

**RECORD OF PROCEEDINGS**

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TOWN OF YAMPA  
JULY 6, 2016  
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,  
Trustees Jeff Drust, and Michael French

BOARD MEMBERS ABSENT: Trustee Brian Ashley

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

AUDIENCE PRESENT: Tim Corrigan and Noreen Moore

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 January 6, 2016 and February 3, 2016 regular meeting minutes

Trustee Lewis moved to approve the January 6, 2016 and February 3, 2016 regular meeting minutes. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

Commissioner Corrigan's report on Peabody delinquent property taxes

Commissioner Corrigan reported on the negative impact the Peabody delinquent property taxes was having on Routt County entities, especially the South Routt School District. He noted that the school district had applied for emergency funding from the State Board of Education Contingency Fund and that he and others would travel to a State Fund Board meeting tomorrow regarding South Routt School District's request for funding. Although the school district is the most impacted, other entities dealing with the non payment include

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cemeteries, fire and ambulance, medical center, libraries, and so on. Routt County is assisting the smaller entities as needed.

### AUDIENCE PARTICIPATION – SCHEDULED ITEMS

None

### OLD BUSINESS

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

PWS Berry reported that the storage tank concrete was poured and the leak test was done and passed today. There is coating on the outside of the tank, there were 3 areas that were seeping and hydraulic cement was put on the inside to make the tank water tight. A project update provided by Civil Design Consultants (CDC) was in board and audience packets. Minutes from the June 7 and 28 construction meetings were in board and audience packets for review. Trustee Lewis moved to approve Duckels pay request #11. Trustee Drust moved to second the motion and the motion passed unanimously on voice vote. Clerk Ray reported some time ago that Tawnya Reitz had left Colorado Department of Public Health and Environment (CDPHE) and Randi Johnson-Hufford had assumed that position. When the last payment requisition, which included Duckels pay requests 7,8,& 9, was sent, Ms. Johnson-Hufford responded that some of the detailed backup paperwork for the American Iron & Steel (AIS) was not acceptable. It was disturbing because some of what wasn't acceptable went back to earlier payment requisitions that Ms. Reitz had already approved. Duckels and CDC are working through this, but it is taking time and money to go backwards. Ms. Johnson-Hufford did go ahead and approve the payment requisition. Regarding the acquisition of the infiltration gallery, attorneys Weiss for the Town and Sawyer for Mr. George are working through options. Yampa Valley Electric needs to place a new power pole for the control valve vault and would like it in a different location than where the Town's existing utility easement is on the Antlers property. YVEA is looking for more overhead clearance for water main construction now and in the future. Clerk Ray is working with Antlers' owner Dr. Hamlin on this request. The CDPHE annual performance evaluation for the Small Communities Grant program on Yampa's grant, contract 15 FECA 79270, was received. The Town received an annual rating of Standard.

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

On June 6<sup>th</sup>, an email from Randi Johnson-Hufford asking Clerk Ray to put the Statement of Work for the wastewater plant grant on town letterhead, have Mayor Yackey sign it and return to CDPHE was done. On June 22<sup>nd</sup>, the Town received an email with the purchase order allowing the town to begin work on the project.

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

Commissioner Corrigan reported that Routt County prepared a Scope of Work so Requests for Proposals (RFPs) could be solicited for a project design for abatement of the asbestos containing material located at the hotel site. Sunrise Environmental, Inc. was awarded the project.

### NEW BUSINESS

#### Acceptance of Routt County Irrevocable Letter of Financial Guarantee for Crossan's M & A Market rehabilitation project

Trustee Lewis moved to accept Routt County's Irrevocable Letter of Financial Guarantee for Crossan's M & A Market rehabilitation project so construction on the project can continue. Trustee French seconded the motion and the motion passed unanimously on the following roll call vote: Drust – yes, French – yes, Lewis – yes and Yackey – yes. The Board asked Commissioner Corrigan to thank the other commissioners for their assistance in resolving this issue.

