

**TOWN OF YAMPA
TOWN BOARD MINUTES
June 18, 2025 – 6:00 pm**

BOARD MEMBERS PRESENT: Mayor Geilert, Mayor Pro-Tem Lewis, Trustee Geanious and Trustee Montgomery.

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

AUDIENCE PRESENT:

In Person: Rusty McRight, Carl Ray, Bill Ager, and Leinerd Bargoo **Via Zoom:** Mattie Prodanovic and Mario Trimble

1. Call to Order

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

2. Audience Participation

No public comments or participation

3. Ager Mobile Home Park Annexation

A public hearing was held to determine whether the proposed Ager Mobile Home Park Annexation complies with the requirements outlined in Section 30 of Article II of the Colorado State Constitution, and Sections 31-12-104 and 31-12-105 of the Colorado Revised Statutes, as required to establish eligibility under Section 31-12-108(1), C.R.S.

Mary Alice provided an overview of the proposed annexation. She affirmed that the annexation meets the necessary criteria as cited above. The property currently known as 16400 State Highway 131 is eligible under statutory requirements, and once annexed into the Town, its address will need to be updated accordingly. Mary Alice noted that the Town Board had previously considered this annexation effort via Resolution 2025-07, and that proper public notice had been published four times in accordance with state statute. Additionally, registered mail notices were sent to all relevant taxing entities, including the Routt County Board of Commissioners and County Attorney.

This hearing represents the first official step in the annexation process. Future steps will address land use components, including: Vacation of an alley within the parcel and Consideration of a development plan with a request for one additional mobile home space

These future matters will be considered separately and are not part of this hearing.

It was confirmed that an annexation election is not required, as Mr. Ager owns 100% of the property subject to annexation.

Carl Ray spoke in favor of the annexation and expressed strong support for Mr. Ager's continued efforts to bring the property into compliance. He acknowledged the long process involved and affirmed his trust in the path forward.

The Public Hearing was closed at 6:09 pm with no other public comments offered.

Motion

Trustee Montgomery made a motion determining the proposed Ager Mobile Home Park Annexation complies with Section 30 of Article II of the State Constitution and Sections 31-12-104 and 31-12-105, Colorado Revised Statutes, or such provisions thereof as may be required to establish eligibility under the terms of Section 31-12-108 (10), Colorado Revised Statutes, subject to the following findings that:

- a. There is no need for an annexation election as 100% of the owners of the property being annexed have executed the Petition for Annexation; and
- b. The proposed Ager Mobile Home Park Annexation complies with Section 30 of Article II of the State Constitution and Sections 31-12-104 and 31-12-105, Colorado Revised Statutes, or such provisions thereof as may be required to establish eligibility under the terms of Section 31-12-108 (1), Colorado Revised Statutes; and
- c. That an Ordinance finalizing the proposed annexation shall be considered by the Board of Trustees subsequent to and at such time as the accompanying land use applications for the annexation, zoning, alley/road vacation, subdivision and development plan of the property being annexed or on the portion of the mobile home park already within the Town municipal limits as applicable.

Trustee Geanious seconded the motion. The motion passed unanimously.

4. **Ordinance No. 2025-02 – Wastewater Plant Construction Loan Authorization**

The Town of Yampa has been actively pursuing funding for the wastewater treatment plant replacement and improvement project through the United States Department of Agriculture (USDA). On March 13, 2025, the Town received formal notice that funding had been approved. Since that time, staff has worked with consultants from Kutak Rock Securities, Aquaworks DBO, and Ben Beall Engineering to prepare the necessary documents and project components to move the initiative forward. Ordinance No. 2025-02 marks the first official step in authorizing the financial tools needed to begin construction. Concurrent efforts are underway to finalize bid documents for the project, with a pre-bid meeting scheduled for June 23, as well as to prepare a Request for Proposals for interim construction financing.

During the meeting, Mary Alice provided an overview of the loan structure, including the approximate \$2.66 million USDA loan, which will be paired with matching grant funds. The total project cost is estimated between \$5.5 and \$6 million. She emphasized that while the construction timeline remains flexible pending bid results, all preparatory actions are being taken to keep the project on track.

Representatives Mario Trimble and Maddie Prodanovic from Kutak Rock Securities provided further insight into the loan terms. The construction loan will serve as interim financing until the USDA's long-term takeout loan at 2.5% interest over 40 years is executed. The ordinance includes a rate ceiling of 8% to ensure flexibility with potential lenders, though staff confirmed that actual rates are anticipated to be closer to 5%. Interest on the interim loan will apply only to drawn funds, and all loan proposals will be evaluated based on their financial and legal suitability for the Town. The repayment of the loan will be supported by revenue from the Town's 2% sales tax passed in prior years.

Public comments were received expressing concern about the 8% cap and potential financial responsibility to residents. Mario reassured attendees that the figure is simply a legal parameter for flexibility and not an expected loan rate. Additional clarification was requested regarding prepayment terms, and it was advised to prioritize favorable options without penalties during lender selection.

The Public Hearing was closed at 6:33 pm with no other public comments offered.

Motion

Trustee Geanious made a motion to approve and authorize the signing of Ordinance 2025-02, An Ordinance of the Board of Trustees of the Town of Yampa Authorizing the Execution and Delivery of a Construction Loan Note, Series 2025, and the Execution and Delivery of Documents in Connection Therewith, Including a Construction Loan Agreement Between the Town and a Financial Institution to be Determined, as Lender, and a Related Matters in Connection with the Sale and Delivery of the Series 2025 Note. Trustee Montgomery seconded the motion. The motion passed unanimously.

