

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## REGULAR MEETING

November 3, 2020

Times listed on the agenda are approximations and may be longer or shorter, or begin earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of them.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2ckIGVk13Qld5UT09>

Password: 522

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592  
or +1 312 626 6799 or +1 929 205 6099  
Webinar ID: 851 0667 0945

Password: 522

*The Routt County Board of Health or Board of Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to any of the below items.*

1. **9:30 A.M. CALL TO ORDER**
2. **APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**
3. **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 AND AUTHORIZATION TO SIGN THE RESOLUTION VACATING A PORTION OF COUNTY ROAD 34; PL-20-149.**

Documents:

[BCC COMM FORM - RESO SIGNATURE.PDF](#)  
[RESOLUTION.PDF](#)

**4. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA**

**5. 9:40 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.

**1. DUE TO THE CURRENT PANDEMIC, THE COUNTY COMMISSIONERS REQUEST CITIZENS ATTEND THE MEETINGS VIA PHONE.** To make a public comment raise your hand on the zoom platform if online; if calling in press \*9. Another option is to download the Zoom app that allows you to raise your hand as well. The moderator will then select you when it is your turn. Written public comment can also be submitted to [bcc@co.routt.co.us](mailto:bcc@co.routt.co.us). Please make sure to indicate in the subject line of your email that it is public comment and reference the agenda item to which it relates. Public comments will be entered into the record.

**6. 9:40 A.M. LEGAL WEEKLY COUNTY POLICY DISCUSSION**

Discussion with the Board of County Commissioners on various County policy statements.

Presenter: Erick Knaus, County Attorney

Documents:

[BCC COMM FORM FOR POLICY DISCUSSION.PDF](#)  
[17 - SIGNING OF AGREEMENTS RE RCZR.9-12-2006.PDF](#)  
[INTERNSHIP.REFORMATTED 10-13-2020.PDF](#)  
[19 - EXCESS FORCE.8-23-2007.PDF](#)

**7. 10:10 A.M. BUILDING DEPARTMENT**

Todd Carr, Building Official

**A. ROUTT COUNTY 2018 BUILDING CODE RESOLUTION**

Board to review for consideration and approval of the adoption of the 2018 Building Code Resolution with an effective date of January 1st, 2021.

Documents:

[BCC AGENDA COMMUNICATION FORM 2018 BUILDING CODE RESOLUTION 11-3-2020.PDF](#)  
[RC 2018 BUILDING CODE ADOPTION RESOLUTIONDOC.PDF](#)

**8. 10:40 A.M. EMERGENCY MANAGEMENT**

David DeMorat, Emergency Operations Director

**A. RESOLUTION ADOPTING THE ROUTT COUNTY HAZARD MITIGATION PLAN UPDATE**

Consideration for Adoption and Authorization For the Chair to Sign the Resolution Adopting the Routt County Hazard Mitigation Plan Update and Resolve to Execute the Actions in the Plan.

[HMP REVIEW DRAFT DOCUMENT FOUND HERE.](#)

Documents:

BCC ACTION AGENDA - HMP UPDATE ADOPTION -- 10-21-2020.PDF  
HAZARD MITIGATION PLAN.ADOPTION RESOLUTION.PDF

**9. 11:00 A.M. HUMAN RESOURCES**

Kathy Nelson, Director

**A. ADVANCE DEPUTY TREASURER TO STEP 5 OF THE PAY SCALE**

Consideration to Approve the Advancement of the Deputy Treasurer to Step 5 of the Pay Scale.

Documents:

BCC AGENDA FORM - HIRE ABOVE STEP 1 - KATRINA SPIVEY.PDF  
KATRINA SPIVEY - REQUEST TO ADVANCE KATRINA SPIVEY TO STEP 5.PDF  
2020 ADMIN VII.PDF

**10. 11:15 A.M. PURCHASING**

Julie Kennedy, Purchasing Agent

**A. RFP 699 CUTTING EDGES 2020**

Consideration for approval of the purchase and authorization for the County Manager to electronically sign the Purchase Order to Wear Parts and Equipment Company, Inc. in the amount not to exceed of \$39,627.20 for Cutting Edges 2020 for the Road & Bridge Department.

Documents:

RFP 699 CUTTING EDGES 2020 BCC AGENDA COMMUNICATION FORM.PDF  
RFP 699 CUTTING EDGES 2020 BID TABULATION.PDF

**11. 11:25 A.M. COMMISSIONERS' WORK SESSION**

The Commissioners will address critical items for regular county and emergency operations. Action may be taken and direction to staff may be given in relation to any of these items.

**12. 12:00 P.M. MEETING ADJOURNED**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09>

Password: 522

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 851 0667 0945

Password: 522

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.



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

ITEM DATE: November 3, 2020	ITEM TIME: 9:30 am

<b>FROM:</b>	Alan Goldich
<b>TODAY'S DATE:</b>	10/29/20
<b>AGENDA TITLE:</b>	County Road 34 (Spring Creek) ROW Vacation; PL-20-149
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
Authorize the Chair to sign the resolution vacating a portion of the County Road 34 right of way.	
<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>	
I move to authorize the Chair to sign the resolution vacating a portion of the County Road 34 right of way.	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
PROPOSED REVENUE ( <i>if applicable</i> ): \$	
CURRENT BUDGETED AMOUNT: \$	
PROPOSED EXPENDITURE: \$	
FUNDING SOURCE:	
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/>	
<i>Explanation:</i>	
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	
N/A	
<b>V. BACKGROUND INFORMATION:</b>	
This application was approved by the Board on September 24, 2020. The resolution and associated documents have been reviewed by the Attorney's Office.	
<b>VI. LEGAL ISSUES:</b>	
All documents have been reviewed by the Attorney's office.	



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>
N/A
<b>VIII. SUMMARY AND OTHER OPTIONS:</b>
N/A
<b>IX. LIST OF ATTACHMENTS:</b>
Resolution and associated attachments

STATE OF COLORADO )  
 ) ss.  
COUNTY OF ROUTT )

**RESOLUTION #20-P-**

**Vacation of County Road 34  
Amethyst Ranch, LLC; Strawberry Woods, LLC; Johnny and Gratia Walker  
Planning Activity No. PL-20-149**

**Recitals**

A. The Board of County Commissioners for the County of Routt, State of Colorado, hereinafter referred to as the "Board", has duly received a petition to vacate a portion of Routt County Road 34 (CR 34) from Amethyst Ranch, LLC; Strawberry Woods, LLC; Johnny and Gratia Walker ("Petitioners");

B. All necessary data has been submitted and all required fees have been paid.

C. Notices were appropriately mailed to landowners who own at least one acre of land adjacent to the roadway pursuant to § 43-2-303, C.R.S.;

D. The Board tabled the matter on September 15, 2020 to September 24, 2020, notice of said hearing having been advertised in the Steamboat Pilot, a local newspaper of general circulation;

E. The Board held a public hearing on the matter on September 24, 2020;

F. Input was received from staff, the applicants, and members of the public;

G. Commissioner Monger moved to approve the vacation of the requested portion of CR 34 with the following findings of fact:

1. The proposal with the following conditions complies with the applicable guidelines of the Routt County Master Plan and is in compliance with sections 4, 5, and 6 of the Routt County Zoning Regulations and Section 2 of the Routt County Subdivision Regulations.

2. The proposal meets the substantive standards of § 43-2-303, C.R.S.

3. The proposal does not "landlock" any parcel or eliminate any landowners' access to the public road system.

H. This approval was given subject to the following conditions:

1. The resolution of vacation, which includes a legal description of the right of way being vacated, shall be recorded in the official records of the Routt County Clerk and Recorder within one year of the Board of County Commissioners approval.

2. An easement granting access to Gratia Walker shall be recorded concurrently with the resolution vacating the ROW for CR 34.

I. Commissioner Monger’s motion was duly seconded by Commissioner Melton, and passed by a 3-0 vote of the Board. This resolution of approval is based upon the record presented at the public hearing and the findings made by the Routt County Board of County Commissioners; and

J. All necessary legal descriptions, easements, and agreements have been prepared in satisfaction of the conditions of this road right-of-way vacation.

**NOW THEREFORE BE IT RESOLVED, that**

1. The portion of Routt County Road 34 described in the attached Exhibit A is hereby vacated pursuant to § 43-2-303, C.R.S.

2. Pursuant to § 43-2-303(2)(a) C.R.S., an easement for the continued access of Gratia Walker has been granted in the Access Easement recorded on \_\_\_\_\_, 2020 at reception number \_\_\_\_\_.

