

Town of Yampa
November 1, 2017 minutes

TOWN OF YAMPA
NOVEMBER 1, 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: Gary Burkholder and Scott Williamson

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

Consideration of approval of May 3, 2017 regular meeting minutes

Trustee Lewis moved to approve the May 3, 2017 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

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Old Business

Water system improvements update and consideration of any needed approvals (if any)

Clerk Ray stated that she has just a couple of items left to put together for the final reporting to Colorado Department of Public Health and Environment (CDPHE). Regarding the pretreatment building, Northwest Colorado Consultants (NWCC) should be here in the next few days to do the test holes that need done for the pretreatment building and the proposed access road in the location that Barbara Palmer has requested it be. Just a reminder that the project deadline is December 1, 2018. Surveyor, Skidge Moon, should also be here in the next few days to mark the boundary line between Palmers and Flint/Symchych as it pertains to the transmission line easement. His cost estimate is \$1,400 for the work. He will also do work on the access road; cost estimate \$3,100.00. The town received the fully executed amendment #2 on the small communities grant that relocated the funds among the primary activities and removed primary activity #4, which was construction of a portion of the transmission line and extended the contract to December 31, 2018. Western Bionomics is doing the high-water markings as it pertains to the proposed access road. The fencing RFP for the infiltration gallery has been published. The letter proposal from Civil Design Consultants (CDC) has been received, but Clerk Ray said she did not get it in time for it to be an agenda item for consideration at this meeting, so it will be on the next available agenda.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that CDC sent the Preliminary Engineering Report (PER) to CDPHE yesterday.

Crossan's update and consideration of any needed approvals (if any) and Friends of Crossan's committee report

The Owner/Architect/Contractor (OAC) October 25, 2017 meeting notes, construction schedule, which is currently subject to change and the schedule of values, which is also currently subject to change were in town board and audience packets. Trustee Drust explained that the project is approximately \$48,000 short on funds because the price of construction has increased since the cost estimates on the final phase were calculated. At the OAC meeting, the group brainstormed ideas for funding and where costs could be cut if necessary. Until the project costs and funding can come together, work is on hold.

Ongoing report on Royal Hotel fire clean up and consideration of any needed action

PWS Berry reported that Routt County had used an excavator at the site and done some clean up and tapered the dirt already there. He said the water was capped off, but the sewer has not been capped as he has not found it yet. Mayor Yackey said that the original as-builts

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may show where the sewer enters the property. PWS Berry said that Scott Williamson and Susan Rygh helped him remove the green cloth from the fence and he got it stabilized again and it should stand up to the wind better now.

Yampa Home Simple PUD Update

Clerk Ray reminded the town board and audience that she had reported that the review team had reviewed Mr. Whittall's resubmittal and had sent him a request for further information. On October 11, Mr. Whittall called Clerk Ray and said that he is still interested in moving forward with the project, but that he is taking a step back to evaluate the request for further information. Clerk Ray said she has heard nothing since that call.

New Business

Consideration of Ordinance No. 2017- 02 An ordinance amending Ordinance No. 00-01 to conform to state law regarding election deadlines concerning the eligibility of write-in candidates and when elections may be cancelled with respect to municipal elections

Clerk Ray explained that the election laws have changed since Yampa passed Ordinance No. 00-01 setting the date for when the municipal election may be cancelled. Nomination petitions and write-in candidate affidavits are due earlier in the year than previously. This has to do with overseas voters and the time it takes to get ballots to and from them. Ordinance 2017-02 will amend Yampa's election laws to conform to state law. Trustee Lewis moved to adopt Ordinance No. 2017-02 - an ordinance amending Ordinance No. 00-01 to conform to state law regarding election deadlines concerning the eligibility of write-in candidates and when elections may be cancelled with respect to municipal elections. Trustee Drust seconded the motion and the motion passed on the following roll call vote: French – yes, Lewis – yes, Yackey – yes, Ashley – yes, and Drust – yes.

Consideration of placing Two Yampa-Egeria Historical Society (YEHS) storage sheds on Town of Yampa property south of Oak Tree Inn

Trustee Lewis who serves as Vice-President of YEHS explained that YEHS asked the Town of Yampa Board of Trustees if the town had any property that YEHS could use for long term placement of two storage sheds to house both YEHS and Crossan's Market collection items, when those items are not on display at the two locations. There will be two sheds and each is 10 x 20. Mayor Yackey and Trustee Lewis examined the town's property south of the Oak Tree Inn and thought they would fit end to end, east to west, with the doors on the south side. Following discussion, Trustee Lewis moved to approve placing two storage sheds owned by YEHS, on the town's property south of Oak Tree Inn. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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Discussion and Consideration of Clerk Ray researching and preparing long-term lease (99 years) between Town of Yampa and Yampa-Egeria Historical Society for Yampa-Egeria Museum

Clerk Ray explained that since the mill levy revenue was approved at the November 2003 general election, the historical society has paid for the operation and maintenance of the museum. However, there is not a written agreement between Town of Yampa and YEHS regarding the building. Since YEHS received non-profit status, they have requested a long-term lease on the building. This will probably be necessary if they need to apply for grants for work on the building itself. Trustee Ashley said that he thought a lease should outline who pays and what for so there can be no question in the future. Following discussion, Trustee Lewis moved to approve Clerk Ray preparing a long-term lease agreement, with attorney review, for the Board of Trustees to consider. Trustee Drust seconded the motion and the motion passed on voice vote.

