

Town of Yampa Minutes
April 1, 2020 Regular meeting

TOWN OF YAMPA
REGULAR MEETING MINUTES
APRIL 1, 2020
7:00 P.M.

DUE TO COVID-19 PANDEMIC THIS MEETING WILL BE DONE VIRTUALLY VIA GOTOMEETING WITH
THE BELOW INFORMATION:

Town of Yampa April 1, 2020 town board meeting
Wed, Apr 1, 2020 7:00 PM - 11:00 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/837145533>

You can also dial in using your phone.
United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 837-145-533

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: Town Clerk (Clerk) Janet Ray, Deputy Clerk (DC) Nora Phillips

EMPLOYEES ABSENT: Public Works Assistant (PWA) Greg Samuelson

AUDIENCE PRESENT: Sheila Symons, Noah Symons

Call to order

Mayor Symons called the meeting to order at 7:00 pm

Roll call

Town Board roll call was taken

Pledge of Allegiance

The Pledge of Allegiance was recited

Audience participation – Non-agenda items

Five-minute time limit – presentation only-Board will render no decisions

Virtual audience member Sheila Symons advised that she has been working on getting the word out to help with the current Covid-19 pandemic and the high-risk people. She has a group of about 50 volunteers to help with grocery deliveries and any other services to help with the high risk Covid-19 group of citizens. She has been working with David Bonfiglio from Bonfiglio's Drug, Tracey Melton with South Routt Initiative and the United Way to get background checks for the volunteers. She is

asking if the Town of Yampa can print some of her flyers out so she can get them passed along to people that may not be on the internet. She asked if 100 copies could be made by the Town of Yampa. Clerk Ray advised that she can do that for her. Sheila Symons also asked if the South Routt Initiative website could be included in the Town of Yampa newsletter. She advised that there is a link on the South Routt Initiative website which shows all the businesses that are still open, and phone numbers of her and Tracey Melton if they need assistance with groceries or additional things. Clerk Ray advised that she can put all this in the Town of Yampa newsletter.

Audience participation – Scheduled item

None

Old Business

Water system improvements update and consideration of any needed approvals

Clerk Ray advised she has nothing to report on this matter.

Wastewater system improvements update and consideration of any needed approvals including possible collaboration with another entity that would have a project in the immediate vicinity (memo in packet)

Mayor Symons summarized what he interpreted from the memo. His interpretation is the Town has grant money that is about to expire and Greg Winkler with the Department of Local Affairs (DOLA) is suggesting the Town find something on the wastewater treatment plant that is needing done. Greg Winkler recommended to do the engineering with Civil Design Consultants (CDC). His thoughts are that engineering is a smaller job. A reason for looking into this now is it may be better collaborating with the Phippsburg engineering job that will be happening soon, so the engineers are comparing 2 sites at one time and then split the payment between the 2 entities. Clerk Ray advised that she may not have been as clear as she planned on that memo. She advised her understanding that the Town will have enough of the grant money to have CDC do the design and engineering for 1 thing that the Town Board chooses to do like having one lagoon dredged. What Greg Winkler was thinking is, if the design is ready with this grant money and when the Town goes to construction, it would make it more attractive for contractors to bid if we do this at the same time that Phippsburg is doing their job. Clerk Ray needs the Board to be in agreeance if they would like to pursue some contractors. She would like a recommendation from Scott Smith the Operator of Responsible Charge (ORC) to see what he advises what may be the best thing to work on at this time. Clerk Ray would like the Town Board to look over the CDC cost estimates for a future decision. The Town Board is in agreeance that they would like to do this recommendation. Clerk Ray advised she does need a Board vote on this. Trustee Lewis made a motion to have the Town Board look over the CDC cost estimates for a future decision if the Town of Yampa will look for another entity to partner up for this project. Trustee Drust seconded the motion. The motion passed with a unanimous voice vote.

Mayor Symons asked that in the future while there are still virtual meetings that a roll call vote be made to make sure it is noted that everyone is in agreeance or not. He advised it is hard to hear who agreed or did not agree. Clerk Ray advised she would do that for the future.

