

Town of Yampa minutes
January 4, 2017

TOWN OF YAMPA
JANUARY 4, 2017
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,
Trustees Brian Ashley, Jeff Drust, and Michael French

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and
Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: Randy Sackett and Scott Williamson

CALL TO ORDER

Mayor Yackey called the meeting to order at 7:00 pm.

ROLL CALL

Board roll call was taken.

MINUTES

Consideration of approval of August 3, 2016 regular meeting minutes

Trustee Lewis moved to approve the August 3, 2016 regular meeting minutes, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

None

AUDIENCE PARTICIPATION – SCHEDULED ITEMS

None

Town of Yampa minutes
January 4, 2017

OLD BUSINESS

Treatment plant improvements and additional water storage tank update and consideration of any needed approvals

The project update prepared by Matt Mielke of Civil Design Consultants (CDC), was in town board and audience packets, along with the December 20 construction meeting minutes. Randy Sackett, CDC, was present to discuss the Certificate of Substantial Completion and Change Order #4, both of which were at town board seats and in the audience packet just tonight. Mr. Sackett reminded the board that there had been a construction delay due to a faulty actuator on the control valve at the Control Valve Vault site. Duckels had sent the actuator back to the manufacturer to be repaired or replaced. The change order moves the final completion date from December 31, 2016 to June 30, 2017. CDC still has work to do on the Operations and Maintenance Manual. They also need to finish the construction drawings, also referred to as as-builts, but they need some further information from Duckels before those can be completed. This has all been cleared with Colorado Department of Public Health and Environment (CDPHE) as well. Trustee Lewis moved to approve and authorize the Mayor to sign the Certificate of Substantial Completion. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Trustee Lewis moved to approve change order #4 to move the final completion date from December 31, 2016 to June 30, 2017. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Trustee Lewis moved to approve Duckels pay request #17 in the amount of \$114,071.14. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Clerk Ray stated that the quarterly report to Bob Pohl at CDPHE was prepared and sent in by Matt Mielke on Friday, December 30, 2016. Clerk Ray reported that she spoke recently to attorney, Bob Weiss, regarding the transmission line easement and where Palmers want it versus where the Town thinks the documents allow it to be. Mr. Weiss will give it more thought about what the Town can do to come to agreement with them. A meeting with Randi Johnson-Hufford is scheduled for January 12, 2017 to go over the substantial completion of the project and what else the Town needs to do.

Wastewater system improvements update and consideration of any needed approvals

PWS Berry reported that he sent CDPHE a status report on December 30, 2016 that outlined the progress on the following tasks/milestones relevant to alleviating the total ammonia limits non-compliance at the wastewater plant: 1)Baseline nutrient monitoring is ongoing; 2)Funding award in the form of a Small Communities Grant received provisional approval January 27, 2016 to complete the Preliminary Engineering Report (PER), Preliminary Needs Assessment (PNA), and Environmental Determination (ED), Preliminary Design and Site Application, 3)Completion of the State Revolving Fund (SRF) pre-qualification form and meeting with CDPHE were October 6, 2016 which are requirements prior to applying for design and engineering grants and potential future applications for a construction loan and

Town of Yampa minutes
January 4, 2017

4) PER/PNA/ED preparation is ongoing. Mr. Sackett reported that CDC should have the draft Preliminary Needs Assessment (PNA) ready for review by the end of January.

Ongoing report on Royal Hotel fire clean up

Clerk Ray reported that per Commissioner Tim Corrigan, the county has selected a contractor for the clean-up. Scott Cowman, Routt County Environmental Health Director, will contact the CDPHE Brownfields Unit to schedule another grant committee meeting, which will probably be later in January. The grant committee meeting is to obtain funding for the clean-up.

Crossan's update and consideration of any needed approvals

Trustee Drust reported that the initial electrical inspection was done and passed. Architect Kaminski had prepared an email that outlined the security system operations. The Dobell pay requests were at town board seats and available to the audience. Following review, Trustee Lewis moved to approve pay request #5 in the amount of \$44,922.94. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Trustee Lewis moved to approve Dobell invoice #5570 for the Front Porch Addition in the amount of \$4,083.70. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Post Christmas report and consideration of thank yous

Clerk Ray reported that the following people assisted with the Christmas celebration: Robert Anderson, Brian, Cindy, and Spencer Ashley, Eric Berry, Larry & Barb Bond, Scott & Tammy Delto, Jeff Drust, Tom, Eloise, and Nicholas Estes, Michael French, Eric Glomboske, Mike Lewis, Cindia Montgomery, Grace, Kate, Raylene & Rod Olinger, Jo, Ryan, Makinley, and Peyton Parker, Nora Phillips, Janet Ray, Sabrina Ray, Zach Reynen, Greg Samuelson, and Betsy Zimmerman. Donations or other type of assistance were received from Cindia & Ken Montgomery, Dick & Kay Palmer, and Yampa Fire Department. Yampa Valley Electric Association donated the prize money for the lighting contest. The lighting contest winners were: 1ST – Thorne (Ken) Clark Family 240 W 4th St, 2nd – Walker Montgomery Family - 423 Roselawn Ave, 3rd – Gary & Carol Burkholder - 570 Terhune Avenue, and 4th – Dominic Medina Family – 310 Terhune Ave. There were 18 votes cast +1 arrived in the mail too late to count. Maura Karow won the Christmas Ham. There were 125 bags prepared and there were 39 left over. The leftover bags were taken to the Yampa Fire Department pancake supper on New Year's Eve and given away then. Ryan Parker suggested that the hot chocolate be mixed and heated ahead of time on a stove and put in a Gott Cooler for serving. It was noted that the music was exceptional this year. Trustee Lewis moved to send thank yous to Montgomery's General Merchandise, Dick & Kay Palmer, Santa, Yampa Fire Department, and Yampa Valley Electric Association. Trustee French seconded the motion and the motion passed on voice vote.