#### Consideration of Amendment to contract between Town of Yampa and Dobell Contracting

Clerk Ray noted that with the change from the Bond to the Irrevocable Letter of Financial Guarantee, the contract between Town of Yampa and Dobell Contracting will need amended to reflect the new terms. Trustee Lewis moved to amend the contract between Town of Yampa and Dobell Contracting to reflect the change from the requirement of the \$100,000.00 Performance and Payment Bond to Routt County's Letter of Irrevocable Letter of Financial Guarantee for Crossan's M & A Market in the amount of \$600,000.00. Trustee French seconded the motion and the motion passed unanimously on voice vote.

#### Consideration of Resolution No. 2016-06 – a resolution accepting utility and snow storage easements

Clerk Ray explained that when the Antlers Subdivision plat was approved and the property owners dedicated the utility and snow storage easements to the Town of Yampa, the Town did not properly accept and sign for the easements on the plat. This resolution is to correct that oversight. Trustee Lewis moved to adopt and approve Resolution No. 2016-06 – a resolution accepting utility and snow storage easements on the Antlers property. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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### Consideration of renewal of property, liability, auto, & blanket bond insurance with Glatfelter Public Practice – T. Charles Wilson Insurance Service

Clerk Ray reported that the premium increase is \$473, which per the Town's agent is due to the percentage increase in property values the insurance company assigns the Town's properties. Trustee Lewis moved to approval of the Town's property, liability, auto, and blanket bond insurance with Glatfelter Public Practice. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

### Consideration of placing an 8 ft by 10 ft storage shed within the fenced area between the town shop & town hall/fire station

Trustee Lewis moved to table consideration of placing an 8 ft by 10 ft storage shed within the fenced area between the town shop and town hall/fire station to the August 3 regular meeting so a change in size to 8 ft by 14 ft can be considered. Trustee French seconded the motion and the motion passed on voice vote. Mayor Yackey reported that this storage shed would be purchased by Edith Chapter No. 61, Order of the Eastern Star and donated to the 4<sup>th</sup> of July Committee for storage of 4<sup>th</sup> of July Committee tents, etc. The tents are currently storage at the Masonic Hall building and it would free up the space at that building if the storage shed is purchased.

### Consideration of thank you to Terri Northrop for coordination of community yard sales

Trustee Lewis moved to send Terri Northrop a thank you for coordinating the community yard sales. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Mayor Yackey asked Clerk Ray if she knew how people did. Clerk Ray said she really didn't know, but she knew there a lot of people in town.

### Consideration of 4<sup>th</sup> of July thank yous

Trustee French moved to send thank yous to the 4<sup>th</sup> of July Committee and others that assisted with the celebration. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

### Consideration of approval of placing banners for Tour de Steamboat by or on Yampa entrance signs or other appropriate place

Ken Montgomery, Montgomery's General Merchandise, had requested that welcome banners for the Tour de Steamboat be allowed to be placed at the entrances to town. Trustee Lewis moved to approve placing banners for the Tour de Steamboat by or on the Yampa entrance signs or other appropriate places the weekend of the event. Trustee French seconded the motion and the motion passed unanimously on voice vote.

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### PUBLIC WORKS DEPARTMENT

#### Sanitary Survey letter

The sanitary survey inspection report was received and there are some violations. The finished water storage structure could allow potential sources of contamination to enter the tank. The monitoring plan is overdue to the state. The Town does not have a backflow prevention and cross-connection control program in place. Other observations and recommendations include the following: A valve inspection and exercising program needs developed. An emergency response plan should be put in place, which PWS Berry is drafting. Turbidimeter monitoring equipment should be calibrated and calibration logs should be kept. The operator was not calibrating, verifying or operating turbidity monitoring analytical equipment in accordance with manufacturer requirements. A written operating plan needs developed. Survey methods and survey compliance ratios on cross-connections has not been developed.

#### Sewer line cleaning & tving report

PWS Berry reported that Val Kotter & Sons cleaned approximately 3,000 feet of sewer line. They did the Moffat line, the line between Lincoln and Rich to Highway 131, and the east Fourth Street line. There were no major breaks, no infiltration and no sump pumps running.

#### Pothole repairs report

PWS Berry reported that he got most of the potholes repaired except for 3 around Fifth Street and Main and he should be able to get those done before the end of the week.

#### Dust abatement report

PWS Berry reported that the dust abatement application was tentatively planned for the week of June 13<sup>th</sup> and they were able to get it done a few days early. The application went well this year.

