

**TOWN OF YAMPA
REGULAR MEETING AGENDA
June 1, 2022 – 7:00 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, May 4, 2022 beginning at 7:00 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.

Topic: Town of Yampa Regular Town Board Meeting

Time: Jun 1, 2022 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95331848603?pwd=WXdjZWVpbnhSTzNlZk9UY3cyZDkyZz09>

Meeting ID: 953 3184 8603

1) **CALL TO ORDER (5 minutes)**

- 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) **YAMPA EGERIA HISTORIC SOCIETY UPDATES**

Rita Herold will attend the meeting to provide updates and answer any questions to the Town on what the Historic Society is working on and their plans for the future.

4) **NEW LIBRARY BOARD MEMBER**

Discussion and consideration to approve Megan Mertens for a 5-year term beginning April 1, 2022 and ending March 31, 2027.
(*Motion Needed*)

5) **4TH OF JULY COMMITTEE STATUS**

- a) Fireworks – updates from the Fire District and Forest Service
 - i) Discussion and decision on if the Town of Yampa will do the fireworks this year (*Motion Needed if cancelling*)
 - ii) Consideration of having Town Attorney execute a contract for MaryLu Meadows to have her added to our insurance as additionally insured to ensure she is comfortable still having the car show on her property.
(1) 4th of July Committee will pay for this cost (*Motion Needed*)

6) **YAMPA POST OFFICE UPDATE**

- a) Discussion with United States Postal Service regarding lease at Post Office on Moffat.
 - i) Their intent is to identify a new USPS location, build the office and continue to operate from the existing leased space until the new space is available for USPS customers.

7) **CORDOVA TRAILER PARK**

- a) Review, discussion and consideration to sign letter to all residents of Cordova Trailer Park to declare the property the nuisance. (*Motion Needed*)

8) **CONSENT AGENDA** (*Motion Needed*)

- a) Approval of May 4, 2022 Regular Meeting Minutes
- b) Approval of May Payment Approval Report (will be at Wednesday's meeting or prior via email)

9) **STAFF AND BOARD MEMBER REPORTS/UPDATES**

- a) Committee and meeting reports from Staff and Board Members
 - (1) Business Networking Summit recap – Mayor Geilert update
 - (2) Effective Governance Class – Mayor Geilert update
 - (3) Bear River and Gardner Reservoir – Trustee Williams update
 - (4) Discussion on obtaining a Backhoe for the town to avoid having to pay excavators when issues arise
- b) Town Clerk Administrative Report

10) **SCHEDULED MEETINGS/WORKSHOPS**

- a) June 15, 2022 if needed and July 6, 2022 Regular Board Meeting
- b) Town Board or other requests for Agenda Items

11) **ADJOURNMENT**

**Crossan's M&A Market
Facility and Program Management Meeting
February 8, 2019**

Organizational Structure

I. Facility Oversight Team

- Town Trustee
- Program Representatives
- Business Community Representative
- Community at Large

*YEHS - CAP
SREOC*

II. Oversight Team Roles and Responsibilities

- Annual Budget Planning
- Policy and Procedure Development
- Convene a minimum of 4 times per year
- Report Quarterly to Town Board

III. Facility Operations and Program Committees

O&M Committee

- Town of Yampa Trustees
- Town of Yampa Public Work staff

Program Committee

- Town of Yampa
Clerk
Trustee
- Yampa Egeria Historical Society
- Northwest Colorado Cultural Heritage Program
- Community at large member

Community @ large

*getting in some
wayfinders*

*community
interpretive
piece
visitor center*

MOU Review

To Do List - Brain Dump

- Develop Annual Revenue and Expense Budget for Facility
- Develop User Fees
- Program Costs
- Capital (Interior and Exterior) Needs Cost

Staffing Volunteer Plan

Maggie Yampa Sign

**Memorandum of Understanding
Between Town of Yampa and Yampa Egeria Historical Society**

This document will serve as a Memorandum of Understanding between Town of Yampa and Yampa Egeria Historical Society for the purpose of assisting in the ongoing program development of the Crossan's M&A Market Interpretive Visitor Center located at 100 Main Street, Yampa Colorado.

