

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
May 28, 2019**

Commissioner Timothy V. Corrigan, Chair Pro Tem, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Douglas B. Monger, Deputy County Manager Dan Weinheimer and County Manager Tom Sullivan, were also present. Those present recited the Pledge of Allegiance. Helena Taylor recorded the meeting and prepared the minutes. Commissioner Beth Melton was absent.

**EN RE: WARRANTS**

Commissioner Monger moved to approve and authorize the Commissioners to sign the Warrants Sheets that included:

Accounts Payable Check- Cycle Date:	05/20-05/24/19	\$227,752.45
Accounts Payable Check: Manuals	-	\$
Accounts Payable Wires:	-	\$
<b>Total:</b>		<b>\$227,752.45</b>
Payroll Checks- Cycle Date:		-
Payroll Checks- Manuals		-
Payroll – IRS & State Income Tax		-
<b>Total:</b>		<b>-</b>
Total Disbursements Approved:	05/20-05/24/19	\$227,752.45

Commissioner Corrigan seconded.

Mr. Sullivan advised of the 2019 Accounts Payable items of note for run date May 22, 2019.

Vendor	Amount	Department
LEWAN & ASSOCIATES INC	\$1,945.00	IT Operations: CLEF Network Components

VAUGHN CONCRETE	\$5,700.00	R&B Operations: 20 Cattle Guard Wings with Bolts
EP BLAZER LLC	\$42,943.00	Motor Pool: Chevy Suburban for Extension Services
INFRASTRUCTURE MANAGEMENT SERVICES LLC	\$12,957.50	Road & Bridge: 2018 Pavement Analysis Project
2019 AP Run Date May 22 - Total	\$227,122.56	

The motion carried 2-0.

**EN RE: ITEMS OF NOTE FROM PREVIOUS DAY'S WORK SESSION**

Commissioner Monger stated there were no updates yesterday since the offices were closed in observance of Memorial Day.

**EN RE: CONSENT AGENDA**

The following items were presented for consideration, approval, and signing on the consent agenda:

- A. Approval of County Commissioners Minutes: Regular Meeting of April 30, 2019;
- B. Approval of and authorization for the Chair to sign the award letter related to the Fatherhood Program of Routt County's Successful Grant application made to the Temple Hoyne Buell Foundation;
- C. Approval of and authorization to electronically submit a grant application to the Electronic Recording Technology Board for \$162,244 with a local match of \$37,829.31.

**MOTION**

Commissioner Monger moved to approve items A, B and C on the consent agenda and authorized the Chair Pro Tem to sign the related documents.

Commissioner Corrigan seconded; the motion carried 2-0.

**EN RE: PUBLIC COMMENT**

No members of the public were present for comment.

**EN RE: ACCOUNTING / DAN STRNAD**

**2018 SUPPLEMENTAL BUDGET RESOLUTIONS AND FORMS**

Mr. Strnad presented the 2018 Supplemental Budget Resolutions for consideration.

**BUILDING & PLANT POOL CAPITAL 2018 SUPPLEMENTAL BUDGET**

**MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-018; that the 2018 budget and appropriation for the Building and Plant Pool capital budget shall be increased \$970,000 from \$3,590,600 to \$4,560,600 to fund the additional work completed on the Combined Law Enforcement Facility in 2018. Funding is available from the Building and Plant Pool Fund Balance, and that the 2018 budget and appropriation for the Building and Plant Pool capital budget shall be increased \$267,510 from \$4,560,600 to \$4,828,110 to fund the change in scope for the Communications Center in the Combined Law Enforcement Facility. Funding is available from a transfer from the Communications Pool.

Commissioner Corrigan seconded; the motion carried 2-0.

**COMMUNICATIONS POOL TRANSFER 2018 SUPPLEMENTAL BUDGET**

**MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-019; that the 2018 budget and appropriation for the Communications transfer budget shall be increased \$267,510 from \$0 to \$267,510 to fund the transfer to the Building and Plant Pool for the work completed on the Combined Law Enforcement Facility Communications Center in 2018. Funding is available from the Communications Pool Reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

**MOTOR POOL CAPITAL 2018 SUPPLEMENTAL BUDGET**

**MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-020; that the 2018 budget and appropriation for the Motor Pool capital budget shall be increased \$30,000 from \$334,360 to \$364,360 to fund the early replacement of the Emergency Management Director's vehicle. Funding is available from Motor Pool reserves, and insurance proceeds.

Commissioner Corrigan seconded; the motion carried 2-0.

### **WEST ROUTT LIBRARY DISTRICT – DEBT SERVICE 2018 SUPPLEMENTAL BUDGET**

#### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-021; that the 2018 budget and appropriation in the West Rout Library District debt service budget shall be increased \$200 from \$59,730 to \$59,930 for the increase in Treasurer and Trust fees expense. Funding is available from the West Routt Library District's reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

### **GENERAL FUND WILDLAND FIRE PERSONNEL AND OPERATIONS 2018 SUPPLEMENTAL BUDGET**

#### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-022; that the 2018 budget and appropriation for the General Fund Wildland Fire personnel budget shall be increased \$8,510 from \$0 to \$8,510 to fund the personnel costs incurred as a result of suppressing the 2018 fires. Funding is available from unanticipated General Fund sales tax collections. That the 2018 budget and appropriation in the General Fund Wildland Fire operations budget shall be increased \$79,265 from \$56,450 to \$135,715 for the additional suppression costs incurred as a result of the 2018 wildfires. Funding is available from a 2018 fire reimbursement and unanticipated General Fund sales tax collections.

Commissioner Corrigan seconded; the motion carried 2-0.

### **GENERAL FUND CLERK PERSONNEL 2018 SUPPLEMENTAL BUDGET**

#### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-023; that the 2018 budget and appropriation for the General Fund County Clerk personnel budget shall be increased by \$29,700 from \$250,340 to \$280,040 to fund the additional personnel costs from unanticipated employee medical elections. Funding is available from unanticipated sales tax revenues in the General Fund.

Commissioner Corrigan seconded; the motion carried 2-0.

### **GENERAL FUND ELECTIONS OPERATIONS 2018 SUPPLEMENTAL BUDGET**

## **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-024; that the 2018 budget and appropriation for the General Fund Election's operations budget shall be increased \$10,500 from \$85,700 to \$96,200 to fund the additional operations costs of printing due to a change in election mailings that requires all ballots to be mailed to independent voters. Funding is available from unanticipated sales tax revenues in the General Fund.

Commissioner Corrigan seconded; the motion carried 2-0.

## **GENERAL FUND BOARD OF COUNTY COMMISSIONERS OPERATIONS 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-025; that the 2018 budget and appropriation for the General Fund Board of County Commissioner's operations budget shall be increased by \$40,000 from \$173,200 to \$213,200 to fund the additional operations costs for the purchase and implementation of priority-based budgeting program for Routt County. Funding is available from an Energy Impact Assistance Program grant, along with unanticipated sales tax revenues from the General Fund.

Commissioner Corrigan seconded; the motion carried 2-0.

## **GENERAL FUND GEOGRAPHICAL INFORMATION SYSTEMS PERSONNEL 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-026; that the 2018 budget and appropriation for the General Fund Geographical Information Systems' personnel budget shall be increased by \$11,600 from \$312,010 to \$323,610 to fund additional personnel costs due to an employee switching from single to family medical insurance coverage. Funding is available from unanticipated sales tax revenue in the General Fund.

