



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes

### Town Council

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Tuesday, December 10, 2024

7:45 PM

Virtual

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or Immediately Following the Urban Renewal Authority Meeting

Link to Watch or Comment Virtually: <https://bit.ly/TownCouncil2ndTuesday2024>

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

Mayor Brooks called the meeting to order at 7:35 p.m.

#### II. Roll Call

**Present:** 8 - Mayor Brooks, Mayor Pro Tem Loflin, Council Member Baer, Council Member Sawusch, Council Member Hoback, Council Member Hoback, Council Member Bell, and Council Member Bell

#### III. Approval of the Agenda

Council Member Bell asked that Item 24-458 be moved to General Business.

Council Member Sawusch asked that Items 24-499, 24-512, 24-529, 24-536 and 24-543 be moved to General Business.

Mayor Pro Tem Loflin arrived at 7:38 p.m.

**Council Member Bell made a motion to approve amended Agenda. Council Member Sawusch seconded the motion. The motion passed by the following vote at 7:38 p.m.**

**Ayes** 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

#### IV. Consent Agenda

[24-556](#) Approval of the November 12, 2024 Town Council Meeting Minutes

Attachments: [11-12-2024 Council Minutes](#)

[24-557](#) Approval of the November 19, 2024 Town Council Meeting Minutes

**Attachments:** [11-19-2024 Council Minutes](#)

[24-472](#) A Resolution of the Town Council of the Town of Erie Approving an Agreement for Services with Security Central, Inc. for Security Services, Equipment and Monitoring Services

**Attachments:** [Resolution 24-154](#)  
[Agreement](#)

[24-496](#) A Resolution of the Town Council of the Town of Erie Approving a Development Agreement and Accepting Dedications as shown on the Final Plat for the Erie Indoor Sports Subdivision

An Ordinance of the Town Council of the Town of Erie Accepting the Transfer of Real Property from 7N, LLC

**Attachments:** [Resolution No. 24-179](#)  
[Ordinance No. 045-2024](#)  
[Development Agreement](#)  
[Special Warranty Deed for Offsite ROW](#)  
[Erie Indoor Sports Final Plat](#)

[24-500](#) A Resolution of the Town Council of the Town of Erie Approving the 2025 Amendments to the Town of Erie Standards and Specifications for Design and Construction of Public Improvements

**Attachments:** [Resolution 24-184](#)  
[Proposed Updates](#)

[24-531](#) A Resolution of the Town Council of the Town of Erie Approving a Fourth Amendment to the Lease Agreement with Vector Air Management, LLC

**Attachments:** [Resolution 24-185](#)  
[Fourth Amendment](#)  
[Lease Agreement 12-12-2023](#)

[24-537](#) A Resolution of the Town Council of the Town of Erie Appointing Anne Walsh, Richard Kattar and Renaldo Frami to the Sustainability Advisory Board

**Attachments:** [Resolution 24-176](#)  
[Anne Walsh SAB Application](#)  
[Richard Kattar - SAB Application](#)  
[Renaldo Grami \(Youth Position\) - SAB Application](#)

[24-539](#) A Resolution of the Town Council of the Town of Erie Approving a Construction Contract with Territory Unlimited, Inc. for the Erie Commons Irrigation Pond Improvements

**Attachments:** [Resolution 24-186](#)  
[Construction Contract](#)  
[Vicinity Map](#)

[24-540](#) A Resolution of the Town Council of the Town of Erie Approving an Agreement for Services with Lumin8 for Pedestrian Light Repairs

**Attachments:** [Resolution 24-178](#)  
[General Services Agreement](#)

[24-542](#) A Resolution of the Town Council of the Town of Erie Approving an Agreement for Partial Assignment of License Agreement Pertaining to the Spring Hill Ditch Crossing

**Attachments:** [Resolution 24-181](#)  
[Agreement to Accept Partial Assignment of License Agreement](#)

[24-545](#) A Resolution of the Town Council of the Town of Erie Approving a Development Agreement and Accepting Dedications as Shown on the Colliers Hill Filing No. 6 Final Plat; and an Ordinance of the Town Council of the Town of Erie Accepting a Partial Assignment of Sanitary Sewer and Storm Drainage Easement from Colliers Hill Metropolitan District No. 3 and Approving the Associated Agreement

**Attachments:** [Resolution No. 24-183](#)  
[Ordinance No.046-2024](#)  
[Development Agreement](#)  
[Colliers Hill Filing No. 6 Final Plat](#)  
[Partial Assignment of Sanitary Sewer and Storm Drainage Easement Agreement](#)

