

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

Cari Hermacinski  
District III

## Work Session

July 16, 2018

1. **10:30 A.M. COUNTY MANAGER UPDATE**  
Tom Sullivan, County Manager
2. **11:30 A.M. LEGAL UPDATE**  
Erick Knaus, County Attorney
3. **12:00 P.M. LUNCH BREAK**
4. **1:30 P.M. PUBLIC WORKS UPDATE**  
Mike Mordj, Interim Director
5. **2:15 P.M. FACILITIES UPDATE**  
Steve Faulkner, Maintenance Operations Manager
6. **2:45 P.M. ROUTT COUNTY CSU EXTENSION OFFICE**  
Todd Hagenbuch, Director
7. **3:15 P.M. REGULAR MEETING CALL TO ORDER**
  - A. **3:15 P.M. APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**  
Consideration to approve the accounts payable, manual warrants, and payroll from cycle date 7/9-7/13.
  - B. **3:20 P.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.
    - i. **APPROVAL OF COUNTY COMMISSIONERS MINUTES: REGULAR MEETING OF JUNE 5, 2017;**  
Documents:  

[6.5.18.PDF](#)
  - C. **3:25 P.M. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA**
  - D. **3:30 P.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.
8. **3:45 P.M. MEETING ADJOURNED**

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.

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
June 5, 2018**

Commissioner Douglas B. Monger, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Cari Hermacinski and County Manager Tom Sullivan were also present. Those present recited the Pledge of Allegiance. Tegan Anderson recorded the meeting and prepared the minutes. Commissioner Timothy V. Corrigan and Deputy County Manager Dan Weinheimer were absent.

**EN RE: WARRANTS**

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**MOTION**

Commissioner Hermacinski moved to approve and authorize the Commissioners to sign the Warrants Sheets that included:

Accounts Payable Check- Cycle Date:	5/28-6/1	\$334,526.97
Accounts Payable Check: Manuals	5/28-6/1	\$0.00
Accounts Payable Wires:	5/28-6/1	\$0.00
Total:		\$334,526.97
Payroll Checks- Cycle Date:	5/28-6/1	\$469,614.06
Payroll Checks- Manuals	5/28-6/1	\$322.32
Payroll – IRS & State Income Tax	5/28-6/1	\$192,138.66
Total:		\$0.00
Total Disbursements Approved:	5/28-6/1	<u>\$996,602.01</u>

Commissioner Monger seconded.

Mr. Sullivan advised of the Accounts Payable items of note for check Run Date April 30, 2018.

Vendor	Amount	Department
BRIDGESTONE AMERICAS INC	\$19,351.38	R&B Heavy Equipment Budget: 32 Tires

		for District 2
COLORADO PAINT CO	\$18,110.00	YVRA: Paint for Airside and Landside Pavement Marking
CORRECTIONAL HEALTHCARE MANAGEMENT	\$21,923.16	Sheriff Detention: Inmate Care Ins. For March and June 2018
KENDALL & AFFILIATES	\$1,485.00	Planning Dept. – Program Process Assessment
PARKING SOFT LLC	\$3,740.00	YVRA – Landside – 2 Ticket Printers

The motion carried 2-0.

**EN RE: ITEMS OF NOTE FROM THE PREVIOUS DAY’S WORK SESSIONS**

Commissioner Monger stated the Board received updates from the County Manager, County Attorney, Emergency Operations Director, Communications Center Manager, and Sheriff and discussed the direct path program with the Human Resources Director.

**EN RE: CONSENT AGENDA**

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

- A. Approval of County Commissioners Minutes: Regular Meeting of April 24, 2018.
- B. Approval of the State Human Services Electronic Transfer in the amount of \$154,774.58 through April 2018.
- C. Approval of and authorization for the Chair to sign an extension request to file Routt County’s audit for the year end December 31, 2017.
- D. Approval of and authorization for the Chair to sign an intergovernmental agreement concerning long-term recreational vehicle space rental at the Routt County Fairgrounds.
- E. Approval of and authorization for the Chair to sign the Final Miller Plat; PL-18-121.

**MOTION**

Commissioner Monger moved to approve items A, B, D, and E on the consent agenda and authorized the Chair to sign the related documents and to pull C for further discussion.

Commissioner Monger seconded; the motion carried 2-0.

