



Date: Tuesday, December 16, 2025
Time: 9:00 AM
Location: Hearing Room, 1st Floor, 200 West Oak Street, Fort Collins

ADMINISTRATIVE MATTERS AGENDA

Pledge of Allegiance

Public Comment

All who wish to comment must follow the Rules and Procedures for Public Comment as established by the Board of County Commissioners: <https://www.larimer.org/public-comment-rules>

PLEASE NOTE: We are taking public comments via email and phone, in addition to in-person comments. If commenting via email, please send your comment to bcc-admin@larimer.org. **You must register by 4:30pm the Monday before the meeting to participate by phone.** If you wish to be called, please email bcc-admin@larimer.org or call (970) 498-7010 and provide your name, topic for comment and phone number. You will be called at that number when it is your turn.

Approval of Minutes

1. Draft minutes for the week of December 8, 2025

Upcoming Schedule Review

1. Schedule review for the week of December 22, 2025

Consent Agenda

The Consent Agenda consists of items of no perceived controversy and routine administrative actions, such as Abatements, Agreements, Deeds, Final Plats, Liquor Licenses, Resolutions and other matters previously reviewed by the Board of County Commissioners. Staff recommends approval of the Consent Agenda. A Commissioner may request that an item be “pulled” off the agenda and considered separately. Items pulled from the agenda will be considered after the Board takes action on the remainder of the Consent Agenda.

[Please click here for Consent Agenda and related documents](#)

Comments from Commissioners' Guests

Sarah Leonard, Chief Executive Officer of Visit Estes Park

Discussion Items

Discussion Items enable the Board of County Commissioners to receive information, conduct deliberations and take necessary actions as directing staff or making official decisions. If a hearing to receive testimony from the public is planned for any discussion item, the agenda will list the item as a hearing.

1. Celebrating/Recognizing our 2025 Ranger Brendan Unitt Community Service Award Recipient: Ricardo Perez, Emergency Management Coordinator, OEM

Submitted by: Denise Ruybal & Gregg Turnbull (Guiding Principles Champions)

DESCRIPTION: Recognizing 2025 Brendan Unitt Community Service Award Recipient

2. Award Announcement – Human Services Department Director, Heather O’Hayre, awarded the 2025 Director of the Year by the Colorado Human Services Directors Association.

Submitted by: Laura Walker, HEH Director

DESCRIPTION: On December 2, Human Services Director, Heather O’Hayre, was honored as the 2025 Director of the Year by the Colorado Human Services Directors Association (CHSDA). Heather was recognized for her exceptional leadership, dedication to partnership, and unwavering commitment to strengthening services for children, families, and adults across Larimer County and Colorado. CHSDA is a statewide nonprofit representing social and human services directors across all Colorado counties.

County Manager Update

Update to the Board of County Commissioners regarding administrative matters and other items that do not require in-depth discussion or are for informational purposes only.

Commissioner Activity Reports

The Board of County Commissioners represent the County on various committees and task forces and serve as liaisons to the County’s boards and commissions. Commissioners report the activities they have been involved in over the past week.

Executive Session

None requested

Legal Matters

None requested

Per the Americans with Disabilities Act (ADA), Larimer County will provide a reasonable accommodation to qualified individuals with a disability who need assistance. Services can be arranged with at least seven (7) business days’ notice. Please email us at bcc-admin@larimer.org, or call (970) 498-7010 or Relay Colorado 711. "Walk-in" requests for auxiliary aids and services will be honored to the extent possible but may be unavailable if advance notice is not provided.