

Town of Yampa  
August 2, 2017 minutes

TOWN OF YAMPA  
AUGUST 2, 2017  
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Trustees Brian Ashley, Jeff Drust and Michael French

BOARD MEMBERS ABSENT: Mayor Pro-Tem Mike Lewis

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

AUDIENCE PRESENT: Gary Burkholder, MaryLu Meadows, Cindia & Ken Montgomery and Mark Wertheimer

Call to Order

Mayor Tom Yackey called the meeting to order at 7:00 pm.

Roll Call

Board roll call was taken.

Approval of Minutes

Consideration of approval of January 4, 2017 regular meeting minutes

Trustee Drust moved to approve the January 4, 2017 regular meeting minutes. Trustee French seconded the motion and the motion passed unanimously on voice vote.

Audience participation – Non-agenda items

Ken Montgomery reported that the businesses decided not to provide the hunters' dumpster this year.

Audience participation – Scheduled items

South Routt Recreation Association (SRRA) Introduction– Mark Wertheimer, Associate Director

Associate Director, Mark Wertheimer, was present to give an overview of the South Routt Recreation Association. SRRA was formed several years ago and over time the

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organization went dormant. Approximately 1½ years ago, SRRA was re-formed and was able to have their non-profit status reinstated. The mission of SRRA is to develop recreation opportunities in South Routt by coordinating funding, programming, and resource partnerships. The board of directors consists of local community members that are working with the communities to provide recreation opportunities for school age children throughout the year. Ryan Herbert is a Yampa resident that serves on the board. SRRA's draft Strategic Plan 2017-2020 was available and was discussed.

### Old Business

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

PWS Berry reported that the repairs to the cattle guard were quite high. The cost was much more than the cost estimates given during the construction meeting several months ago. The final invoice came in at slightly more than \$13,000 and Duckels took off \$1,500 for the damage they had done so the final invoice was \$11,502.78. Regarding the Palmer documents, when Surveyor Moon was working on the revisions to the legal description, he encountered conflicts that have implications for both Palmers and the Town. Barbara and Dick Palmer, Mr. Moon and Clerk Ray have a conference call scheduled August 4 for Mr. Moon to explain and discuss with Palmers what those implications are. Clerk Ray said again that the Palmer agreement must be in place before work on the road can be done and once again the town is up against a funding deadline. The grant funding deadline is Dec 31, 2017, but Greg Winkler with Department of Local Affairs (DOLA) says we can do one more extension to Sept 30, 2018. The request will be made in October 2017. That will be our last possible date to use the funding. Matt Mielke at CDC has Duckels final pay request and he is reviewing it. He sent Clerk Ray a copy late this afternoon, but Clerk Ray explained to him that the town board would not be asked to approve the request at this meeting as the town board would need time to review it. One deliverable that the town still needs to provide to Colorado Department of Public Health and Environment (CDPHE) is a records retention policy, which Clerk Ray is working on. The town will be working with a different person at CDPHE on the water transmission line and pretreatment building; her name is Elizabeth Hunt. The pretreatment building project deadline is 12/1/2018, but there are interim deliverables due before that date that will probably need extended. Mary Andre, CDC, had a conference call with Ms. Hunt scheduled for today about interim deliverables dates and the budget. Mr. Moon has not done the surveying at the infiltration gallery nor the fence and easement agreement east boundary line.

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

Clerk Ray said that Randi Johnson-Hufford who has been the contact for the water projects will be the contact for the wastewater project. There was nothing else to report.

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Crossan's update and consideration of any needed approvals, including Revised Change Order #001 from Dobell Contracting regarding Interior & Exterior Painting not in original Schedule of Values (Friends of Crossan's funds), pay request #12 and Inv. #5618 front porch addition

