

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
March 17, 2020

Commissioner Timothy V. Corrigan, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Corrigan, Commissioner Beth Melton, County Manager Tom Sullivan and Manager's Office Manager Deanna Sanchez, Assistant County Attorney Lynaia South, and County Attorney Erick Knaus were also present.

EN RE: WARRANTS / ACCOUNTS PAYABLE / PAYROLL

County Manager Tom Sullivan presented the Accounts Payable for Cycle 3/9-3/13/2020.

MOTION

Commissioner Monger moved to approve the Accounts Payable for Cycle 3/9-3/13/2020.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA

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

- A.** Approval of County Commissioner Minutes: Regular Meeting February 11, 2020.
- B.** Approval of the MSW Intern for Public Health.

MOTION

Commissioner Melton moved to approve item A and table item B for further review on the consent agenda.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comments.

EN RE: COMMUNICATIONS CENTER

Jason Nettles, Manager presented.

2020 COMMUNICATIONS ESINET REIMBURSEMENT GRANT

Consideration for approval of the ESINET grant application and agreement with the State of Colorado, Department of Regulatory Agencies.

MOTION

Commissioner Melton moved to approve the grant application and agreement with DORA and to authorize the Chair's signature.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: PURCHASING

RFP 668 CLIMATE ACTION PLAN PROFESSIONAL SERVICES APPROVAL

Consideration for approval of the award for the Climate Action Plan (CAP) Professional Services to Lotus Engineering and Sustainability, LLC in the amount of \$64,550.50 and authorization for the Chair to sign the Professional Services Agreement and the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Melton made a motion to approve and authorize the Chair's signature on the award for the Climate Action Plan (CAP) Professional Services to Lotus Engineering and Sustainability, LLC in the amount of \$64,550.50 and authorization for the Chair to sign the Professional Services Agreement and the County Manager to electronically sign the Purchase Order.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: BUILDING DEPARTMENT

Todd Carr, Building Official

PAYMENTUS MASTER SERVICE AGREEMENT REVIEW AND APPROVAL

Brief overview and information on the Paymentus Contract for service to be the new Online Payment vendor that will be integrated into the City View Land Management Software allowing Routt County citizens the ability to pay all application and permit fees online.

MOTION

Commissioner Monger move to approve and authorize for the Department Head's signature on the Paymentus Contract for service to be the new Online Payment vendor that will be integrated into the City View Land Management Software allowing Routt County citizens the ability to pay all application and permit fees online.

Commissioner Melton seconded, the motion carries 3-0.

EN RE: HUMAN RESOURCES

Kathy Nelson, Director

APPROVAL TO HIRE THE PUBLIC HEALTH NURSE AT STEP 5

Consideration to approve hiring the Public Health Nurse at Step 5 of the pay scale.

MOTION

Commissioner Melton moved approve hiring the Public Health Nurse at Step 5 of the pay scale.

Commissioner Monger seconded, the motion carries 3-0.

APPROVAL OF THE ASST. DIRECTOR - FACILITIES MGMT. PAY SCALE

Consideration to approve the Facilities Management Assistant Director Pay Scale.

MOTION

Commissioner Melton moved approve the Public Works Facilities Management Assistant Director Pay Scale.

Commissioner Monger seconded, the motion carries 3-0.

APPROVAL OF FACILITIES MAINTENANCE AND OPERATIONS MANAGER PAY SCALE

Consideration to approve the new Facilities Maintenance and Operations Manager Pay Scale.

MOTION

Commissioner Monger moved approve the new Facilities Maintenance and Operations Manager Pay Scale.

Commissioner Melton seconded, the motion carries 3-0.

EN RE: PURCHASING

Julie Kennedy, Purchasing Agent

RFP 664 DHS NEW BUILDING ARCHITECTURE PROFESSIONAL SERVICES AGREEMENT APPROVAL

Consideration for approval and authorization for the Chair to sign the Professional Services Agreement with Mountain Architecture Design Group, P.C. for Concept, Design and Construction Architect services for the Department of Human Services New Building and

authorization for the County Manager to electronically sign the Purchase Order for an amount not to exceed \$45,000.

MOTION

Commissioner Monger moved to approve and authorize for the Chair's signature on the Professional Services Agreement with Mountain Architecture Design Group, P.C. for Concept, Design and Construction Architect services for the Department of Human Services New Building and authorization for the County Manager to electronically sign the Purchase Order for an amount not to exceed \$45,000.

