

Board of Trustees Regular Meeting Agenda

July 16, 2024 ~ 6:30 pm

Remote Meeting using the Zoom Platform Meeting ID: 870 8030 9816 Passcode: 292144

<https://us02web.zoom.us/j/87080309816?pwd=bG5tUGR1MU94a3JkUW9NTl0xb21hZz09>

If you would like to address The Board of Trustees at this meeting, please place your name on the sign up sheet for Public Comment or indicate that through the chat function on the online Meeting Platform. Please do not use the Direct Message function. You will be recognized to speak during the “Public Comment” portion of the agenda. Discussion is limited to 5 minutes; please state your name and address, and direct your comments to the Board. 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. Thank you for your cooperation.

1. Call Meeting to Order

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

3. Approval of Agenda

4. Approval of Consent Agenda:

- a. Minutes June 18, 2024 Regular Meeting
- b. Minutes June 26, 2024 Supplemental Meeting
- c. Minutes July 9, 2024 Supplemental Meeting and Work Session & Training

5. Board of Trustees Goal for the 2024-2026 Term

- a. The Town of Empire will increase revenue within this Board of Trustee term by supporting the economic needs of current and future businesses by capitalizing on our unique location and the traffic it provides, without compromising the non-monetizable assets that gives Empire its’ unique charm.

6. Vote on Staff Benefits

- a. Present any additional information
- b. Discussion from the Board
- c. Does the Board need more information or more time?
- d. If the BOT is not prepared to vote: What are next steps?
- e. If the BOT is prepared to vote: Consensus Vote for approval of Staff Benefits to be included in upcoming Resolution to approve Personnel Policy Manual Update

7. Resolutions

- a. Resolution 24-22: A Resolution of the Board of Trustees for the Town of Empire Approving an Agreement for Engineering Services with JVA INC.
 - i. Exhibit A: Present Letter Agreement for Construction Phase Services from JVA for Water Distribution System Project and Grant

8. Update on Water Distribution System Project and Grant

- a. JVA: Construction Phase Services
- b. Bear Excavating: Construction Contract
 - i. Schedule
 - ii. Routes and email notifications
- c. Procurement: Loader and Roller for Road Repair
- d. Additional Categories: Mapping, Meters and Leak Detection, Improvements to Water Tanks, Access and Security for Critical Water Distribution Facilities, Compensation for Staff Hours.
- e. LCRR: Service Line Inventory (separate grant)
- f. Discussion from the Board
- g. Discussion from the Public

9. Update on Comprehensive Master Plan (CMP) and Parks Master Plan

- a. CMP: We are creating the framework for the Operational Master Plans, such as the Parks Master Plan, which will then feed into the Comprehensive Master Plan. The staff is

continuing to fact check and reformat the CMP.

b. Parks Master Plan: We are gathering information and creating the committees which are the building blocks for the Parks Master Plan process that will inform our decisions for the next 20 years.

c. Discussion from the Board

d. Discussion from the Public

10. Update on Open Staff Positions

a. Hiring for Town Administrator: The job has been posted on the town's website and on governmentjobs.com with a July 2, 2024 closing date. The hiring committee is Town Clerk Jennifer Boswell, Town Deputy Clerk Lisa Kunze, Mayor Wendy Koch, Mayor Pro-Tem Randy Horning, Trustee Denise Tennant and Trustee Jacob Belcher. The committee is scheduling time to interview all candidates.

11. Discussion on Ordinance Updates

a. Setting Town priorities to guide Board policy decisions

b. Community survey for priorities; deadline August 15

c. Discussion of possible actions for each category

d. Discussion from Public

12. Discuss Budget Goals for July

a. Project with other partners

b. Town Projects and Programs

c. Goals for August

13. Additional Board Discussion or Questions for Current Projects or Initiatives

14. Reports:

a. Budget/Audit/Grants

i. All updates are reflected in previous agenda items

b. Administrative

i. Welcome new employees: Lon Fulton, Steve Lipman, Teana Buda, Jessica Cruz Vermeiren

c. Police Department

i. Monthly report and Stats from Chief Lorenz

ii. National Night Out

d. Water

i. 2023 Consumer Confidence Report (CCR)

e. Public Works

i. Road Survey

ii. Asphalt Millings for sale

f. ROMP/OHVs

i. No new information from the County

g. CCFA

i. Still working on MissionCIT report and recommendations

h. MJHA (Multijurisdictional Housing Authority)

i. Still working on the IGA

i. Upcoming Events

i. Highway Clean-up, July 20, meet at Empire Visitor's Center 8 am

ii. National Night Out. Aug 6, Minton Park

iii. C3 Festival, Clear Creek County. Aug 17, Idaho Springs Baseball Fields

iv. SAVE THE DATE Trunk-or-Treat. Oct 26

- v. SAVE THE DATE Christmas. Dec 14
- j. 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, July 31st, 2024, at 6:30 pm.
- 15. **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.
- 16. **Moment of Appreciation**
- 17. **New Business from Board of Trustee Members**
- 18. **The Next Board of Trustees Work Session is Tuesday, August 6th, 2024, at 6:30 pm.**
- 19. **The Next Board of Trustees Regular Meeting is Tuesday, August 20th, 2024, at 6:30 pm. In-person with remote access.**
- 20. **Adjourn Meeting**

(Mayor Wendy Koch)

(Deputy Town Clerk Lisa Kunze)