



**ARCHULETA COUNTY
BOARD OF COUNTY COMMISSIONERS**

MEETINGS ARE CONDUCTED IN PERSON, BUT WILL CONTINUE TO BE BROADCAST VIA ZOOM FOR OBSERVATION PURPOSES ONLY. NO PUBLIC INPUT WILL BE ALLOWED THRU THE ZOOM PORTAL. VIEW THE ZOOM MEETING AT <https://zoom.us/j/91609048375?pwd=dIFFV0J1cGVKa1NHWHFsa2taeGxtZz09> - Meeting ID 916 0904 8375 - Passcode 4141885

CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS OF DECEMBER 7, 2021 AT 1:30 P.M.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

DISCLOSURES AND/OR CONFLICT OF INTEREST

APPROVAL OR ADJUSTMENTS TO AGENDA

* Executive Session - Specific Agenda Topic

PUBLIC COMMENTS FROM THE FLOOR

This is an opportunity during the session for the public to address the Commissioners. Please complete the Public Comment Request Form and submit to an Administrative Staff member prior to the beginning of the meeting. Please keep your comments to three (3) minutes. The Board is not required to discuss or reply to your comment.

Documents:

[PUBLIC COMMENT REQUEST FORM.PDF](#)

PROCLAMATIONS

A. Wreaths Across America Day

Proclamation declaring December 18, 2021 as Wreaths Across America Day in Archuleta County.

Presenter	Linda Hobbs and Tanice Ramsperger
Presenter's Title	Sarah Platt Decker Chapter of National Society of DAR

Documents:

[WREATHS ACROSS AMERICA.PDF](#)

LOCAL LICENSING AUTHORITY

A. Consideration And Approval Of A Retail Marijuana Optional Premises Cultivation License For San Juan Strains, Inc.

This is a renewal of a Retail Marijuana Optional Premises Cultivation license for San Juan Strains, Inc. located at 95 Industrial Circle in Pagosa Springs, Colorado. This renewal includes no changes. The application is complete and the proper fees have been paid. The Sheriff's Office completed their background check and the Fire Protection District and County Building Department have completed their inspections and found no issues. The financial impact to the county is the fees paid per the county fee schedule and staff recommends approval of this license renewal.

Presenter	Mary Helminski
Presenter's Title	Executive Assistant/Paralegal

Documents:

[SAN JUAN STRAINS RENEWAL APPLICATION.PDF](#)

CONSENT AGENDA BY BOCC/LIQUOR BOARD

A. Consideration And Approval Of A Hotel And Restaurant Liquor License Renewal For Chimney Rock Restaurant And Tavern LLC

This is a renewal of a Hotel and Restaurant liquor license for Chimney Rock Restaurant and Tavern LLC located at 18710 W. Hwy. 160 in Bayfield, Colorado. This renewal includes no changes. The application is complete and the proper fees have been paid. The Sheriff's Office and the County Building Department have completed their inspections and found no issues. The financial impact to the county is the fees paid per the county fee schedule and staff recommends approval of this license renewal. Responsible Staff: Mary Helminski, Liquor Licensing Agent.

Documents:

[CHIMNEY ROCK RESTAURANT RENEWAL APPLICATION.PDF](#)

B. Consideration And Approval Of A Hotel And Restaurant Liquor License Renewal For Gustoso Ristorante Italiano

This is a renewal of a Hotel and Restaurant liquor license for Gustoso Ristorante Italiano located at 117 Navajo Trail Drive #D in Pagosa Springs, Colorado. This renewal includes no changes. The application is complete and the proper fees have been paid. The Sheriff's Office and the County Building Department have completed their inspections and found no issues. The financial impact to the county is the fees paid per the county fee schedule and staff recommends approval of this license renewal. Responsible Staff: Mary Helminski, Liquor Licensing Agent.

Documents:

[GUSTOSO RENEWAL APPLICATION.PDF](#)

CONSENT AGENDA

A. PAYABLE WARRANTS AND PURCHASE CARDS

November 17, 2021 - December 7, 2021

B. REGULAR MEETING MINUTES

Regular Meeting Minutes 11/09/2021

Draft of the Regular Meeting Minutes from November 9, 2021 for approval.

Documents:

[11-09-2021R.PDF](#)

Regular Meeting Minutes 11/16/2021

Draft of the Regular Meeting Minutes from November 16, 2021 for approval.

Documents:

[11-16-2021R.PDF](#)

C. SPECIAL MEETING MINUTES

Special Meeting Minutes 11/23/2021

Draft of the Special Meeting Minutes from November 23, 2021 for approval.

