

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
February 21, 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:	2/13-2/17	\$140,263.43
Accounts Payable Check: Manuals	2/13-2/17	\$0.00
Accounts Payable Wires:	2/13-2/17	\$0.00
Total:		\$140,263.43
Payroll Checks- Cycle Date:	2/13-2/17	\$0.00
Payroll Checks- Manuals	2/13-2/17	\$0.00
Total:		\$0.00
Total Disbursements Approved:	2/13-2/17	\$140,263.43

Commissioner Monger seconded.

Mr. Sullivan advised of the following Accounts Payable Items:

Advanced Copier Solutions	\$25,340.00	Building and Plant – Copiers for Clerk, HR and CSU Extension
Steamboat Architectural Associates	\$4012.50	Building and Plant – DHS program space needs assessment
Urban & Regional Information	\$1,000.00	Information Systems –

System Association		Leadership Academy, April 3-7 registration
Viewpoints Governmental Solutions Inc.	\$1,500.00	Building Department – Software Training
Myslik	\$3,457.00	YVRA – Hydraulic Motor with overnight shipping

The motion carried 3-0.

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

Commissioner Corrigan stated that the Board did not meet the previous day in observance of Presidents’ Day.

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 January 17, 2017;
- B. Approval of adoption and authorization to sign the amended and restated agreement for Animal Shelter Services with the Routt County Humane Society, amending the terms to add Section 3 of the Terms and Conditions area of County served.
- C. Approval of and authorization for the Chair to sign the Final Plat for D Bar K; PL-16-37.
- D. Approval of and authorization for the Chair to sign the Yampa Water Infiltration Gallery Final Plat; PS2015-004.

MOTION

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

Commissioner Monger seconded; the motion carried 3-0.

ITEMS PULLED FROM THE CONSENT AGENDA – Item D

Lynaia South, Assistant County Attorney, and Alan Goldich, Planning Department, were present.

Ms. South stated that this item was brought to her attention due to the conservation easement on the G5 Ranch and the subdivision will require an amendment to the conservation easement since the County contributed PDR funds to this easement. This morning the Colorado Cattleman's Land Trust provided a draft of the amendment that is contemplated between them and the Town of Yampa. Ms. South believes the agreement looks alright at glance but it is not finalized. Ms. South wanted to make the Board aware that in the near future the amendment to the conservation easement will come before them.

Commissioner Corrigan asked how the County gets a new plat without the consent of the property owner. Ms. South responded that they will be signing off on that plat prior to the Board signing it. It is Ms. South's understanding that it is in final form and the Town of Yampa and the land owner have an agreement.

Commissioner Corrigan confirmed that he will not be signing off on a plat today. Mr. Goldich responded that is correct. Today's item is requesting authorization of the Chair's signature when the plat is finalized. When the landowner and land trust have signed plat and all other documents are together it will be brought back for the Chair's signature. Mr. Goldich was not aware that the County was part of the conservation easement until Friday.

Commissioner Corrigan asked who began the process of the replat. Mr. Goldich responded that the Town of Yampa was the applicant and it was a division of land for public purpose and the property owner signed the application.

Commissioner Monger would like to see this handled all at once when the amendment to the conservation easement is finalized. Mr. Goldich added that when this was scheduled the Town of Yampa's attorney, Bob Weiss, stated that the agreement would be ready by now but it is not.

Commissioner Corrigan added that he agrees that this should be tabled until the amendment to the conservation easement is prepared.

Commissioner Monger asked if money will be given back to PDR based upon the amendment. Ms. South responded that this would modify the agreement but the conservation easement stays in place therefore there is no monetary consideration.

MOTION

Commissioner Monger moved to table consent agenda Item D, the approval and authorization for the Chair's signature on the Yampa Water Infiltration Gallery Final Plat until it comes back onto the Commissioners' agenda.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: HUMAN SERVICES / VICKIE CLARK

Natalie Breitung, Veteran's Services Officer, and Jim Stanko, citizen, were also present.

COLORADO DEPARTMENT OF MILITARY AND VETERANS AFFAIRS GRANT APPLICATION

Ms. Breitung stated that this is the second attempt to get the Veterans Assistance Grant as provided through the state of Colorado. The funding would be managed by the County and the VSO. This would be used as emergency funding needs for veterans. The plan would be to first utilize Human Services programs to assist veterans in need and use this grant award as a secondary source of funding. Some examples of use could be to modify a living space to make it wheelchair accessible, an emergency housing deposit or vehicle repairs. Ms. Breitung added that this year she is requesting less funding although the number of veterans in Routt County is growing.

