



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes

### Board of Trustees

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Tuesday, November 2, 2021

6:30 PM

Virtual Only

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**Special Meeting**  
**<https://bit.ly/1102BOTSPECIAL>**

#### **I. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Haid called the meeting to order at 6:32 p.m.

#### **II. ROLL CALL**

**Present:** 5 - Trustee van Woudenberg  
Trustee Bell  
Trustee Harrison  
Mayor Pro Tem Haid  
Trustee Loflin

**Absent:** 1 - Mayor Carroll

#### **III. APPROVAL OF AGENDA**

**A motion was made by Trustee Harrison, seconded by Trustee Loflin, that this agenda item be approved. The motion carried by the following vote at 6:33 p.m.**

**Ayes** 5 - Trustee van Woudenberg  
Trustee Bell  
Trustee Harrison  
Mayor Pro Tem Haid  
Trustee Loflin

**Absent** 1 - Mayor Carroll

#### **VI. GENERAL BUSINESS**

[21-489](#) Approve process, timeline, posting, and candidate questionnaire for filling Board vacancy

**Attachments:** [Invitation to Apply and Position Description](#)  
[Proposed Questions for Trustee Applicants](#)  
[Application Process](#)  
[Summary of Rank Choice Voting](#)

Malcolm Fleming, Town Administrator, presented the item at 6:35 p.m.

Amy Teetzel, Administrative Operation Manager, Shumaila Hafeez,

Administrative Specialist, and Michele Crawford, Administrative Specialist, provided a demonstration of the recommended rank choice voting software being proposed for use for the appointment at 6:40 p.m. The Board participated in a mock RCV activity and determined that it was sufficient for future RCV actions.

The Board reviewed the procedures and approved the timeline, questionnaire and process for the future meetings.

**A motion was made by Trustee van Woudenberg, seconded by Trustee Bell, that this agenda item be approved. The motion carried by the following vote at 7:43 p.m.**

- Ayes** 5 - Trustee van Woudenberg  
Trustee Bell  
Trustee Harrison  
Mayor Pro Tem Haid  
Trustee Loflin

- Absent** 1 - Mayor Carroll

**V. ADJOURNMENT**

Mayor Pro Tem Haid adjourned the meeting at 7:44 p.m.

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

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