



Minutes of the Meeting of the Board of County Commissioners, Gilpin County, Colorado, Tuesday, June 11, 2024

A regular meeting was held on Tuesday, June 11, 2024, at the Gilpin County Historic Courthouse and online via Zoom. Chair Berumen called the meeting to order at 9:02 a.m. In attendance were Commissioner Susan Berumen, Chair, Commissioner Sandy Hollingsworth, Commissioner Marie A. Mornis, County Manager Ray Rears, County Attorney Brad Benning, and Deputy Clerk to the Board Melanie Bleyler.

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. Commissioner Mornis stated she will recuse herself from voting on Resolution 24-85, Authorizing the Execution of First Amendment to 2024 I.T. Professional Service Agreement with Teryx, Inc. since a partner of Teryx is running against her for County Commissioner. Commissioners Berumen and Hollingsworth responded with no conflicts of interest.

Public Comment.

Comments included:

- Kathleen Balfour: spoke regarding her client's property.

Consent Agenda.

Commissioner Mornis asked to remove "ratification of Grant Application Submittal: HAVA Elections Security Improvements" from the Consent Agenda and all agreed. Commissioner Hollingsworth moved to, "Adopt the Consent Agenda as amended, which includes the approval of the Treasurer's April 2024 Report, the Clerk & Recorder's May 2024 End-of-Month Financial Report, and approval of Minutes for May 14, 2024 meeting." Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

New Hire Introductions.

Chanda Johnson, Human Resources Director, invited the Sheriff's Office to introduce new hires. Sheriff Armstrong introduced Johnathan Jones, Detentions Officer. Commissioners all welcomed him.



Resolution 24-89, Amending the Master Policy & Procedure Manual; P-19, Hiring & Retention Incentive Policy

Chanda Johnson, Human Resources Director, introduced the resolution to help fill safety-sensitive positions. Currently, numerous vital yet hard-to-fill positions remain vacant, which also hold significance for community safety. The implementation of this policy aims to attract new team members and offer incentives to existing employees who are shouldering additional responsibilities due to the staffing shortfall.

During discussion, it was noted that the version had significant changes from the work session. Also requested that the policy include a strict definition of what “safety” entails and that the word “bonus” be changed to “incentive. After discussion, Commissioner Mornis moved to postpone the Resolution 24-89, Amending the Master Policy & Procedure Manual; P-19, Hiring & Retention Incentive Policy until the June 25, 2024 BoCC meeting with the requested edits. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-90, Amending the Master Policy & Procedure Manual; P-20, Employee Referral Program

Chanda Johnson, Human Resources Director, presented the Employee Referral Program to assist us in addressing our 9% position vacancy rate. After discussion, Commissioner Hollingsworth moved to adopt Resolution 24-90, Amending the Master Policy & Procedure Manual; P-20, Employee Referral Program effective June 11, 2024. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution BLE-24-1, 53 & 143 Winks Way

Rob Gutierrez, Community Development Director presented the resolution for a boundary line elimination (BLE). Just Architecture on behalf of Lincoln Hills Acres LLC is seeking a boundary line elimination to merge 3 existing parcels into 1 single parcel. This BLE is related to the Board of Adjustment case BOA-24-2. Approval of the BLE would eliminate a long-standing issue with the residential dwelling located at 143 Winks Way existing on two separate lots within the Lincoln Hills Subdivision. After discussion, Commissioner Mornis moved to adopt Resolution BLE-24-1, 53 & 143 Winks Way. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Board of Adjustment.

Commissioner Hollingsworth moved to, “Recess as the Board of County Commissioners and convene as the Board of Adjustment.” Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.



Public Hearing. Board of Adjustment. Resolution BOA-24-2 Variance for 53 Winks Way.

Chair Berumen opened the public hearing at 10:20 a.m. Rob Gutierrez, Community Development Director, and Jim Hesterly, JUST Architecture & Design, presented the variance request. JUST Architecture & Design, is seeking to vary from Section 2.3 Zoning District Specifications of the Gilpin County Zoning Regulations, to allow for the reconstruction of two single-family dwellings, of which one will become an accessory dwelling; with a setback of approximately twenty-eight (28) feet from the required setback of fifty-five (55) feet from centerline of undedicated public right-of-way; with a setback of approximately twelve (12) feet from the required rear setback of thirty (30) feet; with a setback of approximately three (3) feet from the south lot line of Lot 25.

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

After discussion, Commissioner Hollingsworth moved to adopt Resolution BOA-24-2 Variance for 53 Winks Way reducing 3 setbacks. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Chair Berumen closed the public hearing at 10:36 a.m.

Board of County Commissioners.