3. Title to the Vacated Right-of-Way shall vest according to law.

**ADOPTED AND EFFECTIVE THIS \_\_\_ DAY OF \_\_\_\_\_, 2020,  
BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY, STATE OF  
COLORADO.**

ATTEST:

BY THE BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Kim Bonner, County Clerk

\_\_\_\_\_  
Timothy V. Corrigan, Chair

RESOLUTION VOTE:

Douglas B. Monger:	Yes	Nay	Abstain	Absent
M. Elizabeth Melton:	Yes	Nay	Abstain	Absent
Timothy V. Corrigan:	Yes	Nay	Abstain	Absent



**EXHIBIT A**

1. That portion of the right of way located in Sections 9 and 4 of T6N, R84W described in the Road Viewers Report, dated July 3, 1911 and as depicted on the Plat showing a proposed spur connecting Fish Creek Falls and North Park Roads, dated August 14, 1911 filed in road file No. 197 from the east line of the W1/2NE1/4NE1/4 of Section 9 (approximately Station 29) to the point of ending at Station 45 described therein as follows:

Station	Course	Distance
29 to 30	S 16° 03' W	206 feet
30 to 31	S 7° 22' E	100 feet
31 to 32	S 20° 35' W	107 feet

Station	Course	Distance
32 to 33	S 30° 40' W	554 feet
33 to 34	S 86° 09' W	294 feet
34 to 35	N 2° 25' E	1242 feet
35 to 36	N 9° 15' W	72 feet
36 to 37	N 38° 58' W	251 feet
37 to 38	S 53° 11' W	126 feet
38 to 39	S 30° 30' W	154 feet
39 to 40	S 76° 38' W	97 feet
40 to 41	N 70° 53' W	84 feet
41 to 42	S 82° 25' W	220 feet
42 to 43	N 75° 48' W	52 feet
43 to 44	S 82° 25' W	2374 feet
44 to 45	N 84° 55' W	130 feet

For the avoidance of doubt, this resolution does not vacate any portion of any rights of way for Routt County 36 or Amethyst Drive. Furthermore, the portion of right of way for Routt County 34 from Amethyst Drive to Station 29 is not vacated by this resolution.

2. The rights of way for wagon roads or public roads reserved in the deeds recorded in Book 59 at Page 243, Book 71 at Page 74, Book 71 at Page 461, and Book 71 at Page 167

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> Weekly Tuesdays	<b>ITEM TIME:</b> 9:40 a.m.
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<b>FROM:</b>	Erick Knaus
<b>TODAY'S DATE:</b>	
<b>AGENDA TITLE:</b>	Discussion and Direction on County Policy Statements.

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> ACTION ITEM	
<input checked="" type="checkbox"/> DIRECTION	
<input checked="" type="checkbox"/> INFORMATION	

**I. DESCRIBE THE REQUEST OR ISSUE:**

Discussion with the Board of County Commissioners on various County policy statements.

**II. RECOMMENDED ACTION:**

Direction from the Commissioners on whether to rescind the policy in whole, recommend changes to the policy, or determine if the policy is sufficient as is. Based on the direction from the Commissioners, each policy will be reformatted into the approved format and a responsible department will be assigned to maintain the policy in the future.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

<b>PROPOSED REVENUE:</b>
<b>PROPOSED EXPENDITURE:</b>
<b>FUNDING SOURCE:</b>

N/A

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

N/A

**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

Currently, numerous policies and policy manuals are in place across the various departments under the auspices of Routt County government. Over time, numerous “stand alone” policies (often called “Statements of Policy” or “Memorandum”) have developed as well as the Department Head Resource Manual, and the Routt County Personnel Manual. At the direction of the Commissioners, a policy committee began compiling, reviewing, and recommending action on the policies of the County with the goal being that they are ultimately published in a uniform manner with easy access to all County employees. The end result will be a uniform and comprehensive compilation of all of the County’s policies. To date, the committee has reviewed a majority of the policies and made comments and suggestions. The next step is for the Commissioners to provide direction on each policy and to establish an adoption/amendment protocol for all future policies.

**VI. LEGAL ISSUES:**

N/A

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VIII. SUMMARY AND OTHER OPTIONS:**

N/A

STATE OF COLORADO )  
 ) ss.  
COUNTY OF ROUTT )

RESOLUTION NO. 2006- 078

**A RESOLUTION ADOPTING THE STATEMENT OF POLICY OF ROUTT COUNTY  
DELEGATING THE AUTHORITY FOR SIGNING OF CERTAIN AGREEMENTS  
PERMITTED OR REQUIRED BY THE ROUTT COUNTY ZONING REGULATIONS**

**RECITALS**

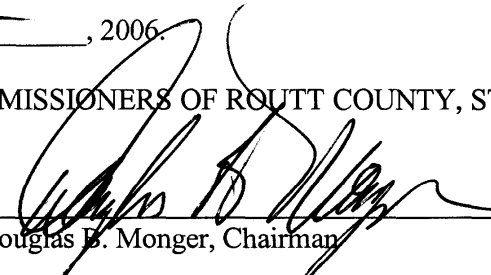
- A. The Board of County Commissioners of Routt County (the "Board") desires to promote efficiencies and economies of total Routt County operations.
- B. In furtherance of that objective, the Board wishes to adopt a new statement of policy for the purpose of delegating to the Routt County Planning Director the authority to sign, on behalf of Routt County, certain agreements permitted or required by the Routt County Zoning Regulations.
- C. On September 12, 2006, the Board conducted a public hearing following notice as required by law, to consider the adoption of this resolution and the attached Statement of Policy.
- D. The Board finds that it is in the best interests of the citizens of Routt County that this resolution and the attached Statement of Policy be adopted.

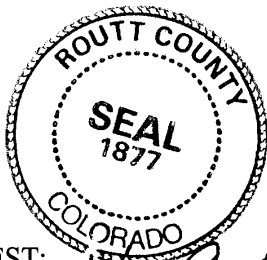
**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1. The attached Statement of Policy of Routt County Delegating the Authority for Signing of Certain Agreements Permitted or Required by the Routt County Zoning Regulations is hereby adopted to be effective September 12, 2006.
- 2. The attached Statement of Policy of Routt County Delegating the Authority for Signing of Certain Agreements Permitted or Required by the Routt County Zoning Regulations may be amended or waived by the Board through official motion under such circumstances as the Board may decide are in the best interests of Routt County.

ADOPTED this 12<sup>th</sup> day of SEPT, 2006.



BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY, STATE OF COLORADO.

  
\_\_\_\_\_  
Douglas B. Monger, Chairman



Vote: Nancy J. Stahoviak (yes)(no)(abstain)(absent)  
Daniel R. Ellison (yes)(no)(abstain)(absent)  
Douglas B. Monger (yes)(no)(abstain)(absent)

ATTEST:

  
\_\_\_\_\_  
Kay Weinland, Routt County Clerk  
By:   
Deputy Clerk

**STATEMENT OF POLICY OF ROUTT COUNTY  
DELEGATING THE AUTHORITY FOR SIGNING OF CERTAIN AGREEMENTS  
PERMITTED OR REQUIRED BY THE ROUTT COUNTY ZONING REGULATIONS**

This Statement of Policy is adopted by the Board of County Commissioners (the "Board") of Routt County, Colorado ("County") for the purpose of delegating to the Planning Director the authority to sign, on behalf of Routt County, certain agreements permitted or required by the Routt County Zoning Regulations (the "Zoning Regulations").

**Section One. The Agreements:** The agreements subject to this Statement of Policy are those agreements permitted or required by the Zoning Regulations that limit or define the permitted uses of property in order for a building permit for a structure which is not otherwise allowed by the Zoning Regulations to be issued (the "Agreements"). The Agreements covered by this Statement of Policy are limited to the following:

1. Agreement Defining Permitted Uses as set forth in Section 2 of the Zoning Regulations.
2. Agreement Regarding Development of Land as set forth in Section 5.1.3 C. of the Zoning Regulations.
3. Dwelling Unit Removal Agreement to prevent permitted density to be exceeded due to new construction.
4. Large Lot Agreement as set forth in Section 5.3.2 of the Zoning Regulations.

In addition to any requirements for the Agreements as specified in the Zoning Regulations, the Agreements subject to this Statement of Policy must meet the following criteria:

1. The Agreements shall have been reviewed and approved by the County Attorney;
2. The Agreement must be signed by the vested owners of a fee simple interest in the property;
3. The description of the property subject to the Agreement must be clearly set out in the body of the Agreement or on an attachment to the Agreement; and
4. The Agreement must be recordable in the Routt County Clerk and Recorder's Office.

**Section Two. Delegation of Authority:** The Board hereby delegates to the Planning Director of Routt County the authority to sign the Agreements referenced in Section One above so long as those Agreements comply with all of the requirements set forth in the Zoning Regulations and the criteria established in this Statement of Policy. This delegation of authority is limited to only such Agreements as are identified herein.

**Section Three. Referral of Matters to the Board of County Commissioners.**

Notwithstanding the foregoing delegation of authority to the Planning Director, the Planning Director shall have the authority to place consideration of any Agreement on the Board of County Commissioners' agenda for decision or direction to the Planning Director and any County Commissioner shall have the authority to require consideration of any Agreement, not already signed by the Planning Director, on the Board of County Commissioners' agenda for decision or direction to the Planning Director.

**Section Four. Monthly Reports:** Each month, the Planning Director shall prepare a summary report for the Board of all Agreements that the Planning Director has signed pursuant to this Statement of Policy during the previous month.

**Section Five. Waiver, Revocation and Amendment:** The Board reserves the right to waive this Statement of Policy in the event that it determines that it is in the interests of Routt County to do so. The Board reserves the right to revoke or amend this Statement of Policy through formal action of the Board.

**Section Six. Effective Date:** This Statement of Policy shall become effective upon the later of its adoption by the Board or September 12, 2006.

Adopted by the Routt County Board of County Commissioners on 9/12, 2006.

Routt County Board of County Commissioners

By: 

Douglas B. Monger, Chairman

**ROUTT COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>TITLE</b> Internships	<b>Date of First Approval</b>
<b>RESPONSIBLE DEPARTMENT</b> Human Resources	<b>Date Last Revised</b>

Purpose: To set forth the minimum requirements to offer an internship.

Department(s) Affected: All.

Waiver Authority, if any: None.

Definition: Internships are unpaid opportunities afforded to students in limited circumstances. The Intern is not an employee of Routt County.

