

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
June 18, 2019**

Commissioner Beth Melton, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Douglas B. Monger and Commissioner Timothy V. Corrigan, were also present. Those present recited the Pledge of Allegiance. Deanna Sanchez recorded the meeting and prepared the minutes. Deputy County Manager Dan Weinheimer and County Manager Tom Sullivan were 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:	6/10-6/14	\$1,398,753.28
Accounts Payable Check: Manuals	6/10-6/14	\$
Accounts Payable Wires:	6/10-6/14	\$
Total:		\$1,398,753.28
Payroll Checks- Cycle Date:	6/10-6/14	\$517,940.48
Payroll Checks- Manuals	6/10-6/14	\$
Payroll – IRS & State Income Tax	6/10-6/14	\$211,083.57
Total:		\$729,024.05
Total Disbursements Approved:	6/10-6/14	<u>\$2,127,777.33</u>

Commissioner Corrigan seconded.

Commissioner Melton advised of the 2019 Accounts Payable items of note for run date June 10, 2019.

Vendor	Amount	Department
DEPARTMENT OF REVENUE		Clerk Remittance of Motor Vehicle Titles and Fees (6 Transactions), and sales tax collections;
CITY OF STEAMBOAT SPRINGS, AND		Clerk Distribution of Motor Vehicle

TOWNS OF YAMPA, HAYDEN AND		Fee Collections
MUSEUMS AND HISTORICAL SOCIETY		Additional Distribution of Museum and Heritage Tax Funds
HORIZONS SPECIALIZED SERVICES		Additional Distributions of Developmental Disabilities Tax Funds
2019 AP Run Date June 10 - Total	2,427,447.03	

Motion carried 3-0.

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

Commissioner Melton stated updates were received from legal, public works, CSU extension, Treasurer, and purchasing.

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 May 14, 2019;
- B. Approval of and authorization for the chair to sign a liquor license renewal for Steamboat Ski & Resort Corp DBA Stoker Bar.

MOTION

Commissioner Corrigan moved to approve items A and B on the consent agenda and authorized the Chair to sign the related documents.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: ROUTT COUNTY SHERIFF'S OFFICE / GARRETT WIGGINS

Joseph Boyle, Lieutenant, was present.

JBBS AMENDED CONTRACT

Lt. Boyle stated his request for the Board to amend the Jail Base Behavioral Services (JBBS) contract. He noted that this amendment changes the verbiage in the competency evaluation portion of this contract. The Office of Behavioral Health was sued recently for a competency evaluation case. Commissioner Monger asked if Mr. Knaus has reviewed it. Lt. Boyle confirmed so.

Commissioner Melton asked what a Competency Evaluation is. Lt. Boyle explained it is to evaluate the capability of the defendant to stand trial and make decisions. He notes that the mental health hospitals are overflowing. The overflow is making it very difficult to meet the required 72 hour limit to administer the competency evaluation.

MOTION

Commissioner Monger moved to approve and authorize the Chair's signature on the JBBS amended contract between Routt County Sherriff's Office and Office of Behavioral Health.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ASSESSOR / GARY PETERSON

Ryan Gilling and Angela Finnegan, Appraisers, Susan Siggson, Chief Appraiser, and Helena Taylor, Admin Assistant; were also present.

ABATEMENTS: R0620730 / DEARHOLT; R2012770 / SMITH; R2580217 / GOLDSTEIN; R2582621 / KANE; R6357891 AND R6357908 / MICHELS; R6258884 / ZULIM; R8163162 / SHALOM BAYIT LLC; R8164203 / FRALEY; R8179044 / ALBRO

Ms. Taylor stated she received communication from Brad Balm in regards of the petition to reclassify vacant contiguous parcels from the commercial rate of assessment to a residential rate of assessment. He is requesting administrative denial for each of the referenced parcels, because they are awaiting a ruling from the Colorado Supreme Court to clarify each statutory assessment.

Commissioner Corrigan asked the difference between administrative denial and normal denial. Mr. Peterson stated administrative denial is when the Board does not contest the denial, and a normal denial has discussion. Commissioner Corrigan asked if the Board's decision effects how the abatements are treated at the BAA. Mr. Peterson answered that it does not.

