

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
September 4, 2018**

Commissioner Douglas B. Monger, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. 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. Commissioner Cari Hermacinski was absent.

EN RE: WARRANTS

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:	8/27-8/31	\$1,068,234.75
Accounts Payable Check: Manuals	8/27-8/31	\$0.00
Accounts Payable Wires:	8/27-8/31	\$0.00
Total:		\$1,068,234.75
Payroll Checks- Cycle Date:	8/27-8/31	\$487,377.58
Payroll Checks- Manuals	8/27-8/31	\$0.00
Payroll – IRS & State Income Tax	8/27-8/31	\$193,972.15
Total:		\$681,349.73
Total Disbursements Approved:	8/27-8/31	\$1,749,584.48

Commissioner Monger seconded.

Mr. Sullivan advised of the Accounts Payable items for run date August 28, 2018.

Vendor	Amount	Department
BIG R MANUFACTURING	25,221.00	Road & Bridge – Culverts for District 3 CR 62 and District 1 CR 3

ELAN FINANCIAL SERVICES: AMAZON	2,639.96	IT POOL – Replacement Scanner for ERP Equipment
NORTHWEST COLO VISITING NURSE	17,239.58	Environmental Health – 3 rd Quarter Distribution 2018 Budget
CNC TECHNICAL SERVICES LLC	9,103.66	Building & Plant Pool: JC CELL PHONE BOOSTER
INSIGHT PUBLIC SECTOR INC	9,643.85	IT Pool: Net Motion Mobility Software - --- 50/50 with City Steamboat Springs
CITY OF STEAMBOAT SPRINGS	35,000.00	Community Services Budget – Craig Bus
CITY OF STEAMBOAT SPRINGS	430,640.79	CLEF Project: June – Aug billing: for Calcon pay app 3; SAA, NWCC, NV5, YVEA
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT	4,985.45	Emergency Management Wildfire Budget: SSFR CASE #1407: 7/22-23/2018:131 FIRE
WAGNER EQUIPMENT CO	5,380.00	Road & Bridge: Compactor Rental Asphalt Patching
POWDER RIVER CONSTRUCTION INC	266,220.00	YVRA: AIP-44 APRON GATE/APRON REHAB
AP Run Date Total	\$928,493.18	

The motion carried 2-0.

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

Commissioner Monger noted that the Board did not meet in observance of Labor 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 July 24, 2018.
- B. Approval of and authorization to sign a Liquor License Renewal for Steamboat Ski and Resort Corp DBA Haymaker Patio Grill for a Hotel and Restaurant License.
- C. Approval of and authorization to sign a Renewal for a Liquor License for La Tazza Inc. DBA Hahns Peak Café for a Tavern License.

- D. Approval of and authorization for the Chair to sign a memo to Philadelphia Insurance Companies releasing the performance and payment bond for RFP 553 Routt County Shops Heating Upgrade.

MOTION

Commissioner Corrigan moved to approve items A, B, C and D on the consent agenda and authorized the Chair to sign the related documents.

Commissioner Monger seconded; the motion carried 2-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: CLERK AND RECORDER / KIM BONNER

Barbara Houston, Recording Deputy, was present.

SPECIAL EVENT LIQUOR LICENSE FOR ROTARY CLUB OF STEAMBOAT SPRINGS

Ms. Houston stated that this is the consideration for approval of and authorization for the board to sign a special events liquor license for Rotary Club of Steamboat Springs for an event to be held at The Wandering Creek Ranch on September 22nd, 2018 from 10:00am to 10:00pm. All of the necessary investigation reports have been submitted.

Commissioner Corrigan asked if there is typically only one special event held at the Wandering Creek Ranch annually. Ms. Houston replied that she is unsure. She is only aware of the special events if they request a liquor license. The limit is two special events each year annually per parcel but the Planning Department monitors that limit.

MOTION

Commissioner Monger moved approve and authorize the Chair to sign a special events liquor license for Rotary Club of Steamboat Springs for an event to be held at The Wandering Creek Ranch on September 22nd, 2018 from 10:00am to 10:00pm.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: PLANNING / CHAD PHILLIPS

Alan Goldich, Planning and Vance Bates, applicants and Steve Ivancie and James Henry, Jake's Drafting Service, were also present.

