

Board of Trustees Regular Meeting Agenda

October 17, 2023 ~ 6:30 pm

Remote Meeting using the Zoom Platform Meeting ID: 862 2200 2595 Passcode: 089239
<https://us02web.zoom.us/j/86222002595?pwd=bHd4UG1BOVd3Vks5dFZCMTRLUmZTQOT09>

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 September Regular Meeting
5. **Presentation on the Multi-Jurisdictional Housing Authority (MJHA)**
 - a. Willa Williford: Consultant from Williford Housing
 - b. Amy Saxton: Strategic & Community Planning Division Director
 - c. PowerPoint Presentation
 - d. Discussion from the Board of Trustees
 - e. Questions/Discussion from the Public
 - f. We adopted Resolution 21-18 on December 14th, 2021, declaring a local disaster emergency due to the workforce housing crisis
 - g. Ask for consensus vote to participate in the MJHA so we can provide funding in our 2024 Budget
 - h. When the MJHA is fully formed, Empire will adopt a Resolution to participate
6. **Continue Discussion of the 2024 Town of Empire Proposed Budget**
 - a. Overview of Budget Process and Timeline
 - b. Goals and Priorities
 - c. Multi-Year Projects and Grant Projects
 - d. Explanation of Budget Codes and Classes
 - e. Evaluate Proposed Budget
 - f. Discussion from the Board of Trustees
 - g. Questions/Discussion from the Public
7. **Resolutions:**
 - a. **Resolution 23-07: Dissolving the Empire Police Department Reserve Officer Program**
 - i. Chief Lorenz will explain the cost savings of dissolving the program
 - b. **Resolution 23-08: Declaring Unused Police Equipment as Surplus**
 - i. Unused and decommissioned equipment may be sold to other agencies
 - c. **Resolution 23-09: Opting into Proposition 123**
 - i. Empire has completed the opt-in commitment application. Our annualized commitment is 1 unit, and our three-year commitment is a total of 4 units. We are collaborating with Clear Creek County, the City of Idaho Springs, the Town of Georgetown, and the Town of Silver Plume to address affordable housing and work together toward the total commitment for the combined group.

8. Discuss a contract with Clear Creek Surveying

- a. Project to survey all Town ROW's

9. Discuss Possible Ordinance Updates: The Board will hold a work session to decide specific changes they'd like to see implemented

- a. Term length, Term limits, alternating terms for BOT positions
- b. Requirements for BOT and Mayor
- c. BOT Attendance
- d. Action Minutes for both BOT & PC
- e. Town Administrator
- f. Discuss the number of Marijuana Licenses in Town and if that should change
- g. Questions/Discussion from the Public

10. Reports:

- a. Mayor: (CCEDC, CDOT, CCFA)

- b. Police:

- i. Anyone can pick up a Voluntary Statement Form for non-emergency complaints from the Police Department Office, Administrative Office, or the Town Website.
- ii. Stats from Police Department

- c. Public Works

- d. Events:

- i. October 21st – noon to 2 pm – Open House at Harmony Domes. Take a look inside the Dome! Pick up a flyer for details.
- ii. October 28th – Saturday Trick or Trunk in Theobald Park 4-5 pm, then Chili Cookoff and Scarecrow Contest in Town Hall 5-7 pm. Pick up a flyer for details.

- e. Upcoming Events:

- i. November 2nd – 5:30 to 7:30 pm Clear Creek County Courthouse – ROMP Open House! For details and to register RSVP for the event

Please join an Open House event to review and weigh in on the recently published DRAFT of Clear Creek's Recreation in the Outdoors Management Plan (ROMP). The ROMP is a community-informed plan for how we as a community, and as a collective of land managers, can effectively manage recreation in this county. What are the priorities? What principles should guide us as we set out to manage those priorities? The ROMP was developed over the last year through a community-informed process that included surveys, consolidation of past research and multiple input sessions from stakeholders, community teams and land managers to develop the draft plan. The Open House event is a time for you to check out what we came up with and help us improve and finalize it so we can have an aligning vision to guide management decisions across jurisdictions.

