

Agenda Item 1.5.8

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Hiwan Museum Coordinator

Presented by: Rachel Brenna, Strategy & Planning Director, Open Space

Date: 6/10/2025

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue:

Jefferson County Open Space (JCOS) requests an increase to the authorized position count by converting six (6) Temporary positions to one Full Time Employee to serve as the Hiwan Museum Coordinator.

Background:

Hiwan Heritage Park and Museum is located at 28473 Meadow Drive in Evergreen, Colorado. Construction of the building, originally called Camp Neosho, began in 1893 and was the former summer camp and residence of one of Colorado's first female doctors, Josepha Williams Douglas. The home was hand built by Evergreen craftsman Jock Spence using local materials, and by 1918, it grew to 25 rooms to include two octagonal towers, a chapel, formal dining room, and many bedrooms. Camp Neosho became the Hiwan Ranch after 1938 when the new owners, the Buchanan family, turned the summer home into a working Hereford cattle ranch.

The Jefferson County Historical Society worked with the newly formed Jefferson County Open Space to list Hiwan on the National Register of Historic Places and open it to the public as a museum in 1974.

Discussion:

JCOS is developing a new tour experience for the Hiwan Museum, which is expected to launch later this summer. To implement this program, JCOS proposes to convert six Temporary positions that have served as part-time staff to one Full Time Museum Coordinator. The Museum Coordinator will help develop, design, and supervise educational programs and activities, open and close the facility, conduct formal and informal tours, coordinate and schedule part-time tour guide staff and volunteers, and ensure adherence to established policies, procedures and standards.

Fiscal Impact: ☒ yes ☐ no

\$102,000 paid with Open Space Funds from the adopted 2025 budget.

- Year(s) of impact: 2025
- Existing grant or project: None
- New grant or project: None
- Requested in adopted budget: Funding is part of 2025 adopted budget
- Ongoing or one-time: Ongoing
- General Fund impact: None
- Staffing impact: One FTE for \$102,000, eliminate 6 Temporary positions
- Match requirements: None
- Mandate/Contractual obligation: None

SPA Review: Brett Deady, reviewed June 2, 2025. Support, no concern. Funding for the position is provided from the 2025 adopted budget in the Open Space Fund, transfer existing budget into the Regular Salaries.

County Attorney Review: Anthony Chambers, reviewed and approved June 2, 2025.

Facilities Review: Support, no concern. Mark Danner, May 30, 2025

BIT Review: Support, no concern. Andy Corbett, June 2, 2025

Fleet Review: Support, no concern. Janice Mayer, June 2, 2025

County Human Resources Review (new FTE only): Support, no concern. Kayla Seaman, June 2, 2025

Recommendations:

That the Board of County Commissioners consider the recommendation made by JCOS Staff to increase the authorized position count by converting six (6) Temporary positions to one Full Time Employee to serve as the Hiwan Museum Coordinator and authorize this position at a future hearing.

Originator: Rachel Brenna, Open Space Strategy & Planning Director

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