

**TOWN OF YAMPA
TOWN BOARD MINUTES
December 3, 2025 – 6:00 pm**

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis(online), Trustee Shoptaugh, Trustee Geanious and Trustee Montgomery

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

AUDIENCE PRESENT:

Online: HP, Lou, Kris

In-Person: Drew Blanchard (South Routt Housing Innovation Manager), Angelica Salinas (Routt County Commissioner) Cindy Ashley, and Jeff Brooks

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

No public comments were made.

3. South Routt Housing Advisory Board Update – Drew Blanchard, Housing Innovation Manager

Drew Blanchard, Housing Innovation Manager, provided an update on the activities of the South Routt Housing Advisory Board and the progress toward establishing the South Routt Housing Authority (SRHA). He emphasized the importance of forming the authority to address measurable housing needs while preserving the character and stability of Yampa and South Routt communities. Findings from the Routt County Housing Market and Demand Study show significant challenges: the median single-family home price in Routt County is approximately \$1.4 million, while a typical two-person household earning the area median income can afford only about \$360,000, leaving an affordability gap of roughly \$800,000. Renters face similar pressures, with more than half considered cost-burdened and over a quarter spending more than half their income on housing. Additionally, 37% of homes countywide are second homes or vacation properties, reducing availability for full-time residents.

Blanchard clarified that “affordable housing” simply means households spend no more than 30% of their income on housing costs. It does not imply large apartment complexes or urban-style projects, but rather includes local workers, middle-income families, seniors aging in place, and existing homeowners needing assistance with taxes, repairs, or weatherization. Affordable housing also means keeping current residents in their homes, not just building new units.

He outlined the benefits of creating the SRHA:

1. **Access to funding** – State and federal housing dollars, including Proposition 123, are not typically available to small towns but can be accessed through a housing authority.
2. **Land acquisition and preservation** – The authority can acquire and bank land, ensuring community vision guides development.
3. **Support for existing residents** – Programs may include home repair, senior stabilization, energy upgrades, and assistance for middle-income families.
4. **Local governance and oversight** – The intergovernmental agreement (IGA) ensures Yampa retains zoning authority, land use control, representation on the SRHA board, and oversight of new projects.

Blanchard addressed community concerns, noting the SRHA will not change Yampa’s character, as it will support small-scale, community-appropriate housing. Evidence shows that well-planned attainable housing does not reduce property values and often strengthens local services and the economy.

He also introduced Resolution 2025-19, reaffirming Yampa’s compliance with the 90-day review requirement for affordable housing projects under Proposition 123. Passing this resolution and submitting it to DOLA by December 31 will secure a \$50,000 no-match-required grant for Yampa, with Oak Creek eligible for a separate \$50,000 grant. Routt County Commissioner Angelica Salinas confirmed the expedited review process and funding opportunity, emphasizing the importance of timely submission.

Blanchard further noted that establishing the SRHA now ensures the community is ready to respond to future housing needs or unforeseen market challenges over the next decade. Having the authority in place provides additional staff capacity and resources to address emergencies or unexpected issues.

Commissioner Salinas added that Routt County attorneys have already reviewed the IGA and are awaiting legal review from Oak Creek and Yampa. She emphasized that the County Commissioners are highly supportive and have been discussing the effort weekly. They have also brought regional housing partners into the conversation, including representatives from Yampa Valley Housing and other South Routt stakeholders. A collaborative meeting in November highlighted the importance of regional cooperation, with DOLA stressing that grant opportunities are strongest when communities work together. Collaborative efforts not only strengthen applications but also build long-term capacity across towns.

The update concluded with appreciation for the strong support from Routt County Commissioners and regional partners, reinforcing that the SRHA will empower Yampa and South Routt to meet housing needs while preserving community character.

4. Resolution 2025-19 Affordable Housing Expedited Review

The Board considered approval and authorization to sign Resolution 2025-19, a Resolution establishing and reaffirming expedited review policies for affordable housing projects. This item was discussed in connection with the South Routt Housing Advisory Board update. Following a roundtable opportunity for discussion, no questions or comments were offered by the Town Board.

Motion

Trustee Lewis made a motion for approval and authorization to sign Resolution 2025-19, A Resolution Establishing and Reaffirming Expedited Review Policies for Affordable Housing Projects. Trustee Geanious seconded the motion. The motion passed unanimously.

5. Resolution 2025-13 – Water and Sewer Rates

The Board considered approval and authorization to sign Resolution 2025-13, a Resolution setting monthly water and sewer charges. A corrected version of the resolution was presented, with thanks extended to Trustee Shoptaugh for identifying errors in the earlier draft. Corrections included adjustments to Section 2 and Section 3, where calculation errors had occurred, and clarification of the proposed increases. The corrected resolution reflects discussions from prior budget meetings and sets rates for 2026, 2027, and 2028, based on recommendations from the 2023 rate study. The resolution establishes a 5% incremental increase over the three-year period.

