

Town of Yampa  
April 5, 2017 minutes

TOWN OF YAMPA  
APRIL 5, 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: Stephanie Martin, Ken Montgomery, Mike Sidinger,  
and Steve Williams

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 November 2, 2016 regular meeting and November 9, 2016  
special meeting minutes

Trustee Lewis moved to approve the November 2, 2016 regular meeting minutes and  
November 9, 2016 special meeting minutes. Trustee French seconded the motion and the  
motion passed unanimously on voice vote.

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

Ken Montgomery told the town board and audience that the Forest Service is seeking public  
comment for the Toponas Creek Barrier and Reclamation Project and he had a copy of the  
letter for anyone wanting to look at it or talk to him about it. He said he was opposed to the  
project because he does not think it is cost effective and therefore a waste of Forest Service  
and Colorado Parks & Wildlife money. He wanted to bring the project to the attention of the  
town board.

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AUDIENCE PARTICIPATION – SCHEDULED ITEMS

Month of the Young Child presentation

Stephanie Martin of First Impressions gave a presentation on the programs available in Routt County for young children and their parents and then read the “Month of the Young Child in Yampa, Colorado” proclamation.

Consideration of Proclamation

Trustee Lewis moved to adopt a proclamation recognizing April 2017 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

Mike Sidinger with Routt County Department of Human Services gave a presentation on the origins of Child Abuse Prevention Month.

Consideration of Proclamation

Trustee Lewis moved to adopt a proclamation recognizing April 2017 as Child Abuse Prevention Month in Yampa, Colorado. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Tour de Steamboat presentation

Steve Williams and Sarah Jones were present to ask permission for the Tour de Steamboat bicycle race to have an aid station in Yampa again this year and for 2 of the 4 rides to come through Yampa. One is a 66-mile ride that comes from Steamboat Springs to Yampa and back again and one is a ride from Steamboat Springs over Rabbit Ears Pass and Gore Pass with a stop in Yampa prior to returning to Steamboat Springs. The aid station would be in Mary Lu Meadows front yard north of Montgomery’s. Last year there were 875 riders for the 4 routes and they hope to grow to 1,000 this year. The 2 routes that come through Yampa will likely have around 600 riders total. The event is Saturday, July 22. Mr. Williams noted that last year, the event raised approximately \$20,000 that went to 4 non-profits in Routt County, so it is a significant fund raiser. Route maps were included in town board and audience packet and Mr. Williams and Ms. Jones left large route maps for the town’s use.

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Consideration of approval of Yampa's participation in Tour de Steamboat

Trustee Lewis moved to approve Yampa's participation in the Tour de Steamboat bicycle event July 22. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

OLD BUSINESS

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

Clerk Ray reported that the purchase of the infiltration gallery property was finalized March 14. The latest set of transmission line easement documents were mailed to Barbara Palmer and Dick & Kay Palmer on March 20. The Town has not heard anything back from them at this time. Surveyor Skidge Moon wanted to remind the town board that the boundary of the infiltration gallery would still need to be staked, at least where there are not currently monuments and he thinks that the boundary of the fence and easement agreement plus the east boundary line for the new fence also need staked. He suggested that it would be best to wait until there is no snow or mud. The fully executed amendment to the Small Communities Grant was received March 21. The amendment revised Exhibit B, specifically modifying the Primary Activity #2 budget from \$662,350 to \$771,200 and Primary Activity #4 modified from \$183,850 to \$75,000 and Deliverable #4, the completion date modified from September 1, 2016 to May 1, 2017 and Deliverable #5 completion date modified from September 1, 2016 to May 1, 2017. Exhibit C had a modification to the Project Activity "Construct new pretreatment facility" budget and "Construct new pipeline segments" budget. Clerk Ray reported that the Colorado Municipal League (CML) asked local governments to preview President Trump's proposed budget. It appears that there might be significant loss of funding for water and wastewater infrastructure.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that the Town received a planning grant agreement from Colorado Water Resources & Power Development Authority in the amount of \$10,000, which needed Mayor Yackey's signature and returned. Clerk Ray said she did have Mayor Yackey sign it and sent it back; however, she will do some research of why we received it because we did not apply for it. She said it could be connected to the Disadvantaged Communities program that that the town was a candidate for, but she won't know for sure until further research. August 1 is the next deadline to apply for energy impact assistance funding if the Town is ready to apply; that will need to be determined in the coming months.

