

Town of Yampa  
February 3, 2016 minutes **RECORD OF PROCEEDINGS**

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TOWN OF YAMPA  
FEBRUARY 3, 2016  
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,  
Trustees Brian Ashley, Jeff Drust (arrived at 7:04 pm)  
and Tom Estes

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and  
Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: Michael French

CALL TO ORDER

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

ROLL CALL

Board roll call was taken.

MINUTES

Consideration of approval of May 27, 2015 special meeting minutes and June 3, 2015  
minutes

Trustee Lewis moved to approve the May 27, 2015 special meeting minutes and the June 3,  
2015 regular meeting minutes. Trustee Ashley seconded the motion and the motion passed  
unanimously on voice vote.

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

None

AUDIENCE PARTICIPATION – SCHEDULED ITEMS

None

OLD BUSINESS

Treatment plant improvements and additional water storage tank update and consideration of any needed changes or approvals

PWS Berry reported that the Water Treatment Facility (WTF) additional filtration system is online and continuous since January 18, 2016. PWS Berry said that he switched the Programmable Logic Controller (PLC-1) unit and Supervisory Control And Data Acquisition (SCADA) Computer and Chlorine Residual Analyzer (CRA) from the town shop to the fire department side of the town hall/emergency services building. He did this due to the fact that water is running constantly through the CRA and there are continually problems with the sewer line freezing up in the shop; therefore, he does not want water running continually. The PLC-1 unit and the SCADA computer are in the upstairs fire office and the CRA is in the fire bay. PWS Berry noted that he had spoken with Interim Fire Chief Cox about having the equipment in the fire station and will get written verification of the approval. Clerk Ray noted that the approval letter needs to come from the Yampa Fire Protection District board as they are the governing body for the fire department. Mayor Yackey asked if the emergency notifications went to land lines, cell phones, emails, or what. PWS Berry said that they can be programmed to go to whatever devices the Town wants them to. Trustee Estes noted that PWA Samuelson does not have cell service at his residence. PWS Berry said the notifications could go to his home land line. The January 15 and January 29 progress reports to Colorado Department of Public Health and Environment (CDPHE) were in board and audience packets for review. The Certificate of Substantial Completion was at board members seats tonight and the Mayor and Trustees took time to read the document and ask questions. Following their review, Trustee Lewis moved to approve the Certificate of Substantial Completion and authorize the Mayor to sign it. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Clerk Ray passed around the minutes from the February 2, 2016 construction meeting for the Board members to review. February 16, 2016 is the date set for the meeting with CDPHE personnel, including Tawnya Reitz, for the required periodic inspection. Clerk Ray said she both called and emailed appraiser Bob Maddox regarding the condemnation appraisal on the infiltration gallery property as the Town still has not received it. Mr. Maddox replied via email that he would be in his office tomorrow and would check on why the Town had not received the appraisal as he had thought it was sent to the Town quite some time ago. There is a meeting scheduled on February 9 at attorney Bob Weiss's office to include Mr. Weiss, Tom Yackey, Janet Ray, Dick Palmer on behalf of Barbara Palmer and possibly Randy Sackett to specifically discuss the transmission line as it is located in the Palmer hay meadow and the language in the Grant of Easement and Agreement (agreement) regarding the line. Ms. Palmer remains concerned with the wording in the agreement and all parties are hopeful that a face to face meeting might make concerns more clear so they can be eliminated and the agreement signed. Duckels pay request no. 6 was at board seats tonight. After review, Trustee Lewis moved to approve pay request no. 6, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Wastewater system improvements update and consideration of any needed changes or approvals

Clerk Ray reported that the Town received provision approval of the small communities wastewater grant for planning and design for the construction of the wastewater treatment facility improvements to bring ammonia levels into compliance.

Ongoing report on Royal Hotel fire clean up and consideration of action if needed

Clerk Ray reported that Routt County Commissioner Tim Corrigan let her know that Routt County purchased the fencing. There was a teleconference call on January 21, 2016, which including the Colorado State Attorney General's office, CDPHE, Routt County and Town of Yampa representatives. Clerk Ray noted that attorney Bob Weiss was not on the call. Two representatives from the Brownsfield Division of CDPHE were on the call to explain some of the programs they have available for this type of environmental clean up. There are some public/private partnership programs, some local government and non-profits programs and some private property owner programs. The CDPHE representatives said that the criteria they take into consideration for funding is first, the potential release of hazardous materials and the exposure to the public and second, what the public benefit is to the property clean up. There was discussion regarding the level of danger from the site. The plan for redevelopment of the property is also a consideration. The State will draft a notice of violation under state statute 25-7-511 and circulate it for review by the above mentioned entities and accept comments prior to the next conference call.

