

# REGULAR MEETING BOARD OF TRUSTEES

March 09, 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:** Don Steerman Town Attorney, Jimmie Rae Auditor

**Guest Present:** Shannon Mason, Lexie Brooks

**Staff Present:** Merna McGinnis, Town Manager  
Tammy Newman, Town Clerk  
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 Wittler

**ITEM 5 Approve Minutes of the February 9, 2023 Board of Trustee's Regular Meeting.**

**Approval Minutes of the March 2, 2023 Board of Trustee's Special Meeting**

Trustee Cooper made motion to approve February 9, 2023 regular meeting minutes and March 2, 2023 special meeting minutes. Seconded by Trustee Billings.  
Motion Passed.

**ITEM 6 Approve Bills**

Trustee Cooper made motion to approve bills as presented. Seconded by Trustee West.  
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 Property Cleanup Rebate**

**Brett Wilson**

Letter was received from Brett Wilson on property that he purchased September 29, 2022 that was mowed October 3, 2022 at 1124 Tipton for \$550.00. He would like it reimbursed. Fee was assessed to his property for the cost the town paid out for mowing property. Letters were sent to previous owners prior to sale of property. Town was not notified of the sale of the property. Discussion on rebating cleanup fee, amount and timeframe and why was it not caught during title search.

Town needs to put a notice out to courthouse and title companies to check with town hall to make sure there isn't going to be lien assessed to the property in question.

**ITEM 9 Element Engineering Water Project**

**Owner/Engineer Agreement**

Trustee Wittler made motion to table until USDA has approved the agreement. Second by Trustee Brady.

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

No: None

Motion Passed.

**ITEM 10 2021 Audit**

**Jimmy Rae, CPA-Rae & Co., CPA, LLC**

Mr. Rae gave the audit presentation to the board Via phone/computer of the 2021 audit. Mr. Rae expressed to the Board that the audit being presented at such a late date had nothing to do with the staff, it was all due to Rae & Co. not being able to complete the audit in a timely matter. Mr. Rae had recommendations for the Board and staff to consider.

**ITEM 11 Ordinance No. 355-Second Read**

**AN ORDINANCE REPEALING AND REENACTING BUILDING REGULATIONS AS PROVIDED IN SECTION 18-1 OF THE SPRINGFIELD MUNICIPAL CODE.**

Trustee Cooper made motion to pass Ordinance No.355 into second reading. Second by Trustee Billings.

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

No: None

Motion Passed.

**ITEM 12 23-02 Resolution landfill fees**

Trustee Brady made motion to pass Resolution 23-02 landfill fee. Second by Trustee West.

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

No: None

Motion Passed.

**ITEM 13 23-03 Resolution Master Fee Schedule**

Trustee Billings made motion to pass Resolution 23-03 master fee schedule. Second by Trustee McVey.

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

No: None

Motion Passed.

**ITEM 14 SMA Engineers**

Professional Service Agreement Amendment No. 7 increasing the cost by \$8,500.00 for total project cost of \$23,000.00 for the EDOP.

Trustee Brady made motion to approve amendment #7. Second by Trustee Wittler.

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

No: None

Motion Passed.

**ITEM 15 General Business**

**A. Vehicle Bid: 1980 Chevy Bucket Truck**

Trustee McVey made motion to accept Dwayne Fritzler bid for \$8,668.00. Second by Trustee Cooper

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

No: None

Motion Passed.

B. Animal Control  
No Discussion

C. Springfield Variance Board Resignation-Fae Suhler  
Trustee Cooper made motion to accept Fae Suhle's letter of resignation. Second by Trustee Billings.  
Yes: Trustees Brady, Billings, Cooper, McVey, West, Wittler, Mayor Gibson.  
No: None  
Motion Passed.

## **ITEM 16 Administrative Reports**

### **Merna McGinnis: Town Manager/ Treasurer**

ARPA-Springfield scholarship has always been \$500.00 each for a total of \$1,000.00. ARPA has increased their contribution to \$700.00. Does the town want to increase to \$700.00 for a total of \$1,400.00.

Trustee West made motion to increase towns contribution to \$700.00. Second by Trustee Billings.

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

No: None

Motion Passed.

SHUMS CODA ASSOCIATES contract was discussed and several concerns about billing being passed through the town when it was not budgeted for 2023.

Trustee Wittler made motion to table until the April 13, 2023 meeting and ask Dave Engel to join. Second by Trustee Cooper.

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

No: None

Motion Passed.

