



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Agenda

### Board of Trustees

---

Tuesday, January 8, 2019

6:30 PM

Board Room

---

#### STUDY SESSION 5:45 PM IN THE COMMUNITY ROOM

AGENDA FOR THE STUDY SESSION IS A DISCUSSION OF THE REGULAR MEETING  
AGENDA BELOW

#### REGULAR MEETING 6:30 PM IN THE BOARD ROOM

#### I. CALL MEETING TO ORDER

#### II. PLEDGE OF ALLEGIANCE AND ROLL CALL

#### III. APPROVAL OF THE AGENDA

#### IV. CONSENT AGENDA

*(The consent agenda is intended to contain items that are prepared to be decided without discussion. Any Board member may request removal of any item they do not want to consider without discussion or wish to vote no on, without jeopardizing the approval of other items on the consent agenda.)*

[19-002](#)

A Resolution Of The Board Of Trustees Of The Town Of Erie Updating And Adopting The Three Mile Plan.

Colorado Revised Statutes require the Town adopt a Three Mile Plan that generally describes the location, character and extent of various public facilities in an area extending three miles beyond the municipal boundaries, prior to completing annexation of land within the Three Mile Area.

**Attachments:** [19-002 Resolution](#)

[18-433](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Accepting A Petition For Annexation Of A Parcel Of Land Located In Unincorporated Boulder County With An Address Of 4612 West 119th Street, And Setting A Public Hearing On The Annexation

The applicant proposes to annex approximately 2.382 acres of land into the Town of Erie municipal boundary. This resolution merely accepts the petition to annex and sets forth a public hearing date of 2/26/2019 for the annexation application.

**Attachments:** [18-433 Staff Memo](#)  
[18-433 Resolution No. 19-](#)  
[18-433 Annexation Petition](#)  
[18-433 Other Applicant Materials](#)

[19-001](#) A Resolution of the Board of Trustees of the Town of Erie Approving a Construction Contract with Haynes Mechanical Systems for the Installation of a Mini-Split HVAC System for Town Hall in the Amount of \$54,273

**Attachments:** [Resolution](#)  
[Construction Agreement](#)

[19-006](#) Approval of the December 8, 2018 Meeting Minutes

**Attachments:** [December 8, 2018 Draft Meeting Minutes](#)

[19-007](#) Approval of the December 11, 2018 Meeting Minutes

**Attachments:** [December 11, 2018 Draft Meeting Minutes](#)

[19-008](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Designating The Town's Official Public Notice Posting Locations And The Town's Official Newspaper Of General Circulation

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

[19-009](#) A Resolution of the Board of Trustees of the Town of Erie Approving the Bylaws of and Intergovernmental Agreement with the Colorado Intergovernmental Risk Sharing Agency (CIRSA)

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

[19-014](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$50,000 For Windy Gap Carriage Charges To The Municipal Subdistrict Of Northern Colorado Water Conservancy District

**Attachments:** [Resolution](#)  
[2018-2019 financial commitments 01.02.19 - Windy Gap](#)

[19-018](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Approving An Agreement To Modify Ditch And Ditch Easement With Erie Coal Creek Ditch And Reservoir Company

**Attachments:** [Agreement](#)  
[Resolution](#)  
[Easement Deed](#)

[19-023](#) A Resolution of the Board of Trustees of the Town of Erie Authorizing Electrical Payments for Town Facilities to Xcel Energy and United Power

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

[19-024](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$262,600 For The Lease Of Colorado Big Thompson Units From Bijou Irrigation Company

**Attachments:** [Resolution](#)  
[2018-2019 financial commitments 01.02.19 - Bijou](#)

[19-025](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$597,300 For The Purchase Of Water Meters From National Meter And Automation

**Attachments:** [Resolution](#)  
[2019 Master Pricing](#)

[19-026](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$556,200 To The Northern Colorado Water Conservancy District For Carryover Fees And Assessments

**Attachments:** [Resolution](#)  
[Financial Commitments](#)

[19-027](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$150,900 For The Purchase Of Bulk Fuel From Hill Petroleum

**Attachments:** [Resolution](#)  
[Request for Proposal](#)  
[Contract Extension](#)

[19-028](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$90,201.28 For The Purchase Of Ice Slicer And Meltdown Apex From Envirotech

**Attachments:** [Resolution](#)  
[Envirotech Quote](#)

[19-029](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing A Payment In The Amount Of \$60,000 For The Purchase Of Powder Activated Carbon To Cabot Corporation

**Attachments:** [Resolution](#)  
[Price Quote](#)

[19-030](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Approving The Second Renewal Of An Agreement For Services With Road Safe Traffic Systems, Inc. For Street Striping Services

**Attachments:** [Resolution](#)  
[Letter to Renewal Contract for Second Time](#)  
[Letter to Renew Contract for First Time](#)  
[Agreement for Services](#)