Commissioner Corrigan seconded; the motion carried 2-0.

## **GENERAL FUND ACCOUNTING OPERATIONS 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-027; that the 2018 budget and appropriation for the General Fund Accounting operations budget shall be increased \$21,075 from \$84,925 to \$106,000 to fund the non-capital

ERP software implementation expenses. Funding is available from unanticipated General Fund sales tax revenue collections in excess of the 2018 budget for sales tax.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND EMERGENCY MEDICAL SERVICES PERSONNEL AND OPERATIONS 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-028; that the 2018 budget and appropriation for the Emergency Medical Services personnel budget shall be increased by \$120 from \$650 to \$770 due to an increase in hours incurred during the year. Funding is available from the General Fund Emergency Medical reserve balance. That the 2018 budget and appropriation for the Emergency Medical Services operating budget shall be increased by \$4,900 from \$14,430 to \$19,330 to maintain the inspecting and maintenance service contracts for cardiac defibrillators. Funding is available from the general fund sales tax in 2018.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND ASSESSOR PERSONNEL 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-029; that the 2018 budget and appropriation for the General Fund County Assessor personnel budget shall be increased by \$6,000 from \$989,920 to \$995,920 to fund the additional personnel costs due to a budget spreadsheet error. Funding is available from the Late Filings revenue line in the budget.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND BOARD OF COUNTY COMMISSIONERS PERSONNEL 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-030; that the 2018 budget and appropriation for the General Fund Board of County Commissioners' personnel budget shall be increased \$27,000 from \$877,030 to \$904,030 to fund the additional personnel costs from a wages calculation error. Funding is available from the purchasing/accountant consultant line in the operations budget. The 2018 budget and appropriation for the General Fund Board of County Commissioner's operations budget shall be decreased \$27,000 from \$213,200 to \$186,200.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND BUILDING & PLANT OPERATIONS 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-031; that the 2018 budget and appropriation for the General Fund Building and Plant operations budget shall be increased \$50,000 from \$1,819,920 to \$1,869,920 to fund the cost of the water mitigation project. Funding is available from insurance proceeds.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND DEVELOPMENT DISABILITIES OPERATIONS 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-032; that the 2018 budget and appropriation for the General Fund Developmental Disabilities operations budget shall be increased by \$6,865 from \$1,164,660 to \$1,171,525 to fund the distribution of additional property taxes to the Community Centered Board.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND EXTENSION OPERATIONS 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-033; that the 2018 budget and appropriation for the General Fund Extension operations budget shall be increased \$27,000 from \$76,730 to \$103,730 to fund the cost of the 2018 State Master Gardner Conference. Funding is available from the conference registration fees.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND FAIR OPERATIONS 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-034; that the 2018 budget and appropriation for the General Fund Fair

operations budget shall be increased \$18,300 from \$243,280 to \$261,580 to fund Annual Fair entertainment expenses in excess of budget. Funding is available from entertainment revenues in excess of budget.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND HUMAN RESOURCES PERSONNEL 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-035; that the 2018 budget and appropriation for the General Fund Human Resources personnel budget shall be increased \$7,000 from \$472,090 to \$479,090 to fund an overage in personnel expenses due to the termination payout of accrued vacation and sick for a long-term employee who retired. Funding is available from retirement plan forfeiture revenue in excess of the 2018 budget in the General Fund Human Resources budget.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND MOTOR VEHICLE OPERATIONS 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-036; that the 2018 budget and appropriation for the General Fund Motor Vehicle operations budget shall be increased by \$8,240 from \$28,970 to \$37,210 to fund the additional operations costs due to increased postage and shipping costs that resulted from a change in state procedure, along with additional costs due to increased travel related to the implementation and training for the new DRIVES project.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **GENERAL FUND MOTOR VEHICLE PERSONNEL 2018 SUPPLEMENTAL BUDGET**

##### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-037; that the 2018 budget and appropriation for the General Fund Motor Vehicle personnel budget shall be increased \$12,505 from \$405,040 to \$417,545 to fund the additional personnel costs due to an unanticipated termination payout for retirement. Funding is available from unanticipated Motor Vehicle City/County revenue collections in excess of the 2018 budget.

Commissioner Corrigan seconded; the motion carried 2-0.



## **GENERAL FUND PUBLIC TRUSTEE OPERATIONS 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-038; that the 2018 budget and appropriation for the Public Trustee personnel budget shall be increased by \$500 from \$32,470 to \$32,970 due to increase in the employee's step and grade within the office. Funding is available from the advertising line item due to a decrease in foreclosure activity.

Commissioner Corrigan seconded; the motion carried 2-0.

## **GENERAL FUND PURCHASING OPERATIONS 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-039; that the 2018 budget and appropriation for the General Fund Purchasing operations budget shall be increased \$5,000 from \$6,370 to \$11,370 to fund the cost of new software used to research vendor pricing. Funding is available from the Purchasing personnel budget due to the elimination of a .5 FTE (full time equivalent) Director position. The 2018 budget and appropriation for the General Fund Purchasing personnel budget shall be decreased \$5,000 from \$224,540 to \$219,540.

Commissioner Corrigan seconded; the motion carried 2-0.

## **REGIONAL BUILDING DEPARTMENT OPERATIONS 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-040; that the 2018 budget and appropriation for the Regional Building Fund personnel budget shall be increased by \$5,500 from \$822,550 to \$828,050 due to increase cost for administrative salary and an employee's retirement. Funding is available from under spending the operations budget in 2018. That the 2018 budget and appropriations for the Regional Building Fund operations budget shall be decreased by \$5,500 from \$415,125 to \$409,625 due to less professional services being needed by outside inspectors.

Commissioner Corrigan seconded; the motion carried 2-0.

## **HEALTH INSURANCE POOL OPERATIONS 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-041; that the 2018 operations budget and appropriation in the Health Insurance Pool shall be increased \$184,000 from \$4,917,745 to \$5,101,745 to fund actual claims expense in excess of budget. Funding is available from specific individual stop loss insurance revenue in excess of budget of \$184,000.

Commissioner Corrigan seconded; the motion carried 2-0.

## **GENERAL FUND EMERGENCY MANAGEMENT; GENERAL FUND TRANSFERS COMMUNICATIONS FUND 2018 SUPPLEMENTAL BUDGET**

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on Resolution 2019-042; that the 2018 budget and appropriation for the General Fund Emergency Management personnel budget be decreased by \$220,630 from \$220,630 to \$0 and that the 2018 budget and appropriation for the General Fund Emergency Management operations budget be decreased by \$114,325 from \$114,325 to \$0 to move the General Fund - Emergency Management budget in its entirety to the Communications Fund. Funding is available from the General Fund property tax revenue collections. That the 2018 budget and appropriation for the Communications Fund personnel budget be increased by \$220,630 from \$1,516,235 to \$1,736,865 and that the 2018 budget and appropriation for the Communications Fund operations budget be increased by \$114,325 from \$576,995 to \$691,320 to move the General Fund - Emergency Management budget in its entirety to the Communications Fund. Funding is available from the General Fund property tax revenue collections. That the 2018 budget and appropriation for the General Fund transfer budget be increased by \$214,955 from \$4,268,135 to \$4,483,090 to fund the net General Fund - Emergency Management budget move to the Communications Fund. Funding is available from the General Fund property tax revenue collections.

Commissioner Corrigan seconded; the motion carried 2-0.

