



**SUMMIT COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING AGENDA
Tuesday, May 12, 2020, 1:30 p.m.
County Commissioners' Meeting Room; Summit County Courthouse
208 Lincoln Avenue, Breckenridge, Colorado**

Due to Public Health concerns and social distancing efforts, this meeting will be conducted virtually and the public is encouraged to join the meeting by following the instructions below:

Please click the link below to join the webinar:

**[https://us02web.zoom.us/j/85276158191?
pwd=RXA1enpuN0FtSGxDb3RYTURJYIRGUT09](https://us02web.zoom.us/j/85276158191?pwd=RXA1enpuN0FtSGxDb3RYTURJYIRGUT09)**

Or Telephone:

**346 248 7799 or 669 900 9128 or 253 215 8782 or 312 626 6799 or 646 558
8656 or 301 715 8592**

Webinar ID: 852 7615 8191

Password: 598528

For assistance or questions regarding special accommodations, accessibility, or available audio/visual equipment, please contact 970-453-3403 as soon as possible.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. CITIZEN COMMENT
- V. PROCLAMATIONS & ANNOUNCEMENTS
 - A. Resolution Proclaiming May 17-23, 2020 As Emergency Medical Services Week In Summit County, Colorado

Documents:

[PROC A - EMS WEEK RESO.PDF](#)

- B. Resolution Recognizing Colorado Public Lands Day, May 16, 2020 In Summit County, Colorado

Documents:

[PROC B - COLORADO PUBLIC LANDS DAY PROCLAMATION - MAY 2020.PDF](#)

VI. CONSENT AGENDA

- A. Approval Of 4-28-20 Regular Meeting Minutes

Documents:

[CONSENT A - 042820 REG MIN.PDF](#)

- B. Warrant List Of 4-16-20 To 4-30-20 (Finance)

Documents:

[CONSENT B - WARRANT LISTS OF 4.16.20 TO 4.30.20.PDF](#)

- C. Library Board Applicants Approval (Library)

Documents:

[CONSENT C2 - HALEY LITTLETON BOCC RECOMMENDATION.PDF](#)
[CONSENT C3 - SARAH WILKINSON - COVER LETTER - LIBRARY BOARD.PDF](#)
[CONSENT C4 - SARAH WILKINSON - RESUME - LIBRARY BOARD.PDF](#)
[CONSENT C5 - HALEY LITTLETON LETTER OF INTEREST.PDF](#)
[CONSENT C6 - HALEY LITTLETON CV.PDF](#)
[CONSENT C1 - SARAH WILKINSON BOCC RECOMMENDATION.PDF](#)

- D. Approval Of Head Start 0-5 Self-Assessment & Action Plan

Documents:

[CONSENT D1 - 2020 HS0 SELF ASSESSMENT.PDF](#)
[CONSENT D2 - IMPROVEMENT PLAN.PDF](#)
[CONSENT D3 - PC AND GB APPROVAL SELF-ASSESSMENT 2020.PDF](#)

- E. Head Start Funding Applications Approval

Documents:

[CONSENT E1 - CARES ACT ONE-TIME SUPPLEMENTAL FUNDS MEMO.PDF](#)
[CONSENT E2 - 2020 COLA NARRATIVE.PDF](#)
[CONSENT E3 - PC AND GB APPROVAL 2020 COLA QI.PDF](#)
[CONSENT E4 - SUPPLEMENTAL SUMMER PROGRAM NARRATIVE.PDF](#)
[CONSENT E5 - PC AND GB APPROVAL 2020 SUMMER SUPPLIMENT.PDF](#)

- F. Liquor License Renewal For Pizza On The Run Inc. DbA PIZZA ON THE RUN; Hotel & Restaurant; Michele Rosol; Located At 0140 Ida Belle Drive, Keystone, CO (Clerk)

Documents:

CONSENT F - PIZZA ON THE RUN RENEWAL
MATERIALS_REDACTED.PDF

G. Approval Of Appointment For Lower Blue Planning Commission (Planning)

Documents:

CONSENT G - LOWER BLUE PLANNING COMMISSION
RECOMMENDATION.PDF

VII. NEW BUSINESS

- A. Class 6 - General Subdivision Exemption / Lot Line Vacation Between Lots 0 And 1, Block Summit County Board Of County Commissioners' Regular Meeting Agenda Of May 12, 2020 1, Dillon Valley Subdivision#1 (PLN20-016/Summit County Housing Department) Snake River Basin (Planning)

Documents:

NB A1 - PLN 20-016 STAFF REPORT.PDF
NB A2 - DILLON VALLEY PLAT LOT 1 SPLIT RECORDING-153564.PDF
NB A3 - PLN20-016 RESO.PDF

VIII. ADJOURNMENT

*This agenda is subject to change at any time. Please contact the Manager's Office or visit our website to obtain updates at: <http://www.summitcountyco.gov>

RESOLUTION NO. 2020-

**BOARD OF COUNTY COMMISSIONERS
OF THE
COUNTY OF SUMMIT
STATE OF COLORADO**

PROCLAIMING MAY 17-23, 2020 AS “EMERGENCY MEDICAL SERVICES WEEK” IN SUMMIT COUNTY, COLORADO

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, members of Summit County emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week; 365 days a year; and

WHEREAS, Summit County’s emergency medical services provide a comprehensive set of emergency medical services to Summit County including 911 response, critical care inter-facility transport, wildland fire and disaster medical services, search-and-rescue/tactical paramedics, injury prevention, CPR/AED training, and other specialized services; and

WHEREAS, with cooperation Summit Fire and EMS, Red White and Blue Fire Department, ski patrols, Summit County Rescue Group, mountain clinics, St. Anthony Summit Medical Center, Flight For Life, and other participants, Summit County benefits from an excellent EMS system; and

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical services providers by designating Emergency Medical Services Week,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, OF THE COUNTY OF SUMMIT, STATE OF COLORADO, that the week of May 17-23, 2020, shall be proclaimed as “*Emergency Medical Services Week*” in Summit County, Colorado in honor of the men and women whose commitment and professionalism help care for the citizens and visitors of Summit County.

ADOPTED THIS 12TH DAY OF MAY, 2020.

**COUNTY OF SUMMIT
STATE OF COLORADO
BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS**

ATTEST:

Karn Stiegelmeier, Chair

Kathleen Neel, Clerk & Recorder

RESOLUTION NO. 2020-

**BOARD OF COUNTY COMMISSIONERS
OF THE
COUNTY OF SUMMIT
STATE OF COLORADO**

**RESOLUTION RECOGNIZING COLORADO PUBLIC LANDS DAY, MAY 16, 2020, IN
SUMMIT COUNTY, COLORADO.**

WHEREAS, in May 2016, Colorado became the first state in the nation to establish a state holiday for our public lands; and

WHEREAS, the third Saturday in May is now recognized as Colorado Public Lands Day, a day to celebrate how our public lands are central to our identity, heritage, economy and quality of life across the Centennial State; and

WHEREAS, Coloradans know that our forests, rivers, mountains, grasslands and parks fuel our tourism and outdoor recreation industries; and

WHEREAS, our public lands are places for people to connect with the natural world, challenge themselves to grow, strengthen their bonds with friends and family and learn about the world around us; and

WHEREAS, Colorado Public Lands Day is a chance to get outside and enjoy our unparalleled wild places and to give back to the public lands that provide us with so much; and

WHEREAS, public lands make up approximately 80 percent of Summit County's land area; and

WHEREAS, people travel to Summit County from across the globe to recreate in our public lands and draw inspiration from the wild forests, rushing rivers, sun-soaked meadows and towering peaks of the White River National Forest; and

WHEREAS, our public lands are the heart of our watershed, a priceless resource for our entire state; and

WHEREAS, the Board of County Commissioners heartily endorses and celebrates efforts across the nation to protect and preserve our public lands for the benefit and enjoyment of future generations,

NOW, THEREFORE, LET IT BE RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SUMMIT, STATE OF COLORADO, DOES HEREBY RECOGNIZE AND CELEBRATE COLORADO PUBLIC LANDS DAY, MAY 16, 2020.

ADOPTED THIS 12TH DAY OF MAY, 2020.

**COUNTY OF SUMMIT
STATE OF COLORADO
BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS**

Karn Stiegelmeier, Chair

ATTEST:

Kathleen Neel, Clerk & Recorder



SUMMIT COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, April 28, 2020 at 1:30 p.m.
SUMMARY MINUTES

*For assistance or questions regarding special accommodations, accessibility,
or available audio/visual equipment, please contact 970-453-3403 as soon as possible.*

I. CALL TO ORDER

The Meeting of the Board of County Commissioners on Tuesday, April 28, 2020 was called to order by Chair, Karn Stiegelmeier, at 1:31 p.m. in the County Commissioners' Meeting Room, Summit County Courthouse, 208 Lincoln Avenue, Breckenridge, Colorado.

II. ROLL CALL

Board Members present and answered to the roll call were:

Karn Stiegelmeier, Chair
Thomas C. Davidson, Commissioner
Elisabeth Lawrence, Commissioner

Staff Present were as follows: Jeff Huntley, County Attorney; Keely Ambrose, Assistant County Attorney; April Paige, Executive Administrative Manager; Stacey Nell, Chief Deputy Clerk; Stephanie Thompson, Deputy Clerk and Lori Dwyer, Deputy Clerk.

Staff attending via conference phone were as follows: Scott Vargo, County Manager; Bentley Henderson, Assistant County Manager; April Kroner, Planning Director; Jessica Potter, Planner II and Marty Ferris, Finance Director.

Additional Attendees via conference phone: Jack Taylor, Graeme Bilenduke, Mike Anderson, Chris Durloo, Libby Stanford, Mark Falcone, Elena Scott, Elissa Slezak, Justin Slezak.

III. APPROVAL OF AGENDA

The agenda was approved, as presented.

IV. CITIZEN COMMENT

V. PROCLAMATIONS & ANNOUNCEMENTS

A. Resolution Proclaiming the month of May 2020 as "Mental Health Awareness Month" in Summit County, Colorado (Public Health).

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-27, a Resolution Proclaiming the

month of May 2020 as “Mental Health Awareness Month” in Summit County, Colorado (Public Health).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VI. CONSENT AGENDA

- A. Approval of 4.14.20 Regular Meeting Minutes. **Approved as presented; and**
- B. Warrant List of 4-1-20 to 4-15-20 (Finance). **Approved as presented by the Finance Department; and**
- C. Modification of Liquor License for Keystone Food & Beverage Co. dba SKI TIP RANCH; Manager Registration; Hotel & Restaurant; Nicole Krier; located at 0764 Montezuma Road, Keystone, CO (Clerk). **The Sheriff’s report indicated no record of negative information on the establishment and stated no reason to disapprove the issuance of the license at this time; and**
- D. Renewal of Liquor License of Snowbridge Liquors Inc. dba SNOWBRIDGE SQUARE LIQUORS; Liquor Store; Patrick Tekampe; located at 760 Copper Road #C107A, Copper Mountain, CO (Clerk). **The Sheriff’s report indicated no record of negative information on the establishment and stated no reason to disapprove the issuance of the license at this time; and**
- E. Renewal of Liquor License of Keystone Food & Beverage Co. dba HYATT PLACE KEYSTONE; Hotel & Restaurant; Jody Churich; located at 23044 U.S. Highway 6, Keystone, CO (Clerk). **The Sheriff’s report indicated no record of negative information on the establishment and stated no reason to disapprove the issuance of the license at this time; and**
- F. Renewal of Liquor License of Keystone Food & Beverage Co. dba KEYSTONE CONFERENCE CENTER; Hotel & Restaurant with Optional Premises; Jody Churich; located at 633 Tennis Club Road, Keystone, CO (Clerk). **The Sheriff’s report indicated no record of negative information on the establishment and stated no reason to disapprove the issuance of the license at this time; and**

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve the Consent Agenda, items A-F as referenced above.

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VII. PUBLIC HEARING

- A. Public Hearing for a New Liquor License for Keystone Coffee Company LLC dba STEEP; Brewpub; Elissa Slezak; Justin Slezak; located at 23110 U.S. Highway 6 Units #113-115, Keystone, CO (Clerk). **Continued from the March 10, 2020 Regular Meeting.**

Stacey Nell gave a background including the location of the business within Summit County. She also noted that the brewpub designation is the only one of its kind in unincorporated Summit County. She explained that the type of license provides for on premise consumption of beer, wine and liquor. It also provides for sales of beer in sealed containers.

She noted the criminal history results of the background checks on Elissa Slezak and Justin Slezak.

Commissioner Stiegelmeier opened and closed the public hearing without public comment.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-28, a Resolution for a New Liquor License for Keystone Coffee Company LLC dba STEEP; Brewpub; Elissa Slezak; Justin Slezak; located at 23110 U.S. Highway 6 Units #113-115, Keystone, CO (Clerk).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

B. A request for preliminary plat for subdivision at the A-Lift Neighborhood at Copper Mountain resulting in 5 single-family lots, 3 townhouse tracts, 1 hotel/condo tract, 1 road tract, 3 open space parcels, and 2 remainder parcels. The A-Lift Neighborhood will consist of 7.7 acres, the parent parcel is 165.49 acres; Lot 2B, Copper Mountain East Neighborhood Subdivision, zoned Parcel 32, Copper Mountain PUD. (PLN19-148/ Mike Anderson, Continued Copper, LLC) Ten Mile Basin (Planning).

Jessica Potter gave an overview including but not limited to history of the parcel, next steps, access, criteria for approval, an overview of the proposed plat, open space, development constraints in the PUD, development triggers and recommended plat notes.

Ms. Potter noted that staff recommends approval of the request with six findings and no conditions.

Commissioners and staff discussed plat notes that may be included on the final plat.

Commissioner Stiegelmeier opened and closed the public hearing without public comment.

MOTION: A motion was made by Commissioner Davidson and seconded by Commissioner Lawrence to approve Resolution 2020-29, A request for preliminary plat for subdivision at the A-Lift Neighborhood at Copper Mountain resulting in 5 single-family lots, 3 townhouse tracts, 1 hotel/condo tract, 1 road tract, 3 open space parcels, and 2 remainder parcels. The A-Lift Neighborhood will consist of 7.7 acres, the parent parcel is 165.49 acres; Lot 2B, Copper Mountain East Neighborhood Subdivision, zoned Parcel 32, Copper Mountain PUD with 6 findings and no conditions. (PLN19-148/ Mike Anderson, Continued Copper, LLC) Ten Mile Basin (Planning).

MOTION PASSED UNANIMOUSLY BY THE BOARD PRESENT

VIII. ADJOURNMENT

The meeting was adjourned at 2:08 p.m.

