

**STATE OF COLORADO  
COUNTY OF ROUTT**

OFFICE OF THE CLERK  
MAY 3, 2022

Commissioner M. Elizabeth Melton, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Timothy V. Corrigan, County Manager Jay Harrington, and Executive Assistant Jennifer Parent were also present. Samantha Pearce prepared the minutes.

**EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**

Mr. Harrington presented accounts payable for a total of \$999,712.48.

**MOTION**

Commissioner Corrigan moved to approve the accounts payable, and payroll as presented by the County manager.

Commissioner Redmond seconded; 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 AND AUTHORIZATION FOR THE CHAIR TO SIGN AN AGREEMENT RELEASE RELEASING A PREVIOUS DEVELOPMENT AGREEMENT.**

**MOTION**

Commissioner Redmond moved to approve consent item A. on the consent agenda.

Commissioner Corrigan seconded; the motion carried 3-0.

**EN RE: PUBLIC COMMENT**

Ken Brenner made public comment.

**EN RE: PLANNING**

Planning Director Kristy Winser and staff planners Chris Brookshire and Alan Goldich presented to the Board.

## **ALPINE ACRES REPLAT**

Ms. Brookshire reviewed the petition to subdivide a lot located on the north side of Fish Creek Falls Road (CR 32) into two. She noted that the north side of CR 32 is in the County, the south side is in the City. She reviewed the site plan and noted the location of the existing house on the western portion of the lot, which is accessed via CR 32. The proposed new lot will be accessed from Alpine Drive. Ms. Brookshire stated that the Road & Bridge Department has approved the location of the proposed driveway. All utilities have been contacted and have signed off on the proposal, including Steamboat Springs Water & Sanitation, which will provide water and sewer services to the proposed lot. Ms. Brookshire stated that the only outstanding issue is the southeast corner of the lot, which has been cut off by CR 32 at the intersection with Alpine Drive. She indicated the edge of the paved road on a site plan. She suggested that when it was a dirt road, the road may have shifted to encroach into the lot as drivers rounded the corner. Ms. Brookshire said that an easement will have to be executed for the use of that corner of the property. Ms. Brookshire stated that Planning Commission reviewed the petition and recommended approval of the replat with a fee-in-lieu of dedication of land for public schools and parks of \$7,000 as proposed by the applicant. In response to a question from County Commissioner Corrigan, Mr. Goldich stated that both staff and the applicant feel that the fee-in-lieu of \$77,000 as calculated under the County's formula is excessive and inappropriate for this proposal that would create only one new lot. He also stated that the \$77,000 number is the maximum that the Board could require and that the Board could require less. He said that staff reviewed the petitioner's rationale for the \$7,000 and agreed with it, as did Planning Commission.

Mr. Doug Starkey said that they had purchased the property in 2003. He reviewed the proposal to divide the parcel and noted that other lots in the area had been subdivided. He added that the surrounding area has lots of comparable size to what is being proposed. There was no public comment.

Commissioner Redmond suggested that the County's fee-in-lieu formula should be revisited. Ms. Brookshire agreed and said that it has become apparent that the existing formula does not work for small subdivisions like this one. Commissioner Redmond said that he did not think the application should be delayed because of the need to revise the formula. Commissioner Corrigan agreed and stated his support for the proposal. In response to a question from Commissioner Melton, Mr. Goldich said that the minimum lot size for the Low Density Residential zone district is 10,000 sq. ft. Commissioner Melton agreed that the proposal is consistent with the neighborhood. She stated her support.

## **MOTION**

Commissioner Corrigan moved to approve the Alpine Acres Replat, item PL20210013, a subdivision of Lot 9 of Alpine Acres into two lots, with the findings of 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 and Sub 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.

