

**TOWN OF YAMPA
REGULAR MEETING MINUTES
FEBRUARY 16, 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 Thursday, February 16, 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.

Public can attend virtually via GOTO meeting or in person at Crossan's/Town Hall.

Join the meeting from your computer, tablet or smartphone:

<https://meet.goto.com/373501581>

Or dial in using your phone:

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 373-501-581

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Trustee Mike Lewis, Trustee Michael Geanious and Trustee Stacey Geilert
BOARD MEMBERS ABSENT: Trustee Crystal McLaughlin
EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Public Works Road and Bridge (PWRB) Greg Samuelson and Contractor Mary Alice Page-Allen
AUDIENCE PRESENT: Janet Ray

1) CALL TO ORDER (5 minutes)

a) Roll Call

i) Mayor Drust called the meeting to order at 7:00pm. Roll call was taken.

b) Pledge of Allegiance

i) 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 scheduled time for that item.

- Mayor Drust advised that the building that hosts the post office in town will be sold in the next 2 years. Updates to follow as they become available.

3) PUBLIC WORKS UPDATE

a) Updates from Greg Samuelson, Public Works Road and Bridge

i) PWRB Samuelson gave updates on work he has been doing with Road and Bridge and Water/Sewer. Jim Steiner with Brown's Hill came to look at the actuator pump and he reached out to the company that makes that part. He also thinks it could be just something to do with the settings or worn out. Replacing it may help, however that has not been determined yet. PWRB Samuelson advised that there are leaks in the town, he feels that once this actuator pump is fixed, it may show some of the fixes to what is thought to be just leaks in town. Contractor Page-Allen is working on numbers for PWRB Samuelson to compare from previous years.

He is also working on the water plant and having the pumps back to where they were supposed to be. He said when we were running the pumps all the time, it went through the filter faster than it should, so the solution was to turn the pumps off. This wasn't working and PWRB is working on getting the numbers right to have it run as it should be working not just as a fix for the time being. More updates will be provided as progress happens.

PWRB Samuelson would also like to have the Town Board to come take a tour of both plants for more understanding from their perspective.

He also would like to know if the Town Board would like to stockpile a bit more coal just in case, we do not have a heater set up there by next winter. It was advised that after the meeting with the Fire Department (updating their lease) in March, we will be able to have more information after that decision is made. It was recommended to just get that next round of coal at this point, to ensure there is no issue in heat for the next winter. If the new heater is installed and we still have coal on hand, we can sell to someone that still uses the coal.

4) 4TH OF JULY COMMITTEE

a) Committee Updates

b) Consideration for approval of Town of Yampa participation and support in 4th of July activities

i) Committee Member Janet Ray gave an update of the 4th of July Committee. She advised due to it being very low on volunteers, the future of the holiday festivities and the committee is in jeopardy. Clerk Symons will make posters for volunteers being needed and will post around the county and on Facebook to advise that the 4th of July festivities could be cancelled if they do not receive more volunteers.

Janet Ray advised that as for the 501c3 status she advised this committee was registered for non-profit status with the Secretary of State in 1983, and there is no telling why it wasn't followed through with. The committee has always served as a committee working under the town. She thinks the checking account that the committee uses is the Town Tax ID number. The funds from the 4th of July Committee have never shown up in the Town's financials. At the March 2nd meeting she is asking for the Town Board to make a decision on if they want the committee to finalize their non-profit status or to keep running through the Town's Tax ID number.

Contractor Page-Allen advised that all that the Town needs is a W-9 to ensure the money the Town donates to the committee has a Federal EIN number. If it will be under the Town's EIN number it needs to be on the Yampa financial books if that is the case. It would be a fiduciary account for the Town.

5) **ROUTT COUNTY-CORDOVA MOBILE HOME PARK LITIGATION – INTERGOVERNMENTAL AGREEMENT**

a) **Review, discussion and consideration for approval and authorization to sign an Intergovernmental Agreement (IGA) between Routt County and the Town of Yampa regarding the Cordova Trailer Park litigation.**

i) Town Attorney advised that he doesn't feel this is going to be too much for the Town of Yampa to be involved in. The IGA does advise that the County will not exceed \$250 without coming to the Town Clerk prior. Clerk Symons did ask for a motion to exceed up to \$500, to avoid having to wait until another meeting takes place for approval. Trustee Geilert made a motion that the Town sign the IGA with the County to continue litigation with the Cordova Trailer Park clean up and not to exceed for the town to be charged more than \$250.00. Trustee Lewis seconded the motion and the motion passed unanimously voice vote.

