

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
JUNE 14, 2022

Commissioner M. Elizabeth Melton, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Timothy V. Corrigan, County Manager Jay Harrington, and Executive Assistant Jennifer Parent were also present. Samantha Pearce prepared the minutes.

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

There were no accounts payable to present.

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 THE ABATEMENT HEARING RECOMMENDATIONS FOR ACCOUNTS R3204131 & R205603;**
- B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE 2021 ROUTT COUNTY AUDIT ENGAGEMENT LETTER;**
- C. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN AN AGREEMENT RELEASE;**
- D. RATIFICATION OF THE APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGNATURE ON A LETTER OF SUPPORT FOR THE STEAMBOAT SKI RESORT & CORPORATION'S CDECE GRANT FUNDS APPLICATION.**

MOTION

Commissioner Redmond moved to approve consent items A., B., C., & D. on the consent agenda with item A. having numbers R3204131 & R3205603.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: PLANNING

Alan Goldich presented to the board a consideration of the Pedersen Zone Change from Agriculture/Forestry to Medium Density Residential. This item was heard and reviewed by the Planning Commission on June 2, 2022. It was recommended for approval with a 7-0 vote.

Mr. Todd Pedersen reviewed his request to re-zone the subject lot from Agriculture/Forestry (A/F) to Medium Density Residential (MDR) to allow for a secondary dwelling unit (SDU) on the property at some point in the future. He stated that the 0.7-acre lot is rather oblong in shape and with required setbacks of 50 ft. from all property lines in the A/F zone district there is not enough width to accommodate an SDU. He noted that all the surrounding properties are either within the City limits or are zoned General Residential (GR), Low Density Residential (LDR) or MDR. Mr. Pedersen stated that the setbacks in the MDR zone district are 15 ft. He said that they had looked into applying for a variance, but had decided that the zone change was a better option and provided more flexibility, as they do not have any current plans to build.

Mr. Goldich presented an area map, but noted that the zoning on this parcel is A/F (it is incorrect on the GIS mapping). He said that the City of Steamboat Springs was sent a referral and responded that they had no comments. He said that the Steamboat Springs Area Community Plan Future Land Use Map shows this area as Neighborhood Residential, Low. Mr. Goldich said that staff had received a few letters of support for the application and no comments opposing it. He said that Planning Commission unanimously approved the petition with the finding of fact and condition of approval as included in the staff report.

In response to a question from Commissioner Corrigan, Mr. Goldich clarified that when the adjacent Fox Grove Subdivision was approved, conditions were added requiring easements to allow for the extension of the high-pressure water system across the property to the lots to the north. He explained that the area to the north is currently on the low water pressure system and when they were subdivided it was stipulated that they could not be developed until the high-pressure system was extended to serve them. This area is served by Steamboat Springs water and sewer, and the subject lot has sufficient water pressure. In response to a question from Commissioner Melton, Mr. Goldich indicated the location of the Urban Growth Boundary. Commissioners Corrigan and Redmond stated their support for the proposal, particularly as the lot is within the UGB, is served by central water and sewer and fits into the existing character of the neighborhood. Commissioner Melton agreed.

MOTION

Commissioner Corrigan moved to approve item PL20220019, a zone change from A/F to MDR for Lot 1 Pielstick-Friesell Subdivision Exemption with the findings of fact that the proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and Steamboat Springs Area Community Plan, is within the Urban Growth Boundary, and is in compliance with the applicable provisions of Sections 4, 5, and 8 of the Routt County Zoning Regulations.

This approval is subject to the following condition:

The change of zone from Agriculture/Forestry to Medium Density Residential shall become effective upon signing of a resolution amending the Official Zoning Map by the Board of

County Commissioners, said resolution to be recorded in the Routt County Clerk and Records Office.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: COLORADO MOUNTAIN COLLEGE

Randall Rudasics with Yampa Valley Entrepreneurship Center presented to the Board a consideration to approve financial support for Colorado Mountain College's 2022 Business Plan Competition.

Colorado Mountain College in conjunction with the SCORE counselors in Yampa Valley will offer an open community business plan competition during 2022. This competition is open to submissions from any aspiring entrepreneur or small business owner looking to start a business within Routt County, Colorado. The goal of this program is to encourage in depth planning, entrepreneurial education and to improve presentation skills while fostering economic development in the community.

The submission date for the 2022 competition will be October 17th. The grading criteria and scoring rubrics for this competition will be posted on line and available in print at the Yampa Valley Entrepreneurship Center at CMC. Participants submitting plans will be required to acknowledge rules and judging criteria in writing. A minimum of six print ads will be run in the Steamboat Pilot during the summer months. A story will be submitted to the Pilot on the competition for their publication. Three business plan-writing seminars will be offered to the public at no charge during the summer.

