

**TOWN OF YAMPA
REGULAR MEETING AGENDA
February 15, 2023 – 6:00 pm**

To the Town Board of Yampa and to all Other Persons to whom it may concern:

Notice is hereby given that a Regular Meeting of the Town Board of Yampa will be held on **Wednesday, February 15, 2023 beginning at 6:00 pm** in the Upstairs Board Room at Crossan's/Town Hall, 101 Main St., Yampa, CO. Agenda is subject to change up to 24 hours prior to the scheduled meeting.

Join Zoom Meeting
<https://us06web.zoom.us/j/83205716810>
Meeting ID: 832 0571 6810
One tap mobile
+17193594580, 83205716810# US
+17207072699, 83205716810# US (Denver)

1. **Call to Order**
 - a. Roll Call
 - b. Pledge of Allegiance
2. **Audience Participation (5 minutes)**

Please limit comments to 5 minutes. The Town Board will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Town Board concerning any agenda item will be given the opportunity to speak for up to 5 minutes at the that item.
3. **Work Session – Yampa Comprehensive Plan**

Work Session on Yampa Comprehensive Plan.
4. **Citizen Participation Plan – Community Development Block Grant (CDBG) Program**

Review and consideration for approval and authorization to sign the Citizen Participation Plan for the Community Development Block Grant (CDBG) Program
5. **CDBG Public Hearing – Yampa Wastewater Treatment Facilities Project**
 - a. Public Hearing to consider citizen views and to respond to proposals and questions on Yampa's proposed application under the Community Development Block Grant (CDBG) Program requesting \$450,000 to support the Yampa Wastewater Treatment Facilities Project, community development and housing needs including the needs of low and moderate income persons as well as other needs in the community that might be addressed through the CDBG program, performance of the Town in carrying out its community development responsibilities and potential historical effects.
 - b. Approval and authorization to submit a Community Development Block Grant (CDBG) Program application requesting \$450,000 to support the Yampa Wastewater Treatment Facilities Project
6. **Residential Antidisplacement and Relocation Assistance Plan - Community Development Block Grant (CDBG) Program**

Review and consideration for approval and authorization to sign the Residential Antidisplacement and Relocation Assistance Plan for the Community Development Block Grant (CDBG) Program
7. **Resolution 2023-03 – Resolution Prohibiting the Use of Excessive Force**

Review and consideration for approval and authorization to sign Resolution 2023-03, A Resolution Prohibiting the Use of Excessive Force
8. **Consent Agenda**
 - a. Approval of February 1, 2023 Regular Board Meeting Minutes
 - b. Approval of January, 2022 Payment Approval Report
 - c. Approval of reappointment for Community Representative of Steve Johnson (YVEA) to the Climate Action Plan Committee
9. **Staff and Board Member Reports/Updates**
 - a. Committee and meeting reports from Staff and Board Members
 - b. Town Administrator/Clerk and Staff Reports
10. **Scheduled Meetings/Work Sessions**
 - a. Town Board or other requests for Agenda Items
11. **Adjournment**



EST. FEBRUARY 28, 1906



GATEWAY TO THE FLATTOPS

MEMORANDUM

Date: February 15, 2023
To: Yampa Town Council
From: Norris Design

Re: **Yampa Comprehensive Plan Update** – Conceptual site planning design charrette for the Royal Hotel redevelopment site, and discussion of draft future land use map to be incorporated into the Comprehensive Plan.

The consultant team is currently working with Town staff to draft the Yampa Comprehensive Plan, based on the information and community input gathered during Phase 1 of the project (August – November 2022) and additional input gathered during stakeholder interviews on January 25th – 26th. The Comprehensive Plan drafting will extend through the end of February 2023, with the draft Plan to be presented for another round of community review and feedback at a community open house on March 29th.

The primary purpose of the February 15th Town Council work session is to conduct a site planning design charette to develop a schematic design for redevelopment of the Royal Hotel site, to be included in the Comprehensive Plan. The Royal Hotel site is currently owned by the Town of Yampa and provides a key redevelopment opportunity to be implemented through a public-private partnership. A schematic design for the Royal Hotel site will be included in the Comprehensive Plan to help guide future efforts to redevelop the property in a manner consistent with the community's vision and desired uses.