Respectfully submitted,

Approved by:

Lori Dwyer, Deputy Clerk

Karn Stiegelmeier, Chair

NOTE: These minutes are a summary of the proceedings and motions of the April 28, 2020 Board of County Commissioners' Regular Meeting. The complete digital recording is available in the Office of the Clerk & Recorder, Summit County Courthouse, 2nd Floor, 208 Lincoln Avenue, Breckenridge, Colorado 80424.

Vendor Checks by Date

Check Cut Range from: 4/16/2020 through 4/30/2020

Summit County Finance

Munis Reporting Series

		Total Chk Amt
10013	A1 ORGANICS	\$1,689.95
10014	A2CL INC.	\$1,500.00
10025	ACZ LABORATORIES	\$92.00
10038	AIR FILTER SOLUTIONS, INC.	\$1,966.98
10047	ALLIED SECURITY	\$406.15
10057	ALSCO	\$834.73
10061	ALWAYS MOUNTAIN TIME LLC	\$544.00
90621	ANIMAL CONTROL ONE TIME	\$734.65
10106	ARKANSAS VALLEY PUBLISHING CO. DBA	\$130.60
10109	ARTHUR J. GALLAGHER	\$900.00
10111	ARTWORKS UNLIMITED INC	\$1,481.00
10123	AVALANCHE PT	\$450.00
10131	BAKER & TAYLOR BOOKS	\$49.02
10168	BOB BARKER CO.	\$2,626.98
12078	BOULDER COUNTY	\$475.00
10181	BRECKENRIDGE BUILDING CENTER	\$4.29
11876	BRECKENRIDGE MONTESSORI, INC	\$4,096.40
11962	BRUCE CAMPING	\$123.00
10198	BUILDING TECH. SYSTEMS	\$572.50
10218	CAROLINA SOFTWARE	\$3,611.83
10222	CARRIAGE HOUSE PRESCHOOL	\$11,622.00
12479	CASSIE COMEAU	\$650.00
10247	CENTURYLINK	\$9,010.69
12460	CESARE, INC.	\$185.04
10258	CHARLES D JONES CO	\$291.68
10270	CITY ELECTRIC SUPPLY SW DIVISION	\$407.78
10276	CIVIL INSIGHT, LLC	\$3,220.00
12581	CLEAR CREEK COUNTY GOVERNMENT	\$130.15
10298	COLORADO ANALYTICAL LAB	\$38.00
12653	COLORADO COMMUNITIES FOR CLIMATE ACTION	\$10,000.00
10329	COLORADO DEPT OF PUB HEALTH & ENV	\$325.00
10332	COLORADO DEPT OF PUBLIC HEALTH	\$20.00
10330	COLORADO DEPT OF PUBLIC HEALTH & ENVIRONMENT	\$7,686.00
10343	COLORADO LIFT EQUIPMENT, INC	\$2,503.04
10350	COLORADO MOUNTAIN NEWS MEDIA	\$359.51
12055	COLORADO WORKERS COMPENSATION POOL	\$132.81
10373	COMCAST	\$10.59
12607	COMCAST HOLDINGS CORPORATION	\$9,992.25
12379	COPY COPY	\$72.00

Vendor Checks by Date

Check Cut Range from: 4/16/2020 through 4/30/2020

Summit County Finance

Munis Reporting Series

10395	CORUM REAL ESTATE GROUP INC.	\$3,480.00
11655	COSTAR REALTY INFORMATION INC	\$982.84
12459	COVETRUS NORTH AMERICA	\$462.15
11644	CROWN TROPHY	\$331.58
12651	DACE QZ CONSULTING	\$8,250.00
12603	DAVID ALEXANDER	\$135.00
10433	DELL USA LP	\$7,146.16
10444	DH PACE	\$9,676.46
12667	DILLON VALLEY DISTRICT	\$208,900.00
11963	DINAH BEAMS	\$92.00
10457	DOMINION VOTING	\$769.59
10458	DON BANTAM	\$41.05
11992	DR ALISON MCNEILLY	\$370.00
10473	EARLY CHILDHOOD OPTIONS	\$58,428.41
10474	EAST DILLON WATER DISTRICT	\$188.90
10478	EBMS	\$346,190.12
11969	EMPLOYERS COUNCIL	\$159.00
91220	ENVIRONMENTAL HEALTH ONE TIME	\$846.00
10520	FAMILY INTERCULTURAL RESOURCE	\$38,907.44
10529	FEDERAL EXPRESS	\$70.11
11664	FIRST TRANSIT, INC.	\$34,911.50
10541	FIS/LINK2GOV	\$109.80
10559	FRISCO SANITATION DISTRICT	\$4,335.45
11958	FULL POTENTIAL, LLC	\$1,505.00
10566	GALLS, LLC	\$229.60
12654	GLOBAL HEALTHCARE PRODUCT SOLUTIONS LLC	\$408.00
1202	GOVERNMENT TECHNOLOGY SYSTEMS LLC	\$180.00
10601	GRAINGER	\$338.19
11800	GRAND GRAVEL PIT LLC	\$737.88
10617	HD SUPPLY	\$359.55
10632	HILL'S PET NUTRITION	\$142.74
12510	HYDER CONSTRUCTION INC	\$20,519.89
10651	IDEXX LABORATORIES	\$68.07
10660	INGRAM BOOK CO	\$810.51
10665	INTEGRAL DESIGN GROUP	\$552.50
12655	JAIME BROWER PSYCHOLOGICAL SERVICES & CONSULTING	\$975.00
12547	JAMES T. KUSTER	\$5,017.00
10695	JANEEN K OGDEN	\$1,500.00
12553	JASON LEDERER	\$33.57
10909	JENNIFER LOVE	\$736.00

Vendor Checks by Date

Check Cut Range from: 4/16/2020 through 4/30/2020

Summit County Finance

Munis Reporting Series

12659	JENNIFFER GONZALEZ	\$178.58
11636	JM SILVERTHORNE LLC	\$18.33
12604	JONATHAN MOSHER	\$135.00
12317	JOSEPH DICERBO	\$43.09
12665	J'S BODY SHOP	\$3,134.43
12301	JUDITH L. DOMBROWSKI	\$1,121.48
10741	JUSTIN MILIZIO, DVM	\$490.00
12540	KANOPY INC	\$2,400.00
10743	KAPCO	\$212.72
1236	KATHLEEN B CASTRIGNO	\$768.53
12303	KATHLEEN GROSSNICKLAUS	\$1,125.80
11929	KATHY HULL	\$72.00
12473	KELSEY SWANSON	\$470.00
12658	KENNEDY PLUMBING & HEATING, LLC	\$1,898.00
10764	KIDABILITIES, LLC	\$3,375.00
10908	KIMBERLEY RAMEY	\$4,151.00
12214	KIMBERLY EYTEL	\$1,029.00
10772	KINSCO LLC	\$460.41
10782	KRYSTAL BROADCASTING	\$11,864.00
10796	LAKE DILLON PRESCHOOL	\$12,381.92
10798	LAND TITLE GUARANTEE CO	\$500.00
10801	LANGUAGE LINE SVCS	\$190.36
10804	LASER GRAPHICS	\$1,317.00
12285	LAURA VERONICA CHAVEZ	\$1,351.00
12163	LENKA'S LOVING CARE INC	\$240.00
12010	LINDA DICKMAN	\$72.00
12302	LINDA FARRELL	\$381.04
10823	LITTLE RED SCHOOLHOUSE	\$13,272.84
10833	LOWES	\$2,457.72
12457	MARYLYN J GREEN	\$1,463.54
10862	MATTHEW BENDER & CO., INC.	\$272.10
1072	MCKNIGHT INVESTMENTS LLC	\$1,401.24
12640	MEECO SULLIVAN, LLC	\$18,830.50
10372	MELISSA F HASSEL	\$5,087.00
12526	MELISSA THOMPSON	\$618.80
11937	MELLANEE MONTGOMERY	\$65.33
12420	MEREDITH FRANK	\$1,025.00
10873	MESA OIL	\$566.30
5001	MESSNER & REEVES LLP	\$650.00
10898	MIND SPRINGS HEALTH, INC.	\$3,574.25

Vendor Checks by Date

Check Cut Range from: 4/16/2020 through 4/30/2020

Summit County Finance

Munis Reporting Series

10899	MINES AND ASSOCIATES, P.C.	\$836.60
10912	MOUNTAIN PARKS ELECTRIC	\$29.00
12132	MOUNTAINSIDES CONDO ASSOCIATION	\$294.00
10924	MUNICIPAL EMERGENCY SERVICES INC	\$27.92
12405	NAOMI LOUSE WHITE	\$1,288.00
12661	NORTHWEST COLORADO CENTER FOR INDEPENDENCE	\$5,857.60
10978	OFFICE OF THE DISTRICT ATTORNEY	\$116,001.34
11949	OPEN ARMS CHILDCARE AND PRESCHOOL	\$9,853.89
10994	OVERDRIVE, INC.	\$1,833.56
11009	PEAK PERFORMANCE	\$320.14
11017	PETROS & WHITE	\$9,599.40
12663	POLAR LEASING COMPANY INC	\$2,980.00
11030	POSTMASTER-BRECKENRIDGE	\$130.00
12451	POSTMORTEM PATHOLOGY SERVICES, INC.	\$1,175.00
90820	PUBLIC TRUSTEE ONE TIME	\$21,797.55
11067	QUILL.COM	\$497.37
11089	RESOURCE ENGINEERING	\$3,764.50
11096	RIDGE STREET KITCHEN	\$2,336.72
11103	ROB FISHER	\$150.00
11113	ROCKY MOUNTAIN COFFEE ROASTERS	\$175.00
11119	ROCKY MOUNTAIN MONTESSORI	\$10,799.26
11158	SARAH NORDHOLM	\$26.90
11170	SCS ENGINEERS	\$16,044.58
11172	SE GROUP	\$55.00
10956	SECURITY SERVICES, LLC.	\$1,386.76
90611	SHERIFF ONE TIME	\$2,175.00
11189	SHERWIN WILLIAMS	\$430.59
11193	SHRED-IT USA LLC	\$60.00
11196	SILVERTHORNE AUTO BODY	\$7,028.39
12434	SOUTH PAW ELECTRIC CORP	\$29,882.46
11100	STANTEC ARCHITECTURE INC.	\$25,333.46
11246	STATE OF COLORADO	\$4,277.42
12404	STRUCTURES, INC	\$15,925.31
11270	SUMMIT COMBINED HOUSING AUTHORITY	\$3,373.75
11271	SUMMIT COMMUNITY CARE CLINIC	\$61,179.87
11276	SUMMIT COUNTY MEDICAL OFFICE	\$21,120.91
11277	SUMMIT COUNTY PRESCHOOL	\$15,726.12
11883	SUMMIT FIRE AND EMS AUTHORITY	\$207,728.71
11339	SUMMIT FOUNDATION	\$143,325.00
11287	SUMMIT ROLL-OFFS	\$45.00

Vendor Checks by Date

Check Cut Range from: 4/16/2020 through 4/30/2020

Summit County Finance

Munis Reporting Series

11288	SUMMIT SCHOOL DISTRICT RE-1	\$29,652.00
11289	SUMMIT SPEECH SERVICES	\$6,540.00
11302	SURVIVAL ARMOR	\$1,539.69
11317	TEAM CLEAN	\$21,844.73
11989	TETRA TECH, INC.	\$146,634.92
11343	THERM-TEC	\$401.92
11348	THOMSON REUTERS- WEST	\$1,942.49
11352	TIGER NATURAL GAS, INC.	\$4,984.23
11355	TIMBERLINE DISPOSAL LLC	\$151.67
11356	TIMBERLINE LEARNING CENTER	\$16,478.84
1151	TOWN OF BRECKENRIDGE	\$107.66
11367	TOWN OF BRECKENRIDGE	\$2,331.42
11371	TOWN OF SILVERTHORNE	\$160.01
90810	TREASURER ONE TIME	\$24,553.23
11405	UPPER BLUE SANITATION	\$2,169.18
11421	VALUEWEST, INC.	\$5,900.00
12476	VISIONARY COMMUNICATIONS	\$1,951.67
11432	VOIANCE LANGUAGE SERVICES, LLC	\$233.02
11436	VWR FUNDING, INC	\$560.28
11440	WAGNER EQUIPMENT	\$2,002.30
11445	WASTE MANAGEMENT	\$81.28
11452	WEAR PARTS & EQUIP CO., INC.	\$3,264.41
12445	WEAVER HOLDINGS LLC	\$4,304.36
11455	WENDY FRAZIER	\$92.58
11462	WESTERN PAPER DIST	\$13,134.65
11887	WOFFORD ELECTRIC	\$960.00
11478	XCEL	\$31,190.60
11538	XEROX FINANCIAL SERVICES	\$2,548.59



SUMMIT COUNTY LIBRARY
www.SummitCountyLibraries.org

MAIN LIBRARY
970.668.5555
0037 Peak One Dr. | PO Box 770
Frisco, CO 80443

NORTH BRANCH
970.468.5887
651 Center Cir. | PO Box 1248
Silverthorne, CO 80498

SOUTH BRANCH
970.453.3544
103 S. Harris St. | PO Box 96
Breckenridge, CO 80424

STAFF REPORT

TO: Board of County Commissioners
FROM: Stephanie Ralph, Library Director
FOR: Meeting of May 12, 2020
SUBJECT: **Approval of Library Board - Trustee Appointment**

BACKGROUND: At the April 23, meeting of the Library Board, the Trustees voted unanimously to recommend Haley Littleton for the vacant Library Trustee position.

RECOMMENDATION: The Library Board recommends Haley Littleton to fill the vacant seat for a term which will last for three years.

SARAH WILKINSON

March 6, 2020



ADDRESS

9 Meadow Lark Green
PO Box 6668
Breckenridge, CO 80424



PHONE

303-941-4783



EMAIL

sarahvigil@gmail.com

Dear Summit County Library Board of Trustees,

I feel so lucky to have such a wonderful library system in the county that I live in and I make sure to take advantage of its many wonderful resources and programs: I visit the South Branch Library at least once a week to get books for my 6-month old son, Arlo. I use Libby to download books to my Kindle. The New York Times articles I read are free - thanks to access from Summit County Library. I go to storytimes and slideshows - and am even presenting my own travel slideshow this evening! I'd love the opportunity to serve on the Library Board and to have a hand in developing an organization that means so much to me, and that I believe is so important to our community.