**ITEMS PULLED FROM THE CONSENT AGENDA – ITEM C**

Commissioner Hermacinski asked why we are requesting an extension of the audit. Mr. Sullivan responded that due the ERP conversion the state deadline was not possible to meet therefore the Finance Director has been in contact with the Department of Local Affairs to inform them of the extra workload that Routt County has been experiencing and the delay.

### **MOTION**

Commissioner Hermacinski moved to approve and authorize the Chair to sign an extension request to file Routt County's audit for the year end December 31, 2017.

Commissioner Monger seconded; the motion carried 2-0.

### **EN RE: PUBLIC COMMENT**

Bob Geer, real estate agent, was present.

Mr. Geer stated that the Kline property is back on the market and he wanted to make sure that the County is aware because he believes that they will need more land in that location in the future. The most recent deal fell through after the potential purchaser met obstacles from the City Planning Commission.

### **EN RE: COUNTY MANAGER / TOM SULLIVAN**

#### **COMBINED LAW ENFORCEMENT FACILITY GUARANTEED MAXIMUM PRICES AND NOTICE TO PROCEED**

Mr. Sullivan stated that Routt County and the City of Steamboat Springs have been involved in this project for about two years now. There is a construction IGA that stipulates how we got to this point. The Construction IGA requires approval of the GMP prior to issuing the notice to proceed to the construction manager general contractor (CMGC), Calcon Construction. Calcon and NV5, the project management firm, have reviewed all of the subcontractor documents and have presented a guaranteed maximum price. The guaranteed maximum price being presented today is less a \$4,735,000 grant amount that will be received from DOLA which will likely be another two weeks before that can be signed off on by the state. The amount is also less a \$1,995,000 amount that was issued in a limited notice to proceed on April 12, 2018. The total amount of the guaranteed maximum price, not including the Communications Center, is \$9,786,000. This amount is shared approximately 60% by the City and 40% by the County and the City will still be paying the County for the purchase of land at the CLEF site.

Mr. Sullivan continued that he is also requesting the Board to approve the guaranteed maximum price of \$785,995 for construction and finishing of the Emergency Communications Center that will be housed in the CLEF building.

Mr. Sullivan noted that Routt County's portion, once the cost is shared with the City and the land has been purchased, will be approximately \$5,472,378.

## **MOTION**

Commissioner Hermacinski moved to approve the guaranteed maximum prices presented by Calcon Construction of \$9,007,868 for the CLEF project shared facilities and \$785,995 for the Communications Center for a total guaranteed maximum price of \$9,793,863, and authorize the County Manager to sign the limited notice to proceed for the CLEF and Comm Center.

Commissioner Monger seconded; the motion carried 2-0.

## **EN RE: ROUTT COUNTY FAIRGROUND / JILL DELAY**

Tammie Delaney, Town of Hayden Parks and Rec, was also present.

## **ALCOHOL CONSUMPTION AREA AT ROUTT COUNTY FAIR**

Ms. Delay stated that Hayden Parks and Rec has been in discussions with the Fair Board for several months regarding the proposed alcohol consumption area. The Fair Board voted to recommend the approval of this proposal. The plan is to have a beer garden during the Routt County Fair on Thursday night during the bull riding event and on Friday night during the demolition derby. The beer garden will only be open to those individuals with tickets and there will be tabbed wristbands to limit consumption to three drinks per eligible adult. Ms. Delay noted that she is also in communication with a security company that the Fair is considering contracting with for the alcohol consumption area.

## **MOTION**

Commissioner Monger moved to approve Resolution 2018-025 designating an "alcohol consumption area" at the Routt County Fair on Thursday and Friday August 16 and 17, 2018 from 6:30pm to 10:00pm.

Commissioner Hermacinski seconded; the motion carried 2-0.

## **EN RE: HUMAN SERVICES / KELLY KEITH**

Stephanie Martin, First Impressions of Routt County, was present.

## **PATIENT TOOLS, INC. (PTI) SERVICE AGREEMENT**

Ms. Martin stated that PTI created an Ages and Stages Questionnaire (ASQ) portal in partnership with the Early Childhood Council in Grand County. It is a parent administered screening for children ages birth to five and it is a nationally recognized best practice for all children to receive a developmental screening upon enrollment into an early childhood learning program. Developmental screening helps catch red flags as early as possible to provide early

intervention. First Impressions has budgeted for the support of all early learning programs and family child care providers participating with the First Impressions Best Practices Program with implementing the ASQ portal. All fees from PTI are waived for two years to allow for a beta testing period. The only cost will be from Brooks Publishing Company because they own the rights to the online screen at a rate of 50 cents per screen and that has been budgeted for.

