

Board of Trustees Regular Meeting Agenda

July 18, 2023 ~ 6:30 pm

Remote Meeting using the Zoom Platform Meeting ID: 837 9296 8131 Passcode: 474690

<https://us02web.zoom.us/j/83792968131?pwd=RkplanlZnNkd1NLT2luSGs3b04vdz09>

*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 state your name and address your comments to the Board. Thank you for your cooperation.*

*Also, please silence your phones and do not use them during the meeting out of consideration for your Board Members and Staff who are presenting information during the meeting.*

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. **Approval of Consent Agenda:**
  - a. Minutes June Regular Meeting
5. **Clear Creek County Department of Human Services Mayors and Commissioners Youth Award Program**
  - a. Presentation by Tracy Troia
  - b. Donation Request
6. **Reports:**
  - a. Mayor: (CCEDC, CDOT, CCFA)
  - b. Police:
    - i. Stats from Police Department
    - ii. National Night Out, Tuesday, August 1, from 4 – 7 pm in Minton Park.
  - c. Events:
    - i. Mile High Jeep Club, All-4-Fun weeklong event, Minton Park. Jul 22 – Jul 29
    - ii. Henderson BBQ for Empire. July 28<sup>th</sup>, 1-5 pm.
    - iii. Friends of Clear Creek Adopt-a-Highway Clean-Up. August 19<sup>th</sup>, 8-10 am.
    - iv. Devil on the Divide. September 9<sup>th</sup>.
  - d. Admin:
    - i. The Clerk will answer questions from previous meetings.
      1. The Welcome Park: There are extra millings in the Welcome Park because we will be doing work on the ingress and egress on both ends of the Park. We are awaiting a permit from CDOT to create highway access. Once that is done, we will continue working on the parking lot layout.
      2. Concrete Barriers: The remaining barriers in the Ball Placer belong to the Town. They will be used in various areas where we need a safety barrier, such as areas surrounding our Town Water and Sewer facilities, and parking lots.
      3. Road Design Standards: The staff is working on a manual for Road Design Standards, which will outline how to implement drainage improvements, parking improvements, and parking lot guidelines.
    - ii. Surveys: watch for paper and online surveys asking you questions about what you appreciate in Empire, what facilities you use, what you like to do, and what goals you would like for the Town. We will start by including small surveys in the upcoming

newsletters or mailed separately. This helps us set goals, prioritize projects, apply for grants, and plan the budget, just to name a few.

- iii. Grant Update: Well & WTP Project.
- iv. Grant Update: Water Distribution system.
- v. Grant Update: Applying for a Needs Assessment grant from Henderson to plan the Minton Park Bathroom Project.
- vi. Grant Update: Applying for a Needs Assessment grant to make changes to the traffic medians once the highway is resurfaced (water line, sprinkler system, electricity, license plate readers, streetlamp, additional perennials, and evergreen plants.)
- vii. Update: Flower Program, slowly adding additional barrel planters and trying a few different methods for water retention in the hanging baskets. We always appreciate donations to be able to plant more flowers!
- viii. Visitors Center Project: We replaced the deck boards and will be staining them. We will be painting the rail and benches. We will also be painting the outside and inside of the Visitor Center. It is being done in small sections so that we can leave the bathrooms open for as long as possible. We have received several compliments just from painting inside the bathroom stalls, and we have received a few additional donations as a thank you for how nice the bathrooms are.

e. Planning Commission:

- i. All Planning Commission meetings are in-person with remote access.
- ii. The next Regular Planning Commission Meeting will be held on Thursday, July 27<sup>th</sup>, 2023, at 6:30 pm.

7. **Public Comment:** Public comment is limited to 5 minutes per person. The Board does not respond to questions during this time. For operational questions, please email the clerk.

8. **Review Board of Trustees Training from July 5<sup>th</sup>, plan for future options**

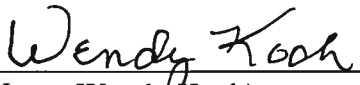
9. **New Business from Board of Trustee Members:**

10. **Moment of Appreciation**

11. **The Next Board of Trustees Training Workshop is TBD.**

12. **The Next Board of Trustees Regular Meeting is Tuesday, August 15<sup>th</sup>, 2023, at 6:30 pm. In-person with remote access.**

13. **Adjourn Meeting**

  
\_\_\_\_\_  
(Mayor Wendy Koch)

  
\_\_\_\_\_  
(Town Clerk Jeannette Piel)

Town of Empire  
30 East Park Avenue/P.O. Box 100 Empire, Co 80438  
303.569.2978 - 303.569.2282 fax

**Board of Trustees Regular Meeting Minutes**  
**July 18, 2023 ~ 6:30 pm**

In Person and Remote Meeting using the Zoom Platform.

