

**TOWN OF YAMPA
TOWN BOARD MINUTES
July 16, 2025 – 6:00 pm**

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis, Trustee Geanious and Trustee Montgomery, Trustee Shoptaugh

EMPLOYEES PRESENT: Planner Mary Alice Page-Allen

AUDIENCE PRESENT:

In Person: Brennan Pralle, Holly Olson, Rob Citto, Rick Davey, Hailey Shopetaugh, Griffin Drye, Angelica Salinas

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

Brennan Pralle provided a summary on his proposal for Community Yampa Building Renewal in partnership with Net Surplus Company. He outlined key components of the initiative, including potential improvements to a building's infrastructure, community engagement goals, and collaborative opportunities with Net Surplus.

3. Town Board Open Trustee Position

The Board members conducted interviews with two candidates for the vacant Trustee position: Hailey Shoptaugh and Rick Davey. Each candidate was asked a series of questions related to their qualifications, interest in serving, and vision for the Town of Yampa. Board members discussed strengths and perspectives offered by both candidates.

Motion

Trustee Lewis made a motion for consideration for approval of appointing Hailey Shoptaugh to the Yampa Town Board Open Trustee Position. Trustee Montgomery seconded the motion. The motion passed unanimously.

Rick Davey was queried as to his interest in filling the open alternate position on the Yampa Planning Commission. He stated he was interested, and the formal appointment will be presented for approval at the August 6th Town Board meeting.

Mayor Geilert administered the Oath of Office to Hailey Shoptaugh, officially welcoming her to the Yampa Board of Trustees.

4. South Routt Housing Manager – Introduction & Updates – Drew Blanchard

This matter was tabled to the August 6, 2025 meeting.

5. South Routt Housing Advisory Board Appointments

In summary, over the past 18 months, the South Routt region has undertaken a comprehensive housing needs assessment, which has been integrated into Yampa's and Oak Creek's planning

efforts. The assessment highlighted limited housing inventory and rising costs across Routt County, a reality confirmed by newer residents and local officials. To address these challenges, Drew Blanchard was hired as the South Routt Housing Innovation Manager. His position is funded through a two-year Local Planning Capacity Grant, matched by contributions from Routt County, Oak Creek and Yampa. The Advisory Board was created to serve as a regional sounding board and strategic guide for Drew's work, ensuring alignment with community needs and long-term housing goals.

It was explained that the Advisory Board will include:

- Two representatives from the County (Commissioner Salinas and one TBD)
- Two representatives from Yampa (Mary Alice Page-Allen and Cindy Ashley(proposed))
- Two representatives from Oak Creek (Louis Fineberg and Erika Pastor)

Commissioner Salinas expressed enthusiasm for the initiative, emphasizing the importance of regional collaboration and the Advisory Board's role in shaping a future South Routt Regional Housing Authority—a key action item identified in the housing needs assessment. The Authority would provide a formal structure and funding mechanism to address housing issues across the region. The Commissioners' discussion included potential candidates for the Routt County seat, with suggestions such as representatives from Phippsburg, the school district, or the sheriff's department. The priority is to find someone with a strong commitment to housing solutions along with someone that works with the County as they are a big stakeholder in this project.

The first organizational meeting of the Housing Advisory Board is tentatively scheduled for July 30, pending availability of all members. The urgency to convene stems from the six-month process it took to fill the Housing Innovation Manager role and the need to accelerate progress on regional housing strategies.

Commissioner Salinas proceeded to provide a county-level update, specifically highlighting the release of the Regional Housing Demand Study, which was published the previous week. Salinas emphasized the significance of the study, noting that it is the first truly regional housing assessment to include not only Steamboat Springs and surrounding areas, but also Craig and Moffat County. The study offers a comprehensive analysis of housing dynamics across the region, including:

- Commuter patterns (e.g., individuals working in Routt County but living elsewhere)
- Cost of living and wage comparisons
- Demographic shifts and housing affordability

One of the most notable findings is that, for the first time in Routt County's history, the population of residents aged 65 and older now exceeds those aged 18 and under, indicating a significant aging trend in the region. The report also includes data on median home prices and other key housing indicators.

