

**TOWN OF YAMPA**  
**TOWN BOARD MINUTES**  
**October 1, 2025 – 6:00 pm**

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

**BOARD MEMBERS ABSENT:** Trustee Geanious and Trustee Shoptaugh

**EMPLOYEES PRESENT:** Town Administrator/Clerk Sheila Symons and Road and Bridge Greg Samuelson

**AUDIENCE PRESENT:**

**In Person:** Aaron Symons, Josh Hankes, Jeff Brooks, and Halie Cunningham

**1. Call to Order**

- Mayor Geilert called the meeting to order at 6:01 pm
- The Pledge of Allegiance was recited
- Roll call was taken

**2. Audience Participation**

No Public Comments were made

**3. Routt County Wildfire Council**

Josh Hankes and Halie Cunningham from the Routt County Wildfire Mitigation Council presented an overview of regional wildfire preparedness strategies, current mitigation programs, and opportunities for local collaboration. Their presentation emphasized the Council's mission to build fire-adapted communities and reduce wildfire impacts through education, outreach, and parcel-level risk assessments. They highlighted key initiatives including Home Ignition Zone (HIZ) evaluations, the Free Chipping Program, Routt Resident Rebates, and the Neighborhood Wildfire Ambassador Program—all designed to empower residents and neighborhoods to take proactive steps in reducing wildfire risk.

The Council's data-driven approach includes rapid parcel-level assessments that evaluate factors such as roof and siding materials, defensible space, access, and proximity to hazardous topography. They also discussed the importance of aligning resident perceptions of risk with assessor evaluations to improve community readiness. Tools like the Recovery Playbook, address signage, and WiRē studies were shared as part of broader efforts to support long-term resilience and informed decision-making.

Finally, the presenters encouraged participation in Routt County Alerts, upcoming webinars, and community outreach meetings. They invited municipalities to consider forming local committees, conducting wildfire risk assessments, and setting multi-year goals to track progress and celebrate successes. The presentation underscored the value of regional coordination and neighbor-to-neighbor collaboration in building safer, more resilient communities.

**4. Personnel Policies Update**

The Board reviewed and discussed proposed updates to Section 9 of the Town of Yampa Personnel Policy, focusing on revisions to office hours, lunch breaks, on-call hours, and overtime/compensatory time procedures. These updates aim to align with Colorado labor laws and FLSA standards while promoting consistency and operational efficiency across departments. Staff requested Board clarification on several items before finalizing the draft for legal review, with the goal of adopting the updated policy by January 1, 2026.

A substantial portion of the discussion centered on lunch break practices and their impact on timekeeping, compliance, and staff workload. Trustees and staff acknowledged that while some employees regularly work through lunch due to operational demands, this is not consistent across the board. To ensure compliance, the Town must either pay for lunch breaks or adjust schedules to reflect a full 40-hour workweek. It was noted that if employees are unable to take a duty-free lunch, that time must be paid. Sheila emphasized the need for consistency across departments and the importance of accurate time tracking to protect both employee rights and the Town's compliance.

Greg Samuelson raised concerns about previous timesheet alterations and delays in receiving compensation for overtime and on-call hours. He noted that his timesheets had been modified without prior notice, resulting in postponed pay. Sheila acknowledged the issue and affirmed the Town's commitment to improving transparency and ensuring that any future payroll adjustments are communicated in advance. All corrections or updates have been made in accordance with the current Town of Yampa's Personnel Policies, with adjustments reflected in the following month's payroll.

The Board also discussed proposed changes to Town Hall operating hours, with a recommendation to shift from 8:00 a.m.–4:00 p.m. to 7:30 a.m.–4:00 p.m. This adjustment would accommodate unpaid lunch breaks while maintaining an eight-hour workday and potentially improving service to residents. Mayor Geilert expressed support for flexible scheduling among office staff, noting the importance of balancing operational needs with legal compliance and employee wellbeing.

Trustee Montgomery referenced the current Personnel Policies, which list Town Hall hours as 8:00 a.m.–5:00 p.m., and suggested that this timeframe would be what he would like to see moving forward. Staff clarified that the 5:00 p.m. closing time appears to be a longstanding typo.

Given the depth of discussion and the absence of 2 of the Board members, it was recommended that the Board table the decision until the October 15 meeting to allow for broader input. While it is likely the item will be included on that agenda, staff noted that the meeting is already full, and the topic may need to be deferred to November.

#### **Motion**

Trustee Lewis made a motion to table the Personnel Policies Update until a future date. Mayor Geilert seconded the motion. The motion passed unanimously.

#### 5. **Outside Entity Funding Application – Eligibility Criteria**

Sheila advised that Trustee Montgomery had requested eligibility requirements for outside entity funding be placed on the agenda. Upon further review, it became clear that the inquiry extended beyond eligibility and touched on broader questions about the program's structure and implementation. The Board engaged in a discussion regarding the Town's outside entity funding application process, focusing on eligibility criteria, historical context, and potential revisions. Sheila explained that while the program has been discussed during budget work sessions and included as a line item appropriation in the annual budget, awards were never specifically adopted by motion. Instead, its inclusion in the approved budget each year serves as its operational authorization. The program originated from a request by a local nonprofit during the discussions on charging water and sewer to all users and has since supported several community organizations.

