

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
September 18, 2018**

Commissioner Douglas B. Monger, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Timothy V. Corrigan, Commissioner Cari Hermacinski, 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 Corrigan moved to approve and authorize the Commissioners to sign the Warrants Sheets that included:

Accounts Payable Check- Cycle Date:	9/10-9/14	\$124,494.82
Accounts Payable Check: Manuals	9/10-9/14	\$0.00
Accounts Payable Wires:	9/10-9/14	\$0.00
Total:		\$124,494.82
Payroll Checks- Cycle Date:	9/10-9/14	\$486,675.71
Payroll Checks- Manuals	9/10-9/14	\$0.00
Payroll – IRS & State Income Tax	9/10-9/14	\$193,921.58
Total:		\$680,597.29
Total Disbursements Approved:	9/10-9/14	<u>\$805,092.11</u>

Commissioner Hermacinski seconded.

Mr. Sullivan advised of the Accounts Payable items for run date September 7, 2018 stating that it was all payroll this week.

The motion carried 3-0.

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

Commissioner Hermacinski noted that the Board received updates from the County Manager, County Attorney, Public Works Director, Emergency Operations Director, Communications Manager, and discussed the 2019 facilities and pool capital budgets and the 2017 supplemental budgets.

EN RE: CONSENT AGENDA

The following items were presented for consideration, approval, and signing on the consent agenda:

- A. Approval of County Commissioners Minutes: Special Meeting of August 6, 2018.
- B. Approval of County Commissioners Minutes: Regular Meeting of August 7, 2018.
- C. Approval of and authorization for the Chair to sign the agreements for the audit of the 2017 and 2018 Routt County Financial Statements.
- D. Approval of and authorization for the Chair to sign a Liquor License Renewal for Gehl Enterprises LLC DBA Toponas County Liquors for a Retail Liquor Store License.

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 3-0.

EN RE: PUBLIC COMMENT

Kris Middledorf, Colorado Parks and Wildlife, was present.

Mr. Middledorf discussed the multitude of activities he observed on Buffalo Pass the past weekend. In addition to muzzleloader and archery hunters there were the runners for the Run Rabbit Run Ultramarathon and typical weekend visitors recreating. The high usage of this area is creating an impact on the wildlife and maybe something can be done to not have all of the activities overlapping at once.

Commissioner Hermacinski noted that there was a discussion with USFS some months ago regarding heavy winter usage on Buffalo Pass. There has been an issue with the parking lot becoming full and large snowmobile/equipment rigs not being able to turn around. The suggestion was made to place a sign at the bottom of the County Road that indicates that the lot is full therefore people will not drive the large rigs up and get stuck in the full lot. This is an ongoing idea that will need to be picked back up following the departure of Chad Stewart from the local USFS Office.

Mr. Middledorf discussed the input that CPW provided regarding the Mad Rabbit trail proposal. His position is likely to change depending on what USFS is able to do in terms of mitigation. These trails are essentially looking to connect different recreational pods to creating a longer connective trail system however this can have impacts on wildlife. His request was to move the trail alignment lower in elevation because he didn't want to bisect the Mad Creek Wilderness Area in half. The disturbance should be minimized with a seasonal closure to all user groups and activity. Enforcement continues to be an issue because of the few number of USFS law enforcement personnel. One option is implementing longer closures if seasonal closure violations or illegal activities are discovered on the trails however ticketing offenders individually would be preferable.

Mr. Middledorf noted that he is fully aware that recreation and hunting related to this trail development contributes to the economics of this area and help pay his salary but his duty is to ensure the conservation of these wildlife populations. The cumulative impact on the wildlife populations is being documented and discussed lately. No one user group is responsible for those impacts. The Steamboat Trails Alliance meetings have seen a large increase in user group attendance to join the conversation.

Commissioner Monger added that running the elk off the public lands can push herds onto private property and can impact agricultural operations negatively. Mr. Middledorf noted that many people are not aware that CPW is financially liable for big game damages on agricultural land whether that be to a haying operation or livestock depredation. There are a lot of pressures on public lands.

