



Minutes of the Meeting of the Board of County Commissioners, Gilpin County, Colorado of Tuesday, April 30, 2024

A regular meeting was held on Tuesday, April 30, 2024, at the Gilpin County Historic Courthouse and online via Zoom. Chair Berumen called the meeting to order at 9:00 a.m. In attendance were Susan Berumen, Chair, Commissioner Sandy Hollingsworth, Commissioner Marie A. Mornis, County Manager Ray Rears, County Attorney Brad Benning, and Deputy Clerk to the Board Lyndsey Denton.

Agenda Review.

There were no changes to the agenda.

Conflicts of Interest.

County Attorney Benning asked the Board of County Commissioners (BoCC) if they had any personal or financial interest with the business on the agenda. Each commissioner responded with no conflicts of interest.

Public or Press Comment.

Comments included:

- Marie Mornis, 108 Fox Road, spoke as a resident, and spoke about her letter she wrote to the local newspapers about the Black Hawk IGA.
- Kathleen Balfour, 392 Tchaikovsky Road, expressed her views about democracy versus republic.

Consent Agenda.

Commissioner Mornis moved to, "Adopt the Consent Agenda as written, which included the approval of March 2024 Treasurer's End of Month Report, approval of 1st Quarter, 2024 Department Quarterly Reports, approval of Meeting Minutes for April 9, 2024 meeting." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Employee Recognition / 'Shout Out Award'.

John Combs, Public Works Director, presented Road & Bridge worker, George Baker, with a Shout Out Award for his work during the March 15, 2024 snow storm to open 1.7 miles of Missouri Gulch Road to assist Alpine Rescue and the Gilpin County Sheriff's Office rescue a stranded resident. The Board of County Commissioners presented Mr. Baker with a framed certificate for his life-saving measures. The Board led the audience in a round of applause and thanked Mr. Baker for his good work.

Proclamation for Mental Health Month – May 2024.

Kara Campbell, Manager of Mountain Services for the Jefferson Center presented the Proclamation for May 2024, as Mental Health month in Gilpin County. The Jefferson Center is committed to comprehensive mental health care, substance abuse treatment and a wide variety of resources to support the well-being of our community through their partnerships through various entities, including Gilpin County. Commissioner Hollingsworth moved to, "Adopt the Proclamation in support of Mental Health Month in Gilpin County, Colorado, May 2024". Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.



Authorization to Operate Letter from the Colorado Department of Public Health & Environment (CDPHE).

Cody Carroll, Gilpin Ambulance Authority Chief, spoke on the letter from CDPHE regarding the ambulance licenses and new Emergency Medical Services (EMS) regulations that will go into effect on July 1, 2024. Each county will need to either opt-in or opt-out of the option to require licensed ground ambulances to have an Authorization to Operate within the county. He recommended to opt-in to the program, as it would allow the County to regulate which emergency transport providers can initiate pre-hospital care in Gilpin County. An opt-out would allow for any transport service to operate in Gilpin County, which may cause delay in patient care. Chief Carroll mentioned that the start date to decide is July 1, 2024, with deadline of September 2024. It was clarified that a resolution will be come at a later date to further indicate how the process will work, but in order to move forward, the Board must select to opt-in or opt-out. It was agreed upon by the Board of County Commissioners to opt-in to issuing an Authorization to Operate in Gilpin County.

NoCo Places Mapping Project Update.

Steve Coffin, Executive Director of NoCo Places (NoCo) provided an update with NoCo and their mapping project. NoCo is made up of eight partners, including Gilpin County, that collaborate to work on conservation and responsible recreation along the Colorado Front Range. They are focusing on creating a Conservation and Recreation Vision. He overviewed the methods they are using to develop the Vision, including the Conservation Summary and Mobile Phone Data Mapping Tools and stakeholder groups. He thanked Gilpin County for the participation in NoCo since the inception of the organizations. The presentation in its entirety was included in the agenda packet, and there is more information and the link to their website is available on the Gilpin County website.

PUBLIC HEARING - Resolution TUP-24-1, Approving A Temporary Use Permit for the Gilpin County Historical Society's Annual Cemetery Crawl.

Chair Berumen opened the public hearing at 9:49 a.m. Rob Gutierrez, Community Development Director presented the resolution, joined by Jim Crawford, President of the Gilpin Historical Society. Mr. Crawford noted this year would mark the 35th annual Cemetery Crawl, and it will be held at the Independent Order of Oddfellows Cemetery in Central City. The event will occur on Saturday, August 24th, 2024, starting at 11:00 a.m. He anticipates approximately 200 – 400 people to attend. Director Gutierrez noted that that Planning Commission provided a unanimous positive recommendation at their April 9th, 2024 meeting.