Documents:

[11-23-2021S.PDF](#)

D. Consideration Of Resolution 2021-_____ To Consolidate 2 Lots Into 1 Lot In Lake Forest Estates, Owned By Joseph And June Montoya

This request is to consider a Resolution authorizing the consolidation of Lots 138 and 139, in Lake Forest Estates, to become Lot 138X, owned by Joseph Montoya and June Montoya. This consolidation has been reviewed and is recommended for approval by the Development Services Director. The impact to the County budget includes fees paid per the County Fee Schedule, generally balanced by reduction in property taxes. Responsible Staff Member: Brandon Wolff, Planner.

Documents:

[MONTOYA RESOLUTION.PDF](#)

E. Ratification Of The Chairman's Signature On A Letter Of Support For Energize Colorado

This letter of support to the EDCC Council of Colorado provides the Board of County Commissioners' support to the Energize Colorado pilot program and offers Archuleta County as a participating community. Chairman Schaaf signed the letter on November 18, 2021.

Documents:

[LETTER OF SUPPORT - ENERGIZE COLORADO.PDF](#)

F. Ratification Of The Chairman's Signature On An Intergovernmental Agreement With Colorado Department Of Public Health And Environment

This IGA addresses disparities related to food insecurity as a social determinant of health by

supporting ongoing and emergent community solutions in Archuleta County. Chairman Schaaf signed the IGA on November 24, 2021.

Documents:

[CDPHE INTERGOVERNMENTAL AGREEMENT.PDF](#)

OLD BUSINESS

A. Consideration And Approval Of Animal Shelter Management And Services Agreement With Humane Society Of Pagosa Springs

This Agreement was tabled at the November 16, 2021 meeting. The Agreement has been slightly revised to reflect an updated Resolution 2020-204. This Agreement renews the service agreement to provide shelter for impounded, strayed and surrendered animals in the County. The Humane Society has requested an increase in fees from \$50,000 to \$62,500 per year plus increasing the impound fee from \$35 to \$40 and the housing fee from \$15 to \$20 per day.

Presenter	Todd Weaver
Presenter's Title	Interim County Administrator/County Attorney

Documents:

[2022 PROPOSED ANIMAL SERVICES AGREEMENT.PDF](#)

NEW BUSINESS

A. Appeal Hearing Regarding Unpermitted Vacation Rental Fines For 10600 County Rd 326

An Appeal Hearing requested by Pawprint Properties, LLC regarding fines of \$39,500 accumulated against the property at 10600 County Rd 326 for operating an unpermitted Vacation Rental for over a year. The Planning Commission heard the appeal in September and denied the appeal, upholding the \$39,500 fines.

Presenter	Pamela Flowers
Presenter's Title	Development Director

Documents:

[BOCC STAFF REPORT, PAWPRINT VR003902 FINES APPEAL, 211202.PDF](#)

B. Consideration And Approval Of One Additional Code Enforcement Officer

The Development Director has requested to add one additional Code Enforcement Officer. Currently there are two Code Enforcement Officers.

Presenter	Tina Woodman
Presenter's Title	HR Director

Documents:

[AGENDA ITEM SUBMISSION ADDITIONAL CODE ENFORCEMENT OFFICER NOV 2021.PDF](#)
[JUSTIFICATION FOR ADDITIONAL CODE ENFORCEMENT OFFICER.PDF](#)

C. Consideration And Approval Of New Position In DHS Department

The ACDHS Director, in coordination with the County Attorney, has requested to add a new full-time position for the DHS Department. An Executive/Legal Assistant would, among other responsibilities, handle the preparation and filing of legal documents related to child welfare cases, which would remove some of the administrative workload for both the DHS Contract Attorney and the County Attorney. The wage for the position will be Grade 8, range of \$23.32-\$32.60.

Presentor Tina Woodman
Presentor's Title Human Resources Administrator

Documents:

[JOB DESCRIPTION - DHS LEGAL ASSISTANT.PDF](#)

D. Consideration Of Resolution 2021 - ____ Classifying The Combined Dispatch Center As An Agency Of Emergency And First Responders

This Resolution formally classifies the Archuleta County Combined Dispatch Center as an agency of Emergency and First Responders.