Mr. Strnad stated Resolutions 2018-018 and 2018-087 were previously approved but not appropriately advertised. For the record he wanted to note that Resolution 2018-018 approved on April 24, 2018, approved the appropriation of funds for the Communications operations budget increasing the 2018 budget by \$60,550 from \$576,995 to \$637,545 to complete the necessary repairs and maintenance at various communications sites so that the State will take over the maintenance and future replacement of the microwave system of the County. Resolution 2018-087 approved on December 31, 2018, approved the appropriation of funds for the General Fund County Attorney operations budget increased by \$9,450 from \$15,050 to \$24,500 for professional services related to the hiring of Alan Hassler to assist the County in responding to a Verified Complaint for Declaratory Relief, Temporary Restraining Order, and Preliminary and Permanent Injunction received from the law firm of Klenda Gessler & Blue, LLC, on behalf of Brita Horn, et al. against the Board of County Commissioners in the Routt County District Court.

## **EN RE: FAIRGROUNDS / JILL DELAY**

Josh Jones and Frank Case, Town of Hayden Parks and Recreation Board, and Ray DuBois, Public Works Director, were also present.

### **2019 RC FAIR ALCOHOL CONSUMPTION AREA DESIGNATION RESOLUTION**

Ms. Delay stated the Fair Board has reviewed and recommended approval of the alcohol consumption area at the Routt County Fair on Thursday, August 15, 2019 from 6:30 pm to 11:00 pm during the bonfire entertainment and on Friday, August 16, 2019 from 6:30 pm to 10:00 pm during the demolition derby.

Mr. Jones showed the Board maps noting the area designated for the Alcohol Consumption Area.

Commissioner Corrigan asked what the new events for 2019 are. Commissioner Monger stated in the past years there has been bull riding; no bull riding event scheduled for 2019. The bonfire event replaces it. Ms. Delay added there will be live music in the outside arena, a bonfire and the beer garden. They will also set up a large sandbox for the kids to play in. Mountain Valley Bank will be their sponsor for these events.

Commissioner Corrigan asked if there were any issues raised by the Fair Board regarding the beer garden. Ms. Delay stated there weren't. She added there hasn't been incident with patrons being intoxicated from consuming too much beer at the Fair. Those few incidents reported have been from people coming to the Fair already intoxicated.

Mr. Case stated the entire Parks and Recreation Board is TIPS trained and certified.

Commissioner Monger asked if the revenue from the beer garden was used as a fundraiser for the Parks and Recreation Board's summer activities. Mr. Frank stated the funds raised goes towards off-setting the cost of running programs.

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature of Resolution 2019-043 designating an alcohol consumption area for the 2019 Routt County Fair pursuant to Resolution 2010-044.

Commissioner Corrigan seconded; the motion carried 2-0.

## **EN RE: PUBLIC WORKS / RAY DUBOIS**

Mike Mordi, Assistant Public Works Director, was also present.

## **REVOCABLE LICENSE AGREEMENT FOR INSTALLATION AND MAINTENANCE OF PRIVATE IRRIGATION INFRASTRUCTURE IN PRW**

Mr. Mordi stated a request was received from a landowner requesting permission to install a water line under the County Road 44 right-of-way to connect water source to home site across the road. The property owner needs to get water to his current home structure which is located directly across the road from a good water source. He added the County has allowed similar uses on several other instances. A copy of the necessary permits have been received.

Commissioner Monger asked if this was for home consumption. Mr. Mordi stated it was for livestock.

Mr. DuBois stated he was going to check with the legal department regarding the liability insurance; he needed to make sure it was received since it's written in the agreement that one was necessary before signature of the agreement. Mr. Mordi stated there was a change in the agreement language; instead of the liability insurance now the request is for homeowners insurance.

### **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem's signature on a Revocable License Agreement for Installation and Maintenance of Private Irrigation Infrastructure in Public Right of Way (PRW).

Commissioner Corrigan seconded; the motion carried 2-0.

### **EN RE: PLANNING / CHAD PHILLIPS**

Chris Brookshire, Planner, and Melinda Sherman, petitioner representative, were also present.

### **MIDDLE CREEK GUEST RANCH, LLLP; PL-18-205**

Ms. Brookshire stated Middle Creek Guest Ranch has been in operation as a small guest ranch since 2016. At that time a SUP was granted with most of their amenities being non-motorized; shooting range, use of trails for horseback and bicycle riding, hiking, cross country skiing, fishing, hunting and snow tubing. The SUP allowed for up to 8 guests year-round on 9,000 acres. They are now requesting an amendment to their SUP to add an archery range, ATV and snowmobile tours and swimming pool and increasing the area to 10,000 acres. The guests would be increased to accommodate up to 20; limited to a group reservation. The ranch would be reserved for a total of eight weeks per year.

Commissioner Corrigan asked if previously the permit allowed 8 guests per year, anytime of the year. Ms. Brookshire confirmed that was correct.

Ms. Brookshire stated the ranch has 6 employees living on the property from April through October. The ranch has the facilities to accommodate the staff. The remainder of the year there are 2 full-time employees.

Ms. Brookshire stated referral letters were received from Colorado Parks and Wildlife (CPW), Environmental Health Department and Regional Building Department. CPW provided changes to the conditions; those are included in the packet.

Ms. Brookshire stated the conditions that changed were archery, ATV tours on property on the south side of CR 27, snowmobile tours on the south side of CR 27, and swimming. The conditions were accepted.

Commissioners asked Ms. Brookshire to indicate on the map where the Trout Creek parcel was located. She added the parcel was off of County Road 29. This parcel is being included for fishing only.

Commissioner Monger asked about the parking situation should all 20 guests arrive in individual vehicles. Ms. Brookshire stated that the expectation is that guests would arrive as a group, but should they have multiple vehicles, there is plenty of parking at the ranch. Shuttle services are not being provided by the ranch.

Commissioner Monger asked about the sales tax requirements. Ms. Brookshire stated sales tax are already part of the conditions.

Commissioner Corrigan asked if there was an annual reporting requirement. Ms. Brookshire stated that was not a condition in the past. Ms. Sherman didn't see an issue and asked what information did the Board want reported. Commissioner Monger stated a report should be submitted by January 31<sup>st</sup> for the preceding year relating the number of guests and dates of stay.

Ms. Sherman asked that General Condition 2(c) be revised to reflect "Trout Creek" parcel instead of "Fish Creek".

