

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
November 9, 2021

Commissioner Timothy V. Corrigan, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Beth Melton, County Manager Jay Harrington, and County Commissioners' and Manager's Office Manager Kendra Alfieri were also present. Samantha Pearce prepared the minutes.

EN RE: ACCOUNTS PAYABLE/ MANUAL WARRANTS/ PAYROLL

Mr. Harrington presented the accounts payable totaling \$103,091.32

MOTION

Commissioner Melton moved to approve accounts payable as presented.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA

- a. APPROVAL OF COUNTY COMMISSIONERS' MINUTES: MEETINGS OF AUGUST 17, 24, 31 AND SEPTEMBER 7, 2021;
- b. APPROVAL OF THE APPOINTMENTS OF COMMISSIONER BETH MELTON AND SCOTT COWMAN AS ROUTT COUNTY REPRESENTATIVES ON THE CLIMATE COLLABORATIVE BOARD;
- c. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A RESOLUTION APPOINTING TRUSTEES TO THE EAST ROUTT LIBRARY DISTRICT BOARD;
- d. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN REGIONAL CORE CONTRACTS FOR MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT FOR THE 2021-2022 FISCAL YEAR.

MOTION

Commissioner Redmond moved to approve items A., B., C., & D. on the consent agenda with item C. having Resolution Number 2021-085.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

Jim Hicks made public comment by submitting a letter on behalf of the Trappers Lake Chapter of the Sierra Club.

EN RE: TREASURER

CHANDLER ASSET MANAGEMENT AGREEMENT

Lane Iacovetto, Treasurer presented to the Board a consideration for approval and authorization for the Chair to sign an agreement with Chandler Asset Management.

Commissioner Corrigan asked Ms. Iacovetto if the County should look at other companies. The County has been with Chandler for 14 years. Ms. Iacovetto stated she was happy with the service provided from Chandler and enjoys working with them noting she didn't see a need to change providers based on the goals from the County.

MOTION

Commissioner Melton moved to approve and authorize the Chair to sign an agreement with Chandler Asset Management.

Commissioner Redmond seconded; the motion carried 3-0.

INVOICE CLOUD AGREEMENT

Ms. Iacovetto presented to the Board a consideration for approval and authorization for the Chair to sign Invoice Cloud payment processing agreement.

Ms. Iacovetto stated she has been searching for a new payment processor for tax season. The current processor is outdated and hard to work with and has a 1 customer rating which is the lowest it can be. Ms. Iacovetto is looking to change to InvoiceCloud which has better customer satisfaction rate, and will be easier to use.

MOTION

Commissioner Redmond moved to approve the agreement with InvoiceCloud and authorize the Chair's signature on the primary agreement once final review is completed by the County Attorney's office. In addition, moved to authorize the Treasurer's signature on any supplementary documents required by Invoice Cloud in order to implement the primary agreement.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: PURCHASING

RFP 735 CUTTING EDGES 2021 PURCHASE APPROVAL

Julie Kennedy, Purchasing Agent, and Tony Brown presented to the Board a consideration to approve the purchase and authorize the County Manager to electronically sign the Purchase Order to Wagner Equipment Company in the amount not to exceed of \$38,167.65 for Cutting Edges 2021 for the Public Works Department.

Ms. Kennedy sent out RFP 735 Cutting Edges 2021 to eight suppliers and received five proposals. Ms. Kennedy recommends this purchase from Wagner Equipment Company for the cutting edges required as the best value for the County.

MOTION

Commissioner Melton moved to approve the purchase and authorize the County Manager to electronically sign the Purchase Order to Wagner Equipment Company in the amount not to exceed of \$38,167.65 for Cutting Edges 2021 for the Public Works Department.

Commissioner Redmond seconded; the motion carried 3-0.

MOTOR POOL RCSO VEHICLE DONATION TO COSTILLA COUNTY SHERIFF APPROVAL

Ms. Kennedy, and Sheriff Garret Wiggins presented to the Board a consideration to approve the donation of one Routt County Inventory number 894 Ford Inceptor, gold, model year 2014, with 135,000 miles, retired from the Routt County motor pool in 2018, "as is" with no warranty, to the Costilla County, Colorado Sheriff.

The Costilla County Sheriff's office has reached out to find assistance from other Colorado Sheriff Departments to acquire used patrol vehicles that they are in very short supply of. This vehicle was retired in 2018 by the Routt County Motor Pool. Both the Road & Bridge department and the Routt County Sheriff's Office have requested to follow the Routt County Disposal Policy.

