

**TOWN OF YAMPA
TOWN BOARD MINUTES
April 17, 2024 – 6:00 pm**

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis, Trustee Geanious, Trustee Kindsvater, Trustee Montgomery

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons and Treasurer/Planner Mary Alice Page-Allen

AUDIENCE PRESENT: Aaron Symons, Jeff Connett, Phil Geilert, Walker Montgomery, Carl Ray, Bob Logan, Jill Andrews, Chris Bray, Marlene Salesby, and Jonathan Cave.

1. Call to Order

- Mayor Geilert called the meeting to order at 6:00 pm
- The Pledge of Allegiance was recited
- Roll call was taken

2. Audience Participation

Jill Andrews reiterated that the street light in her yard is super bright and is affecting her home life. She stated that she would like to see if the Town will/can do anything to help. Sheila will look into more information on options and report back to Ms. Andrews.

3. Resolution 2024-07- Appointment of Town Officials

Motion

Trustee Lewis made a motion to approve and authorize the signing of Resolution 2024-07, A Resolution Appointing the Town Administrator/Clerk, Treasurer, and Town Attorney in accordance with CRS § 31-4-304 and Municipal Judge in accordance with CRS §13-10-105 Subsequent to the Regular Municipal Election. Trustee Geanious seconded the motion and the motion passed unanimously.

4. Resolution 2024-08 – Bank of the San Juans Account Signers

Motion

Trustee Lewis made a motion to approve and authorize the signing of Resolution 2024-08, A Resolution of the Town of Yampa, Colorado (Town) Board of Trustees delegating authority to the Town Administrator/Clerk, Mayor, and Mayor Pro-Tem to act as signers on all Bank of the San Juans Town accounts. Trustee Geanious seconded the motion and the motion passed unanimously.

5. Yampa Storage Solutions – Connett Capital Holdings LLC – Conditional Use Permit – 104 E 4th Street

Mary Alice provided an overview of the process for a conditional use permit application. She stated that the Planning Commission considered an application from Jeff Connett, Connett Capital Holdings LLC, at their last meeting for a conditional use permit (CUP) to develop an 18-unit self-storage operation at 104 E 4th Street in the Commercial (C) zone district and forwarded a recommendation to approve the CUP with several conditions.

Jeff Connett provided a summary of the project and outlined his efforts to minimize impacts to surrounding property owners and local streets. He outlined how the operation will address drainage, snow removal and other maintenance efforts.

Trustee Montgomery asked what the timeline is for the project. Mr. Connett responded that he anticipates construction work to be completed before the winter of 2024.

Mayor Geilert inquired about the color scheme of the storage units. Mr. Connett advised his plan is to have muted colors and use natural wood for the fencing, however he is open to other direction.

Trustee Lewis asked how much each storage unit would cost per month. Mr. Connett stated he plans on pricing them at \$200 a month.

Trustee Kindsvater asked about winter maintenance. Mr. Connett advised he will be maintaining it, and will be using one of the units to store his maintenance equipment inside out of the weather.

Mayor Geilert opened the public hearing.

Bob Logan stated his support for the much-needed business opportunity. Chris Bray commented that the operation will be a great asset for the Town and a great use of the space that is there. No other public comments were made.

Trustee Lewis asked about the possible fuel tanks still there. Mary Alice advised that she and Mr. Connett have discussed this possibility and Routt County Environmental Health Department and/or CDPHE will be contacted to do the proper removal if such are discovered to still be in place. Mr. Connett noted that he has spoken with Health Department personnel and is prepared to comply with their requirements if necessary.

Board members spoke in a roundtable format about their support and concerns surrounding the project.

Motion

Trustee Geanious made a motion to approve the conditional use permit application for an 18-unit mini-storage facility at 104 E 4th Street in the Commercial (C) zone district with the findings of fact that the proposal meets the standards of the Zoning Ordinance of the Town of Yampa, Colorado, is in general conformance with the intent and purpose of the Yampa Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Yampa subject to the following conditions:

1. The effective date of approval of the conditional use permit is the date of the Town's Board approval. Such approval shall expire in 12 months unless a building permit for construction of the improvements from the effective date of such approval.
2. In the event that operations approved by this conditional use permit cease for any reason for a period of one (1) year, the permit shall be deemed expired.
3. Landscaping plan information shall be provided that includes more detailed information regarding the size and number of plantings and such be submitted prior to the issuance of the building permit(s) for the project.
4. The submitted landscape maintenance and snow removal and storage plans shall be implemented as proposed in the application materials.
5. An engineered grading and drainage plan submittal be made prior to the issuance of the building permit(s) for the project to assure that any potential impacts to the Town's roads and drainage facilities are appropriately mitigated. Such plan shall meet the standards and be approved by the Town Planner and Town Roads Superintendent prior to the issuance of the building permit(s) for the project.
6. Plans shall be modified and approved by the Town Planner to show that traffic circulation within the site will be limited so that the north driveway be designated as exit only.
7. Traffic signage needed to appropriate guide on and off-site traffic circulation shall be installed prior to the issuance of the building permit(s)' Certificate of Occupancy.
8. Any required building permit shall be obtained prior to the construction of the self-storage unit facilities project.
9. If the conditions of a conditional use permit become the responsibility of a person or entity other than the applicant, the Town shall be notified in writing, identifying the new person or entity responsible for maintaining the conditions of the permit. Until such notice is received, the applicant shall remain responsible for maintaining the conditions of the permit. The notice shall be attached to the permit on file with the Town. Failure to maintain the conditions of approval shall be considered a violation of this Section and, in addition to the penalties provided at Title 18 of the Yampa Municipal Code, shall subject the permit holder to revocation.