CONDITIONS that may be appropriate may include the following:

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. All property taxes must be paid prior to the recording of the plat. A certificate of taxes due shall be submitted showing a \$0 balance prior to recording the plat.
4. The right of way for County Road 32 shall be appropriately dedicated on the final plat.
5. The following notes shall be shown on the plat:
  - a. Existing and new accesses shall meet access standards set forth by the Routt County Road and Bridge Department and Fire Prevention Services.
  - b. Revegetation of disturbed areas shall occur within one growing season with a seed mix that avoids the use of aggressive grasses. See the Colorado State University Extension Office for appropriate grass mixes.
  - c. Routt County (County) and the Steamboat Springs Fire 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 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 condition 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. Address signage shall be in conformance with Routt County Road Addressing, Naming, and Signing Policy shall be located at the entrance to the driveway.
7. A current soils test showing that the soils are sufficiently stable to support development will be required before obtaining a building permit.
8. All exterior lighting shall be downcast and opaquely shielded.
9. The applicant shall pay a fee-in-lieu in the amount of \$7,000 in accordance with Section 3.5.4 of the Routt County Subdivision Regulations prior to recordation of the Final Plat.
10. The Final Plat shall show public road and utility easements along all lot lines and such shall be dedicated appropriately.
11. The Final Plan shall show the easement for the right of way of Alpine Drive located at the southeast corner of proposed Lot 2. A legal description of the right of way shall be submitted and documents recorded with the Final Plat.
12. New lot owners planning on building a home on the lot will be required to obtain a grading and excavation permit from the Road and Bridge Department for any earth moving activities that require more than 300 cubic yards of dirt.
13. Driveway grades are not shown on the plans. The driveways to the homes shall adhere to the Road and Bridge Department standards. These standards are available on the Road and Bridge website.
14. Construction activities shall be confined to the lot limits.
15. No snow storage is shown on the plan. All snow storage shall be contained on the lots. Homeowners will not be allowed to plow snow across the road.

Commissioner Redmond seconded; the motion carried 3-0.

## HUMBLE RANCH SPECIAL USE PERMIT

The petitioners presented a video reviewing the history of the Humble Ranch Education and Therapy Center, a 501(c)3 non-profit organization. They reviewed the activities that have occurred on the ranch since the original Special Use Permit (SUP) was granted in 1999. Cattle and yak ranching, fundraising events, weddings, and nightly rentals have all taken place on the ranch and have provided funding for the operation, which provides mounted and non-mounted equine therapy for those with physical and cognitive limitations. The presenter reviewed the improvements that had been made to the ranch over the years and the ways the programming has evolved. She said that the requested renewal of the nightly rentals of the cabin and lodge on the property would be crucial to the continuing operation of the organization and its programming. She said that the maximum number of guests that could be accommodated is 14. The operators of the ranch will be on site at all times, and nightly rentals would only be offered when the facilities are not occupied by therapy program participants.

Mr. Goldich said that the item under consideration is a single provision in the original permit allowing nightly rentals on the property. No other aspects of the operation, which were all approved in 1999, are being considered as they were approved for life of use. Mr. Goldich acknowledged that it is quite unusual for a single condition of approval to have a term limit that is not consistent with the rest of the permit. He reported that Planning Commission unanimously recommended approval of the petition, with the conditions listed in the minutes. Mr. Goldich reviewed the relationship between the Humble Ranch SUP and the Agate Creek Preserve LPS, which were both approved in 1999. He presented a site plan and indicated the Humble Ranch SUP permit boundary, located on the Remainder Parcel and Lot 18. He reviewed the location of the facilities and the building envelopes for the Trousil's residence and the main ranch compound. Mr. Goldich reviewed what was approved with the original SUP, noting that only one of the approved four cabins has been constructed. He presented photos of the lodge and cabin. He added that no complaints have been received about any aspect of the operation, but that it was discovered that two loafing sheds on Lot 18 are located outside of the building envelope. A condition has been included requiring these to be relocated.