## **MOTION**

Commissioner Monger moved to approve the amendment to the Special Use Permit (SUP) PL-18-205 with the findings of fact that the proposal, with the following conditions, meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 4, 5, and 6 of the Routt County Zoning Regulations. This approval is subject to the following conditions:

### **General Conditions:**

1. The SUP is contingent upon compliance with the applicable provisions of the Routt County Zoning Regulations including but not limited to Sections 4, 5, and 6.
2. The SUP is limited to uses and facilities presented in the approved project plan. Any additional uses or facilities must be applied for in a new or amended application. The approved plans consists of the following elements:

- a. Shooting range as shown on the site plan
  - b. Use of trails and road on the trails map for horseback riding, bicycle riding, hiking, cross country skiing and snowshoeing
  - c. Fishing on Middle Creek and the Trout Creek Parcel
  - d. Hunting
  - e. Snow tubing on the area shown on the site plan
  - f. Archery
  - g. ATV tours on property on the south side of CR 27
  - h. Snowmobile tours on the south side of CR 27
  - i. Swimming
  - j. Archery
3. Any complaints or concerns that may arise from this operation may be cause for review of the SUP, at any time, and amendment or addition of conditions, or revocation of the permit if necessary.
  4. In the event that Routt County commences an action to enforce or interpret this SUP, the substantially prevailing party shall be entitled to recover its costs in such action including, without limitation, attorney fees.
  5. No junk, trash, or inoperative vehicles shall be stored on the property.
  6. This approval is contingent upon the acquisition of and compliance with any required federal, state and local permits. The operation shall comply with all federal, state and local laws. Copies of permits or letters of approval shall be submitted to the Routt County Planning Department prior to the commencement of operations.
  7. Fuel, flammable materials, or hazardous materials shall be kept in a safe area and shall be stored in accordance with state and local environmental requirements.
  8. All exterior lighting shall be downcast and opaquely shielded.
  9. Prior to the issuance of the permit, the Permittee shall provide evidence of liability insurance in the amount of no less than \$1,000,000 per occurrence. Routt County shall be named as an additional insured on the policy. Permittee shall notify Routt County Planning Department of any claims made against the policy. Certificate of liability insurance shall include all permit numbers associated with the activity.
  10. Accessory structures/uses associated with this permit may be administratively approved by the Planning Director, without notice.
  11. The permit shall not be issued until all fees have been paid in full. Failure to pay fees may result in revocation of this permit. Permits/Approvals that require an ongoing review will be assessed an Annual Fee. Additional fees for mitigation monitoring will be charged on an hourly basis for staff time required to review and/or implement conditions of approval.
  12. Transfer of this SUP may occur only after a statement has been filed with the Planning Director by the transferee guaranteeing that they will comply with the terms and conditions of the permit. If transferee is not the landowner of the permitted area, transferee shall submit written consent for the transfer by the landowner. Failure to receive approval for the transfer shall constitute sufficient cause for revocation of the permit if the subject property is transferred. Bonds,

insurance certificates or other security required in the permit shall also be filed with the Planning Director by the transferee to assure the work will be completed as specified. Any proposal to change the terms and conditions of a permit shall require a new permit.

13. The Permittee shall prevent the spread of weeds to surrounding lands, and comply with the Colorado Noxious Weed Act as amended in 2013 and Routt County noxious weed management plan.

**Specific Conditions:**

14. Guest Ranch operations may take place during all times of the year.
15. The number of guests staying at the ranch at one time shall be limited to 20 for a period of eight (8) weeks per year. An annual report shall be submitted by January 31 to the Routt County Planning Department showing the number guests and dates of occupancy for each preceding year.
16. The Special Use Permit (SUP) is valid for the life of the use. The SUP shall be deemed to have automatically lapsed if the uses permitted herein are discontinued for a period of one (1) year (except for uses that are customarily operated seasonally or periodically).
17. Prior to operation, permittee shall submit to Routt County proof of a Sales Tax Account /License.
18. At least one employee shall be first-aid certified and be trained on emergency procedures when guests are present. Radios or cell phones shall be provided to guides in case of emergency.
19. Any accidents requiring emergency services shall be reported to the Planning Department within 72 hours.
20. Revegetation of disturbed areas shall occur within one growing season with a seed mix that avoids the use of aggressive grasses. See the Colorado State University Extension Office for appropriate grass seed mixes.
21. To ensure access to emergency services, internal roads leading to the guest quarters shall remain plowed during snowy conditions.

**Division of Wildlife Conditions**

22. Guests recreating on the ranch during winter months shall make an effort to avoid disturbing big game animals. Snowmobile tours should avoid those areas where elk are present to minimize disturbance particularly December through March.
23. Any wildlife encountered along or near the tours shall not be disturbed and shall be given time to move away.
24. All trash shall be stored either inside a garage or inside Interagency Grizzly Bear Committee (IGBC) certified receptacles.
25. Between March 15 and July 30, the three trails segments identified by CPW as being near Columbian Sharp-tailed Grouse breeding grounds and lekking sites shall be avoided during guests' recreation activities, except when viewing or counting leks and while following appropriate protocol as set forth by CPW.

26. In winter months hay that is stored outdoors shall be secured in a manner approved by Colorado Parks and Wildlife in order to discourage elk from feeding on unsecured hay.
27. All tours should avoid elk and deer calving/fawning areas during the time period of May 15 to June 15.

**Road and Bridge Conditions:**

28. There shall be no parking on County Road 27 or the corresponding right-of-way for any events.
29. Routt County has the authority to close any county road at its sole discretion if damage to the road may occur by its use. To the extent that a road closure may affect Permittee's operations, Routt County will cooperate with Permittee to allow operations to be continued in a safe and practicable stopping point.
30. Routt County roads shall not be completely blocked at any time. If traffic regulation is deemed necessary, the Permittee shall notify the Routt County Road and Bridge Director, or designee thereof, in advance (if possible), who may then require:
  - a. A method of handling traffic in accordance with the Manual Uniform Traffic Control Devised and approved by the Road and Bridge Director.
31. Routt County roads affected by the SUP will be inspected by the Routt County Road and Bridge Department at intervals determined by same. Any road damage repair or maintenance needs above and beyond typical maintenance, attributable to this use, shall be made by the County, or a third-party contractor as selected by the Routt County Road and Bridge Department and on a schedule determine by same. Road and Bridge shall inform permittee of such maintenance or repair activities prior to work being performed. Permittee shall solely bear the costs of repairs.
32. Permittee shall use and maintain the existing access to the property to minimize impact to the County road system during the life of the operation. No additional accesses will be granted. Maintenance of the access may include sweeping, cleaning, and/or repair. If another access is desired, an amendment to the permit shall be required.

Commissioner Corrigan seconded; the motion carried 2-0.

**YOUNG'S PEAK PRESERVE; PL-16-66**

Mike Roach, petitioner; Tom Braun, Braun Associates, and Kristy Winser, Assistant Planning Director, were also present.

Ms. Winser stated the petitioner is requesting a change of zone from HDR to MRE, and to create 8 residential lots. The application got approval for sketch on October 14, 2014, and the preliminary plat was scheduled for 2017. At that time in 2017, the applicant had to sort out comments from the Division of Water Resources having to do with well permits; which have since been worked out.



Ms. Winser stated this application was heard by Planning Commission at their May 16, 2019 hearing. It was recommended for approval by a 5-0 vote. Planning Commission also supported adding conditions of approval 18 and 19. These 2 conditions were recommended in addition to previous comments and COA's by Oak Creek Fire District; those are mainly surrounding additional mitigation measures for fire suppression. Additionally, Planning Commission recommended adding condition 20 which has to do with interior fencing of lots per the recommendation of CPW.

Commissioner Monger asked for clarification on the sketch approval and the preliminary plat. Did those approvals go away? Ms. Winser stated those approvals are still valid. An extension was requested. This is a continuation of the process started in 2014.

Ms. Winser provided the Board with a map of the property showing the large lot residential designation.

Commissioner Monger asked if the request is for a PUD. Ms. Winser stated this request is for a subdivision, not a PUD, and also rezoning.

Ms. Winser provided the Board with an overview of the different lot designations in the Stagecoach area.

