

TOWN OF ERIE
BOARD OF TRUSTEES REGULAR MEETING ¹
Tuesday, April 08, 2014
6:30 p.m.
Board Room, Erie Town Hall, 645 Holbrook, Erie, CO 80516

STUDY SESSION 5:45 P.M. COMMUNITY ROOM

I. CALL MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE AND ROLL CALL

III. SWEARING IN OF ELECTED MAYOR AND BOARD OF TRUSTEES

(The Town Clerk will administer the oath to the in-coming Board Members)

- a. Mayor Tina Harris
- b. Trustee Jennifer Kramer
- c. Trustee Waylon Schutt
- d. Trustee Mark Gruber
- e. Trustee Dan Woog
- f. Trustee Scott Charles

IV. ROLL CALL OF INCOMING BOARD

V. PROCLAMATIONS/RECOGNITION OF THE OUTGOING BOARD MEMBERS

(Mayor will present the Proclamations to the out-going Board Members)

- a. Mayor Joe Wilson
- b. Mayor Pro Tem Ronda Grassi
- c. Trustee Joe Carnival
- d. Trustee Fred Mahe

VI. APPROVAL OF THE AGENDA

¹ FOR MORE INFORMATION ON THE AGENDA ITEMS LISTED OR FOR INDIVIDUALS WITH DISABILITIES NEEDING AUXILIARY AIDS OR TO REQUEST ASSISTANCE, PLEASE CONTACT THE TOWN CLERK'S OFFICE AT 645 HOLBROOK STREET, P.O. Box 750, 303 926-2731.

VII. ELECTION OF MAYOR PRO TEM

VIII. APPOINTMENT OF TOWN OFFICERS

(Mayor will administer the oath to the Town Officers)

- a. Treasurer
- b. Town Attorney
- c. Town Clerk

IX. 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. Items removed will be placed under IX. General Business, a. in the order they appear on the Agenda.) (This should be done prior to the motion to approve.)

- a. Approval of the March 25, 2014 Meeting Minutes
- b. Resolution 14-53; A Resolution Accepting a Water Conservation Grant
- c. Resolution 14-54; A Resolution Approving the 2014 Fleet Purchases
- d. Resolution 14-55; A Resolution Awarding a 2014 Fertilizer Contract

X. 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)

XI. 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.)

NONE SCHEDULED

XII. RESOLUTIONS (This agenda items is for all matters that should be decided by resolutions.)

NONE SCHEDULED

XIII. ORDINANCES (To adopt an Ordinance of the First Reading, a Motion/Second/Approval is required to suspend Resolution 02-44 and adopt the Ordinance on the First Reading.)

NONE SCHEDULED

- XIV. **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...)

NONE SCHEDULED

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

a. **A.J. Krieger, Town Administrator**

- XVI. **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.)

a. **BOT Reports**

- XVII. **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.)

THE TOWN BOARD WILL ADJOURN TO A MEETING OF THE TOWN OF ERIE HOUSING AUTHORITY

TOWN OF ERIE
BOARD OF TRUSTEES REGULAR MEETING 1
Tuesday, March 25, 2014
6:30 p.m.
Board Room, Erie Town Hall, 645 Holbrook, Erie, CO 80516

I. CALL MEETING TO ORDER

Mayor Wilson called the March 11, 2014 Regular Meeting of the Board of Trustees to order at 6:30 p.m.

II. PLEDGE OF ALLEGIANCE AND ROLL CALL

- a. Mayor Wilson introduced Tiegán Martínez, Centennial State Sweetheart, Teya Martínez, Centennial State Princess; Winners in their Division of the Miss American College Education Pageant and Kat and Andy Greve as the recipients of this meeting's Young Patriots Award.

Roll Call: Trustee Carnival –present
 Trustee Gruber – present
 Mayor Pro Tem Grassi – present
 Trustee Moore – present
 Trustee Mahe - present
 Trustee Woog – present
 Mayor Wilson – present

III. APPROVAL OF THE AGENDA

Action: Trustee Carnival moved to approve the March 25, 2014 Agenda; the motion was seconded by Trustee Moore. The motion carried with all present voting in favor thereof.

IV. CONSENT AGENDA

- a. Approval of the March 11, 2014 Meeting Minutes
- b. Resolution 14-44; A Resolution Awarding a Contract for 2014 Mosquito Control
- c. Resolution 14-45; A Resolution Awarding a Janitorial Services Contract
- d. Resolution 14-46; A Resolution Approving the 6th Amendment to the 4th Agreement for the Windy Gap Firing Project
- e. Resolution 14-47; A Resolution Awarding a Contract for Street Signage Supplies

CONSENT AGENDA (continued)

- f. **Resolution 14-48; A Resolution Approving a Contribution to the Colorado National Golf Club for the 4th of July Fireworks**
- g. **Resolution 14-49; A Resolution Of The Town Of Erie, Colorado, For The Purpose Of Accepting A Grant Of Permanent Easement Agreement From Sunwest Homeowners' Association**

Action: Mayor Pro Tem Grassi moved to approve the March 25, 2014 Consent Agenda; the motion was seconded by Trustee Woog The motion carried with the following roll call vote:

Roll Call: Trustee Moore – Yes
Trustee Gruber – Yes
Trustee Carnival - Yes
Trustee Mahe - Yes
Mayor Pro Tem Grassi – Yes
Trustee Woog - Yes
Mayor Wilson – Yes

V. PUBLIC COMMENT

Gary Prill, 1479 Northridge Drive, Erie, CO. asked the Board to clean up abandoned property it owns near the Northridge Subdivision.

Gary Wetzberger, 1969 Seidler Court, Erie, CO. provided the Board with an update of the Arts Coalition of Erie update of activities.

Jim Hoffmeyer, 1168 Fletcher Drive, Erie, CO. spoke to the Board in support of Resolution 14-52.

Helene Jewett, 77 Erie Village Drive, Erie, Co. provided on update on Erie Economic Development Council Activities.

VI. PROCLAMATIONS AND PRESENTATIONS

Gary Behlen, Director of Parks, presented proclamations for the upcoming Arbor Day and Earth Day.

Arbor Day originally started in Nebraska in the 1800's. The state was once a treeless plain that led to the founding of Arbor Day, by J. Sterling Morton in 1872. The Town of Erie plans to celebrate Arbor Day 2013 on Saturday, April 27. The Parks & Recreation Department and the Erie Tree Board invite residents to share in the Arbor Day Celebration which will be held at Lehigh Park in Erie Commons from 10:00 am – 12:00 noon. Planned activities include: presentation of Tree City USA plaque, hands-on tree plantings, and activities for children, refreshments, drawings for gift certificates and prizes, free tree

PROCLAMATIONS AND PRESENTATIONS (continued)

and educational information. On behalf of the Tree Board and the Parks & Recreation Department, we request that the Board proclaim April 26, 2013 as Arbor Day in the Town of Erie.

Earth Day – April 22 – marks the anniversary of what many consider the birth of the modern environmental movement. The first Earth Day in 1970 capitalized on an emerging consciousness and public awareness of environmental concerns. For 42 years, Earth Day has inspired and mobilized individuals and organizations across the world to demonstrate their commitment to environmental protection and sustainability. Across the globe, individuals, communities, organizations, and governments acknowledge the amazing planet we call home and take action to protect it.” The first Earth Day inspired the creation of the US Environmental Protection Agency and the passage of the *Clean Air, Clear Water Act* and the *Endangered Species Act*. The theme for Earth Day 2013 is “The Face of Climate Change” and the Earth Day Network is collecting and displaying images of people, animals, and places directly affected or threatened by climate change – as well as images of people stepping up to do something about it. And they are requesting assistance in gathering these images from all citizens, asking us to be climate reporters and upload our images and stories that show The Town of Erie plans to celebrate Earth Day for the third time in conjunction with the 2013 Arbor Day celebration on Saturday, April 27. We invite Erie residents to share in this celebration which will be held at Lehigh Park in Erie Commons from 10:00 am – 12:00 noon. Educational information will be available from a variety of organizations. We are also offering children's crafts and Earth Day contests. The Parks & Recreation Department requests that the Board proclaim April 22, 2013 as Earth Day in the Town of Erie.