In response to a question from Commissioner Corrigan, Mr. Goldich confirmed that the non-profit status of the applicant has no bearing on the review process. Commissioner Melton asked why the nightly rentals would have been subject to the 5-year term. Ms. Winser stated that no rationale was provided in the minutes and no concerns had been expressed by the neighbors.

### Public Comment

Ms. Carol Iverson stated that she lives in Country Green and was not notified of the renewal application although she is an adjacent property owner. She said that the problem is due an intervening grazing parcel that is part of Humble Ranch. She said that she is supportive of Humble Ranch and its current operators, but expressed concerns with what would happen in the future. Commissioner Melton encouraged Ms. Iverson to discuss her concerns with Planning staff. She closed public comment.

Commissioner Corrigan stated his support for the proposal, which he offered was merely cleaning up a loose end from the original permit. Commissioner Redmond commended the applicant on their track record. Commissioner Melton agreed with Commissioner Corrigan's comments and stated her support.

## MOTION

Commissioned Redmond moved to approve of Special Use Permit PL2022000, a renewal of Permit #99-207, with the findings of fact that the proposal, with the following conditions, meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 4, 5, and 6 of the Routt County Zoning Regulations

### General Conditions:

1. The SUP is contingent upon compliance with the applicable provisions of the Routt County Zoning Regulations including but not limited to Sections 5 and 6.
2. Any complaints or concerns which may arise from the construction or operation of the camp, nightly rentals and community center may be cause for review of the Special Use Permit at any time, and amendment or addition of conditions, or revocation of the permit, if necessary.
3. The Permittee shall prevent the spread of weeds to surrounding lands and comply with the most current version of the Colorado Noxious Weed Act and Routt County regulations for noxious weeds.
4. In the event that Routt County commences an action to enforce or interpret this SUP, the substantially prevailing party shall be entitled to recover its costs in such action including, without limitation, attorney fees.
5. No junk, trash, or inoperative vehicles shall be stored or allowed to remain on the property.
6. Prior to the issuance of the permit, the permittee shall provide evidence of liability insurance in compliance with the County's Insurance and Surety Requirements policy then in effect. The certificate of insurance shall include all permit numbers associated with the activity and Routt County shall be named as an additional insured. Permittee shall notify the Routt County Planning Department of any claims made against the policy.
7. Permits will be assessed an Annual Fee in accordance with the Fee Schedule in Appendix B of the Routt County Zoning Regulations.
8. This approval is contingent upon the acquisition of and compliance with any required federal, state and local permits. The operation shall comply with all federal, state and local laws. Copies of permits or letters of approval shall be submitted to the Routt County Planning Department prior to the commencement of operations.
9. Fuel, flammable materials, or hazardous materials shall be kept in a safe area and shall be stored in accordance with state and local environmental requirements.
10. All trash shall be stored either inside a garage or inside Interagency Grizzly Bear Committee (IGBC) certified receptacles.
11. The Planning Director may approve minor improvements and/or additions to the SUP plan that do not cause an increase in guest or employee numbers, traffic and other off-site impacts. Requests for such approval shall be in detailed written form accompanied by a site plan and any other applicable information as requested by Planning Staff.
12. Transfer of this SUP may occur only after a statement has been filed with the Planning Director by the transferee guaranteeing that they will comply with the terms and conditions of the permit. If transferee is not the landowner of the permitted area, transferee shall submit written consent for the transfer by the landowner. Failure to receive approval for the transfer shall constitute sufficient cause for revocation of the permit if the subject property is transferred. Bonds, insurance certificates or other security required in the

permit shall also be filed with the Planning Director by the transferee to assure the work will be completed as specified. Any proposal to change the terms and conditions of a permit shall require a new permit.