NEW BUSINESS

Consideration of approval of renewal for Kum & Go LC dba Kum & Go #900 – 3.2% Beer off Premises license

Clerk Ray reported that the paperwork is in order and the fees paid. There was one violation; alcohol was sold to a minor on July 26, 2015. Kum & Go paid a \$200 fine. Trustee Lewis moved to approve the renewal of Kum & Go, LC dba Kum & Go #900's 3.2% Beer Off Premises license. Trustee Drust seconded the motion and the motion passed unanimously on the following roll call vote: Estes – yes, Lewis – yes, Yackey – yes, Ashley – yes, Drust – yes.

Consideration of approval of extension of lease for Crossan's M & A Market storage with Diane Mahoney

Trustee Lewis moved to approve the extension of the lease for Crossan's M & A Market storage with Diane Mahoney. Trustee Ashley seconded the motion and the motion passed unanimously on roll call vote.

Consideration of Resolution 2016-02 – A resolution designating the Town of Yampa Town Clerk as the designated election official of the Town of Yampa

Trustee Lewis moved to approve Resolution 2016-02 – a resolution designating the Town of Yampa Town Clerk as the Designated Election Official of the Town of Yampa for the April 5, 2016, regular municipal election. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

April 5, 2016 municipal election preliminary report

Clerk Ray reported that one petition had been turned in for mayor, that by Tom Yackey, and two petitions for three trustee seats were turned in, those by Jeff Drust and Brian Ashley. There remains one vacancy for trustee. Any one wishing to be a write-in candidate has until March 15, 2016, to complete and submit the form. If no write-in candidates come forward by the March 15<sup>th</sup> deadline or if there is only one write-in candidate, the election will be cancelled. Clerk Ray said she would get posters up and get the information in the newsletter for persons who might be interested in being a write-in candidate.

PUBLIC WORKS DEPARTMENT

Fire hydrant damage and repair report

PWS Berry explained that in late December PWA Greg Samuelson was clearing snow from around fire hydrants and while he was clearing the hydrant at Third Street and Roselawn Avenue, he was pulled into the hydrant and the barrel broke as a 2 ½ inch hose cap was hit. PWS Berry said the Town has a replacement barrel, but doesn't have a 5" steamer hose connection. He intends to talk to the Mueller Company fire hydrant representatives at the Colorado Rural Water Association convention to find out what is still available. Meanwhile, the fire hydrant is out of commission and the fire department is aware of that. Mayor Yackey asked if the hydrant in River Park had been repaired? PWS Berry said it is available, but not turned on.

1988 Ford pickup repairs report

PWS Berry reported that the pickup has been out of commission for three weeks and both he and PWA Samuelson have been using their personal vehicles. He replaced the starter on the pickup; but that did not resolve the problem. He plans on replacing the flywheel and ring gear as soon as he has time; but he has been busy with the WTF improvements and plowing snow. After further discussion it was decided to take the pickup to Lombardi Service in Oak Creek so it can be repaired and put back in service as quickly as possible.

Frozen sewer line in Town Shop

PWS Berry reported that the 4-inch sewer line in the town shop is frozen. He said that the nozzle on the hose he was using to thaw the line was partially plugged and he got it unplugged, but has not had a chance to work on thawing the line since then. PWS Berry said he had a water leak in the sink, which probably caused the problem. Mayor Yackey said that he used to run hot water every day until the water from the small 5 to 10 gallon water tank was cool, which kept the line thawed and working.

