



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Agenda Sustainability Advisory Board

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Wednesday, February 4, 2026

6:30 PM

Community Rom Town Hall

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In Person  
Doors close @ 6:45 p.m.

**1. Call Meeting to Order**

**2. Roll Call and Verification of Quorum**

**3. Approval of the Agenda**

**4. Approval of Previous Meeting Minutes**

A. *Approval of December 3, 2025 meeting minutes*

[2026-105](#)

Approval of December 3, 2025 meeting minutes

**Attachments:**

[12-03-2026 SAB Meeting Minutes](#)

**5. Public Comment**

**6. General Business**

A. *2026 Agenda Packet Support Presentation: Michéle Crawford, Deputy Town Clerk*

[2026-107](#)

2026 Agenda Packet Support Presentation

**Attachments:**

[SAMPLE: 2026 SAB member appointments and application schedule](#)

B. *Council Member Updates*

C. *Staff Liaison Updates*

D. *Sustainability Action Plan Letter of Support*

[2026-106](#)

Sustainability Action Plan Letter of Support

**Attachments:**

[Sustainability Action Plan Letter of Support](#)

E. *2026 Priorities Brainstorming*

F. *2026 Calendar of Events*

G. *Event Materials Purchases*

H. *Arbor & Earth Day Update*

I. *March Meeting Attendees & Topics*

J. *Advisory Board Applications*

K. *Board Member Updates*

a. *Prior action items*

b. *New updates*

## 7. Adjournment

- A. *Next regular in person meeting: Wednesday, March 4, 2026 @ 6:30 p.m.*



## Sustainability Advisory Board

**Board Meeting Date: 2/4/2026**

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**File #:** 2026-105, **Version:** 1

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**SUBJECT:**

Approval of December 3, 2025, meeting minutes.

**DEPARTMENT:** Administrative Operations

**PRESENTER(S):** Karen Winkler, Chair

**TIME ESTIMATE:** 0 minutes

*For time estimate: please put 0 for Consent items.*

**POLICY ISSUES:**

SAB minutes for the record.

**STAFF RECOMMENDATION:**

Approve the December 3, 2025, SAB meeting minutes.

**ATTACHMENT(S):**

Add items in a numbered list OR delete this list and change to N/A.

1. 12-03-2025 SAB Meeting Minutes



## I. Meeting Minutes

### Sustainability Advisory Board

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Wednesday, December 17, 2025

6:30 PM

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#### **1. Call Meeting to Order**

- Called to order by Karen

#### **2. Roll Call and Verification of Quorum**

- Present: *Mackenzie McClaskey, Karen Winkler, Rick Kattar, Kathleen Teal*
- Absent: *Art Henderlong, Anne Walsh, Renaldo Grami*

#### **3. Approval of the Agenda**

- Mackenzie motions to approve, second by Rick and Kathleen, approved

#### **4. Approval of Previous Meeting Minutes**

- November meeting minutes Kathleen motions to approve, second by Rick, approved

#### **5. General Business**

##### A. Council Member Updates

- a. No updates

##### B. Staff Liaison Updates

- a. Have been awarded the DRCOG Building Policy Collaborative grant and will use consultants for in house staff. Goal to explore net zero building codes and funding requests for related certifications and training. Rick asks if there is concern with that funding being pulled, these funds are already protected because the money was granted during the Biden era.
- b. Lot of code discussions, like energy conservation and building codes. State has developed its own code called the LECC (low emissions and carbon code) which requires that local governments that don't adopt a code by the summer deadline equal to or stronger than the LECC code will need to adopt the state energy conservation code (LECC).
- c. An additional grant and Xcel funded EV charger at the church lot and one at Schofield. 7 more ports going in at Town Hall.
- d. State EPR plan was finalized, looking to see if the funding can be split so that some goes to Boulder County.
- e. Need newsletter topics for 2026.
- f. Approved for a second capstone group. They will explore further into what's possible for resiliency for the Town of Erie.
- g. Environmental Services department is moving to Town Hall in Feb. Still unknown what will happen to things like the SAB shed. Facilities is moving in.
- h. Hosted agrivoltaics webinar and the recording will go to SAB members soon.

##### C. Advisory Board Ordinance Repeal & Reenact

- a. In Nov, all advisory board ordinances were repealed and a new one reenacted to make them all match.
- b. There are changes to advisory board terms. Mackenzie, Renaldo, Art and Anne were supposed to end in '28 but will now end in '27 to align with the staggering of appointments.

- c. All current board members will need to reapply. Appointments will open in January. Votes will be during the March meeting.
- d. Officer appointments are only for a year. Those roles are assigned during the first meeting with the new full board.
- e. Bylaws must be drafted and approved by Town Council. Still getting clarification on that since we were moving away from bylaws.
- f. We will only do one annual report rather than biannually.
- g. Operational procedures were specifically excluded so that if the meeting time changes then you would not need to update the ordinance.
- h. Karen also noticed that it did not specify that meetings had to be in person.

