

Town of Meeker Meeting Minutes – October 1, 2024

Members Present	Mayor Pro Tem Trustee	Lockwood Browning Day Jehorek Nielsen Sizemore
Town Staff Present	Administrator Town Clerk Admin Asst	Etheridge Cook Pakuer

CALL TO ORDER

Mayor Pro Tem Lockwood called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

All Board members were present except for Mayor Day.

APPROVAL OF THE AGENDA

Mayor Pro Tem Lockwood asked for changes to the agenda. A motion was made by Trustee Nielsen to accept the agenda as submitted. Second by Trustee Sizemore. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Browning to approve the minutes of September 17, 2024, as submitted. Second by Trustee Jehorek. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Jehorek to approve the disbursements dated September 30, 2024. Second by Trustee Day. All ayes. Motion carried.

PUBLIC PARTICIPATION

Bob Amick was present and wanted to let the Board know that he presented the Dark Sky Mentorship program at the Uplift Meeker meeting to positive reception. Mayor Pro Tem Lockwood thanked Mr. Amick for his update.

PUBLIC HEARING

Consideration of Fermented Malt Beverage Liquor License transfer to Meeker Grocery LLC dba Watt Ranch Market / Clark's Market at 271 East Market Street. Mayor Pro Tem Lockwood opened the public hearing at 7:05 pm. Town Clerk Cook stated a complete Transfer of Fermented Malt Beverage License was received by staff on August 22, 2024, by the Applicant Meeker Grocery, LLC dba Watt Ranch Market / Clark's Market at 271 E. Market St. A Temporary License was issued to the applicant on August 24th to allow

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beverage sales to continue under the new ownership of Watt’s Ranch Market while going through the transfer process. An investigation has been made and the following has been determined:

- There has not been a denial of an application by the Local Licensing Authority or the State of Colorado for a new Fermented Malt Beverage License at this location.
- The applicant is entitled to possession of the premises by way of a Lease dated August 26, 2024, indicating Meeker Grocery LLC has legal possession of the property.
- Selling alcohol in the manner proposed is not in violation of the zoning or other applicable Town ordinances or any rules or laws of the State of Colorado.
- The building is not within five (500’) hundred feet from any public or parochial school or the principal campus of any college, university or seminary.
- Within the designated neighborhood of the building, there are the following existing other outlets:
 - 5 – Tavern Licenses
 - 3 – Hotel and Restaurant Licenses
 - 2 – Retail Fermented Malt Beverage off/premise Licenses
 - 2 – Retail Liquor Store Licenses
 - 1 – Brew Pub

Staff has received no petitions, letters or comments either in support of or in opposition to the application. Both Tom Clark Sr. and Tom Clark Jr. have undergone a background investigation and completed the fingerprinting process with no record of any arrest located. The public hearing was advertised, the property posted, and it is staff’s recommendation to approve the Fermented Malt Beverage Liquor License Transfer to Meeker Grocery LLC dba Watt Ranch Market / Clark’s Market at 271 East Market Street. Application presentation not forth coming. Hearing no further questions or concerns Mayor Pro Tem Lockwood closed the public hearing at 7:08 pm and called for a motion to approve Consideration of Fermented Malt Beverage Liquor License transfer to Meeker Grocery LLC dba Watt Ranch Market / Clark’s Market at 271 East Market Street. Moved by Trustee Nielsen. Second by Trustee Sizemore. All ayes. Motion carried.

NEW BUSINESS

Consideration of Resolution 06-2024 Authorizing Updates to the Town of Meeker Personnel Policy and Procedures and Purchasing Policy. Administrator Etheridge stated the Resolution was a result of the discussion at the September 17th meeting regarding updates to the Personnel Policy and Procedures and Purchasing Policy, specifically:

- Section IX. Holidays, Vacation, Leave: Sub-Section A. Holidays
 - This section will include the addition of one floating holiday, to be set annually by the Board.
- Section IX. Holidays, Vacation, Leave; Sub-Section C. Sick Leave
 - This section will replace immediate family with network of support.
- Section IX. Holidays, Vacation, Leave; Sub-Section I. Funeral Leave
 - This section will replace immediate family with network of support.

