

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 Regular Meeting**  
March 15, 2022

**1. Call to Order**

The meeting was called to order at 6:30 PM.  
The meeting was held in person and through Zoom.

**2. Roll Call**

**Present:** Mayor Wendy Koch, Mayor Pro-Tem Linda Robertson, Trustee Denise Tennant, Trustee Susan Owen, Trustee Shannon Hickman, Trustee Lorry 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 ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR MARCH 15, 2022, TRUSTEE OWEN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**4. Consent Agenda: These items will be approved collectively with one vote.**

- a. Approval of Minutes from October, November, December, January, February Regular Meetings and December Supplementary Meeting**

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

**5. Request for Approval: IGA with Clear Creek Watershed & Forest Health Partnership (CCWFHP)**

The purpose of this MOU is to establish the Partnership as an informal, unincorporated collaborative organization, in which the members set mutual goals and priorities, utilize existing forest management tools and legal authorities, and align their decisions on where to make the investments needed to achieve the mission and objectives set forth for the Clear Creek Watershed. The mission of the Partnership is to engage in collaborative, cross-jurisdictional planning of wildfire risk mitigation and forest health projects within the Clear Creek Watershed.

**TRUSTEE OWEN MOTIONED TO APPROVE SIGNING THE IGA WITH CLEAR CREEK WATERSHED AND FOREST HEALTH PARTNERSHIP, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**6. Ordinances:**

- a. **Second Reading and Public Hearing 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 ROBERTSON MOTIONED TO ADOPT THE SECOND READING FOR 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.**

The Second Reading for Ordinance 264 is approved. The ordinance is effective 30 days after publication, on April 23, 2022.

**7. Resolutions:**

- a. **Resolution 22-06 A Resolution of the Town of Empire Colorado Declaring Certain Equipment as Surplus Property**

**TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 22-06: A RESOLUTION OF THE TOWN OF EMPIRE COLORADO DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY, TRUSTEE TENNANT PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

Resolution 22-06 is effective immediately.

**8. The Board will now adjourn as the Board of Trustees and convene as the Liquor Licensing Board.**

**TRUSTEE OWEN MOTIONED TO ADJOURN AS THE BOARD OF TRUSTEES AND CONVENE AS THE LIQUOR LICENSING BOARD, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**9. Convene as Liquor Licensing Board:**

- a. **Tavern Renewal Application for Steve Skalski of Guanella Pass Brewing Company LLC**

Chief Stein informed the board of his findings. Public Hearing open and closed. **TRUSTEE ROBERTSON MOTIONED TO APPROVE THE TAVERN RENEWAL APPLICATION FOR STEVE SKALSKI OF GUANELLA PASS BREWING COMPANY LLC, TRUSTEE OWEN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**10. The Board will now adjourn as the Liquor Licensing Board and reconvene as the Board of Trustees.**

**TRUSTEE OWEN MOTIONED TO ADJOURN AS THE LIQUOR LICENSING BOARD AND RECONVENE AS THE BOARD OF TRUSTEES, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**11. Request for Approval: Engagement Letter with Logan and Associates for our 2021 Audit**

Kyle Logan was our Auditor for 2021, and we would like to continue using his services for our yearly Audits.

**TRUSTEE ROBERTSON MOTIONED TO APPROVE SIGNING THE ENGAGEMENT LETTER WITH LOGAN AND ASSOCIATES, TRUSTEE OWEN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**12. Request for Approval: IGA with Clear Creek County for sharing 1% Sales Tax Revenue from Road and Bridge Tax**

**TRUSTEE OWEN MOTIONED TO APPROVE SIGNING THE IGA WITH CLEAR CREEK COUNTY FOR SHARING 1% SALES TAX REVENUE FROM ROAD AND BRIDGE TAX, TRUSTEE HICKMAN PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**13. Announcement: Letter of Support for Clear Creek County for the Planning & Capacity Grant from DOLA**