Ms. Winser stated with respect to the request for a change of zone from HDR to MRE, in addition to the Future Land Use Map (FLUM) designation of Large Lot Residential for the subject lot, the Stagecoach Community Plan supports re-zoning of high density lands to the lower density, 5-acre lot development in order to allow the use of Onsite Wastewater Treatment Systems. The Plan also states that the preservation of open space and limited-density development should be encouraged in areas that lack infrastructure; there isn't infrastructure on this site at the moment. Additionally, the Plan states that where development has already taken place, like areas in the north, infill development should fit in with the existing pattern of development. Both Young's Creek Estate Subdivision to the north and Lynx Basin Subdivision to the east are 5-acre developments.

Mr. Braun is representing the petitioner and provided background information on the property and the project. He described the area as being surrounded by other residential developments, zoning and the different densities allowed.

Mr. Braun stated that Mr. Roach's objective was limited amount of development for the parcel. They are proposing doing 8 home-sites; zoning allows twice that development. But they both felt 8 would fit the area and worked with the land. He spoke of all the studies done on the property; wetlands, soils, geo tech, and wildlife. Mr. Braun showed the Board maps of the area being considered for development within the parcel. He discussed the 28-acre open space area, location of the home-sites and the points of access. He noted that while the lots are not on top of each other, they are not spread out like some larger subdivisions in the County.

Mr. Braun stated he believes Mr. Roach and himself have been responsible with the land by putting development where it belongs. What is being proposed is what was presented during the sketch plan. It is consistent with the Master Plan and in compliance with the Development Standards. The 20 conditions of approval seem to be standard conditions applied to any preliminary plat.

Mr. Braun stated Mr. Roach entered into an augmentation water contract with Yampa Water Conservancy District and the State has indicated they do not see any issue in providing well permits for those 8 lots, once Mr. Roach enters into the contract with Yampa Water Conservancy District.

Mr. Braun discussed the request from Oak Creek Fire District to annually do brush hogging for an additional distance from the road shoulders along both access roads. Mr. Roach is already doing the work; has already obtained a forestry management permit on the timber lands. The additional request from Chief Wisecup was to have the homes comply with the Colorado State University Wildfire Mitigation Measures, they don't have an issue with those parameters.

Mr. Braun stated in regards to wildlife, they worked through a draft of a mitigation plan with Libbie Miller, Colorado Parks and Wildlife (CPW). Currently that plan is idle until final plat is finalized. They are currently addressing how to handle trash collection and also seasonal closure of a hiking trail.

Mr. Roach discussed the fencing; existing fencing and a newer one installed by him. Commissioner Corrigan stated Mr. Roach would have an opportunity to work with CPW on the fencing issue.

Mr. Braun discussed the 5% of open lands requirement. During the sketch hearing, the County's direction was to not have that much dedicated to open space; he appreciates that. He showed the neighborhood trails that are already developed. They are working with SPOA to add a connection to the existing trails to create a loop. Commissioner Monger asked who will own the open space land. Mr. Braun stated the ownership will be transferred to SPOA. Commissioner Corrigan asked if anyone has access to the trails or just the property owners that live in Stagecoach. Mr. Phillips stated there are some internal trails that are dedicated to the property owners, but these being discussed are open to the public. Mr. Sullivan added he was on the Young Peak trails last fall and does not recall seeing signage restricting use. Commissioner Corrigan felt it would be necessary to ensure that any trail that is designated "public access" will mean the public at large, not just SPOA residents. Mr. Braun will confirm with SPOA if there are restrictions on use for any of their trails.

Commissioner Corrigan asked if each lot will have its own well, not a community well system. Commissioner Monger stated they could have one well for two homes, but the same augmentation plan would be necessary. Mr. Roach stated that every lot would need to have its own augmentation plan, for indoor or outdoor use.

Commissioner Corrigan asked if sometime in the future Morrison Creek should extend their system, would residents have to connect to their system. Mr. Roach stated he believed they would need to connect to Morrison Creek if the option was to become available.

Mr. Braun stated that Ms. Miller wants a statement that livestock will not be allowed. He needs to clarify what the definition of "livestock" is in this case.

Commissioner Monger stated in regards to the perimeter fencing, he would not be opposed to having it, especially if it's owned by the homeowners. He wanted to know if the open space will have a conservation easement placed on it. Ms. Winser stated the open space will be part of the plat and would not be able to be altered at a later date. Commissioner Monger felt in the future someone could come in and replat the parcel. Ms. Winser stated then the subdivision would not be in compliance with the conditions.

Mr. Roach wanted to clarify that individual lot owners can have a fence by their homes but not on the whole property line, that will be restricted.

Commissioner Monger asked about the fire district condition of "brush hogging and additional distance". The distance wasn't specific how far from the road shoulders. Ms. Winser stated that Chief Wisecup would work with Mr. Roach to define the proper distance. Commissioner Monger felt that by the time the final plat is approved, the number should be defined.

## **ROUNDTABLE DISCUSSION**

Commissioners discussed the trail and the fee in lieu.

Commissioner Corrigan wanted to make sure the trail was not just a path. Mr. Braun stated as part of the next stage in the process, they can better define the trail and what it will look like. Commissioner Corrigan stated the trail would need to be adequate for biking, assuming that use will be allowed.

Mr. Roach indicated the SPOA open space on a map. He stated they will work together to connect the trails.

Commissioner Corrigan wouldn't be as supportive if they build a trail segment just to have a trail segment. Having the trails connect makes a lot of sense.

## **MOTION**

Commissioner Monger moved to approve PL-16-66 - Young's Peak Preserve, zone change from High Density Residential (HDR) to Mountain Residential Estates (MRE) with the findings of fact that the proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and Stagecoach Community Plan and is in compliance with the applicable provisions of Sections 8 of the Routt County Zoning Regulations. This approval is subject to the following conditions:

1. The change of zone from High Density Residential (HDR) to Mountain Residential Estates (MRE) shall become effective upon signing of a resolution amending the Official Zoning Map by the Board of County Commissioners. Said resolution shall be recorded concurrently with the final plat.
2. This approval is contingent upon the recordation of the associated Final Plat.

Commissioner Corrigan seconded; the motion carried 2-0.

## **MOTION**

Commissioner Monger moved to approve PL-16-66 - Young's Peak Preserve, Preliminary Subdivision Plan with the following findings of fact:

1. The proposal with the following conditions meets the guidelines of the Routt County Master Plan and Sub Area Plan and is in compliance with Sections 4, 5, and 6 of the Routt County Zoning Regulations and Sections 3 and 4 of the Routt County Subdivision Regulations.
2. The application is substantially similar to the approved Sketch Plan.