Action: Mayor Wilson read proclamations for both Arbor Day and Earth Day.

VII. RESOLUTIONS

a. Resolution 14-50; A Resolution Approving a Contract for the Erie Lake Feasibility Study

Russell Pennington, Deputy Director of Public Works, presented staff recommendations for the approval of Resolution 14-50. The 2014 Capital Improvement Budget includes funds to purchase land and prepare a conceptual design and final design of a new water supply reservoir. Staff is currently evaluating the feasibility of additional water supply capacity at or near the Erie Lake Reservoir. A deeper, larger reservoir would help in the control of taste and odor problems and will give the Water Treatment Staff additional options and capacity in the Town's raw water storage system. Staff has requested a proposal from Deere & Ault Consultants, Inc. Staff worked with Deere & Ault to develop a scope of work for this Erie Lake Expansion Pre-feasibility Study. Staff is currently working with Deere & Ault on the Erie Lake Dam Stabilization project. At the March 11, 2014 BOT Meeting, the Board of Trustees approved a resolution authorizing the Town to enter into a purchase and sale agreement of the Schofield property adjacent to the northeast side of Erie Lake. A portion of this land has been identified as a possible location for the storage of additional raw water for the Town. The first phase of this project would include the development of potential reservoir layouts and associated engineer's opinion of construction costs, Natural Resources Assessment, potential scheduling and staging for reservoir construction, and identify and describe any potential fatal flaws to the reservoir expansion in this location. If Phase I of this project indicates that a reservoir expansion at this location is feasible, the project will proceed into the second phase of the project. Phase II will consist of field work, geologic and geotechnical investigation and laboratory analysis to confirm the preliminary design assumptions.

RESOLUTIONS (continued)

Action: Trustee Moore moved to approve Resolution 14-50; the motion was seconded by Trustee Gruber. The motion carried with the following Roll Call vote:

Roll Call: Trustee Moore – Yes
Trustee Gruber – Yes
Trustee Carnival - Yes
Trustee Mahe - Yes
Mayor Pro Tem Grassi – Yes
Trustee Woog - Yes
Mayor Wilson – Yes

b. Resolution 14-51; A Resolution Awarding a Construction Contract for the 4MG Water Tank

Russell Pennington, Deputy Director of Public Works, presented staff recommendations for the approval of Resolution 14-51. The 2013/2014 Capital Budget included funds to design and construct a four million gallon treated water storage facility for the pressure zone 3 water distribution system. The pressure zone 3 treated water storage tank supplies water for Vista Ridge, Vista Pointe, Canyon Creek, Country Meadows, Sunwest, Orchard Glen, Flatiron Meadows, Candlelight Ridge, Grandview, Colliers Hill, Erie Highland and Compass. The tank can also be used to serve other pressure zones. With the recent and projected growth in Erie, the Town is in need of expanding the treated water storage capacity. This need is consistent with the Town's 2013 Water Master Plan recommendations, and the experience of the Town's Water Plant Operators. An Invitation for contractor prequalification for the 4 million gallon Zone 3 Water Storage Tank Project was posted on the Town's website on January 22, 2014 to insure that local contractors were notified about this project. No Erie contractors submitted qualifications. Qualifications were received from 8 Contractors on February 6, 2014. The Town's design and construction management engineer, Burns & McDonnell, reviewed the qualifications and determined that 4 of the 8 contractors meet the qualification requirements and were invited to bid on the 4 MG Zone 3 Water Storage Tank Project.

Action: Trustee Moore moved to approve Resolution 14-51; the motion was seconded by Trustee Gruber. The motion carried with the following Roll Call vote:

Roll Call: Trustee Moore – Yes
Trustee Gruber – Yes
Trustee Carnival - Yes
Trustee Mahe - Yes
Mayor Pro Tem Grassi – Yes
Trustee Woog - Yes
Mayor Wilson – Yes

RESOLUTIONS (continued)

c. Resolution 14-52; A Resolution Awarding a Construction Contract for Coal Creek Restoration

Russell Pennington, Deputy Director of Public Works, presented staff recommendations for the approval of Resolution 14-52. During the September flood event, a pedestrian bridge and drop structure in Coal Creek was damaged. The pedestrian bridge is south of Vista Parkway and is part of the south Coal Creek Crusher Fine Trail. The bridge needs to be repaired prior to opening up the trail. The drop structure repair is critical for stabilizing Coal Creek. If the drop structure is not repaired, the creek will erode and becomes deeper jeopardizing existing and proposed upstream utilities that cross Coal Creek. The drop structure is also needed for the Erie Coal Creek Ditch head-gate. With the current damage, water cannot be diverted into the ditch head-gate. This project has been identified as part of the FEMA recovery effort. Assuming FEMA approves all components of the project the following funding applies; 75% funded by FEMA, 12.5% funded by the State of Colorado and the Town will be responsible for 12.5%. In addition to the FEMA funding, the Town also obtained a Colorado Water Conservation Board (CWCB) Grant in the amount of \$5,000 for design and \$20,000 for construction. The CWCB grant can be used to offset the Town's 12.5% total project cost share, however it requires a 25% match of the \$25,000. All work will be in coordination with the FEMA relief funding and CWCB Grant requirements. An Invitation to Bid was posted on the Town's website on February 18, 2014 to insure that local contractors were notified about this project. No Erie contractors submitted bids.

Action: Mayor Pro Tem Grassi moved to approve Resolution 14-52; the motion was seconded by Trustee Moore. The motion carried with the following Roll Call vote:

Roll Call:

- Trustee Moore – Yes
- Trustee Gruber – Yes
- Trustee Carnival - Yes
- Trustee Mahe - Yes
- Mayor Pro Tem Grassi – Yes
- Trustee Woog - Yes
- Mayor Wilson – Yes

VIII. STAFF REPORTS

A.J. Krieger, Town Administrator recognized Wendi Palar and Raelynne Ferrera for their work in coordinating with FEMA for flood recovery funds.

IX. BOARD OF TRUSTEES REPORTS & APPOINTMENTS

Trustee Carnival acknowledged that this was his last meeting before the election and thanked the people of Erie.

Trustee Gruber also thanked the residents of Erie.

Trustee Moore acknowledged the efforts and contributions of the volunteers of Meals on Wheels.

Mayor Wilson also noted that this was the last meeting of this Board and said it was a pleasure to serve.

X. ADJOURNMENT

Action: Trustee Moore moved to adjourn the March 25, 2014 regular Meeting of the Town of Erie Board of Trustees; the motion was seconded by Trustee Gruber. The motion carried with all present voting in favor thereof.

Action: Mayor Wilson adjourned the March 25, 2014 Regular Meeting of the Town of Erie Board of Trustees at 7:00 p.m.

Respectfully Submitted,

Nancy J. Parker, CMC, Town Clerk

Tina Harris, Mayor

TOWN OF ERIE
BOARD OF TRUSTEE AGENDA ITEM
Board Meeting Date: April 8, 2014 2014

SUBJECT: **CONSENT AGENDA**
Consideration of Resolution 14-53: A Resolution accepting Office of Water Conservation Drought and Planning grant. For Water Conservation Plan, In The Amount of \$33,087; And Setting Forth Details In Relation Thereto.