Whereas The Town of Yampa desires develop and maintain a interpretive/visitor center program for the first floor of the Crossan's M&A Market as service to the community and visitors AND

Whereas the Town of Yampa is obligated as part of funding partners contracts to provide educational programs and travel information AND

Whereas The Yampa Egeria Historical Society maintains archives and artifacts that tell the can be sourced to share the history and stories of the town and surrounding area to locals and visitors alike AND

Whereas the Yampa Egeria Historical Society participated in the 2018 development of an Interpretive Brief to be used as a guiding tool for developing and maintaining an environment for sharing their archives and artifact collection within the context of exhibits as first floor of the Crossan's M&A Market AND

Whereas The Yampa Egeria Historical Society desires to provide a genealogy and history resource opportunity for the community,

Therefore the following is agreed to by both parties.....

I. Terms of Partnerships

In support of the Town of Yampa,

Yampa Egeria Historical Society agrees to

- A. Execute goals and objectives of Interpretive Brief Plan
- B. Provide and Annual Action Plan outlining planned exhibits and related programs as their agreed to partnership for assisting with programming for the first floor interpretive/visitor center. The number, themes and whether permanent or temporary will be determined by YEHS in consultation with the Crossan's M&A Market team.
- C. Manage programming components within the framework of the Town of Yampa's facility policies and procedure for the operations and maintenance of the Crossan's M&A Market.
- D. Select a Director, annually, to represent the Yampa Egeria Historical Society on the Town of Yampa's Crossan's M&A Market Facility Team.
- E. Work with the town in planning any future capital improvements (i.e. genealogy/resource center, interactive interpretive spaces, etc.) to assure they comply with general facility policy and plans along with adhering to any restriction outlined in the required 20 year State Historical Fund covenant on the facility.

Town of Yampa agrees to:

- A. Provide adequate space on the first floor of the Crossan's M&A Market building for the distribution of visitor/travel information and temporary and permanent exhibit space, artifact viewing space and genealogy and heritage resource material area.
- B. Provide all facility policies and procedures, as developed to Yampa Egeria Historical Society.

- C. Convene a minimum of 4 Crossan's M&A Market Facility Team meetings per year for the purpose of planning, communications and further facility or program policy and procedure development.
- D. Work with the Board of Directors of the Yampa Egeria Historical Society to address any ad hoc issues that may surface. This could include, but is not limited to space needs, repairs and other program related concerns.

II. Term and Termination of Agreement

This agreement shall commence _____ and terminates on _____ at which point the terms of the MOU shall be re-determined. Upon written notification the terms of this agreement can be terminated.

Yampa Egeria Historical Society

Town of Yampa

Date: _____

Date: _____

**Memorandum of Understanding
Between Town of Yampa and Northwest Colorado Cultural Heritage Program**

This document will serve as a Memorandum of Understanding between Town of Yampa and Northwest Colorado Cultural Heritage Program for the purpose of assisting in the ongoing maintenance of the community resource and travel information component of the Crossan's M&A Market Interpretive Visitor Center located at 100 Main Street, Yampa Colorado.

Whereas The Town of Yampa desires ^{XO} develop and maintain a interpretive/visitor center program for the first floor of the Crossan's M&A Market as service to the community and visitors **AND**

Whereas the Town of Yampa is obligated as part of funding partners contracts to provide educational programs and travel information **AND**

Whereas The Northwest Colorado Cultural Heritage Program has developed regional destination travel organization and agency partnerships and has access to a comprehensive selection of community and travel resource information that is relevant for distribution within the context of the Crossan's M&A Market Visitor Center **AND**

Whereas Northwest Colorado Cultural Heritage Program participated in the 2018 development of an Interpretive Brief to be used as a guiding tool for program development for the first floor of the Crossan's M&A Market Interpretive and Visitor Center **AND**

Whereas The Northwest Colorado Cultural Heritage Program desires to provide a service to develop and share the vast and divers visitor experience opportunities of the Yampa area and Northwest Colorado region

Therefore the following is agreed to by both parties.....

