

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***  
January 17, 2023

**1. Call to Order**

The meeting was called to order at 7:02 PM.  
The meeting was held in person and through Zoom.

**2. Roll Call**

**Present:** Mayor Wendy Koch, Mayor Pro-Tem Linda Robertson, Trustee Susan Owen, Trustee Lorry Singmaster, Attorney Colleen McCroskey, Town Clerk Jeannette Piel.  
**Absent:** Trustee Denise Tennant, Trustee Shannon Hickman  
**A quorum was present at the meeting.**

**3. Approval of Agenda**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR JANUARY 17, 2023, TRUSTEE SINGMASTER PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**4. Approval of Minutes: December 27<sup>th</sup>, 2022 Supplemental Meeting**

**TRUSTEE OWEN MOTIONED TO APPROVE THE MINUTES FOR DECEMBER 27, 2022, SUPPLEMENTAL MEETING, TRUSTEE SINGMASTER PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

**5. Resolutions:**

- a. Resolution 23-01: 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.

**TRUSTEE ROBERTSON MOTIONED TO ADOPT RESOLUTION 23-01: 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.

**6. Vote to approve a donation to KYGT “The Goat,” Clear Creek Radio of \$500.00.**

**TRUSTEE ROBERTSON MOTIONED TO APPROVE A DONATION TO KYGT “THE GOAT,” CLEAR CREEK RADIO OF \$500, TRUSTEE SINGMASTER PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The donation to KYGT of \$500 is approved.

## **7. Update on timeline for Harmony Domes Annexation Project**

The Town does not have any action items at tonight's meeting, but we anticipate starting the Board's evaluation process at the February meeting. At that meeting, we plan to announce that a Public Hearing will be scheduled for March 21st, 2023, which will be announced in the Clear Creek Courant as well as all standard Town communications.

## **8. Announcement of Goals set for 2023 Budget Year**

Our primary goal for the budget process was to put people first: prioritize adding staff members and increasing wages.

We anticipated it would take several months to fill all positions in the Police Department, and we were pleasantly surprised that we are already fully staffed! Hence the Meet and Greet reception scheduled for Feb 1<sup>st</sup>, which we will tell you about in the next agenda item. John and Andrew have elevated the reputation of the Empire Police Department to the level where people were applying simply from hearing there might be an opening. We now have people on our staff that came from Clear Creek County, Idaho Springs, and Georgetown.

The Administrative team is coming together in tremendous ways! Our number one goal is to get everything caught up! It takes time to train, but we are well on our way to fully functional.

You may have noticed lots of boxes out on tables across the back of the room. This is a massive project to organize and then scan many of our town records. This will give us access to historical records that can be very helpful when creating new town documents, updating the Master Plan, applying for Grants, etc. Information is the foundation for our department, and this will greatly improve our processing.

We continue to update the Cemetery records, which is a massive project as well. We are creating a database for all the Cemetery records and historical information. This summer, our goal is to look at the Cemetery and confirm that records are correct, then start identifying the rows and walkways to make it easier to navigate.

The organization and fact checking phase of the Master Plan will happen in the first half of the year, we hope to have a draft for the town to evaluation before summer, and the public will be invited to make comments and ask questions before it is presented to the Board for approval.

We are committed to exploring every grant opportunity to help us initiate some larger projects for improvements and maintenance, hopefully including roads, parks, and facilities. Grants are our best tool to accomplish larger infrastructure projects.

Every year we identify an item to work on for the Ball Placer. This year, we will be working with our water attorney to determine if we can and therefore how to use our Bard Creek water rights legally and effectively. This is a very laborious process and will probably take the full year. However, it is an essential step to determine what we are able to accomplish in the Ball Placer.

Beautification – we received a generous donation to start using metal poles for our Street of Flags Program. We are excited to show you how classy and professional the flags look with the new and improved poles. We also plan to add several barrel planters throughout town and improve our landscaping.

This is the first round of staff goals, and we will continue to share more as the year progresses and we will bring you updates as well.

**9. Announcement of Presentation and Reception “MEET & GREET THE EMPIRE POLICE DEPARTMENT.”**

Wednesday, February 1st, 2023, at 6:30 pm in Town Hall. Coffee and Light Refreshments will be served. Meet the team, hear about all the recent changes, and ask questions in a casual setting.

**10. Public Comment:**

No Public Comment

**11. Reports:**

a. Planning Commission:

- i. All Planning Commission meetings are in-person with remote access.
- ii. This next Regular Meeting will be held on Wednesday, January 25<sup>th</sup>, 2023, at 6:30 pm.

**12. New Business from Board of Trustee Members:**

No New Business

**13. The Next Board of Trustees Regular Meeting is February 21, 2023, at 6:30 pm. In-person with remote access.**

**13. Adjourn Meeting**

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

The meeting was adjourned at 7:19 PM.

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(mayor)

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(town clerk)