

# RECORD OF PROCEEDINGS

## *Special Joint Meeting of the Board of Trustees and ERBM Recreation & Park District Board of Directors – January 14, 2025*

The joint meeting of the Town of Meeker Board of Trustees and ERBM Recreation & Park District Board of Directors was called to order by Mayor Borchard at 7:00 p.m.

### **Pledge of Allegiance**

Trustees Present: Travis Day, Mayor  
Chris Lockwood  
Scott Nielsen  
Kathy Sizemore

Directors Present: Kent Walter  
Kim Kendall  
Ginny Love  
Lisa Moffitt

Staff Present: Mandi Etheridge, Town Administrator  
Josh Embrey, ERBM Executive Director  
Dondi Glasscock, ERBM Administrative Manager

Citizens Present: Jake Haskins, X Field Services (via phone)

### **Approval of Agenda**

Motion to approve agenda made by Trustee Nielsen, second by Trustee Sizemore. All ayes, motion carried.

### **New Business**

*Consideration of Change Order R1* - Administrator Etheridge shared the contract planset and the redesigned planset submitted by GEI as reference. Etheridge then stated that the first Change Order addresses items discussed at the joint workshop in November and incorporates everything except the moving of the ADA Ramp at Circle Park, including exchanging flagstone for wooden steps at 10<sup>th</sup> street, removing willow staking at Circle Park, adding flagstone at the drainage swale at Circle Park, and widening the river access path at 3<sup>rd</sup> street. The total increase in cost for the changes listed in Change Order R1 would be \$17,438.23.

Director Love moved to approve change order R1 for an additional \$17,438.23; second by Director Moffitt. All ayes, motion carried.

Trustee Lockwood moved to approve change order R1 for an additional \$17,438.23; second by Trustee Sizemore. All ayes, motion carried.

*Consideration of Change Order R2* - Administrator Etheridge introduced the second Change Order stating that the workshop in November provided direction for GEI to redesign the ADA access ramp at Circle Park to shift it out of the river channel and into riverbed. Once that redesign was approved by the Landscape Architect, Etheridge reviewed the Schedule of Values and quantities with GEI and Contractor Jake Haskins to reach revised Change Order numbers that include an increase in excavation quantities and price, and increase in riprap quantities, and an increase in curb & gutter. The excavation cost increase is due to the need to haul and dispose of material off property, but some cost savings can be realized if the Town agrees to accept the material at Ute Park. The curb & gutter increase includes a drainage gutter along the ramp boulders that border the parking lot. The shift of the ramp would also take out the location for one of the solar light bollards, for a savings of \$2,500.

Etheridge then shared that Change Order R2.1 is an alternative option if the Boards choose to take out all solar bollard lighting entirely, for a savings of \$35,000 on the project. Director Walter expressed concern over losing lighting at the park, while Trustee Lockwood stated that Police Chief Thompson felt there was no appreciable value in the proposed lighting from a law enforcement standpoint. Director Walter stated that with the park closed at dusk there is no need to light the trails. Trustee

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Nielsen felt that it had already been discussed to eliminate the lighting from the plan. Etheridge stated if the Boards prefer to eliminate the bollard lighting from the plan, then Change Order 2.1 should be approved.

Trustee Lockwood asked about contingency amounts with the Change Orders and Etheridge shared the revised budget spreadsheet with contingency numbers for each alternative Change Order.

Director Walter stated that the ERBM Board was in favor of moving forward with the originally contracted plans with the changes from Change Order R1 and keeping a 20% contingency and suggested taking the lighting out as well for an additional cost savings. Walter also stated that ERBM had shared concern for additional expenses to complete the project including irrigation, fencing, signage, and a possible vault toilet so they are placing a lot of importance on staying within budget.

Mayor Day stated that he agreed with Director Walter that it was important to stay on budget, however since the beginning of the project the citizens have been promised that there would be no construction in the river channel and we need to stay true to that promise. Director Walter suggested that since ERBM was satisfied with the current plan for the ramp, if the Town wanted to approve the ramp revision then perhaps a modification to the MOU could be considered so that the Town would solely take on the cost of Change Order R2.1. Trustee Nielsen confirmed that the project should stay out of the river channel. Trustee Lockwood stated that the original vision was for the ramp to be out of the river and the design from GEI puts it back in.

Director Walter then stated that given discussions regarding previous numbers, ERBM would be willing to fund up to \$20K towards Change Order R2.1. Mayor Day asked whether that would mean the Town would be “off the hook” for funding the additional expenses to complete the project, or whether we could remain equal partners and keep working together as a team to see the project through to completion. ERBM Executive Director Embrey stated that “Phase 3” for the Circle Park Riverfront Project would be necessary to fully finish the park upgrades.

Trustee Sizemore said she felt it was important to show the citizens of Meeker that the ERBM District and the Town could work together; Director Love emphasized her agreement with Trustee Sizemore and stated that the District would like to see the project to completion.

Trustee Lockwood asked about resurfacing the drive and suggested that there could still be additional savings realized as the project continues; Director Walter reiterated that the contractor should be diligent in his work to make sure we stay in budget and that there is no desire to cut back on the project at this time.

After some discussion regarding the information timeline and the desire to continue a positive relationship, both Boards directed staff to work on an addendum to the current MOU between the District and the Town that would extend the partnership and 50/50 funding agreement through the completion of the project.

Director Moffitt moved to approve change order R2.1 for an additional \$58,301.39; second by Director Kendall. All ayes, motion carried.

Trustee Nielsen moved to approve change order R2.1 for an additional \$58,301.39; second by Trustee Sizemore. All ayes, motion carried.

Director Walter took the opportunity to ask Contractor Haskins what the plan would be for pouring concrete in the low winter temperatures and Haskins replied that X Field has a plan to get it done before high water in the Spring.

Mayor Day adjourned the meeting at 7:40 p.m.

/s/ Travis Day, Mayor

**Attest:**

/s/Mandi Etheridge, Town Administrator