



**Minutes of the Meeting of the Board of County Commissioners
Gilpin County, Colorado
October 28, 2025**

A regular meeting was held on Tuesday, October 28, 2025, at the Gilpin County Courthouse, 203 Eureka, and online via Zoom. In attendance were Commissioner Sandy Hollingsworth - Chair, Commissioner Susan Berumen, Commissioner Jeff Aiken, County Manager Ray Rears, County Attorney Todd Messenger, and Deputy Clerk to the Board, Kimberly Kaufman.

At 9:00 a.m., Chair Hollingsworth called the meeting to order. She enquired if there were any changes to the agenda. The Black Hawk Central City Sanitation District (BHCCSD) Intergovernmental Agreement (IGA) Amendment # 6 was added as agenda item 11A, and Commissioner Aiken asked to add a short review of the EPIC Grant by Alisa Witt Director of Public Health and Director Gabrielle Chisholm. It was added as item 11B. The Commissioners were in agreement with those two changes.

County Attorney Todd Messenger enquired of the Commissioners if they had a conflict of interest with any matter on the amended agenda. None were noted.

Public and press comment was invited. Mary Lorenz, Gilpin County Treasurer, and Sahari McCormick, Gilpin County Clerk and Recorder, both spoke in their official capacity and as private citizens regarding agenda item Resolution 25-123 dealing with the proposed P-23 policy change on filling vacant county positions. As no one else wished to speak, public comment was closed.

Next the **Consent Agenda** was called. With no changes being made, Commissioner Berumen moved to adopt the Consent Agenda including **Clerk and Recorder September 2025 End of Month Financial Report; Resolution 25-119, Designating Gilpin County Representatives to the Early Childhood Review of Applications Committee for the Triad Early Childhood Council Region; and Approval of Minutes for October 14, 2025, Board of County Commissioner's Meeting.** Commissioner Aiken seconded; the consent agenda was adopted 3 to 0.

A proclamation naming **November 2025 Native American Heritage Month in Gilpin County** was presented by Melanie Bleyler, Community Engagement Officer. Gilpin County contains the ancestral lands of the Cheyenne and Arapahoe indigenous peoples who left significant histories and living cultures.

At 9:08, because the next item, a public hearing was noticed for 9:30, the Board jumped ahead on the agenda to item number 7, **Resolution BLE 25-5, A Resolution Approving a Boundary Line Elimination to Combine Parcels A (R005045) and B (R005046) into a Single Parcel A1 in Section 2, Township 2 South, Range 72 West.** It was presented by Jamie Boyle, Community Development Director and Brian Smith, Code Enforcement Officer. The owners of the property requested a merger of two adjoining properties, known as parcel A and Parcel B, into one parcel. Both properties were vacant, although one had been cleared for a house site under a building permit issued in October of 2018. Staff recommended the merger of the two parcels into a singular parcel to be known as A1. Other options were discussed. Total combined acreage would be about 20 acres. Access to other neighboring parcels and the county road would not be hampered. Commissioner Aiken moved to approve the resolution; Commissioner Berumen seconded; BLE 25-5, the boundary line elimination was approved 3 to 0.



Ordinance 25-02, Designating Non-Truck Routes was called next. John Combs, Public Works Director, and Andrew Decker, Public Works Right of Way Specialist presented. The ordinance was designed to designate three maintained county roads to limit by weight the amount of truck traffic allowed on those roads. Permits could be purchased for local access for work to be done in the area. Roads to be designated include Dory Hill Road from Hwy 119 to Hwy 40 up to the Justice Center, Gap Road from Highway 119 eastbound to the county line where Jefferson County and Gilpin County meet at the far end of Golden State Park, and South Beaver Creek Road from Highway 119 northeast to Highway 72. This matter had been discussed extensively at a previous work session. Access restrictions would apply to the larger fifth wheel semi -trucks, not the smaller Fed Ex type delivery trucks. Discussion followed. Paved state highways provide accessibility to all of the locations with the exception of Gap Road. Essential vehicles could purchase an annual exemption permit to allow access to needed areas. These would include septic, concrete, and other needed truck vehicles. First responder vehicles would be exempt from the permit. Amendments to the ordinance included defining the term “essential services,” removing the reference to *OpenGov* as the source of the permit from the ordinance, and adding wording to section 5.4 for resident owners of heavy trucks to have a permit allowing them to park in the area. Commissioner Berumen moved to pass the ordinance on first reading with the discussed amendments; Commissioner Aiken seconded; the motion passed 3 to 0.

