

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
April 3, 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, 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

EN RE: WARRANTS

MOTION

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

Accounts Payable Check- Cycle Date:	3/26-3/30	\$737,446.92
Accounts Payable Check: Manuals	3/26-3/30	\$0.00
Accounts Payable Wires:	3/26-3/30	\$0.00
Total:		\$737,446.92
Payroll Checks- Cycle Date:	3/26-3/30	\$520,559.20
Payroll Checks- Manuals	3/26-3/30	\$0.00
Payroll – IRS & State Income Tax	3/26-3/30	\$218,447.36
Total:		\$0.00
Total Disbursements Approved:	3/26-3/30	<u>\$1,476,453.48</u>

Commissioner Monger seconded.

Mr. Weinheimer advised of the accounts payable items of note.

Avis Rent-A-Car	December 2016- November 2017 True Up	\$45,639.30
Budget Rental Car	2016-17 True-up	\$29,089.84

Hertz Rental Car	True Up	\$19,885.27
Adroit Advocates	Treasurer's Office Legal bills January-February 2018	\$2,000 (\$5336.09 balance but only paying partial)
Tyler Technologies	IS Pool Account for ERP	\$2838
Horizons Specialized Services	2018 tax distribution	\$243,267.10
TLC Carpet One	Justice Center carpet replacement	\$8,508.91
City of Steamboat Springs	Building and Plant pool for design – CLEF: Landmark Consultants (3492), SAA (87750), NV5 (11094.85), Eco Integration (2787.60)	\$43,157.67
Yampa Valley Electric Association	Building and Plant pool for design – CLEF	\$77,325.20
Yampa Valley Housing Authority	1 st and 2 nd Quarter Contribution	\$32,500

The motion carried 3-0.

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

Commissioner Monger stated that the previous day the Board heard updates from the County Manager, County Attorney, and the Routt County Sheriff as well as received an update on the communications plan from Deputy County Manager Dan Weinheimer, and Slate Communications.

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 February 20, 2018.
- B. Approval of and authorization for the Chair to sign the Irrigation Water Use Agreement between Routt County and the City of Steamboat Springs.
- C. Approval of the recommendation by the Yampa Valley Housing Authority Interview Committee to appoint the following people to the Yampa Valley Housing Authority Board; Roger Ashton for a term expiring on December 31, 2021, Catherine Carson for a term expiring on December 31, 2021, Cole Hewitt for a term expiring on December 31, 2021, Chris Slota for a term expiring on December 31, 2020, Rachel Hassell for a term expiring on December 31, 2020, Richard Banks for a term expiring on December 31, 2019, and Mark Scully for a term expiring on December 31, 2019.
- D. Approval of and authorization to ratify the Commissioners' signatures on a letter of support for Libby Christensen's application to the Regional Food Economies Fellowship Program to support food systems projects in Routt County.

MOTION

Commissioner Hermacinski moved to approve items A, B, C, and D 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

Stephanie Martin, Mike Sidinger, Grace Levine, Paunita Muset, Camilla Haight, Lauren Rising, Mick Hale, Carolyn Gibson, Human Services Department; and students and staff from Holy Name Preschool; were also present.

MONTH OF THE YOUNG CHILD

Commissioner Corrigan read the Month of the Young Child proclamation.

Ms. Martin commented that the Early Childhood Council is going to have an Early Childhood Community Plan Kickoff on May 30th at Bud Werner Memorial Library. This event will begin a deep dive into exploring the needs in Routt County for children from newborns to age eight. The hope is to identify opportunities and solutions by employing a steering committee structure to create the plan. The vision is to have the plan as a living document that can be updated as needs change.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign resolution 2018-008, proclaiming April 2018 Month of the Young Child in Routt County.

Commissioner Hermacinski seconded; the motion carried 3-0.

CHILD ABUSE PREVENTION MONTH

Mr. Sidinger introduced the Routt County Department of Human Services Child Welfare Team and discussed some statistics regarding child abuse in Routt County. In 2017 Routt County Human Services received 244 child abuse or neglect referrals and of those 195 were assessed. 25 of those referrals were founded reports and 7 were deemed inconclusive. In 2017 there were two egregious incidents and fortunately there were no fatalities.