Commissioner Melton seconded, the motion carries 3-0.

RFP 665 WATER TRUCK PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model water truck for District 2 from Grand Junction Peterbilt, Inc. in the amount of \$183,500 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Melton moved to approve of the purchase of (1) new model water truck for District 2 from Grand Junction Peterbilt, Inc. in the amount of \$183,500 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Monger seconded, the motion carries 3-0.

RFP 669 D1 SNOW PLOW TRUCK PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model snow plow truck for District 1 from Transwest Trailer RV in the amount of \$224,919 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Monger moved to approve of the purchase of (1) new model snow plow truck for District 1 from Transwest Trailer RV in the amount of \$224,919 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Melton seconded, the motion carries 3-0.

RFP 671 D2 TRACTOR PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model tractor for District 2 from Grand Junction Peterbilt, Inc. in the amount of \$136,500 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Melton moved to approve the purchase of (1) new model tractor for District 2 from Grand Junction Peterbilt, Inc. in the amount of \$136,500 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Monger seconded, the motion carries 3-0.

RFP 672 D1 LOWBOY TRAILER PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model Lowboy Trailer for District 1 from Transwest Trailer RV in the amount of \$67,450 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Melton moved to approve purchase of (1) new model Lowboy Trailer for District 1 from Transwest Trailer RV in the amount of \$67,450 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Monger seconded, the motion carries 3-0.

RFP 673 D2 DUMP AND SNOW PLOW TRUCK PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model Dump and Snow Plow Truck for District 2 from Transwest Trailer RV in the amount of \$259,194 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Monger moved to approve the purchase of (1) new model Dump and Snow Plow Truck for District 2 from Transwest Trailer RV in the amount of \$259,194 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Monger seconded, the motion carries 3-0.

RFP 674 D2 FRONT WHEELED LOADER PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model Front Wheeled Loader for District 2 from Power Equipment Company in the amount of \$237,986 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Melton moved to approve the purchase of (1) new model Front Wheeled Loader for District 2 from Power Equipment Company in the amount of \$237,986 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Monger seconded, the motion carries 3-0.

RFP 675 D3 SERVICE TRUCK PURCHASE APPROVAL

Consideration for approval of the purchase of (1) new model 2020 Ram 5500 Service Truck for District 3 from Victory Motors in the amount of \$113,693 and authorization for the County Manager to electronically sign the Purchase Order.

MOTION

Commissioner Monger moved to approve the purchase of (1) new model 2020 Ram 5500 Service Truck for District 3 from Victory Motors in the amount of \$113,693 and authorization for the County Manager to electronically sign the Purchase Order.

Commissioner Melton seconded, the motion carries 3-0.

RESOLUTION TO ADOPT THE ROUTT COUNTY PURCHASING CARD (PCARD) POLICY

Consideration for adoption of the PCard Policy, which sets forth the use and limits of the County purchasing card.

MOTION

Commissioner Monger moved to approve the Resolution #2020-009 to adopt the Routt County Purchasing Card Policy.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: LEGAL

Erick Knaus, County Attorney

ADOPTION OF A RESOLUTION RESTRICTING PUBLIC ACCESS TO ROUTT COUNTY BUILDINGS

Consideration of and adoption of a Resolution Restricting Public Access to Routt County Buildings.

MOTION

Commissioner Melton moved to adopt Resolution #2020-010 Restricting Public Access to Routt County Buildings.

Commissioner Monger seconded, the motion carries 3-0.

COOP POLICY APPROVAL

Consideration of approval and adoption of the Routt County Continuity of Operations Plan Policy.

MOTION

Commissioner Melton moved to adopt Resolution #2020-011 which is the Routt County Continuity of Operations Plan Policy.

Commissioner Monger seconded, the motion carries 3-0.

MOTION

Commissioner Monger moved to table the following items: GFOA Update, the application for workflow process and fee schedule discussion, the strategic planning discussion.

Commissioner Melton seconded; the motion carried 3-0.

MOTION

Commissioner Monger approve authorize the Chair's signature on the Interim County Manager Contract.

Commissioner Melton seconded; the motion carried 3-0.

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

Jenny Thomas, Clerk and Recorder

M. Elizabeth Melton, Current Chair

Date