

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 8, 2019**

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

EN RE: WARRANTS

MOTION

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

Accounts Payable Check- Cycle Date:	12/31-1/4	\$1,340,468.06
Accounts Payable Check: Manuals	12/31-1/4	\$
Accounts Payable Wires:	12/31-1/4	\$
Total:		\$1,340,468.06
Payroll Checks- Cycle Date:	12/31-1/4	\$547,773.07
Payroll Checks- Manuals	12/31-1/4	\$4,101.18
Payroll – IRS & State Income Tax	12/31-1/4	\$228,132.82
Total:		\$780,007.07
Total Disbursements Approved:	12/31-1/4	<u>\$2,120,475.13</u>

Commissioner Melton seconded.

Mr. Sullivan advised of the **2018** Accounts Payable items of note for run date January 4, 2019.

Vendor	Amount	Department
ADVANCED COPIER SOLUTIONS INC	7,038.00	IT Pool: 2018 Controllable Asset Replacements – 2 Color Printers

BROWNELLS INC	4,526.72	Sheriff's Budget - Ammunition
HORIZONS SPECIALIZED SERVICES INC	15,127.03	Developmental Disabilities Fund Budget: NOV 18: PROPERTY TAX DISTRIBUTION
HAYDEN HERITAGE CENTER	371.24	Museum & Heritage Tax Fund: NOV 18: DISTRIBUTION
HISTORIC ROUTT COUNTY!	453.81	Museum & Heritage Tax Fund: NOV 18: DISTRIBUTION
HAHN'S PEAK AREA HISTORICAL SOCIETY	121.76	Museum & Heritage Tax Fund: NOV 18: DISTRIBUTION
TREAD OF PIONEERS HISTORICAL COMMISSION	2,697.33	Museum & Heritage Tax Fund: NOV 18: DISTRIBUTION
YAMPA-EGERIA HISTORICAL SOCIETY	80.33	Museum & Heritage Tax Fund: NOV 18: DISTRIBUTION
SPILLMAN TECHNOLOGIES INC	34,496.00	Comm Center Operations: CAD System Support (50% paid by City Steamboat Springs)
JVIATION INC	122,487.70	YVRA Budget: HDN AIP44-6:10/1/18-10/31/18: Apron Expansion & Rehabilitation
SPRADLEY BARR FORD LINCOLN OF GREELEY, INC.	30,382.72	Motor Pool – Emergency Management F-250
AP Run Date Total	469,512.95	

Mr. Sullivan advised of the **2019** Accounts Payable items of note for run date January 4, 2019.

Vendor	Amount	Department
COLORADO COUNTIES CASUALTY & PROPERTY POOL	362,081.00	Human Resources Budget: 2019 CAPP INSURANCE CONTRIBUTION
COUNTY WORKERS COMPENSATION POOL	476,451.00	Human Resources Budget: 2019 WORKERS COMPENSATION INSURANCE CONTRIBUTION
NORTHWEST COLO VISITING NURSE	17,916.67	Environmental Health Budget: First Quarter 2019 Public Health Services
AP Run Date Total	870,394.16	

The motion carried 3-0.

EN RE: ITEMS OF NOTE FROM PREVIOUS DAY'S WORK SESSION

Commissioner Monger stated updates were received from the County Manager, the County Attorney, Human Resources, Emergency Management and Communications and the Sheriff's Department.

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 November 20, 2018;
- B. Approval of and authorization for the Chair to sign the 2019 Temple Hoyne Buell Grant Application on Behalf of the Fatherhood Program;
- C. Approval of and authorization to sign a liquor license renewal for Hahn's Peak Roadhouse, LLC for an Off Premise Fermented Malt Beverage License;
- D. Approval and authorization to sign a Tavern Liquor License renewal for Hahn's Peak Roadhouse, LLC;
- E. Approval and authorization to ratify the Chair's signature on the Settlement Agreement related to the CWH v. State case.

MOTION

Commissioner Corrigan moved to approve items A, C, D and E on the consent agenda and authorized the Chair to sign the related documents, noting that item B was pulled for discussion.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: CONSIDERATION OF ITEM(S) PULLED FROM THE CONSENT AGENDA

Tom Valand, Department of Human Services was present

Commissioner Melton asked to pull item B, the "Approval of and Authorization for the Chair to sign the 2019 Temple Hoyne Buell Grant Application on Behalf of the Fatherhood Program". Commissioner Melton expressed her concern with the inclusion of individuals' names on the parenting surveys and the public availability. She asked if they could be submitted without personally identifiable information. Mr. Valand stated that he would remove the names and submit similar items in the future without personal information. Commissioner Melton requested that this item not be submitted until the names have been blacked out.

Commissioner Melton moved to approve and authorize the Chair to sign the 2019 Temple Hoyne Buell Grant Application on Behalf of the Fatherhood Program with the discussed modifications.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: ADMINISTRATIVE / HELENA TAYLOR

BCC 2019 APPOINTMENTS LIST

Ms. Taylor noted that there was one slight change to the original BCC 2019 Appointments list, replacing Mr. Mike Sidinger with Ms. Kelly Keith and Ms. Grace Levine pending his retirement. She added that everything else stands as is.

Commissioner Monger asked if there were any vacancies. Ms. Taylor stated that the only unknown at this time was the Motor Pool Review Board and a recommendation had been made for Judge O'Hara for item number 14, which reads "14th Judicial District Juvenile Services Planning Commission. This is a recommendation to the Courts, not appointment". She added that Human Resources has not changed the Motor Pool Review Board and it may have to be revised at a later date. Commissioner Monger agreed with Ms. Taylor.

