

Town of Yampa August 1, 2018
Regular meeting minutes

TOWN OF YAMPA
AUGUST 1, 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: Mary Andre, Gary Burkholder, Margaret Chipman, Anne Clyncke, Donna & Tim Corrigan, Michael Geanious, Cari Hermacinski, Cindy Krausgrill, Travis Milway, Doug Monger, Noreen Moore, Jerry & Nancy Smith, Tom Sullivan, and Dan Weinheimer

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

Noreen Moore spoke on behalf of a group of people regarding the Royal Hotel lot. The group has been working on the possibility of a building going on the lot that would have a front facade that would replicate the front of the Royal Hotel building that was destroyed by fire. While the group was working on the project, they learned that the Town of Yampa has no architectural controls in the zoning code. The group also learned that the Routt County Commissioners have advertised the Request for Proposals (RFP) for the sale of the property. Ms. Moore said that the group had hoped that Routt County could put some deed restrictions on the property that would require the property replicate the front facade of the Royal Hotel but had discovered that was not possible. Ms. Moore stated that several people believe that

Town of Yampa August 1, 2018
Regular meeting minutes

Yampa's western heritage, especially in the downtown corridor, is critical to the town's economic future. She stated that area resident, Jan Symchych, had worked with architect, Joe Robbins, and had a rendition of what the front facade of a building at that location could look like. Ms. Moore asked the commissioners if the RFP process could be slowed down. Town resident, Margaret Chipman, spoke to how special and authentic and real Yampa is and how many people have an interest in the history of the area. Ms. Moore reiterated how vital an economic benefit maintaining the authenticity of the downtown corridor is to the welfare of the town. Ms. Moore told the town board that she understands they could not take a vote on any ideas tonight but wondered if they would commit to having an agenda item at the September 5 town board meeting to consider the idea of design guidelines for the downtown area before someone took a lot of time putting guidelines together. The board agreed they would have consideration of the concept on the agenda. Commissioner Monger said that the commissioners need to have the opportunity to discuss it among themselves, but that it is important to note that the RFP has already been advertised and changing the regulations after the fact is not fair and possibly not legal. Also, the town has indicated that they want the property on the tax rolls, generating income. Commissioner Monger said that he thought the town needed to speak with their attorney, Mr. Weiss about how new regulations could affect existing properties or if there would be some type of grandfathering that is needed to be taken into consideration. The RFP has a minimum bid of \$60,000.

Resident, Gary Burkholder, brought up that Main Street is badly in need of paving and wondered if the county could help with that when they are working on the county roads close to Yampa. Commissioner Monger stated that the county is always willing to have the municipalities piggy back on a county road re-paving project that might make the cost less prohibitive.

Audience participation – Scheduled items

Routt County Board of County Commissioners (RCBCC)

Commissioner Monger as current chair of the RCBCC said that they did not have a formal agenda but wanted to talk about what is happening in the county. He noted that the commissioners are very aware of what all the Town of Yampa has had to deal with over the last several years with both the water system and the wastewater system and the Royal Hotel. Commissioner Corrigan said that he knows several people in South Routt know how much the county helped with the Royal Hotel, especially with work by the county attorney and environmental health officials and appreciate the help. The combined law enforcement facility (CLEF) between Routt County and City of Steamboat Springs is a 19 million dollar project that is on budget and on schedule for completion. Routt County Manager Sullivan discussed the 2019 budget and how the Gallagher Amendment and Tabor affect the property tax revenues. At the county level, they expect that the decrease in the residential percentage will be larger than the increase in commercial and therefore the net decrease in Gallagher will ratchet down the taxes. Manager Sullivan will send Clerk Ray the financial memo