Public Works Superintendent job opening

Clerk Ray advised that 3 applications have come in. She advised she can get them copied and sent to the Town Board this week. She asked if the Board would be okay to have an executive session in the next week. She asked for the Town Board to have some discussion on this situation. The Town Board is in agreement to have an executive session to review the applications to see if they would like to interview the applicants. She advised that she will hard copy them all for the Town Board and bring them by their homes to keep it secure and not in email form. Mayor Symons asked if the Town Board could email Clerk Ray by Monday with their choices of applicants that they would like to interview. Any applicant that has over 3 yes's that they would be interviewed. Mayor Symons would like to know what time the Town Board would be okay with for the interviews. They all agreed on a 6:00 pm interview time.

Regional Solar Planning for Peak Power Shaving and Net Metering Requests for Proposal and Regional Solar Utility Planning Project updates

Clerk Ray advised on the solar project that includes installation of solar panels on the Old Town Hall and at the sewer plant with McKinstry Essention LLC (McKinstry). McKinstry is in the process of gathering more information of the sites. She is hoping to hear from McKinstry soon to see if either of those projects can move forward after their review of the sites.

The Regional Solar plan kick off meeting is in the next week. She will have more information at the next meeting regarding this.

Municipal election update

Clerk Ray advised that she reported previously that the election has been cancelled. She advised that she has had one person that has inquired on becoming a trustee. She advised she will make sure that person is aware the interest needs to be in writing. She has not had any notice of anyone interested in the Mayor position. She asked if Mayor Symons would like to become Mayor again and if so, he would need to also express his interest in writing. She advised that she would like to have that by the 24th of April. Trustee Lewis asked if Trustee Ashley will be coming back and he advised that he will not be a Trustee in the future.

Clerk's office personnel

Clerk Ray advised she started to review the Town Clerk job description. She advised it needs some work as it hasn't been updated for a number of years. She has not had a chance to review more of it and also hasn't had a chance for DC Phillips to review it. Once that is done, she will give to the Town Board for their review. She advised she is trying to do this in a timely manner. Due to the Covid-19 situation she has not had much of a chance to do much besides deal with the Covid-19 meetings and updates. She said today she only had 2 hours that she wasn't dealing with anything Covid related.

New Business

Consideration of approval of renewal of Little Beaver's Liquor, Inc. DBA Yampa Liquors retail liquor store license (in packet)

Clerk Ray advised all the paperwork is in order and the fees are paid and she is not aware of any violations. Mayor Symons asked if anyone has any questions. The Town Board all agreed they are good with this. Trustee Lewis made a motion to approve the renewal of Little Beaver's Liquor, Inc. DBA

Yampa Liquors retail liquor store license. Trustee Drust seconded the motion. The motion passed on a roll call vote.

Consideration of approval of renewal of Ken L. Montgomery DBA Montgomery's General Merchandise Fermented Malt Beverage license (in packet)

Clerk Ray advised all the paperwork is in order and the fees are paid and she is not aware of any violations. Mayor Symons asked if anyone has any questions. The Town Board all agreed they are good with this. Trustee Lewis made a motion to approve the renewal of Ken L. Montgomery DBA Montgomery's General Merchandise Fermented Malt Beverage license. Trustee Drust seconded the motion. The motion passed on a roll call vote.

Discussion of and possible consideration of letter of request to City of Steamboat Springs to allow Winnie DelliQuadri (City of SS employee) to assist with grant writing and grant strategy for upcoming projects – Trustee Ashley

Trustee Ashley advised that Winnie DelliQuadri is the assistant to the City Manager of Steamboat Springs. In years passed she has been the main grant writer in Steamboat Springs. She helped with Crossan's Market leverage grants to acquire more grants. He advised that Winnie DelliQuadri advised that she will need the Town of Yampa to send a letter to the City of Steamboat Springs to request her time. This needs to be a formal request from the Town of Yampa to the City of Steamboat Springs. Mayor Symons asked if this is going to cost the Town of Yampa any money and Trustee Ashley advised for some situations no, but other maybe. However, in the long run it will save the Town of Yampa more money by acquiring grants. Trustee Lewis made a motion to send a formal letter to the City of Steamboat Springs to ask for Winnie DelliQuadri to assist the Town of Yampa with grant writing and grant strategy for upcoming projects. Trustee McLaughlin seconded the motion. The motion passed on a roll-call vote.