Town of Yampa minutes
January 4, 2017

NEW BUSINESS

Consideration of approval of Resolution No. 2017-01 – A resolution designating a place for posting of notices of meetings of the Town of Yampa Board of Trustees in accordance with C.R.S. Section 24-6-402(2)(C)

Trustee Lewis moved to approve Resolution No. 2017-01 – A resolution designating a place for posting of notices of meetings of the Town of Yampa Board of Trustees in accordance with C.R.S. Section 24-6-402(2)(C). Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Consideration of thank you to Routt County Commissioners for furniture for Crossan's M & A Market

Trustee Lewis moved to send a thank you to the Routt County Commissioners for furniture for Crossan's M & A Market. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of compensation for Spencer Ashley for 3 hours work assisting Brian Ashley with town shop coal bin repairs

PWS Berry reported that Brian and Spencer Ashley spent approximately three hours to tear out the back wall of the coal bin and framed in the new coal bin at the town shop. Trustee Lewis moved to pay Spencer Ashley \$30 for his 3 hours work. Trustee Drust seconded the motion and the motion passed unanimously on voice vote with Trustee Ashley abstaining from the vote.

Yampa municipal court year-end report (informational only)

The report was in town board and audience packets for review; no action was needed.

PUBLIC WORKS DEPARTMENT

4th Quarter Disinfection by-products testing results

The test results were in town board and audience packets. There were no questions.

Thank you to Zane Younglund for donation of motor grader chains

Trustee Lewis moved to send a thank you to Zane Younglund for his donation of chains for the motor grader. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Town of Yampa minutes
January 4, 2017

2004 Dodge Pickup servicing and service records

Mayor Yackey said that Trustee Lewis had previously reported that the 2004 Dodge needs serviced. Mayor Yackey said that he would like to see the oil recommended by the manufacturer be used and that normally that is a lighter weight oil. The transmission oil and filters also need changed. PWS said there were several manuals in the glove compartment, but no owner's manual, which he could purchase for \$30.

Ongoing work

PWS Berry said he and PWA Samuelson have been cross training at the water treatment facility and plowing snow. They should be able to get the Christmas decorations down next week. PWS Berry said he gave Mayor Yackey a copy of the monitoring plan to review and Mayor Yackey said he did review it and it appears ready to submit to CDPHE. Trustee Ashley asked PWS Berry if he had contacted Mr. Queen regarding backup for water/wastewater operations if both he and PWA Samuelson are unavailable. PWS Berry said no, but that he would get that done.

CLERK'S REVIEW OF POSSIBLE CODE VIOLATIONS (IF ANY) AND REQUIRED ACTION (IF ANY) AND REPORT OF ON-GOING BUSINESS

Code violations

Clerk Ray reported that she has no new code violations to report.

Ongoing business

Clerk Ray said the audit meeting with Auditor Catterson, Trustee Lewis, Deputy Clerk Phillips and herself has not been scheduled yet. Clerk Ray passed around the list of Shop Local Campaign winners. The 2017 budget and Conservation Trust Fund eligibility confirmation were sent to the state and they acknowledged receiving both. The Conservation Trust Fund report on boundary changes/no changes was submitted December 20, 2016. Draft minutes through September are ready for Nora's review and Clerk Ray said she is working on October. Clerk Ray noted that thank yous were due Trustee Lewis for helping read meters and Trustee Ashley for repairing the urinal in the men's restroom here at town hall. Clerk Ray said she sent the Planned Unit Development (PUD) application and required paperwork to Mr. Whittall on Dec 21st for the possible PUD where Huffstetler's Trailer Park is currently and Attorney Weiss will prepare a development agreement if and when the PUD gets that far along.

Town of Yampa minutes
January 4, 2017

REPORTS OF COMMITTEES

Friends of Crossan's (FOC)

FOC President Jeff Drust said that Todd Mohr has confirmed that he will do a concert again on July 29th. If there will be an auction that day is still being discussed.

MEETING REPORTS

None

SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

Trustee Lewis moved to schedule workshops January 11, 18 and 25. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Clerk Ray noted that Chief Building Official Ben Grush is scheduled to attend the workshop on January 18th to discuss the proposed changes to the building code.

BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

Trustee Ashley asked if something could be done about the vehicles parked on the streets that are not being moved for snow plowing and clean up. The subject was discussed and there will be an effort made to talk to the individuals or leave notices for the individuals requesting that the vehicles be moved. It was not made an agenda item for the February meeting.

READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

Correspondence was circulated for review; none required action.

REVIEW FINANCIALS, METER READING REPORT AND DECEMBER INVOICES WITH COMPLETED VOUCHERS

The December financials were in the town board and audience packets for review. There were no questions. December invoices with completed vouchers were circulated for review. The December meter reading report was not available for review.

READING AND PAYMENT OF BILLS

Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Town of Yampa minutes
January 4, 2017

ADJOURNMENT

The Mayor asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:55 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

August 2, 2017