

Town of Yampa  
July 5, 2017 minutes

TOWN OF YAMPA  
JULY 5, 2017  
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Pro-Tem Mike Lewis, Trustees Brian Ashley, Jeff Drust and Michael French

BOARD MEMBERS ABSENT: Mayor Tom Yackey

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: Travis Milway and Noreen Moore

CALL TO ORDER

Mayor Pro-Tem Lewis called the meeting to order at 7:00 pm.

ROLL CALL

Board roll call was taken.

MINUTES

Consideration of approval of December 14, 2016 special meeting minutes

Trustee Drust moved to approve the December 14, 2016 special meeting minutes. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

None

AUDIENCE PARTICIPATION – SCHEDULED ITEMS

None

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### OLD BUSINESS

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

PWS Berry reported that the cattle guard has been installed and that was the last part of the project to be done. Mayor Pro-Tem Lewis asked PWS Berry what his thoughts were on the grass seeding and he said he thought it was doing good. A neighbor had commented on the yellow clover as he considers that a noxious weed. PWS Berry said he would need to look into it. Trustee Ashley commented that there seems to be one bare spot. PWS Berry said that that is the steepest part of the hillside. What can be seen is the fabric that was laid down to hold the seed and the seed is growing but it is hard to see. Clerk Ray said that it continues to appear that agreement has been reached with Barbara Palmer regarding the transmission line easement and new access road. Surveyor Skidge Moon must redo the legal description and Attorney Weiss must make some minor adjustments to the agreement itself and it should be ready to sign. The extension of the Department of Local Affairs (DOLA) grant for completing the relocation of the access road was approved and we have the fully executed amendment, which is to December 31, 2017. Clerk Ray said she does need to talk to Greg Winkler about the grant and any requirements regarding whether the Town must re-advertise or if Duckels can do the road if that is what the Town Board decides is the best way to go. Clerk Ray said there is nothing new to report on the pretreatment building nor the transmission line. Trustee Ashley asked if the process to fence the infiltration gallery had been started. The answer being no, Surveyor Moon still must stake the boundary at least where there are not currently monuments, stake the boundary of the fence and easement agreement, plus the east boundary line for the new fence.

#### Wastewater system improvements update and consideration of any needed approvals

Neither Clerk Ray nor PWS Berry had anything new to report.

#### Crossan's update and consideration of any needed approvals

The Owner/Architect/Contractor notes from the June 21, 2017 meeting were in town board and audience packets for review. Trustee Drust reported that the Town had received the Temporary Certificate of Occupancy for the first floor. The telephone is in and Zirkel Wireless is in. Noreen Moore had the building open for July 3 and 4. She said that there were several visitors and many comments. Trustee Drust recused himself from the discussion and vote on Dobell pay request #11 because he has a subcontractor's invoice included. Trustee Ashley moved to approve pay request #11 in the amount of \$42,222.63. Trustee French seconded the motion and the motion passed on voice vote. Trustee Drust rejoined the discussion and the votes. Trustee Ashley moved to approve Dobell Invoice #5607 for \$3,888.65 for the Front Porch Addition. Trustee French seconded the motion and the motion passed unanimously on voice vote. Trustee Ashley moved to approve Dobell

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Invoice #5608 for \$4,281.47 for the Handicap Ramp. Trustee French seconded the motion and the motion passed unanimously on voice vote.

Ongoing report on Royal Hotel fire clean up and consideration of any needed action

Clerk Ray reported that via emails between CDPHE and Routt County and Routt County and the contractor, mid-August might be a possible start date for the cleanup.

