

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
December 14, 2021

1. Call to Order

The meeting was called to order at 6:40 PM.

The meeting was held in person and 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 Shannon Hickman, Police Chief John Stein, Town Attorney Brandon Dittman, Town Clerk Jeannette Piel.

Absent: Trustee Denise Tennant, Trustee Susan Owen, Trustee Lorry Singmaster.

A quorum was present at the meeting.

3. Approval of Agenda

TRUSTEE ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR DECEMBER 14, 2021, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

4. Approval of Consent Agenda.

TRUSTEE ROBERTSON MOTIONED TO APPROVE THE CONSENT AGENDA FOR DECEMBER 14, 2021, TRUSTEE KUNZE PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

5. Discussion: Vote to grant authority to the Mayor to sign two contracts for vehicle leases for the Police Department in excess of \$10,000.00 each with the intent to ratify the contracts at the January Board of Trustees Meeting.

TRUSTEE KUNZE MOTIONED TO GRANT AUTHORITY TO MAYOR KOCH TO SIGN TWO CONTRACTS FOR VEHICLE LEASES FOR THE POLICE DEPARTMENT IN EXCESS ON \$10,000.00 EACH WITH THE INTENT TO RATIFY THE CONTRACTS AT THE NEXT BOARD MEETING, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

6. Resolutions:

a. Resolution 21-16 Supplemental Budget and Appropriation – General Fund
TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 21-16 SUPPLEMENTAL BUDGET AND APPROPRIATION – GENERAL FUND, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Resolution is effective immediately.

b. Resolution 21-17 Mill Levy

TRUSTEE KUNZE MOTIONED TO ADOPT RESOLUTION 21-17 MILL LEVY, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Resolution is effective immediately.

c. Resolution 21-18 Declaring a Local Disaster Emergency Due to the Workforce Housing Crisis

Sally Rush, Attorney Dittman, Mayor Koch, Chief Stein, and Trustee Kunze all discussed the emergency declaration.

TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 21-18 DECLARING A LOCAL DISASTER EMERGENCY DUE TO THE WORKFORCE HOUSING CRISIS, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Resolution is effective immediately.

d. Resolution 21-19 Authority to Execute a Contract with JVA

TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 21-19 AUTHORITY TO EXECUTE A CONTRACT WITH JVA, TRUSTEE KUNZE PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Resolution is effective immediately.

7. Discussion: Clear Creek County Housing Strategy Report

Trustee Robertson is concerned about teaming up with Grand County.

Sally Rush is proud to be a resident of the Town of Empire. The Town participated in the report and made some very important points. NWCOG has weatherization programs that Clear Creek County can participate in.

AT APPROXIMATELY 7:30 PM THE TOWN LOST INTERNET FOR A MINUTE. WE RESTARTED THE ZOOM MEETING, TOOK ROLL CALL AGAIN TO CONFIRM THAT WE STILL HAD THE SAME BOARD MEMBERS PRESENT AND HAD A QUORUM.

8. Announcement: Empire Municipal Elections will be held April 5th, 2022. Nomination Packets for Mayor and Board of Trustees will be available in Town Hall on January 4th, 2022. All positions are up for re-election for a two-year term. Candidates must collect signatures from Empire residents on a nomination petition.

9. Public Comment:

- Trustee Robertson was approached by a resident asking if the infant swing could be shortened. Mayor Koch replied we will look at the playground specifications.
- Sally Rush inquired the Town using dropbox for the staff and officials. She sent information to Clerk Piel.

10. Reports:

- a. Budget: The 2022 Budget will be submitted to Clear Creek County and the State of Colorado on December 15th, 2021.

- b. Mayor: (CCEDC, CDOT, CCFA) CDOT has created a carpool program for I-70.
- c. Police:
 - i. Chief Stein will provide a monthly report with stats and updates.
 - ii. OHV renewals to be sent out for January.
 - iii. All Short-Term Rentals within Town limits must be licensed with the Town of Empire. Please contact Town Hall if you have been operating a Short-term Rental and need to apply for a license.
- d. Events:
 - i. Small Business Saturday: Please continue to encourage everyone you know to shop local and help out our local businesses.
 - ii. Christmas Celebration – Thank you to our local businesses!
 - 1. Yogi at Phillips 66 Gas Station: Flavored Popcorn
 - 2. Amy Phan Widencamp at Pheastly Ltd.: Homemade Hot Chocolate mix
 - 3. Emily Ratliff at Freewheel Coffee: Roasted Coffee Beans
 - 4. Andrew Ratliff at Chase Fabrications: Metal Cutout Artwork of a Moose and Mountains
 - 5. Steven at The Backwaters Café: \$25.00 Gift Certificate, and hot coffee at the event
 - 6. Steve Skalski at Guanella Brewery: \$25.00 Gift Card, and pizza for the event staff
 - 7. Safeway in Idaho Springs donated candy, water, and coffee cups.
 - 8. \$50.00 gift cards were purchased at the Evergreen Walmart and given to each child 17 and under (Empire residents only.)
 - 9. The smile on the parents and kids faces is the gift we receive back!!!
 - 10. A special thank you to Linda Robertson and Bob Wise for volunteering to help out at the event.
 - iii. Empire Business Partnership: We are excited about the relationships we are building with our businesses and hope to continue to build them. We are gathering information to put together a brochure to advertise for our local businesses.
- e. Admin:
 - i. Tax Liens for past due water bills will be filed with the County on Wednesday, December 15th.
 - ii. Wreaths across America: Clear Creek County Veterans Coalition will place wreaths on Veterans graves on December 18th. If you would like to donate for the wreaths, please contact Town Hall.
 - iii. 2022 Business Licenses Renewals will be sent out in December.
- f. Public Works: (Parks, Streets)
 - i. Millings are still available for purchase.

- ii. The Town of Empire is hiring a PT Public Works employee. Must have valid CO DL, agree to background check and drug testing. Must be able to perform physical labor.
- g. Water/Wastewater:
 - i. The DWRP grant and the SRF loan will both close on Wednesday, December 22nd, 2021.
 - ii. Backflow and Grease trap inspections will be required at the beginning of 2022, notices will be sent out with Business License renewals.
 - iii. Please continue to conserve water as we are still in drought conditions and want to preserve as much water in our storage tanks as possible to use when Madd Creek freezes over later this winter.
- h. Planning Commission:
 - i. All Planning Commission meetings are in-person with remote access.
 - ii. The November and December Regular Meetings are combined and will be held December 15th, 2021, at 6:30 pm.
 - iii. In January, the Master Plan Workshop will be held on January 10th, 2022, at 6:00 pm, and the Regular Meeting will be held on January 26th, 2022, at 6:30 pm.

11. New Business:

Trustee Kunze inquired about the Harmony Domes Project. Mayor Koch replied that the Dome on the property is a portable Dome to advertise the upcoming project.

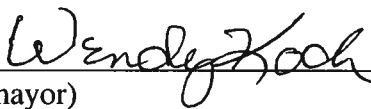
12. The Next Board of Trustees Regular Meeting is January 18th, 2022, at 6:30 pm. In-person with remote access.

We may need to schedule a supplementary meeting to vote on a Liquor License Renewal that we were not able to get on tonight's agenda, but that needs to be addressed before the end of December. That meeting date is to be determined.


13. Adjourn Meeting

TRUSTEE ROBERTSON MOTIONED TO ADJOURN THE MEETING, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 8:08 PM.



 (mayor)



 (town clerk)