[24-548](#) A Resolution of the Town Council of the Town of Erie Approving Change Order to Construction Contract with Ralph L. Wadsworth Construction Company, LLC

**Attachments:** [Resolution 24-187](#)  
[Change Order](#)  
[Agreement 07/23/2024](#)

[24-561](#) A Resolution of the Town Council of the Town of Erie Accepting Petitions for Annexation of Parcels of Land Located in Unincorporated Boulder County and Setting a Public Hearing on the Annexation (Erie

West Annexations)

**Attachments:** [Resolution No. 24-188](#)

[Staff Report](#)

[Annexation Petitions](#)

[Application Materials](#)

Council Member Sawusch made a motion to approve the Consent Agenda. Council Member Bell seconded the motion. The motion passed by the following vote at 7:39 p.m.

Ayes 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

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

Mayor Brooks read the Public Comment rules and opened Public Comment at 7:39 p.m.

The following spoke:

1. Nathaniel Moller spoke about the Neighborhood Speed Management Plan.

With no additional speakers, Mayor Brooks closed Public Comment at 7:43 p.m.

#### **VI. General Business**

[24-458](#)

A Resolution of the Town Council of the Town of Erie Adopting the Transportation & Mobility Plan

**Attachments:** [Resolution 24-148](#)

[2024 Erie Transportation Mobility Plan](#)

[2024 Erie Transportation Mobility Plan Appendices](#)

This item was moved from the Consent Agenda to General Business by Council Member Bell.

Council Member Hoback made a motion to approve Resolution 24-148. Council Member Baer seconded the motion. The motion passed by the following vote at 7:41 p.m.



**Ayes** 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

[24-499](#)

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

**Attachments:** [Resolution 24-175](#)  
[Professional Services Agreement Amendment](#)  
[Additional Fee Request](#)

This item was moved from the Consent Agenda to General Business by Council Member Sawusch.

**Council Member Hoback made a motion to approve 24-175. Council Member Baer seconded the motion. The motion passed by the following vote at 8:09 p.m.**

**Ayes** 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

[24-512](#)

An Ordinance of the Town Council of the Town of Erie amending Chapter 7 of Title 3 of the Erie Municipal Code, Expanding the Duties of the Board of Adjustment

**Attachments:** [Ordinance No. 043-2024](#)

This item was moved from the Consent Agenda to General Business by Council Member Sawusch.

**Council Member Sawusch made a motion to table the item indefinitely. Council Member Bell seconded the motion. The motion passed by the following vote at 8:20 p.m.**

**Ayes** 5 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Bell

**Nayes** 1 - Council Member Hoback

[24-529](#)

An Ordinance of the Town Council of the Town of Erie Repealing and Reenacting Chapter 5 of Title 4 of the Erie Municipal Code Regarding Contractor Licenses

**Attachments:** [Ordinance No. 044-2024](#)

This item was moved from the Consent Agenda to General Business by Council Member Sawusch.

**Mayor Pro Tem Loflin made a motion to approve Ordinance 044-2024. Council Member Hoback seconded the motion. The motion passed by the following vote at 7:30 p.m.**

**Ayes** 4 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Hoback

**Nayes** 2 - Council Member Sawusch  
Council Member Bell

**24-536**

A Resolution of the Town Council of the Town of Erie Approving an Agreement for Services with Eagle Creek Modular Solutions, Inc. for Modular Office Fabrication and Installation Services

**Attachments:** [Resolution 24-177](#)  
[Agreement](#)

This item was moved from the Consent Agenda to General Business by Council Member Sawusch.

**Council Member Sawusch made a motion to approve Resolution 24-177. Council Member Bell seconded the motion. The motion passed by the following vote at 8:33 p.m.**

**Ayes** 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

**24-543**

A Resolution of the Town Council of the Town of Erie Approving a Professional Services Agreement with Dig Studio for the Village at Coal Creek Concept and Planned Development - Development Plan Services

**Attachments:** [Resolution 24-182](#)  
[Dig Studios-A120624](#)

This item was moved from the Consent Agenda to General Business by Council Member Sawusch.

**Council Member Sawusch made a motion to continue this item to March 11, 2025. The motion failed for lack of second.**

**Council Member Hoback made a motion to approve Resolution 24-182. Council Member Baer seconded the motion. The motion passed by the following vote at**

8:44 p.m.