MOTION

Commissioner Redmond moved to approve the donation of one Routt County Inventory number 894 Ford Inceptor, gold, model year 2014, with 135,000 miles, retired from the Routt County motor pool in 2018, "as is" with no warranty, to the Costilla County, Colorado Sheriff.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: ROUTT COUNTY MUSEUMS AND HERITAGE FUND ADVISORY BOARD

Peter Wither, Chair presented to the Board a consideration to approve the funding of 2 new Capacity Building grant: Hayden Heritage Center-Depot Restoration & Tread of Pioneers Community House Restoration.

The Museum & Heritage Advisory Board (MAHFAB) met on October 26, 2021 to review and recommend funding of 2 new Capacity Building grant: HRC/Perry-Mansfield Julie Harris Theatre. The Board recommends the grant.

MOTION

Commissioner Redmond moved to accept the Museum and Heritage Advisory Board's recommendations and approve the following Capacity Building Grant applications: 1-Hayden Heritage Center's Historic Hayden Depot restoration, for \$13,802, subject to receiving either the state historical fund grant, or a comparable grant from another source. 2-Tread of Pioneer's-Community House Restoration, Phase I – for \$10,000 pending the inclusion of an interpretive sign to be posted no later than the end of the 2 year grant period.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES

HIRING A COMBINATION INSPECTOR ABOVE STEP 1

Kathy Nelson, Director and Todd Carr, Building Director presented to the Board a consideration to approve hiring a Combination Inspector at Step 1.

Todd Carr is requesting to hire Jeff Yeiser at Step 3 of the Combination Inspector Pay Scale and advance to Step 4 upon successful completion of a six month performance evaluation and obtaining his ICC Residential Combination Inspector Certification.

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

Mr. Yeiser meets the education and work experience required to be hired at Step 3 and advance to Step 4 upon completing a successful 6 month performance evaluation and obtaining his ICC Residential Combination Inspector Certification. He exceeds the minimum requirements of the job as he has a B.S. and 25 years of relevant experience. 5 years in building and construction, 11 years in management and customer service, and 7 years as a Quality Engineer where he was focused on consistency and accuracy.

Ms. Nelson is recommending approval of hiring Mr. Yeiser at Step 3 with the opportunity to advance to step 4 upon completing a successful 6 month performance evaluation and obtaining his ICC Residential Combination Inspector Certification. The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

MOTION

Commissioner Melton moved to approve to Hire Inspector at Step a Building and Plans Combination Inspector at Step 3 of the Pay Scale with the Opportunity to Advance to Step 4. Commissioner Redmond seconded; the motion carried 3-0.

HIRING A REAL PROPERTY APPRAISER AT STEP 4 OF THE PAY SCALE

Ms. Nelson, and Gary Peterson County Assessor presented to the Board a consideration to approve hiring a real property appraiser at Step 4 of the Pay Scale.

Gary Peterson is requesting to hire Steven Ritter at Step 4 of the Personal Property Appraiser Pay Scale.

Mr. Ritter meets all of the education and work experience required to be hired at Step 4. He has a B.S., a M.S., has fulfilled 150 hours of the Colorado Appraisers Courses, and 1,000 hours of appraisal training. He has taken all of the courses to obtain his Ad Valorem Appraisal License, with the exception of one. In addition, he has over 7 years of relevant experience, 7 years above the minimum required.

Ms. Nelson recommends approval of hiring Mr. Ritter at Step 4 of the Personal Property Appraiser pay scale. The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

MOTION

Commissioner Melton moved to approve hiring a real property appraiser at Step 4 of the Pay Scale.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: LEGAL

Lynaia South, Assistant County Attorney presented to the Board a consideration to approve of and authorize the Chair to sign a Settlement Agreements in two Board of Equalization appeals, Alpine Mountain Ranch at Steamboat Springs LLP and Eden Park Associates Limited Partnership.

This was an appeal of the actual values for a total of 36 vacant lots in Alpine Mountain Ranch. The County Board of Equalization heard this matter earlier this year when it was determined the properties were determined erroneously classified agricultural. The CBOE corrected the classifications to vacant.

The Petitioners filed a timely appeal through arbitration. Based on an exchange of information, a viewing of the subject lots, and discussions the settlement has been reached as to the values of these lots. The classifications remain as vacant.

MOTION

Commissioner Melton moved to approve of and authorize the Chair to sign a Settlement Agreements in two Board of Equalization appeals, Alpine Mountain Ranch at Steamboat Springs LLP and Eden Park Associates Limited Partnership.

Commissioner Redmond 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