As a Library Board member, I believe I can bring a variety of knowledge and experience that can provide a unique perspectives and strengths to the group. I am very interested in contributing to the future of our Library system in any way possible, whether it be through assisting with fundraising events, reviewing policies, or assisting with developing marketing strategies

In 2019, I was fortunate to complete the Colorado Mountain College Summit Leadership Course. The yearlong course emphasized that leadership means taking action to supporting and contributing to the causes that are important in our community. Serving on the Library Board would absolutely allow me to impact my community for the better, and I hope to be given that opportunity.

I look forward to discussing the open position on the Summit County Library Board of Trustees.

Sincerely,
Sarah Wilkinson

SARAH WILKINSON

PROFILE

Sarah is a teamwork-focused professional with a background in libraries, administrative support, education, and project management. Her strengths are managing with emotional intelligence, vision to execution project completion, excellent customer service, multi-tasking and organization, efficient delivery of results, excellent customer service, and attention to detail.



ADDRESS

9 Meadow Lark Green
PO Box 6668
Breckenridge, CO 80424



PHONE

303-941-4783



EMAIL

sarahvigil@gmail.com

EDUCATION

COLUMBIA UNIVERSITY

New York, New York

Bachelor of Arts, May 2009

Majors: Visual Arts, Hispanic Studies

Honors Senior Thesis: Hispanic Studies

Dean's List: Spring 2006 - Spring 2009

GPA: 3.77

REFERENCES AVAILABLE UPON REQUEST

EXPERIENCE

July 2019 - Present

Executive Administrative Manager · Assessor's Office, Summit County Government
Breckenridge, CO

- Supervise administrative staff to complete property transfers by entering deeds and other recorded documents, to process plats and create new schedules, and other administrative tasks
- Administer the Senior and Veteran Exemption program through application review, tracking, and coordination with the Department of Property Taxation
- Ensure that all statutory deadlines for noticing and reporting are timely met

January 2017 - June 2019

Administrative Assistant · Manager's Office, Summit County Government
Breckenridge, CO

- Coordinated and facilitated all aspects of the Board of County Commissioner Regular Meetings including scheduling topics for agendas, creating and formatting materials, recording and preparing minutes, and maintaining a complete record of all documents
- Drafted documents, filed motions and pleadings, and conducted research for Attorney's Office
- Assisted Director of Communications in reviewing and distributing press releases

November 2014 - January 2017

Library Aide · Summit County Government · Breckenridge, CO

- Collaborated to apply for grant funding and implement Lego Club Program at three library branches with a total of 633 participants in the first 9 months
- Reviewed and updated staff handbook with current practices for new library branch
- Managed meeting room reservations using the MIDAS scheduling client
- Created social media content and analyzed posts to promote programs and resources
- Performed circulation desk duties including checking patron materials in and out, shelving books, and especially providing assistance with technology

August 2012 - June 2014

Visual Arts Instructor · Pioneer Charter School · Denver CO

- Created annual vision and goals to guide instructional learning and student growth
- Designed year-long curricula for K-8 aligned with Colorado Academic Standards
- Directed Shakespeare Club and Cooking Club as after-school enrichment opportunities
- Selected from over 40,000 applicants as a 2012 Teach for America Corps Member

COMMUNITY LEADERSHIP

- Colorado Mountain College, Leadership Summit Class of 2019
- Skypark Business Center HOA Board, Secretary, 2018 - Present

SKILLS

- Speaks Spanish conversationally and is proficient in reading and writing
- Adept computer user and excels at using Microsoft Office, Google Docs, Adobe, CivicPlus, Concrete5, Laserfiche, MIDAS, Tyler Munis, and Sierra Circulation
- Develops engaging content for Facebook, Instagram and Twitter

INTERESTS

Reading: young adult, fantasy, science fiction, and contemporary fiction

Also: dog walks, trail running, backcountry skiing, yoga, cooking, and traveling

To the Board Members and Staff of the Summit County Library,

It is now a weekly occurrence that I find myself walking the several blocks from Breckenridge Town Hall to the South Branch of the Summit County library, snow or shine. Often, I don't have a chance to pull out my card or say my name before the staff member heads to the shelf to grab the books that I've ordered. The South Branch Library is my place of respite, and I've become a regular. When I moved into a 500 square foot apartment, I knew that my reading storage needed to decrease significantly. I began to question the sustainability of constant book purchases (both on the environment and my finances). It was then that I began to utilize the library. Since then, I have become voracious in my reading habits. I've read 15 books since the start of 2020. The Summit County library system has given me space to continue my constant quest for knowledge and reinvigorated a reading habit that has been struggling since graduation.

It is for the personal reasons that I wish to give back and join the Summit County Library Board, but I am also passionate about this from a broader angle. I believe that our public libraries are the last great and genuinely equitable public institutions in America, and I hope to preserve them at all costs. Public libraries provide education, community, and programs to those who otherwise would not have access to them. Public libraries give people a safe space to hide momentarily from the world as they enter into a new world of literature, develop their skillsets, or even search for jobs. I feel passionate about both ensuring that this public institution continues but that it also thrives into the 21st century. I hope to find new, innovative ways to support the community through reading and development, especially by continuing to engage younger generations in the library.

There are several ways in which I feel qualified for this position and believe that I can be of assistance. First, my master's in literary theory from the University of Denver ensures that I can advise on literary topics. I am well versed in both classical and contemporary literature (both fiction and non-fiction) and have spent several years in the editorial and publishing world. I can advise on programmatic decisions when it comes to literacy, writing and development, and speaking events. My graduate thesis focused on environmental literature, and I would eagerly look forward to developing a program around these topics for our community.

Second, my role with the Town of Breckenridge provides ample correlation to the Summit County Library Board. As the sole manager for the Town's communications and marketing materials and strategy, I would love to transfer these skills and knowledge to the board. I would look forward to using my contacts within the media world to promote events and engagement with the library, and my marketing skills to draw new users into the system. I believe that knowing how our local municipal government works can also provide an incentive. Finally, I think that as a millennial in our community, I can give a voice for our seasonal and younger residents who are looking for avenues of engagement and connection. For all these reasons, I would be honored to serve on the Summit County Library Board.

I thank you for your time and consideration.

Sincerely,

Haley Littleton

864-704-0380 | haleykitlittleton@gmail.com

HALEY LITTLETON

RESEARCH AREAS

20th century and Contemporary, Continental Philosophy, Ecocriticism, Hermeneutics, Literature of the American West, Philosophy and Literature, Pastoral, Poetics and Aesthetics, and Walter Benjamin.

CURRENT PROJECTS

Thought/ Un-Thought: a creative-critical work that explores Maurice Blanchot, Edmond Jabès, and the ways that the reader engages texts through their own subjective and circumstantial lenses.

Beetle Kill: a collection of essays about mountain communities and culture in the American West.

PRESENTATIONS

DRAFT Meetup, People for Bikes, "Economic Development through Trail Networks: Successes in Conservation and Trail Building at the Town of Breckenridge," 2019

Panel Presentation: "Economic Development and the Outdoor Industry," Colorado Parks and Wildlife "Partners in the Outdoors" Annual Conference, 2018

National Undergraduate Literature Conference, Ogden, UT, April 4 - 6, 2013, Title: "Just Enough But Not Too Much": Telenovelas as Abject Fairy Tales in Caramelo

PUBLICATIONS

Poetry "Crystallize." *Alpine Modern*, Sept. 2015, www.alpinemodern.com/inspirations/crystallize-poem.

"Dirt." *Alpine Modern*, May 2016, www.alpinemodern.com/retreat-and-return.

"Post Tenebras Lux." *Alpine Modern*, Mar. 2016, pp. 50-51, <https://www.alpinemodern.com/inspirations/post-tenebras-lux/Non-Fiction>

"5 Women who Blazed the Trail." *Misadventures Magazine*, 2017, www.misadventuresmag.com/5-women-blazed-trail/.

"Andrew Wyeth Painted Me Home." *Curator Magazine*, 2014, www.curatormagazine.com/haley-littleton/andrew-wyeth-painted-me-home/.

"Climbing Sacred, Secretive Peaks." *Elevation Outdoors*, 2017, <https://www.elevationoutdoors.com/go-outside/climbing-sacred-secretive-peaks/>

"Emotion and Experience: or What Will Save Our Environment." *She Explores*, 2016, <https://she-explores.com/features/emotion-and-experience/>

"In Praise of Walks and Wilderness." *Alpine Modern*, Mar. 2016, pp. 40 - 49, https://s3.amazonaws.com/external_clips/2382427/alpinemodern_quarterly_06_walksandwilderness.pdf?1492714846

(864) 704 0380

haleykitlittleton@gmail.com

7200 Ryan Gulch Road

Silverthorne, Colorado 80498

Publications at

haleynlittleton.contently.com

EDUCATION

COLORADO CHRISTIAN UNIVERSITY, Bachelor of Arts in English Literature, 2010-2013, GPA: 3.98

Debate Team Captain, Excellence in Debate Award, Newspaper Editor, *Paragon Literary Magazine*, Pi Kappa Delta, Sigma Tau Delta, Teaching and Research Assistant

Undergraduate Thesis: Two Cities and a Wasteland: Historical Transcendence and Eschatological Hope in T.S. Eliot's *The Waste Land* and Augustine's *City of God*
University of Denver, Masters of Arts in Literary Studies, 2014-2016, GPA: 3.97

UNIVERSITY OF DENVER, Masters of Arts in Literary Studies, 2014-2016, GPA: 3.97

Master's Thesis: "Discursion and Excursion:" Poetry of Bodies, Place, and Landscape in the Ecocritical Movement.
Panel: Dr. Bin Ramke, Dr. Eleanor McNees, and Dr. Matthew Taylor

"Retreat and Return." Alpine Modern, May 2016,
https://s3.amazonaws.com/external_clips/3161313/Retreat___Return_Final.pdf?1566495796

"The Artist's Imagination: Looking for Light." Ruminare Magazine, 2015,
https://www.ruminaremagazine.com/blogs/ruminare-blog/the-artist-s-imagination-looking-for-light?_pos=2&_sid=fb35d2639&_ss=r

"The Impact of Low Snow Years on Western States." Elevation Outdoors, 2018,
<https://www.elevationoutdoors.com/go-outside/dude-where-s-my-snow/>

"Welcome to America's Most Popular National Park." REI, 2016,
<https://www.rei.com/blog/hike/welcome-americas-popular-national-park>

"Word Flesh: Writing and Healing." Ruminare Magazine, 2015,
<https://www.ruminaremagazine.com/blogs/ruminare-blog/word-flesh-writing-and-healing>.

COMMUNITY ENGAGEMENT

Breck Music, Colorado Outdoor Recreation Industry Office, Executive Committee of Summit County Public Information Officers, Mountain Outdoor Recreation Alliance, Aspen Institute's Socrates Program, Summit County Climate Action Plan, SOS Outreach, Mountain Mentors, and The Cycle Effect.

EXPERIENCE

Town of Breckenridge

Communications and Marketing Coordinator, July 2017

Solely manage all communications and public outreach for the Town of Breckenridge including: website, social media, marketing, community affairs, media engagement, campaign planning, content creation, graphic design, public affairs and information, leading Town training sessions in writing and public speaking, coordinating sustainability efforts, and speech writing.

The Outskirts, LLC

Independent Writing and Editorial Professional, August 2014

Contracted writing and editorial work for Adventure Projects, Alpine Modern, Curator Magazine, Elevation Outdoors Magazine, Misadventures Magazine, Outdoor Project, Outside Online, Ruminare Magazine, REI Co-Op Journal, She Explores, and Sprudge.com.

Outdoor Women's Alliance

Assistant Editor, October 2016–August 2019

Managed Editorial calendar, CMS system, and SEO for organization. Served as an editorial mentor to women seeking to write for outdoor publications. Developed local grassroots efforts to teach outdoor skills to women in the Denver and Rocky Mountain region. Attended various outdoor industry events as a liaison for the organization.

American Alpine Club

Editorial Assistant, September 2015–May 2016

Worked with Content Manager to create yearly membership guidebook. Worked with editorial team to produce theme and content of guidebook. Worked with climbers within the organization from story conception to publication. Assisted with layout and copy-editing of the final product.

Ruminare Magazine

Marketing and Non-Fiction Editor, August 2013–2014

Managed contributors and edited bi-weekly blog. Organized editorial calendar. Coordinated advertisement and recruiting for blog, contests, and magazine submissions. Developed social media strategy and read for poetry, fiction, and non-fiction submissions.



SUMMIT COUNTY LIBRARY
www.SummitCountyLibraries.org

MAIN LIBRARY
970.668.5555
0037 Peak One Dr. | PO Box 770
Frisco, CO 80443

NORTH BRANCH
970.468.5887
651 Center Cir. | PO Box 1248
Silverthorne, CO 80498

SOUTH BRANCH
970.453.3544
103 S. Harris St. | PO Box 96
Breckenridge, CO 80424

STAFF REPORT

TO: Board of County Commissioners
FROM: Stephanie Ralph, Library Director
FOR: Meeting of May 12, 2020
SUBJECT: Approval of Library Board - Trustee Appointment

BACKGROUND: At the April 23, meeting of the Library Board, the Trustees voted unanimously to recommend Sarah Wilkinson for the vacant Library Trustee position.

RECOMMENDATION: The Library Board recommends Sarah Wilkinson to fill the vacant seat for a term which will last for three years.

2020

SELF-ASSESSMENT



SUMMIT HEAD START 0-5



EDUCATION



HEALTH



SELF
SUFFICIENCY



COMMUNITY

Summit Head Start 0-5

330 Fiedler Ave. Suite 100

Dillon, CO 80435

970-513-1170

www.earlychildhoodoptions.org

SUMMIT HEAD START 0-5



2020 Self-Assessment

INTRODUCTION

The Summit Head Start 0-5 program serves families and children ages 0-5 through an integrated delivery model. HS0-5 currently serves 61 children and their families through comprehensive services focused on education, health, self-sufficiency and community. Each child/family also participates in a family partnership agreement and goal setting process with their Family Engagement Specialist. We have 35 children in our Head Start program (ages 3-5) across three Summit School District sites: Upper Blue, Silverthorne, and Dillon Valley Elementary. We also partner with three community childcare programs, Lake Dillon Preschool (LDP), Summit County Preschool (SCP) and Carriage House Early Learning Center (CH) that serve Head Start children. We have 25 children in our Early Head Start program (ages 0-3) attending our community childcare centers, LDP, SCP, and CH. HS0-5 currently serves 1 prenatal mother, facilitating access to comprehensive services including health, nutrition, social emotional services, as well as a Family Engagement Specialist and a plan for the infant's transition to program enrollment. 12 of the EHS center-based children are slots awarded through our partnership with Clayton Early Learning and the Early Head Start-Child Care Partnership project. We have successfully completed four years as a partner with Clayton Early Learning.

