

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

July 20, 2021

A regular meeting of the Board of County Commissioners of Gilpin County was held on July 20, 2021, at the Gilpin County Old Courthouse and online. 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 Attorney Bradford Benning, and Deputy Clerk to the Board Sharon Cate.

**Celebration of Finance Director Clorinda Smith's Service to Gilpin County.** Many fellow employees attended a reception and celebration of Clorinda Smith's 20 years of service to Gilpin County as its Finance Director. Several people spoke of their deep admiration and appreciation of her work and her kind demeanor in helping employees as procedures changed over the years. Commissioner Isenhart noted that Clorinda was Gilpin County's first Finance Director and as such, brought financial order to the organization. Commissioner Sill noted he had often said that no employee was irreplaceable, but that was not the case today, that Clorinda truly is irreplaceable. Commissioner Hollingsworth also thanked her for her straightforward delivery of solid financial information and for taking good care of Gilpin County. The Board then presented Clorinda Smith with a beautiful glass plaque commemorating her dedicated service and wished her well.

**Recess.** The Board recessed from 9:25 a.m. to 9:35 a.m. while all attendees enjoyed a brief reception with cake and coffee and parting conversations with Clorinda.

**Agenda Review.** The Board added an executive session to be held at the end of today's meeting.

**Public/Press Comment.** Paul Ondr thanked County Attorney Bradford Benning "for resolving the propane storage tank situation, the site is clean and we're safer now."

**COVID-19 Update.**

Public Health Epidemiologist Kelly Schossow:

- Positivity rate is now 6.9%, but testing numbers are not high.
- Only one new case has occurred in the past week.
- Vaccination rates in the County are 60.8% first injection, and 56.7% fully vaccinated.
- Testing and vaccination clinics are still offered, and walk-ins are welcome.
- Jefferson County will hold a vaccination clinic at the July 24 County Fair from 10a to 6p, and they will attend senior lunches.
- Schools are waiting to hear about vaccines for children.
- Clinics have been advertised on websites; newspaper notices will be added.

Emergency Manager Nathan Whittington:

- Staff continues to work on educational emergency management with Public Health for upcoming postcards to help ease hesitancy.

**Emergency Management Planner Position.** Emergency Manager Nathan Whittington requested that the temporary emergency management planner position be shifted from being grant-funded to a permanent County position. He noted the many projects the current planner has been working on and how the planner's work has been valuable to the Office of Emergency Management (OEM). In response to Commissioner Hollingsworth, Emergency Manager Whittington stated that the position would be supplemental to the current budget. Commissioner Sill expressed support for the request, but asked for a commitment from Emergency Manager Whittington to keep staffing in the OEM at two, commensurate with the County population, to which he agreed. Commissioner Sill moved to shift the temporary emergency management planner position to a permanent County position, beginning in September 2021, and then will be reconsidered when the Board and OEM work on the 2022 budget, and that the necessary budget appropriations be made for the remainder of 2021. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution #21-08, Disposal of Abandoned Property in Sheriff's Office.** Evidence Technician Susie Allen presented a resolution to lawfully dispose of some firearms that have been held in evidence by the Sheriff's Office. She said over years they have come from legal cases and other means, and that once the Court rules in the case, the Sheriff's Office is able to return the firearms to some qualifying owners. Other firearms are traded through a license firearms dealer for equipment needed in the Sheriff's Office, and proceeds would be used to purchase other needed equipment such as wildland kits and bulletproof vests. Commissioner Hollingsworth moved to adopt

Resolution #21-08, "Resolution Authorizing Disposition of Abandoned Personal Property." Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Sheriff's Office Monthly Report.** Sheriff Kevin Armstrong shared onscreen a detailed report of operations in the Sheriff's Office, including the patrol division, detentions and the jail kitchen. The report demonstrated an increase in gaming related crimes. The Board thanked Sheriff Armstrong for a comprehensive report.

**Staff Management Items.**

Temporary Employment Agreement. Former Finance Director Clorinda Smith has agreed to help with some critical tasks until a new finance director can be hired. County Attorney Benning said a simple contract with no benefits had been agreed on. Commissioner Sill moved to approve a Temporary Employment Agreement with Clorinda Smith at the rate of \$49.90 per hour. Commissioner Hollingsworth seconded the motion, noting that the Agreement included a list of specific tasks. The motion passed by a vote of 3 to 0.

Telecommuting Policy Update. Human Resources Generalist Stephanie Garrett said the telecommuting policy had been worked on by the senior leadership team and the Board, and allows employees to work from home if needed. Expenses must include itemized receipts. Commissioner Hollingsworth moved to accept the revised telecommuting policy for the Employee Handbook and suggested that the entire Employee Handbook should be reviewed. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Discussion on Ending COVID Sick Leave, Use of FMLA. The Board discussed usage of the existing paid COVID sick leave of 80 hours, and the possibility of changing it to 40 hours. Commissioner Hollingsworth moved to extend the existing paid COVID sick leave of up to 80 hours for those employees who have tested positive, until September 20, 2021. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Recess.** The Board recessed from 10:52 a.m. to 11:07 a.m.