DEPARTMENT: Public Works

PRESENTER/PREPARER: **Gary Behlen, Director of Public Works**
Russell Pennington, Deputy Director of Public Works

FISCAL INFORMATION: Cost as \$33,087
Recommended:
Balance Available: \$
Budget Line Item 000 . 00 . 000 . 000000 . 0000
Number:
New Appropriation Required: Yes No

STAFF RECOMMENDATION: Approving Resolution 14 -53 accepting Office of Water Conservation Drought and Planning grant, authorizing the Town Administrator to sign the said agreement, and authorize Staff to expend grant money.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Similar to other communities along the Front Range of Colorado, Erie is experiencing significant growth and development. Erie has been careful to plan for its future growth by implementing a water conservation plan for its service area to maximize its available water while planning for future growth and times of drought. In 2008, Erie developed a Water Conservation Plan in accordance with the Water Conservation Act of 2004 and to meet the provision of Colorado Revised Statute section 37-60-126.

Staff submitted a grant application to the Office of Water Conservation Drought and Planning (OWCDP) for a grant to update Erie's Water Conservation Plan. This plan is required to be updated every 5 years in order to receive future financial assistance from either the Colorado Water Conservation Board (CWCB) or Colorado Water Resources and Power Development Authority (CWRPDA).

Staff received confirmation in March, 2014 that the OWCDP awarded the Town of Erie a grant in the amount of \$33,087. Staff will bring a consultant agreement to a future Board Meeting for approval to have a consultant update the Town's Water Conservation Plan.

Board Goal

This serves the Board's goal to expand and diversify the Town's economic base to create primary jobs as well as retail opportunities, in order to increase the Town's fiscal capacity to meet the needs of its citizens.

Staff Review:

Approved by:

_____ Town Attorney
_____ Town Clerk
_____ Community Development Director
_____ Finance Director
_____ Police Chief
 _____ Public Works Director



A.J. Krieger
Town Administrator

ATTACHMENTS:

- a. Resolution 14- 53

RESOLUTION 14-53

A RESOLUTION OF THE TOWN OF ERIE, COLORADO ACCEPTING AN OFFICE OF WATER CONSERVATION DROUGHT AND PLANNING GRANT IN THE AMOUNT OF \$33,087.00; AND SETTING FORTH DETAILS IN RELATION THERETO.

WHEREAS, the Town of Erie is a municipal corporation duly organized and existing under laws of the State of Colorado; and

WHEREAS, The Town of Erie applied for and received a Drought and Planning Grant in the amount of \$33,087.00; and

WHEREAS, the Board of Trustees of the Town of Erie believes it is in the best interest of the Town to enter into such a Grant Agreement with the Office of Water Conservation and Drought Planning.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO, AS FOLLOWS:

Section 1. That the Grant Agreement between the Town of Erie and the Office of Water Conservation and Drought Planning is found to be a reasonable and acceptable agreement for the purpose of accepting \$33,087.00 Drought Management Planning.

Section 2. That the Town of Erie be and is hereby authorized and directed to enter into the Grant Agreement with the Office of Water Conservation and Drought Planning, and the appropriate Town officers are hereby authorized and directed to sign and bind the Town of Erie to said Agreement.

Section 3. That entering into the Grant Agreement is found to be in the best interest of the Town of Erie, and necessary for the preservation of the public health and safety.

ADOPTED AND APPROVED THIS 8TH DAY OF APRIL, 2014, BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO.

TOWN OF ERIE,
a Colorado municipal corporation

By: _____
Tina Harris, Mayor

ATTEST:

By: _____
Nancy J. Parker, CMC., Town Clerk

TOWN OF ERIE
BOARD OF TRUSTEE AGENDA ITEM
 Board Meeting Date: February 11, 2014

SUBJECT: **CONSENT AGENDA**
 Consideration Of Resolution 14-54; A Resolution Authorizing The Purchase Or Financing Of 2014 Approved Fleet Vehicle Units In The Amount \$55,649.00, And Setting Forth Details In Relation Thereto.

DEPARTMENT: Public Works

PRESENTER/PREPARER **Gary Behlen, Director of Public Works**
Jody Lambert, O&M Division Manager

FISCAL INFORMATION: Cost as Recommended: **\$112,849**
 Balance Available: \$57,200
 Budget Line Item Number: 001 . 07 . 450 . 580410 . 000000
 New Appropriation Yes No

STAFF RECOMMENDATION: **Approve Resolution 14-54 authorizing said purchases, authorizing the Town Administrator to execute purchases, and authorizing Staff to expend funds for purchase of four vehicles.**

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

During the February 11th meeting the Board approved the lease financing of new and replacement units for Parks (one new utility truck and replacement of units 302 and 310) and Administration (replacement of unit 136).

In the course of obtaining leasing options from various financial institutions it was determined that available rates and other terms (e.g., down payment requirements and lease term) did not offer a fiscally reasonable method for purchasing the units. Staff is therefore requesting additional funds in the amount of \$55,649 to purchase these vehicles for cash.

Following is a summary of the vehicles to be purchased, cost information, the amounts originally budgeted and the additional appropriation requested.

Division	Type	State Bid	Accessories	Total Cost	Budget	Requested Additional Appropriation
Parks	Chevy Silverado Pickup	\$ 28,500	\$ 2,112	\$ 30,612	\$ 16,100	\$ 14,512
Parks	Chevy Silverado Pickup	27,123	2,112	29,235	16,100	13,135
Parks	Chevy Silverado Pickup	27,123	2,112	29,235	16,100	13,135
Admin	Dodge Journey	23,667	100	23,767	8,900	14,867
Total		\$ 106,413	\$ 6,436	\$ 112,849	\$ 57,200	\$ 55,649

Board Goal

This serves the Board's goal for Infrastructure – Fund and provide essential infrastructure that corresponds with the planned rate of growth.

Staff Review:

____ Town Attorney
 ____ Town Clerk
 ____ Community Development Director
 Finance Director
 ____ Police Chief
 Public Works Director

Approved by:



 A.J. Krieger
 Town Administrator

ATTACHMENTS:

- a. Resolution 14-54

RESOLUTION NO. 14-54

A RESOLUTION OF THE TOWN OF ERIE, COLORADO AUTHORIZING THE PURCHASE OF APPROVED 2014 FLEET UNITS IN THE AMOUNT OF \$55,649.00; AUTHORIZING AND DIRECTING THE APPROPRIATE TOWN OFFICERS TO EXECUTE PURCHASE AND AUTHORIZE STAFF TO EXPEND FUNDS FOR THE PURCHASE; AND, SETTING FORTH DETAILS IN RELATION THERETO.

WHEREAS, the 2014 operating Budget includes purchasing replacement fleet units for Parks and Administration; and

WHEREAS, the Board of Trustees of the Town of Erie believes it is in the best interest of the Town to make this purchase.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO, AS FOLLOWS:

Section 1. That the purchase of four units (see exhibit A), is found to be a reasonable and acceptable purchase.

Section 2. That the Town of Erie be and is hereby authorized and directed to purchase the vehicles, and appropriate Town Officers are hereby authorized and directed to execute the purchase and expenditures of funds.

Section 3. That entering into this purchase is found to be in the best interest of the Town of Erie, and necessary for the preservation of the public health and safety.

ADOPTED AND APPROVED THIS 8TH DAY OF APRIL 2014 BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO.