Chair Berumen opened the hearing to public comment. There were no public comments made. Chair Berumen closed public comment.

The Board Congratulated Mr. Crawford and the Gilpin Historical Society on the of holding the event and noted its popularity. Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution TUP-24-1, "Approving A Temporary Use Permit for the Gilpin County Historical Society's Annual Cemetery Crawl." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Chair Berumen closed the public hearing at 9:54 a.m.

PUBLIC HEARING – Resolution TUP-24-2, Approving A Temporary Use Permit for the Fjällräven Classic Event.

Chair Berumen opened the public hearing at 9:55 a.m. Rob Gutierrez, Community Development Director, presented the resolution, joined by Trevor Harcourt, representing the applicant, Field Athletic. It was noted



that this request would mark the third year in a row the event would take place. The event is scheduled for July 23-26, 2024. The event will start and end in Gilpin County at the Jenny Lake Trailhead, and will traverse Rollins Pass; covering approximately thirty miles. Director Gutierrez noted a unanimous positive recommendation from the Planning Commission at their April 9, 2024 meeting. There has not been any complaints or issues from past events. Mr. Harcourt shared some information about the event as a 3-day trekking event through Gilpin County over the Continental Divide. It is an educational event that provides an introduction to backpacking and Leave No Trace principals. Fjällräven events are held throughout the world, and this event represents the United States version.

Chair Berumen opened the public hearing to public comment. There was no public comment received. Chair Berumen closed the hearing to public comment.

There was discussion and questions about the event, all which were clarified by staff. Chair Berumen asked for a motion. Commissioner Hollingsworth moved to adopt Resolution TUP-24-2, "Approving A Temporary Use Permit for the Fjällräven Classic Event which will be held between July 23-36 2024." Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Chair Berumen closed the public hearing at 10:01 a.m.

PUBLIC HEARING – Resolution 24-71, Approving A Special Use (SUR-23-1) to the Church of the Front Range.

Chair Berumen opened the public hearing at 10:02 a.m. Rob Gutierrez, Community Development Director presented the resolution, along with the applicant, Tim Rasmussen. The request is to grant a Special Use Review (SUR) for the construction of a church at 5800 Virginia Canyon Road. Churches are permitted in residential zones with Special Use, according to the Gilpin County Zoning Regulations. The Planning Commission recommended a do not pass, based on the location and application information received. The applicant requested a continuance to July 9th, 2024, as he had recently hired a consultant to assist him with the application and the requirements.

Chair Berumen opened the public hearing to public comment.

- Rose Hosmer, 250 Russel Gulch Road, expressed her views against the SUR.
- Casey Pruitt, 5778 Virginia Canyon Road, expressed his views against the SUR.
- Mazie Deray, 188 Alps Trail, expressed her views against the SUR.

Chair Berumen closed the hearing to public comment.

Commissioners shared their concerns with the requested SUR, reiterating the Planning Commission's reasons for denial, mainly the location. After discussion and amendment to the resolution title, Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-71, "Denying A Special Use (SUR-23-1) to the Church of the Front Range, located in 5800 block of Virginia Canyon Road, Parcel C, created by BLA-20-02; R114859." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0. The request for a SUR for the Church of the Front Range has been denied.

Chair Berumen closed the public hearing at 10:26 a.m.

Resolution 24-76, Adopting Two Seasonal Road & Bridge Worker Positions.

Chanda Johnson, Human Resources Director and John Combs, Public Works Director to request approval of two full-time temporary positions in the Public Works -- Road & Bridge (R&B) Department. It was



clarified that these positions would be temporary, and would not receive benefits. Their main responsibility would be maintaining the over 1,800 culverts throughout the County. Director Johnson clarified that this was not budgeted for 2024, but would be for upcoming years. There are some current vacancies in R&B that could help to cover the salaries for 2024. It was mentioned that it has been 12 years since there has been a dedicated crew, and it was brought up by staff at the Listening Session with the Commissioners earlier this year. Chair Berumen asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 24-76, "Authorizing the approval to hire two additional seasonal Road & Bridge Workers to address county culverts with a cost not to exceed \$42,494.40" Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-75, Amending the Veteran's Services Officer Position.

Janey Barker, Human Services Director presented the resolution requesting to amend the Veterans' Services Officer (VSO) position, including increasing hours, due to state requirements/legislative updates to the Veterans' Services program. The amount requested is approximately \$13,000 per year, and would go into effect July 1, 2024. It is essentially an unfunded mandate, but the costs for the VSO to become certified are not an additional cost to the county. It will help to expand the program and reach more veterans in our community. There were amendments made to the job description to reflect the new requirements. Director Barker clarified that there is currently some reimbursement from the state, but does not fund the position fully. It was noted to include the VSO in the Official List of Appointments and needs to be appointed every two years. Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-75, "Amending the Veteran's Services Officer Position not to exceed an increased salary expense of \$13,000 per year." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-77, Allocating and Spending the Local Assistance and Tribal Consistency Fund (LATCF).

