

Town of Yampa-May 2, 2018
Regular meeting minutes

TOWN OF YAMPA
MAY 2, 2018
YAMPA TOWN HALL

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: Britany and Travis Milway and Patty Redmond

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

None

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

None

Old Business

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

The Pretreatment facility Basis of Design Review application was submitted to Colorado Department of Public Health and Environment (CDPHE) on Wednesday, April 25. The construction bid advertisement was published in the legal notices of the Steamboat Pilot on

Town of Yampa-May 2, 2018
Regular meeting minutes

April 22 and 29. The mandatory pretreatment facility pre-application meeting is scheduled for Tuesday, May 8, 10 am, Yampa Town Hall, followed by a site visit to the construction site. The bid opening is scheduled for Tuesday, May 22, 10 am, at Civil Design Consultants' (CDC) office in Steamboat Springs. Mike Beurskens is still working on the exhibits for the proposed access road that need to go to Barbara Palmer for approval. The Small Communities Grant (SCG) 1st quarter report was submitted April 20th.

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

Clerk Ray reported that the Small Communities Grant (SCG) 1st quarter report was submitted April 20th. PWS Berry said that he is continuing to work on the permit renewal and should have it ready to submit next week.

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

The notes from the Owner/Architect/Contractor meeting held April 25 that Clerk Ray received from Emily Katzman, Historic Routt County (HRC) on May 1 were available at town board seats and in the audience packet. Trustee Drust reported that Ms. Katzman applied for a "Daughters of the American Revolution" grant for Crossan's and was awarded \$10,000. The project also received a \$1,000 grant from Sotheby's. There will be wood siding on 3 sides of the meeting room to maintain historic accuracy. The plumber was due in today but wasn't there; he may come tomorrow. The radiators are being installed. The chimneys are done.

Yampa Home Simple Planned Unit Development (PUD) update (if any)

Clerk Ray said that the last conversation she had with Mr. Whittall was that he thought he would have a PUD resubmittal by the end of April. Clerk Ray has not received anything. Both Mr. Whittall and his partner, Ms. Olive have had conversations and emails with town attorney, Bob Weiss, regarding access to the PUD and asked questions regarding access to the west side of the property if there was not a PUD. That would require driveway standards and one of the critical aspects would be fire department access. The fire department has adopted Routt County roadway standards, which town staff is reviewing. Clerk Ray reported that the property has been taxed as two separate parcels for several years, but she can find no record that the town ever approved a subdivision of the property, which would need to occur if the parcels were divided. Trustee Lewis asked how it could be taxed as separate parcels and Clerk Ray said that she doesn't have an answer to that question as the property taxes are handled by the county and she is not familiar with the taxing criteria.

Town of Yampa-May 2, 2018
Regular meeting minutes

Yampa Beautification Plan a/k/a Yampa Downtown Enhancement Plan update

Clerk Ray reported on the open house held April 17th. The Colorado Center for Community Development, University of Colorado Denver students presented the street elements and took comments. They will take the information from the April 17th open house and combine it with the information from the first open house and prepare the final enhancement plan. The final document should be completed by the end of the students' semester, but Clerk Ray does not have that date. She thought it would be May or June. A copy of the street elements portion of the project was available for the trustees who could not attend the April open house and there is a copy at Crossan's and Town Hall for review. It will be put on the town website as well.

Rabies Vaccination Clinic report and consideration of thank yous to Dr. John Colburn, Peggy Colburn, Jeannine Jones, and Sheridan Myer and Routt County Animal Control Officer Sarah Longchamps

Clerk Ray reported that Dr. Colburn administered between 45 and 50 vaccinations and the town issued 51 tags. Officer Longchamps also issued some county licenses. Once again it was a successful clinic. Trustee Lewis moved to send thank yous to Dr. John Colburn, Peggy Colburn, Jeannine Jones, and Sheridan Myer and Routt County Animal Control Officer Sarah Longchamps. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

New Business

Consideration of appointing Jeff Drust as the Town of Yampa representative to and proxy for the Bear River Reservoir meeting to be held Monday, May 21, 2018

Trustee Lewis moved to appoint Trustee Drust as the Town of Yampa representative to and proxy for the Bear River Reservoir meeting to be held Monday, May 21, 2018. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of participation in Routt County cleanup day – May 19th, - adopt a highway program or alternate date if necessary

Dates were discussed, and May 19th is not the best, but May is busy, and a better date could not be agreed upon, so Trustee Lewis moved to do Yampa's 2 miles of highway clean up on May 19th. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Town of Yampa-May 2, 2018
Regular meeting minutes

Town flower barrels distribution & maintenance

Clerk Ray explained that the town has flower barrels in certain locations that citizens volunteer to plant and maintain over the summer. Clerk Ray is contacting the people that have done them in the past to verify that they want to continue. Friends of Gateway Yampa also do barrels in other locations and they do the wagon at the town's north entrance sign.