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Ongoing report on Royal Hotel fire clean-up & consideration of any needed action, specifically monthly water/sewer billing

Clerk Ray reported that Commissioner Corrigan said they are still looking at the month of May for cleanup. Transfer of the property from Bill Ager to Routt County has occurred. Commissioner Corrigan said that they believe there will be enough material (concrete, dirt, etc.) produced from Oak Creek's Main Street infrastructure project to fill the site after remediation. He asked if there were any projects in or around Yampa that may be producing fill material that needs a place to be. PWS Berry was instructed to keep close track of what was happening with both the water and sewer and to make sure both are capped appropriately before being buried.

Clerk Ray asked the town board to discuss whether they wanted to waive the water and sewer fees during this interim period while the county owns the property and it cannot be used. The question was asked if anyone knew what the county's intentions are when the cleanup is done. Clerk Ray said no; the town has not received any word of what might occur after cleanup. Following discussion, Trustee Lewis moved to waive the monthly water and sewer charges during the cleanup period and while the county owns the property and it cannot be used. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. It was noted that this issue will need revisited in the future after cleanup and when more is known about what the county intends to do with the property.

Ken Montgomery commented that he would hate to see very large pieces of concrete going in the site, because it could be detrimental to someone purchasing the property with the intent of putting in a structure. Others said that they had the same concerns. It was agreed that it will need monitored and dealt with during the cleanup.

Crossan's update and consideration of any needed approvals including Dobell construction pay request #8

Clerk Ray noted that the schedule of values was at town board seats and in the audience packet for tonight's meeting. Trustee Drust gave an update on work on windows and doors and the sprinkler system. John Dobell learned recently that the sprinkler system inspectors are a minimum of seven to ten days out so that may delay completion. The bathrooms are tiled. There is a missing brass strike plate on the front door that Trustee Drust is trying to track down or replicate. Trustee Mike Lewis moved to approved Dobell pay request #8 in the amount of \$55,618.34, Trustee Ashley second the motion and the motion passed unanimously on voice vote.

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## NEW BUSINESS

### Consideration of Maintenance & Support Contract with Watersong Computers

Clerk Ray noted that the town had been using Willie Yaconiello of Finger Rock Computer Service for the Town's computer maintenance needs, but Mr. Yaconiello has taken a job with Routt County and is no longer available. Kenneth Lebofsky of Watersong Computers was recommended to the town and he was planning to attend the meeting electronically; however, there were problems setting it up, so instead, Eric Berry communicated with him during the meeting. Following discussion, Trustee Lewis moved to approve the maintenance and support contract with Watersong Computers. 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 renewal paperwork is in order and the fees paid. She is not aware of any violations. Trustee Lewis moved to approve 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: French – yes, Lewis – yes, Yackey – yes, Ashley – yes, and Drust – 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 renewal paperwork is in order and the fees paid. She is not aware of any violations. Trustee Lewis moved to approve renewal of Ken L. Montgomery DBA Montgomery's General Merchandise 3.2% beer (off premises) liquor license. Trustee Drust seconded the motion and the motion passed on the following roll call vote: Lewis – yes, Yackey – yes, Ashley – yes, Drust – yes, and French – yes.

### Preliminary report on Rabies Vaccination Clinic

Clerk Ray reported that the clinic is scheduled for Saturday, April 22, 11:00 am to 2:00 pm in the town shop. Town license fees are \$2.00 for spayed/neutered and \$5.00 for unaltered animals. The rabies vaccines will be \$10.00.

### Additional discussion of Northwest Transportation Planning Region (NWTPR) Intergovernmental Agreement (IGA) draft and Memorandum of Agreement (MOA) draft and consideration of voting options and proxy voting options within the IGA

Clerk Ray reported that she had told the NWTPR that the Yampa town board had approved the draft of the IGA, but that they were not happy with the change in voting procedures. It became apparent that Yampa was not the only one unhappy with the change when additional

