

Town of Yampa minutes
Regular meeting April 3, 2019

TOWN OF YAMPA
APRIL 3, 2019
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

BOARD MEMBERS PRESENT: Mayor Robert Symons, Mayor Pro-Tem Mike Lewis, Trustees Brian Ashley, Jeff Drust and Crystal McLaughlin

BOARD MEMBERS ABSENT: None

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

AUDIENCE PRESENT: Amy Golike, Stephanie Martin, and Ken Montgomery

Call to Order

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

Roll Call

Board roll call was taken.

Minutes

Consideration of approval of minutes – special meeting August 8, 2018, regular meeting October 3, 2018, regular meeting November 7, 2018, special meeting November 14, 2018, regular meeting December 5, 2018, and special meeting December 12, 2018

Trustee Lewis moved to approve the special meeting August 8, 2018, regular meeting October 3, 2018, regular meeting November 7, 2018, special meeting November 14, 2018, regular meeting December 5, 2018, and special meeting December 12, 2018 minutes. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Audience participation – Non-agenda items

Ken Montgomery reported that the next South Routt Economic Development Council meeting is April 4th in the conference room at the Travel Lodge at 6:00 pm. Clerk Ray noted that she had emailed the secretary and asked that Mayor Symons, Trustee Lewis and herself be added to the email list for notifications of the meetings, etc., but that she had heard

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nothing since then. Mr. Montgomery asked if SREDC could start meeting at Crossan's. Clerk Ray said she would check the calendar to make sure the dates were available.

Audience participation – Scheduled items

Month of the Young Child Presentation and Consideration of Proclamation

Stephanie Martin with First Impressions gave an overview of what First Impressions is currently working on and stated that the organization has been in existence for 20 years. They are concentrating childcare efforts on birth to 8 with a new program called “No Small Matter”. They are excited for the opening of “Little Lambs Daycare” in Phippsburg. Following Ms. Martin's presentation, Trustee Lewis moved to adopt the proclamation recognizing April 2019 as Month of the Young Child in Yampa, Colorado. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Child Abuse Prevention Month Presentation and Consideration of Proclamation

Stephanie Martin explained that Mike Sidinger who had previously attended to present Child Abuse Prevention Month retired in January after 30+ years with Human Services. His replacement, Julie Anderson, who has 10+ years in working with child abuse prevention was unable to attend. They are working on a differential response program, which is a system reform that enables child protective services (CPS) to differentiate its response to reports of child abuse and neglect in an effort to help the whole family to assist in keeping children safer. Locally they are working with the Routt to Work organization, which is sponsoring an eight-week “Step It Up” course from April 19th-June 7th at the Oak Creek Community Center. The program teaches participants a structured goal achievement process which they use to accomplish small goals in the five Aspects of Life (Personal, Financial Health, Employment/Career, Family). Ms. Martin passed out blue ribbons to the trustees to wear, which is a symbol of child abuse prevention month. Following Ms. Martin's presentation, Trustee Lewis moved to adopt proclamation recognizing April as Child Abuse Prevention Month in Yampa, Colorado. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Old Business

Water system improvements update and consideration of any needed approvals

Clerk Ray reported that she got the signed amendment sent back to Colorado Department of Public Health and Environment (CDPHE) following the special meeting last week. She spoke with Bob Weiss about working with Barbara Palmer and Bobby George as land owner and lessee and he says no written agreement is needed with Mr. George. There will need to be a license agreement with Ms. Palmer for work outside the easement. The Town will need

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the access road survey done first before the license agreement can be prepared. As a courtesy, there will be a conversation with Mr. George about the timing of the project.

Wastewater system improvements update and consideration of any needed approvals

The Town received the Small Communities Grant extension to March 31, 2020. Civil Design Consultants' (CDC) proposal for the budgetary alternatives analysis, alternate discharge limits request and corresponding PER/PNA revisions was received via email around 5:30 last night and therefore, Clerk Ray did not bring the proposal for approval to this meeting. If the board has a reason to have a special meeting in April, she will put it on the agenda. Otherwise, it will be an agenda item for the May meeting. Work is ongoing for the proposed purchase of the Yampa Valley Ranch acreage immediately south of the wastewater plant. The Department of Local Affairs grant contract was approved at the special meeting March 27, 2019.