Ms. Taylor stated that per the Board of County Commissioners' recommendation, Commissioner Melton will be appointed Chairperson for 2019 and Commissioner Corrigan will be appointed Chairman Pro-Tem with the Steamboat Pilot being the newspaper of record.

MOTION

Commissioner Corrigan moved to approve the Commissioners 2019 Appointments list as presented.

Commissioner Melton seconded; the motion carried 3-0.

From this point on, Commissioner Melton will assume the Chairperson duties while Commissioner Corrigan will assume Chair Pro-Tem duties.

SUNSHINE RESOLUTION

Ms. Taylor stated that the purpose of the 2019 Sunshine Resolution is to designate places for posting of notices of meetings of the Routt County Board of County Commissioners in accordance with C.R.S § 24-6-402. The designated posting places are the bulletin board on the third floor just outside the Commissioners' Hearing Room and the board outside of the Routt County Clerk's Office on the second floor.

MOTION

Commissioner Monger moved to approve and authorize the Chair's signature on Resolution 2019-001, designating a place for posting of notices of meetings of the Routt County Board of County Commissioners in accordance with C.R.S § 24-6-402.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: EMERGENCY MANAGEMENT / DAVID DEMORAT

Mel Stewart, Steamboat Springs Fire Rescue was present.

ROUTT COUNTY EMS ADVISORY COUNCIL

Mr. Stewart referred to the list of appointees and discussed the background information on reappointments for Commissioner Melton. Mr. Stewart stated that the EMS council is a group of agencies that provide emergency medical services throughout the County and meet every other month to discuss issues pertinent to emergency medical services. He added that the EMS council receives \$15,000 per year from the Board of Health to ensure the Council continues to provide quality EMS services. Mr. Stewart noted that the money received from the State is used to pay service contracts for monitors for all the transport agencies throughout the County. He added that there are currently 5 fire districts that provide fire and EMS services.

Commissioner Monger asked if part of this money is used on ambulance inspections. Mr. Stewart stated that the EMS council does use some of the \$15,000 to pay for the inspections and they charge private entities such as Twentymile Coal for the inspection and licensing fee.

MOTION

Commissioner Corrigan moved to approve the list of agencies and representatives currently requesting representation on the Routt County EMS Advisory Council as listed.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: LEGAL / ERICK KNAUS

Lynaia South, Assistant County Attorney; Gary Peterson, County Assessor, and Kevin Krause, Appraiser were also present.

RESOLUTION AUTHORIZING ASSESSOR TO REVIEW & SETTLE ABATEMENTS OR REFUND OF TAXES

Ms. South stated that the proposed resolution would grant authority to the Routt County Attorney to represent the Board of County Commissioners (BCC) in cases before the Board of Assessment Appeals and to represent the County Board of Equalization in cases before the Board of Assessment Appeals or District Court. The proposed resolution would also authorize the Routt County Attorney to sign, on behalf of the BCC, any written mutual agreement that is agreed to by the Assessor consistent with the grant of authority to the Assessor.

She added that currently Resolution 2011-077 grants authority to the Assessor for settlement of petitions for abatement or refund in the amount of \$2,500 or less per tract, parcel, or lot of land or per schedule of personal property. Ms. South stated that the proposed resolution would increase the Assessor's settlement authority from \$2,500 to \$10,000. She noted that the Attorney's Office suggested the number, and Mr. Peterson was not necessarily asking for additional authority, however whatever number is agreed upon, she feels that some sort of uniformity is a good practice.

Commissioner Corrigan asked about the blank space on the new Resolution under 2b and confirmed the current limit of refund to be \$2,500. Mr. Peterson replied it is \$2,500 per schedule, per year. He continued to discuss the different scenarios including two year abatement forms and several accounts on one form with a refund total of about \$14,000. Mr. Peterson stated he is fine with the \$2,500 limit on abatements.

Commissioner Monger asked for clarification on what the major changes would be when signing the new Resolution. Ms. South stated the biggest change is what isn't covered by the 2011 Resolution. She added that after a case has passed this level, it goes either to the Board of Assessment Appeals, Arbitration or the District Court which wasn't addressed in the 2011 Resolution. She added that item 2b and 2c on the 2019 Resolution gives the Assessor authority to settle cases at that level and paragraph 3, discusses the County Attorney's authority.

Mr. Peterson stated that it is the Assessor's responsibility to develop the appraisal and to present that report along with the County Attorney in Denver. He continued to discuss the deadline requirements and the process of submitting evidence. He added that the negotiations usually come to the 11th hour before either Rule 11 or the actual hearing happening.

Mr. Peterson stated on the back of the abatement form in section 3, it states the Assessor's authority to settle on his own as far as refunds, which is the current 2011-007 Resolution amount of \$2,500. He added that he approves a lot of those which never make it in front of the Commissioners, however the other ones over the \$2,500 require him to schedule a hearing. Mr. Peterson stated that Ms. South left the blank space in order for the Commissioners to decide what the amount should be bumped up to. Ms. South added that County Attorney, Mr. Knaus would advocate for a higher number because of past cases previously discussed with the Commissioners, but the blank space is for the BCC to put what they feel is an appropriate amount.

Commissioner Monger suggested that the Board put down \$5,000 as the limit for the 2019 Resolution.

MOTION

Commissioner Monger moved to approve Resolution 2019-002 with the amount of \$5,000 under 2a and 2b. Ms. South stated she would revise the Resolution document with the new amount of \$5,000 and deliver it to Commissioner Melton for signature.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: TREASURER / LANE IACOVETTO

Lynaia South, Assistant County Attorney was also present.