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options were presented. In addition to the regular voting, the town board now needs to decide how they want the proxy voting to be handled. The options are outlined here. Option 1: In the event that a representative cannot attend a meeting, the representative may designate another voting member their proxy vote. Designation of proxy vote must be done via email to the Northwest Regional Planning Commission (NWRPC) administrative support representative at least 24 hours in advance of the meeting. Option 2: Proxy voting is not allowed. Voting must be done by the official representative or their alternate. Following discussion, Trustee Lewis moved to approve Option 2. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Regular voting options were: Option 1: Each county and municipal member representative shall be entitled to one vote each. Voting results shall be determined by the majority of votes cast. At any time there occurs a tie of votes cast, the results shall be determined by the vote of the Chairperson. Option 2: Each county and municipal member representative shall be entitled to one vote each. The member votes cast within each participating county shall determine that county's majority. Voting results shall then be determined by the majority of county majorities. At any time there occurs a tie as a result of an even number of counties participating whose resulting majorities are split evenly, the majority of all votes cast shall determine the outcome. Option 3: Each county and municipal member representative shall be entitled to one vote each. Votes are weighted based on the number of member entities in each respective county; such that, each vote is divided by the number of member entities in their respective county. Voting results shall be determined by the sum of weighted votes. At any time there occurs an exact tie of weighted votes cast, the results shall be determined by the vote of the Chairperson. Option 4: Each county and municipal member representative shall be entitled to one vote each. Votes are weighted based on the number of member entities in each respective county relative to the largest number of member entities in any one county; such that, each vote is multiplied by the greatest number of member entities in any one county divided by the number of member entities in their respective county. Voting results shall be determined by the sum of weighted votes. At any time there occurs an exact tie of weighted votes cast, the results shall be determined by the vote of the Chairperson. Following discussion, Trustee Lewis moved for Yampa to support Option 3, Trustee French seconded the motion and the motion passed unanimously on voice vote.

## PUBLIC WORKS DEPARTMENT

### March 2017 Nutrient testing results

The results were in town board and audience packets. There were no questions.

### 1<sup>st</sup> quarter 2017 disinfection by-product testing results

The results were in town board and audience packets. The results were up a little bit time, but still very low compared to the maximum contaminant levels allowed.

### Aerator motor and time clock replacement at wastewater treatment plant

PWS Berry reported that he replaced one motor in one aerator in the first pond. He checked the motor on the second aerator in the first pond and it needs replaced.. He said he has replaced the time clocks on both aerators in the first pond and checked the relay and he is

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not sure where the problem is in the first pond. He noted that Jeff Drust may need to look at the electrical. PWS Berry said he had shut one aerator in the first pond off this winter to see what effects it had on the testing results. It was noted that a replacement motor needs ordered so there is one on the shelf.

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

PWS Berry's QQ report was at town board seats and in the audience packet tonight. There were no questions.

PWS Berry Out of town April 27 & 28

PWS Berry informed the town board that he would be out of town April 27 and 28 and he said he had coordinated with PWA Samuelson and he will cover.

On-going work

PWS Berry reported that last Friday, March 31, Bobby George notified the town that there was a transmission line break in the meadow. PWS Berry worked with Duckels as they still had equipment here, and the line was repaired by 3:00 pm Saturday. PWS Berry reported that with the new tank, water to town was maintained and the town was not without water at any time. It was noted that this break was a three-foot seam break, very close to a previous break. Mayor Yackey asked about the locate markings on Second Street. PWS Berry said that Century Link requested the locates to install some fiber optics to the Yampa Ranger Station. Century Link had thought they had a junction box in the alley between Main Street and Clifton Avenue; however, there is not a junction box there. Clerk Ray asked for discussion regarding protocol for future transmission line breaks as it relates to informing the public. She went on to say that because there was no concern of businesses and residents running out of water, the decision was made to not do any public notifications. However, after the break was repaired, the water was a little cloudy and there was air in the line and some calls were received regarding those issues. Following discussion, it was decided to put notices in the usual posting places telling the public that there was a break and that the water would be cloudy and there would be air in the line, but that notices did not need to be delivered door-to-door. Clerk Ray asked PWS Berry if he had sent the fire hydrant repairs information to Mr. Karow's insurance company; the answer being yes. Mayor Yackey noted that the nozzles on the fire hydrant were pointed inward instead of toward the street and asked if that was intentional. PWS Berry said that he needed to look at it because he had not noticed that. PWS Berry noted that other ongoing work including PWA Samuelson grading streets.

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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 reported that she has no new code violations to report. Trustee Ashley said he had received a question about a property that has a dumpster, roll offs and a tractor parked in the right of way. Clerk Ray reiterated that there are complaint forms here at town hall that can be completed and the violation will be pursued. As a reminder, she noted that the Town Board handles violations on a complaint basis. Mayor Yackey said he had spoken with the people at 548 Clifton regarding the car parked on the street and they said they would work on getting it removed.

