

ITEM 1: Call meeting to Order: 5:00 pm

ITEM 2: Roll Call:

Present: Trustees: Christy Brady, Mike Cooper, Jim Howard, Ervin Maltbie, Dan McVey, Jeremy West, Mayor Tyler Gibson

Absent: Trustee: None

Guest Present: None

Staff Present: Merna McGinnis, Town Manager/Treasure
Tammy Newman, Town Clerk
Katrina Martin, Police Chief

Staff By Phone: Don Steermen, Town Attorney @ 5:32 p.m.

ITEM 3: Pledge of Allegiance led by Mayor Gibson.

ITEM 4: Prayer led by Trustee Maltbie.

ITEM 5 Letters of Intent: Board of Adjustment-Two open Vacancies
One letter of intent Clinton (Kink) Ownbey

ITEM 6 Appointment Board of Adjustments, 3-year term, Expiring July 31, 2024.
Trustee Cooper, made motion to appoint Clinton (Kink) Ownbey to serve on the Springfield Board of Adjustment for a 3-year term expiring July 31, 2024. Seconded by Trustee Maltbie. Motion Passed.

ITEM 7 Re-Appointment Board of Adjustments, 3-year term, Expiring July 31, 2024.
Trustee Maltbie, made motion to re-appoint Lawrence (Larry) Duncan to serve on the Springfield Board of Adjustment for a 3-year term expiring July 31, 2024. Seconded by Trustee McVey. Motion Passed.

ITEM 8 MOU SECED-Tabled until regular meeting August 12, 2021.

ITEM 9 CDOT Grant: Ayres Letter Proposal:
Trustee West, made motion to go into contract with Ayres Associates for concept design and project management not to exceed \$5,000.00. Seconded by Trustee Howard. Motion Passed.

ITEM 10 Policy & Procedures on Landfill:
Trustee Cooper stated the Landfill needs to be ran like a business. Customers must have ID & utility bill before dumping trash. Someone must be at the shed all the time to monitor trash. Fee's must be collected before citizens outside of town of Springfield can dump. To make people aware of change, will send out information in utility bills and signage at landfill. Will need monitoring of the operations at the landfill.

Attorney Steerman joined meeting at 5:32 pm

Support on web page. Set a date that require an ID & bill stub. Tracking could use account number.

Merna & Tammy work on policies and procedures for next regular meeting. Will need to have a Resolution. Could include in the employee manual what the employees' duties are. Have by September meeting, go live date of November 1st. Will need to have landfill employees come into town hall and go over changes that will be set forth and have the Mayor or a Trustee at the meeting. Some of the ideas are to put an arm at the shed so people have to stop, or could install cameras to help monitor activity at the landfill.

ITEM 11 Wage Review:

Wages need to be comparable for administration and department heads especially. Options to assist with revenue could be the franchise percentages with; SECPA, ATMOS, CenturyLink. Franchise percentages could be adjusted from 5% now, up to 9%.

Need to have ranges-minimum, valued, maximum:

| | | |
|----------------------------------|------------------|-------------------|
| Town Manager: Exempt: | min: \$55,000.00 | max: \$ 85,000.00 |
| Town Clerk: Exempt: | min: \$42,000.00 | max: \$ 70,000.00 |
| Electric Superintendent: | min: \$80,000.00 | max: \$110,000.00 |
| Electric Worker: | min: \$31,200.00 | max: \$ 46,000.00 |
| Water/Sewer Superintendent: | min: \$40,000.00 | max: \$ 80,000.00 |
| Water/Sewer Operator: | min: \$31,200.00 | max: \$ 46,000.00 |
| Street Superintendent: | min: \$40,000.00 | max: \$ 80,000.00 |
| Street Maintenance Worker: | min: \$31,200.00 | max: \$ 46,000.00 |
| Street Maintenance Worker: | min: \$31,200.00 | max: \$ 46,000.00 |
| Code Enforcement: | min: \$31,200.00 | max: \$ 46,000.00 |
| Administrative Assistant: | min: \$31,200.00 | max: \$ 46,000.00 |
| Police Chief: Exempt: | min: \$60,000.00 | max: \$ 90,000.00 |
| Police Sergeant: | min: \$ | max: \$ |
| Police Officer: | min: \$37,500.00 | max: \$ 52,500.00 |
| Police Lieutenant: | min: \$ | max: \$ |
| Police Administrative Assistant: | min: \$31,200.00 | max: \$ 46,000.00 |
| Animal Control Officer: | min: \$ | |
| Landfill Operator: | min: \$31,200.00 | max: \$ 46,000.00 |

Trustee West excused himself from the police officer wage discussion.

Tabled Police Sergeant wage range until have the standards for this position.

Implement minimum and maximum wages to start in the 2022 budget year.

Merna and Tammy need to have job duty and job descriptions ready for August 12, 2021 Trustee meeting. Trustees will set a special meeting in August to review wages that they would like to adjust in the 2021 budget year. Positions chosen to review for adjustments were: Town Manager, Water/Sewer Superintendent, Electric Superintendent, Town Clerk, Street Superintendent, Police Chief.

ITEM 12 Adjournment:

Mayor Gibson adjourned meeting at 7:24 pm.

Recorder was shut off;

Trustee Cooper made motion to adjourn at 7:25 pm. Trustee Brady seconded. Motion carried.