Commissioner Corrigan noted that there was once a large conflict between skiers and snowmobilers on public lands. Through cooperation efforts between user groups the conflict was resolved and he can foresee a similar process being successful for the current issue at hand.

Mr. Middledorf noted that he will make sure that the Board receives the invites to the Steamboat Trails Alliance meetings.

EN RE: ADMINISTRATIVE / HELENA TAYLOR

COLORADO OPPORTUNITY SCHOLARSHIP (COSI)

Ms. Taylor stated that this request is for the approval of the Colorado Opportunity Scholarship (COSI) grant agreement and authorization for the Chair to sign the related documents and resolution. This is for matching fund scholarships and this round will be for \$10,828. Routt County will not provide any funding, they just act as a partner in this program. The funding comes from Yampa Valley Community Foundation. There are several other counties also partner in this program. Students at Colorado Northwest Community College are also entitled to apply for these scholarships.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign Resolution 2018-043, to partner with Colorado Mountain College (CMC) in applying for and distributing the Colorado Opportunity Scholarship (COSI) 2019-2020 matching funds scholarship and the grant agreement.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: LET'S GO COLORADO

MOTION

Commissioner Corrigan moved to amend the agenda by tabling the Let's Go Colorado item to 3:00 pm.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / CHRIS HENSEN

Kathy Nelson, Human Resources Director, and Kelly Keith, Human Services Director, were present.

DHS PT LEGAL ASSISTANT – OFFICE ADMINISTRATOR POSITION AND PAY SCALE

Ms. Nelson stated that Ms. Keith has requested approval to add a new part-time Legal Assistant/Office Administrator position to the Department of Human Services (DHS) to help support the DHS Attorney and provide a variety of high level support to the department. This role will carry out administrative, paralegal and legal secretarial functions. Ms. Keith has indicated that The Department of Human Services (DHS) has seen a steady increase in the number of child welfare cases that are court involved. This increase has exceeded the manageable workload for the DHS attorney. The County Attorney's Office is assisting DHS with cases as well. The number of cases continues to increase and even with the Attorney Office's help, the workload is taxing on the DHS staff and DHS attorney.

Ms. Nelson continued that with the new position, the DHS Attorney will be able to delegate a lot of the work she is currently doing, and will have support to manage the caseloads. The legal assistant will also reduce the amount of work DHS will need to request from the Attorney's Office, reducing attorney fee costs. The County Attorney office has already provided 753 hours of attorney services on top of our DHS attorney's workload. This is significantly higher than the 2016 workload of 424.25 hours and 2017 workload of 584.5 hours.

Ms. Nelson noted that it is anticipated this position can be paid for with State allocations that get distributed to Routt County. The Child Welfare allocation is paid 80% by the state and 20% by the county. It is traditionally overspent but has been mitigated every year by state close out. The child support allocation is 66% by the state and 33% by the county, with no limit to the

allocation. The TANF allocation can also be used for fraud cases that self-sufficiency seeks support in.

Ms. Nelson added that the proposed pay scale at Step 1 is \$20.87 an hour. The estimated base salary cost for the fourth quarter of 2017 is \$5,426.

Commissioner Corrigan asked if there is a specific certification for a paralegal. Ms. Keith replied yes however this position does not require that certification in an effort to find more applicants.

MOTION

Commissioner Corrigan moved to approve a new part time position and pay scale for the DHS Legal Assistant – Office Administrator.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: EMERGENCY MANAGEMENT / MO DEMORAT

FIRE RESTRICTIONS

Mr. DeMorat stated that there was a fire restriction call this morning and many of the Routt County fire districts were represented. Amongst the Northwest Colorado region it is pretty unanimous to remain in Stage 1 Fire Restrictions. Of the counties that rescinded restrictions the previous week, they all are now in favor of reinstating Stage 1 Restrictions. His recommendation is to remain in Stage 1 Restrictions.

Mr. DeMorat noted that there was discussion with North Routt Fire Protection District regarding their desire to advance to Stage 2 Fire Restrictions due to some of instances of illegal fires. The other area fire districts were not in favor of advancing to Stage 2 and at this time the indices do not support it.