Consideration of continuing Consulting/Maintenance Agreement with Kenneth A. Lebofsky/Watersong Computer Services (in packet)

Mayor Symons asked the Town Board if they had any questions. Trustee Ashley asked if Clerk Ray and DC Phillips if they were happy with the service and they advised that they were. Trustee Lewis made a motion to continuing Consulting/Maintenance Agreement with Kenneth A. Lebofsky/Watersong Computer Services. Trustee McLaughlin seconded the motion. The motion passed on a roll-call vote.

Public Works Department

PWA Samuelson's report (in packet)

Mayor Symons advised that PWA Samuelson was unable to attend this meeting. Mayor Symons read over the letter that PWA Samuelson provided. It stated that in the last month he has been able to push the snowbanks back. He also graded all dry streets around town. On March 20, the power went out at the water plant and the generator did not come on. PWA Samuelson advised that the coolant heater went bad. He was speaking with Rocky with Mountain Cummins (Cummins) and their parts department to come up with the right model and serial number to get the right part to repair the coolant heater. Cummins would like to do a service contract with the generator to come up and inspect it. PWA Samuelson advised he is still working on water meters that are not working. He also advised he will work on the 4th aerator to pull it out and then get together with Trustee Drust to inspect the electrical. Mayor Symons asked if any of the Board members have any questions. Trustee Ashley asked how many meters has he fixed and how many

are left to fix. Mayor Symons asked if Clerk Ray could get an answer on that for the Town Board. Clerk Ray advised she will inquire and let the Town Board know. Trustee Drust advised he had a question for PWA Samuelson on the generator. Trustee Drust advised that he put in a 200-amp generator and a block heater in a home recently, which made it have issues by overheating. He would like to know if PWA Samuelson would think this would be a similar situation for the Town. Clerk Ray advised she will ask PWA Samuelson these questions and get back to the Town Board regarding this.

Consideration of generator preventative maintenance agreement with Rocky Mountain Cummins (in packet)

Mayor Symons asked Clerk Ray if PWA Samuelson is recommending this or not. She advised that he is recommending this. Mayor Symons recapped that for \$572.00 this is a maintenance agreement for the generator preventative maintenance. Once a year they come out to make sure all is working well. She advised that the way she understands this, is they come out in October for inspection to a full service in April. He asked if this will also include repairs that are needed on it. Clerk Ray advised they will come do a full servicing, but parts may be outside the scope. She isn't 100% sure. She will look into this. She does know that mileage and time is included in the maintenance agreement. Trustee Lewis asked Trustee Drust if the block heater on the generator he was speaking of for a house runs 24/7. Trustee Drust advised it is temperature controlled. It was a circuit board grain and it was advising that it was overheating. He continued to advised that the block heaters he ordered for it wasn't needed. He was just thinking this could be kind of the same thing going on with the generator for the Town. Trustee Drust advised he looked this generator up and it may be up to a \$30,000 piece of equipment. So, with that being said, he feels the service agreement is definitely needed. Trustee Ashley advised that maybe we can get some other quotes from other companies. Clerk Ray advised that she thinks that makes PWA Samuelson nervous. She advised this came from Rocky Mountain Cummins and they are familiar with the generator and she is under the impression that PWA Samuelson would like to have someone doing the maintenance on it that he feels certain that they know what they are doing. Clerk Ray advised this is rather critical to have this fixed quickly. She advised this agreement is key to have Rocky Mountain Cummins to come work on it. She is pretty sure this is the truth, if she is incorrect, she will advise. Trustee Drust advised he isn't sure if anyone around the area would actually be able to provide this service. Clerk Ray advised Rocky Mountain Cummins is doing more than just changing the oil on it. She also thinks this means the Town would not necessarily be tied to next year. This would just be for this year and since it isn't working, PWA Samuelson is not very comfortable with letting this issue go longer than it needs to. Trustee Drust advised he feels the check list on what Rocky Mountain Cummins checks is very thorough. The rest of the Town Board feels the same. They all agree that this could be a good thing to get taken care of for now, and then reevaluation is a possibility for the next year. They also do not want to this to escalate into a bigger issue. Trustee Lewis made a motion to sign the generator preventative maintenance agreement. Trustee Ashley did advise he would like this revisited at the end of the year. Trustee McLaughlin seconded the motion. Motion passed on a roll-call vote.

Clerk's review of possible code violations and required action (if any) and report of on-going business

Clerk Ray advised she doesn't have much to report. She does want to reiterate that she has not been able to get almost anything done besides what absolutely has to be done due to all the Covid-19 updates and meetings.

