

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
July 6, 2021**

Commissioner Timothy V. Corrigan, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Interim County Manager Mark Collins, Community Engagement Officer Robin Schepper, Assistant County Attorney Lynaia South, and County Attorney Erick Knaus were also present. Jennifer Parent prepared the minutes. Commissioner Beth Melton was absent.

**EN RE: APPROVAL OF ACCOUNTS PAYABLE/ MANUAL WARRANTS/ AND
PAYROLL**

Mr. Collins stated that there were no warrant reports at this time.

EN RE: CONSENT AGENDA

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

- A. Approval of County Commissioners' Minutes: Meetings of June 15 and June 16, 2021;
- B. Approval and signature of the DHS Colorado Works/CCCAP MOU;
- C. Approval for ratification of the Chair's signature on the American Rescue Plan Interim Committee on Housing;
- D. Approval of and authorization for the Chair to sign a resolution 2021-041 appointing trustees to a 5-Year term on the West Routt Library District Board Of Trustees;
- E. Approval of and authorization for the Chair to sign Mineral Right Owner Notice affidavit for HHS Building Project;
- F. Approval of Resolution 2021-042 to adopt the Routt County Climate Action Plan.

MOTION

Commissioner Redmond moved to approve items A, B, C, D, E and F on the consent agenda.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: PUBLIC COMMENT

No public comment was made at this time.

EN RE: PLANNING

Kristy Winser, Planning Director, was present.

SNOKOMO ESTATE FILING 3

An application to subdivide Lot 9 Snokomo Estates F2 into two, was approved on July 8, 2008. Over the years requests to extend the deadline for recording the plat has been approved. The current deadline to have the plat recorded is July 8, 2021. The landowner recently received Sketch Subdivision and Zone Change approval for a different subdivision layout of this lot. Although the Sketch Subdivision was approved, this approval does not vest the landowner in this approval. Only after Preliminary and Final Subdivision approval is obtained, is a project vested. As a backup in case the current project does not receive final approval, the landowner has requested that the deadline to record the plat be extended. The Routt County Master Plan and Subdivision Regulations have not changed or changed to an extent that would impact this approval if it was to be considered today. The Stagecoach Plan was amended in 2017, but staff does not think that the amendments would impact this project. Additionally, the recent Sketch Subdivision and Zone Change approval on this site at a higher density shows than the currently approved density is in compliance with any application Master Plan, and Stagecoach Community Plan policies, and the Zoning and Subdivision Regulations. Staff suggests that this extension only be granted for one additional year.

MOTION

Commissioner Redmond moved to approve a one year extension to record the Snokomo Estates Filing 3 final plat, PS2001- 001. The new deadline to record the plat is July 8, 2022.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: ACCOUNTING

Dan Strnad, Accounting Director, was present.

CAPITAL COMMITTED FUND BALANCE

MOTION

Commissioner Redmond moved to approve **Resolution #2021-043**; a resolution establishing a Capital Committed Fund Balance in the General Fund to set aside funds for the

acquisition of capital assets and replacements as defined in the Routt County Capital Asset Policy. Funding for the Capital Committed Fund Balance will come from severance tax collected in a calendar year greater than \$45,000, building use tax collected in a calendar year greater than \$235,000 and other funds as designated by the Board of County Commissioners. The 10% Committed Fund Balance in the General Fund established by Routt County Resolution #2011-055 Committed Fund Balances will be funded prior to the Capital Committed Fund Balance in the General Fund. The Capital Committed Fund Balance can be changed by a resolution approved by the Board of County Commissioners. This resolution shall become effective January 1, 2020 upon its adoption.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – SURVEYOR PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-044** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the general fund – surveyor personnel budget. The 2020 budget and appropriation for the General Fund - Surveyor personnel budget shall be increased \$55 from \$6,590 to \$6,645 to fund the additional personnel costs from an unanticipated years of service award and an increase in personnel taxes. Funding is available from the General Fund – Reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – COVID-19 – PERSONNEL AND OPERATIONS 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-045** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – COVID-19 - Personnel and Operations Budget. The 2020 budget and appropriation for the General Fund - COVID 19 Personnel budget shall be increased from \$0 to \$967,460. Funding is available from the Federal CARES Grant of \$222,320 and amending the following General Fund Personnel budgets and appropriation as decreased in the table below by \$745,140 from \$9,941,180 to \$8,896,040.

