

TOWN OF YAMPA
TOWN BOARD MINUTES
September 17, 2025 – 6:00 pm

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

BOARD MEMBERS ABSENT: Trustee Geanious

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons and Treasurer/Planner Mary Alice Page-Allen

AUDIENCE PRESENT:

In Person: Aaron Symons, Susi Crouner, Jeff Drust, Cynthia Wren, Joe Edwards and Brennan Pralle

Via Zoom: Sue Walker and Jo Parker

1. Call to Order

- Mayor Geilert called the meeting to order at 6:01 pm
- The Pledge of Allegiance was recited
- Roll call was taken

2. Audience Participation

Cynthia Wren raised concerns about the visibility and placement of the public notice for the proposed fire station, questioning why it wasn't posted on 4th Street given the planned access. She expressed frustration over a previous meeting where she felt decisions had been made without public input. Ms. Wren commented on perceived changes in zoning and enforcement, suggesting the Town now resembles an agricultural community and questioned implications for water rights and taxation. She criticized code enforcement and voiced dissatisfaction with the Town Clerk's professionalism and responsiveness. She questioned the Clerk's compensation and hiring process, comparing it to other municipalities. Ms. Wren also stated that Trustee Montgomery cares about the Town and concluded by expressing concern about the Town's overall direction.

Brennan Pralle expressed interest in contributing to Yampa's strategic goals through business development and infrastructure improvements, but shared his concerns about the lack of local support systems for entrepreneurs, such as a business incubator. Mr. Pralle stated that his efforts to market his services in Yampa had little impact, and noted that while the Town's comprehensive planning is strong, he believes more support is needed from the community and private sector to meet those goals. He described his attempt to revive the South Routt Economic Development Council by volunteering, revising bylaws, and proposing new goals, but reported that the effort did not gain traction. Mr. Pralle concluded by announcing his decision to step away from the initiative.

3. 2023 Audit

Lisa Nylund of Excel Tax and Accounting was unable to attend the meeting to present the 2023 Audit. The final audit report prepared by her firm was distributed and presented to the Board. The importance of this audit was underscored, particularly due to its direct connection to the Wastewater Treatment Plant (WWTP) project construction lending requirements and the project's anticipated launch. Hard copies of the audit were made available to all Board members for review in addition to the electronic distribution made prior to the meeting.

Motion

Trustee Lewis made a motion to accept the 2023 Audit from Excel Tax and Accounting. Trustee Shoptaugh seconded the motion. The motion passed with three (3) votes in favor and one (1) vote opposed.

Mary Alice emphasized the urgency of accepting the audit without delay, noting that postponing approval to a future meeting could significantly jeopardize the WWTP timeline. She affirmed that the audit includes the necessary consolidated financial statements required to move forward with the project. She also highlighted the extensive time and effort invested by both her and Ms. Nylund in preparing the audit and stated that the report reflects the Town's financial position, with a typical number of auditor adjustments.

Trustee Lewis expressed his support for the audit as presented. Trustee Montgomery raised concerns about historical bookkeeping practices and proposed implementing quarterly third-party financial reviews to ensure ongoing compliance with generally accepted accounting principles (GAAP). He inquired about the cost of the audit, which was confirmed to be under a "not to exceed" contract of \$12,000 per the engagement letter. He also suggested that future audits may require a larger budget. Staff responded that the upcoming RFP process for the 2024 and 2025 audits will help establish a more accurate cost estimate moving forward. Mary Alice reiterated that both she and Ms. Nylund dedicated substantial time to the audit preparation and clarified that the immediate goal is to submit the 2023 audit to the State as required.

Trustee Shoptaugh sought clarification regarding concerns raised about the 2022 audit report. She noted that the questions appeared to pertain to the 2022 working papers, which are not part of the current approval. She expressed comfort in moving forward with the 2023 audit, acknowledging that inconsistencies in the prior year's documentation had been identified. Mary Alice explained that the 2023 audit was conducted by a different auditor, who found the provided 2022 working papers insufficient.

The Board continued discussion around the potential implementation of quarterly financial reviews. Mary Alice noted that back-and-forth adjustments are a normal part of the audit process. She also confirmed that the 2024 audit budget is currently set at \$11,500 and reiterated that the RFP process will help determine future costs, and that she is looking forward to working with the auditor beginning shortly to complete the 2024 audit and then quickly followed by the 2025 audit, and there will be on-going financial oversight related to those processes.

