

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

April 20, 2021

A regular meeting of the Board of County Commissioners of Gilpin County was held on April 20, 2021, in an online format; no physical meeting was held. Chair Linda Isenhart called the meeting to order at 9:00 a.m. In attendance were Chair Isenhart, Commissioner Sandy Hollingsworth, Commissioner Web Sill, County Manager Abel Montoya, County Attorney Bradford Benning, and Deputy Clerk to the Board Sharon Cate.

**Agenda Review.** County Manager Montoya added a discussion of and request to amend the Gilpin County Employee Handbook regarding emergency closure pay.

**COVID-19 Update.**

Emergency Manager Nathan Whittington: case statistics for Gilpin County:

- 212 total cases since the pandemic began, 9 new cases in the past 7 days, 5.9% positivity rate, 26% of Gilpin County residents are now fully vaccinated.
- This week's vaccinations shipment is 200 doses.
- The vaccination clinic is on the 10<sup>th</sup> floor of the Ameristar Casino, and is easily accessible from the 10<sup>th</sup> floor of parking garage.

**Public Trustee's First Quarter 2021 Report.** County Treasurer and Public Trustee Mary Lorenz reported on operations in the Public Trustee's office during the first quarter of 2021, saying that there have been no new foreclosures this year, but two are still open from 2019. Mortgage releases are strong (paid off) and refinancing is active. Commissioner Sill moved accept the Public Trustee's First Quarter 2021 report. Commissioner Isenhart seconded the motion, which passed by a vote of 2 to 0, as Commissioner Hollingsworth had lost her Zoom connection.

**Clerk and Recorder's Monthly Report.** Chief Deputy Clerk Ashley Martin reported on operations in that office for the month of March 2021, saying that the office is finally "in the green" after being down in revenues the past two months. Revenues in the Motor Vehicle (MV) division are up approximately \$108,000.00, while the Recording division is up approximately \$3,300.00. Residents are using the ballot box at the Courthouse to drop off vehicle registration renewals. The MV staff has appointments booked until June 2. Discussion followed about how to increase the MV office hours or employee work hours to address the backlog of appointments.

**Request for Secure Website.** Clerk and Recorder Sahari McCormick stated that the Secretary of State's Office had contacted numerous counties in March, urging them to take steps to make their websites more secure. Gilpin County's website is informational only and does not have the ability to conduct transactions, but the perception of an "unsecure" website is disconcerting to users and should be addressed. Gilpin County IT provider Teryx, Inc., informed the Board that for a one-time fee of \$1,000.00, the web host company would secure the website with an SSL certificate. Commissioner Hollingsworth moved to approve the \$1,000.00 fee to secure the website with an SSL certificate. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Request for Radon Mitigation in Exhibit Building.** Gilpin County Extension Director Jennifer Cook said that in looking through past files from 2007, she saw a document that showed high radon levels in the Exhibit Building, and that levels still retested high in the indoor arena, lobby and office. The quote for mitigation in the office and lobby is \$1,900.00, and Director Cook hopes to take it from the General Fund instead of the Donations Fund, as that is intended for the community and demonstration gardens. The mitigation would not include the indoor arena, as it has more than adequate ventilation. Commissioner Hollingsworth received confirmation from staff that online financial transactions for permits and payments using the payment portal are already secure. Commissioner Hollingsworth moved to approve radon mitigation for the Exhibit Building office and lobby areas. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Sheriff's Office Report.** Sheriff Kevin Armstrong shared onscreen a detailed report on operations in his office for the month of March 2021. He noted that several types of calls had increased as well as the inmate population in relation to the casinos opening to more business. Also, some of the evidence from past cases that could be released was disposed of or sold or returned to the owners. Sheriff Armstrong concluded his report by sharing some compliments on Gilpin County deputies for helping people and being so professional.

**Hazard Mitigation Plan, Contract Approval.** Emergency Manager Nathan Whittington presented a contract between Wood Environment & Infrastructure Solutions, Inc. (Wood, Inc.) and Gilpin County for a Hazard Mitigation Plan that would include six first response agencies throughout the County and the cities of Black Hawk and Central City. Of the four or five proposals received for this work, Wood, Inc., came in under budget and were able to meet FEMA and Gilpin County requirements, which will help Gilpin County receive reimbursement for future work or for hazard response. County Attorney Benning explained that the contract is set up as "not-to-exceed" in the amount of \$35,820.00 and will be executed in phases through February 2022. Commissioner Hollingsworth received confirmation that this expense is grant funded. Commissioner Sill moved to approve the Hazard Mitigation Plan

contract with Wood Environment & Infrastructure Solutions, Inc., for \$35,820.00. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Request to Repair Jail Showers and Treasurer's Office Enclosure.** Facilities Supervisor Dirk Matthews presented information on the cost of the following two projects:

Showers in Detentions. Due to leaking valves with the walls of some of the showers in the jail, the shower panels have been damaged and need to be replaced. The work was approved in the 2020 budget, but after the pandemic began, capital improvement projects were put on hold. The cost of the materials and work is now higher, at approximately \$16,000.00. Commissioner Hollingsworth moved to approve repairs in the POD A showers at the Justice Center Detention Facility for a quote of \$16,000.00, plus a 3% contingency amount. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Treasurer's Office Enclosure. All of the Gilpin County elected officials have an office separate from their staff except the Treasurer's Office, and the previously discussed plexiglass idea is not a viable option. Supervisor Matthews listed the work necessary for a framed-wall enclosure at an approximate amount of \$15,000.00, and requested authorization to issue a request for proposals (RFP) for this work. Commissioner Sill moved to authorize issuing an RFP, knowing that it's possible none of the bids will be approved. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Substance Abuse Prevention Grant.** Youth Coordinator Jacob Rippey proposed the annual renewal of a five-year Substance Abuse Awareness and Prevention grant that helps fund these programs at the Community Center: youth camps, Botvin Lifeskills classes, EAGLE teen program and the dissemination of information on the general issue of youth substance use. There are 10 or 15 children in the licensed childcare program and the number of youths participating has increased. Commissioner Sill moved to approve the one-year renewal of the five-year Substance Abuse Awareness and Prevention Block Grant. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Parks and Recreation Items.** Parks and Recreation Director Gabrielle Chisholm presented the following:

Lifeguard Starting Pay. In order to be able to open the pools at the Community Center, more lifeguards are required. This proposal would hire at the midpoint of \$15.50 per hour, which might incentivize more applicants. Commissioner Hollingsworth moved to approve hiring at the mid-point of the salary range. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Independent Contract Instructor's Agreements. Rather than hiring instructors as employees, these Independent Contract Instructor's Agreements would be paid at 80%/20% of specific class revenues, to increase participation and make more classes available. Commissioner Sill moved to allow Director Chisholm to execute the agreements with private contractors as set forth for professional instruction. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Ordinance #21-01, Regulating Parking on Gilpin County Public Rights of Way—Second Reading.** Commissioner Hollingsworth read aloud comments submitted by Susan Wall, 42 Wallens Place, regarding her thoughts against Ordinance #21-01, regulating parking on Gilpin County public rights-of-ways alongside County roads. County Attorney Benning shared onscreen the Ordinance, noting that first reading was concluded on April 6, that today's second reading would likely be the final step, and that any changes made by the Board would be published in the newspaper of record, the *Weekly Register-Call*. He gave an overview of the Ordinance and how ticketing and towing of illegally parked vehicles would be executed. Commissioner Hollingsworth moved to approve Ordinance #21-01, "Amending Ordinance No. 00-01 Regulating Parking on Gilpin County Public Rights of Way in the Unincorporated Portions of the County of Gilpin," including the changes listed by County Attorney Benning, and to publish the revisions in the *Weekly Register-Call*, to be effective upon final publication of the two revisions. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Recess.** The Board recessed from 11:21 a.m. to 11:29 a.m.

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

- Lake Gulch Road Intergovernmental Agreement with City of Black Hawk. As part of Black Hawk's growth area, they have requested ownership of a portion of Lake Gulch Road for access to new development. Road maintenance would be performed by Gilpin County, following the same policy of no overnight snowplowing. Commissioner Sill moved to approve the Intergovernmental Agreement between Gilpin County and the City of Black Hawk for Lake Gulch Road.
- Legislative Update. New legislation is being considered regarding sports betting tax revenues, as this additional revenue increases the property value of participating casinos in Gilpin and Teller counties. No bill number has been assigned yet, no negative input has been received from the cities and the Gaming Association is onboard.

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

Employee Shout Out Award. Jane Billings, longtime employee and payroll specialist for two years, is responsible for the County's new timekeeping software and making all of the paychecks correct. She goes the extra mile with this and other duties and helps all employees. County Manager Montoya thanked Jane Billings for all that she does. County Planner Tami Archer cited the many aspects of the payroll system and that many employees take accurate paychecks for granted. People and Culture Director Lori Schraye noted that changes occur in payroll and Jane Billings always catches them. She is much appreciated. Payroll Specialist Billings thanked everyone for the Shout Out and said she has excellent support from the Finance Department.

Big Idea Exchange. The Big Idea Exchange is a part of employee engagement that began a couple of weeks ago with 24 employees participating. This week eight comments on various topics were addressed to improve circumstances for employees. The next meeting is scheduled for April 28.

Recovery Roadmap Update. Federal funding administered through the Colorado Department of Local Affairs (DOLA) is available to counties and cities in team groups, to offset the financial impacts of the COVID pandemic. Teams can work with a DOLA consultant to apply for recovery grants. County Manager Montoya is working with a local team to identify our community's needs.

Gilpin Ambulance Authority in Apex Facility. Discussions will soon begin to determine the best use of the space in the Apex Facility by Gilpin County and the Gilpin Ambulance Authority.

Emergency Closure Policy. People and Culture Director Lori Schraye explained that currently the County does not pay part-time employees (18 at this time) for scheduled work hours they missed due to an emergency closure, such as deep snow. Per a Commissioner request, this can be improved by making a small change to the Employee Handbook. Commissioner Sill moved that the Board approve the pay changes for part-time employees in emergency cancellations. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

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

Notice of Public Meetings. The Board's upcoming public meetings that could be attended by more than one Commissioner and at which public business may be discussed will include: a work session later today, regular meetings on May 4 and 18, with an April 27 tour of the Porchlight Family Center in Lakewood. Commissioner Hollingsworth said the Alps Hill site visit will be rescheduled to sometime in May.

Earth Day. April 22 is Earth Day and as such, Gilpin County strives as a county and as individuals to use, reduce and to recycle many materials. The Board wants to be sure there is a recycling container in all County offices and to move away from single-use plastics.

**Commissioner Comment.** Commissioner Hollingsworth said there is an opportunity for small business loans and rent/mortgage assistance from the state. Gilpin County Human Services posts them in an easy-to-find location on the website for increased participation. Also, the US Forest Service Boulder Ranger District has a defensible space permit that allows adjacent properties to extend onto USFS land, plus loans are available.

#### **Minutes.**

Commissioner Sill moved to approve the Board of County Commissioners Meeting Minutes for April 6 and 15, 2021. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Adjourn to Executive Session.** Commissioner Hollingsworth moved to adjourn into Executive Session for a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b). Commissioner Sill 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 12:15 p.m.

Signed this 04<sup>th</sup> day of May 2021.