

**TOWN OF YAMPA
TOWN BOARD MINUTES
January 22, 2025 – 6:00 pm**

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

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

AUDIENCE PRESENT: Janet Ray, Joe Edwards, Lacy Trout; via Zoom: Sue Walker, Julie Drake and Dan Nielsen

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

None.

3. Yampa Fire District Annexation – Public Hearing

Mary Alice provided an overview of the annexation process noting that on December 4th, the Board reviewed a resolution related to the petition for annexation from Julie Drake for a 4-acre parcel located north of Watson Creek Trail in the southeast corner of the property of the 40-acre tract owned by Ms. Drake. She noted that the Resolution set a public hearing date for January 22nd for the Board to consider public comments and other evidence to determine if the annexation meets statutory requirements. Mary Alice emphasized that this process is only the consideration of statutory requirements related to annexation and there are several additional steps related to land use processes that are necessary. She added that the next Planning Commission meeting is scheduled for January 29th to consider some of the land use items and the Board of Trustees will consider the Planning Commission's recommendations at their meeting on February 19th.

Mayor Geilert opened the public hearing to determine if the proposed Yampa Fire District Annexation complies with Section 30 of Article II of the Colorado State Constitution and Sections 31-12-104 and 31-12-105 of the Colorado Revised Statutes.

Trustee Montgomery inquired about the statutory requirement when the public notice in the Steamboat Pilot had an incorrect date. Mary Alice replied that it was what is considered a scrivener's error, corrected for the online version, and a recital in this regard will be noted in the ordinance. Trustee Montgomery highlighted that the error was present in the newspaper publications. Mary Alice, referring to the Steamboat Pilot affidavit and proof of publication that showed the date correction, asked the Board could decide if the notice error necessitates restarting the annexation process or if it can be considered inconsequential.

Lacy Trout inquired about where the public hearing information was posted. Mary Alice outlined the legal notice requirements and the registered mailing process for taxing districts, as well as the land use notices that have been provided to property owners.

There were no further public comments or questions. Mayor Geilert closed the public hearing.

The Board discussed the recommendations included in the staff report and the scrivener's error in the notice posted in the Steamboat Pilot publication. It was noted that the error was present in actual print postings but corrected in the online version, and the general consensus of the Board was that as the error was only in the year in one place in the notice, that such inconsequential to the process.

Motion

Trustee Lewis made a motion to approve the proposed annexation with the findings of fact that there is no need for an annexation election as 100% of the owners of the property being annexed have executed the Petition for Annexation;

the proposed Yampa Fire District Annexation complies with Section 30 of Article II of the State Constitution and Sections 31-12-104 and 31-12-105, Colorado Revised Statutes, or such provisions thereof as may be required to establish eligibility under the terms of Section 31-12-108 (1), Colorado Revised Statutes; that an Ordinance finalizing the proposed annexation shall be considered by the Board of Trustees subsequent to and at such time as the accompanying land use applications for the annexation, zoning and single-lot subdivision of the property are approved by the Town; and the scrivener's error in the legal notice is inconsequential to this process. Trustee Geanious seconded the motion. The motion passed unanimously.

4. Consent Agenda

Trustee Montgomery asked if the engagement letter for the Regional Transportation Authority would cost the Town anything. Mayor Geilert confirmed that there will be no financial commitment for the Town by signing this engagement letter.

Motion

Trustee Lewis made a motion to approve the Consent Agenda as presented, specifically the approval of the January 8, 2025, Special Meeting Minutes; the approval of November 2024 Financials; the approval of the December 2024 Payment Approval Report; and the ratification of approval and signing of Kaplan Kirsch LLC Engagement for Legal Services to provide services related to the formation of a Regional Transportation Authority. Trustee Geanious seconded the motion; the motion passed unanimously.

5. Staff and Board Member Reports/Updates

Mary Alice provided the updates on the Huffstetler Mobile Home Park, noting that three mobile homes were removed this fall, and the Board will be considering a request on February 5th to put the water and sewer connections for these units on hold.

Mary Alice stated that the Petition for Annexation application for the southern portion of the Ager Mobile Home Park has been received for this property and needs to be scheduled. She detailed complications related to a platted alley, improvements crossing into the railroad property, and the incomplete clean-up and code enforcement on this property, and asked the Board for guidance as things moved forward. The Board discussed whether the Town should handle code enforcement issues given that the property owner has a court order to clean up and maintain the property related to enforcement actions by the County. Mary Alice expressed concerns about involving the Town in an open code enforcement situation which could potentially shift responsibility from the county and state to the Town, and reiterated she is seeking guidance on how to proceed considering the jurisdictional complexities. Mayor Geilert advised reaching out to the County to determine if there is a time limit on the property owner's court-ordered cleanup, noting that the Town may consider conditioning the annexation on the property's cleanup and any land-use application on the continued maintenance of the property.

Mary Alice stated that the next Planning Commission meeting will focus on Phase 2 of the Land Development Code (LDC), adding that there will also be hearings on the fire district annexation and a temporary use permit for a project on Highway 131 at the beginning of the meeting. Mary Alice emphasized the quasi-judicial nature of these hearings and advised Town Board caution during those processes if they intended to attend the work session on the LDC. She noted that plans on the LDC include two focus groups: one for affordable housing and another for historic design standards, and urged community members and interested parties to participate in these focus groups, adding that the Planning Commission and Town Board will also be involved in conversations on these topics.

Mary Alice mentioned on-going collaboration with the Yampa Egeria Historical Society on the museum design and repair process stating that the next steps include finalizing the design and construction specifications with hopes that such will be funded under grant proposals to History Colorado and the Museum and Heritage Advisory Board (MAHFAB). She stated that the goal is to have the final design and funding in place by April with an award to complete the work anticipated in July.

Sheila informed the Board that the next meeting, on February 5th, will include an executive session for her employee evaluation. She will email her self-evaluation to the Board by next week for their review.

Sheila stated that the 4th of July Committee is organizing the 2nd Annual Salsa and Nacho Night fundraiser on March 6th from 5:30 to 8:00 PM. She added that flyers will be distributed around Town with nacho plates at \$8 per person and \$25 per family. She thanked Snowden Meats and Boots and Spurs for their donated supplies for the event, and stated that the goal is to raise \$4,500 to fund this year's fireworks.

Other items:

457 Plan Update: The onboarding process for the 457 plan is ongoing, with final review and approval expected around February 19th.

Meeting Schedule Correction: It was noted that the date for the second meeting in February should be corrected to February 19th instead of the 22nd.

Economic Development: Routt County Economic Development Partnership assistance is available on the third Monday of each month for their office hours here at Town Hall.

Climate Action Plan: Visit their website to sign up for updates.

Signage Project: Trustee Montgomery inquired about the signage project status. The project expires in June. Despite an initial lack of interested vendors, a quote is being sought from Pyramid out of Grand Junction, who previously worked on signage for Hayden and Craig.

6. **Scheduled Meeting/Work Sessions**


- a. Town Board and other requests for Agenda Items
 - i. January 29, 2025 @ 6:30pm – Planning Commission Meeting
 - ii. February 5, 2025 @ 6:00pm – Town Board Meeting

7. **Adjournment**

Motion

Trustee Lewis made a motion for adjournment. Trustee Geanious seconded the motion, and the motion passed unanimously. The meeting was adjourned at 6:48 pm.

Approved the 5th day of February, 2025.


Stacey Geiler, Mayor

Attest:


Sheila Symons, Town Administrator/Clerk

