

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

January 13, 2015

A regular meeting of the Board of County Commissioners of Gilpin County was held on January 13, 2015, at the Gilpin County Old Courthouse. Chair Watson called the meeting to order at 9:00 a.m. In attendance were Chair Gail Watson; Commissioner Connie McLain; Commissioner Buddy Schmalz; Commissioner-elect Linda Isenhart; County Manager Roger Baker; County Attorney Jim Petrock; and Deputy Clerk to the Board Sharon Cate.

Meeting Minutes. Commissioner McLain moved to approve the Board of County Commissioners Meeting Minutes for December 16, 2014. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.

Commissioner McLain moved to approve the Board of Human Services Meeting Minutes for December 16, 2014. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.

Swearing in of Elected Officials. District Court Judge Dennis Hall was present to administer the Oath of Office to the following elected officials: Commissioner Linda Isenhart, Sheriff Bruce Hartman, Treasurer Alynn Huffman, Assessor Anne Schafer, Clerk and Recorder Colleen Stewart and Coroner Zane Laubhan.

Recess. The Board of County Commissioners recessed after the swearing in ceremony at 9:10 a.m. for a brief reception with the elected officials. They reconvened at 9:30 a.m. Commissioner Isenhart took her seat at the Board meeting table.

County Facility Use Policy—Liquor Event. Liquor Licensing Clerk Sharon Cate informed the Board of County Commissioners that a group will host a dinner at the Gilpin County Community Center to honor former Senator Jeanne Nicholson and that they would like the Board of County Commissioners' permission to serve wine in a County-owned facility. Because the Gilpin County Facility Use Policy prohibits liquor sales or consumption other than the beer booth at the County Fair, the Board discussed waiving that portion of the policy for this event. Commissioner Watson suggested amending the wine-serving hours to end at 8:30 p.m., rather than 9:00 p.m. Commissioner Isenhart moved to approve waiving the no-alcohol clause of the Gilpin County Facility Use Policy for the event on January 31, 2015, and to amend the serving hours to be 6:00 p.m. to 8:30 p.m. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.

The Board of County Commissioners recessed and convened as the Local Liquor Licensing Authority.

Liquor License Renewal Application—Mid County Liquors. Liquor Licensing Clerk Sharon Cate informed the Local Liquor Licensing Authority that the annual renewal application for Xtract, LLC, dba Mid County Liquors, carried the concern that one of the licensees had been convicted of a liquor-related offense in the past year. The offense occurred outside the Gilpin County jurisdiction and did not involve Mid County Liquors. Commissioner Schmalz moved to approve at the local level the application for the annual renewal of the retail liquor store license for Xtract, LLC, dba Mid County Liquors, License #1268962, located at 17218 Highway 119, with a current expiration date of February 15, 2015. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

The Local Liquor Licensing Authority adjourned and reconvened as the Board of County Commissioners.

Request to Fill a Position—Account Specialist. On behalf of Human Services Director Betty Donovan, Human Resources Director Susie Allen requested the Board of County Commissioners' approval to fill a vacant full-time position for Account Specialist. She noted that the position had been vacated by employee Linda Isenhart being elected to the office of Commissioner. Commissioner Isenhart stated that the Account Specialist position carried a great deal of responsibility and was crucial to Human Services Department financial operations. Commissioner Isenhart moved to approve the request to fill a position for Account Specialist. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.

Agreement for Consulting Services, R. Jortberg Associates, LLC—Budget Adjustment. Assessor Anne Schafer proposed a new contract between her office and commercial appraiser Richard Jortberg, who performs expert appraisals of local casinos and other commercial properties. She explained that the requested increase had not been included in the 2015 budget and therefore required approval by the Board of County Commissioners. Commissioner Schmalz moved to approve additional funding for the contract between the Assessor's Office and Richard Jortberg for commercial appraisal work. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

Proposed Victim Services Coordinator Pay Grade and Range. Detentions Captain Tonia Kapke and Human Resources Director Susie Allen presented pay grade information on the Victim Services Coordinator position, a position which was approved during the 2015 budget process. Director Allen stated that Mountain States Employers Council had performed a salary survey, placing it in pay grade 90 of the Gilpin County Pay Plan. Pay grade 90 has a range of \$48,000 to \$69,600 per year; a new employee would start at the bottom of the range. The Victim Services Coordinator position is funded by the Division of Local Government and other grants. Discussion followed regarding salary comparisons within and outside of the Gilpin County Pay Plan. Commissioner Isenhart

moved to approve the request to fill the Victim Services Coordinator position. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.