Commissioner Salinas offered to present the high-level findings of the report at a future Town Board meeting, suggesting a presentation in collaboration with a representative from the Housing Authority. She noted that Oak Creek had also been offered the same opportunity and expressed flexibility in presenting it jointly or separately, depending on the Town's preference.

The Town Board agreed to schedule Commissioner Salinas's presentation for August 6th, during the regular board meeting, to review the findings of the Regional Housing Demand Study and explore implications for Yampa and the broader South Routt region.

Trustee Montgomery raised concerns regarding the appointment of Mary Alice Page-Allen to the South Routt Housing Advisory Board. He expressed that, in his view, representation for Yampa on the Advisory Board should come from a current resident, and noted his belief that Mary Alice was still employed by the Town of Oak Creek. It was clarified that Mary Alice is no longer employed by Oak Creek and currently serves as Town Planner/Treasurer for Yampa. Trustee Montgomery reiterated his position that representation should be limited to Yampa residents and suggested Rick Davey or Brennan Pralle, both present at the meeting, as alternative candidates.

Trustee Geanious responded in support of Mary Alice's appointment, stating that he believes she would be a strong and appropriate fit for the role given her expertise and involvement in housing initiatives as the Planner for the Town. Mayor Geilert acknowledged the concern and proposed a contingency approach, suggesting that if a third representative is needed or if one of the appointed members is unavailable, the Town could identify a Yampa resident to serve in that capacity.

Mary Alice noted that the Housing Advisory Board is currently a guidance-oriented body, not a formal governing entity. She emphasized that as the South Routt Regional Housing Authority begins to take shape, there will be opportunities for broader participation, including through formal intergovernmental agreements and expanded governance structures.

The discussion concluded with an understanding that the Advisory Board is in its early, formative stages, and future appointments and participation may evolve as the regional housing framework develops.

Motion

Trustee Lewis made a motion to approve and authorize the appointments of Mary Alice Page-Allen, Town Planner, and Cindy Ashley, Planning Commission Chairman, as the Yampa Representatives for the South Routt Housing Advisory Board. Trustee Geanious seconded the motion. The motion passed with two (3) votes in favor and one (1) opposed.

6. Resolution 2025-08 – Election Intergovernmental Agreement – Routt County Clerk

The Board reviewed Resolution 2025-08, authorizing an intergovernmental agreement between the Town of Yampa and the Routt County Clerk and Recorder for administration of the upcoming election related to the Regional Transportation Authority (RTA) Formation Committee. The Town will contribute \$500 toward election costs, which has already been accounted for in the election budget. It was clarified that this election does not involve any tax measures; its sole purpose is to determine whether communities within the proposed RTA boundary wish to participate in the formation of the committee. Yampa previously signed an initial agreement in April 2025 supporting the formation process, and this resolution formalizes participation in the election phase. During discussion, Trustee

Montgomery asked who would be eligible to vote, and it was confirmed that both incorporated and unincorporated residents within the proposed boundary will be included.

Motion

Trustee Lewis made a motion to Resolution 2025-08, A Resolution of the Town Board of the Town of Yampa, Colorado Approving an Intergovernmental Agreement By and Between the Routt County Clerk and Recorder and the Town of Yampa for the Administration of Their Respective Duties Concerning the Conduct of the General Election to be Held on November 4, 2025. Trustee Geanious seconded the motion. The motion passed unanimously.

7. Resolution 2025-09 – Designated Election Official

The Board reviewed Resolution 2025-09, which formally designates the Town Administrator/Clerk and the Deputy Clerk as election officials for the upcoming election. This clarification ensures both individuals are authorized to carry out election-related duties and responsibilities. The designation is internal and specific to this election. The previous resolution had not included the Deputy Clerk, and Resolution 2025-09.

Motion

Trustee Lewis made a motion to approve and sign Resolution 2025-09, A Resolution Identifying the Designated Election Official by the Town board of the Town of Yampa. Trustee Geanious seconded the motion. The motion passed unanimously.

