

Town of Yampa January 6, 2021  
Regular meeting minutes

TOWN OF YAMPA  
JANUARY 6, 2021  
YAMPA TOWN HALL – 101 MAIN STREET  
CROSSAN BUILDING-2<sup>ND</sup> FLOOR

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Crystal McLaughlin (virtually attended), Trustee Michael Geanious

BOARD MEMBERS ABSENT:

EMPLOYEES PRESENT: Public Works Assistant (PWA) Greg Samuelson, Town Clerk (Clerk) Sheila Symons, Deputy Clerk Nora Phillips, Previous Clerk (PC) Janet Ray, Town Attorney (TA) Bob Weiss

AUDIENCE PRESENT: Benjamin Mitchell, Steve Whittall, Laura Olive

Call to Order

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

Roll Call

Board roll call was taken.  
Pledge of Allegiance was performed

Approval of Minutes

Tabled until 2/3/2021 meeting. Minutes need updated with more details. Trustee Lewis made a motion to table the minutes and Trustee McLaughlin seconded it.

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

None

Old Business

Town of Yampa new Paid Time Off policy review and possible adoption (10 minutes) – attached

The new Paid Time Off (PTO) policy information is in the packet. This was tabled in a prior meeting pending for the calculations of hours/days of PTO for part time employees. The amounts were given broken down by dividing 24 hours into 40 hours giving each week a 0.6% accrual of PTO. A concern with the fact that the Town does not have a Long-Term Disability policy. This will be

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looked into in the future. The wording in the handout states "Employees will not accrue PTO while they are on Long Term Disability". Another concern was if employees were to be able to borrow against their PTO if they do not have the accrued hours already available. It was pointed out from the handout "Yampa allows active employees to borrow up to 80 hours from their future PTO accrual, with the approval of the Yampa Town Board". After further discussion, It was advised legally we do not have to have Long-Term Disability. PC Ray did advise that we can adopt this policy as is and modify the Long-Term Disability option if it becomes one in the future. Trustee Lewis made a motion to approve the Town of Yampa new Paid Time off policy as stated in the handout, with the caveat that if Long-Term Disability can be added later if needed. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Introduction of new employee Benjamin Mitchell

Ben Mitchell advised he is looking forward to starting with the Town. He is ethically and safety aware. The Town board all let him know they are excited to have him here.

Contract for new employee Benjamin Mitchell discussion

Clerk Symons advised the Town Board that an employee contract is not recommended. This employee contract was going to require a 2-year employment with the Town. It reflected that we would pay for his training and licensing. If he leaves the Town prior to the 2 years being up he would be responsible for paying back the training/licensing fees. Trustee Lewis made a motion to not have Benjamin Mitchell sign an employee contract. Trustee Geilert seconded that motion. The motion passed on unanimous voice vote.

Regional Solar Planning for Peak Power Shaving and Net Metering (old town hall/MES building and wastewater treatment plant)

It was advised that Old Town Hall/Emergency Services building's DOLA grant was approved, meaning the overall financial picture is still not clear. There is an upcoming meeting advising this information. The age of the roof is a question (if the roof needs to be replaced) to McKinstry INC. regarding the solar panels. John Salazar with JDS Roofing had done some work on the roof previously and he was contacted to see if he could come give the Town an estimate for the new repairs. John Salazar advised that the roof would last 10-20 years at this time. McKinstry INC. advised the solar panels will last up to 30 years. McKinstry advised if we move forward with the solar process and the roof needs to be replaced before the panels have expired, we would need to remove the solar panels, replace the roof and then put the solar panels back on the new roof. That would be a Town cost if that is a situation we ran into in the future. Mayor Drust asked if the DOLA grant would pay for the new roof. PC Ray advised that would be a Town cost for the roof. PC Ray advised she will also check with McKinstry INC. to see what the time frame is to have this information to them and to the Town Board. She also advised that the Wastewater Treatment Plant has been removed as a spot for the solar panels at this time, as an fyi.

Regional Solar Utility Planning Project (regional solar array) update

PC Ray advised this project was also approved for the DOLA grant. She has a meeting tomorrow regarding this project and will know more information after that.

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COVID-19 update

Clerk Symons advised of the 5-Star Committee. This is a process business' can go through to have an inspection to see if they can operate at a lower Covid-19 restriction level as time goes on. She advised our metrics of cases are very high. The Board of Health does not want to sign the request to the State that is needed to get this program installed in Routt County, because our case levels are too high. On the graph of cases per town/cities it shows Yampa as one of the highest case counts at this time.

New Business

Consideration of approval of Resolution No. 2021-01 – 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. Section 24-6-402(2)(c) (in packet)

PC Ray advised that the date on the resolution reads 2020 instead of 2021. She asked that the Board approve it with being said that will be updated before signed. Trustee Geilert made a motion to approve the above Resolution with the year being fixed before it is signed. Trustee Lewis seconded that motion. The motion passed on unanimous vote.

