

City of Yuma
City Council Minutes
Hybrid Regular Meeting
Tuesday, August 20, 2024
Meeting Location – City Hall, 320 South Main Street, Yuma, CO and virtual through Zoom
Call to Order – 6:30 P.M.

Meeting called to order by Mayor McClung and the Pledge of Allegiance was recited.

Members Present: Baucke, Benish, Diaz, Dischner, Frame, McClung, Shay.

Staff Present: Scott Moore, Curtis Witte, Karma Wells, Kathryn Sellars.

Corrections or Additions to the Agenda

There were no corrections or additions to the agenda.

Approval of August 20, 2024 Agenda

Shay moved to approve the August 20, 2024 agenda. Second by Frame. Question. 7 ayes. Motion carried.

Citizens Recognition and Introduction/Public Comment

None.

Presentations (Informational)

A. Council Training

City Attorney Sellars was present to provide council with a refresher training regarding their duties. Attorney Sellars gave a broad overview with her focus being on four main topics:

- Open Meetings Law
- Open Records Act
- Public Official Liability
- Quasi-Judicial Decision Making

B. Other Presentations (if any)

None.

Reports (Informational)

A. City Manager – Scott Moore

i. Main Street Railroad Crossing Sidewalk

Per councils' request to look into putting in a sidewalk on the Main Street railroad crossing, Manager Moore spoke with SEH and also had an online meeting with DORA, who both have extensive experience with railroad crossings. They plan to coordinate a meeting with Burlington Northern Santa Fe Railroad (BNSF) at the end of August or beginning of September. BNSF will choose a consultant. This will be at the city's expense. We will also need an easement, if we proceed with this. The potential cost for moving forward would be a pre-engineering agreement with BNSF which will cost between \$10,000 - \$30,000. This is just to get the project started; there will be more engineering costs to complete the project. The possibility of having a quiet zone was also discussed. We can apply for a quiet zone with BNSF. A risk analysis would have to be conducted by BNSF at a cost of \$250,000 - \$300,000 to the city. Manager Moore will report back to council with more specific costs for getting a sidewalk across the tracks after the meeting takes place.

ii. Lett Hotel Condemnation

Manager Moore gave an update on the Lett Hotel Condemnation. He stated that two certified letters with notices of violation have been sent to the two listed owners of the property. We received one letter back as undeliverable; the other one has not come back yet, so it may, or may not, have been received. Attorney Sellars stated that the next step in the process would be to have the owners physically served the notices of violation at their listed physical addresses. Once the September 20th date passes, we have to file a case in municipal court to ask for an abatement. That process will notify the owners of what they need to do with the property by a certain date, or the city will have the right to go in and do those things. There may be some asbestos issues on the property, which requires a demolition permit from the state. That is a costly process, but that cost could be collected as a lien against the property. There is also the option to condemn the property, but that may involve money that would have to be paid to the owners.

iii. Staffing Report

Manager Moore gave an updated staffing report. There is still one opening in the Water/Wastewater departments. We filled one of the openings in the street department with a seasonal summer employee who is now working as a full-time employee in the Street department.

Manager Moore stated that he would like to propose to council to use Angela Cordell to help with other duties because she is very quick and efficient in getting her work done. She would be more than capable of helping out as Administrative Assistant to the City Manager and also as Administrative Assistant to the four enterprise funds. Those departments are requiring assistance to keep up with office tasks such as compliance regulations and purchase orders. There is more of a time requirement to be in the office than ever before, specifically in the electric and water/wastewater departments. We need to get a system set up to make sure we stay in compliance and Angela is willing to get a system started. Manager Moore asked for feedback from Council. Council believes it is a good idea, but stated that grant writing is important and needs to remain the first priority for Angela's position.

B. City Clerk/Treasurer – Karma Wells

i. Sales Tax Report

Clerk/Treasurer Wells provided council with the Sales Tax Report.

ii. Staffing Report

Clerk/Treasurer Wells stated that she would like to hire a part-time employee who would help fill the void that not having a seasonal part-time employee has caused.

C. Sergeant – Curtis Witte

i. Introduction of Officer Billings

Sergeant Witte introduced new officer Rachel Billings. She came to us from the Washington County Sheriff's office. She will be doing field training for the next couple months.

ii. Introduction of Intern

Sergeant Witte also introduced intern Novalee Schuetz. He stated that there were a lot of applicants for the internship this year. They selected two interns, but one has moved out of state. Novalee is a Junior in High School and will serve as an intern both this year and next year.

iii. Staffing Report

Sergeant Witte stated that they are still down one officer in the department.