Vacation Accruals, Options for Deferring Deadline and for Payouts. The current cap on employee vacation accruals is 208 hours, to be used by December 31 annually, with any overage to be forfeited. Today the Board discussed ideas to keep employees with overages from losing accrued hours, in some cases due to staff shortages. After much discussion, Commissioner Hollingsworth moved to approve a vacation accrual one-time option for those employees who will have accrued 208 hours at the end of the current pay period to cash out at 50% value or to choose an extension of 6 months into next year to use those hours. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Organizational Chart and Appointment of Interim Department Director Positions. Commissioner Isenhardt stated that last year an organizational chart was adopted creating Infrastructure and Development Services, thinking that this department could oversee Public Works and Community Development functions. Over time, the Board has discovered that this type of oversight is not necessary, so this department name was eliminated and the Public Works and Community Development departments are once again separate departments. A second change to the chart will be to rename the People and Culture department as Human Resources, similar to nearby counties. County Attorney Benning said he would work with Human Resources staff to broadly advertise the two positions of Community Development Director and Public Works Director to help prevent any discriminatory practices. Commissioner Sill moved to accept the revised organizational chart to restore the previous structure and department titles. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Update to List of Annual Appointments—Budget Officer and Use of Facsimile Signatures. The budget officer and county manager positions, which are appointed by the Board annually, needs to reflect recent changes to staff, as well as those authorized to use facsimile signatures. The interim budget officer will be Lorna Plamondon, and the county manager position will be performed by the Board and County Attorney Benning. Commissioner Hollingsworth moved to approve these changes to the list of Annual Appointments. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Request for One Full-Time Senior Services Aide Position.** Senior Services Coordinator Mary Ellen Makosky has requested Board approval of hiring one full-time senior services aide, instead of two part-time aids. Commissioner Isenhardt noted Gilpin County would be receiving approximately \$600,000.00 from the American Rescue Plan to help pay for these types of needs. Commissioner Hollingsworth moved to approve hiring two full-time senior services aides at \$15.51 hourly, one to be paid from the County budget and one from American Rescue Plan dollars. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Discussion with Chris Rork of US Senator Hickenlooper's Office.** Chris Rork, Front Range Regional Director in U.S. Senator John Hickenlooper's office, gave an update on some current topics in the Senate:

- Monitoring how American Rescue Plan funds are distributed and applied.
- The Infrastructure Bill, which is hard to predict at this time.
- Earmarking request for congressional-directed spending for projects received from city and county governments and nonprofits. Toes through the House first then senate.
- Complaints received about airplane noise in Gilpin County: Senator Hickenlooper will talk with state representatives and the Board of County Commissioners to gain more information about the community, then will talk to residents and the FAA officials. Commissioner Hollingsworth said Senator Tammy Story and Representative Amabile held a town hall in Gilpin County, and the biggest topic was the air traffic noise and its impact on residents and wildlife.

**Treasurer / Public Trustee's Items.** County Treasurer and Public Trustee Mary Lorenz addressed the following:

Request to Cancel Uncollectable Personal Property Taxes. The owners of a commercial property in Gilpin County have moved away and the delinquent taxes have been determined as uncollectable, despite numerous attempts. Commissioner Sill moved to write off the debt owed by Buffawhale Coffee and Tea in the amount of \$104.20. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

Public Trustee's Second Quarter 2021 Report. The number of foreclosures in 2021 is down considerably, which is good news for residents and the County. Commissioner Hollingsworth moved to accept the Public Trustee's second quarter report. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Treasurer's Monthly Report. During June 2021, tax collections were at 86.92% compared to 77.87% in June of 2020.

**Cost Allocation Plan.** Interim Finance Director Lorna Plamondon, and Ellie Hennes, Financial Services Analyst at MGT Consulting Group, presented the annual costs of the work performed by Human Resources and Finance to support other departments, using the prior year's actual expenditures. The analysis is used informationally, and now includes the Parks and Recreation and Library special districts. The Board asked questions, then thanked them for the report.

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

26 Hornblend Road. A court warrant was issued to allow the County to remove trash and junk vehicles from this property. Operations are ongoing, and the Sheriff's Office is doing an investigation. County Attorney Benning will return to the Board with an estimate of the costs for a trash removal contractor. Commissioner Hollingsworth moved to approve County Attorney Benning using up to \$10,000.00 for the clean-up of 26 Hornblend Road, which would place a lien against the property. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Ongoing Projects. County Attorney Benning will soon present updates on some topics, such as Senior Housing, and an agreement with the Friends of the Community Center, to assist with operations and to recognize their work. Also, he will work on documents for the trail to be built by Boulder County on the Toll property in Gilpin County, to assure the Gilpin County Sheriff's Office has jurisdiction for law enforcement.

**Board of County Commissioners Status Reports.**

Recognition of Volunteer Melena Hollingsworth. Clerk and Recorder Sahari McCormick said resident Melena Hollingsworth spends almost every evening picking up trash beside the roads and then pays to dispose of it at her own expense. The Board thanked Melena for her volunteerism and agreed to set up some punch cards to eliminate any charges for trash. Commissioner Hollingsworth thanked Melena for participating in today's meeting online, saying her efforts reflect her love of Gilpin County and her values.

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 tour of the Tolland Road and East Portal of the Moffat Tunnel with the US Forest Service on July 22; the Fair July 24, to host a booth for job openings; the five-county Commissioners and Legislators breakfast on July 28; and Board meetings on August 3, including the Board of Equalization, August 24 and 31. They will also hold some staff meetings to assess current operations and chart a path forward.

Appointment to Historic Preservation Commission. County Planner and Historic Liaison Tami Archer said Jeremy Kaiser is a life-long Gilpin County resident who serves on Main Street Central City. He met with the Gilpin County Historic Preservation Commission for an interview, and the members agreed he would be a good addition, as noted in Chair Bret Johnson's letter of recommendation. Commissioner Sill moved to appt

Jeremy Kaiser to the Historic Preservation Commission. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Minutes.** Commissioner Hollingsworth moved to approve the Board of County Commissioners Meeting Minutes for July 6 and 9, 2021. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Adjourn to Executive Session.** Commissioner Sill 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 Hollingsworth 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 12:50 p.m.

Signed this 03<sup>rd</sup> day of August 2021.