Discussion and consideration of Eric Berry's attendance at 2016 Colorado Rural Water Association (CRWA) annual conference February 8-11, 2016

Trustee Lewis moved that Eric Berry attend the 2016 CRWA annual conference February 8-11, 2016. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Consideration of appointment of Eric J. Berry as Town of Yampa's voting delegate at the CRWA annual meeting to be held February 11, 2016 during the CRWA conference

Trustee Lewis moved to appoint Eric J. Berry as Town of Yampa's voting delegate at the CRWA annual meeting. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

On going work

PWS Berry said he had been working with the contractors at the water treatment plant and he and PWA Samuelson had been plowing snow. PWS Berry said that PWA Samuelson would be off work for a couple of weeks due to a surgery that he is going to have.

CLERK'S REVIEW OF POSSIBLE CODE VIOLATIONS (IF ANY) AND REQUIRED ACTION (IF ANY) AND REPORT OF ON-GOING BUSINESS

Code violations

Clerk Ray reported that she has no new code violations to report.

On going business

Clerk Ray reported that she completed and submitted the Highway User's Trust Fund mileage report to the state. She completed and submitted the Conservation Trust Fund Residential Construction Survey report. PWS Berry received the renewal on his Class D Wastewater Operator's certification. The certification is good until January 19, 2019. Clerk Ray said she continues to work on minutes and year-end paperwork. She has not heard from

Judy Walden on the status of the Flat Tops Scenic Byway Assessment Ms. Walden is preparing nor has she heard from Chris Endreson, University of Colorado Denver, on the Wayfinding Signage project his students are working on.

#### REPORTS OF COMMITTEES

##### Friends of Crossan's (FOC)

FOC President Jeff Drust reported that work on contracts between the contractor, John Dobell, architect, Jan Kaminski, Historic Routt County (HRC) and Town of Yampa continues and the contract between State Historic Fund (SHF) and HRC has been executed by HRC and the Town and has gone back to SHF for completion.

#### MEETING REPORTS

##### Yampa/White/Green Basin Roundtable report (YWG BRT)

Trustee Drust reported that Kelly Romero Heaney was appointed as the Public Education, Participation and Outreach representative replacing Ren Martyn who stepped down from the position. Standing and special committees gave reports. The Lysimeter and Colorado Storm Water Council ("Live Like You Love it") grant applications had second readings. The YWG BRT Educational Outreach, Crosho Lake Corporation, Joint Round Table Framework Study and Steamboat Springs Yampa River Stream Management Plan grant applications all had first readings. The basin implementation plan (BIP) modeling for the Yampa & White basins was discussed. Trustee Drust noted that Alden Vanden Brink is the acting recorder for the meetings now.

##### Museum and Heritage Fund Advisory Board (MAHFAB) report

Trustee Mike Lewis's report on the January 26, 2016, meeting was in board and audience packets. There were no questions.

##### Routt County Building Oversight Committee report

Clerk Ray reported on the January 13, 2016 meeting. The committee handled both a request for an extension on a building permit and a complaint from a previous resident on a property in Steamboat Springs. Chief Building Official (CBO) Grush continues his work on replacing the 2009 adopted building codes with the 2015 versions. The ViewPoint software for handling permit applications online is working and the construction community is transitioning to the system. In most cases, it has reduced the application approval process from three weeks to one on average. Long time building department employees, Dana Seidenberg and Sue Lewis are both retiring in 2016. Malea Michael-Ferrier has been hired.

CBO Grush has requested a new full time employee due to increasing workloads, expanding regulations and "leave time" contributing to the need.

Northwest Colorado Transportation Planning Region report

Clerk Ray passed around materials from the Northwest Colorado Transportation Planning Region meeting held January 28, 2016.

SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

No workshops or special meetings were scheduled; Mayor Yackey will call a workshop or special meeting if needed.

BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

None

READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

Correspondence was circulated. None required action.

REVIEW FINANCIALS, METER READING REPORT AND JANUARY INVOICES

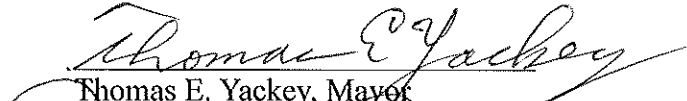
The January financials were in the town board and audience packets for review. There were no questions. January invoices with completed vouchers and the January meter reading report were not available and will be circulated for review at the next meeting.


READING AND PAYMENT OF BILLS

Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

ADJOURNMENT

The Mayor asked for further business, hearing none he 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 9:00 pm.

  
Thomas E. Yackey, Mayor

  
Janet L. Ray, Town Clerk

July 6, 2016