

Town of Yampa March 3, 2021
Regular meeting minutes

TOWN OF YAMPA
MARCH 3, 2021
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

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

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Water Wastewater (PWWW) Benjamin Mitchell and Town Clerk (Clerk) Sheila Symons, Previous Clerk (PC) Janet Ray and Deputy Clerk (DC) Nora Phillips

AUDIENCE PRESENT: Carl Ray

Call to Order

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

Roll Call

Board roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited

Audience participation – Non-agenda items

Carl Ray commented he doesn't feel that all the on-call pay is necessary. He feels that if problem arises, they can usually wait until the next day. Any hours would be paid as regular time or comp time. He mentioned also a split shift for on-call employees. He thinks this proposal is way overboard for this size of a town. He would like to know how often someone is actually called in from on-call hours.

On a separate topic, Carl Ray would like to know if we have a power outage, like Texas just did for the extended amount of town. He wants to know if that is a situation, would the residents be able to still get water from our system with no electricity. He wants to ensure the electronics at the water treatment plant and the sewer have a backup.

Mayor Drust advised there is a generator at the water treatment plant and sewer areas.

Approval of Minutes

None

Town of Yampa March 3, 2021
Regular meeting minutes

Audience participation – Scheduled items

None

Old Business

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

PC Ray updated the Town Board on the request for proposal for the solar part on the Old Town Hall/EMS building. They should be back on March 8, 2021. She will be in touch with DOLA to look for additional financing. In addition, the heating system at Old Town Hall/EMS building contract indicated the town was going to pay cash for that portion. PC Ray spoke with McKinstry Inc. to advise that is not the case. She advised to McKinstry Inc. that the town would do what we had to do, but she was under the assumption was going to be an Energy Performance Grant. McKinstry Inc. advised that the heating system is separate from the Solar System. PC Ray apologized for possibly misunderstanding the process.

She updated on the financing on the solar portion of the project, that entity may be willing to assist on financing with the heating portion. She recommended at the least look into financing to not have the town pay out right instead over a period of time if interest rates were in our favor.

She also advised that the wastewater plant is not at all involved.

DC Phillips asked if the heating system amount would be 100% on the Town or a shared expense with the Fire District. PC Ray advised it should be a shared cost. The Fire District has not been given any numbers on costs for their budget purposes and that they have not attended any meetings regarding the boiler/heater system. DC Phillips asked if there is a qualifier number for the cost, and PC Ray advised \$25,000 for the heating.

Clerk Symons advised an update from PWA Samuelson, that we can get coal until May. He wanted to know if coal should be stock piled or not. PC Ray advised that she thinks we should wait to see where we stand and not make a decision today on stock piling coal.

Trustee Geilert advised she is having some concerns about the solar project and the heating situation for Old Town Hall/EMS building. She is concerned that we are not going to leave our town in a better place for the future. The debt and practicality may not be worth it. PC Ray pointed out that the future of the state is moving more towards the energy efficiency method. The contract with McKinstry does need to be signed very soon.

Talk of the roof at the Old Town Hall/EMS building was discussed. PC Ray advised that she will look into the information on the roof and report back to the board on that.

Regional Solar Utility Planning Project (regional solar array) update

PC Ray advised this is for the solar gardens that the city of Craig is the lead agency on. She does not have any updates on this project at this time.

Geilert Fence Damage estimate for repairs

Clerk Symons advised that Trustee Geilert is recusing herself from this topic. PWA Samuelson had damaged the Geilert's fence while grading the alley way. The estimates for repairs are included in the packet. Clerk Symons asked Trustee Geilert if her husband (Phil Geilert) receives any type of employee discount since he works at the place where the lumber will be bought. Trustee Geilert advised that no he does not receive a discount. DC Phillips will check on a municipality discount and to see if our tax-exempt status would be able to be used. Clerk Symons asked board if they would like more estimates or if this can be approved for Geilert's to proceed with repairs. Mr. Geilert would like to do the work on his own. The estimate is \$534.33 for labor and parts/supplies. Mayor

Town of Yampa March 3, 2021
Regular meeting minutes

Drust asked if insurance would be an option. Clerk Symons advised the deductible would be more than the price of repair. Trustee McLaughlin advised also that filing a claim with insurance could cause our premiums to rise.

