

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
February 4, 2020**

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

EN RE: WARRANTS

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

Accounts Payable Check- Cycle Date:	1/27-1/31	\$330,842.10
Accounts Payable Check: Manuals	-	\$
Accounts Payable Wires:	-	\$
Total:		\$330,842.10
Payroll Checks- Cycle Date:	1/27-1/31	\$604,143.80
Payroll Checks- Manuals	-	\$
Payroll – IRS & State Income Tax	1/27-1/31	\$246,089.03
Total:		\$850,232.83
Total Disbursements Approved:	1/27/2020-1/31/2020	<u>\$1,181,074.93</u>

Commissioner Melton seconded.

Mr. Sullivan stated there were not any specific items of note.

The motion carried 3-0.

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 7, 2020, and modification to December 30, 2019;
- B. Approval and authorization for the Chair to sign the Professional Services Agreement between Routt County and Tolin Mechanical for an annual HVAC Service Agreement;
- C. Approval of and authorization for the Chair to sign resolution 2020-005, a resolution establishing that Routt County is committed to partnering with the U.S. Census Bureau and the State of Colorado to spread awareness about the 2020 Census.

MOTION

Commissioner Melton moved to approve items A, B, and C on the consent agenda and authorized 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: CLERK AND RECORDER / KIM BONNER

Barb Houston and Sarah Hagebuch, Clerk and Recorder's Office were present.

SPECIAL EVENT LIQUOR LICENSE FOR PARTNERS IN ROUTT COUNTY

Ms. Houston stated her request for approval of and authorization for the Chair to sign a special events liquor license for Partners in Routt County for an event to be held at the Private Residence of Dean and Jessica Ludwick, 38600 Klein St Steamboat Springs on February 20th, 2020 from 5:30 pm to 9:00 pm.

MOTION

Commissioner Monger moved to approve and authorized for the Chair to sign a special events liquor license for Partners in Routt County for an event to be held at the Private Residence of Dean and Jessica Ludwick, 38600 Klein St Steamboat Springs on February 20th, 2020 from 5:30 pm to 9:00 pm.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: GREENHOUSE GAS STUDY

Mr. Sullivan stated the City of Steamboat Springs and Routt County partnered to complete an update of the countywide 2005 Greenhouse Gas Study. The study report was completed with presentations to BCC and the Steamboat Springs City Council. Following the presentations in November 2019, the City asked if the project funding could be shared equally with Routt County. The City presented a written request dated December 31, 2019, requesting a 50/50 sharing of the cost that benefitted both. This item is for BCC consideration to approve contributing an additional \$7,635.50 from the \$5,000 already made to match a shared amount of \$12, 635.50. The total amount of the shared benefit is \$25,271.00.

The City funded an additional \$6,940.00 for an amended scope of work to provide City-specific data for 2005 that was updated within the 2018 study. In 2005, only countywide data was available.

The Commissioners discussed the request.

MOTION

Commissioner Melton moved to approve contributing an additional amount of \$7,635.50 to the City of Steamboat Springs to match their contribution to the research effort benefiting both City and County, for a total County contribution of \$12,635.50. A supplemental budget resolution will be required for this funding.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: PURCHASING / JULIE KENNEDY

REVISED MOTOR POOL STATE BID DODGE RAM VEHICLE PURCHASE

2020

Ms. Kennedy stated her request for approval of the purchase of 4 new 2020 model Dodge Ram 1500 SSV 4x4 vehicles and authorization for the County Manager to electronically sign the Purchase Order to Larry H. Miller Dodge Jeep Ram in the amount of \$112,363.

The Commissioners discussed the request.

MOTION

Commissioner Monger moved to approve of the purchase of 4 new 2020 model Dodge Ram 1500 SSV 4x4 vehicles and authorize for the County Manager to electronically sign the Purchase Order to Larry H. Miller Dodge Jeep Ram in the amount of \$112,363.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / KATHY NELSON

Stephanie Pearce, Human Resources was present.

PHASE II CLASSIFICATION STUDY CONSULTING AGREEMENT

Ms. Pearce stated Routt County is currently carrying out a job description/classification study to update all job descriptions and classes. Phase II includes the implementation of the project including a findings report, in-person meetings/discussions related to the new classification structure, employee allocation recommendations, and methodology used to help familiarize staff with any changes and acquire feedback for further adjustments. Following the implementation, best practices for classification administration and maintenance of the project work will be provided.

The Commissioners discussed the request.

MOTION

Commissioner Melton moved to approve and authorized the Chair to sign the CPS HR Consulting Phase II Classification Agreement.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: STRATEGIC PLAN- PROJECT PLANNING

Robin Schepper, WayFinder was present.

Commissioner Corrigan stated County Manager Tom Sullivan is retiring on March 31st of this year. The departure of Mr. Sullivan and Deputy County Manager Dan Weinheimer will bring a major transition for the County.

Commissioner Corrigan asked the Commissioners if they are ready to jump into a strategic planning process while transitioning the County Managers. If so, do the Commissioners want Ms. Schepper to help with the hiring of the County Managers?

The Commissioners discussed Commissioner Corrigan's question.

Ms. Schepper suggested the Commissioners start the strategic plan with a focus on priorities to identify what kind of leader is needed as the County Manager.

The Commissioners agreed the strategic planning and County Manager recruitment could work in parallel.

ROUNDTABLE:

The Commissioners, Ms. Schepper, Mr. Weinheimer, and Mr. Sullivan discussed the involvement of Department Heads in the strategic plan process and possible collaboration with the recruitment firm. It was established that there would not be an unnecessary overlap of information provided to the recruitment firm and Ms. Schepper. The next step is for Ms. Schepper to meet with each Commissioner individually. The Strategic Planning Retreat with the Commissioners and Ms. Schepper was scheduled for February 20th.

EN RE: COMMISSIONERS' WORK SESSION

The following items will be discussed, and the Commissioners may provide staff direction or take action regarding these items.

EMPLOYEE RECRUITMENT PROCESS

MOTION

Commissioner Corrigan stated the following, "I, acting as chair, move that the Board of County Commissioners go into executive session to discuss the Routt County Employee Recruitment Process. It is February 4, 2020, and the time is 1:38 p.m. This executive session is being electronically recorded but minutes of the meeting will not be produced. Also present at this executive session are the following persons, Commissioners Monger and Melton. This is an executive session for the following purpose: determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e). I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session. If at any point in the executive session any participant believes the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection."

Commissioner Monger seconded; the motion carried 3-0.

Commissioner Corrigan stated the following, "The time is now 3:18 p.m., and the executive session has been concluded. The Board limited its discussion to the purpose stated in the motion to go into executive session and no formal action was taken."

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

Kim Bonner, Clerk and Recorder

Timothy V. Corrigan, Chair

Date