



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> June 28, 2022	<b>ITEM TIME:</b>

<b>FROM:</b>	Joe Stepan, FM Division Manager
<b>TODAY'S DATE:</b>	June 21, 2022
<b>AGENDA TITLE:</b>	Fairgrounds Luminare Fiber Installation Agreement and Adventure Office Software Agreement

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>X ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**

Request that the Routt County Board of County Commissioners approve and authorize the Chair to electronically sign the agreement with Luminare Broadband for an amount not to exceed \$5,500.00 and that the Routt County Board of County Commissioners approve and authorize the Chair to sign the Sub Merchant Payment Processing Agreement with Fullsteam Operations LLC as payment processor for Adventure Office software.

**II. RECOMMENDED ACTION (motion):**

Motion by the Routt County Board of County Commissioners to approve and authorize the Chair to electronically sign the Luminare Broadband Service Quote for an amount not to exceed \$5,500.00 and to approve and authorize the Chair to sign the Sub Merchant Payment Processing Agreement with Fullsteam Operations LLC.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE (if applicable):**  
**CURRENT BUDGETED AMOUNT: NA**  
**PROPOSED EXPENDITURE: \$5,500.00**  
**FUNDING SOURCE: Luminare – 50560317 801000 FM POOL FAIR GRDS EXHIBIT HALL / 10121157 711300 GF IT FAIR**  
**Adventure Office – 10147239 721451 GF RV PARK PROF SVCS –**  
**ONLINE RES**

**SUPPLEMENTAL BUDGET NEEDED: Yes**

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

None



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**V. BACKGROUND INFORMATION:**

The Routt County Fairgrounds is currently serviced by cable internet. Given the availability of faster, more reliable fiber-based service the Fairgrounds' Manager is working with Luminare to install service at the property in the Exhibit Hall and through the grounds to the Multi-purpose building. Additionally, the Fairgrounds is replacing existing web-based reservation management software with a more comprehensive software with the intent of utilizing the product for management of the annual Fair, other scheduled events, and for RV Park and camping reservations.

**VI. LEGAL ISSUES:**

None

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None

**VIII. SUMMARY AND OTHER OPTIONS:**

**IX. LIST OF ATTACHMENTS:**

- i. Luminare Service Quote
- ii. Fullsteam Operations LLC Sub Merchant Payment Processing Agreement
- iii. Adventure Office Terms of Service