Public Works Department

Consideration of who is authorized to call for water on the town's accounts – Yamcolo Reservoir & Stillwater-Five Pine Mesa Ditch & Bear River Reservoir

The board reviewed the letter received regarding calls for water at Yamcolo Reservoir & Stillwater-Five Pine Mesa Ditch & Bear River Reservoir. Trustee Lewis moved to name the Public Works Superintendent, currently Eric Berry, Public Works Assistant, currently Greg Samuelson and Mayor, currently Robert Symons, as the positions that would make the calls for water on the town's accounts. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Historic Yampa, LLC – Wasinger building sewer line installation at 70 Moffat Ave report

PWS Berry reported a new sewer line was installed at 70 Moffat Avenue. He said that the main was farther out in the street than he anticipated, and it took about 7 hours to dig down to it. Ed Paxton, Little Eddie's Backhoe, did the work.

Karey & Tracy Viele water & sewer line installations at 548 Clifton Ave report

PWS Berry reported water and sewer were installed to a new garage at 548 Clifton Avenue for Karey and Tracy Viele. Larry Crawford did the work.

Tree down at 183 Moffat Ave #15-Halder in Huffstetler Trailer Park

PWS Berry reported that the wind took down a tree in the Huffstetler Trailer Park, 183 Moffat, #15 – Halder. The tree fell to the east across the road. Most of it was cut and cleaned up and pushed to the side. PWS Berry said that he thought the fire department was going to burn the waste that could not be used.

Tree branches down in Yackey Park – damage to historic jail

Several branches from the tree in Yackey Park next to the jail came down due to the wind. One branch, about 4 inches in diameter went through the jail roof. Trustee Drust stated that it knocked the meter box off the museum and YVEA did come turn off the power to the jail

Town of Yampa-May 2, 2018
Regular meeting minutes

and museum. PWS Berry said he would get a cost estimate to repair the jail roof. He said that Ken Montgomery has a piece of tin that should work to re-cover the jail.

Further discussion on Crossan's meter purchase

PWS Berry reported that he had thought the water service in the Crossan building was 1¼ inch pipe, but when he looked at it again, it is 1½ inch. He has received a price of \$625 on a badger meter, plus it will take 2 flanges that will cost between \$25-50. He is waiting for a price quote from Grand Junction Pipe as well.

Ongoing work

PWS Berry reported that he submitted the nutrients report to CDPHE that was due in April. PWA Samuelson has been doing street maintenance and they have been cleaning up rocks from the roadways. PWS Berry said he put down 2 truckloads of road base along Main Street between 2nd and 3rd streets so that should remove the gully along the pavement in that area. Note: this was the area Ms. Cain had written the letter of concern about that was read at the April meeting. PWS Berry reported that the dust abatement is scheduled for the end of May or early June. The streets that will be done are: Moffat Avenue, Rich Avenue, 1st and 2nd streets between Main Street and Rich Avenue, Terhune Avenue, and all streets between Terhune Avenue and Roselawn Avenue.

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 said that the draft of the April minutes is done; Deputy Clerk Phillips has not had a chance to review and proof read them yet, but they will be completed by the June meeting. Clerk Ray reported that she is working on a request for a lot consolidation, working on a subdivision of the former Wasinger property for Historic Yampa, LLC, and driveway criteria. Clerk Ray stated that Trustee Drust had expressed a desire to be replaced as the town's representative to the Yampa/White/Green Basin Roundtable. Clerk Ray noted that the town gets the agendas and the minutes from the meetings so if no one can attend, the town will still know what is happening and can send someone to a meeting if needed. A possible replacement will be an agenda item for the June meeting. The Routt County municipalities as a group have a representative and that is Kelly Heaney, City of Steamboat Springs Public Works. The date for the community yard sales is June 9. Clerk Ray said she is still in the process of sending the election results and the change in leadership to multiple agencies. Kasey O'Halloran is stalled on the employee handbook and the ad for the 1972 International.

