

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

REGULAR MEETING

May 28, 2019

LIVE AUDIO WILL BE AVAILABLE FOR TUESDAY MEETINGS BY CALLING (970) 870-5499
EXCLUDES WORK SESSIONS

1. 10:30 A.M. CALL TO ORDER

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

C. ITEMS OF NOTE FROM THE PREVIOUS DAY'S WORK SESSION

2. 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 APRIL 30, 2019;

Documents:

[4.30.19.PDF](#)

B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE AWARD LETTER RELATED TO THE FATHERHOOD PROGRAM OF ROUTT COUNTY'S SUCCESSFUL GRANT APPLICATION MADE TO THE TEMPLE HOYNE BUELL FOUNDATION.

Documents:

[2019 FPRC THB SIGNED RAS.PDF](#)

C. APPROVAL OF AND AUTHORIZATION TO ELECTRONICALLY SUBMIT A GRANT APPLICATION TO THE ELECTRONIC RECORDING TECHNOLOGY BOARD FOR \$162,244 WITH A LOCAL MATCH OF \$37,829.31

Documents:

[AGENDA COMMUNICATION CLERKS OFC GRANT ELECTRONIC RECORDING TECH BOARD 052819.PDF](#)
[ELECTRONIC RECORDING TECH BRD GRANT 052819.PDF](#)
[GRANTREVIEW MEMO CLERK ELECTRONIC RECORDING TECHNOLOGY BOARD GRANT.PDF](#)

3. 10:40 A.M. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA

4. **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.

5. **11:00 A.M. ACCOUNTING**

Dan Strnad, Accounting Director

A. 2018 SUPPLEMENTAL BUDGET RESOLUTIONS AND FORMS

Consideration to approve and authorization for the Chair to sign the 2018 Supplemental Budget Resolutions and Forms.

Documents:

[2018 05.28.19 BCC SUPPLEMENTAL COMMUNICATIONS FORM.PDF](#)

6. **12:00 P.M. LUNCH BREAK**

7. **1:00 P.M. ROUTT COUNTY FAIRGROUNDS**

Jill Delay, Fairgrounds Manager

A. 2019 RC FAIR ALCOHOL CONSUMPTION AREA DESIGNATION RESOLUTION

Consideration to approve and authorization for the Chair to sign a resolution designating an Alcohol Consumption Area at the 2019 Routt County Fair.

Documents:

[2019 RC FAIR ALCOHOL CONSUMPTION AREA DESIGNATION RESOLUTION.PDF](#)
[ALCOHOLIC BEV RESOLUTION 2019.PDF](#)
[HPR PROPOSAL.PDF](#)

8. **1:10 P.M. PUBLIC WORKS DEPARTMENT**

Ray DuBois, Public Works Director

A. REVOCABLE LICENSE AGREEMENT FOR INSTALLATION AND MAINTENANCE OF PRIVATE IRRIGATION INFRASTRUCTURE IN PRW

Consideration to approve and authorization for the Chair to sign a Revocable License Agreement for Installation and Maintenance of Private Irrigation Infrastructure in Public Right Of Way.

Documents:

[CR44 DAUGHENBAUGH BCC.PDF](#)
[20190522 - SIGNED AGREEMENT.PDF](#)
[201900520 - WATERLINE MAP.PDF](#)

9. **1:30 P.M. PLANNING**

Chad Phillips, Planning Director

A. MIDDLE CREEK GUEST RANCH, LLLP; PL-18-205

Consideration to amend a Special Use Permit PL-16-28 to add uses and expand permit boundary.

Documents:

[5-28-19 MIDDLE CREEK RANCH SUP PL-18-205 BCC COMM FORM.PDF](#)

B. YOUNG'S PEAK PRESERVE; PL-16-66

Consideration of the 1) Rezone from High Density Residential to Mountain Residential Estates and 2) Preliminary Plan Subdivision Review to create eight single-family lots and an open space parcel.

Documents:

[BCC COMMUNICATION PACKET 5.28.19.PDF](#)

10. 2:30 P.M. PURCHASING

Julie Kennedy, Purchasing Agent

A. ARCARESEARCH DOCUMENT PRESERVATION PROJECT

Consideration to approve and authorization for the Chair to sign, contingent on award of grant funding, the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch Corporation in the amount of \$162,444 for the County Clerk's Document Preservation Project.

Documents:

[ARCARESEARCH DOCUMENT PRESERVATION PROJECT BCC AGENDA COMMUNICATION FORM.PDF](#)
[ARCARESEARCH PSA.PDF](#)
[ROUTT COUNTY PROPOSAL 03182019P1V1.PDF](#)
[GRANT REVIEW MEMO.PDF](#)

B. RFQ CAD EVENT NOTIFICATION SYSTEM

Consideration to approve and authorization for the Chair to sign the Terms of Use Agreement for Emergency Services Marketing Corp., Inc. for their CAD Event Notification System software.