APPROVAL FOR TREASURER'S OFFICE TO RETAIN LEGAL REPRESENTATION REGARDING THE HORN V. BOARD OF COUNTY COMMISSIONERS MATTER

Ms. Iacovetto stated that she is requesting authorization from the Board of County Commissioners to sign an agreement with Wells, Anderson and Race for legal representation for the Treasurer's Office in the Horn v. Board of County Commissioners matter as described in the included letter.

Commissioner Corrigan asked if it is Ms. Iacovetto's intention to use the attorneys mentioned in the letter to request a withdrawal of Routt County from the appeal. Ms. Iacovetto stated that was correct.

Ms. South clarified it's not to represent the BCC's interest, but the Treasurer's Office interests in the matter.

Commissioner Melton asked Ms. Iacovetto to provide some information on how this firm was selected. Ms. Iacovetto stated that this firm was chosen based on previous cases of the Sherriff's Department being represented by Ms. Katherine Pratt when the County Attorney could not do so. The Treasurer's Office also interviewed a few local attorneys but they lacked the necessary experience or the time to handle the case.

MOTION

Commissioner Corrigan moved to delegate authority to the County Treasurer to sign the fee agreement with Wells, Anderson & Race, LLC to represent the interest of the Routt County Treasurer in the Brita Horn v. Routt County Board of County Commissioners matter.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / KATHY NELSON

APPROVAL TO HIRE THE HUMAN RESOURCES COORDINATOR AT STEP 5

Ms. Nelson stated that the current employee has been a temporary Administrative Assistant V and was recently hired as the Human Resources Coordinator which is equivalent to an Administrative Assistant IV. Ms. Nelson added that the new employee has met all the necessary requirements to be hired at a Step 5 with an advance to Step 6. In addition to her past experience, the new employee has worked with Routt County for almost 2 years and is acquainted with working in the public sector and has a good knowledge of the Munis Software program. Based on the employee's background and how long she has worked in the County, Ms. Nelson is recommending she be hired on at a step 5.

Commissioner Monger clarified that Ms. Nelson is also recommending an advancement to Step 6 which would be effective upon a successful 6 month performance evaluation. Ms. Nelson confirmed that Commissioner Monger's statement is correct. Commissioner Corrigan asked if this was retroactive and Ms. Nelson responded that it would be effective January 1, 2019.

Commissioner Melton stated she doesn't have an issue with the agenda item, but wanted to clarify whether the qualification on the list was an "and" or an "or" regarding the requirement for an associate's degree. Commissioner Monger stated it reads "and/or" and in this case experience outweighs the degree requirement.

Ms. Nelson stated that CPS-HR Consulting gave recommendations on how HR should restructure the department. She discussed how the previous structure was and how the department reclassified the positions after a former employee left.

MOTION

Commissioner Monger moved to approve to hire the Human Resources Coordinator/Administrative Assistant (Admin) IV at Step 5 of the pay scale with the opportunity to advance to Step 6 upon successful completion of a 6 month performance evaluation.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: TOWN OF HAYDEN / MATHEW MENDISCO

Jill Delay, Fair Manager; Steve Faulkner, Maintenance Operations Manager; and Ray DuBois, Public Works Director were also present.

DRY CREEK PLAYGROUND

Mr. Mendisco stated that the Town of Hayden received a grant from the Colorado Health Foundation for \$500,000 to build the new Dry Creek Park. He added that a portion of the grass area of the park sits on County property and the parking lot and everything else is part of

County property. Mr. Mendisco continued to discuss the park boundary lines and where the County owned piece of the property lies next to the proposed park area. He stated that he is asking permission to build this playground on part of County property and added that it would not cost the County any money as it is the Town of Hayden's responsibility to maintain the area. Mr. Mendisco noted that the trail that leads to the playground and throughout the park, will become concrete instead of gravel making it more ADA accessible, which is part of the grant process. Mr. Mendisco stated that this is a \$630,000 project and added that the Town of Hayden has applied for an additional \$43,000 from GOCO. As of now, the Town has committed \$87,000 toward the project in order to be in compliance with the Colorado Health Foundation by committing the additional funds asked for from GOCO. He added that all of the money is funded for the project, it's just a matter of receiving the GOCO grant which the Town can use to offset some further costs.

Commissioner Monger asked for clarification on the location of the baseball fields. Mr. Mendisco stated where the baseball fields and multi-use soccer field are located and noted that the boundary line doesn't impede on the fields.

Commissioner Corrigan asked Mr. Mendisco to clarify the County property line by drawing a line on the map and clarified where the playground equipment would reside on County property. Mr. Mendisco noted that the drainage issues will also be improved with an underground drainage system.

Commissioner Monger inquired about the grant agreement and asked if there were any stipulations that the Board should be aware of. Mr. Mendisco stated that all of the construction has to be done by the end of July 2019 with the majority of it done by the first of June 2019.

Commissioner Corrigan asked how many years the playground has to remain in place. Mr. Mendisco stated that the playground is required to remain for at least 20 years, but should be considered a permanent fixture.

On behalf of the Board, Commissioner Melton expressed her concern with committing County property for an extended period of time should the County want to use that portion of land for something in the future, and what the restrictions would be. Mr. Mendisco stated that if the County is concerned about the future need of the property, he would rather adjust the park boundary lines than worry about needing to remove equipment that the Town depends on.

Commissioner Monger stated that he is supportive of this project, but doesn't want to commit County property for 20+ years. Commissioner Melton added that if it doesn't destroy the project, she would prefer to have the boundary lines adjusted to encompass only the Town's property, which would clear the County of liability and land use concerns.

Mr. Mendisco stated he would take a look at the IGA agreement in regards to the parking lot area and see if the agreement needs to be amended in order to have access to and maintain the park throughout the years.