Town of Yampa August 1, 2018
Regular meeting minutes

written by Dan Strand. Regarding broadband, Manager Sullivan explained that the next step is expanding broadband to the remainder of the county; however, that is problematic because of the lack of rural density. Northwest Colorado Broadband (NCB) is looking at a joint private/public sector to move into the county. There is work on a mechanism that can work together to better the opportunities for service. Deputy County Manager Weinheimer explained that the county is moving toward program based budgeting and away from line item budgeting, which they think will help in better budgeting for the county and perhaps make situations like the Gallagher amendment less onerous for the county. Commissioner Monger discussed the fire danger this summer. The county is close to going to Stage 2 fire restrictions next week. The county is experiencing the worst drought in 23 years. Commissioner Monger said that Emergency Operations Director, David deMorat, is working with the Forest Service on the Silver Creek fire. Manager Sullivan reported that the county had hired a new Public Works Director, Ray DuBois. Trustee Lewis thanked the commissioners for their approval of the Museum and Heritage Fund Advisory Board (MAHFAB) grant for Crossan's elevator.

Old Business

Water system improvements update and consideration of any needed approvals including consideration of access road bid (note: bid information is not included in this board packet; it will be available at the meeting)

Engineer Mary Andre was present to review the bid information with the town board. One bid was received from Duckels and it came in over budget. Civil Design Consultants (CDC) staff talked with Duckels regarding some changes that could be made to reduce the bid. If the Routt County Road 7 excavation and grading, item A8 on the bid, is expanded to provide all of the subgrade needs, it would be increased by 3480 yds and the imported offsite subgrade material in item A10 would be reduced to zero saving \$93,960. This assumes that the material is useable and doesn't get into rock. Brian Len of Northwest Colorado Consultants (NWCC) has indicated he doesn't see an issue with expanding this cut, but he recommended doing core holes to confirm existing materials before counting on this as a site for all materials. They could also adjust the profile to save approximately 300 yds or more of subgrade material by eliminating vertical curves and more closely following the lay of the land, a \$4,500 savings if sourced from the intersection site or \$12,600 savings if imported material need is reduced. Also, Duckels recommended further consideration of the fabric/geogrid approach and Derrick Duckels believes it would result in savings due to reducing subgrade fill needs and avoiding topsoil stripping. He also indicated it may allow for building the road in bad weather. Ms. Andre noted that the fabric/geogrid had been considered previously but was believed to be more expensive than the traditional road cross section due to the cost of geogrid, and the cost of more pit run quantities. Mr. Len described this alternate road section recommendation in the Geotechnical report. It would involve overlaying fabric and geogrid directly over existing ground and organics, without removing vegetation or topsoil, a deeper section of pit run (12" vs 8"), and the same 4" of road base on

Town of Yampa August 1, 2018
Regular meeting minutes

top. Mr. Duckels agreed to evaluate this option further with the goal to provide an alternate for pricing. The wetlands mitigation was discussed, and Ms. Andre said that she anticipated that Ren Martyn, Finger Rock Preserve, LLC would have called the town, but Clerk Ray has not heard from him. Kelly Colfer, Western Bionomics, LLC, has submitted the wetlands permit application to the Army Corp of Engineers and they have a 45-day review period. Mr. Colfer anticipates that the town should have an answer from the Corp by early September. Ms. Andre discussed the pricing of the wetlands mitigation, which could be anywhere from \$15,000 to \$30,000. Additional costs include testing by NWCC, the equipment to do the test holes and engineering expenses.

Ms. Andre said that she thought there was \$217,000 remaining on the Department of Local Affairs (DOLA) Energy Impact grant, which would leave a shortfall of approximately \$180,000. Per Clerk Ray's records there is more available on the grant, so Ms. Andre and Clerk Ray will compare notes for accuracy. National Rural Water Association offers a loan that has a straightforward application. \$100,000 is the maximum that can be applied for and the term is 10 years at 3% interest. DOLA offers an administrative grant of up to \$25,000 with a \$25,000 match from the grantee. Ms. Andre said she thought state revolving fund loans could cover costs retroactively. Clerk Ray will look into the possibilities. Clerk Ray said that she thinks the town needs to ultimately find grant or loan funding for the completion of the road; that even if the town covers the costs upfront, they need reimbursed. Clerk Ray said that she would continue reviewing the secured funds and exploring funding sources for more accurate totals next week. A special meeting will be planned for August 8 to move forward. A partial Notice of Award by mid-August will give Duckels the opportunity to get the performance bond and insurance in place and the contract. That will give them the month of September for the construction. It is a tight schedule, but still doable.