Joe Allaire, Finance Director, presented the resolution to allocate the LATCF monies received from the federal government that is similar to the American Rescue Plan funding, but has less restrictions on use and time limits. Gilpin County received a total of \$100,000 over 2 years. The two projects recommended to use this funding for are for the EV Chargers project for \$65,000, and the Dakota Hill Tower for \$35,000, to update the lightening protection system. Jamie Boyle, Grants Manager & Writer, joined for questions and discussion. It was clarified that this would fully fund the EV Charger project, without using any county funds. There was discussion around both projects and other potential uses of the funds. Chair Berumen asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 24-77, "Allocating and Spending the Local Assistance and Tribal Consistency Fund; spending \$100,000, allocating \$35,000 for the Dakota Hill project that is attainable this year, and \$65,000 for EV chargers." Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-78, Adopting American Rescue Plan Act (ARPA) Allocations.

Joe Allaire, Finance Director presented the resolution to allocate ARPA funds for 2024; with recommendations of allocating projects that will be competed in 2024, since these funds are more restrictive and have a deadline. Jamie Boyle, Grants Manager & Writer, joined for questions and discussion. There was discussion around various allocation needs and possibilities. After discussion and amendment, Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-78, "Adopting American Rescue Plan Act allocations; to allocate \$2,135 to Peak-to-Peak Rotary, \$143,579 to the Community Wildfire Protection Plan, \$15,000 to the Belvidere Foundation, and \$42,886 to the GIS contract." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.



Recess. Chair Berumen called for a fifteen-minute recess at 11:30 a.m. Chair Berumen reconvened the meeting at 11:47 a.m.

Resolution 24-69, Authorizing the Acceptance of Additional Funding for the Substance Abuse Block Grant (SABG).

Gabrielle Chisholm, Parks & Recreation Director, presented the resolution requesting the approval of accepting additional funding for the SABG, in order to transition a full-time Recreation Generalist II position to a full-time Child Program Coordinator. Director Chisholm noted that this grant has been ongoing since 2020, and has been influential in operating the youth programs. This is an additional \$127,101.73, to fund this transition, and funds will expire June 30, 2026. At the end of the grant term, the position would continue by being fee based and additional grants, in order for the position and the program to be sustainable. This would also allow for an increase in the number of children from 40 to 50 during summer camp, which could add approximately \$30,000 in revenue. The additional salary increase for the Child Program Coordinator is about \$13,000 year, and was not budgeted for 2024; however, it was identified as a recommended position by the Staffing Study by Coreflexion in 2023. Human Resources Director, Chanda Johnson, was invited to speak about the positions and salary, and Jacob Rippy, Youth Programs Supervisor, was invited to speak to the proposed budget, and how the new position would support his position. There was discussion and questions that were all clarified by staff. Chair Berumen asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 24-69, "Authorizing the Acceptance of Additional Funding for the Substance Abuse Block Grant, with the amendment to strike subtitle, in the amount of \$127,101.73." Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-74, Authorizing the Submission of a Grant Application to the Electronic Recording Technology Board (ERTB) to Move Tyler Technology Clerk & Recorder Data from On-Premises Hosting to Software as a Service.

Sahari McCormick, Clerk & Recorder and Jamie Boyle, Grant Manager & Writer, presented the resolution requesting authorization to apply and accept a grant to transition the recording technology in the Clerk & Recorder's office to a cloud-based system. She overviewed the benefits of the conversion and mentioned that the funds will cover all fees through 2026. If the grant is continued, future funding could be available to continue after 2026. The ongoing costs associated with the program would be \$22,000--\$38,000 per year. There is no match required and minimal reporting requirements for the grant. Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-74, "Authorizing the Submission of a Grant Application to the Electronic Recording Technology Board to move Tyler Technology Clerk & Recorder Data from On-Premises Hosting to Software as a Service, to accept a grant amount of \$89,933." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-73, Amending the Master Policy & Procedure Manual; P-1, Procurement Policy.

Samuel Bower, Administrative Analyst presented the resolution to amend the Procurement Policy, in response to the creation of the Contract Management Policy. The policy was reviewed and discussed. Chair Berumen asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 24-73, "Amending the Master Policy & Procedure Manual; P-1, Procurement Policy." Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-81, Amending the Master Policy & Procedure Manual; P-17, Contract Management Policy.