Mr. Mendisco stated that they will go back and adjust the Park boundary line and location of the fitness area and equipment in order to stay on Town property.

EN RE: PLANNING / CHAD PHILLIPS

Chris Brookshire, Planning staff, Tim Lollar and Vanessa Loggins, property owners; Bear Ackerman, Emerald Mtn. Surveys; Kacey and Kieran O'Halloran, Little Lambs Daycare; and Heather Savalox, Environmental Health Department were also present.

LOLLAR LOGGINS REPLAT; PL-18-183

Commissioner Melton stated that this item is in reference to a lot consolidation, a rezone from low density residential to medium density residential and the vacation of utility easements.

Ms. Brookshire stated that there are three different items for consideration for a Steamboat Lake consolidation. She added that the petitioners have acquired enough lots to create 5 acres in order to Replat their property. She added that the Planning Commission heard the item on December 6, 2018 and are recommending approval with the same conditions listed in the staff report. Ms. Brookshire stated that the Planning Commission has accepted the suggestion of conditions of approval from the Road and Bridge Department which is also noted in the staff report. In addition, Ms. Brookshire stated that a letter was received from the Colorado Geological Survey which stated there were no concerns with the approval of the project, but had some suggestions for the applicant.

Commissioner Monger asked what the Road and Bridge Department conditions were and if they were accepted. Ms. Brookshire stated that nothing has changed from what is in the staff report. Commissioner Corrigan clarified that it would remain a public road.

Commissioner Monger clarified that Mr. Lollar was requesting the fee be waived and stated that he would support the imposition of the fee-in-lieu. Commissioner Monger continued by stating this situation was different with the lots in Stagecoach because they were buildable lots with water and sewer already there. He added that the lots being discussed at Steamboat Lake are not buildable lots at this time since there is no water and sewer ready.

Commissioner Monger stated that the County doesn't believe there was ever any fee-in-lieu dedicated to public sites based on the regulations. He reiterated the regulations by stating there needs to be up to 5% of the improved land value. Commissioner Corrigan clarified Commissioner Monger's statement with the example of a 100 acre subdivision. He stated that if the Board approved a 100 acre subdivision, with 100 homes built, the intent would be that 5 acres or 5%, would be set aside for a park, a playground, a school site or even a fire station. Commissioner Corrigan added that for a 100 or 200 acre site, there would be enough land in the 5% set aside to use as a public site, however 5 % of a 5 acre site isn't enough to do anything with.

Commissioner Corrigan explained the intent of the fee-in-lieu, which is a \$1,400 flat fee, is for the County to put aside and use in the future as smaller subdivisions come through. Should the County have the option, the fund money helps purchase a separate piece of land that could be used as a public site. Commissioner Monger explained that the fee-in-lieu has to be spent in the immediate neighborhood and can't be thrown in the general fund.

MOTION

Commissioner Monger moved to approve the Lollar Loggins Lot Consolidation with the following findings of fact that 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, Sections 3 and 4 of the Routt County Subdivision Regulations. This approval is subject to the following conditions, including the addition of condition 15:

1. The Final Plat shall be finalized and recorded within one (1) year unless an extension is granted pursuant to Section 2.1.6, Routt County Subdivision Regulations. Extensions to up to one (1) year may be approved administratively.
2. Prior to recordation, the applicant shall submit an electronic copy of the approved plat to the County Planning Department in a .DWG format or other format acceptable to the GIS Department.
3. Prior to recordation all fees must be paid in full.
4. All property taxes must be paid prior to the recording of the plat.
5. The following notes shall be shown on the plat:
 - a) Routt County is not responsible for maintaining or improving subdivision roads. The roads shown hereon have not been dedicated nor accepted by the County.
 - b) The suitability of these lots for an individual septic disposal system and the availability of permits for individual septic disposal systems have not been established and such shall be a condition of obtaining a building permit for these lots.
 - c) Existing and new accesses shall meet access standards set forth by the Routt County Road and Bridge Department and Fire Prevention Services.
 - d) The availability of water and permits for wells on the lots or parcels hereon shown has not been established.
 - e) Routt County (County) and the North Routt Fire District (District) shall be held harmless from any injury, damage, or claim that may be made against the County or the District by reason of the County's or the District's failure to provide ambulance, fire, rescue or police protection to the property described on this plat, provided that the failure to provide such services is due to inaccessibility of the property by reason of internal roads being impassable. This conditions shall not relieve the County or the District of their responsibility to make a bona fide effort to provide emergency services should the need arise.
 - f) All lots have been shown to be within mapped areas of Potentially Unstable Slopes. If site development reveals evidence of faulting in soils, then additional investigation will be needed to ensure that individual structures are not located within active fault rupture zones.
 - g) Prior to issuance of a building permit, survey monuments shall be placed per the Routt County Subdivision Regulations Section 4.3.

6. Address signage shall be in conformance with Routt County Road Addressing, Naming, and Signing Policy shall be located at the entrance to the driveway.
7. A current soils test showing that the soils are sufficiently stable to support development will be required before obtaining a building permit.
8. Revegetation of disturbed areas shall occur within one growing season with a seed mix that avoids the use of aggressive grasses. See the Colorado State University Extension Office for appropriate grass mixes.
9. All exterior lighting shall be downcast and opaquely shielded.
10. A 'no build' zone shall be indicated on the plat to avoid construction of structures, septic fields and roads in areas including, but not limited to 30% or greater slopes. The "no build" zones shall be defined on the plat and approved by the Planning Director before the plat is recorded.
11. Permittee shall obtain a Grading and Excavation Permit prior to the start of work.
12. Permittee shall obtain an Access Permit for their driveway prior to the start of work.
13. Permittee shall obtain a Work in the Right of Way permit prior to the start of work.
14. It is recommended that the permittee construct a minimum 12 foot wide road (centered in the Right of Way) to access the new consolidated lot out of an all-weather surface that is adequate to handle emergency response vehicles.
15. Prior to recordation of the final plat, a \$1,400 fee-in-lieu payment for the public site requirement shall be paid to the County.

