



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes - Final

### Board of Trustees

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Tuesday, April 13, 2021

6:30 PM

Board Room

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via Virtual Meeting

<http://bit.ly/0413BOT>

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

Mayor 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

Trustee Gippe moved to approved the agenda. Trustee Harrison seconded the motion. The motion passed by the following vote at 6:32 p.m.

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

#### IV. CONSENT AGENDA

[21-136](#)

#### **Approval of the March 23, 2021 Board of Trustees Meeting Minutes**

**Attachments:** [March 23, 2021 BOT Minutes](#)

[21-104](#)

A Resolution of the Board of Trustees of the Town of Erie Approving the First Amendment to the Construction Manager At-Risk (CMAR) Contract with Ellingson-DTD for the Design and Installation of a Horizontal, Directionally Drilled, Municipal Water Well

**Attachments:** [Resolution 21-036](#)  
[First Amendment to CMAR Contract](#)  
[Vicinity Map](#)  
[Ellingson GMP Proposal](#)

[21-124](#) A Resolution of the Board of Trustees of the Town of Erie Approving a Services Agreement with Weifield Group Electrical Contracting, Inc., for the Town Hall Generator Replacement Installation

**Attachments:** [Resolution 21-042](#)  
[Agreement](#)

[21-125](#) A Resolution of the Board of Trustees of the Town of Erie Accepting an Airport Coronavirus Relief Grant Program (ACRGP) Grant from the Federal Aviation Administration for the Erie Municipal Airport in the Amount of \$13,000

**Attachments:** [Resolution 21-043](#)  
[Agreement](#)

[21-135](#) **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 Weld County (Hammer Annexation)**

**Attachments:** [Resolution No. 21-044](#)  
[Staff Report](#)  
[Applicant Materials](#)

[21-139](#) An Ordinance of the Board of Trustees of the Town of Erie Adopting Revised Rules and Regulations Governing the Erie Cemetery

**Attachments:** [Ordinance No. 09-2021 - Cemetery Rules and Regulations](#)  
[Redline Cemetery Rules and Regulations.pdf](#)  
[Cemetery Rules and Regulations](#)

[21-148](#) **A Resolution of the Board of Trustees of the Town of Erie Reappointing Teresa Ablao as the Presiding Judge of the Erie Municipal Court; and**

**A Resolution of the Board of Trustees of the Town of Erie Reappointing Melissa Beato as Assistant Municipal Judge of the Erie Municipal Court**

**Attachments:** [Resolution 21-046](#)  
[Resolution 21-047](#)

Trustee Gippe moved to approve the Consent Agenda. Trustee Bell seconded the motion. The motion passed by the following vote at 6:33 p.m.:

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

## **V. PUBLIC COMMENT AND NON-AGENDA ITEMS**

Mayor Carroll read the Public Comment rules and opened Public Comment at 6:33 p.m. with the following speakers:

1. Liz Fisher commented on Jake Brake Ordinance and would like a similar ordinance for air quality monitoring.
2. Sandra Duncan commented on Oil & Gas issues.

With no further speakers Public Comment closed at 6:39 p.m.

## **VI. GENERAL BUSINESS**

[21-096](#) Earth Week Proclamation

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

This item was presented by Tyler Kesler, Sustainability & Water Conservation Specialist.

The Proclamation was read by Trustee Christian van Woudenberg at 6:40 p.m.

[21-067](#) **A Resolution of the Board of Trustees of the Town of Erie Approving a Lease Agreement for 555 Briggs Street**

**Attachments:** [Resolution 555 Briggs](#)  
[555 Briggs Lease-A040921](#)

This item was presented by Ben Pratt, Economic Development Director at 6:42 p.m.

Trustee Gippe moved to approved the resolution. Trustee Harrison seconded the motion. The motion passed by the following vote at 6:50 p.m.

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

[21-138](#)

An Ordinance of the Board of Trustees of the Town of Erie Amending Sections 3-5-1 and 3-5-2.C of the Erie Municipal Code to Allow for Youth Participation on the Sustainability Advisory Board

**Attachments:** [Ordinance 08-2021](#)

This item was presented by Kendra Carberry, Town Attorney and Trustee Christian van Woudenberg at 6:51 p.m.

**Trustee van Woudenberg moved to approved the ordinance. Trustee Gippe seconded the motion. The motion passed by the following vote at 6:54 p.m.**

**Ayes** 6 - Mayor Pro Tem Haid  
Mayor Carroll  
Trustee Gippe  
Trustee van Woudenberg  
Trustee Harrison  
Trustee Loflin

**Nayes** 1 - Trustee Bell

[21-144](#)

Discussion and Board direction on staff requests for the following positions: (1) Grants Manager, (2) Grants Accountant, (3) Recruitment and Retention Specialist, and (4) Administrative Assistant/Town Hall Customer Service Representative.

This item was presented by the following at 6:55 p.m.

Malcolm Fleming, Town Administrator  
Victoria Runkle, Interim Finance Director  
Ben Pratt, Economic Development Director  
Alicia Melendez, Human Resources Director  
Amy Teetzel, Administrative Operations Manager

The general direction of the Board was to proceed.

## **VII. STAFF REPORTS**

## **VIII. BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

## **IX. EXECUTIVE SESSION**

[21-143](#)

Executive Session to hold a conference with the Town's special counsel to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), concerning oil and gas issues.

**May Pro Tem Haid moved to go in to Executive Session. Trustee Gippe seconded the motion. The motion passed by the following vote at 7:43 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 meeting at 7:44 p.m.

Approved by:

\_\_\_\_\_  
Mayor

Attested by:

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