Pick up a flyer for details.

- ii. December 9th – Saturday Empire Community Christmas Celebration! Mark your calendars! Everyone in the Empire Zip Code will receive a flyer with the details in November. If you are an artist or know any artists in Empire or in Clear Creek County, please encourage them to submit original artwork, or a high-quality photo or their artwork, to be featured in our Christmas advertisements and displayed in Town Hall. We prefer Christmas or winter themed art but will accept all entries.

- f. Admin:

- g. Ad-hoc Committees: These groups are advisory only, and do not have decision-making capacity.
 - i. Traffic Safety Task Force: We are struggling to find a time that all involved parties can meet. Chief Lorenz and Clerk Piel will meet with individuals or small groups to facilitate the task force discussions.
 - ii. Parks Advisory Committee: We will advertise for people with experience in Park design to participate in the different phases of creating and implementing the Parks and Recreation Master Plan.
 - iii. Road & Bridge Advisory Committee: We will advertise for people with experience in Road design and construction to participate in the different phases of creating and implementing the Road and Bridge Master Plan.
- h. Planning Commission:
 - i. All Planning Commission meetings are in-person with remote access.
 - ii. The next Regular Planning Commission Meeting will be held on Wednesday, October 25th, 2023, at 6:30 pm.

11. Answer Public Comment Questions from previous meeting:

- a. Melissa Martin:
 You were concerned that you missed the Minton Park Bathroom Survey and asked if we advertised it. We announced it in the July & August Board Meetings, it was a full page in the August Newsletter, we had a link on the website, we posted it on FaceBook, we put copies in the Visitor's Center and the Gas Station, we had copies in Town Hall, and we created a QR code that was posted at Minton Park and several other places around Town. We had a successful response with 66 surveys returned.
 The water main pipes on North Main Street and Sunny Ave will be investigated and possibly replaced next summer as part of the Water Distribution System Grant. We will also be investigating some of our sewer lines, we were not previously aware of a sewer line problem on Sunny Avenue. Thank you for bringing that to our attention, we will look into it.
- b. Robin Raulf-Sager:
 You asked if the Traffic Safety task force can be expedited. We mentioned earlier in the Report section that we will be bringing smaller groups together since we can't find a time for the whole group, and continue working that way.
- c. Margi Kaspari:
 Periodically we do have RV's that are unaware that we do not have overnight camping within Town limits. We also have people that need reminding that OHV's are not allowed on County roads. Both of these issues require new or additional signs to communicate the Rules. As we stated earlier with our discussion to approve the surveying contract, having our ROW's surveyed is the first step for the Town to put up additional signs, and that will include signs to prohibit camping. The County is responsible for signs on County roads, you need to let them know you would like more signs on the County portion of the road.

12. 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.

13. Moment of Appreciation

14. Board of Trustees Training Program

15. New Business from Board of Trustee Members

16. The Next Board of Trustees Workshop is TBD.

17. The Next Board of Trustees Regular Meeting is Tuesday, November 21st, 2023, at 6:30 pm. In-person with remote access.

18. Executive Session to discuss the Town's Sign Code:

- a. Pursuant to C.R.S. 24-6-402(4)(b) the Board of Trustees is convening in executive session to confer with the Town Attorney for the purpose of receiving legal advice related to the Town's Sign Code and the enforcement thereof.

19. Adjourn Meeting

Wendy Koch
(Mayor Wendy Koch)

J Piel
(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
October 17, 2023 ~ 6:30 pm

In Person and Remote Meeting using the Zoom platform.

1. Call Meeting to Order

Mayor Wendy Koch called the meeting to order at 6:32 PM. The meeting was held in person and through Zoom.

