

Town of Yampa regular meeting minutes
April 4, 2018

TOWN OF YAMPA
APRIL 4, 2018
YAMPA TOWN HALL

OUTGOING

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: Lloyd T. Brooks, Amber Cramer, Carol and Joe
DeHerrera, Ryley Hatch, Sarah Jones, Bruce Kilhefner,
Marty Rotz-Kilhefner, Crystal McLaughlin, Britany
and Travis Milway, Ken Montgomery, Noah Symons,
Robert A. and Sheila Symons, Basia Trout, Steve
Whittall, Julie Williams, and Steve Williams

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 February 7, 2018 and March 7, 2018 regular meeting minutes

Trustee Lewis moved to approve the February 7, 2018 and March 7, 2018 regular meeting minutes. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Audience participation – Non-agenda items

None

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Audience participation – Scheduled items

Month of the Young Child Presentation and Consideration of Proclamation

Stephanie Martin with First Impressions presented a “doll” made at the South Routt Early Learning Center (preschool) in honor of the Month of the Young Child. She had resource materials which included the school readiness calendar and the family connections booklets. Ms. Martin explained that First Impressions, with the assistance of the community, will be developing an Early Childhood Community Plan that will identify potential solutions for the education and care of children ages birth to eight. Everyone is invited to a kickoff meeting May 30, 2018 at the Steamboat Springs Library in Library Hall, 5:30 – 7 pm.

Trustee Lewis moved to adopt a proclamation recognizing April 2018 as Month of the Young Child in Yampa, Colorado. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Child Abuse Prevention Month Presentation and Consideration of Proclamation

Mike Sidinger with Routt County Department of Human Services had planned on attending to do the presentation; but was unavoidably detained at another obligation. Stephanie Martin gave the presentation on behalf of Mr. Sidinger. She explained that efforts to recognize and prevent child abuse go back as far as the 1600s. April was declared child abuse prevention month in the United States in the 1980’s.

Trustee Lewis moved to adopt a proclamation recognizing April 2018 as Child Abuse Prevention Month in Yampa, Colorado. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

2018 Tour de Steamboat Presentation

Steve Williams and Sarah Jones were present to give the town board and audience an overview of the 2018 Tour de Steamboat which will be held Saturday, July 21. They left maps of the four routes available to the riders. Mr. Williams explained that the Tour is in its 14th year and this will be the 3rd year for the Yampa loop. He reported that the ride sold out last year. The four beneficiaries that will benefit from the proceeds of this year’s race are: Partners Mentoring Youth in Routt County, Routt County Riders, REPS (Reaching Everyone Preventing Suicide) and the Yampa Valley Sustainability Council. MaryLu Meadows has given permission to use her property north of Montgomery’s General Merchandise if the Town of Yampa is okay with continuing at the location. The first riders from the 66-mile Yampa Loop will probably arrive around 8:30 am and the riders from the main long route that is 116.25 miles and comes in from Gore Pass will probably arrive in Yampa between 4:00 and 5:00 pm. It was noted that additional port-o-lets at the aid station would be helpful.

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U.S. Forest Service listening session to gauge residents' views on Forest Service contributions, and the services it provides to the community & solicit from the community their views on any barriers to operational and service excellence

District Ranger Basia Trout and Amber Cramer, Visitor Information Specialist at the Yampa Ranger District office attended to give the forest service presentation. District Ranger Trout began by explaining the various projects the district oversees, some of which are the timber sales, recreation, public land management, and Friends of the Wilderness. She also reported that Crosho will continue to be closed with work to begin again in July and finish this fall. This fall there will be work on the Yamcolo spillway. Sheriff Reservoir needs repairs and after irrigation season this fall they can get in and plan what needs done, with work to happen next year. Ms. Cramer explained that she works with the Oak Creek Youth Program and shared with the audience all of the opportunities for kids in the area from various agencies including the forest service on many outdoor activities. Last year she did a project titled "From the Playground to the Forest". Ms. Cramer also explained the forest service program for 4th graders, "Every Kid in a Park". They showed a video titled "It's All Yours" and had some trivia questions that educated the audience about the national forests. District Ranger asked what the forest service can do better? Everyone was encouraged to visit the Yampa Ranger District to see the information they have available regarding the forest.

