

# REGULAR MEETING BOARD OF TRUSTEES

August 10, 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, Trustee Wittler

**Absent:**

**Phone/Computer:**

**Guest Present:** Lexie Brooks

**Staff Present:** Tammy Newman, Town Manager  
Shealynn Robins, Town Clerk/Treasurer  
Heath Piper, Electric Superintendent  
Mike Ingle, Water/Wastewater Superintendent  
Brett Figgins, Street Superintendent  
Clay Klipfel, Police Chief  
Don Steerman, Town Attorney

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

## ITEM 4 Prayer, led by Trustee Wittler

## ITEM 5 Approve Minutes of the July 13, 2023 Board of Trustee's Regular Meeting.

Trustee Brady made motion to approve July 13, 2023 regular meeting minutes. Second by Trustee Wittler. Motion Passed

## ITEM 6 Approve Bills

Trustee McVey made motion to approve bills as presented with addition of Element Engineering for water project of \$5,795.00 and State of Colorado Department of Public Health and Environment annual sewer discharge permit of \$4,027.00. Second by Trustee Cooper. 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.*

There was no public comment.

## ITEM 8 Cobblestone Hotel Liquor License Renewal

Ms. Newman asked for approval on renewal liquor license for the Cobblestone Hotel. All required fees and application have been submitted.

Trustee Cooper made motion to approve Cobblestone Hotel Liquor License Renewal. Second by Trustee West.

Roll Call

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

No: None

Motion Passed

**ITEM 9 Loves Country Store #37 Liquor License Renewal**

Tammy Newman explained to the trustees that all required documentation was not received for the Loves Country Store #37 Liquor License Renewal. Asked to have tabled until next board of trustees meeting.

Trustee Wittler motioned to table the Loves Country Store #37 Liquor License Renewal. Trustee McVey second.

Roll Call:

Yes: Trustee Billings, Brady, Cooper, Howard, McVey, West, Mayor Gibson.

No: None

Motion Passed

**ITEM 10 Butler Snow Engagement Letter**

The Engagement letter is for the bond council for the Water Project. Don Steerman, Town Attorney, stated that the engagement letter is pretty standard for bond council. Bond council is put into place to help look at the type of debt that will be acquired and help advise the Town of Springfield for the Water Project.

Trustee West made motion to approve Butler Snow Engagement Letter. Second Trustee Billings.

Roll Call:

Yes: Trustee Billings, Brady, Cooper, Howard, McVey, West, Mayor Gibson.

No: None

Motion Passed

**ITEM 11 2022 Audit Engagement Letter**

The 2022 Audit Engagement Letter is for the 2022 audit which was conducted by Ronny Farmer.

Trustee McVey made motion to approve 2022 Audit Engagement Letter. Second Trustee Wittler.

Roll Call:

Yes: Trustee Billings, Brady, Cooper, Howard, McVey, West, Mayor Gibson.

No: None

Motion Passed

**ITEM 12 Police Contract with Gavin Willimon**

Chief Klipfel discussed the contract with the trustees, and asked the board if they would approve the Employment Police Contract with Mr. Willimon with a salary amount of \$31,200.00 while going through the law enforcement academy. Don Steerman, Town Attorney, explained how he updated the contract with current laws, cleared up some of the verbiage in the contract, and also cleaned up the formatting as well.

Trustee Billings made motion to approve Police Contract with Gavin Willimon. Second Trustee McVey.

Roll Call:

Yes: Trustee Brady, Trustee Howard, Trustee McVey, Trustee West, Mayor Gibson.

No: None

Abstained: Trustee Cooper

Motion Passed

## **ITEM 13 General Business**

### **A. Pool Design**

- a. Ms. Newman updated the board about the Pool Design. Explained that she applied for the Rutherford Grant, and did receive \$8,500 to help support efforts for the design phase. Ms. Newman also informed the board that Town of Springfield did receive the LWCF grant for \$248,829.00. With receiving both grants, Ms. Newman would like for the board to make a decision on who to go with for the Pool Design so we can move forward with this project. The two engineers are Paddock and Engineering Studio Denver.

The board would like to set up another meeting with both companies to see if they could come and present their thoughts about the pool design to the board.

In addition to this, Mayor Gibson wanted to inform the board that Baca Foods will be setting up a fundraiser to help with the pool for February 17, 2024. There will be dueling pianos and a silent auction.

### **B. Tree Board Update**

- a. Ms. Newman gave an update for the Tree Board. Kathy Self stated that she is on plan B to obtain funds for the Memorial Park sculpture.

Would like to see something happen with the water situation at Memorial Park so plants can still be watered during the winter. Mike Ingle, Water/Wastewater Superintendent, stated that there would need to be a valve installed to isolate the sprinkler system in order to keep the water on at Memorial Park.

Ms. Newman also informed the board that a check was cut for the donations that we did receive for the Memorial Park Sculpture back in 2022 for a total of \$310.00.

## **ITEM 14 Administrative Reports**

### **Clay Klipfel: Police Department**

Chief Klipfel went over The Springfield Police Department Report with the board of the trustees. Last month was busy, as the department had almost 300 calls. Wrote \$1,600 in tickets and had around \$1,300 of those tickets paid.