- a. A project to hire a consultant to review all our zoning codes. This project would be about making our individual codes more developer friendly, making them more aligned if we can, getting professional feedback on how well our codes are supporting our goals as individual entities and as a collective and A project to hire a consultant to review all our zoning codes. This project is what we can do to improve. The project is not about making everyone's code the same. For Empire, it requires no money at all, just agreeing to join the project and benefit from services funded by the grant.
- b. A project to study community opinion and develop a community education program to help make sure that projects are less susceptible to the ups and downs of public opinion but that we help build key agreements with the community about what we are doing and why.
- c. Professional facilitation and assistance in developing and funding an MJHA, the collaborative housing system recommended in the Housing Strategy Report; how do we structure it, what will it cost, what are the ramifications? Supporting this project, is not a commitment to join a future MJHA, it is a seat at the table to discuss and contribute to the design so if joining makes sense you can do it knowing that your interests were represented.

**14. Announcement: Empire Municipal Elections will be held April 5<sup>th</sup>, 2022.**

The deadline for candidate petitions was January 25<sup>th</sup>. 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. Ballots are being mailed out this week and are also available in the Town Hall. Please verify that your voter registration is valid. An election newsletter will go out this week with instructions and an invite to an event to meet the candidates for Mayor of Empire in a debate format.

**15. Updates on Annexation Projects:**

- a. Harmony Domes: The Town has sent the information to our engineer, Cooper Karsh, at JVA, and he will send us his recommendations within one to two weeks.
- b. North Empire Road 26 Acre Cabins: The Planning Commission has received an annexation petition and will begin evaluating their eligibility in the Planning Commission Meeting.

**16. Update on Water:**

- a. PLEASE DO NOT USE ANY WATER ON WEDNESDAY AND THURSDAY MARCH 16 & 17, FROM 9 AM TO 5 PM. WE ARE TESTING THE SYSTEM FOR LEAKS. FLYERS WILL BE PUT ON THE DOOR OF EVERY RESIDENT TO INFORM THEM.
- b. We have joined CoWarn, an organization that can help us in an emergency if we do not have enough water from Madd Creek and our Storage Tanks to meet our needs.
- c. We have brought in new equipment that allows us to monitor water usage.
- d. We have recalibrated all our water and wastewater sensors to make sure we have accurate readings on water usage.
- e. Our representatives from Ramey Environmental have been monitoring the system continuously to identify any problems.
- f. Our Public Works Crew has been working tirelessly to complete maintenance on water meters that are offline so we can get accurate meter readings, and locate all curb stops (water shut offs from the main water line) to identify any problems.

**17. Update on the Grant for a new Well and Water Treatment Improvements:**

- a. Drilling for the new well and making improvements to the water treatment plant will alleviate the water shortages we have every winter. The design and engineering for this project is almost complete.
- b. We held a pre-bid meeting on Tuesday, February 29 with our engineering firm JVA, to meet all the interested contractors and present the project specifications. If anyone is interested in looking at the project information, there is a hard copy in the town hall. Please make an appointment to view the documents.
- c. We applied for additional funding for this project through the EIAF grant (energy/mineral impact assistance fund) on March 1 and the grant application has been accepted for review.
- d. Construction for the well is planned for spring/summer of 2022.

**18. Update on 2021 Clear Creek County Hazard Mitigation Plan:**

A copy of the formal draft can be found on the Master Plan page of the website. This draft has not been finalized yet, but it's important to plan wildfire mitigation. Pages 256-264 show a list of 24 Goals for the Town of Empire. We are actively working on 6 of these goals right now and hope to make a lot of progress this spring and summer.

**19. Update on Clear Creek County Tourism Strategic Planning Workshop:**

Empire is participating in this county-wide effort. The County Tourism Bureau is taking the lead on a coordinated strategic plan that all the municipalities can participate in and benefit from. This is part of a grant program that the county applied for.

**20. Update on Clear Creek County Greenway Project:**

- a. The Scott Lancaster Memorial Bridge in Idaho Springs will be removed from use as a bridge by CDOT and repurposed as part of the Greenway Trail. Amy Saxton, Strategic & Community Planning Division Director for Clear Creek County, will coordinate with CDOT, document the move, and hold a ceremony to open the new location when the project is complete.
- b. Amy was also instrumental in making sure the Empire Wildlife Bridge Project was aware of the Greenway Trail and the possible section coming into Empire in the future. The bridge design now includes space for the trail to come under the bridge and not interfere with the fencing or the wildlife area.

