

**Item 1: Call to Order: 6:01 pm**

**Item 2: Roll Call:**

**Present: Mayor Tyler Gibson**

**Trustees: Christy Brady, Mike Cooper, Ervin Maltbie, Dan McVey**

**Absent: Trustees: Jim Howard, Ted Locke**

**Guest Present: Cheryl Sanchez, Shawn Baker, Martha Baker, Vickie Estep, Richard Hargrove, John Sattler**

**Staff Present: Merna McGinnis, Town Manager, Treasurer**

**Tammy Newman, Town Clerk**

**Katrina Martin, Police Chief**

**Keagan Gonzales, Police**

**Joan Day, Admin Police Department**

**Don Steerman, Town Attorney**

**Item 3: Pledge of Allegiance: Led by Mayor Gibson**

**Item 4: Prayer: Led by Trustee Maltbie**

**Letter of resignation from Trustee Ted Locke:**

Trustee Maltbie made motion to accept the letter of resignation from Trustee Locke. Second by Trustee Cooper. Motion Passed.

**ITEM 5: Approve Minutes April 8, 2021, Board of Trustee's Regular Meeting:**

Trustee Brady made a motion to approve minutes of the regular Trustee meeting April 8, 2021. Second by Trustee Maltbie. Motion Passed.

**ITEM 6: Approve Bills:**

Town Manager Merna McGinnis asked to also approve the Steerman and Law bill for \$1,184.00.

Trustee Cooper made motion to approve Steerman Law bill, second by Trustee McVey. Motion passed.

Trustee Cooper asked about a purchase from Amazon in the water department. Town Manager McGinnis will find out what that was and get back to the Trustees. Trustee Brady made motion to approve payment of bills. Second by Trustee Cooper. Motion Passed.

**ITEM 7: Flat Iron Church purchase of Town land: Tabled to next month June 10, 2021**

**ITEM 8: Diversified Consulting Solutions, Inc, John H. Sattler, school project:**

John Sattler gave a report on the Best Grant School Project. Golden Triangle Construction will be the general Contractor. Construction will start this fall (2021), with asbestos removal, on the first phase. Looking at Pueblo, Kansas or Lamar to haul asbestos to. Have met with Electric Superintendent Heath Piper, and Water & Sewer Superintendent Mike Ingle and Steve Bush to look over needs for the project. The school will be adding two new water tap locations, will need to move electrical. Project should be wrapping up winter to spring 2024.

Mr. Hargrove spoke well of the utilities crew; they have been great to work with. The hopes we can all work together and keep the momentum going and get the town's projects going also. If have any questions let Tyler Gibson or Mr. Hargrove know they would be glad to help answer.

**ITEM 9: Cheryl Sanchez, Economic Development:**

Ms. Sanchez talked about the Main Street Project. Springfield has been accepted as an Affiliate, now working on Candidate status and with that need to have a steering committee, which the town has. Economic development paid to have a community assessment study done and Ayers Associates came May 5 & 6 2021. Had great group come and had lots to say about the main street. Housing is very important to everyone,

tourism with the need for hotels, quality of Life, better amenities, people want the town to look better. Promote more diversity, have younger generation come back, promote safety crossing the street.

Through this process Ayers Associates identified a CDOT Grant, that is a 10% match due Friday May 14, 2021. Ayers has already put together most of the grant from some of the suggestions the group had totaling, \$54,200.00. There have been three organizations pledging to help with the match of \$5,500.00, \$500.00 from the ETA Lambda sorority, \$1000.00 from the Springfield Recreation Board and \$1,000.00 from the Springfield Council for the Arts & Humanities which leaves the \$3,000.00 for the town and some could be in in-kind contribution. Ayers will help manage the grant. They will help with the purchasing of the benches, trash cans, planters, bike racks and tables as the drawing has laid out. This is the first of many things to improve main street but a start in a two-block area.

Rapid flashing light for crossing the main street for safety another CDOT project should be done in a different request. Probably need a couple but at least one across main for the kids to cross safety to school.

Update on the Cobblestone: Feasibility study was completed. Half was paid by economic development and the other half by investors. The study was very favorable and the investors are still meeting.

Michael Yerman, Southeast Colorado Region, SCEDD. Would like the SE region to work together with the new American Rescue Plan Act funds, by putting back a small percentage to secure a developer to come to the SE region and build Duplexes or single family homes. Each town that wants to participate would have to have 5 lots shovel ready (utilities to the property).

Motion to approve the grant CDOT match of \$3,000.00 by Trustee Brady, second by Trustee McVey. Motion carried.

**ITEM 10: Shawn Baker RV Park, 341 E 6<sup>th</sup> Ave:**

Shawn & Martha Baker want to change mobile home park to an RV Park. In the Code book the definition of mobile home does not allow campers and RV's. The one mobile home that is in the park now will be the office and no one living in it. They will have 6 RV spots and the Office on the south part. They are looking to purchase the north part then will have more spots.

