

TOWN OF EMPIRE  
30 East Park Avenue –P.O. Box 100 Empire CO 80438-0100  
303/569-2978 – 303/569-2282 fax

*Board of Trustees*  
April 20, 2021

**1. Call to Order**

The meeting was called to order at 6:35 PM.

The meeting was held through Zoom – a web-based video conferencing platform. It took several minutes to confirm that everyone could see and hear the meeting.

**2. Roll Call**

**Present:** Mayor Wendy Koch, Trustee Denise Tennant, Trustee Linda Robertson, Trustee Lisa Kunze, Trustee Michael Ellington, Police Chief John Stein, Town Attorney Brandon Dittman, Town Clerk Jeannette Piel.

**Absent:** Mayor Pro-Tem Sue Hauser

**A quorum was present at the meeting.**

**3. Approval of Agenda**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR APRIL 20, 2021, TRUSTEE TENNANT PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**4. Approval of Consent Agenda. These items will be approved collectively with one vote.**

**a. Approval of Minutes from March Regular Meeting**

**b. Approval of March Bills**

**TRUSTEE KUNZE MOTIONED TO APPROVE THE CONSENT AGENDA FOR APRIL 20, 2021, TRUSTEE ELLINGTON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**5. Ordinances:**

**a. First Reading of Ordinance 170: Empire Land Use and Development Code as Amended Regulating Short-Term Rentals within the Limits of the Town of Empire.**

Planning Commission Recommendation Letter.

**TRUSTEE TENNANT MOTIONED TO AMEND THE FIRST READING OF ORDINANCE 170: EMPIRE LAND USE AND DEVELOPMENT CODE AS AMENDED REGULATING SHORT-TERM RENTALS WITHIN THE LIMITS OF THE TOWN OF EMPIRE, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**TRUSTEE TENNANT MOTIONED TO APPROVE THE AMENDED FIRST READING OF ORDINANCE 170: EMPIRE LAND USE AND DEVELOPMENT CODE AS AMENDED REGULATING SHORT-TERM RENTALS WITHIN THE LIMITS OF THE TOWN OF EMPIRE, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**6. Resolutions:**

- a. Resolution 21-02: A Resolution of the Town of Empire, Colorado Ratifying the Acceptance of a Drinking Water Revolving Loan Fund Design and Engineering Grant from the Colorado Water Resources and Power Development Authority for the Purposes of Water Utility Improvements.**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE RESOLUTION 21-02: A RESOLUTION OF THE TOWN OF EMPIRE, COLORADO RATIFYING THE ACCEPTANCE OF A DRINKING WATER REVOLVING LOAN FUND DESIGN AND ENGINEERING GRANT FROM THE COLORADO WATER RESOURCES AND POWER DEVELOPMENT AUTHORITY FOR THE PURPOSES OF WATER UTILITY IMPROVEMENTS, TRUSTEE KUNZE PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

- b. Rough Draft of Resolution 21-03: A Resolution to Set Water Tap Fees Planning Commission Recommendation Letter.**

Additional Fees will be added to this Resolution, so all Water and Sewer Fees are on one Resolution. This fee change will be published Wednesday, May 5<sup>th</sup>, 2021 in the Newspaper before the Board votes on May 18<sup>th</sup>, 2021 on adopting the Resolution.

- 7. Discussion: Recommendation from the Empire Planning Commission on the sale of Block 24, Lot 4 to Bob Croke. The Survey done in 2018 on file for this parcel was incorrect. Therefore, the Town is waiting on corrected documents to proceed with the sale of this land.**
- 8. Discussion: Wednesday, May 19<sup>th</sup> at 6:30 pm was chosen for a joint Board of Trustees and Planning Commission meeting with Attorney Brandon Dittman to discuss annexation changes.**
- 9. Public Comment: No Public Comment**

**10. Reports**

- a. Budget:**

- i. The Town has combined the office phone and internet service into a single business contract from Xfinity/Comcast, which will save the Town approximately \$100.00 per month.**

- b. Mayor: (CCEDC, CDOT, CCFA)**

- i. The Town of Empire is looking for Town Residents to fill Two Volunteer Positions. There is a vacancy on the Empire Board of Trustees and a vacancy on the Empire Planning Commission. Applicants must be a resident of Empire.**
- ii. The Town is in discussions with CCMRD about PAWS Park.**
- iii. CCFA will come back to finish burning the slash that was too wet to burn.**
- iv. Graham Construction will bring additional fill dirt to help fill in residential ponds on Bard Creek Road.**

- c. Police:
  - i. Chief Stein will provide a Monthly report with stats and updates.
  - ii. Lyle Wohler's Law Enforcement Award for 2019, 2020. Information and nomination forms are also on the Town website.
  - iii. Clear Creek County is in LEVEL BLUE – CAUTIOUS.
  - iv. Clear Creek County is offering vaccines for anyone over the age of 18, information can be found at [www.ClearCreekVaccine.com](http://www.ClearCreekVaccine.com).
- d. Admin:
  - i. The Town has a new Organization Chart that can be accessed from the website. This helps to identify the departments within the Town structure.
  - ii. Friends of Clear Creek (non-profit organization based in Empire) will again present the "Street of Flags" by displaying international, state, and military flags along HWY 40/Park Avenue. If you would like to donate and/or volunteer to help install the flags, please contact [FriendsOFClearCreek@gmail.com](mailto:FriendsOFClearCreek@gmail.com).
- e. Public Works: (Parks, Streets)
  - i. The Public Works Department will flush the fire hydrants sometime in May. The Town does this every year to remove sediment from the water lines.
  - ii. The Town will be planting flowers at the end of May or beginning of June, depending on the weather. If you would like to donate and/or volunteer to help plant flowers in the Whiskey Barrels, please contact Town Hall. We will also turn on the sprinklers at that time.
  - iii. Thank you to Trustee Michael Ellington for volunteering to help stock the bags in the Dog Waste stations and help monitor the Dog Park.
  - iv. The Town will be closing the Dog Park during the month of May, which is done every year to allow the ground to rest. The Town is looking at options to improve the soil on a yearly basis. Signs will be posted.
  - v. The Public Works department has updated the Snow and Ice Control and Removal Policy that can be accessed from the website, along with a Snow Removal Route Map.
- f. Water/Wastewater:
  - i. Low snow totals and cold temperatures means freezing and lower flow on our water supply, this is the time to conserve.
  - ii. We will be contacting residents and scheduling appointments for water meters that need to be activated. Our water meter vendor is loaning us some equipment to help us complete the activations quicker.
- g. Planning Commission:
  - i. All Planning Commission meetings are in-person with remote access.
  - ii. The Planning Commission will hold a regular meeting on Wednesday, April 28th, 2021 at 6:30 pm.
  - iii. The Planning Commission will hold a Master Plan Workshop on Tuesday, May 11th, 2021 5:30 pm.
  - iv. The Planning Commission will hold a regular meeting on Wednesday, May 26th, 2021 at 6:30 pm.

11. **New Business:** No New Business

12. **Adjourn the Meeting**

**TRUSTEE ROBERTSON MOTIONED TO ADJOURN THE MEETING, TRUSTEE  
TENNANT PROVIDED THE SECOND, ALL WERE IN FAVOR, MOTION PASSED.  
The meeting was adjourned at 7:43 PM.**

Wendy Koch  
(mayor)

J. Paul  
(town clerk)