**Ayes** 5 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Hoback  
Council Member Bell

**Nayes** 1 - Council Member Sawusch

[24-541](#) Presentation of the 2023 Annual Comprehensive Financial Report and Audit

**Attachments:** [2023 Annual Comprehensive Financial Report](#)

Sara Hancock, Director of Finance, introduced the item at 8:43 p.m.

Allison Slife, Principal, CliftonLarsonAllen LLP, presented the item at 8:44 p.m.

[24-551](#) Public Hearing: A Resolution of the Town Council of the Town of Erie Providing for Supplemental Appropriations for the 2024 Budget Year

**Attachments:** [Resolution 24-190](#)

[3rd Supplemental Memo 2024.docx](#)

[Request Detail.pdf](#)

[3rd Supplemental Townwide Capital.pdf](#)

[2024 3rd Supplemental Presentation.pdf](#)

Mayor Brooks opened the Public Hearing at 9:12 p.m.

Sara Hancock, Finance Director, and Cassie Bethune, Finance Manager, presented the item at 9:13 p.m.

With no speakers, Mayor Brooks closed the Public Hearing at 9:32 p.m.

**Council Member Baer made a motion to approve Resolution 24-190. Council Member Hoback seconded the motion. The motion passed by the following vote at 9:34 p.m.**

**Ayes** 4 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Hoback

**Nayes** 2 - Council Member Sawusch  
Council Member Bell

[24-559](#) A Resolution of the Council of the Town of Erie Establishing and Certifying the Property Taxes for the Town of Erie, Colorado, in Weld County and in Boulder County for 2024, to be Collected in 2025

**Attachments:** [Resolution 24-189](#)

Cassie Bethune, Finance Manager, was available to answer questions.

**Council Member Bell made a motion to approve Resolution 24-189. Mayor Pro Tem Loflin seconded the motion. The motion passed by the following vote at 9:35 p.m.**

**Ayes** 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

[24-552](#)

An Ordinance of the Town Council of the Town of Erie Adopting New Water Tap Fees, Fees in Lieu of Water Dedication and Wastewater Tap Fees

**Attachments:** [Ordinance 039-2024](#)  
[Erie Rate and Fee Study Implementation 121024](#)

Todd Fessenden, Utilities Director, and Sara Hancock, Finance Director, presented the item at 9:35 p.m.

**Council Member Hoback made a motion to approve Ordinance 039-2024. Council Member Baer seconded the motion. The motion passed by the following vote at 10:14 p.m.**

**Ayes** 4 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Hoback

**Nayes** 2 - Council Member Sawusch  
Council Member Bell

[24-554](#)

An Ordinance of the Town Council of the Town of Erie Updating the Town's Water Service Charges and Storm Drainage Fees

**Attachments:** [Ordinance 042-2024](#)

Todd Fessenden, Utilities Director, and Sara Hancock, Finance Director, presented the item at 10:16 p.m.

**Council Member Bell made a motion to approve Ordinance 042-2024. Council Member Hoback seconded the motion. The motion passed by the following vote at 10:20 p.m.**

**Ayes** 5 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Hoback  
Council Member Bell



Nayes 1 - Council Member Sawusch

## VII. Staff Reports

[24-461](#) Public Works Bi-Monthly Report

Attachments: [Public Works Report December 2024](#)

[24-501](#) Bi-Monthly Vector Air Airport Report

Attachments: [Airport Manager's Report](#)

[24-535](#) Planning & Development Monthly Report - October 2024

Attachments: [Planning & Development Monthly Report - October 2024 v1](#)

## VIII. Council Member Reports and Announcements

Council Members spoke about how wonderful the Parade of Lights was, Council Member Sawusch thanked all those who supported him during his term, Council Member Hoback thanked Mayor Brooks for his leadership over the last 2 1/2 years, Council Member Bell thanked all Council Members for their service to Erie, Council Member Baer thanked those who have joined her for coffee either to chat or talk about community issues and Mayor Brooks thank Council Members, staff and the community for the support and kindness.

## IX. Executive Session

**Council Member Sawusch made a motion to go into Executive Session. Council Member seconded the motion. The motion passed by the following vote at 10:42 p.m.**



**Mayor Brooks announced that Town Council will be adjourning after Executive Session.**

Ayes 6 - Mayor Brooks  
Mayor Pro Tem Loflin  
Council Member Baer  
Council Member Sawusch  
Council Member Hoback  
Council Member Bell

[24-562](#) EXECUTIVE SESSION: To consider personnel matters, pursuant to C.R.S. § 24-6-402(4)(f) and 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, concerning the Town Manager's

evaluation

**X. Adjournment**

Approved   
Mayor  
Attest   
Town Clerk

