

Regular Meeting Agenda  
January 18, 2022 ~ 6:30 pm

Remote Meeting using the Zoom Platform Meeting ID: 823 4609 7047 Passcode: 453186  
<https://us02web.zoom.us/j/82346097047?pwd=SkNlSmRHVkt2bExycW94SlgxN0dqZz09>

*If you would like to address The Board of Trustees at this meeting, please place your name on the sign-up sheet or indicate that through the chat function on the online Meeting Platform. You will be recognized to speak during the "Public Comment" portion of the agenda. Discussion is limited to 5 minutes and please address your comments to the Board. Thank you for your cooperation.*

1. **Call Meeting to Order**
2. **Roll Call** – The Empire Board of Trustees requires a simple majority of four trustees present at the meeting for a quorum.
3. **Approval of Agenda**
4. **Consent Agenda:** These items will be approved collectively with one vote.
  - a. **Approval of Minutes from October, November, December Regular Meetings and December Supplementary Meeting**
  - b. **Approval of December Bills**
5. **Presentation: Kyle Logan from Logan and Associates LLC, will present our 2020 Financial Audit.** The board will vote on approval of the Client Representation Letter that will accompany our Financial Statements when submitted to the Office of the State Auditor.
6. **Resolutions:**
  - a. **Resolution 22-01 A Resolution of The Town of Empire, Colorado Designating the Official Public Notice Location and The Official Newspapers of General Circulation for The Town of Empire, Colorado**  
The official public notice location is the town website [www.TownOfEmpire.Colorado.Gov](http://www.TownOfEmpire.Colorado.Gov); the official newspaper is the Clear Creek Courant.
  - b. **Resolution 22-02 A Resolution of The Town of Empire, Colorado Determining That a Regular Municipal Election Be Held on April 5, 2022, Shall Be a Mail Ballot Election**  
Directing the Town Clerk, as the Election Official, to conduct a mail ballot election and to appoint election judges.
  - c. **Resolution 22-03 A Resolution of The Town of Empire, Colorado Ratifying the Execution of a Lease Purchase Agreement with First Government Lease Co. For a 2021 Chevrolet Tahoe**  
The board granted authority on December 14, 2021, to the Mayor to sign this contract.
  - d. **Resolution 22-04 A Resolution of The Town of Empire, Colorado Ratifying the Execution of a Lease Purchase Agreement with First Government Lease Co. For a 2021 Ford Interceptor**  
The board granted authority on December 14, 2021, to the Mayor to sign this contract.
  - e. **Resolution 22-05 A Resolution of The Town of Empire, Colorado Ratifying the Execution of a Professional Services Agreement with First Utility, Inc. For Body-Worn Cameras and Related Equipment and Services**  
The board granted authority on December 27, 2021, to the Mayor to sign this contract.
7. **Discussion: Vote to grant authority to the Mayor and/or Police Chief to purchase new computers for the Police Department and the Administrative Offices in excess of \$10,000.00. This purchase will be reimbursed by a Grant received by the Empire Police Department.**
8. **Announcement: New guidelines for Town Facebook accounts.**

**This page is intended to provide general information concerning the Town of Empire and is not a public forum. The opinions expressed on this page by visitors to the page do not reflect the opinions of the Town of Empire.**

Please see new information in the ABOUT section on the Town of Empire Facebook Page.

9. **Announcement: Empire Municipal Elections will be held April 5<sup>th</sup>, 2022. Nomination Packets for Mayor and Board of Trustees are still available in Town Hall until January 24<sup>th</sup>, 2022, which is the deadline for turning in petitions. Candidates must fill out affidavit to declare candidacy with signature notarized. All positions are up for re-election for a two-year term. Candidates must collect signatures from Empire residents that are registered voters on a nomination petition.**

Candidate packets will be presented and will be available to pick up after the meeting and by appointment in Town Hall during the week.

All terms are two-year terms, and all current Elected Officials must run for re-election. A person can serve three consecutive terms in an elected office (six years.) Then the person must have a break of two terms (four years). However, during that four-year break, the person can serve in a different office. Mayor and Board are separate offices. Appointments to fill a vacancy do not count as a term.

10. **Announcement: A huge THANK YOU to Public Works Crew Chief Paul Whillock for his exemplary work. Paul is pursuing another career but will still help from time to time. We wish him the best in all his future endeavors!**

Christian Straughn has been promoted to full-time as the new Public Works Crew Chief.