As it was 9:31 a.m., Chair Hollingsworth opened the **PUBLIC HEARING on Resolution RE 25-02, A Resolution Approving the Relocation of a Building Envelope and Replat for Parcel B1 on the North County Road Exemption Plat (Reception No.169724) and Resolution 25-121: a Resolution Reaffirming the Validity and Conditions of Senate Bill Exemption SBE 19-02P for Parcel B1 on the North County Road Exemption Plat (Reception No. 169724)**. Staff Jamie Boyle, Community Development Director, and Jack Zeman, Planner, presented the two resolutions related to the matter. The first was seeking a modification to the established building envelope previously approved by a Board of County Commissioners in a subdivision plat. Basic facts regarding the parcel were presented. Staff recommended approval of the request to modify the location of the building envelope. Discussion on Resolution SB 19-02P followed. The original resolution was recorded with the final plat and was signed by the BoCC Chair at the time. However, the Board’s re-hearing and consideration of whether the final exemption plat conformed to the preliminary plan for secondary approval was unclear as the matter was not recorded in the July 6, 2021 minutes. Staff was seeking a reaffirmation of that resolution to document, for current and future purposes, the applicability of it to the parcel. Further history of that resolution was discussed.

The applicant was then invited to speak, Ryan Robertson, the applicant owner of the property spoke on the reasons he was requesting the movement of the building envelope. Discussion followed. Public comment was opened at 10:00 a.m.; there was none; it was closed at 10:00 a.m. Commissioner discussion followed. Commissioner Aiken moved to pass resolution 25-121 reaffirming the validity and conditions of Senate Bill Exemption SBE 19-02P for parcel 1 on the North County Road exemption, plat reception number 169724. Commissioner Berumen seconded. The motion passed 3 to 0. Commissioner Aiken then moved to approve resolution RE 25-02 approving the relocation of the building envelope and replat for parcel B1 on the North County Road Exemption Plat, reception number 169724. Commissioner Berumen seconded. The motion passed 3 to 0. The Public Hearing was closed at 10:07 a.m.

A recess was taken at 10:07 a.m. The meeting resumed at 10:10 a.m.



Commissioner Berumen moved to recess of the County Board of Commissioners and convene as the Board of Adjustment. Commissioner Aiken seconded. The motion passed 3 to 0. The time was 10:11 a.m. A hearing re: **BOA 25-3** was opened regarding a variance request for Missouri Flats Road. County Attorney Messenger described the process to be followed and swore witnesses who were going to present testimony. (The applicants seeking the variance, the Whites, were sworn later during the hearing). County staff Jamie Boyle and Brian Smith presented the facts of the variance request seeking approval of a previously constructed barn's encroachment by 4'9" into the required setback from the boundary line. A neighboring property owner reported the encroachment in January of 2025. A code enforcement case was opened. A survey was done in June of 2025 and confirmed the violation. There were no extraordinary conditions warranting the variance be approved. Noticing requirements had been met and public comments gathered. The applicants were invited to speak. Julie Marble-White and Tim White presented their reasons for the variance request. Questions and discussion followed. Public Comment was called. Bob Young was sworn and presented comments as a neighbor adjacent to the White property. Tina Gustafson, also a neighbor, spoke in support of the Whites. As there were no additional persons wishing to speak, public comment was closed at 10: 41 a.m. Rebuttal by the applicants was invited. Julie Marble-White provided dissenting comments. Staff presented additional facts related to the comments made. Commissioner discussion followed. Commissioner Aiken moved to deny the variance application as there was no substantial competent evidence in the record that the application met the requirements of the Gilpin County Zoning Code section 11.4D.4B and 1.10. Commissioner Berumen seconded. The motion carried 3 to 0. The hearing was adjourned at 10:58 a.m.

