

**ARCHULETA COUNTY PROCEEDINGS
BOARD OF COUNTY COMMISSIONERS**

The Board of County Commissioners held a Regular Meeting on January 3, 2023, noting County Commissioners Alvin Schaaf, Ronnie Maez and Warren Brown, County Manager Derek Woodman, County Attorney Todd Weaver and Deputy County Clerk and Recorder Hazel Wedemeyer present.

Chairman Schaaf called the meeting to order at 1:30 p.m. with the Pledge of Allegiance and a moment of silence.

Chairman Schaaf explained the policy for Public Comments. He stated the Board would hear public comments on any topic during the Public Comment portion of the regular meeting. Public comments would no longer be heard at the end of each meeting. A Request for Public Comment form must be completed and handed to an Administrative Staff member before the meeting begins.

Disclosures and/or Conflicts of Interest

There were none.

Approval or Adjustments to Agenda

Executive Session per C.R.S. 24-6-402(4) the Board reserves the right to meet in executive session for any purpose allowed and announced prior to voting. **Commissioner Maez moved to approve the agenda as presented. Commissioner Brown seconded the motion and it carried unanimously.**

Public Comments

There were none.

Land Use Regulations Hearing

Chairman Schaaf swore in Pamela Flowers, Development Director, for testimony.

A. Public Hearing for Public Hearing for Final Plat Review Of PLN22-126, The Pagosa Alpha Section 23 Plat Amendment 2023-01, Requested By Karen Fritz

Pamela Flowers, Development Director, stated Karen Fritz has applied for Approval of PLN22-126, the Pagosa Alpha Section 23, T 35 N, R 2 W, N.M.P.M. Amendment 2023-01 Final Plat, being a Replat of Parcel 23-7, Creating Parcel 23-7AZ and Parcel 23-7BZ. This plat amendment is intended to subdivide the 10-acre parcel into two 5-acre parcels to allow for construction of multiple homes and possible sale.

Chairman Schaaf opened the floor for comments in favor of the resolution.

There were none.

Chairman Schaaf opened the floor for comments opposed to the resolution.

There were none.

Chairman Schaaf closed public comments.

Commissioner Brown moved to approve PLN22-126, the Pagosa Alpha Section 23, T 35 N, R 2 W, N.M.P.M. Amendment 2023-01 Final Plat, being a Replat of Parcel 23-7, Creating Parcel 23-7AZ and Parcel 23-7BZ, with finding A, and conditions 1-17 for Karen Fritz as presented. Commissioner Maez seconded the motion and it carried unanimously.

B. Public Hearing For Final Plat Review Of PLN22-132, The Kerrigan Exemption Plat Amendment 2023-01, Requested By Patrick And Elayne Kerrigan

Pamela Flowers, Development Director, stated Patrick and Elayne Kerrigan have applied for Approval of PLN22-132, the Kerrigan Exemption Plat Amendment 2023-01 Final Plat, being a Replat of Lot 1, Creating Lot 1Z and Lot 2Z. This plat amendment is intended to subdivide the approximately 23.5-acre parcel into one of approximately 18.5 acres to remain in agricultural use and one of approximately 5 acres for transfer to a friend for residential development.

Chairman Schaaf opened the floor for comments in favor of the resolution.
There were none.

Chairman Schaaf opened the floor for comments opposed to the resolution.
There were none.

Chairman Schaaf closed public comments.

Commissioner Maez moved to approve PLN22-132, the Kerrigan Exemption Plat Amendment 2023-01 Final Plat, being a Replat of Lot 1, Creating Lot 1Z and Lot 2Z, with finding A and conditions 1-18 as presented. Commissioner Brown seconded the motion and it carried unanimously.

Chairman Schaaf adjourned the Land Use Hearing and reconvened the Regular Meeting at 1:38 p.m.