Post 4<sup>th</sup> of July celebration report

Trustee Ashley moved to table the 4<sup>th</sup> of July celebration report to the August meeting since 4<sup>th</sup> of July Committee chair Tom Yackey was not present. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

NEW BUSINESS

Transfer of Crossan's

Noreen Moore was present to discuss transferring the leadership role for the Crossan building from Friends of Crossan's to the town board or another group. She said that a task force is being organized to help with logistics. She asked if there was a date for Nora Phillips to be working from there; Clerk Ray said shortly after July 10. Trustee Drust said that he is helping with coordination of computer/phone/furniture, etc. Ms. Moore said that one thing that needs to be done in the future is a scrapbook or storyboard about the rehabilitation of the building itself; it is a fascinating story in and of itself. She went on to say that the town board should think about the other historic buildings and the town's historic heritage and what can be done to utilize them as it relates to economic development as heritage travelers are a good source of income and very respectful of the surroundings.

Consideration of thank you to Terri Northrop for coordination of community yard sales

Trustee Drust moved to send Terri Northrop a thank you for her coordination of the community yard sales. Trustee French seconded the motion and the motion passed unanimously on voice vote.

Consideration of 4<sup>th</sup> of July thank yous

Trustee French moved to send 4<sup>th</sup> of July thank yous. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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## PUBLIC WORKS DEPARTMENT

### Booster pump failure and repair report

PWS Berry reported that on June 29<sup>th</sup> at 2:50 am, the SCADA system notified him that the booster pump had failed. 2 wires had broken and arced into the top of the breaker. PWS Berry said he took pictures and called Sturgeon and Browns Hill, the companies that had worked on the system and CDC. He was told that the electrical panel came premade so neither company was responsible for repairs. Jeff Drust did repairs and PWS Berry is checking it periodically to make sure it is okay. PWS Berry said that he was thankful that it did not damage the variable frequency drive or motor.

### Water transmission line break & repair

PWS Berry reported that on June 19 at 9:45 pm, the SCADA system notified him that there was a low water tank alarm. He said he checked it out and got the system to minimal flow and the next day he worked with Native Excavating on the transmission line repairs, which went well. The businesses and residents were notified of the break and asked to limit their usage where they could. PWS Berry said that he was going to write up a procedure to follow if this were to happen when he isn't here. PWS Berry said that he and Mayor Yackey talked about the fact that there is programming available that would tell the system to shut down the control vault valve and they thought it would be a good idea to look into it.

### Sewer line cleaning & tving report

PWS Berry reported that Val Kotter & Sons was here and cleaned the line on the far eastern section of town from the gas station to Cordova Trailer Park. They were having some company issues that prevented them from tving the line and they should be back in the next few days to finish the work. PWS Berry said he would report next month on the tving.

### May 2017 nutrient testing results

The test results were in town board and audience packets for review.

### Water line & curb stop replacement for Ernie Sanchez at 556 Terhune Ave

PWS Berry reported that Ernie Sanchez had let him know that he did not have water. PWS Berry said he could find nothing obviously wrong, so they replaced some water line and the curb stop. The curb stop was bad and did need replaced. PWS Berry said that there may have been something lodged in the line rather than it needing replaced, but the job was near completion when that was determined.

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Repairs to John Deere lawn tractor

PWS Berry reported that he was mowing grass in Snowden Park and turned off the tractor to move some sticks and when he tried to start it again, it wouldn't start. He said there was a burning smell and he was concerned that he might do damage, so he took it to US Tractor & Harvest in Craig as he did not feel qualified to do any repairs. They replaced the battery and some parts on the mower deck, but didn't find any major damage to the tractor. It has been running fine since he has had it back. He noted that the tractor is over 10 years old.

Dust abatement report

The dust abatement on Moffat Avenue, Clifton Avenue, Lincoln Street, and 3<sup>rd</sup> and 4<sup>th</sup> streets between Main and Lincoln was done. The weather was good for the application. PWS Berry said he had had residents that had asked about the cost for them to have the dust abatement applied on their street or section of street. He said that he would keep that in mind in early spring next year and see if anything develops with it.

