolution 22-15. Second by Trustee Billings.

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

No: None

Motion Passed.

ITEM 15 Resolution No. 22-16, A Resolution to Appropriate Sums of Money

A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies in the Amounts and for the purpose as Set Forth, for the Town of Springfield, Colorado, for the 2023 Budget Year.

Trustee McVey made motion to approve Resolution 22-16. Second by Trustee Brady.

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

No: None

Motion Passed.

ITEM 16 Resolution No. 22-17, A Resolution to Adopt Budget

A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Town of Springfield, Colorado, for the Calendar Year Beginning on the First Day of January 2023, and Ending on the Last Day of December 2023.

Trustee Brady made motion to approve Resolution 22-17. Second by Trustee Billings.

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

No: None

Motion Passed.

ITEM 17 Resolution No. 22-18, A Resolution to Set Mill Levy

A Resolution Levying General Property Taxes for the Year 2022 to Help Defray the Costs of Government for the Town of Springfield, Colorado, for the 2023 Budget Year. Mill Levy is 21.46.

Trustee Cooper made motion to approve Resolution 22-18. Second by Trustee Billings.

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

No: None

Motion Passed.

ITEM 18 Resolution No. 22-19

A Resolution Setting Policy for Refund of Tax Levies Under Specific Circumstances Discussion of page 2, number 2, the duration of time, what time and conditions needed to be set forth. Trustees wanted it to be set by the Board as per paragraph 4 on page 1 spells out.

Trustee McVey made motion to approve Resolution 22-19. Second by Trustee Billings.

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

No: None

Motion Passed.

ITEM 19 General Business

A. Employee Bonus

Christmas Bonus:

15-Full-time employees - \$250.00 plus FICA taxes

3 - Part-time employees - \$125.00 plus FICA taxes

Trustee Brady made motion to approve the Christmas bonus as presented. Second by Trustee Billings.

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

No: None

Motion Passed.

Premium pay for employees from the American Rescue Plan Act for essential employees determined by quarters worked in 2022.

15 - \$750.00 or \$500.00

1 - \$375.00 or \$250.00

2 - \$187.50 or \$125.00

TOTAL \$12,000.00 or \$ 8,000.00

Trustee Brady made motion to approve premium pay for employees from the ARPA funds for essential employees totaling \$8,000.00. Second by Trustee Cooper.

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

No: None

Motion Passed.

B. 1980 Dump Truck sealed bids

No bids were received tabled to January meeting. Trustees would like to re-run ad.

C. Kestrel Housing Update

Trustee Cooper, visited per phone with contractor over the housing project and was decided need to set a time for a walk through of the houses and discuss concerns. Mayor Gibson will call and set up a meeting date and time.

Mr. Piper informed the Trustees that another electrical box had been ran over by the trucking crew for the housing project.

ITEM 20 Administrative Reports

Merna McGinnis, Town Manager/ Treasurer:

Vic McGinnis, Brett Figgins and Ms. McGinnis had a phone conference with Katlynn and Tom Green with CDOT aeronautics and Armstrong consultants about the airport apron and taxi way project. They see a need to get this project going. CDOT has extra money possibly \$1,000,000.00 to put into project but will not be able to bid out until 2024. The town will have a 10% match that can be in-kind work, removing the old grassphalt and trenching work.

Ms. McGinnis asked for board approval to have Mayor Gibson to pay out end of the year bills as many as possible to save confusion on auditors.

Trustee Brady made motion to approve Mayor Gibson to sign end of year bills as needed. Second by Trustee Billings.

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

No: None

Motion Passed

Transferred \$600,000.00 into Colo trust from general fund at a rate of 3.4% for November.

Sales tax received this month was \$50,405.00.

Ms. McGinnis asked if the trustees would help PPO plan employees with \$500.00 for the deductible as it has gone up to \$1,500.00. Contingent that they meet the full \$1,500.00 for deductible, for a total of \$2,000.00 for 4 employees.

Trustee Billings made motion to give \$500.00 to PPO plan employees, if they meet the \$1,500.00 deductible. Second by Trustee Brady.

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

No: None

Motion Passed

Ms. McGinnis asked how the trustees want to handle manager position, should it be advertised now and how and where do they want it advertised. Trustees said to go ahead and get town manager position advertised with CML, Plainsman newspaper, Plainsman Facebook site, Tri-state, Lamar ledger, Prowers journal.

Sales tax exemption on the incontinence products would have to take to a vote of the people if want to go against the state.