Trustee Montgomery stated that the audit had to be redone three times, a claim that was disputed by staff. Neither Mary Alice nor Town Administrator Sheila Symons had been informed of any such restarts by Ms. Nylund, and no documentation supports that assertion. It was noted that Trustee Montgomery appeared to be referencing conversations with the auditor rather than consulting Town staff directly.

Mayor Geilert asked whether Ms. Nylund should be invited to attend a future meeting. The Board agreed that her presence was not necessary and opted to proceed with reviewing audit RFPs for future auditor selection.

4. 2026 Budget Work Session

A budget work session to guide development of the Town's 2026 budget was held. Staff reviewed statutory deadlines, noting that the proposed budget will be presented in October, followed by a public hearing in November and final adoption by December 15. Discussion focused on capital projects—including the Wastewater Treatment Plant, water distribution system, Old Town Hall furnace replacement, and recreation facilities planning as well as staffing costs. A 2.7% cost-of-living wage adjustment was proposed, with increases tied to employee anniversary dates. Trustees were asked to review the Capital Improvements Plan and provide feedback on priorities. The next budget work session in conjunction with the initial budget presentation is scheduled for October 15.

5. Personnel Policies Work Session

A Personnel Policies work session was held to review and discuss proposed updates to the Town's personnel policy. In response to feedback received to date a key change will include replacing the Columbus Day holiday with an additional Personal Day. Minor wording adjustments will also be made throughout the policy.

Trustee Montgomery raised concerns about current office hours, noting that the Town appears to be compensating staff during their lunch breaks. He recommended modifying hours to reflect an unpaid lunch period. Trustees Montgomery and Lewis will meet with staff to gather input on preferred scheduling options before any changes are implemented.

Clarification was requested regarding the start and end times of on-call hours. The Board discussed on-call compensation, with consensus that staff should be compensated for on-call availability. Comp time and overtime policies were also reviewed. Further refinements will be incorporated into the next draft of the personnel policy.

6. Consent Agenda

Motion

Trustee Lewis made a motion to approve the Consent Agenda as presented specifically the Item A, approval of the September 3, 2025 Regular Meeting Minutes; Item B, Approval of August, 2025 Payment Approval Report; and Item C, ratification of approval and signing of Attorney-Client Engagement Agreement between Murray Dahl Beery Renaud LLP and the Town of Yampa a related to the contracts for the Town's wastewater treatment plant. Trustee Shoptaugh seconded the motion; the motion passed unanimously.

7. Staff and Board Member Reports/Updates/Requests

Sheila shared several updates. She is actively researching ADA compliance solutions for the Town's website, which must meet accessibility standards by 2027. One promising vendor offers full AI-based remediation for approximately \$150/month, requiring no staff time. A live demo is being rescheduled, and Sheila recommends delaying implementation until closer to 2027 to align with budget planning and to see what else is out there. She also provided updates on the Old Town Hall heating system and shared that she attended the CML Town Hall meeting in Hayden on September 10, which offered valuable networking opportunities. The 4th of July planning meeting is scheduled for September 29 at 6:00 p.m., and staff has advised regarding the South Routt Art Show, which may be held downstairs at Crossan's.

Sheila raised concerns about recent disruptive behavior in Town Hall and proposed adopting a public behavior policy similar to Alamosa's, which would provide clear grounds for asking individuals to leave if they are harassing, intimidating, or violating basic conduct standards. She will circulate a draft for review and suggests discussing it at an upcoming work session. Additionally, it was

brought up the need for a secondary exit from the upstairs office area in case of fire or emergency. Options such as a fire ladder or external staircase should be considered, especially given limited escape routes from certain workspaces. Sprinklers are in place, but additional safety planning is recommended.

8. Scheduled Meeting/Work Sessions


- a. Town Board and other requests for Agenda Items
 - i. September 24, 2025 – Planning Commission Meeting – (Tentative)
 - ii. October 1, 2025 @ 6:00 pm – Yampa Town Board Meeting
 - iii. October 15, 2025 @ 6:00 pm – Yampa Town Board Meeting

9. Adjournment

Motion

Trustee Lewis made a motion for adjournment. Trustee Shoptaugh seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:00pm.

Approved the 15th day of October 2025.



Stacey Geifert, Mayor

Attest:



Sheila Symons, Town Administrator/Clerk