**1. Called Meeting to Order** - Mayor Koch called the meeting to order at 6:34 PM.

**2. Roll Call** – The Empire Board of Trustees requires a simple majority of four trustees present at the meeting for a quorum.

**Present:** Mayor Wendy Koch, Mayor Pro-Tem Linda Robertson and Trustees Denise Tennant, Jacob Belcher, and Randy Horning. Also in attendance were Deputy Chief Keith Sanderson and Clerk Jeannette Piel. Attorney Brandon Dittmen introduced his colleague Attorney Wilson Scarbeary, both of whom attended via Zoom.

**Absent:** Trustees Susan Owen and Lorry Singmaster.

A quorum was present at the meeting.

**3. Approval of Agenda** - A typo has been corrected on agenda item 12: the date of the next meeting of the Board of Trustees is August 15th, 2023.

**TRUSTEE HORNING MOTIONED TO APPROVE THE AMENDED AGENDA FOR JULY 18, 2023, TRUSTEE BELCHER SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

Amended Agenda was approved.

**4. Approval of Consent Agenda:**

a. Minutes June Regular Meeting

**TRUSTEE TENNANT MOTIONED TO APPROVE THE JUNE 20, 2023 CONSENT AGENDA, TRUSTEE HORNING PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

Consent Agenda was approved.

**5. Clear Creek County Department of Human Services Mayors and Commissioners Youth Award Program**

a. Presentation by Tracy Troia: The Mayors and Commissioners Youth Award Program has been awarding area youth, ages 13-19, who have overcome barriers to success, with scholarships for over 20 years. A non-related community member must nominate a youth, and they are given \$500.00 for school related activities, a laptop, earbuds, and more.

b. Donation Requested.

**TRUSTEE HORNING MOVED TO APPROVE A DONATION OF \$500.00 FOR THE MAYORS AND COMMISSIONERS YOUTH AWARD PROGRAM, MAYOR PRO-TEM ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

Donation to Mayors and Commissioners Youth Award Program approved.

## 6. Reports:

a. Mayor: (CCEDC, CDOT, CCFA): CDOT is making preparations for HWY 40 resurfacing, which may begin in March of 2024. They will be putting in a signal near the rafting company to act as a walk signal. Once we produce the required traffic count minimums, there may be a possibility to rewire it into a stoplight.

### b. Police:

i. Stats from Police Department: Deputy Chief Keith Sanford reported the Empire Police have responded to about 55 cases this past month. Our LEA will be working at the Mile High Jeep Club event this weekend in Minton Park.

ii. National Night Out, Tuesday, August 1, from 4 – 7 pm in Minton Park.

### c. Events:

- i. Mile High Jeep Club, All-4-Fun weeklong event, Minton Park. Jul 22 – Jul 29
- ii. Henderson BBQ for Empire. July 28<sup>th</sup>, 1-5 pm.
- iii. Friends of Clear Creek Adopt-a-Highway Clean-Up. August 19<sup>th</sup>, 8-10 am.
- iv. Devil on the Divide. September 9<sup>th</sup>.

### d. Admin:

i. The Clerk answered questions from previous meetings:

1. The Welcome Park: There are extra millings in the Welcome Park because we will be doing work on the ingress and egress on both ends of the Park. We are awaiting a permit from CDOT to create highway access. Once that is done, we will continue working on the parking lot layout.
2. Concrete Barriers: The remaining barriers in the Ball Placer belong to the Town. They will be used in various areas where we need a safety barrier, such as areas surrounding our Town Water and Sewer facilities, and parking lots.
3. Road Design Standards: The staff is working on a manual for Road Design Standards, which will outline how to implement drainage improvements, parking improvements, and parking lot guidelines.

ii. Surveys: Watch for paper and online surveys asking you questions about what you like in Empire, what facilities you use, what you like to do, and what goals you would like for the Town. We will start by including small surveys in the upcoming newsletters or mailed separately. This helps us set goals, prioritize projects, apply for grants, and plan the budget, just to name a few.

iii. Grant Update: Well & WTP Project - Construction is complete, we are just waiting on some final testing that must be approved by the State. We won't have final invoices

and final numbers until August, and at that time we will have all the Grant information available for Public viewing.