Mr. Peterson noted these abatements are continuations of the properties the Board has heard about previously.

Ms. Siggson stated that the Board has heard all of these accounts before. The only update is the tax information for 2016. Commissioner Corrigan asked if the accounts were denied at that time. Mr. Peterson confirmed so.

Mr. Peterson stated Duff and Phelps lost 29 of 32 cases at the BAA level. They were then appealed, and a few of them have been heard. They lost the appeals. The County's contract with Duff and Phelps states that depending on the outcome of the other BAA cases and any appeals, if they were not in Duff and Phelps's favor, they will withdraw the appeals. Duff and Phelps appealed the appellate level losses with Colorado Supreme Court. The court chose to hear three cases that tackle each of the issues. The three issues are the definition of contiguous, identical ownership of the properties, and use of the properties in conjunction with the residential property next door. The opening briefs were submitted and due on April 15, 2019.

Mr. Peterson summarized that these abatements are for tax years 2014 and 2015. The deadline was approaching in 2016, so they filed to prevent them from running past the 2 year deadline. Commissioner Melton asked if they waived interest. Mr. Peterson stated the stipulation part might have.

MOTION

Commissioner Corrigan move to accept the petitioners request for administrative denial for abatements of the following properties R0620730 / Dearholt, R2012770 / Smith, R2580217 / Goldstein, R2582621 / Kane, R6357891 and R6357908 / Michels, R6258884 / Zulim, R8163162 / Shalom Bayit LLC, R8164203 / Fraley, and R8179044 / Albro.

EN RE: EMERGENCY MANAGEMENT / DAVID DEMORAT

Cheryl Dalton, Emergency Management Specialist, was also present.

INFRARED (IR) CAPABILITY TO BE USED ON UNMANNED AERIAL SYSTEM (UAS)

Mr. DeMorat presented four quotes to the Board for the Infrared Capability. Some offer different peripherals, but their prices are very similar. The first option on the document presented to the Board is the option Mr. DeMorat chose. Commissioner Corrigan asked for a reminder of why Mr. DeMorat requested a new drone and not just a new camera. Mr. DeMorat stated a new camera alone would cost more and buying a new drone would allow more flexibility. The drones the County currently has are not compatible with the camera adaptations.

Commissioner Corrigan asked if this drone requires a driver's license. Mr. DeMorat stated most drones do not require driver's licenses. Commissioner Corrigan went on to question drones access to flying over private property. Mr. DeMorat replied that they are registered with the FAA. The only limitations are speed, drone size, 400 feet above ground, and line of sight. Unless the owner of the property also owns the air rights above their property, there are no limitations on flying over private property.

MOTION

Commissioner Corrigan moved to approve purchase of Infrared (IR) Capability to be used on Unmanned Aerial System (UAS).

Commissioner Monger seconded; the motion carried 3-0.

RESOLUTION ADOPTING THE REVISED ROUTT COUNTY BASE EMERGENCY OPERATIONS PLAN

Mr. DeMorat stated every County is required to have a current Emergency Operations plan within a currency of every 2 years. A revised plan was proposed in 2016, but was not finished. The new revised plan has gone through the proper committees. After the plan goes through with the Board, it will be presented to the Coordination Group in July. Then it will be posted to the appropriate sites and exercised.

Commissioner Melton asked about the accuracy of the statistic for 27% of the County being Routt County owned land. Mr. DeMorat stated the Hazard Mitigation plan did a County wide assessment that the statistic was used from. Mr. DeMorat is going to follow-up with them on how they got that statistic. Commissioner Melton asked if the statistic on the population doubling during winter months was daily population or residents. Mr. DeMorat replied that it is visitors and not residents. Commissioner Melton asked for clarification on the section in the plan that states, "The accounting department determines proper amount of time spent on projects." Mr. DeMorat replied that Ms. Littman, with the Communications Department, collects the accrued time reports to make sure they are accurate. The information that the EOC compiles for finance and admin needs to get over to accounting for proper recording and payments.

