

Town of Yampa minutes
June 3, 2020 regular meeting

TOWN OF YAMPA
JUNE 3, 2020
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

BOARD MEMBERS PRESENT: Mayor Robert Symons, Mayor Pro-Tem Mike Lewis,
Trustees Stacey Geilert and Jeff Drust

BOARD MEMBERS ABSENT: Trustee Crystal McLaughlin

EMPLOYEES PRESENT: Public Works Assistant (PWA) Greg Samuelson, Town Clerk
(Clerk) Janet Ray, and Deputy Clerk/Assistant Treasurer (DC) Nora Phillips

AUDIENCE PRESENT: None

Town of Yampa June 3, 2020 regular meeting
Wed, Jun 3, 2020 7:00 PM - 12:00 AM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/587560917>

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(For supported devices, tap a one-touch number below to join instantly.)

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Access Code: 587-560-917

Call to order

Mayor Symons called the meeting to order at 702p.

Roll call

Board roll call was taken

Pledge of Allegiance

The Pledge of Allegiance was recited

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Approval of minutes

Approval of December 4, 2019 regular meeting minutes.
Trustee Lewis made a motion to approve the December 4, 2019 regular meeting minutes. Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote.

Audience participation – Non-agenda items

None

Audience participation – Scheduled item

None

Old Business

Water system improvements update and consideration of any needed approvals

Clerk Ray advised Scott Contracting final payment request is \$21,080.37 for work on the Palmer's field. To her knowledge, they completed the project as they were supposed to. PWA Samuelson advised that they have it all de-rocked and seeded. As far as he knows Bobby George was happy with the work. Mayors Symons asked if they took care of the bigger pile they were concerned about also. PWA Samuelson advised that they seeded all the way to the top of the hay field into town up to the Antlers. They did shoulder work along the county road and all through Palmer's field.

Mayor Symons explained to new Trustee Geilert on what this is in regards to. This is final payment to Scott Contracting, a construction company that took care of the water line the Town put in last fall. Trustee Geilert asked if this was the same company that needed to put a patching the cement that was cracked on the water storage tank. PWA Samuelson advised that Scott Smith went up to look at the crack and he advised that he just needs to have some grouting on the tank. It is where the lid comes down on top of the water storage tank. PWA Samuelson isn't sure who is grouting it, could be Scott Smith or the divers we have coming to clean the tank.

Trustee Lewis made a motion to pay Scott Contracting final payment for \$21,080.37. Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote.

Clerk Ray advised that she received a communication from Randi Johnson Hufford with Colorado Department of Public Health and Environment (CDPHE), and she has taken a position in the storm water permitting section for CDPHE. Brian James will be the person that closes out our small communities grant for the water transmission line.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray advised that the letter is drafted to send to Yampa Valley Ranch in care of Donna Corrigan regarding the sale of the three acres on that property. She will send the letter out tomorrow. Randi Johnson Hufford was also handling that project and now has moved Julia Grey. She has not spoken to Greg Winkler with the Department of Local Affairs (DOLA) on this topic. Clerk Ray will work on a call with CDPHE, Civil Designs Consultants, DOLA and the town to see what they will let us do and what we are unable to do as far as moving forward with the wastewater project.

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Regional Solar Planning for Peak Power Shaving and Net Metering and Regional Solar Utility Planning Project updates

Clerk Ray advised that McKinstry Essention LLC. personnel toured the Old Town Hall and Sewer Plant in May to gather information on the project for the solar panels on the town buildings that PWA Samuelson was able to take them around and answer any questions they had. There is a progress report call in the next week.

The Regional plan that Ameresco is doing had a short update meeting last week that there was a discussion for a site to place the solar garden. Ameresco is working on that list now.

Review of draft ATV ordinance (in packet)

Mayor Symons advised Trustee Geilert that about a year ago he wanted to look into an ATV ordinance. He wanted to have some sort of law and order to people riding ATV's around town illegally.

Clerk Ray advised she sent the draft of the ATV ordinance to Bob Weiss and he suggested that further information needs to be researched into. He advised to look more into the Model Traffic Code and the State Law. He also asked who would be doing the inspections on the ATV's for registration. Clerk Ray advised to him that the Town Board offered to do the inspections. However, it was highly discouraged from the Town Attorney Bob Weiss because of the liability issues it could raise. Weiss advised it needs to be an individual that has received training in such things and can prove they have the training or it needs to be law enforcement. She did advise that the inspection concept has not been presented to the Sherriff's Department. The Sherriff's Department was advised of the enforcement that could be needed and they agreed that they would do that. Town Attorney Bob Weiss counseled if that was something the Sherriff's Department will do, the registration fee should go to the Sherriff's Department. Clerk Ray advised that a fine schedule has not be received from Judge Jessica Ryan at this time. Clerk Ray also instructed much more work needs to be done on ATV ordinance. Mayor Symons asked if the inspection would be an actual process to review that paperwork was in order, like registrations. He also questioned if this meant, inspecting the actual vehicle.