Specific Conditions

13. The Special Use Permit is limited to uses and facilities presented in the original project plan under Permit #99-207. Any additional uses or facilities must be applied for in a new or amended application. Those approved uses and facilities include the following:
  - Community center and camp for education and therapy programs.
  - Horseback riding and ranch related activities available to program participants.
  - Nightly rental of the dwelling units while not being used for education and therapy program.
  - Use of the existing ranch house for community center, camp, and nightly rentals.
  - Four (4) cabins total within the platted SUP building envelope containing:
    - 1,200 square feet maximum each
    - Must contain a bathroom and kitchen
14. This Special Use Permit is valid for life of use.
15. There shall be no public food service or public restaurant facilities on site, except for food service provision for the camp operation.
16. The camp, nightly rentals and community center are subject to all State and County health and safety requirements.
17. Lighting shall be for security purposes only and shall be downcast. There shall be no general floodlighting of buildings or parking areas.
18. There shall be no large outdoor special events such as concerts. Other outdoor events, such as weddings, shall be limited to 6 yearly, with a maximum of 200 people and shall end by 10:00 p.m.
19. The Camp shall promote car-pooling and use of shuttle services to mitigate potential increased traffic.
20. All roads and driveway cuts and construction areas shall be revegetated with plant materials of adequate quantity and quality within one growing season after disturbance of the area.
21. Any improvements to the county road right-of-way shall be approved by the Routt County Public Works Department.
22. If the camp ceases operations, and nightly rentals and special events become the dominant use, this permit shall be subject to review by Planning Commission and Board of County Commissioners, with possible termination.
23. To handle complaints and terms of the SUP with the Planning Department, a single contact person shall be designated by the owner/operator. In addition, a manager/operator shall live on-site, whenever Special Use activities occur.
24. Resort types of amenities including but not limited to pools and tennis courts shall require an amendment to the permit.
25. No motorized off-road vehicles such as ATVs and snowmobiles shall be operated by guests associated with the permit.
26. Temporary structures, such as tents, for special events are allowed. They are limited to one and 1,200 sq. feet maximum size.
27. County Road 14 shall not be used for parking or for Special Use Permit related recreation.
28. Cabins, meeting areas and all common spaces shall be sprinkled for fire protection.
29. Domestic predators shall be controlled on premises.
30. Loafing sheds location outside of the platted building envelopes and within the setbacks must be relocated to compliant locations by October 31, 2022.

Commissioner Corrigan seconded the motion.

The motion carried 3 – 0.

## **SNOW COUNTRY NURSERY CODE ENFORCEMENT**

Commissioner Corrigan disclosed that he was contacted by Mr. Clark, who wanted to register his concern with the process. He said that he had not discussed the issue with Mr. Clark.

Mr. Goldich stated that Planning Department is requesting authorization of legal action to bring the property into compliance with Routt County Zoning Regulations. He added that the property owner has requested the ability to continue to use his property in violation of the Zoning Regulations. He said that the goal of the hearing is to determine if Snow Country Nursery can continue to operate on a specific portion of the property. He explained that staff cannot allow a violation of the Zoning Regulations to continue, so the only process to handle this situation that would allow him to continue to operate is through the code enforcement process. He reviewed the options available to the Board, which include authorizing legal action, not authorizing legal action, or tabling the item until June 30, 2022. He stated that staff is recommending tabling, as Mr. Clark has applied for a Final Planned Unit Development (PUD) Plan to bring the property into compliance and staff would like for that process to go forward before any action is taken against Mr. Clark. A tabling would allow Mr. Clark to continue to use the property for his landscaping business until a decision is made regarding the Final PUD Plan. Mr. Goldich presented a site plan, which includes two parcels. The northern parcel is zoned PUD, but no PUD Plan is in place, so there are no allowed uses. The southern parcel is zoned Agriculture/Forestry (A/F). Mr. Goldich said that Mr. Clark does have an administrative permit to operate his landscaping business on that parcel. The problem is that the operation has expanded into the northern parcel, which is the violation of the Zoning Regulations because there are no approved uses for that parcel. Mr. Goldich reviewed the history of the parcel, which was rezoned from A/F to PUD in 1995. Several PUD applications have been submitted for the property over the years, but none have been finalized. Mr. Goldich discussed the communications between staff and Mr. Clark that occurred after a complaint was filed in the summer of 2021. He said that Mr. Clark has applied for a Final PUD Plan and for a lot line adjustment. Mr. Goldich said that these applications, which are currently being processed, will be heard by Planning Commission and the Board of County Commissioners in the future, so these items will not be discussed at this time.