This approval is subject to the following conditions:

### **General Conditions:**

1. This Preliminary Subdivision Plan approval is contingent upon submittal of a complete application for a Final Subdivision Plan within twelve (12) months. Extensions of up to one (1) year may be approved administratively.
2. Prior to recordation, the applicant shall submit an electronic copy of the approved plat to the County Planning Department in a .DWG format or other format acceptable to the GIS Department.
3. The approval shall not be issued until all fees have been paid in full.
4. All property taxes must be paid prior to the recording of the plat.
5. The Final Plat shall include the following notes:
  - a. Routt County is not responsible for maintaining or improving subdivision roads. The roads shown hereon have not been dedicated nor accepted by the County.
  - b. The suitability of these lots for an individual septic disposal system and the availability of permits for individual septic disposal systems have not been established and such shall be a condition of obtaining a building permit for these lots.
  - c. Existing and new accesses shall meet access standards set forth by the Routt County Road and Bridge Department and Fire Prevention Services.
  - d. The availability of water and permits for wells on the lots or parcels hereon shown has not been established.
  - e. Revegetation of disturbed areas shall occur within one growing season with a seed mix that avoids the use of aggressive grasses. See the Colorado State University Extension Office for appropriate grass mixes.
  - f. Routt County (County) and the Oak Creek Fire District shall be held harmless from any injury, damage, or claim that may be made against the County or the District by reason of the County's or the District's failure to provide ambulance, fire, rescue or police protection to the property described on this plat, provided that the failure to provide such services is due to inaccessibility of the property by reason of internal roads being impassable. This conditions shall not relieve the County or the District of

- their responsibility to make a bona fide effort to provide emergency services should the need arise.
- g. Address signage in conformance with Routt County Road Addressing, Naming, and Signing Policy shall be located at the entrance to the driveway.
  - h. All exterior lighting shall be downcast and opaquely shielded.
  - i. A current soils test showing the sufficient stable nature to support development will be required before obtaining a building permit as referenced in the Colorado Geological Survey letter dated May 23, 2017.
6. The Final Plat shall show and appropriately dedicate a minimum of 4 acres for necessary public purposes or developer shall pay a fee-in-lieu in accordance with Section 3.5.2 of the Routt County Subdivision Regulations prior to recordation of the Final Plat.
  7. A 'no build' zone shall be indicated on the plat to avoid construction of structures, septic fields and roads in areas including, but not limited to 30% or greater slopes. The "no build" zones shall be defined on the plat and approved by the Planning Director before the plat is recorded.
  8. The open space parcels and trail easements shall be deeded to the property owners association or the public and such deed(s) shall be concurrently recorded with the Final Plat.
  9. The Final Plat shall show utility easements along all lot lines and such shall be dedicated appropriately.
  10. Proof of water to serve all lots must be provided with the Final Plat Application.

### **Specific Conditions**

11. A new parcel agreement shall be recorded along with the final plat with dedication of easements to the Morrison Creek Water and Sanitation District.
12. The Preliminary Plat could be approved contingent upon the submittal of an individual augmentation plan approved by the Division 6 Water Court, or upon the submittal of a contract with the Upper Yampa Conservancy District to join an approved umbrella augmentation plan.
13. Prior to road construction a grading and excavation permit will be required for any earth moving activity that exceeds more than one acre of disturbance or 300 cubic yards of cut or fill.
14. Local fire department approval is required for final road design.
15. Utility easements for the subdivision shall be shown on the Final Plat.

16. A wildlife mitigation plan will be finalized with the Colorado Department of Parks and Wildlife as part of the final plat review.
17. To reduce property loss or damage from wildfire, property owners should be made aware of the 2008 Stagecoach Community Wildfire Protection Plan, the building location guidelines and the vegetation management guidelines for “defensible space” published by the Colorado State Forest Service and included in the C&R’s for the development.
18. To reduce property loss or damage from wildfire. Annual brush hogging an additional reasonable distance from the road shoulders along both access roads.
19. Each parcel is required to submit with their building permit request, a Wildfire Mitigation Plan developed in coordination with the Colorado State Forest Service, and that that plan is implemented and completed prior to sign off for a Certificate of Occupancy.
20. Any internal lot line fencing shall comply with the recommendations from CPW.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **EN RE: PURCHASING / JULIE KENNEDY**

Kim Bonner, Clerk & Recorder; Jason Nettles, Communications Manager, and David DeMorat, Emergency Operations Director, were also present.

#### **ARCASEARCH DOCUMENT PRESERVATION PROJECT**

Ms. Kennedy stated the County Clerk has over an estimated 190,000 historical documents dating back several decades that need to be professionally archived via digitization with an intuitive search engine to research the documents expeditiously for both staff and our citizens. The Clerk identified, applied for and received a grant that is available to government entities for this massive preservation process. After researching firms or consultants that perform this work, it was determined that ArcaSearch Corporation has the sole technical capabilities to initiate the search engine requirement, as well as they perform the digitization on-site, which is best for protecting our historical records throughout the process.

Ms. Kennedy is asking for the waiver of the formal purchasing process according to Routt County Purchasing Manual 6<sup>th</sup> Edition, Section 3.3, as to the following criteria: waiver of the competitive process is found to be in the best interest of the County and its citizens.

Ms. Bonner stated in 1983 the Clerk’s Office ended up with recording software that allowed them to digitally capture images and automatically indexed them. Then in 2005 the legislature passed a Bill that allowed for a \$1.00 technology fee to be charged to any recording of documents. They have retained those fees and utilized it for software upgrades when necessary. Currently the fund has about \$38,000. In 2015, the legislature approved a new Bill that allowed for a \$2.00 surcharge for any recording transaction. These fees are sent to the

State and administered by the Secretary of State's office and the Technology Board which Ms. Bonner is a member of. This board meets once a month.

Ms. Bonner stated there are smaller counties in Colorado that do not have a recording system available to them. The new software being offered is great news.

Ms. Bonner stated the new software will take all the documents prior to 1983, including Commissioner's minutes and all the resolutions, and digitize and index them. The ArcaSearch software has a high end camera that will take those older documents and images, and not only index them, but actually enhance the images.

Commissioner Corrigan asked how long it would take to go through all the documents and images. Ms. Bonner stated it would take about 3 months. He also asked if this would impact the Clerk's office. Ms. Bonner advised they will be using the election's office for this process.

Mr. Sullivan asked what the grant requirements were. Are we make the purchase of the software before the grant is awarded? Ms. Bonner stated not at all. The grant has to be approved first. Once the grant is approved the State would send the County the amount being requested in the grant. June 28<sup>th</sup> will be the next meeting for the grant award. We should know shortly after. Mr. Sullivan asked that his approval of purchase order be contingent on receiving the grant award.

#### **MOTION**

Commissioner Monger moved to approve the waiver of the formal purchase process and authorize the Chair Pro Tem's signature on the Professional Services Agreement, and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch Corporation in the amount of \$162,444 for the County Clerk's Document Preservation Project, contingent on the award of the grant funding.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **RFQ CAD EVENT NOTIFICATION SYSTEM**

Ms. Kennedy stated the current CAD Event Notification system provided to the Communications department, will no longer be supported by the current vendor effective in June 2019. Due to this issue, she did an RFI #7 was issued to determine what new technology was available for CAD Event Notification systems in the market currently. The responses were evaluated by the review committee, which consisted of several employees in the communications department, 2 fire department Chiefs, and several law enforcement representatives. Based on the information, the purchasing agent issued an RFQ to five vendors and 3 responded.

Ms. Kennedy stated while Emergency Services Marketing Corp is not the lowest bid, it is viewed as the most robust system available by the evaluating committee due to its cloud based service that serves several thousand agencies, there is no on-site hardware required, and the system takes an email from Spillman Flex when a CAD event is created and determines what to

do with the information based on parsing rules. Each agency utilizing the system will maintain their own database.

Ms. Kennedy stated during the review of the agreement, there was an issue with the indemnity clause. The County generally does not like to sign an agreement with this clause. In speaking with the company president, Ms. Kennedy stated they refused to remove the indemnity clause. After discussion the County Attorney was fine in keeping the clause in the agreement. The agreement will be in place for 5 years.

Mr. Nettles noted the upfront cost for Emergency Services Marketing Corp is second of the three bids. The 5-year cost is fairly similar among all three bids.

