

Town of Yampa
September 6, 2017 minutes

TOWN OF YAMPA
SEPTEMBER 6, 2017
YAMPA TOWN HALL

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

BOARD MEMBERS ABSENT: None

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

AUDIENCE PRESENT: Brittany & Travis Milway

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 February 1, 2017 regular meeting minutes and March 1, 2017 minutes

Trustee Lewis moved to approve the February 1, 2017 and March 1, 2017 regular meeting minutes. Trustee Drust 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 including Duckels final pay request and Resolution 2017-03 – A Resolution of the Board of Trustees of the Town of Yampa, Colorado, accepting completed construction of the water treatment facility and water storage tank improvements

Further discussion was held regarding the cost to repair the cattle guard on Watson Creek Trail, but it was determined that since the work was done, the town owes the payment. Trustee Lewis moved to approve Duckels final pay request in the amount of \$177, 542.57. Trustee French moved to second the motion and the motion passed unanimously on voice vote.

Trustee Lewis moved to approve Resolution 2017-03 – A Resolution of the Board of Trustees of the Town of Yampa, Colorado, accepting completed construction of the water treatment facility and water storage tank improvements. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Clerk Ray reported that the cost estimate for the remaining survey work at the infiltration gallery is \$3,900 and Skidge Moon can start the work tomorrow (9/7) or Friday. Clerk Ray said she contacted Bobby George to let him know the survey crew would be there. Clerk Ray said that she had not started drafting the Request for Proposal (RFP) for the fencing at the infiltration gallery, but that when she does, she would need some assistance with the wording. The records retention policy requirement for the Water Facility Improvements project will be satisfied with the Ordinance that will be considered under new business at this meeting. Clerk Ray said per Janet Faller with the forest service someone at the forest service regional office is working on the Third Street acquisition project, but Ms. Faller did not know how much progress had been made.

Water pretreatment facility, transmission line replacement, water treatment facility access road update and consideration of any needed approvals

Clerk Ray explained that there was a conference call with Surveyor Skidge Moon, Barbara and Dick Palmer, and herself regarding the fact that the transmission line easement needs to be based off the property line and not the fence line and Palmers seemed to understand that. There still needs to be a meeting with Peter Flint and Jan Symchych so the Town can explain why the Town might need to be on their property when the transmission line is replaced. Clerk Ray said that in October she will make the request to Greg Winkler at Department of Local Affairs (DOLA) to extend the funding deadline on the access road grant to September 2018. Mary Andre, Civil Design Consultants (CDC), had a conference call with Ms. Hunt at Colorado Department of Public Health and Environment (CDPHE) and the Town will be

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getting an amendment to the contract between the Town and CDPHE regarding a change in the interim deliverables dates and the budget.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that CDC continues to work with subcontractor, Stantech on the Preliminary Needs Assessment (PNA) and Preliminary Engineering Report (PER) to submit to CDPHE.

Crossan's update and consideration of any needed approvals

Clerk Ray reported that Historic Routt County (HRC) was awarded the State Historic Fund (SHF) grant for the final phase of the Crossan rehabilitation. It is anticipated that work may be able to begin in October. Clerk Ray said that the Town will need to request an extension to the temporary certificate of occupancy, which she will do in the next few days.

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

Clerk Ray reported that Commissioner Corrigan emailed that the burn site came back as non-detectable for asbestos following abatement activities. The company that did the site clean-up has demobilized. He said that the commissioners are in a discussion of whether to dump the concrete from Oak Creek's project in the hole or wait for opportunities to get fill material. He will let the Town know as soon as he knows what they are going to do. The perimeter fence will remain up. Trustee Lewis moved to send the Routt County Commissioners a message that the Town would support the idea of not filling the Royal Hotel site with the waste concrete from Oak Creek's project. Trustee Drust seconded the motion and the motion passed on voice vote.

Yampa Home Simple PUD Update

Clerk Ray reminded the board and audience that a resubmittal of information was received from Mr. Whittall on August 1st. There was a delay with Mr. Whittall funding the escrow account, which has since been rectified. Interested citizens have asked for the information coming out of the review team meeting and follow up documentation. Mr. Weiss has agreed that information can be shared as it comes in and Clerk Ray is putting it together now. It will be distributed to Town Board and Planning Commission member, simultaneously with the public. Mr. Whittall will send the most recent documents in an electronic format as well. He was planning to set up a display at the Crossan building by September 11, but Clerk Ray said it was going to need to be at town hall instead because of some events taking place at Crossan's. Mr. Whittall will be available to talk about the project with anyone interested at town hall Sept 16th from 1:00 to 3:00, and Sept 18th from 4:00 to 6:00. He will be happy to have anyone interested come to an Open House at 30 Moffat after each of these dates as it may be helpful to walk the property. Mr. Whittall asked that anyone having comments for

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him to have them to him by September 25, so he can address them in any modifications that he would do. The next review team meeting is scheduled for October 6. Mr. Whittall and Mr. Patten have not had a good working relationship, so Mr. Weiss suggested that Mr. Patten has the project far enough along that he can step away and Mr. Weiss and Clerk Ray can get it to public hearing.

New Business

Consideration of adopting Resolution 2017-04 - A Resolution of the Board of Trustees of the Town of Yampa, Colorado, adopting by reference the Colorado Model Municipal Records Retention Schedule

Trustee Lewis moved to adopt Resolution 2017-04, a resolution of the Board of Trustees of the Town of Yampa, Colorado, adopting by reference the Colorado Model Municipal Records Retention Schedule. Trustee Ashley seconded the motion and the motion passed on voice vote.