Old Business

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

Clerk Ray had emailed the Basis of Design Review application to the town board members on Tuesday, April 3, with hard copies at their seats tonight. Many of the backup documents are available here at town hall and Civil Design Consultants (CDC) staff are still working on some of the documents that will accompany the application to Colorado Department of Public Health and Environment (CDPHE). Following a review of the application and some questions, Trustee Lewis moved to approve the Basis of Design Review application with no comments. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Regarding the transmission line easement/access road, on March 15, Mike Beurskens, CDC, PWS Berry and Clerk Ray met with Alan Goldich, Routt County Planning, who confirmed that the access road is close to working where Barbara Palmer wants it as it pertains to county regulations. Mike Beurskens is working on an exhibit that shows a combined utility and access easement of 36.5 feet for the portions where the two are side by side. When the two no longer run side by side, the transmission line easement will be shown as 16.5 feet along the Palmer/Flint & Symchych property line and the access road at 20 feet. Attorney Weiss confirmed that the easement must include not just the traveled portion of the road, but the area needed to maintain it. Engineer Beurskens said that he believes the culverts CDC is proposing will convey the drainage in its historic drainage pattern. Clerk Ray said that the Town and Barbara Palmer still have to agree on the location of fencing and gates. The amendment to the infiltration gallery fencing agreement has not been done and a

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meeting with Flint and Symchych regarding an agreement for being on their property when the transmission line is replaced will be set up when we know we have the Palmer easement agreement in place.

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

PWS Berry received a phone call from CDPHE saying that the Town needs to withdraw the Permit Modification request that was submitted in January 2018 because the wastewater permit had expired June 30, 2017. In addition to withdrawing the permit modification request, PWS Berry was told that the Town needs to apply for the permit and submit a letter asking CDPHE to review the permit application as soon as possible.

Crossan's update and consideration of any needed approvals (if any) and Friends of Crossan's committee report and Owner/Architect/Contractor (OAC) meeting notes in packet

Clerk Ray reported that the OAC meeting notes are not in the town board and audience packet as the agenda indicated. At this time, no meeting notes have been generated from the March 21st OAC meeting. Trustee Drust reported that Todd Mohr's concert is scheduled for Sunday, June 24. There has been painting done on the second floor and the historic trusses have been re-installed. Anne McCleave from the State Historic Fund (SHF) is scheduled to visit on Friday, April 6, which is a requirement of the SHF grant. Trustee Drust reported that he had had a conversation with Deputy Clerk Phillips regarding installation of a hose bib and said that she had also asked about whether the town wanted to have access for RVs to get water. Clerk Ray reported that the Museum and Heritage Fund Advisory Board (MAHFAB) grant that Yampa Egeria Historical Society (YEHS) is applying for is due Friday, April 6th. The grant request is for the elevator in the amount of \$10,000, with a \$10,000 cash match from YEHS and the remainder of the funds being covered by Friends of Crossan's.

Yampa Home Simple PUD update (if any)

Steve Whittall spoke to the town board and audience that they still believe they can resubmit the Yampa Home Simple project by the end of April, but that they are still waiting for information from Attorney Weiss pertaining to Roselawn Avenue and First Street. Mr. Whittall stated that they have been waiting since the January 29th meeting held with him and Clerk Ray for the information. Note for the minutes: On March 28th, they did receive information regarding the fact that there have been no vacations of street right of way on either street. Mr. Whittall has indicated that they already knew there were no vacations, and this was not the information they were looking for from Mr. Weiss. This will need followed up on.

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

Chris Endreson, Technical Assistance Coordinator, Colorado Center for Community Development on the Downtown Enhancement Plan gave some dates that the students could come for a final open house to receive comments prior to completing the plan. Following discussion and input from Gateway Yampa, it was decided to have the meeting on Tuesday, April 17, 5:30 pm, at Town Hall.