Rezone to C2 from a R1, will need to change wording in the ordinance for campers & RV.

Attorney Steerman will draft ordinance for next meeting.

Change definition on RV Park in code book and will go through Board of Trustees for final approval.

**ITEM 11: Planning and Zoning, Springfield West, Springfield Recreation District:**

Correction on the letter from Bernie Alvarez, Planning & Zoning Chair, should have been Mark Rosengrants not Mike Rosengrants.

Springfield Recreation District will not have to rezone property from R2 as per code it refers back to A1 zone and that can have a recreation building. Need to make rec board aware it will cost more to get water to them the further they go west on that property.

**ITEM 12: Resolution 2021-6 Master Fee Schedule:**

A Resolution adopting the master fee schedule for 2021, for permits, licenses and other town fees and costs imposed by the town.

Trustee McVey made motion to pass Resolution 2021-6, second by Trustee Cooper. Motion Passed.

**ITEM 13: Resolution 2021-7 Reinstating Utility Shut-Offs:**

A Resolution reinstating utility shut-offs in the Town of Springfield for non-payment.

Trustee Brady made motion to pass Resolution 2021-7, second by Trustee Cooper. Motion Passed.

**ITEM 14: Public Comment for Non-Agenda Items:**

**No Public Comment.**

**ITEM 15: General Business:**

**A. Employee Manual- Revision**

Chief Katrina Martin had questions:

Page 13 Section 6 Interviews-on Board of Trustees having final say of new hires.

Page 14 Section 13, wording town's main office? Leave as is worded.

Page 18 Section 21. Duty free lunch Break? Everyone is allowed a 30-minute lunch break when allowable.

Trustee Brady made motion to pass Employee Manual Revision, second by Trustee Maltbie. Motion Passed.

**ITEM 16: Administrative Reports:**

**Town Manager/ Treasurer Merna McGinnis:**

Ms. McGinnis stated Gary and Mark from Dixon & Waller towns auditor firm had suggested to change capitalization purchases plan from \$2,000.00 to \$5,000.00, most other towns have it at \$5,000.00. No motion to change it, leave as is at \$2,000.00.

Clean up days will be held on May 25 & 26 2021.

Prairie Glass proposal \$4,145.00 for new south entry doors into the Trustee board room.

Trustee Brady made motion to purchase new doors, Trustee Cooper second. Motion passed.

E-waste disposal is scheduled for June 18, 2021, with Kelby Sikes for .70 lb. The town will have scales there to weigh as it comes in.

Two applications were received for the ARPA/Town of Springfield Scholarship. Both are very outstanding students so asking to give one the \$1,000.00 dollar scholarship from ARPA/Town of Springfield and one with a \$500.00 scholarship from the town electric fund. Trustee Cooper made motion to give one applicant \$1,000.00 and one applicant \$500.00. Trustee McVey second. Motion passed.

Bid for gazebo roof at Memorial Park from John Rieb. Bid is for labor only at \$3,055.0. They are trying to find shingles the color that had picked out is out of stock and Everitt Moore can't get the style of shingles we had picked out until 2022. Mr. Rieb will make contact with people he knows in Denver and try to find shingles like town is wanting.

Trustee Brady made motion to approve up to \$190.00 per sq on shingles and approve the bid on labor with John Rieb, Trustee McVey second, Motion passed.

Property on Roosevelt (owner lives in California) asked for water meter to be shut off which it was, but somehow was turned back on at some point, don't know when or by whom, when property owner had her handy man check on house, he discovered a leak, some 771,000 gallons had run through meter since it was turned off. Meter was not pulled, locked or blind locked. Trustees feel it is the customers' responsibility they need to take care of their property. From here on out pull the meters.

Sales Tax \$46,084.47.

**Town Clerk Tammy Newman:**

Farmers Market, June 19, 2021, 9:00-12:00, Town Hall parking lot, should have around 32 vendors

**Town Attorney Don Steerman:**

Been checking on condemnation actions or maybe through nuisance code to take care of the building on main street. Eminent domain is an option to take also. Mayor Gibson said to hold off for now he has some private investors that is looking to purchase building he will talk to them.

Mr. Steerman, will look into meal breaks for police department more and will get with Chief Martin.

**Police Chief Katrina Martin:**

Asked if any questions on the April police report, there were none.

Had worked with Attorney Steerman on a contract for new employees that the town sends to the police academy.

**ITEM 17: Mayor and Trustee Reports:**

Mayor Gibson asked to run ad for open seat for Trustee in the newspaper for 3 weeks asking for letters of intent and will need to be turned in by June 4, 2021, so Board can review for next meeting. Need to have filled by 60 days or order a special election to fill seat.

**ITEM 18: Adjournment:**

Trustee Cooper made motion to adjourn, second by Trustee Brady. Adjourned at 8:14pm.