The following ideas and recommendations for redevelopment of the Royal Hotel site have been provided by the community during the input gathering process.

- Provide a commercial use that serves as a gathering place with a traditional building façade fronting Moffat Ave.
- Mixed use – bundle commercial uses together on the ground floor fronting Moffat Ave. with housing or lodging above.
- Provide sales tax generating business along Moffat Ave.
- Would like to see it come back as it was before.
- Bring back Old Yampa charm / historic architecture, with businesses that provide community gathering space, music and events.

Suggested uses to be incorporated into the new development include:

- Restaurant and bar downstairs
- Housing or lodging upstairs
- Drug store
- Theater
- A relocated post office



EST. FEBRUARY 28, 1906



GATEWAY TO THE FLATTOPS

- Consider including a Forest Service Welcome Center

As a potential redevelopment, the existing mobile home site to the east of the post office has been discussed with the landowner.

- A stakeholder interview was conducted with the property owner on January 25th and the owner is open to exploring ideas and willing to have the property included within the schematic design effort to identify potential redevelopment options.
- Incorporating the mobile home site into the redevelopment adds approximately 1.1 acre.
- Recommended uses for the mobile home redevelopment include shops and restaurants along Moffat Ave. with housing behind; a mixed use building fronting Moffat Ave. with ground floor commercial and housing or lodging above, and residential homes to the north of the commercial building, such as small-scale multifamily housing, tiny homes or a small RV park.

Other considerations and suggestions for the redevelopment project include:

- Clean up Moffat Ave. around the Royal Hotel site and provide screening from the adjacent mobile home park if it is not included in the redevelopment.
- Incorporate signage, street furnishings and other streetscape improvements.

February 15th Design Charette

At the February 15th meeting, the project team will present some initial site design ideas for the Royal Hotel site for the Town Council's consideration and feedback, and we will conduct an interactive design session sketching recommended site design ideas with input from the Town Council and participating community members. The outcome of the design charette will be a schematic design for the Royal Hotel redevelopment site that will be incorporated into the draft Comprehensive Plan, which will be presented to the community at the March 29th community open house.

A first draft of the Comprehensive Plan Future Land Use Map will also be presented for review and discussion at the February 15th meeting. The Future Land Use Map shows recommended land uses for all properties within the town boundary, including the downtown business district, residential neighborhoods, parks, community facilities and institutional uses, light to medium intensity industrial uses, agriculture / ranch lands, and important open spaces and natural resources to be preserved. Input from the Town Council and community members in attendance will be solicited and used to further refine the Future Land Use Map, prior to presenting the draft Plan for community input at the March 29th community open house.



Town of Yampa

Town Board Agenda Item

Meeting Date: February 15, 2023

Agenda Item Title: Community Development Block Grant (CDBG) Program – Yampa Wastewater Treatment Facilities Project

Presented by: Mary Alice Page-Allen

Background: The Town is pulling together the funding package to move forward with updating and replacing our Wastewater Treatment Facilities in the amount of \$450,000 to support the design and engineering costs related to the Yampa Wastewater Treatment Facilities Project. Staff has been investigating various sources of funding and it has been determined that the Town qualifies for CDBG funding. CDBG funding is intended to provide decent housing, suitable living environments and economic opportunities, principally for low and moderate-income persons through rehabilitation and preservation, economic/job development and public facilities improvements. Working with the State Demographer’s Office, the Town has been determined to currently have a low to moderate-income population of 52% thereby meeting the threshold of 50%+.

The CDBG Program requires that a Public Hearing be held to consider citizen views and to respond to proposals and questions on Yampa’s proposed application, as well as community development and housing needs including the needs of low and moderate-income persons and other needs in the community that might be addressed through the CDBG program, performance of the Town in carrying out its community development responsibilities and potential historical effects.

