

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
May 25, 2021

1. Call to Order

The meeting was called to order at 6:33 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, Mayor Pro-Tem Linda Robertson, Trustee Lisa Kunze, Trustee Michael Ellington, Police Chief John Stein, Officer Andrew Lorenz, Town Attorney Brandon Dittman, Town Clerk Jeannette Piel.

Absent: Trustee Denise Tennant

A quorum was present at the meeting.

3. Approval of Agenda

TRUSTEE KUNZE MOTIONED TO APPROVE THE AGENDA FOR MAY 25, 2021, TRUSTEE ROBERTSON 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 April Regular Meeting**

b. **Approval of April Bills**

TRUSTEE ROBERTSON MOTIONED TO APPROVE THE CONSENT AGENDA FOR MAY 25, 2021, TRUSTEE KUNZE PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

5. Resignation Letter from Trustee and Mayor Pro-Tem Sue Hauser. Thank you to Sue for her service to the Town as a Trustee and Mayor Pro-Tem, and her continued service as the Planning Commission Chairperson.

6. Appointment of Mayor Pro-Tem

TRUSTEE ELLINGTON MOTIONED TO APPOINT TRUSTEE LINDA ROBERTSON AS MAYOR PRO-TEM, TRUSTEE KUNZE PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, TRUSTEE ROBERTSON ABSTAINED, ALL OTHERS WERE IN FAVOR, MOTION PASSED.

7. Announcement of Chase and ColoTrust Signatories and Authorized Check Signers

Mayor Wendy Koch and Mayor Pro-Tem Linda Robertson will be the authorized signatories on the Town of Empire Bank Accounts: Chase and ColoTrust.

8. Announcement of Board of Trustees Change of Meeting Date to June 22nd, 2021

9. Ordinances:

- a. First Reading of Ordinance 261: An Ordinance of The Town of Empire, Colorado, Approving a Contract to Buy and Sell Real Estate for the Purposes of Sale of Town Property to Bob Croke and Authorizing All Actions Necessary to Complete the Sale of Lot 4, Block 24.**

Exhibit A Survey

Exhibit B Agreement Authorizing Sale of Town Property to Bob Croke

Exhibit C Bob Croke Letter Agreement

Exhibit D Quitclaim Deed

Planning Commission Recommendation Letter

TRUSTEE KUNZE MOTIONED TO APPROVE THE FIRST READING OF ORDINANCE 261: AN ORDINANCE OF THE TOWN OF EMPIRE, COLORADO, APPROVING A CONTRACT TO BUY AND SELL REAL ESTATE FOR THE PURPOSES OF SALE OF TOWN PROPERTY TO BOB CROKE AND AUTHORIZING ALL ACTIONS NECESSARY TO COMPLETE THE SALE OF LOT 4, BLOCK 24, TRUSTEE ELLINGTON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Ordinance 261 will be published on Wednesday, June 2nd, and Wednesday, June 9th, 2021 in the Clear Creek Courant, and the Second Reading and Public Hearing will be at the next Board meeting on June 22nd, 2021.

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

Amended Ordinance 170 will be published on Wednesday, June 2nd, and Wednesday, June 9th, 2021 in the Clear Creek Courant, and the Second Reading and Public Hearing will be at the next Board meeting on June 22nd, 2021.

10. Resolutions:

- a. Resolution 21-03: 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.**

CWRPDA required additional language in the Resolution.

TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 21-03: 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. Public Hearing of Resolution 21-04: A Resolution to Set Water and Sewer Tap Fees, and Any Other Water and Sewer Service-Related Fees as Set Forth in Ordinance 226.

Planning Commission Recommendation Letter.

A public notice of this fee change was published Wednesday, May 12th, 2021 in the Clear Creek Courant.

TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 21-04: A RESOLUTION TO SET WATER AND SEWER TAP FEES, AND ANY OTHER WATER AND SEWER SERVICE-RELATED FEES AS SET FORTH IN ORDINANCE 226, TRUSTEE ELLINGTON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

c. Resolution 21-05: A Resolution of the Town of Empire, Colorado Declaring Certain Equipment as Surplus Property.

The Town has inventoried A/V equipment that has not been used in years and is declaring it surplus with the intention of listing it on Ebay and selling it.

TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 21-05: A RESOLUTION OF THE TOWN OF EMPIRE, COLORADO DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY, TRUSTEE ELLINGTON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

11. Discussion: The Board of Trustees and Planning Commission held a joint meeting with Attorney Brandon Dittman to discuss annexation changes.

12. Discussion: Sally Rush will discuss the Clear Creek Watershed and Forest Health Partnership (CCWFHP).

13. Public Comment: No Public Comment

14. Reports

a. Budget:

- i. Easterseals was very appreciative of the donation and during March and April American Furniture Warehouse was matching funds for any donation, so we were able to help them get double the funds.
- ii. Sales Tax: The law changed last year for charging sales tax, so for deliveries the tax is charged at the destination. This brought more sales tax revenue to the Town than expected.

b. Mayor: (CCEDC, CDOT, CCFA)

- i. The Town of Empire is looking for Town Residents to fill Two Volunteer Positions on the Empire Board of Trustees. Applicants must be a resident of Empire.
- ii. We are planning on Codifying our Municipal Code. This means that we will take our Ordinances and put them all into one document, organized by subject. This will be a slow process. We are planning on starting with the Ordinances on Marijuana and the sections of Ordinance 170 dealing with Annexation.

- c. Police:
 - i. Chief Stein will provide a Monthly report with stats and updates.
 - ii. Lyle Wohler's Law Enforcement Award for 2019, 2020. Luncheon is tomorrow, Wednesday May 26th.
 - iii. Clear Creek County is in LEVEL CLEAR. Fully vaccinated people are no longer required to wear face masks in most settings, except where required by the State Orders, or by local businesses and workplaces. For those not yet vaccinated, State Officials and the Clear Creek County Public & Environmental Health Department suggest that face masks still be worn in indoor settings around others.
 - iv. The Empire Police Department is planning to host National Night Out on Tuesday August 3rd. This event promotes police-community partnerships; crime, drug, and violence prevention; safety; and neighborhood unity.
- d. Admin:
 - i. The Town Clerk would like to thank the members of the board for their involvement in current projects and events. Linda Robertson for being involved with the Garage Sale and Farmers Market, Lisa Kunze for being involved with the Surplus Equipment Inventory and Sale, and Michael Ellington for being involved with the Dog Park and Dog Waste Stations. Thank you to Wendy Koch for serving on Committees and Boards for CDOT, the Fire Authority, and Economic Development. Thank you to Denise Tennant for serving as the Ex Officio Board Member on the Planning Commission. Thank you to Chief John Stein for serving as Empire's Emergency Manager. Thank you to Officer Andrew Lorenz for coordinating Empire's first National Night Out Event. Thank you to Sally Rush for all her work on the Watershed Committees. I know everyone is busy, so the extra things you do are greatly appreciated!
 - ii. Upcoming Events: We have a committee that is working on the Farmers Market. The Town Garage Sale is scheduled on June 5th and 6th, and the Town Clean-Up Day is scheduled on June 12th from 10 am – 2 pm.
- e. Public Works: (Parks, Streets)
 - i. The Town of Empire is hiring Public Works employees, FT, PT, and Seasonal. Must have valid CO DL, agree to background check and drug testing. Must be able to perform physical labor. Basic construction and plumbing knowledge preferred; small equipment operation helpful. Accepting applications until 6-30-21
 - ii. The Public Works Department will flush the fire hydrants sometime in June. The Town does this every year to remove sediment from the water lines.
 - iii. The Town will be planting flowers at the beginning of June. 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.
 - iv. The Town has closed 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. The Dog Park will re-open on Friday, May 28th for Memorial Day Weekend.
- f. Water/Wastewater:

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, May 26th, 2021 at 6:30 pm.
- iii. The Planning Commission will hold a regular meeting on Wednesday, June 30th, 2021 at 6:30 pm.

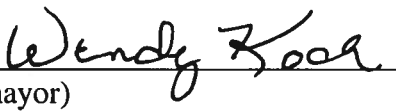
15. New Business: No New Business

16. The Next Board of Trustees Meeting is June 22nd, 2021, at 6:30 pm. In-person with remote access.


17. Adjourn the Meeting

TRUSTEE KUNZE MOTIONED TO ADJOURN THE MEETING, TRUSTEE ROBERTSON PROVIDED THE SECOND, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 7:22 PM.



(mayor)



(town clerk)