Request to Fill a Position—Human Resources Assistant. Human Resources Director Susie Allen requested the Board of County Commissioners' approval to fill a vacant full-time position for Human Resources Assistant. She cited the many duties of the position and the need for this second full-time employee to cover critical tasks during the absence of the director. Commissioner Schmalz moved to approve the request to fill the Human Resources Assistant position. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

Request to Fill a Position—Finance Clerk/Office Assistant. Finance Director Clorinda Smith and Human Resources Director Susie Allen requested the Board of County Commissioners' approval to fill a vacant part-time position for Finance Clerk/Office Assistant. Director Smith cited the duties of the position. Commissioner Isenhart moved to approve the request to fill the Finance Clerk/Office Assistant position. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.

Treasurer's Items. Treasurer Alynn Huffman presented the following:

Monthly Report—December 2014. Treasurer Huffman reported on operations in her office for the month of December 2014, saying that this year's tax collections were very similar to those of last year. She further noted that the Wells Fargo saving account had been decreased by \$2 million to cover some large warrants (checks) and some end-of-year expenses. She will transfer funds from the CSafe account to bring the savings account balance back up.

Semi-Annual Report—July through December 2014. Treasurer Huffman stated that all of the County's accounts had been rolled over and the end-of-year actions completed; the semi-annual report shows end-of-year balance figures. Commissioner Schmalz moved to accept the semi-annual report for July through December 2014. CI seconded the motion, which passed by a vote of 3 to 0.

County Manager Status Report. County Manager Baker updated the Commissioners on the following items:

Monthly Departmental Reports. The monthly departmental reports that had been submitted were discussed.

Correspondence. County Manager Baker noted that the boundary increase and amendment of Winks Panorama (Lodge) in Gilpin County has been approved in the National Register of Historic Places and the Colorado State Register of Historic Properties.

Advisory Board Appointments.

Deputy Clerk Sharon Cate informed the Board that two actions regarding the membership of the Planning Commission were in order:

- One regular member's term on the Planning Commission has expired and she has requested appointment to a new three-year term. Commissioner Isenhart moved to appoint Rea Orthner to a new three-year term on the Gilpin County Planning Commission ending December 31, 2017. Commissioner Schmalz seconded the motion, which passed by a vote of 3 to 0.
- Three regular members of the Planning Commission have resigned. To fill two of those positions, first alternate Tami Archer and second alternate Trudi Kinser could be appointed as regular members. The remaining vacant regular member seat and the two now-vacant alternate seats have been advertised. Commissioner Schmalz moved to appoint Tami Archer as a regular member to a term ending December 31, 2015, and Trudi Kinser as a regular member to a term ending December 31, 2016. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.
- County Planner/Historic Liaison Ray Rears informed the Board that two regular member's terms on the Historic Preservation Advisory Committee have expired and both have requested appointment to new terms. Commissioner Schmalz moved to appoint Barbara Thielemann to a new term ending December 31, 2018, and Herman Gaines to a new term ending December 31, 2018. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

Legal Status Report. County Attorney Jim Petrock advised the Commissioners on the following legal issues:

1. Gilpin County's litigation against the state treasure regarding the inaccurate distribution of gaming taxes is pending in district court. Decisions of this type usually take a long time and there is no deadline for a decision.
2. The Board of County Commissioners needs to conduct an executive session to receive legal counsel on a potential litigation matter.

Board of County Commissioners Status Reports.

Annual Appointments. The Board discussed a proposed list of annual appointments for 2015. Commissioner Schmalz moved to approve the list as presented. Commissioner Isenhart seconded the motion, which passed

by a vote of 3 to 0. Commissioner Schmalz assumed the duties of Chair at 10:07 a.m. The official appointments for 2015 are as follows:

Chair, Board of County Commissioners—Buddy Schmalz
Commissioners to Convey—Buddy Schmalz, Gail Watson, Linda Isenhart
Budget Officer—Clorinda Smith
County Manager—Roger Baker
County Attorney—Jim Petrock
Administrative Assistant to the Board—Sharon Cate
Emergency Manager—Steven Watson
Board of Adjustment—Buddy Schmalz, Gail Watson, Linda Isenhart
Local Liquor Licensing Authority— Buddy Schmalz, Gail Watson, Linda Isenhart
Depository Banks for Gilpin County—Wells Fargo, Colorado Trust General, and CSafe
Newspaper of Record—*The Weekly Register-Call*

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:

- Five-county Commissioners and Legislators monthly breakfast meeting, January 21, Idaho Springs
- Local Emergency Preparedness Committee, January 22, Sheriff's Office
- Colorado Counties, Inc., special business meeting, January 22, Denver

Resolution #15-01—Adopting a Schedule of Public Meetings. Commissioner Watson moved to approve Resolution # 15-01, “Adopting a Schedule of Public Meetings” for 2015. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

Adjournment to Executive Session. Commissioner Watson moved to adjourn into Executive Session in accordance with C.R.S. 24-6-402, to receive legal counsel on the election contest filed for the Central City portion of the 2014 general election, which was coordinated by the Clerk and Recorder’s Office. Commissioner Isenhart 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 10:24 a.m.

Signed this 27th day of January, 2015.