BATES / MACK PRELIMINARY AND FINAL SUBDIVISION; PL-18-150

Commissioner Corrigan stated that he has had construction business dealings with Mr. Bates in the past and he has seen his property and heard about the subdivision prior to becoming a Commissioner. He can make an unbiased judgement on this application.

Mr. Goldich stated that this application is for both the Preliminary and Final Subdivision of an existing lot in Steamboat II. The sketch application was approved by the County Commissioners in June 2017 and Planning Commission unanimously recommended approval of the Preliminary and Final Subdivision on August 16, 2018. Mr. Goldich noted that there was a typo in the Planning Commission staff packet regarding the fee in lieu which was corrected to the accurate amount of \$4,787.40.

Mr. Goldich added that with the current regulations this lot is the only one in the Steamboat II subdivision that can be subdivided. Mr. Ivancie stated that this lot is unique because it has two frontages which allows for this subdivision and the creation of one more buildable lot in a rather attainable subdivision. Mr. Goldich noted that the infrastructure and utilities are in.

Commissioner Corrigan asked if any easements need to be vacated. Mr. Goldich replied no there are none. Mr. Ivancie noted that an easement for public utilities was added however if it is not needed that it would be removed at some point.

MOTION

Commissioner Corrigan moved to approve the Preliminary and Final Subdivision of Lot 93, Steamboat II with the following findings of fact:

1. The proposal has been determined to be in compliance with the guidelines of the Routt County Master Plan, the Steamboat Springs Area Community Plan, and the West Steamboat Springs Area Plan.
2. The proposal with the following conditions is in compliance with Sections 4, 5, and 6 of the Routt County Zoning Regulations and Sections 3 and 4 of the Routt County Subdivision Regulations.

This approval is subject to the following conditions: General Conditions:

1. This Preliminary Subdivision Plan approval is contingent upon submittal of a complete application for a Final Subdivision Plan within twelve (12) months. Extensions of 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. The approval shall not be issued until all fees have been 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. The new access shall meet the access standards set forth by the Routt County Road and Bridge Department and the Steamboat Springs Area Fire Protection District.
 - b. Routt County (County) and the Steamboat Springs Area Fire Protection 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.
6. A current soils test showing that the soils are sufficiently stable to support development will be required before obtaining a building permit.
 7. Prior to recordation of the Final Plat, the applicant shall pay a fee-in-lieu in the amount of \$4,787.40 to satisfy the requirements of Section 3.5.2 of the Routt County Subdivision Regulations.
 8. The Final Plat shall show 10' utility easements along all lot lines and such shall be dedicated appropriately.

Commissioner Monger seconded; the motion carried 2-0.

EN RE: PURCHASING / JULIE KENNEDY

Ray DuBois and Geovanny Romero, Public Works, were also present.

WAIVER REQUEST FOR GUARDRAILS 2018 PROJECT

Ms. Kennedy stated that she is requesting the consideration to waive the formal purchasing process and approve the award and authorization of the County Manager to electronically sign purchase order for the Routt County Road & Bridge Department Guardrails 2018 to Ideal Fencing Corp. in the amount of Fifty Nine Thousand Five Hundred Forty Five Dollars (\$59,545.00). Mr. Romero added that the waiver of the formal purchasing process is being requested because Ideal Fencing Corp. is currently in town on other projects and offered a significant savings in mobilization expense to Routt County for this project. The mobilization cost was reduced from \$10,000 to \$3,000. Ideal Fencing Corp. has received the award for guardrail projects consistently since 2011 and has been the sole bidder since 2012.

Commissioner Monger asked if there are specific areas of work that have already been identified. Mr. Romero replied yes, there are identified sections of guardrail up for repair.

MOTION

Commissioner Corrigan moved to waive the formal purchasing process and approve the award and authorization of the County Manager to electronically sign purchase order for the Routt County Road & Bridge Department Guardrails 2018 to Ideal Fencing Corp. in the amount of Fifty Nine Thousand Five Hundred Forty Five Dollars (\$59,545.00) and authorize the Chair's signature on the notice to proceed.