Frankly, the Town’s work that has been undertaken with the Yampa Comprehensive Plan process has provided a public forum over the last several months with regard to our local community development needs including those related to affordable housing, support of our local economy, and cultural and historic preservation. Additionally, the Town’s focus on moving forward with the Wastewater Treatment Facilities Project will support and preserve “decent housing, suitable living environments and economic opportunities, principally for low and moderate-income persons” by providing the basic infrastructure needed for our community.

The CDBG Program requires that the Town adopt a Citizen Participation Plan, Residential Antidisplacement and Relocation Assistance Plan, and a Prohibition of the Use of Excessive Force Policy that are being considered concurrently with the holding of the Public Hearing. The application, due on February 17th, will be submitted along with the minutes of the Public Hearing if the Board approves its submission.

Recommendation: The Town Board

- 1) Citizen Participation Plan: Move to approve and authorize the signing of the Citizen Participation Plan for the Community Development Block Grant (CDBG) Program
- 2) Hold a Public Hearing to consider citizen views and to respond to proposals and questions on Yampa's proposed application under the Community Development Block Grant (CDBG) Program requesting \$450,000 to support the Yampa Wastewater Treatment Facilities Project, community development and housing needs including the needs of low and moderate income persons as well as other needs in the community that might be addressed through the CDBG program, performance of the Town in carrying out its community development responsibilities and potential historical effects.
- 3) Move to approve and authorize the submission of a Community Development Block Grant (CDBG) Program requesting \$450,000 to support the Yampa Wastewater Treatment Facilities Project.
- 4) Move to approve and authorize the signing of the Residential Antidisplacement and Relocation Assistance Plan for the Community Development Block Grant (CDBG) Program.
- 5) Move to approve and authorize the signing of Resolution 2023-03, A Resolution Prohibiting the Use of Excessive Force.

CITIZEN PARTICIPATION PLAN

for the Community Development Block Grant (CDBG) Program

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of the Town of Yampa, particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are provided the opportunity and encouraged to participate in the planning and implementation of CDBG-funded activities.

PUBLIC HEARING

Public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State, the Town of Yampa will conduct at least one public hearing to identify community development and housing needs, including the needs of low and moderate income persons, as well as other needs in the community that might be addressed through the CDBG program, and to review proposed CDBG activities and the past performance of the Town of Yampa in carrying out its CDBG responsibilities. In the event CDBG funds are granted by the State, the Town of Yampa will conduct at least one additional public hearing to allow citizens to review and comment on its performance in carrying out its CDBG program.

A formal public notice will be published in a newspaper of general circulation in the area **at least five (5) days prior** to such public hearings. A public notice will also be posted in the Yampa Town Hall and in other places frequented by the public, especially low and moderate income persons and persons benefiting from or affected by proposed CDBG activities. As circumstances warrant and as the Town of Yampa determines necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for the handicapped. In the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present.

PUBLIC INFORMATION AND RECORDS

Information and records regarding the proposed and past use of CDBG funds will be available at Yampa Town Hall, 101 Main Street, Yampa, CO during regular office hours. The public will be so informed by public notice. Special communication aids can be made available to persons upon request.

TECHNICAL ASSISTANCE

The Town of Yampa will provide technical assistance to groups' representative of persons of low and moderate income that request assistance in developing CDBG proposals. The level and type of assistance appropriate will be determined by the Town of Yampa based on its ability to provide or arrange for such assistance, the cost of providing such assistance and other relevant factors.

WRITTEN COMMENTS AND RESPONSES

The Town of Yampa will respond to written complaints and grievances in writing in a timely manner. When practicable, such written responses shall be made within fifteen (15) working days.

Signature of Chief Elected Official

Date

Attest:

Sheila Symons, Town Administrator/Clerk

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN
for the Community Development Block Grant (CDBG) Program**

The Town of Yampa will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with CDBG funds, as required by Section 104(d) of the Housing and Community Development Act of 1974, as amended (the Act), and implementing regulations at 24 CFR 570.496a.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Yampa will make public and submit to the State the following information in writing:

1. Description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and,
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The Town of Yampa will provide relocation assistance, as described in 570.496a(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Town of Yampa will take the steps indicated below to minimize the displacement of persons from their homes:

- X Consider all practical alternatives to any proposed project that may result in residential displacement. Alternatives to be considered include other sites for the proposed facilities/project. Also to be considered are the costs and benefits, both financial and nonfinancial, of each alternative.
- X Provide counseling and referral services to assist displacees find alternative housing in the community.
- X Work with area landlords and real estate brokers to locate vacancies for households facing displacement.

- Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first so they can be rehabilitated first and tenants moved in before rehab on occupied units or buildings is begun.
- Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or on tenants of multi-family buildings.
- Develop displacement watch systems in cooperation with neighborhood organizations to continuously review neighborhood development trends, identify displacement problems, and identify individuals facing displacement who need assistance.

Stacey Geilert, Mayor

Date

Attest:

Sheila Symons, Town Administrator/Clerk

TOWN OF YAMPA
RESOLUTION 2023-03

A RESOLUTION PROHIBITING THE USE OF EXCESSIVE FORCE

WHEREAS, the Town of Yampa, Colorado, has made application for Community Development Block Grant (CDBG) Funds from the State of Colorado; and

WHEREAS, in accordance with Section 519 of Public Law 101-144 (the HUD Appropriations Act) certain statements of assurances and certifications are required;

WHEREAS, the Armstrong/Walker “Excessive Force” Amendment, (P.L. 101-144) & Section 906 of Cranston-Gonzalez Affordable Housing Act of 1990 requires that a recipient of HUD funds adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within their jurisdiction against individuals engaged in nonviolent civil rights demonstrations; and

WHEREAS, the Armstrong/Walker “Excessive Force” Amendment, (P.L. 101-144) & Section 906 of Cranston-Gonzalez Affordable Housing Act of 1990 requires that a recipient of HUD funds adopt and enforce a policy enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstration within its jurisdiction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Yampa, Colorado (Board) that pursuant to Town of Yampa being granted CDBG funds by the State; the Board, by administrative act, does hereby adopt a statement of policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations and against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstration within its jurisdiction.

READ AND ADOPTED this 15th day of February, 2023.

Stacey Geilert, Mayor

Attest:

Sheila Symons, Town Administrator/Clerk

**TOWN OF YAMPA
REGULAR MEETING MINUTES
February 1, 2023 – 6:00 pm**

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis, Trustee Geanious, Trustee Williams

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

AUDIENCE PRESENT: Julie Carolus, Ken Montgomery, Ben Beall, Amy Golike, Joe Edwards, Sue Walker, Noreen Moore, Donna Corrigan, Aaron Symons and Carl Ray

1. Call to Order

- Mayor Geilert called the meeting to order at 6:05pm
- The Pledge of Allegiance was recited
- Roll call was taken

2. Audience Participation (5 minutes)

None

3. Post Office Discussion – Robb Groetzinger

Discussion with Robb Groetzinger, US Postal Service representative, regarding future plans for Yampa Post Office. Sheila noted that due to technical difficulties Robb was unable to attend the Zoom meeting and sent an email explaining the situation which she read for the record.

4. Professional Engineering Services – Request for Qualifications – Selection Committee Recommendation

Mary Alice outlined the process that was undertaken including interviews with engineering firms who had submitted proposals in response to the Town's RFQ. She stated that the Selection Committee is forwarding a recommendation that the Town Board approve the award for the provision of on-call professional engineering services to Zenobia Consultants LLC. She introduced Ben Beall, PE, with Zenobia Consultants LLC.

Motion

Trustee Williams made a motion to award the provision of on-call professional engineering services to Zenobia Consultants, LLC subject to the execution of a Professional Services Agreement between the Town and Zenobia Consultants, LLC. Trustee Lewis seconded the motion; the motion was passed with a unanimous voice vote.

5. Professional Services Agreement – Zenobia Consultants, LLC

Motion

Trustee Williams made a motion to approve authorize the signing of a Professional Services Agreement between the Town of Yampa and Zenobia Consultants, LLC for the provision of on-call Town professional engineering services. Trustee Lewis seconded the motion; the motion was passed with a unanimous voice vote.

