

Town of Yampa November 7, 2018
Regular meeting minutes

TOWN OF YAMPA
NOVEMBER 7, 2018
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND 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 (PWS) Eric Berry,
Deputy Town Clerk (DC) Nora Phillips, Assistant Clerk
(AC) Kasey O'Halloran

AUDIENCE PRESENT: Jill Andrews, Anne Clyncke, Donna Corrigan, Tim
Corrigan, Tara Cox, Peter Flint, Ken Montgomery,
Noreen Moore, Jan Symchych, and Forrest Watson

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

None

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

Town Hall Building at 56 Lincoln Street

Fire Chief Ky Cox who had requested the agenda item was unable to attend the meeting. Tara Cox, Assistant Chief-EMS Division and Yampa Fire Protection District (YFPD) board member Forrest Watson were in attendance. The Fire Department had asked the question

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what will happen with the building, what will the offices house and what function will the meeting room have. They would like to figure out what the stuff is and would like to clean it up. Mayor Symons stated that the town board hasn't had a chance to address the future use of the building as several other issues have taken the board's time. He stated that the board would get to it but probably not right away. He fears if we just turn it over to the fire department then the town will be done and won't have access to it any longer. Trustee Ashley stated there have been no proposals officially to the board yet. It was asked if the meeting room could be cleaned out. Trustee Ashley said we should have a workshop to discuss what needs to be done with that space. Trustee Drust stated that the Public Works Department is still using the office previously occupied by Public Works and the Town Clerk. Town records are stored in the office previously occupied by the Deputy Clerk. Mr. Watson asked about the heating system and any planned updates. There will need to be further discussions about the heating system as well. Fire permits were mentioned. The Yampa Fire Department is using one that has been approved by the YFPD board. The fire chief can approve a nice, established fire pit. Other recreational options will be a limited number of days and to get inspected periodically. Trustee Ashley stated that the town board will need to approve this for it to happen in town limits. This will include chimineas and all backyard fire pits, etc. This will be put on a future agenda of the town board.

Old Business

Water system improvements update and consideration of any needed approvals

PWS Berry reported that loose ends have been tied up on both the fencing issues and a culvert issue on the access road project. The fence at the infiltration gallery is in. There is one corner that is off from where it was wanted, but Eric stated that it is in and so it will remain where it is at. The fence seems solid, even in the swampy areas and the next couple of years will determine if that continues to be the case.

Wastewater system improvements update and consideration of any needed approvals

Ms. Corrigan was asked if the Yampa Valley Ranch had been asked about the town obtaining an acre of ground on the south side of the wastewater plant. She said that the owners seem to be willing to sell an acre. Ms. Corrigan said that surveyor, Tom Effinger, has been doing work for Yampa Valley Ranch. PWS Berry said that Skidge Moon, D & D, Inc., is the town's surveyor of record and so he will be asked to assist. Trustee Ashley asked PWS Berry to follow up immediately with Civil Design Consultants (CDC) to see what they propose and then get with Mr. Moon to prepare a sketch for Ms. Corrigan.

Crossan's update and consideration of any needed approvals (if any)

Trustee Drust addressed the information that was in town board and audience packets regarding the budget overage issues, including the work done at the request of the Town of

