

Town of Yampa minutes  
May 6, 2020 regular meeting

TOWN OF YAMPA  
MAY 6, 2020  
YAMPA TOWN HALL – 101 MAIN STREET  
CROSSAN BUILDING-2<sup>ND</sup> FLOOR

BOARD MEMBERS PRESENT: Mayor Robert Symons, Mayor Pro-Tem Mike Lewis,  
Trustees Brian Ashley, Jeff Drust and Crystal McLaughlin

BOARD MEMBERS ABSENT: None

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

AUDIENCE PRESENT: Stacey Geilert

DUE TO COVID-19 PANDEMIC THIS MEETING WILL BE DONE VIRTUALLY VIA GOTOMEETING  
WITH THE BELOW INFORMATION:

Yampa Town Board May 6, 2020 meeting  
Wed, May 6, 2020 7:00 PM - 11:00 PM (MDT)

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

<https://global.gotomeeting.com/join/593171509>

You can also dial in using your phone.

United States (Toll Free): 1 866 899 4679

Access Code: 593-171-509

**Outgoing Board**

**Call to order**

Mayor Symons called the meeting to Order at 7:00 pm

**Roll call**

Town Board roll call was taken

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

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Approval of minutes

Consideration of approval of November 6, 2019 regular meeting minutes (in packet)  
Trustee Lewis made a motion to approve the November 6, 2019 regular meeting minutes. Trustee Ashley seconded the motion. Motion passed unanimously on roll call vote.

Audience participation – Non-agenda items

*Five-minute time limit – presentation only-Board will render no decisions*

*None*

Audience participation – Scheduled item

*None*

Review March and April financials, March and April meter reading reports and March and April invoices/vouchers

March and April financials and March and April meter reading reports were sent via email to the Town Board. March and April invoices/vouchers were not sent out at this time.

Mayor Symons asked DC Phillips if there is a way to have an update on the budget on if the Town is running behind or on track as the year goes on. She asked how the Board would like it shown. Mayor Symons would like to see it by fund for the year to see how it is tracking. He mentioned this because it is hard for the Town Board to ascertain how the Town is on budget and to allow new expenses if they don't know if that is even an option in the budget.

She advised that she can see what she can do to draw up a new report for the Town Board.

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.

Appointment of Mayor (letter of interest in packet)

Mayor Symons advised he put a letter of interest in the Board packet that he would like to be Mayor for another 2 years. He asked Clerk Ray what the next step is. She advised that the Board needs to vote on this. Trustee Lewis made a motion to appoint Robert Symons as the Mayor of Yampa for the next 2 years. Trustee Drust seconded that motion. Motion passed unanimously on voice roll call vote.

Appointment of Trustee (letters of interest from Michael French and Stacey L. Geilert (in packet – note: only one can be appointed))

Mayor Symons advised that the Town Board has received letters of interest from both Michael French and Stacey L. Geilert. Mayor Symons advised he does not see Michael French on the meeting. Mayor Symons asked Stacey Geilert what it is that makes her want to serve on the Town Board. She advised that she wants to be part of and serve the community. She feels being a Trustee on the Town of Yampa Town Board and since she lives in Town is the best way to do that. Mayor Symons asked if she has anything in particular that she is able to bring to the table. She advised that she is diplomatic. She has run on other Boards prior. She has time and will be one to voice her opinion on issues. Trustee Lewis advised that Michael French helps read the water meters and he does know for a fact that he does not want to be on the Town Board, he was just sending a letter of interest because there was not other interest. Trustee Lewis asked to elect Stacey L. Geilert to the Trustee

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position. Trustee Lewis made a motion to appoint Stacey L. Geilert as Trustee for the Town of Yampa. Trustee Drust seconded the motion. Motion passed on a roll call vote unanimously.

Adjournment – Outgoing Board

Trustee Lewis made a motion to adjourn the meeting. Trustee Drust seconded that motion. Motion passed unanimously on voice roll call vote. Meeting adjourned at 7:19 pm.