MOTION

Commissioner Corrigan moved to remain in Stage 1 Fire Restrictions in unincorporated Routt County and to table the consideration to rescind Stage 1 Fire Restrictions to September 25, 2018.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: ACCOUNTING / DAN STRNAD

GENERAL FUND – ACCOUNTING OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-044; that the 2017 budget and appropriation for the General Fund Accounting operations budget shall be increased \$7,100 from \$83,150 to \$90,250 to fund the non-capital ERP software implementation expenses. Funding is available from unanticipated General Fund sales tax revenue collections in excess of the 2017 budget for sales tax.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – ACCOUNTING OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-045; that the 2017 budget and appropriation for the General Fund Accounting personnel budget shall be increased \$42,000 from \$1,097,840 to \$1,139,840 to fund the additional overtime required to implement the ERP software. Funding is available from unanticipated General Fund sales tax revenue collections in excess of the 2017 budget for sales tax

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – TRANSFERS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-046; that the 2017 budget and appropriation for the General Fund Transfers budget shall be increased \$1,397,500 from \$4,636,895 to \$6,034,395 to fund the transfer to the Building and Plant Pool for a portion of the construction of the Combined Law Enforcement Facility (CLEF). Funding is available from \$930,125 from the reallocation of sales tax from Road and Bridge to the General fund and \$467,375 in unanticipated General Fund sales tax revenue collections in excess of the 2017 budget for sales tax.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – COMMISSIONERS PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-047; that the 2017 budget and appropriation for the General Fund Board of County Commissioners personnel budget shall be increased \$11,000 from \$860,370 to \$871,370 to fund the additional personnel costs from a wages calculation error. Funding is available from the community relations, continuing education and dues and memberships lines in the operations budget. The 2017 budget and appropriation for the General Fund Board of County Commissioners' operations budget shall be decreased \$11,000 from \$84,850 to \$73,850.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – CORONERS PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-048; that the 2017 budget and appropriation for the General Fund Coroner's personnel budget shall be increased \$600 from \$76,650 to \$77,250 to fund the additional personnel costs from an increased case load. Funding is available from the autopsies line in the operations budget. The 2017 budget and appropriation for the General Fund Coroner's operations budget shall be decreased \$600 from \$69,180 to \$68,580.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – DEVELOPMENTAL DISABILITIES OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-049; that the 2017 budget and appropriation for the General Fund Developmental Disabilities operations budget shall be increased by \$5,000 from \$1,108,815 to \$1,113,815 to fund the distribution of additional property taxes to the Community Centered Board.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – ELECTIONS PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-050; that the 2017 budget and appropriation for the General Fund Election personnel budget shall be increased \$11,000 from \$224,640 to \$235,640 to fund a staffing reorganization. Funding is available from the continuing education line in the operations budget and from unanticipated Election fee collections in excess of the 2017 budget. The 2017 budget and appropriation for the General Fund Election operations budget shall be decreased \$10,000 from 70,540 to \$60,540.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – WILDLAND FIRE OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-051; that the 2017 budget and appropriation in the General Fund Wildland Fire operations budget shall be increased \$349,000 from \$57,450 to \$406,450 for the additional suppression costs incurred as a result of the 2017 wildfires. Funding is available from the General Fund Committed Fund Balance.

Commissioner Hermacinski seconded; the motion carried 3-0.

**GENERAL FUND – EMERGENCY MANAGEMENT OPERATIONS 2017
SUPPLEMENTAL BUDGET**

MOTION

Commissioner Corrigan moved to approve Resolution 2018-052; that the 2017 budget and appropriation for the General Fund Emergency Management operations budget shall be increased \$17,160 from \$29,685 to \$46,845 to fund the recruitment and relocation of the new director. Funding is available from the General Fund Committed Fund Balance

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – WILDLAND FIRE PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-053; that the 2017 budget and appropriation for the General Fund Wildland Fire personnel budget shall be increased \$37,000 from \$0 to \$37,000 to fund the personnel costs incurred as a result of suppressing the Mill Creek and Deep Creek Fires. Funding is available from the General Fund Committed fund balance

Commissioner Hermacinski seconded; the motion carried 3-0.