TOWN OF ERIE,
a Colorado Municipal Corporation

By _____
Tina Harris, Mayor

ATTEST:

Nancy J. Parker, CMC, Town Clerk

Exhibit A to Resolution 14-54

Division	Type	State Bid	Accessories	Total Cost	Budget	Requested Additional Appropriation
Parks	Chevy Silverado Pickup	\$ 28,500	\$ 2,112	\$ 30,612	\$ 16,100	\$ 14,512
Parks	Chevy Silverado Pickup	27,123	2,112	29,235	16,100	13,135
Parks	Chevy Silverado Pickup	27,123	2,112	29,235	16,100	13,135
Admin	Dodge Journey	23,667	100	23,767	8,900	14,867
Total		\$ 106,413	\$ 6,436	\$ 112,849	\$ 57,200	\$ 55,649

TOWN OF ERIE
BOARD OF TRUSTEE AGENDA ITEM
Board Meeting Date: April 8, 2014

SUBJECT: **CONSENT AGENDA**
Consideration of Resolution 14-55: A Resolution Authorizing Renewal Of Contract To L&M Enterprises, Inc. for the 2014 Bluegrass Fertilization Services In The Amount Of \$10,872.23; And, Setting Forth Details In Relation Thereto.

DEPARTMENT: Public Works

PRESENTER/PREPARER: **Gary Behlen, Public Works Director**
Gary Hegner, Parks Maintenance Division Manager

FISCAL Cost as **\$ 10,872.23**
Recommended:

INFORMATION: Balance Available: \$ 24,200.00
Budget Line Item Number: 001 . 07 . 810 . 520126 . 000000
New Appropriation Required: Yes No

STAFF RECOMMENDATION: Approving Resolution 14-55 approving said contract, authorizing the Town Administrator to execute said contract, and authorizing Staff to expend contracted funds.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The 2014 operating budget includes funds for fertilization at several designated Town parks and facilities.

This contract was competitively bid and awarded in 2013, and allows for a renewal option for up to two consecutive years following the initial award (a total of three years). This renewal is executed when both the Town and Contractor/Vendor agree and if the price for the service is not increased by more than 2% of the previous year. Services are only used on an as-needed basis.

L&M Enterprises, Inc will perform the applications following all environmental regulations, as well as Best Management Practices (BMP's) outlined by the Partners for a Clean Environment (PACE). The contracted services include two (2) applications of fertilizer, first application in May and the second in September.

Board Goal

This serves the Board's goal for Infrastructure – Fund and provide essential infrastructure that corresponds with the planned rate of growth.

Staff Review:

Approved by:


A.J. Krieger
Town Administrator

_____ Town Attorney

_____ Town Clerk

_____ Community Development Director

 Finance Director

_____ Police Chief

_____ Parks & Recreation Director

 Public Works Director

ATTACHMENTS:

a. Resolution 14-55

RESOLUTION NO. 14-55

A RESOLUTION OF THE TOWN OF ERIE AUTHROIZING THE RENEWAL OF A CONTRACT TO L & M ENTERPRISES, INC. FOR THE 2014 BLUE GRASS FERTILIZATION SERVICES IN THE AMOUNT OF \$10,872.23; AND, SETTING FORTH DETAILS IN RELATION THERETO.

WHEREAS, the Town of Erie, Colorado wishes to renew a contract with L & M Enterprises, Inc. for the 2014 Blue Grass Fertilization Services in the amount of \$10,872.23; and

WHEREAS, the Board of Trustees of the Town of Erie believes it is in the best interest of the Town to renew such a contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO, AS FOLLOWS:

Section 1. That the contract between the Town of Erie and L & M Enterprises, Inc. is found to be a reasonable and acceptable contract for the 2014 Blue Grass Fertilization Services.

Section 2. That the Town of Erie be and is hereby authorized and directed to renew the contract with L & M Enterprises, Inc. and the appropriate Town Officers are hereby authorized and directed to sign and bind the Town of Erie to said contract in the amount of \$10,872.23.

Section 3. That renewing the contract is found to be in the best interest of the Town of Erie, and necessary for the preservation of the public health and safety.

ADOPTED AND APPROVED THIS 8TH DAY OF APRIL 2014, BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO.

TOWN OF ERIE,
a Colorado municipal corporation

By: _____
Tina Harris, Mayor

ATTEST:

By: _____
Nancy J. Parker, CMC, Town Clerk

TOWN OF ERIE
BOARD OF TRUSTEE AGENDA ITEM
Board Meeting Date: April 8, 2014

SUBJECT: **STAFF REPORT**
Community Development Monthly Reports

DEPARTMENT: Community Development

PRESENTER: R. Martin Ostholthoff, Director

FISCAL	Cost as Recommended:	n/a
INFORMATION:	Balance Available:	n/a
	Budget Line Item Number:	000 . 00 . 000 . 000000 . 000000
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

STAFF
RECOMMENDATION: n/a

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Building Permit Monthly Report

The attached Building Permit Report indicates the number of new residential building permits issued to date (through March 2014) versus the building permit projections utilized in determining the 2014 budget. The Town issued 20 new residential building permits in February.

For 2014 the Town has issued 45 building permits or 15 percent of the yearly projected total of 300 building permits.

The Building Permit Reports for 2013 and 2012 are attached hereto for comparison.

Historic Erie Neighborhood Building Permit Fee Waiver

The effective date of the Historic Erie Neighborhood waiver was October 6, 2012.

A total of 6 permits valued at \$3,403.99 in fees were waived for the month of March 2014. The cumulative value of fees waived since the inception of the program is \$14,791.04. A breakdown of the fees waived is attached hereto.

Staff Review:

___ Town Attorney
___ Town Clerk
 Community Development Director
___ Finance Director
___ Police Chief
___ Public Works Director

Approved by:


A.J. Krieger
Town Administrator

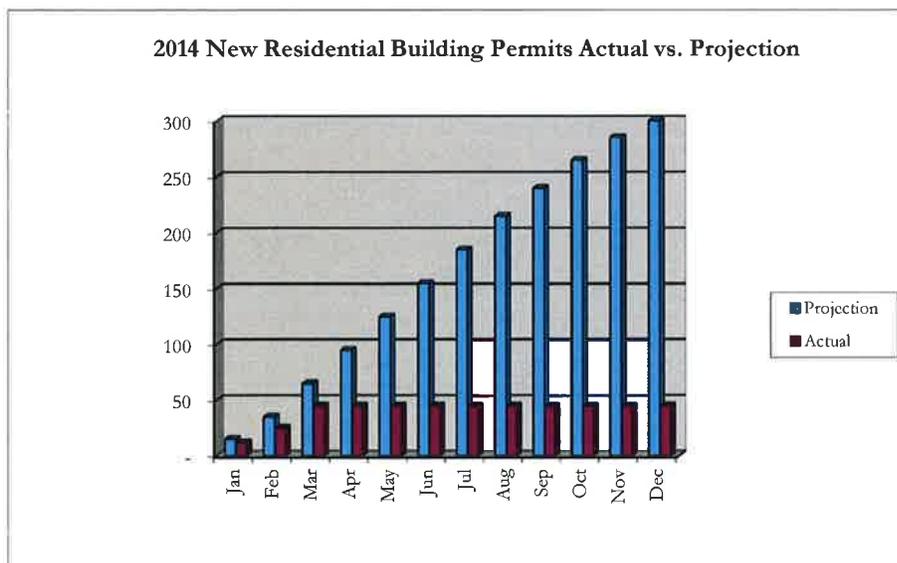
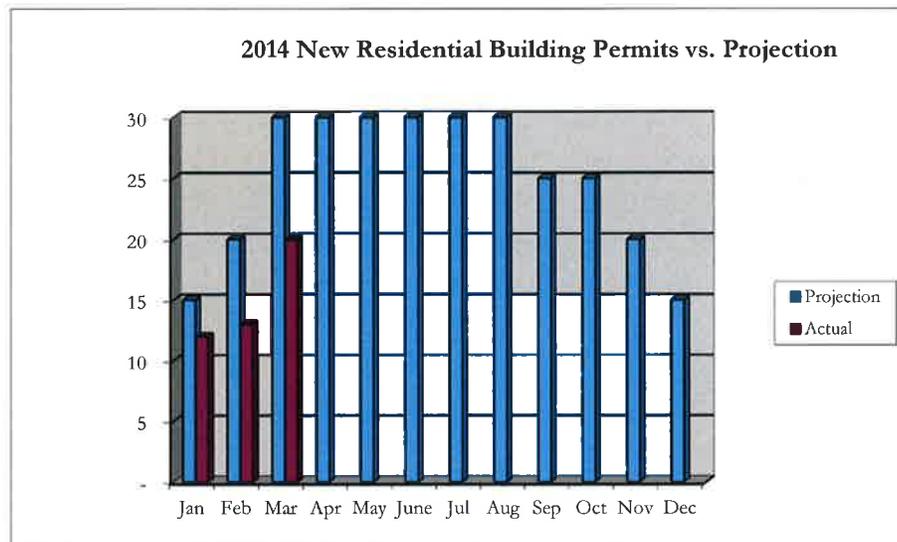
ATTACHMENTS:

- A. 2014/2013/2012 Building Permits to Projection Comparison
- B. Historic Erie Neighborhood Fees Waived

ATTACHMENT A

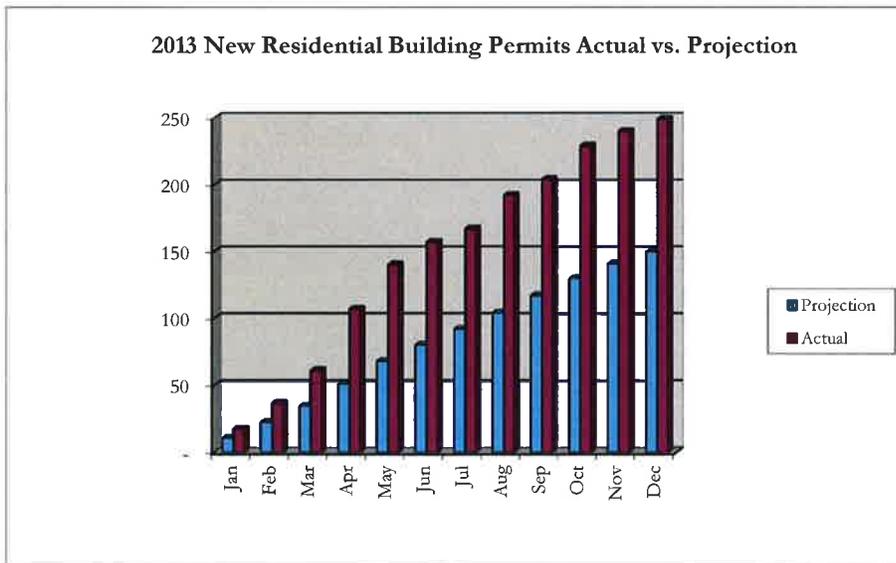
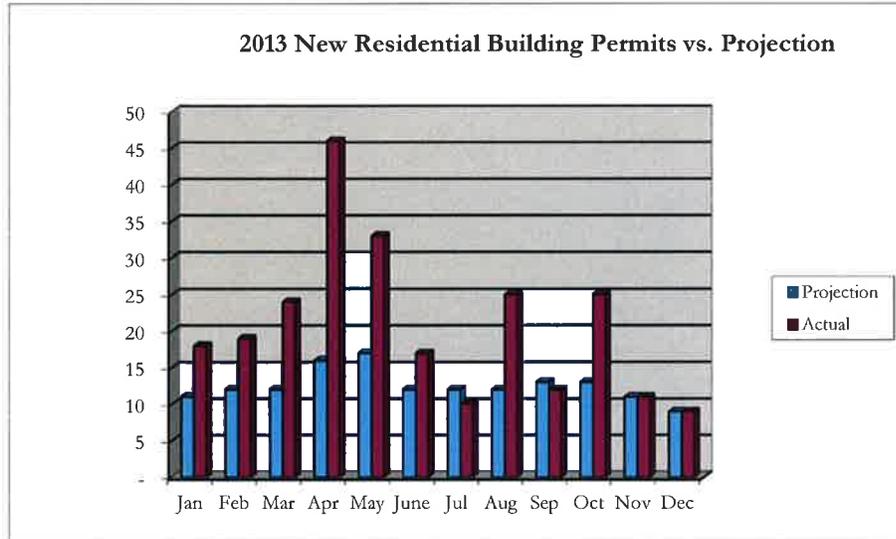
2014 Building Permits to Projection Comparison

2014	Month by Month		Seasonal Projection	Accumulation		
	Projection	Actual		Projection	Actual	
Jan	15	12	8%	Jan	15	12
Feb	20	13	7%	Feb	35	25
Mar	30	20	11%	Mar	65	45
Apr	30		12%	Apr	95	45
May	30		10%	May	125	45
June	30		11%	Jun	155	45
Jul	30		10%	Jul	185	45
Aug	30		8%	Aug	215	45
Sep	25		7%	Sep	240	45
Oct	25		6%	Oct	265	45
Nov	20		7%	Nov	285	45
Dec	15		5%	Dec	300	45
Total	300					



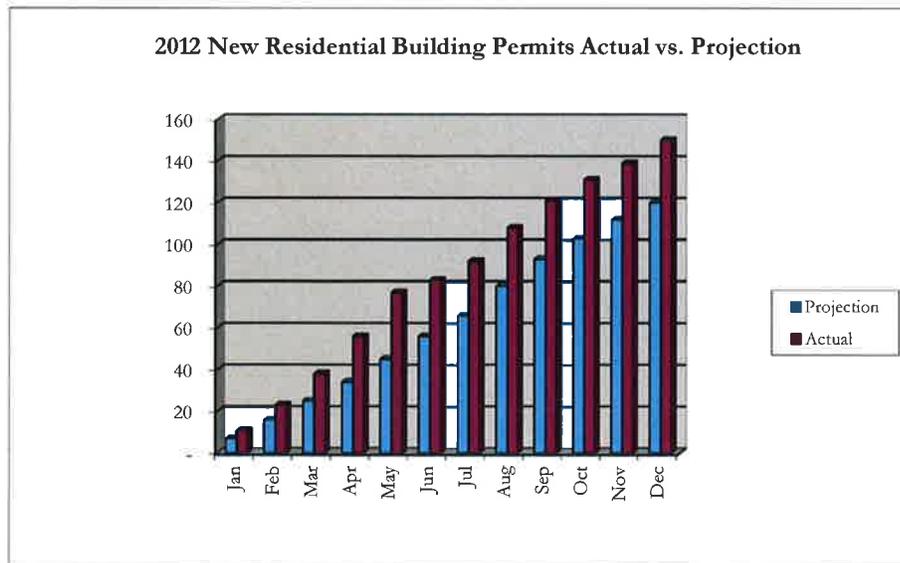
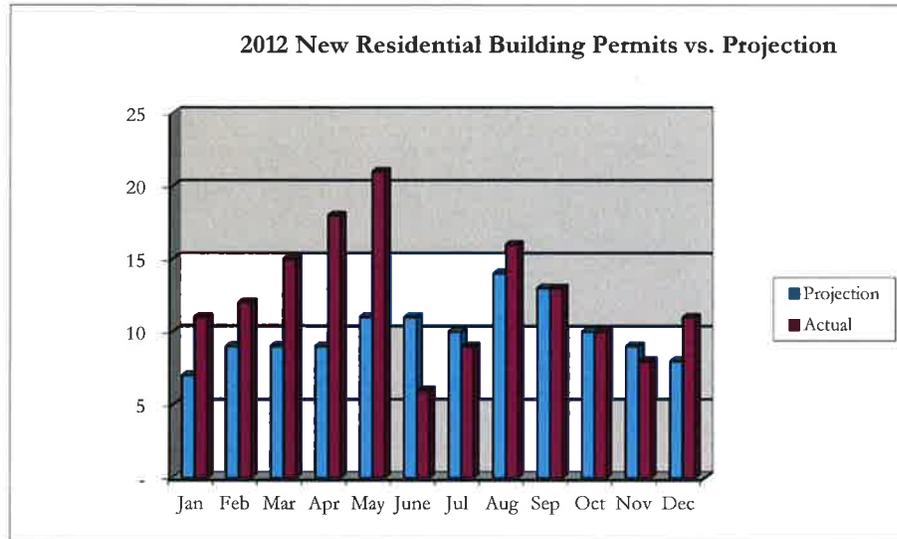
2013 Building Permits to Projection Comparison

