

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
July 13, 2021**

Commissioner Beth Melton called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Interim County Manager Mark Collins, and County Commissioners' and Manager's Office Manager Kendra Alfieri were also present. Jennifer Parent prepared the minutes. Commissioner Corrigan joined the meeting at 1:00PM for the last item.

EN RE: ACCOUNTPAYABLE/ MANUAL WARRANTS/ PAYROLL

Mr. Collins had nothing to present at this time.

EN RE: CONSENT AGENDA

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

- A. Approval of and authorization for the Chair to sign letter of support for YVEA Broadband Funds;
- B. Approval of and authorization for the Chair to sign CCCAP Fiscal Agreements for Brooke Dare and Yampa Valley Kids;
- C. Approval of and authorization for the Chair to sign a resolution appointing a Trustee to a 5-year term with the West Routt library District Board of Trustees

MOTION

Commissioner Redmond moved to approve items A, B, and C on the consent agenda, with Item C having resolution #2021-061.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: PURCHASING

Julie Kennedy, Purchasing Agent, was present.

ARCASEARCH HISTORICAL DEED RECORDS PRESERVATION SOLE SOURCE APPROVAL

The Routt County Clerk has received a quote from ArcaSearch for additional digitization of Routt County Historical Records; this project will be for the Digital Preservation and indexing of Historical Deed Records and for adding them to the County Searchable Archive that ArcaSearch set up in 2019. After researching firms or consultants that perform this work, it was determined in 2019 that ArcaSearch Corporation has the sole technical capabilities to initiate the search engine requirement, as well as they perform the digitization on-site which best for protecting our historical records throughout the process. We are requesting the sole source award to maintain the consistency and level of expertise provided by ArcaSearch for the addition of the Historical Deed Records. This purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing manual 6th Edition, Section 3.3 "Waiver of the Formal Purchasing Process" as to the following criteria: • Waiver of the competitive process is found to be in the best interests of the County and its citizens.

MOTION

Commissioner Redmond moved to approve for the Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch Corporation in the amount of \$137,702 for the County Clerk's Historical Deed Preservation Project.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: HUMAN RESOURCES

Kathy Nelson, Human Resources Director, was present.

CONSIDERATION TO APPROVE THE 4H COORDINATOR PAY SCALE

Extension Director, Todd Hagenbuch, is requesting approval of the part-time 4H Coordinator pay scale. Under direction, this role will be responsible for developing, marketing, delivering and administering 4-H and related youth programs and services provided through the Colorado State University (CSU) Extension Office. Responsibilities include working with the 4-H Agent to recruit, train and oversee program volunteers; ensure that all program participants, volunteers, and leaders comply with applicable rules, policies, regulations and standards; and develop, recommend and implement participant safety procedures and perform other related

duties as assigned. Mr. Hagenbuch and I have reviewed multiple related positions/salaries against this role and benchmarked the position against the Employers Council, University Extension Program Assistant. I recommend approval of the proposed part-time 4H Coordinator pay scale. The County Manager has reviewed and approved the job description and pay scale and recommended placing this request on the agenda for your consideration and approval.

MOTION

Commissioner Redmond moved to approve the 4H Coordinator Pay Scale, with the notation that the Board will receive hard numbers at a later date.

Commissioner Melton seconded; the motion carried 2-0

EN RE: BUILDING DEPARTMENT

Todd Carr, Building Official, was present.

PERMIT FEE RESOLUTION AMENDMENT

Routt County Regional Building Department is requesting consideration for approval of Amending our current Permit Fee Resolution. Through approval of the Building Oversight Committee we are requesting to change Electrical, Plumbing, Mechanical, Gas, Pool, Demolition, and Factory Built/Manufactured Homes Permit Fees to create a flat rate consistent fee within these types of Permits. The new proposed fees create a flat rate fee that aligns with the actual amount of administration, review, inspections, vehicle expenses, and software expenses related to processing these permits. The new proposed changes to Electrical, Plumbing, Mechanical, Gas, and Factory Built/Manufactured home Permits could result in a reduction or an increase compared to our previous fee resolution dependent upon the scope of work being done. Our previous fee schedules were complex and broken down by items being worked on, plus an administration fee creating a complex fee structure that was also outdated in terms of type of work and appliances or fixtures. A Permit could have been as low as \$50.00 in the past, or it could have been upwards of \$500 dependent upon number of items and scope of work. The reality is Administration time is identical regardless of the type or amount of items within these trades, and also total inspection trips is also identical most typically being two inspection trips for a rough and final inspection. Our Flat Rate Fees cover these expenses and provide balance and consistency to our fee structure, and simplify it for our Contractors when estimating fees. Our Demolition Permits and Private Pool/Hot Tub Kit Permits have seen a slight increase. Demolition Permits have increases to \$125.00 from \$30.00 to cover actual expenses related to processing, reviews, inspections and software expenses. Private Pool/Hot Tub Kits have increased to \$100.00 from \$30.00 to cover actual expenses related to processing, reviews, inspections, and software expenses. All Building Permit and Plan Review, Grade and Fill, and Special Inspection Fees remain unchanged at this time. Our Software has been configured and tested to mirror the proposed changes above previously approved by the Building Oversight Committee. By creating, a Flat Rate Fee for these Permits listed above it will make it efficient and easy for staff to change fees in the future as needed without complex fee structures and

work items being manipulated inside the software, budgeting and forecasting will be less complex.

MOTION

Commissioner Redmond moved to approve Resolution #2021-062, repealing the building permit and plan review fees as last adopted by resolution No. 2015-041 and adopting new fee schedule effective August 16, 2021.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: PLANNING

Kris Brookshire, Planner, was present. Commissioner Corrigan recused himself from this, and all future discussions on Clyncke's Bear River Ranch Camping.

PL-21-135 CLYNCKE'S BEAR RIVER RANCH CAMPING

This item will be heard by the Planning Commission on July 15, 2021. The Board hearing should be scheduled to allow time for the processing of draft minutes and also to allow planning staff to prepare a report and meet deadlines for the Board of Commissioners submittal. Staff would suggest Aug. 17th at an available time on the Board's agenda.

MOTION

Commissioner Redmond moved to table the special use permit request for PL-21-135 until August 17th.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: LEGAL

Erick Knaus, County Attorney

CONSIDERATION OF APPROVAL AND THE CHAIR'S SIGNATURE ON CONTRACT FOR NEW COUNTY MANAGER

After a lengthy review and selection process an offer was made to bring Jay Harrington on as the new County Manager.

MOTION

Commissioner Melton moved to approve the Chair's signature on the contract for the new County Manager.

Commissioner Redmond seconded; the motion carried 3-0.

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

Kim Bonner, Clerk and Recorder

Timothy V. Corrigan, Chair

Date