**GENERAL FUND – ENVIRONMENTAL HEALTH PERSONNEL 2017
SUPPLEMENTAL BUDGET**

MOTION

Commissioner Corrigan moved to approve Resolution 2018-054; that the 2017 budget and appropriation for the General Fund Environmental Health personnel budget shall be increased \$5,200 from \$406,090 to \$411,290 to fund the retirement payout. Funding is available from the unanticipated increase in Food License revenue in excess of the 2017 budget.

Commissioner Hermacinski seconded; the motion carried 3-0.

**GENERAL FUND – ENVIRONMENTAL HEALTH OPERATIONS 2017
SUPPLEMENTAL BUDGET**

MOTION

Commissioner Corrigan moved to approve Resolution 2018-055; that the 2017 budget and appropriation for the General Fund Environmental Health operations budget shall be increased \$138,240 from \$351,145 to \$489,385, to fund the cost of the Royal Hotel asbestos abatement. Funding is available from a grant from the Colorado Department of Public Health and Environment.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – FAIR PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-056; that the 2017 budget and appropriation for the General Fund Fair personnel budget shall be increased \$3,230 from \$121,000 to \$124,230 to fund the additional overtime required during the Fair. Funding is available from the underspent repair and maintenance line items in the operations budget. The 2017 budget and appropriation for the General Fund Fair operations budget shall be decreased \$3,230 from \$266,760 to \$263,530.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – MOTOR VEHICLE OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-057; that the 2017 budget and appropriation for the General Fund Motor Vehicle operations budget shall be increased \$3,100 from \$21,145 to \$24,245 to fund the additional postage expenses. Funding is available from unanticipated City / County fee revenue collections in excess of the 2017 budget.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – PLANNING OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-058; that the 2017 budget and appropriation for the General Fund Planning operations budget shall be increased \$2,000 from \$345,925 to \$347,925 to fund the additional travel costs associated with training new Planning Commission members. Funding is available from the Planning personnel budget due to staff turnover. The 2017 budget and appropriation for the General Fund Planning personnel budget shall be decreased \$2,000 from \$674,970 to \$672,970.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – SHERIFF OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-059; that the 2017 budget and appropriation for the General Fund Sheriff Office operations budget shall be increased \$22,755 from \$528,705 to \$551,460 to fund the additional operating costs of the patrol dog. Funding is available from multiple private donations.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – TREASURER PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-060; that the 2017 budget and appropriation for the General Fund Treasurer’s Office Personnel budget shall be increased \$17,000 from \$302,470 to \$319,470 to fund the temporary staff. Funding is available from unanticipated Premium revenue collections in excess of the 2017 budget.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – TREASURER OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-061; that the 2017 budget and appropriation for the General Fund Treasurer operations budget shall be increased \$13,000 from \$133,150 to \$146,150 for increased legal expenditures. Funding is available from unanticipated Advertising revenues in excess of the 2017 budget.

Commissioner Hermacinski seconded; the motion carried 3-0.

GENERAL FUND – VETERANS PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-062; that the 2017 budget and appropriation for the General Fund Veterans personnel budget shall be increased \$1,000 from \$26,970 to \$27,970 to fund the actual pay for the Veterans Service Officer in 2017. Funding is available from unanticipated Veterans state revenue

Commissioner Hermacinski seconded; the motion carried 3-0.

ROAD & BRIDGE - TRANSFERS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-063; That the 2017 budget and appropriation for the Road and Bridge Transfer budget shall be increased \$117,000 from \$155,500 to \$272,500 to fund the additional capital additions from the Motor Pool and the Heavy Equipment Pool, that were not included in the original budget. Funding is available from Road and Bridge reserves.

Commissioner Hermacinski seconded; the motion carried 3-0.

REGIONAL BUILDING DEPARTMENT - PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-064; that the 2017 budget and appropriation for the Regional Building Department personnel budget shall be increased \$5,500 from \$641,940 to \$647,440 to fund a Building Combination Inspector position due to an increase in construction activity. Funding is available from an increase in Building Permit fees associated with the increase in construction.