2013	Month by Month		Seasonal Projection	Accumulation		
	Projection	Actual		Projection	Actual	
Jan	11	18	8%	Jan	11	18
Feb	12	19	7%	Feb	23	37
Mar	12	24	11%	Mar	35	61
Apr	16	46	12%	Apr	51	107
May	17	33	10%	May	68	140
June	12	17	11%	Jun	80	157
Jul	12	10	10%	Jul	92	167
Aug	12	25	8%	Aug	104	192
Sep	13	12	7%	Sep	117	204
Oct	13	25	6%	Oct	130	229
Nov	11	11	7%	Nov	141	240
Dec	9	9	5%	Dec	150	249
Total		150				



2012 Building Permits to Projection Comparison

2012	Month by Month		Seasonal Projection	Accumulation		
	Projection	Actual		Projection	Actual	
Jan	7	11	8%	Jan	7	11
Feb	9	12	7%	Feb	16	23
Mar	9	15	11%	Mar	25	38
Apr	9	18	12%	Apr	34	56
May	11	21	10%	May	45	77
June	11	6	11%	Jun	56	83
Jul	10	9	10%	Jul	66	92
Aug	14	16	8%	Aug	80	108
Sep	13	13	7%	Sep	93	121
Oct	10	10	6%	Oct	103	131
Nov	9	8	7%	Nov	112	139
Dec	8	11	5%	Dec	120	150
Total	120	120				



ATTACHMENT B

Historic Erie Neighborhood Fees Waived - Ordinance 25-2012

MARCH 2014

Permit No.	Permit Type	Contractor Name	Home Owner	Property Address	Building Fee	Electrical Fee	Mechanical Fee	Plumbing Fee	Misc. Fee	Total Fees Waived	Use Tax Collected
BP-14-339	Fence	TG Properties	TG Properties	500 Briggs Street	\$ 47.00					\$ 47.00	\$ 52.50
BP-14-364	Sign	TG Properties	TG Properties	500 Briggs Street	\$ 23.50					\$ 23.50	\$ 8.75
BP-14-309	Re-Roof	Colo Roofing Echo Brwing Cask &	Mike Riley	345 Briggs Street	\$ 47.00					\$ 47.00	\$ 171.92
BP-14-230	Tenant Finis Barrel, Inc.		Melissa Richards	600 Briggs Street	\$ 1,385.75	\$ 345.00	\$ 221.00	\$ 342.00	\$ 900.74	\$ 3,194.49	\$ 1,872.57
BP-14-272	Re-Roof Furnace & Water	Signature Services		575 Main Street	\$ 47.00					\$ 47.00	\$ 99.37
BP-14-205	Heater	Service Experts H&A	Will Roberts	704 Main Street			\$ 45.00			\$ 45.00	\$ 16.49
					\$ 1,550.25	\$ 345.00	\$ 266.00	\$ 342.00	\$ 900.74	\$ 3,403.99	\$ 2,221.60

FEBRUARY 2014

Permit No.	Permit Type	Contractor Name	Home Owner	Property Address	Building Fee	Electrical Fee	Mechanical Fee	Plumbing Fee	Misc. Fee	Total Fees Waived	Use Tax Collected
BP-14-190	Furnace Inst	Service Experts	Lois Joyce	514 Balcolm St			\$ 51.00			\$ 51.00	\$ 43.57
										\$ -	
					\$ -	\$ -	\$ 51.00	\$ -	\$ -	\$ 51.00	\$ 43.57

JANUARY 2014

Permit No.	Permit Type	Contractor Name	Home Owner	Property Address	Building Fee	Electrical Fee	Mechanical Fee	Plumbing Fee	Misc. Fee	Total Fees Waived	Use Tax Collected
BP-14-0004	Re-Roof	Roof Check Inc.	Drew Patterson	655 Main Street	\$ 47.00					\$ 47.00	\$ 62.76
BP-14-0005	Re-Roof	AAA Roofing	Harvey Blair	118 Pierce Street	\$ 47.00					\$ 47.00	\$ 42.00
BP-14-0006	Tenant Finis St.	Vrain Builders	James Van Gerrity	675 Pierce St., #21	\$ 377.25	\$ 45.00	\$ 45.00	\$ 50.00	\$ 245.21	\$ 762.46	\$ 420.00
					\$ 471.25	\$ 45.00	\$ 45.00	\$ 50.00	\$ 245.21	\$ 856.46	\$ 524.76

TOWN OF ERIE
BOARD OF TRUSTEE AGENDA ITEM
Board Meeting Date: April 8, 2014

SUBJECT: STAFF REPORT

Center for Resource Conservation: Water-Wise Seminar

DEPARTMENT: Public Works

PRESENTER: Gary Behlen, Public Works Director

PREPARER: Bethany Peer, Public Works, Administrative Technician

FISCAL	Cost as Recommended:	\$ N/A
INFORMATION:	Balance Available:	\$ N/A
	Budget Line Item Number:	000 . 00 . 000 . 000000 . 000000
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

STAFF RECOMMENDATION:

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Center for ReSource Conservation Water-Wise Seminar hosted by the Town of Erie

ERIE, CO – The Town of Erie is hosting the Center for ReSource Conservation for our 3rd Annual Water-Wise Seminar. The Water-Wise Seminar will be held on Wednesday, April 9, 2014 from 6:00pm-8:00pm at the Erie Community Center.

Integrating Xeriscape Into Your Landscape

Whether you are looking to replace a lot of high water-use grass or Xeriscape some of your yard, this seminar will teach you how to transform non-functional areas of your landscapes into stunning areas that you can enjoy. In this seminar, we'll cover the 7 principles of Xeriscape design and discuss the "how to's" from design phase to completion. Learn valuable tools for the do-it-yourselfer on how to renovate your landscape within your budget.

To register for the seminar please contact the Center for ReSource Conservation at 303-999-3824 or at www.conservationcenter.org.

For more information, please contact Bethany Peer at 303-926-2870 or bpeer@erieco.gov.

Other Water Conservation Programs offered by the Town of Erie

High Efficiency Washing Machine Rebate Program

Water customers of the Town of Erie with a current, non-delinquent account that purchase a qualifying model listed on the www.energystar.gov website could qualify for a rebate of \$50. The machine must be purchased new and installed at your Erie address and remain there for one year. Supporting documentation such as the original receipt, copy of your water bill and proper identification must be supplied. Complete details of the program can be found on the Public Works page on the Town of Erie website- www.erieco.gov.

Slow the Flow Outdoor Audit Program

The Town has partnered with the Center for ReSource Conservation to provide FREE sprinkler inspections to residents from June-August. Inspections include a customized watering schedule, learn do-it yourself maintenance and tips on how to improve efficiency. Space is limited and appointments will be scheduled on a first come first serve basis. To register for the program, residents can contact the CRC at 303-999-3824, or register on-line at www.conservationcenter.org.

Slow the Flow Indoor Audit Program

The Center for ReSource Conservation will offer an indoor water inspection program for residents. It includes an evaluation of inside water use and water fixtures, and an offer to install at least two aerators and one low-flow showerhead. Inside water inspections are available March-May and September-December. To register for the program, residents can contact the CRC at 303-999-3824, or register on-line at www.conservationcenter.org.