- 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, Trustee Trustee Denise Tennant, Trustee Jacob Belcher and Trustee Randy Horning. Also in attendance were Town Clerk Jeannette Piel and Police Chief Andrew Lorenz. Attorney Wilson Scarbeary attended virtually on Zoom.

Absent: Trustee Lorry Singmaster

A quorum was present at the meeting.

3. Approval of Agenda

TRUSTEE ROBERTSON MOTIONED TO APPROVE THE AGENDA FOR OCTOBER 17, 2023, TRUSTEE BELCHER SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Agenda was approved.

4. Approval of Consent Agenda:

- a. Minutes September Regular Meeting

Agenda was amended to remove approval of item b. Minutes October Supplemental Meeting

TRUSTEE BELCHER MOTIONED TO APPROVE THE AMENDED CONSENT AGENDA, TRUSTEE HORNING PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, FOUR WERE IN FAVOR, MOTION PASSED.

The amended Consent Agenda was approved.

5. Presentation on the Multi-Jurisdictional Housing Authority (MJHA)

- a. Willa Williford: Consultant from Williford Housing
b. Amy Saxton: Strategic & Community Planning Division Director
c. PowerPoint Presentation
d. Discussion from the Board of Trustees

The Board discussed what would make the partnership beneficial, like planning assistance, technical resource for code enforcement with habitability, housing trainings:

- suggested more help with rent control, not just executive director
- pooling resources to encourage developers to keep housing affordable
- working definitions of affordable housing vary; housing here is not affordable to teachers, minimum wage workers etc.
- Empire's \$1,000 requested contribution would create equal partners with other county towns.
- research price ranges of housing that work for county employees, business tax breaks and build in current property improvements without rent increases.

e. Questions/Discussion from the Public

Public Discussion included:

- The MJHA would start with Empire, Georgetown, Idaho Springs and Silver Plume. Areas in the county like the west side of Evergreen and St. Mary's may be included in the future.
- Members of the MJHA Board would be volunteer, and conflicts of interests would adhere to the same code of conduct as other entities of local governments.
 - f. We adopted Resolution 21-18 on December 14th, 2021, declaring a local disaster emergency due to the workforce housing crisis
 - g. Ask for consensus vote to participate in the MJHA so we can provide funding in our 2024 Budget

Consensus vote passed and the \$1,000 will be put into the budget. The County will present a draft IGA in December.

- h. When the MJHA is fully formed, Empire will adopt a Resolution to participate

6. Continue Discussion of the 2024 Town of Empire Proposed Budget

a. Overview of Budget Process and Timeline

High level discussion tonight, with details of 3rd quarter and 4th quarter projections to be reviewed at the extra workshop on November 7th, 2023. Budgeting is a year-long process with a goal to have the budget adopted at the November 21st, 2023 meeting (Linda and Jacob will zoom in).

b. Goals and Priorities

The Board of Trustees helps the town set priorities that help the town with budgeting. Strategic planning was identified as a priority, which aligns with current staff goals.

c. Multi-Year Projects and Grant Projects

Staff time will be required to complete current projects and pursue future funding.

d. Explanation of Budget Codes and Classes

e. Evaluate Proposed Budget

Clerk Piel walked through some line items and more detailed discussions will occur on November 7th.

f. Discussion from the Board of Trustees

Board discussion included:

- The Empire Business Partnership line item is from business licenses and is used to fund Christmas party prizes.
- The projected sales tax revenue will be close to \$200,000 at the end of the 3rd quarter and is projected to increase in the 4th quarter.

e. Questions/Discussion from the Public

Kim Hubert: Asked why the police would not be calling in calls, and Chief Lorenz explained JeffCom will not charge for officer initiated calls like the previous arrangement did.

7. Resolutions:

a. Resolution 23-07: Dissolving the Empire Police Department Reserve Officer Program

- i. Chief Lorenz explained the cost savings of dissolving the program.