Sheila further clarified that all work sessions are collaborative in nature and do not generate detailed minutes; however, the record will reflect that a work session occurred or if a decision was actually made. She confirmed that applications are reviewed by the Board during these sessions. Entities that have received funding in recent years include the Masonic Lodge, American Legion, and the White Church, which submitted an application this year after being informed of the opportunity and was subsequently brought forward for Board approval. Other organizations, such as the library and additional churches, may also be eligible. However, questions were raised about whether tax-funded entities like the library should continue to receive support through this program. Trustee Montgomery noted that approximately six nonprofit entities in town may qualify and emphasized the need for clearer communication and a more formalized process moving forward.

Given the nature of the discussion and the need for additional input, the Board agreed to table the item until a future meeting, likely the October 15 budget workshop. Sheila requested that any specific questions or topics be submitted at least one week prior to the meeting to allow time for preparation. The Board expressed a shared interest in streamlining future discussions and ensuring clarity and consistency in eligibility and application procedures.

#### **Motion**

Trustee Lewis made a motion to table the Outside Entity Funding until a future date. Mayor Geilert seconded the motion. The motion passed unanimously.

#### 6. **Consent Agenda**

It was noted that the motion to approve the audit had effectively occurred twice—once at the beginning of the agenda item and again at the end of the discussion. Staff acknowledged the confusion and agreed to revise the minutes to reflect the correct sequence of events, ensuring clarity and consistency. Due to the need for corrections, the Board opted not to approve the minutes at this time. Sheila will revise the audit section and bring the updated minutes back for review and approval at the next meeting.

#### 7. **Staff and Board Member Reports/Updates/Requests**

Sheila provided an update on the local food bank initiative that Amanda is working on. She has been working with the Moniker Foundation and exploring partnerships with other nonprofits, including the library, to expand support. Food Bank of the Rockies may also be able to assist with additional resources. A blessing box featuring a custom moose-themed wrap has been delivered and is in the process of being installed outside, with Greg assisting in setup. The box will be stocked with personal items and essentials, thanks to a generous donation from the Moniker Foundation. The food bank is intended to remain small and manageable while still meeting community needs. Announcements will be made once installation is complete.

Sheila reported on her attendance at the annual meeting of the Northwest Colorado Development Council, which included approximately 50 attendees and remarks from Senator Dylan Roberts. The Council highlighted recent successes, including support for Yampa's grant applications and the comprehensive plan. They are currently assisting South Routt Medical Center with its expansion project and grant funding. AT&T donated laptops to the Council, and several were distributed to Yampa businesses.

including Mystic Creek Cleaning, Boots and Spurs Grooming, Yampa Garage Biscuits and Barbecue. One laptop was offered to Montgomery's General Merchandise. They will decide if they need one. Two Additional laptops are available for other small businesses or entrepreneurs, with no strings attached. Amanda will also receive a laptop for use during her upcoming clerk certification training, which begins in July and spans three years. The laptop will support travel and continuity in the office.

The next Fourth of July planning meeting is scheduled for October 20, and Trustee Montgomery may be contacted regarding a potential Christmas event.

Trustees were reminded to submit any agenda items or questions in advance, as upcoming meetings will be full.

Sheila encouraged everyone to sign up for newsletters from the Routt County Economic Development Partnership (rcedp.org) and the Climate Action Plan (routtclimateaction.com) to stay informed.

Sheila advised of a draft of "Standards of Behavior for Town Facilities," which will be reviewed at the October 15 work session. The draft will be vetted by CIRSA legal counsel to draw language from similar policies. The goal is to keep policies current and responsive to community/staff needs.

Trustee Montgomery inquired about the status of the Request for Proposals (RFP) for the Town's audit services. Sheila confirmed that the RFP had been sent to two auditors who had expressed interest, but was unsure whether it had been published in the newspaper. She committed to following up and providing a copy of the RFP to Trustee Montgomery the following day. Discussion followed regarding the timing of the audit and whether the Town might face penalties due to its delay. Sheila clarified that no penalties had been incurred at this time, though there could be consequences if the audit is not completed. It was asked whether the Town could seek reimbursement from the auditor if penalties were assessed, and Mayor Geilert advised that this would be a legal matter requiring further review.

The Board then reviewed upcoming meetings and work sessions. The next regular Town Board meeting is scheduled for October 15, 2025 at 6:00 p.m. A tentative Planning Commission meeting was discussed, with the corrected date set for October 22, 2025 at 6:30 p.m., if needed.

**8. Scheduled Meeting/Work Sessions**

- a. Town Board and other requests for Agenda Items
  - i. October 15, 2025 @ 6:00 pm – Yampa Town Board Meeting

**9. Adjournment**

**Motion**

Trustee Lewis made a motion for adjournment. Trustee Montgomery seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:18 pm.

Approved the 15th day of October 2025.

  
Stacey Geilert, Mayor

Attest:

  
Sheila Symons, Town Administrator/Clerk