Ms. Breitung stated this grant proposal has been bolstered with more information this year thanks to the help of DHS. More data was gathered regarding the number of veterans served in Routt County. Ms. Breitung also helped support five homeless veterans in the community to find sustainable housing and food in 2016.

Commissioner Corrigan asked if the funding distribution is limited based upon the budget narrative. Ms. Breitung responded no, she can use the money between those different categories. This year there were no transportation funding requests added to this grant application because a separate transportation funding grant was already applied for.

Commissioner Monger clarified that this grant was applied for last year but it wasn't awarded funding. Ms. Breitung responded that is correct. This year more data and information were included in the application.

Commissioner Monger asked how many of these 1,364 veterans in Routt County are the primary provider for a household. Ms. Breitung responded that the state office cannot give that information.

MOTION

Commissioner Hermacinski moved to approve the submittal of a Veterans Services Grant to the Colorado Department of Military and Veterans Affairs in the amount of \$20,000.

Commissioner Monger seconded.

Under discussion, Commissioner Monger asked if this went through the Grant Review Committee. Ms. Sullivan responded that it did and some feedback was given, changes were made and the committee supported the submittal of this grant.

The motion carried 3-0.

EN RE: ACCOUNTING / DAN STRNAD

Mary Sue Sorensen, Accounting, and Garrett Wiggins, Sheriff, were present.

EQUITABLE SHARING AGREEMENT & CERTIFICATION FORM 2016

Sheriff Wiggins stated that this is through the Federal Government for forfeitures which is pretty rare. In the occasion that there is a forfeiture and money is seized, the Sheriff's Office goes through this equitable sharing agreement with the Federal Government then some of those funds can be utilized for trainings and other uses. There is currently a zero balance.

Ms. Sorensen stated that the County needs to be registered on the website and complete this form annually. This certification states how the money was spent in 2016 but there was no money so there is nothing to report.

Commissioner Corrigan asked if the seized money is shared with the Federal Government regardless of the case. Sheriff Wiggins responded that it is on all forfeitures if the County utilizes the Federal system. If this were to be done on the state system then the County would only be able to keep about 50 percent of the proceeds instead of the 80 percent with the federal system.

MOTION

Commissioner Monger moved to approve and authorize the Chair's signature on the annual Equitable Sharing Agreement & Certification Form for the fiscal year ending 12/31/2016.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: SHERIFF'S OFFICE / GARRETT WIGGINS

Doug Scherar, Patrol Lieutenant, Jake Doolin, Patrol Deputy, and K9 Murry were also present.

K9 PURCHASE AGREEMENT, K9 CARE AGREEMENT DOOLIN, AND K9 CARE AGREEMENT HENDRICKS

Lt. Scherar stated that he is present to request the Board to approve the purchase contract for the new K9 unit and approve the two handler care agreements. Commissioner Hermacinski clarified that the care agreements reflect the increased stipend for the handlers. Lt. Scherar responded that is correct.

Commissioner Monger added that the new dog is being purchased with donated funds.

Commissioner Corrigan asked for updates on the existing K9 unit. Lt. Scherar responded that Boomer has been doing great, he hasn't missed any of his Colorado Police Canine Certification tests so he has maintained his certifications for narcotics work, patrol work and tracking. He has also been successful in the field. Commissioner Corrigan asked if ACET utilizes Boomer. Lt. Scherar responded yes, occasionally, if ACET requests.

Commissioner Hermacinski asked if Boomer can track lost people as well or only suspects. Lt. Scherar responded that either one can be tracked.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair's signature on a contract for the purchase of a K9 from Trikos International in the amount of \$10,500 and to approve the K9 care agreements with Deputies Doolin and Hendricks.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: LEGAL / ERICK KNAUS

Lynaia South, Assistant County Attorney, and Sue Zulevich, Paralegal were present.

DOCKET AND PENDING MATTER REVIEW

At 11:34 a.m., Commissioner Corrigan moved to enter Executive Session pursuant to C. R. S. 24-6-402(4)(b) to receive legal advice from the County Attorney. Those present include the Board of County Commissioners, the County Manager, County Attorney Erick Knaus, Assistant County Attorney Lynaia South, and Paralegal Sue Zulevich.

Commissioner Monger seconded; the motion carried 3-0.

The executive session adjourned at 12:08 p.m. No minutes or formal actions were taken during the executive session and Commissioner Monger stated that no decisions were made.

