

Town of Yampa minutes
February 1, 2017

TOWN OF YAMPA
FEBRUARY 1, 2017
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,
Trustees Brian Ashley, and Michael French

BOARD MEMBERS ABSENT: Jeff Drust

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and
Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: Scott Williamson

CALL TO ORDER

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

ROLL CALL

Board roll call was taken.

MINUTES

Consideration of approval of August 10, 2016 special meeting minutes, August 12, 2016
special meeting minutes, and September 7, 2016 regular meeting minutes

Trustee Lewis moved to approve the August 10, 2016 special meeting minutes, August 12,
2016 special meeting minutes, and September 7, 2016 regular meeting minutes. Trustee
French seconded the motion and the motion passed unanimously on voice vote.

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

None

AUDIENCE PARTICIPATION – SCHEDULED ITEMS

None

Town of Yampa minutes
February 1, 2017

OLD BUSINESS

Treatment plant improvements and additional water storage tank update and consideration of any needed approvals

The project update prepared by Matt Mielke of Civil Design Consultants (CDC), was in town board and audience packets. The fully executed change order #4 was received and it extends the final completion date to June 30, 2017. PWA Samuelson noticed a water valve leaking. It was changed from plastic to brass. An email was received from Barbara Palmer and she is getting impatient with the delays on the paperwork for the transmission line easement. Randy Sackett, CDC, is preparing more exhibits and a letter is being drafted for Mayor Yackey to sign and send with the exhibits continuing to explain the Town's position of where the Town thinks the easement needs to be located. The amended Small Communities Grant Statement of Work (SCG15 SOW) has not been approved because Colorado Department of Public Health and Environment (CDPHE) needs another form completed, which Clerk Ray has not had a chance to start on.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that CDC sent a request to CDPHE for a modification of the Statement of Work for the Small Communities Wastewater Grant to delay submitting the Preliminary Needs Assessment (PNA) from January 31, 2017 to February 28, 2017. CDC anticipates that they will have a draft Preliminary Engineering Report (PER) completed by February 15, 2017 and that will assist in selecting a preferred alternative approach to the project. CDPHE approved the modification. Clerk Ray received an email from Joe McConnell at Department of Local Affairs (DOLA) regarding information he needs to build the case of Yampa being a Disadvantaged Community (DAC). Clerk Ray asked the Town Board to assist with answers for the questions Mr. McConnell asked. The information is due back to Mr. McConnell on Monday, February 6.

Ongoing report on Royal Hotel fire clean up

Commissioner Corrigan says that the county feels they are continuing to get positive feedback from the CDPHE-Brownfields grants committee and that the committee wants to fund, but continue to be hung up on the property ownership issue; they don't want taxpayer money paying for a private property clean up. Commissioner Corrigan says that the county is preparing a narrative for the grants committee on how they will deal with the private property issue if they get to move forward with the grant.

Town of Yampa minutes
February 1, 2017

Crossan's update and consideration of any needed approvals including Dobell construction pay request #6 and front porch pay request #3

Clerk Ray reported that the work on the roof is progressing well. She said that she does not know what inside work has been accomplished. The Town received an extension on the Department of Local Affairs Energy Impact grant to June 30, 2017. Mayor Yackey will need to sign the addendum to the agreement tonight so it can be returned to the State for the State to complete execution of the addendum. There was an Owners/Architect/Contractor meeting on January 15, 2017 and John Dobell said that he thinks they will be done with the work by April, except for possibly some punch list items. PWS Berry reported that inside the building they were working on the wood posts that surround the steel columns that are the support columns. Wood posts are what were originally in the building. Trustee Mike Lewis moved to approved Dobell pay request #6 in the amount of \$87,483.74 and Dobell pay request #3 for the front porch addition in the amount of \$4,198.35. Trustee French seconded the motion and the motion passed unanimously on voice vote.

NEW BUSINESS

Consideration of approval of extension of lease for storage for Crossan's M & A Market with Diane Mahoney

Clerk Ray reported that Diane Mahoney who owns the garage where the Crossan's Market inventory is stored is willing to extend the lease to February 28, 2018, at payments of \$175 a month, paid quarterly. Friends of Crossan's (FOC) pays the lease. Trustee Lewis moved to extend the lease with Diane Mahoney until February 28, 2018, at payments of \$175 a month, paid quarterly by FOC. Trustee French seconded the motion and the motion passed unanimously on voice vote.

Consideration of Acquisition of Infiltration Gallery Parcel

Clerk Ray reported that this is a complex transaction and is still a work in progress to get closing documents ready. Ongoing work includes, but is not limited to, corrections to the title and completion of the plat map that Routt County will need to sign. Most of the negotiations on the Fence and Easement Agreement are completed and the agreement needs discussed now before the vote on the acquisition of the infiltration gallery parcel. Discussion followed and Mayor Yackey said that he had a concern with the terminology in #3 – Grant of Easement where it states that: *The Property Owner agrees to promptly remove and properly dispose of the carcass of any dead livestock that is present in such easement area.* Mayor Yackey read it as the Town would be responsible for the removal of dead livestock. Clerk Ray said that in this case, she believes Property Owner refers to Bobby George and Rita Nelson; however, she will discuss the concern with Attorney Weiss to make sure she is correct and to see if he can change the language to be clearer. Following

Town of Yampa minutes
February 1, 2017

discussion, Trustee Lewis moved to approve acquisition of the infiltration gallery parcel for the purchase price of \$40,000 and approve reimbursement of Colorado Cattlemen's Agricultural Land Trust (CCALT) for staff and legal costs connected with the transaction in the amount of \$22,000 and approve execution of the following documents by the Mayor and Town Clerk, subject to final revisions approved by the Town attorney: 1)Contract to Buy and Sell Real Estate, 2)Fence and Easement Agreement, 3)Amendment to Conservation Easement showing changes from earlier version and 4)Plat and Improvement survey. Trustee French seconded the motion and the motion passed unanimously on the following roll call vote: French – yes, Lewis – yes, Yackey – yes, Ashley – yes.