I. Minimum Requirements:

- A. The Intern must be a student at a nonprofit or public education institution that normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance.
- B. The Intern must be a student in a full-time program taken for credit at such institution, which combines academic instruction with work experience.
- C. An Internship must be an integral part of the program in which the Intern is enrolled at the education institution.
- D. The Internship must be unpaid.

II. Process:

- A. The Department Head must provide a specific planned supervised program consistent with the educational objectives and program established by the education institution.
- B. The Department Head must receive initial approval from the Board of County Commissioners to proceed with engaging an Intern.
- C. The Department Head must obtain all necessary documents from the education institution.
- D. The Department Head must submit completed documents from the education institution to the County Attorney’s Office (CAO) using the Request for Attorney Services process for

approval. In some instances supplemental documentation may be necessary as determined by the CAO in order to meet all legal requirements.

- E. After the CAO provides initial approval of the necessary documentation, the Department Head shall obtain the education institution and student's signature(s). After all signatures are obtained the documentation will be reviewed by the CAO for final approval according to the then current process for contract review.
- F. After final approval by the County Attorney's Office, the Department Head shall present documentation to the Board of County Commissioners for final execution. Internship documentation is contractual and all policies regarding contracts shall apply.

### III. Documentation:

At a minimum, documentation shall include the Intern's agreement that the Internship is unpaid and does not meet the definition of "employment" under C.R.S. § 8-70-132 or the Fair Labor Standards Act. In addition, the Intern and the County shall acknowledge that they have considered the following factors:

- A. The extent to which the Intern and County clearly understand that there is no expectation of compensation. No promise of compensation, express or implied, has been made.
- B. The extent to which the Internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- C. The extent to which the Internship is tied to the Intern's formal education program by integrated coursework and the Intern must be receiving academic credit.
- D. The extent to which the Internship accommodates the Intern's academic commitments by corresponding to the academic calendar.
- E. The extent to which the Internship's duration is limited to the period in which the Internship provides the Intern with beneficial learning.
- F. The extent to which the Intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the Intern.
- G. The extent to which the Intern and County understand that the Internship is conducted without entitlement to a paid job at the conclusion of the Internship. The Intern has no expectation of any paid job at the conclusion of the internship.



STATE OF COLORADO )  
 )  
COUNTY OF ROUTT )

RESOLUTION #2007-046

**RESOLUTION ADOPTING A STATEMENT OF POLICY PROHIBITING THE USE OF EXCESSIVE FORCE**

WHEREAS, Routt County, State of Colorado, has made application for Community Development Block Grant ("CDBG") funds from the State of Colorado;

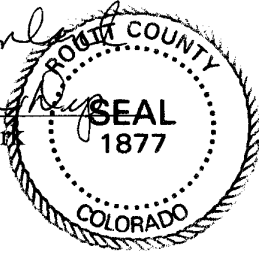
WHEREAS, in accordance with Section 519 of Public Law 101-144, the HUD Appropriations Act requires certain statements of assurances and certifications;

NOW THEREFORE, BE IT RESOLVED that, pursuant to Routt County being granted CDBG funds by the State of Colorado, the Board of County Commissioners does hereby adopt a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.

Adopted this 21<sup>st</sup> day of August, 2007.

**BY THE BOARD OF COUNTY COMMISSIONERS**

ATTEST: Kay Weinland  
Kay Weinland  
Kay Weinland, County Clerk



Nancy J. Stahoviak  
Nancy J. Stahoviak, Chairman

RESOLUTION VOTE:

Nancy J. Stahoviak	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Absent
Douglas B. Monger	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Absent
Diane Mitsch Bush	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Absent



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE: 11/03/2020</b>	<b>ITEM TIME: 10:10 AM</b>
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<b>FROM:</b>	Routt County Building Department: Todd Carr, Building Official
<b>TODAY'S DATE:</b>	10/28/2020
<b>AGENDA TITLE:</b>	Routt County 2018 Building Code Resolution Effective Date January 1 <sup>st</sup> , 2021

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**

Requesting the Board to review the proposed 2018 ICC Building Code Resolution for consideration and approval to adopt the new Building Code Resolution with an effective date of January 1<sup>st</sup>, 2021.

**II. RECOMMENDED ACTION (*motion*):**

The Building Department is recommending adoption of the 2018 Building Codes as proposed. The Building Code Resolution was reviewed with the Board previously during a work session on 10/13/2020 to discuss the below items for consideration, based on discussions and recommendations we made changes to address concerns by the Board. The below items will be reviewed for consideration during our public meeting.

1. Agricultural Building Permit Exemptions and Requirements: New proposed recommended changes have been added based on Board comments, and discussions with our CSU Extension Director, and Department Managers.
2. Residential Blower Door Testing: Proposed currently to be adopted as required under the 2015 IECC for all new single family or secondary dwelling units only. This is not applicable to additions or alterations.
3. Seismic Category C: Routt County will accept the Seismic Category C designation, and refuse the Seismic Category D designation for those portions of the County applicable per the 2018 ICC Codes for both residential and commercial buildings.



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
PROPOSED REVENUE <i>(if applicable)</i> : N/A
CURRENT BUDGETED AMOUNT: N/A
PROPOSED EXPENDITURE: N/A
FUNDING SOURCE: N/A
SUPPLEMENTAL BUDGET NEEDED: N/A
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>
All other Jurisdictions adopt their own Building Codes, the Town of Hayden and Oak Creek have completed second readings and approved the recommended Building Code adoptions. The City of Steamboat Springs and Town of Yampa have completed First Readings and have scheduled Second Readings set waiting to approve the recommended adoption of the 2018 Building Codes.
<b>V. BACKGROUND INFORMATION:</b>
Routt County last adopted the 2015 Building Codes on January 1st, 2018, our intent is to adopt new Building Codes on a three year basis to remain current and up to date on model codes and manufactures products and methods used in construction.
<b>VI. LEGAL ISSUES:</b>
Reviewed by the Routt County Attorney's Office.
<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>
N/A
<b>VIII. SUMMARY AND OTHER OPTIONS:</b>
N/A

STATE OF COLORADO )  
 ) ss.  
COUNTY OF ROUTT )

RESOLUTION NO. 2020-\_\_\_

**A RESOLUTION RESTATING AND AMENDING CURRENTLY EFFECTIVE BUILDING CODES PREVIOUSLY ADOPTED BY ROUTT COUNTY**

RECITALS

A. Acting pursuant to C.R.S. § 30-28-201, the Board of County Commissioners of Routt County (hereinafter referred to as the “Board”) has heretofore adopted the following:

- International Building Code
- International Residential Code, including Appendix Chapters B, C, E, F, & Q
- International Existing Building Code
- International Property Maintenance Code
- National Electrical Code
- International Code Council Electrical Code, Administrative Provisions
- International Mechanical Code
- International Plumbing Code, including Appendix Chapters , B, C, & D
- International Fuel Gas Code
- International Energy Conservation Code

with standards, amendments and additions thereto (collectively referred to herein as “Building Codes”); and

- B. Pursuant to C.R.S. § 30-28-204, the Board may alter and amend any county building code by resolution after a public hearing, notice of such hearing shall be given by at least one publication in a newspaper of general circulation in the county at least fourteen days prior to said public hearing; and
- C. Notice of the public hearing was published in the Steamboat Pilot on Saturday October 17<sup>th</sup>, 2020 and the required public hearing before the board was held on Tuesday November 3<sup>rd</sup>, 2020, all in accordance with C.R.S. § 30-28-204; and
- D. The Board finds that the fees set forth in County Resolution No. 2015-041 are reasonable and necessary to cover the expected normal costs of plan review and inspection associated with the permits in question; and
- E. The Routt County Regional Building Department Oversight Committee has reviewed and recommended the adoption of the amendments set forth herein; and
- F. The Board wishes to restate the adoption of current Building Codes and amend such codes as deemed necessary in the interest of public health, welfare, and safety.

**NOW, THEREFORE**, be it resolved by the Board as follows:

**1. Amendment and Restatement of Existing Codes.** The currently effective building codes adopted by County Resolution 2019-052 together with any previously adopted building codes not previously repealed or amended are hereby amended and restated by reference to the codes and materials described as follows:

**A. International Building Code - Adoption.**

There is hereby adopted by Routt County (or “County”), for the purpose of providing minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the County, that certain code known as the International Building Code, 2018 Edition, including Appendix Chapters C and J, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Building Code - Amendments and Deletions.**

The International Building Code, 2018 Edition, is subject to the following amendments and deletions:

**Section 101.1 Title.** These regulations shall be known as the Building Code of Routt County Colorado, hereinafter referred to as “this code.”

**Section 103.1 Creation of Enforcement Agency,** is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official.

**Section 105.2 Work exempt from permit, Item 2,** is amended to read as follows:

**2. - Fences not over 6' (2134 mm)**

**14. Sole Use Agricultural Buildings:** Buildings meeting the below requirements listed in Items 14.1 through 14.2 are Fully Exempt from a Building Permit. Agricultural Buildings are not exempt from the following Department Permits and Regulations. All Owners/Contractors must submit Plans for Review and approval by each Department prior to beginning construction work, failure to submit plans for review will result in a Stop Work Order.