6. Resolution 2023-02 – Library Board Appointment

Motion

Trustee Lewis made a motion to approve Resolution 2023-02. Trustee Geanious seconded the motion; the motion was passed with a unanimous voice vote.

7. Yampa Wastewater Treatment Improvement Project - Public Hearing (To be Tabled)

Motion

Trustee Lewis made a motion to table indefinitely this Public Hearing. Trustee Williams seconded the motion; Motion passed with a unanimous voice vote.

In response to a question from the public in attendance, Mary Alice explained that the hearing is being postponed until such time as the Town has finalized the funding package for the project.

8. Consent Agenda

Motion

Trustee Lewis made a motion to approve the Consent Agenda as presented, specifically the January 18, 2023 Regular Board Meeting Minutes. Trustee Geanious seconded the motion; motion passed with a unanimous voice vote.

9. Staff and Board Member Reports/Updates

- a. Committee and meeting reports from Staff and Board Members
- b. Town Administrator/Clerk and Staff Reports
 - i. Mary Alice noted that she is working with local existing and proposed businesses to develop a scope of work for a Business Support Grant Program (BSGP) to be supported through the Rural Economic Development Initiative (REDI) and Office of Just Transition grant programs. She referred to the 2016 Wayfinding Plan and stated that some of the anticipated work under the BSGP will include implementation of facets of the signage that were developed in the Wayfinding Plan

10. Scheduled Meetings/Work Sessions

- a. Town Board or other requests for Agenda Items
 - i. February 15, 2023 Comprehensive Plan Work Session
 - ii. March 29, 2023 Comprehensive Plan Open House

11. Adjournment

Trustee Lewis made a motion to adjourn at 6:39pm. Trustee Geanious seconded the motion; motion passed unanimously.

Approved the 15th day of February, 2023.

Stacey Geilert, Mayor

Attest:

Sheila Symons, Town Administrator/Clerk

**Town of Yampa
Payment Approval Report - January 2023**

<u>Reference</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
1/03/2023 Debit	Google	Monthly Billing	(24.00)
1/03/2023 Debit	Amazon 113-1533646-1127415	Office Supplies	(92.89)
1/04/2023 16060	South Routt Library Dis.	2023 Community Support	(2,000.00)
1/04/2023 16061	Yampa Egeria Historical Society	2023 Community Support	(2,000.00)
1/04/2023 16051	CEBT	Group #BBH4 - January Invoice	(2,680.88)
1/04/2023 16052	City of Craig	Regional Solar Legal	(2,200.00)
1/04/2023 16053	Club 20	2023 Membership Dues	(200.00)
1/04/2023 16054	Colorado Municipal League	2023 Dues	(423.00)
1/04/2023 16050	American Legion Post #189	2023 Community Support	(720.00)
1/04/2023 16055	Egeria Temple Association	2023 Community Support	(556.00)
1/04/2023 16058	ICMA Membership Renewals	MA Page-Allen Annual Dues	(260.00)
1/04/2023 16056	FP Mailing Solutions	Acct #600099431	(101.85)
1/04/2023 16057	GovOffice Accts Receivable	Web Page	(660.00)
1/04/2023 16059	Northwest Colorado Council of	2023 Membership Dues	(225.00)
1/05/2023 Debit	CMCA 2023 Membership		(137.08)
1/09/2023 ACH	RC Dec 2022 Distribution	Refund	(651.54)
1/10/2023 ACH	December 2022 941		(6,654.32)
1/10/2023 ACH	YVEA 1510002002	Street Lights	(867.96)
1/11/2023 ACH	Pinnacol Inv 21124433		(514.00)
1/12/2023 Debit	CGFOA 2023 Membership		(65.00)
1/13/2023 ACH	FirstNet Dec 2022	PW Cell Phone	(43.94)
1/13/2023 Debit	Sangoma Telephone		(109.80)
1/15/2023 16062	Gregory D. Samuelson	January 2023 Payroll	(6,972.51)
1/15/2023 16063	Jessica A. Ryan	January 2023 Payroll	(184.70)
1/15/2023 16064	Laman, Amanda	January 2023 Payroll	(2,637.94)
1/15/2023 16065	McLaughlin, Joseph L	January 2023 Payroll	(4,076.60)
1/15/2023 16066	Page-Allen, Mary Alice	January 2023 Payroll	(3,504.67)
1/15/2023 16067	Sheila Symons	January 2023 Payroll	(4,841.39)
1/17/2023 Debit	IIMC Certification Membership		(165.00)
1/17/2023 Debit	Amazon 114-7377980-7677833	Office Supplies	(217.95)
1/17/2023 ACH	Luminate 3001280901		(89.95)
1/18/2023 16079	Page-Allen, Mary Alice	Mileage Bldg Oversight	(40.61)
1/18/2023 16068	AGNC	2023 Dues	(600.00)
1/18/2023 16081	Senergy Petroleum	Acct 700002480	(303.37)
1/18/2023 16075	Melinda J Willman	Cleaning Services 1/17/2023	(175.00)
1/18/2023 16080	Scott C. Smith	Coliform Tests	(360.00)
1/18/2023 16076	Montgomery's General Merchandise	December 2022 Billing	(874.22)
1/18/2023 16077	Norris Design Inc.	Proj 1200-01-3337	(11,545.90)
1/18/2023 16078	Northwest Colorado Council of	Elevator Inspection	(315.00)
1/18/2023 16074	Flat Tops Ranch Supply	1/2/23 Statement	(13.29)
1/18/2023 16069	AquaWorks DBO	Final Billing Prel Eng WWTP	(10,000.00)
1/18/2023 16070	Badger Meter	Cust 23868	(2,331.30)
1/18/2023 16071	Colorado Rural Water	System Membership 2023	(200.00)
1/18/2023 16072	Colotrust	W/S Imp fund	(1,507.75)
1/18/2023 16073	Corkle Oil Co. LLC	Cust# 242	(878.05)
1/19/2023 Debit	Amazon 114-8183529-1177023	Office Supplies	(5.99)