Town of Yampa-May 2, 2018
Regular meeting minutes

She is continuing to work on the filing for both the move to the Crossan building and for the overall records retention policy. Clerk Ray reported that the picture that was sent for the Denver International Airport (DIA) byways project didn't satisfy the criteria even though what was sent was what was asked for. Amber Cramer who supplied the picture was out of town and other forest service personnel tried to help, but without the original photo there was nothing they could do. Clerk Ray mentioned that after that incident, she thought that if possible, the town needed a way to have various photos available to use at any time for any purpose.

Reports of Committees

None

Meeting Reports

Museum and Heritage Fund Advisory Board (MAHFAB)

Clerk Ray explained that Emily Katzman with Historic Routt County realized shortly before the MAHFAB meeting that funds had been expended for the elevator prior to approval of the grant because contractor John Dobell had had to deposit funds to get the elevator manufactured and had been reimbursed for that cost. She had thought that the stipulation was that work could not be done on site; when in fact no funds are to be expended. Some MAHFAB board members were also concerned with funds being expended for an elevator and that that is not an historic purpose. It was pointed out that the elevator is necessary for the reuse of the building as a public building that must be ADA compliant. The MAHFAB board ultimately voted to recommend approval to the Board of County Commissioners (BCC). The BCC will hear the request on May 8. Commissioner Corrigan said he would ask the county attorney to review the original language of the mill levy regulations to determine legalities with the grant. Trustee Lewis reported that the next MAHFAB meeting will be July 24. At that meeting reports are due on the open projects and final reports on all projects that closed in 2017.

Clerk Ray reported that Ken Montgomery gave her a brief overview of the South Routt Economic Development Council meeting held April 26 as Trustee Lewis was unable to attend. They will hold a business mixer on June 12, at Antlers, from 5:30 to 7:30 pm. They should have membership forms and dues notices ready soon. Membership will run from July 1, 2018 to June 30, 2019. They plan to give a \$500 entrepreneur scholarship to a Class of 2018 Soroco business student. Their next meeting will be May 10, 6:30 pm, at Bank of the San Juans.

Town of Yampa-May 2, 2018
Regular meeting minutes

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 let trustees know when she has projects ready for discussion at workshops.

Members and audience requests for agenda items for next meeting

Yampa resident, Patty Redmond, reported that some folks driving to the Whittall/Olive property on First Street are traveling very fast and she is concerned for the young people that ride bicycles on that street and play around the ditches. It was noted that a letter can be sent to both the residents and owners of the property requesting that drivers slow down. Regarding children playing in or near the ditches, it was stated that when that is seen, the children need to be told not to play around the ditches as it can be a dangerous situation. Trustee Ashley said that a paragraph needs to be put in the newsletter about drivers slowing down on all streets and reminding the public that children should not play in or around the ditches. The First Street concerns will be addressed prior to the June meeting and follow up at that meeting. Trustee Ashley asked if the board could get an answer from the town attorney regarding the possible sale or lease of town water, which he had requested some time ago. Clerk Ray said she had not asked the question of the attorney yet and would follow up. Mayor Symons brought up that people have told him they never know when something is going on in Yampa. He said that his wife, Sheila does a facebook page for the Soroco PTO and has said that she would be willing to do one for South Routt, which would include events for Oak Creek, Stagecoach and Yampa. This can be discussed further at the June meeting.

Reading of Correspondence and required action if any

Clerk Ray made the town board aware that the Colorado Municipal League (CML) staff and board members visit each CML district in the state in the spring and the meeting for Town of Yampa's district is May 16, 10:00 to 11:30 am in Hayden. If anyone can attend, Clerk Ray can RSVP for them. Other correspondence was circulated for review. None required board action.

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

The financials were in town board and audience packets for review. The April meter reading report and the April 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.

Town of Yampa-May 2, 2018
Regular meeting minutes

Adjournment

Mayor Symons asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:50 pm.

Robert A. Symons, Mayor

Janet L. Ray, Town Clerk

June 6, 2018