Oath of Office – Incoming Board

Clerk Ray swore in Mayor Robert Symons and Trustee Drust and Stacey L. Geilert.

Call to order

Mayor Symons called the meeting to Order at 7:25 pm

Roll Call

Town Board roll call was taken

Old Business

Water system improvements update and consideration of any needed approvals - reseeding area

Clerk Ray advised unless something changes Scott Contracting will be in town this week to pick up the rocks and do the reseeding of where it needs to be done on the Palmer's land. There is a possible problem with the rocks that will be cleaned up. She advised according to the contract they made with Scott Contracting it advised that they were required to remove only surface rocks 4 inches or larger along the top of the trench. Which is approximately 5 feet wide through the length of the pasture. PWA Samuelson advised that rocks were piled outside the area when they were digging the trench. She isn't sure at this point exactly what Scott Contracting is expecting to pick up if it is bigger than the rocks that are 4-inches or larger. She would like to know if the Town should proceed if there is additional cost or try to do it on our own. She needs to know prior to Scott Contracting's visit. She wants to be able to communicate with Matt Mielke with Civil Design Consultants Inc. (CDC) in the next couple of days. Mayor Symons advised he feels if CDC piled the rocks up, that they would have the customer service to actually clean up what they have done. Trustee Lewis agrees with what Mayor Symons has stated, however if they refuse to do it, he would go pick up the rocks himself. Mayor Symons asked PWA Samuelson if he has an opinion on the matter. PWA Samuelson advised there is quite a bit of rocks there. He doesn't feel it is just a quick clean up as there are many rocks and then they need to be hauled out of the area. He advised that he talked with Bobby George (who is leasing that pasture from the Palmers) and was told that the rocks are at the top of the ground and that is the big issue. Mayor Symons agrees that this is the Town's responsibility. PWA Samuelson advised he did pick up what he could. Trustee Geilert advised she feels the Town should reach out to Scott Contracting to see if they can pick this up or if this is the Town's responsibility. Mayor Symons asked Clerk Ray to get some clarification on this for our next meeting. Clerk Ray asked PWA Samuelson when Bobby George will be starting to working on that field. PWA Samuelson advised that Bobby George said he would like to get working in it as soon as he can but he does have other fields so this one could be delayed for a couple days. Clerk Ray advised she will follow up and report back on more information.

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Wastewater system improvements update and consideration of any needed approvals discussion and consideration of what can be done

Clerk Ray advised she has more information from Donna Corrigan on the proposed purchase 3-acres at Yampa Valley Ranch south of the wastewater plant. It was brought up that the owners would keep that portion of the land with the river access and to lower the sale price of the acres. She advised that the Town would like to keep the river access. However, it was decided that the Town should not do that. She did relay that to Donna Corrigan. When the contract came it advised that no buildings would be put on that 3-acres she reached out to Donna Corrigan again. She did reiterate to Donna Corrigan that is not acceptable because the Town didn't know what the Colorado Department of Public Health and Environment (CDPHE) may require in the future. Clerk Ray advised the owners have a concern regarding this. The sellers had looked at other town properties; the storage area near Old Town Hall and the property where the old satellite dishes are stored. Seeing those properties gave the ranch owners some concern on how the Town may use that these 3-acres. Clerk Ray did advise to Donna Corrigan that we would not be storing things on the 3-acres and that could go into the agreement for the sale. The ranch owners did request a privacy fence and Clerk Ray is sure that is already in the agreement. Donna Corrigan requested an online meeting with the Town Board, Bob Weiss (Town Attorney), and possibly Skidge Moon (he did sketches of the town). She advised she would let Donna Corrigan know the outcome from the Town Board. Donna Corrigan also inquired on the highway access and the railroad access. Clerk Ray advised that she hasn't been able to find any proof that we have access agreements between either. She does feel that there is documentation on the sewer line easement, however she is trying to find that information. Clerk Ray advised that she may need to go to the Routt County Clerk's Office to go through their old records. She believes that the town had that recorded back in the day because there was grant money involved. She advised that she is just wanting to update the Board with this and if they would be okay with having this virtual meeting with Donna Corrigan as she requested. She asked if May 20, 2020 will work for the Town Board. The Board was all in agreeance that a meeting should be had.