- iv. Grant Update: Water Distribution system - This grant project is in its first steps. We have a project plan, we already have an entire Town water system map in it's first draft, and we will discuss next steps later this week.
- v. Grant Update: Applying for a Needs Assessment grant from Henderson to plan the Minton Park Bathroom Project - The current bathrooms are unrepairable, and the staff is working with Henderson Mine, through their grant program, to put together a project plan. This is a very large, expensive project, because it involves removing the bathrooms that are there, including removing underground tanks, and building something new. Once the project plan is complete, we will explore other funding options as well.
- vi. Grant Update: Applying for a Needs Assessment grant to make changes to the traffic medians once the highway is resurfaced (water line, sprinkler system, electricity, license plate readers, streetlamp, additional perennials, and evergreen plants.)
- vii. Update: Flower Program, slowly adding additional barrel planters and trying a few different methods for water retention in the hanging baskets. We always appreciate donations to be able to plant more flowers!
- viii. Visitors Center Project: We replaced the deck boards and will be staining them. We will be painting the rail and benches. We will also be painting the outside and inside of the Visitor Center. It is being done in small sections so that we can leave the bathrooms open for as long as possible. We have received several compliments just from painting inside the bathroom stalls, and we have received a few additional donations as a thank you for how nice the bathrooms are.

e. Planning Commission:

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- ii. The next Regular Planning Commission Meeting will be held on Thursday, July 27th, 2023, at 6:30 pm.

**7. Public Comment:** Public comment is limited to 5 minutes per person. The Board does not respond to questions during this time. For operational questions, please email the clerk.

**No public comment.**

**8. Review Board of Trustees Training from July 5th, plan for future options**

The Board discussed major takeaways from the training and completed a prioritization for future educational workshops. The next training may be in early September so Board Members can attend National Night Out on August 1st.

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

No new business.

**10. Moment of Appreciation:** Clerk Piel asked participants to share what they appreciate, love and miss when they're gone from Empire:

- Sunsets
- Family Feel
- Waking up Saturday morning with clear, crisp AIR: CAMPING AIR
- Water
- Small: real community
- Know our Neighbors
- Drink Coffee and see 3 of the 4 mountain points of the star-shaped valley.
- The View
- Smallness
- Minton Park
- Perma Vacationers! We vacation here and we live here.
- Everyone's unique in a small town. You say Hi and you can build a relationship.
- Beautiful Town Hall: one of the most beautiful in Colorado, above a brewery with all the wood!
- Eagles up Bard Creek.
- Discussion of turkey vultures vs eagles. A pair of golden eagles roost every winter up bard creek for the past few years. They watch over us.
- A fawn that roams the area on the East side of town.
- An albino goose.

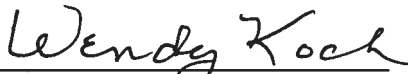
**11. The Next Board of Trustees Training Workshop is TBD.**

**12. The Next Board of Trustees Regular Meeting is Tuesday, August 15th, 2023, at 6:30 pm. In-person with remote access.**

**13. Adjourned Meeting.**

**MAYOR PRO-TEM ROBERTSON MOTIONED TO ADJOURN, TRUSTEE HORNING SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The meeting was adjourned at 7:50 PM.

  
\_\_\_\_\_  
(Mayor Wendy Koch)

  
\_\_\_\_\_  
(Town Clerk Jeannette Piel)



# Clear Creek County

POST OFFICE BOX 2000  
GEORGETOWN, COLORADO 80444

TELEPHONE: (303) 679-2300

June 21, 2023

Ms. Wendy Koch  
Mayor,  
Town of Empire

Ms. Koch and Board of Trustees;

Each year the Clear Creek County Department of Human Services administers the Mayors and Commissioners Youth Award Program. This program is to honor youth between the age of 13 and 19 who have overcome personal adversity and created positive change in their lives. The youth who receive this award must be nominated and exhibit the criteria within the nomination form.

All nominees will be recognized at an Award Ceremony dinner. The awarded recipients will receive a plaque commemorating their achievements, a gift bag which includes a laptop, mouse, earbuds, and a 1 year subscription to Microsoft Office, and a \$500 award to be used towards an institution of higher learning, Driver's Education, summer camp, or a club sport of their choosing.

