

TOWN OF YAMPA
REGULAR MEETING MINUTES
June 7, 2023 – 6:00 pm

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis, Trustee Geanious, Trustee Cave, Trustee Williams

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons, Treasurer/Planner Mary Alice Page-Allen, Via Zoom Deputy Clerk Amanda Laman

AUDIENCE PRESENT: Ken Montgomery, Jan Ray, Julie Carolus, Aaron Symons, Carl Ray, Patty Redmond, Maddi Arrowood, Preet Singh, Amy Golike and Gary Burkholder. Via Zoom- Chris Manzanares, Dylan Anderson, Diane Mahoney and Robb Groetzinger (USPS)

1. Call to Order

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

2. Audience Participation

Please limit comments to 5 minutes. The Town Board will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Town Board concerning any agenda item will be given the opportunity to speak for up to 5 minutes at that time

3. Post Office Relocation Discussion

Robb Groetzinger made it clear that the location needs to be a more permanent/longer location. Discussion included locations at River Park, Corrigan's property, and behind Crossan's. A couple of residents were very much against it going to River Park. There was also mention of Tussey's property at 208 Moffat. The Royal lot was questioned and the reason that it is not feasible is that the USPS are not wanting to move the building twice. There will be more discussion in the coming weeks. Mayor Geilert expressed the desire to be part of that discussion. The board directed staff to explore the River Park as well as the Corrigan property and the Tussey property.

4. Retail Liquor Licensing Discussion

There was much discussion regarding the 2 applicants and the Board directed staff to go forward with the process to further application #1.

5. Public Works Shop Heating Bid Proposals

Planner Page-Allen reviewed the information in the staff report noting that one (1) proposal was received from W. Klumker Services LLC to provide labor and materials for the installation of heaters and ceiling fan to replace the inoperable coal furnace in the Public Works Shop for a not to exceed total of \$12,509.17. She noted that the staff's recommendation is to award the work to W. Klumker Services LLC and to approve the associated contract.

Motion

Trustee Cave made a motion to award the work to provide labor and materials to upgrade the Public Works Shop heating system to W. Klumker Services LLC. Trustee Lewis seconded the motion; passed unanimously.

Motion

Trustee Cave made a motion to approve and authorize the signing of an Agreement by and between the Town of Yampa and W. Klumker Services, LLC related to the completion of work to upgrade the Public Works Shop heating system in an amount not to exceed a total of \$12,509.17. Trustee Lewis seconded the motion; passed unanimously.

6. AquaWorks Agreement for Professional Services

Planner Page-Allen stated that this Agreement will cover the additional work needed to satisfy the engineering requirements of the United States Department of Agriculture (USDA) funding program that is proposed to be used to assist with funding the wastewater system improvements. She stated that the Town has received additional grant funding to support much of the anticipated expenses under this Agreement as well as the next item on the agenda.

Motion

Trustee Lewis made a motion to approve and authorize the signing of an Agreement for Professional Services between the Town of Yampa and AquaWorks DBO Inc. for the expanded preliminary engineering work related to USDA requirements in an amount not to exceed a total of \$25,000. Trustee Geanious seconded the motion; passed unanimously.

7. Bristlecone Proposal Agreement for Professional Environmental Services

Planner Page-Allen stated that this Agreement provides the needed studies and reports to meet the USDA requirements as part of the preliminary engineering work needed.

Motion

Trustee Lewis made a motion to approve and authorize the signing of an Agreement for Professional Environmental Services between the Town of Yampa and Bristlecone Ecology LLC for the Yampa Wastewater Treatment Plant Replacement in an amount not to exceed a total of \$16,255. Trustee Cave seconded the motion; passed unanimously.

8. Yampa Water & Sewer Enterprise – Design & Engineering Principal Forgiveness Loan

Planner Page-Allen stated that the Town has been working with its engineering consultant to complete the preliminary engineering processes and obtain approval from the Colorado Department of Public Health & Environment (CDPHE) for upgrading and rehabilitating the Town's wastewater treatment facilities. She stated that the Town received approval of the preliminary engineering work associated with the collection lines rehabilitation project (Project) approximately thirty (30) days ago and now qualifies for funding available through the CDPHE and the Colorado Water Resources and Power Development Authority (Authority) to assist the Town with final design and engineering work. She explained that while the terms and conditions of the Authority funding are spelled out in the Loan Agreement attached to Resolution 2023-05, the funding being provided is a 100% forgivable loan of which eighty percent (80%) of the funding will be reimbursed to the Town for design and engineering costs of the Project with the remaining twenty percent (20%) reimbursed at the time the Town executes a loan with the Authority to complete the Project for which the design and engineering costs were paid. She added that Bob Weiss, Town Attorney, has reviewed the information and will be providing an Attorney's Opinion as part of finalizing the Loan Agreement.