On the second part of this update, she would like to bring up a couple things up for discussion on the improvements on the 3-acres if the sale goes through. She recapped what has been happening since this process has started. She advised that there is a grant funding for Civil Design Consultants (CDC) to do the design and engineering for a piece of the improvements to the sewer plant. She advised this is to get in compliance with the ammonia standards. Greg Winkler with Department of Local Affairs (DOLA) the Northwest Region representative suggested that the Town try to work in conjunction with Routt County as far as timing on advertising the projects. The county is working on the Phippsburg plant and what for what Yampa needs, it can make it a more favorable project to do both at the same time. Clerk Ray spoke with Scott Cowman with Routt County Environmental Health they would like to get going on this as soon as possible. She is very concerned that the timing won't line up to go in with Routt County on this project. The other piece of the puzzle, Clerk Ray advised that we will not be in a good place for funding with Energy Impact Funding. She advised that Greg Winkler indicated that it won't be problematic, except for the fact that was prior to Covid-19. She advised that has changed the situation for everything. She has not had a chance to go through the Town Budget, but she advises with the deficit and the water fund loan, she is very skeptical that the Town will be able to fund this. Clerk Ray will follow up with Scott Cowman for more information. Scott Smith, Operator of Responsible Charge (ORC) did look over the cost estimates that CDC provided. He would recommend the sludge removal from one of the ponds. He did advise he would not look into aerators. He advised Public Works personnel can go down and check on it daily. He does not see a reason for Bar Screens. Clerk Ray would like to do more research on this. She would like to reach out to Greg Winkler and Randy Johnson Hufford Colorado Department of Public Health and Environment (CDPHE) to see how far the Town will be pushed to action on this. Clerk Ray asked the Board for some direction on how to proceed. She would like to know if the sludge removal should be the first step. Mayor Symons asked if Scott Smith was saying, "if you are going to do something do this" or "this needs to be done". Clerk Ray advised that sludge removal and liners were the most realistic of the things that per CDPHE need to be tried. She advised we have to start somewhere. Mayor Symons said that the Town just took the 4<sup>th</sup> aerator on line so the Town doesn't even know how that will be affected. If it works, then nothing else needs to be done. Clerk Ray concurred with that statement. She advised that there is no telling how long CDPHE will let us go on these issues. Trustee Drust

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asked if Scott Smith (ORC) is planning on doing more testing on the plant now that the 4<sup>th</sup> aerator is working and making a difference. PWA Samuelson advised that he isn't sure if Scott Smith is planning on that, however he feels that is a good possibility, but nothing has been relayed to him regarding that. He advised that now that all 4 aerators are up and going the Town needs to see how that is working before we start planning another solution to fix this issue. He advised that he spoke with Scott Smith and from his understanding that the State has been happy with the levels and numbers that have been provided. PWA Samuelson advised he would recommend wait and see because Scott Smith will be doing more testing and receiving results soon. Trustee Lewis asked if PWA Samuelson was aware of the timeline on these results. PWA Samuelson advised he would think about a month. He said the particular 4<sup>th</sup> aerator hasn't been turned on since about 2006, so he thinks there could be some sediment that will need to be stirred up first and then go through the affluent. This is why he thinks this could take up to a month. He advised that Scott Smith would be the best person to ask that question, for complete accuracy however. The Board is in consensus that they would like to wait to see if the 4<sup>th</sup> aerator makes a difference before any additional funds are spent.

