

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
December 14, 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 Jennifer Parent were also present. Samantha Pearce prepared the minutes.

EN RE: ACCOUNTS PAYABLE/ MANUAL WARRANTS/ PAYROLL

Mr. Harrington presented the accounts payable totaling \$18,038.04

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 SEPTEMBER 14, 21, 28, 29 AND OCTOBER 5, 2021;
- B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH PEAK HEALTH ALLIANCE.

MOTION

Commissioner Redmond moved to approve items A., & B. on the consent agenda.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: ACCOUNTING

Dan Strnad, Accounting Director presented to the Board a Public Hearing for the 2022 Routt County Budget, and consideration for approval adoption and appropriation of the 2022 Budget and Levying of Routt County property tax resolutions.

Mr. Strnad gave a brief overview of the 2022 budget. No public comment was made.

MOTION

Commissioner Melton moved to approve Resolution number 2021-089, a Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies and Adopting a Budget for 2022.

Commissioner Redmond seconded; the motion carried 3-0.

MOTION

Commissioner Redmond moved to approve Resolution number 2021-090, a Resolution Levying General Property Taxes for the Year 2021 to Help Defray the Costs of Government for the County for the 2022 Budget Year.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: LEGAL

Lynaia South, Assistant County Attorney presented to the Board a consideration of and adoption of a Resolution Continuing Declaration of Local Disaster.

On March 13, 2020, the Chair signed a Declaration of Local Disaster relating to the COVID-19 global pandemic. On March 16, 2020, the Board of County Commissioners ratified and extended this Declaration of Local Disaster. This is the twenty-second Resolution extending the Declaration. It is effective from the date of the current expiration and extends the Declaration for another 30 days.

MOTION

Commissioner Melton moved to approve resolution number 2021-091 Continuing Declaration of Local Disaster to January 27, another 30 days after the expiration of the current declaration.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PLANNING

Alan Goldich presented to the Board a consideration of tabling the hearing of Twin Landfill; PL20210002.

Planning staff and the applicant chose to table the hearing so that proposed conditions of approval prior to the staff report being distributed can be discussed.

MOTION

Commissioner Redmond moved to table Twin Landfill; PL20210002 to February 1, 2022.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: PURCHASING

Julie Kennedy, Purchasing Agent and Caroline McClenahan, Grant Administrator presented to the Board a consideration to approve the Routt County Professional Services Agreement (PSA), the Chair sign the PSA and authorize the County Manager to electronically sign the Purchase Order to CWR Enterprises, LLC d/b/a Upsize Marketing Strategies in the amount not to exceed \$135,000.

The NWCDC requested Routt County, the fiscal agency for the Grant administration, through the Purchasing Department issue RFP 730 Economic Development Consultant Professional Services in the fall of 2021. The RFP was sent to nine vendors and advertised both in the paper and the Routt County website. Four proposals were received and the evaluation committee scored the proposals based on 5 criteria.

The committee interviewed both Better City and Upsize Marketing based on the proposal scores. Upsize Marketing was selected by unanimous decision for their professional approach, vast knowledge and experience, project time line and ability to work both remotely and on site as needed.

The NWCDC is scheduled to approve the contract with Upsize Marketing at their December Board meeting on Thursday, December 9, 2021.

MOTION

Commissioner Melton moved to approve the Routt County Professional Services Agreement (PSA), the Chair sign the PSA and authorize the County Manager to electronically sign the Purchase Order to CWR Enterprises, LLC d/b/a Upsize Marketing Strategies in the amount not to exceed \$135,000.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: EMERGENCY MANAGEMENT

David DeMorat, Emergency Operations Director presented to the Board a consideration for approval and authorization for the Chair to sign the Routt County Ambulance Licensing Renewals for Participating Agencies.

Per state statute, Routt County provides approval and ambulance licensing for any ambulance operating in Routt County. The Board of County Commissioners has delegated the task of compiling, reviewing, and recommending ambulance licensing to the Routt County EMS Council. Licenses need to be renewed on an annual basis.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign the Routt County Ambulance Licensing Renewals for Participating Agencies.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: LEGAL

Lynaia South, Assistant County Attorney presented to the Board a consideration of and adoption of a Resolution Regarding the Use of Referees in Board of Equalization and Abatement Hearings.

Statute allows the use of hearing referees, or hearing officers, to conduct hearings on behalf of the Board of Equalization and on behalf of the County Commissioners for abatements. Information was presented to the Board previously and the Board gave direction to move forward with the use of referees. This resolution authorizes their use. The Board/County Manager office will then need to complete an application and vetting process. The Board will then make a formal appointment of the selected individuals who will have to agree to a professional services agreement with the County.

MOTION

Commissioner Melton moved to approve Resolution Number 2021-092 regarding the use of Referees in Board of Equalization and Abatement Hearings.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: CLERK AND RECORDER

Kim Bonner, County Clerk, Jenny Thomas Deputy Clerk, and Emy Keeling GIS Manager presented to the Board a consideration to approve updated Routt County Commissioner District Boundaries as required by C.R.S. 30-10-306(4).

Colorado Revised Statutes (“C.R.S.”) § 30-10-306 provides that each County shall be divided into three compact districts (the “Commissioner Districts”) which shall be as nearly equal in population as possible, shall be numbered consecutively, and from which one commissioner shall be elected from each of such districts by the voters of the whole County.

HB21-1047 delayed the Board reapportionment deadline from September 30 in the year after the census until September of the second odd-numbered year after decennial census. C.R.S. § 3010-306(4) provides that “after each federal census of the United States, each district shall be established, revised, or altered to assure that such districts shall be as nearly equal in population as possible based on such census”.

A federal census of the United States was performed in the year 2020. In order to ensure that the populations of the three Commissioner Districts in Routt County are as nearly equal in population as possible, the Board has determined to change the boundaries of such Districts in accordance with the federal census data no later than December 31, 2021. All documentation has been reviewed by the County Attorney. There are no outstanding issues.

The Commissioners asked clarifying questions to Ms. Keeling about the process of mapping the districts. Commissioner Corrigan gave opportunity for public comment. No public comment was made.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign a Resolution number 2021-093 adopting updated Routt County Commissioner District Boundaries according to the attachments submitted, including legal descriptions and map.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: YAMPA VALLEY REGIONAL AIRPORT

Kevin Booth, Director presented to the Board a consideration for approval and authorization for the Chair to sign Amendment 11 to the Professional Services Agreement between Routt County and Mead & Hunt for FY 2021 & 2022 in support of design and construction of a rental car car wash facility.

Rental car companies (Avis/Budget&Hertz) requested YVRA design & construct an on-airport carwash facility for their exclusive use and have approved use of CFCs funding for the project. One of the two existing/local car wash facilities in Hayden recently terminated their car wash services which has negatively impacted rental car cleaning operations. The proposed car wash location on Piper Lane is adjacent to the existing rental car fuel farm and will optimize rental car operations.

MOTION

Commissioner Melton moved to approve and authorize the Chair to sign Amendment 11 to the Professional Services Agreement between Routt County and Mead & Hunt for FY 2021 & 2022 in support of design and construction of a rental car car wash facility.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: COUNTY MANAGER

Jay Harrington, County Manager presented to the Board an appreciation request to the Public information Officer, Robin Schepper. No Motion was made.

EN RE: COMPENSATION SURVEY UPDATE AND DISCUSSION

Kathy Nelson, Human Resources Director presented to the board a discussion and update on the compensation survey. No motions were made.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date