Commissioner Corrigan seconded; the motion carried 3-0.

MOTION

Commissioner Monger moved to approve the Zone Change from LDR to MRE for the consolidated lots with the findings of fact that the proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and applicable Sub Area plan and is in compliance with the applicable provisions of Sections 8 of the Routt County Zoning Regulations. This approval is subject to the following conditions:

1. The change of zone from Low Density Residential (LDR) to Mountain Residential Estates (MRE) shall become effective upon signing of a resolution amending the Official Zoning Map by the Board of County Commissioners, said resolution to be recorded in the Routt County Clerk and Records Office.
2. The zone change is contingent upon a Final Plat being recorded.

3. The approval shall not be issued until all fees have been paid in full. Failure to pay fees may result in revocation of this approval.

Commissioner Corrigan seconded; the motion carried 3-0.

MOTION

Commissioner Monger moved to approve the vacation of the utility easements, with the findings of fact that 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, Sections 3 and 4 of the Routt County Subdivision Regulations. This approval is subject to the following condition:

1. Utility and drainage easements shall be shown and dedicated on the final plat. The plat shall show all required drainage and utility easements on the vacated portion of roadways.

Mr. Phillips stated that there was a condition missing, which is the recording of the resolution condition which states:

2. A vacation of easements is contingent upon the recordation of the vacation resolution.

Commissioner Corrigan seconded; the motion carried 3-0.

LITTLE LAMBS DAY CARE SPECIAL USE PERMIT; PL-18-200

Commissioner Corrigan stated that Ms. O'Halloran was employed in the past by his wife and he doesn't believe it will inhibit his ability to judge this application fairly. Commissioners Monger and Melton saw no issue with Commissioner Corrigan's statement.

Ms. Brookshire stated that this item was heard by the Planning Commission on December 20, 2018 and was recommended for approval, noting that some conditions were changed and/or removed. She noted that there was some additional information submitted at the meeting, including different letters of support and a revised site plan. Ms. Brookshire stated that a revision to the site plan was submitted and shows a circular driveway which will help the traffic flow and meet requirements. The revised site plan has been reviewed by Road and Bridge Assistant Director Mike Mordi and he is working with the applicant.

Commissioner Corrigan clarified that the revision to the site plan was approved by the Planning Commission. Ms. Brookshire stated it was and the condition of approval with regard to the parking/site plan was revised. She added that 2 additional parking spaces need to be added in order to meet the requirements and if the employee parking is double stacked, there will be enough room to fit all of the employees in the designated area.

Commissioner Corrigan asked if there would be enough room for snow storage and Ms. Brookshire replied that snow storage has been planned for. Commissioner Monger asked if there would be an issue with employees double parking. Ms. Brookshire stated that while it is not set in stone, staff will be parking in the redesigned designated area which will allow for the circular driveway and the allowable spaces for the parents, fulfilling the County requirements. Commissioner Monger asked how the parking requirements are calculated. Mr. O'Halloran stated that 1 parking spot per 6 kids and 1 per employee would meet the requirements.

Ms. O'Halloran discussed her background and stated that she and her husband want to open this daycare so their 18 month old has a safe, happy place to go as there is no daycare center currently in the South Routt area. She added that there were limited choices for her first child, who is now 3 years old and has wanted to develop a place for children for over 3 years now.

Ms. O'Halloran continued to discuss the need of a daycare center in South Routt County by using the data she has gathered, stating that 77% of the children need full time care as both parents are working. Ms. O'Halloran also mentioned the amount of children per age group in need of child care. She stated that Little Lambs Daycare would be a full time, year round daycare serving 8 infants (2 -18 months of age), 10 toddlers (12 - 36 months of age), and 12 preschool aged children (2 ½ - 8 years of age). Ms. O'Halloran stated that these numbers are based on what the space will allow based on childcare licensing rules. She added that the center will be located in Phippsburg due to its proximity to the surrounding towns of Toponas, Stagecoach, Oak Creek and Yampa. Ms. O'Halloran noted that they plan to offer competitive rates, either lower or in line with the Steamboat Centers, and preschool rates will be right in line with the Yampa preschool rates.

As far as staffing goes, Ms. O'Halloran stated that she will own and operate the facility. At full capacity, Little Lambs would create 7 new jobs for South Routt, employing a full time Director, full time Sub-Director which would also act as the infant supervisor, 3 full time teachers and 2 full time teacher's aides. She added that they would be able to offer a competitive salary, at or above what is currently offered in Steamboat. Ms. O'Halloran stated that there are currently 15 families on the waiting list to be enrolled and 3 potential staff members ready to work. She added that the City of Steamboat gave Little Lambs a \$15,000 grant for the infant and toddler classrooms and noted that they have received several letters of support, which are part of the agenda packet.

Commissioner Corrigan asked if it was necessary for the citizens of South Routt to show a need for such facility in order for it to qualify to be built in Phippsburg. Mr. Phillips stated that any expansion or infill will be appropriate in Phippsburg or Milner without update of the Master Plan. Commissioner Corrigan clarified that it would be easier to build the facility in Phippsburg or Milner than any other part of unincorporated Routt County.

Commissioner Corrigan noted that there were concerns raised by neighbors at the Planning Commission meeting regarding snow storage, traffic and parking. He clarified with Ms. Brookshire that these concerns had been addressed with the Planning Commission. Ms. Brookshire stated the concern stemmed from the neighbor not receiving a new site plan displaying the new traffic circle, which would alleviate traffic from backing into or turning around in his driveway.