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

Clerk Ray advised that she will update on the Solar Projects for the Old Town Hall and the Sewer Plant. She advised that McKinstry Essention LLC (doing the planning documents for this project) had a site visit this past week. McKinstry was looking at all the projects for this regional project. She advised her impression was that they were pleased with both sites. It is too early to tell what they will come back with however. Speaking of the sewer plant, McKinstry Essention LLC. likes the idea that the additional 3-acres is being talked about to be purchased. However, they are aware that we do not own it and do not know if we will end up owning it. They do understand that the site is very small and that is what they would have to work with. Clerk Ray advised that the Regional Plan for the solar field is moving forward. Ameresco (the company that is putting that project together) is trying to narrow down some sites that will be acceptable to Yampa Valley Electric Association (YVEA) for the solar field. Ameresco did look at sites near Yampa, but they decided due to the distance, this area would not be feasible. They are looking in Moffatt County and in the Hayden area. They ranked those sites, and presented them to YVEA for them to do a site visit and to come up with a recommendation.

**Discussion on performance contracting (in packet)**

Clerk Ray advised she is not sure she understands what is needed at this time. She did advise that a decision is not needed to be made at this time. She included an email from Winnie Delequadri advising to read over all the information and to get comfortable with it to learn about this new project on the performance contract. Clerk Ray advised she needs to do more research on performance contracting. No one at the meeting has performance contracting experience. Clerk Ray is going to look into this more and report at a later meeting.

**New Business**

**Consideration of Resolution No. 2020-05 – a resolution appointing the Town Clerk/Treasurer and Town Attorney in accordance with C.R.S. §31-4-304 and the Municipal Judge in accordance with C.R.S. §13-10-105 subsequent to the regular municipal election (in packet)**

Trustee Lewis made a motion to approve Resolution No. 2020-05. Trustee Geilert seconded the motion. Motion passed unanimously on voice roll call vote.

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**Appointment of Mayor Pro-Tem**

Trustee Lewis was appointed to be Mayor Pro-Tem. Trustee Geilert made a motion to appoint Michael Lewis as Mayor Pro-Tem. Trustee McLaughlin seconded the motion. Motion passed unanimously on voice roll call vote.

**Public Works Superintendent job opening update**

Clerk Ray communicated with Jay Cox after he turned down the position. She asked him what he was expecting on a salary for that position. He did advise to Clerk Ray he just wasn't expecting the job to be as extensive as it is for the pay that was offered. He makes \$80,000 per year plus many benefits. He thinks with the duties needed for this job it would be a salary of \$83,000 - \$92,000. Clerk Ray recommended a workshop to discuss this salary option for Public Works. Mayor Symons agrees with the workshop. He did bring up that if the job description should be looked at again for the splitting of the Public Works Department; and who would do the jobs that do need to be done. He does not feel redoing the job description only is a good idea. He asked Trustee Lewis and he agrees with the thought that modifying or updating the job description is not the best idea.

Mayor Symons brought up his concern that the Board of Trustees does not have an idea on where the Town is budget wise.

Mayor Symons asked for this at the next meeting to have information on salaries and where the Town is on the budget. He then asked Clerk Ray when is the last time the Town went to the residents for a Property Tax increase so we can help offset the increase in pay to employees. She advised she has never had a property tax increase in her time as Town Clerk that she is aware of. She said there was a sales tax increase, but not a property tax increase that she can remember off hand. She will try to put some numbers together for the Town Board. He would like to know where everything is on budget at the time to see that we are on track, over budget or on budget for all line items.