8. Mocon Lease – 125 Moffat Avenue

The Board discussed the continued use of the Royal Lot by Darin Fogg and X-Field Services, which has served as a staging area throughout the duration of the collection system project. With the project nearing completion and final acceptance anticipated by the end of the month, the existing lease agreement is set to expire. Darin Fogg has expressed interest in continuing to lease the site and proposed a monthly rate of \$500. In prior arrangements, the lease was symbolic—typically \$1—due to the contractor relationship. Under the Town’s land use code, continued use of the site would fall under the Temporary Use Permit guidelines, which allow for up to one year and require Planning Commission authorization. Darin indicated he would install a more substantial fence than standard construction fencing, and such details would be included in the permit application. The proposed lease would also include a termination clause allowing the Town to end the agreement with written notice. Trustee Montgomery recommended modifying the notice period from 60 days to 30 days to allow for flexibility in the event of a property sale. The Board agreed to the modification and will proceed with consideration of the lease and permit under the revised terms.

Motion

Trustee Lewis made a motion to approve and authorize to sign a Lease Agreement for 125 Moffat Avenue, Yampa for a one-year period with consideration in the amount of \$6,000. With the exception to change the 60 days to 30 days for notice of vacate. Trustee Geanious seconded the motion. The motion passed unanimously.

9. Consent Agenda

Trustee Montgomery requested Item B, C and D be removed from the Consent Agenda

Motion

Trustee Lewis made a motion to approve the Consent Agenda Item A, specifically the approval of the June 18, 2025 Regular Meeting Minutes. Trustee Geanious seconded the motion; the motion passed unanimously.

Trustee Montgomery raised questions regarding Item B: June budget and payment approval report:

- Mountain Architecture: He asked why payments to Mountain Architecture appear so frequently and whether additional work remains. Mary Alice explained that Chancie Keenan, the principal architect, is leading the museum project. The current invoice reflects work funded by a new county grant for final design and construction documents. Monthly billing is standard for this phase of the project.
- Advanced Copier Solutions: Trustee Montgomery questioned charges from Advanced Copier Solutions. Mary Alice clarified that these are routine expenses for copier maintenance and supplies.
- AquaWorks: He inquired whether the payment to AquaWorks represents the final invoice. Mary Alice noted that while a few charges may still follow, the \$21,000 listed in June primarily reflects completion of the collection system and treatment plant work. These engineering fees are covered by a Community Development Block Grant and processed as pass-through payments to the contractor.
- Bank of the San Juans: Trustee Montgomery asked about the nature of this expense. Mary Alice confirmed it is the Town's credit card bill, used for purchasing supplies across departments, including office operations, water/sewer, and road and bridge.

Trustee Montgomery asked questions regarding Item D: Audit Status and Future Auditor Selection, the status of the 2023 audit and the extension of services for the 2024 audit. Mary Alice confirmed that the Town received an email from Lisa Nylund, the current auditor, indicating that the 2023 audit would be completed over the weekend and delivered early the following week. She expressed cautious optimism, noting that while she hopes the audit will be delivered as promised, this is not the first time such assurances have been made. She stated that all outstanding questions have been addressed, and the audit appears to be nearing completion. Regarding the 2024 audit, Mary Alice advised that the Town would issue a formal Request for Proposals (RFP) to select a new auditor. She has already reached out informally to a few firms to confirm they are accepting new clients, which has been a challenge in the past. At present, two firms have indicated they are open to new engagements, and the RFP will be distributed broadly, including direct outreach to qualified auditors. Trustee Montgomery suggested that, once the 2023 audit is completed, it may be simpler to retain the current auditor for 2024. Mary Alice responded that, as Treasurer, she could not recommend continuing with the current auditor due to concerns about their lack of experience with municipal audits. She emphasized her opposition to using the same firm again. Trustee Montgomery asked for clarification on the primary issue, and Mary Alice reiterated that the auditor's limited municipal experience had led to delays and complications. Trustee Montgomery adamantly shared that he had spoken directly with Lisa Nylund, the current auditor, and received a different perspective than what had been previously presented to the Board. Trustee Montgomery acknowledged that his direct outreach to the auditor may not be well received by the Town Board

and could be perceived as bypassing Town protocol. However, he emphasized that the information he received during the conversation presented a markedly different perspective from what had been previously shared with the Board. He did not provide any further information.

