

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## REGULAR MEETING

March 3, 2020

LIVE AUDIO WILL BE AVAILABLE FOR MONDAY AND TUESDAY MEETINGS BY CALLING (970) 870-5499

EXCLUDES WORK SESSIONS

1. **9:30 A.M. CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**

4. **9:35 A.M. CONSENT AGENDA ITEMS**

Items of routine and non-controversial nature are placed on the consent agenda to allow the Board of County Commissioners to spend its time and energy on more important items on a lengthy agenda. Any Commissioner may request that an item be "PULLED" from the consent agenda and considered separately. Any member of the public may "REQUEST" any item to be "PULLED" from the consent agenda.

**A. APPROVAL OF COUNTY COMMISSIONERS MINUTES: REGULAR MEETING OF JANUARY 28, 2020;**

Documents:

[1\\_28\\_2020.PDF](#)

**B. APPROVAL TO APPOINT BEN VANNOY TO FILL THE A NEW THREE-YEAR TERM REPRESENTING AN AT-LARGE POSITION ON THE ROUTT COUNTY FAIR ADVISORY BOARD EXPIRING DECEMBER 31, 2022;**

Documents:

[03.03.2020 APPOINT VANNOY.POWELL.J DECKER TO FAB.BCC AGENDA COMMUNICATION FORM.PDF](#)  
[BEN LETTER.PDF](#)

**C. APPROVAL TO APPOINT JEREMY DECKER TO FILL THE A THREE-YEAR TERM REPRESENTING AT-LARGE POSITION ON THE ROUTT COUNTY FAIR ADVISORY BOARD EXPIRING DECEMBER 31, 2022;**

Documents:

[BCC FORM JEREMY.PDF](#)  
[JEREMY LETTER.PDF](#)

**D. APPROVAL TO APPOINT LYNN POWELL TO FILL THE A NEW THREE-YEAR TERM REPRESENTING AN AT-LARGE POSITION ON THE ROUTT COUNTY FAIR ADVISORY BOARD EXPIRING DECEMBER 31, 2022;**

Documents:

[BCC FORM LYNN.PDF](#)

**E. APPROVAL OF AND RATIFICATION OF SETTLEMENT AGREEMENT IN BOARD OF ASSESSMENT APPEALS MATTER, CATAMOUNT DEVELOPMENT INC. DOCKET NO. 75757.**

Documents:

CATAMOUNT BAA APPEAL AGENDA COMMUNICATION FORM.PDF  
STIPULATION EXECUTED.PDF

5. **9:40 A.M. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA**
6. **9:45 A.M. PUBLIC COMMENT**  
Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not make any decision or take action at this time.
7. **10:00 A.M. 2021 BUDGET CALENDAR**  
Discuss proposed 2021 Budget Calendar  
Discuss proposed 2021 Standardized Budget Power Point Template  
Discuss proposed 2021 Standardized Budget Worksheet Template

Presenters: Routt County Accounting Department

Documents:

BCC FORM.PDF  
10. 2021 PROPOSED BUDGET CALENDAR.PDF  
20. BUDGET PRESENTATION TEMPLATE.PDF  
30. STREAMLINED BUDGET FILE.PDF  
40. EMAIL REPLY W.BACKUP.PDF

8. **10:55 A.M. PLANNING**  
Kristy Winser, Planning Director
  - A. **MOORE VEHICLE STORAGE HOME INDUSTRY; PL-19-200**  
Consideration of a Home Industry Special Use Permit for a RV and vehicle storage facility located at 13475 County Road 51B.

Documents:

BCC COMMUNICATION FORM.PDF  
STAFF REPORT - MOORE HOME INDUSTRY PL-19-200.PDF  
DRAFT PC MINUTES 2.20.20.PDF  
LETTER TO THE COMMISSIONERS FOR MOORE SUP.PDF

9. **11:40 A.M. PURCHASING**  
Julie Kennedy, Purchasing Agent
  - A. **RFP 667 PCARD SERVICES PROVIDER CONTRACT AND PCARD POLICY APPROVAL**  
Consideration for approval of and authorization for the Chair to sign the contract with JP Morgan Chase for Purchasing Card (PCard) services, review and approve the Routt County PCard Holder Policy and Agreement, and approve the credit limits for the initial PCard Holders.

Documents:

JP MORGAN CHASE PCARD SERVICES APPROVAL BCC AGENDA  
COMMUNICATION FORM.PDF  
PCARD POLICY.PDF  
COMMERCIAL\_CARD\_PROGRAM\_AUTHORIZATION\_FORM -  
COMPLETED.PDF  
PCARD ORDER.PDF

**10. 11:55 A.M. HUMAN RESOURCES**

Kathy Nelson, Director

**A. HIRE THE HR GENERALIST I ABOVE STEP 1**

Consideration to approve hiring the HR Generalist at step 4 with the opportunity to advance to step 5 upon completion of a successful performance evaluation.

Documents:

AGENDA ITEM - HIRE ABOVE STEP 1 - 3-3-2020.PDF  
REQUEST TO HIRE ABOVE STEP 1 - SIGNED REQUEST 2-2020.PDF  
HR GENERALIST I - 2020 PAY SCALE.PDF  
HR GENERALIST I JOB DESCRIPTIONS.PDF

**11. 12:00 A.M. LUNCH BREAK**

**12. 1:00 P.M. ROUTT COUNTY BOARD OF HEALTH**

**A. ANNUAL UPDATE**

Presenters: Routt County Public Health Director and Dr. Harrington

Documents:

BCC AGENDA COMMUNICATIONS FORM- BOARD OF HEALTH.PDF

**13. 2:00 P.M. PDR- ANNUAL STEWARDSHIP MONITORING REPORTS**

Presentation of the stewardship annual reports by the various land trusts, City of Steamboat Springs, Jenny Carey, Open Space and Trails Supervisor; Colorado Cattlemen's Land Ag. Trust, Megan Knott, Director of Stewardship; The Nature Conservancy, Geoff Blakeslee, Yampa River Project Director, and Sally Ross; Yampa Valley Land Ag. Trust, Bryce Hinchman, Conservation Manager; and Rocky Mountain Elk Foundation, Susanne Roller, CO/NM Lands Program Manager.

Documents:

3.3.20 AGENDA COMMUNICATION FORM- ANNUAL STEWARDSHIP  
MONITORING REPORTS.PDF  
2019\_RTCTY.PDF  
CCALT MONITORING REPORT PACKET.PDF  
TNC MONITORING PACKET.PDF  
YVLT MONITORING PACKET.PDF  
RMEF MONITORING PACKET.PDF

**14. 3:30 P.M. PDR ANNUAL REPORT**

PDR Board on the annual report, highlighting the projects that closed in 2019.

Documents:

3.3.20 AGENDA COMMUNICATION FORM- STAFF SUMMARY.PDF

**15. 4:30 P.M. STRATEGIC PLANNING**  
Discussion on strategic planning

Presenter: Robin Schepper, Wayfinder

**16. 5:30 P.M. MEETING ADJOURNED**

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**EXCLUDES WORK SESSIONS**

All regular meetings are open to the public unless otherwise noted.

All meetings will be held in the Routt County Historic Courthouse -  
522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted.

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.