Do-It-Yourself Irrigation Audit Kit

Town of Erie residents are able to check out an Irrigation Audit Kit that contains supplies and instructions to conduct a series of tests. The tests will measure the precipitation rate (how much water your irrigation system puts out), evaluate the evenness of the water application, check their soil type, and will have charts to determine optimum watering times. Public Works Department has three Irrigation Audit Kits for Town of Erie residents to use. The kits are available on a first come, first serve basis. For more information, please call Bethany Peer at 303-926-2870.

Staff Review:

- _____ Town Attorney
- _____ Town Clerk
- _____ Community Development Director
- _____ Finance Director
- _____ Police Chief
-  _____ Public Works Director

Approved by:



A.J. Krieger
Town Administrator

**TOWN OF ERIE
BOARD OF TRUSTEE AGENDA ITEM**

Board Meeting Date: April 8, 2014

SUBJECT: STAFF REPORT
Water and Waste Water Monthly Report
DEPARTMENT: Public Works
PRESENTER: Gary Behlen, Director of Public Works

FISCAL INFORMATION: Cost as Recommended: \$ 0
Balance Available: \$ 0
Budget Line Item Number: 000 . 00 . 000 . 000000 . 000000
New Appropriation Required: Yes No

STAFF RECOMMENDATION: N/A

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Water Treatment average monthly production and Water Reclamation average monthly graphs depict the monthly average at the Lynn R. Morgan Water Treatment Facility and North Water Reclamation Facility for 2010 – 2014. The Water Treatment and Water Reclamation per capita graphs depict the average per capita usage for 2010 – 2014, calculated using the average monthly flow treated divided by the population within the system.

**Note the increase at the Water Reclamation Facility was due to the storm events in August and September.*

Water Treatment Facility:

Annual Daily average flow:

- 2010 2.529 million gallons (MG)
- 2011 2.638 million gallons
- 2012 2.914 million gallons
- 2013 2.642 million gallons
- 2014 .0229 million gallons (YTD)

July 2013 had the highest flows, 5.896 MG, while February 2010 had the lowest flows, 1.025 MG.

Annual Daily average gallons per capita usage:

- 2010 126 gallons per capita (GPC)
- 2011 131 gallons per capita
- 2012 146 gallons per capita
- 2013 132 gallons per capita
- 2014 69 gallons per capita (YTD)

July 2013 has the highest usage, 295 GPC, while February 2012 had the lowest usage, 52 GPC.

Water Reclamation Facility:

Annual Daily average flow:

- 2010 1.007 million gallons (MG)
- 2011 1.073 million gallons
- 2012 1.090 million gallons
- 2013 1.216 million gallons
- 2014 0.189 million gallons (YTD)

September 2013 had the highest average, *1.672 MG, while March 2011 had the lowest average, 0.918 MG.

Annual Daily average per capita usage:

- 2010 50 gallons per capita (GPC)
- 2011 54 gallons per capita
- 2012 54 gallons per capita
- 2013 61 gallons per capita
- 2014 57 gallons per capita (YTD)

September 2013 had the highest usage, *81 gallons, while February and March 2011 had the lowest usage, 46 gallons.

Staff Review:

Approved by:



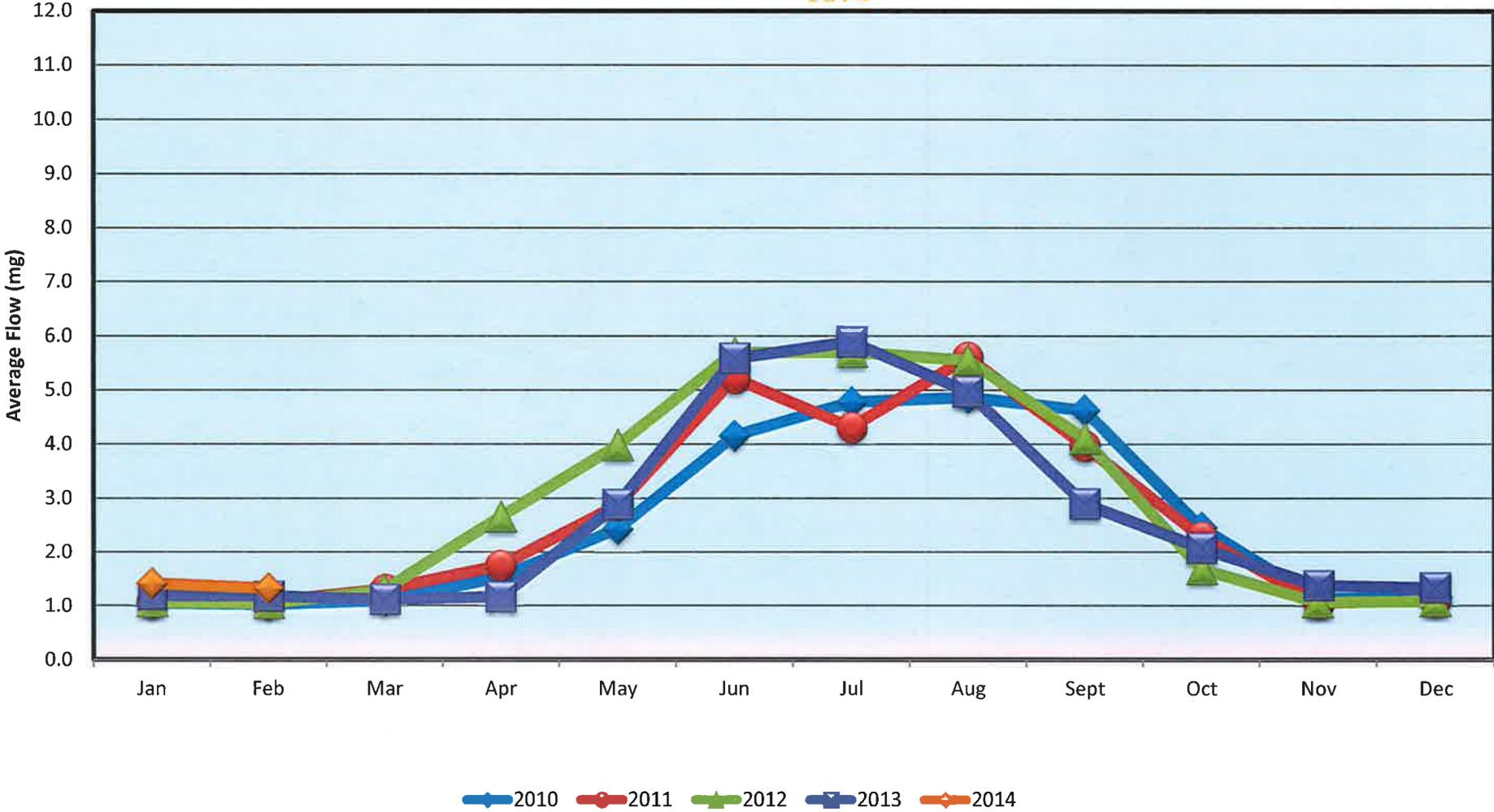
A.J. Krieger
Town Administrator

_____ **Town Attorney**
_____ **Town Clerk**
_____ **Community Development Director**
_____ **Finance Director**
_____ **Police Chief**
 _____ **Public Works Director**