Mayor Geilert responded that the conflicting accounts between the auditor and Town staff were, in her view, reason enough to seek a new auditor. It was agreed that the current auditor would be welcome to respond to the upcoming Request for Proposals (RFP), and the Board would make its decision based on the proposals received.

Trustee Montgomery requested a recap of the current Planning Commission membership and their respective term lengths in conjunction with the Board's consideration of ratifying Christine Manzaneres' appointment from Alternate to Full Member of the Yampa Planning Commission.

Motion

Trustee Lewis made a motion to approve Consent Agenda items B, C and D, specifically Approval of May & June 2025 Payment Approval Reports, Ratification of appointment of Christine Manzaneres from Planning Commissioner Alternative to full member of Yampa Planning Commission and Approval and authorization to sign Request for Extension of Time to File Audit – 2024. Trustee Geanious seconded the motion. The motion passed unanimously.

10. Staff and Board Member Reports/Updates/Requests

Wastewater Treatment Plant – Interim Financing and Construction Timeline Staff and the consultant team are actively preparing a Request for Proposals (RFP) to solicit interim construction financing for the wastewater treatment plant. While USDA funding has been allocated for long-term financing, interim lending is required to cover construction costs. Bid openings for the project are scheduled for Friday, July 18 at 3:00 p.m., with strong interest anticipated. The engineering team will tabulate results and share them with the Board. The RFP for interim lending is expected to be released next month. Staff also noted that a decision will be needed on whether to begin construction this fall or wait until spring, with funding logistics playing a key role in that determination.

American Legion Hall and Ice Rink Site – 4th of July Concerns Staff reported receiving neighborhood complaints regarding youth activity involving ATVs and motorcycles at the ice rink site near the American Legion Hall during the 4th of July. Trustee Montgomery acknowledged awareness of the situation and noted that no action was taken at the time, as it did not appear to be causing disruption.

Monument Sign – Completion and Relocation of Old Sign The new monument sign has been installed and is receiving positive feedback. Staff recommended refurbishing the old sign and relocating it to a secondary gateway into Town. Possible locations include the intersection of County Road 7 and Moffat Avenue, as noted in the Comprehensive Plan, or along the Scenic Byway on County Road 17 within Town limits. Staff requested Board input on whether to preserve and reuse the sign and, if so, where it should be placed. Key factors include visibility, community impact, and operational considerations such as snow removal. The Board advised staff to explore refurbishing both gateway signs, with further discussion to determine their placement.

Water System – Infiltration Gallery and Conditions Trustee Montgomery inquired about the condition of the infiltration gallery and whether water levels were holding steady. Staff advised that

the system is experiencing drier conditions due to the overall dry year. Mary Alice Page-Allen reported that experts are monitoring the situation and will bring forward any recommendations for water restrictions if necessary.

Wastewater Collection System – Budget Request Trustee Montgomery requested a comprehensive budget summary for the wastewater collection system, including all grants, loans, and funding sources. Staff agreed to prepare a final financial report and include Ben and/or Adam in the presentation at a future meeting.

11. Scheduled Meeting/Work Sessions

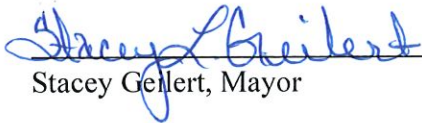
- a. Town Board and other requests for Agenda Items
 - i. August 6, 2025 @ 6:00 pm – Yampa Town Board Meeting
 - ii. August 20, 2025 @ 6:00 pm – Yampa Town Board Meeting

12. Adjournment

Motion

Trustee Lewis made a motion for adjournment. Trustee Geanious seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:22 pm.

Approved the 20th day of August, 2025.



Stacey Gellert, Mayor

Attest:



Sheila Symons, Town Administrator/Clerk

