

## ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Timothy Redmond  
District II

M. Elizabeth Melton  
District III

### Work Session

November 15, 2021

**Times listed on the agenda are approximations and may be longer or shorter, or being 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 the item.**

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

Please [CLICK HERE](#) to join the webinar via Zoom.

To join by telephone dial 1-346-248-7799

Webinar ID: 851 0667 0945 Password: 522

**1. 9:30 A.M. COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE**

Jay Harrington, County Manager

Erick Knaus, County Attorney

**2. 11:00 A.M. FAIRGROUNDS**

Noel Neal, Fair Manager

**A. FAIR RV PARK AND LOTTERY FUND PRESENTATION**

Discussion regarding Fair RV Park and lottery funds.

Documents:

[2. FAIR RV AND LOTTERY FUND PRESENTATION-11-15-2021.PDF](#)  
[RV PARK PAYBACK ESTIMATE 11.15.21.PDF](#)

**3. 12:00 P.M. MEETING ADJOURNED**

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.

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**ROUTT**  
**COUNTY**  

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**COLORADO**

**FAIRGROUNDS RV PARK  
AND LOTTERY FUND  
PRESENTATION  
FAIRGROUNDS**

# FAIRGROUNDS REVENUE

GENERAL FUND  
COUNTY FAIR

	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 PROJECTED	21 PRO 21 BUD	2022 BUDGET	2023 BUDGET	2024 BUDGET	DIFF. 21 BUD 22 BUD
<b>SUMMARY BY PROGRAM</b>												
<b>REVENUE</b>												
GROUNDS	19,114	7,482	6,063	6,342	5,660	4,200	4,790	590	184,200	4,700	4,700	180,000
BATH HOUSE	1,703	3,267	1,782	1,971	456	1,500	1,185	(315)	1,500	1,500	1,500	-
EXHIBIT HALL	2,360	10,176	2,646	3,816	1,663	2,600	1,085	(1,515)	2,600	2,600	2,600	-
MULTI-PURPOSE BUILDING	1,594	1,316	5,933	4,820	6,663	5,500	9,000	3,500	5,500	5,500	5,500	-
RV DUMP STATION	-	-	6,606	1,832	3,135	2,400	1,300	(1,100)	2,400	2,450	2,500	-
RV PARK	-	362,250	20,647	48,244	50,555	48,500	68,000	19,500	68,000	68,000	68,000	19,500
<b>TOTAL</b>	<b>24,771</b>	<b>384,492</b>	<b>43,677</b>	<b>67,025</b>	<b>68,132</b>	<b>64,700</b>	<b>85,360</b>	<b>20,660</b>	<b>264,200</b>	<b>84,750</b>	<b>84,800</b>	<b>199,500</b>

2016 grounds revenue includes a \$6.6K AGNC grant and \$5.2K insurance proceeds  
 2017 exhibit hall revenue includes a \$8.0K AGNC grant.  
 2018 MBP revenue includes a \$4.0K AGNC grant.  
 2018 RV dump station revenue includes a \$5.0K AGNC grant  
 2022 budget for grounds includes a \$180,000 state grant for arena track railing capital project.

- Honor system use except Exhibit Hall
- Currently working on more grant funding
- Community uses the grounds and usage anticipated to increase with improvements
- Grounds - open public riding, special events, stall rentals, and storage
- Exhibit Hall – special events, meetings, 4-H, equipment rental
- MPB- open public riding, 4-H, Town Kids Program, auctions, special events, ag/equine
- Bathhouse- shower usage

# FAIRGROUNDS FUTURE VISION

## INCREASE EVENTS

- RODEOS – PRCA, CPRA, PBR
- YOUTH RODEOS
- ROPING CLUB
- CONCERTS
- WORK WITH TOWN ON SHARED EVENTS
  - HAYDEN DAYS
  - 4<sup>TH</sup> OF JULY
  - COG RUN
- COMMUNITY EVENTS
  - CRAFT SHOWS
  - FOOD TRUCK FRIDAYS
  - SEASONAL EVENTS
- FAIR
  - INCREASE ATTENDANCE, EVENTS, AND QUALITY