In response to a question from Commissioner Redmond, Mr. Goldich said that the proposed tabling until June 30<sup>th</sup> should allow sufficient time for a decision to be rendered regarding Mr. Clark's applications, even if all the documents have not been finalized. Commissioner Corrigan asked about the nature of the complaint that had initiated this process. Mr. Goldich said that complaint was with regard to moving boulders onto the property to armor the riverbank. When the complaint was investigated, staff discovered that the operation had expanded onto the northern parcel. Following discussion, it was decided that this was an administrative process, and that it would be inappropriate for the property owner or his representatives to speak.

## **MOTION**

Commissioner Corrigan move to table the requested code enforcement action to June 30, 2022 to allow for the completion of the review of the applications for the property that are

currently moving through the Planning Department's review process, and allowing the landowner to continue to conduct a landscaping business on the property during this review.

Commissioner Redmond seconded; the motion carried 3-0.

#### **EN RE: ROUTT COUNTY MUSEUMS AND HERITAGE FUND ADVISORY BOARD**

Jennifer Parent and Laurel Watson presented to the Board a consideration to approve Hayden Heritage Center's application for a collection storage flooring project.

The Museum & Heritage Advisory Board (MAHFAB) met on April 12, 2022 to review and recommend funding of 1 new Capacity Building grant: Hayden Heritage Center- Collection Storage Flooring. The Board approves of the grant.

#### **MOTION**

Commissioner Redmond moved to accept the Museum and Heritage Advisory Board's recommendation and approve the Capacity Building Grant application for the Hayden Heritage Center's Collection Storage Flooring Project in the amount of \$9,288.

Commissioner Corrigan seconded; the motion carried 3-0.

#### **EN RE: PURCHASING**

#### **RFP 758 OVERLAY 2022 APPROVAL**

Julie Kennedy, Purchasing Agent, Mike Mordi, Public Works Director presented to the Board a consideration to approve the purchase for Overlay 2022, the Chair sign the Notice of Award and authorize the County Manager to electronically sign the Purchase Order to Elam Construction, Inc. in the amount of \$1,446,705.

Ms. Kennedy sent out IFB 758 Overlay 2022 to the two known vendors, United and Elam. Elam was the low bidder.

#### **MOTION**

Commissioner Corrigan moved to approve the purchase, authorize the Chair to sign the Notice of award, and authorize the County manager to electronically sign the Purchase Order to Elam Construction, Inc. in the amount of \$1,446,705 noting that this may require a supplemental budget.

Commissioner Redmond seconded; the motion carried 3-0.

#### **RFP 759 CHIP SEAL 2022 APPROVAL**

Ms. Kennedy, Mr. Mordi, presented to the Board a Request to approve the award, authorize the Chair sign the Notice of Award, and authorize the County Manager to electronically sign the Purchase Order to GMCO Limited Liability Company of Colorado in the amount not to exceed \$2,095,002.40 for the Road & Bridge Chip Seal 2022 project.



Ms. Kennedy sent out IFB 759 Chip Seal 2022 to eleven Vendors and received one bid from GMCO LIMITED LIABILITY COMPANY OF COLORADO of Colorado.

**MOTION**

Commissioner Redmond moved to approve the award, authorize the Chair to sign the Notice of award, and authorize the County manager to electronically sign the Purchase Order to GMCO Limited Liability Company of Colorado in the amount not to exceed \$2,095,002.40 noting that this may require a supplemental budget.