Consideration of Resolution of 2021-02 – A Resolution Designating Holidays at Town of Yampa for the Year 2021 (in packet)

Trustee Lewis made a motion to approve the Resolution. Trustee Geilert seconded the motion. The motion passed on unanimous vote.

Consideration of Ordinance No. 2021-01 – An Ordinance repealing and reenacting with Amendments, Title 14, Section 14.02.05 B, C and D, only of the Yampa Municipal Code Pertaining to Water and Sewer Rates. (in packet)

Trustee Geilert made a motion to approve the Ordinance. Trustee Lewis seconded the motion. The motion passed on a roll call approval.

HUTF Street Mileage report

PC Ray advised this is an annual report that has to go to the Colorado Department of Transportation (CDOT). This shows the mileage of streets that we have in town. This is to be eligible for the Highway Users Trust Fund. She advised our mileage numbers did not change this year. Trustee Lewis made a motion to approve this. Trustee McLaughlin seconded it. The motion passed on unanimous vote.

Steve Whittall lot line adjustment request discussion (in packet)

TA Weiss explained some of the details of the proposed new subdivision. His explanation is as follows: This is a 4-lot subdivision. The Town subdivision regulations apply to Steve Whittall's proposal. The Town regulations require a sketch of plat to conclude the process. The normal thing that is done is to review the basic things that go into a subdivision (utility service, access to properties, emergency vehicle access, any geological issues that may need to be known about) to take into account. The second part that he recommends that the Town does not have the staff to be able to assist with Steve Whittall's proposal. He recommended that someone that knows Routt County Planning and all the ins and out's of it is Mary Alice Page Allen. He called her to see if she would like to assist with Mr. Whittall's planning process. She is currently the planner in Hayden. She advised she would like to do this on a contract basis. The Town would be able to address the Town's concerns to her also. TA Weiss advised that it will cost the Town more time and money to do this if we try to do it on our own. He highly recommended using Mary Alice Page Allen as a contract planner (CP) for this proposal.

Steve Whittall and Laura Olive agree with TA Weiss on having a contract planner for this proposal. Mr. Whittall would like to put forth an agreement to CP Page-Allen to work with her. This would allow him to put together a preliminary plan for the Town Board. Mr. Whittall explained his proposal that he is wanting to propose. The address in question, 30 Moffatt is a house and shop on 2.48 acres and there is also additional building lot on 2.8 acres. This combined total is 4.48 acres in the Town of Yampa proper. It is zoned residential. The 2 parcels, one is attached as a single-family home and the other is taxed with Routt County as residential ground. They are proposing to divide the 2 parcels to total of 4 parcels. One as the existing house, which is on 1.42-acre lot, the shop on 1 acre lot, and then 2 additional building sites a little over 1 acre each. Their intent is to do the easement and survey work. It is also their intention either build them on their own as he is a licensed general contractor or sell them for real estate purchases.

Mayor Drust asked Mr. Whittall if he would like to reach out to CP Page-Allen to get the plans started to be drawn up. Mr. Whittall advised, with permission from the Town Board, that he would reach out to CP Page-Allen to get this moving forward. The Town Board wanted to know that Mr. Whittall is in agreement to pay CP Page-Allen for her services. He advised he is in agreement to do this with CP Page-Allen. Mr. Whittall asked if it would be approved to get a beginning, middle and end process to bring to the Town Board for further approval. TA Weiss advised that the Town Board should go through with this portion of the process as of now. He advised that Mr. Whittall would have an agreement with CP Page-Allen and then the Town would have an agreement with CP Page-Allen as a "contractor" for the Town. Mr. Whittall will reach out to CP Page-Allen with his detailed information to get a planned drawn up. She will then draw up the plan and submit it to the Town. The agreement would be with CP Page-Allen and the Town. However, it will state that Mr. Whittall is responsible for all payments for this plan/process. So, one agreement would be with CP Page-Allen and Mr. Whittall and one agreement with CP Page-Allen and the Town.

Town Attorney Weiss wanted to reiterate that this is a public process and the Town Board cannot agree in anything in advance. There has to be a public hearing before this is approved. The adjacent home owners will need to be notified. Public Comment will have to be allowed. He wanted to make sure that Mr. Whittall knows that the Town Board is not making any promises that this will come to fruition.

Trustee Lewis made a motion to allow this first process to move forward for the Whittall's proposal for a 4-lot subdivision by getting a proposal from CP Page-Allen. Trustee Geanious seconded that motion. Motion passed on unanimous voice vote.