**Greg Samuelson letter (in packet)**

Mayor Symons started the conversation engaging PWA Samuelson. He asked him what his goal overall pay increase would be. PWA Samuelson does not want to be the Public Works Supervisor. He mentioned to maybe look at dividing up the duties for all of Public Works. He brought up that the hours he has been putting in and the pay he has been getting over all the years he has been below market value. He advised that \$20 per hour is not in line with working for the town for over 20 years and taking on all the new duties since Eric Berry has left employment at the Town. He asked for a \$3.00 per hour raise. Mayor Symons brought up an idea to come up with a raise amount in the interim of the Salary Workshop. He asked the board if they would approve the \$3.00 per hour or a \$50,000 salary per year until a new person is hired to break up the job duties for Public Works. He advised since it is budgeted for a Public Works Supervisor salary and that is not spent as of yet, it should be available without looking at the budget. It was expressed the understanding that the board would look at all the town's employees' salaries at a future workshop. This raise would only be in effect until a new Public Works Supervisor is hired. Mayor Symons called for a vote to approve the \$3.00 per hour raise until a Salary Workshop or a new employee is hired to share the job duties of Public Works. Trustee Lewis made a motion that the Town of Yampa will give PWA Samuelson a temporary \$3.00 a raise until further notice. Trustee Drust seconded it. Motion passed unanimously on voice roll call vote.

**Clerk's office personnel update**

Clerk Ray advised she was looking at the Town Clerk Job description. She advised it still needs some revising to be more up to date with the current modern job descriptions for present day expectations. She also advised Kasey O'Halloran will not be able to stay on as a part time employee until the new Town Clerk is hired.

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Mayor Symons asked for Clerk Ray to have a market analysis for all employees' positions and their salaries for towns similar in size to Yampa. She advised she would have that information for the Board as soon as she can.

Consideration of appointing Jeff Drust as the Town of Yampa representative to and proxy for the Bear River Reservoir meeting to be held Monday, May 18, 2020

Trustee Drust wanted to know how current Covid-19 restrictions are being handled for this meeting. Clerk Ray advised that it has not been decided yet. That decision will be determined soon. He advised he would still represent the Town of Yampa. He would like to know how the meeting will take place though. Clerk Ray advised she will let him know. Trustee Lewis made a motion to appoint Trustee Drust as proxy for the Bear River Reservoir meeting. Trustee McLaughlin seconded that motion. Motion passed unanimously on voice roll call vote.

Discussion and Consideration of COVID-19 grant application for utility assistance

Clerk Ray advised of a grant opportunity for non-profits and government entities up to \$25,000 for utility payment assistance. Next deadline for applications is May 16, 2020. She is concerned that if it is used incorrectly, we would have to pay it back. She advised that she hasn't seen many details on what it can be spent on that we know of at this time.

Clerk Ray also advised that there are other agencies that are able to assist with utility payment assistance. Mayor Symons asked the Board if they would like to have this looked into further.

Trustee Geilert wanted to know how much extra work this would entail for the office staff. DC Phillips advised that this would be something that could cause much more work for her and since it is available from other means in the area, she would recommend keeping it that way. Trustee Drust and McLaughlin agree with not putting any additional work on Clerk Ray and DC Phillips.

Trustee Lewis made a motion that this will be revisited in the future if needed. Trustee McLaughlin seconded that motion. Motion passed unanimously on voice roll call vote.

Discussion and possible action on summer events

Mayor Symons advised that he feels this is a valid conversation that needs to be had. He thinks with the current pandemic, he doesn't see a way we can pull off any summer event as the entire country is cancelling most if not all summer events that will draw any type of crowd.

Clerk Ray advised of the other summer events that would need to be considered. This would include; Annual garage sale, Farmers Market, July 3<sup>rd</sup> picnic, July 4<sup>th</sup> celebration and the Tour de Steamboat (they have not decided on what to do with their event yet).

Trustee McLaughlin advised she thinks if we cancel one, we should cancel all.

Clerk Ray advised between all the local government and state government calls she has been on; she does not foresee the state/county opening up in the near future. She also advised that being on the 4<sup>th</sup> of July committee that they have thought the same thing. Talk was had regarding just doing fireworks only. Their concern is if Yampa is the only place doing fireworks, then we be drawing many people into the town in groups. Mayor Symons would like to know where the money would come from for fireworks if they spend the money this year on fireworks, what would they do for next year without having the picnic income to help pay for them the next year.

