

Town of Empire
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Board of Trustees Work Session Meeting Minutes
February 04, 2025 ~ 6:30 pm

Work Sessions do not have action items or voting. The Public can observe, but cannot participate or comment at the Work Session.

1. Call Meeting to Order – Chairman Randy Horning 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: Trustee Randy Horning, Trustee Denise Tennant, Trustee Jessie Reiman and Trustee Stephanie Kline. Also in attendance was Town Administrator Jeannette Piel and Deputy Town Clerk Lisa Kunze.

Absent: Mayor Wendy Koch and Mayor Pro-Tem Jacob Belcher
A quorum was present at the meeting.

3. Approval of Agenda - February 04, 2025 Work Session Meeting Agenda
TRUSTEE REIMAN MOTIONED TO APPROVE THE AGENDA FOR FEBRUARY 4, 2025, TRUSTEE TENNANT SECONDED THE MOTION, CLERK BUDA CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.
The Agenda was approved.

4. Discussion: CCRHA Board Appointment

The Clear Creek Regional Housing Authority has requested representation on the Board. Denise Tennant offered, and Town Administrator Piel may serve as well. This will require a vote at the regular meeting of the Board of Trustees.

5. Discussion: Executive Orders and How They Impact Local Government

There was a federal executive order to freeze all grants and loans, that was blocked by a federal judge, and then the executive order was rescinded. Our water infrastructure \$4 million grant is federal so this would affect us. We know that our state offices immediately went to work gathering information and will be fighting for us, if need be, and also, CML is watching this process closely and will be fighting for us too. Staff has spent hours communicating with Neguse's office since the orders were announced.

Other federal orders have impacted our new Accounts Clerk who has just been trained. We will be advertising for this full-time position because we will be losing 60 hours of staff time on February 1st, without warning.

6. Discussion: Administrative Plan - Defining Roles for the New Leadership Structure

Town Administrative Piel presented the documents that have created and defined the new role of Town Administrator, as well as a list of documents created, in process or that need to be done. This change in leadership means the roles of the board and staff have changed and this year will be a year of growing into these roles. In brief, The Board sets the Vision and Leadership for the Town and the Town Administrator and staff implements that vision.

Discussion of the Board included:

- Appropriate use of Board members with expertise in an area to serve on committees, or to form committees.
- Keeping in mind Open Meeting Laws that dictate any gathering of more than 2 Board members requires public notice.
- The Board's term goal is to help businesses. Staff defines the HOW to free up Trustees to do the big picture thinking, or visioning.
- When Trustees receive complaints from the public, please refer them to contact Town Staff so the message is properly conveyed; also avoids an HR problem as well as miscommunication.
- The Town has a complaint form they can carry with them to assist with the above.
- Using Robert's Rules of Order to stop runaway discussions; avoid assigning things to staff; and discuss language to use to keep everyone on the same page.

The Board reviewed the updated Roles & Responsibilities of the Board of Trustees and of the Mayor. This does not require approval, but is used at election time to show candidates what will be expected if elected. The Board gave informal approval of the documents, and Town Administrator Piel will continue implementing the structure.

7. Discussion: Official Elevation for the Town of Empire

Deputy Clerk Kunze shared the following findings about establishing a town's elevation:

- A town's official elevation is not easily determined and sources contradict themselves.
- Benchmarks appear arbitrary: are not consistent within a state.
- Only a topographical surveyor can determine elevations.
- Wiki has a list, which differs from the current 8,601 or 8,602 on some pages, contradicting itself as a source.
- Official latest source: North American Vertical Datum of 1988
- While the USGS establishes the primary elevation data, local governments may sometimes verify or refine these figures for their specific town Boundaries. Meaning, even after going through the primary elevation processes, local governments have the power to verify and/or refine these numbers!
- **See the NGS Data Sheet printed out. They say the official elevation of the Town of Empire is 8,613.72, and includes a detailed description of the marker used.**

Trustee Stephanie Kline will review the information and assist with her expertise on mapping and gps systems, as well as reach out to State contacts who may be able to help the Board.

8. Board of Trustees Upcoming Meetings and Topics

a. Upcoming Topics from Administrative Overview

Next meeting we have public hearings for Ordinance on Junk Vehicles and Parking, and the Water Resolution. We have invited the public to come to hear about the water rates and the possibility of the Double Bypass starting in Empire. Caprice Bass will join us again to present and answer any questions. The newsletter and a water rates flyer have gone to every household so everyone should be aware of the rate change.

b. Training for Volunteer Chairpersons of the Board and PC has been scheduled for Wednesday, February 12, 2025, Pending Confirmation from all Attendees
All attendees have confirmed.

c. Regional Resilience Mixer – February 13th (5:30 PM – 8:00 PM)

d. Regional Resilience Leadership Breakfast – February 14th (8:30 AM – 11:30 AM)

e. The Next Board of Trustees Regular Meeting is Tuesday, February 18, 2025, at 6:30 pm. In person with remote access.

f. A Joint Work Session with the Board and PC to discuss our Vision for Housing and Land Use has been scheduled for Tuesday, March 4, 2025 at 6:30 pm. Amy Saxton and David Danielson from Clear Creek County have been invited to discuss the new building permit process.

g. The Next Board of Trustees Work Session/Training is Tuesday, April 01, 2025, at 6:30 pm. In person with remote access.

9. Adjourn Meeting

TRUSTEE TENNANT MOTIONED TO ADJOURN, TRUSTEE KLINE SECONDED THE MOTION, TOWN ADMINISTRATOR PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 8:20 PM.

(Mayor Pro-Tem Jacob Belcher)
Kunze)

(Deputy Town Clerk Lisa