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Yampa that was outside the scope of work of the project. That work was for faucet and trim out materials for the existing sink adjacent to the walk-in cooler and the labor to install and trim out and the labor and materials to install a hose bib. The cost is \$1,445.40. It was noted Commissioner Corrigan will tell Mr. Dobell that this amount will not be paid by Historic Routt County (HRC) and if he wants, should invoice the Town directly. In addition, the budget is over \$11,467.19 due to 6 unanticipated change orders. Commissioner Tim Corrigan attended the town board meeting at the request of Emily Katzman of HRC to answer questions regarding the budget overage as Ms. Katzman had another meeting this evening. Commissioner Corrigan said that HRC, Friends of Crossan's (FOC) and the Town of Yampa are anxious to meet with Mr. Dobell to close out the project and contract. They will offer to split the difference with Mr. Dobell for the work covered by the change orders. Trustee Ashley asked if the change order requests were signed; the answer being no. Mr. Dobell did not follow procedure and did the work without processing the change orders first. Commissioner Corrigan stated that rather than getting into a long drawn out process, HRC and FOC will offer to pay half of the total dollar amount on the change orders. Ms. Moore asked if this will be a legal issue hanging over FOC and HRC; Commissioner Corrigan said no. Ms. Katzman's letter indicated that HRC issued a check for \$15,333.16, which is the amount of the final billing excluding change orders 4-9 and secured a Waiver of Lien Rights from Mr. Dobell.

Stillwater Ditch and Reservoirs Co. (Gardner Park Reservoir) update

Trustee Lewis attended a meeting on October 15 of the Stillwater Ditch shareholders so they could send a counter proposal to the Upper Yampa Water Conservancy District's (UYWCD) September 6 letter regarding the shareholders reacquisition of the Stillwater Ditch. Following the October 15th meeting, a counter proposal was to be drafted and approved by the shareholders and sent to UYWCD. Trustee Lewis noted that he believes nothing should be done without a water attorney.

New Business

Discussion and possible consideration of moving design criteria guidelines forward

Noreen Moore presented a draft of the design criteria guidelines on behalf of those present with her. Ms. Moore noted that Ms. Symchych prepared the draft. Ms. Moore included in her proposal a zoning map of the town. She stated that there are many commercial zoning spots throughout the town and said that Town Clerk Janet Ray had been told that the areas were zoned according to their use at the time zoning was adopted. The mobile home parks were zoned commercial as well; perhaps because none in existence at the time met the mobile home park regulations. The commercial district that would be affected would be Moffat Avenue and a portion of Main Street to the library. Trustee Drust asked if the pole barn siding meant metal siding and felt that that portion was unclear. Ms. Moore said this is a working document and changes and additions can be made. Ms. Symchych reiterated that

the time for changes or additions would be in this draft period before ordinance adoption. She did note that this criteria fits in nicely with the Master Plan already in place. She noted that she had given it to an architect who thought it was appropriate. Mayor Symons said that these seem like basic guidelines that the Planning Commission can use to review newly submitted plans. He believes this gives the Planning Commission a lot of leeway which is ideal to allow for the Planning Commission to change with the times. Ms. Moore believes this is gentle, but slightly guiding. Ms. Moore suggested that having an open meeting for discussion about it would be best. Trustee Drust and Mayor Symons agreed that a public meeting would be best before adopting the ordinance. Mayor Symons questioned whether the public meeting should be prior to legal review by Attorney Weiss or after? Ms. Moore stated that she would prefer Mr. Weiss review it first so if there are changes, they would be available for the meeting. Ms. Symych will update the draft guidelines with the word metal in the pole barn line and will add in the location in the municipal code where this ordinance will be added if approved.

Consideration of Kelly Romero-Heaney's re-appointment as the Routt County municipal representative to the Yampa/White/Green Basin Roundtable

Trustee Drust stated that Ms. Romero-Heaney is always involved and takes her work seriously. He believes she is a good option. Trustee Ashley stated that he thinks Ms. Romero-Heaney is dedicated and loves what she does and will continue to be a good representative. Mayor Symons called for a motion. Trustee Lewis moved to reappoint Ms. Romero-Heaney as the Routt County municipal representative to the Yampa/White/Green Basin Roundtable. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Public Works Department

Purchase of an aerator motor for wastewater treatment plant

PWS Berry reported that he needs to purchase an aerator motor for the wastewater treatment plant as one needs replaced and it was not in the 2018 budget. At this time, there is not a backup and one motor is down. Another one is not functioning properly, but he is hoping it will last until 2019. The new motor will cost \$1850. PWS Berry said he will be able to install it and would like to do it while weather is good, before the pond ices up. Mayor Symons asked if the other two aerators are working well and PWS Berry stated they are. Trustee Lewis moved to purchase a new aerator motor. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Report on Meeting on Legal Issues in Emergency Management