**Non Exemptions: Plans Review Required prior to construction beginning.**

- **Routt County Planning and Zoning Regulations** still apply to all Exempt Agricultural Buildings including but not limited to; property line setbacks, water body setbacks, height restrictions, skyline regulations, flood plain, special use permit if less than 1 acre. All owners/contractors must gain approval from Routt County Planning and Zoning Department by submitting Plans to Routt County Planning Department for review.
- **Routt County Building Department:** Electrical, Mechanical, and Plumbing Permits are still required to be applied for through the Routt County Building Department on all Exempt or Non-Exempt Agricultural Buildings.
- **Routt County Public Works Department:** All regulations with Public Works Department still apply including but not limited to; Driveway/Entry Access Permits, Grade and Fill Permits, Cattle Guard Permits, Work in Right Away.
- **Routt County Environmental Health Department:** Septic/OWTS Permits are required and not exempt.

**Building Permit Exemptions:**

**14.1: Sole Use Open Agricultural Hay Storage Buildings:** Agricultural Buildings constructed for the sole purpose of storing Hay only are exempt from a Building Permit when they are not fully enclosed with walls.

**14.2: Sole Use Enclosed Agricultural Barns under 600 Square Feet:** Agricultural Barns used solely for the storage of Agricultural Equipment, Agricultural Hay, Agricultural Implements, Agricultural Livestock, Agricultural Plants or Greenhouses that are not illegal under Federal Law and have no Sanitary Plumbing Connections to the building are Exempt from Building Permits.

**15. Agricultural Foundation Only Building Permit:** Required for all Enclosed Sole Use Agricultural Buildings Exceeding 600 Square Feet that meet our Agricultural Resolution definitions. Owners/Contractors must apply for a Foundation Only Building Permit and meet all locally adopted codes for structural design standards including but not limited to frost depth and footing, pier, foundation requirements, wind and snow loads, and all other applicable adopted codes.

**15.1 - Fee Schedule for Agricultural Foundation Only Permit:**

1. Building Department Permit Fee: A Permit Fee of \$150 dollars will be charged and includes the Permit Processing Fee, a Footing/Foundation Inspection and a Final Building Inspection.
2. Planning Department Review Fee: A Planning Review Fee of \$25 will be charged to review for setbacks in accordance with Planning Department Regulations.
3. County Construction Use Tax: No Fees will be charged

**Definition: Sole Use Agricultural Buildings:** Per County Resolution #16-P-049 the Agricultural Building is only allowed to be used for the sole purpose of providing shelter for agricultural implements, farm products, livestock, or poultry, or sole purpose Greenhouses used to grow plants that are not illegal under State and Federal Law.

**Non-Agricultural Exemptions:** Any combination of the below uses being introduced into an Agricultural Building will require the Owner/Contractor to apply for a Full Building Permit in accordance with all adopted codes and fee schedules.

1. Riding Arenas added into the Building Use mixed with Sole Purpose Agricultural.
2. Construction of any Bathrooms, Breakrooms, Kitchens, Offices, Bedrooms, Recreational Rooms, Factory or Processing Rooms added into the Building Use mixed with Sole Purpose Agricultural are NOT Exempt.

**Section 312.1.1.2 Utility and miscellaneous Group U Residential/Agricultural Mixed-Use Attached Accessory Storage to a Single Family Dwelling, is added to read as follows:**

Agricultural and Greenhouse Buildings designed to be mixed use buildings in combination with Residential Accessory Storage uses that will not be used for storing large amounts of High Hay Storage, Fertilizers, Gas, Oil, or other Hazardous or Combustible products will be viewed as Attached Residential Agricultural Accessory Storage area to a Single Dwelling Unit. Buildings meeting this character use will have a reduced Fire Separation Requirement in Table 508.4 between the Residential area and the Residential/Agricultural Storage area of 1-hour for non-sprinkled buildings, and 30-minutes on sprinkled buildings.

**Section 105.5 Expiration,** is amended to read as follows:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

All building permits shall automatically expire three years from the date of issuance and no further work on the project for which the permit was issued shall be done unless a renewal permit is requested in writing and approved prior to the expiration date of the original permit.

Renewal permit request shall be requested in writing and justifiable cause demonstrated. Upon review of the request and after an on-site inspection is completed the Routt County Regional Building Department may authorize or deny the renewal permit request.

Renewal permits shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Renewal permits shall automatically expire one year from the date of issuance and no further work on the project for which the permit was issued shall be done. Time extensions for a renewal permit shall be requested in writing and justifiable cause demonstrated, Routt County Regional Building Department may authorize or deny the time extension request.

If approved a renewal permit for the originally permitted work shall be issued upon payment based upon the valuation of the remaining work, current codes and current fee schedules. A renewal permit may be obtained only if no changes have been made to the construction documents submitted with the original permit application.

**Section 107 Submittal Documents, [A] 107.1 General**, is amended to read as follows:

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted electronically with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

**Exception:** The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

### **Section 109.3.1 Construction Use Tax Valuation**

Construction Use Tax may be collected by the Building Department at the time of Building Permit Application submittal. A Construction Use Tax Valuation shall be provided by the permit applicant in accordance with the relevant jurisdiction's Resolution or Ordinance defining Construction Use Tax Valuation. The relevant jurisdiction may review the valuation and if it is determined that the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed estimates to meet the approval of the relevant jurisdiction. Final Construction Use Tax Valuation shall be determined by the relevant jurisdiction.



**Table 508.4, is amended to read as follows:** A Group U-Occupancy meeting the Character use under Section 312.1.1.2 shall have a fire rating between the Residential Dwelling area and the combination Residential/Agricultural Storage area of 1-Hour when the building is un-sprinkled, and 30-Minutes if the building is sprinkled.

**Section 901.1 Scope,** is amended to add a second paragraph as follows:

The fire code official shall have the authority to adopt additional standards for fire protection systems subject to applicable provisions of State statutes and home rule charter. The fire code official shall be responsible for permitting and reviewing fire sprinkler systems and fire alarm systems, in lieu of no fire code official then applicants must work directly with the State of Colorado Department of Fire Prevention.

**Section 903.2.8 Group R,** is amended to add the following exception:

**EXCEPTION:** An automatic sprinkler system is not required in multi-use buildings, two stories or less with no more than 2 dwelling units, and an automatic and manual fire alarm system is installed in accordance with NFPA 72. Sprinkler systems required by other sections and other codes must still be provided.

**Section 907.2.1 Group A, Exception,** is hereby deleted.

**Section 907.2.2 Group B, Exception,** is hereby deleted.

**Section 907.2.4 Group F, Exception,** is hereby deleted.

**Section 907.2.7 Group M, Exception 2,** is hereby deleted.

**Section 907.2.8.1 Manual fire alarm system, Exception 2,** is hereby deleted.

**Section 907.2.9.1 Group R-2, Exception 2,** is hereby deleted.

**Section 1011.2 Width and capacity,** is amended to read as follows:

The required capacity of stairways shall be determined as specified in Section 1005.1, but the minimum width shall be not less than 48 inches (1219 mm). See Section 1009.3 for accessible means of egress stairways.

**Section 1011.2 Width and capacity. Exception 1,** is amended to read as follows:

1. Stairways serving one individual dwelling unit in Group R, Division 1 or 2, or serving Group U Occupancies may be 36 inches (914 mm) in width.

**Section 1206.2 Air-borne sound,** the first sentence of this section is amended to read as follows: Walls, partitions and floor/ceiling assemblies separating dwelling units from each other or from public or service areas shall have a sound transmission class (STC) of not

less than 49 (45 if field tested) for air-borne noise when tested in accordance with ASTM E 90.

**Section 3202 Encroachments above grade and below 8 feet in height**, is amended to read as follows:

Encroachments into the public right-of-way above grade and below 8 feet (2438 mm) in height shall be prohibited except as provided for in Section 3202.2.3. Doors and windows shall not open or project into the public right-of-way.

**Section 3202.2.1 Steps**, is hereby deleted.

**Section 3202.2.2 Architectural features**, is amended to read as follows:

Columns, pilasters, moldings, bases, belt courses, lintels, sills, architraves, pediments and similar architectural features shall not project more than 4 inches (102 mm).

**Section 3202.3.1 Awnings, canopies, marquees and signs**, is amended to read as follows:

Awnings, canopies, marquees and signs shall be supported entirely by the building and constructed of noncombustible materials or, when supported by a building of Type V construction, may be of one-hour fire-resistive construction. Awnings, canopies, marquees and signs shall not extend more than 4 feet (1220 mm) from the building.

**Section 3202.3.3 Encroachments 15 feet or more above grade**, is hereby deleted.

**Appendix Section J102 Definitions.** WELL is added to read as follows:

**WELL.** A water well.

## **B. International Residential Code – Adoption.**

There is hereby adopted by the County, for the purpose of providing minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of one and two-family dwellings within the County, that certain code known as the International Residential Code, 2018 Edition, including Appendix Chapters E and Q, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

## **International Residential Code – Amendments and Deletions.**

**Section R103.1 Creation of Enforcement Agency**, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official.

**Section R105.2 Work exempt from permit**, is amended to read:

**Building:**

1. One story detached accessory structure used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11.5 m<sup>2</sup>) and wall height does not exceed 11'4" total height from finished floor to top of plate.
2. Fences not over 6' (2134 mm)

**Section R105.5 Expiration**, is amended to read as follows:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

All building permits shall automatically expire three years from the date of issuance and no further work on the project for which the permit was issued shall be done unless a renewal permit is requested in writing and approved prior to the expiration date of the original permit.

Renewal permit request shall be requested in writing and justifiable cause demonstrated. Upon review of the request and after an on-site inspection is completed the Routt County Regional Building Department may authorize or deny the renewal permit request.

Renewal permits shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Renewal permits shall automatically expire one year from the date of issuance and no further work on the project for which the permit was issued shall be done. Time extensions for a renewal permit shall be requested in writing and justifiable cause demonstrated, Routt County Regional Building Department may authorize or deny the time extension request.