Crossan's update and consideration of any needed approvals including payment of Invoice No. 5720 dated 3/5/19 tabled from March 6, 2019 meeting

Clerk Ray reported that she finally followed up with John Dobell regarding the need for an invoice to the Town of Yampa for the labor and materials to install the faucet and hose bibb which the Town Board said they would pay. The invoice no. is 5739 dated 3/13/19 so it can now be paid. Regarding Mayor Symons' question from March 5th of why the Town was charged for 3 chimney caps when there are only 2 chimneys, Mr. Dobell explained via email that JDS Roofing provided and installed protective chimney caps in the approved grey color. When Anne McCleave of the State Historic Fund did an inspection, she requested they be replaced with a brick red metal cap. JDS Roofing replaced the caps with a discount from 4 caps to 3 caps intended to benefit the Town of Yampa. Following a Crossan's Change Order Meeting held March 28th and attended by Historic Routt County (HRC) attorney Rick Akin, HRC Board member Bill Latoza, architect Jan Kaminski and HRC Executive Director, Emily Katzman, where they reviewed each change order and the back up documentation, Ms. Katzman wrote a meeting summary giving HRC's recommendations for each change order. In addition, they reviewed Dobell Invoice #5720, which was sent to the Town of Yampa for payment. The invoice included the chimney caps. HRC's recommendation is that Town of Yampa is not obligated to pay for the chimney caps as changing from grey to terracotta-colored caps should have been handled as a change order since the directive came from State Historic Fund. Clerk Ray noted that Mr. Dobell was sent a letter stating that he had until Monday, April 8th to accept the \$5,010.90 payment for the disputed change orders which totaled \$10,021.79. Following discussion of the information Clerk Ray provided, the board felt they wanted more time to review the information and wants to see if Mr. Dobell accepts the settlement offer. Trustee Lewis moved to table a decision on paying invoice no. 5720 until a future meeting. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

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New Business

Consideration of approval of renewal of Little Beaver's Liquor, Inc. DBA Yampa Liquors retail liquor store 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: Symons – yes, Ashley – yes, Drust – yes, Lewis - yes, and McLaughlin – yes.

Consideration of approval of renewal of Ken L. Montgomery DBA Montgomery's General Merchandise Fermented Malt Beverage (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 Fermented Malt Beverage (off premises) liquor license. Trustee Drust seconded the motion and the motion passed unanimously on the following roll call vote: Ashley – yes, and Drust – yes, Lewis – yes, McLaughlin – yes, and Symons – yes.

Discussion and consideration of authorizing research on allowing ATVs/UTVs on town streets

Some pros and cons of allowing ATVs/UTVs on town streets were discussed and following discussion, Trustee Lewis moved to go forward with research on allowing ATVs/UTVs on town streets. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of signers for Useful Public Service (UPS) workers

Clerk Ray explained that in the past, PWS Berry and herself supervised the workers and tracked the hours worked. When the worker's hours were completed, a trustee signed off as well. Clerk Ray noted that Trustee Lewis is one signer and Tom Estes was the other and since Mr. Estes is no longer on the board, he needs replaced as a signer. Mayor Symons said he would take the place of Mr. Estes.

Pre-Rabies Vaccination Clinic scheduled for April 27, 2019 report

Clerk Ray reported that the rabies vaccination clinic is scheduled for April 27, 2019, 11:00 am to 2:00 pm at the town shop at 56 East First Street. The vaccination prices are remaining the same as last year, which are: Canine – Rabies \$10.00, DHL-P with Lepto \$18.00, Kennel Cough \$15.00, Lyme and Giardia are not available; Feline – Rabies \$10.00 and Distemper including leukemia \$20.00.

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Consideration of signing Stillwater Ditch engagement letter

Following a review of the engagement letter for legal services related to Stillwater Ditch Company, Trustee Lewis moved to sign the engagement letter and Trustee McLaughlin seconded the motion. The motion passed unanimously on voice vote.

Public Works Department

March 2019 nutrient testing results

The March 2019 nutrient testing results were in town board and audience packets for review. There were no questions.

John Deere loader repairs

PWS Berry reported that he had to purchase a new hydraulic cylinder for the tractor.

