

TOWN OF YAMPA
DECEMBER 11, 2019
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

BOARD MEMBERS PRESENT: Mayor Aaron 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, and Public Works Assistant (PWA) Greg
Samuelson

AUDIENCE PRESENT: Lynn Harding

Call to Order

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

Roll Call

Board roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Minutes

Consideration of approval of August 14, 2019 special meeting minutes

Trustee Lewis moved to approve the August 14, 2019 special meeting minutes. Trustee
Drust seconded the motion and the motion passed unanimously on voice vote.

New Business

Consideration of adoption of Resolution 2019-04 – A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Town of Yampa, Colorado, for the calendar year beginning on the first day of January 2020 and ending on the last day of December 2020

Clerk Ray explained some minor changes she had made in the final budget from the draft budget that was presented at the public hearing. These include additions of \$1,000 for matching funds for a possible grant for changing the heating system in the old town hall and \$1,000 for wayfinding signage. Clerk Ray explained that when Assistant Clerk O'Halloran had figured the percentage increases on salaries, she had figured current to 1½%, 2% from the 1½% amount and 3% from the 2% rather than 1½%, 2% and 3% from current. 3% of current was what the Board authorized for an increase; Clerk Ray did not change the salary budget line items as the higher dollars will help offset overtime, etc.

Trustee Lewis moved to adopt Resolution No. 2019-04 - A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Town of Yampa, Colorado, for the calendar year beginning on the first day of January 2020 and ending on the last day of December 2020. Trustee McLaughlin seconded the motion and the motion passed unanimously on the following roll call vote: Lewis – yes, McLaughlin – yes, Symons – yes, Ashley – yes, and Drust – yes.

Consideration of adoption of Resolution 2019-05 – A Resolution to Set Mill Levies – A Resolution levying General Property Taxes for the Year 2019, to help defray the costs of government for the Town of Yampa, Colorado, for the 2020 Budget Year

Clerk Ray explained that there is a formula for determining the mill levy each year that takes into consideration the previous year's assessed valuation, previous year's revenue, current year's assessed valuation, annexations, and new construction among other things to determine the mill levy from both the 5.5% limitation (Gallagher Amendment) and the TABOR (Taxpayers' Bill of Rights) calculation. The Town must use whichever calculation is more restrictive and since TABOR was instituted, it has been more restrictive for Yampa. The mill levy determines the amount of property taxes Yampa will receive. Trustee Lewis moved to adopt Resolution 2019-05 – A Resolution to Set Mill Levies – A Resolution levying General Property Taxes for the Year 2019, to help defray the costs of government for the Town of Yampa, Colorado, for the 2020 Budget Year. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Consideration of adoption of Resolution 2019-06 – A Resolution to Appropriate Sums of Money – A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the amount and for the purpose as set forth below, for the Town of Yampa, Colorado, for the 2020 Budget Year

Clerk Ray explained that once the budget is adopted and the mill levy set, the Town must then appropriate the funds from the revenues to pay the expenditures. Trustee Lewis moved to adopt Resolution 2019-06 – A Resolution to Appropriate Sums of Money – A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the amount and for the purpose as set forth below, for the Town of Yampa, Colorado, for the 2020 Budget Year. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of adoption of Resolution 2019-07 – A Resolution Approving a Health Reimbursement Arrangement (HRA) for the Town of Yampa, Colorado

Clerk Ray explained that the Employer's Council attorney reviewing the privacy policy did not get the document back to the town until today. It is a 26-page document and Clerk Ray has not had a chance to review it so it is not ready for board review and consideration for adoption. The following information was shared with the attorney: that there is the need to adopt the resolution establishing the HRA prior to January 1, 2020, that there are few to no opportunities for another meeting between now and January 1st due to the holiday season, and that there is a shortness of time in which to review the privacy policy before asking for a vote by the town board. The attorney advised that the town board could establish the HRA with Article VII – HIPPA Privacy and Security as written and either amend the HRA at a later date or do a separate privacy policy that will govern all Town of Yampa documents. The decision on which avenue to pursue does not need made at this meeting. Trustee Lewis moved to adopt Resolution 2019-07 - a Resolution Approving a Health Reimbursement Arrangement (HRA) for the Town of Yampa, Colorado. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Continued discussion of Employee Benefits Vacation and Paid Time Off (PTO)

