

TOWN OF YAMPA
REGULAR MEETING MINUTES
January 5, 2022
7:00 P.M.

There will not be an online option for this meeting. The meeting will be held at Old Town Hall (the Fire Department Building)

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Michael Geanious and Trustee Crystal McLaughlin,
BOARD MEMBERS ABSENT: Trustee Stacey Geilert
EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Contractor Mary Alice Page-Allen and Janet Ray
AUDIENCE PRESENT: Eric Berry

- Call to order
 - Mayor Drust called the meeting to order at 7:06 pm.
- Roll call
 - Roll Call was taken.
- Pledge of Allegiance
 - Pledge of Allegiance was recited.
- Consent Agenda (5 minutes)
 - Approval for September 28 meeting minutes – attached
 - Approval of October 6 meeting minutes - attached
 - Approval for November 3 meeting minutes – attached
 - Approval for December 1 meeting minutes – will be available 1/5/22
 - Approval for December 15 meeting minutes – will be available 1/5/22
 - Approval of signing Letter and Scholarship Application for Clerk Symons to attend 100th CML Annual Conference in June 2022
 - Department of Local Affairs letter for authorized signatures
 - Trustee Lewis made a motion to approve the consent agenda. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.
- Audience participation – Non-Agenda items
Five-minute time limit – presentation only-Board will render no decisions
 - None
- Audience participation –
 - Scheduled items (none)
 - None
- Old Business (15 minutes)
 - Discussion and consideration to continuing with contracting with Eric Berry for on-call services (contract in packet, expires January 5, 2022)
 - Eric Berry advised he would like to be considered for the water/wastewater position. It was advised that he can apply for the position when it is posted. In the interim, he will be available for emergency and other work that may be needed as he is available. A new contract will be signed that advises until a new water/wastewater person is hired, he will stay on as a contractor. Trustee Lewis made a motion the Town keep Eric Berry as contract labor until the position is filled. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
 - Finalization of Contract Letter for services with Nora Phillips
 - Clerk Symons advised that Nora Phillips contract has been signed through the end of February 2022. Any extension will be discussed after that if needed.

- COVID-19 update (5 minutes)
 - Clerk Symons advised that the Omicron variant is rampant in Routt County. The County Commissioners advised there will be no mask mandate.
- New Business (45 minutes)
 - Review and consideration of Resolution 2022-01, A Resolution Designating a Place for Posting of Notices of Meetings of the Town of Yampa Board of Trustees in Accordance with C.R.S. § 24-6-402
 - Trustee Lewis made a motion to approve Resolution 2022-01. Trustee Geanious seconded the motion and the motion passed unanimously on voice vote.
 - Town of Yampa Personnel Policies & Procedures
 - Review and consideration for approval and authorize signing of Resolution 2022-02, A Resolution Approving the Town of Yampa Personnel Policies and Procedures Handbook, and Setting an Effective Date
 - Yearly Holidays are in Handbook – No Resolution needed
 - This will be set to be in effect on March 1, 2022. Trustee Lewis made a motion to approve Resolution 2022-02. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
 - Review and consideration to approve and authorize signing of a Statement of Policy of the Town of Yampa Concerning Equal Employment Opportunity and Discrimination in the Workplace
 - Trustee Lewis made a motion to approve to sign EEO policy. Trustee Geanious seconded the motion and the motion passed on unanimous voice vote.
 - Review and consideration to approve and authorize signing of a Statement of Policy of the Town of Yampa Prohibiting and Concerning Sexual Harassment in the Workplace
 - Trustee Lewis made a motion to approve to sign the Sexual Harassment policy. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
 - Review and consideration to approve and authorize signing of a Statement of Policy of the Town of Yampa Concerning a Drug-Free Workplace
 - Trustee Lewis made a motion to approve and sign the Drug-Free policy. Trustee McLaughlin seconded the motion and the motion passed unanimously voice vote.
 - Review and consideration to approve and authorize signing of a Statement of Policy of the Town of Yampa Concerning Violence in the Workplace
 - Trustee Lewis made a motion to approve and sign the Violence in the Workplace policy. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.
 - Review and consideration to approve and authorize signing of a Statement of Town of Yampa Privacy Policy Under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act of 2009
 - Trustee Lewis made a motion to approve the HIPA policy. Trustee Geanious seconded the motion and the motion passed on unanimous voice vote.
 - Review and consideration to approve and authorize signing of a Statement of Town of Yampa Security Policy under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act of 2009
 - Trustee Lewis made a motion to approve the Health Insurance Portability and Accountability Act of 1996. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
 - Review and consideration to approve and authorize signing of the Town of Yampa Whistleblower Policy and Procedure