#### D. SAB Terms & Attendance

- a. Already talked about the terms. Wanted to have a broader discussion about attendance. How do we effectively navigate being part of this board and have outside obligations?
  - b. Michelle will come in Jan to present at our next meeting which is why Karen sent us a packet of everything we would be discussing prior to the meeting. When someone cannot attend, they can still look at the packet and provide feedback on it.
- A. Mackenzie asks if we could have an action item on every agenda to check in that people can make the next meeting. Karen says giving as advanced notice as possible is ideal in the cases of not being able to attend. Having a group calendar would also work – when activities we have coming up occur as well as meetings and who can attend.
- B. Rick says he liked using the special meeting poll to commit to a date and make it work for purposes of making a vote. Rick says we could attempt to make the rules allow for virtual attendance and we wouldn't have an issue. There are not high hopes for that to change.
- C. It was shared that there was a concern for the cost of the Town Hall expansion and that bringing people back to in person helps to merit that cost.
- c. Rick says we should only miss one meeting once a quarter. The room agrees that seems reasonable.
  - d. More to be discussed in January meeting.

#### E. Remaining 2025 Expenditures

- a. We have \$899.57 left and are completely out of swag. We need items delivered by December 31<sup>st</sup>, not just purchased by then. Promotional Items should focus on changing people's behavior.
  - b. The dishwasher tabs were already purchased; 1200 units at 38¢ each. This year we will be doing recyclable kraft pillow box. \$530.67 was spent on those.
  - c. Mason Jars & Silicone Sleeves for approximately \$384 are an option.
  - d. Growables planters would not arrive in time.
- D. Laser cut promo items like keychains, not sure on price.
- E. Swedish dish cloths are too expensive, and the canvas zipper bags were no longer available and replacements could not be found.
- e. Sustainability purchased black totes.
  - f. Mackenzie suggests the following options:

Item	Cost	Price per item
Native Wildflower Seed Packets		Seed cost dependent
Native Seed bombs in paper packets	Clay ~\$2 (bentonite clay kitty litter), compost & seeds	Seed cost dependent
Reusable Water Balloons	\$90 for 13 sets	\$7 per set
<a href="#">Toilet Leak tablets</a>		21¢ - 25¢
NFCs for trash audit app	\$40 for 240	17-25¢
RTD Day passes		\$5.50
Outlet insulators/gaskets		17¢
Bike Lights		\$1-\$3
Reflective Snap Bracelets		45¢

F. Sustainability Division will purchase the toilet leak tablets, since water conservation is part of their program.

- i. Mackenzie demoed the <https://trash-audit.web.app/> she vibe-coded which we could then encourage residents to use via NFCs for quick and easy tracking of their trash throughout the year. These can be purchased in the form of stickers as well.
- ii. As an aside, Mackenzie has also cancelled trash collection to see if she her family can get away with relying solely on the free landfill days twice a year. Tracking her trash for the last year has led her to believe she can fill one trash container every 6 months.
- g. \$368.90 remaining in our budget for the year.
- h. Kathleen motions to approve remaining budget for materials for seed bombs, which would be \$42 for the seeds plus \$2 for kitty litter. Approved.
- i. The yarn necessary to make Reusable Water Balloon sets is decided to be purchased next year when we know for certain that they would be delivered by the financial deadline of the calendar year.

#### F. Board Member Updates

G. Prior action items

H. Honey jars will need to be purchased from the beekeeper more broadly as Erie Town honey is already allocated for through current programs that identified, support and pay for the current hives.

I. New updates

- i. EPR is approved, no litigation Rick is aware of to stop it, expected to move quickly (not necessarily smoothly). Looking to have a deal for the MRF in Boulder in June. Rick thinks we need to figure out how to recover the plastic film of meat packaging since we need to recover that with chemical recycling.

## 6. Adjournment

- Adjournment at 8:16pm, next regular in person meeting is Wednesday, January 7, 2026 @ 6:30pm.

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## Sustainability Advisory Board

**Board Meeting Date: 2/4/2026**

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**File #:** 2026-107, **Version:** 1

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**SUBJECT:**

2026 Agenda Packet Support Presentation

**DEPARTMENT:** Administrative Operations

**PRESENTER(S):** Michele Crawford, Deputy Town Clerk

**TIME ESTIMATE:** 15 minutes

*For time estimate: please put 0 for Consent items.*

**POLICY ISSUES:**

Granicus Legistar agenda packet preparation.

**STAFF RECOMMENDATION:**

Prepare advisory board agenda packets, when necessary, for advisory board meetings.

**SUMMARY/KEY POINTS**

- Add presentations and materials from guest presenters in an agenda packet.
- Add presentations and materials from advisory board members in an agenda packet.
- Maintain accurate records of advisory board meeting agendas, packets and minutes

**BACKGROUND OF SUBJECT MATTER:**

When advisory board agenda items include presentations or materials, those items will need to be included in an agenda packet. If agenda items are discussions only, an agenda packet is not necessary. Not all meetings may include an agenda packet

**ATTACHMENT(S):**

Add items in a numbered list OR delete this list and change to N/A.