Commissioner Hermacinski seconded; the motion carried 3-0.

REGIONAL BUILDING DEPARTMENT - OPERATIONS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-065; that the 2017 budget and appropriation for the Regional Building Department's operations budget shall be increased \$26,000 from \$321,170 to \$347,170 to fund various operation expenses due to an increase in construction activity. Funding is available from the unanticipated building permit revenues in excess of the 2017 budget.

Commissioner Hermacinski seconded; the motion carried 3-0.

REGIONAL BUILDING DEPARTMENT - TRANSFERS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-066; that the 2017 budget and appropriation for the Regional Building Department transfers budget shall be increased \$5,700 from \$0 to \$5,700 to fund a computer terminal for the new Combination Inspector hired to handle the increase in construction activity. Funding of \$5,700 is available from Regional Building Department Fund Balance.

Commissioner Hermacinski seconded; the motion carried 3-0.

YAMPA VALLEY REGIONAL AIRPORT - CAPITAL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-067; that the 2017 budget and appropriation for the Yampa Valley Regional Airport capital budget shall be increased \$566,000 from \$2,411,630 to \$2,997,630 to fund the additional cost of constructing the storage building. Funding is available from the Federal Aviation Administration, the State of Colorado and reserves.

Commissioner Hermacinski seconded; the motion carried 3-0.

COMMUNICATIONS POOL - TRANSFERS 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-068; that the 2017 budget and appropriation for the Communications Pool transfers budget shall be increased \$8,520 from \$0 to \$8,520 due to unanticipated design costs for the Communications portion of the Combined Law Enforcement Facility (CLEF). Funding is available from Communications Pool fund balance.

Commissioner Hermacinski seconded; the motion carried 3-0.

MOTOR POOL - PERSONNEL 2017 SUPPLEMENTAL BUDGET

MOTION

Commissioner Corrigan moved to approve Resolution 2018-069; that the 2017 budget and appropriation for the Motor Pool personnel budget shall be increased \$2,000 from \$115,330 to \$117,330, because of the vacation and sick leave accrual. Funding is available from operations Tank Testing and Services line item due to fewer repairs. That the 2017 budget and appropriation for the Motor Pool operations budget shall be decreased \$2,000 from \$272,040 to \$270,040.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: LET'S GO COLORADO

Commissioner Corrigan stated that he has a few comments regarding the Let's Go Colorado initiative. Proposition 110 is a 0.62% sales tax with a 20 year sunset that stands to generate \$767 million in the first year. This revenue will address longstanding problems with funding transportation projects in the state. Of that revenue, 45% will go to the State Highway Fund, 40% to Local Transportation Priorities Fund (split 50/50 between cities and counties), and 15% to Multimodal Transportation Operations Fund. There will also be immediate \$6 billion bonding to accelerate projects on an adopted list of 107 projects including the Mountain Transit Center in Steamboat Springs.

Commissioner Corrigan noted that the part of most interest to the Board is the amount of money that would be raised locally. Based on a rough calculation Commissioner Corrigan believes that Routt County stands to receive \$62 million over 20 years from the Local Transportation Priorities Fund portion of the revenue.

Commissioner Hermacinski noted that she would prefer if 15% wasn't going to Multimodal Transportation Operations Fund because there are larger and more important issues such as maintenance of the state highways. Commissioner Corrigan noted that he wishes the overall tax were lower instead of including that 15% portion however those funds can be used in the form of grants. Overall he feels this initiative is a really good deal for Routt County.

Commissioner Monger stated that although he supports this initiative he questions how or if the Board as a whole should support it via a resolution. Commissioner Hermacinski noted that she prefers to not take a position as a Board on any of this but she believes each Commissioner can show their support individually. Commissioner Corrigan agreed that he has a hard time determining which of the fifteen initiatives should be weighed in on by this Board.

Commissioner Corrigan noted that they can review this further during their next work session. Commissioners Hermacinski and Monger agreed that it needs more discussion at a later date.

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

Kim Bonner, Clerk and Recorder

Douglas B. Monger, Chair

Date