Samuel Bower, Administrative Analyst and County Attorney Benning, presented the resolution for the new Contract Management Policy, noting that there were no changes from the work session on April 16, 2024. The



policy was reviewed, discussed, and with some minor amendments in verbiage. Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-81 “Amending the Master Policy & Procedure Manual; P-17, Contract Management Policy.” Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-79, Amending the Master Policy & Procedure Manual; P-7, Grant Management Policy.

Samuel Bower, Administrative Analyst and Jamie Boyle, Grants Manager & Writer, presented the policy amendment to the Grant Management Policy and the Grant Management Handbook (Handbook) due to the pending adoption of the Contract Management Policy. The policy and Handbook were reviewed and discussed. Chair Berumen asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 24-79, “Amending the Master Policy & Procedure Manual; P-7, Grant Management Policy.” Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-80, Amending the Master Policy & Procedure Manual; P-18, Funding Outside Organizations Policy.

Samuel Bower, Administrative Analyst presented the resolution for the Funding Outside Organizations policy. The resolution and the policy were reviewed, discussed and had some minor amendments. It was mentioned that Appendix A, will be the application form that will be developed at a later date by staff, based on the approved policy. Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-80, “Amending the Master Policy & Procedure Manual; P-18, Funding Outside Organizations Policy with the amendments discussed.” Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-72, Amending the Master Policy & Procedure Manual; P-16, Letter of Support Policy.

Samuel Bower, Administrative Analyst. The resolution and the policy were reviewed, discussed and amended. Commissioner Hollingsworth moved to adopt Resolution 24-72, “Amending the Master Policy & Procedure Manual; P-16, Letter of Support Policy with the amendments”. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-70, Authorizing the Execution of Real Property Lease Agreement with Gary Gambino.

Brad Benning, County Attorney presented the lease renewal with Gary Gambino for an ongoing lease for water rights in the Church Ditch in the unincorporated area in Arvada. Gilpin County only charges the annual cost with the Church Ditch Water Authority; there is no profit from the lease. There were questions and discussion about the lease; all clarified by County Attorney Benning. Chair Berumen asked for a motion. Commissioner Mornis moved to adopt Resolution 24-70, “Authorizing the Execution of Real Property Lease Agreement with Gary Gambino.” Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Election Update.

Sahari McCormick, Clerk & Recorder, gave an update to the elections process and elections security in Gilpin County. She spoke of the process of the election worker training, election equipment, and Statutory requirements of Electioneering.

County Attorney’s Report.

County Attorney Benning gave his report, mentioning that there will be upcoming executive sessions to discuss water rights. He has been working on the road’s memo, website accessibility requirements, 1041 regulations, work with GIS, and attended a DOLA meeting looking for water opportunities. There was



discussion around the massage business ordinance and the pending legislation. He shared his work with elections messaging, contracts, policies, revising the emergency shelter IGA, and working on enforcement matters with Community Development with a mining claim with a camp of people on the property. He is reviewing opportunities with fire control and water suppression systems. He attended the UCCWA director meeting about the watershed.

County Manager's Report.

County Manager Rears gave his report, highlighting the upcoming meetings and work sessions. The BoCC meeting for May 28th, 2024, has been canceled. The meeting for June 25, 2024, will be held at the Community Center since the Courthouse will be in use for the election. He mentioned the continued work on ADA website requirements, and staffing updates. He attended the Manager's Conference, resolution training put on administration staff, Rollinsville work session on April 15, Community Development joint meeting with Central City staff. He is working on a draft letter to CDOT regarding snow plow removal during March snow storm. He shared the Grant Manager report and the Community Engagement report.

Public or Press Comment.

Chair Berumen opened the meeting to public or press comment. Comments included:

- Donna Okray Parman, 529 High Point Circle, expressed her views against the new food pantry and against the employee handbook.

Board of County Commissioners Report.

- Commissioner Hollingsworth shared her report, highlighting her attendance at CCI meetings, GROC meeting—funding still delayed, P2P Planning Summit, CCAT property tax leg meetings,
- Commissioner Mornis shared her report; highlighting attendance at the Belvidere Tour and the Rollinsville Work Session. She also enjoyed a vacation.
- Chair Berumen shared her report, CCI & CCAT steering committee and property tax leg, Moffat Tunnel Lease discussion, and the special meeting on 4/25 about property tax legislation,
- Notice of public meetings:
 - o May 7th - Board of Health Training
 - o May 8th- 6pm Community Town Hall with Community Development
 - o May 14th - Regular BoCC Meeting and Jail Tour

Adjourn.

There being no further public business to come before the Board, they adjourned at 2:37 p.m.

A signed and recorded copy of these minutes is available through the Clerk & Recorder's Office via Reception number 176645.