I. Terms of Partnerships

In support of the Town of Yampa,

Northwest Colorado Cultural Heritage Program :

- A. Convene travel and community resource partners to develop annual plan for the identification and placement of vital local business, visitor and other resource materials.
 - Town of Yampa Representative
 - Yampa Egeria Historical Society
 - South Routt Economic Development Council
 - Forest Service – Bears Ears/Yampa District Office
 - Flat Tops Scenic Byway Representation
 - ???????
- B. Assist in the execution of goals and objectives of Interpretive Brief Plan including, but not limited to retaining specific travel information distribution space.
- C. Ongoing maintenance of way finding/map resource area.
- D. Facilitate collection and placement of selected business and travel information for the interpretive/visitor center section of Crossan's M&A Market.
- E. Assist, as requested, the Yampa Egeria Historical Society in their planning, development and execution of selected exhibits and heritage/genealogy resource center.
- F. Northwest Colorado Cultural Heritage Program representation on the Town of Yampa's Crossan's M&A Market Facility Team.

Town of Yampa agrees to:

- A. Provide adequate space on the first floor of the Crossan's M&A Market building for the distribution of visitor/travel information.
- B. Provide all facility policies and procedures, as developed to Northwest Colorado Cultural Heritage Program.
- C. Convene a minimum of 4 Crossan's M&A Market Facility Team meetings per year for the purpose of planning, communications and further facility or program policy and procedure development.
- D. Work with the Northwest Colorado Cultural Heritage Program staff to address any ad hoc issues that may surface. This could include, but is not limited to space needs, repairs and other program related concerns.

II. Term and Termination of Agreement

This agreement shall commence _____ and terminates on _____ at which point the terms of the MOU shall be re-determined. Upon written notification the terms of this agreement can be terminated.

Northwest Colorado Cultural Heritage Program

Town of Yampa

Date: _____

Date: _____

SOUTH ROUNT LIBRARY DISTRICT
BOARD OF TRUSTEES

April 21, 2022

TO: Town of Yampa, Town Board
PO Box 224
Yampa, CO 80483
Attn: Shlela Symons, Town Clerk
clerk@townofyampa.com

FROM: Vanessa Woodford, President
South Routt Library District Board of Trustees
PO Box 175
Oak Creek, CO 80467
970-736-8371, southrouttlibrarydistrict@gmail.com

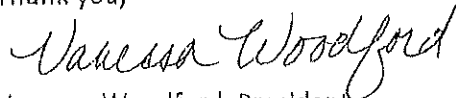
Dear Ms. Symons,

I am writing to request the Yampa Town Board's approval for the following new member appointment to the South Routt Library District Board of Trustees.

By unanimous vote of the SRLD Board of Trustees MEGAN MERTENS, a resident of South Routt, was appointed to the Board for a 5-year terms beginning April 1, 2022, ending March 31, 2027.

Please indicate the Yampa Town Board's approval of this appointment via a resolution, letter, or email to the address and/or email listed above.

Thank you,



Vanessa Woodford, President
South Routt Library District Board of Trustees
970-736-8371



5/18/2022

The Honorable Stacey L. Geilert
Mayor, City of Yampa
101 Main Street
Yampa, CO 80483

RE: Yampa, CO Main Post Office located at 261 Moffat Ave., Yampa, CO 80483

Dear Mayor Geilert:

The United States Postal Service is considering relocating the retail services currently provided at the above-referenced Post Office to a new location within the 80483 ZIP Code.

The Postal Service is considering relocation because of a loss of the leased building in Yampa. The Postal Service is facing the most critical period in its history. Despite significant cost reductions, the Postal Service continues to experience a net loss as mail volume continues to decline because of increased electronic communication. As a self-supporting government establishment that receives no tax dollars for its operating expenses, the Postal Service must rely on the sale of postage, products and services to generate revenue. In the face of unsustainable deficits, the Postal Service must seek ways to cut costs, increase revenue and use its physical facilities as efficiently as possible. If the Postal Service decides to move forward with this relocation, it anticipates utilizing an alternate Post Office property for mail processing operations.

The relocation project will consist of procuring a suitable retail location, preparing the new location for use as a post office and then transitioning the retail services to the new location. The Postal Service will continue to provide retail services at the current Post Office until the new Post Office location is up and running. The Postal Service has identified the 80483 ZIP code for the search area.

In undertaking this project, the Postal Service will complete a process set out in 39 C.F.R. § 241.4 for soliciting and considering input from the community and local officials. As we are at the beginning of the process, I am offering to discuss the project with you. In our discussion, I would address the specific need the Postal Service faces, outline the proposal that is under consideration, explain our process for soliciting and considering input from the affected community, and ask for input from you and other local officials regarding the proposal. If you would like to discuss the project, please contact me by June 24th I can be reached at email: robb.j.groetzinger2@usps.gov.