DC Phillips advised that the Town would reimburse the Geilert's or pay directly with the lumber company. PC Ray advised that from an auditor perspective that is the best way to handle this situation. Trustee Lewis made a motion to approve the \$534.33 for the Geilert's fence repair. Trustee Geanious seconded that motion. Motion passed unanimously on voice vote.

Employee On-Call policy discussion and possible adoption

Clerk Symons advised that there is a lot of information in the packet regarding options to reduce on-call salary and time. She advised of a budget deficit we are currently in and to avoid cuts elsewhere, for example our health insurance, this needs to be addressed to make a formal on-call employee policy. She also spoke of the appreciation for our PW employees and the value of their time away from home. Our current on-call salary will cost \$31,980 per year if we stay at the \$5.00 per hour for the Town of Yampa on-call policy. Clerk Symons pointed out in the board packet other options for different pay scale that may work as the Town of Yampa is the highest paid town/city in the county for on-call pay. She advised of other towns/cities in the county and their on-call policies as examples. Granted they have more employees to work between so it isn't just 2 employees doing all the on-call time. She also mentioned even a city as large as Steamboat Springs had to cut all Public Works employees pay during the initial pandemic to help with the loss of income to the city.

Clerk Symons asked to know if the Board wants to continue to pay the PW employees the \$5 per hour, which is 15 hours a day and 24 hours each weekend day until this is a permanent policy.

Mayor Drust advised he thinks we need to pay them that until the policy is set in place.

With additional discussion of past on-call works, Clerk Symons advised that PWA Samuelson came in 35 times in 2020 for on-call needs. There is no record of what he was needing to do when he came in as that was not a requirement. Clerk Symons advised that she would like to see if the Board would require that so we can start seeing a trend on what is needed for on-call and even for overtime.

Trustee Lewis advised that he knows from what PWA Samuelson has advised that there are alarms going off all the time at the wastewater plant. Wants PW to get in touch with Jim Steiner with Brown's Hill to see if he can get this programmed to avoid that issue. That is one reason for many of the on-call situations, because the alarms need to be checked out when they go off.

PC Ray advised in the past that previous PW employees were non-exempt employees. They did not receive overtime; it was basically salary only.

Trustee Geilert mentioned an idea to not pay on-call or have employees on-call and if someone does have to come in, just pay them time and a half. The PW employees would not be required to stay at home in case there was a need, we would just go down the list of people until someone could come help.

PC Ray advised that she really thinks the town needs to have an on-call policy.

Trustee Geilert made a motion to table this until the next workshop. Trustee Lewis seconded that motion. Motion passed unanimously on voice vote.

COVID-19 update

Clerk Symons advised of the 3000 Johnson and Johnson, Moderna and Pfizer vaccines coming to Routt County this week. The Covid-19 cases are going down in the county. Waiting to reopen town buildings still until all employees are vaccinated.

Town of Yampa March 3, 2021
Regular meeting minutes

New Business

Consideration for approval for the Mayor to sign the Letter of Support to the South Routt Library District to for a grant to improve their Oak Creek Library.

Clerk Symons advised this is for South Routt Library District letter of support to apply for a grant for a bigger building for their library in Oak Creek. The Board did approve the signage of this prior over email. The letter has been sent to the South Routt Library District.

Town Clerk Symons 6-month review Clerk Symons mentioned her recent accomplishments. Working on implementing on-call policy and vacation policy, Benjamin Mitchell was hired, working on her notary license, being involved in committees throughout the county for Covid-19 assistance and relief throughout the county.

Trustee Geilert asked PC Ray's opinion on my performance. She advised that Clerk Symons is too enthusiastic and maybe do not take time to realize things take longer than her time line. She advised overall Clerk Symons is doing a great job. Mayor Drust asked DC Phillips how she felt Clerk Symons was doing. She agreed with PC Ray and advised that we are working on many things, but overall, she is doing a good job too. DC Phillips advised of an accounting class Clerk Symons has taken also. Clerk Symons advised she is looking up classes for additional clerk training.

