

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

September 8, 2015

A regular meeting of the Board of County Commissioners of Gilpin County was held on September 8, 2015, at the Gilpin County Old Courthouse. Chair Schmalz called the meeting to order at 9:03 a.m. In attendance were Chair Buddy Schmalz; Commissioner Gail Watson; Commissioner Linda Isenhart; County Manager Roger Baker; County Attorney Jim Petrock; and Deputy Clerk to the Board Sharon Cate.

**Ready-Op Annual Subscription.** Communications Supervisor and Emergency Preparedness Manager (EPM) Steven Watson proposed that Gilpin County replace the current AT&T paging licenses with the Ready-Op system, which he said would provide numerous enhancements for mass communications among all of the first responder agencies within the County. Gilpin Ambulance Authority Executive Director Brandon Daruna was also present and supported the request saying it could add a second level to the existing emergency communications system. EPM Watson further stated that the move from AT&T to Ready-Op would save the County \$3,000 per year in licensing fees while providing far greater capabilities to a wide variety of devices, such as iPads, cell phones, etc. He outlined his plan to move the line item into emergency management to qualify for a \$3,000 reimbursement from the federal Emergency Management Performance Grant.

Commissioner Watson moved to approve the request to replace the AT&T paging licenses with the Ready-Op system. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

**Request to Fund Bridge Repair.** Public Works and Facilities Director Bill Paulman requested funds to resurface bridge #3 on Tolland Road. (The request had previously been submitted to the Board of County Commissioners by County Manager Baker on August 19, 2015.) Director Paulman explained that the County is responsible for the maintenance of the three bridges on Tolland Road, and that during this, an inspection year, substantial cleaning was done revealing that the 3" to 4" asphalt cap had broken away; if the cap is not replaced, the bridge will continue to deteriorate. He then spoke about the salary savings in the Public Works Department this year through several positions that had been vacant most or all of the year, which could be used to fund the repairs. He then advised the Board of County Commissioners that one of the Department's road graders would soon require approximately \$28,000 in repairs. Director Paulman said he thought the salary savings could cover both the bridge and grader repairs.

Commissioner Watson moved to approve the request for fund bridge repair and the grader repair by moving \$70,000 from personnel to operating within the department budget. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

**Belvidere Theater Update.** County Manager Baker updated the Board of County Commissioners on the status of removing the contents of the Belvidere Theater, owned by the County since June of 2015, saying that a contractor was interested in the job and that Central City Manager Daniel Miera had offered to help with staff and logistical assistance. Gilpin County would provide and haul dumpsters for trash disposal. He said that the plan had many moving pieces, but that he hoped to have the building emptied by the end of September, 2015, at very little cost to Gilpin County.

**Request to Create a Position—Office Assistant/Hotline Worker.** Human Services Director Betty Donovan requested the Board of County Commissioners' approval to change a temporary full-time position for Office Assistant/Hotline Worker to a permanent full-time position. The salary for this job is paid through a state allocation and reimbursement by two Human Services block grants, with Gilpin County assuming the responsibility for a 20% match on both grants. Commissioner Isenhart moved to approve the request to fill a position. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

**Request to Fill a Position—Senior Services Aide.** Human Services Director Betty Donovan requested the Board of County Commissioners' approval to fill a new part-time, non-benefited position for Senior Services Aide. She explained that her department currently has 23 budgeted work hours unused and that she wanted to use 21 of those hours for a senior services aide worker, which would be cost-neutral. Human Resources Director Susie Allen confirmed that the position would have non-benefited. Commissioner Isenhart moved to approve the request to create a new part-time non-benefited position for Senior Services Aide. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

**Veterans Service Officer Appointment.** Human Services Director Betty Donovan introduced Rick Winfrey who has worked as Gilpin County's Veterans Service Officer (VSO) on a temporary basis for the past six months. She said he had been trained as a VSO prior to coming to Gilpin County and was becoming more familiar with the local veterans. Rick Winfrey was present and listed several of his plans to make information available to local veterans, and to set up outreach events. Commissioner Isenhart moved to appoint Rick Winfrey as the Gilpin County Veterans Service for a two-year term. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

**FirstNet Colorado Update.** Kim Coleman-Madsen, FirstNet/Public Safety Broadband Manager for the Governor's Office of Information Technology updated the Board of County Commissioners on the state's plan to help provide a nationwide, high-speed data (broadband) and cellular voice network broadband network for the exclusive use of emergency first responders. Communications Supervisor and Emergency Preparedness Manager (EPM) Steven Watson was also present to discuss the benefits of such a network to Gilpin County emergency response agencies. Broadband Manager Coleman-Madsen requested that all public responders in the Gilpin County region participate in a survey that would provide needed data for a comprehensive assessment of the state's broadband needs. The Board of County Commissioners said Gilpin County was pleased to participate.