EN RE: PURCHASE OF DEVELOPMENT RIGHTS (PDR) ADVISORY BOARD

Claire Sollars, PDR Board; Helena Taylor, Staff Assistant; and Lynaia South, Assistant County Attorney; were present.

PDR PROJECT 183 – TIER II APPROVAL

At 1:03 p.m., Commissioner Corrigan moved to enter Executive Session pursuant to C. R. S. 24-6-402(4)(a) to discuss the purchase, acquisition, lease transfer, or sale of any real, personal, or other property. Included in the Executive Session would be members of the PDR Board, and Legal staff.

The executive session adjourned at 1:24 p.m. No minutes or formal actions were taken during the executive session.

Commissioner Corrigan directed staff to schedule the approval of PDR Project 183 for February 28, 2017.

EN RE: TREASURER / BRITA HORN

Patrick Karschner, Deputy Treasurer, was also present.

INVESTMENT POLICY UPDATE

Commissioner Monger asked Treasurer Horn to explain the changes that were made to this policy. Treasurer Horn responded that there have been three changes made to this policy. The first change was to the verbiage regarding the selection of brokers and dealers in terms of external investment policies. The second change is located in annex 4 on page 16, which is just referring to the previous change. The third change is in section 5 is added the former name next to Bank of the San Juans. All of the changes are pretty basic and give more flexibility to work with different brokers.

Commissioner Hermacinski added that she sees an error regarding the bank names that will need to be corrected. Treasurer Horn responded that she can make those changes immediately.

Commissioner Monger asked if Chandler Asset Management has reviewed this. Treasurer Horn responded that they have, this document came from them.

MOTION

Commissioner Hermacinski moved to approve and authorize the updating of the County Investment Policy with the changes outlined by the Routt County Treasurer and the change of Bank of the San Juans former name. This will be Resolution # 2017-006.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: COUNTY MANAGER / TOM SULLIVAN

NORTHWEST COLORADO BROADBAND GAP FUNDING REQUEST

Mr. Sullivan stated that this is a request for Routt County, along with the four other partners, to provide gap funding in an interim period while the NCB completes its business planning. They are working with Vantage Point to develop some business documents and rate studies. There is a list of items that Vantage Point will be completing for Northwest Colorado Broadband (NCB) over a five year period that include network security policy, open access

policy, terms and conditions for service level agreements, pricing of dark fiber as well as developing RFP's that will be needed by NCB in order to start up an ongoing business once the fiber optic is completed. One reason NCB has been unable to raise its rates is because they will be negotiating or putting out a proposal to purchase broadband capacity through a telecom by the time the agreement with Mammoth Networks will need to be renewed. The budget for NCB shows that, without gap funding, they will be using all of their reserves in order to meet these obligations that are needed in order to get the start up. The \$10,000 from all of the partners would get them to about a \$4,000 to \$5,000 reserve so NCB could cover any unforeseen business costs.

Mr. Sullivan continued that his request to the Board is the authority to use \$2,000 immediately as a contribution to the NCB. Also he is requesting, if needed and all of the other partners agree, contribute an additional \$2,000 to keep the business operational.

Commissioner Hermacinski clarified that the second contribution of \$2,000 would only occur if all of the NCB partners agreed to also contribute that amount. Mr. Sullivan responded that is correct.

Commissioner Hermacinski questioned how the part time executive director will be funded if the \$10,000 is being used for the Vantage Point Solutions work. Mr. Sullivan responded that the part time executive director will be funded with a combination of the \$10,000 and the \$20,000 in reserves that the NCB has now.

Commissioner Monger clarified that if they have some type of director it needs to be included in the rate base. Mr. Sullivan responded that a program director will be funded from the IS budget for the purchase of broadband capacity.

MOTION

Commissioner Monger moved to approve the \$2,000 in funding and authorize an additional \$2,000 with justification to provide gap funding and one-time consulting costs and executive director efforts through the period for the NCB to set new rates for the anchor institution customers and contracting of last mile broadband services to internet service providers noting that up to \$4,000 would be coming out of the Commissioners' discretionary line item.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: YAMPA VALLEY HOUSING AUTHORITY

Jason Peasley, Roger Ashton, Dan Parrillo, and Kathi Meyer, Yampa Valley Housing Authority, were present.