Preliminary Christmas Preparations

Mayor Yackey will get in touch with Santa to visit and pass out the candy bags on Christmas Eve. PWS Berry will ask the fire department for their assistance with delivering Santa and the candy bags to the tree. Clerk Ray said she would take the Santa suit to the cleaners before Christmas. Trustee Drust will make sure the Christmas Star lights are working. The Town will get one Christmas tree for the Crossan building and get decorations up by December 1st or as soon thereafter as possible. We'll get the tree permit during regular business hours at the Yampa Ranger Station. Trustee Lewis will coordinate getting the tree this year. The Santa coming sign will be put up no later than Monday Dec 18th. PWS Berry will check that it is in good condition and if not, make repairs prior to that. Clerk Ray will ask Yampa Valley Electric Association to donate the lighting contest prize money. Ken Montgomery and David Bonfiglio of the South Routt Economic Development Council are working on South Routt Bucs, so they can be used as the prize money for the lighting contest. The lighting contest judging by the Yampa residents will be the same. There will be a drawing for a ham and Ken Montgomery will have the ham. Tom and Eloise Estes volunteered their home to prepare the popcorn balls. The popcorn balls can be made on Thursday, December 21, 6:30 pm. Ken Montgomery is getting the candy, etc. for the candy bags. The bags will be prepared on Friday, December 22 at Yampa Town Hall at 10 am. On Christmas Eve, Public Works will clear the snow from Yackey Park. Clerks Ray and Phillips will have the senior citizen list to the fire department for Santa to use after his visit with the children. Suzi Crowner and Cindy Ashley will make cookies. Clerk Ray will ask the Parker family to serve refreshments and Trustee Drust said he would have the music and the candy canes set up.

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Shop local campaign

Clerk Ray reported that \$100 was budgeted to donate to the Shop local campaign this year and that Town of Oak Creek is planning the event.

Public Works Department

3rd Quarter water testing results

The 3rd quarter water testing results were in town board and audience packets for review. PWS Berry noted that the Lindane and Dalapon were not detected at all during this testing. All test results were well within limits with nothing being a concern.

Street graveling report

PWS Berry reported that the Town was able to gravel First Street from Rich to Main this year. Approximately 11 loads were used at a cost of approximately \$6,000. There was also material used for the water tank access road, which was charged to water repair and maintenance. Bobby Hassig hauled the gravel.

Wastewater Treatment Plant Inspection report

PWS Berry reported that on October 20th, CDPHE District Engineer, Andy Poirot did a wastewater treatment plant inspection. He gave PWS Berry a verbal report of a couple of things not being reported correctly on the DMRs. He also stated that the Town needs documentation that the flow measuring device is providing accurate flow data. There is also concern that the pH meter calibration and verification is not being done according to CDPHE regulations. Overall, the inspection went well and Mr. Poirot reminded PWS Berry that it was important to meet report deadlines. Mr. Poirot has 45 days to write the report, so the official written response will not be received for a while.

Booster pump electrical failure – 2nd failure

PWS Berry reported that on October 26, he received an alert that the booster pump was experiencing an electrical failure, which was the 2nd one. There was a wire burnt in two. Craig Kellogg with Browns-Hill did a physical inspection and put larger wires in the breaker box. He did report to PWS Berry that he checked things when he got back to his office and the wiring was sized correctly without the larger wires, so Mr. Kellogg was puzzled by the problem. Browns Hill did not charge for the work. Mayor Yackey asked if we have a backup pump and motor in case we experience another failure; PWS Berry said yes, we do.

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Consideration of thank yous to Scott Williamson and Susan Rygh for assistance with fencing at the Royal Hotel

Trustee Lewis moved to send thank yous to Scott Williamson and Susan Rygh for their helping PWS Berry remove the green cloth attached to the fence at the Royal Hotel site. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Ongoing work

PWS Berry said PWA Samuelson had done a major cleanup of the town shop. Earlier in October, PWA Samuelson fell when he was cleaning off the steps at the Crossan building. He bruised his back so PWS Berry said he had PWA Samuelson take it easy for a couple of weeks. He did not go to the doctor and told PWS Berry he did not think the injury was bad enough to warrant it. On Monday, October 30, PWS Berry pumped out the siphon. PWA Samuelson reshaped the road to the water tank using the gravel purchased at the same time as the gravel for First Street. PWS Berry said the town got coal about 2 weeks ago and the town shop bin is mostly full, as is the town hall. He said the town hall would probably need coal in late December or early January.

Clerk's review of possible code violations (if any) and required action (if any) and report of on-going business

Code violations

Clerk Ray said that no new code violations have been reported to her.