Documents:

[RFQ CAD EVENT NOTIFICATION SYSTEM BCC AGENDA COMMUNICATION FORM.PDF](#)
[RFQ CAD EVENT NOTIFICATION QUOTE TABULATION.PDF](#)
[RFQ CAD EVENT NOTIFICATION EMERGENCYSMC QUOTE.PDF](#)
[ESMC TERMS OF USE AGREEMENT.PDF](#)

11. 2:50 P.M. HUMAN RESOURCES

Kathy Nelson, Director

A. REQUEST APPROVAL OF THE ENTERPRISE APPLICATION ANALYST/ADMINISTRATOR PAY SCALE

Consideration to approve the Enterprise Application Analyst/Administrator Pay Scale.

Documents:

[BCC AGENDA ITEM - IT ENTERPRISE APPLICATION ANALYST ADMINISTRATOR PAY SCALE.PDF](#)
[JOB DESCRIPTION AND PAY SCALE REQUEST - APPROVED 5-6-19.PDF](#)

B. REQUEST TO ADVANCE AN OSS/ARFF FIREFIGHTER TO STEP 9

Consideration to advance an OSS/ARFF Firefighter to Step 9 after completion of a successful six-month performance evaluation.

Documents:

BCC AGENDA FORM - REQUEST TO ADVANCE AN OSS ARFF
FIREFIGHTER TO STEP 9.PDF
REQUEST TO ADVANCE AN OSS ARFF TO STEP 9.PDF

C. REQUEST TO HIRE THE HR GENERALIST II ABOVE STEP 1

Consideration to approve hiring the HR Generalist II at step 9 of the pay scale.

Documents:

HR GENERALIST II AGENDA FORM 5-28-2019.PDF
REQUEST TO HIRE THE HR GENERALIST AT STEP 9.PDF
HR GENERALIST II PAY SCALE.PDF
HR GENERALIST II.PDF

D. REQUEST APPROVAL OF DIRECTOR OF PUBLIC HEALTH PAY SCALE

Consideration to approve the Public Health Director Pay Scale.

Documents:

PUBLIC HEALTH JOB AND PAY SCALE REQUEST MAY 28, 2019.PDF
PUBLIC HEALTH DIRECTOR PAY SCALE - 2019.PDF
PUBLIC HEALTH DIR JOB DESCRIPTION FINAL.PDF

12. 3:20 P.M. HUMAN SERVICES

Kelly Keith, Director

A. DHS TANF ALLOCATION SPENDING

Discuss options of programs to give the TANF funds to as well as discuss best approaches in the future.

Documents:

BCC AGENDA COMMUNICATION FORMTANF.PDF

13. 3:35 P.M. MUSEUM & HERITAGE ADVISORY BOARD

Pete Wither, Chair

Documents:

2019 MUSEUM CAP BUILDING GRANTS SPRING.PDF

A. CAPACITY BUILDING GRANT WITHDRAWAL

i. HISTORIC ROUTT COUNTY - JULIE HARRIS THEATER - WITHDRAWAL

Consideration to accept the recommendation of the Museum and Heritage Advisory Board and approve the withdrawal of the Historic Routt County's Capacity Building Grant for the Julie Harris Theater in the amount of \$10,000, noting the funds will unencumbered and returned to the Capacity Building Grant fund.

Documents:

JHT LETTER COUNTY.PDF

B. CAPACITY BUILDING GRANT - SPRING CYCLE

Documents:

MAHFAB-4.30.19.PDF

i. HAYDEN HERITAGE CENTER - DEPOT ROOF REPAIR

Consideration to accept the Museum and Heritage Advisory Board's recommendation and approve the Hayden Heritage Center's Capacity Building grant request for the Depot Roof Repair in the amount of \$4,328.50 or 50% of the expenditures.

Documents:

[HHC_SP_2019_MAHFAB_GRANT.PDF](#)

ii. HISTORIC ROUTT COUNTY - STRUCTURAL REHABILITATION - MORNING/WILLET HOUSE

Consideration to accept the Museum and Heritage Advisory Board's recommendation and approve the Historic Routt County's Capacity Building grant request for the Structural Rehabilitation of the Morning/Willet House in the amount of \$10,000 or 50% of the expenditures.

Documents:

[HRC SPONSORED GRANT FOR 443 OAK_APRIL 2019.PDF](#)

iii. HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG - BUCKET PARK LANDSCAPING - PHASE II

Consideration to accept the Museum and Heritage Advisory Board's recommendation and approve the Historical Society of Oak Creek and Phippsburg's Capacity Building grant request for the Bucket Park Landscaping in the amount of \$7,589 or 50% of the expenditures.

Documents:

[A1 MAHFAB GRANT APP - 2019, LANDSCAPING.PDF](#)
[ATTACHMENTS_ MINERS WALL LANDSCAPING.PDF](#)

iv. TREAD OF PIONEERS MUSEUM - HOWELSEN HILL HISTORY AUDIO TOUR POST

Consideration to accept the Museum and Heritage Advisory Board's recommendation and approve the Tread of Pioneers Museum's Capacity Building grant request for the Howelsen Hill Audio Tour Post in the amount of \$3,000 or 50% of the expenditures.

Documents:

[HOWELSEN HILL AUDIO TOUR POST 2019.PDF](#)

14. 4:05 P.M. MEETING ADJOURNED

LIVE AUDIO WILL BE AVAILABLE FOR 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.