Clerk Ray advised that the Board members advised they can do the registration. She may have just assumed that they meant inspection too. She also advised that there was talk that the Town Staff did not have time to take this on. So, the Town Board decided to assist with the registration. Mayor Symons advised that they didn't mind doing the registration and the inspection would just be something that they would send out, not physically inspect the vehicles. This would be similar to the county for car inspection/registrations.

Mayor Symons asked if the Town of Hayden or Craig had been asked to provide what they do for their registration. Clerk Ray advised both entities have their own law enforcement and their law enforcement handles that process.

Trustee Geilert advised she had a situation like this in her previous town. They made it aware that the ATV's or the side by sides have to be street legal with blinkers and lights etc...She advised it could be hard to prove a bill of sale for some that are in the older models for registrations as they may not have come with a title when sold to another party.

Trustee Drust advised that he read that it needs to be licensed each year. Mayor Symons advised that he really doesn't think a physical inspection is needed. The ATV owner will be given the rules on what they need to have on their ATV and that would be up to them to comply.

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Trustee Geilert asked what will we do about the kids driving them around town as to enforcement. Mayor Symons advised this is for licensed drivers. Anyone that is not licensed would be considered illegal. He advised to ask the Sheriff's department to start enforcing this with the children riding them around.

Mayor Symons asked what age limit they should decide on. Trustee Drust and Mayor Symons is agreeable to the age of 18. The board is leaning toward 18 years old as being the legal age as they would have more maturity. Clerk Ray advised she will look into these things and hopefully have them addressed at the July meeting.

Last question from Trustee Geilert, was if there was a registration fee decided on? Clerk Ray advised she will find that information and provide it again to the Board for their reference.

COVID-19 update and discussion

Clerk Ray advised of the current executive order from Governor Polis. She advised that the Routt County Advisory group will meet to determine what variance they want to request with CDPHE. She advised about the meeting that regarded the Cares Act. The county will receive 2.2 million dollars allocated to them and they will decide who gets what amount money. This is a reimbursement-based program, on things you bought in regards to Covid-19 expenses. Meaning the town needs to buy the things and then get reimbursement. This program is good through March 2020 – December 2020. We do not know how much money will be granted to the Town of Yampa. These expenses will need to be only related to business expenses incurred due to Covid.

The Tour De Steamboat will not be doing their bike race this year due to Covid.

Clerk Ray wanted to advise also that the primary election is Tuesday June 30th. The Ballots go out next week. PWA Samuelson worked on the first floor of Crossan's/Town Hall. She advised they will have the front door unlocked during this time. She wanted to ensure that both the State and Local governments will be discussing full time back to normal openings. There is not enough data yet to see that this can or can't be done.

Crossan's/Town Hall still is welcoming people in with appointments only and that seems to be working for now.

Mayor Symons asked the capability for Clerk Ray and DC Phillips to be able to work virtually if needed. They both advised they are set up for that at this time.

New Business

Public Works Department

PWA Samuelson's report consisted of working on some water meters and other updates. He did attend the solar meeting with Clerk Ray.

He advised of an aerator that is having a problem with the starter.

He advised of some chemical leaks at the water house.

He worked on the Fence at the Snowden Park – however it really needs replaced. There is also a split rail that is broken.

He did some locates for water/sewer lines.

Dan Beers water/sewer line is being put in.

He asked for some clarification on what he is to do with the Antlers blowing their water line out instead of having PW do it. He advised last season they just left the meters on the ground. He

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advised that they had originally worked out a deal with previous PW and they prefer to do this on their own.

PWA Samuelson asked if they are supposed to be going in the houses to help turn the water off for the season. Mayor Symons said no, because then we are liable for what could happen. He said we do not do work on private property, only on public property...since we are a public entity. He brought up the loader he had been using to help with Dan Beers property. He talked with Clerk Ray about the use of it for Dan Beers. He is wanting to charge him for the use of the loader. Dan Beers did not want to hire a contractor. PWA Samuelson – advised he should have had scoria delivered there instead of using ours. Clerk Ray advised we do not usually charge for that use of the loader, although it isn't something that is typically an issue. We did charge for the scoria, but the conversation was discussed if the use of the loader should be charged also. Mayor Symons asked the board what their thoughts are on this.

Discussion regarding the charge of usage of PW for assistance on property work. Trustee Lewis advised he would rather not be a thing the town provides to our residents. Mayor Symons agrees that this is something that government does not to be doing. With our staff level, we really don't have the resources to do that at this point.

PWA Samuelson advised that he does have to inspect work being done on properties to ensure they are in town code standards. Sometimes it may have to be done. If it does have to be done, he was thinking to charge \$400.00 for the loader use for Dan Beers property and future projects.

