

Town of Yampa
Special Meeting Minutes
September 9, 2020

TOWN OF YAMPA
SPECIAL MEETING AGENDA
SEPTEMBER 9, 2020
7:00 P.M.

Due to the Covid-19 pandemic the Board of Trustees will be attending both in person and via gotomeeting. In person attendance is limited per State of Colorado public health orders and masks are required. The public is encouraged to attend via gotomeeting. audience - please call 970-638-4511 prior to the meeting if planning to attend in person.

Town of Yampa Special Meeting September 9, 2020
Wed, Sep 9, 2020 6:30 PM - 10:30 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/408140341>

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 408-140-341

BOARD MEMBERS PRESENT: Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Jeff Drust, and Crystal McLaughlin (attended virtually)

BOARD MEMBERS ABSENT: Mayor Robert Symons

EMPLOYEES PRESENT: Town Clerk (Clerk) Janet Ray, Deputy Clerk (DC) Nora Phillips

AUDIENCE PRESENT: Sheila Symons

Call to order

Mayor Pro-Tem Lewis called the meeting to order at 7:01 pm.

Roll call

Board roll call was taken

Pledge of Allegiance

Pledge of Allegiance was recited.

Consideration of salaries – Town Clerk/Treasurer and Public Works position

Clerk Ray had given comparisons for other towns and their salaries for both of the positions. The Town Board did not have time to review it prior. Clerk Ray is not sure how to find a town like Yampa for a comparison because all municipalities around the county are different than Yampa. She has found it difficult to find comparable job salaries or job descriptions as every municipality is different. She advised when you get into the steps it isn't consistent as to what each municipality has as job descriptions and salary information, as everyone has different amounts of employees and services needed. She advised Oak Creek and Hayden even though they are in our county they are not comparable to the town of Yampa; however, they are part of the Town's competition. Some municipalities have a separate Town Clerk and Treasurer position also so that doesn't always align with the same type of position.

The connection was lost for a little over 6 minutes. Trustee Geilert advised that the Town Board was talking about \$40k a year for the Town Clerk/Treasurer job opening. The lack of experience by either applicant is why they think it should be at this range. This also gives more in the budget to offer for the Public Works opening. Trustee Drust is leaning more towards a lower salary because full health insurance is offered by the town. With that discussion the Town Board talked about maybe \$38,500 per year for the Town Clerk/Treasurer position. Trustee McLaughlin thinks \$40k is the lowest it should go. Trustee Geilert asked if there was a cap to the salary limit. Clerk Ray advised that staying in this range at this time is recommended. As far as the town not having done anything on salary ranges and maximums that there is no cap to the salary limit. She did advise that salary ranges and maximums need to be looked at for the town. For budget purposes the \$40k or \$21 an hour is a good area to stay in between per Clerk Ray. Trustee Geilert mentioned that insurance is provided to all employees, so that should be considered as a perk to the salary. Trustee McLaughlin advised that is a perk, however it is typically a perk for any municipality so that isn't necessarily an extra perk for the Town of Yampa for competition purposes (on salary municipality wide).

Clerk Ray asked Trustee McLaughlin if she was familiar with other jobs in Steamboat that may offer health insurance also. She wanted to know if health insurance or PTO is paid for those employees at various jobs or positions. Trustee McLaughlin advised that most of those positions are full time and it is just included in the benefits package when they are hired. Clerk Ray asked if their employer pays in full their health insurance. Trustee McLaughlin advised usually they pay a portion of the cost and the employee pays the other amount. Trustee Geilert confirmed that the Town of Yampa pays health insurance in full. Clerk Ray did reconfirm that. The Board is agreeing that the amount the Town pays for health insurance (that includes the Health Reimbursement Account), that is a big amount of the benefit package to compensate for the salary they are wanting to offer. Trustee McLaughlin just doesn't think the \$38,500 is a fair salary for a new employee with this type of job. Discussion then went to if this should be salary or hourly. Clerk Ray advised it can go either way. She did continue to advise that with the current Employment Law that it can be salary but that could change. The amount of money that can be paid for salary with the Town's current job description is allowed. However, they are increasing the amount of money to be paid for salary, the Town of Yampa is in line with that at this time, however it is going up constantly. Clerk Ray advised that some of the current laws apply to the private and public sectors, they don't always apply to both sectors of employment. Clerk Ray advised she would go back to Employers Council to answer some more questions that

are needing answered. Trustee McLaughlin asked how many hours that Clerk Ray works per week. Clerk Ray advised generally between 40-50 hours per week, sometimes more hours if there are meetings etc. Clerk Ray asked if the Town Board has decided on an exempt or non-exempt position for pay to the new Town Clerk Treasurer (Exempt or salaried meaning no overtime and Non-Exempt meaning hourly and can receive overtime). After much discussion, the Town Board was deciding on \$19.50 per hour (non-exempt) for the Town Clerk/Treasurer position to keep it around the \$40k per year range per year. Trustee Drust made a motion to offer \$19.50 per hour to the Town Clerk/Treasurer. Trustee Geilert seconded the motion. The motion passed with a unanimous voice vote.