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

The 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 Drust seconded the motion and the motion passed unanimously on voice vote.

Adjournment – Outgoing Board

Mayor Yackey asked for further business to come before the outgoing board, 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 8:37 pm.

Oath of Office – Incoming Board

Clerk Ray administered the oath of office to the incoming board members, Mayor Robert A Symons and Trustees Michael D. Lewis, and Crystal McLaughlin.

Call to order

Mayor Symons called the meeting to order at 8:41 pm.

Roll Call

Board roll call was taken.

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New Business

Consideration of Resolution No. 2018-04 – a resolution appointing the Town Clerk/Treasurer and Town Attorney in accordance with C.R.S. § 31-4-304 and the Municipal Judge in accordance with C.R.S. § 13-10-105 subsequent to the regular municipal election

Trustee Lewis moved to approve Resolution No. 2018-04 - a resolution appointing the Town Clerk/Treasurer and Town Attorney in accordance with C.R.S. § 31-4-304 and the Municipal Judge in accordance with C.R.S. § 13-10-105 subsequent to the regular municipal election. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Appointment of Mayor Pro-Tem

Trustee Drust moved to appoint Trustee Mike Lewis as the Mayor Pro-Tem. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of Resolution 2018-05 – a resolution appointing members to the South Routt Library District Board of Trustees

Trustee Lewis moved to adopt Resolution 2018-05 - a resolution appointing members to the South Routt Library District Board of Trustees. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Laura Brice is the new appointee to the South Routt District Library Board.

Consideration of Resolution 2018-06 – a resolution designating authorized signatures for the Town of Yampa Bank of the San Juans checking account and water & sewer escrow fund (savings) account

Trustee Lewis moved to approve Resolution 2018-06 - a resolution designating authorized signatures for the Town of Yampa Bank of the San Juans checking account and water & sewer escrow fund (savings) account. Trustee Drust seconded the motion and motion passed unanimously on voice vote.

Preliminary report on Rabies Vaccination Clinic scheduled for April 21, 2018

Clerk Ray reported that the rabies vaccination clinic is scheduled for April 21, 2018, 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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Public Works Department

1st quarter 2018 water testing results

PWS Berry explained the water testing results and stated that everything is well within limits. Trustee Ashley asked if it would be possible for PWS Berry to begin showing what the limits are on the reports, so the trustees and audience could see the comparison and PWS Berry said he would do that.

March 2018 nutrient testing results

PWS Berry explained that CDPHE is requiring that the nutrient testing be done, and the results reported, but there are not maximum contaminate limits for wastewater plants the size of Yampa's. The ammonia nitrogen does have limits per the town's permit. The nutrients testing began in 2014. Mayor Symons asked how current numbers compare to past years and PWS Berry said there hasn't been much fluctuation. He said he could begin putting more historical data on the report along with the immediate past year results and current results. The 2017 results are due to CDPHE by April 15.

Discussion of installation of water meter at Crossan's

PWS Berry explained that when the plumbing was put in the Crossan building, the meter, readout, etc. were not included. PWS Berry said that the complete set up should be less than \$500; however, that does not include the installation labor costs. PWS Berry said he believes the line is a 1¼ line.

Ongoing work

PWS Berry reported that PWA Samuelson has been doing street maintenance. On the 24th of March, the Bird Ditch flooded and there was quite a bit of water on both sides of Terhune and on Clifton. This occurs when the water starts flowing, but the ditch is still frozen. No damage was caused. On March 20th, the airbags on the dodge truck that were subject to the recall were replaced at no charge to the town. Michael French assisted Mr. Berry with moving furniture that was purchased from businesses in Steamboat Springs and Craig that will be used in the offices in Crossan's. The street light is welded, but still needs painted before being re-installed. Also, Yampa Valley Electric Association will need to restore the power once the pole is re-installed. PWS Berry said that he needs to order a couple of globes, one to replace the one broken and one for a spare.