Mr. Nettles stated the emergency alerts the Commissioners receive currently will be replaced by the new vendor. The look of the text messages will be totally different. He will set up the Board with the proper notifications they will want to receive. He noted there is an application for smartphones that pushes notifications and is visually pleasing. The current vendor requires the County to have infrastructure that the IT department is required to maintain. That server will go away since the new system is cloud based.

Ms. Kennedy stated one of the concerns with the cloud based system was the cell service in our communities or the lack of it. The system has redundant service; a call is received and if you go in and out of service area, the call is not dropped and reconnects as soon as someone returned to a service area.

Ms. Kennedy stated there are 70 different agencies using this vendor in Colorado. Mr. Nettles added that Eagle County is the closest agency utilizing the software.

Commissioner Monger asked if Hip Link, our current service provider, is no longer available, why did they submit a bid. Ms. Kennedy stated the bid is for new software. Mr. Nettles added they no longer service the existing software, as is.

## **MOTION**

Commissioner Monger moved to approve and authorize the Chair Pro Tem to sign the Terms of Use Agreement for Emergency Services Marketing Corp., Inc. for their CAD Event Notification System software.

Commissioner Corrigan seconded; the motion carried 2-0.

## **EN RE: HUMAN RESOURCES / KATHY NELSON**

Kevin Booth, Yampa Valley Regional Airport Director, was also present.

## **ENTERPRISE APPLICATION ANALYST / ADMINISTRATOR PAY SCALE**



Ms. Nelson stated based on the implementation of the Munis/Tyler Technology software, the County would benefit from having a position that would continue with the implementation of the program and any additional software the County would purchase. This position would be responsible for planning, configuring, supporting and maintaining all Routt County's Enterprise Applications, and act as a liaison between vendors, subject matter experts, end users and County departments in implementing enterprise technologies throughout the organization.

Ms. Nelson stated Robert Felinczak, IT Director, was recommending a starting salary of \$72,000 for this position. She has reviewed Mr. Felinczak's job description and salary recommendation. Based on the market and other information available to Ms. Nelson, the position closely matches the Database Administrator/Software Developer position. Rather than create a separate pay scale for this position, Ms. Nelson recommends the Enterprise Application Analyst and Database Administrator/Software Developer share the same pay scale with a starting salary of \$73,876.16.

Commissioner Corrigan asked if there were external examples of similar positions to compare with. Ms. Nelson stated there were not a lot of examples for this particular position. The closest match was tied to Employers Council's salary survey information. The mid-point for this position is very similar to the information gathered.

#### **MOTION**

Commissioner Monger moved to approve the Enterprise Application Analyst/Administrator Pay Scale with a starting Step 1 at \$35.52 per hour or \$73,876.16 annually. Noting the Database Administrator/Software Developer pay scale was used.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **MOTION**

#### **DIRECTOR OF PUBLIC HEALTH PAY SCALE**

Ms. Nelson stated there was limited salary information available for this position. Looking at the information that was available, the midpoint of the minimum and maximum salary range, and used that as the midpoint for this particular pay scale.

Commissioner Monger asked if both Mr. Sullivan and Mr. Weinheimer had received the information provided by Ms. Nelson and are they in agreement with it. Both Mr. Sullivan and Mr. Weinheimer stated they have, and are in agreement with the information provided. Mr. Weinheimer added the information has also been shared with the Moffat County officials.

#### **MOTION**

Commissioner Monger moved to approve the Public Health Director Pay Scale with a Step 1 at \$43.71 hourly or \$90,917 annually.

Commissioner Corrigan seconded; the motion carried 2-0.

## **ADVANCE AN OSS/ARFF FIREFIGHTER TO STEP 9**

Ms. Nelson stated she is requesting the approval of the advancement of an OSS/ARFF Firefighter to Step 9 upon completion of a successful six-month performance evaluation. Mr. Booth has requested that this particular individual receive an advance in steps based on the person's credentials and also the fact that this individual exceeded his performance goals during the first 6 months.

Ms. Nelson stated in reviewing all the employees credentials and how the County advances our employees, this employee meets all the educational and work experience requirements to advance to Step 9. He has a B.S., a M.A. and attended the Navy Damage Control "A" school which exceeds the minimum qualifications required for the position. Based on our policy, these 3 degrees make him eligible for Step 4 and his 27 plus years of relevant experience, 24 years more than what is required, along with his multiple certifications and trainings exceed the minimum requirements making him eligible to advance him from Step 3 to Step 9.

Commissioner Corrigan asked when this advance would take effect. Ms. Nelson stated this advance would take effect as of May 16, 2019.

Mr. Sullivan added it would have been cleaner had this request been made at the time of hire, but Mr. Booth wanted the opportunity to observe the employee's performance and skill-set before making a such a request. He is now convinced the employee not only met but exceeded the performance standards.

Mr. Booth stated the employee was interviewed over the phone. He sounded like a great hire. He had 21 years of Navy leadership, rose through the ranks to E8; second highest enlisted rank. But the County has a 6-month probationary period. Mr. Sullivan had approved hiring at Step 3. The 6-month probation fell in the middle of the winter season and that is why the request wasn't made sooner. Additionally, there were some local training requirements necessary, which the employee has been diligent in completing.

## **MOTION**

Commissioner Monger moved to approve the advancement of an OSS/ARFF Firefighter to Step 9 after completion of a successful six-month performance evaluation effective May 16, 2019.

Commissioner Corrigan seconded; the motion carried 2-0.

## **HR GENERALIST II ABOVE STEP 1**

Ms. Nelson is requesting the approval to hire a new HR Generalist II at Step 9 of the pay scale. Mr. Sullivan has approved hiring the new HR Generalist at Step 3 of the HR Generalist II pay scale. However, the candidate's experience and credentials greatly exceed the minimum

requirements of the position, and she would like to hire the person at Step 9. The candidate has a Bachelor of Science in Philosophy and a minor in Organizational Management, and Associate of Applied Science in Hospitality Management, Certified Workforce Development Professional and Certified Senior Professional in Human Resources. The minimum educational requirement for this position is a Bachelor's degree in a related field. Ms. Nelson feels that her additional degrees and certificates qualify her for the additional steps. Additionally, she has 22 years of relevant experience and the minimum requirement is 4 years, exceeding the minimum by 18 years. Based on our policy each 2-3 years of additional years of experience qualifies her for a step making her eligible for a minimum of 6 additional steps.

Commissioner Monger asked when the step would become effective and why not hire and increase the steps after 6-month probation. Ms. Nelson stated the applicant meets the policy criteria so she is requesting step 9 be effective as of May 28, 2019, the hire date.

### **MOTION**

Commissioner Monger moved to approve hiring an HR Generalist II at Step 9 of the pay scale effective the hire date.

Commissioner Corrigan seconded; the motion carried 2-0.

## **EN RE: HUMAN SERVICES / KELLY KEITH**

### **DHS TANF ALLOCATION SPENDING**

Ms. Keith stated historically, Routt County provides TANF funds to the Fatherhood and Routt to Work programs. The County receives \$280,000 each year. TANF funds are used for families that need basic cash assistance. This year, it looks like the County will have about \$67,000 that needs to be spent otherwise it will revert back to the State. The reserves are at max this year and the County has bought enough CCCAP to cover not needing to transfer TANF over to CCCAP. Ms. Keith would like to keep the \$67,000, or as much of it as possible, in the community. The County can use those funds on TANF eligible programs that meet the TANF criteria.

Ms. Keith would like to propose several programs to give the TANF funding to. One thing to consider with the TANF funding, the County has to pay a maintenance effort on the funding. For this year, the maintenance effort was \$34,500. The County has to pay that amount no matter what.