The budget and appropriation for the General Fund COVID 19 Operations budget shall be increased \$1,203,240 from \$250,000 to \$1,453,240 to fund COVID 19 operating costs and the Business and Non Profit grant program. Funding is available from the CARES grant and General Fund Committed Reserves. The CARES grant has remaining approximately \$386,000 to replenish the General Fund Committed Reserves and fund other future costs of COVID 19.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – RECYCLING OPERATIONS 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-046** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – Recycling Operations Budget. The 2020 budget and appropriation for the General Fund – Recycling operations budget shall be increased \$5,920 from \$59,800 to \$65,720 to fund the additional operating costs from increased activity with the recycling containers and increased costs with hazardous waste material within the County. Funding is available from General Fund – Recycling Restricted Fund Balance. The 2020 operations budget and appropriation in the Health Insurance Pool shall be increased \$230,000 from \$4,742,830 to \$4,972,830 to fund actual claims expense in excess of budget. Funding of \$230,000 is available from the Pool's reserves.

The 2020 transfer budget and appropriation in the Health Insurance Pool shall be increased \$495,000 from \$2,450,000 to \$2,945,000 to fund the additional transfer to the General Fund. Funding of \$495,000 is available from the Pool's reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

HEALTH INSURANCE POOL OPERATIONS AND TRANSFERS 2020 SUPPLEMENTAL BUDGETS

MOTION

Commissioner Redmond moved to approve **Resolution #2021-047** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Health Insurance Pool operations and transfers budgets. The 2020 operations budget and appropriation in the Health Insurance Pool shall be increased \$230,000 from \$4,742,830 to \$4,972,830 to fund actual claims expense in excess of budget. Funding of \$230,000 is available from the Pool's reserves.

The 2020 transfer budget and appropriation in the Health Insurance Pool shall be increased \$495,000 from \$2,450,000 to \$2,945,000 to fund the additional transfer to the General Fund. Funding of \$495,000 is available from the Pool's reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

HUMAN SERVICES FUND – OPERATIONS 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-048** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Human Services Fund – operations budget. The 2020 budget and appropriation for the Human Services Fund operations budget shall be increased \$675,000 from \$2,654,845 to \$3,329,845 to fund the unanticipated child care and food assistance costs incurred as a result of COVID-19. Funding is available from federal and state funds and the Human Services Fund reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

MILNER SANITATION - OPERATIONS 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve Resolution **#2021-049** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Milner Sanitation - operations budget. The 2020 budget and appropriation for the Milner Sanitation - Operations budget shall be increased \$1,000 from \$48,300 to \$49,300 to fund the overage in sanitation costs during 2020. Funding is available from the Milner Sanitation Reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

PHIPPSBURG WATER AND SANITATION - OPERATIONS 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-050** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Phippsburg Water and Sanitation Operations budget. The 2020 budget and appropriation for the Phippsburg Water and Sanitation operations budget shall be increased \$9,850 from \$93,120 to \$102,970 to fund the additional operating costs from unanticipated sewer line repairs. Funding is available from Phippsburg Water and Sanitation Reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