The County allows us a budget to work within, but because it is a countywide program, we always ask for contributions from the towns and businesses to help offset the expense. Letters are sent out to these businesses and communities within and surrounding Clear Creek County asking for contributions of any amount.

In 2023 there are 7 youth that will be recognized and awarded, (2) from the Georgetown, (1) from the Lawson/Dumont/Downieville area, (1) from Floyd Hill and (3) from Idaho Springs.

Thank you for your time and consideration. I look forward to meeting with you on May 23<sup>rd</sup>, 2022 to answer any questions you may have.

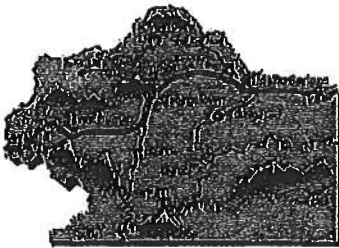
Sincere Regards,

Tracy Troia  
Clear Creek County  
Department of Human Services  
Coordinator, Mayors and Commissioners Youth Award

Enclosures: Mayors and Commissioners Youth Award Letter and Nomination Form  
Donation Request Letter

*"Honoring Our Past, While Designing Our Future"*

Clear  
Creek  
County  
Mayors  
and  
Commissioners  
Youth  
Award



**Our Mission**

*To identify and recognize teenagers who have overcome obstacles and have risen to challenges life has presented.*

Post Office Box 2000  
Georgetown, Colorado  
80444

Telephone:  
303-679-2364

Fax:  
303-679-2443

April 19, 2023

To Whom It May Concern;

The Clear Creek County Mayors and Commissioners Youth Award recognizes teenagers between the ages of 13 and 19 who have overcome difficult situations in their lives by making positive changes and by exhibiting strength and determination in the face of adversity. The young people recognized are youth who have triumphed over adversities and serve as inspirations and role models and often have not had any official recognition.

The awards program provides business, community, and civic leaders an opportunity to actively demonstrate their belief in and support for the young people in our communities.

The nominees will be recognized at an Award Ceremony dinner and the awarded recipients will receive a plaque commemorating their achievement, a gift bag that includes a laptop, mouse, earbuds, and 1-year subscription to Microsoft Office, and a \$500 award to an institution of higher learning, driver's education, summer camp, or club sport of their choosing.

We are asking for your heartfelt contribution to this worthy cause to help fund the program with the goal of someday growing the program into a \$1000 scholarship.

Your donation is a continuous reflection of the ever-increasing dedication, enthusiasm and love for the people our community!

**Contributions should be made out to: Clear Creek Mayors and Commissioners Youth Award, and sent to P.O. Box 2000, Georgetown, Colorado 80444.**

If you have any questions, please feel free to contact me.

Sincerely,



Tracy Troia  
MCYA Coordinator  
Clear Creek County  
Department of Health and Human Services



Clear  
Creek  
County  
Mayors  
and  
Commissioners  
Youth  
Award

**2022-2023 Nomination Form  
Mayors and Commissioners Youth Award**

Details

1. Nomination forms must be received no later than **Friday, March 18, 2022**. ***Nominations will not be accepted after this date.***
2. Please indicate if any part of this information should be kept **confidential**.
3. Nominee's age as of December 31, 2022 must be between 13 and 19.
4. If you wish to receive a nomination form electronically, please contact **Tracy Trola at: ttrola@clearcreekcounty.us**.

**Step 1 Tell us about your nominee.** (Please enter information in the fields below and fill the form out completely.) **PLEASE TYPE OR PRINT LEGIBLY.**

Date: \_\_\_\_\_ Gender: Male Female

Name of Nominee: \_\_\_\_\_

Nominee's Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Nominee's email: \_\_\_\_\_

Nominee's age as of 12/31/2022 \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If student, school attending: \_\_\_\_\_ Grade Level (If applicable): \_\_\_\_\_

.....  
Nominator's Name: \_\_\_\_\_

Nominator's Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Nominator's Relationship to Nominee: \_\_\_\_\_

Nominator's Email: \_\_\_\_\_

.....  
Additional Contact Person: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

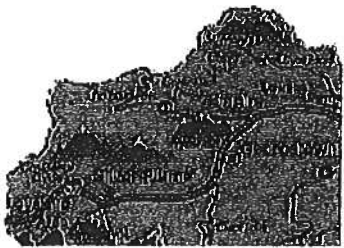
Email: \_\_\_\_\_

To the best of my knowledge, all the information provided in this application is true and reflects the nominee accurately. I have made note of specific information about the nominee that needs to be kept confidential.

