

Town of Yampa minutes
March 1, 2017

TOWN OF YAMPA
MARCH 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: Scott Williamson

CALL TO ORDER

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

ROLL CALL

Board roll call was taken.

APPROVAL OF MINUTES

Consideration of approval of October 5, 2016 regular meeting minutes, October 12, 2016
special meeting minutes, and October 19, 2016 special meeting minutes

Trustee Lewis moved to approve the October 5, 2016 regular meeting minutes, October 12,
2016 special meeting minutes, and October 19, 2016 special 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

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

Clerk Ray reported that nothing has changed from last month's update prepared by Matt Mielke at Civil Design Consultants and nothing further will happen until spring or early summer. Regarding the infiltration gallery, the contract to purchase is ready for Mayor Yackey's signature. Clerk Ray said that before March 14, Mayor Yackey will need to go to Land Title and sign the closing papers for the town for the infiltration gallery purchase and the funds for the closing will need to be wired to Land Title. Bobby George and Rita Nelson will need to go in and sign the papers as well. Representatives from Colorado Cattlemen's Agricultural Land Trust (CCALT) must also sign the closing papers. The plat must be signed by multiple individuals before it can be recorded and all of the above must occur before the transaction can close. The second conservation easement agreement amendment was received late today from CCALT. Clerk Ray will be reviewing it tomorrow. Attorney Weiss made changes to the Fence and Easement Agreement, which clarify what is the Town's responsibility and what is Bobby George's responsibility as it pertains to the infiltration gallery and that revised agreement is available for the Town Board to review the changes tonight. Regarding the Palmer documents for the transmission line easement, Randy Sackett, CDC, prepared more exhibits and the Town is waiting for the letter being drafted by Attorney Weiss for Mayor Yackey to sign and send with the exhibits; the letter will continue to explain the Town's position of where the Town thinks the easement needs to be located. Clerk Ray reported that she completed and returned the latest form that the Colorado Department of Public Health and Environment (CDPHE) required before they can proceed with the amendment to the Small Communities Grant Scope of Work, which is to move some of the funds from the pretreatment building and transmission line to the water treatment facility improvements and water storage tank part of the project.

Wastewater system improvements update and consideration of any needed approvals

Engineer Sackett reported that the CDC personnel working on the wastewater system improvements met to review the draft Preliminary Engineering Report (PER) that will form the Preliminary Needs Assessment (PNA) and Matt Mielke will be summarizing the major draft review comments that they have thus far and will provide to subcontractor Stantec. CDC does not want to meet with the Town Board until they can regroup with Stantec and develop an approach of how to continue.

Ongoing report on Royal Hotel fire clean up

Commissioner Corrigan sent an email on February 14th that said CDPHE's Brownfields Unit has agreed to fully fund the asbestos cleanup in the amount of \$137,390.00. The county

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hopes to have a contract in place with the certified abatement contractor in 30 days with a targeted cleanup in May. Clerk Ray reported that Scott Cowman, Routt County Environmental Health, had requested the current charges for tap fees and what the amount of the tap fees paid on the Royal Hotel property were. Per the records that could be found, Clerk Ray said that the amount paid for the sewer tap was \$200.00 and as close as she can determine, the amount paid for the water tap was around \$180.00.

Crossan's update and consideration of any needed approvals including Dobell construction pay request #7 and front porch pay request #4

Clerk Ray reported that the fully executed contract amendment #3 extending the project completion date from February 28, 2017 to June 30, 2017 for Energy Impact Assistant Fund (EIAF) grant #7755 – Yampa Town Hall/Museum Rehabilitation Phase 3 was received from the State of Colorado-Department of Local Affairs (DOLA). Available at Town Board seats and the audience packet were Architect Jan Kaminski's review and approval on both pay requests, schedule of values, and a report prepared by Mr. Kaminski for the State Historic Fund. The fire suppression system was discussed and Trustee Drust reported that the siding is up on the outside of the building. Trustee Mike Lewis moved to approve Dobell pay request #7 in the amount of \$80,446.02, Trustee Ashley second the motion and the motion passed on voice vote. Trustee Drust abstained from voting on the motion as he had an invoice in the request. Trustee Lewis moved to approve Dobell pay request #4 for the front porch addition in the amount of \$880.00. Trustee French seconded the motion and the motion passed unanimously on voice vote. Clerk Ray reported that she and Deputy Clerk Phillips began preparations for the transition from Town Hall to the Crossan building. She noted that it is a requirement of the DOLA grant that the Town have a presence in the building when the first floor is completed. Clerk Ray said she is working on an extension with El Pomar as there was to be a final report turned in to them at the end of December, which did not occur.