Mayor Symons stated that moving forward, vacation, sick days, and personal days, will all be referred to as Paid Time Off (PTO). Mayor Symons had prepared a draft of a PTO plan that had been distributed in town board and audience packets and given to staff. Concerns had been voiced by Assistant Clerk O'Halloran about PTO accruing each payroll period and Mayor Symons suggested that PTO accrue annually rather than per payroll period and follow a calendar year beginning January 1. PTO would be calculated in days. All current employees will keep the PTO they have earned thus far, but would not accumulate more until

all PTO is used. Then the employees would begin earning PTO again. The PTO accrual would be per the following chart:

| Years of service | Annual PTO (days) | Annual PTO (hours) |
|------------------|-------------------|--------------------|
| 0 to <3 | 20 | 160 |
| 3 to <5 | 23 | 184 |
| 5 to <10 | 25 | 200 |
| 10 to <15 | 27 | 216 |
| 15 to <25 | 30 | 240 |
| 25+ | 35 | 280 |

A benefit-eligible part-time employee working 24 hours a week or more will accrue PTO at an accrued percentage based on the number of scheduled work hours per week. For example, an employee working 24 hours a week will accrue PTO at 60% the rate of a full-time employee working 40 hours a week. A part-time employee working less than 24 hours a week is not benefit eligible. Employees are allowed to accumulate up to 80 hours over the annual PTO allocation; once that maximum is reached, the employee stops accruing PTO until the balance is reduced. Current employees will not lose any accumulated PTO, but will stop earning PTO until accrued PTO is used. Employees will not be paid for accrued PTO upon termination of employment. Mayor Symons will rework the data for the Town Board to review.

Continued selection of Public Works Superintendent (PWS)

PWS candidate Lynn Harding was present to state that he was turning down the job offer. He said that he had done a lot of numbers crunching and he could not afford to leave his current position for what the town was offering in salary and benefits. He thanked the Town Board for considering him

It was noted that Craig Fetkavich was the 2nd candidate choice and Trustee Ashley stated that he would not be in favor of hiring without an in-person interview. Discussion followed regarding travel expenses to do an in-person interview and following the discussion, Trustee Lewis moved to pay \$500 for travel expenses, Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. Clerk Ray was instructed to set up a date and time for the in-person interview.

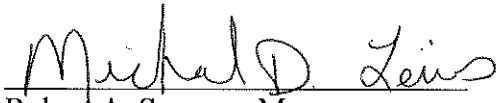
Public Works on-call

PWA Samuelson asked for clarification of what the on-call situation would be for the next couple of weeks. PWS Berry said he could handle on-call and Scott Smith indicated he could be on-call for the water/sewer as well; however, Clerk Ray said she wasn't sure how quickly she could get the contract with Mr. Smith drafted, reviewed and fully executed. In addition, with Mr. Smith living in north Routt, it will take him some time to travel to Yampa.

It was determined that PWS Berry could handle the on-call through December 31 and that PWA Samuelson would not need to be on-call for the remainder of December.

Adjournment

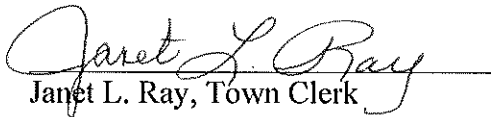
The business of the special meeting being concluded, Mayor Symons called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:29 pm.



~~Robert A. Symons, Mayor~~

Michael D. Lewis, Mayor Pro-Tem

Attest:


Janet L. Ray, Town Clerk

July 1, 2020