The conversation has continued on to the Public Works salary information. Clerk Ray explained the Colorado Municipal League (CML) compensation report. This is where she got much of the information on salaries and job descriptions. It gives a general job description. She has not asked for exact job descriptions for Public Works for surrounding municipalities as they do not match the Town of Yampa's same levels of employees or type of work. Trustee Geilert asked what was offered to the previous Public Works interviewee, and Clerk Ray confirmed it was \$50k per year, however that was prior to the jobs being split into 2 positions. Trustee McLaughlin thought it should be a range of salary from \$40k-\$50k depending on experience and certifications held. Clerk Ray advised that overtime may be able to be limited more with Public Works being split up into 2 positions. She also pointed out that PWA Samuelson does not want to work 40 hours a week. So, that will be something to be taken into account.

Clerk Ray advised when there was a Public Works Superintendent– to get PWA Samuelson's pay information they took the 24 hours a week x52 weeks and divided by 12 for a monthly salary. With the changes that the Town has gone through she is just calculating it at the 24 hours a week and anything over is paid as overtime or regular additional pay. Clerk Ray also wanted the Town Board to take into account that PWA Samuelson does have his Class D water wastewater license/Class 1 water distribution. She thinks with the changes we have in the water plant it requires a C license which is one up from what PWA Samuelson has. Scott Smith (Operator in Responsible Charge) does have the C license. She advised that anyone hired for the water wastewater position, they would need to have the C license before we can legally let Scott Smith off of the payroll. Trustee McLaughlin asked how long it takes to obtain that license. Clerk Ray advised she thinks it is about 2 years.

Clerk Ray advised the Board that she isn't sure which position that PWA Samuelson will choose from the water wastewater or the Road and Bridge position. Clerk Ray isn't sure if Road and Bridge will be a 40 hour a week job or more than 24 hours a week. She advised the other thing that is hard to gauge – is that there is a back log of projects, so there is no telling how long it will take to get caught up, this can be more than the 40 hours but more than likely over the 24 hours a week. The Board discussed that PWA Samuelson needs to decide on a position so the Town can get the other position hired. The Board did discuss that from the last meeting it sounds like PWA Samuelson is leaning towards the Road and Bridge job. Clerk Ray advised that per the job descriptions of both positions they should be both certified in water wastewater to help fill in for each other or assist when needed. Road and Bridge needs to be prepared and certified to fill in for water wastewater and the Water Wastewater position needs to be able to assist with snow removal or any other duties from Road and Bridge.

The Board spoke about if this should be a salary (exempt) or hourly (non-exempt) job. They decided hourly (non-exempt) is the way to go.

Trustee McLaughlin made a motion that the pay range for the Public Works job to \$20-\$27 (non-exempt \$45-\$55k per year) per hour depending on experience, this also includes the health insurance benefit. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Clerk Ray advised there may be an issue with PWA Samuelson if the Board is willing to pay a new employee up to \$27 an hour when he is making \$23.50 after 20 years on the job. Trustee Geilert mentioned that this was discussed that PWA Samuelson's pay would be reevaluated. Trustee McLaughlin mentioned that PWA Samuelson does need to obtain his Class C license also. That was agreed on by the Board. This option will assist in being able to taking Scott Smith off payroll when this is achieved.

Clerk Ray advised she may need to change the job description for the water/wastewater position as it does not reflect training is needed.

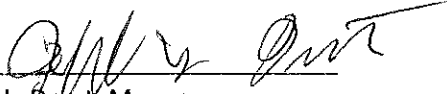
Consideration of hiring Town Clerk/Treasurer

Mayor Pro-Tem Lewis asked if anyone has any additional discussion on this. Trustee Drust does not agree on the decision. Trustee Geilert made a motion to choose Sheila Symons for Town Clerk/Treasurer. Trustee McLaughlin seconded the motion. The motion on a 3/1 role call vote. Trustee Drust voted no as he feels that Jennifer Hewes is more qualified for the position, Trustee McLaughlin, Geilert and Mayor Pro-Tem Lewis voted yes.

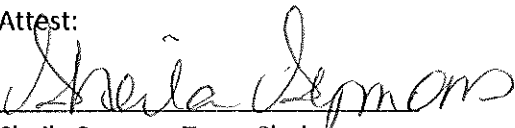
Adjournment

Mayor Pro-Tem Lewis asked for further business, hearing none he called for adjournment. Trustee McLaughlin made a motion to adjourn, Trustee Geilert seconded the motion and the motion passed on unanimously on voice vote. The meeting adjourned at 8:05 pm.

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

August 4, 2021