

## ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Timothy Redmond  
District II

M. Elizabeth Melton  
District III

### Regular Meeting September 27, 2022

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 5180 1592 Password: 444052

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 FOR THE CHAIR TO SIGN THE RENEWAL OF BUELL FOUNDATION CONTRACT FOR FIRST IMPRESSIONS GRANT**

Documents:

[FIRST IMPRESSIONS OF ROUTT COUNTY GRANT CONTRACT 11468.PDF](#)

**B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE SUPPLEMENTAL BUDGET FOR THE DHS ON-CALL SATELLITE PHONE**

Documents:

[DHS ON-CALL SATELLITE PHONE BUDGET REQUEST.PDF](#)  
[DHS ON-CALL SATELLITE PHONE QUOTE.PDF](#)

**C. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE 2021 AUDIT REPRESENTATION LETTER**

Approval of and authorization for the Chair to sign the representation letter provided to the County's auditors McMahan & Associates, LLC in connection with the audit of the December 31, 2021 financial statements.

Documents:

[ROUTT COUNTY 2021 MANAGEMENT REP. LETTER \(FOR SIGNATURE\).PDF](#)

**D. APPROVAL OF AND AUTHORIZATION FOR THE BOARD TO SIGN LETTER OF SUPPORT FOR THE YVEA FOREST RESTORATION WILDFIRE RISK MITIGATION GRANT**

Documents:

[YVEA FOREST RESTORATION WILDFIRE RISK MITIGATION GRANT LETTER OF SUPPORT.PDF](#)

**E. APPROVAL OF AND AUTHORIZATION FOR THE BOARD TO SIGN LETTER OF SUPPORT FOR THE SANCTUARY FOREST RESTORATION WILDFIRE MITIGATION GRANT**

Documents:

[THE SANCTUARY FOREST RESTORATION WILDFIRE MITIGATION GRANT LETTER OF SUPPORT .PDF](#)

**F. APPROVAL OF AND AUTHORIZATION FOR THE BOARD TO SIGN LETTERS REQUESTING THE DESIGNATION OF FEDERAL FUNDS TO AID THE USFS AND COMMUNITIES DURING THE ANNUAL RAINBOW FAMILY GATHERING**

Documents:

[RAINBOW GATHERING FEDERAL SUPPORT SENATOR BENNET.PDF](#)  
[RAINBOW GATHERING FEDERAL SUPPORT SENATOR HICKENLOOPER.PDF](#)  
[RAINBOW GATHERING FEDERAL SUPPORT REPRESENTATIVE BOEBERT.PDF](#)  
[RAINBOW GATHERING FEDERAL SUPPORT REPRESENTATIVE NEGUSE.PDF](#)

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

**5. 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.

IF YOU ARE ATTENDING THE MEETING REMOTELY, 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. 9:35 A.M. PLANNING**

Kristy Winsler, Planning Director

**A. SNOW COUNTRY NURSERY**

Consideration of tabling the Conceptual/Final PUD - PL20220029; Lot Line Adjustment - PL20220027; and a Floodplain Development Permit - PL20220042

Documents:

[BCC COMM FORM\\_SNOW COUNTRY 9.27.22.PDF](#)

**B. D&D RECYCLING; PL20220003**

Consideration of a Special Use Permit for a Recycling Station.

Documents:

[BCC COMM FORM 9.27.22.PDF](#)  
[STAFF REPORT\\_DUKSA SUP.PDF](#)

**C. HERITAGE PARK FILINGS 3 AND 4**

Consideration of an extension to the deadline to record the plat for Heritage Park Filings 3 and 4.

Documents:

[BCC COMMUNICATION FORM 9.27.22.PDF](#)

**7. 10:50 A.M. PUBLIC WORKS**

Mike Mordi, Director

**A. SUPPLEMENTAL FUNDS TO COMPLETE 2022 GRAVEL PROJECTS**

The Road and Bridge Department is requesting additional funds to complete planned 2022 gravel projects. Additional funds are being requested to off set commercial gravel price increases in 2022.

