

MINUTES OF THE MEETING OF THE  
BOARD OF COUNTY COMMISSIONERS  
GILPIN COUNTY, COLORADO

April 9, 2019

A regular meeting of the Board of County Commissioners of Gilpin County was held on April 9, 2019, at the Gilpin County Courthouse. Chair Linda Isenhardt called the meeting to order at 9:00 a.m. In attendance were Chair Isenhardt, Commissioner Gail Watson, Commissioner Ron Engels, County Manager Abel Montoya, County Attorney Bradford Benning, and Deputy Clerk to the Board Sharon Cate.

**Agenda Review.** The Board agreed to add a discussion of the Colorado Opportunity Scholarship Initiative grant program later in the meeting.

**Public/Press Comment.** Sheriff Kevin Armstrong introduced newly hired Emergency Preparedness Director Nathan Whittington. He was welcomed warmly by all those present.

**Proclamation—National Healthcare Decision Day, April 16.** Sheriff Armstrong, Coroner Zane Laubhan and Human Services Director Sherrin Ashcraft presented the National Healthcare Decisions Day Proclamation in an effort to raise awareness of the need for advance directives and other end-of-life documents. Coroner Laubhan listed some of the benefits of having these documents in place as:

- ensure a person's end-of-life intentions
- emergency first responders have a guideline to follow
- family members do not have to make difficult decisions, especially in an emergency situation

Sheriff Armstrong and Director Ashcraft ardently agreed and added that the Human Services Department has information about advance directives and other forms on their website. Coroner Laubhan said decisions regarding organ and tissue donation also need to be formalized to avoid conflicts for families, and that all of these documents need to be kept "on-person" as driver's licenses are.

Commissioner Engels encouraged others to note that April 16 is National Healthcare Decisions Day, to help make our community aware of this need, and to know that this conversation with family members and medical powers of attorney is vitally important to help them understand a person's intentions and desires for level of care. Commissioner Engels moved to adopt the National Healthcare Decisions Day Proclamation. Commissioner Watson seconded the motion, and added that staff should post the Proclamation on the County's website and send to all its employees. The motion passed by a vote of 3 to 0.

**Contract for Human Services Attorney.** Human Services Director Sherrin Ashcraft presented an Agreement for Special County Attorney between Jeffrey Timlin and Gilpin County for legal services specifically for the Department of Human Services, and stated that Mr. Timlin is well known throughout the state for this type of work. She added that once the Agreement was finalized, she would notify Mr. Timlin and outgoing Attorney Lauren Kelly via email so they could arrange for the transfer of the county files, and withdrawal and substitution of counsel in all the pending cases with the courts. County Attorney Brad Benning advised the Board that Gilpin County had legal options, should the transfer of files from the current attorney to Mr. Timlin's firm become a concern.

The Board posed questions about some aspects of the proposed Agreement including conflicts of interest in representation of Human Services clients, the equitable sharing of conference fees by both counties represented by Mr. Timlin, and the Agreement termination/renewal date. County Attorney Benning answered most of the questions and said he would work with Mr. Timlin on others.

Commissioner Engels moved to approve the Agreement for Special County Attorney, with the proposed changes, effective today. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

**Treasurer's Monthly Report.** Treasurer Mary Lorenz reported on operations in her office for the month of February 2019, and answered the Board's questions about the reserve account, monthly interest and the idea of putting some funds into long-term certificates of deposit (CDs). Finance Director Clorinda Smith also provided information on the reserve account.

**Human Resources / Finance Staffing Proposal.** Human Resources Director Susie Allen and Finance Director Clorinda Smith requested the Board's approval to create a new a full-time position—50% Human Resources; 50% Finance. The directors presented financial impact information and explained how the hours for the new position would be used and why they requested raising the pay grades for three existing, but newly defined positions. In response to a question from Commissioner Watson, Director Smith stated that accomplishing the list of tasks in their proposal packet with the help of an additional full-time employee (FTE) would not occur immediately, as training for the three redefined positions would take time. County Manager Montoya thanked the directors for putting the proposal together, saying they had explained to him that this position would help them move their departments forward. After further discussion, Commissioner Watson moved to approve the new half-time Human Resources/half-time Finance position. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

**County Fair Vendor Contracts.** County Fair Coordinator Heather Pearce presented eleven contracts and letters of agreements for various attractions and services for the 2019 Fair, explaining that they were only about half of what would require approval prior to the Fair. Commissioner Isenhart pointed out a \$500 difference in the bulls and broncs agreement, and asked if the Booster Club receives a 1099 tax form. The Board discussed other concerns such as the “Extreme Dog Show” and Commissioner Watson asked if the County has a position paper or requires certification that all animals at the Fair are humanely treated. They asked if the onsite attending veterinarian also looked after the bulls and sheep in other events, with Commissioner Engels asking about the definition of “humanely treated.” Coordinator Pearce said animal protection statements would be added to next year’s contracts, but that she would start her research right away. She closed her presentation by saying that no significant sponsors for the Fair had been found yet, and that she would repeat her request to the large utility providers; a vendor or manager for the beer booth is also unnamed at this time.

Commissioner Engels moved to approve the County Fair vendor contracts as presented. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0. Commissioner Watson moved to authorize County Fair Coordinator Heather Pearce to execute future contracts for the County Fair in amounts not to exceed \$10,500 each. Commissioner Engels seconded passed 3 to 0. The approved contracts and letters included: Air Rentals, LLC; Big Air Jumpers; International School Group; Fusion Talent Group; Diamond SR Carriage; Gilpin County Schools Class of 2023; Tani Korb; J&B Family Affair; Heather Albrecht; J.D. Ford; Dr. Jennifer Hartman; and Gilpin County Boosters Club.