The fencing at the infiltration gallery was discussed. It was thought that the fencing in the swampy area needs 15 feet between posts and the remainder of the fence could have 20 feet between posts. PWS Berry said he would do some measurements tomorrow to determine the areas for each and let CDC know.

Trustee Lewis moved to approve the concept of awarding the access road bid to Duckels, but that final consideration will be given at a special meeting to be scheduled for August 8, 2018, when more accurate cost estimates will have been provided by Duckels for using the geogrid and more information is available on funding options for the cost overruns. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Trustee Ashley suggested that he thought the test hole drilling was not necessary and not a good use of funds. If rock is encountered, there might be other material on the hillside that can be used or if the material must come from offsite, the Town still has that expense. PWS Berry stated that it is his understanding from Dick Palmer that Barbara Palmer is okay with using additional fill from the hillside as long as the hillside is revegetated. At this time, the cost estimate from NWCC for the materials testing, etc. has not been received, but Ms. Andre said that she understood it would probably be between \$3,000 and \$5,000. Following the discussion,

Town of Yampa August 1, 2018
Regular meeting minutes

Trustee Lewis moved to not have test holes drilled prior to beginning the project. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Clerk Ray reported that the recorded easement agreement was received, and a copy sent to Barbara Palmer and the original put in the town safe.

Wastewater system improvements update and consideration of any needed approvals including consideration of Civil Design Consultants proposal (CDC proposal not in packet, Browns Hill, Stantec, Yampa Valley Electric (YVEA), and NWCC proposals in packet)

Ms. Andre reported that because of all the work on the access road project, CDC has not had an opportunity to finish their proposal. She asked if there were questions on any of the other proposals that were in the board packets. Trustee Drust asked if the standby generator will be necessary. PWS Berry said that he believes they are because the ponds can't set very long without aeration. The Town Board did review the proposals they had in file, but without CDC's, they did not want to move forward. Trustee Lewis moved to table consideration of CDC's proposal, along with the subcontractors' proposals until the special meeting to be held August 8, 2018. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. It was brought up that an additional acre of ground by the plant would be desirable as the present layout does not afford much room to work. Clerk Ray said that the ranch is for sale. Ms. Andre pointed out that it might be a good time to approach the owners to see if they would be willing to exclude an acre from the sale and negotiate with the town for a purchase or a donation to the project.

PWS Berry said he is still working on the wastewater permit renewal application.

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

Trustee Drust reported that the elevator parts are ordered. He said he spoke with Ken Montgomery with the American Legion, regarding the flagpole. There will be no base, just the pole. The height of the pole will be 20 to 30 feet. Some of the contents in storage have been moved to the Crossan building or to Yampa-Egeria Historical Society storage. Clerk Ray reported that when Ken Carter, Dobell Contracting, went to move the drop box from town hall, he discovered it was put in before the siding was put on the building, so it is not moveable. A new drop box was ordered and is here but has not been installed.

Yampa Home Simple Planned Unit Development (PUD) update

Clerk Ray reported that she has no update.

Town of Yampa August 1, 2018
Regular meeting minutes

Stillwater Ditch aka Five Pine Ditch and Reservoirs Co. (Gardner Park Reservoir) update and consideration of any needed approvals (if any)

Clerk Ray read an email from Andi Schaffner which stated that Upper Yampa Water Conservancy District (UYWCD) did receive the ditch owners' ditch transfer proposal prior to UYWCD's July meeting; however, no action was taken at the meeting as UYWCD said they would discuss the proposal in executive session. Ms. Schaffner said she would keep everyone informed of any developments.

New Business

None

Public Works Department

Consideration of vacation request – Sept 3 – 9, 2018

Trustee Lewis moved to approve Eric Berry's vacation request. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Sewer cleaning and TV inspection report

PWS Berry reported that Val Kotter cleaned and inspected the sewer main in the Snowden Subdivision and a section between Roselawn and Clifton avenues from CR 17 to 3rd St. PWS Berry said he reviewed the inspection videos and there is a slight leak in the area of Karey and Tracy Viele's property. It is small enough to not require repairs at this time. Having Val Kotter's crew repair the leak would be a minimum of \$1,000 if not more. It would be more cost effective for the town to hire the backhoe and do the repairs ourselves. PWS Berry noted that he does not have time to do the repairs at this time.