DC Phillips advised of the process on how this works for any projects. The property owners are given an estimate on the work they would be charged by the Town. He has paid \$1729.00 as of now. There may be more materials needed, but he was given an estimate and it was just an estimate, not a final cost. It does show the breakdown of costs, but it does not specify any use of a loader cost.

PWA Samuelson advised that PW is not sure if the residential owner will be doing the work or if they have hired a contractor so sometimes this causes extra work for PW. Mayor Symons said going forward don't use the loader for residents. No motion was made

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

Clerk Ray advised of a flyer at the post office offering RV rental site. She asked that the Board authorize a letter to be sent to Laura Olive for no "use by right" property to be able rent space for RV rental. The board agreed to send a letter to Laura Olive to let her know this is not allowed in the Town.

Clerk Ray advised she forgot to do a thank you for Brian Ashely as his service as Trustee.

Clerk Ray advised she has been working with Bob Weiss regarding many zoning questions lately. She mentioned that in 2009 there was talk about the recodification of municipal code. It was unable to be done then. Bob Weiss advised he would like to get the municipal code up to date and usable. In 2009 Bob Weiss offered for his office to do that for \$5,000. He also offered to do this as a payment ease offer. Clerk Ray asked if she could do this as part of her part time position after she is retired. No decision would be made at this time. However, the Board was in absolute agreement to go forward on this.

Clerk Ray advised she has spent in just this last week of 23 hours of zoning questions and work.

Clerk Ray advised of an inquiry from Tim and Donna Corrigan - that the town property south of Eggers to be cleaned up. Clerk Ray advised she had no idea that property was town owned. She advised this would be Egger's items to remove.

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We did receive the fully executed Special Use Permit from the Forest Service for the 3rd street water/sewer property we are trying to buy from them.

Clerk Ray is still working on the audit information for the auditor. The eligibility survey for both the water/sewer projects to keep us eligible for grants and loans is due in June. The property insurance renewal information has to go to the insurance company in the next week and a half. She needs to complete the small community water grant and the conversation trust fund.

Clerk Ray has not met with Tom Jennings to see if he can come up with any money to replace the heating system in the Old Town Hall.

She is still working on the frame work on the new PTO policy and reviewing the privacy policy for the Health Reimbursement Account (HRA).

Reports of Committees

None at this time

Meeting Reports

Bear River Reservoir meeting report – Trustee Drust. He had some technical issues on the virtual meeting and missed the first parts of the meeting. Scott Hummer expressed a concern that the Upper Yampa hired a new ditch writer and he wants to be involved in training and onsite overlook. Dana Miller the Dam inspector said they did have a shut down for 1 hour to do some quick maintenance that was needed to be done. She is concerned about the seepage. A compliance plan was started to be worked on for the Stillwater dam. In 2020 they are hoping to just do field inspections to get an idea of what is going on. Construction could happen in 2022 or 2023. They relaxed the height of Stillwater from 39 foot to 45 foot which would be a 70% fill that they put into place last time, so now it is 80% fill. She has a request for funding from the Colorado Water Conservation District (CWCD) for \$50,000 that sounds like it should be granted. They are hoping that the compliance project will be done by mid-June.

Election happened and all the same people were re-elected. They took another 2-year term -Craig Haverly, Rim Martin and Tyler Snyder.

It started out with Andi Shafner suggesting that we stay with the assessment that was brought up in the last meeting. There were concerns on the 50% match with the (CWCD) grant. Frank Shafner wanted to up it to 750 per share to help with any unforeseen issues.

Trustee Lewis had a MAFAB meeting. He only caught the last couple minutes of the meeting. Historical Routt County requested a MAFAB grant for some restoration work on the concrete steps on the school in Oak Creek. That is all he is aware of from what he could hear.

Schedule Workshops and/or Special Meetings

June 17, 2020

Board Members and audience requests for agenda items for next meeting

Trustee Geilert talked about the 2 lots next to her house that need to be mowed as the grass is very tall. She also wanted to discuss Eric Berry's house and clean up.

She also asked if business ads can be put in the newsletter. It could be income for the Town.

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Mayor Symons would like to discuss how meetings will be held as the mask mandate is enforced.

Reading of Correspondence and required action if any

None at this time

Review of May financials, May meter reading report and May invoices/vouchers

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

Reading and Payment of Bills

Clerk Ray read the bills. Trustee Lewis made a motion to pay the bills, Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote.


Adjournment

Mayor Symons asked for further business, hearing none he called for adjournment. Trustee Lewis made a motion to adjourn, Trustee Drust seconded the motion and the motion passed unanimously of voice roll call vote. The meeting adjourned at 853p.

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



Jeffrey L. Drust, Mayor

Attest:


Sheila Symons, Town Clerk

July 7, 2021