Ongoing business

The Conservation Trust Fund 2016 report was completed and submitted on March 29 and on March 30 an email was received that the report had been accepted. Clerk Ray said she communicated with Chris Endreson of the Colorado Center for Community Development (CCCD) regarding the Yampa beautification plan. She sent him the Gateway Yampa committee's ideas, plus Trustee Drust's for beautification of the Moffat Avenue/Main Street corridor. Clerk Ray noted that Trustee Drust was the only board member that submitted ideas. Mr. Endreson had spoken with Department of Local Affairs (DOLA) representative, Greg Winkler and Mr. Winkler said Yampa should qualify for a DOLA grant and the Town budgeted the matching funds through the economic development line item to pay for the project. Mr. Endreson will work on the Memorandum of Understanding (MOU) between DOLA, Town of Yampa, and CCCD and send the town board a draft to review before asking them to sign it. The Town Board may remember from budget preparation that this is the next step in working on the wayfinding signage. When the beautification plan is completed, the wayfinding signage and beautification plans will be used together to seek funding to move the two projects forward. The Community Yard Sale is set for June 24. Clerk Ray said she has been addressing several zoning and addressing questions over the last month and that will probably continue throughout the next few months with building season coming soon. Clerk Ray said she is continuing to work with Chief Building Official Ben Grush regarding the schedule for Town of Yampa to adopt the updated codes. Attorney Weiss has let Clerk Ray know that legal publication of the adopting ordinance can be done by title only which will be a cost savings and he believes that if we have the building codes on cd and the fact that they are available on the Routt County's website, we will not need hard copies. Clerk Ray noted that if not having hard copies becomes problematic, we can get them.



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## REPORTS OF COMMITTEES

### Friends of Crossan's (FOC)

FOC President Jeff Drust reported that FOC has had the opportunity to apply for a grant from the Questers organization, which is an international organization that has a local chapter in Steamboat Springs. Part of the mission of the Questers is to preserve the past for the future, promote education in the fields of historical preservation and restoration, and donate funds for the preservation and restoration of artifacts, existing memorials, historical buildings, and landmarks. The grant application that Crossan's submitted was for financial assistance for document of the Crossan's building inventory and would also be used for the museum inventory and two benches for the front porch at Crossan's made from old wood from the building.

### 4<sup>th</sup> of July Committee

President Yackey reported that the committee held its first meeting, which had a low turnout because it was spring break, but was still able to start work on several aspects of the celebration. The theme for the parade was chosen: "Grand Old Flag".

## MEETING REPORTS

### Managers Monthly Get Together

This meeting was held March 10, 2017 and Clerk Ray explained that the meeting included participants from Routt County (Manger Tom Sullivan and Assistant Manager Dan Weinheimer), City of Steamboat Springs (Manger Gary Suiter), City of Craig (Manager Mike Foreman), Town of Oak Creek (Administrator Mary Alice Page-Allen) and Town of Yampa (Clerk Janet Ray). Town of Hayden's manager could not attend as Hayden had a water line break that demanded his attention that day. Each entity talked about what was happening in their respective locations, what similar projects were being worked on and what might be collaborative projects in the future.

### Celebrate Ag! Breakfast on March 22, 2017

Trustees Brian Ashley and Mike Lewis attended the Celebrate Ag! Breakfast sponsored by the Community Ag Alliance. They both reported that the conversation was about the value of agriculture and what it brings to the economy. It was noted that it was worth attending and it was good for Yampa to have representation at the event.

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Routt County Planning Department Community Outreach meeting

Mayor Yackey and Clerk Ray attended the meeting held in Oak Creek on March 22, 2017. The meeting was well attended with helpful information made available by Routt County Planning Department staff. The possible sale of the Stagecoach ski area was discussed. Also, the county is reviewing several aspects of their regulations, including waterbody setbacks. This could be important to the Town of Yampa because of the work on the new access road to the water treatment plant and possibly the improvements to the wastewater treatment plant.

SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

Workshops and/or special meetings will be held April 12, 19 and 26 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 action.

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

The March 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 March invoices with completed vouchers were available for review. The January, February and March meter reading reports were circulated for review. Clerk Ray said that at the first available workshop, she would like discussion on how to make getting the meter readout repairs a priority.

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 Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 10:26 pm.

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Thomas E. Yackey, Mayor

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Janet L. Ray, Town Clerk

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October 4, 2017