

**TOWN OF YAMPA
TOWN BOARD MINUTES
January 8, 2025 – 6:00 pm**

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

BOARD MEMBERS ABSENT: Trustee Kindsvater and Trustee Geanious

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons

AUDIENCE PRESENT: Carl Ray and Aaron Symons; via Zoom: Sue Walker and Amanda Laman

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

Trustee Montgomery inquired whether the Trustees and the Mayor of Yampa are considered the employers of the Town collectively or individually. Members discussed that the Town Board as a whole, rather than individually, is regarded as the "employer." Additionally, members noted that the direct report is to the Mayor. Sheila will provide further clarification at the next meeting, and noted there is an organizational chart in the Personnel Policies and Procedures Handbook.

3. Resolution 2025-01 – Sunshine Resolution

Motion

Trustee Lewis motioned to authorize to sign Resolution 2025-01, A Resolution Designating a Place for Posting of Notices of Meetings of the Town of Yampa Board of Trustees in Accordance with C.R.S§ 24-6-402. Mayor Geilert seconded the motion; the motion passed unanimously.

4. Resolution 2025-02 – Climate Action Plan Collaborative Board Appointment

Sheila reported that Sarah Jones and Tim Wohlgenant, both of whom have previously served, were approved by the Climate Action Plan (CAP) Board. She explained that the CAP Board uses a staggered membership system to ensure continuity, and the selection of Jones and Wohlgenant was reached through a consensus among municipalities and government partners. She noted that other applicants were encouraged to participate in working groups and reapply for future openings.

Trustee Montgomery asked if the appointees were Yampa residents. Sheila clarified that they are Routt County community members and noted that CAP participation is open to all. She acknowledged the limited interest from South Routt County and committed to improving outreach for future board seat opportunities. She stated that in the past advertising for open seats was done via the CAP website and email notifications.

Motion

Trustee Lewis made a motion approve the signing of Resolution 2025-02, A Resolution Appointing Community Member to the Climate Action Plan Collaborative Board. Mayor Geilert seconded the motion; the motion passed unanimously.

5. Resolution 2025-03 – Climate Action Plan Collaborative Board Appointment

Motion

Trustee Lewis made a motion approve the signing of Resolution 2025-03, A Resolution Appointing Community Member to the Climate Action Plan Collaborative Board. Mayor Geilert seconded the motion; the motion passed unanimously.

6. **Lease – Mocon Pacific Inc. – 125 Moffat Avenue (Royal Lot)**

Sheila stated that the lease is for the use of the premises for construction activities related to the Wastewater System Improvements. She indicated that the company is essentially looking for a spot to store their equipment until the project is completed, as discussed in the previous meeting.

Carl Ray asked whether the lease included provisions for the sale of the Royal lot during this period. Mayor Geilert noted that no such provision exists, but Sheila assured the board that this scenario has been discussed and is unlikely to pose an issue.

Trustee Montgomery inquired why the property has not yet been listed for sale. Sheila clarified that other pressing priorities, including Board-assigned tasks, illnesses, holidays, and year-end tasks, have delayed the process. She stated that it is expected that the property will be listed on the BidNet website, and she emphasized that the delay is due to time constraints rather than a lack of effort.

Motion

Trustee Lewis made a motion for approval to sign a Lease between the Town of Yampa and Mocon Pacific Inc. for 125 Moffat Avenue for use of the premises for construction activities related to the wastewater system improvements. Mayor Geilert seconded the motion; the motion passed unanimously.

7. **Health Reimbursement Arrangement Town Employee Benefit Discussion – Ken Montgomery**

Trustee Montgomery raised several concerns he has regarding the town's Health Reimbursement Account (HRA) and employee benefits. He mentioned that he had previously requested detailed information about the HRA and retirement fund but was informed by the Administrator/Clerk that he needed to complete a records request form and pay for hard copies. Trustee Montgomery expressed his belief that he, as an individual trustee, should be considered an employer and therefore not have to pay for requests, a point on which he disagreed with the Board's collective employer status, that they as a whole are the employer. Trustee Montgomery expressed frustration over the process and costs associated with obtaining records. Sheila explained that she was following established procedures. Mayor Geilert noted that her requests for hard copies also required she pay for such in accordance with the Town's fee schedule.