YAMPA VALLEY REGIONAL AIRPORT – DEBT SERVICE 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-051** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Yampa Valley Regional Airport debt service budget. The 2020 budget and appropriation for the Yampa Valley Regional Airports Debt Service budget shall be increased \$165 from \$1,088,955 to \$1,089,120 to fund the additional debt service costs from an increase in accrued interest. Funding is available from Yampa Valley Regional Airport reserves.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND - ELECTIONS - OPERATIONS 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-052** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund - Elections – Operations budget. The 2020 amended budget and appropriation for the General Fund - Elections – Operations budget shall be increased \$22,300 from \$125,305 to \$147,605 to fund the increased printing costs incurred for a two-page ballot for the 2020 elections. Funding is available from unanticipated sales tax revenue in the General Fund.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – PURCHASING – PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-053** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – Purchasing - Personnel budget. The 2020 budget and appropriation for the General Fund – Purchasing – Personnel budget shall be increased \$2,800 from \$102,710 to \$105,510 to fund the accounting adjustment to medical insurance. Funding is available from unanticipated sales tax revenue in the General Fund.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – HUMAN RESOURCES – PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-054** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – Human Resources - Personnel budget. The 2020 amended budget and appropriation for the General Fund – Human Resources – Personnel budget shall be increased \$5,000 from \$397,165 to \$402,165 to fund the change in medical insurance coverage for staff related to turnover. Funding is available from lower than anticipated unemployment costs of \$4,000 and unanticipated General Fund sales tax of \$1,000. The 2020 amended budget and appropriation for the General Fund – Human Resources – Operations budget shall be decreased \$4,000 from \$90,790 to \$86,790.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – ACCOUNTING – PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-055** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – Accounting - Personnel budget. The 2020 amended budget and appropriation for the General Fund - Accounting – Personnel budget shall be increased \$11,500 from \$1,215,380 to \$1,226,880 because a staff member shared between the Accounting department and the Human Services department worked more hours in the Accounting department than in the Human Services department. Funding is available from unused employee relation cost of \$1,500, unused transportation costs of \$1,640 and unanticipated General Fund sales tax of \$8,360. The 2020 amended budget and appropriation for the General Fund – Accounting – Operations budget shall be decreased \$3,140 from \$66,370 to \$63,230.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – PUBLIC HEALTH OPERATIONS AND PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-056** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – Public Health Operations and Personnel budget. The 2020 budget and appropriation for the General Fund – Public Health Department operations budget shall be increased \$75,300 from \$110,265 to \$185,565 to fund the additional operating costs from the unanticipated COVID-19 pandemic. That the 2020 budget and appropriation for the General Fund – Public Health Department personnel budget shall be increased \$143,400 from \$298,590 to \$441,990 to fund the additional operating costs from the unanticipated COVID-19 pandemic. Funding is available from unanticipated grant revenue of \$218,700 due to the COVID-19 pandemic.

Commissioner Corrigan seconded; the motion carried 2-0.

PUBLIC WORKS - INFRASTRUCTURE 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-057** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Public Works – Infrastructure budget. The 2020 amended budget and appropriation for the Public Works - Infrastructure budget shall be increased \$533,195 from \$1,242,855 to \$1,776,050 to fund the 2020 road improvements to County Road 42 by the Steamboat Springs RE-2 School District and the 2020 right-of-way land access to the Haul Road.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – COMMISSIONERS – PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-058** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund - Commissioners - Personnel budget. The 2020 amended budget and appropriation for the General Fund – Commissioners - Personnel budget shall be increased \$27,500 from \$822,960 to \$850,460 to fund the additional personnel costs for the temporary County Manager and the administrative staff related to COVID-19. Funding is available from lower than anticipated consultant costs due to COVID-19. The 2020 amended budget and appropriation for the General Fund – Commissioners – Operations budget shall be decreased \$27,500 from \$152,040 to \$124,540.

Commissioner Corrigan seconded; the motion carried 2-0.

GENERAL FUND – VETERANS – PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-059** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the General Fund – Veterans - Personnel budget. The 2020 budget and appropriation for the General Fund – Veterans – Personnel budget shall be increased \$100 from \$25,480 to \$25,580 to fund the additional hours worked while attending a mandatory training. Funding is available from a reduction in travel costs related to COVID-19. The 2020 budget and appropriation for the General Fund – Veterans – Operations budget shall be decreased \$100 from \$2,250 to \$2,150.