PUBLIC WORKS DEPARTMENT

Consideration of Eric Berry's attendance at 2017 Colorado Rural Water Association annual conference February 13-16, 2017

Trustee Lewis moved to approve Eric Berry's attendance at the 2017 Colorado Rural Water Association annual conference February 13-16, 2017 in Denver, Colorado. Trustee French seconded the motion and the motion passed unanimously on voice vote.

Consideration of appointment of Eric J. Berry as voting delegate to Colorado Rural Water Association annual meeting

Trustee Lewis moved to appoint Eric J. Berry as the Town of Yampa's voting delegate to the Colorado Rural Water Association annual meeting. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Fire Hydrant at First & Clifton damage report

PWS Berry reported that on the morning of January 27, 2017, Rick Karow called Town Hall to report that he had hit the fire hydrant at First and Clifton. Mr. Karow told Clerk Ray that either he or his insurance company would cover the repair costs.

On-going work

PWS Berry said he had been doing paperwork during the time he could not do physical labor after his surgery. Coal for the shop was delivered and PWS Berry thanked Trustee French for his assistance with the coal. PWS Berry said there should be one more load delivered that will go in the town hall. The Town received notification from the state regarding lead and copper testing. New regulations require annual monitoring and 20 sites must be designated for testing. Previously, PWS Berry has only had to have 10 sites designated. This year the testing must be done between June 1 and September 30. The need for vehicles to be moved for snow removal clean-up had been discussed in January. At that

Town of Yampa minutes
February 1, 2017

time, two vehicles were discussed and notices were posted at the homes, requesting they be moved. One at 410 Terhune was moved. One at 548 Clifton has not been. It was discussed that we did not want to have the vehicles towed because of the cost of towing and storage. Clerk Ray said that she thought the owners could be written a ticket into municipal court as a violation of the nuisance ordinance and she asked if she should discuss the possibility with Attorney Weiss? She was instructed to follow up with Mr. Weiss when she could fit it in, because it is usually a problem every winter. Clerk Ray reported that she had had 3 compliments on PWA Samuelson's snowplowing efforts and she had shared those with him. Mayor Yackey said he had had one person complain twice, but that he thinks that has been resolved. Clerk Ray reported that the Town did receive the work release from PWS Berry's physician before he returned to work. The work release outlined restrictions to what PWS Berry could do.

CLERK'S REVIEW OF POSSIBLE CODE VIOLATIONS (IF ANY) AND REQUIRED ACTION (IF ANY) AND REPORT OF ON-GOING BUSINESS

Code violations

Clerk Ray reported that she has no new code violations to report.

Ongoing business

Clerk Ray reported that she got the W2's and 1099's sent prior to the January 31, 2017 deadline. The audit meeting has not been scheduled that requires a trustee attend. There is nothing new to report on Mr. Whittall's proposal for the Huffstetler Trailer Park. The Highway Users Trust Fund (HUTF) street mileage signature sheet was signed and returned prior to the deadline, which is one of the requirements for the town to continue receiving the funds. There were no changes to Yampa's street mileage system this year. Clerk Ray said she continues working on minutes and is almost finished with October 2016. Clerk Ray did not attend the January Routt County Building Department Oversight Committee meeting, but does have some information from the meeting. Clerk Ray did not attend the Northwest Colorado Transportation Planning Committee (NWTPR) meeting, but does have some information from the meeting. The Intergovernmental Agreement (IGA) between the various entities that comprise the NWTPR is being updated and when a draft is ready, the town board will be asked to review and suggest changes. Eventually all entities will be asked to approve the update. Clerk Ray said she does not have an answer yet from Attorney Weiss regarding the requirements for the legal publication of the adopting ordinance for the building codes nor if the town must have a set of building code books on hand or if having them on cd and on the Routt County website will be sufficient. Clerk Ray said she returned the first request from the Census Bureau for Census 2020, which was updated contact information for the town and town officials.

Town of Yampa minutes
February 1, 2017

REPORTS OF COMMITTEES

Friends of Crossan's (FOC)

FOC President Jeff Drust was not present, but Clerk Ray reminded the town board and audience that Todd Park Mohr has confirmed that he will do a concert again this year and it is July 29th. If there will be an auction that day is still being discussed.

MEETING REPORTS

Museum and Heritage Fund Advisory Board (MAHFAB) report

Trustee Lewis reported that all the museum entities presented their 2016 financial reports and 2017 budgets and all were recommended for approval to move on to the Routt County Board of County Commissioners for final approval.

SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

Trustee Lewis moved to schedule workshops February 8, 15, and 22. Trustee French seconded the motion and the motion passed unanimously on voice vote. Clerk Ray noted Engineer Randy Sackett is planning to attend February 15 to discuss the wastewater plant improvements. Note: this will be discussion only, no decisions will be made.

BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

None

READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

Correspondence was circulated for review; none required action.

REVIEW FINANCIALS, METER READING REPORT AND JANUARY INVOICES WITH COMPLETED VOUCHERS

The January receivables and check register were in audience packets for review. The trial balance was not in packets because the budget information, etc. has not been entered. The January invoices with completed vouchers and the December meter reading report were available to review. The January meter reading report was not available for tonight's meeting.

Town of Yampa minutes
February 1, 2017

READING AND PAYMENT OF BILLS

Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee French 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 French seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:13 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

September 6, 2017