Commissioner Monger expressed his concern about snow storage and stated that snow may have to be hauled somewhere else should storage hit maximum capacity, and not plowed across county roads. Mr. O'Halloran stated they will utilize the designated area and expand it near the fence since the employee vehicles will be double parked.

MOTION

Commissioner Corrigan moved to approve Special Use Permit for a Day Care Center in Phippsburg with the findings of fact that the proposal, with the following conditions, meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 4, 5, 6, of the Routt County Zoning Regulations. This approval is subject to the following conditions approved by the Planning Commission:

General Conditions:

1. The SUP is contingent upon compliance with the applicable provisions of the Routt County Zoning Regulations including but not limited to Sections 5 and 6.
2. The SUP is limited to uses and facilities presented in the approved project plan. Any additional uses or facilities must be applied for in a new or amended application.
3. Any complaints or concerns that may arise from this operation may be cause for review of the SUP, at any time, and amendment or addition of conditions, or revocation of the permit if necessary.
4. In the event that Routt County commences an action to enforce or interpret this SUP, the substantially prevailing party shall be entitled to recover its costs in such action including, without limitation, attorney fees.
5. No junk, trash, or inoperative vehicles shall be stored on the property.
6. This approval is contingent upon the acquisition of and compliance with any required federal, state and local permits. The operation shall comply with all federal, state and local laws. Copies of permits or letters of approval shall be submitted to the Routt County Planning Department prior to the commencement of operations.
7. Fuel, flammable materials, or hazardous materials shall be kept in a safe area and shall be stored in accordance with state and local environmental requirements.
8. All exterior lighting shall be downcast and opaquely shielded.
9. All trash shall be stored either inside a garage or inside Interagency Grizzly Bear Committee (IGBC) certified receptacles.
10. Prior to the issuance of the permit, the Permittee shall provide evidence of liability insurance in the amount of no less than \$1,000,000 per occurrence. Routt County shall be named as an additional insured on the policy. Permittee shall notify Routt County Planning Department of any claims made against the policy. Certificate of liability insurance shall include all permit numbers associated with the activity.

11. Accessory structures/uses associated with this permit may be administratively approved by the Planning Director, without notice.
12. The permit shall not be issued until all fees have been paid in full. Failure to pay fees may result in revocation of this permit. Permits/Approvals that require an ongoing review will be assessed an Annual Fee. Additional fees for mitigation monitoring will be charged on an hourly basis for staff time required to review and/or implement conditions of approval.
13. Transfer of this SUP may occur only after a statement has been filed with the Planning Director by the transferee guaranteeing that they will comply with the terms and conditions of the permit. If transferee is not the landowner of the permitted area, transferee shall submit written consent for the transfer by the landowner. Failure to receive approval for the transfer shall constitute sufficient cause for revocation of the permit if the subject property is transferred. Bonds, insurance certificates or other security required in the permit shall also be filed with the Planning Director by the transferee to assure the work will be completed as specified. Any proposal to change the terms and conditions of a permit shall require a new permit.
14. The Permittee shall prevent the spread of weeds to surrounding lands, and comply with the Colorado Noxious Weed Act as amended in 2013 and Routt County noxious weed management plan.

Specific Conditions:

15. The Special Use Permit (SUP) is valid for the life of the use provided it is acted upon within one year of approval. The SUP shall be deemed to have automatically lapsed if the uses permitted herein are discontinued for a period of one (1) year.
16. A current state license shall be maintained on file in the Routt County Planning Department.
17. Any required permits from the Routt County Road and Bridge Department or Building Department shall be obtained and any inspections completed before operations commence.
18. Permittee shall obtain a Grading and Excavation permit for any excavations or fill operations over 300 Cubic Yard or disturbances over an acre.
19. Routt County road affected by the SUP will be inspected by the Routt County Road and Bridge Department at intervals determined by same. Any road damage, repair or maintenance needs above and beyond typical maintenance, attributable to this use, shall be made by the County, or a third-party contractor as selected by the Routt County Road and Bridge Department and on a schedule determined by same. Road and Bridge shall inform permittee of such maintenance or repair activities prior to work being performed. Permittee shall solely bear the costs of repairs.

20. Routt County has the authority to close any county road at its sole discretion if damage to the road may occur by its use. To the extent that a road closure may affect Permittee's operations, Routt County will cooperate with Permittee to allow operations to be continued in a safe and practicable stopping point.
21. The Approved Project Plan for that Day Care Center include:
 - Hours of operations shall be 7:00 a.m. to 6:00 p.m., Monday – Friday.
 - Day Care Center for children 2 months – 8 years in age (infant, toddler and preschool children).
 - Maximum of 30 children; seven employees/staff.
 - Office to be located within structure
 - Use of building is for Day Care Center only.
 - No meals will be prepared unless a permit is received from the Routt County Environmental Health Department.
22. All employees shall be first aid certified and be trained on emergency procedures.
23. Any accidents requiring emergency services shall be reported to the Planning Department.
24. A parking/site plan shall be reviewed and approved by the Routt County Road and Bridge Department and Routt County Planning Department prior to issuance of the permit, taking into consideration compliance with applicable County regulations pertaining to snow storage, emergency access and drainage.
25. All employees and customers shall be notified in their employment contract and child care contracts, respectively, that their vehicles shall not block any driveways on 4th Avenue, and evidence of these typical conditions will be provided to Routt County.

Commissioner Monger seconded. Commissioner Corrigan thanked the O'Hallorans for working hard to bring a much needed daycare to South Routt and commended them for putting together a complete, well thought out packet of information.

