



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes

Town Council

Tuesday, November 28, 2023

7:00 PM

Town Hall Board Room

or Immediately following the Urban Renewal Authority Meeting
In Person Meeting

Link to 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 6:41 p.m.

II. Roll Call

Present: 7 - Mayor Brooks, Mayor Pro Tem Loflin, Council Member Baer, Council Member Bell, Council Member Harrison, Council Member Hoback, and Council Member Sawusch

III. Approval of the Agenda

Council Member Baer made a motion to approve the agenda. Council Member Hoback seconded the motion. The motion passed by the following vote at 6:42 p.m.

Ayes 7 - Mayor Brooks
Mayor Pro Tem Loflin
Council Member Baer
Council Member Bell
Council Member Harrison
Council Member Hoback
Council Member Sawusch

IV. Consent Agenda

[23-579](#) Approval of the October 27, 2023, BOT Special Meeting Minutes

Attachments: [10-27-2023 BOT Special Meeting Minutes](#)

[23-576](#) Approval of the November 14, 2023, Board of Trustees Regular Meeting Minutes

Attachments: [11-14-2023 BOT Minutes](#)

[23-535](#) A Resolution of the Town Council of the Town of Erie Approving an Agreement for Professional Services with Kimley-Horn and Associates, Inc. for the Sheridan Parkway and Ridgeview Drive Traffic Signal

Attachments: [Resolution 23-126](#)
[Agreement](#)

[23-541](#) A Resolution of the Town Council of the Town of Erie Accepting a Warranty Deed for the Westerly Zone 4 Water Line

Attachments: [Board of Trustees Resolution](#)
[Warranty Deed](#)

[23-542](#) A Resolution of the Town Council of the Town of Erie Approving an Intergovernmental Agreement with the Office of the State Court Administrator for a Juror List

Attachments: [Resolution 23-147](#)
[IGA for Juror List 2024 Wheel](#)

[23-575](#) A Resolution of the Town Council of the Town of Erie Appointing Sara Hancock as the Town Treasurer

Attachments: [Resolution 23-146](#)

[23-574](#) An Ordinance of the Town Council of the Town of Erie Amending the Erie Municipal Code to Replace All References to "Board of Trustees" with "Town Council" and to Replace All References to "Town Administrator" with "Town Manager"

Attachments: [031-2023 BOT to Council-O111623 \(003\)](#)

[23-580](#) A Resolution of the Town Council of the Town of Erie Adopting Amended Town Council Rules of Order and Procedure to Replace All References to "Board of Trustees" with "Town Council" and to Replace All References to "Town Administrator" with "Town Manager"

Attachments: [Resolution 23-149](#)
[Town Council Rules of Order and Procedure](#)

Mayor Pro Tem Loflin made a motion to approve the Consent Agenda. Council Member Harrison seconded the motion. The motion passed by the following vote at 6:43 p.m.

Ayes 7 - Mayor Brooks
Mayor Pro Tem Loflin
Council Member Baer
Council Member Bell
Council Member Harrison
Council Member Hoback
Council Member Sawusch

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

Mayor Brooks read the Public Comment Rules and opened Public

Comment at 6:44 p.m.

With no speakers in person or online virtually, Mayor Brooks closed Public Comment at 6:44 p.m.

VI. General Business

23-528

Presentation by SWVSD Superintendent Dr. Don Haddad

Dr. Haddad, St. Vrain Valley School District Superintendent, presented the item at 6:44 p.m.

23-550

PUBLIC HEARING: An Ordinance of the Town Council of the Town of Erie Providing for the Supplemental Appropriation of Money to Various Funds for the 2023 Budget Year

Attachments: [Ordinance](#)
[Town of Erie 2023 3rd Supplemental Handout](#)

Mayor Brooks opened the Public Hearing at 8:02 p.m.

Victoria Runkle, Interim Finance Director, presented the item at 8:03 p.m.

Mayor Brooks closed Public Hearing at 8:07 p.m.

Mayor Pro Tem Loflin made a motion to approve Ordinance 027-2023. Council Member Harrison seconded the motion. The motion passed by the following vote at 8:07 p.m.

Ayes 7 - Mayor Brooks
Mayor Pro Tem Loflin
Council Member Baer
Council Member Bell
Council Member Harrison
Council Member Hoback
Council Member Sawusch

23-549

A Resolution of the Board of Trustees of the Town of Erie Adopting the Town's Fee Schedule

Attachments: [Resolution 23-141](#)

Victoria Runkle, Interim Finance Director, presented the item at 8:09 p.m.

Council Member Harrison made a motion to approve Resolution 23-141. Mayor Pro Tem Loflin, seconded the motion. The motion passed by the following vote at 8:14 p.m.

Ayes 7 - Mayor Brooks
Mayor Pro Tem Loflin
Council Member Baer
Council Member Bell
Council Member Harrison
Council Member Hoback
Council Member Sawusch

[23-539](#)

PUBLIC HEARING: A Resolution of the Town Council of the Town of Erie, Colorado Designating 754 Holbrook Street as a Historic Landmark

Attachments: [Resolution 23-150](#)
[Landmark Application and Nomination 754 Holbrook](#)
[Landmark Presentation 754 Holbrook](#)
[Public Notice 754 Holbrook.pdf](#)

Mayor Brooks opened the Public Hearing at 8:15 p.m.

Mike Turner, Historic Preservation Advisory Board Chair, presented the item at 8:15 p.m.

The following spoke

1. Katie Seese (property owner)

With no additional speakers in person or online virtually, Mayor Brooks closed the Public Hearing at 8:21 p.m.

Council Member Baer made a motion to approve Resolution 23-150. Council Member Bell, seconded the motion. The motion passed by the following vote at 8:25 p.m.

Ayes 7 - Mayor Brooks
Mayor Pro Tem Loflin
Council Member Baer
Council Member Bell
Council Member Harrison
Council Member Hoback
Council Member Sawusch

VII. Staff Reports

[23-569](#) Public Works Monthly Report

Attachments: [Public Works Monthly Report](#)

[23-573](#) Finance Sales Tax Monthly Report

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

[23-564](#) Planning & Development Monthly Report

Attachments: [Planning & Development Monthly Report - November 2023](#)

VIII. Council Member Reports and Announcements

Council Members spoke about the Parade of Lights happening this Friday on Briggs, SAB Leaf and Composting Day was recently held, Erie Tigers going to the 4A Championships at CSU this Saturday, Mayor Brooks spoke about attending the National League of Cities event in Atlanta and all Council Members wanted to thank the Erie PD for their Open House.

Mayor Pro Tem Loflin made a motion to go into Executive Session. Council Member Harrison seconded the motion. The motion passed by the following vote at 8:33 p.m.

Mayor Brooks announced that the meeting would adjourn at the conclusion of the Executive Session.


- Ayes 7 - Mayor Brooks
- Mayor Pro Tem Loflin
- Council Member Baer
- Council Member Bell
- Council Member Harrison
- Council Member Hoback
- Council Member Sawusch

IX. Executive Session

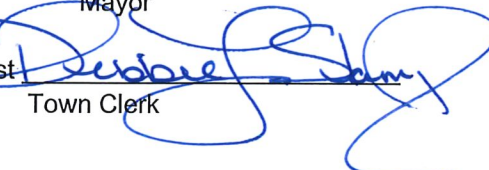
[23-581](#)

EXECUTIVE SESSION to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e), regarding the legal services agreement with the Town Attorney and the services agreement for the Erie Municipal Airport.

X. Adjournment

Approved 

Mayor

Attest 

Town Clerk