ROUTT COUNTY COMMUNITY HOUSING STEERING COMMITTEE FINAL REPORT FOLLOW UP

Mr. Ashton stated that at the January Yampa Valley Housing Authority (YVHA) Board meeting the community housing steering committee's final report was confirmed and accepted. The YVHA Board decided to use that report to explore, propose and implement reasonable solutions to the housing needs of the community. The solutions must be sensible, financially feasible, doable, and have a meaningful impact. Mr. Ashton thanked the Commissioners for the letter that they sent to YVHA outlining the things the County has done to date to meet the housing goals. To meet the housing goals set by the steering committee we all need to embrace a new paradigm and commit to do things differently or the Yampa Valley is going to lose its middle class. In January YVHA had a work session with City Council and the City committed to seven action items to help facilitate the development of housing. Today, Mr. Ashton wants to focus how the County can partner with the City to address some of those action items and how the YVHA can work with the County to facilitate housing in the community in the designated growth areas in the County.

Mr. Peasley added that he outlined some specific recommendations that came out of the steering committee report that are more directly focused on the County and the areas of influence that the County has over our housing market.

Commissioner Hermacinski stated that the Board met with all of the incorporated areas when the County was contemplating secondary dwelling units and asked what their capacity is to grow based upon water, wastewater, and buildable lots. The Board has a pretty good handle on the capacity of those areas.

Commissioner Hermacinski added that there is something she would like to say about the Housing Authority and the steering committee. Thirteen years ago the respective City Council and Commissioners from that time identified housing as a critical enough need in this community that they established the YVHA. They gave YVHA the full extent of powers that they could have according to state statute including the ability to appeal to the citizens for a sales or property tax. There was the desire to empower a board and an executive director to focus on this issue because it is so complex. When YVHA comes to the County Commissioners or the City Council and asks them to come up with a tax and asks the citizens for that it seems like that is the mission of the Housing Authority to do that. YVHA has experts that are focused on only this issue and an executive director to pursue it. When YVHA was created the agreement was to fund it for three years then the Housing Authority would establish its own funding source, launch itself and get on with this work. Things happened throughout the years and it was determined that this was important enough to continue funding. YVHA seems to be missing the mark a little bit by coming to the City and the County to ask about taxes. Ms. Meyer stated that the YVHA is aware that they have the statutory ability but what they really need is some technical assistance looking at possible property tax or other taxes.

Mr. Parrillo stated that the YVHA has the statutory right to raise funding through a tax but what is being requested is to have some individuals with expertise sit on a committee to see what the best method is to collect a tax. Mr. Parrillo wants to take a strategic approach to what taxes or funding should be identified and how to implement those methods.

Mr. Peasley added that YVHA doesn't want its funding committee to be a de facto tax committee. It was important for the Housing Authority to find funding and community resources that aren't just taxes and it is owed to the constituents to find the best course of action and explore every option.

Commissioner Monger stated that before any taxes or funds are collected the Board needs to know what those funds are actually going to be used for and if it adds to a community need. Commissioner Corrigan added that an ideal solution needs to be identified then maybe scaled back to resemble an attainable objective. Mr. Parrillo agrees and described that there are two sides to this within YVHA. One side is working with the City and, hopefully, the County to identify funding mechanisms. The other side is to look at development opportunities and where funding can be most effective.

Commissioner Hermacinski stated that the work of YVHA is important because everyone knows that we need to do something to address this need and YVHA has the experts to figure what that something is. The Commissioners are here to respond to specific requests. YVHA has the support of the County, as they have been the other major funding source, but the Board would like YVHA to identify specific requests to move this forward.

Mr. Parrillo stated that YVHA is specifically requesting the assistance of an individual that works for the County that has the expertise, talent and technical knowledge to help with the YVHA funding committee and analyze funding opportunities. Commissioner Monger responded he doesn't think the County can accommodate that. Commissioner Hermacinski added that they would most likely need the help of someone from the Assessor's Office but the Commissioners don't have control of those personnel because that is a separate elected office. Commissioner Monger added that the County Finance Director and his staff are currently working on the new ERP system and they don't have the time.

Commissioner Monger added that he feels like this is part of Mr. Peasley's job. Mr. Parrillo responded that he doesn't disagree with that. Commissioner Monger added that he is struggling with the list that the City has agreed to. The county has been addressing the majority of these issues already. Ms. Meyer responded that they want the Commissioners to look at the bullet points listed on the agenda communication form. Commissioner Monger responded that he his participating on the funding committee.

Ms. Meyer asked about future improvements to CR 14 in order to make Stagecoach more accessible for housing. Commissioner Hermacinski stated that they have put millions of dollars into that road in the past few years and there is a ten year plan for that road in place to improve it.