1/19/2023 Debit	Amazon #114-4310883-8220220	Office Equip & Supplies	(233.80)
1/20/2023 ACH	Jan 941		(6,451.96)
1/24/2023 ACH	YVEA 10027501		(3,768.32)
1/24/2023 ACH	YVEA 90007301	Town Hall/Crossan's	(990.97)
1/25/2023 Debit	Yampa Sand Co		(159.90)
1/25/2023 Debit	Walmart - Comp Plan Expense		(7.68)
1/26/2023 Debit	Amazon #114-4331147-3572245		(15.50)
1/28/2023 ACH	Waste Management		(557.23)
1/30/2023 Debit	Yampa Sinclair - PW Fuel		(57.88)
1/31/2023 EFT	4th Q State Withholding	Correction	(28.32)
1/31/2023 ACH	4Q 2022 Unemployment Insurance		(163.50)

Total			(85,463.51)
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Approved this _____ day of February, 2023.

Stacey Geilert, Mayor

**INTERGOVERNMENTAL AGREEMENT CREATING THE ROUTT COUNTY
CLIMATE ACTION PLAN COLLABORATIVE EXECUTED BY
THE BOARD OF COUNTY COMMISSIONERS, ROUTT COUNTY, COLORADO,
CITY COUNCIL OF STEAMBOAT SPRINGS, COLORADO,
THE TOWN COUNCIL OF HAYDEN, COLORADO,
THE BOARD OF TRUSTEES, OAK CREEK, COLORADO,
THE BOARD OF TRUSTEES, YAMPA, COLORADO**

WHEREAS, local government partners in Routt County, Colorado, desire to establish the Routt County Climate Action Collaborative (“**Collaborative**”) to reduce greenhouse gas (“**GHG**”) emissions in accordance with the goals of the Routt County Climate Action Plan (“**CAP**” attached as Exhibit “A”) as adopted and as may be amended from time to time; and

WHEREAS, local government partners find that global GHG emissions continue to catalyze global climate change and global temperature increase and that such global temperature increase is projected to result in severe negative effects on habitability, production and resiliency of the global community; and

WHEREAS, local government partners recognize the need and benefit to implement best practices to reduce GHG emissions and draw down carbon levels in the atmosphere at the local and regional level, and therefore desire to create an organizational structure which will facilitate regional decision making and alignment of Climate Action work; and

WHEREAS, local government partners desire to establish and adopt this Intergovernmental Agreement (“**IGA**”) to define the organizational structure of the Collaborative.