Consideration of sending flower barrel maintenance thank yous

Trustee Lewis moved to send thank yous to the people who did the flower barrel maintenance this summer. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of letter of support for Tread of Pioneers Museum Leckenby Pioneer Award nomination

Clerk Ray explained that someone, she doesn't know who, is nominating Noreen Moore for the Tread of Pioneers Museum Leckenby Pioneer Award and asked the town board to write a letter of support for the nomination. Trustee Drust moved to write a letter of support for the nomination of Noreen Moore for the Tread of Pioneers Museum Leckenby Pioneer Award. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Public Works Department

Water testing results for lead and copper testing

PWS Berry reported that the water testing results for lead and copper have not come in so he will give the report at the October meeting.

Huffstetler Trailer Park sewer line repair report

PWS Berry reported that the sewer line under the trailer in the northeast corner at First Street and Rich Avenue was repaired. Ed Paxton's crew did the repair. PWS Berry said

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that he has video of approximately one-half of the line and it shows no other breaks. This lead to discussion of the trailer in the southeast corner at Rich and Moffat avenues that was recently removed and the mess from that trailer that was left behind. It was decided to send pictures of the site to trailer park owner, Mark Huffstetler, and ask him to have the site cleaned up. It was also noted that when a trailer goes back in that space, it needs to be smaller than the one that came out, so it is not so close to the one on the southwest corner.

Ongoing work

PWA Samuelson has been mowing grass and getting ready for winter. He has also been cleaning up the shop and working on the starter in the Ford truck. PWS Berry said that Karey Viele found a leak in the water line at his home at 100 RCR 17 and it was repaired. PWS Berry thanked Trustee Lewis and Trustee French for reading meters at the end of August while he was on vacation. Trustee Ashley noted that the trucks that the City of Steamboat Springs will be surplussing are at the public works shop by the transit center if anyone wants to look at them.

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

Clerk Ray received the 2018 Project Eligibility List to review, which she did, and all the information submitted was accurate. Update on the Yampa Beautification Plan, the students are analyzing the survey results and starting to look at design precedents and will coordinate that with folks here in Yampa in the next couple of weeks. The Preliminary Certification of Values from the Assessor's office has been received and at first glance, it doesn't appear that Yampa will have a substantial change to the valuations, but Clerk Ray has not done any calculations yet. Clerk Ray reported that both she and PWS Berry have done research once again on the property at 27975 RCR 6D regarding setbacks and specifically, waterbody setbacks. Attorney Weiss reviewed the flood zone regulations and waterbody setbacks as well and Clerk Ray said that she would keep the information available for use now and in the future. Clerk Ray reported that Rocco and Jean Lombardi's residence had the same address as the gas station for several years and when Lombardis recently applied for a building permit the problem needed to be rectified. With the help of the Routt County Assessor's GIS department, Lombardis' residential address was changed to 401 Moffat Avenue. There have also been questions regarding the process for a setback variance request for the lot at Roselawn Avenue and Fifth Street, which currently belongs to Rob Wilmoth, which have been answered. Clerk Ray attended a Colorado Municipal Clerks Association (CMCA)

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elections class in Gypsum on August 11th which was worth the time and the money as there are a lot of changes to election law, including municipal elections. Clerk Ray said she did get valuable information from the DOLA sponsored Small Communities workshop on August 17th. The budget information was the most helpful, but all the topics were worthwhile. The Town should be able to look at consideration of adoption of the building code in October. Clerk Ray said she has the draft audit and needs to review it and do the Management Discussion and Analysis (MD&A) and be ready for the town board to consider acceptance of the audit at a special meeting on September 20 or 27.

Reports of Committees

Friends of Crossan's (FOC)

FOC President Drust reported that there was a meeting of the task force last night. They were given the resume of Jackie Noble, the person that is supposed to help get a plan for the use of the building together. Wendy Moreau wants to get a pioneer woman display ready for exhibit.

Meeting Reports

Routt County networking meeting

Clerk Ray attended this meeting August 4 with other municipalities and school districts. Several topics were discussed, but there was not enough time to cover all the topics that had been proposed for discussion. Routt County Manager Tom Sullivan asked that the representatives at the meeting take back to their respective boards the topics that were discussed and possible other ideas to discuss in the future. At a future date, the boards and staff of the entities will be asked to attend a meeting where further discussion can occur and a plan for collaboration can be thought out.

Schedule Workshops and/or Special Meetings

Mayor Yackey will call special meetings and/or workshops as needed. The board will need to have a special meeting to consider approval of the audit, but Clerk Ray said she did not know if that would be September 20 or 27 yet.

Board Members and audience requests for agenda items for next meeting

None.

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Reading of Correspondence and required action if any

Clerk Ray reported that Routt County passed Resolution 2017-43 – a resolution recognizing Yampa-Egeria Historical Society, Inc. as the successor organization for the Yampa Fund District and directing the Museum and Heritage Fund Mill levy disbursements for the Yampa Fund District be distributed to Yampa-Egeria Historical Society rather than to the Town of Yampa. Other correspondence was circulated for review. None required board action.

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

The financials were in town board and audience packets for review. The August meter reading report and August invoices with completed vouchers were circulated for review.

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

The Mayor asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:09 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

January 3, 2018