Commissioner Monger seconded; the motion carried 2-0.

EN RE: PUBLIC WORKS DEPARTMENT / RAY DUBOIS

Geovanny Romero, Public Works, was present.

CATTLE GUARD AGREEMENT

Mr. Romero stated that this is the consideration for approval and authorization of the chairperson to sign a cattle guard agreement between Routt County and Mr. Sam Barnes. The agreement is for the purchase of one 18' Cattle Guard to be placed along County Road 74. He is contracting with a private company to have the cattle guard installed to the County's specifications. Mr. Barnes has already paid for the cattle guard and it has already been delivered to him.

MOTION

Commissioner Monger approve and authorize the chair person to sign the cattle guard agreement between Routt County and the Mr. Sam Barnes.

Commissioner Corrigan seconded; the motion carried 2-0.

EN RE: EMERGENCY MANAGEMENT / DAVID DEMORAT

Cheryl Dalton, Emergency Management Specialist, and Ray DuBois, Public Works Director, were also present.

FIRE RESTRICTIONS

Mr. DeMorat discussed the fire activity over the previous weekend and the timeline of events regarding the Murphy and Irwin Fires in West Routt Fire Protection District as the result of a lightening storm. These fires were a good example of teamwork among the fire districts, Road and Bridge, and partner agencies. The other fire districts provided mutual aid for these fires and a lot of progress was made to contain these fires.

Mr. DuBois asked about the evacuation of a residence on County Road 78A due to the Murphy Fire. Mr. DeMorat replied that the residence furthest to the west on CR 78A was evacuated and the other six residences on the road were on pre evacuation notices. The evacuated residents have since been allowed to return home.

Commissioner Monger extended a thank you to everyone who responded and took care of the community.

Regarding the fire restrictions Routt County is currently at four out of seven indices which is up for two indices the previous week. One of the indices gauges how engaged the local resources are and over the weekend the local resources were consumed. Upon speaking to the fire districts, West Routt, Steamboat, and North Routt all recommend staying in Stage 1 restrictions. There was no response from Oak Creek Fire District regarding their recommendation. Both Moffat and Rio Blanco Counties are moving towards coming out of Stage 1 Restrictions however formal action has not taken place yet. Mr. DeMorat added that his recommendation is to remain in Stage 1 Restrictions.

Commissioner Monger noted that he appreciates the public's respect of this regulation. Mr. DeMorat added that the County has been receiving a lot of phone calls and members of the public educating themselves of the restrictions.

MOTION

Commissioner Corrigan moved to remaining in Stage 1 Fire Restrictions and table the consideration to rescind Stage 1 Fire Restrictions to September 11, 2018.

Commissioner Monger seconded; the motion carried 2-0.

2018 EMPG GRANT AGREEMENT

Mr. DeMorat stated that this is the consideration for approval and authorization for the Chair to sign the 2018 EMPG Encumbrance #18EM-19-48 Grant Agreement Between the State of Colorado, Department of Public Safety, Division of Homeland Security and Emergency Management and Routt County. The County Attorney has reviewed this agreement.

Ms. Dalton noted that the grant amount for 2018 is \$60,000 and the 2019 grant application has just been received. Two quarters of 2018 submittals have been completed. Once this is signed and submitted the County should be receiving the 1st and 2nd quarter payments.

Commissioner Monger asked if Emergency Management is compliant with the plan for 2018. Mr. DeMorat replied that there was a misunderstanding regarding the spending requirements for each quarter but it has since been clarified and straightened out.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair's signature on the 2018 EMPG Encumbrance #18EM-19-48 Grant Agreement Between the State of Colorado, Department of Public Safety, Division of Homeland Security and Emergency Management and Routt County.

Commissioner Monger seconded; the motion carried 2-0.

EN RE: COUNTY MANAGER / TOM SULLIVAN

RURAL JUMP START PROGRAM

Mr. Sullivan stated that this item is the consideration for the approval of the Rural Jump Start Program resolution. As the result of the VF Corporation moving Smart Wool to the Front Range the state EDC has agreed to consider moving the City of Steamboat Springs into the jurisdiction of the Rural Jump Start Program district. This resolution names rural Routt County, the municipalities of Yampa, Oak Creek and Hayden, and now the City of Steamboat Springs, to be eligible for the tax credits under the Rural Jump Start Program.