Consent Agenda

A. Payable Warrants and Purchase Cards

Payable Warrants for dates of DECEMBER 21 to JANUARY 3 2023:	
General Fund Payable	469,508.57
Road and Bridge Fund Payable	759,834.43
Department of Human Services Fund Payable	28,823.39
1A Fund	
All Combined Dispatch Fund Payable	1,613.00
Conservation Trust	
Justice System Capital Fund	
Solid Waste Fund Payable	26,322.00
Airport Fund Payable	4,064.25
Fleet Fund Payable	87,596.39
Total	\$ 1,377,762.03

Payable Wire Transfers for dates of DECEMBER 21 TO JANUARY 3, 2023	
General Fund Payable	
Road and Bridge Fund Payable	
Department of Human Services Fund Payable	
1A Fund	
All Combined Dispatch Fund Payable	
Conservation Trust	
Justice System Capital Fund	
Solid Waste Fund Payable	
Airport Fund Payable	
Fleet Fund Payable	
Total	
Payable Purchase Card Items for dates of DECEMBER 21 TO JANUARY 3, 2023	
General Fund Payable	\$ 27,850.05
Road and Bridge Fund Payable	\$ 3,241.16
Department of Human Services Fund Payable	\$ 875.01
1A Fund	
All Combined Dispatch Fund Payable	\$ 1,222.26
Conservation Trust	
Justice System Capital Fund	
Solid Waste Fund Payable	\$ 467.83
Airport Fund Payable	\$ 586.32
Fleet Fund Payable	\$ 297.58
Total	\$ 34,540.21
GRAND TOTAL	\$ 1,412,302.24

- B. Regular Meeting Minutes
12/20/2022
- C. Special Meeting Minutes
12/27/2022
- D. Consideration and Adoption of Resolution 2023-1 Establishing a Location for the Posting of Official County Notices, Setting Meeting Dates for the 2023 Calendar Year and Establishing Days and Office Hours for County Offices to Transact County Business for Fiscal Calendar Year 2023
- E. Consideration of the Appointment of a Budget Officer for Fiscal Year 2023
- F. Consideration and Approval of the 2023 County Merit System Certification
- G. Consideration and Approval of Certification of Highway User Trust Fund Eligibility
- H. Consideration and Approval of a Revised Letter of Support for State-Owned Fiber
- I. Ratification of the Chairman's Signature on a Bond Release
- J. Ratification of the Chairman's Signature on a Client Authorization to Bind Coverage

Derek Woodman, County Manager, read the Consent Agenda for the record.

Commissioner Brown moved to approve the Consent Agenda as presented. Commissioner Maez seconded the motion and it carried unanimously.

Old Business

A. Consideration of Resolution 2023-2 Extending the Policy for Recreational Vehicle Temporary Use Permits

Pamela Flowers, Development Director, stated in December 2022, the Board adopted Resolution 2022-130 which extended the interim policy for recreational vehicle temporary use permits. This resolution further extends the policy until June 2023. **Commissioner Maez moved to adopt Resolution 2023-2 extending the policy for recreational vehicle temporary use permits until June 20, 2023, as presented. Commissioner Brown seconded the motion and it carried unanimously.**

New Business

A. Consideration and Selection of Archuleta County's Employee of the Month for January 2023

Tina Woodman, Human Resources Director, stated the Employee of the Month program was created as a way to show county employee's how much they are appreciated. All county employees were invited to nominate a co-worker who provides service above and beyond the call of duty and/or exhibits core values that other employees observe and aspire to emulate. The nomination forms were shared with the Board of County Commissioners and this agenda item is for the Board of County Commissioners to select this month's Employee of the Month, who will be presented with a Certificate of Appreciation at the next scheduled work session. **Commissioner Brown moved to select Carla Elliott as January's Employee of the Month. Commissioner Maez seconded the motion and it carried unanimously.**