Chief Klipfel informed trustees how there has been influx of theft cases lately. Asked trustees to pass on to members of the community that if they have any vacant houses to let the Police Office know or make sure they are checking them. Also, to make sure that community members report any theft that is happening as soon as it does, so the department can do something about it sooner.

Chief Klipfel explained how the police department received a grant from Colorado Post for a total of \$5,500. The grant can be used for training materials, and he has started purchasing some of those items for the grant.

Chief Klipfel also informed the board that the department is only a driving instructor certification away from being able to in house all the training for the police department. Also let the board know that he is sending Officer Guess and Officer Reeves to Front Line Leadership course in December. It is a free course put on by County Sheriffs of Colorado.

Chief Klipfel did also want the board to know that he was able to get the handbook policy for the department completed. He had sent it over to Don Steerman, the Town Attorney to review.

**Heath Piper: Electric Superintendent**

Mr. Piper is requesting more money to purchase two new transformers, as the \$20,000 that was approved at a previous meeting was not enough. One quote was \$25,000 a piece and the other company was \$22,115.00 for two transformers. The transformers are still out 36+ weeks. The company will guarantee the prices as long as the PO gets sent to the company.

Trustee West moved to approve \$22,115.00 for the two transformers. Second by Trustee Wittler. Motion Passed.

Mr. Piper also informed that they have started working on the hospital project, but the design has changed three times so far. Hopefully this last design will be what it is and they can move forward.

Mr. Piper also let the board know that the school project is pretty much well done. Were able to move the stadium lights to be permanent rather than temporary. Stated all that is left is to do the street lights when the time comes. Also wanted the board to know that since the preschool will not be demolished, a new design plan for the electric line will be coming.

**Mike Ingle: Water/Wastewater Superintendent**

Mr. Ingle explained to the board that he has been working on the water project and completing water samples for the wells. Also locating services for the surveyor for the project, and some of the meters will be getting replaced as well.

Mr. Ingle stated that they started discharging at the lagoon this month because of all the rain. Need to get rid of some water before winter comes.

**Brett Figgins: Street Superintendent**

Mr. Figgins explained that the street department is a playing catch up currently. Currently behind getting street work done this year, and hopefully be working on streets next week. Also stated they have been working on alley ways as well.

DIA is replacing some of their runway lights, and stated that he does have the Town of Springfield name on some of those runway lights. Mr. Figgins also informed Trustees about the DIA surplus sale. Explained that there is a state grant that is available where the state will pay 80% for the first pick, and then 50% for picks after that. Mr. Figgins stated that there are a few items that he would like to try and get. How the sale works is every entity that is present at the sale, put their names in a hat, and whichever entity is drawn first, gets the first pick. Is hoping to try and get a grader, dump truck and box blade. The surplus sale is on August 31, 2023.

Trustee Brady moved to approve up to \$31,000 for Brett Figgins to purchase miscellaneous items at DIA surplus sale. Second by Trustee Wittler. Motion passed.

**Shealynn Robins: Town Clerk/Treasurer**

Ms. Robins updated the board that for the month of June:

1. Lodging Tax was \$5,512.81
2. Sales Tax was \$62,877.01
3. Interest was \$13,743.67

Ms. Robins also informed the board that the 2022 audit went well with the auditor, Ronny Farmer. Mr. Farmer did not find any concerning issues or items that need to be addressed. Ms. Robins is currently working on the adjusting entries that were provided by Mr. Farmer, and plan to have the MD&A available at the next Board of Trustee's meeting.

Ms. Robins also wanted to let the board know that she plans to start working on the budget and hope to have that presented to the board soon.

**Don Steerman: Town Attorney**

Mr. Steerman did not have anything to update the board about at this time.

**Tammy Newman: Town Manager**

Ms. Newman informed the board about the donations for the Springfield Swimming Pool. Stated that town had received \$5,208.40 in donations. Let the board know that if any of them would like to see the list of who all donated, she had it available for them to review.

Mayor Gibson asked if thank you's have been sent out yet for the donations? Ms. Newman stated they have not yet, but plans to get those sent out.

Trustee Cooper asked Ms. Newman if SECOM pays poll rent or franchise? Ms. Newman and Mr. Piper stated that SECOM is doing pole rent. Trustee Cooper asked if we are keeping track of where they are adding microwaves on our poles. Mr. Piper stated that they go around and count to see how many have been added.

Trustee Cooper also asked about the Baja Bus project that is supposedly happening at the resource center? Ms. Newman and Mr. Ingle stated that locates have been coming through for it, but did not know that any building was being constructed. Ms. Newman stated she would reach out to Baja to let them know about building permit requirements.

**ITEM 15 Mayor and Trustee Reports**

**ITEM 16 Adjournment**

Trustee Wittler moved to approve to adjourn at 7:25 PM. Second by Trustee Billings. Motion Passed.

**Next Regular BOT Meeting September 14, 2023, 6:00 PM**