NOW, THEREFORE, it is here resolved that the Board of County Commissioners, Routt County, hereinafter referred to as “Routt,” the City Council of Steamboat Springs, Colorado, hereinafter referred to as “Steamboat Springs,” the Board of Trustees, Hayden, Colorado, hereinafter referred to as “Hayden,” the Town Council of Oak Creek, Colorado, hereinafter referred to as “Oak Creek”, the Board of Trustees, Yampa, Colorado, hereinafter referred to as “Yampa”, (collectively referred to as “local government partners” and “Parties”) do hereby enter into this Intergovernmental Agreement establishing the Routt County Climate Action Collaborative (“**Collaborative**”) with the following structure:

1. Purpose. The purpose of the Collaborative is to work collaboratively to reduce GHG emissions through implementation of the Routt County Climate Action Plan, and to track implementation of the plan and reduction of greenhouse gas emissions in Routt County.
2. Board of Directors. The Collaborative shall be governed by a board of directors (“**Collaborative Board**”). The preferred size of the board is 9, and the board shall have no fewer than 5 members and no more than 11 members at any given time.
3. Board Membership.
 - a. Local Government Representatives: Each local government partner that makes an annual financial contribution to the Collaborative and commits to implementing the

Climate Action Plan (“Qualified Member”) shall appoint one member and one alternate to the board. The designation of representatives by each Qualified Member shall be in writing in a manner determined by each respective Qualified Member. Local government representatives shall not have a term and may be replaced at any time by the body appointing them. Alternates shall be entitled to vote in the absence of the regular member.

Should a local government partner not maintain its status as a Qualified Member that partner shall no longer have a local government representative on the Collaborative Board.

- b. **Community Representatives:** Community members may also serve on the board, with appointment made jointly by the then Qualified Members. Community representatives shall reflect geographic representation from across the county, as well as representation from the nonprofit and private sectors, and climate plan interest and experience.

Community representatives will be appointed through an open and transparent process. An appointment committee, consisting of one representative from each Qualified Member, shall recruit, select, and recommend community representatives. All appointments of community representatives must be approved by action of the governing bodies of all of the Qualified Members. The terms of community representatives shall be three (3) years, except that, in order to stagger the director terms, the terms of the initially appointed directors shall be established in the motion, resolution, or ordinance appointing those directors so that the initial terms of approximately one-third of the directors shall be one year; the terms of approximately one-third of the directors shall be two (2) years; and the remainder of the terms of the directors shall be three (3) years.

Any community representative may be removed during their term by joint action of all Qualified Members, with or without cause.

- c. All representatives shall serve without compensation for their services in such capacity but shall be entitled to reimbursement for actual expenses reasonably incurred in connection with their service as director.
4. **Quorum.** In order for the Collaborative Board to take up a matter and act upon the same, there must be a quorum of board members present. “Quorum” shall be defined as the presence at a meeting of a minimum of 2/3 of the seated board. Participation by virtual means is acceptable. In the absence of a quorum, a lesser number may adjourn any meeting to a later time and date.
 4. **Meetings.** The Collaborative Board shall meet at such time, place, and frequency as is determined appropriate by the Collaborative Board. Meetings shall be open to the public with meeting notices posted a minimum of 36 hours in advance. Posted shall mean posting

in the same manner as both Steamboat Springs and Routt post meeting notices. Hybrid and virtual meetings are allowed.