Daycare centers or care providers will ask the parents to complete the ASQ screening and Directors of those centers or care providers will share the results to the parents. The care providers will have been given training regarding the way results are shared with parents because those results could possibly initiate some difficult conversations.

Commissioner Monger asked if the screening will be something that all parents will understand and if it will be provided in Spanish as well. Ms. Martin responded that the ASQ only asks age appropriate questions for the child that is being screened so it doesn't create any confusion. The screening itself is written at the third grade reading level and is also available for Spanish speaking families.

### **MOTION**

Commissioner Hermacinski moved to approve and authorize the Chair to sign the service agreement between Patient Tools, Inc. (PTI) and Routt County as fiscal agent for Routt County Early Childhood Council.

Commissioner Monger seconded; the motion carried 2-0.

### **EN RE: HUMAN RESOURCES / CHRIS HENSEN**

Erick Knaus, County Attorney, was also present.

### **ONE AMERICA CONTRACT AND AGREEMENTS**

Ms. Hensen stated that she is requesting the approval of and authorization for the Chair to sign a contract and agreements with One America to provide Life, ADD and LTD benefits to Routt County. The County Attorney reviewed the contract and agreements and his concern was that he wanted some language including TABOR and an amendment to the indemnification language but One America responded that they don't make amendments to their canned documents for small employers. With the documents left as is Mr. Knaus is not comfortable approving this. This is a year to year contract so there are no multiyear obligations but regarding the indemnification language a specific wording request was sent to One America and their attorneys are currently deciding whether they will include it. If they do choose to include the new language this contract will take another six weeks.

Mr. Knaus noted that the indemnification language is problematic as is and he sent them a request with an amendment to that language. Commissioner Hermacinski added that if One America was selected through the Hays process then Hays should be making it very clear to them that we will have some restrictions as a governmental entity and not to bid on this if they are not willing to make changes.

Mr. Hensen commented that this is something that has been happening for as long as she has been working on benefits. In the eyes of many of these companies Routt County is considered a small employer and they don't want to make changes to their canned documents.

Commissioner Monger asked how the County has been covered since the beginning of the year if we have not had a contract. Ms. Hensen replied that she worked with Hays and coverage remained in place.

### **MOTION**

Commissioner Hermacinski moved to approve and authorize the Chair to sign a contract and agreements once it has been approved by the County Attorney with One America to provide Life, ADD and LTD benefits to Routt County.

Commissioner Monger seconded; the motion carried 2-0.

## **EN RE: COUNTY MANAGER / TOM SULLIVAN**

### **HUMAN RESOURCES ASSESSMENT – CPS HR PROFESSIONAL SERVICES AGREEMENT**

Mr. Sullivan stated that an assessment of the Human Resources Department was completed by CPS HR. Within the recommendations that CPS HR provided they were categorized by urgency level. It was determined that a current need is to address the leadership, alignment and departmental structure of the Human Resources Department. CPS HR was asked to provide a proposal to complete the four tasks outlined in the agenda communication form. The first and most urgent task, to confirm and clearly document senior leader vision for new aligned HR Department Structure with focus on the HR Director position, is anticipated to be performed in week one and take six hours. The four tasks are anticipated to take six weeks to complete at a total cost of \$5,900, which includes funds for travel and expenses that may not be necessary.

Commissioner Hermacinski stated that task four is listed as optional and asked if Mr. Sullivan intends to pursue that option. Mr. Sullivan responded that he would like to have task four completed but actually moving forward on it would take place in the 2019 budget process. Commissioner Monger noted he believes it would be better to move forward with task four once the direction for HR leadership is determined in order to prevent this step being repeated in the near future. Mr. Sullivan replied that he agrees with Commissioner Monger's statement and it is his intention to complete task four once they have the HR leadership clarified.

### **MOTION**

Commissioner Hermacinski moved to approve a professional services agreement between Routt County and CPS HR for Human Resources Restructure and Job Descriptions at a cost not to exceed \$5,900.



Commissioner Monger seconded;

Mr. Sullivan noted that a supplemental budget will be completed once the actual cost has been determined.

The motion carried 2-0.

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

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Kim Bonner, Clerk and Recorder

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Douglas B. Monger, Chair

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Date