

TOWN OF YAMPA
REGULAR MEETING MINUTES
February 7, 2024 – 6:00 pm

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

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons, Treasurer/Planner Mary Alice Page-Allen,
Via Zoom Deputy Clerk Amanda Laman

AUDIENCE PRESENT: Cindy Ashley, Ken Montgomery, Amy Kindsvater

1. Call to Order

- Mayor Geilert called the meeting to order at 6:00pm
- The Pledge of Allegiance was recited
- Roll call was taken

2. Audience Participation (5 minutes)

None.

3. Zoning & Subdivision (Land Development) Code Update

Mary Alice reported that the Town solicited proposals from qualified firms to provide professional services to update the Town's Zoning (Title 17) and Subdivision (Title 16) regulations collectively referred to as the Land Development Codes, and the Town received five (5) proposals. She stated that the Planning Commission and staff reviewed the proposals at their January 24th Planning Commission meeting and selected two (2) firms with which to conduct interviews for which two (2) members of the Planning Commission and staff were assigned to undertake. She stated that the interviews were conducted on February 2nd and a final recommendation is being made by the Planning Commission and Interview Team.

Cindy Ashley, Planning Commission Chairperson, advised that the Planning Commission did narrow it down to 5 companies, and they decided to interview two (2) companies. She added that both firms are very professional, and after the interviews it was felt that Community Planning Strategies had a better feel of our small rural community on what was needed to be developed for Yampa.

Ken Montgomery questioned why the Interview Committee's recommendation did not go back to the full Planning Commission were not included in the final decision. Cindy Ashley advised that it was a consensus of the Planning Commission members that the two (2) Planning Commissioners and staff comprising the Interview Committee would make the final recommendation decision to the Town Board.

Motion

Trustee Cave made a motion to approve for approval and authorize the signing of an Agreement for Professional Service between the Town of Yampa and Community Planning Services for the update to the Zoning & Subdivision (Land Development) Codes for the Town of Yampa in an amount not to exceed \$134,788 pending the approval of the award of the grant funding from the Strogg Community Grant Program. Trustee Lewis seconded the motion; the motion passed unanimously.

4. Reimbursement Deferral and Lien Agreement – Susan Rygh

Staff reported that in late October/early November, the Town contracted to repair a water leak in Moffat Avenue, and the repairs required that the water service line for the Van Camp Cabins property owned by Susan Rygh be replaced. It was noted that the work also included additional repairs were also required on facilities and the billing to Ms. Rygh was adjusted accordingly. After discussions with the property owner and her son, staff drafted a Reimbursement Deferral & Lien Agreement (Agreement) that outlines an agreement to reimburse the Town for the water service line repair costs in two (2) payments. It was noted that the terms and conditions of the Agreement stipulate that no interest is to be charged and a \$250 administration fee is collected in addition to the service line repairs expenses. Ms. Rygh

has executed the Agreement and submitted the first payment in the amount of \$5,042.28; the second payment of \$5,042.29 is due by July 31, 2024.

Motion

Trustee Lewis made a motion to approve and authorize the signing of a Reimbursement Deferral & Lien Agreement with Susan Rygh for the deferral of certain water service line repair charges in the amount of \$9,834.57. Trustee Williams seconded the motion, motion passed unanimously.

5. Consent Agenda

Ken Montgomery had a question on the Payment Approval Report and it was removed from the Consent Agenda.

Motion

Trustee Lewis made a motion to approve the Consent Agenda specifically the January 17, 2024 Meeting Minutes and the ratification of the Codification Contract – Municode/CivicPlus. Trustee Williams seconded the motion; the motion passed unanimously.

Mr. Montgomery asked for additional details on the Amazon purchases shown on the Payment Approval Report. Staff replied that most purchases comprised of office supplies such as paper, ink, toilet paper, binders, and the invoices can be provided if he would like. He stated he may request copies in the future.

Motion

Trustee Lewis made a motion to approve the January Payment approval report. Trustee Williams seconded the motion and the motion passed unanimously.

6. Staff and Board Member Reports/Updates

Committee and meeting reports from Staff and Board Members were provided.

7. Scheduled Meetings/Work Sessions

The following are upcoming Town meetings:

- i. February 21 @ 6:00 pm –Town Board Meeting
- ii. February 28 @ 6:30 pm – Planning Commission Meeting
- iii. March 6 @ 6:00 pm – Town Board Meeting

8. Adjournment

Trustee Lewis made a motion to adjourn at 6:24pm. Trustee Williams seconded the motion; motion passed unanimously.

Approved the 6th day of March, 2024.


Stacey Geiler, Mayor

Attest:


Sheila Symons, Town Administrator/Clerk