The Town has hired a new part-time Public Works Crew Member: Zach Hartman.

11. **Announcement: Have you seen all the white trucks with “Asplundh” on the side? They are the contractors working for Xcel, doing the important and dangerous work of trimming trees around the powerlines. Every year, the Town is always happy to allow them to park overnight in our public parking areas while they are working in our area. And they have been gracious to help us with a few of our Town trees that needed to be cut down and removed. We appreciate the wildfire mitigation work they provide for our community! Give them a friendly wave to say Thank You!**
12. **Announcement: The Master Plan Workshops will continue over the next few months. There are several steps in the process of updating the Master Plan. 1) The Planning Commission makes updates based on land use and development and sets the Vision. **This is the step we are in currently.** 2) The staff makes updates based on current programs and policies, and produces a draft that has been fact checked, proofread, and formatted. It is then returned to The Planning Commission. 3) The public will be invited to view and comment on the draft of the Master Plan, with one or two Public Hearings held by the Planning Commission (dates and times to be determined later.) 4) The draft of the Master Plan and all recommendations will be updated by the staff and presented to the Board of Trustees for their review. 5) The Board will vote to adopt the Master Plan once they are content with the updates.**

All Board of Trustee meetings, Planning Commission meetings, Master Plan workshops, and Public Hearings are open to the public. You can comment on the Master Plan at any stage in this process.

13. **Announcement: We do not have any updates on the Annexation of Harmony Domes. There are several steps in this process. 1) Initial Petition. The Planning Commission evaluates all incoming petitions for completeness, and for compliance with zoning and land use. 2) Pre-annexation is for gathering documents, having them verified by our own engineers, and confirming that we have all the information that the Board needs to make an informed decision. This is the opportunity for our engineers to request changes or additions if the current plans don’t meet our requirements, i.e., water usage, storm drainage plan, site development guidelines, etc. **This is the step we are in currently, still gathering documents for our engineers to evaluate.** 3) The Board sets fees and finalizes the Pre-annexation agreement. This simply means that the Board is ready to evaluate the Annexation Petition and feels that we have all the documents and have the final design from the petitioner, based on recommendations from our engineers. 4) The Town will then have 60 days to evaluate the Annexation Petition, with a Public Hearing at the end of the 60 days. The Petitioner, the Planning Commission, the Staff, and the Board of Trustees will all present information at this Public Hearing.**

The public can ask questions and make comments. 5) The Board will vote on approval of the annexation.

**14. Public Comment**

**15. Reports**


- a. Budget: The 2022 Budget was submitted in December, and we hope to have final 2021 numbers for you at the February board meeting.
- b. Mayor: (CCEDC, CDOT, CCFA)
- c. Police:
  - i. Chief Stein will provide a monthly report with stats and updates.
  - ii. 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. Easter is on Sunday, April 17<sup>th</sup>, 2022. We have not hosted an Easter egg hunt or any festivities the last two years because of COVID restrictions on gatherings. We are hopeful we can plan an event for this year. If you would like to help us plan something fun for the kids, please email [Clerk@EmpireColorado.us](mailto:Clerk@EmpireColorado.us).
- e. Admin:
  - i. 2022 OHV Permit Renewals will be sent out by the end of this month, with an extension on the due date to February 28<sup>th</sup>, 2022.
  - ii. 2022 Business License Renewals will be sent out by the end of this month, with an extension on the due date to February 28<sup>th</sup>, 2022.
- f. Public Works: (Parks, Streets)
  - i. Millings are still available for purchase in the Spring.
- g. Water/Wastewater:
  - i. Backflow and Grease trap inspections will be required at the beginning of 2022, notices will be sent out with Business License renewals.
  - ii. 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. In January, the Regular Meeting will be held on January 26<sup>th</sup>, 2022, at 6:30 pm. The Master Plan Workshop will be held on January 31<sup>st</sup>, 2022, at 6:30 pm.
  - iii. In February, the Regular Meeting will be held on February 23<sup>rd</sup>, 2022, at 6:30 pm.

**16. New Business**

**17. The Next Board of Trustees Regular Meeting is February 15<sup>th</sup>, 2022, at 6:30 pm. In-person with remote access.**

**18. Adjourn Meeting**

  
(mayor)

  
(town clerk)