Workers Comp claim

PWS Berry explained that on March 7th he slipped getting into the grader and fell. He continued working that day, but the next morning his ribs were sore and he went to the doctor. No ribs were broken and he was able to return to work immediately following his doctor visit. He had a follow up appointment on March 29th and was given a clean bill of health relating to the fall.

Ongoing work

PWS Berry reported that the boiler inspector was here and certified the boiler at the town hall/emergency services building on Lincoln Street, but said there was nothing on the boiler here at the Crossan building that indicated it had been certified. He also said there was a concern with the position of the pressure relief valve. PWS Berry said he was going to check with the building department to see if he could get some answers. Other ongoing work included grading the streets.

Clerk Ray told the town board that Cindia Bianculli had spoken with her regarding damage to their garage roof that occurred in January and concerns with the berm next to the garage. PWS Berry said that he had spoken with Michael Bianculli after the damage was done and had told him that he thought he had some roofing that would work and that he would assist Mr. Bianculli in repairing the roof. This led to further discussion regarding work on private property, which Clerk Ray is researching. In addition, Trustee Ashley asked how close to the alley the garage sets. Clerk Ray said she would research the question and bring the answer back to the board. The Board does agree that since PWS Berry said he would assist in the repairs; the town should follow through.

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PWS Berry request for time off May 8 through 11

PWS Berry requested time off May 8 through 11. Mayor Symons asked if PWA Samuelson would be here; the answer being yes. Trustee Lewis moved to approve the time off. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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 not received any new code violations since the last meeting, nor has she made any progress with the code violations that have been previously reported.

Report of on-going business

Clerk Ray said that Assistant Clerk O'Halloran would have worked on tabulating results today, but she was out sick so no report yet. Routt County and Oak Creek will be doing highway clean up on Saturday, May 18; Yampa will decide at the May 1st meeting if that date works for us. The Conservation Trust Fund report was submitted March 26th. Clerk Ray said she has not started the research on designating a park to allow alcohol in. The draft minutes for January 2 and February 6 are done and after they are proofread will be finalized. Clerk Ray said she is working on March 6. Clerk Ray said a date needs set for the first 4th of July Committee meeting. April 30 was the date chosen. Clerk Ray noted that Attorney Weiss has not done the necessary research on the design criteria yet. Clerk Ray reported that the street light at the ice rink is still out, the others called in at the same time are all fixed. She will check into why that one hasn't been. Trustee McLaughlin asked what was happening with the Viele lot consolidation request. Clerk Ray said she has not completed the documentation that she needs to in order to bring it to the town board.

Reports of Committees

None

Meeting Reports

Celebrate Ag! Breakfast – March 20th – Agriculture Appreciation Week

Trustees Ashley & Lewis reported on the breakfast. They stated that the food was good, but there wasn't a program or speaker or anything like that this year, which was disappointing. Trustee Ashley did encourage folks to check out the Community Ag Alliance market which promotes local foods and products through an online market. Details are on the Community Ag Alliance website.

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Schedule Workshops and/or Special Meetings

Clerk Ray said there will be topics for discussion next Wednesday, April 10th. Beyond that she does not know so workshops or special meetings will be scheduled as needed.

Members and audience requests for agenda items for next meeting

Mayor Symons reported that there has been an anti-littering club formed at Soroco elementary and they would like to attend the May 1st town board meeting and give a presentation.

Reading of Correspondence and required action if any

Correspondence was circulated for review. None required board action.

Review March financials, March meter reading report and March invoices/vouchers

March financials were in town board and audience packets for review. The March meter reading report and the March 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 McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Adjournment

Mayor Symons 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 8:57 pm.

Executive session to be held pursuant to C.R.S. 24-6-402(4)(a) – the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; specifically, 3 acres south of wastewater treatment facility

The Executive Session began at 9:01 pm. Those present included the Board of Trustees Ashley, Drust, Lewis, McLaughlin, and Symons, as well as Clerk Ray and PWS Berry. Clerk Ray stated that the Executive Session would be recorded, however; no minutes would be taken. The Executive Session ended at 9:35 pm. No minutes or formal actions were taken during the executive session.

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Robert A. Symons, Mayor

Attest:

Janet L. Ray, Town Clerk

May 1, 2019