The main goals of the self-assessment are to help bring to light and measure program accomplishments, strengths, and to identify areas where we may be at risk and in need of improvements. It is an inward look at celebrating what is working well and what changes we should make. We ultimately want to answer the question, "How can we get even better at what we do?".

METHODOLOGY

The Summit Head Start 0-5 Program (HS0-5), conducted the annual self-assessment from February 2020 – April 2020. The process included an in depth look of current program practices, operations, and management systems. Multiple methods were used to gather information including meetings, group conversations, one-on-one interviews, monitoring protocol discussions and document reviews. The relationships we have with our staff, families and partners, paired with conversations and the review of data and practices, were able to help guide this process and answer our big picture questions, such as "How is HS0-5 successfully preparing children and families for the future? How can we better serve children and families in our community? Where are we at risk?". The process itself also provided an opportunity for parents, staff, governing board and community stakeholders to share input. This document helps summarize how well HS0-5 is doing at delivering quality, comprehensive services to children and families, preparing them for the future.

In Summit County, local committees have been meeting to develop a 5-year Early Childhood Strategic Plan to implement a Universal Preschool Program for 4-year old

SUMMIT HEAD START 0-5



2020 Self-Assessment

county-wide. In November 2018, 1A, a new initiative in Summit County was passed. This initiative will raise \$2.5 million a year for the next 10 years to go towards Early Childhood Care, identified as one of the 5 critical areas of need in Summit County. Summit County launched the new Summit PreK (SPK) program in January of 2019 to provide high quality preschool for all Summit County 4-year old's in the year before they enter Kindergarten by providing tuition credits to offset high costs of care. SPK is currently in their second round of funding. To-date, they have provided access to Pre-K for 235 children. PreK is available at the program of a parents' choosing, including School District classrooms, child care centers, and family child care homes. In this current 2019-20 school year, 139 student slots are fully or partially funded through SPK. As a result, almost all Summit County 4-year olds are attending a high-quality Pre-K program! 70% of the total program budget directly funds the cost of preschool and child care, providing immediate financial relief to local families; 26% funds related program services (parent outreach, professional development, quality improvements) and 4% funds program administration. In addition to SPK, the Strong Future initiative included a capital allocation to build a new child care facility. That project is moving forward in the North end of the County. This is a new yet important partnership that the HS0-5 program has been involved with and has already seen the importance of successful collaboration with SPK to increase affordable access to preschool in Summit County. Another big impact community wide and program wide, is the Summit County Colorado Child Care Assistance Program (CCCCAP). The program is currently on a "freeze". They are keeping a waitlist, but this has had an effect on HS0-5 families as well as budgeting for our center-based slots.

One important aspect to our self-assessment findings is the data to which child outcomes, especially readiness for kindergarten, reflect the strengths of the program. We continue to work with an extremely vulnerable population. Current child data, screenings and assessments, and reports from teachers and home visitors indicate that our children are making progress in the domains associated with school readiness. Our most recent review of school readiness data showed that even though we are not falling between the range of widely held expectations in all domains, we are still showing growth. It is important that we continue to monitor and use this information in ways that improve and focus on child and family outcomes. As a program and a community, we want to continue creating and implementing a plan of action for achieving our goals, specifically related to school readiness.

Another important result of the self-assessment process is the knowledge gained by the participants. No one can leave the self-assessment process without knowing more about Head Start Program Performance Standards (HSPPS) and the federal regulations that guide and direct our program. Participants see firsthand the quality early childhood experiences our program offers to the HS0-5 children and families. It also sheds light on our effective direct services, as well as strong ties to our community partners which reflects in collaborative efforts to successfully serve Summit County families.

SUMMIT HEAD START 0-5



2020 Self-Assessment

Overall, the program self-assessment showed the continuous effort and passion exerted by the strong core of teachers, teacher assistants, staff, and community partners. Program strengths have been identified in addition to areas of improvement and recommendations for next step.

2020 Self-Assessment Team included:

Carly Nixon, HS0-5 Program Director

Daniela Corral, HS0-5 Family Engagement Specialist

Adriana Salcido, HS0-5 Family Engagement Specialist & former HS0-5 parent

Agus Woodward, HS0-5 Family Engagement Specialist

Damarys Peralta, HS0-5 Events & Outreach Coordinator & current HS0-5 parent

Jackie McKinney, EC Mental Health Consultant

Interviews were conducted with:

- Head Start 0-5 Policy Council
- Early Childhood Options Board, (advisory board to SCG BOCC) including two Summit County government representatives
- Public Health Staff: Public Health Nurse, Early Intervention Coordinator, and WIC Director
- HS0-5 Management Team
- Summit School District EC Coordinator/Child Find Program Coordinator
- Community Childcare Center based staff
- Early Childhood Options Executive Director

KEY INSIGHTS & RECOMMENDATIONS

The following information resulted from our self-assessment process. Strengths and recommendations for improvement are identified under the headings which align with our program goal areas:

Education, page 4

Diversity, page 6

Health, page 7

Family, page 8

Program Efficiency, page 9

Community, page 12



2020 Self-Assessment

EDUCATION

Child Outcomes

Strengths

- ✓ Language & Literacy Outreach: 2 Family Fun Literacy Fairs hosted by Early Childhood Options every year; One Book One Summit provided books to all children.
- ✓ Most HS0-5 sites are at a level 4 in the Colorado QRIS: SCP, SVE, UBE & DVE. LDP and CH are at level 3.
- ✓ Engaging environments that encourage focused play, critical thinking, autonomy, and peer collaboration.
- ✓ Coaching support plan developed and being implemented with Head Start Coach.
- ✓ Community coaching and supports available to teachers through ECO's EC Coach and Technical Assistant.
- ✓ Home visits done biannual by children's teachers and Family Engagement Specialist.
- ✓ Monthly Ready Freddy tips distributed to families in both English and Spanish.
- ✓ School Readiness and PD Committee meets quarterly, with active involvement from both HS and Community centers.
- ✓ PLA training at for all SSD PreK teachers and paras.
- ✓ Strong working partnership between HS0-5 and Summit School district (local LEA) Preschool teachers and admin staff.
- ✓ Gold data compilation and tracking of each dimension as set forth by the school readiness committee. Data is collected at the end of each checkpoint to display the opportunities for growth and the areas of strength regarding each dimension community wide.

Areas for Improvement & Recommendations

- Planned Language Approach will be revisited by School Readiness Committee and communicated with staff yearly.
- Continue to make clear connections of the continuation of learning from school to home.
- Detailed tracking and monitoring of long-term child outcome data for all children, county wide.
- More communication around ASQ3/ASQSE parent questionnaires done at application, enrollment, and throughout program year. Implement process to review with parents, explain different domains, and where kids are scoring.
- Activities at events centered around assessment areas of ASQ3/ASQSE where program participants are scoring low.
- Age appropriate activities for all age groups 0-5 at HS0-5 events.
- Shared graphic for parents overiewing educational process and developmental milestones.
- Improve understanding and articulation of school readiness and community efforts around SR goals to families and staff.



2020 Self-Assessment

Curriculum & Assessment

Strengths

- ✓ Engage in planning that connects to the curriculum objectives.
- ✓ Connection of curriculum and practice through coaching and training.
- ✓ CLASS observations conducted Spring and Fall annually.
- ✓ Colorado Shines ratings, ITERS and ECERS, and conducted every 3 years in classrooms.
- ✓ Ongoing authentic assessment (TS Gold) connecting curriculum and objectives.
- ✓ Bilingual support and TS Gold observations for Spanish objectives through HS0-5 staff visiting and observing in the classrooms.
- ✓ Collaboration with teachers, parent educators, service providers, and family service staff to address any parent concerns about child development in responsive and culturally sensitive manner.
- ✓ SSSD hosted a local TS Creative Curriculum training from community and SSD EC educators and staff in Fall 2019.

Areas for Improvement & Recommendations

- Implement use of Creative Curriculum fidelity checklist to provide feedback to target improving teaching practices that lead to quality outcomes for school readiness.
- Implement plan for Spanish language literacy checkpoint observations data with bilingual staff.
- Continue to utilize and train HS0-5 bilingual staff (English/Spanish) to support observations and data collection on Spanish learners.
- Dual language assessment.

Prevention/Early Intervention/Disabilities

Strengths

- ✓ Lead teachers at Summit School District are license ECSE's who provide direct services and collaborate with other services to ensure implementation of IEP.
- ✓ Embedding support strategies into daily classroom routines, schedules and learning activities.
- ✓ Summit County Community transition team implemented February 2020.
- ✓ Increased number of referrals between HS0-5 and Early Intervention to dually enroll high risk, high needs families of children with disabilities.
- ✓ HS0-5 conducts ASQ3 & ASQSE-2 screening tool at time of application to help aide in early referrals to our local Early Intervention program and/or Part B services at Summit School District.
- ✓ Collaboration and participation of family service workers and service staff at transition meetings.



2020 Self-Assessment

- ✓ Community wide strategic planning around community sites disability supports.

Areas for Improvement & Recommendations

- Updated community transition resources.
- Community Partner Case Conferencing meeting, 1-2 times annually.
- Increased communication and participation around Part C transition meetings.
- Continue to work with community partners to build capacity to better serve children with special needs year-round—specifically at the local childcare centers where part B services are not offered.
- Continue to help families who may otherwise qualify for special education services, receive services and therapies through private insurance.
- Therapies offered in home language and recruitment of bilingual therapists for the community and program.

DIVERSITY

Working with a diverse population

Strengths

- ✓ Bilingual books purchased and are being distributed to families on home visits.
- ✓ HS0-5 purchased high quality bilingual books and distributed them into each HS0-5 classroom and site.
- ✓ Two annual home visits by teacher and family engagement specialists to develop personal relationships with students and families.
- ✓ 5 out of 6 full time staff members at HS0-5 office are bilingual in English & Spanish to best serve families.
- ✓ Events such as Cultural Potluck, Winter Disco, and Date night to celebrate family's culture through sharing food and games from home culture, and foster connections and relationships between families, participants, and staff.
- ✓ All communication from HS0-5 program is delivered in both Spanish and English.
- ✓ Encourage parents continued use of primary language at home.

Areas for Improvement & Recommendations

- Increase the amount of classroom support around Spanish language development.
- Communicate PLA with staff yearly.
- Recruiting and retaining multilingual, multicultural classroom staff.
- Support teachers and administrative staff to foster cultural sensitivity towards families and children from diverse backgrounds.
- Explore trainings on dual language education and bilingual education for EC staff.



2020 Self-Assessment

HEALTH

Mental Health

Strengths

- ✓ SCP is implementing Conscious Discipline-a Social Emotional (SE) curriculum.
- ✓ SSD preschool classrooms are implementing Incredible Years- Dinosaur School-a SE curriculum, reinforcing positive interactions between adults and students as well as peer to peer.
- ✓ Building Hope (community-wide mental health initiative) offers community wide events, bilingual events, access to affordable mental health therapies and tele therapies, and bilingual mental health navigator staff. In addition, Summit County HS0-5 has a building hope staff member on 2019-2020 Policy Council.
- ✓ Increased awareness and events focusing on Mental Health and Wellness community wide.
- ✓ Efforts to normalize seeking help for mental health supports specifically to the Latin community in Summit County.
- ✓ HS0-5 provides an in house, licensed, MHC to support students, teachers, families and staff.
- ✓ ECMHC provided trainings on trauma for EC educators and community partners in 19-20 program year.

Areas for Improvement & Recommendations

- Increase use of DECA (Devereux Early Childhood Assessment) program wide.
- Offer and increase the amount of Mental Health home visits for HS0-5 families.
- Increase focus on Health and Wellness for teachers and staff.

Access to health care

Strengths

- ✓ FIRC provides health navigation services to families enrolling in health care.
- ✓ Community Care Clinic provides care options to noninsured and/or underinsured families.
- ✓ 9 Health Fair, "Feria de Salud" held in Summit with a focus on the Latino community.
- ✓ Increased community participation in quarterly HSAC (Health Services Advisory Committee) meetings.
- ✓ Providing families with list of health care providers, specifically specialists, at enrollment a/o screening events.
- ✓ HS0-5 staff trained on OAE and Vision machine to help offer and complete screenings for HS0-5 participants.
- ✓ HS0-5 staff trained in Colorado Immunization Information System for health tracking supports.

SUMMIT HEAD START 0-5



2020 Self-Assessment

- ✓ HS0-5 purchased (December 2019) a new Vision machine to be housed at HS0-5 office to increase access and availability of community wide screenings, with a specific focus on EC screenings.
- ✓ EC Cares program provides community child care and ECO staff free physical health and mental health visits.
- ✓ Family service staff are helping set up long term supports such as disability and Medicaid waivers for eligible children.

Areas for Improvement & Recommendations

- Increased outreach and communication about dual enrollment in WIC.
- Dental tracking and follow up for HS0-5 children.
- Increased communication and information to program participants around Dental health.
- Communication with local health care providers about HS0-5 health tracking needs and data requests.

Healthy Lifestyle

Strengths

- ✓ Monthly onsite health and safety monitoring.
- ✓ Daily toothbrushing practices implemented and documented at all sights.
- ✓ Tooth paste and toothbrushes provided to centers as well as families at home visits.
- ✓ Free vision and hearing screenings offered to HS0-5 families multiple times a year through back to school night, school nurse and health clinics, and public health.
- ✓ FES are facilitating snowshoe adventures and hikes as well as playgroups offered during summer at local parks.
- ✓ Center-based programs are utilizing resources from variety of nutrition/physical activity options: CATCH, yoga, ELV Rainbow Foods, Move to Improve, Food Matters.

Areas for Improvement & Recommendations

- Help support families with access to fresh vegetables.
- Increase participating in Summit County community summer gardens.
- Increase understanding of health-related goals and requirements to parents and guardians of participants.

FAMILY

Parent Confidence & Competence

Strengths

- ✓ HS0-5 staff communicates with and about families using strengths-based approach.
- ✓ Family Partnership Agreement and goal setting process: collaboratively working with families to identify strengths and areas of need to best support and child/family goals.

SUMMIT HEAD START 0-5



2020 Self-Assessment

- ✓ Highly attended parent committees with focuses such as “Connecting with Kids – Talking with Your Children About School” presented by licensed speech and language pathologist.
- ✓ Positive solutions for parents offered annually for HS0-5 families by two trained bilingual staff members.
- ✓ Highly attended Fatherhood event with math focus.
- ✓ Support and translations available for parent teacher conferences, teacher home visits, or any other parent to teacher communication requested.
- ✓ Sharing TS Gold data and child outcomes at parent teacher conferences and Policy Council after each checkpoint.
- ✓ Inform parents, specifically in center based-programming, of the financial benefits of the HS0-5 program for participants.
- ✓ Rapport between HS0-5 staff and program participants and staff.