In response to a question from Trustee Cave, Mary Alice stated the total amount of funding to be provided under the Loan Agreement is \$250,000 and the Town Board had previously awarded the work to be funded with the dollars to AquaWorks DBO Inc (AquaWorks). She added that until the Loan is closed and funds availability is confirmed the Notice to Proceed under AquaWorks agreement will not be authorized.

Motion

Trustee Cave made a motion to approve and authorize the signing of Resolution 2023-05 (WSE), A Resolution of the Town of Yampa Acting By and Through Its Yampa Water and Sewer Enterprise Approving the Loan Agreement Between the Colorado Water Resources and Power Development Authority and the Town of Yampa Water and Sewer Enterprise and Authorizing the Mayor and the Town Administrator/Clerk to Execute Related Documents for a Design and Engineering Principal Forgiveness Loan in the Amount of \$250,000. Trustee Lewis seconded the motion; the motion passed with a unanimous voice vote.

9. Community Trust Discussion

Planner Page-Allen reviewed the information that was included in the Board Packet noting that this is being done in follow-up to a recommendation that came from the discussion surrounding economic development as part of the Yampa Comprehensive Plan process. She stated that if the Board determines that it wishes to move forward with creating a non-profit community trust organization that she would also like feedback on the subjects identified in the outline, e.g. name of organization, geographic service area, membership.

After discussion amongst Board members and members of the public in attendance, the consensus was to have staff continue in moving forward with creating a non-profit community organization.

10. Electric Service Installation – Royal Hotel Site

Clerk Symons went over the investment for the Town and the 4th of July committee would pay for half if the board approved it, Diane pointed out that there are other locations to get electricity from and that there is no money for it.

Motion

Trustee Lewis made a motion to approve the award and authorization the signing of a contract with W. Klumker Services LLC to provide labor and materials to install temporary electrical service at the Royal Hotel site in the amount of \$4,050 with one-half being paid from the 4th of July funds and the balance from the Town’s general fund. Trustee Geanious seconded the motion; motion passed with a unanimous voice vote.

11. Liability Insurance Renewal Comparison

Planner Page-Allen noted that there will be a significant reduction in cost, with more coverage.

Motion

Trustee Cave made a motion to approve and authorize staff to accept CIRSA as the Town’s liability, auto and property insurance carrier. Trustee Lewis seconded the motion; motion passed unanimously by voice vote.

12. Consent Agenda

Planner Page-Allen noted that the May 2023 Payment Approval Report is not included in the materials as the month hasn’t been finalized yet.

Trustee Lewis made a motion to approve the May 3, 2023 and May 17, 2023 Minutes and the April 2023 Payment Approval Report as presented. Trustee Geanious seconded the motion; passed unanimously.

13. Staff and Board Member Reports/Updates

- a. Committee and meeting reports from Staff and Board Members
 - i. Routt County Economic Development Partnership (RCEDP)
 - ii. Routt County Community Update
 - iii. Climate Action Plan Update
- b. Town Administrator/Clerk and Staff Reports

14. Scheduled Meetings/Work Sessions

- a. June 21st Joint Planning Commission/Town Board – Work Session on Comprehensive Plan; Adoption of Comprehensive Plan (may be postponed to July 12th)
- b. July 5th Town Board Meeting Cancelled
- c. July 12th Special Town Board Meeting
- d. August 16th – Budget Work Session

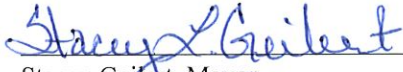
15. Other items of discussion

- a. Trustee Cave summarized the recommendation of the Community Task Force focused on how to fund the Town's needed wastewater facilities improvements, the recent community information meeting, and their recommendation to move forward to November's ballot with a proposed 2% sales tax increase.
- b. Also discussed was the need for enforcement of the rules

16. Adjournment

Trustee Lewis made a motion to adjourn at 7:50pm. Trustee Geanious seconded the motion; motion passed unanimously.

Approved the 2nd day of August, 2023.



Stacey Geifert, Mayor

Attest:



Sheila Symons, Town Administrator/Clerk