\_\_\_\_\_  
Signature of Nominator Date

\_\_\_\_\_  
Signature of Nominee Date

**Complete entire nomination form and mail or email to:**  
Tracy Trola  
Clear Creek County Department of Health and Human Services  
PO Box 2000  
Georgetown, Colorado 80444  
Dir: 303-679-2364  
Email: ttrola@clearcreekcounty.us



Post Office Box 2000  
Georgetown, Colorado  
80444

Telephone:  
303-679-2364

Fax:  
303-679-2443

**Step 2 Tell us why your nominee deserves this award.**

Please be as specific as you can and use additional sheets if necessary. Pertinent supplementary material may be included. (Please fill this form out completely by typing or printing legibly in the form fields below.) Very brief, illegible, or nominations with incomplete information, may not be given as much consideration.

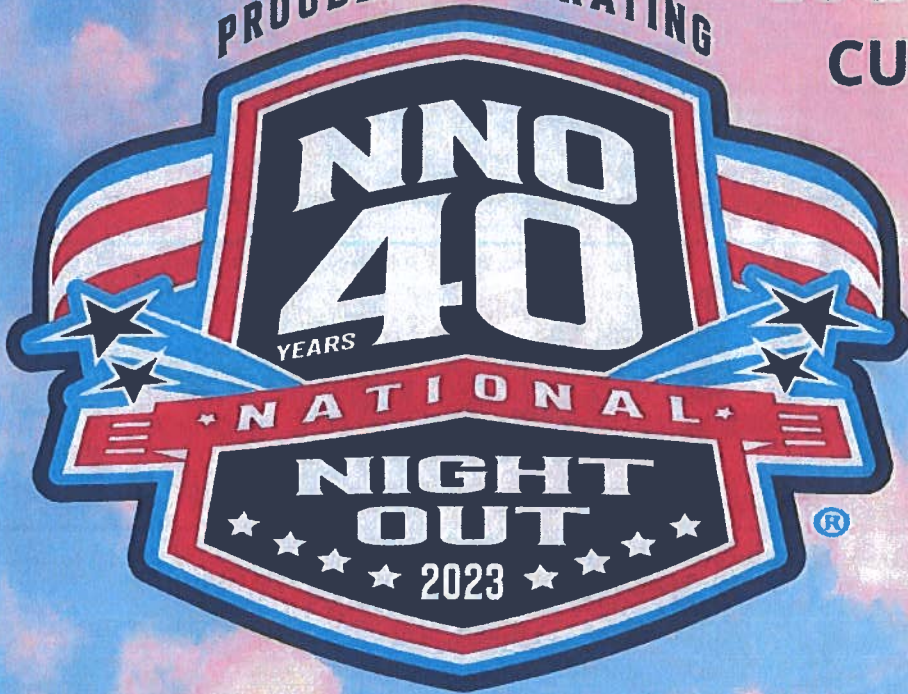
Provide as much information and as many specific examples as possible. (Examples might include: overcoming physical, emotional, or other challenges; providing financial or emotional support to family and friends; care of sick or elderly sibling, parent, or friend; **providing positive leadership and role modeling** for other youth; positive behavioral changes; and **community involvement**.)

1. Describe the personal adversity, difficult environment, or limitations your nominee has overcome.
2. What were the key factors that helped your nominee turn his or her adversity to advantage?
3. In what ways has your nominee benefited other youth, their family, or their community?  
**This category must include community service and/or school sponsored program (sports or club).**
4. Why do you feel your nominee should receive this award?

PROUDLY CELEBRATING

LOCAL POSTAL  
CUSTOMER

PRSR STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM Retail



POLICE • COMMUNITY PARTNERSHIPS

CLEAR CREEK RESIDENTS

# NATIONAL NIGHT OUT 2023

**AUGUST 1ST, 2023 4-7PM**

**MINTON PARK**

**400 S. MAIN ST.**

**EMPIRE, CO 80438**

*COME FOR A MEET AND GREET WITH THE EMPIRE POLICE  
DEPARTMENT AND CLEAR CREEK FIRST RESPONDERS*

**FREE FOOD, RAFFLE & PRIZES!**

TOGETHER, WE ARE MAKING COMMUNITIES  
SAFER, MORE CARING PLACES TO LIVE AND WORK

## Town of Empire – photos of completed Well House