We will send an initial news release outlining the proposal to one or more news media serving the community and post a copy of the information in the public lobby of the Yampa Post Office.

Normally, at this point in the process we would set up a public meeting to discuss the potential relocation with the community. But with the pandemic impacting communities, particularly as it relates to the guidance to reduce public gatherings, the usual process of holding a community meeting to discuss the planned retail relocation would be a risk for our employees and customers.

Instead, the Postal Service will post the information required to be presented at the public meeting in the lobby of the current post office and mail a copy to all members of the community (a copy of the posting is attached). In this posting, the Postal Service will identify the specific need the Postal Service faces, outline the proposal to meet the need through relocation, solicit written input on the proposal, and provide an address to which the community and local officials may send written appeals of the tentative decision and comments on the proposal. Appeals and comments will be accepted for a period of 30 days following the posting.

Additionally, we will (1) explain the reasons for relocating; (2) identify the site or area, or both, to which the Postal Service anticipates relocating the retail services; and (3) describe the anticipated size of the retail service facility for the relocated retail services, and the anticipated services to be offered at the new location. The Postal Service may identify more than one potential relocation site or area, for example, when the Postal Service has not selected among competing sites.

After the 30-day comment and appeal period, the Postal Service will consider the comments and appeals received that identify reasons why the Postal Service's tentative decision and proposal is, or is not, the optimal solution for the identified need. Following that consideration, the Postal Service will make a final decision to proceed with, modify, or cancel the proposal. The Postal Service then will inform you in writing of its final decision, send a news release announcing the final decision to local news media and post a copy of the information in the public lobby of the Post Office. The Postal Service then will implement the final decision.

If the Postal Service decides to use a site or area that it did not identify in the posting, then our regulation generally requires the Postal Service to return to the posting stage of the process to provide new information regarding the new site or area.

We look forward to working with you and your staff as this project develops.

Sincerely,

Robb Groetzinger

Robb Groetzinger
USPS Real Estate Specialists

6:55 PM – Prior to the meeting called to order, the Oath of Office will be administered to Michael Geanious as Trustee

**TOWN OF YAMPA
REGULAR MEETING MINUTES
May 4, 2022 – 7:00 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, May 4, 2022 beginning at 7:00 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.

Prior to the meeting Mike Geanious was sworn in as Trustee

BOARD MEMBERS PRESENT: Mayor Stacey Geilert, Trustee Mike Lewis, Trustee Mike Geanious and Trustee Steven Williams

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons, Treasurer Mary Alice Page and Deputy Clerk Amanda Laman

AUDIENCE PRESENT: Jan Ray, Ken Montgomery, Gene Sanders, Frank and Andy Shaffner

1) **CALL TO ORDER (5 minutes)**

a) Roll Call

- Mayor Geilert called the meeting to order at 7:00 pm. Roll call was taken

b) Pledge of Allegiance

- The Pledge of Allegiance was recited

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.

a) Andy Schaffner presented an update regarding assistance with Bear River Reservoir/Stillwater/Gardner Park updates. She explained repairs that need to be made on the Stillwater Dam and that grants have been applied for to cover the cost of those repairs. Andy also stated that Gardner Park is being incorporated and there will be a Reservoir meeting on May 16th.

a. Letter of Support was signed by Mayor Geilert and sent with Andy.

b) Ken Montgomery presented a Legion update. He also expressed that he is not in favor of a code enforcement officer. He understands the need to update the Municipal Codes, but he advised the cost would out way the benefit of an officer and money spent on an officer would be better served in other places.

3) **APPOINTMENT OF MAYOR PRO TEM**

Nomination and consideration to appoint Mayor Pro Tem in accordance with CRS 31-4-303

Trustee Geanious moved to appoint Trustee Lewis as Mayor Pro Tem, Trustee Williams seconded the motion and the motion passed with a unanimous voice vote.

4) **RESOLUTION 2022-12 – EMPLOYEE SALARY SCHEDULE**

Review, discussion and consideration to approve and authorize the signing of Resolution 2022-12, A Resolution Adopting an Employee Salary Schedule in Accordance with Title 2, Town of Yampa Municipal Code. (in packet)

Trustee Lewis made a motion to adopt RESOLUTION 2022-12, Trustee Williams seconded the motion and the motion passed with a unanimous voice vote.