Light pole repairs report

PWS Berry reported that he can take the lighting apparatus out of the light pole at River Park, which has not been used for quite some time and install it in the one at Moffat and Lincoln. There is not electricity to the Moffat/Lincoln pole at this time and he said that he believes he can do the repairs himself.

Wastewater flow meter repairs report

PWS Berry reported that nothing he has tried so far has worked to repair the meter. He ordered the \$1,600 replacement part and it has been received. He believes he can have it installed by the end of the week.

Town of Yampa August 1, 2018
Regular meeting minutes

Historic jail repairs report

PWS Berry reported that he has not had a chance to work on ceiling repairs to the inside of the jail. He needs some rough 2 x 4's. Trustee Ashley said he should have something that would work, so PWS Berry will follow up with him.

Ongoing work

PWS Berry reported on the wind damage on July 27th. The northwest corner of the town hall roof sustained damage. Assistant Fire Chief, Scott Delto, did some emergency repairs and Fire Chief Ky Cox contacted John Salazar of JDS Roofing for a cost estimate for repairs. Clerk Ray notified the town's insurance company and they will send a claims adjuster to review the damage. In addition to the town hall roof, both Amber Cramer and Tom Yackey sustained damage to trees. A tree in Snowden Park was blown down also.

PWS Berry was asked about the status of the wastewater plant permit. He stated that after listening to Ms. Andre's presentation, he has some questions for CDC before he finishes the permit application. He would like to see Colorado Department of Public Health and Environment (CDPHE) extend the current permit until the improvements to the wastewater plant are completed and then issue a new permit based on the improvements. PWS Berry said that he will talk with Ms. Andre and CDPHE before completing the application.

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 she has received no new code violations.

Ongoing work

Clerk Ray said that she is still working on the lot consolidation request and should have the paperwork put together soon for the town board to hear the request. The date of the Planning Commission meeting for the Wasinger Subdivision request from Historic Yampa, LLC will be August 29, 2018 and Town Board will hear the request on September 5, 2018. Auditor Chris Catterson will do his field work on August 13. Changes to the fire ban ordinance were discussed, but no plans for changes were put in place.

Reports of Committees

None

Town of Yampa August 1, 2018
Regular meeting minutes

Meeting Reports

Routt County Building Department Oversight Committee meeting report

Clerk Ray reported that the Oversight Committee all agreed in favor of adding the towns of Yampa and Oak Creek to the Oversight Committee Board as designated members with voting privileges. The Clerk passed around the information received at the meeting for board and audience members to review.

Museum and Heritage Fund Advisory Board (MAHFAB) meeting report

Trustee Lewis reported on the July 24th meeting, where updates were given by the various museums and historical societies on their capacity building grants. The next meeting is scheduled for October 23rd, where new capacity building grant applications will be reviewed by the MAHFAB board.

Schedule Workshops and/or Special Meetings

A special meeting will be held August 8th to review CDC's wastewater proposal, workshops on August 15 and 22 as topics are ready for discussion and Planning Commission will be held August 29 to hear the request of the Wasinger Subdivision by Historic Yampa, LLC.

Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Correspondence was circulated for review. A complaint about the location of a trailer just moved into the Cordova Trailer Park was received. It was noted that Clerk Ray was told to discuss the concerns voiced in the complaint with Attorney Weiss regarding what action, if any, the town board might be able to take. No other correspondence required board action.

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

The financials were in town board and audience packets for review, except for July receivables. They will be available at the next meeting. The July meter reading report will also be available at the next meeting. The July invoices with completed vouchers were circulated for review.

Town of Yampa August 1, 2018
Regular meeting minutes

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.

Adjournment

Mayor Symons asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 10:35 pm.

Robert A. Symons, Mayor

Janet L. Ray, Town Clerk

October 3, 2018