# FAIRGROUNDS MAINTENANCE

## MASTER MAINTENANCE LIST

- Grading / drainage (especially on W / NW sides)
- Paving the midway
- Electrical – power supply to barns / storage
- Electrical – troubleshoot issues at MPB
- Improve N restroom (behind grandstand)
- Entrance sign / marquee
- Arena railing
- Improve Lockhart Barn – heated workspace
- Replace halogen bay lighting in MPB with LED lights
- Revamp traffic / pedestrian circulation patterns
- Add parking along north side of property
- Arena addition
- Arena restrooms – lift station possibly needed
- Lean-to, demo needed. Possibly rebuild
- Classroom addition on Exhibit Hall
- GM office addition on Exhibit Hall
- Renewable energy conversions – solar, electrical. Tie into 2022 energy audit.
- Improve wash racks
- Sale barn stalls
- Upgrade recreational amenities (horseshoe pits, volleyball, etc.)
- Landscaping. Green areas needed.

Items tied to the 2010 Master Plan - not prioritized

Not all maintenance needs are larger items

# RV PARK SUMMARY

**GENERAL FUND  
 COUNTY FAIR**

	2016	2017	2018	2019	2020	2021	2021	21 PRO	2022	DIFF.	
<b>RV PARK AND DUMP STATION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>21 BUD</b>	<b>BUDGET</b>	<b>21 BUD</b>	<b>22 BUD</b>
<b>REVENUE</b>											
RV DUMP STATION	-	-	6,606	1,832	3,135	2,400	1,300	(1,100)	2,400	-	-
RV PARK	-	362,250	20,647	48,244	50,555	48,500	68,000	19,500	68,000	19,500	19,500
<b>TOTAL</b>	<b>-</b>	<b>362,250</b>	<b>27,253</b>	<b>50,076</b>	<b>53,690</b>	<b>50,900</b>	<b>69,300</b>	<b>18,400</b>	<b>70,400</b>	<b>19,500</b>	<b>19,500</b>
<b>PROGRAM OPERATIONS (excluding overhead)</b>											
RV DUMP STATION	-	-	2,284	1,804	1,800	1,800	1,800	-	1,800	-	-
RV PARK	-	269	7,723	14,268	16,839	20,225	22,510	2,285	27,525	7,300	7,300
<b>TOTAL</b>	<b>-</b>	<b>269</b>	<b>10,007</b>	<b>16,072</b>	<b>18,639</b>	<b>22,025</b>	<b>24,310</b>	<b>2,285</b>	<b>29,325</b>	<b>7,300</b>	<b>7,300</b>
<b>OVERHEAD ALLOCATION</b>											
RV DUMP STATION - OH	-	-	-	-	-	-	-	-	710	710	710
RV PARK - OH	-	-	-	-	-	-	-	-	7,970	7,970	7,970
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,680</b>	<b>8,680</b>	<b>8,680</b>
<b>NET REVENUE (UNDER) EXPENSE - ALL EXPENSES</b>											
RV DUMP STATION	-	-	4,322	28	1,335	600	(500)	(1,100)	(110)	(710)	(710)
RV PARK	-	361,981	12,924	33,976	33,716	28,275	45,490	17,215	32,505	4,230	4,230
<b>NET REVENUE OVER (UNDER) EXPENSE - ALL EXPENSES</b>	<b>-</b>	<b>361,981</b>	<b>17,246</b>	<b>34,004</b>	<b>35,051</b>	<b>28,875</b>	<b>44,990</b>	<b>16,115</b>	<b>32,395</b>	<b>3,520</b>	<b>3,520</b>

- 2017 revenue is from a \$350,000 GOCO grant and an in-kind donation of \$12,050 from Babson Carpenter Career Center in Hayden.
- The RV Park opened in May 2018.
- Phase I of the RV Park which includes the 9 RV sites was completed in 2017 and cost \$586K. The dump station was completed in 2018 and cost \$19.6K. Phase II of the RV Park project was completed in 2019 and cost \$323.3K and included additional parking, ADA accessibility, improved pedestrian flow, sand volleyball, walking trails and a bridge across dry creek on the west side of the grounds. Total capitalized cost for Phases I and II and the dump station is \$928.K and includes in-kind donations.
- Reservation counts from "2018- Nov 1, 2021": 2018- 112, 2019- 121, 2020- 60 due to Covid, 2021- 162.