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- Section XXII. Purchasing Policy; Sub-Section I. Bids Required.
 - This section will streamline the bid process and allow for digital solicitation of bids.
- Section XXII. Purchasing Policy; Sub-Section D. For Sale
 - Any equipment owned by the Town and to be sold off shall follow the competitive bid process as outlined in Section XXII. C.

Trustee Jehorek stated she disagrees with using the verbiage of network of support for the funeral leave section. Her concern is the potential for an employee to end up using a significant amount of time off from work. After a lengthy discussion it was decided to approve the resolution with the exception of the change for funeral leave. Mayor Pro Tem Lockwood called for a motion to approve Resolution 06-2024 Authorizing Updates to the Town of Meeker Personnel Policy and Procedures and Purchasing Policy, with the removal and exception of change in Funeral Leave. Moved by Trustee Nielsen. Second by Trustee Sizemore. Ayes: Trustees Day, Jehorek, Sizemore, Nielsen. Nay: Trustee Browning. Motion carried.

MANAGERS REPORT

Administrator Etheridge updated the Board of Trustees on the following:

- The Town of Meeker’s CDPHE Lead & Copper Service Line Inventory has been submitted, 3 weeks prior to the deadline of October 16th. Now that our inventory has been submitted, for any of the service lines whose material could not be determined they are labelled “unknown”, and the state requires us to ask our water customers to self-report their service lines to complete the picture. That notice is included in the Board packet, it is a 2-page informational survey that can be done either electronically (with a QR code) or manually (mailed or handed in to Town Hall) and includes instructions for homeowners on how to determine their water line material. These notices went out yesterday afternoon with our monthly water billing to about 500 users.

In Project news:

- Ducey’s will be working on fixing the west end Town entrance sign light, Ute Park light, and Town Hall sign lighting.
- Town Shop roof has been finished and was inspected last week; all went great.
- James Amick has started on the last phase of improvements to the 3rd Street facilities. He has it closed in and is adding a garage door for the open bay at Town Shop storage in addition to replacing a window. The cost on this is \$7,000 and was compared to one other cost estimate, there were two other contractors that did not offer an estimate.
- Town Hall’s front entrance doors and side PD doors are being repaired by Pinyon Mesa Doors out of Fruita.
- Administrator Etheridge attended a meeting last Thursday with the Towns’ engineer and contractor Jake Haskins with X-Fields for Circle Park, where they discussed any final material and/or construction needs or efficiencies. They are

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waiting on final certification from the Landscape Architect on the ADA ramp at Circle and then we should be able to consider a final design and cost for contracting at our next meeting to stay on track with late fall construction.

- Etheridge has received the property survey from Jim Joy for 2nd Street between Main and the River. She also heard back from the Town’s Engineer Chris Hale, he reviewed this section back in 2009. Etheridge will meet with him to discuss his findings and opinions before she seeks additional outside expertise. The Board requested a digital copy of the 2nd street survey be sent to the Board.

Trustee Jehorek asked if there would be a sub-committee meeting prior to review of the Circle Park final design and material list. Discussion followed regarding potential time frame for receiving final deliverables, scheduling a sub-committee meeting, and considering approval of construction contract.

MAYORS REMARKS

Nothing to report.

OTHER BOARD BUSINESS

Mayor Pro Tem Lockwood asked about discussions with Attorney Massih regarding Library Board appointments and Administrator Etheridge shared that a citizen request for the process of Library Board appointments prompted that discussion and research from Massih. Lockwood asked that the State Statute regarding that process be shared.

Trustee Jehorek asked about a tracking sheet for Board requested projects, with Etheridge sharing that she did not find the recommended sample from the Sanitation District applicable to the Town’s projects and that weekly updates, Board reports, and quarterly financial updates were her preferred method for communicating status of Town projects. There was further discussion regarding using a separate additional update sheet in addition to her weekly email that she submits every Friday to each Trustee and every employee and Etheridge said she would continue to explore what might work best.

ADJOURNMENT

Mayor Pro Tem Lockwood adjourned the meeting at 7:54 pm.

/s/Chris Lockwood, Mayor Pro Tem

Attest:

/s/Lisa Pakuer, Admin Asst