

TOWN OF YAMPA  
REGULAR MEETING MINUTES  
NOVEMBER 3, 2021  
7:00 P.M.

Meetings can now be hybrid (In-person or virtual)

November 3, 2021 Regular Meeting  
Wed, Nov 3, 2021 7:00 PM (MDT)  
Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/410939189>  
You can also dial in using your phone.  
United States (Toll Free): 1 877 309 2073  
United States: +1 (646) 749-3129  
Access Code: 410-939-189

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert,  
and Trustee Crystal McLaughlin  
BOARD MEMBERS ABSENT: Trustee Michael Geanious  
EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Deputy Clerk (DC) Nora Phillips  
and Mary Gomez, Public Works Road and Bridge (PWRB) Greg  
Samuelson, Public Works Water Wastewater (PWWW) Benjamin  
Mitchell  
AUDIENCE PRESENT: John Bristol, Carl Ray, Janet Ray,

1. Call to order
  - Mayor Drust called the meeting to order at 700pm
2. Roll call
  - Roll Call was taken
3. Pledge of Allegiance
  - The Pledge of Allegiance was recited.
4. Consent Agenda
  - Approval of June 9, 2021 Special Meeting Minutes (in packet)
  - Approval of July 7, 2021 Regular Meeting Minutes (in packet)
    - Trustee Lewis made a motion to approve the above minutes. Trustee Gellert seconded the motion and the motion passed on unanimous voice vote.
5. Audience participation – Non-agenda items  
Five-minute time limit – presentation only-Board will render no decisions
  - None
6. Audience participation – Scheduled items
  - None
7. Economic Development Council update
  - John Bristol – (30 minutes)
    - (Power Point Presentation will be presented at meeting, may have it on desks prior to meeting)
      - Steamboat Springs Chamber (SSC) is proposing the development of the Routt County Economic Development Partnership (RCEDP) as a 501c(3) investor-lead economic development organization. John Bristol came to present to the Town Board of Yampa. The RCEDP is looking for support from the Town of

Yampa to stay part of the BDC and move forward with whatever they can do for the Town of Yampa.

8. Public Works Update (15 minutes)

- Greg Samuelson update (in packet)
  - Pauley Construction/CR17 (information in packet) – Need Bond Right of Way Permit
    - PWRB Samuelson advised issues in the past with other right of way permits. He advised that many times if things cannot be resolved in time before the snow starts, that the company says they will come back in the spring to fix up the work they have started, they typically do not. The Town is the one that has to fix the issue in most cases. It was advised by PWRB Samuelson that he recommends a \$5,000 ROW bond for Pauley Construction to fix the situation if it is not taken care of. He would like to make sure that there is 5-6 inches of road base to repair any issue that may not be repaired by the company that is doing the work. The Town Board agreed to do that and Clerk Symons will send letter to Pauley Construction of this decision and go from there. It will be advised to Pauley Construction also to send a letter to the home owners that will be affected with their information to contact Pauley Construction with any concerns and also to do as minimal damage as possible to the homeowners yards. Trustee Gellert made a motion to have Pauley Construction do a \$5000 ROW Escrow bond and for them to be in touch with PWRB Samuelson for any questions. Trustee Lewis seconded the motion and the motion passed unanimously on voice vote.
    - PWRB Samuelson advised that the Palmer Hay Meadow is done until the spring. The Palmers are very happy with the progress of what has been done and know that this will be reevaluated in the Spring.
- Ben Mitchell update (in packet)
  - Update on SCADA and how system is running
  - Control valve at Water plant
    - PWWW Mitchell advised that the SCADA system is still being worked on, however due to the chip shortage because of Covid- the computer is still on back order. He advised also that there are some chart recorders that are working well now and recording data.
    - Wastewater update for the compliance for 2025 will be a Request for Proposal (RFP) process. Civil Design Consultants will be included especially since they have done so much work for the Town already on the Wastewater Treatment Plant. The Department of Local Affairs (DOLA) would like to make sure we are looking for other options to ensure the best engineer firm and to ensure that we have looked at other options and prices.
    - It was advised that PWRB Samuelson reported that the control valve isn't working as it should, as the water should be filling up no problem. PWWW Mitchell agreed that the control valve at the Water Plant has not been working properly. He advised it should be running off of gravity. The valve just isn't sealing as needed to keep the water level as it needs. He wonders if it is something blocking it even a small rock could cause this. It was recommended to give Duckels a call to get a cost estimate. Trustee Gellert made a motion to get a cost estimate on the control valve. Trustee Lewis seconded the motion and the motion passed on unanimous voice vote.

Old Business

- Horizontal Well update – (5 minutes)
  - (Well Compliance letter that was sent to the state from LRB Water (in packet))
  - Update from Clerk Symons to advise that the not to exceed of \$7500 for this process was not successful. It will be slightly higher than they expected. To be

advised when it is presented for the final receipt. The process is still moving forward and details will be presented as received.