Mr. Parrillo stated that points five and six pertain to the planning process and questioned if there is value in the City and the County to work together in an RFP process. Commissioner Monger stated that this is being addressed as one of the County's strategic initiatives. Commissioner Hermacinski added that the County purchased a piece of software that allows for concurrent review of building permits across agencies although the City decided to not purchase the software at the last moment and therefore doesn't use it. Ms. Meyer asked if there is the highest function planning process that is not limited to only the building department. Mr. Weinheimer responded that Gary Suiter has been working with him to look at the process from the building department to the planning department. At this point they are going to meet with a consultant to identify the barriers of the process and Mr. Suiter would like to put out an RFP and the County may be on board. Further, the Board will be contemplating adding two new employees to the building department to expedite the review of permits and inspections.

Everyone is trying to do a lot with a little and get approvals done expeditiously without compromising safety.

Commissioner Hermacinski added that some of the things that are important to the community are in conflict with one another. For example if there is a subdivision in the City there is a 15% open space requirement but that works against infill. Also the energy code is part of the new building codes that are being contemplated but it will make building more expensive upfront.

Commissioner Monger added that if 100 units at \$500,000 are created it nets approximately \$89,000 for the County in property taxes. The County property tax is not the magic bullet. Those 100 units are going to need services additionally.

Commissioner Corrigan stated should Urban Renewal Authority (URA) bond get paid off sooner then there may be more funding available for something like this. Mr. Parrillo stated that he sits on the URA board and he wants to point out that the activities being proposed in that URA are addressing the original study identified in the blank. Commissioner Corrigan responded that there is no obligation to spend those additional funds. Ms. Meyer thinks that there is a lot of potential in the URA still. Mr. Parillo stated that there are a lot of issues that need money and there needs to be a comprehensive view of how the revenue streams from the City and County are allocated.

Commissioner Corrigan added that what areas will be taxed or not taxed and where do the satellite communities fit into the strategy will be an interesting concept for YVHA to address.

Ms. Meyer asked if the County is ready to discuss expanding the transit system. Commissioner Monger stated that there has been no demand from the citizens for expanded transit. There were multiple attempts to establish transit to other communities and they failed. Ms. Meyer added that maybe there should be a late night line to bring second shifters back to Hayden. Commissioner Corrigan added that an Uber or Lyft solution might be better because of the dispersed community and work hours.

Commissioner Hermacinski would like more specific information before this is really discussed. Ms. Meyer agrees because there isn't even an IGA. Commissioner Monger stated that the City is the one carrying the bucket on the transit but the County wants to participate.

Commissioner Monger thinks that ultimately he wants to see what the businesses need to do aside from the City and the County's roles in affordable housing. Mr. Parrillo stated that it was discussed but YVHA is not sure what the role of the businesses should be. Large businesses can step in and subsidize housing but small businesses may not be able to do such thing. Mr. Ashton added that he is committed to updating the Chamber about this and the businesses are aware.

Commissioner Corrigan asked if there has been any participation from other communities aside from Steamboat Springs. Mr. Peasley responded that the Hayden Town Manager is participating on the development committee and the Oak Creek Town Clerk was on the steering committee. Commissioner Corrigan added that reaching out to those school districts might be helpful because the teachers cannot find affordable places to live in South Routt. Also SOROCO School District has the capacity to take in about 120 new students without

having to build another classroom or add another teacher which lends itself to human capacity in South Routt.

Commissioner Monger discussed that there are those people out there that support affordable housing but that don't want to see it or pay for it. There is another faction that is efficiently working against this issue. Ms. Meyer added that communities that are successful have a track record. If two or three more Reserves Apartments were built they would still fill up easily.

Mr. Peasley asked the County if they will amend the criteria in which the County evaluates their capital improvement projects and give a higher priority based upon the ability to provide more housing. For example road improvement projects for busier roads. Commissioner Hermacinski responded that the County already does this, specifically with roads traffic counts are factored into the priority level but the County has 1,000 miles of roads. Commissioner Corrigan added that prioritizing critical community needs has resulted in the large capital improvement projects coming up like the joint law enforcement facility and soon a new Human Services facility.

Commissioner Monger commented that regarding the request for help from County Personnel, he would like to see questions come to the County on a case by case basis if YVHA needs assistance.

Commissioner Corrigan stated that he doesn't want to come across as a pessimist or defensive of the County's efforts so far and he gives the YVHA credit and acknowledgement for the work that they have done so far but he would like to see YVHA continue down the path they are going down and develop some hard numbers.

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

Kim Bonner, Clerk and Recorder

Timothy V. Corrigan, Chair

Date