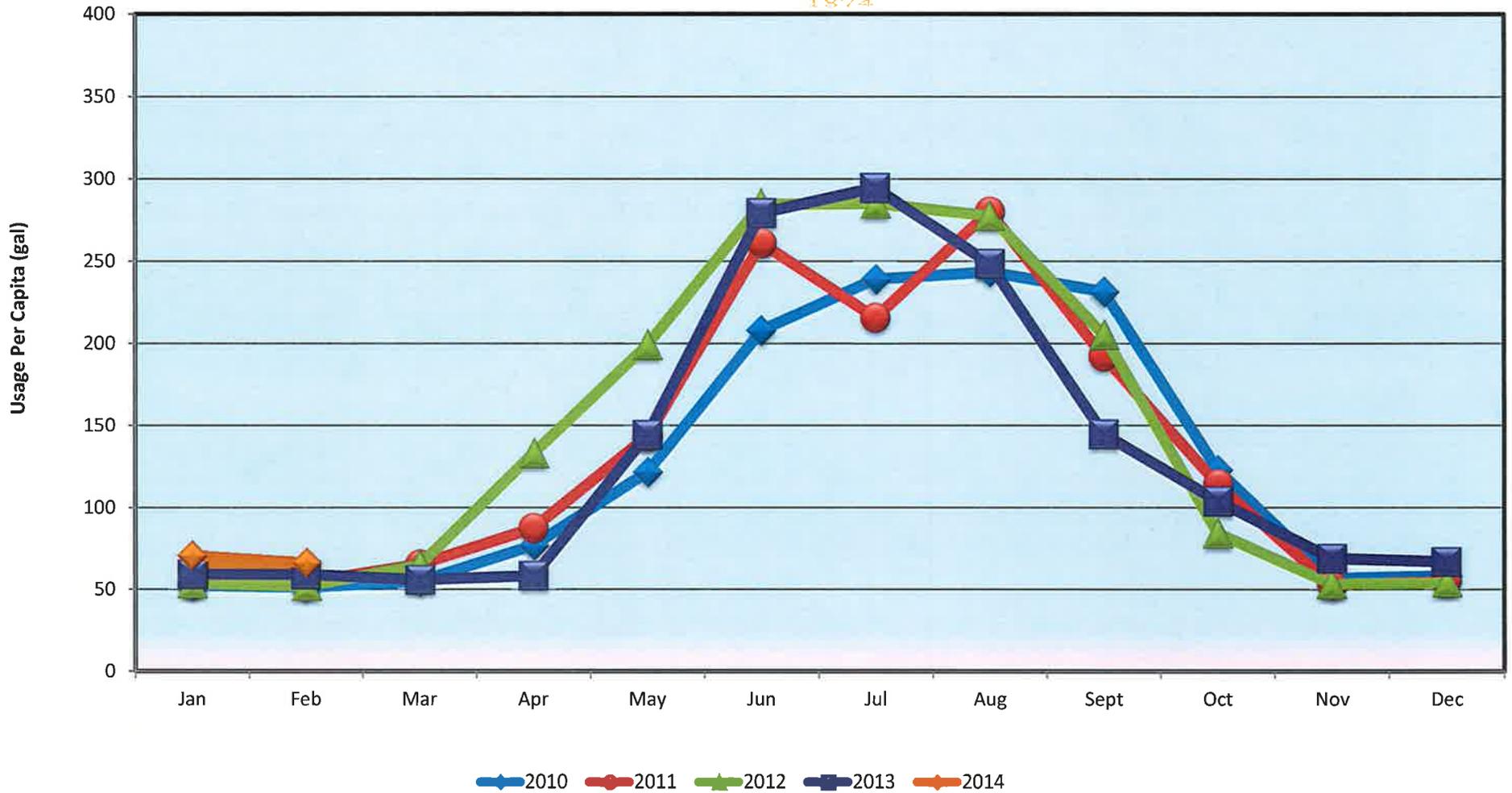
ATTACHMENTS:

- a. Water Treatment Facility Ave. Production graph
- b. Water Usage per Capita graph
- c. Water Reclamation Facility Ave. Production
- d. Water Reclamation Usage per Capita graph

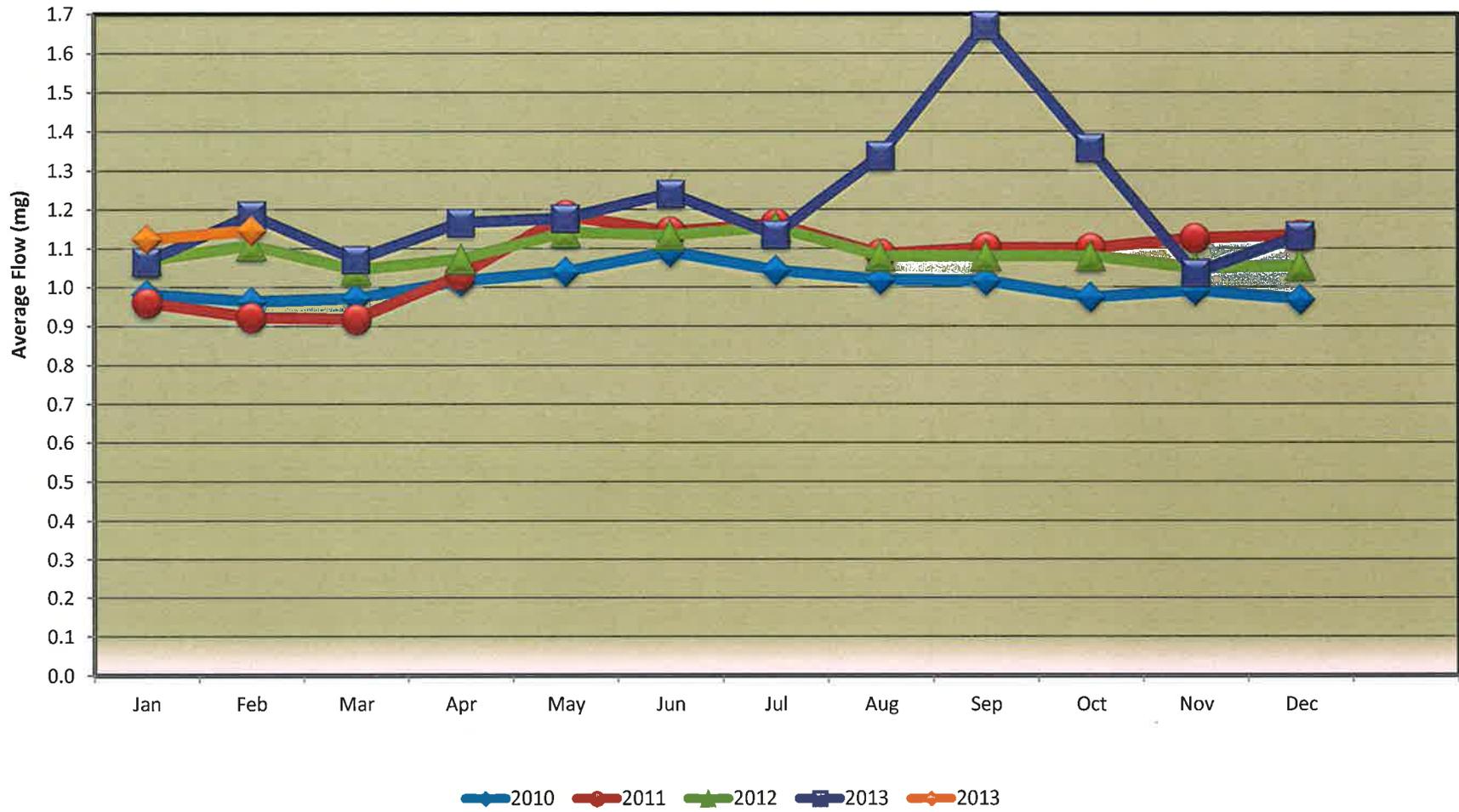
Water Treatment Facility Average Monthly Production



Water Treatment Facility Average Daily Usage Per Capita



Water Reclamation Facility Average Monthly Flows



Water Reclamation Facility Ave. Daily Usage Per Capita

