

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
January 31, 2017**

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

**EN RE: WARRANTS**

**MOTION**

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

Accounts Payable Check- Cycle Date:	1/23-1/27	\$738,945.47
Accounts Payable Check: Manuals	1/23-1/27	\$3,095.37
Accounts Payable Wires:	1/23-1/27	\$226,893.57
Total:		\$968,934.41
Payroll Checks- Cycle Date:	1/23-1/27	\$480,224.50
Payroll Checks- Manuals	1/23-1/27	\$0.00
Total:		\$480,224.50
Total Disbursements Approved:	1/23-1/27	<u>\$1,449,158.91</u>

Commissioner Corrigan seconded.

Mr. Sullivan advised of the following Accounts Payable items:

2017 Budget Distributions
2017 Human Resources Coalition Distributions
2016 Dedicated Mill Levy distribution
- Developmental Disability Fund
- Museum and Heritage Tad Fund

The motion carried 2-0.

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

Commissioner Corrigan stated that the Board met with the County Manager, County Attorney, the Building and Plant Director, and discussed the ERP purchase.

**EN RE: CONSENT AGENDA**

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

- A. Approval of County Commissioners Minutes: Regular Meeting of December 27, 2016;
- B. Approval of and authorization of signature of Routt County United Way's Member Agency Agreement for 2017 on behalf of Routt County as Fiscal Agent for the Routt County Early Childhood Council.

**MOTION**

Commissioner Hermacinski moved to approve items A and B on the consent agenda and authorize the Chair to sign the related documents.

Commissioner Monger seconded; the motion carried 3-0.

**EN RE: PUBLIC COMMENT**

No members of the public were present for comment.

**EN RE: PURCHASING / TIM WINTER**

Marti Hamilton and Amber Delay, Purchasing and Dan Strnad, Accounting, were also present.

**RFP 521 ENTERPRISE RESOURCE PLANNING**

Ms. Hamilton stated that she is present for the approval and authorization for the Chair to sign contract documents to provide a County-wide ERP system to Tyler Technologies, Inc. in

the amount not to exceed \$1,022,198. As the entire project is on an extremely tight timeline and any loss of time will jeopardize the required implementation date of 12/31/17 we are asking for additional approval and authorization for the Project Administrator, Dan Strnad, to spend up to an additional \$45,000 for future anticipated expenses with Tyler and an additional \$21,000 for a 2% contingency for a total authorization of \$1,088,198. The contract is not completely finalized and the County Attorney is currently looking at it.

Ms. Hamilton continued that they hired GFOA to write the RPF with the necessary scope and specifications. The RPF was sent to 26 suppliers, six of which responded and one was demonstrated. All of the other vendor's costs were greater than Tyler Technologies' costs. Tyler Technologies presented a three day demonstration. The specific modules that will be purchased are all the financial modules, accounts receivable and payable, HR management, payroll, disaster recovery service, forms, reporting, E procurement, ACH deposit and training. A timeline has been created and this will be a busy 30 months transitioning to this new software.

Commissioner Corrigan asked if the contract amount includes all the maintenance for the next five years. Mr. Strnad responded yes it includes updates and any guidance necessary to use the software. If new changes are added, such as professional services, those could have an additional cost but there is a library that can be accessed that stores what other users have built and those can be enhanced or customized.

Commissioner Corrigan asked if this includes costs such as the training laptops. Ms. Hamilton responded no, this is only the Tyler contracts. End user and department time costs are not included. The contract is not complete yet but it needs to be signed as soon as it is approved to begin with the implementation schedule.

Mr. Strnad discussed the lack of an extensive analytics and trend lines program. There will be a way to take the data from this software and input it into an excel format similar to how they have already been doing the budget. Mr. Sullivan stated that he does not want to continue using excel for the budget because he wants department heads to have greater access and understanding of how there budget is being used.

Ms. Hamilton stated that purchasing a new software package was necessary because Fundware will not be supported after this year. It has been used for the financial software and payroll therefore a new program needed to be established.

## **MOTION**

Commissioner Hermacinski moved to approve and authorize the Chair to sign contract documents to provide a County-wide ERP system to Tyler Technologies, Inc. in the amount not to exceed \$1,022,198. As the entire project is on an extremely tight timeline and any loss of time will jeopardize the required implementation date of 12/31/17 this motion includes additional approval and authorization for the Project Administrator, Dan Strnad, to spend up to an additional \$45,000 for future anticipated expenses with Tyler and an additional \$21,000 for a 2% contingency for a total authorization of \$1,088,198.

Commissioner Monger seconded; the motion carried 3-0.

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

### **2016 VACATION AND COMP TIME CARRYOVER**

Ms. Hensen stated that this item is the consideration request for vacation and comp time carry over for the Road and Bridge and Airport winter operations and maintenance staff. These employees carryover period ended on October 31, 2016. Ms. Hensen went through to see if any of these employees had used additional vacation and comp time from October 31, 2016 to January 20, 2017. After that time frame Road and Bridge employees and nine airport employees were over 80 hours. These were the result of various reasons such as workloads.

Commissioner Hermacinski stated that she appreciates that the 2015 carryover approvals are listed on Ms. Hensen's document. The trend is going the wrong way for Road and Bridge as they are increasing in vacation and comp carryover. Ms. Hensen added that the two employees in Road and Bridge that are still over 80 hours had medical issues that prevented them from using up their vacation and comp this year. Commissioner Monger clarified that Mr. Riele has been out on workman's compensation for two years and therefore cannot possibly use his accrued comp time. Ms. Hensen responded that is correct. Commissioner Monger added that he would like to have Mr. Riele's comp hours paid out then.

Ms. Hensen added that the increase in carryover could be that there was not enough notice from the change in the winter operations carryover policy to use their hours. Mr. Sullivan commented that it is the responsibility of the department heads to make sure their employees manage their time off. Commissioner Hermacinski asked if vacation and comp time can be taken away from employees if they are not managing their time off properly for multiple years. Mr. Sullivan responded that it is a possibility.

Commissioner Hermacinski asked Ms. Hensen to present the 2015, 2016, and 2017 to see if there are trends forming. Mr. Sullivan stated that department heads should be advised if the policy may change. Commissioner Monger added that it is difficult to truly read this document because one of these people has been paid out entirely due to retiring.

### **MOTION**

Commissioner Monger moved to approve the vacation and comp time carryover sheets for the Road and Bridge and Yampa Valley Regional Airport winter operations and to paying out the 119 comp hours listed for Mr. Riele.

Commissioner Hermacinski seconded; the motion carried 3-0.

## **EN RE: PLANNING / CHAD PHILLIPS**

Alan Goldich, Planning, was also present.

### **PL-16-65; FREISELL PRELIMINARY SUBDIVISION**

Mr. Goldich stated that this item is the request to table the Fox Grove (Friesell) Preliminary Subdivision.

Commissioner Monger commented that he prefers when Planning presents their items for consideration to be tabled instead of simply posting as rescheduled therefore there is a motion tabling the item as well as a record of the action.

**MOTION**

Commissioner Hermacinski moved to table PL-16-65, the Friesell Preliminary Subdivision until February 14, 2017.

Commissioner Monger seconded; the motion carried 3-0.

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

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Kim Bonner, Clerk and Recorder

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Timothy V. Corrigan, Chair

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Date