10. The conditional use permit shall not be modified, structurally enlarged or expanded in ground area, unless such modification, enlargement or expansion receives the prior approval of the Town, which shall be obtained by repetition of the procedures provided in this Section unless such modification is equivalent to or less than a 10% change as determined by the Town Planner and approved by the Town Administrator/Clerk.
11. All lighting shall be downcast and opaquely shielded and not shine off-site.

Trustee Kindsvater seconded the motion and the motion passed unanimously.

6. Proclamations

Motion

Trustee Lewis made a motion to proclaim April the Month of the Young Child and Child Abuse Awareness Month. Trustee Geanious seconded the motion and the motion passed unanimously.

7. Audit Services – Mayberry & Company PC (Tabled from April 3, 2024)

Mary Alice explained the engagement letter from Mayberry & Company PC has been received, and explained that if the town receives more the \$750,000 it will require a single audit so that is included in the not-to-exceed amount of \$12,500 to provide audit services. She noted that such will definitely be needed for the 2024 Budget year, but does not believe such will be required for the 2023 financials so the cost will likely be \$9000. She added that this amount exceeds the \$7000 budgeted amount for audit services, but there will be an opportunity to address this with an upcoming supplemental budget process, and the additional cost relates to on-boarding the new auditor with a review of the 2022 audit being required.

Motion

Trustee Lewis made a motion to approve and authorize the signing of a Letter of Engagement for Mayberry & Company to provide audit Services for the Town of Yampa in an amount not to exceed \$12,500. Trustee Geanious seconded the motion and the motion passed unanimously.

8. Consent Agenda

Trustee Montgomery asked to have the financial reports/statements removed from the Consent Agenda. He also mentioned that he did not see on the minutes where he objected to the Consent Agenda in the prior meeting. Mayor Geilert responded that his objection was included in the meeting minutes of March 20th. Trustee Montgomery stated that he still objects to what the Consent Agenda includes, adding that he believes handling the Consent Agenda violates rules of order.

The March 2024 Financial Statement and Payment Approval Report were removed from the Consent Agenda.

Motion

Trustee Lewis made a motion to approve the April 3, 2024 meeting minutes. Trustee Geanious seconded the motion; the motion passed unanimously.

Trustee Montgomery stated that he wanted the Miscellaneous Revenue line item managed differently as it was his belief that funds should be accounted in a more specific manner. Mary Alice explained that this revenue fund is for random income that is minimal in nature. Mary Alice advised she would look into this to see if there is a better way to do this.

Trustee Montgomery questioned what the HRA (Health Reimbursement Account) was and why Mary Alice was the only one who received that benefit. Mary Alice responded that she was the only one that submitted a reimbursement request in March, however, it is an employee benefit that all full-time staff receives.

Motion

Trustee Lewis made a motion to approve the March 2024 Financial Statements with the amendment of Miscellaneous Revenue as discussed and approval of the Payment Approval Report as presented. Trustee Geanious seconded the motion; the motion passed unanimously.

9. Staff and Board Member Reports/Updates

Sheila stated that the Highway Clean-Up Day on May 18 (9 am – 12 pm) and advised that Michael Buccino, Steamboat City Council, will be at the May 1st meeting to speak regarding the Regional Transportation Authority. She stated that she is scheduling One on Ones with all Board Members, that CIRSA training will be provided once a month with the Town Board, and that the 4th of July Street Dance is being all taken on by the Antlers Café and Bar.

Mary Alice reported on the pre-construction meeting for the wastewater treatment collection system construction which will be started on April 29th with work being completed by October of 2024. She also reported on her meeting with Dan Nielson regarding the Yampa Fire Protection District and a new fire station that is being planned. She asked if the Town Board still supported her assisting with grant writing and project management for the Fire District, and the Board indicated their support. She stated that she has received a late application for Community Grant Funds from the Yampa Bible Church, and Mary Alice asked if the Town Board would be open to processing that for them as there are still funds in that fund. The Town Board indicated that such be placed on a future agenda.

10. Scheduled Meetings/Work Sessions


The following are upcoming Town meetings:

- i. May 1 @ 6:00pm – Town Board Meeting
- ii. May 22 @ 6:00pm – Town Board and Planning Commission Training with Attorney Sam Light from CIRSA

11. Adjournment

Trustee Lewis made a motion to adjourn at 7:09pm. Trustee Geanious seconded the motion; the motion passed unanimously.

Approved the 1st day of May, 2024.



Stacey Geilert, Mayor

Attest;


Sheila Symons, Town Administrator/Clerk