Chair Berumen asked for a motion to, “Adjourn as the Board of Adjustment and reconvene as the Board of County Commissioners.” Commissioner Mornis so moved. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-88, Adopting the Emergency Mutual Aid and Assistance Agreement for Local Colorado Public Health Agencies

Alisa Witt, Public Health Director presented the Emergency Mutual Aid agreement. Attorney Benning has reviewed the agreement. Colorado Department of Public Health and Environment (CDPHE) requests that all counties sign the Emergency Mutual Aid Agreement in the event of a Public Health Emergency that crosses county boundaries, or when help is requested from neighboring counties for assistance in a Public Health Emergency.

After discussion, Commissioner Hollingsworth moved to adopt Resolution 24-88, Adopting the Emergency Mutual Aid and Assistance Agreement for Local Colorado Public Health Agencies. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.



Resolution 24-91, Approving County Employee Reporting Form for Illicit Substances Found on County Property

Alisa Witt, Public Health Director, presented the reporting form for employees to properly respond to and report illicit drugs, substances, or paraphernalia found on county property.

After discussion, Commissioner Mornis moved to adopt Resolution 24-91, Approving County Employee Reporting Form for Illicit Substances Found on County Property with the change of “room” to “area” on the form. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-92, Authorizing Disposition of Abandoned Personal Property

Susie Allen, Property & Evidence Manager, and Sheriff Armstrong presented the resolution to trade/sell firearms determined to be abandoned personal property to a licensed firearms dealer to purchase needed equipment for the Sheriff’s Office.

After discussion, Commissioner Hollingsworth moved to approve Resolution 24-92, Authorizing Disposition of Abandoned Personal Property. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-93, Appointing Trustee to the Board of Trustees of the Gilpin County Public Library District

Michael Carlson, Library Director, presented the resolution requesting the appointment of a new trustee to the Board of Trustees. The Gilpin County Public Library District Board of Trustees voted to recommend that Lauren Lottino be appointed to the Library Board of Trustees, to fulfill the remainder of the term of Jeff Smith, scheduled to expire on December 31, 2027.

Commissioner Mornis requested a resume be provided to the BoCC in the future.

After discussion, Commissioner Mornis moved to adopt Resolution 24-93, Appointing Trustee to the Board of Trustees of the Gilpin County Public Library District. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-84, Authorizing the Execution of Contract for Co-Responder Services with Jefferson County

Brad Benning, Gilpin County Attorney, and Sheriff Kevin Armstrong presented the contract for co-responder services with Jefferson County. The Gilpin County Sheriff’s Office has partnered with Jefferson Center for Mental Health to facilitate a tele-health approach to a co-responder program. This partnership will provide twenty-four hour on-call access to a clinician via a tele-



health approach utilizing a specialized law enforcement mobile data computer installed into each Sheriff's Office vehicle, that may assist with a call for a mental health co-responder. This program will be funded through a grant from the Gateway to the Rockies Opioid Council.

After discussion, Commissioner Hollingsworth moved to adopt Resolution 24-84, Authorizing the Execution of Contract for Co-Responder Services with Jefferson County, amount not to exceed \$267,033.34. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Resolution 24-85, Authorizing the Execution of First Amendment to 2024 I.T. Professional Service Agreement with Teryx, Inc.

Commissioner Mornis stepped out of the meeting and recused herself for this item on the agenda. Sarah Baciak, Paralegal and Jessica Kays and Tobias, Teryx, Inc. presented the amendment to the professional service agreement with Teryx. The current agreement with Teryx (2024 I.T. Service Agreement) comes to term as of June 30, 2024. In order to ensure that the County's I.T. service needs are met, this Amendment will extend the current service term with Teryx, Inc. to October 1, 2024. After discussion, Commissioner Hollingsworth moved to adopt Resolution 24-85, Authorizing the Execution of First Amendment to 2024 I.T. Professional Service Agreement with Teryx, Inc. extending it from June 30 through October 1, 2024. Chair Berumen seconded the motion, which passed by a vote of 2 to 0.

Resolution 24-86, Authorizing the Execution of Real Property Lease Agreement(s) with Central City Opera House Association

Sarah Baciak, Paralegal presented the two lease agreements, one for the Teller Lot and one for Gilpin County's parking lot located on the ground floor of the Old Courthouse. The Teller Lot Agreement is to allow the County employees, residents, and visitors to park in the Teller Lot while they attend to County business in the Old Courthouse, this use is non-exclusive and is for the entirety of the year. The Courthouse Parking Lot Agreement allows the Central City Opera Association use of the County's lot during the specified times identified in the Agreement, which will not interfere with the Old Courthouse operation hours. The Courthouse Lease only spans the length of the 2024 Opera season. Each lease costs the Lessee \$10.00 per year.

After discussion, Commissioner Mornis moved to adopt Resolution 24-86, Authorizing the Execution of Real Property Lease Agreement(s) with Central City Opera House Association. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.



Resolution 24-87, Authorizing the Execution of Law Enforcement Shooting Range Lease Agreement with Martin Marietta Materials Real Estate Investments, Inc.