Trustee Geilert made a motion to cancel all summer events in the Town of Yampa for 2020. Trustee Lewis seconded the motion. Motion passed unanimously on voice roll call vote.

Clerk Ray wanted to advise that the residential fireworks are still illegal and wanted to advise the board that they may still be happening.

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**Town flower barrels distribution & maintenance report**

Clerk Ray has spoken to the people that usually do the flower barrels. They have all decided to do this again. This is the post office, River Park, museum and triangle at the north end of town, CR 7 sign and possibly Crossan's. These are not the barrels that the Gateway Yampa group does. The Town has the barrels and the people adopt them.

**Consideration of Resolution 2020-06 – a resolution appointing members to the South Routt Library District Board of Trustees (in packet)**

Mayor Symons asked where the Trustees come from. Clerk Ray advised that the Library District is responsible for this and just need to have all the municipalities and county in their district to agree. Trustee Lewis made a motion to adopt Resolution 2020-06. Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote.

**Public Works Department**

**Review and acceptance of 2020 Drinking Water Quality Report Covering Data for Calendar Year 2019 (aka Consumer Confidence Report – CCR) (in packet)**

Mayor Symons asked if anyone has any questions on this. Trustee Lewis made a motion to accept the 2020 Drinking Water Quality Report Covering Data for Calendar year of 2019. Trustee Geilert seconded the motion. Motion passed unanimously on voice roll call vote.

**Dust Abatement preliminary report**

Clerk Ray advised that the MA chloride has been ordered. The Town does have the map of what streets that will be done this year. Usually done late part of May or early part of June, depending on the weather. This year Moffat Ave, Clifton Ave, Lincoln St, 3<sup>rd</sup> and 4<sup>th</sup> Streets between Main and Lincoln.

**Compliance Advisory-Violations Returned to Compliance (in packet)**

Mayor Symons asked if this is the letter where the State doesn't hate us anymore. Clerk Ray advised that is correct. This doesn't require any action. He then asked regarding the CCR report on the last page the last page of the report had an open issue with the chlorine. It says "The equipment verification and calibration" under the violations, from November 2019 and it is still open. Clerk Ray and PWA Samuelson advised they will ask Scott Smith about this portion of the CCR report.

**PWA Samuelson's report (in packet)**

Mayor Symons read PWA Samuelson's letter of work done around town. He advised 6 water meters were down. He repaired 5 and is in touch with the owner of the 6<sup>th</sup> to get repaired. PWA Samuelson advised of issues at the wastewater plant and the aerators are back on-line but still having issues. PWA Samuelson advised that we are unable to order the water meters that we normally ordered. He advised we have enough in stock for now, but will need to find another place or product to order.



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

Clerk Ray has no new code violations. She advised the other municipalities had a Zoom meeting regarding on-going climate changes.

She advised of the on-going solar project and the electric charging station for vehicles. She also advised of the story block that the library will be doing at Yackey park.

Mayor Symons wanted to know if the fields across the street from the school that has high weeds and the concern for fire danger. Trustee Geilert will keep an eye on them.

Clerk Ray advised of possibility of opening of town buildings as the employees would appreciate not having them open at this time due to the Covid Pandemic.

Reports of Committee

*None at this time*

Meeting Reports

*None at this time*

Schedule Workshops and/or Special Meetings

Board Members and audience requests for agenda items for next meeting

*None at this time*

Reading of Correspondence and required action if any

PWA Samuelson advised that there will be no coal the rest of the season. He thinks we have enough to get through the rest of the season.

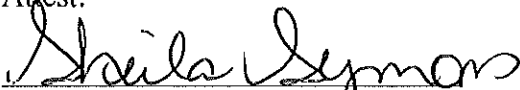
Adjournment

Trustee Lewis made a motion for adjournment. Trustee Drust seconded the motion. Motion passed unanimously on voice roll call vote. Meeting adjourned at 947p

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