

**TOWN OF YAMPA**  
**TOWN BOARD MINUTES**  
**October 16, 2024 – 6:00 pm**

**BOARD MEMBERS PRESENT:** Mayor Geilert, Trustee Lewis, Trustee Geanious, Trustee Montgomery and Trustee Kindsvater

**EMPLOYEES PRESENT:** Town Administrator/Clerk Sheila Symons, Treasurer/Planner Mary Alice Page-Allen

**AUDIENCE PRESENT:** Christine Manzanaras, Brian Ashley, Cindy Ashley, and Walker Montgomery, Yampa Planning Commissioners; Gary Burkholder; TJ Dlubac, Community Planning Strategies; xxx

**1. Call to Order**

- Mayor Geilert called the meeting to order at 6:00 pm
- The Pledge of Allegiance was recited
- Roll call was taken

**2. Audience Participation**

Gary Burkholder expressed his concerns surrounding the large size of the proposed Land Development Code and the need to maintain the ditch area adjacent to Terhune Avenue and County Road 17.

**3. Development Code Update (60 Minutes)**

TJ Dlubac, Community Planning Strategies, provided a presentation on the efforts to date on the update of the Town's Land Development Code and discussed outstanding items for feedback, the timeline to provide feedback, and upcoming processes to get the project completed including a November 20<sup>th</sup> Public Hearing and subsequently consideration of an ordinance adopting the Code on December 4<sup>th</sup>.

**4. 2025 Budget Presentation (15 Minutes)**

Mary Alice presented the proposed 2025 Budget and reviewed the communication provided that outlined several related points. She noted that the 2025 Salary Schedule has been updated in alignment with CPI increases across all fields, that the Town will be switching employee health insurance providers and in doing so has been able to provide cost containment, that a 457 deferred compensation program will be implemented, and that overall employee expenses will see a 3.8% (\$16,056) increase in 2025. Mary Alice added that property tax revenues are limited by TABOR requirements to a 5.5% increase, and sales taxes are budgeted to remain flat over 2024. She noted that public support/donations and economic development expenses will include support for local and regional non-profit entities, the Main Street program, and a contribution to the South Routt Regional Housing Authority start-up planned for 2025. She stated that dollars are again being set aside to continue code enforcement efforts including supporting clean-up days, steel and tire recycling, and small local donations. Mary Alice noted that the budget will include a water rate increase of 10% and a sewer rate increase of 3.5% to assure a breakeven basis for operations and in compliance with the recommendations of the 2023 Rate Study, adding that any allocated capital reserves are being held in the Capital Improvement Fund. She noted the Capital Improvement Fund will see grant and loan revenues associated with the proposed purchase of an additional public works vehicle, work on Town-owned buildings, and maintenance improvements related to the water system, however most of revenues and expenses budgeted in this fund are related to the planned work on the wastewater plant project. She added that the Debt Service Fund will see revenues from sales taxes slated for debt repayment, loans for the wastewater plant project and the loan/lease proceeds for the planned vehicle purchase, and noted that if the Town receives information from the USDA-RD on the wastewater plant project loan/grant package before the adoption of the budget it will be included and otherwise such will be handled through a supplemental appropriation. Mary Alice noted that there are two pending matters that will be incorporated in the 2025 budget related to the update to the Town's webpage for accessibility and the Ladies Aid Hall heating system for which cost estimates are pending.

Trustee Kindsvater expressed her concerns with the proposed utility rate increases. Mayor Geilert outlined how the increases were discussed and handled subsequent to the 2023 Rate Study presentation and why last year's increase was limited to one-half of the recommendation in the Rate Study. Trustee Montgomery asked for confirmation that the utility rate resolutions will be part of what is presented at the time of the 2025 Budget adoption. Mary Alice replied that was correct, and noted that information of the pending increases will be provided in the next newsletter as well.

Mary Alice stated that a Public Hearing has been scheduled for November 6, 2024 at the regular Town Board meeting, and the required legal notice will be published in the Steamboat Pilot.

5. **Resolution 2024-15 – Library Board Appointment**

**Motion**

Trustee Lewis made a motion to approve Resolution 2024-15, A Resolution Appointing Bitsy Griffin Snyder for a 5-year term beginning September 11, 2024, ending September 11, 2029. Trustee Geanious seconded the motion; the motion passed unanimously.

6. **Resolution 2024-16 – Water Leak Adjustment Policy**

Sheila outlined the proposed policy to allow 1-in-5 year water lead adjustment policy for situations where unexpected leaks are repaired quickly and having a policy that addresses the additional costs in these situations.

Trustee Montgomery expressed his concerns with the policy, stating that such a policy amounted to unpaid water charges equivalent to his recent request to increase the allowed water use base during the summer months.

**Motion**

Trustee Lewis made a motion to approve Resolution 2024-16, A Resolution Establishing a Water Leak Adjustment Policy; and Providing An Effective Date. Trustee Geanious seconded the motion; the motion passed with four (4) votes in favor. Trustee Montgomery abstained.

7. **Consent Agenda (5 Minutes)**

**Motion**

Trustee Lewis made a motion to approve the Consent Agenda as presented specifically the September 18, 2024 and October 9, 2024 Regular Meeting Minutes and the September 2024 Payment Approval Report. Trustee Geanious seconded the motion. The motion passed with four (4) votes in favor. Trustee Montgomery abstained.

8. **Staff and Board Member Reports/Updates (10 Minutes)**

Mary Alice provided an update on the new fire station's progress. The Yampa Fire Protection District is working on securing a planner for their entire district and the fire station itself. The Planning Department is reviewing a couple of new applications. The museum is finalizing its plans, with a meeting to discuss the results to be scheduled soon. Sheila reported that Town Hall/Crossan's boiler is finally operational. Sheila attended the quarterly NWTFR meeting. The updates (widening the canyon) that need to be made to 131 are not feasible in the state's budget. However, it is on the list. Mayor Geilert mentioned that the RTA project is moving forward. She emphasized that Yampa will not be contributing any funds now.

9. **Scheduled Meeting/Work Sessions (5 Minutes)**

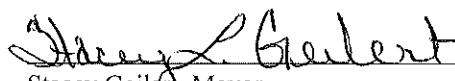
- a. Town Board and other requests for Agenda Items
  - i. November 6, 2024 – Town Board Meeting
  - ii. November 20, 2024 – Town Board Meeting

10. **Adjournment**

**Motion**

Trustee Lewis made a motion for adjournment. Trustee Geanious seconded the motion and the motion passed unanimously.

Approved the 6th day of November 2024.

  
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Stacey Geilert, Mayor

Attest:  
  
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Sheila Symons, Town Administrator/Clerk