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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 she completed and submitted the Conservation Trust Fund report on March 23rd and received notification of acceptance and completed and submitted the Certificate of Eligibility on Thursday, March 29th. The Community Yard sales will be Saturday, June 9th. Regarding the audit preliminary work, the 2017 minutes were sent for Chris Catterson's review on March 28. The election results need to be sent to multiple agencies and notice of the change in leadership. On Crossan's, Clerk Ray still needs to reconcile with Historic Routt County (HRC) and Friends of Crossan's and do reports for El Pomar and Boettcher. Records Clerk O'Halloran continues working on filing for the move to Crossan's and records retention. She has done some preliminary work on spreadsheets for all the grant projects and worked on the for-sale ad for the 1972 International. Clerk Ray asked about pricing and Mayor Symons suggested that PWS Berry look at Kelly Blue Book values and then talking more about it. Clerk O'Halloran has also been researching the town code and what application forms for various permits the town may be missing. Clerk Ray passed around a letter of support to History Colorado – State Historical Fund, sent by Northwest Colorado Heritage Program and Flat Tops Trail Scenic and Historic Byway on behalf of the Colorado Tourism Office and its partners for their proposal to develop a new website for the scenic byways of Colorado. She also had a copy of the picture that was sent for the Colorado Byways project where the byways will be featured in the Y-Juncture at the Denver International Airport from May to September. On April 3rd, Clerk Ray attended a presentation to the Routt County Board of County Commissioners by the United States Department of Agriculture (USDA) regarding various projects they can fund. They can do water and wastewater projects, but Clerk Ray said that she was looking at it for possible funding for the solar energy heating project for the town hall/fire station. She said that she would have Clerk O'Halloran start on that project soon. At the request of Routt County, the municipalities in Routt County were asked to meet with representatives from Slate Communications, which clerks Ray and Phillips did on March 19th. The county is having a communications study done and are wanting feedback on how the county does with communications with the outlying jurisdictions. Clerk Ray got a draft lease between the Town of Yampa and Yampa-Egeria Historical Society prepared for Attorney Weiss's review, but she does not have his comments back yet.

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Reports of Committees

None

Meeting Reports

Celebrate Ag! Breakfast – March 21st – Agriculture Appreciation Week

Trustees Ashley and Lewis reported that the breakfast was delicious and that several locally grown and raised products were served. Community Agriculture Alliance Executive Director, Marsha Daughenbaugh, who was set to retire the end of March spoke as did Michele Meyer, who will take over as Executive Director after Ms. Daughenbaugh's retirement.

South Routt Economic Development Council (EDC)

Trustee Mike Lewis reported on the South Routt EDC meeting. There will be a \$500 scholarship offered again this year to Soroco students continuing their education in a business field. There will be a potluck mixer at the Antlers sometime in May, the date is not yet set. The mixer is an effort to get more businesses interested in membership in South Routt EDC. The next meeting is April 26, 2018, at Bank of the San Juans in Oak Creek at 6:30 pm.

Schedule Workshops and/or Special Meetings

Clerk Ray said there are no special meetings that need scheduled at this time. Clerk Ray said she would work towards having projects ready for discussion at workshops possibly April 18th and/or 25th, but not April 11.

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Clerk Ray read a note received April 3rd from Kathy Cain at 237 Main regarding a gully that has formed in front of her house, 225 Main (white house south of her and at Ron Nielsen's shop at 23 E 2nd. She stated that she clipped her foot on the edge of the pavement and fell. PWS Berry said he would need to see what gravel he has and so on, but that it can be repaired. Notice was received that the county-wide highway clean up day is May 19. Clerk Ray said she would put the item on the agenda for the May meeting to decide if Yampa wants to clean up their 2 miles that day or if another day would be better. Other correspondence was circulated for review. None required board action.

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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 9:37 pm.

Robert A. Symons, Mayor

Janet L. Ray, Town Clerk

June 6, 2018