

Town of Yampa regular meeting minutes
March 7, 2018

TOWN OF YAMPA
MARCH 7, 2018
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: Joe & Carol DeHerrera, Britany Milway, Ken
Montgomery, Aaron Symons, and Steve Whittall

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

Consideration of approval of November 1 and December 6, 2017 regular meeting and
November 8, November 15, and November 29, 2017 special meeting minutes

Trustee Lewis moved to approve the November 1 and December 6, 2017 regular meeting
and November 8, November 15, and November 29, 2017 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

Water system improvements update and consideration of any needed approvals (if any)

Clerk Ray reported that PWS Berry and Clerk Ray met with Matt Mielke and Mary Andre on February 22, 2018 and Mayor Yackey attended via telephone regarding the pretreatment building design. After that meeting and review of the information Matt Mielke provided, we agreed to move forward with the Lowry System for the filtration. All exhibits were passed around for the town board to review.

Clerk Ray reported on the transmission line easement and access road and she passed around the latest exhibit that went to Barbara Palmer and Dick & Kay Palmer. For the most part, the road can be put where Ms. Palmer wants it, or at least very close. Ms. Palmer questioned why the transmission line easement is shown at 20 feet in some locations, rather than 16.5 feet. 16.5 feet will work, and the exhibit will be redrawn. The Town is hopeful that the transmission line and road access easements can be kept separate, but if they must be in the same easement they can be; however, the cost to replace the transmission line will be higher. Ms. Palmer and the Town still must agree on fencing and gates, but Clerk Ray said she believes we are close to agreement. A question came up about the “toe of slope” of the access road where it joins CR 7 and Clerk Ray said she needs to ask Attorney Weiss if that needs to be part of the easement as it will fan out from road and encompass more area. Clerk Ray said we would discuss an agreement with property owners Flint and Symchych for replacement of the transmission line when Ms. Palmer has agreed to the details of her agreement with the Town. Engineer Beurskens with Civil Design Consultants (CDC) was trying to set up a meeting with Routt County to confirm that the proposed access road can go where Ms. Palmer wants it, as Routt County must sign off on the location.

Clerk Ray said that she had not done anything on the fencing at the infiltration gallery agreement amendment.

Wastewater system improvements update and consideration of any needed approvals (if any)

Clerk Ray reported previously that the Town still needed to gather cash flow information that Colorado Department of Public Health and Environment (CDPHE) needed related to the Preliminary Needs Assessment (PNA) and Preliminary Engineering Report (PER). Clerk Ray sent the information to Engineer Mary Andre today and Ms. Andre will send on to CDPHE. The Small Communities Grant (SCG 16) for the wastewater plant planning and design has been extended from March 31, 2018 to March 31, 2019, as there is no chance that CDPHE will be through their review process of the planning and design by the end of this March.

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Crossan's update and consideration of any needed approvals (if any) and Friends of Crossan's committee report

Clerk Ray stated that the February 21, 2018 Owner/Architect/Contractor (OAC) meeting notes were in town board and audience packets for review. Trustee Drust reported that there has been a lot of work on the main office area. It was decided to retain the historic water tank and sink in one of the bathrooms. The insulation has been done and the roofing put over the stairwell. A door was made to separate the meeting room from the office area and the fire suppression system is being installed. Trustee Drust reported that there is still not a date set for the Todd Mohr concert.

Yampa Home Simple PUD update (if any)

Steve Whittall reported that they are working on the paperwork to resubmit the proposal and they are waiting for clarification from Attorney Weiss regarding the rights of way for Roselawn Avenue and First Street. At this time, Mr. Whittall says that he thinks they will be able to resubmit by the end of April or earlier.

Yampa Beautification Plan a/k/a Yampa Downtown Enhancement Plan update (if any)

Clerk Ray said that she does not have any new information from Chris Endreson, Technical Assistance Coordinator, Colorado Center for Community Development on the Plan.

New Business

Consideration of Ordinance 2018-01 – An Ordinance Amending Title 14 of the Municipal Code to Amend and Restate in its entirety Title 14 Regarding Public Utilities

There being no discussion from the audience or the town board, Trustee Lewis moved to adopt Ordinance 2018-01 – An Ordinance Amending Title 14 of the Municipal Code to Amend and Restate in its entirety Title 14 Regarding Public Utilities. Trustee Ashley seconded the motion and the motion passed unanimously on the following roll call vote: Ashley – yes, Drust – yes, French – yes, Lewis – yes, and Yackey – yes.