[19-032](#) A Resolution of the Board of Trustees of the Town of Erie Authorizing Payment to Colorado Intergovernmental Risk Sharing Agency (CIRSA) for 2019 Workers' Compensation and Property/Casualty Coverage

**Attachments:** [Workers' Compensation 1st Quarter Invoice](#)  
[Propert/Casualty 1st Quarter Invoice](#)  
[Resolution](#)

## **V. PUBLIC COMMENT**

*(This agenda item provides the public an opportunity to discuss items other than ordinances on second reading, public hearings and consent agenda items that are not on the agenda. The Board of Trustees is not prepared to decide on matters brought up at this time, but if warranted, will place them on a future agenda.)*

## **VI. PROCLAMATIONS AND PRESENTATIONS**

*(This agenda item is intended to contain Presentations to the Board that do not require any Board action. Presentations are limited to fifteen (15) minutes.*

[19-020](#) Erie Municipal Airport Monthly Report - December 2018

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

[19-037](#) A Proclamation Recognizing January 20-26, 2019 Town of Erie School Choice Week

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

## **VII. RESOLUTIONS**

*(This agenda item is for all matters that should be decided by resolutions.)*

[19-005](#) PUBLIC HEARING: A Resolution Of The Board Of Trustees Of The Town Of Erie Approving An Amendment To The 2015 Town Of Erie Comprehensive Plan.

Amend the Comprehensive Plan to re-designate property for higher and better land use potential along HWY 7.

**Attachments:** [19-005 Staff Memo](#)  
[19-005 Resolution No. 19-](#)  
[19-005 Comprehensive Plan Amendment](#)  
[19-005 Planning Commission Draft Resolution P18-19](#)  
[19-005 Planning Commission Draft Minutes](#)  
[19-005 Other Applicant Materials](#)

[19-012](#) PUBLIC HEARING: A Resolution Of The Board Of Trustees Of The Town Of Erie Approving With Conditions Erie Highlands Preliminary Plat No. 3.

The Erie Highlands Preliminary Plat No. 3 is generally located near south of Erie Parkway and west of County Road 5 is approximately 88.9 acres in size. The Preliminary Plat proposes 103 single-family lots and 6 tracts.

**Attachments:** [19-012 Staff Memo](#)  
[19-012 Resolution](#)  
[19-012 Preliminary Plat](#)  
[19-012 Application Materials](#)  
[19-012 Planning Commission Resolution and Minutes](#)

[19-031](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Approving An Employment Agreement And Appointing Malcolm Fleming As Town Administrator

**Attachments:** [Resolution](#)  
[Employment Agreement](#)

[19-034](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Approving An Annexation Agreement With Anadarko E&P Onshore, LLC

**Attachments:** [Resolution](#)  
[Annexation Agreement](#)

[19-035](#) A Resolution Of The Board Of Trustees Of The Town Of Erie Approving A Master Encroachment License Agreement With Kerr-Mcgee Gathering, LLC

**Attachments:** [Resolution](#)  
[Master Encroachment License](#)

**IX. GENERAL BUSINESS**

*(This agenda item is reserved for matters that are ready for Board action, and do not fit into other categories, i.e. resolutions, ordinances...)*

[19-013](#) A Sketch Plan Review of Erie Highlands Planning Area 10

A Sketch Plan application for 132 dwelling units in a townhouse housing type.

**Attachments:** [19-013 Staff Memo](#)  
[19-013 Staff and Agency Comments](#)  
[19-013 Application Materials](#)  
[19-013 Sketch Plan Map](#)  
[19-013 Planning Commission Minutes](#)

[19-033](#) Board of Trustees 2019 Work Plan

**Attachments:** [Draft Agenda for January 13, 2019 Retreat](#)  
[2019 Concept Work Plan](#)  
[Strategic Framework for Public Engagement](#)

[19-036](#) January 15, 2019 Study Session Topics

**X. STAFF REPORTS**

*(This agenda item is reserved for specific items from Staff requiring Board direction or just relaying important information.)*

[19-021](#) Water Treatment and Water Reclamation Monthly Report

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

**XI. BOARD OF TRUSTEES REPORTS & APPOINTMENTS**

*(This agenda item is for all Board of Trustees reports, Board & Commission Appointment, and items of information as well as Board discussion items, not listed on the agenda.)*

**XII. EXECUTIVE SESSION**

[19-010](#) Executive Session To Hold A Conference With The Town Attorney To Receive Legal Advice On Specific Legal Questions, Pursuant To C.R.S. § 24-6-402(4)(b), Regarding Pending Litigation And Annexation Of Property To The Town

**XIII. ADJOURNMENT**

*(The Board's Goal is that all meetings be adjourned by 10:30pm. An agenda check will be conducted at or about 10:00 p.m., and no later than at the end of the first item finished after 10:00 p.m. Items not completed prior to adjournment will generally be taken up at the next regular meeting.)*