



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes

### Board of Trustees

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Tuesday, October 24, 2023

7:05 PM

Town Hall Board Room

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or immediately following the Urban Renewal Authority Meeting  
In-Person Meeting

Watch or Comment Virtually: <https://bit.ly/BOT4thTuesday2023>

#### I. Call Meeting to Order and Pledge of Allegiance

Mayor Brooks called the meeting to order at 7:06 p.m.

#### II. Roll Call

**Present:** 6 - Mayor Brooks  
Trustee Baer  
Trustee Bell  
Trustee Harrison  
Trustee Hoback  
Trustee Sawusch

**Absent:** 1 - Mayor Pro Tem Loflin

#### III. Approval of the Agenda

Trustee Sawusch requested that item 23-475 be moved to General Business.

**Trustee Baer made a motion to approve the amended agenda. Trustee Harrison seconded the motion. The motion passed by the following vote at 7:06 p.m.**

**Ayes** 6 - Mayor Brooks  
Trustee Baer  
Trustee Bell  
Trustee Harrison  
Trustee Hoback  
Trustee Sawusch

**Absent** 1 - Mayor Pro Tem Loflin

#### IV. Consent Agenda

[23-530](#)

Approval of the October 10, 2023 Regular Board of Trustee Meeting Minutes

**Attachments:** [10-10-2023 BOT Minutes](#)

[23-073](#)

Proclamation on Law Enforcement Records Personnel Appreciation Week

November 5-11, 2023

**Attachments:** [2023 LE Records Personnel Week Proclamation.docx](#)

[23-460](#)

A Resolution of the Board of Trustees of the Town of Erie Approving an Agreement for Professional Services with RockSol Consulting Group, Inc., for Construction Management Services for the County Line Rd Roadway Improvements

**Attachments:** [Professional Services Agreement](#)  
[Resolution 23-119](#)

[23-479](#)

A Resolution of the Board of Trustees of the Town of Erie Approving a 2023 Land and Water Conservation Fund Grant Application for the Schofield Farm Open Space Project

**Attachments:** [Resolution 23-116](#)

[23-500](#)

An Ordinance of the Board of Trustees of the Town of Erie Amending Section 6-11-2 of the Erie Municipal Code, Regarding Abandoned Vehicles

**Attachments:** [Abandoned Vehicles Ordinance](#)

[23-501](#)

An Ordinance of the Board of Trustees of the Town of Erie Amending Section 7-1-5 of the Erie Municipal Code, Regarding the Application Timeline for Block Parties

**Attachments:** [Ordinance 029-2023](#)

[23-505](#)

A Resolution of the Board of Trustees of the Town of Erie Approving a Temporary Construction Easement for Construction of the South Boulder Canyon Ditch Project

**Attachments:** [Resolution 23-118](#)  
[Temporary Construction Easement](#)  
[Vicinity Map](#)

[23-506](#)

A Resolution of the Board of Trustees of the Town of Erie Approving a Design-Build Construction Contract with JOC Construction, LLC for the South Boulder Canyon Ditch Project

**Attachments:** [Resolution 23-124](#)  
[Construction Contract](#)  
[Vicinity Map](#)

**Trustee Harrison made a motion to approve the Consent Agenda. Trustee Bell seconded the motion. The motion passed by the following vote at 7:09 p.m.**

- Ayes** 6 - Mayor Brooks  
Trustee Baer  
Trustee Bell  
Trustee Harrison  
Trustee Hoback  
Trustee Sawusch

- Absent** 1 - Mayor Pro Tem Loflin

**V. Public Comment On Non-Agenda and Consent Items only.**

Mayor Brooks read the Public Comment Rules and opened Public Comment at 7:10 p.m.

The following spoke:

- 1. Bradley Beck spoke about Items 23-122 and 23-121.

With no additional speakers in person or online virtually, Mayor Brooks closed Public Comment at 7:13 p.m.

**VI. General Business**

[23-475](#)

A Resolution of the Board of Trustees of the Town of Erie Approving the Second Amendment to the Construction Manager at Risk Contract with Fransen Pittman Construction for the Town Hall Expansion Project

**Attachments:** [Resolution 23-121](#)  
[Second Amendment](#)

Todd Fessenden, Public Works Director, and Chad Alexander, Facility Operation Services Manager, joined the meeting at 7:13 p.m. and answered questions from the Board of Trustees.