MOTION

Commissioner Monger moved to approve Resolution 2018-041, authorizing Routt County to participate in the Rural Jump Start Program.

Commissioner Corrigan seconded; the motion carried 2-0.

6-MONTH PAY INCREASE TO STEP 4 OF THE HUMAN RESOURCES DIRECTOR PAY SCALE

Mr. Sullivan stated this is the Consideration to approve an increase in pay to step 4 at 6 months for Katherine T. Nelson as Human Resources Director with the completion of performance goals and a 6-months performance review. Mr. Sullivan noted that he has appointed Ms. Nelson as the Human Resources Director with a start date of September 17th and she will start at a Step 3. Ms. Nelson's experience and education qualifies her for Step 3 and since she has completed her SPHR Certification, she has been offered Step 4 at 6 months with successful completion of a performance review based on agreed upon goals.

MOTION

Commissioner Corrigan moved to approve an increase in pay to step 4 at 6 months for Katherine T. Nelson as Human Resources Director with the completion of performance goals and a 6-months performance review. The 6-month increase will be at the pay scale approved for 2019.

Commissioner Monger seconded; the motion carried 2-0.

EN RE: ACCOUNTING / DAN STRNAD

BUDGET WORK SESSION – ROAD & BRIDGE, HEAVY EQUIPMENT POOL, AND MOTOR POOL BUDGETS

No recording or minutes are produced for Budget Work Sessions.

EN RE: ROUTT COUNTY BOARD OF EQUALIZATION

Gary Peterson and Sarah Healy, Assessor's Office, and Corrine and Steve Bennington, petitioners, were present.

Commissioner Monger stated that at this point the Board of County Commissioners is convening as the Board of Equalization. He swore-in and advised those present of the rules by which this hearing will proceed.

Commissioner Monger noted that the issue of today's proceeding is to determine whether or not the petitioner qualifies for a property tax exemption under CRS 39-3-201 - 39-3-208.

R8170721 BENNINGTON

Mr. Peterson stated that regarding this account there was essentially a scribes error made by the title company when the deed was written that included the wrong legal description number. This error was not fixed by way of a correction deed therefore it was not discoverable by the Assessors staff. Now that this error has been discovered it is clear that they meet the three necessary criteria as of January 1, 2018 to receive the senior exemption.

Commissioner Monger asked why it still needed to come to the Board of Equalization. Mr. Peterson replied that the Division advised him that this still needs to go to a BOE hearing because it is outside his authority after he has denied it.

MOTION

Commissioner Corrigan moved, in the matter of account R8170721, to approve the senior property tax exemption for tax year 2018.

Commissioner Monger seconded; the motion carried 2-0.

R8171719 WEISBERGER

Mr. Peterson stated that this was the same situation as the previous petition for the Bennington property. The same title company made an error in the legal description on the deed and the way the error was corrected was not discoverable to the Assessors Staff. Now that the error and the correction have been found it is clear that the petitioner meets the three necessary criteria as of January 1, 2018 to receive the senior exemption.

MOTION

Commissioner Monger moved, in the matter of account R8171719, to approve the senior property tax exemption for tax year 2018.

Commissioner Corrigan seconded; the motion carried 2-0.

R0420508 WEGNER

Mr. Peterson stated that this petition was denied for a number of reasons. The petitioner claimed that this is his primary residence and he is deserving of the senior exemption. The primary reason that the petition is being denied is because this residence is incomplete and has been shy of the rough stage since about 2003. The residence does not have a Certificate of Occupancy, the building permit is expired, and has not been lived in. The Petitioners address is in California which is a red flag that he does not reside here. The petitioner did not sign application and the Division of Property taxation found a number of issues including the fact that he altered an old application instead of submitting a new one.

MOTION

Commissioner Corrigan moved, in the matter of account R0420508, to deny the application for the senior property tax exemption based on the reasoning that the petition does not occupy the property.

Commissioner Monger 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