**Parks and Recreation Department Reorganization.** Recreation Services Manager Kathi Lambert presented her plan for reorganization of the Parks and Recreation Department through which she would delegate some of her duties to key staff without creating new positions. Her plan called for her two assistants to take on greater responsibilities and for their jobs to be moved into higher pay grades. Human Resources Director Susie Allen was present and stated that it was not a simple task to shift modified positions into other pay grades, but that the proposed changes would not be a big impact on the budget. Discussion of the plan followed. Commissioner Isenhart moved to approve shifting the two positions into pay grade 75. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

**Request to Review a Position—Office Assistant/Fair Manager.** CSU Extension Agent Irene Shonle, Ph. D., requested that the Board of County Commissioners' review of a current part-time Extension Office Assistant position that she hoped to modify to a full-time Extension Office Assistant/Fair Manager position. Extension Agent Shonle explained that her Office Assistant has gradually been learning the job of Fair Manager and that within the year she would be expected to take it over entirely and be in charge of the Fair budget and all other aspects of Fair management. She added that the additional duties called for moving the position into a higher pay grade. Human Resources Director Susie Allen said the position could be surveyed to help determine a reasonable pay grade; the survey might be free, but could cost \$325. County Manager Baker said that when the current Fair Manager retires, that position will be replaced with an Office Assistant, and that some of the other administrative duties would be split up among other existing positions, leaving room in the budget for a pay grade change for the proposed Extension Office Assistant/Fair Manager position. Commissioner Watson moved to approve surveying the Extension Office Assistant/Fair Manager position. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

**CSU Extension Office Restructuring.** CSU Extension Agent Irene Shonle, Ph. D., proposed a restructuring of that office to accommodate several recent staffing changes and to provide better office coverage; her work hours have been reduced to 80%. She referred to the above-discussed Extension Office Assistant/Fair Manager position and described the need for a new position, saying that both would be fluid office positions. Extension Agent Shonle offered the following two options:

Option #1—Extension's preferred option:

A 40% (16 hour/week) year-round youth development position (CSU Extension employee) paid at the base salary rate for a Program Associate (approximately \$19/ hour, no benefits) based on the following:

CSU will provide 12 hours (30% time) through the salary savings from Extension Office Assistant/Fair Manager reduced hours.

4 more hours will come from the previous office assistant position's five (5) afterschool hours (that salary is \$15.38/ hour = \$76.90/week, which would give 4 hours at \$19/ hour).

This would still fall entirely within the currently budgeted amount for Extension salaries. However, to stay budget-neutral, the 5 new hours/week the Extension Office Assistant/Fair Manager would spend as Fair Manager would have to come out of the former Fair Manager's position.

Pros: Both the Extension Agent and new Extension Office Assistant/Fair Manager's time would be backfilled, and overall youth programming would increase. This option would be budget-neutral for the County.

Cons: No salary savings

Option 2 (less preferred):

A 30% (12 hours/week) youth development position (CSU Extension employee) paid at the base salary rate for a Program Associate (approximately \$19/ hour) based on the following:

CSU will provide 12 hours (30% time) through the salary savings from the Extension Agent's reduced hours.

This position could do the STEM afterschool 4-H program 1-2 times per week (5-8 hours), plus limited time for some school outreach or evening programs, and some summer programs.

Commissioner Watson moved to approve Option 1, as presented. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

**Clerk and Recorder's Request for Paid Legal Counsel.** County Manager Baker referred to an email Clerk and Recorder Colleen Stewart had sent to the Board of County Commissioners asking them to pay for private legal counsel regarding her office's fundraiser for a ballot drop-off box for the upcoming election. On July 14, 2015, Clerk Stewart had requested \$6,000.00 to purchase and install two ballot drop-off boxes at the Gilpin County Community Center and in Rollinsville. The Board voted unanimously to approve not more than \$3,000.00 for one

ballot drop-off box to be installed at a location of Clerk Stewart's choosing. Today, the Board, Clerk Stewart, County Manager Baker and County Attorney Jim Petrock tried to clarify the subsequent events and breakdown in communications. County Attorney Petrock reiterated that he knew of no illegal or unethical actions on the part of the Clerk and Recorder's Office throughout the fundraiser. Finance Director Clorinda Smith was present and stated that the \$550.00 that was raised needed to be deposited to the correct account and spent accurately for its intended purpose as an election expense. The Board concluded the discussion by assuring Clerk Stewart their goal was for County elected officials and staff to work together to provide Gilpin County citizens with the best services as afforded by the budget.

**Resolution #15-10—Designating a 24-Hour Ballot Drop-off Box Location.** Clerk and Recorder Colleen Stewart presented Resolution #15-10, "Designating a 24-Hour Ballot Drop-off Box Location for Gilpin County Elections." Commissioner Watson moved to adopt Resolution #15-10, "Designating a 24-Hour Ballot Drop-off Box Location for Gilpin County Elections." Commissioner Isenhart 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. County Manager Baker noted that the Community Development Department has collected twice the revenue anticipated by this time of year, due mostly to the fact that more houses are being built.

2016 Holiday Schedule. County Manager Baker proposed a list of 2016 holidays for County offices saying it included the same number as last year, 12 holidays. Commissioner Watson moved to approve the 2016 holiday schedule. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

#### **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:

- Hazard mitigation planning, September 15, Idaho Springs
- Five-county commissioners and legislators monthly breakfast meeting, September 16, Idaho Springs
- Coffee with the Commissioners, September 17, Gilpin County Community Center

**Meeting Minutes.** Commissioner Watson moved to approve the Board of County Commissioners Meeting Minutes for August 25, 2015. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

**Public / Press Comment.** Heather Worrell, reporter for the *Weekly Register-Call*, asked what would be done with the \$550.00 raised for a ballot drop-off box. Commissioner Schmalz said it would be deposited into the County General Fund for now and a more specific account would be determined during budget hearings.

**Adjournment** There being no further business to come before the Board, they adjourned at 10:56 a.m.

Signed this 22<sup>nd</sup> day of September, 2015.