TRUSTEE BELCHER MOTIONED TO ADOPT RESOLUTION 23-07: DISSOLVING THE EMPIRE POLICE DEPARTMENT RESERVE OFFICER PROGRAM, TRUSTEE TENNANT PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Resolution 23-07 is adopted and is effective immediately.

b. Resolution 23-08: Declaring Unused Police Equipment as Surplus

- i. Unused and decommissioned equipment may be sold to other agencies.

TRUSTEE HORNING MOTIONED TO ADOPT RESOLUTION 23-08: DECLARING UNUSED POLICE EQUIPMENT AS SURPLUS, TRUSTEE ROBERTSON PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.
Resolution 23-08 is effective immediately.

c. Resolution 23-09: Opting into Proposition 123

- i. Empire has completed the opt-in commitment application. Our annualized commitment is 1 unit, and our three-year commitment is a total of 4 units. We are collaborating with Clear Creek County, the City of Idaho Springs, the Town of Georgetown, and the Town of Silver Plume to address affordable housing and work together toward the total commitment for the combined group.

TRUSTEE TENNANT MOTIONED TO ADOPT RESOLUTION 23-09: OPTING INTO PROPOSITION 123, TRUSTEE BELCHER PROVIDED THE SECOND, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.
Resolution 23-09 is effective immediately.

d. Resolution 23-10: Approve a contract with Clear Creek Surveying

- i. Project to survey all Town ROW's

Attorney Scarbeary will draft a finalized agreement to include timeline as the town cannot enter into multi-year agreements. Also to be added is clarity about the scope of work.

8. Discuss Possible Ordinance Updates: The Board will hold a work session to decide specific changes they'd like to see implemented

Clerk Piel explained the suggestion from the Town's Attorneys is to hold a workshop to hold a discussion in more detail. The items are:

- a. Term length, Term limits, alternating terms for BOT positions
- b. Requirements for BOT and Mayor
- c. BOT Attendance
- d. Action Minutes for both BOT & PC
- e. Town Administrator
- f. Discuss the number of Marijuana Licenses in Town and if that should change
- g. Questions/Discussion from the Public

Discussion included inquiries about the pot license and adding the planning commission to Empire's minutes ordinance.

9. Reports:

- a. Mayor: (CCEDC, CDOT, CCFA)

CDOT is working with consultants on repaving HWY 40 in 2024/25. CCFA presented options for fire authority.

- b. Police:

- i. Anyone can pick up a Voluntary Statement Form for non-emergency complaints from the Police Department Office, Administrative Office, or the Town Website. These may be anonymous and may be put into an envelope, labeled to the police, and in the water bill slot at Town Hall.
- ii. Stats from Police Department - tabled.

- c. Public Works:

d. Events:

- i. October 21st – noon to 2 pm – Open House at Harmony Domes. Take a look inside the Dome! Pick up a flyer for details.
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- i. All Planning Commission meetings are in-person with remote access.
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- b. Robin Raulf-Sager: You asked if the Traffic Safety task force can be expedited. We mentioned earlier in the Report section that we will be bringing smaller groups together since we can't find a time for the whole group, and will continue working that way.
- c. Margi Kaspari: Periodically we do have RV's that are unaware that we do not have overnight camping within Town limits. We also have people that need reminding that OHV's are not allowed on County roads. Both of these issues require new or additional signs to communicate the Rules. As we stated earlier with Resolution 23-10 to approve the surveying contract, having our ROW's surveyed is the first step for the Town to put up additional signs, and that will include signs to prohibit camping. The County is responsible for signs on County roads, you need to let them know you would like more signs on the County portion of the road.

11. 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.

12. Moment of Appreciation

Tabled.

13. Board of Trustees Training Program

No additional training this month due to the budget process.

14. New Business from Board of Trustee Members

Susan Owen has submitted a letter resigning from the Board of Trustees.