B. Consideration of a Special Events Use Park Permit for Pagosa Nordic Club and Request a Waiver of Fees

Jamie Jones, Administrative Assistant, presented an application for a Special Use Park Permit for Pagosa Nordic Club's use of Cloman Park for the Pagosa Nordic Season Opener for three (3) hours on January 7th, 2023. The Pagosa Nordic Club is requesting a waiver of the permit fees (approximately \$100 plus \$200 Deposit) since they provide free community cross-county ski trails at Cloman Park. **Commissioner Maez moved to waive the Special Use Park Permit use fees for Pagosa Nordic Club's event on January 7th as presented. Commissioner Brown seconded the motion and it carried unanimously.**

C. Consideration of a Special Events Use Park Permit for Pagosa Nordic Club and Request a Waiver of Fees

Jamie Jones, Administrative Assistant, presented an application for a Special Use Park Permit for Pagosa Nordic Club's Use of Cloman Park for the Moonrise Ski Socials (two (2) hours each event) on January 6th, 8th and 22nd, February 3rd and 4th and March 3rd. The Pagosa Nordic Club is requesting a waiver of the permit fees (approximately \$75 plus \$200 deposit each day) since they provide free community cross-country ski trails at Cloman Park. **Commissioner Brown moved to waive the Special Use Park Permit fees for Pagosa Nordic Club's events on January 6th, 8th and 22nd, February 3rd and 4th, and March 3rd as presented. Commissioner Maez seconded the motion and it carried unanimously.**

D. Consideration and Appointment of County Representative to The Southwestern Water Conservation District

Derek Woodman, County Manager, stated JR Ford presently serves as Archuleta County's appointee to the Southwestern Water Conservation District ("SWCD") Board of Directors. Mr. Ford's term will expire in late January 2023. Pursuant to the terms of SWCD's Organic Act, appointments by the Board of County Commissioners must be made at their first meeting of the year. Mr. Ford has expressed his interest in renewing his appointment for another three years. **Commissioner Maez moved to reappoint JR Ford to the Southwest Water Conservation District for a three-year term as presented. Commissioner Brown seconded the motion and it carried unanimously.**

E. Consideration and Adoption of Resolution 2023-3 Appointing Raymond F. Taylor as the Archuleta County Veterans Service Officer

Derek Woodman, County Manager, stated pursuant to C.R.S. 28-5-802, the Board of County Commissioners shall appoint a county veterans' services officer for a term of two years. **Commissioner Brown moved to adopt Resolution 2023-3 appointing Raymond F. Taylor as the Archuleta County Veterans Service Officer for a two-year term as presented. Commissioner Maez seconded the motion and it carried unanimously.**

F. Consideration and Approval of HR/Payroll Software Vendor

Tina Woodman, Human Resources Director, stated in November 2022, the Human Resources and Finance Directors spoke with the Board at a work session about the possibility of changing software vendors for Human Resources/Payroll services. This agenda item is to finalize that discussion and possibly direct staff to move forward with negotiating a contract with a new vendor. **Commissioner Brown moved to direct staff to move forward with negotiating a contract with new HR/Payroll software vendor as presented. Chairman Schaaf seconded the motion. The motion carried with Commissioner Brown and Chairman Schaaf voting Aye and Commissioner Maez voting Nay.**

G. Consideration and Approval of Animal Shelter Management and Services Agreement with Humane Society of Pagosa Springs

Derek Woodman, County Manager, stated this Animal Shelter Management and Services Agreement with the Humane Society of Pagosa Springs provides the terms and conditions for sheltering strayed and surrendered animals in Archuleta County for the 2023 calendar year. **Commissioner Brown moved to approve the Animal Shelter Management and Services Agreement with the Humane Society of Pagosa Springs as presented. Commissioner Maez seconded the motion and it carried unanimously.**

January 3, 2023

Commissioner Comments

With no further business coming before the Board, the meeting adjourned at 2:09 p.m.

Hazel Wedemeyer
Archuleta County Deputy Clerk & Recorder

Approved this 17th day of January 2023.

Warren Brown, Chairman