During discussion, Trustee Montgomery sought clarification on whether the increases were intended to be adopted annually or across three years. It was noted that the spreadsheet presented at earlier meetings laid out the three-year plan, but adjustments could be made if future rate studies warranted changes. Trustee Shoptaugh asked when the most recent rate study was conducted; staff confirmed it was completed in 2023, with partial implementation beginning in 2024. The current resolution follows through on the study’s forecast, which typically covers a five-year period, with the next review anticipated around 2026 or 2027.

The rate study was explained as a financial analysis of operating costs, planned capital projects, and funding sources, rather than a comparison to other communities. Once the roundtable discussion concluded, Trustees did not bring forward any further questions or comments.

Motion

Trustee Lewis made a motion for approval to sign Resolution 2025-13, A Resolution Setting the Monthly Water & Sewer Charges. Trustee Geanious seconded the motion. The motion passed unanimously.

6. **Resolution 2025-14 2026 Salary Schedule**

The Board considered approval and authorization to sign Resolution 2025-14, adopting and updating the employee salary schedule in accordance with Title 2 of the Town of Yampa Municipal Code. The Resolution incorporated directions provided over the past several meetings and was presented for final approval.

A roundtable opportunity was provided for each Trustee to ask questions or offer comments; none were raised.

Motion

Trustee Lewis made a motion for approval to sign Resolution 2025-14, A Resolution Adopting an Updated Employee Salary Schedule in Accordance with Title 2, Town of Yampa Municipal Code. Trustee Geanious seconded the motion. The motion passed unanimously.

7. **Resolution 2025-15 – 2026 Fee Schedule**

The Board considered approval and authorization to sign Resolution 2025-15, adopting the Town of Yampa’s 2026 fee schedule. Most fees remain unchanged; however, updates were made to liquor license fees (Exhibits A and B) and to land development code schedule (Exhibit C), aligning the schedule with the recently adopted land development code.

Discussion noted that it is good practice to revisit the fee schedule annually. The Town’s current overhead cost for providing services is approximately \$135 per hour, while administrative fees for land development applications are set at \$100 per hour. This lower rate effectively subsidizes applicants, and the Board may wish to revisit the hourly rate in future budgets as inflation and costs increase. Comparisons were made with neighboring jurisdictions, with Routt County and Hayden charging \$125 per hour and Oak Creek charging \$100. Trustees agreed that while the current rate is appropriate, it should remain on the radar for review in 2027. No questions or objections were raised during the roundtable discussion.

Motion

Trustee Lewis made a motion for approval to sign Resolution 2025-15, A Resolution of the Town of Yampa, Colorado Adopting a Town of Yampa Fee Schedule. Trustee Geanious seconded the motion. The motion passed unanimously.

8. **Resolution 2025-16 – 2026 Budget**

The Board considered approval and authorization to sign Resolution 2025-16, adopting the Town of Yampa’s budget for the calendar year beginning January 1, 2026, and ending December 31, 2026. The resolution reflects input and direction provided by the Board over the past several months and incorporates expenditures and revenues for each fund.

During review, Trustees discussed several details of the budget. Questions were raised regarding the projected net fund income of approximately \$306,000. Mary Alice clarified that most of this amount represents restricted reserve funds in the debt service and sewer enterprise funds, held for the upcoming wastewater treatment plant project in 2026. While the overall bottom line appears strong, the Water and Sewer Enterprise Funds show negative operating balances, with reserves being used to cover expenses.

Discussion also addressed property tax revenues. Under TABOR restrictions, the Town is essentially holding the mill levy steady, with only an approximately \$1,000 increase in property tax collections from 2025 to 2026, reflecting zero growth. Trustees noted that while the budget anticipates a higher percentage increase, actual collections will be limited to \$85,110 in 2026.

Additional clarifications were provided on miscellaneous revenues, which serve as placeholders for donations or unusual income items, typically averaging around \$3,000 annually. Questions on salaries and wages highlighted that payroll is allocated across multiple funds, totaling approximately \$283,453. Operating expenses were also discussed, with increases tied to vehicle acquisitions and capital outlay allocations.

Insurance costs were noted as a significant increase, with automobile and liability insurance rising substantially across departments. Mary Alice explained that coverage is provided through the CIRSA risk pool, which serves the majority of Colorado municipalities. Rates have risen across the board due to claims activity and broader market conditions, with liability insurance doubling from \$3,000 to \$6,500. Sheila confirmed that while deductibles were reviewed, adjustments would not meaningfully reduce costs. She emphasized that CIRSA provides not only coverage but also legal services and training modules, which help offset costs and provide added value. The Board acknowledged that insurance increases are consistent with trends seen statewide and that the Town remains well positioned within the risk pool.

Following the opportunity for roundtable input, no additional questions or comments were raised by Trustees.