Consideration of Resolution 2018-03 – A resolution to cancel April 3, 2018 election - *Note: Resolution 2018-03 supersedes Resolution 2018-02 passed February 7, 2018*

Clerk Ray explained that Resolution 2018-02 that was passed at the February 7, 2018, meeting, cancelled the election, but did not name the newly elected board members, which it should have done. Resolution 2018-03 corrects that error. Trustee Lewis moved to adopt Resolution 2018-03 - A resolution cancelling the April 3, 2018 election and naming the

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newly elected board members. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Consideration of renewal of Little Beaver's Liquor, Inc. DBA Yampa Liquors liquor license

Clerk Ray reported that the paperwork is in order and the fees paid. To her knowledge there have been no violations. Trustee Lewis moved to approve the renewal of Little Beaver's Liquor, Inc. DBA Yampa Liquors liquor license. Trustee Drust seconded the motion and the motion passed unanimously on the following roll call vote: Drust – yes, French – yes, Lewis – yes, Yackey – yes, and Ashley – yes.

Consideration of renewal of Ken L. Montgomery DBA Montgomery's General Merchandise 3.2% beer (Off Premises) liquor license

Clerk Ray reported that the paperwork is in order and the fees paid. To her knowledge there have been no violations. Trustee Lewis moved to approve the renewal of Ken L. Montgomery DBA Montgomery's General Merchandise 3.2% beer (Off Premises) liquor license. Trustee Ashley seconded the motion and the motion passed unanimously on the following roll call vote: French – yes, Lewis – yes, Yackey – yes, Ashley – yes, and Drust – yes.

Public Works Department

2018 Colorado Rural Water Association (CRWA) Conference report

PWS Berry's report was in town board and audience packets. There were no questions on the report.

Northwest Colorado Council of Governments Water Quality/Quantity Committee (NWCCOG/QQ) report

PWS Berry's report was in town board and audience packets. There were no questions on the report.

Ongoing work

PWS Berry reported that he and PWA Samuelson have been doing machinery repairs and have plowed snow a couple of times. The Christmas wreaths have been taken down from the light poles and they will get the decorations off the town hall at their first opportunity when the wind is not blowing so hard. He got replacement blades for the box blade for the tractor from Wagner as they are now a Massey Ferguson dealer. He will take the light pole to Short Arc Welding Services tomorrow, so they can begin repairs the first part of next week. Mayor Yackey told PWS Berry to either do something about the thermostat controls on the

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boiler or to find someone that could do something about them as the temperature in the meeting room has been much higher than needed for quite some time.

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 no new code violations have been reported to her.

Ongoing business

Clerk Ray reported that the election transition meeting will be April 4. She noted that the reason it can be done at the April meeting is because the election was cancelled. If there had been an election, the transition meeting would be in May. At this time, Mr. Symons is scheduled to be out of town for work for the May meeting. Regarding Crossan's, Clerk Ray reported that Historic Routt County received the final check for Phase 2 from the State Historic Fund and did forward it to the Town of Yampa. Clerk Ray still needs to reconcile all funding sources and expenditures for Phase 2 before the check from Friends of Crossan's will be available. New part-time employee, Kasey O'Halloran, got the website up and running. She is working on the employee handbook and on reorganizing the filing for the move and for records retention. The Pinnacle Assurance audit report was completed and filed February 14, 2018. The Colorado Byways will be featured in the Y-Juncture at the Denver International Airport from May to September. Each byway was asked to provide two photos, so for Flat Tops we chose one from the east portal (Yampa) and one from the west portal (Meeker). Forest Service employee, Amber Cramer, provided some pictures to choose from for the Yampa side. Clerk Ray said that she believes we are to be informed when the display is up and when she hears something, she will let the town board know. The Flat Tops byway has also been asked to provide a letter of support for the Colorado Tourism's Office application for a State Historical Fund grant to develop a new website for all of Colorado's 26 byways. Clerk Ray said she would keep the town board apprised of the project.

Reports of Committees

None

Meeting Reports

Northwest Colorado Transportation Planning Region (NWTPR)

Clerk Ray reported on the meeting and passed around the literature that was used during the meeting. She noted that there are several planning issues that will need discussed within our

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planning region over the course of this year, so meetings will probably be longer and possibly more of them.

Schedule Workshops and/or Special Meetings

A workshop is scheduled for March 21 to discuss the employee handbook, River Park, and to visit the Crossan building to discuss logistics after completion of the second floor. No other workshops or special meetings will be scheduled at this time; Mayor Yackey will call as needed.

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 board action.

Review financials (in packet), February meter reading report and February invoices/vouchers

The financials were in town board and audience packets for review. The February meter reading report and the February invoices with completed vouchers were circulated for review.

Reading and Payment of Bills

Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee Drust 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 7:50 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

April 4, 2018