

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## REGULAR MEETING

March 17, 2020

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

EXCLUDES WORK SESSIONS

1. **10:30 A.M. CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**

4. **10:35 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 FEBRUARY 11, 2020;**

Documents:

[2\\_11\\_2020.PDF](#)

**B. APPROVAL OF THE MSW INTERN FOR PUBLIC HEALTH.**

Documents:

[BCC AGENDA COMMUNICATION FORM STUDENT.PDF](#)  
[AGENCY PROFILE QUESTIONNAIRE FORM.PDF](#)  
[FIELD INSTRUCTOR INFORMATION FORM.PDF](#)  
[KARI LADROW LCSW CCM PUBLIC HEALTH DIRECTOR RESUME.PDF](#)  
[SOCIAL WORK AAA PUBLIC HEALTH AND CSU.PDF](#)  
[INTERNSHIP ADDENDUM.PDF](#)

5. **10:40 A.M. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA**
6. **10:45 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. **10:55 A.M. COMMUNICATIONS CENTER**  
Jason Nettles, Manager
  - A. **2020 COMMUNICATIONS ESINET REIMBURSEMENT GRANT**  
Consideration for approval of the ESINET grant application and agreement with the State of Colorado, Department of Regulatory Agencies.

Documents:

BCC ACF 2020 COMMUNICATIONS ESINET REIMBURSEMENT GRANT.PDF  
CONTRACT CTGG1 SGAA 2020-2792 ROUTH COUNTY.PDF  
EXHIBIT C 1 - MONTHLY NARRATIVE FORM.PDF  
EXHIBIT C 2 - COMPLETION OF PROJECT FORM.PDF  
EXHIBIT C 3 CERTIFICATION OF MATCHING FUNDS AND PROOF OF PAYMENT.PDF  
EXHIBIT C 4 - REIMBURSEMENT COVER LETTER.PDF  
GRANTREVIEW MEMO COMM CENTER ESINET GRANT MARCH 9 2020.PDF

8. **11:10 A.M. PURCHASING**  
Julie Kennedy, Purchasing Agent

**A. 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.

Documents:

RFP 668 CLIMATE ACTION PLAN PROFESSIONAL SERVICES BCC AGENDA FORM.PDF  
RFP 668 EH CAP SOW REVISED.PDF  
RFP 668 INTEGRAL GROUP PROPOSAL.PDF

9. **11:30 A.M. HUMAN RESOURCES**  
Kathy Nelson, Director

**A. 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.

Documents:

AGENDA ITEM - HIRE PUBLIC HEALTH NURSE AT STEP 5.PDF  
SIGNED REQUEST 3-2020.PDF  
PUBLIC HEALTH PROGRAM NURSE.PDF  
2020 PUBLIC HEALTH NURSE.PDF

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

Consideration to approve the Facilities Management Assistant Director Pay Scale.

Documents:

FACILITIES MANAGEMENT ASSISTANT DIRECTOR - SIGNED DOCUMENTS.PDF  
BCC AGENDA ITEM - PUBLIC WORKS ASSISTANT DIRECTOR PAY SCALE.PDF

**C. APPROVAL OF FACILITIES MAINTENANCE AND OPERATIONS MANAGER PAY SCALE**

Consideration to approve the new Facilities Maintenance and

Operations Manager Pay Scale.

Documents:

[BCC AGENDA FORM - FACILITIES MANAGEMENT - OPERATIONS AND MAINTENANCE MANAGER.PDF](#)  
[OPERATIONS AND MAINTENANCE MANAGER REQUEST 3-2020.PDF](#)

**10. 11:55 A.M. BUILDING DEPARTMENT**

Todd Carr, Building Official

**A. 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.

Documents:

[BCC COMM FORM PAYMENTUS SERVICE AGREEMENT REVIEW 03-17-2020 BCC REGULAR MEETING.PDF](#)  
[PAYMENTUS MASTER SERVICE AGREEMENT.PDF](#)

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

**12. 1:00 P.M. PURCHASING**

Julie Kennedy, Purchasing Agent

**A. 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.

Documents:

[RFP 664 DHS NEW BUILDING CONCEPT, DESIGN AND CONSTRUCTION PSA APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 664\\_RCDHS\\_MOUNTAIN ARCHITECTURE DESIGN GROUP PROPOSAL.PDF](#)

**B. 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.

Documents:

[RFP 665 D2 WATER TRUCK PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 665 GJ PETERBUILT PROPOSAL.PDF](#)  
[RFP 665 GJ PETERBILT PROPOSAL ATTACHMENT A WARRANTY INFORMATION.PDF](#)

**C. 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.

Documents:

[RFP 669 D1 SNOW PLOW TRUCK PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 669 TRANSWEST BID.PDF](#)

**D. 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.

Documents:

[RFP 671 D2 TRACTOR PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 671 GJ PETERBILT BID.PDF](#)

**E. 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.

Documents:

[RFP 672 D1 LOWBOY TRAILER PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 672 D1 LOWBOY TRAILER - TRANSWEST TRAILER - TOWMASTER PROPOSAL.PDF](#)

**F. 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.

Documents:

[RFP 673 D2 DUMP AND SNOW PLOW TRUCK PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 673 TRANSWEST PROPOSAL.PDF](#)

**G. 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.

Documents:

[RFP 674 D2 FRONT WHEELED LOADER PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP-674-POWER EQUIPMENT PROPOSAL.PDF](#)

**H. 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.

Documents:

[RFP 675 D2 SERVICE TRUCK PURCHASE APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 675 VICTORY MOTORS PROPOSAL.PDF](#)

**I. 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.

Documents:

[PCARD POLICY RESOLUTION REQUEST BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RESOLUTION FORM PCARD POLICY ADOPTION.PDF](#)  
[PCARD POLICY.DRAFT.PDF](#)  
[PCARD HOLDER PURCHASING CARD AGREEMENT.PDF](#)

**13. 2:10 P.M. PLANNING**

Kristy Winser, Planning Director

**A. APPLICATION WORKFLOW PROCESS AND FEE SCHEDULE DISCUSSION**

Discussion on the Planning Department's application review workflow and Fee Schedule.

Documents:

[PLANNING BCC FORM.PDF](#)

**14. 3:10 P.M. LEGAL**

Erick Knaus, County Attorney

**A. COOP POLICY APPROVAL**

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

Documents:

[COOP POLICY APPROVAL.PDF](#)  
[COOP PLANS.FINAL.PDF](#)  
[COOP.RESOLUTION.PDF](#)

**B. 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.

Documents:

[COMMUNICATIONS FORM 3-16-2020.PDF](#)  
[RESOLUTION PUBLIC ACCESS RESTRICTION 3-16-2020.PDF](#)

**15. 3:20 P.M. GFOA UPDATE**

Presenter: County Manager Tom Sullivan

Documents:

[WORK SESSION COMMUNICATIONS MARCH 17, 2020 - GFOA ACTION PLAN UPDATE.PDF](#)  
[COA UPDATE HT.PDF](#)  
[BUDGET PROJECT OVERVIEW AND SCOPE RF.PDF](#)  
[MUNIS PROJECT AND GRANT MODULE DEPARTMENT SURVEY EMAIL TG.PDF](#)  
[GFOA PURCHASING IMPLEMENTATION UPDATE JK.PDF](#)  
[RE\\_ ASSET MANAGEMENT MODULE ACTION PLAN STATUS MM.PDF](#)

**16. 4:00 P.M. INTERIM COUNTY MANAGER CONTRACT**

Consideration for approval of and authorization for the Chair to sign the Interim County Manager Contract.

Documents:

[AGENDA COMMUNICATION INTERIM CM CONTRACT MARCH 10.PDF](#)  
[INTERIM EMPLOYMENT AGREEMENT 3-6-2020.PDF](#)  
[MARK COLLINS 3-9-2020.PDF](#)

**17. 4:15 P.M. STRATEGIC PLANNING DISCUSSION**

Presenter: Robin Schepper, Wayfinder

**18. 5:15 P.M. MEETING ADJOURNED**

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

**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.