There will be a minimum of three judges reviewing these written plans. Presentations will occur before the judges for the top scoring six plans. These judges will include at least two certified SCORE counselors and local business leaders or business consultants. Yampa Valley Entrepreneurship Center Manager, Randy Rudasics will coordinate the planning and execution of this competition.

To support a robust competition and encourage submissions from aspiring entrepreneurs, Yampa Valley Entrepreneurship Center is seeking business sponsorships of at least \$10,000 to offer a prize package as an incentive to write a thorough and well-researched business plan. Yampa Valley Entrepreneurship Center is seeking a program sponsor for this event to provide financial support for all expenses including event promotion. Supporting prize sponsors of \$1,000 or higher will receive recognition in press releases and have their logo on flyers and the website that promote this program. Business Advocate sponsors that donate at least \$2,000 will receive larger logo visibility, personal introductions and signage at seminars and presentations if desired. This prize money is taxable and will be paid directly to the 1st and 2nd place winners of this completion upon announcement of the winners in November of 2022. Sixty percent of the accumulated prize money will go to the 1st place winner and forty percent will go to a 2nd place winner. Winning competitors may use the prize money for any business financial needs the entrepreneur requires. The prize money will be reimbursed to sponsors if less than five plans are submitted as part of this competition. The Steamboat Springs Chamber will be the fiscal agent for all sponsorships and distribute prize money upon the announcement of the winners. Prize sponsors will be kept abreast of all activities and are invited to participate in the presentation phase of the competition but will not be judging the finalists.

The Commissioners asked clarifying questions about the competition before agreeing that a commitment should be made.

MOTION

Commissioner Redmond moved to approve the commitment of \$2,000 for prize money for the Colorado Mountain College's 2022 Business Plan Competition.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: HUMAN SERVICES

The Board considered to approve and authorize the Chair to sign a Memorandum of Understanding to outline the goals, programs to be supported, and ensure funding is received to continue the Collaborative Management Program (CMP) in Routt County. CMP works to prevent and lessen the load of Child Welfare, empower schools and other service providers to provide resources to families, and create more effective services for families.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign a Memorandum of Understanding to outline the goals, programs to be supported, and ensure funding is received to continue the Collaborative Management Program (CMP) in Routt County.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: FACILITIES

Joe Stepan, Maintenance Operations Manager presented to the Board a consideration to approve emergency repair project at Detention Center with spending limit of \$100,000.

Facilities Management has discovered issues with the plumbing sewer lines at the Detention Center rendering A and B Pods unusable. Multiple actions will be required for repair, including cutting of an exterior wall, excavation, plumbing repairs, compaction grouting, masonry repair, concrete repair, and likely other yet to be specified actions. Likewise, FM Division Manager Joe Stepan requests delegation of authority to make purchases of goods and services, per Routt County Purchasing Policies, less than or equal to \$20,000. This approval will allow for more efficiency with minor purchases in general and will allow for fewer delays related to the emergency jail repair. Through general activities of the FM Department, repeat purchases less than \$20,000 occur frequently and are oftentimes services through existing vendors, such as preventative maintenance contracts.

The Routt County Detention facility was constructed in 1991. Building is high-use (24/7) and experiences much abuse from inmates. Plumbing repairs are normal business for the Facilities Management department but the sewer issues were unforeseen.

MOTION

Commissioner Redmond moved to approve emergency repair project at Detention Center with spending limit of \$100,000 noting that this will require a supplemental budget.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ROUTT COUNTY SHERIFF'S OFFICE

Undersheriff Doug Scherar presented to the Board a consideration to approve the sole source purchase, and authorize the County Manager to electronically sign the Purchase Order to IA Pro in the amount not to exceed of \$15,600.00 for the purchase of IA Pro and Blue Team software and \$5,550.00 for the purchase of standalone data base storage and operating system.

The Routt County Sheriff's Office does not currently have a software program to document or track deputy complaints or Internal Affairs Investigations. Currently, complaints and IA investigations are completed on a word document and stored in the investigating supervisor's U drive. There is no tracking mechanism to ensure that documents are not changed or disappear. Due to changes in legislation regarding Peace Officer Accountability, there is need for some form of Professional Standards Software to document, track, and store complaints and IA Investigations.

The Commissioners asked clarifying questions about the effectiveness this software would provide. Commissioner Corrigan requested that if approved, there be an update around a year after use to discuss if this software is the most efficient or being utilized to justify keeping it, or changing to different software.

MOTION

Commissioner Corrigan moved to approve the sole source purchase, and authorize the County Manager to electronically sign the Purchase Order to IA Pro in the amount not to exceed of \$15,600.00 for the purchase of IA Pro and Blue Team software and \$5,550.00 for the purchase of standalone data base storage and operating system noting that this will require a supplemental budget.

Commissioner Redmond seconded; the motion carried 3-0.

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

Jenny L. Thomas, Clerk and Recorder

M. Elizabeth Melton, Chair

Date