15. The Next Board of Trustees Workshop is November 7, 2023 at 6:30 pm.

16. The Next Board of Trustees Regular Meeting is Tuesday, November 21st, 2023, at 6:30 pm. In-person with remote access.

17. Executive Session to discuss the Town's Sign Code:

- a. Pursuant to C.R.S. 24-6-402(4)(b) the Board of Trustees is convening in executive session to confer with the Town Attorney for the purpose of receiving legal advice related to the Town's Sign Code and the enforcement thereof.

18. Adjourn Meeting

TRUSTEE TENNANT MOTIONED TO ADJOURN THE REGULAR MEETING AND RECONVENE IN EXECUTIVE SESSION, TRUSTEE BELCHER SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 9:40 pm.

Wendy Koch
(Mayor Wendy Koch)

J Piel
(Town Clerk Jeannette Piel)

The executive session commenced at 9:40 pm and was concluded at 10:15 pm. The participants were Board of Trustee Members Linda Robertson, Denise Tennant, Jacob Belcher, and Randy Horning; Attorney Wilson Scarbeary, Town Clerk Piel, and Police Chief Andrew Lorenz; and Staff Members Jennifer Boswell, Lisa Kunze, Bob Wise, and Kevin Luce. The recording of the executive session will be kept for a minimum of 90 days.

**TOWN OF EMPIRE, COLORADO
RESOLUTION 23-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF EMPIRE,
COLORADO DISSOLVING THE EMPIRE POLICE DEPARTMENT RESERVE
OFFICER PROGRAM**

WHEREAS, the Town of Empire (“Town”) is a statutory municipality organized under the laws of the State of Colorado;

WHEREAS, C.R.S. § 31-15-103 grants the Town the duty to “provide for the safety, preserve the health, promote the prosperity, and improve the morals, order, comfort, and convenience” of the Town and its inhabitants;

WHEREAS, C.R.S. § 31-30-103 additionally grants the Town the authority to adopt a civil service system for a police department within the Town;

WHEREAS, the Town currently maintains a Police Department that employs both full-time and reserve officers;

WHEREAS, the Town’s reserve officers serve as part of the Town’s Reserve Officer Program;

WHEREAS, the Officers serving under the Reserve Program do not receive a salary, but are required to maintain all certifications required by law to serve as peace officers under Colorado law;

WHEREAS, despite not paying reserve officers a salary, the Town still incurs significant expenses to provide for the administration and training of reserve officers, and to provide reserve officers with the equipment necessary to serve as peace officers;

WHEREAS, reserve officers that serve under the Town’s Reserve Officer Program are not bound by any contract with the Town, and merely serve on a volunteer basis;

WHEREAS, the Board of Trustees for the Town of Empire (the “Board”) has found and determined that the continued operation of the Town’s Reserve Officer Program is not necessary to provide for the health, safety, and welfare of the Town; and

WHEREAS, the Board has additionally found and determined that the Town’s full-time police officers are ready and able to meet the current and future law enforcement needs of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF EMPIRE, COLORADO:**

Section 1. The above recitals are incorporated by reference.

Section 2. The Town's Reserve Officer Program is hereby dissolved, effective as of January 1, 2024.

Section 3. This Resolution shall take effect immediately upon adoption.

ADOPTED THIS 17th DAY OF OCTOBER 2023

TOWN OF EMPIRE

By: Wendy Koch
Wendy Koch, Mayor

ATTEST:

By: J Piel
Jeannette Piel, Town Clerk

**TOWN OF EMPIRE, COLORADO
RESOLUTION 23-08**

**A RESOLUTION OF THE TOWN OF EMPIRE, COLORADO DECLARING CERTAIN
EQUIPMENT AS SURPLUS PROPERTY**

WHEREAS, the Town of Empire, Colorado (the "Town") is authorized to dispose of surplus property pursuant to a validly enacted resolution; and

WHEREAS, the Town is the owner of the property described in **Attachment A**, attached hereto and incorporated by reference; and

WHEREAS, the property described in **Attachment A** is not being used for a public purpose and is surplus; and

WHEREAS, the Board of Trustees for the Town (the "Board") desires to sell, donate or otherwise dispose of said property.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF EMPIRE, COLORADO:**

Section 1. The above recitals are hereby incorporated by reference.