If approved a renewal permit for the originally permitted work shall be issued upon payment based upon the valuation of the remaining work, current codes and current fee schedules. A renewal permit may be obtained only if no changes have been made to the construction documents submitted with the original permit application.

**Section R106 Construction Documents** is amended to read as follows:

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted electronically with each permit application. The construction documents shall be prepared by a registered design

professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

**Exception:** The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

### **Section 108.3.1 Construction Use Tax Valuation**

Construction Use Tax may be collected by the Building Department at the time of Building Permit Application submittal. A Construction Use Tax Valuation shall be provided by the permit applicant in accordance with the relevant jurisdiction's Resolution or Ordinance defining Construction Use Tax Valuation. The relevant jurisdiction may review the valuation and if it is determined that the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed estimates to meet the approval of the relevant jurisdiction. Final Construction Use Tax Valuation shall be determined by the relevant jurisdiction.

**Table R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**, is completed as follows:

- Ground Snow Load – Case Study Area contact the Building Department for Ground Snow Load Valuations per site.
- Climate Zone 7
- Wind Speed – 115 MPH (ultimate design wind speed)
- Topographic Effects – No
- Seismic Design Category – C Note: When approved by the Structural Engineer of Record through review of the Geotechnical Soils Report and Soils Site Class, the Seismic Category may be reduced by the Engineer of Record based on the known Soils Site Class and in accordance with ASCE-7 and Chapter 16 of the IBC.
- Subject to Damage by Weathering – Severe
- Subject to Damage by Frost line Depth – 48 inches (1220mm)
- Subject to Damage by Termite – None to slight
- Subject to Damage by Decay – None to slight
- Winter Design:
  - Outdoor Winter Design Dry-Bulb Temperature – -15°F (-26°C)
  - Indoor Winter Design Dry-Bulb Temperature: 70° F (21° C)
  - Coincident Wet Bulb: 56° F (13° C)
  - Heating temperature Difference: 85° F (29° C)
- Summer Design:
  - Outdoor Summer Design Dry-Bulb Temperature: 85° F (29° C)
  - Indoor Summer Design Dry-Bulb Temperature: 75° F (24° C)
  - Design Grains: Varies based on weather data Range: -35 to -55

- Cooling Temperature Difference: 10° F (-12° C)
- Elevation: Varies Elevation by address can be found at:  
[https://elevation.maplogs.com/poi/routt\\_county\\_co\\_usa.12879.html](https://elevation.maplogs.com/poi/routt_county_co_usa.12879.html)
- Altitude Correction: Varies
  - 7,000' 0.77
  - 8,000' 0.75
  - 9,000' 0.72
  - 10,000' 0.69
  - 12,000' 0.63
- Latitude : 40° North
- Ice Shield Underlayment Required – Yes
- Flood Hazards – FIRM, February 4, 2005
- Air Freezing Index – Steamboat 2239
- Mean Annual Temperature – 40-45°F (4.5-7.2°C)
- Ground Snow Load Values are Governed by Routt County Regional Building Department based on geographic location. Please visit our home page and click on Ground Snow Load Values for site-specific information.

**Section R311.7.8 Handrails.** amended to read as follows adding exception:

Exception: A Handrail shall not be required if you have four total risers and the total vertical drop from top of treads, landing, or floor level is not greater than 30 inches measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open sides.

**Section R313 Automatic fire sprinkler systems,** is hereby deleted.

**Section R325.6 Item 3** is amended to read as follows:

3. The occupiable attic space is enclosed by the roof assembly above intersecting and connecting directly to the top of the floor-ceiling assembly on the story below with a maximum vertical height on the sides from the top of finished floor-ceiling assembly to top of finished roof deck to be no more than 20” tall.

**Section R408.3 Unvented Crawl Space** amended to read as follows adding item 2.5

- 2.5 Ventilation Equipment installed under 2.1 and 2.2 may operate intermittently for a minimum of 1-hour for every 24-hour period, if exhaust only system is installed in accordance with 2.1, or when a dedicated HRV/ERV fan is installed to serve only the crawl space area under section 2.2.

**Section R601.2 Requirements,** is amended to read as follows:

Wall construction shall be capable of accommodating all loads imposed according to Section 301 and of transmitting the resulting loads to the supporting structural

elements. All tables and Applicability Limits in this chapter that use roof live load less than 50 psf or ground snow load of 70 psf or less are hereby unusable for design in this jurisdiction.

**Section R602.10.8.2 Connections to roof framing Item 1**, is amended to read as follows:

For SDC A, B and C and wind speeds less than 100 miles per hour (45 m/s), where the distance from the top of the rafters or roof trusses and perpendicular top plates is 15.25 inches (387mm) or less, the rafters or roof trusses shall be connected to the top plates of braced wall lines in accordance with Table 602.3(1) and with blocking in accordance with Figure R602.10.8.2(1). Blocking shall be attached to top plate per Table 602.3(1).

**Section R703.8.3 Lintels**, is amended to read as follows:

Masonry veneer shall not support any vertical load other than the dead load of the veneer above. Veneer above openings shall be supported on lintels of noncombustible materials. The lintels shall have a length of bearing not less than 4 inches (102mm). Steel lintels over openings or steel lintels that are less than 4 inches (102mm) above finished grade shall be coated with a rust-inhibitive paint, except for lintels made of corrosion resistance steel or steel treated with coating to provide corrosion resistance. Construction of openings shall comply with either Section R703.8.3.1 or 703.8.3.2.

**Section R801.2 Requirements**, is amended to read as follows:

Roof and ceiling construction shall be capable of accommodating all loads imposed according to Section 301 and of transmitting the resulting loads to the supporting structural elements. All Tables and Applicability Limits in this chapter that use roof live load less than 50 psf or ground snow load of 70 psf or less are hereby unusable for design in this jurisdiction.

**Section R1004.4 Unvented gas log heaters**, is hereby deleted.

**Chapter 11 Energy Efficiency** is hereby deleted and replaced with the following:

**N1101.1 Scope:**

This chapter governs the design and construction of buildings for energy efficiency.

**N1101.1.1 Criteria:**

Buildings shall be designed and constructed in accordance with the International Energy Conservation Code Residential requirements.

**Section G2406.2 (303.3) Prohibited locations. Exception 3**, is hereby deleted.

**Section G2406.2 (303.3) Prohibited locations. Exception 4**, is hereby deleted.

**Section G2406.2.1 (303.7) Liquid propane gas appliance in a pit or basement**

Liquefied petroleum gas-burning appliances shall not be installed in a pit, basement or similar location where heavier-than-air gas might collect, unless the following conditions are met:

1. A listed propane gas detector with alarm shall be installed. A listed solenoid gas valve shall be installed on the gas line that supplies all propane appliances located in the basement or pit. Upon detection of gas an alarm shall sound and the solenoid gas valve shall close.

**Section G2420.5.3 (409.5.3) Located at manifold**, is hereby deleted.

**Section G2433 (603) Log Lighters**, is hereby deleted.

**Section G2445.2 (621.2) Prohibited use**, is amended to read as follows:

Unvented room heaters are not to be installed in dwelling units.

**Section G2445.7 (621.7) Unvented decorative room heaters**, is hereby deleted.

**Section G2445.7.1 (621.7.1) Ventless firebox enclosures**, is hereby deleted.

**P2503.5.1 Rough Plumbing** amended to read as follows:

DWV systems shall be tested on completion of the rough piping installation by water or by air, without evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough-in piping has been installed, as follows:

**Section P2604.2 Water service installation** amended to read as follows:

Water service pipe and the building sewer shall be separated as required by policy established by the city. No exceptions.

**P2503.7 Water-supply system testing** amended to read as follows:

Upon completion of the water-supply system or a section of it, the system or portion completed shall be tested and proved tight under a water pressure of not less than the working pressure of the system or, by an air test of not less than 50 psi (345 kPa). This pressure shall be held for not less than 15 minutes. The water used for tests shall be obtained from a potable water source.

**Section P3011 Indirect/Special Waste**

**P3011 Neutralizing device required for corrosive wastes.**

Corrosive liquids, spent acids or other harmful chemicals that destroy or injure a drain, sewer, soil or waste pipe, or create noxious or toxic fumes or interfere with sewage

treatment processes shall not be discharged into the plumbing system without being thoroughly diluted, neutralized or treated by passing through an approved dilution or neutralizing device. Such devices shall be automatically provided with a sufficient supply of diluting water or neutralizing medium so as to make the contents noninjurious before discharge into the drainage system. The nature of the corrosive or harmful waste and the method of its treatment or dilution shall be approved prior to installation.

**Section P3005.2.10 Cleanout access.** Exception Added to read as follows:

**Exception:**

1. Access shall not be required to One (1) Sanitary Test-Tee Cleanout per building where installed below grade and within the building envelope. The Clean-Out Plug must be installed in accordance with Section 3005.6 and permanently glued prior to backfilling.

**Chapter 34 General Requirements.**

**Section E3401.1 Applicability,** is National Electric Code currently adopted by State of Colorado.

**Chapter 44 REFERENCED STANDARDS, ICC 400-2012 Standard on the Design and Construction of Log Structures,** is hereby amended to read as follows:

Where the standard provides satisfactory information for construction of log structures, Section 305.4 Thermal mass effect of log walls shall be evaluated in accordance with IECC Section R402.2.5 Mass walls or similar provisions in ICC 400-2007.