PWS Berry attended a training seminar that focused on Legal Issues in Emergency Management and Access and Functional Needs Preparedness hosted by the Routt County

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Emergency Management office. The training was geared to successfully address some of the most common legal issues in emergency management from planning to public assistance reimbursement. The training also explored the concepts of liability and immunity as they apply to government employees and volunteers during planning, training, exercises and response and the implications of civil rights and Americans with Disability Act impacts on emergency planning. Access and Functional Needs Preparation focused on preparedness and recovery issues regarding individuals with disabilities or functional needs who may have additional needs before, during, and after a disaster.

Ongoing work

PWS Berry said that he is still working on budget numbers and preparing for winter.

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

Code violations

Deputy Clerk Phillips said there were no code violations to report.

Report of on-going business

Deputy Clerk (DC) Phillips reported that Clerk Ray is in the hospital in Denver and is continuing to have tests. DC Phillips said that it is hoped to know more about how long Clerk Ray will be gone by the end of this week. In the meantime, Assistant Clerk (AC) O'Halloran has stepped up to fill in. Depending on when Clerk Ray can return, AC O'Halloran will need extra hours. Trustee Ashley asked how many hours we have remaining in the budget; Assistant Clerk O'Halloran said that she is scheduled to work 10 hours a week, but usually works 8 and she didn't begin work until February this year so there is sufficient budget to cover additional hours. That being the case, there was no need for board approval. Regarding Christmas preparations, DC Phillips asked if a tree is needed upstairs here in Crossan's? The answer being no. Regarding the Shop Local Campaign organized and sponsored by Town of Oak Creek, Town of Yampa budgeted \$100 for Yampa's contribution. Mayor Symons reported that he had been asked by the Town of Oak Creek to skate with the kids at Christmas at the Oak Creek ice rink dressed as Santa. He wanted to confirm with the board members that it was okay with them, which it is. DC Phillips mentioned that it is the Mayor's job to contact Santa requesting his presence for Yampa's Christmas Eve celebration.

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Reports of Committees

Museum and Heritage Fund Advisory Board (MAHFAB)

Trustee Lewis reported on the October 23rd meeting where grant applications were reviewed. Tread of Pioneers Museum requested \$5,000 towards the oral history transcription project phase IV. Hayden Heritage Center requested \$5,178 towards the collection storage and stewardship project. The Historical Society of Oak Creek and Phippsburg requested \$800 towards the Colorado You're Calling – Archive Support project. All were approved and will be recommended to the Routt County Commissioners for approval as well. The next meeting is January 29, 2019 to approve 2018 financials and 2019 budgets of the MAHFAB entities.

South Routt Economic Development Council (SREDC)

Trustee Lewis reported on the October 16th meeting. SREDC has a \$5,000 Certificate of Deposit that will roll over for another 12 months. There is a flyer that will go out to all post office boxes that has 14 south Routt businesses advertising on it. The next meeting is scheduled for November 27th.

Schedule Workshops and/or Special Meetings

A special meeting will be held November 14th to finalize the Wasinger Subdivision approval if all paperwork is in order. November 28th was mentioned as a possible date for a workshop to discuss the town hall building at 56 Lincoln Street with the Yampa Fire Protection District.

Members and audience requests for agenda items for next meeting

The fire department has developed a new fire permit, which they would like the town board to review and discuss how the permits will be handled within town limits.

Reading of Correspondence and required action if any

None

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

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

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Reading and Payment of Bills

DC Phillips read the bills. Trustee Lewis moved to pay the bills, Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Adjournment

Mayor Symons asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:25 pm.

Robert A. Symons, Mayor

Attest:

Janet L. Ray, Town Clerk

April 3, 2019

DRAFT