Commissioner Corrigan seconded; the motion carried 2-0.

PUBLIC WORKS – PERSONNEL 2020 SUPPLEMENTAL BUDGET

MOTION

Commissioner Redmond moved to approve **Resolution #2021-060** appropriating additional sums of money to defray expenditures in excess of amounts budgeted in the Public Works - Personnel budget. The 2020 amended budget and appropriation for the Public Works – Personnel budget shall be increased \$17,000 from \$3,658,215 to \$3,675,215 due to the unanticipated termination payouts in the Public Works department related to turnover. Funding is available from lower than anticipated major bridge repair costs because of projects postponed due to COVID-19. The 2020 amended budget and appropriation for the Public Works – Operations budget shall be decreased \$17,000 from \$4,615,670 to \$4,598,670.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: PURCHASING

Julie Kennedy, Purchasing Agent and Kristy Winser, Planning Department Director were present.

RFP 716 PLANNING DEPT. MASTER PLAN CONSULTANT SERVICES AWARD

The Routt County Purchasing Agent sent out RFP 716 Planning Department Master Plan Consultant Services to 9 vendors and received 5 proposals:

<u>Vendor</u>	<u>Price</u>	<u>Interview Score</u>
Logan Simpson	\$144,327	7
Norris Design	\$175,630	12
Cushing Terrell	\$189,029	18
DTJ Design	\$189,260	N/A
Design Workshop	\$200,000	13

After a thorough review of the proposals, the Evaluation Committee, consisting of 1 Commissioner, the County Manager, Planning Department Director, Planning Commission

Chair and County CIO selected 4 firms for interviews and selected CTA Inc. d/b/a Cushing Terrell as the best fit for this important project due to the all-around capabilities of the team for public outreach, technical expertise and ability to complete the project on time.

MOTION

Commissioner Redmond moved to approve the award and for the Chair sign the Routt County Agreement for Professional Services and authorize the County Manager to electronically sign the Purchase Order to CTA Inc. d/b/a Cushing Terrell for an amount not to exceed \$189,029 for the Planning Department Master Plan Consultant Services.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: PUBLIC WORKS

Mike Mordi, Assistant Public Works Director was present.

TEMPORARY AND PERMANENT MAINTENANCE EASEMENTS FOR THE REPLACEMENT AND MAINTENANCE OF THE SOUTH COW CREEK CULVERT

In 2019, Routt County Road and Bridge identified 3 structures that needed replacement along CR 33. During design of the new structures, it was identified that some of the Rip Rap both upstream and downstream of the south culvert would fall outside of the County Right of Way. Susan Shoemaker owns the property outside of the Right of Way on the north side of the south culvert. In order for the contractor to replace the structure and install the new rip rap the County asked Susan Shoemaker for a temporary and permanent maintenance easement. These easements are necessary to be able to perform the replacement and future maintenance on the improvements outside of the Right of Way.

MOTION

Commissioner Redmond moved to approve and authorize for the Chair to sign the temporary and permanent maintenance easements between Susan Shoemaker and Routt County for the replacement and maintenance of the South Cow Creek Culvert.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: APPROVAL OF ACCOUNTS PAYABLE/ MANUAL WARRANTS/ AND PAYROLL

Mr. Collins then presented Accounts Payable and Payroll.

For July 6, 2021- Account Payable in the amount of \$1,129,641.70 and Payroll in the

amount of \$807,932.45 for a grand total of \$1,937,574.15.

MOTION

Commissioner Redmond moved to approve the payables as presented.

Commissioner Corrigan seconded; the motion carried 2-0.

ITEMS OF NOTE

Horizons Specialized Services- \$124,137.14

Enviro Tech- \$160,125.56

Snyder & Counts Feed & Seed- \$33,300.00

Mountain Architectural Design- \$27,195.70

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

Kim Bonner, Clerk and Recorder

Timothy V. Corrigan, Chair

Date