**SECTION AQ106 Energy Conservation** amended to add AQ106.1

AQ106.1 Tiny Homes constructed under Appendix Q shall follow Chapter 4 of the 2018 International Energy Conservation Code for Energy Code Compliance.

**C. International Existing Building Code – Adoption.**

There is hereby adopted by the County, for the purpose of providing minimum life safety requirements for all existing buildings within the County that undergo alteration or a change in use, that certain code known as the International Existing Building Code, 2018 Edition, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Existing Building Code - Amendments.**

**Section 103.1 Creation of Enforcement Agency,** is amended to read as follows:



The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

**D. 2018 International Property Maintenance Code .**

There is hereby adopted by the County, for the purpose of providing a just, equitable and practicable method to require the repair, vacation, or demolition of buildings or structures which, from any cause, endanger the life, limb, health, property, safety or welfare of the general public or their occupants that certain code known as the 2018 International Property Maintenance Code. The adoption of this Code shall not prohibit the County from seeking remedies otherwise available by law or equity.

**International Property Maintenance Code Deletions:**

Chapters 3, 4, 5, 6, 7, 8, and Chapter Appendix A are hereby deleted .

**E. National Electrical Code - Adoption.**

There is hereby adopted by the County, for the purpose of regulating the installation and use of electric conductors and equipment within the County, that certain code known as the National Electric Code published by the National Fire Protection Association as adopted and amended by the State of Colorado. The State of Colorado adopts and amends the Code from time to time. The then-current edition that the State adopts as well as any and all amendments, is adopted by reference thereto the same as if set forth in length in this section.

**F. International Code Council Electrical Code, Administrative Provisions, Adoption.**

There is hereby adopted by the County, for the purpose of providing minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation, and maintenance or use of electrical systems and equipment within the County, that certain code known as the International Code Council Electrical Code, Administrative Provisions, 2018 Edition, published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Code Council Electrical Code, Administrative Provision – Amendments.**

**Section 301.1 Creation of enforcement agency,** is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. The building official shall appoint an electrical inspector to assist

the building department in the administration and enforcement of this code. Building official shall be synonymous with code official in all other references in this code.

**Section 1201.1.1 Adoption**, is amended to read as follows:

Electrical systems and equipment shall be designed and constructed in accordance with the most current electrical code adopted by the State of Colorado Electrical Board.

**G. International Mechanical Code – Adoption.**

There is hereby adopted by the County, for the purpose of regulating and controlling the design, construction, installation, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of heating, ventilating, cooling, refrigeration systems, incinerators and other miscellaneous heat-producing appliances in the County, that certain code known as the International Mechanical Code, 2018 Edition; published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Mechanical Code – Amendments.**

The International Mechanical Code, 2018 Edition, is subject to the following amendments:

**Section 103.1 Creation of Enforcement Agency**, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

**Section 903.3 Unvented gas log heaters**, is hereby deleted.

**H. International Energy Conservation Code – Adoption**

There is hereby adopted by the County for the purpose of regulating and governing energy efficient building envelopes and installation of energy efficient mechanical, lighting and power systems as herein provided; providing for the issuance of permits and collection of fees therefor; the certain code known as the International Energy Conservation Code, 2018 Edition published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**Table R402.1.2 Insulation and Fenestration Requirements by Component** is amended to read as follows for Climate Zone 7 and 8.

FENESTRATION U-FACTOR <sup>b</sup>	SKYLIGHT <sup>b</sup> U-FACTOR	GLAZED FENESTRATION SHGC <sup>b,e</sup>	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE <sup>i</sup>	FLOOR R-VALUE	BASEMENT <sup>c</sup> WALL R-VALUE	SLAB <sup>d</sup> R-VALUE & DEPTH	CRAWL SPACE <sup>c</sup> WALL R-VALUE
0.30	0.55	NR	49	20+5 <sup>h</sup> or 22+3 <sup>h</sup> or 27+0	15/20	30 <sup>g</sup>	15/19	10,4ft.	15/19

**Footnote H** amended to read as follows:

The first value is cavity insulation, the second value is continuous insulation. Therefore, as an example, “20+5” means R-20 cavity insulation plus R-5 continuous insulation. Refer to section R402.2.7 for walls with partial structural sheathing and any reductions in continuous insulation

**I. International Plumbing Code – Adoption.**

There is hereby adopted by the County, for the purpose of regulating and controlling design, construction, installation, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of any plumbing system within the County, that certain code known as the International Plumbing Code, 2018 Edition published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Plumbing Code - Amendments and Deletions.**

The International Plumbing Code, 2018 Edition, is subject to the following amendments:

**Section 103.1 Creation of Enforcement Agency**, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

**Section 107.2 Required inspections and testing, Item 1**, is amended to read as follows:

1. Underground inspection shall be made in accordance with the specifications of the city and before any backfill is put in place. Underground inspections of the water service pipe and building sewer shall be performed by the jurisdiction.

**Section 312.1 Required tests** is amended to read as follows:

The permit holder shall make the applicable tests prescribed in Sections 312.2 through 312.10 to determine compliance with the provisions of this code. The permit holder shall give reasonable advance notice to the code official when the plumbing work is ready for tests. The equipment, material, power and labor necessary for the inspection and test shall be furnished by the permit holder and he or she shall be responsible for determining that the work will withstand the test pressure prescribed in the following tests. Plumbing system piping shall be tested with either water or by air. After the plumbing fixtures have been set and their traps filled with water, the entire drainage system shall be submitted to final tests. The code official shall require the removal of any cleanouts if necessary to ascertain whether the pressure has reached all parts of the system.

**Section 312.3 Drainage and vent air test** is amended to read as follows:

An air test shall be made by forcing air into the system until there is a uniform gauge pressure of 5 psi (34.5 kPa) or sufficient to balance a 10-inch (254 mm) column of mercury. This pressure shall be held for a test period of not less than 15 minutes. Any adjustments to the test pressure required because of changes in ambient temperatures or the seating of gaskets shall be made prior to the beginning of the test period

**Section 312.5 Water supply system test,** is amended to read as follows:

Upon completion of a section of or the entire water supply system, the system, or portion completed, shall be tested and proved tight under a water pressure not less than the working pressure of the system; or by an air test of not less than 50 psi (344 kPa). This pressure shall be held for not less than 15 minutes. The water utilized for tests shall be obtained from a potable source of supply. The required tests shall be performed in accordance with this section and Section 107.

**Exception:** The water service piping shall be tested as required by the jurisdiction.

**Section 312.6 Gravity sewer test,** is amended to read as follows:

Gravity sewer tests shall be made in accordance with the specifications of the jurisdiction.

**Section 603.2 Separation of water service and building sewer,** is amended to read as follows:

Water service pipe and the building sewer shall be separated as required by policy established by the Jurisdiction.

**605.3 Water service piping.** The first sentence of the paragraph is amended to read:

Water service piping shall conform to the specification of the jurisdiction.

**Section 708.1.10 Cleanout Access. Exception added to read as follows.**

**Exception:**

1. Access shall not be required to One (1) Sanitary Test-Tee Cleanout per building where installed below grade and within the building envelope. The Clean-Out Plug must be installed in accordance with Section 3005.6 and permanently glued prior to backfilling.

**J. International Fuel Gas Code – Adoption.**

There is hereby adopted by the County, for the purpose of regulating and controlling the installation of fuel-gas piping systems, fuel-gas utilization equipment and related accessories within the County, that certain code known as the International Fuel Gas Code, 2018 Edition published by the International Code Council, Inc. The Code, and the whole thereof, but with the amendments and deletions set forth below, is adopted by reference thereto the same as if set forth in length in this section.

**International Fuel Gas Code - Amendments and Deletions.**

The International Fuel Gas Code, 2018 Edition, is subject to the following amendments and deletions:

**Section 103.1 Creation of Enforcement Agency**, is amended to read as follows:

The Building Department is hereby created and the official in charge shall be known as the building official. Building official shall be synonymous with code official in all other references in this code.

**Section 303.3 Prohibited locations, Exception 3**, is hereby deleted.

**Section 303.3 Prohibited locations, Exception 4**, is hereby deleted.

**Section 303.8 Liquid propane gas appliance in a pit or basement**, is added to read as follows:

Liquefied petroleum gas-burning appliances shall not be installed in a pit, basement or similar location where heavier-than-air gas might collect, unless the following conditions are met:

1. A listed propane gas detector with alarm shall be installed. A listed solenoid gas valve shall be installed on the gas line that supplies all propane appliances located in the basement or pit. Upon detection of gas an alarm shall sound and the solenoid gas valve shall close.

**Section 409.5.3 Located at manifold**, is hereby deleted.

**Section 603 Log Lighters**, is hereby deleted.

**Section 621.2 Prohibited use**, is amended to read as follows:

Unvented room heaters are not to be installed in dwelling units.

**Section 621.7 Unvented decorative room heaters**, is hereby deleted.

**Section 621.7.1 Ventless firebox enclosures**, is hereby deleted.

2. **No Repeal of Resolution Number 91-032.** Nothing contained in this resolution is intended to or shall be construed as a repeal of the Routt County Air Pollution Control Resolution, County Resolution Number 91-032.

3. **Effective Date.** This resolution shall be effective January 1<sup>st</sup>, 2021.

UPON MOTION duly made, seconded and passed this 3rd day of November 2020.

**BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY, STATE OF COLORADO.**

\_\_\_\_\_  
Timothy V. Corrigan, Chair

Vote: Douglas B. Monger (yes) (no) (abstain) (absent)  
M. Elizabeth Melton (yes) (no) (abstain) (absent)  
Timothy V. Corrigan (yes) (no) (abstain) (absent)

ATTEST:

\_\_\_\_\_  
Kim Bonner, Clerk and Recorder

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> November 3, 2020	<b>ITEM TIME:</b> 10:40 a.m.
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<b>FROM:</b>	David 'Mo' DeMorat – Emergency Operations Director
<b>TODAY'S DATE:</b>	October 21, 2020
<b>AGENDA TITLE:</b>	RESOLUTION ADOPTING THE ROUTT COUNTY HAZARD MITIGATION PLAN UPDATE

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>X ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**

The Hazard Mitigation Plan (update) requires formal approval by all the participating jurisdictions prior to receiving final approval from FEMA. Each jurisdiction will be presenting the plan to their respective governing bodies and will complete the adoption resolution which will be added as appendixes to the plan and then forwarded to FEMA.

**II. RECOMMENDED ACTION:**

Consideration for Adoption and Authorization For the Chair to Sign the Resolution Adopting the Routt County Hazard Mitigation Plan Update and Resolve to Execute the Actions in the Plan

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE:** The vendor selection team selected a vendor with a cost approx. \$15K below the original and budgeted cost estimate. Participating jurisdictions provided in-kind contributions which offset the final cost to the county. Some jurisdictions provided cash contributions. Total expected cost to the county is approx. \$2,800.

**PROPOSED EXPENDITURE:**

**FUNDING SOURCE:** Budgeted for 2018 and carried forward

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# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### **IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

This HMP includes the following jurisdictions: West Routt FPD, North Routt FPD, Oak Creek FPD, Yampa FPD, City of Steamboat Springs (to include Steamboat Springs Fire Rescue), Town of Hayden, Town of Oak Creek, Town of Hayden, Upper Yampa Water Conservancy District, and Mt. Werner Water and Sanitation District

### **V. BACKGROUND INFORMATION:**

The HMP identifies the most likely and most dangerous hazards and potential mitigation projects for the priority hazards identified by the participating jurisdictions. Hazard mitigation projects identified in the HMP may be eligible for FEMA grant assistance pre or post disaster.

### **VI. LEGAL ISSUES:**

None known.

### **VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None

### **VIII. SUMMARY AND OTHER OPTIONS:**

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STATE OF COLORADO )  
 ) ss  
COUNTY OF ROUTT )

RESOLUTION #2020-\_\_\_\_\_

**A RESOLUTION ADOPTING THE ROUTT COUNTY  
HAZARD MITIGATION PLAN**

**WHEREAS**, Routt County, Colorado, by and through the Board of County Commissioners (“Routt County”), with the assistance from Tetra Tech, Inc., has gathered information and prepared the Routt County Hazard Mitigation Plan.

**WHEREAS**, the Rout County Hazard Mitigation Plan (“Plan”) has been prepared in accordance with FEMA requirements at 44 C.F.R. 201.6.

**WHEREAS**, Routt County is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and actions in the Plan.

**WHEREAS**, the Board of County Commissioners has reviewed the Plan and affirms that the Plan will be updated no less than every five years.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners of Routt County, Colorado hereby adopts the Routt County Hazard Mitigation Plan as Routt County’s Multi-Hazard Mitigation Plan and resolves to execute the actions in the Plan.

**ADOPTED AND EFFECTIVE** this \_\_\_\_\_ day of November, 2020.

**BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY,  
COLORADO.**

\_\_\_\_\_  
Timothy V. Corrigan, Chair

Vote:	M. Elizabeth Melton	Aye	Nay	Absent
	Timothy V. Corrigan	Aye	Nay	Absent
	Douglas B. Monger	Aye	Nay	Absent

ATTEST:

\_\_\_\_\_  
Kim Bonner  
Routt County Clerk

**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>B ITEM DATE:</b> November 3, 2020	<b>ITEM TIME:</b>
<b>FROM:</b>	Kathy Nelson, Human Resources Director
<b>TODAY'S DATE:</b>	October 21, 2020
<b>AGENDA TITLE:</b>	Advance Deputy Treasurer to Step 5 of the Pay Scale.
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
Consideration to Approve the Advancement of the Deputy Treasurer to Step 5 of the Pay Scale.	
<b>II. RECOMMENDED ACTION:</b>	
Recommend approval to Advance the Deputy Treasurer to Step 5 of the Pay Scale.	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE:</b> None	
<b>PROPOSED EXPENDITURE:</b> The 2020 annual difference in base compensation is \$2,296.25. The additional cost through the end of 2020 is \$574. A supplemental budget request will be required.	
<b>FUNDING SOURCE:</b> General Fund	
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	
None Known.	

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

On March 24, 2019, the County Treasurer, Lane Iacovetto, requested to hire Katrina Spivey at Step 3 of the Chief Deputy Treasurer pay scale. This increase was approved. Since then, Ms. Iacovetto has become more familiar with the step increase process and shared that she was unaware that she could make a request to hire an employee above Step 3. Had she been aware that she could make such a request she would have requested Ms. Spivey be hired at Step 5.

Based on the above circumstances, this is a request to advance Ms. Spivey to Step 5, effective October 1, 2020.

Ms. Spivey meets all of the educational and work experience requirements to advance to Step 5. She has a B.S. degree and over 25 years of finance experience. 20 plus years above the minimum required in the job description.

I agree with and support Ms. Iacovetto's request to hire Ms. Spivey at Step 5 of the Chief Deputy Treasurer pay scale.

The County Manager has reviewed this request and has approved placing this request on the agenda for your consideration and approval.

### VI. LEGAL ISSUES:

None known.

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

### VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve this request or deny it.



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## MEMORANDUM

**TO:** Mark Collins, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** October 16, 2020  
**RE:** Request to Advance Katrina Spivey, Chief Deputy Treasurer to Step 5

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On March 24, 2019, the County Treasurer, Lane Iacovetto, requested to hire Katrina Spivey at Step 3 of the Chief Deputy Treasurer pay scale. This increase was approved. Since then, Ms. Iacovetto has become more familiar with the step increase process and shared that she was unaware that she could make a request to hire an employee above Step 3. Had she been aware that she could make such a request she would have requested Ms. Spivey be hired at Step 5.

Based on the above circumstances, this is a request to advance Ms. Spivey to Step 5, effective October 1, 2020.

**Education, certification and license requirements for this position include:**

- Bachelor's degree in Business or Public Administration, Finance, Economics, or a related field.
- Minimum of five years of professional experience managing a large and complex cash flow system, governmental accounting, audit experience, and supervisory experience/

Ms. Spivey indicates that she has a high school diploma and a B.S. in Business Administration with an emphasis in Finance. She has over 25 years of financial experience including analysis, budgeting and billing/accounts receivable. In addition, she has been working in the County Treasurer's office since June 2017.

Her work experience includes:

- Routt County, Steamboat Springs, CO, Deputy Treasurer, June 2017 - Present
- Self-employed, Windsor, CO, Budget/Financial Analyst; Day Care Provider, August 2014 – May 2017.
- MillerCoors, Roseville, CA, Region Finance Analyst, November 2010 – July 2014.
- Self-employed, Steamboat Springs, CO, Financial Analyst/Property Manager, May 2006 – October 2010.
- Coors Brewing Company, Golden, CO, Senior Financial Analyst-Demand Fulfillment, September 2005 – April 2006.
- Coors Brewing Company, Golden, CO, START Senior Analyst, March 2004 - September 2005.

- Coors Brewing Company, Golden, CO, Area Financial Analyst (pacific NW FBA), July 2000 – February 2004.
- Coors Brewing Company, Golden, CO, Various Positions, June 1990 – June 1999

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Ms. Spivey meets all of the educational and work experience requirements to advance to Step 5. She has a B.S. degree and over 25 years of finance experience. 20 plus years above the minimum required in the job description.

I agree with and support Ms. Iacovetto' s request to hire Ms. Spivey at Step 5 of the Chief Deputy Treasurer pay scale.

County Manager Comments: I approve based on attached information and justification. Mark Collins 10-16-2020

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**Administrative Assistant VII****2020 Market Midpoint = 36.83**

(Surveyed 1999/Implemented 2000 - See Note Below)

(2001 - 7% Across the Board Increase)

(2002 - 2001 Survey Results + 2%)

(2003 - 3% across the board increase)

(2004 - 30% of 2003 Salary Survey Market Increase)

(2005 - Received remaining 70% of 2003 Salary Survey Market Increase)

(2006 - 2005 Survey Results)

(2007 - 4% Across the board increase)

(2008 - 2007 Salary Survey results + 2%)

(2008 - The Admin Family Tiers were expanded from 4 to 6 Tiers - 2007 Salary Survey results + 2%)

(2009 - 2% across the board, no step increases)

(2009 - Effective 4/2/09 10% pay reduction)

(2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)

(2011 - 2012 - Compensation remains at 2010 level, no step increases)

(2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)

(2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up" steps if eligible)

(2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up" steps if eligible)

(2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)

(2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)

(2017 - 2% across-the-board increase + 2017 step increase on DOM if eligible)

(2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)

(2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

(2020 - 2% across-the-board increase + 2020 step increase on DOM if eligible)

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	\$31.32	\$2,714.09	\$65,138.10
2	\$32.42	\$2,809.76	\$67,434.35
3	\$33.52	\$2,905.40	\$69,729.52
4	\$34.63	\$3,001.07	\$72,025.77
5	\$35.73	\$3,096.75	\$74,322.02
6	\$36.83	\$3,192.38	\$76,617.20
7	\$37.94	\$3,288.06	\$78,913.45
8	\$39.04	\$3,383.69	\$81,208.63
9	\$40.15	\$3,479.37	\$83,504.88
10	\$41.25	\$3,575.05	\$85,801.14
11	\$42.37	\$3,672.57	\$88,141.76

All tables are subject to rounding differences

Job Class 1083 **Grade/Rank 1040**



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> November 3, 2020	<b>ITEM TIME:</b>

<b>FROM:</b>	J. Kennedy/R. DuBois
<b>TODAY'S DATE:</b>	October 21, 2020
<b>AGENDA TITLE:</b>	RFP 699 Cutting Edges 2020

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>X ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**

Request the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the Purchase Order to Wear Parts and Equipment Company, Inc. in the amount not to exceed of \$39,627.20 for Cutting Edges 2020 for the Road & Bridge Department.