NEW BUSINESS

Request to not renew Centennial Bank certificate and move funds to regular checking or ColoTrust until finalization of Crossan's Department of Local Affairs Energy Impact Assistance Grant

Clerk Ray requested that the Town not renew the general fund certificate presently at Centennial Bank until completion of the Crossan building. The DOLA grant requires pay out to the contractors prior to reimbursement to the Town from the State of Colorado and with some of the pay requests having been larger than what could comfortably be handled by the funds in the Town's checking account, the Clerk is looking for cushion throughout the remainder of the project. Trustee Ashley stated that he would be okay with that arrangement as long as the funds did get returned to a certificate after the project is

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completed. Trustee Lewis moved to approve closing the certificate at Centennial Bank and place the funds in the town's checking account at Bank of the San Juans. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Discussion of Northwest Transportation Planning Region (NWTPR) Intergovernmental Agreement (IGA) draft and consideration of any needed questions, suggestions or potential changes to the IGA

Clerk Ray reported that the State of Colorado Department of Transportation (CDOT) has let the NWTPR know that the IGA between the entities making up the NWTPR and CDOT needs to be updated. A draft update has been prepared and is available for review. Clerk Ray noted that the biggest change will be the formula for voting on matters that come before the NWTPR. Currently, the municipalities within each county share one vote and each county gets one vote so the voting has been balanced without favoring one location over another; however, CDOT says that the voting is not being done according to state statute and that each entity should be getting a vote. Clerk Ray pointed out that this gives the counties with more municipalities an advantage in voting. She also pointed out that the City of Steamboat Springs gets an allocation from the State of Colorado to cover the clerical work and so on, but the IGA does address the fact that if there are costs above the allocation, the entities signing the IGA are responsible for covering the costs. Clerk Ray noted that since her time with the Town, there have not been costs that the entities had to cover. Trustee Lewis moved to approve the IGA as drafted, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. They did note that they wanted CDOT to know that they do not think the voting formula is fair.

PUBLIC WORKS DEPARTMENT

January 2017 wastewater nutrient testing report

The test results were in the town board and audience packets. Mayor Yackey asked if the first pond is not being aerated? PWS Berry said it is not. He said he is trying something new. No explanation of what that is.

Fire hydrant at First & Clifton repair report

PWS Berry reported that PWA Samuelson had gotten the fire hydrant repaired and that there is a new repair kit on the shelf. A letter from Mr. Karow's insurance company requesting a bill has been received and Mr. Berry said he would get that sent.

2017 Colorado Rural Water Association Conference report

PWS Berry's report was in town board and audience packets.

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PWS Berry's health report

PWS Berry reported that his back is doing okay, but that he is still doing physical therapy. Doctors have found some kidney stones, which they want to break up on March 22, so he may be off for a couple days with that, but it shouldn't be any longer.

On-going work

PWS Berry reported that he has been catching up on paperwork and that PWA Samuelson has been working on the streets and did some repairs to the motor grader. Notification from CDPHE was received of a violation to the nitrogen, ammonia totals in December; the levels were higher than the Town's wastewater permit allows. Mr. Berry said he sent a reply to CDPHE yesterday explaining the work CDC is doing and that improvements to the plant will be forthcoming to alleviate the violations.

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 she has no new code violations to report.

Ongoing business

Clerk Ray reported that she and Deputy Clerk Phillips are getting paperwork ready for the audit. Clerk Ray said she put the question of what other municipalities charge for tap fees on the Colorado Municipal League's Clerks List Serve and she did get responses, but hasn't compiled the results yet. The results from the water/sewer rate survey done by Barry Cress at DOLA have not been received. Clerk Ray said she is almost finished with November minutes. Clerk Ray said she still does not have an answer 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 reported that Steve Whittall, who had been looking at the Huffstetler Trailer Park for a container home Planned Unit Development (PUD) is now looking at the Klumker property for a PUD and would like to tell the town board his ideas at a workshop March 8.

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REPORTS OF COMMITTEES

Friends of Crossan's (FOC)

FOC President Jeff Drust reported that FOC is continuing to discuss if they want to do an auction in conjunction with the Todd Park Mohr concert, which is July 29th. No decisions yet.

MEETING REPORTS

None

SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

Workshops and/or special meetings will be held March 8, 15, 22 and 29 as needed

BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

None

READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

A letter from CDPHE was received that informed the Town that they had closed Enforcement Order Number DW-14013-1 as the Town had met the obligations of the Order. A revised professional services fee and expense schedule was received from Civil Design Consultants that went into effect January 1, 2017. Routt County Planning sent notification of workshops throughout the county regarding community outreach meetings regarding environmental and development issues. One will be in Oak Creek at 7:00 pm on Wednesday, March 22. Clerk Ray was asked why one was not scheduled in Yampa; she will find out. Other correspondence was circulated for review; none required action.

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

The February 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 February invoices with completed vouchers were available to review. The February meter reading report was not available for tonight's meeting.

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READING AND PAYMENT OF BILLS

Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee Ashley 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 8:26 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

September 6, 2017