

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**  
February 15, 2022

**1. Call to Order**

The meeting was called to order at 6:38 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 Lisa Kunze, Trustee Susan Owen, Trustee Shannon Hickman, Trustee Lorry Singmaster, Police Chief John Stein, Attorney Colleen McCroskey, Town Clerk Jeannette Piel.

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

**3. Approval of Agenda**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR FEBRUARY 15, 2022, TRUSTEE KUNZE 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 TABLE THE CONSENT AGENDA FOR FEBRUARY 15, 2022, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**5. Ordinances:**

- a. First Reading of Ordinance 264 An Ordinance of the Board of Trustees of the Town of Empire Colorado, to provide compensation to the Mayor of the Town of Empire, Colorado**

Comparison of Mayor Compensation

**TRUSTEE ROBERTSON MOTIONED TO APPROVE THE FIRST READING OF ORDINANCE 264 AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF EMPIRE COLORADO, TO PROVIDE COMPENSATION TO THE MAYOR OF THE TOWN OF EMPIRE, COLORADO, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

Second Reading and Public Hearing will be March 15<sup>th</sup>, 2022.

**6. Announcement: Empire Municipal Elections will be held April 5th, 2022:** The deadline for candidate petitions was January 25<sup>th</sup>, 2022. The Town will hold a mail ballot election, so all registered voters in the Town of Empire will receive a ballot in the mail and can mail that ballot in or drop it off at Town Hall to vote.

**7. 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 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.

**8. 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.

**9. Public Comment: No Comments**

**10. Reports:**

- a. Budget:
- 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.
  - iii. Please be aware that Snowplows always have the right of way. It is against the law to pass snowplows when they are in formation on the highway.
- 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 have been sent out, with an extension on the due date to February 28<sup>th</sup>, 2022.
  - ii. 2022 Business License Renewals are being sent out, 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.
  - ii. Contractors have started picking up concrete barriers from the Ball Placer.
- 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. The Regular Meeting will be held on Wednesday, February 23rd, 2022, at 6:30 pm. The next Master Plan Workshop will be held on Monday, March 7<sup>th</sup>, 2022, at 6:30 pm.

**16. New Business:**

- Trustee Robertson is interested in creating an event, possibly an art fair, in conjunction with Devil on the Divide. Please contact the clerk or Linda if you have ideas or want to volunteer.
- Trustee Kunze inquired about an expense account for the Mayor.


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

**18. 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 7:02 PM.

  
(mayor)

  
(town clerk)