Presentor Katherine Harr
Presentor's Title Emergency Communications Director

Documents:

[RESOLUTION 2021-____ CLASSIFYING ACCDC.PDF](#)
[DISPATCH AS FIRST RESPONDERS - STAFF REPORT.PDF](#)
[COMBINED DISPATCH EXECUTIVE BOARD APPROVED RESOLUTION.PDF](#)

E. Consideration And Approval Of Award For The Hazard Mitigation Plan Preparation Project

Every five years, the County prepares a "hazard mitigation plan". The planning process helps the County and local entities prepare for and mitigate the consequences of a number of different disasters which might occur within the County. If the plan is prepared to a high enough standard, it also opens up the possibility of other funding of County activities, in particular, operations grants to our Emergency Management department. Furthermore, a grant has previously been received which will pay 75% of the cost of consultants to assist in the preparation of the plan, up to \$36,000 (\$48,000 total cost). Accordingly, the County issued RFP No. 4291-21-001 for the "Preparation of an Archuleta County Multi-Jurisdictional Hazard Mitigation Plan".

Four proposals were received and those were evaluated by a committee comprised of: the Director of Emergency Management and the Finance Director. The evaluations led to scoring and ranking of the proposals as follows:

Score	Firm
780	Wood Environment & Infrastructure Solutions, Inc.
760	Synergy Disaster Recovery
570	WSP USA, Inc.

The highest scoring firm was Wood. The cost of their proposal is \$35,998, well within the \$48,000 amount provided by the grant supporting this project. That grant requires special consideration of minority businesses, women's business enterprises and labor surplus area firms, when possible. Synergy Disaster Recovery's proposal was the only one to identify themselves as qualifying for any of these considerations.

The evaluation committee is therefore recommending acceptance of the Wood Environment & Infrastructure Solutions, Inc. proposal and award of a contract for completion of the Hazard Mitigation Plan, as described in the RFP and in Wood Environment & Infrastructure Solutions, Inc.'s proposal.

Presenter Mike Le Roux
Presenter's Title Director of Emergency Operations

Documents:

[HMGP 3578 CONSULTANT EVALUATION_NOV21.PDF](#)

F. Consideration And Approval Of Additional Funding To Broadband Services Manager

The Pagosa Springs Community Development Corporation (CDC) has requested \$100,000.00 from the Board of County Commissioners to help fund the Broadband Services Management Office's operations for fiscal year 2022. This agenda item is to approve that request, with the funding to come from the federal PILT program funds the county receives.

Presenter Todd Weaver
Presenter's Title Interim County Administrator/County Attorney

Documents:

[BROADBAND FUNDING REQUEST LETTER.PDF](#)

G. Consideration And Direction To Draft Revised Lease Amendment With Rose Mountain DHS LLC

The developer of the Rose Mountain Townhomes workforce housing project has been awarded a Colorado Community Revitalization Grant that will be used to make improvements to and complete work on the project including site fencing, community playground, electric vehicle charging stations, parking lot improvements, DHS building improvements and excavation of the west side of the DHS building crawl space and construction of a basement area. In order to proceed with these projects, an amendment to the lease for the DHS building is needed. This agenda item directs the County Attorney to draft and negotiate the lease amendment with the developer and delegates authority to the County Attorney to sign and execute the lease amendment once a final version is agreed upon.

Presenter Todd Weaver
Presenter's Title Interim County Administrator/County Attorney

Documents:

[CCR GRANT CONTRACT_ROSE MOUNTAIN98587.PDF](#)
[MEMO RE CCR GRANT.PDF](#)

EXECUTIVE SESSION

Pursuant to C.R.S. 24-6-402(4): The Board reserves the right to meet in executive session for any purposes allowed and announced prior to voting to enter into executive session.

A. Executive Session

Pursuant to C.R.S. 24-6-402(4)(f)(I) personnel matters and C.R.S. 24-6-402(4)(e) instructing negotiators related to the County Administrator position and the renewal of the County Attorney employment contract. Pursuant to C.R.S. 24-6-402(4)(g) consideration of any documents protected by the mandatory nondisclosure provisions of the Open Records Act related to personnel issues.

POSSIBLE NEW BUSINESS

A. Designation Of Negotiator For County Administrator Position

Presenter	Todd Weaver
Presenter's Title	Interim County Administrator/County Attorney

B. Approval Of The Renewal Of County Attorney Employment Contract

Presenter	Todd Weaver
Presenter's Title	Interim County Administrator/County Attorney

COMMISSIONER COMMENTS

ADJOURNMENT OF THE REGULAR BOCC MEETING

All meetings to be held in the Archuleta County Administration Offices
398 Lewis Street, unless otherwise stated.
All Regular and Special BoCC Meetings are recorded.