**II. RECOMMENDED ACTION (*motion*):**

Motion by the Board of County Commissioners to approve the purchase and authorize the County Manager to electronically sign the Purchase Order to Wear Parts and Equipment Company, Inc. in the amount not to exceed of \$39,627.20 for Cutting Edges 2020 for the Road & Bridge Department.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE (*if applicable*):**

**CURRENT BUDGETED AMOUNT: \$55,000.00**

**PROPOSED EXPENDITURE: \$39,627.20**

**FUNDING SOURCE: Heavy Equipment/Blades & Bits 65710329 740900**

**SUPPLEMENTAL BUDGET NEEDED: YES  NO  ★**

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

The Routt County Purchasing Agent sent out RFP 699 Cutting Edges 2020 to ten suppliers and received five proposals detailed below:

<b>Company</b>	<b>Proposal</b>
Wear Parts and Equipment Co.	\$39,627.50 **Complete Part List Quote
J&S Contractors Supply	\$47,784.00
Severson Supply	\$45,826.09
Wagner Equipment	\$33,701.31 **Did not quote all parts
Valk Manufacturing	\$25,732.50 **Did not quote all parts

We are recommending this purchase from Wear Parts and Equipment Company, Inc. for the cutting edges required as the best value for the County.

**VI. LEGAL ISSUES:**

None

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None

**VIII. SUMMARY AND OTHER OPTIONS:**

Recommend the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the Purchase Order to Wear Parts and Equipment Company, Inc. in the amount not to exceed of \$39,627.20 for Cutting Edges 2020 for the Road & Bridge Department.

**IX. LIST OF ATTACHMENTS:**

RFP 699 Cutting Edges 2020 Bid Tabulation



**RFP 699 Cutting Edges 2020 Bid Tabulation**

To be delivered to Routt County Oak Creek Shop District 1, 24500 CR 27, Oak Creek, Colorado 80467

Supplier										Wear Parts			Severson Supply			Wagner Equipment			JS Contractor Supply			
Qty	Thickness	Width (inches)	Length (feet)	Punch Size	Description	Application	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	
500				0.88"	Carbide Teeth (Black Cat part # CS8KCSB)	GRADER	No Bid		\$0.00	Black Cat	10.96	\$5,480.00	ITR	12.36	\$6,180.00	CAT	11.3	\$5,650.00	Kenametal	\$16.00	\$8,000.00	
40	3/4"	8	7	3/4"	Curved moldboard Black cat part #BC7D1577-6 Cat Part #7D-1577 CA Heat Treated Through Hardened Steel	GRADER	VALK	\$105.00	\$4,200.00	Black Cat	\$101.31	\$4,052.40	ESCO	\$119.31	\$4,772.40	CAT	\$94.18	\$3,767.20	Esco	\$122.40	\$4,896.00	
Freight to Shop 1									\$0.00	Freight to Shop 1			\$0.00	Freight to Shop 1			\$0.00	Freight to Shop 1			\$0.00	
Sub Total for Shop 1									\$4,200.00	Sub Total for Shop 1			\$10,952.40	Sub Total for Shop 1			\$10,952.40	Sub Total for Shop 1			\$12,896.00	

To be delivered to Routt County Hayden Shop District 2, 38000 CR 53, Hayden, Colorado 81639

Supplier										Wear Parts			Severson Supply			Wagner Equipment			JS Contractor Supply			
Qty	Thickness	Width (inches)	Length (feet)	Punch Size	Description	Application	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	
4	1"	7	3	5/8"	Curved Carbide Overlay and Inserted (Esco Part # CB25382)	140M3 Grader	No Bid		\$0.00	Esco/Bucynus	214.35	\$857.40	ESCO	282.04	\$1,128.16	No Bid		\$0.00	Esco	\$230	\$920.00	
4	1"	7	4	5/8"	Curved Carbide Overlay and Inserted (Part # C B25383)	140M3 Grader	No Bid		\$0.00	Esco/Bucynus	278.84	\$1,103.36	ESCO	362.53	\$1,450.12	No Bid		\$0.00	Esco	\$298	\$1,192.00	
2	1"	7	3	3/4"	Curved Carbide Overlay and Inserted (Esco Part # CB25384)	140M3 Grader	No Bid		\$0.00	Esco/Bucynus	214.35	\$428.70	ESCO	282.04	\$564.08	No Bid		\$0.00	Esco	\$230	\$460.00	
6	1"	7	4	3/4"	Curved Carbide Overlay and Inserted (Esco Part # CB25385)	Grader	No Bid		\$0.00	Esco/Bucynus	278.84	\$1,655.04	ESCO	362.53	\$2,175.18	No Bid		\$0.00	Esco	\$298	\$1,788.00	
50				5/8"	Carbide Teeth (Black Cat part # CS8KCSB)	140H Grader	No Bid		\$0.00	Black Cat	10.96	\$548.00	ITR	12.36	\$618.00	CAT	11.3	\$565.00	Kenametal	\$16	\$790.00	
2				3	5/8"	Carbide teeth Mounting Boards	Grader	No Bid	\$0.00	Black Cat	631.95	\$1,263.90	N/A		\$0.00	CAT	803.47	\$1,606.94	Kenametal	\$460	\$920.00	
2				4	5/8"	Carbide teeth Mounting Boards	Grader	No Bid	\$0.00	Black Cat	841.55	\$1,683.10	N/A		\$0.00	CAT	803.47	\$1,606.94	Kenametal	\$804	\$1,608.00	
Freight to Shop 2									\$0.00	Freight to Shop 2			\$0.00	Freight to Shop 2			\$0.00	Freight to Shop 2			\$0.00	
Sub Total for Shop 2									\$0.00	Sub Total for Shop 2			\$7,539.50	Sub Total for Shop 2			\$5,935.54	Sub Total for Shop 2			\$3,377.16	

To be delivered to Routt County Steamboat Springs Shop District 3, 2300 County Shop Road, Steamboat Springs, Colorado 80487

Supplier										Wear Parts			Severson Supply			Wagner Equipment			JS Contractor Supply				
Qty	Thickness	Width (inches)	Length (feet)	Punch Size	Description	Application	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price	Brand	Unit Price	Total Price		
150	3/4"	8	7	3/4"	Curved moldboard Black cat part #BC7D1577-6 Cat Part #7D-1577 CA Heat Treated Through Hardened Steel	Grader	VALK	\$105.00	\$15,750.00	Black Cat	\$101.31	\$15,196.50	ESCO	\$119.31	\$17,896.50	CAT	\$94.18	\$14,127.00	Esco	\$122.40	\$18,360.00		
20	1"	8	6	5/8"	Straight wing edges (Black cat part # PBBS807244, CAT Part #41-2968)	Grader	VALK	\$146.00	\$2,920.00	Black Cat	\$136.33	\$2,726.60	ESCO	\$294.93	\$5,898.60	CAT	\$105.18	\$2,103.60	Esco	\$182.00	\$3,640.00		
200					Carbide Teeth (Black Cat part # CS8KCSB)	Grader	No Bid		\$0.00	Black Cat	\$10.96	\$2,192.00	ITR	\$12.36	\$2,472.00	CAT	\$11.30	\$2,260.00	Kenametal	\$16.00	\$3,200.00		
5	3/4"	6	4	5/8"	Carbide Edges (Black cat part # CIAT664844)	Plow Truck	VALK	\$205.00	\$1,025.00	Kenametal	\$195.22	\$976.10	In Stock	ESCO	\$213.69	\$1,068.45	CAT	\$179.03	\$895.15	Kenametal	\$192.00	\$960.00	
10	3/4"	6	3	5/8"	Carbide Edges (Black cat part # CIAT663644)	Plow Truck	VALK	\$183.75	\$1,837.50	Kenametal	\$146.41	\$1,464.10	In Stock	ESCO	\$160.26	\$1,602.60	CAT	\$152.12	\$1,521.20	Kenametal	\$144.00	\$1,440.00	
Freight to Shop 3									\$0.00	Freight to Shop 3			\$0.00	Freight to Shop 3			\$0.00	Freight to Shop 3			\$0.00		
Sub Total for Shop 3									\$21,532.50	Sub Total for Shop 3			\$22,655.30	Sub Total for Shop 3			\$28,938.15	Sub Total for Shop 3			\$20,906.95		
Grand Total for Shops 1, 2, and 3									\$25,732.50	Grand Total for Shops 1, 2, and 3			\$39,627.20	Grand Total for Shops 1, 2, and 3			\$45,826.09	Grand Total for Shops 1, 2, and 3			\$33,701.31		

Addendums 1.4 Acknowledged:

1 only

45-60 days/ 6-8 weeks

Yes

1-6 weeks depending on items

Yes

1-8 weeks depending on items

Yes

3 weeks

Yes

4-5 weeks