

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
February 20, 2018**

Commissioner Douglas B. Monger, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Cari Hermacinski, Commissioner Timothy V. Corrigan, 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. County Manager Tom Sullivan was absent.

EN RE: WARRANTS

Commissioner Corrigan noted that there were no payments made for the cycle date 2/12-2/16.

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

Commissioner Monger stated that the Board did not meet in observation 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 9, 2018.
- B. Approval of and authorization to sign an engagement agreement with Kutak Rock LLP in connection with the development of the Combined Law Enforcement Facility.

MOTION

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

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: HUMAN SERVICES / KELLY KEITH

Beth Lavelly, Routt to Work Coordinator, was present.

COLORADO MOUNTAIN COLLEGE INTERSHIP WITH ROUTT TO WORK

Ms. Lavelly stated that she is requesting the approval of a Routt to Work internship for a student from Colorado Mountain College (CMC) who is completing her associate's degree in Social Work.

Commissioner Monger asked what the intern will be doing and what the benefit is of having an intern for this program. Ms. Lavelly responded that this is an unpaid internship and this will be of a direct benefit to the student who is looking to gain some field experience in social work. The prospective intern has already been helping with the Routt to Work program as a volunteer and has been a benefit to the program through her support. CMC is a partner for the Routt to Work program and this internship will help to maintain and grow that relationship. The intern will assist with some of the program planning for the Step It Up and Move It Up Program as well as outreach and communication with program participants.

Commissioner Monger asked what the role that Ms. Lavelly will have in the internship and how it will impact her work load. Ms. Lavelly responded that she is the part time program coordinator for Routt to Work and she does not see this largely impacting the workload that she is responsible for. She will need to complete monitoring reports for the intern and act as her field mentor.

Ms. Lavelly added that the contract was reviewed and approved by the County Attorney's Office.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair's signature on the Colorado Mountain College Internship Contract on Behalf of Routt to Work and authorize Beth Lavelly, Routt to Work Program Coordinator, to sign the associated documents.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / CHRIS HENSEN

Kathy Nelson, Human Resources Generalist; Rick Harrah and Geovanny Romero, Road and Bridge; were present.

JOB RECLASSIFICATION

Ms. Nelson stated that Mr. Harrah is requesting approval to reclassify the Road & Bridge Field Coordinator position to Project Manager. The job description has been modified to include additional responsibilities related to budgeting, capital projects, fleet maintenance, contract management, and grant procurement. This job description has been reviewed and edited by Tom Sullivan and Human Resources. Geovanny Romero is currently employed in the Field Coordinator position. If the reclassification is approved he will be reclassified accordingly. Mr. Romero currently carries out all of the responsibilities of both of these occupations. He is missing one certification, the Project Manager Professional (PMP), and is expected to acquire this certification within the year. Otherwise, he meets all of the Project Manager job description requirements.

Mr. Harrah is requesting to place Mr. Romero at Step 1 of the new Project Manager pay scale and be approved to grant an increase to Step 2 upon obtaining the Project Manager Professional certification. Step 1 of the proposed Project Manager pay scale is \$32.19/hr., \$5,580/mo., and \$66,955/yr. The request is to have this be retroactive to January 1, 2018.

MOTION

Commissioner Hermacinski moved to approve a request to reclassify the Road & Bridge Field Coordinator job description to Project Manager and approve a new pay scale. The position will start at Step 1 and be retroactive to January 1, 2018.

Under discussion, Mr. Harrah stated that he noticed immediately upon coming to Routt County that Mr. Romero was completing tasks outside of his job description and he is capable of contributing more.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: TREASURER / BRITA HORN

Julie Hughes and Scott Prickett, Chandler Asset Management, and Patrick Karschner, Chief Deputy Treasurer, were also present.

CHANDLER ASSET MANAGEMENT UPDATE

Ms. Hughes gave the Board a brief economic update, including the activity of the Federal Reserve. Mr. Prickett gave an overview of Routt County's account profile as well as the portfolio holdings and transactions.

EN RE: LEGAL / ERICK KNAUS

DOCKET AND PENDING MATTER REVIEW

At 1:02 p.m., Commissioner Monger 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 Deputy County Manager, County Attorney Erick Knaus, Assistant County Attorney Lynaia South, and Paralegal Sue Zulevich.

Commissioner Hermacinski seconded; the motion carried 3-0.

The executive session adjourned at 1:45 p.m. No minutes or formal actions were taken during the executive session and Commissioner Monger stated that no decisions were made.

EN RE: ABATEMENTS

Gary Peterson, Assessor, was present.

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Mr. Peterson stated that this is a gravel pit production account known as the King Mountain Gravel Pit. The pit was sold in 2015 and the transfer deed came across with the surface and mineral accounts listed. The Assessor's Office didn't make the connection that this is in connection with a special use permit and a production account associated with it. Therefore the notices of valuation were sent to the address for the previous owner. The previous owner typically didn't reply to the Assessor's office when production information was requested therefore the best information available was utilized based upon their highest production amounts reported. The new owner has been very cooperative and has worked with the Assessor's Office to get them the production information. Now this account needs to be corrected with the accurate production numbers.

MOTION

Commissioner Corrigan moved to approve a reduction in value for 2015 from \$102,020 to \$2,000 resulting in a refund of taxes in the amount of \$1,910.44, a reduction in value for 2016 from \$102,020 to \$2,330 resulting in a refund of taxes in the amount of \$1,992.60, and a reduction in value for 2017 from \$264,560 to \$7,490 resulting in a refund of taxes in the amount of \$5,170.04.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: COMMUNICATIONS CENTER / JASON NETTLES

Julie Kennedy, Purchasing, was also present.

2018 COMMUNICATIONS BUDGETED RADIO PURCHASE

Mr. Nettles stated that he is requesting the consideration to waive the formal bid process and approval of the purchase order for of 14 packsets (portable radios) that have been budgeted for Routt County Communications in 2018. The radios are multi-band radios that will replace existing Routt County Sheriff's Office VHF and 800Mhz packset radios. The request is

to have a deferred deletion for the 800Mhz radios that are being replaced because they are still serviceable. The budgeted amount is \$63,076 and the cost of the 14 units being purchased is \$61,039.58.

Commissioner Monger asked if a quote was received from any other vendors. Mr. Nettles replied yes, he received a quote from Harris Radio. For a comparable radio, charger, and speaker unit it was approximately \$60 more per unit package from Harris Radio.

Mr. Nettles continued that they completed demos with the Motorola units, all of the law enforcement and fire departments use the same units, and the current system utilizes Motorola units. Because of those reasons, he felt it was beneficial to stay with Motorola.

MOTION

Commissioner Hermacinski moved to approve the Purchase Order related to the purchase of 14 packsets (portable radios) that have been budgeted for Routt County Communications in 2018. The radios are multi-band radios that will replace existing Routt County Sheriff's Office VHF and 800Mhz packset radios.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: COMMISSIONERS

Erick Knaus, County Attorney, was also present.

ATTORNEY ANNUAL REVIEW

At 2:37 p.m., Commissioner Monger moved to enter Executive Session pursuant to C.R.S. 24-6-402 (4)(f) – Personnel Matters. Those present include County Commissioners Monger, Hermacinski, and Corrigan and the County Attorney Erick Knaus.

Commissioner Hermacinski seconded; the motion carried 3-0.

The executive session adjourned at 3:15 p.m. No minutes or formal actions were taken during the executive session and no decisions were made.

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

Kim Bonner, Clerk and Recorder

Douglas B. Monger, Chair

Date