**2019 Annual Operations Plan.** Sheriff Armstrong and Emergency Preparedness Director Nathan Whittington introduced the 2019 Annual Operating Plan, with Director Whittington saying that the Plan was an agreement between Gilpin County, the Colorado Division of Fire Prevention and Control, the US Forest Service for the purpose of affirming standard operating procedures in the event of a wildland fire. He said he had made some revisions to the Plan, including amending the mutual aid period from 12 to 24 hours, giving the County the potential of receiving 12 hours of aid without cost. In response to a question from Commissioner Isenhart, Finance Director Clorinda Smith stated that aside from this planning document, Gilpin County has authorized the Sheriff to spend up to \$150,000 the day an emergency occurs to launch strong, immediate firefighting action. Commissioner Watson moved to adopt the 2019 Annual Operations Plan, as presented, including revisions. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Discussion followed regarding the impending snowstorm and the number of electronic alerts delivered by HyperReach, plus consistency between Gilpin County and adjacent counties and agencies on fire restrictions and notifications. Sheriff Armstrong said coordination among those entities would continue. Director Whittington said he would work on coordination between the two national forests within Gilpin County—Arapahoe and Roosevelt.

**Proposed Purchase of Vehicles for Parks and Recreation Department.** Parks and Recreation Director Kyle Benedict presented options for the purchase of two vehicles to transport Community Center patrons and other riders to various events. He noted that he had worked with a committee—Human Services Director Sherrin Ashcraft, CSU Extension Agent Dr. Irene Shonle and Community Development Director Stephen Strohminger—to determine the needs of the community and the needs of other County departments that transport passengers. He said that in his research of passenger vans he learned that simply adding a wheelchair lift to a van does not make it ADA compliant, but that the two proposed purchases were both ADA compliant. Director Benedict and the committee recommended the purchase of two used vans: a 2017, 14-passenger Ford Transit at approximately \$27,000; and a 2011 Ford Econoline ADA compliant van, at approximately \$31,000, with all funds having been approved in the 2019 budget. Public Works Director Gordon Thompson has indicated that many of the vans’ mechanical maintenance needs could be performed by staff. County Manager Montoya said the two vans would be included in the vehicle replacement plan, which is still in development.

Commissioner Watson stated that the County needed to define the parameters of the transport program, define the rules and publish the information; she added that the Board should be consulted about the logo to be used on the vans. Commissioner Engels said the Board needed to develop an overall policy to eliminate individual requests of this type to the Board.

Commissioner Watson moved to approve the purchase of a Ford transit van and a Ford Econoline van at an approximate total cost of \$58,000. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

**Legal Status Report.** County Attorney Bradford Benning advised the Commissioners on the following legal issue:

- Howard and Barbara Beall’s three appeals to the Board of Assessment Appeals were dismissed; the one other appeals by a different property owner has not been heard yet.

**County Manager Status Report.** County Manager Abel Montoya updated the Board of County Commissioners on the following items:

Monthly Leadership Team Reports. The monthly and quarterly departmental reports that had been submitted were discussed. County Manager Montoya informed the Board that he was planning to meet with the Senior Leadership Team (SLT) tomorrow to talk about the importance of their reports. County Business Analyst Cindy Carter will help them with standardizing the format and content, and adding information requested by the

Board. Work continues on the newsletter for employees; Board comments are needed soon. Commissioner Isenhardt thanked the SLT who had submitted reports and emphasized the need for all of the directors to provide this information. She added that CSU Agent Dr. Irene Shonle attends many seminars and residents should be directed to her very informative website. Commissioner Watson agreed and reiterated the need for: timely reports; reports generated by the building maintenance software; and Community Development Department reports. The Board and County Manager Montoya will choose between two types of project reports for him to utilize.

#### **Board of County Commissioners Status Reports.**

Notice of Public Meetings. The public meetings in the upcoming two weeks that could be attended by more than one Commissioner and at which public business may be discussed will include:

- Town hall meeting with Representative KC Becker and Senator Tammy Story, April 15, Community Center
- Board and Manager review of Quality of Life Survey and Strategic Plan, April 15, Old Courthouse
- Local Emergency Planning Committee, April 18, Sheriff's Office
- Colorado Counties, Inc., steering committees, April 19
- Five-County Commissioners monthly breakfast, April 24, Idaho Springs

**Resolution #19-05—To Partner with Colorado Mountain College in Applying for and Distributing the Colorado Opportunity Scholarship 2018-2019 Match Funds Scholarship.** At their March 19, 2019, meeting, the Board briefly discussed the Colorado Opportunity Scholarship Program (COSI) and agreed more information was needed from the State regarding use of the previous COSI grant before they would consider matching funds for a new scholarship request. Today they stated that the additional information they had received was insufficient and they agreed not to participate in the COSI Program with Colorado Mountain College this year.

**Minutes.** Commissioner Watson moved to approve the Board of County Commissioners Meeting Minutes for March 19, 2019, with changes. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

**Adjournment to Executive Session.** Commissioner Engels moved to adjourn into Executive Session in accordance with:

C.R.S. 24-6-402(4)(e) For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators

C.R.S. 24-6-402(4)(a) To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest

C.R.S. 24-6-402(4)(f)(I)&(II) For discussion of a personnel matter and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees  
402 4 b on issues that may be subject to negotiations

Commissioner Watson seconded the motion, which passed by a vote of 3 to 0. There being no further business to come before the Board, they adjourned at 10:58 a.m.

Signed this 23<sup>rd</sup> day of April, 2019.