Trustee Montgomery stated he requested a breakdown of the HRA plan along with the names of the employees. He stated he received the requested information, but all employee names were redacted due to HIPAA regulations, and he contacted an attorney who suggested that HIPAA might not apply in this case, though he noted that he received emails from others indicating it could be relevant. Sheila clarified that she provided the information in compliance with HIPAA policy, to the best of her ability, and that this was the extent of what she believed she could legally disclose to avoid any legal issues and in accordance with the Town's adopted HIPAA policy.

Trustee Montgomery also inquired about changes to the HRA plan since its adoption in December 2019, questioning the increased amounts being contributed despite no changes being specifically approved. Sheila clarified that the contributions had been adjusted each budget year through budget work sessions and finalized with the approval of budget consisting of discussions about the budget in multiple meetings typically beginning in July or August. Trustee Montgomery stated that he wanted clarification on Resolution 2019-07, which points out that for FY2020 the allocated amount of the HRA and also reflects that the HRA/benefits are approved in the future by the Board of Trustees by the budget annually in said resolution. Sheila confirmed that the HRA and benefits are approved annually by the Board during the budget process and approval.

Former Mayor Symons explained the rationale of the Board when they considered the HRA's adoption and the efforts behind capping employee benefits at \$10,500 per year, stating that such controlled costs and allow employees to select their coverages and roll the difference into their HRA accounts.

Trustee Montgomery requested the meeting minutes where these changes were approved. Sheila stated were available on the website, and Trustee Montgomery should reference those minutes where annual budgets were approved.

Trustee Montgomery insisted on contacting the Town Attorney during the meeting. Sheila suggested scheduling an appointment instead.

In response to a question from Trustee Montgomery, it was clarified that all Town employees have some form of insurance plan, and the details are managed according to Town policies.

Trustee Montgomery requested a copy of the holidays when the Town Hall is closed. Sheila explained this information is part of the personnel policies provided to trustees. She added that, in emergencies where the Town Hall is closed due to no staff, calls are forwarded to her cell phone, and she notifies the Mayor or Mayor Pro Tem depending who is available and in Town. She noted that closures are minimal and typically only occur during emergencies, with signs directing visitors appropriately. Trustee Montgomery specifically pointed out the Town Hall was closed the day after Thanksgiving and that Public Works still had to work. Sheila confirmed that it is a regular holiday closure and Public Works' employees working on that day were paid for the holiday as well as the time they worked their on-call duties, as is the case during holidays.

8. Consent Agenda

Motion

Trustee Lewis made a motion to approve the Consent Agenda as presented, specifically the Approval of the December 4, 2024 Regular Meeting Minutes. Mayor Geilert seconded the motion; the motion passed unanimously.

9. Staff and Board Member Reports/Updates

Sheila explained the current advertising methods for the water/sewer position opening, highlighting the need for improved outreach. She mentioned that job ads are posted at local colleges, on CRWA, CML and Indeed websites and noted that placing ads in the newspaper is very expensive. She added that, despite these efforts, the job search is not going well, and other options are being explored.

Sheila shared that she received a \$100 scholarship for an online certification class, that the holiday lighting contest resulted in a three-way tie, with each winner receiving \$100 in South Routt Bucks, that the Holiday event on the 21st was very successful including sledding and the cookie decorating events, and she thanked the fire department for delivering Santa. Sheila stated that snow removal for the Town Hall will continue, and the removal company also addressed some roof repairs, that the 4th of July committee still needs volunteers and sponsorship, and provided information about Routt County Economic Development Partnership (RCEDP) office hours and the CAP website.

Mayor Geilert gave an update on the RTA, advising the community to stay tuned for upcoming meetings and reiterating that Yampa is not financially liable for any part of the work being undertaken at this time.

10. Scheduled Meeting/Work Sessions

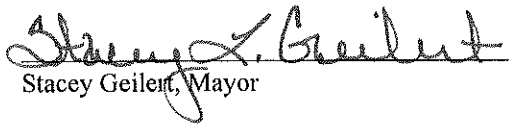
- a. Town Board and other requests for Agenda Items
 - i. January 22, 2025 @ 6:00pm– Town Board Special Meeting
 - ii. January 29, 2025 @ 6:30pm – Planning Commission Meeting
 - iii. February 5, 2025 @ 6:00pm – Town Board Meeting

11. Adjournment


Motion

Trustee Lewis made a motion for adjournment. Trustee Montgomery seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:10 pm.

Approved the 22nd day of January, 2025.


Stacey Geilert, Mayor

Attest:


Sheila Symons, Town Administrator/Clerk