Commissioner Berumen moved to adjourn from the Board of Adjustment and reconvene as the Board of County Commissioners. Commissioner Aiken seconded. The motion passed 3 to 0.

Item 9 on the agenda, **Resolution 25-122, Adoption of Revised Policy P-19, Hiring incentives Program for Safety Sensitive Positions** was called next with Chanda Johnson, Human Resources Director presenting. This item had been discussed at a work session. The previous incentive program was suspended by a vote of 2-1 because of the financial cost for the upcoming year with a condition to discuss it further. The proposed resolution offered a compromise to 1. expand the program to equipment operators should staffing reach critically low levels and 2. continues hiring incentives to safety sensitive positions at a reduced rate. The retention portion of the program was removed, and time frames were slightly modified. Previous commitments to pay incentives would be honored. Commissioner Berumen moved to adopt the resolution; Commissioner Aiken seconded; the resolution was adopted 3 to 0.

Resolution 24-124 (corrected to 25-124) Authorizing the Over-Hire of the Administrative Manager for the Sheriff's Office was called, Chanda Johnson and Sheriff Kevin Armstrong presenting. Technical issues occurred with the recording platform, so a new meeting link was created, and the meeting resumed at 11:18 a.m. Sheriff Armstrong 's Administrative Manager, who had been with the Sheriff's Office for over 30 years, had given notice she wanted to retire. The application process to fill the position was opened. Her original date for retirement was February 2026 but had since been moved forward to January. The interview process used to find her replacement was discussed. A candidate was selected. The resolution requested to hire that person early, so they could train with the current Administrative Manager up to four months to learn the job before she retired. Monies for the over hire pay are available in the current budget. Several modifications to the resolution were discussed due to the earlier retirement date announced that morning. The number of months needed for over hire training was reduced as a result.



Commissioner Aiken moved to adopt the resolution with the edits discussed; Commissioner Berumen seconded; the resolution was adopted 3 to 0.

Resolution 25-123, Requiring Justification and Approval Prior to Filling Any Vacant or Soon to be Vacant Position was called. Ray Rears, County Manager, started the discussion with the background of the resolution. The resolution had been redlined by Manager Rears based on the earlier public comments. Human Resources had previously paused any further job postings pending the Board decision on the resolution. Budget concerns were noted as well as the need for review of current positions and job descriptions to ensure they are meeting the needs of their department. Discussion followed regarding suggested edits to the proposed Policy P-23. The Commissioners gave direction that the three pending budgeted open positions be posted by Human Resources. Further consideration of the resolution was paused to a later meeting to provide opportunities for staff to provide input.

Added to the agenda just prior to the meeting, **Resolution 25-125, Authorizing the County Manager to Review and Approve, With Guidance from the County Attorney, Amendment No. 6 to the Intergovernmental Agreement with Black Hawk - Central City Sanitation District (BHCCSD) Regarding Sewer Tap Service for The Community Annex Facility** – Ray Rears and Facilities Director, Ryan Keenen, presented the item. The community annex is under construction for offices and new food pantry. The current food pantry is connected to an existing sewer line that, for a distance, belongs to the county, then eventually connects to the sanitation district down by the City of Black Hawk. There has been an existing intergovernmental agreement (IGA) in place for that connection to the District sewer line. The BHCCSD asked there be an amendment to the IGA for the new annex-connection. Amendment # 6 to that agreement confirming the conditions and process for connecting to the sewer was presented with the resolution. It was fast-tracked to move forward on the project before frozen ground ended the current building season. Costs would be increased to mobilize the excavators to dig the trenches at a later time. A \$2250 credit towards the tap fee of \$15,000, for a cost of \$12,750, was given as the current food pantry will be demolished and the line disconnected. Commissioner Berumen moved to adopt the resolution; Commissioner Aiken seconded; the resolution was adopted 3 to 0.