Commissioner Corrigan asked what the funding was going to be spent on. Ms. Keith is proposing spending some of the funds on the Fatherhood Program and Routt to Work. She has tentative numbers because the County needs to make sure we don't give more to the program than TANF eligible families. TANF eligible families are a family with children in the home or a child in the home and make less than \$75,000 per year. She will have both Fatherhood Program and the Routt to Work send her the numbers of participants in the program or the cost of the

program to make sure the County is not giving too much TANF funds to the program if they are not serving that many TANF eligible people.

Commissioner Corrigan stated that regardless of the approval from the Board, Ms. Keith may still not be able to use the entire funding available. Ms. Keith stated she will try. She has about \$47,000 budgeted at this time. The other programs that along with Fatherhood and Routt to Work, are Partners of Routt County for \$10,000, Rocky Mountain Youth Corp for \$5,000 and Little Lambs as well. The deciding factors on the other programs, do they hit the other areas of TANF such as keeping families together, workforce development, childcare, and school based support programs. Partners of Routt County and Rocky Mountain Youth Corp both have been funded in the past through the Collaborative Management Program.

The Board agreed it would be best to keep the money in the community.

Commissioner Monger asked if this would mean additional record keeping for Ms. Keith's department. Ms. Keith stated she already is keeping those records. This would not represent additional work.

Commissioner Monger was comfortable with the funding the way Ms. Keith outlined in her memo to the Board. Commissioner Corrigan agreed.

#### **EN RE: MUSEUM AND HERITAGE ADVISORY BOARD / PETE WITHER**

Helena Taylor, Staff Assistant; Millie Beall, 443 Non Profit, were also present.

#### **CAPACITY BUILDING GRANT WITHDRAWAL – JULIE HARRIS THEATER**

Ms. Taylor stated the Museum and Heritage advisory Board met on April 30, 2019 to review and recommend funding of 4 new Capacity Building grants in the total amount of \$24,917.50, along with accepting the withdrawal of 1 grant; Julie Harris Theater, sponsored by Historic Routt County, in the amount of \$10,000.

#### **MOTION**

Commissioner Monger moved to accept the recommendation of the Museum and Heritage Advisory Board and approve the withdrawal of the Historic Routt County's Capacity Building Grant for the Julie Harris Theater in the amount of \$10,000, noting the funds be returned to the Capacity Building Grant fund pool.

Commissioner Corrigan seconded; the motion carried 2-0.

#### **CAPACITY BUILDING GRANTS – SPRING CYCLE**

#### **HAYDEN HERITAGE CENTER – DEPOT ROOF REPAIR**

Mr. Wither stated the MAHFAB Board reviewed the Hayden Heritage Center request for the Depot Roof Repair. The repair is unique and expensive since they need to utilize imported clay tiles to match the original material used on the roof. The Board recommends approval of the grant request in the amount of \$4,328.50, as submitted.

Commissioner Monger asked if the museum entities have been closing out the existing grants. Ms. Taylor stated that older grants have been closed. There are 3 open grants from 2018.

### **MOTION**

Commissioner Monger moved to accept the Museum and Heritage Advisory Board's recommendation and approve the Hayden Heritage Center's Capacity Building grant request for the Depot Roof Repair in the amount of \$4,328.50 or 50% of the expenditures.

### **HISTORIC ROUTT COUNTY – STRUCTURAL REHABILITATION MORNING/WILLET HOUSE**

Emily Katzman, Historic Routt County and Candice Bannister, Tread of Pioneers Museum, joined the meeting.

Mr. Wither stated Historic Routt County is working with 443 Oak, a nonprofit that owns the Morning/Willet House, to rehabilitate the structure. They are requesting \$10,000 to repair the foundation. The Board had an extensive discussion to make sure this project was of historic value and decided it was.

Ms. Taylor stated the MAHFAB Board had a long discussion regarding the ownership of the property. They had a concern on what would happen should the current owner decide to sell the property. Ms. Beall assured the Board that should the current ownership sell the property, it can only be sold to another nonprofit. They have an Operations Agreement.

Ms. Beall stated the current ownership is called 443 Oak – Nonprofit Center, the two organizations, United Way and Integrated Community, are the owners. The Operating Agreement is very specific to say if either of the entities work themselves out of a job, if it went away, they have to sell or give to another nonprofit in the community. The agreement is set up so that the building will always be a nonprofit community building.

Commissioner Monger asked if the County Attorney has reviewed the agreement. Ms. Taylor stated he has not. Ms. Beall advised she would forward the document for review.

Ms. Beall stated the house was built by George and Archibald Wither, Judge Morning resided in the house until it was sold to Doctor Willet who lived in the house until his death in 1970.

### **MOTION**

Commissioner Monger moved to accept the Museum and Heritage Advisory Board's recommendation and approve the Historic Routt County's Capacity Building grant request for

the Structural Rehabilitation of the Morning/Willet House in the amount of \$10,000 or 50% of the expenditures.

Commissioner Corrigan seconded; the motion carried 2-0.

## **HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG – BUCKET PARK LANDSCAPING – PHASE II**

Mr. Wither stated this grant request is the final phase of a multi-year project. The request is for landscaping at the Bucket Park.

### **MOTION**

Commissioner Monger moved to accept the Museum and Heritage Advisory Board's recommendation and approve the Historical Society of Oak Creek and Phippsburg's Capacity Building grant request for the Bucket Park Landscaping in the amount of \$7,589 or 50% of the expenditures.

Commissioner Corrigan seconded; the motion carried 2-0.

## **TREAD OF PIONEERS MUSEUM – HOWELSEN HILL HISTORY AUDIO TOUR POST**

Mr. Wither stated this project is in partnership with the City of Steamboat Springs. The Board had many questions and a few concerns regarding the project and future maintenance. The Board had originally tabled the grant but met again on May 1<sup>st</sup> to clarify the concerns with Ms. Bannister, after which the grant was approved.

Ms. Bannister stated the Tread of Pioneers has looked several years for components to give an audio history of Howelsen Hill versus signage. The City feels there is already enough signs along the trails and other historical sites and trails. The Tread does weekly walking tours at Howelsen in the summer, on Tuesdays. But other than that, there is no interpretation at Howelsen. Recently the City has focused attention on Howelsen because of it being the oldest continuously operated ski area in North America. So the time for this project is right now.

Ms. Bannister met with the contractor that builds the units being considered on the project during a conference in New Orleans. The units are called Solar Audio Tour Posts. They are all over the country in National Parks. The units are weather proof and vandal proof. The posts will have pre-recorded content and then it's a push-button system. Visitors would have the opportunity to learn about Olympian history, Howelsen Hill history, about Carl Howelsen, and Winter Sports Club and ski jumping history; a different button for each.

Ms. Bannister stated the City of Steamboat Spring will assist with the installation of the unit.

Ms. Bannister noted the audio will have one side in English and another in Spanish.

### **MOTION**

Commissioner Monger moved to accept the Museum and Heritage Advisory Board's recommendation and approve the Tread of Pioneers Museum's Capacity Building grant request for the Howelsen Hill Audio Tour Post in the amount of \$3,000 or 50% of the expenditures.

Commissioner Corrigan seconded; the motion carried 2-0.

No further business coming before the Board, same adjourned sine die.

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Kim Bonner, Clerk and Recorder

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M. Elizabeth Melton, Chair

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Date