Mr. Sidinger added that 1,750 children across the United States died as the result of child abuse or neglect in 2016 and two of those children were in Routt County that year.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign resolution 2018-009, proclaiming April 2018 as Child Abuse Prevention Month in Routt County.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: CLERK AND RECORDER / KIM BONNER

MV EXPRESS SELF-TERMINAL PARTICIPATION AGREEMENT

Ms. Bonner stated that a number of the Front Range counties have participated in a pilot program for vehicle registration kiosks located outside motor vehicle offices. Through this agreement it will allow Routt County residents to renew their vehicle registrations at those kiosks. The Treasurer's Office has signed an ACH agreement to allow the funds to be transferred to the Motor Vehicle Office here from the kiosks. The County Attorney has reviewed the agreement.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign the MV Express Self-Service Terminal Participation Agreement with ITI.

Commissioner Hermacinski seconded; the motion carried 3-0.

CLOSURE OF MOTOR VEHICLE OFFICE FOR SOFTWARE CONVERSION

Ms. Bonner added that this is to allow for the conversion to the new statewide Motor Vehicle software. It takes approximately five days to convert from the old system to the new system. The plan is to have the office doors open and have staff available to explain the closure and to assist the public if they have any questions.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign resolution 2018-010, authorizing the closure of the Routt County Motor Vehicle Office from August 1-3, 2018 for the implementation of the statewide motor vehicle software conversion.

Commissioner Corrigan seconded; the motion carried 3-0.

CLOSURE OF CLERK & RECORDERS OFFICE FOR PRIMARY ELECTION

Ms. Bonner stated that the Clerk & Records Office staff will be staffing the Trout Creek Conference Room for the election.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign resolution 2018-011, authorizing the closure of the Routt County Clerk and Records Office on June 26, 2018 for the primary election.

Commissioners Hermacinski seconded; the motion carried 3-0.

CLOSURE OF CLERK & RECORDERS OFFICE FOR GENERAL ELECTION

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign resolution 2018-012, authorizing the closure of the Routt County Clerk and Records Office on November 6, 2018 for the general election.

Commissioner Corrigan seconded; the motion carried 3-0.

Ms. Bonner discussed this idea to have an eight foot tall "U" on the Court House lawn for a "you choose" campaign to educate the public regarding the two ballots being sent to unaffiliated voters. This is the first year that the public will receive two ballots and they are trying to prevent any additional confusion.

The Commissioner suggested that Ms. Bonner work with Building & Plant to smooth out the details of how the "U" will attach to the lawn.

EN RE: PURCHASING / DAN WEINHEIMER

Julie Kennedy, Purchasing, and Jason Nettles, Communications.

RFP 601 ROUTT COUNTY TOWER SITES (4) IMPROVEMENTS

Ms. Kennedy stated that this is the consideration for the approval of and authorization for the County Manager to sign the purchase order to Advanced Tower Services for the four (4) Tower Sites Improvements Project 2018 for the RCC Department in the amount of \$49,723.99.

Ms. Kennedy continued that although Advanced Tower Services was not the low bidder, they were found to have had the most responsible response to the bid package. They followed the specific bid instructions and provided all the of the necessary detail and information.

Commissioner Monger asked if these are new improvements to these towers. Mr. Nettles responded that this for an improved ladder and improvement work required following audit for the state to take over the microwave towers.

MOTION

Commissioner Corrigan moved to approve and authorize the County Manager to sign the purchase order to Advanced Tower Services for the four (4) Tower Sites Improvements Project 2018 for the RCC Department in the amount of \$49,723.99.

Commissioner Hermacinski seconded; the motion carried 3-0.

RFP 602 MT. WERNER TOWER R-56 AUDIT GROUNDING PROJECT

Ms. Kennedy stated that she is requesting the approval of and authorization for the County Manager to sign the purchase order to Advanced Tower Services for the Mt. Werner Tower Site R56 Audit Grounding Project for the RCC Department for \$10,825.00.