Ongoing business

Clerk Ray reported that when the Source Water Protection Plan (SWPP) maps and information were sent to the various counties and agencies, it prompted Routt County's Emergency Manager, David DeMorat, to contact the Town of Yampa telling us that they are working on an update to the Hazardous Mitigation Plan done in 2010. The plans are supposed to be updated every 5 years, so Routt County is a little behind. There was a meeting on October 11 regarding participation in the update; Town of Yampa was not invited to the meeting for whatever reason, which was interesting since PWS Berry attended several meetings and participated extensively when the 2010 plan was completed. At this time, the group is looking at applying for a grant to have the plan updated. Clerk Ray said she thought it was important for Yampa to participate because it is her understanding that if an entity has not participated, they will probably not be eligible for federal dollars to assist with an emergency if there were to be one. The Town must let Mr. DeMorat know by November 9 if we want to participate. A formal vote can be taken at a special meeting November 8 the Town will probably schedule later in this meeting. Participation can be in the form of in-kind volunteer hours or a monetary contribution for matching funds to the

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grant. Clerk Ray passed around what the towns of Oak Creek and Hayden are doing. The amount of \$200 was discussed and the equivalent of \$1,000 for volunteer hours. Volunteer hours are figured at \$25/hour. Clerk Ray reported that there is a check in tonight's payables for the property taxes on the Kennedy property that was donated to the town for the entrance sign. The town agreed to be responsible for any costs related to the donation. The taxes are for the time period of January 2017 to the date of the property transfer to the town. The amount is \$75.61. On the Yampa Beautification Plan, Clerk Ray said she knows that the students have been analyzing the surveys and starting to look at design precedents and will coordinate that with folks here in the next few weeks, but she hasn't heard anything specific. Clerk Ray said she had received the health insurance information from Rocky Mountain Health Plans and the rates are quite high. Current agent, Darrow Stemple, suggested the town look in to Colorado Employer Benefit Trust (CEBT). Clerk Ray said she knows that Town of Oak Creek and the City of Craig both belong to CEBT and she thinks Town of Hayden may. Colorado Employer Benefit Trust (CEBT) is a multiple employer trust for public institutions providing employee benefits. Since 1980 CEBT has grown to approximately 33,000 members and over 300 participating groups. The Trust is governed by a board of trustees made up of representatives from participating groups. The Trust fund has \$165,000,000 in annual premium deposits with approximately \$53,000,000 in reserves. Clerk Ray reported that no applications for variance requests have been received, which Clerk Ray had told the town board to expect. Clerk Ray said the town board would be considering the building code adoption at a special meeting, November 29th and asked if the town board members had looked at the draft of the ordinance they have and if they need a session with Todd Carr the Chief Building Official prior to that meeting. The answer being no, they don't need a meeting with Mr. Carr. Clerk Ray said she has a draft of the June 7 meeting done and is working on July 5.

Reports of Committees

None

Meeting Reports

Routt County Building Department Oversight Committee

Clerk Ray passed around the information that was distributed at the Routt County Building Department Oversight Committee meeting.

Historic Routt County annual meeting

The town board members who attended, which included Mayor Yackey, Mayor Pro-Tem Lewis and Trustee Drust, all said they appreciated Historic Routt County (HRC) making the effort to have their annual meeting in Yampa at the Crossan building and Ladies Aid Hall.

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The meeting went well and the meal was delicious. The weather was good and the turnout for the meeting was good.

Museum and Heritage Fund Advisory Board

Trustee Lewis reported on the October 24, 2017 meeting. The Historical Society of Oak Creek and Phippsburg requested an extension to their Coal Miners Bucket Park retaining wall project and submitted a grant application in the amount of \$2,000 towards Phase 1 of the museum revitalization project with the funds requested being used for removing artifacts from the site and cleaning them. The Tread of Pioneers Museum requested \$5,000 to fund Phase III of the Oral History Transcription Project. All requests were approved by the MAHFAB Board and will be recommended for approval by the Routt County Commissioners. The next meeting is January 30, 2018 where 2017 financials and 2018 budgets for all the entities will be reviewed.

Schedule Workshops and/or Special Meetings

Mayor Yackey will call special meetings and/or workshops as needed. There will likely be special meetings November 8, 15, and 29; possibly followed by workshops on those nights if time allows.

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Clerk Ray read an email from Megan Knott with the Colorado Cattlemen's Agricultural Land Trust (CCALT) regarding their requirements to visit every property they hold an interest in on an annual basis, which includes the infiltration gallery parcel. Ms. Knott attached a copy of their report and stated that if the Town of Yampa wants a different process, such as for them to call before they come or if someone from the town wants to accompany them on their visit, that is fine. The Town Board noted that the way CCALT handled it this year is fine. Other correspondence was circulated for review. None required board action.

Review financials (in packet), October meter reading report and October invoices/vouchers

The financials were in town board and audience packets for review. The October meter reading report and October invoices with completed vouchers were circulated for review.

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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.

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 9:11 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

March 7, 2018