Reports of Committees

4th of July

Clerk Ray advised that the 4th of July Committee met the night prior and they did vote to move forward with the celebration if the Town is in a situation to do that. She advised that Jeff Clyncke took the president position, Jo Parker took the Vice President position, Tammy Delto will remain Secretary and Eric Berry will remain Treasurer. They aren't sure how much further they can go; it will depend on the current Covid-19 restrictions. However, the fireworks do need to be ordered by the end of April. Tom Yackey did advise there is a safe location to store them if they are bought and unable to use this year. Clerk Ray advised that Trustee McLaughlin wants to add that volunteers are crucial to make this event be pulled off. There is no way with the 6 volunteers that are there that all can be pulled off. Mayor Symons is wondering on the fireworks, why would we not be able to just do the fireworks (depending on any fire bans). Clerk Ray advised that the committee will take that under consideration. Mayor Symons asked if there was a theme suggested. Clerk Ray advised that she thinks it is "country living past and present". She said it is because of the Smithsonian exhibit (which is changes in rural living) is coming in 2021, they felt it may be a good intro into that. Trustee Drust advised he remembers the one year that the fireworks were delayed due to a fire ban that the next year was one of the better displays. So, if that has to happen it may not be bad.

Meeting Reports

"Just transition from coal" meeting held March 6, 2020 (Mayor Symons)

Mayor Symons advised he attended a meeting in Hayden where Governor Polis was there. He advised the summary of how NW Colorado going to transition when the coal mines/power plants are gone and what will this region do to suffice from that loss. Moffat, Routt and Rio Blanco County were all in attendance, and between the 3 counties millions of dollars of tax revenues will be lost, this does not even account for the amount of job loss that will happen because of this also. The meeting was to discuss how to replace the loss of tax revenues and replace the jobs that will be affected by the closing of the coal mines and power plants. Mayor Symons advised that basically the State has no idea what to do. The State is wanting the counties to come up with an idea and then the State will sign off on it and help the counties facilitate it. Mayor Symons advised that the Governor does have a huge committee of people able to help with this, however they just do not have any ideas on what to do to assist with this upcoming issue.

Schedule Workshops and/or Special Meetings

Mayor Symons asked the Town Board if they would be in favor of just planning on meeting the 1st and 3rd Wednesday of every month. Regular Board meetings the first Wednesday and then a workshop/special meeting on the third Wednesday of the month. If anything comes up between those meetings they can be scheduled as needed per the Board availability. He thinks it would be easier to plan everyone's months and personal plans. The Town Board is in agreeance with this. 15th of April is the next planned special meeting/workshop. If nothing is needed, then there will be no meeting.

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Clerk Ray advised that the last she heard is that the Town will get a load of coal in the next couple weeks. PWA Samuelson advised that he can make things last until then.

Clerk Ray also mentioned that DC Phillips asked if the Town was going to move forward with the rate increase on the water/sewer payments. Clerk Ray advised that she felt that there really wasn't much of a choice. DC Phillips advised because of the Covid-19 pandemic she wasn't sure if that was still going to be something that the Town Board needs to discuss to postpone. She was curious because people losing jobs and the State has advised of no shutting off resident's water. Mayor Symons advised that he feels that the Town should not shut off water for residents unless just absolutely necessary at this time. The Town Board was in agreeance that the rate increase needs to happen. Clerk Ray recommended on the disconnects, to show some leniency if someone lost their job. She is concerned that there may be some people that could take advantage of this. Mayor Symons said he agrees, it should be a case-by-case basis.

Review March financials (note: no trial balance), March meter reading report and March invoices/vouchers

None

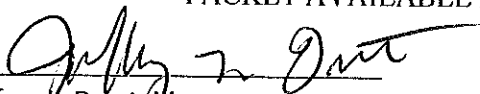
Reading and Payment of Bills

Clerk Ray read the bills. Trustee Lewis made a motion to pay the bills, Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote.

Adjournment

Trustee Lewis made a motion for adjournment. Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote. Meeting adjourned at 8:16 pm.

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING AUDIENCE
PACKET AVAILABLE FOR REVIEW BEFORE THE MEETING



Jeffrey C. Drust, Mayor

Attest:



Sheila Symons, Town Clerk

July 7, 2021