Commissioner Corrigan seconded; the motion carried 3-0.

**EN RE: HUMAN SERVICES**

Kelly Kissling, Director presented to the Board a request for direction to increase hours and position of the DHS Collaborative Management Program.

The Collaborative Management Program (CMP) position has historically been part time, but the intensity and scope of work has increased. Past coordinators could not increase hours and noted challenges in providing services to as many families as they wanted too.

Previously, \$25,000 of the funding went to the schools to support Mind Springs Health intensive therapy program. This model has changed within the school districts, requiring less funding to support this program. The funding can be used for salary instead. The CMP coordinator works closely with the school counselors. With extra hours the CMP staff can provide case management services to families and collect data to support the efforts.

This position can be fully supported by current CMP allocation and reserves for the next two years, without additional grants. If approved though, CMP staff can apply for additional CMP funding starting July 1st, 2022, reducing or eliminating the need to go into CMP reserves. Grants could also be used to support this position, as it is well supported in the community and serves families involved in several systems.

The Commissioners asked clarifying questions about the roles of the position and the budget for the salary of the position.

**MOTION**

Commissioner Corrigan moved to approve moving the CMP position to full time starting June 1, 2022.

Commissioner Redmond seconded; the motion carried 3-0.

**EN RE: HUMAN RESOURCES**

Kathy Nelson, Director, and Erick Knaus presented to the Board a consideration to approve the Routt County Grievance Policy updates.

There has been a request from management to update the current Grievance Policy and related sections of the Personnel Handbook (Sections 6.2, 6.3, and 6.4). Ms. Nelson presented

the updated policy with all of the recommended changes. Both the County Manager and the County Attorney have reviewed and approved these changes and recommended this be placed on the agenda for consideration and approval. If approved, these updates would go into effect immediately and supersede the existing policy and related policies.

The updates in the policy include removing and replacing section 5.5 thru end of chapter 5.

#### 5.5 DISCIPLINARY ACTION

Any employment action that impacts an employee's pay or affects the duties of an employee is considered "disciplinary action" as that term is used herein. Verbal or written counseling is not considered disciplinary action. Action taken by management in an individual case does not establish a precedent in other circumstances. All disciplinary actions are at the discretion of the relevant Department Head except as provided below.

#### 5.6 GRIEVANCE OF DISCIPLINARY ACTION

Department Heads or Elected Officials or their designees may only take disciplinary action as described above concerning the employment of those employees they supervise after discussing the decision with the Human Resources Department or, in the case of the Human Resources Department, with the County Manager. If disciplinary action proceeds, the subject employee may request an initial review meeting with the Human Resources Department and the Department Head or Elected Official (or designee) within seven business days of being notified of such action. The review meeting is a condition precedent to any grievance as described below.

If the employee is dissatisfied with any result of the review meeting, the employee may file a written grievance within seven business days after notice of the result. Such grievance shall be filed with the County Manager identifying the nature of the complaint, any other relevant information or documentation, and the expected remedy. The County Manager, at their sole discretion, may meet with the employee and/or other involved individuals to discuss and assess the grievance. The County Manager will respond to the grievance with a written decision within seven business days of receiving the grievance either upholding or denying the grievance. If the County Manager needs more than seven business days to investigate the grievance and make a decision, they will notify the employee in writing.

This policy shall also apply in those cases where the County Manager is the employee's direct supervisor or took the disciplinary action regarding the subject employee. The disciplinary action may be upheld, rescinded, or amended but, in any case, is effective on the date of original notice. In all circumstances, the County Manager's decision shall be deemed final agency action.

Nothing in this section constitutes an employment agreement or is intended to affect the at-will employment relationship. This policy shall control in all circumstances where this policy contradicts other Routt County policies or procedures.