Heath Piper, Electric Superintendent:

Electric department has an old high ranger truck that they do not use and is really too big to go into the alleys to work on the power lines. Would like to advertise local to see if can get what department needs out of it or take the boom off and use it for a service truck with a flat bed and sell the boom. List around \$5,000.00 to \$7,000.00 for the truck.

Tammy Newman, Town Clerk:

Ms. Newman gave trustees the building Inspector hours for October of 19.5 and 5 hours for November 2022.

RenoSys Quotation, good until 12.14.2022, for the swimming pool liner, for install in 2023. The total cost is \$107,319.00, with a 25% down at sign of contract \$26,829.75, \$53,659.50 when materials are delivered on site and \$26,829.75 due upon completion. Asked trustees how they want to handle this.

Kristin May support on GOCO grants and other funding sources for swimming pool/bathhouse. Lot of discussion on hiring a grant writer to help out with no guarantee of getting grants and Town will have to pay out beforehand. Was suggested to partner up with other local organizations to get bathhouse and swimming pool renovated. There is the swimming pool fund around \$14,000.00 that can be used to get a grant writer, match money, design or the public meetings.

LWCF is wanting updated itemized cost estimates on the pool/bathhouse instead of the lump sum that was submitted with the application. LWCF wants to make sure we are looking into the new build America, buy America provisions. At this time, we have been waiting for almost a year since the presentation to LWCF, and no contract or how much we may possibly be receiving at this point.

Don Steerman, Town Attorney:

Mr. Steerman has researched the 2006 building code and Town has some discretion and can require certified contractor's that must certify they have followed the 2006 building code without having to reenact the 2006 building code. Would have to have a new ordinance to change the code to say that the contractor can certify that they used the 2006 or newer building code. Contractors should know they have to contact state to get plumbing and electrical inspections. Discussion on keeping building code and look for inspector, changing the code to a newer code or doing away with the building code. Don will do some more research on getting rid of the building code.

Mr. Steerman and Chief Klipfel are still working on the traffic codes. Hopefully have something soon for Judge Gibson to look over

Clay Klipfel, Police Department:

Police report had been sent out to trustees and was discussed. All sex offenders have been brought into compliance.

Chief Klipfel and an interview panel interviewed Kyle Reeves for the police officer position, and will be asking the Trustees to approve.

Chief Klipfel stated as far as police vehicles for the department goes, they could make it with the vehicles they have for now, but in near future will have to be replaced. Police Chief has found police vehicles in Kansas, 2022 Durango's for \$40,000.00 outfitted for a total of \$50,000.00. Other option is to work on the 2012 Explorer and outfit it properly for \$13,000.00. Could sell two older vehicles and should be able to get \$15,000.00 out of them to put on the purchase of a new patrol vehicle. Trustee Billings made motion to purchase one new vehicle for the police department in the 2023 budget for \$51,000.00. Second by Trustee Brady.

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

No: None

Motion Passed

ITEM 21 Mayor and Trustee Reports

None

10-minute break 6:40 pm

ITEM 22 Executive Session, C.R.S. Section 24-6-402(4)(f), for discussion of personnel matters, Police Sargent. C.R.S. 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators. New Police officer wages.

Trustee Cooper made motion to go into executive session at 6:51 pm. Second by Trustee Billings.

Yes: Trustee Billings, Brady, Cooper, McVey, Mayor Gibson

No: None

Motion Passed

Return to Regular meeting

The time is now 8:10 pm, and the executive participants in this session were Trustees Brady, Billings, Cooper, McVey, Mayor Gibson, Town Manager McGinnis, Town Clerk Newman, Police Chief Klipfel and Attorney Steerman. For the record if any participant in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred, during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.

Seeing none, we will move on.

Trustee McVey made motion to accept the letter of resignation from Sargent Derek Solano. Second by Trustee Brady.

Yes: Trustee Billings, Brady, Cooper, McVey, Mayor Gibson

No: None

Motion Passed

Trustee Brady made motion to hire Kyle Reeves as on Police officer for \$42,000.00 yearly with a \$500.00 sign on bonus. Second by Trustee Billings.

Yes: Trustee Billings, Brady, Cooper, McVey, Mayor Gibson

No: None

Motion Passed

Police Chief Klipfel has an application for code enforcement/animal control officer and wanted to know the hiring process for that position. Will need to have an executive session next month for discussion for that position.

ITEM 23 Adjournment

Trustee Brady made motion to adjourn at 8:14 pm. Seconded by Trustee Cooper. Motion Passed.

Next Regular BOT Meeting January 12, 2023, 6:00 PM