The motion carried 3-0.

EN RE: PURCHASING / JULIE KENNEDY

Fred Honebein, Purchasing agent; Geovanny Romero, Road and Bridge Field Coordinator were also present.

2019 STATE BID VEHICLE PURCHASE (SPRADLEY BARR MOTORS): ROAD AND BRIDGE, BUILDING AND SHERRIFF'S DEPARTMENT

Mr. Honebein stated that this is a consideration for approval of purchase and authorization of County Manager to electronically sign a purchase order to Spradley Barr Motors (Ford) in the amount of \$198,311.88, for the replacement of five (5) vehicles for the Routt

County Building Department, Road and Bridge and Sheriff's Department. And an additional of 1 for Road and Bridge, for a total purchase of 6 vehicles.

Commissioner Melton asked if these items were already part of the 2019 budget or if they were an addition. Mr. Romero stated these are in the budget and described which department would be getting which type of vehicle.

Commissioner Corrigan asked why the Building Department was getting a truck. Mr. Romero stated that trucks are less expensive than SUVs to purchase and have better gas mileage. He noted that the Building Department is replacing a Chevy Trailblazer with a Ford F150 extended cab. Commissioner Corrigan asked if all 6 of the vehicles listed are gasoline engines. Mr. Romero responded yes, they are all gasoline because what the County is using the trucks for doesn't require a diesel engine. He also noted that diesel trucks cost more upfront and more to maintain.

MOTION

Commissioner Monger moved to approve the purchase and authorize the County Manager to electronically sign a purchase order to Spradley Barr Motors (Ford) in the amount of \$198,311.88, for the replacement of five (5) vehicles for the Routt County Building Department, Road and Bridge and Sheriff's Department. And an additional of 1 for Road and Bridge, for a total purchase of 6 vehicles.

Commissioner Corrigan seconded; the motion carried 3-0.

2019 STATE BID VEHICLE PURCHASE (CHEVROLET): ROUTT COUNTY EXTENSION OFFICE AND YVRA

Mr. Honebein stated that this item is for consideration for approval of purchase and authorization of County Manager to electronically sign a purchase order to John Elway Chevrolet in the amount of \$79,635.00, for two (2) vehicles. One (1) for the Routt County Extension Office and one (1) for the YVRA.

Commissioner Melton asked if Mr. Romero could explain what the Extension Office uses a vehicle for. Mr. Romero stated that the Extension Office uses a vehicle for several things such as the Fair, transporting kids to and from 4H programs and also pulling trailers. He added that this time they have decided to go with a larger vehicle, a Chevy Suburban with third row seating in this case, in order to have more seating and more room when hauling shooting sports equipment. Mr. Romero stated that in this situation, Chevy was less expensive than Ford.

MOTION

Commissioner Corrigan moved to approve the purchase and authorization of County Manager to electronically sign a purchase order to John Elway Chevrolet in the amount of \$79,635.00, for two (2) vehicles. One (1) for the Routt County Extension Office and one (1) for the YVRA.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: COUNTY MANAGER / TOM SULLIVAN

Dan Strnad, Accounting Director was present.

COUNTY TREASURER 2018 SUPPLEMENTAL BUDGET

Mr. Strnad stated that this is Resolution 2019-003, a Resolution Appropriating Additional Sums of Money to Defray Expenditures in Excess of Amounts Budgeted in the General Fund Treasurer Operations Budget. Now, therefore, be it resolved by the Board of County Commissioners of the County of Routt, Colorado: That the 2018 budget and appropriation for the General Fund County Treasurer operations budget shall be increased by \$96,000 from \$140,790 to \$236,790 for legal services provided in 2018 by the law firm of Klenda Gessler & Blue, LLC on behalf of Brita Horn, former Routt County Treasurer. Funding is available from unanticipated General Fund sales tax revenue collections in excess of the 2018 budget for sales tax.

Commissioner Monger asked for clarification on the amount being increased and Commissioner Corrigan asked how much was originally budgeted for legal fees. Mr. Strnad stated that \$2,000 was originally budgeted for legal fees, and the total legal bill was \$97,970. He added that revenues are slightly down since the Building Department fees being collected had changed in 2018.

MOTION

Commissioner Monger moved to approve Resolution 2019-003.

Commissioner Corrigan seconded. Mr. Sullivan noted that the last bill for legal fees will be on the following week's Accounts Payable list, with a payment of \$29,328.77. Commissioner Melton clarified that the amount Mr. Sullivan stated was included in the \$98,000 legal fee total.

The motion carried 3-0.

EN RE: SLATE COMMUNICATIONS / KIM NEWCOMER

Ashley Lauwereins, Slate Communications Project Manager; Jennifer Greco, Human Resources were also present.

SLATE COMMUNICATIONS UPDATE AND 2019 PLAN

Mr. Weinheimer stated that the purpose of this discussion is to run through the proposed 2019 work plan and confirm some direction for that work plan. The basis for this discussion is having used Slate in 2018 to do an assessment of Routt County communications with an outreach to staff and external partners, and based on that feedback have set a baseline on what could be improved.

Commissioner Monger interjected stating that the Commissioners never received the 2018 report referred to by Mr. Weinheimer, only the Perception of Partners details. He added that he would like to see the 2018 assessment report. Commissioner Monger stated that he was offended by the statement put forth by Slate stating that Routt County lacks an identity, causing confusion between employees and residents. He felt that Slate Communications could have expressed their concerns about the County in a different manner.

Ms. Newcomer stated that it was never any intention to offend anyone and the language may have been a bit direct. Their goal was really just to point out that there were some things to change such as having too many County logos and the difference between City and County services.