5. **Huffstetler Mobile Home Park Code Enforcement**

Sheila provided an update regarding ongoing code enforcement efforts at the Huffstetler Mobile Home Park. Mark Huffstetler is actively addressing nuisance violations at the property in coordination with legal counsel. It was noted that he has retained a new attorney and is pursuing a revised strategy to resolve the matter—demonstrating follow-through on addressing the concerns rather than passively hoping for resolution. Due to the active nature of these efforts, Sheila proposed postponing the scheduled public hearing to allow additional time for cleanup and progress. The suggested new hearing date is **August 6, 2025**, at which time the Town can reassess the situation. If unresolved, the Board may proceed with further nuisance determinations and enforcement actions as appropriate.

Motion

Trustee Geanious made a motion to table the Huffstetler Mobile Home Park Code Enforcement Public Hearing until August 6, 2025. Mayor Geilert seconded the motion. The motion passed unanimously.

6. **Community Planning Strategies – Professional Services Agreement Amendment**

Mary Alice provided background on the Town's agreement with Community Planning Strategies, LLC, originally executed on February 7, 2024, to support the update of the Land Development Code. The contract was

structured with a one-year term and divided into two phases. Due to the scope and complexity of the project, as well as robust public engagement, completion has taken longer than originally anticipated. Staff is requesting a contract extension through December 31, 2025, although it is expected that work will conclude by summer 2025. Mary Alice explained that the final draft of Phase 2 will be distributed the following morning and is scheduled for review during the Planning Commission's next meeting in a work session format. The agenda will also include the opportunity for the Commission to finalize its recommendation to the Town Board. In July, the Town Board will review this recommendation as part of a public process to ensure adequate input has been gathered from all interested parties.

The proposed amendment extends the term of the agreement but maintains all original terms and conditions, including the contract's not-to-exceed amount. Mary Alice emphasized this amendment is solely to preserve the validity of the agreement as the project is completed and no additional costs will be incurred.

Motion

Trustee Geanious made a motion for approval and authorization to sign the Agreement for Professional Services Amendment between the Town of Yampa and Community Planning Strategies, LLC for the Land Development Code Update. Mayor Geilert seconded the motion. Trustee Montgomery seconded the motion. The motion passed unanimously.

7. Consent Agenda

Trustee Montgomery raised a question regarding the necessity of creating a subdivision within an existing addition to the Town of Yampa. He asked why the land couldn't simply be described by block and lot, rather than undergoing the subdivision process. Mary Alice clarified that under Colorado State Statute, any land division within an incorporated municipality must be formally subdivided and platted unless the parcel exceeds 35 acres. Therefore, in this case, the subdivision process is legally required to move forward with the land transaction and development.

Motion

Trustee Geanious made a motion to approve the Consent Agenda as presented specifically the approval of the May 21, 2025 Regular Meeting Minutes; ratification of Mayor's signature on the Finger Rock Subdivision plat concerning property located at 172 Rich Avenue; approval of the renewal of Raise Your Spirits Fermented Malt, Vinous and Spirituous Liquor Store License. Mayor Geilert seconded the motion; the motion passed unanimously.

8. Staff and Board Member Reports/Updates/Requests

Mary Alice explained the handout she had for the Town Board that tracks revenues and expenses through April 30 using P&L summaries, which provide insight into ongoing financial activity—including seasonal purchases like coal, though we hope to avoid those going forward. As the 2023 audit has not yet been finalized, updated balance sheets are not being distributed to avoid sharing incomplete data. Staff is meeting with the auditor tomorrow to finalize remaining items.

Amanda has been coordinating with the Moniker Foundation to secure sponsorship for the weather-proof community food box, which will be installed outside. The foundation also provided a generous grant to help keep it stocked. Amanda has been instrumental with billing and helped launch the downstairs quilt show prior to her vacation, resuming duties tomorrow. Canon is scheduled to attend the Colorado River Association training for new water and sewer operators on July 9–10 and is preparing to take his first certification exam soon.

Regarding the Royal Hotel RFP, no formal proposals have been received yet. One potential applicant expressed concern that the process involved too much red tape to be worthwhile. Staff will reach out directly to explore alternative options and determine if a custom proposal approach is more feasible.

Regular staff meetings continue each month, and questions are always welcome during those sessions.

Preparations for the 4th of July are ongoing, but volunteer shortages remain a concern. There's a possibility the fishing pond activity may be canceled, and additional help is needed to staff Town Hall on July 3rd and 4th. The band is also short on musicians—efforts to recruit players are underway, but support is urgently needed.

Public notifications for street treatments have faced challenges, as some residents were unaware of the scheduled work. Staff is working to improve outreach and visibility to avoid disruptions. There will be no meeting held on July 2.

9. Scheduled Meeting/Work Sessions

- a. Town Board and other requests for Agenda Items
 - i. June 25, 2025 @6:00 p.m. – Planning Commission Meeting


- ii. July 2, 2025: Town Board Regular Meeting (TO BE CANCELLED)
- iii. July 16, 2025 @ 6 p.m.: Town Board Regular Meeting (Sheila possible virtual/conference schedule depending)

10. **Adjournment**


Motion

Trustee Geanious made a motion for adjournment. Trustee Montgomery seconded the motion, and the motion passed unanimously. The meeting was adjourned at 6:53 pm.

Approved the 16th day of July, 2025.



Stacey Geilert, Mayor

Attest:


Amanda Laman, Deputy Clerk