- Trustee Lewis made a motion to approve and sign the Whistleblower Policy. Trustee Geanious seconded the motion and the motion passed on unanimous voice vote.
- Consideration for approval of the appointment of Sheila Symons, Town Clerk, to act in the capacity of Town Administrator as such is required under the Town of Yampa Personnel Policies and Procedures until such time as Town Administrator position is filled.
 - Trustee Lewis made a motion to approve Clerk Symons to act in the capacity of Town Administrator. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.
- Consideration for approval of reallocation of earned PTO hours for Greg Samuelson and Sheila Symons to vacation and sick leave hours.
 - Trustee Lewis made a motion to reallocate PTO hours for employees. Trustee Geanious seconded the motion and the motion passed on unanimous voice vote.
- Consideration for approval and authorize signing of Resolution 2022-03, A Resolution of the Town Board of the Town of Yampa, Colorado Directing and Authorizing the Town Clerk of the Town of Yampa to Conduct the Regular Municipal election Scheduled for April 5, 2022 as a Mail Ballot
 - Trustee Lewis made a motion to authorize the election as a mail ballot. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.
- Consideration for approval and authorize signing of Resolution 2022-04, A Resolution of the Town of Yampa, Colorado Delegating Authority and Responsibility to the Town Clerk to Appoint Election Judges
 - Trustee Lewis made a motion to have the Town Clerk to appoint Election Judges. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.
- Consideration for approval and authorize signing of Resolution 2022-05, A Resolution to cancel the April 5, 2022 Municipal Election Upon the Determination that there are not more Candidates than Offices to be Filled
 - Trustee Lewis made a motion to cancel the municipal election if there are not more Candidates than Offices. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
- Consideration from approval and authorize signing of Resolution 2022-06, A Resolution Appointing Michael Geanious to the Climate Action Plan Collaborative Board.
 - Trustee Lewis made a motion to appoint Trustee Geanious to the CAP Board. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
- Discussion on the Peak Health Alliance (email sent for review with the information)
 - Concern is out of network costs with this new insurance. Town Board is interested to keep following up with this information and as more has come in, it will be advised.
- Yampa Municipal Court year-end report (informational only)
 - No Municipal Court had been scheduled for the year of 2021.
- Public Works Department update (20 minutes)
 - Water Audit/update from PWRB Samuelson
 - Water leak on Rich Ave was discussed. PWRB Samuelson thinks we may have a water leak somewhere in the town and would like to look into doing an audit of the water usage to hopefully find the leak as he is seeing an abnormal amount of water usage for December.
 - Setbacks at the Fogg residence for the container being placed were checked and advised that it is being built in the Setbacks. There is a stop work order on this project at this time.
- Clerk's Updates (5 minutes)
 - Post-Christmas Eve report and advising of Thank Yous
 - Advised of the thank yous to all that assisted in making decorations and the Christmas eve event a success.
 - 2022 Regular Municipal Election – Nomination Petitions for Mayor and four (4) Trustee positions available – Deadline to submit Nomination Petitions is January 24, 2022
 - Advised that everyone on the Town Board is up for re-election. Trustee McLaughlin advised that she will not be reupping this term. Trustee Geilert emailed prior to the meeting to advise she would like to run for Mayor also. Had packets at meeting for everyone that needed one.

Details on how it will work at the February meeting after we have all petitions turned in on the 24th of January.

- Any additional items that Clerk Symons was unable to have prepared prior to the meeting
 - Discussion was had about the water leak at Crossan's. Trustee Lewis is going to come by to see if he can locate the leak. Plumber and Heater repair will happen as soon as leak is found.
- Reports of Committees
 - None at this time
- Meeting Reports
 - None at this time
- Schedule meetings and/or workshops (5 minutes)
 - January 19
 - Board of Adjustment Meeting – January 19, 2022 – Montgomery MH Park Request
 - Workshop/Planning Commission if needed
 - Town Board meeting to follow if needed
- Board Members and audience requests for Agenda items for next meeting (5 minutes)
 - Yampa Fire District - would like to discuss taking over Old Town Hall as a purchase
 - Advised that the Fire District would like to purchase/lease the building to be their property. They would like to be able to do the projects and updates as needed and be responsible for the building. Previous Clerk Ray advised that there was a DOLA grant that the fire district was awarded to help purchase the building. More research (appraisal, sublease, the sheds will need to be taken out of a purchase for Town's usage) need to be done and the Fire District plans on being at the February 2, 2022 meeting.
- Reading of Correspondence and required action if any (5 minutes)
 - Solar Panels have been added to Property and Liability Insurance coverage.
- Financial Reports (5 minutes)
 - Review of November 2021 Financial Reports
 - Review of December, 2022 Financial Reports: AP Checks, Manual Vouchers and Payroll
 - Review of January, 2022 AP – Payment Approval Report
 - Discussion of and direction on financial procedures
- Reading and Payment of Bills (5 minutes)
 - Payment Approval Report was distributed for review. It was asked if 2 times a month for accounts payable would work for the Town Board. Trustee Lewis made a motion to pay the bills and that 2 times a month would be fine for accounts payable at each meeting per month. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
- Adjournment
 - Mayor Drust asked for any additional business. Hearing none, Trustee Lewis made a motion to adjourn. Trustee McLaughlin seconded the motion to adjourn. The motion passed unanimously on voice vote. Meeting adjourned at 8:53 pm

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING AUDIENCE PACKET AVAILABLE FOR REVIEW BEFORE THE MEETING

Michael P. Lewis
~~Jeffrey L. Drust, Mayor~~ Mayor Pro Tem

Attest: Sheila Symons
Sheila Symons, Town Clerk
February 2, 2022