Mr. Sullivan stated that he read the report in 2018 and accepted it but understands where Commissioner Monger is coming from. With that said, Mr. Sullivan is ready to continue moving forward.

Ms. Newcomer stated that they want to review 2018, discuss 2019 and how to engage the Commissioners in the process a bit more. She added that in 2018, Slate started with a communications assessment by talking to every department in the County, as well as the different towns and communities and different stakeholder groups such as the Steamboat Chamber, to get a better understanding of their perception of the County and how they get information on what goes on in the building. Ms. Newcomer noted that they also helped develop the new Routt County logo, which is great to see it around town. She added that a custom intranet site, routtcom.org, was created for employees to access as a one stop shop for if you want to communicate something here's all the resources to do that.

Ms. Newcomer stated that branded templates were also developed for brochures, business cards, and letterhead trying to bring the new brand into action. She added that Slate also developed a more streamline and standardized advertising arrangement with the Steamboat Pilot to maximize the investment in advertising. Ms. Newcomer went on to discuss the Five Key Takeaways that needed improvement, including the County's lack of identity and the uncoordinated communication between different departments.

Ms. Newcomer stated that the main goal for 2019 is to improve communication both internally and throughout the County, while modernizing communication methods and interactions with residents. She added that it's important to structure and maximize the efficiency of the County's communications program to reinforce these outcomes and to constantly point back to this is what your County government is doing for you and here's how we are doing it.

ROUNDTABLE DISCUSSION

All three Commissioners discussed the dissatisfaction of the coverage the newspaper provides and Commissioner Melton suggested that the Commissioners find a way to own their message they want the newspaper to print and not rely on the newspaper to say what the Commissioners want them to say.

Mr. Weinheimer stated that there are other media outlets available to get information to the public such as radio, TV, etc., and to not just focus on one. He added that the County needs to tell a story and show the average resident why what the County is doing is important.

Ms. Newcomer added that as an example of a tool to keep everyone on track, would be to sit down with the Slate team once a month and discuss the important topics of the County. The Commissioners continued to discuss the topics Ms. Newcomer had on her spreadsheet as important priorities of the County over the upcoming 12 weeks. Commissioner Corrigan stated that he felt that this was a good place to start. Commissioner Monger asked how often the list could change if needed. Ms. Newcomer responded that it can change as the Commissioners feel necessary. She also discussed another spreadsheet which listed day to day public information topics, which she stated is a work in progress and is used for more tactical themes, such as when to winter flights start, when is this craft fair, etc. Everyone was in agreement that this is a work in progress which will evolve as time goes on.

Ms. Newcomer stated that Slate is trying to split their time between the strategic support and making sure they are implementing and supporting the actual communication out the door. She continued to discuss the allocation for training and how to help Routt County employees maximize the tools they have and improve their communications without the Slate team.

Mr. Weinheimer suggested that there be more ongoing consultative engagement with project teams so Department Heads start to see more value and not just address this quarterly or annually.

Commissioner Melton asked Ms. Newcomer about utilizing some of the free tools the newspaper offers such as writing a monthly column or the Happenings section. Mr. Weinheimer answered by stating that the newspaper would agree to run the article if in fact the Commissioners wrote it. There was a discussion between Mr. Weinheimer and the Commissioners regarding what topics could be written about and the importance of them writing for themselves. Commissioner Melton stated that First Impressions uses the monthly *Thoughtful Parenting* column to share information. She also mentioned the Valley Voice for reaching residents outside of Steamboat. Mr. Weinheimer suggested conducting workshops and others ways to gather public feedback, which is just as important for getting information out to the public.

Ms. Newcomer discussed a few items that weren't accomplished in the 2018 goals, one being quarterly Coffee with a Commissioner for staff members to sit and discuss important topics and concerns. Mr. Sullivan stated that a couple of years ago there was a Q&A with Commissioners which was well received. Commissioners Monger and Corrigan debated whether or not Coffee with a Commissioner was a good idea and something they'd want to do outside of a Monday Work Session. Commissioner Corrigan brought up the point that certain staff members may want to meet in a more informal setting and may be intimidated by coming in front of all three commissioners which is what a Monday Work Session looks like. Mr. Sullivan suggested scheduling one day a week with a different Commissioner and invite staff to visit.

Commissioner Melton stated that the idea of having an informal relationship with staff and being approachable in that way is desirable, and shares the concern that the chain of command is not subverted, but also there's value with developing relationships with staff.

EN RE: COMMISSIONERS / BETH MELTON

YOUNG ELECTED OFFICIALS NETWORK CONFERENCE

Commissioner Melton stated this item is for consideration to approve her attendance representing Routt County at a grant funded Young Elected Officials Network Conference. She added that the YEO Network is an organization under The People for the American Way Foundation, so there is funding for both travel expenses and attendance of the conference. Commissioner Melton received guidance from Mr. Knaus regarding the gift rules, and he advised her that this conference is exempt under subsections (f) and (h) with the support of the Board for her attendance by representing the Routt County Board of County Commissioners.

Commissioner Corrigan asked Commissioner Melton what she expects to get out of the conference. Commissioner Melton stated that this is specifically a women's conference and the YEO Network is an organization that supports people who are elected to office before the age of 35. She added that there are unique challenges that come with being a young women elected into office and this conference will help provide tools, support and networking to improve her capacities for serving as a leader and policy maker.

MOTION

Commissioner Monger moved to authorize Commissioner Melton's representation of Routt County at the Young Elected Officials Network Conference January 31 – February 3, 2019 in New York, noting the expenditure of the conference is zero to Routt County.

Commissioner Corrigan seconded; the motion carried 3-0.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date