5. Officers. The Collaborative Board shall select from its members at the first meeting of each calendar year a Chair to serve as the meeting moderator for Collaborative Board meetings. The board shall select from its members at the first meeting of each calendar year a Vice-Chair to act in the place of the Chair should that individual be absent. Both the Chair and Vice-Chair are voting members of the Collaborative Board.
6. Voting. Each board member has one vote and must be present to vote on an item. A positive vote by the majority of board members present is required for any proposed matter to be approved and acted upon. Voting by proxy is not allowed.
7. Powers of the Collaborative Board. The Collaborative Board shall have the following powers:
 - a. To gather and track information.
 - b. To coordinate implementation of the Climate Action Plan.
 - c. To prepare and adopt annual goals.
 - d. To develop, adopt, and oversee an annual budget and project budgets for the Collaborative.
 - e. To develop, approve, and provide oversight of policies, projects, and priorities that result in implementation of the Climate Action Plan.
 - f. To ensure consistency and branding of Collaborative and Collaborative working group education and outreach.
 - g. To identify membership, structure, and function of working groups.
 - h. To recruit and orient new board members.
 - i. To develop and implement a stakeholder membership program.
 - j. To establish or update the Collaborative framework and policies as needed.
 - k. To work with local government partners to identify annual funding support, and to seek donations and other funds from stakeholders and other entities.
8. Fiscal Agent. The Town of Hayden has agreed to serve as the fiscal agent of the Collaborative. Should the Town of Hayden step down as fiscal agent, a new fiscal agent shall be selected from Qualified Members. The Town of Hayden shall be the coordinating entity and the contracting and fiscal authority. Fiscal Agent powers and duties shall include:
 - a. To select and supervise administrative staff, rent office space, and direct staff in the facilitation of the Collaborative and its approved policies and projects and implementation of the Climate Action Plan.
 - b. To bid, review, and approve contracts for service, after consultation with the Collaborative Board.
 - c. To collect and maintain in a separate account any and all donations from local government partners, grants, and other financial contributions to the Collaborative.

d. To maintain an accounting of funds.

9. Budgets. The Collaborative Board shall prepare a project budget for all projects. Each budget shall include a funding breakdown showing the amount to be paid by each partner or stakeholder. The Collaborative Board shall authorize the release of funds consistent with the annual plan as approved by the Collaborative Board.
10. No Legal or Financial Obligation. This IGA shall not create any legal obligation for any member local government partner and shall not create any multi-year financial obligation that exceeds the annual financial contribution to the Collaborative that is appropriated by each local government partner in their respective budget process. Any signatory to this agreement may withdraw and terminate any financial support effective January 1 of the year following written notice of intent to terminate which shall be provided to each of the remaining signatories.
11. Relationship of the Parties. The Parties to this Agreement are not and shall not be construed to be partners, contractors for services, joint venturers or agents of one another with respect to any activities associated with this Agreement. No agent, employee or volunteer of a local government party shall be deemed to be an agent, employee or volunteer of another local government party.
12. No Third-Party Beneficiaries. This Agreement creates no rights or benefits in third-parties. Certain other parties may also have common interests with the Parties to this Agreement, and such other entities may desire to assist the Parties hereto in pursuing such common interests.
13. Governmental Immunity. Each local government partner's liability shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S. No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of the immunities, rights, benefits, protections, or other provisions, contained in the statute.
14. Counterparts. This Agreement may be executed in counterparts, all of which taken together shall be considered one instrument.
15. Entire Agreement. This Agreement constitutes the entire Agreement among the Parties relating to the subject matter contained herein. This Agreement is executed by each of the undersigned without reliance upon any promise, warranty, or representation by any Party or any representative of any Party other than those expressly contained herein.
16. Amendments. The Agreement may not be altered, amended, modified, or otherwise changed unless agreed to by the Parties in writing.

17. Effective Date. This agreement shall be effective on the date that it is approved by the last signatory to this agreement.

THIS INTERGOVERNMENTAL AGREEMENT IS HEREBY APPROVED AND EXECUTED BY THE FOLLOWING LOCAL GOVERNMENT ENTITIES:

[ENTITY]

BY: Steve Guilbert, Mayor
[Name, Title]

DATE: 2/1/23

ATTEST: Stacia Spmano, Town Administrator
[Name, Title]