D. City Attorney – Kathryn Sellars

None.

City Council Reports/Comments (Informational)

Benish

- Mayor Pro Tem Benish attended the parks and recreation meeting. Things are going well in those departments. Flag football and volleyball are starting in the recreation department. There may be a potential problem with the gymnasium floor at the Middle School that would require them to move to another facility.
- Benish also attended the Community Center meeting. He was able to meet with the new manager, Ashley Towers, to go over the process of killing weeds.

Diaz

- Council Member Diaz attended the parks and recreation meeting with Mayor Pro Tem Benish and agreed that everything is going well there.
- Diaz also attended the meeting for the animal shelter. He stated that he didn't know much about how the animal shelter operates, so he learned more about the processes there.

Dischner

- Council Member Dischner attended the Community Center meeting.

Mayor McClung asked for an update on the remodeling project at the animal shelter. Manager Moore stated that it is mostly done. There is one section of flooring that has not been replaced yet, but will be completed with donation funds.

Frame

- Council Member Frame attended the Clerk's office meeting with Mayor McClung and Clerk/Treasurer Wells. They discussed the large number of building permits that are being done because of the hail storm. With school starting, there are also many birth certificate requests and recreation sign ups that a part-time employee could help with.

Shay

- Council Member Shay attended the Library Board Meeting. The library has moved up in statewide status classification due to our population being over 2,500 and the budget amount being over \$165,000. The legal help clinic that the library hosted was ended due to the passing of the man who ran it, but will be coming back soon. For the Summer Reading Program, they had a foam party for the kids. There were more than 100 kids in attendance. They had 51 children who completed 1,000 minutes of reading, which is double the number from last year. The new library cards are up and over 120 of them have been issued so far this year. The Big Read event will be starting on September 20. They will be reading books that have to do with local history.

McClung

- Mayor McClung met with the new Yuma District Hospital Administrator.
- Mayor McClung stressed the importance of the committee meetings and encouraged council members to attend so they are all familiar with how the departments are run and what is currently going on with them.

Consent Agenda (Action Items)

- A.** Approval of July 23, 2024 meeting minutes.
- B.** Approval of disbursements and payroll.
- C.** Purchases in excess of \$5,000.
 - i.** **Electrical Equipment**
 - ii.** **Property Purchase**

Shay moved to approve the Consent Agenda. Second by Benish. Question. 7 ayes. Motion carried.

Public Hearings and Other New Business (Action Items)

A. Approval of disclosed disbursements (if needed)

None.

B. Public hearing on Retail Liquor Store License for Boyz Liquor, Inc.

Local Licensing Authority, Clerk/Treasurer Wells, stated that she has received an application for a new Retail Liquor Store License for Boyz Liquor, Inc., to be located at 110 N. Main Street. The application has been completed in full and all local and state fees have been paid. Upon inspection, the location was still being remodeled, so the license will be held until the final inspection of the premise can be completed.

Public hearing was opened. Mr. Sergio Miramontes stated his sister is starting the business. Public hearing was closed.

Shay moved to approve the retail liquor store license for Boyz Liquor, Inc. Second by Benish. Question. 7 ayes. Motion carried.

C. Resolution #22, Series of 2024 – Approving a Grant Application to the Colorado Aeronautical Board and the Division of Aeronautics for Taxiway “A” Reconstruction Project.

Manager Moore explained that this resolution gives approval for the grant application to the Colorado Aeronautical Board and the Division of Aeronautics for funding for the Taxiway “A” Reconstruction Project. There are three portions of this grant:

Federal: \$834,420
State: \$46,356
City of Yuma: \$46,358

Shay moved to approve Resolution #22, Series of 2024. Second by Frame. Question. 7 ayes. Motion carried.

Old Business and Public Hearing on Passage of Ordinance on Second Reading (Action Items)

A. Tabled Action Items

None.

Additional Business

None.

Adjournment

Shay moved to adjourn. Second by Baucke. Question. 7 ayes. Motion carried.

Tim McClung
Mayor

Karma Wells, CMC
City Clerk/Treasurer