Documents:

[BCC AGENDA COMMUNICATION FORM \\_ 2022 GRAVEL PROJECTS.PDF](#)

**8. 11:00 A.M. BOARD OF HEALTH UPDATE**

Roberta Smith, Public Health Director

**A. PUBLIC HEALTH QUARTERLY UPDATE**

Documents:

9. **11:30 P.M. PURCHASING**

Julie Kennedy, Purchasing Agent

**A. RFP 766 FACILITIES ENERGY USE ASSESSMENT 2022 APPROVAL**

Request the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to The Cadmus Group LLC in the amount not to exceed \$43,138.

Documents:

[RFP 766 ENERGY ASSESSMENT PROJECT APPROVAL BCC COMMUNICATION FORM.PDF](#)  
[PSA EXHIBIT A 2022MAY2022\\_ROUTT COUNTY\\_PROPOSAL\\_RFP 766 V2.PDF](#)

**B. IFB 776 GUARDRAILS 2022 APPROVAL**

Request the Board of County Commissioners (BCC) approve the award for the Guardrails 2022 project for the Road & Bridge Department to Ideal Fencing Corp., LLC in the amount of \$203,855. We also request the BCC Chair sign the Notice of Award and authorize the County Manager to electronically sign the Purchase Order.

Documents:

[IFB 776 GUARDRAILS 2022 BCC AGENDA COMMUNICATION FORM.PDF](#)  
[IDEAL FENCING ROUTT COUNTY GUARDRAILS 2022 PROPOSAL.PDF](#)

**C. RFQ SCORIA 2022/2023 APPROVAL**

Request the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the purchase order in the amount not to exceed \$75,325 to Bratton Enterprises for 2900 tons of 3/4" scoria and 600 tons of 3/8" fines for pickup by Routt County Road & Bridge personnel as needed from December 22, 2022 through May 31, 2023.

Documents:

[RFQ SCORIA 2022 AND 2023 BCC FORM.PDF](#)  
[SCORIA 2022 BRATTON BID.PDF](#)

**D. RFP 730 NWDC ECONOMIC DEVELOPMENT CONSULTANT NEW PSA APPROVAL**

Request the Board of County Commissioners approve the Routt County Professional Services Agreement (PSA), the Chair sign the PSA and authorize the County Manager to electronically sign the Purchase Order

to CWR Enterprises, LLC d/b/a Upsize Marketing Strategies in the amount not to exceed \$340,246.50.

Documents:

[RFP 730 NWDCDC CONSULTANT NEW PSA APPROVAL BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 730 UPSIZE MARKETING STRATEGIES PSA FINAL \(2\).PDF](#)  
[UPSIZING MARKETING PSA EXHIBIT A.PDF](#)  
[UPSIZING PSA EXHIBIT B REDI 21\\_244 EXECUTED 8.19.2021 MR.PDF](#)

**10. 12:00 P.M. LUNCH BREAK**

**11. 1:00 P.M. HUMAN RESOURCES**

Kathy Nelson, Director

**A. REVIEW AND DISCUSSION OF EMPLOYEE VACATION ACCRUALS**

Review and discussion of employee vacation accruals.

Documents:

[BCC AGENDA FORM - 9-27-2022 - VACATION ACCRUAL DISCUSSION.PDF](#)  
[ROUTT COUNTY VACATION POLICY 5-2022.PDF](#)

**12. 1:30 P.M. ROUTT COUNTY CORONER**

Mitch Locke, Coroner

**A. FULL-TIME SALARY REQUEST**

Consideration to approve full-time salary request for the Routt County Coroner per SB22-065.

Documents:

[ROUTT COUNTY CORONER FULL-TIME POSITION AGENDA COMMUNICATION FORM.PDF](#)  
[LETTER FROM MITCH LOCKE REGARDING FULL-TIME CORONER POSITION.PDF](#)

**13. 2:00 P.M. TRI-COUNTY DISTRICT ATTORNEY 2023 BUDGET PRESENTATION**

Documents:

[1. 2023 DISTRICT ATTORNEY BUDGET LETTER.PDF](#)  
[3. 2023 ROUT COUNTY DISTRICT ATTORNEY BUDGET.PDF](#)  
[2. 2023 TRI-COUNTY DISTRICT ATTORNEY PERSONNEL BUDGET.PDF](#)

**14. 3:00 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. Dial 711 or TDD (970)

870-5444.