**21. Update on Beautification Project Flowers along Park Avenue:**

Glenda Guanella is spearheading this project! We need volunteers to help plant flowers, pull weeds, and keep our landscaping beautiful throughout the summer. Please contact the clerk and I will pass your contact information onto Glenda. Every year we try to add more hanging baskets and planter barrels. If you can volunteer time or give a donation, we would greatly appreciate it! The flowers encourage travelers to stop and enjoy our quaint mountain town which helps our businesses to flourish. And the residents get to enjoy the beauty too!

**22. New Program Adopt-a-Hydrant:**

Now that our wildfire season is year-round, it's important that we are all aware of our fire hydrants and keep a clear path and easy access for our emergency responders. We are starting "Adopt-a-Hydrant" in Empire. For each hydrant in town, we would like to have a resident adopt it, and be responsible for keeping the ground clear for several feet around the hydrant. This includes heavy snowfall in the winter, and weeds in the summer. We are planning on putting flags on each hydrant to make them easier to locate in case of deep snow. We will introduce the program soon and give you more details.

**23. Public Comment:**

No Public Comment

**24. Reports:**

- a. Mayor: (CCFA)
  - i. CCFA IGA will expire at the end of 2022. The BOCC and the CCFA are currently working on a new agreement.

**b. 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. Ordinance Violations for trash and junk vehicles will be issued several weeks before Town Clean-Up Day. Dumpsters are provided on that day to help residents get rid of large items and yard debris.
- iv. Please remember that dogs need to be on leashes in town limits.
- v. 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.

**c. Events:**

- i. April 5, Tuesday: Empire Election Day
- ii. April 16, Saturday: Empire Easter Event
- iii. May 25, Wednesday: Lyle Wohler's Law Enforcement Awards and Luncheon  
The 2021 Lyle Wohler's Law Enforcement awards are for officers who have gone above and beyond the call of duty, and citizens who encourage and support the efforts of law enforcement to keep our communities safe and crime free. This prestigious award is in honor of Colorado State Patrol Technical Lyle Wohler's, who proudly served for 26 years in the Colorado State Patrol. Trouper Wohler's was brutally killed during a routine traffic stop near Georgetown, Colorado in 1992. Nomination petitions can be found on the Empire website under the tab "News from the Chief," and must be received by April 22nd. Last year our own Officer Lorenz was named Officer of the Year, and Bob Wise from Empire was named Citizen of the Year.
- iv. August 2, Tuesday: National Night Out
- v. September 10, Saturday: Devil on the Divide
- vi. TBD, Saturdays: Empire Farmer's Market
- vii. TBD, Saturday: Town Clean-Up Day
- viii. Third Saturday in June, July, August, & September: Adopt-a-Highway Clean-Up with Friends of Clear Creek

**d. Admin:**

- i. 2022 OHV Permit Renewals have been sent out. We are keeping the permit period starting in January to match our fiscal year and to keep the stickers simple with only one date listed. Stickers have been ordered and will be mailed as soon as we receive them.
- ii. 2022 Business License Renewals are being sent out, and no late fees will be applied.

**e. Public Works: (Parks, Streets)**

- i. The Dog Park will be closed for the month of May for maintenance and soil amendments.

f. **Planning Commission:**

- i. All Planning Commission meetings are in-person with remote access.
- ii. The next Master Plan Workshop will be held on Monday, March 21<sup>st</sup>, 2022, at 6:30 pm.
- iii. This month, the Regular Meeting will be held on Wednesday, March 30<sup>th</sup>, 2022, at 6:30 pm.
- iv. Next month, the Regular Meeting will be held on Wednesday, April 27<sup>th</sup>, 2022, at 6:30 pm.

**25. New Business**

No New Business


**26. The Next Board of Trustees Regular Meeting is April 19, 2022, at 6:30 pm. In-person with remote access.**

**27. Adjourn Meeting**

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

The meeting was adjourned at 8:25 PM.

  
(mayor)

  
(town clerk)