1. SAMPLE: 2026 SAB member appointments and application schedule



# SAB Member Appointments and Application Schedule

## Members

All members of the Sustainability Advisory Board are appointed as at-large members by the Town Council. The first four members appointed to serve as initial members of the Board shall each be appointed for a four year term. The next three members appointed to serve as initial members of the Board shall each be appointed for a two year term. If you are interested in serving on the Sustainability Advisory Board, **please contact the Town Clerk's Office.**

Name	Email	Term Expiration
Richard Kattar	<a href="#">Email</a>	April 2027
Kathleen Teal	<a href="#">Email</a>	April 2026
Anne Walsh - Vice Chair	<a href="#">Email</a>	April 2026
Arthur Henderlong	<a href="#">Email</a>	April 2027
Renaldo Grami (can be youth member)	<a href="#">Email</a>	April 2027
MacKenzie McClaskey, Secretary	<a href="#">Email</a>	April 2027
Karen Winkler, Chair	<a href="#">Email</a>	April 2026

## Schedule for 2026 Advisory Board Applications

- February 2, 206 – Applications are live on the town website.
- February 27, 2026 – Applications Close at 5:00 p.m.
- March Advisory Board Meetings – Board Chair shall include review of applications and recommendations to Town Council for appointments.
- April 28, 2026 – A resolution will be presented to the Town Council for all recommended board appointments.
- May 1, 2026 – New members will take their seats on their appointed advisory boards.
- May – Training of all new and returning advisory boards members. Date TBD.



## Sustainability Advisory Board

**Board Meeting Date: 2/4/2026**

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**File #:** 2026-106, **Version:** 1

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**SUBJECT:**

Sustainability Action Plan Letter of Support

**DEPARTMENT:** Administrative Operations

**PRESENTER(S):** Karen Winkler, Chair

**TIME ESTIMATE:** 5 minutes

*For time estimate: please put 0 for Consent items.*

**POLICY ISSUES:**

2026 Sustainability Action Plan

**STAFF RECOMMENDATION:**

Issue a letter of support from the Sustainability Advisory Board for the 2026 Sustainability Action Plan.

**SUMMARY/KEY POINTS**

- The Sustainability Action Plan was built on knowledge obtained through community feedback and input.
- Community-wide survey results demonstrated overwhelming support for sustainability programs.
- The Sustainability Advisory Board is committed to championing the Sustainability Action Plan's vision.

**BACKGROUND OF SUBJECT MATTER:**

The Sustainability Action Plan of 2019 was the town's first comprehensive guide to advancing sustainability and creating long-term goals in areas such as energy use, transportation, waste/recycling/composting, education and outreach. This five-year plan was recently updated to build on and expand the goals included in the original plan, and to better capture the evolving sustainability landscape within Erie and across Colorado. The 2026 Sustainability Action Plan seeks to advance sustainability programs and initiatives and will serve as a guiding document to be used by the Town to inform decision making for future sustainability planning and programming. The plan will focus on the key topics: Buildings and Energy, Transportation and Mobility, Waste and Materials Diversion, Nature-Based Solutions, Education and Outreach.

**ATTACHMENT(S):**

Add items in a numbered list OR delete this list and change to N/A.

1. Sustainability Action Plan Letter of Support

February 4, 2026

Dear Erie Community,

We are pleased to express our support for the 2026 Sustainability Action Plan as an important next step toward a future that prioritizes environmental and community well-being and resilience for the Town of Erie.

Sustainability is a broad concept, and it is important to recognize that its definition varies—as does what it means to each of us within the Erie community. Just as the original plan of 2019 was built on knowledge obtained through community feedback and input, so too is this latest Sustainability Action Plan. Results from the Communitywide 2025 survey provided further validation that there is overwhelming support for sustainability programs, with a majority favoring the continuation and even expansion of initiatives across a variety of sustainability areas including the Recycling Center, rebates, etc.

Through the guidance of the Town of Erie's Sustainability Division in partnership with other Town Departments, community based organizations and key Town leaders, including the Sustainability Advisory Board, the Sustainability Action Plan evolves sustainability to address community priorities and focus areas, including resiliency, long-term economic viability, the protection of natural resources, and health and community well-being.

As the original 2019 architects of the plan foresaw, achieving progress in the directions outlined in the Sustainability Action Plan is an ongoing effort. The Sustainability Advisory Board believes that meaningful progress begins with shared commitment. We stand ready to champion the vision of the Plan, working with the Town and its leaders to foster community engagement. Together, we will continue to create a future that reflects Erie's values and ensures a lasting legacy of sustainability.

*Town of Erie, Sustainability Advisory Board Members*