Sheriff Kevin Armstrong and Sarah Baciak, Paralegal presented the law enforcement shooting range lease agreement. In January of this year both shooting range properties used by Gilpin County and Clear Creek County were sold to Martin Marietta Materials Real Estate Investments, Inc. Martin Marietta Materials preferred to consolidate the two shooting range leases into one, and have both Clear Creek County and Gilpin County share the shooting range located off Lake Gulch Road. Both Counties agreed. Gilpin County's share of the rent is half the amount it was in the previous lease agreement (\$3,000 annually).

After discussion, Commissioner Hollingsworth moved to adopt Resolution 24-87, Authorizing the Execution of Law Enforcement Shooting Range Lease Agreement with Martin Marietta Materials Real Estate Investments, Inc. not to exceed \$3,000 per year. Commissioner Mornis seconded the motion for \$3,000 annual lease for 20 years, which passed by a vote of 3 to 0.

Ratification of Grant Application Submittal: HAVA Elections Security Improvements

Sahari McCormick, Clerk & Recorder, and Jamie Boyle, Grant Writer, presented the 2024 Help America Vote Act (HAVA) Election Improvement Grant application for minor physical security updates to elections sites, additional security personnel, and signage. After discussion, Commissioner Mornis moved to adopt Ratification of Grant Application Submittal: HAVA Elections Security Improvements not to exceed \$9,402.64. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Local Liquor Licensing Authority.

Commissioner Hollingsworth moved to, "Recess as the Board of County Commissioners and convene as the Local Liquor Licensing Authority." Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.

Local Liquor Licensing Authority - Liquor License Renewal for Toss Wood Fired Eatery

Sahari McCormick, Clerk & Recorder presented a retail liquor license renewal application for Toss Wood Fired Eatery located at 63 Main Street, Rollinsville, CO 80474. Cole Johnson from Toss Wood Fired Eatery was also present to answer questions.

After discussion, Commissioner Hollingsworth moved to approve the Retail Liquor License Renewal Application for Toss Wood Fired Eatery. Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.



Board of County Commissioners.

Commissioner Mornis moved to, “Adjourn as the Local Liquor Licensing Authority and reconvene as the Board of County Commissioners.” Commissioner Hollinsworth seconded the motion, which passed by a vote of 3 to 0.

County Attorney’s Report.

County Attorney Benning gave his report, sharing his current projects. Highlights include working on Election law and planning for the upcoming elections. Attorney Benning is also working on contracts and ordinances. He recently attended the Colorado Attorney Association June 2024 Conference (June 5-8).

County Manager’s Report.

County Manager Rears gave his report, sharing recent focus areas and upcoming meetings. He highlighted that the next meeting, June 25, will be held at the Community Center due to it being Election Day. Also, he noted that Highway 119 in Black Hawk will have single-lane closures starting June 17.

Public Comment.

- No public comment.

Board of County Commissioners Report.

All Commissioners attended:

- Jail Tour, May 14
- First Responder’s and Essential Services Appreciation Dinner, May 21
- Historical Sites tour, May 21
- Central City Council Meeting, May 21
- Virtual CCAT meeting, May 23
- Caesars Foundation check presentation to Senior Services, May 24
- CCI Conference, May 28-30
- Food Pantry Truck unveiling, June 6
- Friends of Gilpin County Community Center Meeting,

Commissioner Mornis Attended:

- Black Hawk City Council Meeting, May 24
- Meeting with Central City Mayor Fey to discuss SOBs, June 3



- Central City Council Meeting, June 4
- Community Wildfire Protection Plan (CWPP) Open House, June 8

Commissioner Hollingsworth Attended:

- DOLA local coordination call, May 15
- Stop the Bleed training with Gilpin Ambulance, May 23. Another one in August.
- Jefferson Center for Mental Health board meeting, June 3
- Central City Council Meeting, June 4
- Community Wildfire Protection Plan (CWPP) Open House, June 8

Chair Berumen Attended:

- Federal Railroad Administrator meeting, May 30
- Executive Committee meeting with Triad/Bright Futures

Upcoming dates for public:

- June 12, Pet Preparedness Workshop at the library
- CSU Extension annual plant sale on June 15
- County Offices closed for Juneteenth next Wednesday, June 19

Public notice of Meetings

- June 25, BoCC regular meeting at Community Center
- June 26, Railroad Mountain Group with State Senator Dylan Roberts
- July 9, BoCC regular meeting
- July 16, BoCC work session and tour with Central City

Adjourn to Executive Session.

Commissioner Hollingsworth moved to adjourn to Executive Session for a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions relative to 1041 Regulations under C.R.S. §24-6-402(4)(b). Commissioner Mornis seconded the motion, which passed by a vote of 3 to 0.



Approved this 25th day of June, 2024.

A signed and recorded copy of these minutes are available through the Clerk & Recorder's Office via Reception Number 176749.