#### On going work

PWS Berry reported that both he and PWA Samuelson had been preparing for the 4<sup>th</sup> of July celebration last month. Clerk Ray asked how the completion of the monitoring plan was coming along and PWS Berry said he still needed to ask Bob Pohl at CDPHE a few questions, which he reported last month and had not been able to do yet, but after he does, should be able to get the draft to Mayor Yackey.

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### 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 thanked Trustee French for folding the consumer confidence reports and newsletters and stuffing them in the envelopes in June. There was a 2½ hr informational webinar June 14<sup>th</sup> on Census 2020. That will be a redistricting year so accurate data is even more important than usual. Clerk Ray said she would be doing some Census work before the end of the year. Clerk Ray, along with John Anarella – Forest Service representative, Rita Herold – Yampa-Egeria Historical Society, Nita Naugle -Tracks & Trails Museum in Oak Creek attended Flat Tops Trail Scenic and Historic byway training on June 27<sup>th</sup> at Ripple Creek Lodge. It was a “train the trainers” event that the state byways program sponsored and was funded by the same grant that funded the byway assessment. The audit field work is scheduled for July 8. The town was granted the audit extension. Clerk Ray met briefly with Dave Carter of the USDA on July 1. They may be a funding source for a different heating system here at town hall. Clerk Ray noted that they fund equipment as well. The water and wastewater eligibility surveys are due by the end of July; staying on the eligibility list is what keeps the Town eligible for the water and wastewater funding. Clerk Ray reported last month that the paperwork for the donation of the property to the town where the Town's north entrance sign sets was signed, but that she has not received confirmation of the closing and recording of the deed of dedication. There was a delay, because the deed of dedication had to be re-signed and re-recorded due to errors by the title company. Although she doesn't have the recorded documents back at this time, she does believe the transfer was completed correctly. The transfer of ownership of the Kum & Go 3.2% beer license to G & G, LLC is still being processed. Clerk Ray reported that Onika Mayer's request to discuss businesses advertising in the town newsletter has been withdrawn.

### REPORTS OF COMMITTEES

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

FOC President Jeff Drust reported that the committee is continuing work on the logistics of the Todd Mohr acoustic concert and Crossan's auction July 30.

#### 4<sup>th</sup> of July Committee

4<sup>th</sup> of July Committee Chair, Tom Yackey, reported that the 4<sup>th</sup> went well. He said that he thought the fireworks show was one of the best and ran quite smoothly thanks to a well

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organized and experienced launch crew. He received comments that the parade had fewer participants. Based on the money collected at the barbeque, Chair Yackey thought they served about 410 people.

### MEETING REPORTS

None

### SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

No workshops or special meetings were scheduled at this time. Mayor Yackey will schedule if either is needed.

### BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

None

### READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

Emails with attachments from Superintendent Darci Mohr regarding the South Routt RE-3 Application for \$1M in State Board of Education Contingency Funds and related documents were available for review. Commissioner Corrigan reported on the subject previously during audience participation. Emails from Routt County Planning Department regarding upcoming workshops, etc. on marijuana cultivation in Routt County and request for comments for Secondary Dwelling Unit work sessions were circulated. Other correspondence received was circulated for review; none required action.

### REVIEW FINANCIALS (IN PACKET), JUNE METER READING REPORT AND JUNE INVOICES/VOUCHERS

The June financials were in the town board and audience packets for review. There were no questions. June invoices with completed vouchers and the June meter reading report were circulated for review.

### READING AND PAYMENT OF BILLS

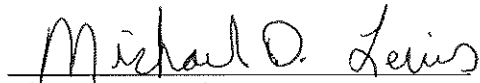
Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee French seconded the motion and the motion passed unanimously on voice vote.

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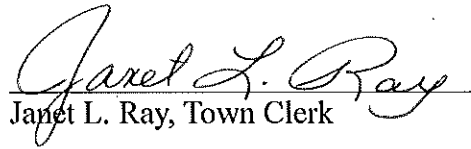
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ADJOURNMENT

The Mayor asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee French seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:36 pm.



Thomas E. Yackey, Mayor or  
Michael D. Lewis, Mayor Pro-Tem



Janet L. Ray, Town Clerk

December 7, 2016