

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
January 18, 2022

1. Call to Order

The meeting was called to order at 6:30 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 Denise Tennant, Trustee Susan Owen, Trustee Shannon Hickman, Trustee Lorrain Singmaster, Police Chief John Stein, Attorney Colleen McCroskey, Town Clerk Jeannette Piel.

Absent: Trustee Lisa Kunze

A quorum was present at the meeting.

3. Approval of Agenda

TRUSTEE SINGMASTER MOTIONED TO APPROVE THE AGENDA FOR JANUARY 18, 2022, TRUSTEE OWEN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

4. Approval of Consent Agenda.

TRUSTEE OWEN MOTIONED TO APPROVE THE CONSENT AGENDA FOR JANUARY 18, 2022, TRUSTEE TENNANT PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

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.

TRUSTEE ROBERTSON MOTIONED TO APPROVE THE CLIENT REPRESENTATION LETTER FROM LOGAN AND ASSOCIATES LLC, TRUSTEE SINGMASTER PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

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 Town is required to declare our Official Public Notice Location yearly.

TRUSTEE ROBERTSON MOTIONED TO ADOPT 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, TRUSTEE OWEN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A

ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Resolution is effective immediately.

- 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**

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

The Resolution is effective immediately.

- 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**

TRUSTEE TENNANT MOTIONED TO ADOPT 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, 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 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**

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

The Resolution is effective immediately.

- 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**

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

The Resolution is effective immediately.

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.

TRUSTEE TENNANT MOTIONED 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, TRUSTEE OWEN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

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 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. 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.
- Since we are a very small community, please be aware that as candidates, you may all be asking the same residents to sign your petition. And as residents, you may be asked by several candidates to sign their petitions. There is a limit to how many petitions a resident can sign, so candidates please do not be offended if someone declines to sign your petition.
- Each resident is allowed to sign one petition for Mayor, and six petitions for Board of Trustees, because there are six available seats on the Board. The list of current Board members is always listed at the bottom of every Newsletter, so you know who is currently serving. Please use as much thought and care when signing petitions as you would for casting your vote, and please keep track of how many candidates petitions you have signed.

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:**

- Eileen Wheelock suggested improvements for plowing.
- Wendy replied that we are still training the plow drivers and working on procedures.
- Sally Rush - Thank you for the detailed explanations of the procedures for the Master Plan and Harmony Domes development. Because both items are going through extensive, detailed processes, the public will have frequent opportunities to participate. Also, she is so appreciative of the newsletters. The annual 2021 and January. Communication and participation are everything. With all this transparency and information, she feels that we are all in this community together. All of this takes lots of time and effort. Thank you! Sincerely mean that, for our little town there is a lot to do, and she is proud to be a part of it.

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 17th, 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.
- 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 28th, 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 28th, 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 26th, 2022, at 6:30 pm. The Master Plan Workshop will be held on January 31st, 2022, at 6:30 pm.
 - iii. In February, the Regular Meeting will be held on February 23rd, 2022, at 6:30 pm.

16. New Business:


17. The Next Board of Trustees Regular Meeting is February 15th, 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.

18. Adjourn Meeting

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

The meeting was adjourned at 8:18 PM.


 (mayor)


 (town clerk)