MOTION

Commissioner Hermacinski moved to approve and authorize the County Manager to sign the purchase order to Advanced Tower Services for the Mt. Werner Tower Site R56 Audit Grounding Project for the RCC Department for \$10,825.00.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ROAD AND BRIDGE / MIKE MORDI

Geovanny Romero, Road and Bridge, was also present.

ROAD AND BRIDGE STATE BID UTV PURCHASE

Ms. Kennedy stated that this is the consideration for waiver of the formal purchase process and approval of purchase and authorization of the County Manager to a sign purchase order for one (1) new UTV vehicle for the Communications Department as an addition to the motor pool fleet for the Road and Bridge Department. The purchase order is to Steamboat Powersports for one (1) new, unused model year 2018 Polaris Ranger XP 900 UTV vehicle for \$23,205.28.

Commissioner Hermacinski asked why the formal purchase process is being waived. Ms. Kennedy responded that they received a state bid pricing for this item and Steamboat Powersports was able to provide a local warranty service.

Mr. Romero added that the actual UTV will cost \$12,609.55 under the state bid and the remaining cost covers the necessary items to outfit the UTV.

Commissioner Corrigan asked what this will be used for. Mr. Romero responded it will be used to access the communications radio tower sites as well as haul tool, fuel, and supplies up to those sites.

Commissioner Monger asked if this is coming from the Road and Bridge budget or the Communications budget. Mr. Romero responded that it will be a Road and Bridge asset but the Communications Department will use it. Commissioner Monger asked for them to check with accounting which budget this will be coming out of.

MOTION

Commissioner Hermacinski approve the purchase and authorize the County Manager to sign a purchase order to Steamboat Powersports for one (1) new, unused model year 2018 Polaris Ranger XP 900 UTV vehicle for \$23,205.28 (Twenty three thousand, two hundred, five dollars and 28 cents).

Commissioner Corrigan seconded; the motion carried 3-0.

2017 HUTF MILEAGE CERTIFICATION

Mr. Mordi stated that CDOT requires an annual update of the County's mileage certification. This identifies any changes made to the County road system throughout the year. No new road paving outside the negligible length of aprons or maintenance modifications were made in 2017. The overall mileage on the signature sheet remains the same as it was in 2016.

MOTION

Commissioner Hermacinski moved to approve of and authorize the Commissioners to sign the annual mileage certification required by the Colorado Department of Transportation (CDOT) to support receiving HUTF funding.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ECONOMIC DEVELOPMENT UPDATE

John Bristol and Kara Stoller, Steamboat Springs Chamber Resort Association; and Cole Hewitt, Chair of the Economic Development Council; were present.

QUARTERLY UPDATE

Ms. Stoller stated that she has two brief updates regarding activities at the Chamber. They are still working on sustainable funding for destination marketing efforts. It does not look like anything will be secured for this year but the hope is that leadership will be in place to get together a ballot initiative for 2019. Their board has not yet voted on this and a direct funding

source has yet to be identified although lodging is being looked into. That funding comes out of the City of Steamboat Springs but she thought the County might be interested to know what is going on.

Ms. Stollers continued that some staff attended the Olympic bid meeting in Denver. The process is quite extensive and Denver is determining if they are going to move forward with a bid. An exploratory and outreach committee has been formed and they will make a recommendation to the Mayor of Denver and the Colorado Governor. No funding sources or venues have been determined.

Commissioner Hermacinski asked how often the Chamber weighs in on state legislative topics. Ms. Stollers responded that they have not been active at the state level but they hope to become active. Commissioner Hermacinski responded that the County has vacation rental activity which is illegal at the moment but she would be in favor of allowing it through a permit process. The issue is that lodging tax can only be used for promotion but the County would like to use that money for other things based upon voter approval such as road improvements. A bill was presented last legislative session that would allow counties to repurpose that tax but it got torpedoed due to Chambers of Commerce working against it. Commissioner Hermacinski added that she just wants to communicate with community partners the stance of the County Commissioners on legislative issues.