Trustee Geilert made a motion that if the amount does supersede \$250.00 that Clerk Symons has approval to go up to \$500. Trustee Lewis seconded the motion and the motion passed unanimously on voice vote.

6) **JOB DESCRIPTIONS & PERSONNEL POLICIES DISCUSSION**

a) **Review, discussion and consideration for approval of Town Administrator/Clerk, Treasurer and Administrative/Deputy Clerk job descriptions**

b) **Discussion regarding timing and appointment of Town Administrator/Clerk and Treasurer**

i) Salary survey will be available in upcoming meetings. All job descriptions and when the job is approved will need to be posted to the public for a certain number of days. Trustee Geilert made a motion to approve the Town Administrator/Clerk, Treasurer and Administrative/Deputy Clerk job descriptions to the Personnel policy as presented and to post the Administrative/Deputy Clerk job ad. Trustee Lewis seconded the motion and the motion passed on unanimously voice vote.

7) **MASTER PLAN/ECONOMIC DEVELOPMENT PLAN/CAPITAL IMPROVEMENTS PLAN**

a) **Discussion regarding updating the Yampa Master Plan including an Economic Development Plan, and undertaking the development of a Yampa Capital Improvements Plan including authorizing matching Town funds**

b) **Consideration to authorize and approve application to the Colorado Department of Local Affairs for an Administrative Grant in the amount of \$25,000 to support the update of the Yampa Master Plan and development of a Yampa Capital Improvements Plan**

c) **Consideration to authorize and approve application to the Office of Just Transition for a grant up to \$125,000 to support the update of the Yampa Master Plan and development of a Yampa Capital Improvements Plan**

i) It is noted that there are many things in Town that need to be done. Main Street repair, water plant/wastewater treatment plant updates, parks that need attention and updating the Master Plan and Economic Development Plan will give us a good start of what we need to prioritize. The Office of Just Transition and the Department of Local Affairs can be used for possible assistance to get the Master Plan and Economic Development Plan. Once that is done, the Town will have a great blueprint on how to proceed with priorities for the Town. This is not a guarantee that we will be granted this money. This is the best option for the Town at this point, because funders want to see plans not just ideas. This would include having a project planner with all these granted funds. Trustee Geilert made a motion to authorize and approve the letter to the Department of Local Affairs in the amount of \$25,000. Trustee Lewis seconded the motion and the motion pass unanimously on voice vote. Update on the Office of Just Transition grant will be advised as decisions from the committee are made.

8) **CONSENT AGENDA**

a) **Approval of January 19, 2022 Regular Meeting Minutes**

b) **Approval of February 2, 2022 Regular Meeting Minutes**

i) Trustee Lewis made a motion to approve the consent agenda as presented. Trustee Geilert seconded the motion and the motion passed unanimously on voice vote.

9) **STAFF AND BOARD MEMBER REPORTS**

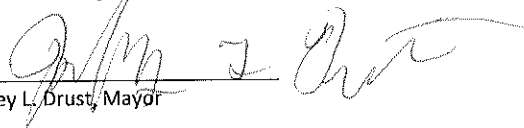
- a) Committee and meeting reports from staff and Board members
- b) Update on correspondence
- c) Town Clerk administrative report
 - i) Clerk administrative report was read and no questions from the Town Board regarding it.
 - ii) No Tour De Steamboat representative will need to make a presentation

10) **SCHEDULED MEETINGS/WORKSHOPS**

- a) March 2, 2022 Regular Meeting
- b) Town Board or other requests for Agenda Items for next meeting


11) **ADJOURNMENT**

- a) Trustee Lewis made a motion to adjourn the meeting. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote. The meeting was adjourned at 856pm.



Jeffrey L. Drust, Mayor

Attest:



Sheila Symons, Town Clerk

March 2, 2022