Q/Q report

PWS Berry reported on the Northwest Colorado Council of Governments Water Quality/Quantity Committee (NWCCG-QQ) June 29, 2017 meeting. Reports on two studies were given. First the temperature of the rivers and the nutrients testing. The temperature studies have shown that a stretch of the river closer to Steamboat Springs is impacted. The upper stretch of the Yampa in our area is fine at this time. PWS Berry said that he does not think that the smaller systems like Yampa will have nutrients standards until 2025 or 2026 although he does have to do testing that is reported to CDPHE now. A Q/Q dues increase of 3% was approved. A presentation on utilizing reclaimed water was heard. A presentation on NWCCOG revising the 208 Plan and recommending Grand Lake as Outstanding Waters was heard. Water quality updates and legislative updates were given.

On-going work

PWS Berry reported that he and PWA Samuelson had been grading streets and doing parks maintenance. PWS Berry reported on emergency repairs at the Huffstetler Trailer Park the afternoon of July 3; a sewer line was backing up. They were able to get repairs done between 5:30 and 10 pm. Today, the 5<sup>th</sup>, the line was tv'd and there is a break underneath one of the trailers, which will need repaired.

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.

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### Ongoing business

Both the 2018 drinking water eligibility survey and the 2018 wastewater eligibility survey were sent to the state by the June 30, 2017 deadline. An audit extension letter will need to be requested from the state before the end of July. The Memorandum of Understanding (MOU) for the Yampa Beautification Plan is fully executed and a copy returned to the town. A meeting is set for July 12<sup>th</sup>, 9:00 am, at town hall for available townspeople to meet with the students working on the plan. After the meeting at town hall, the group will tour Moffat Avenue and Main Street for further discussion. The Tour de Steamboat scheduled for July 22 could still use some volunteers. Both morning and afternoon shifts are available. Last month Clerk Ray reported that she thought the Highway Users Trust Fund report that was due June 1 was done, but the State let her know that they did not receive it. When it was resent, they still didn't show receiving it, so they told her to use the old form for the report, which she did and emailed it June 29<sup>th</sup> and she thinks they got it this time. Clerk Ray said that she and PWS Berry have been handling several zoning and addressing questions. On the Yampa Home Simple project, the review team has requested more information. Both Peter Patten and Civil Design Consultants have reworked their agreements, but Steve Whittall has not had a chance to review them so after he has had that opportunity, they will be brought to the town board for consideration of approval.

### REPORTS OF COMMITTEES

#### Friends of Crossan's (FOC)

FOC President Jeff Drust reminded everyone of the Todd Mohr concert/auction in a couple of weeks. He reported that he and wife Cindy Wren made the display board of the Crossan family and that the wood used is wood from the Crossan building.

### MEETING REPORTS

None

### SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

Workshops and/or special meetings will be held July 19 and 26 as needed.

### BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

Trustee Ashley reported that the City of Steamboat Springs is surplussing several trucks, one is a 1996 GMC 2500 with 47,000+ miles, a ladder rack and flashing yellow light. Blue book shows a minimum value of \$2,000. The town does have interest in a truck, so Trustee Ashley will keep the town board apprised of advertising, etc.

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READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

A thank you from Randy Sackett, CDC was read. Routt County received a complaint regarding trash, etc., in Cordova's trailer park. The Cordova Trailer Park sets partially within town limits and partially in the county. The complaint was with an area in the county portion and the county is following their normal procedures for handling a complaint. Other correspondence was circulated for review; none required action.

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

The June financials were in the town board and audience packets for review. The June invoices with completed vouchers were available for review. The June meter reading report was not available, so it will be circulated for review at the next meeting.

READING AND PAYMENT OF BILLS

Clerk Ray read the bills. Trustee French moved to pay the bills, Trustee Ashley 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 Ashley moved to adjourn, Trustee French seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:36 pm.

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Thomas E. Yackey, Mayor

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Janet L. Ray, Town Clerk

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December 6, 2017