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Post-Christmas Report and consideration of thank yous (in packet)

Clerk Symons gave an update on the events of the Christmas celebration. She listed the names of the volunteers for the Christmas-eve bags, which included Cindia Montgomery, Ellen Bonnifield, Mike Lewis, Christi DeGanahl and Pamela Fogg. Tree and Decorations volunteers were the Milway Family, Joe and Carol DeHerrera and Pamela Fogg. The Christmas-Eve drive by Santa event volunteers were Jeff Drust, Lynn Harding and the Yampa Fire Department. Jeff Drust provided the music and the lighted candy canes. Montgomery's General merchandise ordered the candy for the goodie bags for us. They may have given a discount, but we will not know until we receive the invoice. Dick and Kay Palmer continue to give a portion of the Zirkel Wireless lease to the Town for the Christmas celebration. Santa! Lynn Harding for his volunteer service. Yampa Fire District started our drive thru parade with a very festively decorated truck and delivered the goody bags to senior citizens, shut-ins, and Town Board members after the visit at Crossan's. Yampa Valley Electric Association for the lighting contest prize money. The lighting contest winners were: 1<sup>st</sup> place – the Cordova Family at 76 W. 2<sup>nd</sup> St. 2<sup>nd</sup> place – The Plank Family at 436 Clifton. 3<sup>rd</sup> place – the Ray/Trout Family at 221 Fourth St. 4<sup>th</sup> place was a tie between the McLaughlin Family at 326 Terhune and the Clark Family at 240 W. Fourth St. We had 27 votes casted. Jeff Brooks won the Christmas Ham. We prepared 100 goodie bags and gave 40 out at Crossan's. The Fire Department distributed the rest of them. Mayor Drust wants a thank you sent to Zirkel Wireless for the use of their electricity for the Christmas Star. Clerk Symons advised she will write that up the next day.

Yampa municipal court year-end report (informational only) (in packet)

Clerk Symons advised there were no court dates to report for the year of 2020.

Public Works Department update

PWA Samuelson welcomed Ben Mitchell to the Town. PWA Samuelson advised for the 22<sup>nd</sup> of December of an issue when we lost power up at the water plant. The generator came on for a little bit but then it went out. The fuel heater has broken down. Ben Mitchell asked if it was a diesel heater and PW Samuelson advised it is run on propane. PWA Samuelson advised that this repair is in the 2021 budget for the repair so he went ahead and ordered it. When the power did come on the transfer switch did not switch back to regular power. That has been resolved. PWA advised we have had a couple of locates up at the State shop. At the sewer plant we have an aerator down. PWA Samuelson can't do anything until the ice melts off of it. PWA Samuelson advised at Old Town Hall that 2 pumps went out also on the boiler. He is asking if the furnace pumps and motors need to be ordered or if the Solar project is going to take this over. Water plant valve did not open up on one day. We were down to about 2 feet of water at that time. He advised he was able to fix that for now. PWA Samuelson advised of some leaks out of the water pump pipes. He thinks it can be fixed with epoxy. Trustee Lewis asked for Clerk Symons to put access to water meters to be a discussion. He advised to have attention brought to the residents for them to have access to their water meters. Ben Mitchell recommended sending a letter to the residents that still have no access. Trustee Geilert asked for us to send a letter to the residents that are not allowing access to water meters. Clerk Symons advised she can draw up a letter to attach on colored paper to advise of that. Also, she will add it to the Town Newsletter for all resident's knowledge and as a reminder to all them.

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Clerk's review of possible code violations and required action (if any) and report of ongoing business

Clerk Symons advised in regards to the water violation notice that was sent out in December of 2020 we had a complaint from a resident that they could not believe it wasn't made more known and only tell the residents about this almost a month after it happened. The violation notice did have a deadline date that we needed to advise our residents about this situation. We did have that to all residents prior to that day. Clerk Symons asked for a Workshop session that the Town Board brainstorm on levels of importance on certain notifications that need to be sent out. She advised that she even felt it was quite shocking to send almost a month later. She is proposing to just have a list of things that we can put on the website, social media, post at the post office etc. She also mentioned to get an email blast out to all residents in situations like this.

Clerk Symons also reported a resident being upset about the increase in the water/sewer bill. She was asking to maybe have a smaller usage for people on a fixed budget.

Trustee McLaughlin advised she has had a couple complaints of the bills that are mailed to residents are taking too long to get to them. She wanted to know what day we mail the water/sewer bills.

Clerk Symons advised they are mailed on the 10<sup>th</sup> of the month. She advised due to Covid-19, that the postal services are on reduction of staff due to Covid-19. It is causing a delay all over the United States. She also advised that Yampa addresses are not sent through to Denver. They never leave Yampa to get to local residents.

Reports of Committees

No reports

Meeting Reports

Schedule Workshops and/or Special Meetings

Clerk Symons advised that we should schedule a Town Board Workshop on January 20, 2021.

Members and audience requests for agenda items for next meeting

PC Ray asked for a Thank you to County Commissioner Doug Monger be put on the February agenda to have action taken on that.

Reading of Correspondence and required action if any

Review December financials, December meter reading report and December invoices/vouchers

December financials were in town board and audience packets for review. The December meter reading report was circulated also. The December invoices with completed vouchers were circulated for review.

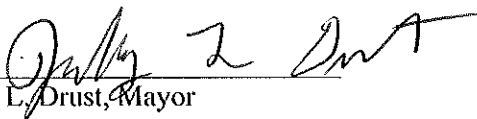
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Reading and Payment of Bills

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

Adjournment

Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geilert seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:47 pm.

  
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Jeffrey L. Drust, Mayor

Attest:  
  
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Sheila Symons, Town Clerk  
September 1, 2021