Mr. Bristol stated that he has had good engagement with the Economic Development Council. At the last EDC meeting everyone was reminded of Vision 2030 and all of the projects that are in the pipeline. Commissioner Corrigan asked if there has been discussion regarding a vision 2040 or 2050. Mr. Bristol responded that there has not been discussion about looking forward further at this point and that could be in part to not that much change happening since the project was implemented. Commissioner Hermacinski added that the Vision 2030 plan was accepted by the City and County right as the recession was hitting and it has taken many years to get back on track. She believes that the to-do list for Vision 2030 is to see if items still remain.

Mr. Bristol continued that the business development community is working on a business expansion and retention program. They are attempting to determine which businesses are currently operating and it has been a big data project. The City helped fund this project.

Mr. Bristol discussed the Blueprint 2.0 data driven economic development project that was awarded last year. Roundtables are planned in Hayden, Oak Creek, and Steamboat Springs as well as individual interviews with business owners. A data tracking survey system is being developed for businesses.

Mr. Bristol commented on some of the other programs and initiatives that he has been involved in over the past few months around the County such as a feasibility study for a makerspace, Steamboat Launch, and Startup Colorado.

EN RE: COMMISSIONERS

COUNTY MANAGER ANNUAL REVIEW

At 1:42 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 Manager, Thomas Sullivan.

Commissioner Hermacinski seconded; the motion carried 3-0.

The executive session adjourned at 2:10 p.m. No minutes or formal actions were taken during the executive session and no decisions were made.

EN RE: PLANNING / CHAD PHILLIPS

Erick Knaus, County Attorney, was also present.

TAYLOR ASSURANCE REGARDING DEVELOPMENT OF LAND

Mr. Knaus explained that in order to comply with the land use codes there needs to be a plumbing agreement in place in order for the Planning Department to sign off on a Building Permit for a residence. The plumbing agreement, or in this case an assurance regarding development of land, is as to an existing barn structure with an office in it. The assurance provides that the office space or barn is not used as a residence. It could be a secondary dwelling unit if it were to be attached to the not yet built residence.

Mr. Knaus added that if the regulations were amended at some point in the future to allow this structure to be used as a dwelling unit this agreement would be void at the request of the owner.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign an Assurance Agreement Regarding the Development of Land dated March 27, 2018 between John W. Taylor and Geneva B. Taylor (Landowners) and Douglas B. Monger, Chairman on behalf of the Board of County Commissioners of Routt County, Colorado.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / CHRIS HENSEN

Jon Wagner, CTSI, and Sue Zulevich, County Paralegal, were also present.

WORKERS COMP AND LIABILITY POOLS LOSE ANALYSIS

Mr. Wagner presented the County with a plaque and a certificate for being charter members of the insurance pool since 1985.

Mr. Wagner went over a sample fleet safety program. The losses that are being generated amongst the 52 counties in the fleet division leads the pools to believe that there would be a benefit from a written fleet safety program. The sample program is available electronically for counties so it can be amended and made pertinent to their organization.

Mr. Wagner gave an update regarding the Routt County insurance pools. He discussed the casualty, auto, property (CAP) pool that covers liability. The pool for the CAP is quite healthy at \$17.2 million of equity. The CAP Board decided to return \$1.5 million from that equity and Routt County's basic share of the equity distribution was \$68,000. Routt County also receives a 22% credit for having good loss history. CTSI returned the interest generated from the CAP pool and Routt County's share was \$25,000.

Mr. Wagner continued that over the last five years Routt County had 76 total claims across all of its departments. The department with the greatest frequency of claims is Road & Bridge and the department with the most severe claims is the Sheriff's Office which is typical amongst the counties. The claims of high frequency include many types of vehicle involved accidents.

Mr. Wagner discussed the worker's comp pool that has \$17 million in equity in it currently. Based upon the return of \$1 million in equity, Routt County received an equity return share of \$45,000. Mr. Wagner added that they will possibly be conducting training for supervisors regarding worker's comp. There is stop loss on the worker's comp pool. Over the last five years there have been 133 total worker's comp claims for Routt County.