# LOTTERY FUNDS

## HISTORY

1. Conservation Trust Fund (CTF)/Lottery proceeds are recorded as revenue in the General Fund each year and unspent funds are accumulated and reported as restricted fund balance. Historically, Routt County's CTF/Lottery proceeds have funded (a) capital additions and replacements at the Fairgrounds which are budgeted in the Facilities Management Pool and (b) some minor equipment budgeted in the Fair department.
2. Eligible CTF/Lottery expenditures must be for recreational purposes only and for either (a) capital improvements or (b) maintenance. Routt County has not used CTF/Lottery proceeds for maintenance expenses.
3. Grant matching



# RV PARK LOAN REPAYMENT

## DOES THE COUNTY WANT TO BE REPAID?

In 2017 and 2018, expenditures for Fairgrounds capital projects exceeded available CTF/Lottery funds by \$235.6K. During this time, the County was completing Phase II of the RV Park project and a HVAC project at the Exhibit Hall. Fund balance from the General Fund was used to cover the \$235.6K shortfall in CTF/Lottery funds with the idea that future lottery proceeds could 'pay back' the General Fund. It is now understood after seeking clarification from the Program Manager for the CTF funds that CTF/Lottery funds cannot be used to fund prior year expenditures. The only avenue to 'pay back' the General Fund is to use CTF/Lottery proceeds to fund Fair operations already budgeted or deferred maintenance projects for a number of years into the future.

Eligible repayment options:

- Fair Maintenance
- Salaries
- ADA compliance on eligible facilities
- Fencing
- Recreational facility improvements – paint, carpet, windows
- Maintenance on equipment
- Lighting
- Master plan
- Signage
- Landscaping

# LOTTERY FUNDS AVAILABLE

**GENERAL FUND  
COUNTY FAIR-COMMUNITY RESOURCES  
LOTTERY CASH FLOW SUMMARY  
2022**

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Projected 2021	Budget 2022	Budget 2023	Budget 2024
Beginning Balance	124,584	169,198	0	0	1,197	89,196	89,196	182,036	536	89,036
<b>Revenue</b>										
CTF/Lottery Proceeds	87,774	78,794	82,603	95,464	87,926	78,000	93,340	90,000	90,000	90,000
Grants	6,589	362,950	4,000	-	-	-	-	180,000	-	-
General Fund	-	96,144	139,478	-	-	-	-	-	-	-
Facilities Management Pool - Replacements	10,500	-	-	-	-	-	-	-	-	-
Other	754	-	-	-	73	-	-	-	-	-
<b>Total Revenue</b>	<b>105,617</b>	<b>537,888</b>	<b>226,081</b>	<b>95,464</b>	<b>87,999</b>	<b>78,000</b>	<b>93,340</b>	<b>270,000</b>	<b>90,000</b>	<b>90,000</b>
<b>Expenditures</b>										
Capital	44,802	704,111	223,970	94,267	-	-	-	450,000	-	-
Operations	16,201	2,975	2,111	-	-	500	500	1,500	1,500	1,000
<b>Total Expenditures</b>	<b>61,003</b>	<b>707,086</b>	<b>226,081</b>	<b>94,267</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>451,500</b>	<b>1,500</b>	<b>1,000</b>
Ending Balance	<b>169,198</b>	<b>0</b>	<b>0</b>	<b>1,197</b>	<b>89,196</b>	<b>166,696</b>	<b>182,036</b>	<b>536</b>	<b>89,036</b>	<b>178,036</b>
<b>Detail of Capital Expenditures:</b>										
Exhibit Hall - HVAC	3,511	105,377	-	-	-	-	-	-	-	-
Fairgrounds - 4 Wheeler Replacement	13,199	-	-	-	-	-	-	-	-	-
Fairgrounds - Sewer Utilities Repair	11,686	-	-	-	-	-	-	-	-	-
Fairgrounds - RV Park Construction	16,406	581,573	188,889	55,166	-	-	-	-	-	-
Fairgrounds - RV Park Dump	-	17,161	301	-	-	-	-	-	-	-
Fairgrounds - Dragmaster Arena Pull	-	-	25,423	-	-	-	-	-	-	-
Fairgrounds - Entrance	-	-	-	933	-	-	-	-	-	-
Fairgrounds - Arena Track Railing	-	-	-	-	-	-	-	450,000	-	-
Multi-Purpose Bldg - Fire Sprinkler Sys	-	-	-	37,769	-	-	-	-	-	-
Multi-Purpose Bldg - Restroom and ISDS	-	-	9,357	399	-	-	-	-	-	-
<b>Total Capital</b>	<b>44,802</b>	<b>704,111</b>	<b>223,970</b>	<b>94,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450,000</b>	<b>-</b>	<b>-</b>