Areas for Improvement & Recommendations

- Tracking and data collection around HS0-5 program attendance: setting up system that allows for each of the sites attendance to be tracked and monitored- regardless of sites own data system.
- Increase parent understanding of HS0-5 rules and regulations, specifically around participation and attendance program wide- all families.
- Volunteer training and tracking for 20-21 program year
- Improve parent surveys and process.
- Increase number of reminders to program participants about importance and benefits of full participation- increase understanding between benefits received and encouraged participation.

PROGRAM EFFICIENCY

Program Governance

Strengths

- ✓ Parent and community members are active Policy Council participants.
- ✓ HSPPS training occurs at all meetings.
- ✓ Rearticulation of ECO Board role as an advisory council.
- ✓ PC minutes are being shared with parents via Facebook.
- ✓ Provide electronic copies of PC information to Board members and program partners.
- ✓ Regular reviews of budgets and program documents by Policy Council, BOCC, and ECO board. ECO board is advisory board, with two BOCC reps participating.
- ✓ Finances tracked at ECO with oversight provided by the County Finance Office.
- ✓ Annual Joint meeting between PC, ECO Board and BOCC.
- ✓ Support and investment of ECO Board and BOCC in the HS0-5 program.
- ✓



2020 Self-Assessment

Areas for Improvement & Recommendations

- Review and update program policies and procedures.
- Continue to familiarize parents and partners of budget and how it connects to our programming.
- Implement annual calendar and plan for sharing program information with PC, BOCC and ECO board with specific focuses each month.
- Video updates for ECO Board and BOCC to showcase HS0-5 children and programming in action.
- Increased leadership from PC members to connect with program parents/guardians.

Communication & Monitoring

Strengths

- ✓ HS0-5 Director meets monthly with partner site directors and HS0-5 management team.
- ✓ Quarterly meetings with CCCAP, Public Health Nurse Consultant, Early Intervention and WIC.
- ✓ Health Navigators (serving as HSAC) and School Readiness Team meet quarterly.
- ✓ Utilizing Google Drive and Goggle docs amongst sites and partners to share forms and requested information/data.
- ✓ Mental Health Consultant provides monthly reflective supervision to family service staff.
- ✓ Staff has trusting relationships with parents.
- ✓ Communication through a variety of modes: email, phone, face-to-face meetings, site-visits, shared google docs, WhatsApp, Facebook, conferences, home visits, google surveys, flyers, and brochures.
- ✓ Timely follow up on improvement plans and concerns/complaints regarding HS0-5 program.
- ✓ Quarterly PIR data review with HS0-5 Management team.
- ✓ Support community centers to write and manage licensing waivers to serve EHS children past age of 3 without gap in services.

Areas for Improvement & Recommendations

- Improve system for tracking CDE licensing waivers for EHS children at community centers.
- Create and implement data monitoring calendar for HS0-5 management team.
- Update and improve Inventory tracking system.
- Income calculation training to better understand income calculation guide per program for community partners and case workers.
- Review and ensure disaster preparedness plan in place at each HS0-5 site.



2020 Self-Assessment

Fiscal Management

Strengths

- ✓ Providing Policy Council, ECO Board and BOCC with monthly fiscal information around budgets, credit card expenditures and program information summaries and updates.
- ✓ LDP & SCP received CPP funding 2019-2020 program year.
- ✓ SPK (Summit PreK) funding available to all 4-year old's participating in HS0-5 program.
- ✓ Monthly invoice for childcare center programs developed and currently being used.
- ✓ Uniformed partner invoice cover sheet developed and used by partners that shows budget to actuals for monthly fiscal information update.
- ✓ Increased focus on budget and financials at monthly Policy Council meetings.
- ✓ Collaborative blending funding planning and allocation between SSD financial assistance, HS0-5, Part B, and SPK.

Areas for Improvement & Recommendations

- Update Financial Policies
- Review shared cost and allocation percentage plan for EC programs including: HS0-5, CPP, SPK, and TOB Tuition Assistance.

Human Resources

Strengths

- ✓ Management, admin, and family service staff at Early Childhood Options.
- ✓ LDP continues to utilize CDA option for meeting staff education requirements.
- ✓ LDP has hired more bilingual staff.
- ✓ Summit High School offered ECE 101 and 103 with college credit at Summit high school
- ✓ Active Supervision, Reflective Supervision, and Motivational Interviewing trainings offered for HS0-5 Admin and classroom staff.

Areas for Improvement & Recommendations

- Staff Professional Development and supervision.
- Support internal monitoring at sites for staff PD and education requirements.
- Work with CMC EDU program and high school track to partner with EC sites for employment opportunities.
- Partner with SSD Recruitment Events to advertise for all EC positions within the county.
- Continue to explore options for increasing salaries for ECE staff- apply for 2020 additional QI funding available for HS0-5 program.
- Continue to explore ideas for recruiting more bilingual staff (e.g., help potential bilingual staff access CDA trainings, research visa programs and process for community child care centers).

SUMMIT HEAD START 0-5



2020 Self-Assessment

- Professionalizing EC educator role and promote equitable EC professional opportunities across the county.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

Strengths

- ✓ Successfully converted home base slots to center-based slots in response to community needs.
- ✓ All ERSEA and referral forms are PDF fillable for electronic access.
- ✓ Community wide distribution of HS0-5 recruitment flyers.
- ✓ Continued collaboration between SSD and HS0-5 to deliver an application and interview process for prospective HS children.
- ✓ Collaborate with private childcare centers to recruit and enroll existing eligible families or families from waitlisted to help work around the low number of available slots.
- ✓ Community wide Kindergarten Roundup.

Areas for Improvement & Recommendations

- Address internal "cliff effect" happening in transition from EHS to HS programs- prioritize continuity of care for these families.
- Prioritize 3-year olds within community.
- Increase communication with SSD staff/teachers regarding consecutive absences and/or patters of absenteeism.
- Continue understanding that Federal Poverty Guidelines do not match the financial realities for families living in Summit County- continue to blend funding sources to increase access to quality EC care for all families.
- Explore over-income waivers for Summit County and HS0-5 program.
- Joint transition visits with sending and receiving sites/teachers.
- Summer wrap care and opportunities.
- Increase capacity.

COMMUNITY

Partnering with Community Agencies

Strengths

- ✓ New partnership with Carriage House Early Learning center.
- ✓ Agreements between partners and budget information reviewed and signed annually.
- ✓ Participation in multiple community groups and committees focused on providing services to Summit County children and families.
- ✓ Presentations by partner agencies at HS0-5 management meetings.
- ✓ Strong relationships with community agencies and partners.
- ✓ Community and voter support for EC programs.

SUMMIT HEAD START 0-5



2020 Self-Assessment

Areas for Improvement & Recommendations

- Salaries of EC teachers in private centers is not the same county wide, and significantly lower than the School District. Continue to improve salary supplement increase plan.
- Align capacity of employee or lower income housing to accommodate teachers and EC workers
- Continue to work on systems and communication with all community partners.
- Continue to align HS0-5 regulations with partner program expectations so programs are meeting highest expectations to best serve families.
- Increase community outreach and education around HS0-5 programming and benefits it offers outside of the “free childcare” messaging.
- Help parents in the community understand all aspects of quality care, such as curriculum used, schedules, food programs, etc.

SUMMIT HEAD START 0-5



Improvement Plan 2020-2021

Education & Diversity

Objective	Person(s) Responsible	Resources Needed	Steps Taken/Steps to Take	Success Measured By	Timeline
Increased communication with parents around ASQ3/ASQSE questionnaires done at application, enrollment and throughout program year. What do outcomes/scores mean?	-HS0-5 Director -Education Director -FES -Site Directors -teaching staff	-improved process -Staff time -Classrooms supports	-work closely with parent committees and PC to create process	-Parent eval/survey	2020-2021
Activities focused on ASQ3/ASQSE assessment areas at events and playgroups for age groups 0-5.	-Event and outreach cord -FES	-staff and planning time	-Use ASQ online resources	-Events report	2020-2021
Developmental milestone infographic shared with parents.	-Director and partner lead & School Readiness Committee			Completed infographic shared	2020-2021
Improved messaging of school readiness and SR community goals to families and staff & Planned language approach (PLA) shared with staff annually.	-Education Director and center directors -FES -SR committee	-staff time to create process and implement	-plan approach at SR committee quarterly meetings	School Readiness and Gold Data	2020-2021

Use of CC Fidelity Checklist	-Education Director and center directors -Coaches	Evaluation of current implementation and trainings	-Review site implementation data -Discuss with center directors -Coaching plans	# of classrooms a/o sites implementing	Fall 2020-2021
Continue to work with community partners, parents, and providers to build capacity to better serve children with special needs year-round.	-HS Director -Education Director and center directors -SSD -Therapists	Wrap care funding and access to disabilities services and therapist for identified children, regardless of insurance	-Discuss with center directors -Implement Individual Service Plans for children at community centers	# of children served Increased access to disability services and therapies	2020-2021
Dual language assessment	-HS Director -EC Coordinator -Center Directors -Coaches -FES	Researched based assessment tools			2020-2021
Community Transition Resources shared	-Summit Transition Team -Center Directors -HS0-5 staff	Meetings, staff time -\$ for community Transition events			2020-2021

Health

Objective	Person(s) Responsible	Resources Needed	Steps Taken/Steps to Take	Success Measured By	Timeline
Identify more efficient system for health tracking	-HS0-5 Director -FES -Public Health -Health & Wellness Coordinator	-Meeting with current staff working on health tracking -create new positions H/W	-midyear PIR check in -August PIR data	-Health Data	2020-2021

Increased understanding of health-related goals and requirements to parents and guardians of participants	-FES -Health and Wellness	Time	-Improve process of presenting information -Orientation -Contracts	Parent Surveys and input -Increased health tracking %'s	2020-2021
Increased dual enrollment: WIC	-FES -PH	-time -Quarterly check-ins w. WIC/PH	-Coordinated messaging	-# of children dually enrolled	2020-2021

Family & Community

Objective	Person(s) Responsible	Resources Needed	Steps Taken/Steps to Take	Success Measured By	Timeline
Improved tracking and data collection around HS0-5 attendance	-FES -Data coord.	Time	Creating system	Data	2020-2021
Volunteer training and hour's tracking	-Data coord. -FES -Center Directors	Time Training on Volunteering in the classroom	-improved training or process of presenting information -list of volunteer activities (site/classroom specific)	Increase # of parent volunteers	2020-2021
Increase community outreach and education around HS0-5 quality programming and benefits aside from "free childcare"	-FES -Event and Outreach -Program partners	Brochure Messaging and outreach	Create action plan	Parent surveys Community response	2020-2021

Program Efficiency

Objective	Person(s) Responsible	Resources Needed	Steps Taken/Steps to Take	Success Measured By	Timeline
Video updates for ECO Board/BOCC and families to show HS0-5 children and programming in action	-HS0-5 Director -FES -Event/Outreach Coord	-photos, videos, time		Completion of video	2020-2021
Review shared cost and allocation percentage between community EC programs	Program directors	Meeting time		-Allocation % agreed upon each program and used	Ongoing
Update Financial Policies	-Accounts Mng. & Operations Manager -ECO ED -HS Director	Joint Meetings			2020
Review and ensure disaster preparedness plan in place at partner sites	-Partner site directors	Joint Meetings -Training	-plans revised, reviewed, updated	-Updated plan	2020-2021
Income calculation training for program partners and case workers	-HS Director -DHS -FES -FIRC (health nav)	-staff time -training space -trainer	Set date	Completed training	2020
Continue to address program "cliff effect" between transition from EHS to HS- prioritize care for these 3-year old's & explore over-income waiver opportunities for Summit County.	-HS Mng. Team -ECO board -BOCC	-time -waiver information		-Decreased number of EHS children not transitioning to EC Care or HS	2020-2021

Summit County Head Start 0-5

**Certification of Governing Board (BOCC) and Policy Council Approval of 2020
HS0-5 Self-Assessment and Action Plan**

**Summit County Government – 08CH11376
Grantee & Grant Number**

**The Summit Board of County Commissioner with advisory from the Early
Childhood Options Board and Policy Council have participated in the
development and approval of these items: 2020 Self-Assessment & Action
Plan. These items have been reviewed and approved by both Governing
Board and Policy Council.**

County Commissioner Chair Signature

Date

Maria Casillas (electronic due to COVID-19)

4/7/2020

Policy Council President Signature

Date

Carly Nixon

4/7/20

HS0-5 Director Signature

Date

SUMMIT HEAD START 0-5



To: Summit County Board of County Commissioners
From: Carly Nixon Summit Head Start 0-5 Director
Subject: CARES Act One-Time Supplemental Funds in response to COVID-19
Date: 5/7/20

The Summit Head Start 0-5 (HS0-5) program is eligible for \$14,210 in COVID-19 one-time funding. HS0-5 has completed the application on HSES, no narrative or budget was required.

Potential spending includes:

- Touchless faucets, soap dispensers, paper towel dispensers, trash cans and hand sanitizer stations in HS0-5 classrooms. This includes Summit School District (SSD), Summit County Preschool (SCP), Lake Dillon Preschool (LDP) and Carriage House (CH). At SCP, LDP, and CH we would like to implement these improvements site-wide, in all classrooms.
- Additional support purchasing sanitizer, cleaning supplies, masks, gloves, and essential items to ensure the health and safety of staff, children, and families.

Head Start 0-5 director will update Board and Policy Council when funding is officially awarded. Head Start 0-5 will track expenses according.

**Summit Head Start 0-5
2020 COLA Increase & Quality Improvement Investments**

Table of Contents:

I. COLA Narrative	Page 2
II. COLA Budget Justification	Page 3
III. Quality Improvement Narrative	
a. Expansion of Bilingual Mental Health Services	Page 3
b. Classroom Quality	Page 4
c. Support a Trauma- Informed Workforce	Page 5
d. Dual Language Learners	Page 5
IV. Quality Improvement Budget Justification	Page 6

I. Narrative

Summit County, Colorado is an expensive place to live. According to The Self-Sufficiency Standard for Colorado (2020), Summit County is in the top 5 most expensive counties in Colorado. The report states that in our tourist driven areas, a wage of \$66,444 annually for a single parent with an infant is required in order to make ends meet. The ability to offer competitive wages to allow individuals and families to foster a sustainable lifestyle has continually been a challenge here in our resort community. Our local workforce also struggles to obtain affordable housing, which has a direct effect on our ability to recruit and retain high quality staff. The cost-of-living adjustment (COLA) will be utilized to contribute to a 2% permanent wage increase allocated to staff salaries at our Early Childhood Options (ECO) office, as well as into contract lines for partners, in both the Early Head Start and Head Start budgets.