MOTION

Commissioner Monger moved to approve and authorize the Chair to sign resolution 2019-044 adopting the Revised Routt County Base Emergency Operations Plan.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PURCHASING / JULIE KENNEDY

Ray DuBois, Public Works Director, and Steve Faulkner, Facilities; were also present.

PSA WITH WESTERN SECURITY FOR ANNUAL MAINTENANCE

Ms. Kennedy stated their request for consideration to waive the formal purchasing process and approve the Professional Services Agreement to Western Security, LLC for annual fire alarm system tests and inspections at four (4) Routt County facilities in the amount of \$5,400 for the calendar year of 2019. Ms. Kennedy noted that Western Security was giving the

County annual inspections with 5 different quotes. Mr. Knaus suggested that the County do a professional services agreement, and that would allow this to be a line item for next year.

Commissioner Corrigan asked why they are doing just the 4 facilities. Mr. Faulkner replied that those are the only County buildings that have fire alarm systems. Commissioner Monger asked if the Court House includes the Annex building. Mr. Faulkner confirmed so.

Commissioner Corrigan asked why we budgeted \$20,000. Commissioner Monger explained it is a line item for repair and maintenance as a whole.

Mr. DuBois asked how long we have been using Western Security. Mr. Faulkner replied they have been with us since the early 90's.

MOTION

Commissioner Corrigan moved to waive the formal purchasing process, approve and authorize the Chair to sign the Professional Services Agreement to Western Security, LLC for annual fire alarm system tests and inspections at four (4) Routt County facilities in the amount of \$5,400 for calendar year 2019.

Commissioner Monger seconded; the motion carried 3-0.

WESTERN STATES FIRE PROTECTION FOR ANNUAL SERVICES

Ms. Kennedy stated their request to waive the formal purchasing process and approve the Professional Services Agreement to Western States Fire Protection Company for annual fire sprinkler system tests and inspections at four (4) Routt County facilities in the amount of \$3,910 in the calendar year of 2019. Ms. Kennedy noted this item is needed for the same reasons as the previous item. A Professional Services Agreement would suit the County better in this partnership.

MOTION

Commissioner Monger moved to waive the formal purchasing process, approve and authorize the Chair to sign the Professional Services Agreement to Western States Fire Protection Company for annual fire sprinkler system tests and inspections at four (4) Routt County facilities in the amount of \$3,910 in the calendar year of 2019.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: BUILDING DEPARTMENT / TODD CARR

Julie Kennedy, Purchasing Agent, and Robert Felinczak, IT Director; were also present.

RFP 617 LAND USE MANAGEMENT SOFTWARE

Ms. Kennedy stated their request for approval of the Board of County Commissioners and authorization of the Chair to sign the contract documents and authorization of the County Manager to electronically sign the Purchase Order to CityView, a division of N. Harris Computer Corporation, in the amount of \$441,251.00 for Land Use Management Software to be utilized by the Routt County Building, Planning, Environmental Health and Public Works Departments. Mr. Carr has been heading the team and Mr. Felinczak has been assisting. The City and the County have been collaborating to create a portal that mirrors each other and has access to all the information that is pertinent to the land. Mr. Carr stated they have brought the price down.

Commissioner Corrigan asked if the software system will look the same for the City and the County. Mr. Carr confirmed so.

Commissioner Melton asked about the difficulties of this implementation process. Mr. Carr stated he would prefer to not hire someone for this process. They have an appropriate amount of time to complete the implementation, but over-time hours will be used. Ms. Kennedy noted they would rather keep the work in-house than hire an outside entity, so the information can stay in house to be of use.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign the contract documents and authorize the County Manager to electronically sign the Purchase Order to CityView, a division of N. Harris Computer Corporations, in the amount of \$441,251.00 for Land Use Management Software to be utilized by the Routt County Building, Planning, Environmental Health, and Public Works departments.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: LEGAL / ERICK KNAUS

AUDIT LETTER 2018

Mr. Knaus stated he is requesting consideration of ratification of authorization to release the 2018 audit letter. He noted that if the Board has questions about the audit, they can go into Executive Session.

MOTION

Commissioner Monger moved to approve and authorize the ratification of the Chair's signature on the release of the 2018 audit letter.

Commissioner Corrigan seconded; the motion carried 3-0.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date