- \$182,036 beginning balance plus total revenue of \$270,000 pays for the \$450,000 railing capital project. \$1,500 is for the purchase of tables and chairs.
- Spread \$450,000 out over multiple years if we are not awarded grant funding
- Lottery funds can be used for grant matching
- Recently awarded Ag Stimulus grant of \$36,109.

# FAIRGROUNDS SUMMARY

- Community use anticipated to increase with Fairgrounds improvements
- Fairgrounds are in poor condition currently and becoming a safety issue
- With improvements we can offer more Community events
- RV Park has steadily increased in usage
- Lottery funds can not be used to repay prior years expenses
- General Fund “payback” option is to use lottery proceeds to fund fair operations for years to come.
- With the County's help we can create a Fairgrounds that is a true representation of our County and show the pride that Routt County has in its Ag Community.

**ROUTT COUNTY  
FAIR SALARIES AND OPERATIONS  
ELIGIBLE CONSERVATION TRUST FUND MAINTENANCE EXPENSES  
11/15/2021**

Calculate Eligible Fair expenses for Loan Payback	Notes	Salaries	Operations	Total	Percent work	Hr rate	Qty	Source
<b><u>2021</u></b>								
Salary maintenance personnel	Vandertook - FGS	\$ 29,952		\$ 29,952	75%			actual 2021
Salary maintenance personnel	Good - FGS	9,100		9,100	100%	25.2766	45	net working days from 11/1/21
Salary maintenance personnel - cleaning restrooms	Heaney - FGS	8,440		8,440	60%	18.78	749	60% est restrooms; total hrs annual
Watering	FGS		3,915	3,915				May - Sept 2021 actual
R&M	FGS		21,567	21,567				A-1 garage, metal fence repair - actual
R&M	EXHIBIT HALL		840	840				TILE - TLC CARPET - actual
		<u>47,491</u>	<u>26,322</u>	<u>73,813</u>				
<b><u>Ongoing</u></b>								
Salary maintenance personnel **	Good - FGS	39,431		39,431	75%	25.2766	260	75% alloc to FGS; net working days 2022
Salary maintenance personnel - cleaning restrooms **	Heaney - FGS	8,440		8,440	60%	18.78	749	60% est restrooms; total hrs annual
Watering	FGS		3,900	3,900				May - Sept estimate
R&M - Ongoing maintenance	FGS		18,750	18,750	75%			\$20K budgeted; assume 75% eligible
		<u>47,871</u>	<u>22,650</u>	<u>70,521</u>				

\*\* Based on 2021 pay rates before any 2022 approved changes

RV PARK LOAN PAYBACK	WITH OPERATIONS	W/O OPERATIONS
Fair Loan amount	\$ 235,600	\$ 235,600
Projected 2021 eligible Fairgrounds expenses	(73,813)	(47,491)
Fair loan amount after 12/31/2021	<u>161,787</u>	<u>188,109</u>
Ongoing eligible Fairgrounds expenses	<u>70,521</u>	<u>47,871</u>
Number of years to payback Fair loan	<u>2.3</u>	<u>3.9</u>