Also addressing:

#### 6.1 SEMI-ANNUAL REVIEWS

6.1.1 Routt County encourages its Department Heads to prepare semi-annual performance reviews for all Regular Employees using the Employee Performance Review Form attached as Appendix I. Department Heads may also use other review forms, in addition to the Employee Performance Review Form, to meet the specialized needs of the department. Copies of all such reviews should be given to the Human Resources Director for retention in the Personnel File of the employee being reviewed. All reviews maintained in an employee's Personnel File are available for review by the employee during normal business hours upon appointment.

6.1.2 Routt County encourages the County Manager to formally review the performance of all Appointed Department Heads at least annually. Any written review will become a part of the Department Head's Personnel File.

6.1.3 The Board of County Commissioners will endeavor to formally review the performance of the County Manager and the County Attorney at least annually. Any written review will become a part of the Personnel File of the employee reviewed.

The Commissioners asked Mr. Knaus and Ms. Nelson clarifying questions about the proposed grievance policy procedures.

## **MOTION**

Commissioner Corrigan moved to approve the Routt County Grievance Policy updates as presented.

Commissioner Redmond seconded; the motion carried 3-0.

## **EN RE: LEGAL**

Erick Knaus, County Attorney presented to the Board a Consideration to hire a full time Office Technician instead of filling the vacant Paralegal position and approval to hire the Office Technician at no higher than step 5.

The County Attorney's Office (CAO) Paralegal position has been vacant since April 8, 2022. After several interviews of candidates to fill this position, I would like to hire an Office Technician to meet immediate demands and potentially train the right candidate to be promoted to the Paralegal after training and experience. The 1.0 FTE Paralegal position approved in the 2022 budget will remain vacant so long as the CAO Office Technician position is in place.

The 2022 personnel budget for the CAO includes an approved full-time Paralegal position at step 9 and one eligible step increase to step 10 with a total cost of \$126,810 including benefits. The former Paralegal worked 748 hours in 2022 prior to resignation costing \$35,240 including benefits leaving a favorable budget variance of \$91,570.

The CAO is requesting that, instead of filling the 1.0 FTE, budgeted Paralegal position, that a 1.0 FTE Office Technician position be approved. The CAO requests hiring the Office Technician at no higher than step 5 of the Office Tech payscale. The 2022 projected cost to hire the Office Technician at step 5 full time is \$40,990 including benefits using an estimated hire date of 6/1/2022.

The Commissioners asked clarifying questions about the purpose of restructuring the Attorneys office and hiring an Office Tech over a Paralegal.

**MOTION**

Commissioner Redmond moved to permit the County Attorney's Office to hire a 1.0 FTE Office Technician at no higher than step 5 unless or until the Paralegal position is filled.

Commissioner Corrigan seconded; the motion carried 3-0.

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

*Jenny L Thomas*

Jenny L. Thomas, Clerk and Recorder



*B Melton*

M. Elizabeth Melton, Chair

Jun 9, 2022

Date








# May 3 2022

Final Audit Report

2022-06-09

Created:	2022-06-09
By:	Jennifer Parent (jparent@co.routt.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6HkbiRNhiKdUJkLpCrNrFHEhF_zgFKQc

## "May 3 2022" History

-  Document created by Jennifer Parent (jparent@co.routt.co.us)  
2022-06-09 - 3:24:29 PM GMT
-  Document emailed to Beth Melton (bmelton@co.routt.co.us) for signature  
2022-06-09 - 3:25:28 PM GMT
-  Email viewed by Beth Melton (bmelton@co.routt.co.us)  
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-  Document e-signed by Beth Melton (bmelton@co.routt.co.us)  
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-  Document emailed to Jenny L Thomas (jthomas@co.routt.co.us) for signature  
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-  Document e-signed by Jenny L Thomas (jthomas@co.routt.co.us)  
Signature Date: 2022-06-09 - 8:49:22 PM GMT - Time Source: server
-  Agreement completed.  
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