EN RE: HISTORIC PRESERVATION BOARD

James and Sally Tyler, Elmer House owners; Trena Sanford, Moonhill Schoolhouse Board member; Nancy Engleken, Perry-Mansfield; Emily Katzman and Arianthe Stettner, Historic Routt County; and Helena Taylor, Historic Preservation Board Staff Assistant; were present.

The Historic Preservation Board met on March 8th, 2018 and they reviewed three applications for historic designation. Ms. Katzman and Ms. Stettner, of Historic Routt County, helped to prepare these applications and they were all unanimously recommended for approval by the Historic Preservation Board.

ELMER HOUSE

Ms. Taylor stated that this property is located just outside of Hayden, on County Road 80. The Historic Preservation Board thought that the application was really well put together and it included excellent information about the early days of Hayden.

Ms. Taylor continued that the Historic Preservation Board found that the significance of this property was best captured by the following criteria from the application:

- A - Its character, interest, or value as part of the development, heritage, or cultural characteristics of Routt County, the State of Colorado, or the United States.
- C - Its identification with a person or persons who significantly contributed to the culture and development of Routt County.
- J - Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, a community, or Routt County.

Ms. Stettner stated that Laurel Watson from the Hayden Heritage Center helped immensely with this application and there was quite a bit of research work done by the Tyler family.

Mr. Tyler added that the house will be 100 years old this year and it felt appropriate to apply for the historic designation. The house will be open to the community in conjunction with the Centennial Celebration in Hayden this summer. Ms. Tyler added that they are very excited to allow the public to see the wonderful craftsmanship and aesthetic's of the house.

MOTION

Commissioner Corrigan moved to accept the recommendation of the Historic Preservation Board and sign Resolution 2018-013, designating the Elmer House to the Routt County Register of Historic Properties.

Commissioner Hermacinski seconded; the motion carried 3-0.

MOONHILL SCHOOLHOUSE

Ms. Taylor stated that, again, it was felt that this was a great application and the Historic Preservation Board found that the significance of this property was best captured by the following criteria from the application:

- A - Its character, interest, or value as part of the development, heritage, or cultural characteristics of Routt County, the State of Colorado, or the United States.
- D - Its exemplification of the cultural, economic, social, or historic heritage of Routt County.

Ms. Stettner commented that this was originally listed on the Routt County Historic Register prior to the application process being implemented. In going through the application process more documentation, information, and photos of this property were collected.

Ms. Sanford added that the Moonhill Schoolhouse is being used for Zumba and yoga classes, dance lessons, and a community meeting space.

MOTION

Commissioner Corrigan moved to accept the recommendation of the Historic Preservation Board and sign Resolution 2018-014, designating the Moonhill Schoolhouse to the Routt County Register of Historic Properties.

Commissioner Monger seconded; the motion carried 3-0.

UPPER AND LOWER PERRY CABINS

Ms. Taylor stated that the Historic Preservation Board found that the significance of this property was best captured by the following criteria from the application:

- C - Its identification with a person or persons who significantly contributed to the culture and development of Routt County.
- D - Its exemplification of the cultural, economic, social, or historic heritage of Routt County.

Ms. Engleken discussed Sam Perry, owner of multiple coal companies, a major Moffat Railroad investor, and father of Charlotte Perry of Perry-Mansfield Performing Arts School. The upper cabin belonged to Sam Perry.

Ms. Engleken continued that Marjorie Perry started the equestrian program at Perry-Mansfield performing arts school, she was a great adventurer, and she convinced Carl Howelsen to come to Steamboat Springs. The lower cabin belonged to Marjorie.

The cabins were built around 1920 and have not been in use for many years. They are not part of the National Historic District that encompasses Perry-Mansfield Performing Arts School because the cabins hold their own historical significance apart from the school. Naming the cabins to the Routt County Historic Register will allow them to apply for a State Historic Grant for a structural assessment which is important because they are in deteriorated condition.

MOTION

Commissioner Corrigan moved to accept the recommendation of the Historic Preservation Board and sign Resolution 2018-015, designating the Upper and Lower Perry Cabins to the Routt County Register of Historic Properties.

Commissioner Hermacinski seconded; the motion carried 3-0.

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

Kim Bonner, Clerk and Recorder

Douglas B. Monger, Chair

Date