5) **WAIVER OF FORMAL BIDDING PROCESS FOR WASTEWATER TREATMENT IMPROVEMENTS DESIGN & ENGINEERING PROJECT**

Discussion and consideration to approve the waiver of the formal bidding process for the Town's Wastewater Treatment Improvements Design & Engineering Project (Project), and instead acknowledge that Routt County's Request for Proposal 738, Milner and Phippsburg Water Treatment Plants Upgrade Project, provided a transparent and public process for the selection of a qualified firm to perform work of a similar nature on the Town's Project as well as economies and efficiencies that would otherwise be unrealized.

Trustee Lewis made a motion to waive the formal bidding process for the wastewater treatment improvements design and engineering project, Trustee Williams seconded the motion and the motion passed with a unanimous voice vote.

6) **AGREEMENT FOR PROFESSIONAL SERVICES – AQUAWORKS DBO, INC.**

Review, discussion and consideration to approve and authorize the signing of an Agreement for Professional Services between the Town of Yampa and AquaWorks DBO, Inc. related to the Town's Wastewater Treatment Improvements Design & Engineering project in an amount not to exceed a total of \$125,000. (in packet)

Trustee Lewis made a motion to sign an agreement for professional services with Aquaworks DBO, Inc, Trustee Geanious seconded the motion and the motion passed with a unanimous voice vote.

7) **CONSENT AGENDA**

- a) Approval of April 20, 2022 Regular Meeting Minutes
- b) Approval of April Payment Approval Report

Trustee Lewis moved to accept the consent agenda, Trustee Williams seconded the motion and the motion passed with a unanimous voice vote.

8) **STAFF AND BOARD MEMBER REPORTS**

- a) Committee and meeting reports from Staff and Board Members
 - Business Networking Summit – 5/19/22 6:30 PM Crossan's Downstairs

Mayor Geilert let the board know that she has received around 50 RSVP's

Sheila stated that the group Tiny Towns that she works with is going to provide a presentation for the Business Networking Summit.

- b) Town Clerk Administrative Report

Sheila discussed the Solar Garden and the \$100 contribution the Town will need to provide

Mary Alice discussed the need to go over the Supplemental Budget

Trustee Williams volunteered to be the Town representative for the Reservoir meeting

9) **SCHEDULED MEETINGS/WORKSHOPS**

- a) June 1, 2022 Regular Board Meeting
- b) Town Board or other requests for Agenda Item
 - Gene Sanders asked if there is anything that can be done about Centurylink
 - Ken Montgomery asked if the Town could find out if YVEA will take care of the left over material from the new power poles

10) **ADJOURNMENT**

Trustee Lewis made a motion to adjourn, Trustee Williams seconded the motion and the motion passed with a unanimous voice vote. The meeting was adjourned at 7:48pm

Stacey L. Geilert, Mayor

Attest:

Sheila Symons, Town Administrator/Clerk

June 1, 2022

Town Administrator Memo:

- YVEA – removing rocks around poles in the next couple weeks. The rocks above grade are free to anyone that wants to have them for landscaping needs or whatever.

- Peak Health Alliance – It was geared to be live January 2023 – There has been some delays – and now it will be January 2024. More details to follow as they are presented – Here is the link for information up to date - <https://peakhealthalliance.org/routtcounty/>

- Ameresco (Solar Garden)– Not able to use on street lights – attached is a Regional Partner Agreement to sign to keep moving forward

Town of Yampa	SEWER PLANT	\$ 5,570	\$ 4,530
Town of Yampa	101 MAIN STREET/CROSSAN'S	\$ 6,341	\$ 3,397
Town of Yampa	WATER WRKS	\$ 3,380	\$ 2,265
Town of Yampa	LADIES AID HALL	\$ 1,858	\$ 1,133
<i>Yampa Subtotal</i>			\$ 11,325

- Climate Action Plan (CAP Collaborative) - Yampa Financial Contributions will be \$100 at this time. More Details to follow as presented

- Letter from 6th grader in Littleton Colorado – Will have a letter for you to sign to send back to him.

- Horizontal Well Inspection had to be pushed back to June 24 now due to the snow storm we had on May 20.

- YVEA – Street Light Rate Change – See letter in packet.