Sales tax for January was \$50,058.60.

Ms. McGinnis asked when Ms. Newman's salary will increase for her new position?

Board agreed should start March 16, 2023.

Margaret Dunham has moved from code enforcement to administrative assistant. There is not a code enforcement person. Having problems getting anyone with liability insurance to do the cleanup.

Schedule interviews for town clerk March 28, 2023, 5:30 pm.

### **Mike Ingle: Water/Wastewater Superintendent**

Mr. Ingle asked to buy materials for stock in water and sewer. Water department materials cost will be \$11,081.71 and sewer department material cost are \$1,568.30.

Trustee Cooper made motion to purchase water and sewer materials. Second by Trustee Billings.

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

No: None

Motion Passed.

### **Tammy Newman: Town Clerk**

Received award letter from The Cooper-Clark Foundation for free swimming lessons of \$6,500.00.

Ms. Newman joined in the monthly webinar with the SE Region and the Colorado Brownfield Partnership Community Builders. This is the assessment phase as the grant opens mid-September and closes mid-November, with no match. Need to inventory all asbestos properties town and private owned. The more properties the better so we can show the need for cleanup. The cleanup funds can

only go to town owned properties. If private owned properties want to, they can apply for CDPHE or EPA funds. They could also sign over their property to the town so they can be cleaned up and town then signs property back over to the land owner. It has been done in other towns and worked. Asked if this something the trustees want to presume or not? Trustees do want to be part of this grant process and suggest doing a resolution in support.

Attended a mandatory CDOT webinar. There is a region wide pool of money of the Transportation Alternative Program (TAP) dollars for 2024-26 fiscal year. This will be a 20% match, can submit more than one application and is "Buy American" grant. Thinking flashing lights, radar sign and curbs.

Have ran ad in newspaper for another person for the Springfield Fireman Pension Board, with no response.

**Don Steerman: Town Attorney**

CML rule making on Prop. 122, psilocybin/mushrooms and alternative medicine. Prop. 122 doesn't have an opt-out option as far as he can see but does give the local government more control on rule making.

**Clay Klipfel: Police Department**

Officer Reese has completed field training.

Chief Klipfel spoke on safety to the Springfield Widows Club.

Got the Tahoe and Explorer sold, have payment for the Tahoe, haven't received money for the Explorer yet. The new police vehicle is still waiting on a few parts that are on back order.

Had an anonymous doner that donated 8 raised dog beds for the pound.

Gave monthly report, have had several sensitive cases that they are working on, arrests and only 19 dog cases.

Sheriff's office is getting the RMS system but they have to get the dispatch system (CADS System) with it, and asked if the town can help with funds as it will cost around \$50,000.00. They have a homeland security grant for around \$25,000.00, maybe more. Will ask if all the towns, hospital and ambulance could all help with the remaining part.

Chief Klipfel found a school resource officer (SRO) training that is coming up in Oklahoma City for free.

**ITEM 17 Mayor and Trustee Reports**

**Correspondence**

Southeast Colorado Hospital to the memorial fund for Betty cook, Vernon Close, Margaret Wade.

Mayor Gibson and Ms. Newman are scheduled to go to the CML conference in June 2023. Ms. Newman had applied for the scholarship to help pay for part of the fees to be reimburse, but received email that she did not receive the scholarship due to large number of applicates.

Took a break from 8:14 pm until 8:22 pm

**ITEM 18 The Board will meet in executive session in accordance with CRS 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations, developing strategy for**

negotiations, and instructing negotiators; and § 24-6-402(4)(g) Consideration of any documents protected by the mandatory non-disclosure provisions of the Open Records Act (§ 24-72-201, et seq), except consideration of documents or records that are defined as “work product” under § 24-72-202(6.5) or that are subject to the governmental or deliberative process: Police Officer.

Trustee McVey made motion to go into executive session at 8:23 pm. Second by Trustee Cooper.

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

No: None

Motion Passed

#### **ITEM 19 Reconvene Meeting**

The time is now 9:32 pm, and the executive participants in this session were Trustees Brady, Billings, Cooper, McVey, West, Wittler, Mayor Gibson, Town Manager McGinnis, Town Attorney Steerman, Town Clerk Tammy Newman and Police Chief Klipfel. 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.

#### **ITEM 20 Adjournment**

Trustee Wittler made motion to adjourn at 9:32 pm. Seconded by Trustee Cooper. Motion Passed

**Next Regular BOT Meeting April 13, 2023, 6:00 PM**