Trustee Geilert brought up the 6 month review and pay increase. PC Ray advised she is not sure the amount of money the raise was budgeted and advised she will let the Board know that amount at the next meeting. The raise will be in effect for April payroll. PC Ray advised that the board can approve this without knowing the amount at this time, it can be voted on for the amount that was put in the budget.

Trustee Geilert made a motion to approve the raise that was put in the budget starting April 1, 2021. Trustee Geanious seconded that motion. Motion passed unanimously on voice vote.

Public Works Department update

PWA Samuelson is absent from the meeting. He gave Clerk Symons the updates he would like addressed. One of the items was the stock piling of the coal as mentioned earlier in the meeting. We need to know if stock piling is needed or if the heating system will be something that will be able to be financed and installed by next heating season.

PWWW Mitchell advised he has his first round of meter readings done. He wants to talk about the Scada system for our water plant. He advised that our water plant was not designed to work with the Scada system. That means they are getting alarms that are not necessarily an actual alarm or if it is just something in the program sending off the alarms. He said there is a communication problem between the system and the computer at Old Town Hall that he is working on that. He has a message with Brown's Hill to see if they can reset remotely. However, he advised that the Scada system just needs to be reprogrammed. Scott Smith (the Town's Supervisor in Charge) advised of another program called a chart recorder. PWWW will look more into that for more updates. He mentioned that the Scada system should be able to show trends for PW to know what is needed for future trends for water demand.

Clerk Symons asked PWWW Mitchell what exactly needs to be done to have Scada's software programming issue fixed. He advised that Brown's Hill may need to be contacted.

Clerk Symons let the Board know that PWA Samuelson has given great feedback on PWWW Mitchell's performance.

Town of Yampa March 3, 2021
Regular meeting minutes

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

PC Ray advised that she has communication with Andi Schaffner the secretary of the Bear River Reservoir regarding the water trade answer for the progress on Bobby George's crop loss. PC Ray wanted to advise the Board of the code violations that she is hoping to get to soon.

Reports of Committees

None at this time

Meeting Reports

None at this time

Schedule meetings and/or workshops

Possible workshop scheduled for March 17, 2021. Trustee McLaughlin will not be in attendance unless it is on March 10, 2021. Workshop scheduled March 10, 2021.

Board Members and audience requests for agenda items for next meeting

Snowden Park repair estimates/Tree cutting estimates

Reading of Correspondence and required action if any

Clerk Symons updated the board regarding the Planning Commission for the Whittall's new project. Mary Alice Page-Allen will be in touch when a Planning Commission meeting is needed. They will be scheduled the 2nd and 4th Wednesdays a month as needed.

Clerk Symons advised of the Remembering Coloradans that we have lost to Covid-19 camerations. She would get in touch with the Fire District would like to support this too. Trustee Geilert made a motion to turn our lights on at 6p on Friday March 5, 2021 in support of the Coloradans that we have lost to Covid-19. Trustee Lewis seconded that motion. Motion passed unanimously on voice vote. Clerk Symons passed information brought by Noreen Moore. She wants to start a senior living community for what is called middle housing. Middle housing is described as shared homes for people that want smaller upkeep and have a group/community housing.

Clerk Symons advised of Kasey O'Halloran's thoughts of having a summer camp in Yampa. She would like to rent the Ladies Aide Hall. Pending any Covid-19 restrictions being lifted the Town buildings are still closed at this time. Kasey O'Halloran will get in touch with me when she has more details to bring to the board.

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

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

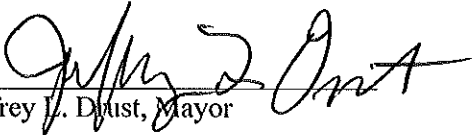
Reading and Payment of Bills

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.

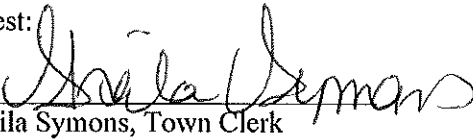
Adjournment

Town of Yampa March 3, 2021
Regular meeting minutes

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 9:26 pm.



Jeffrey J. Drust, Mayor

Attest: 

Sheila Symons, Town Clerk

October 6, 2021