There will be a permanent 2% increase to the E/HS personnel wages at the ECO office which include: Head Start Director, Education Manager, 3 Family Engagement Specialists, Event and Outreach Coordinator, and Mental Health Consultant. For 2020, the total increase to these salary line items is: $\$261,457.06 \times .02 \text{ increase} = \5229 . That allocates 56% to HS and 44% to EHS, according to the percentage provided by OHS for the overall COLA award.

The remainder of \$9,846.86 will be allocated amongst the private community sites: Carriage House (CH), Lake Dillon Preschool (LDP) and Summit County Preschool as follows:

- Early Head Start: \$4,271.18 for community sites/partners
 - $\$4,271.18 / \text{total number of EHS classrooms (9) for 19/20 program year} = \$474.58 \text{ per classroom}$
 - SCP, 4 EHS classrooms = \$1,898.29
 - LDP, 3 EHS classrooms = \$1,423.73
 - CH, 2 EHS classrooms = \$949.16
- Head Start: \$5,574.68 for community sites/partners.
 - $\$5,575.68 / \text{total number of HS classrooms (6) for 19/20 program year} = \$929.28 \text{ per classroom}$
 - Each site has two HS classrooms, allocating \$1858.56 per site for HS portion of COLA.

In both Head Start and Early Head Start budgets, the COLA dollars are allocated into the tuition contract line item for community partners. The tuition contract line item goes towards

compensating staff salaries and supports the 2% increases the schools are providing to staff. This COLA will assist in a permanent increase to the base pay scale. For ECO Head Start/Early Head Start staff, COLA will go into personnel lines.

We have not included our partnership with the Summit School District (SSD) in the allocation of COLA dollars, as they already have annual increases budgeted into their teacher salaries. This increase is reflected in their contracted rate and has already been adjusted. They also have access to local and state dollars and assistance that our private community schools are not able to access.

II. COLA Budget Justification

Early Head Start

ECO Personnel:	\$2,300.82
SCP	\$1,898.29
LDP	\$1423.73
CH	\$949.16
TOTAL:	\$6,572

Head Start

ECO Personnel:	\$2,928.32
SCP:	\$1858.56
LDP:	\$1858.56
CH:	\$1858.56
TOTAL:	\$8,504

At this time, we are requesting a waiver for the Non-federal share (NFS) match due to the impact of the COVID-19 pandemic and the affect it is having on our programming.

III. Quality Improvement Narrative

Expansion of Bilingual Mental Health Services

The Head Start 0-5 program serves 35 Head Start slots and 14 Early Head Start slots throughout Summit County. Our integrated model allows us to partner with our local school district serving a large number of our Head Start slots, as well as three community centers that

serve both Early Head Start and Head Start. Collectively as a program, HS0-5 wants to increase the capacity to support the social, emotional, and personal well-being of children and families. HS0-5 serves 48 families in Summit County and of those, 85% are Spanish as their home language. HS0-5 knows there would be a huge benefit to having a qualified and licensed part time Spanish speaking staff or contracted position to work and support this vulnerable population. The additional behavioral and health services with a bilingual provider would have a positive impact on our children and families. This position, in collaboration with the Early Childhood Mental Health Consultant (ECMHC) would work to ensure safety, both physical and psychological, for children and staff by offering trauma-specific services program wide. When trauma-specific services are not available within HS0-5, this position will help facilitate and use an effective referral system connecting children, families, and staff with appropriate trauma treatment.

In order to achieve the outcomes of this position, the salary must match the high level of required qualifications, aligning with those of an ECMHC, as well as being proficient and bilingual in both English and Spanish. HS0-5 will budget around \$30,000 for this position or contract services. If the services are contracted, that would allow for 300-400 annual contracted hours, assuming the rate is around \$75-\$100 for a licensed and certified professional. If the services are done through an additional employee, HS0-5 will plan on a part-time, 20 hour a week, higher paid position between \$26-\$30/hourly depending on qualifications and experience.

Classroom Quality

HS0-5 has identified needs within the classrooms that these QI funds would help address. The first priority would be improving physical environments and learning spaces. For our EHS & HS classrooms in the private centers, HS0-5 wants to ensure quality materials in regard to the changing and diapering stations, as well as proper and efficient storage of these items and sleeping cots. New changing tables/stations and cabinets for storage are the first need identified. HS0-5 will work through each classroom ensuring quality and proper equipment to best serve the health and safety of our children. In addition, HS0-5's 5-year goals have a strong focus on better supporting staff and children around disability services at our private community sites. QI dollars will be used to ensure the improvement of services to the families and children with identified disabilities, as well as making sure classrooms and curriculum are accessible to all

children including those with disabilities. Staff training and support around children with disabilities, both physical and behavioral, will continue to be a need at all HS0-5 sites as we prioritize serving this population.

Other uses of the Quality Improvement money will be assessed annually using our self and community assessments as well as the grant applications. Foreseeable needs in the future may include additional staff at sites for breaks and planning time and lowering ratios of staff to children, as well as improving compensation for educational personnel and family services workers. HS0-5 continues to consider these needs during community strategic planning around the EC workforce, and these QI dollars will support these efforts and implementation.

Supporting a Trauma- Informed Workforce

HS0-5 will plan to bring in larger community wide trainings annually. A training on Trauma Informed Care for Early Childhood Professionals will be our first priority. As we continually see the effects of trauma on the children and families of the high risk populations HS0-5 serves, it is imperative to best prepare our staff and teachers so they can continually support the social, emotional, and physical development of participants. HS0-5 will also explore the possibility of increased use of the ACE's (Adverse Childhood Experiences) screening tool to give teachers a staff additional resources - helping them identify when children and families have stressful or traumatic experiences that may affect their overall health and wellbeing. ACE's provides trained individuals with strategies and interventions to help support prevention and response to overcome trauma. HS0-5 will also facilitate the implementation of peer-support in addition to on-going trauma informed training. Peer-support could include consistent reflective supervision at sites for HS0-5 teachers, availability for trauma-services to teachers on site, and maintaining an overall environment that promotes a sense of safety and collaboration.

Dual Language Learners

Another priority that has been identified through our self and community assessments is a training on dual language learners and bilingual education. HS0-5 sees the need for a community training focused on bilingualism and biliteracy and how to best serve the children in our classrooms when teachers are mono-lingual, or non-fluent in the child's L1. In Summit County, we struggle to attract qualified, bilingual teachers with legal work permits. In saying that, we

have mono-lingual, mono-cultural teachers in a classroom with children who embrace a variety of cultures and languages. Understanding of strategies and methods to best support the development of the home language for dual language learners through culturally and linguistically appropriate learning environments is crucial for the EC workforce in Summit County.

IV. Quality Improvement Budget Justification

Early Head Start

Bilingual Trauma Services:	\$10,500
Classroom Quality:	\$1,225
Training	\$700

TOTAL: \$12,425

Head Start

Bilingual Trauma Services:	\$19,500
Classroom Quality:	\$1,775
Training:	\$1,300

TOTAL: \$22,575

At this time, we are requesting a waiver for the Non-federal share (NFS) match due to the impact of the COVID-19 pandemic and the affect it is having on our programming.

Summit County Head Start 0-5

**Certification of Governing Board (BOCC) and Policy Council Approval of
2020 COLA and Quality Improvement Application.**

**Summit County Government – 08CH011376
Grantee & Grant Number**

**This confirms that members available for contact from Summit Board of
County Commissioners with advisory from the Early Childhood Options Board
and Policy Council have participated in the development and given their
approval of this application.**

County Commissioner Signature

Date

Maria Casillas (electronic due to COVID)

5/4/20

Policy Council President Signature

Date

Carly Nif

HS0-5 Director Signature

5/4/20
Date

Summit Head Start 0-5
2020 Supplemental Summer Programs

Table of Contents:

I. Summer Program Narrative

Enrollment	Page 2
Program Schedule	Page 3
Staffing and Compensation	Page 3
Meals & Food Service	Page 4
Cleaning Services	Page 5
Background Checks	Page 5
Classroom Supplies	Page 5
Transportation	Page 5

II. Budget Justification	Page 6
---------------------------------	---------------

I. Summer Program Narrative

On March 13th, 2020, Summit County closed down schools until further notice due to the COVID-19 pandemic. Shortly after, Summit School District (SSD) canceled in person learning for the rest of the school year, per state health and safety recommendations. SSD continued online learning supports for the students and families. However, a large majority of our Head Start slots lost 2.5 months of in person learning, social emotional supports from teachers and therapists, and socialization with their peers. The Summit School District Preschool Program hosts 27 of the 35 Head Start slots in the Summit Head Start 0-5 program.

Enrollment

HS0-5 is proposing to serve 15 Head Start children in the supplemental summer program. Out of the 27 19-20 SSD slots, 16 are transitioning to kindergarten, and 6 children are on IEP's- both priority areas outlined by OHS. After doing a needs assessment with families who meet the priority areas for funding, HS0-5 decided funding 15 slots would be sufficient, 6 of those slots serving children with identified disabilities. HS0-5 foresees that all 15 children being served by HS0-5 with supplemental summer funding would meet one of the two priority areas.

HS0-5 would like to serve these 15 slots throughout our current childcare centers, Summit County Preschool, Lake Dillon Preschool, and Carriage House. If slots were able to be distributed equally throughout sites, they would be able to be in 3 preschool classes, 1 classroom at each site. Realistically, due to current restrictions on group sizes and safety practices, this would deter HS0-5 from successfully integrating 15 additional HS summer slots into current programs. In saying that, the best plan for summer is partnering with SSD to reopen a site for 9-10 weeks of programming. HS0-5 would be accessing the use of two preschool classrooms at one of the existing Head Start sites, likely to be Silverthorne Elementary or Dillon Valley

Elementary due to location and the location preference of the families. With 15 children, HS0-5 is moving forward under the assumption of a limitation on group size of 10, and therefore will require a minimum of two classrooms to meet the developmental and health and safety needs of the staff and participants. During this time HS0-5 will continue to support school readiness and these children's successful transition to kindergarten.

Program Schedule

HS0-5 would set the program up to start either Tuesday June 9th, or Tuesday June 16th dependent on when our community allows and recommends for safe and effective re-opening. The program would run for 2.25 months, through Friday August 14th. The program would run 4 days a week, Tuesday-Friday to mimic the schedule families are already accustomed to in the SSD schedule. Hours would be 8.5 hours a day, from 8:30am-5:00pm allowing our HS0-5 parents and families to continue normal working schedules in order to maintain stable family well-being. This scheduling would give children and families 9-10 weeks of programing, and 35-39 contact days, not including July 3rd, as most centers close for Independence Day weekend. Given that HS0-5 plans to serve 15 children, it would require 2 classrooms to distribute children depending on developmental, physical, and social emotional needs appropriately, not exceeding a group size of 10. HS0-5 anticipates the use of the SSD classrooms and space at no additional cost.

Staffing & Compensation

HS0-5 foresees having to pay for or hire 5 additional summer staff. There is a need for two teachers, or one teacher and a teacher assistant in each classroom, and one staff member available to support coordination of services including child development, health and safety, mental health, food, as well as giving teachers appropriate breaks. One of the staff/teachers

would need to be the on-site director qualified staff, per licensing regulations. HS0-5 will compensate staff fairly for qualifications, taking into consideration the position being short term, summer, and the COVID- 19 pandemic. HS0-5 will follow all requirements and ensure most recommendations from CDC, CDPHE, and CDE.

HS0-5 is allocating \$20 dollars an hour per staff members for a total of 8.5-hour school days, and 35-39 contact days. This cost would be an average of \$6,290 per teacher (8.5 hr. x \$20 x 37 days) or \$31,450 for 5 staff members. HS0-5 will also include 5 hours paid planning a/o additional health & safety efforts weekly per teacher. This would be an average of \$950 a teacher or \$4,750 for 5 teachers (5 teachers x 5 hours x \$20 x average 9.5 weeks). We would not offer benefits to teacher for such a short-term position, but would pay them for PTO holiday on July 3rd, adding an additional \$850 to staff/teacher compensation. In total, cost of personnel would average \$37,050 for the 2.25 months of quality summer programing. Summer participants and families will have full access to a Family Engagement Specialist, Mental Health Consultant, and any family support, resources and events offered program wide.

Meals and Food Service

Regarding food service, HS0-5 will budget for \$10 a day for both child and teacher meals. HS0-5 plans to provide breakfast, lunch and afternoon snack to children and lunch to teachers. Assuming there are 15 children, and 5 teachers, it will be around \$200 daily to provide food services, costing \$7,400 for an average of 37 contact days. We will budget for food services accordingly and may rely on staff support from Early Childhood Options HS0-5 personnel to successfully implement healthy snacks and lunches. HS0-5 plans to use a local catering company to provide this service, or partner with an existing childcare center or summer program

providing meals and snacks within the guidelines of state licensing, CACFP and Head Start requirements.

Cleaning Services

As a precaution, HS0-5 would have the classrooms professionally cleaned nightly in addition to the cleaning and sanitation protocols teachers will follow at drop-off, throughout the day, mealtimes, and pick up times. We estimate around two hours of paid cleaning per night and plan to contract with a company that charges around \$20-30/hour or use SSD custodian staff and pay them a contracted rate for the 2.25 months. Budgeting \$2,500 will cover these services in addition to further cleaning and sanitation supplies needed.

Background Checks

HS0-5 would need to run background checks, including FBI, CBI, Child Abuse check, on the 5 new staff members, which runs \$95 a person for all three, resulting in \$475 to the budget.

Classroom Supplies

HS0-5 allocated \$2,000 to classroom or child supplies to help cover costs of safety masks for all children and staff, gloves, and proper cleaning and sanitation equipment. This amount also allows for the purchase of appropriate classroom supports and materials.

Transportation

HS0-5 does not foresee the need for transportation at this time.

II. Budget Justification

Staff/Teachers:	\$37,050
Food Service:	\$7,400
Cleaning Service/Supplies	\$2,500
Background Checks:	\$475
Classroom/Child supplies	\$2,000
TOTAL:	\$49,425

At this time, we are requesting a waiver for the Non-federal share (NFS) match due to the impact of the COVID-19 pandemic and the affect it is having on our programming.