**Trustee Harrison made a motion to approve Resolution 23-121. Trustee Hoback seconded the motion. The motion passed by the following vote at 7:28 p.m.**

- Ayes** 5 - Mayor Brooks  
Trustee Baer  
Trustee Bell  
Trustee Harrison  
Trustee Hoback

- Nayes** 1 - Trustee Sawusch

- Absent** 1 - Mayor Pro Tem Loflin

[23-514](#)

Native American Heritage Month Proclamation

**Attachments:** [Proclamation](#)

Mayor Brooks read the proclamation at 7:28 p.m.

[23-518](#) AEDAB and Staff Recommendation on Airport Contracts

**Attachments:** [Chapter 8 - Strategic Business Plan and Rate Study](#)

Todd Fessenden, Public Works Director, presented the item at 7:31 p.m.

Paul Houghtaling, Airport Economic Development Advisory Board Chair, spoke about the item at 7:36 p.m.

[23-519](#) **Public Hearing:** Presentation of the 2024 Budget

**Attachments:** [2023.10.24 Public Hearing Budget Memo](#)  
[2024 1st Public Hearing Presentation](#)

Mayor Brooks opened the Public Hearing at 7:55 p.m.

Cassie Bethune, Finance Manager, presented the item at 7:56 p.m.

With no speakers in person or online virtually, Mayor Brooks closed the Public Hearing at 8:00 p.m.

At 8:10 p.m., Kendra Carberry, Town Attorney, suggested that the next item on the agenda should be opened since it falls in line with this item.

Mayor Brooks reopened the Public Hearing at 8:15 p.m. to accommodate questions from board members to staff.

Mayor Brooks closed the Public Hearing at 8:56 p.m.

[23-526](#) A Resolution of the Board of Trustees of the Town of Erie Repealing Resolution 10-40, the Resolution Establishing the General Fund Stabilization Reserve Account

**Attachments:** [GF Reserve Calculation Worksheet](#)  
[Resolution 23-122](#)  
[DRAFT Reserve Policy-R102023](#)  
[Resolution 10-40](#)  
[Ordinance No. 826](#)

**Trustee Sawusch made a motion to continue the item until November 28, 2023. Trustee Bell seconded the motion. The motion failed by the following vote at 9:16 p.m.**

**Ayes** 2 - Trustee Bell  
Trustee Sawusch

- Nayes** 4 - Mayor Brooks  
Trustee Baer  
Trustee Harrison  
Trustee Hoback
- Absent** 1 - Mayor Pro Tem Loflin

**Trustee Harrison made a motion to approve Resolution 23-122. Trustee Hoback seconded the motion. The motion passed by the following vote at 9:18 p.m**

- Ayes** 4 - Mayor Brooks  
Trustee Baer  
Trustee Harrison  
Trustee Hoback
- Nayes** 2 - Trustee Bell  
Trustee Sawusch
- Absent** 1 - Mayor Pro Tem Loflin

## **VII. Staff Reports**

[23-476](#) Public Works Monthly Report

**Attachments:** [Monthly Report](#)

[23-515](#) Finance Sales Tax Monthly Report

**Attachments:** [Finance Sales Tax Monthly Report](#)

[23-503](#) Planning & Development Monthly Report

**Attachments:** [Monthly Report - October](#)

## **VIII. Board Member Reports and Announcements**

Board members extended their appreciation to staff for their hard work and dedication on budget items. Board members also spoke about Boo on Briggs on October 28, Safety Stop at PD on October 31 from 4-6 p.m. and Police Records Personnel Week,

**Trustee Hoback made a motion to go into Executive Session. Trustee Sawusch seconded the motion. The motion passed by the following vote at 9:33 p.m.**

**The Mayor said that the meeting will end at the conclusion of the Executive Session.**

- Ayes** 6 - Mayor Brooks  
Trustee Baer  
Trustee Bell  
Trustee Harrison  
Trustee Hoback  
Trustee Sawusch

- Absent** 1 - Mayor Pro Tem Loflin

**IX. Executive Session**

[23-532](#)

EXECUTIVE SESSION to hold a conference with the Town's litigation counsel to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), regarding the Town's litigation with AIG, and for the purposes of discussion of a personnel matter not involving any specific employees who have requested discussion of the matter in open session, any member of this body or any elected official, the appointment of any person to fill an office of this body or of an elected official, or personnel policies that do not require the discussion of matters personal to particular employees, pursuant to C.R.S. § 24-6-402(4)(f), concerning the Town Administrator.

**X. Adjournment**

Approved \_\_\_\_\_  
Mayor

Attest \_\_\_\_\_  
Town Clerk