Clerk Ray reported that Change Order #001 was approved at the special meeting held July 19, 2017. There was an error on the change order of where the funds were coming from. The change order should have been for \$17,115.00 because \$1,480 should have been charged to work on the front porch. The front porch work is paid for with the Museum and Heritage Fund Advisory Board (MAHFAB) grant and the change order only effects the State Historic Fund (SHF) and Department of Local Affairs (DOLA) grants. Clerk Ray noted that the painting will use Friends of Crossan's funds. Trustee Ashley moved to approve revised change order #001 from Dobell Contracting regarding interior and exterior painting not in the original schedule of values. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The question had been raised previously about why there was not a change order for the handicap ramp. The handicap ramp was never in the original schedule of values for this phase of the project as it was planned for the next phase. When it was learned that the ramp had to be done before the first floor could receive the Temporary Certificate of Occupancy, Friends of Crossan's stepped in to pay for the ramp. For the purposes of reporting to SHF and DOLA, the ramp was not part of this phase of the project, thus no change order. Trustee Drust had an invoice in this pay request and recused himself from the motion and vote. Trustee Ashley moved to approve pay request #12 in the amount of \$2,388.15. Trustee French seconded the motion and the motion passed unanimously on voice vote. Trustee Ashley moved to approve invoice #5618 in the amount of \$1,480 for the front porch addition. Trustee Drust 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 Commissioner Corrigan said that the last word he had was that the start date for clean up would be around August 14. PWS Berry said that the water was shut off at the curb and that he would mark it so the location was known. He said that there were not good locates for the sewer line other than it is in the northeast corner. It will get located, capped and marked as well.

Post 4<sup>th</sup> of July celebration report (tabled from 7/5/17 meeting)

4<sup>th</sup> of July Committee Chair, Tom Yackey, reported that there were no major problems with the celebration. 400+ were served at the BBQ. He does not know yet how much was earned with the horse race. The fireworks went smoothly. The forest service had clear cut west and south of their building with a brush hog. The fire department put out 2 or 3 small fires around the forest service weather station during the fireworks display. There were many positive comments on the color guard's display of flags from all branches of the armed

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forces. Gary Burkholder brought up that for next year's celebration, a World War I theme might be considered. He said that the United States entered the war in April 1917 and that 720 servicemen from Routt County served and 22 of them did not come home. He said that in addition to the servicemen, the citizens' efforts were important as well. Clerk Ray said that she would see that the idea was taken to the 4<sup>th</sup> of July Committee next year.

#### Yampa Beautification Plan kick-off meeting report

The kickoff meeting was held July 12<sup>th</sup> with community members and the University of Colorado Denver, Colorado Center for Community Development students. There was not a large attendance at the meeting, but the students were able to get some input. The project objectives are unification of Main Street and Moffat Avenue, general streetscape improvements, exploring the potential for large scale murals and public art overlay and outline, a community central outdoor amphitheater, ideas for in-fill of lost buildings and integration of the signage plan as part of the streetscape. They toured the two streets. The students are now circulating a "Sense of Place" community survey to obtain further input from the community.

#### 2017 Tour de Steamboat report

Trustee French reported he thought the day went fairly well. The signage on Highway 131 for bicyclists coming from Gore Pass could use some improvement for the bicyclists to turn into Yampa. Trustee French said state patrol was there for a while, but when not there, several did not make the turn in to town. There was sand on the concrete drainage pan at Moffat and Main, which was problematic for some riders. There was discussion that riders were not riding single file on Routt County Road 14 nor on Highway 131 closer to Steamboat Springs. This will be noted for the organizers if the event is held in the same manner in 2018.

#### New Business

##### Consideration of request to use town picnic tables Sept 17, 2017

Ken and Cindia Montgomery reported that Montgomery's General Merchandise has been in the family for 70 years and they are doing a customer appreciation dinner at the Antlers on Sunday, September 17 and requested the use of the picnic tables. Trustee French moved to allow Montgomerys to use the picnic tables, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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Consideration of approval of Patten Associates, Inc. Addendum to Agreement for Professional Services for Review of Yampa Home Simple Development

Clerk Ray reported that the addendum was necessary because the review of the development plans has been more in depth than first thought. Mr. Whittall has reviewed and approved the addendum. Trustee Ashley moved to approve Patten Associates, Inc. Addendum to Agreement for Professional Services for Review of Yampa Home Simple Development, Trustee French seconded the motion and the motion passed unanimously on voice vote.

Public Works Department

July 2017 Nutrient testing report

The nutrient test results were in town board and audience packets and were reviewed by the board.

Consideration of vacation request August 27 – September 3, 2017

Trustee Ashley moved to approve PWS Berry's vacation request for August 27 through September 3, 2017, Trustee French seconded the motion and the motion passed unanimously on voice vote. PWS Berry said that he has talked to PWA Samuelson and he is available to cover for that time period.

Ongoing work

PWA Samuelson has been grading streets and doing park maintenance. PWS Berry said that work on the sewer line in the Huffstetler Trailer Park will be done tomorrow. The official notification on the change in testing requirements for LINDANE (BHC-GAMMA) and DALAPON was received. Both will now have to be tested for quarterly beginning in July 2017 rather than once every 3 years. PWS Berry said that he will be attending a Colorado Rural Water Association Board of Directors meeting in Pueblo West August 17 and 18.

