



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes

Board of Trustees

Tuesday, May 25, 2021

6:30 PM

Board Room

via Virtual Meeting

<http://bit.ly/0525BOT>

I. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Jennifer Carroll called the meeting to order at 6:31 p.m.

II. ROLL CALL

Present: 7 - Mayor Pro Tem Haid
Mayor Carroll
Trustee Gippe
Trustee van Woudenberg
Trustee Bell
Trustee Harrison
Trustee Loflin

III. APPROVAL OF AGENDA

Mayor Pro Tem Haid requested to remove Agenda I item 21-193 from the agenda to be discussed at a future date. Trustee Gippe seconded the motion. The motion passed by the following vote at 6:35 p.m.:

Ayes 4 - Mayor Pro Tem Haid
Mayor Carroll
Trustee Gippe
Trustee Harrison

Nayes 3 - Trustee van Woudenberg
Trustee Bell
Trustee Loflin

IV. CONSENT AGENDA

[21-199](#) Approval of the May 25, 2021 Board of Trustees Meeting Minutes

Attachments: [May 25, 2021 BOT Minutes](#)

[21-147](#) A Resolution of the Board of Trustees of the Town of Erie Approving a Professional Services Agreement with CONSOR Engineers, LLC for the Design of a Traffic Signal Communication System

Attachments: [Resolution 21-071](#)
[Agreement](#)

[21-153](#) A Resolution of the Board of Trustees of the Town of Erie Approving a Services and Reimbursement Agreement with Latitude Digital to Turn the Property Located at 660 Briggs into a Co-Working Space for Use by Town Employees and the Public

Attachments: [Resolution 21-076](#)
[Services & Reimbursement Agreement](#)
[Erie Coworking Proposal](#)

[21-171](#) A Resolution of the Board of Trustees of the Town of Erie Approving an Intergovernmental Agreement with the State of Colorado for the Funding of the County Line Rd Roadway Improvements in the Amount of \$2,950,000

Attachments: [Resolution](#)
[IGA](#)
[Erie Safer Main Streets Project Area Map](#)

[21-176](#) A Resolution of the Board of Trustees of the Town of Erie Approving a Professional Services Agreement with Armstrong Consultants, Inc. to Serve as Erie Municipal Airport's Consultant

Attachments: [Resolution 21-057](#)
[Agreement](#)

[21-191](#) A Resolution of the Board of Trustees of the Town of Erie Accepting Dedications as Shown on the Final Plat for the Erie Highlands Filing No. 14, Amendment No. 1 Subdivision

Attachments: [Resolution 21-065](#)
[Erie Highlands Filing No. 14, Amendment No. 1 Final Plat](#)

[21-195](#) A Resolution of the Board of Trustees of the Town of Erie Approving the Fourth Amendment to Development Agreement for Erie Commons Filing No. 4 and Accepting Dedications as Shown on the Final Plat for the Erie Commons Filing No. 4, 4th Amendment Subdivision

Attachments: [Resolution 21-068](#)
[Erie Commons Filing 4, 4th Amendment Final Plat](#)
[Development Agreement](#)

[21-197](#) A Resolution of the Board of Trustees of the Town of Erie Approving the Fifth Amendment to Development Agreement for Erie Commons Filing No. 4, and Accepting Dedications as Shown on the Final Plat for the Erie Commons Filing No. 4, 5th Amendment Subdivision

Attachments: [Resolution 21-069](#)
[Erie Commons Filing 4, 5th Amendment Final Plat](#)
[Development Agreement](#)

[21-211](#) A Resolution of the Board of Trustees of the Town of Erie Approving the First Amendment to the Intergovernmental Agreement with the Erie Commons Metropolitan District No. 3

Attachments: [Resolution 21-075](#)
[First Amendment to the Intergovernmental Agreement](#)

[21-200](#) A Resolution of the Board of Trustees of the Town of Erie Approving a One-Year Extension of the Lease with the Erie Chamber of Commerce for 235 Wells Street

Attachments: [Resolution 21-080](#)
[Chamber Lease Ext-A052421](#)

[21-202](#) A Resolution of the Board of Trustees of the Town of Erie Approving the Memorandum of Understanding Concerning Pilot Project for Winter Deliveries through Boulder Supply Canal

Attachments: [Resolution 21-072](#)
[MOU](#)

[21-205](#) An Ordinance of the Board of Trustees of the Town of Erie Amending Section 7-3-3 of the Erie Municipal Code to Allow for Youth Participation on the Tree Board

Attachments: [Ordinance 12-2021](#)

A motion was made by Trustee Gippe to approve the consent agenda items in the order listed. The motion was seconded by Mayor Pro Tem Haid. The motion passed by the following vote at 6:35 p.m.:

Ayes: Mayor Carroll
Trustee Gippe
Trustee van Woudenberg
Trustee Bell
Trustee Harrison
Trustee Loflin
Mayor Pro Tem Haid

V. PUBLIC COMMENT AND NON-AGENDA ITEMS

Mayor Carroll read the Public Comment Rules. Public Comment opened at 6:36 p.m.