Motion

Trustee Lewis made a motion to for approval to sign Resolution 2025-16, A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Town of Yampa, Colorado, for the calendar year beginning on the first day of January 2026 and ending on the last day of December 2026. Trustee Geanious seconded the motion. The motion passed unanimously.

9. Resolution 2025-17 – Appropriate Sums of Money

The Board considered approval and authorization to sign Resolution 2025-17, appropriating sums of money to the various funds and spending agencies of the Town of Yampa for the 2026 budget year. The resolution reflects the allocations previously reviewed in connection with the 2026 budget.

A roundtable opportunity was provided for Trustees to ask questions or offer comments; none were raised.

Motion

Trustee Lewis made a motion for approval to sign Resolution 2025-17, A Resolution to Appropriate Sums of Money to the Various Funds and Spending Agencies, in the amount and for the purpose as set forth below, for the Town of Yampa, Colorado, for the 2026 Budget Year. Trustee Geanious seconded the motion. The motion passed unanimously.

10. Resolution 2025-18 – Setting of Mill Levies

The Board considered approval and authorization to sign Resolution 2025-18, a resolution levying general property taxes for the year 2025 to help defray the costs of government for the Town of Yampa during the 2026 budget year. Updated figures from the County Assessor's Office were received earlier in the week and incorporated into the resolution. The anticipated property tax revenue is \$85,110, based on a total assessed valuation of \$6,834,970 within town limits.

To reach the target revenue, the Town has the authority to levy up to 21.448 mills. A temporary tax credit of 8.996 mills was applied, resulting in an effective levy of 12.452 mills per dollar of assessed valuation. This represents a slight decrease from the prior year, attributed to increased property valuations combined with essentially zero growth in new development.

A roundtable opportunity was provided for Trustees to ask questions or offer comments. Clarifications were made regarding last year's property tax collections of \$84,092 compared to the current year's \$85,110. No further questions or concerns were raised.

Motion

Trustee Lewis made a motion for approval to sign Resolution 2025-18, A Resolution Levying General Property Taxes for the Year 2026 to help defray the costs of government for the Town of Yampa, Colorado for the 2026 Budget Year. Trustee Geanious seconded the motion. The motion passed unanimously

11. Consent Agenda

The Board considered approval of the November 19, 2025, regular meeting minutes and the October 2025 Payment Approval Report. A minor typo in the draft minutes was noted and corrected prior to final signing. Trustees acknowledged the correction and expressed appreciation for the attention to detail.

A roundtable opportunity was provided for questions or comments; none were raised.

Motion

Trustee Lewis made a motion to approve the consent agenda as presented, specifically the November 19, 2025, Regular Meeting Minutes and the approval of October 2025 Payment Approval Report. Trustee Geanious seconded the motion. The motion passed unanimously.

12. Staff and Board Member Reports/Updates

Mary Alice reported that the 2023 audit with Hinton Burdick CPAs is well underway, with most required information already submitted and remaining items being finalized.

Appreciation was extended to community volunteers who decorated Town Hall for the holidays. Jen Drummond and her family provided outdoor lights and set up the tree, while Janet Ray and Kit, along with their grandchildren, arranged the holiday village display. Trustees were reminded of the ongoing Community Giving Tree, noting that there are currently more givers than recipients, and encouragement was offered to discreetly connect families who may benefit.

Upcoming events include the cookie-decorating activity hosted by the Fourth of July Committee on Christmas Eve from 4:00–5:15 p.m., followed by Santa’s arrival at 5:30 p.m. Donations are being sought to support the event. Trustees were also informed of volunteer opportunities with South Routt Elementary Junior Achievement, scheduled for February 19, April 27, and April 30, 2026, with elected officials encouraged to participate.

Additional updates included the Santa mailbox at the post office, with letters routed through Denver, and an alternative mailbox available at Town Hall. A water usage report was distributed, noting that usage is measured in acre-feet and reported to the state; further technical questions may require input from the Department of Natural Resources.

Nomination petitions for the upcoming April 7, 2026, election will be available beginning January 6. The mayor’s seat and three trustee seats will be open, with completed petitions due by January 26. Information will be shared in the newsletter and other communications.

Upcoming meetings were confirmed: the next regular Town Board meeting on January 7, 2026, at 6:00 p.m., a special meeting on January 21, 2026, and a Planning Commission meeting on January 28, 2026, at 6:30 p.m. to review wildfire resiliency code updates and a site plan application.

13. Scheduled Meeting/Work Sessions


- a. Town Board and other requests for Agenda Items
 - i. January 7, 2026 @ 6:00 p.m. – Town Board Regular Meeting
 - ii. January 21, 2026 @ 6:00 pm – Town Board Special Meeting
 - iii. January 28, 2026 @ 6:30 pm – Planning Commission Meeting

14. Adjournment

Motion

Trustee Lewis made a motion for adjournment. Trustee Geanious seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:00 pm.

Approved the 7th day of January 2026.



Stacey Geilert, Mayor

Attest:



Sheila Symons, Town Administrator/Clerk