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 that no new code violations have been reported to her.

Ongoing business

The audit field work was done July 24. Regarding the Yampa Home Simple PUD, the requested re-submittal was delivered around 3:00 yesterday, August 1 and was distributed

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today to the review team and the town board will be given theirs tonight. There is a copy here at town hall for the public to review. Clerk Ray said she did not have a date for the next review team meeting nor the public hearing date. Clerk Ray explained that when the Voorhees property at 47 Lincoln St. went on the market in July, the realtor asked what the zoning was. After much research, most of which done by PWS Berry, it was determined that the property was zoned commercial when zoning was adopted in 1972. Clerk Ray said the zoning map is not real clear regarding the dividing line between commercial and residential in that area, so she wanted it of record in the minutes. Clerk Ray said that she registered for an elections class in Gypsum on Aug 11<sup>th</sup> because there have been several changes in election law since Yampa's last election. Yampa's next scheduled municipal election is April 2018. Clerk Ray said she registered for a DOLA sponsored Small Communities workshop on Aug 17<sup>th</sup> in Silverthorne. It is a one-day event that will cover such topics as budget and finance, housing, economic development and community revitalization. At the special meeting on July 19<sup>th</sup>, Clerk Ray did not have the breakdown of property insurance per property, which has since been received and will be passed around tonight for town board review. At that meeting, Trustee Ashley asked what the cost is for the coverage on the International pickup. The town is carrying liability insurance only on it. The insurance agent explained that the liability coverage is divided equally between the total number of vehicles, so currently, the town is paying \$589 per year for the coverage on the International. Routt County Manager, Tom Sullivan, has scheduled a meeting for August 4 to begin networking on matters that are or may be pressure points for the municipalities, school districts, etc. and has asked staff from the various entities to attend. Some of the topics to be discussed will be Facility Needs, Medical/Health Benefits, Steamboat Springs District Medical Clinic, Northwest Colorado Broadband (NCB) capacity update and area needs, Dig Once Ordinances, Affordable Housing, Ballot Issues, and Transportation. Clerk Ray said she would plan to attend and report back to the town board.

### Reports of Committees

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

FOC President Drust reported that the Todd Mohr concert was a success and so was the auction. Clerk Ray reported that she was at the Crossan building before, during and after the concert and had over 90 people stop in between 2:15 pm and 8:15 pm. Clerk Ray reported that Deputy Clerk Phillips started working in the Crossan building on July 25.

### Meeting Reports

#### Yampa/White/Green Basin Roundtable (YWGBR)

Trustee Drust reported that a Statewide Water Supply Initiative (SWSI) report was given and it was stated that the concerns that the YWGBR had voiced at the last meeting regarding the SWSI update were relayed to the Colorado Water Conservation Board (CWCB) and are

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being addressed. Discussion was held regarding the roundtable applying for grant funds to prepare a stream management plan for a portion of the Yampa River which was approved. Marsha Daughenbaugh gave an update on the Public Education, Participation and Outreach (PEPO) program. The next YWGBR meeting is September 13.

#### Routt County Building Department Oversight Committee

Clerk Ray reported on the July 12 Oversight Committee meeting she attended and passed around the information that was handed out and discussed at the meeting.

#### Museum and Heritage Fund Advisory Board

Clerk Ray reported on behalf of Trustee Mike Lewis as he was not able to attend the meeting. Progress reports on the various historic organizations' projects were given.

#### Schedule Workshops and/or Special Meetings

Mayor Yackey will call special meetings and/or workshops as needed.

#### Board Members and audience requests for agenda items for next meeting

None. Trustee Ashley reported that the truck that the City of Steamboat Springs was replacing was not yet available for the Town of Yampa to bid on.

#### Reading of Correspondence and required action if any

Correspondence was circulated for review. None required board action.

#### Review financials (in packet), July meter reading report and July invoices/vouchers

The financials were in town board and audience packets for review. Clerk Ray reported that the June meter reading report that normally would have been available at the July meeting was not completed for that meeting and then when it was not printed at that time, something happened that rendered the report unavailable after the July report was done. The July meter reading report and July invoices with completed vouchers were circulated for review.

#### Reading and Payment of Bills

Clerk Ray read the bills. Trustee French moved to pay the bills, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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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 9:16 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