Section 2. That the Board hereby declares that the property described in **Attachment A** is surplus property owned by the Town.

Section 3. That the described property will be disposed of, recycled, sold, or donated to a local non-profit organization.

Section 4. That the Town reserves the right to reject any and all offers for the purchase of property.

Section 5. This Resolution shall take effect immediately upon adoption.

ADOPTED this 17th day of October 2023.

TOWN OF EMPIRE

By: Wendy Koch
Wendy Koch, Mayor

ATTEST:

J Piel
Jeannette Piel, Town Clerk

ATTACHMENT A
SURPLUS PROPERTY TO BE DISPOSED

The Town will be disposing of the following property:

Axon body camera equipment including the following:

- (2) Charger Ports;
- Various charging cables;
- (3) Body cameras; and
- Various body camera mounts.

Decommissioned Police Vehicle parts including the following:

- (1) Lightbar; and
- (1) Rear cage

**TOWN OF EMPIRE, COLORADO
RESOLUTION 23-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF EMPIRE,
COLORADO OPTING INTO PROPOSITION 123**

WHEREAS, the voters of Colorado approved Proposition 123 in 2022 creating the State Affordable Housing Fund to make certain funds available to local governments as defined by C.R.S § 29-32-104;

WHEREAS, the Town of Empire, Colorado (the "Town") is a statutory municipality duly and regularly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Proposition 123 funding and programing;

WHEREAS, the Town of Empire Board of Trustees (the "Board") Authorizes the Town staff to opt-in and set a baseline for the development of affordable housing as defined Proposition 123; and

WHEREAS, with technical funding assistance from the Colorado Department of Local Affairs, the Board hereby directs the Town of Empire Planning Commission to consider zoning code amendments to encourage affordable housing and bring other recommendations back to the Board on the "Qualified Strategy" for "fast track review" for affordable housing applications and other incentives to comply with Proposition 123;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF EMPIRE, COLORADO:**

Section 1. The above recitals are incorporated by reference.

Section 2. The Board hereby elects to opt-in to Proposition 123 and to commit to endeavoring towards the addition of a nine percent (9%) increase in affordable housing over a three-year period.

Section 3. This Resolution shall take effect immediately upon adoption.

ADOPTED THIS 17th DAY OF OCTOBER 2023

TOWN OF EMPIRE

By: Wendy Koch
Wendy Koch, Mayor

ATTEST:

By: J Piel
Jeannette Piel, Town Clerk

HARMONY DOMES

Oct. 21

OPEN HOUSE

At Harmony Domes in

Empire Co. 12pm

to

2pm

We welcome you to come and take a look around, speak with our developer and see our exciting plans.



Clear Creek County

ROMP/Rec. Plan

OPEN HOUSE



**Join us to learn about
and give input on the
ROMP/Rec Plan!**

When: Thurs, Nov. 2

**Where: BOCC Room,
County Courthouse**

Open House: 5:30-6:00

Presentation: 6:00

Q&A: 6:30 – 7:00

Open House: 7:00-7:30

Virtual link here:

<https://forum.clearcreekcounty.us/rompinfo>



October 13, 2023

Town of Empire
PO Box 100
Empire, CO 80438

Dear Mayor and Town Board,

This letter is to inform you that I am resigning from my Board of Trustee Position with the Town of Empire.

Thank you so much for the privilege of serving with you.

Sincerely,

A. Susan Owen

Digitally signed by A. Susan
Owen

Date: 2023.10.16 15:51:05 -06'00'

A. Susan Owen