The following spoke:

1) Pat & Deb Gonzalez confirmed that item 21-193 has moved to a future

date.

Public comment closed at 6:38 p.m.

VI. GENERAL BUSINESS

21-189

PUBLIC HEARING: An Ordinance of the Board of Trustees of the Town of Erie Amending Section 10-3-1 of the Erie Municipal Code Relating to Permitted Uses, Amending Section 10-7-5 of the Erie Municipal Code Relating to Rezoning Procedures, and Amending Section 10-11-3 of the Erie Municipal Code to Add a Definition

Attachments: [Ordinance No. 11-2021](#)

[Staff Memo](#)

[Resolution No. P21-07](#)

[Public Hearing Notice](#)

[Staff Presentation](#)

Mayor Carroll read the Public Comment Rules. Deborah Bachelder AICP, Planning Manager/Deputy Director of Planning & Development presented the item at 6:44 p.m.

Public Hearing opened at 6:53 p.m. No one from the public spoke regarding this item.

Public Hearing closed at 7:03 p.m.

Mayor Pro Tem Haid, moved to approve the ordinance. Trustee Harrison seconded the motion. The motion passed by the following vote at 7:04 p.m; :

- Ayes** 4 - Mayor Pro Tem Haid
Mayor Carroll
Trustee Gippe
Trustee Harrison
- Nayes** 3 - Trustee van Woudenberg
Trustee Bell
Trustee Loflin

21-193

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

Attachments: [21-066 Resolution](#)
[Exhibit A - Comprehensive Plan Amendment](#)
[Staff Report](#)
[Application and Narrative](#)
[Other Applicant Materials](#)
[Referral Comments](#)
[Notices](#)
[City of Lafayette - Town of Erie IGA](#)
[Public Comments](#)
[P21-06 Resolution](#)
[Staff Presentation](#)
[5-25-2021 Emails for 111th and Arapahoe](#)

This agenda item was removed and will be discussed at a future date.

[21-152](#) Downtown Infrastructure Community Engagement Plan

Attachments: [Downtown Infrastructure Engagement Plan](#)

Ben Pratt, Economic Development Director and Lucas Workman, Economic Development Coordinator, showed a presentation regarding downtown engagement plan at 7:10 p.m. Gabi Rae, Communications and Community Engagement Director and Amber Luttrell, Communications Manager, spoke about the posters and social media platforms of this project at 7:25 p.m.

No action was taken.

[21-145](#) An Ordinance of the Board of Trustees of the Town of Erie Granting Black Hills Colorado Gas, Inc. d/b/a Black Hills Energy a Natural Gas Franchise

Attachments: [Ordinance 08-2021](#)
[Franchise Agreement](#)
[BHE Service Territory Map](#)

Malcolm Fleming, Town Administrator presented the item at 7:41 p.m.

Trustee Bell moved to approve the ordinance. The motion failed for lack of a second at 7:59 p.m.

VII. STAFF REPORTS

[21-210](#) Planning & Development Monthly Report

Attachments: [Planning & Development Monthly Report - May](#)
[Building Division Report](#)
[Building Charts](#)

[21-203](#) Public Works Monthly Report

Attachments: [Monthly Report](#)

VIII. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Board members spoke about solar panels, road closures, last week of school, appreciation to teachers, Farmer's Market, Bolder Boulder, Family movie night, and Juneteenth. The Board members also discussed Memorial Day and appreciation for Veterans Day.

IX. EXECUTIVE SESSION

[21-177](#) Executive Session for the purposes of discussion of a personnel matter 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, pursuant to C.R.S. § 24-6-402(4)(f), concerning a performance evaluation of the Town Administrator.

A motion was made by Mayor Pro Tem Haid, seconded by Trustee Gippe, that this agenda item be approved . The motion passed by the following vote at 8:21 p.m. :

Ayes 7 - Mayor Pro Tem Haid
Mayor Carroll
Trustee Gippe
Trustee van Woudenberg
Trustee Bell
Trustee Harrison
Trustee Loflin

X. ADJOURNMENT

The Mayor adjourned the regular meeting at 8:21 p.m. and will adjourn after Executive Session.

Approved _____
Mayor

Attest _____
Town Clerk