Another added item to the agenda, the **EPIC Grant**, was presented by Alisa Witt, Public Health Director, and Gabrielle Chisholm, Parks and Recreation Director. This item had been previously discussed at a work session with the decision not to move forward. Per Director Witt, the majority of local Public Health Directors from across the state are applying for it as it is a large grant extending over a five-year period. A proposed preliminary budget was provided to the Commissioners. Discussion followed. Reservations regarding having the capacity to add additional work to the Public Health Department with tenuous funding were voiced. Strategic Project Manager, Jeri Brewer noted based on her reading of the grant, one (1.0) FTE would need to be committed to the grant management. Director Witt stated hiring new staff would not be required, and combining FTE from multiple already hired persons would be allowed. The costs would be on a reimbursement basis; first paid by the county, then refunded by the grant. As no resolution had been brought forward, a resolution would be needed to direct staff to apply for the grant and to accept the grant monies, if awarded. Total monies sought for the first year would be \$179,000. Commissioner Aiken moved to apply and accept the grant, Commissioner Hollingsworth seconded. A vote was called; Commissioners Aiken and Hollingsworth voted in favor of the motion; Commissioner Berumen voted against; the motion passed 2 to 1. Commissioner Berumen made a point of clarification that she was not opposed to the grant itself but to the roundabout way the secondary approval came about without a public meeting and viewing of the budgetary considerations. Commissioner



Hollingsworth voiced a differing opinion. Director Witt was directed to bring forth a resolution for the BoCC consent agenda to ratify the direction received. She will submit the grant application.

County Attorney's Report – Attorney Messenger highlighted the work being done by Fairfield and Woods on behalf of the County which including efforts on ten (10) different contracts, the land use code, and providing legal advice on a variety of matters.

County Manager's Report – Ray Rears presented highlights of his written report including updates and items being worked on by different departments. The December 16th meeting has been cancelled. The second round of interviews for the Finance Director/ Asst. County Manager are to be conducted later this week. The next work session regarding the budget is scheduled for November 5, 2025, from 12:00 noon to 4:00 p.m. December 15, 2025, is the Public Hearing date for discussion and anticipated adoption of the budget.

Public or Press Comment was invited. There was none.

Board of County Commissioner Reports and Notice of Public Meetings which two or more Commissioners may attend:

Multi-jurisdictional Housing Meeting - October 29 2025 - Old Courthouse Meeting Hall

BoCC Work sessions November 4, and 5, 2025

International Residential Code - Zoning Code Updates Public Meeting - 5:00 p.m. - Old Courthouse Meeting Hall

Veterans Day - November 11, 2025 – County Offices Closed

South Beaver Creek Engineering Study Public Meeting - November 12th -6:00 p.m. - Old Courthouse Meeting Hall

Colorado Counties Acting Together (CCAT) Winter Retreat – December 1 - December 3, 2025

BoCC Regular Meeting - November 18, 2025

Commissioner Hollingsworth enquired if a presentation by J.D. Tanner with NOCO Places would be of interest to the others. They answered in the affirmative. Commissioners Aiken, Berumen, and Hollingsworth then reported on the many meetings and conferences they had individually attended.

There being no further business, the meeting was adjourned at 1:01 p.m.

Approved this 9th day of December, 2025.

Signed:

Sandy Hollingsworth, Chair



Susan Berumen, Commissioner

Jeff Aiken, Commissioner

Kimberly Kaufman, Deputy Clerk to the Board

A signed and recorded version of these minutes is available via the Clerk & Recorder's Office.