Summit County Head Start 0-5

**Certification of Governing Board (BOCC) and Policy Council Approval of
Summer 2020 Program Supplement**

**Summit County Government – 08CH011376
Grantee & Grant Number**

**This confirms that members available for contact from Summit Board of
County Commissioners with advisory from the Early Childhood Options Board
and Policy Council have participated in the development and given their
approval of this application.**

County Commissioner Signature

Date

Maria Casillas (electronic due to COVID)

5/4/20

Policy Council President Signature

Date

Carly Mif

HS0-5 Director Signature

5/7/20

Date



KATHLEEN NEEL, CLERK & RECORDER

LIQUOR LICENSING

(970) 453-3472

Summit County Government

208 East Lincoln Ave. | P.O. Box 1538

Breckenridge, CO 80424

liquorlicensing@summitcountyco.gov

LIQUOR LICENSE REVIEW - RENEWAL

Licensee Organization: Pizza on the Run Inc.
Establishment Name (DBA): Pizza on the Run
Physical Address: 0140 Ida Belle Drive Keystone, CO 80435
Mailing Address: P.O. Box 3699 Dillon, CO 80435
Licensee Name/Representative/Agent: Michele Rosol
Date of Application: April 28, 2020
Type of License: Hotel & Restaurant

STAFF COMMENTS:

SHERIFF'S OFFICE COMMENTS:

See attached letter, no concerns.

CLERK & RECORDER COMMENTS:

Complete application and proper fees submitted.

BOCC INFORMATION:

LOCAL LICENSING AUTHORITY:

Summit County Board of Commissioners

MEETING AGENDA DATE:

Tuesday, May 12, 2020

Fees Due		
Renewal Fee		
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Submit to Local Licensing Authority

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name PIZZA ON THE Run inc		Doing Business As Name (DBA) PIZZA on the Run		
Liquor License # 03-03372	License Type Hotel & Restaurant	Sales Tax License # 2526200	Expiration Date 6/30/2020	Due Date 5/16/2020
Business Address 0140 10A Belle Dr. Keystone, Co. 80435				Phone Number 970536636
Mailing Address PO Box 3699 Dillon CO 80435		Email rosol@vail.net		
Operating Manager Michele Rosol	Date of Birth [REDACTED]	Home Address [REDACTED]	Phone Number [REDACTED]	

- Do you have legal possession of the premises at the street address above? Yes No
 Are the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____
- Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes No
- 3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes No
- 3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes No
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes No
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes No
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business	Michele Basol	Title	President
Signature	<i>Michele Basol</i>	Date	4/28/2020

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For		Date
Signature	Title	Attest

Tax Check Authorization, Waiver, and Request to Release Information

I, Michele Rosol am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of PIZZA ON THE RUN (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Michele Rosol PIZZA ON THE RUN</u>		Social Security Number/Tax Identification Number [REDACTED]	
Address <u>614 Cartier Ct Dillon CO 80435</u> <u>0140 Ida Belle Dr Keystone CO 80435</u>			
City <u>Dillon</u>		State <u>CO</u>	Zip <u>80435</u>
Home Phone Number		Business/Work Phone Number <u>970 513 6636</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Michele Rosol</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>[Signature]</u>			Date signed <u>4/20/2020</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



OFFICE OF THE SUMMIT COUNTY SHERIFF

SHERIFF

Jaime FitzSimons

UNDERSHERIFF

Joel Cochran

DIVISION COMMANDERS

Commander Peter Haynes –
Operations
Commander David Bertling –
Detentions
Director Lesley Hall-
Animal Control & Shelter

ADMINISTRATION

Cristina Cevallos
Teri Furl
Erin Opsahl

CIVIL**RECORDS**

Mary White
Cassie Klausner
Carol Rafferty

PATROL SUPERVISORS

Lieutenant Tom Whelan
Sr. Sgt. Dave Martinez
Sgt. Mark Gafari
Sgt. Jake Straw

JAIL SUPERVISORS

Lieutenant Cynthia Gilbert
Lieutenant Sylvia Simms
Sr. Sgt. Ron Hochmuth
Sgt. John Velasquez
Sgt. Dustin Roth
Sgt. Robin Kintz

INVESTIGATIONS

Sgt. Robert Pearce

SPECIAL OPERATIONS

Sgt. Mark Watson

**ANIMAL CONTROL and
SHELTER**

Meg Leroux
Jesslyn Swirka

*‘Professionally
Serving Our
Community Since
1861’*

DATE: April 30, 2020

TO: Office of the Clerk & Recorder

RE: Establishment Application for Liquor License

The Summit County Sheriff's Office has completed a background check on:

Applicant: Pizza On The Run INC

DBA: Pizza On The Run

License Type: Hotel & Restaurant

0140 Ida Belle Drive

Keystone, CO 80435

We have no record of negative information on the above establishment.

The Summit County Sheriff's Office recommendation is:

 No reason found to disapprove this establishment at this time. Disapproval Area of Concern

Cassie Klausner

Records Clerk

Joel Cochran

Undersheriff



PLANNING DEPARTMENT

970.668.4200
www.SummitCountyCO.gov

0037 Peak One Dr. PO Box 5660
Frisco, CO 80443

To: Board of County Commissioners
From: April Kroner, Planning Director & Lindsay Hirsh, Senior Planner
Cc: Bentley Henderson, Jim Curnutte
Subject: Planning Commission/Board of Adjustment Appointment Recommendations
Date: BOCC meeting of May 12, 2020

Background:

The BOCC conducted Planning Commission interviews on April 7, 2020 and directed staff to develop a memo for the April 14, 2020 BOCC. Mr. Malik was not included in this April 14th recommendation for appointment due to some checking of residency related issues. Mr. Rajeev Malik eligibility and residency has been determined to meet the purpose and intent of the Planning Commission Bylaws per Chapter 16 of the County's Land Use and Development Code. Please note that all new Planning Commission members are probationary for their first year.

The following member is recommended for the open Lower Blue Planning Commission seat:

Rajeev Malik – Lower Blue Planning Commission (LBPC) – term expires 3/31/21

BOARD OF COUNTY COMMISSIONERS
May 12, 2020
PLANNING CASE #PLN20-016: CLASS 6 - LOT LINE AND UTILITY EASEMENT
VACATION; LOT 0 AND 1, BLOCK 1, DILLON VALLEY SUBDIVISION #1,
NEW BUSINESS AGENDA

PROJECT INFORMATION:

Location: Lots 0 & 1, Block 1, Dillon Valley Subdivision #1
Project/Request: Lot Line and Utility Easement Vacation Subdivision Exemption

ISSUES:

None

PLANNING COMMISSION RECOMMENDATION:

The Snake River Planning Commission does not review vacations of lot lines and easements

RESOLUTION STATUS

Draft Resolution Attached

STAFF RECOMMENDATION:

Approval with six findings

ATTACHMENTS:

- A. Dillon Valley Plat (Reception No.153564)
- B. Draft Resolution

STAFF REPORT

TO: Board of County Commissioners

FROM: Lindsay Hirsh, Senior Planning

FOR: Regular Meeting of May 12, 2020

SUBJECT: PLN20-016 – Lot Line and Easement Vacation

APPLICANT/OWNER: Summit County Housing/Board of County Commissioners

REQUEST: Class 6- A request for a Subdivision Exemption to vacate the existing lot line and utility easement between Lot 0 and Lot 1, Block 1, Dillon Valley Subdivision, zoned Dillon Valley Vistas PUD.

MATERIALS: Up until a decision is made by the final Review Authority, the Applicant’s Submittal Materials can be found at <http://summitcountyco.gov/254/Projects-Under-Review> and are hereby incorporated into the official record in their entirety. Once a final decision has been made, the Submittal Materials can be obtained and/or reviewed at the Planning Department.

PROJECT DESCRIPTION

Location: 0019 and 0085 Straight Creek Drive (CR 58)

Legal Description: Lot 0 and 1, Block 1, Dillon Valley Subdivision #1

Existing Zoning: Dillon Valley Vistas PUD

Existing/Proposed Use: Deed Restricted Units

Other Uses: Accessory to residential

Total site area: 2.38 Acres

Adjacent land uses:

- Adjacent land uses:**
- East:** Block 1, Dillon Valley Sub Resub, Residential
- West:** Piney Acres Subdivision, Residential
- North:** 1-70 Corridor
- South:** Block 4, Dillon Valley #1, Residential

BACKGROUND:

The property is located south of Interstate 70 in the northwest portion of the Dillon Valley Subdivision at the intersection of Straight Creek Drive and Little Beaver Trail in Dillon Valley. Straight Creek runs along the Northwest portion of the property. The property is bordered by Little Beaver Trail to the southwest and Straight Creek Drive to the south. The property is relatively flat by Summit County standards.

The two properties that are the subject of the general subdivision request were originally platted in 1968 as Block 1, and through a replat of Block 1 created Lot 0 consisting of 1.933 acres and Lot 1 consisting of 0.453 acres. The properties are zoned Dillon Valley Vistas PUD. Past uses

of the property have been a church, vacant subdivision parcels, and prior to the creation of the subdivision, it was farmland.

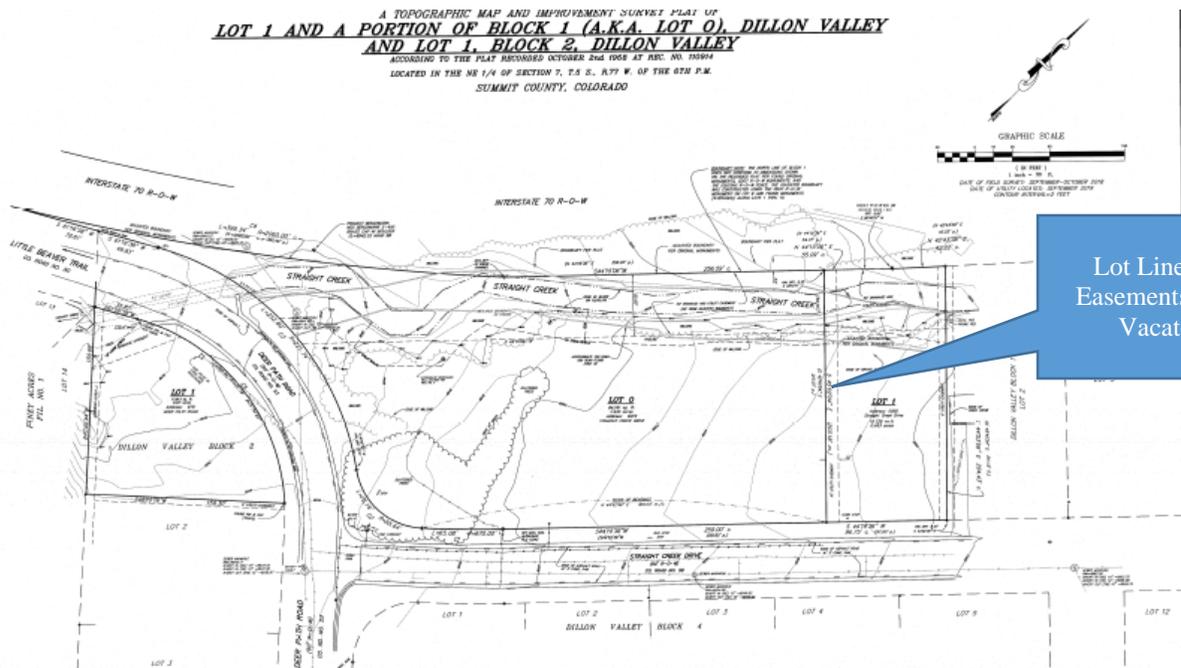
On October 3, 2012, Summit County Government purchased 3 lots located at 0019 Straight Creek Drive (Lots 0 and 1, Block 1, and Lot 1, Block 2), previously owned and occupied by Our Lady of Peace Catholic Church. The purchase utilized funds dedicated to the development of affordable workforce housing within the community.

On January 17, 2019, the Snake River Planning Commission heard a work session item (PLN18-120) with three different design options. The applicant took the Snake River Planning Commission and public testimony from the work session into consideration and incorporated these comments into the rezoning application.

On November 21, 2019, the Snake River Planning Commission heard the preliminary rezoning request and unanimously (7-0) recommended approval to the BOCC. On December 10, 2019, the BOCC approved the preliminary and final rezoning request from R-6 with Plan to the Dillon Valley Vistas PUD.

Most recently, on April 16, 2020 the Snake River Planning Commission heard and approved a site plan request for 12 deed restricted affordable housing units.

Vicinity Map



CRITERIA FOR DECISION

According to Section 8402.01.F of the Summit County Land Use and Development Code "Code", a request for an adjustment or vacation shall meet the following criteria, to be approved by the Summit County Board of County Commissioners "BOCC":

1. The adjustment or vacation procedure has not been used to circumvent the intent of the Subdivision Regulations.
2. The lots resulting from the adjustment or vacation are in compliance with the County's Zoning Regulations (Chapters 3-4).
3. Easements necessary for the provision of utilities are not affected or have been relocated to the satisfaction of the utility companies.
4. If the request is for a lot line adjustment, the plat illustrating the lot line adjustment is drawn in accordance with standards in these regulations and is suitable for recordation.
5. If the request is for a lot line vacation, the applicant has provided a restrictive covenant against the property that prohibits the vacated lot(s) from being resubdivided or recreated by a subdivision approval, subdivision exemption approval or any other administrative or judicial process.
6. The applicant has provided certification from the County Treasurer that all ad valorem taxes applicable to the proposed subdivision, for years prior to the year in which approval is under consideration, have been paid.
7. For lot line vacations, the resolution of approval states the new lot name as one of the previous lot designations.

The application under consideration is for a lot line and utility easement vacation. As such, criterion 4 is not considered.

Compliance with County Subdivision Regulations

The proposed lot line and utility easement vacation does not create any additional building sites and therefore does not violate the intent of the County's Subdivision Regulations. The provision of required utilities will not be affected as the appropriate easements exist elsewhere. Approval of this proposal will result in one larger lot to accommodate the approved 12 deed restricted affordable housing units.

Compliance with County Zoning Regulations

The purpose and intent of the County's zoning regulations is to ensure compatibility of land uses, efficient and economical use of land, and adequate light and air in development projects. They are also intended to prevent development of areas subject to environmental hazards, and encourage development projects that are functional, exhibit good design and aesthetics, and protect the County's natural resources and scenic beauty.

The property is zoned the Dillon Valley Vistas PUD, which allows for 12 deed restricted affordable housing units. Vacating the lot line between Lot 0 and Lot 1 will create one larger lot that complies with the all applicable development standards of the Dillon Valley Vistas PUD. Any future development on the subject site will be required to comply with the PUD setbacks and development standards. The proposed lot line vacation will not negatively impact the surrounding residential properties.