- Bobby George Hay Meadow -- (5 minutes) (B. Palmer letter in packet)
  - What is the final offer? Only \$1500?
  - The Palmers advised that the \$2500.00 was refused by Bobby George. He told the Palmer's he will not accept anything less than \$4500.00 to avoid lawyer fees. Clerk Symons would like to know if the Town Board would stand on \$2500.00. It was asked to follow up with Bob Weiss the Town Attorney also to ensure this is finalized. Trustee Lewis made a motion to pay Barbara Palmer \$2500.00 directly and she can disperse as she sees fit and that the Town Board is standing firm on that offer. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
  
- Consideration of signing Intergovernmental Agreement (IGA) creating the Routt County Climate Action Plan Collaborative Executed by The Board of County Commissioners, Routt County, Colorado, City Council of Steamboat Springs, Colorado, The Town Council of Hayden, Colorado, The Board of Trustees, Oak Creek, Colorado, and the Board of Trustees, Yampa, Colorado (in packet)
  - Trustee Lewis made a motion to signed the IGA for the Climate Action Plan Collaborative. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.
  
- Consideration of signing Resolution 2021-07; a Resolution approving the IGA creating the Routt County Climate Action Plan Collaborative Executed by The Board of County Commissioners, Routt County, Colorado, City Council of Steamboat Springs, Colorado, The Town Council of Hayden, Colorado, The Board of Trustees, Oak Creek, Colorado, and the Board of Trustees, Yampa, Colorado (in packet).
  - Trustee Lewis made a motion to signed the IGA for the Climate Action Plan Collaborative Board. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.
  
- Consideration of awarding the 1971 Ford Dump Truck to Eric Berry for \$253.51 and the 1972 International Truck to John Connett for \$576.15.
  - Both have been paid with cash in full.
  - Titles have been received and ready to provide to buyers
    - Town Clerk will sign Titles and release to buyers
  - The bid process was to have sealed bids delivered to the Town and on the date the bids would be opened and the highest bid would be awarded the vehicles. The Town Board would like to have the mayor sign the Titles. Trustee Lewis made a motion to award the 1971 Ford Dump Truck to Eric Berry for \$253.51 and the 1972 International to John Connett for \$576.15. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.
  
- Liability Insurance updates
  - Clerk Symons advised that the International and the Dump Truck have been removed from the liability insurance.
  
- Consideration of signing Resolution 2021-08, a Resolution Authorizing Issuance of Debit Cards and signers on debit Cards for the Town of Yampa, Colorado and Business Debit Card Application Addendum
  - Discussion was had that if we have accounts with businesses to still use the accounts. The Debit card will be for purchases we do not have accounts with and the purchasing policy will be followed. Trustee Lewis made a motion to sign the Resolution 2021-08. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.

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9. New Business
  - None
    - A resident brought to Mayor Drust's attention that our United States and Colorado Flags need to be replaced. This will be looked into and will be ordered. Clerk Symons will check with the American Legion if they are able to donate any.
10. Clerk's review of possible code violations and required action (if any) and report of on-going business
  - None
11. Reports of Committees
  - None
12. Meeting Reports
  - None
13. Schedule meetings and/or workshops
  - Planning Commission/Town Board Workshop November 17, 2021
14. Board Members and audience requests for agenda items for next meeting
  - None
15. Reading of Correspondence and required action if any or any personnel or additional updates (15 minutes)
  - Nora Phillips -- update on resignation
    - Will work in office for a couple more weeks to help train Mary Gomez
    - Clarification on virtual time working after not being in the office -- Understanding per Nora Phillips was she would use her PTO time when not working as needed. PTO bank for her is more days than is in the rest of the year -- Does the Town Board want to authorize that, as it needs to be approved by the Town Board if so?
    - The Town Board advised that the meeting that was had when DC Phillips regarding her staying on to help train Mary Gomez there was no discussion on if PTO time would be paid when she is no longer in the office. Previous employees that have resigned, did not receive any PTO time that they still had acquired. Clerk Symons would like clarification as PWRB Samuelson has time he has not used, and if he resigns at some point, this will set precedence as to what will happen with him too. Trustee Geilert made a motion to pay DC Phillips through November 30 and PTO time can be used through November 30 on days that are not worked. After December 1, the time paid will be as worked only. Trustee Lewis seconded the motion and the motion passed on unanimous voice vote.
  - Northwest Colorado Regional Partnership to Celebrate the Completion of the Solar and Resiliency Projects
    - November 19, 2021 Ribbon Cutting event 12p-1p at Yampa Valley Regional Airport
      - Board Members are welcome to attend. (Press release in packet)
      - Clerk Symons advised to Town Board if they would like to attend.
  - PWA Samuelson and PWWW Mitchell will be out on the 24-27 November.
    - Will need back up --
      - Consideration in reaching out to contract Eric Berry - \$50.00 an hour if needed
      - Trustee Geilert made a motion to pay Eric Berry \$50.00 an hour for emergency work if needed in future. Trustee Lewis seconded the motion. The motion passed on unanimous voice vote.
16. Review October financials, October meter reading report, and October invoices/vouchers -- (information will be at the meeting -- unable to have prior to meeting)

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


17. 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.

18. Adjournment

- Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:51 pm.

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

  
Jeffrey D. Drust, Mayor

Attest:

  
Sheila Symons, Town Clerk

January 5, 2022