Compliance with Provision of Utilities

The application was referred to Xcel and the Dillon Valley Metro District. None of the agencies responded with any concerns. The utility easements will be vacated along with the lot line.

Restrictive Covenant

The applicant has submitted and signed a restrictive covenant, which prohibits the vacated lot lines from being re-subdivided or recreated by a subdivision approval, subdivision exemption approval, or any other administrative or judicial process. The restrictive covenant will be recorded concurrently with the resolution of approval for the subject lot line vacation.

Ad Valorem Taxes

As stated above, the subject property has been owned by the Board of County Commissioners since October of 2012 and as such this criteria is not applicable.

New Lot Name

The resolution of approval shall state the newly configured lot shall be Lot 1R, Block 1, Dillon Valley Sub #1.

STAFF RECOMMENDATION:

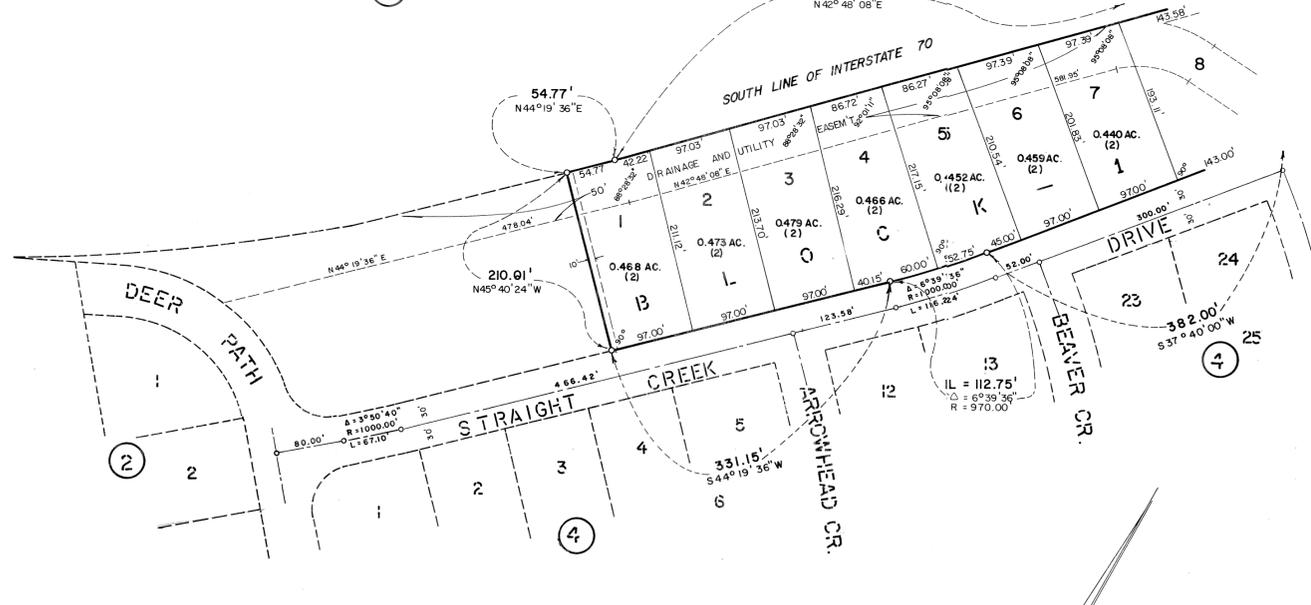
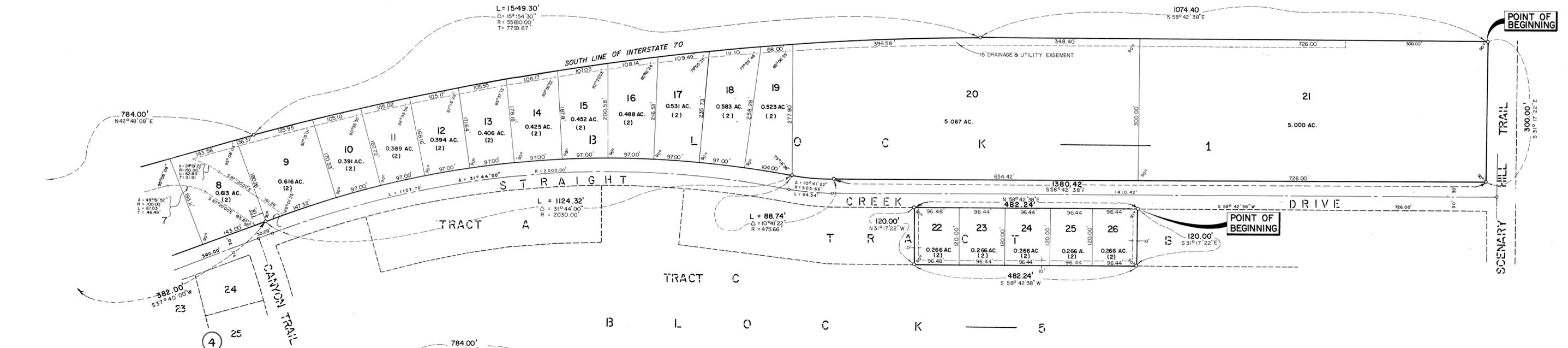
Staff recommends that the Board of County Commissioners approve PLN20-016, a request for a Subdivision Exemption to vacate the existing lot line and utility easement between Lot 0 and Lot 1, Block 1, Dillon Valley Subdivision, zoned Dillon Valley Vistas PUD, with the following six findings:

Findings:

1. The vacation procedure has not been used to circumvent the intent of the Subdivision Regulations because no new lots are being created through this application.
2. The lot resulting from the vacation is in compliance with the County's Zoning Regulations and because, without limitation, the proposed lot line vacation will create one larger lot that complies with the all applicable development standards of the Dillon Valley Vistas PUD. Any future development on the subject site will be required to comply with the PUD setbacks and development standards. The proposed lot line vacation will not negatively impact the surrounding residential properties.
3. Easements necessary for the provision of utilities are not affected by the lot line and utility easement vacation.
4. The applicant has provided a restrictive covenant against the property that prohibits the vacated lot lines from being resubdivided or recreated by a subdivision approval, subdivision exemption approval or any other administrative or judicial process.
5. The subject property has been owned by the Board of County Commissioners since October of 2012 and as such this criteria is not applicable.
6. The resolution of approval shall state the newly configured lot shall be Lot 1R, Block 1, Dillon Valley Sub #1.

A RESUBDIVISION OF A PART OF DILLON VALLEY

BEING A PART OF BLOCK I AND A PART OF TRACT B OF BLOCK 5 OF DILLON VALLEY LYING IN SECTIONS 5,6,7 AND 8,
TOWNSHIP 5 SOUTH, RANGE 77 WEST OF THE SIXTH PRINCIPAL MERIDIAN
COUNTY OF SUMMIT, STATE OF COLORADO.



DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That STRAIGHT CREEK CORPORATION, being the owner of the land described as part of Block I and a part of Tract B of Block 5 of Dillon Valley, lying in Sections 5, 6, 7 and 8, Township 5 South, Range 77 West of the Sixth Principal Meridian, County of Summit, State of Colorado, more particularly described as follows:

A part of said Block I described as follows: Beginning at the most Northerly corner of said Block I, thence S31°17'22"E and along the Easterly line of said Block I, 300.00 feet; thence S58°42'38"W and along the Southerly line of said Block I, 1380.42 feet to a point of curve; thence along said Southerly line and along a curve to the right having a radius of 475.88 feet, a central angle of 10°41'22", an arc distance of 88.74 feet to a point of reverse curve; thence along said Southerly line and along a curve to the left having a radius of 2030.00 feet, a central angle of 31°44'00", an arc distance of 1124.32 feet to a point of tangency; thence S37°40'00"W and along said Southerly line and along said tangency, 382.00 feet to a point of curve; thence along said Southerly line and along a curve to the right having a radius of 90.00 feet, a central angle of 6°39'36", an arc distance of 112.75 feet to a point of tangency; thence S44°19'36"W and along said Southerly line and along said tangency, 54.77 feet; thence N45°40'24"W, 210.01 feet to a point on the Southerly right-of-way line of Interstate Highway No. 70; thence N44°19'36"E and along said right-of-way line, 784.00 feet to a point of curve; thence along said right-of-way line and along a curve to the right having a radius of 5580.00 feet, a central angle of 15°54'30", an arc distance of 1549.30 feet to a point of tangency; thence N58°42'38"E and along said right-of-way line and along said tangent, 1074.40 feet to the point of beginning.

Together with a part of said Tract B described as follows: Commencing at the most Northerly corner of said Tract B; thence S58°42'38"W and along the Northerly line of said Tract B, 726.00 feet to the point of beginning; thence S31°17'22"E, 120.00 feet to a point on the Southerly line of said Tract B; thence S58°42'38"W and along said Southerly line 482.24 feet; thence N31°17'22"W, 120.00 feet to a point on said Northerly line; thence N58°42'38"E and along said Northerly line, 482.24 feet to the point of beginning.

Containing in both parcels 20.443 acres, more or less.

Does hereby replat the same under the name and style of a RESUBDIVISION OF A PART OF DILLON VALLEY, and has laid out, replatted and subdivided same as shown on this plat, and by these presents do hereby dedicate to the perpetual use of the Public the streets and other public areas as shown hereon and hereby dedicate those portions of land abeled as easements for the installation and maintenance of public utilities shown hereon.

In witness whereof, the said STRAIGHT CREEK CORPORATION has caused its name to be hereunto subscribed this 15th day of DECEMBER, A.D., 1975.

OWNERS: STRAIGHT CREEK CORPORATION

K. C. Ensor
K. C. Ensor, President STRAIGHT CREEK CORPORATION

Claude W. Thompson
Claude W. Thompson, Assistant Secretary STRAIGHT CREEK CORPORATION

STATE OF COLORADO) SS
CITY AND COUNTY OF DENVER)

The foregoing instrument was acknowledged before me this 15th day of DECEMBER, A.D., 1975 by:

K. C. Ensor as President of STRAIGHT CREEK CORPORATION and Claude W. Thompson as Assistant Secretary of STRAIGHT CREEK CORPORATION

Witness my hand and seal

My commission expires on DECEMBER 20, 1975

James H. Johnson
Notary Public

LAND SURVEYOR'S CERTIFICATE

I, Leonard L. McCoy, a Registered Professional Land Surveyor in the State of Colorado, hereby certify that the survey represented by this plat was made under my supervision and the monuments shown thereon actually exist, and this plat accurately represents said survey.

SUMMIT COUNTY CLERK AND RECORDER'S ACCEPTANCE

This plat was accepted for filing in the office of the Clerk and Recorder of Summit County, on this 6th day of Jan., A.D., 1976. Book No. Filed Page No. Reception No. Time 8:50 AM

Irene R. Woolsey, Deputy
County Clerk and Recorder

The Board of County Commissioners of Summit County, Colorado, does hereby authorize and approve this plat of the above subdivision at a meeting of said Commissioners held on this 5th day of January, A.D., 1976

Thomas Crook
Chairman

ATTORNEY'S OPINION

I, Philip G. Burney, being an Attorney at Law duly licensed to practice before Courts of Record in the State of Colorado, do hereby certify that I have examined the title to all lands herein dedicated and shown upon this plat and that title to such land is in the dedicator free and clear of all liens, taxes, and encumbrances.

MEURER, SERAFINI & MEURER INC.
CONSULTING ENGINEERS 570 W. 44TH AVE.
DENVER, COLORADO 80206

Dated this 16th day of December, A.D., 1975.

Philip G. Burney
Attorney at Law

RePlat of Dillon Valley
Reception # 110914

Approved by the Regional Planning Commission, Summit County, Colorado, on this 5th day of January, A.D., 1976

George Caldwell
Chairman

153564

RESOLUTION NO. 2020 -

**BOARD OF COUNTY COMMISSIONERS
OF THE
COUNTY OF SUMMIT
STATE OF COLORADO**

A RESOLUTION APPROVING PLN20-016: CLASS 6 GENERAL SUBDIVISION EXEMPTION TO VACATE THE PROPERTY LINE AND EASEMENTS BETWEEN LOT 0 AND LOT 1, BLOCK 1, DILLON VALLEY SUB #1, ZONED THE DILLON VALLEY VISTAS WORKFORCE HOUSING PUD, LOT 1R, BLOCK 1, DILLON VALLEY SUB#1 (Applicant: Summit County Housing Department) and,

WHEREAS, the Summit County Housing Department has submitted to the Board of County Commissioners (“BOCC”) for a General Subdivision to vacate the property line and easements between Lot 0 and Lot 1, Block 1, Dillon Valley Sub#1, zoned the Dillon Valley Vistas Workforce Housing PUD, Lot 1R, Block 1, Dillon Valley Sub#1 ; and,

WHEREAS, the Summit County Planning Department has reviewed the application and recommended approval of the application to the Board of County Commissioners; and,

WHEREAS, the Board of County Commissioners has held a public hearing as required by law, on May 12, 2020, and has considered all relevant testimony and evidence; and,

WHEREAS, in light of such considerations, the Board of County Commissioners of Summit County, Colorado finds that:

1. The vacation procedure has not been used to circumvent the intent of the Subdivision Regulations because no new lots are being created through this application.
2. The lot resulting from the vacation is in compliance with the County's Zoning Regulations and because, without limitation, the proposed lot line vacation will create one larger lot that complies with the all applicable development standards of the Dillon Valley Vistas PUD. Any future development on the subject site will be required to comply with the PUD setbacks and development standards. The proposed lot line vacation will not negatively impact the surrounding residential properties.
3. Easements necessary for the provision of utilities are not affected by the lot line and utility easement vacation.
4. The applicant has provided a restrictive covenant against the property that prohibits the vacated lot lines from being resubdivided or recreated by a subdivision approval, subdivision exemption approval or any other administrative or judicial process.
5. The subject property has been owned by the Board of County Commissioners since October of 2012 and as such this criteria is not applicable.
6. The resolution of approval shall state the newly configured lot shall be Lot 1R, Block 1, Dillon Valley Sub#1.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SUMMIT, STATE OF COLORADO THAT a General Subdivision to vacate the property line and easements between Lot 0 and Lot 1, Block 1, Dillon Valley Sub#1 zoned the Dillon Valley Vistas Workforce Housing PUD, Lot 1R, Block 1, Dillon Valley Sub#1 is hereby approved.

ADOPTED THIS 12th DAY OF MAY, 2020.

**COUNTY OF SUMMIT
STATE OF COLORADO
BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS**

Karn Stiegelmeier, Chair

ATTEST:

Kathleen Neel, Clerk & Recorder