

RECORD OF PROCEEDINGS

TOWN OF MEEKER MEETING MINUTES - JUNE 17, 2025

The Regular Meeting of the Meeker Town Board was held Tuesday, June 17, 2025, at Town Hall.

Members Present	Mayor	Day
	Trustees	Browning
		Day
		Lockwood
		Nielsen (by phone)
		Sizemore
Town Staff Present		Smith
	Administrator	Etheridge
	Town Clerk	Cook
	Attorney	Massih
	Comm. Dev./Planner	Thomson
	Interim Public Works Supt.	Kilduff

CALL TO ORDER

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

ROLL CALL

All Board members were present with Trustee Nielsen attending by phone.

APPROVAL OF THE AGENDA

Mayor Day asked for changes to the agenda. Administrator Etheridge stated *Consideration of limit increase for Town credit cards* has been added under New Business. Trustee Sizemore made a motion to approve the agenda as revised. Second by Trustee Day. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Day to approve the minutes of June 3, 2025, as submitted. Second by Trustee Sizemore. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Browning to approve the disbursements dated June 17, 2025. Second by Trustee Day. All ayes. Motion carried.

OATH OF OFFICE AND SEATING OF NEWLY APPOINTED TRUSTEE.

Town Clerk Cook administered the Oath of Office to newly appointed Trustee, Amanda Smith.

PUBLIC PARTICIPATION

Presentation by YouthZone regarding services in Rio Blanco County and Town of Meeker. Jami Hayes, Executive Director of YouthZone, addressed the Board with a Power Point presentation regarding the organization and their services. Mayor Day asked if the request for \$1000 sponsorship from January had been considered. Administrator Etheridge replied no, at that time the Board requested someone from YouthZone be present to make the request. Trustee Smith asked if they ever go into the schools to talk with kids in a group setting on preventative issues. Hayes said they do work with the schools for highly impacted kids. Trustee Browning commented our local high school could use help with preventative issues and suggested YouthZone reach out to the high school. Trustee Lockwood made a motion to donate \$3,000 to YouthZone from the Board's discretionary line item. Second by Trustee Sizemore. All ayes. Motion carried.

Mayor Day moved another public participation request to after the scheduled public hearing, which was also moved forward on the agenda.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – June 17, 2025

PUBLIC HEARING

Consideration of Modification of Premises from Rigg's Downtown LLC. Mayor Day opened the public hearing at 7:30 p.m. Town Clerk Cook stated Janae Shelton is present representing Rigg's Downtown, who filed an application for a Modification of the Premises located at 285 6th Street to include the adjacent building known as Buffalo Hall which will be used as overflow seating during meals and when there are bands much like the previous establishment, Chippers. The applicant has a lease agreement dated July 1, 2025. The property was posted for the public hearing, the application is complete, fees paid, and staff recommends approval.

Mayor Day asked for any questions. Trustee Sizemore said she was concerned with serving alcohol from the Hall. Shelton said they would not be serving from the hall; it will only be used as an overflow from the bar area. Mayor Day closed the public hearing at 7:32. Trustee Day made a motion to approve the Modification of Premises for Rigg's Downtown LLC. Second by Trustee Smith. Roll call vote with all ayes. Motion carried.

PUBLIC PARTICIPATION Cont.

Betty Kracht who is representing Si Woodruff addressed the Board regarding wording in the development code, M.M.C.§18.2.8(4) that talks about easements stating the current language leaves it up for interpretation. For reference, Attorney Massih read the section aloud for the Board. Kracht said it seems redundant to add another easement when there is one available at the front and back of each property, the code makes it confusing because it does state "where appropriate." Mayor Day said he agreed that in the older part of town where utilities run in the front and the back of the properties, side easements may not be necessary. Attorney Massih said M.M.C.§18.2.8(1) allows for the Board to deviate on a case-by-case basis but we would only know once there is an application filed with the Town. Trustee Day confirmed that notification to the utility companies would be sent, and if they do not object asked why would the Town. Kracht said it would be nice to have the norm be on a case-by-case basis. Attorney Massih replied that we find the areas in the Code that need cleaned up by practice.

Si Woodruff asked to address the Board. Mayor Day stressed to Woodruff that the Board cannot be part of any ex parte conversation because of his possible pending land use application. Administrator Etheridge said that once the application is approved, Woodruff can always come back to the Board to talk about his experience. Planner Thomson said that once staff receives the application it will be submitted for referral to the public utilities and can move forward from there.

STAFF UPDATES

Interim Public Works Supt. Kilduff reported during the month of May 22,163,072 gallons of water were pumped; parts for Well #4 were ordered, Well #5 is still off until it is scrubbed; the second round of GWUDI tests were completed June 2nd & 3rd; Daylon has been pulling the weekly samples. Staff are preparing for the 4th of July, painting the crosswalks and parking areas: flags were hung for flag day, and they are working with Uplift Meeker to get new banners hung downtown. Garfield Street Water Line service tie-ins have been completed up to 8th street with the last ones on 3rd, 4th and 5th Streets to be installed this week and next. Daylon and Cory will be attending a two-day water distribution licensing school in Grand Junction in July.

Trustee Lockwood thanked Supt. Kilduff for getting the water on at Ute Park while being short staffed. There was discussion regarding the process on the Garfield Street Water Line project on abandonment of the old main, placement of fire hydrants and the final walk through. Mayor Day was concerned about the contractor working on Saturdays and residents being without water during that time and staff incurring overtime.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – June 17, 2025

Police Chief Thompson was not present, Administrator Etheridge stated he attended the Colorado Chiefs of Police Conference last week and from there was on vacation through the end of the week; his department staff report is included in the Board packets.

Community Development/Planner Thomson reported she had been fielding a lot of questions from citizens regarding planning items and has been helping Chamber Director Sara Stephenson get acquainted with Uplift Meeker projects.

Town Clerk Cook reported Special Events Permits were approved for MACC for beer gardens during the MeekerPalooza events on June 13th, 27th, and July 18th, also for Range Call Rodeos on July 4th, 5th and 6th and the concert and barn dance on July 5th.

Town Attorney Massih said she has been helping out when needed, and court will be held next week on Friday.

NEW BUSINESS

Consideration of limit increase for Town credit cards. Administrator Etheridge explained we currently have seven credit card holders for the Town: Mayor, Administrator, Clerk, Chief, Lieutenant, Public Works, and the Planner. These cards are used primarily for hotels, meals, and training costs for all departments, as well as the card on file for online purchases with Amazon and other vendors as needed. All credit card purchases follow the Town's purchasing policy guidelines. Our overall credit limit for all cards combined is \$9,000 which breaks down to just under \$1,500 each – this has been historically sufficient until recently when multiple trainings in one month on top of other purchases tend to max out overall limits. Etheridge gave an example of several Police Department trainings held in one month, with the annual CML conference for the Mayor and training of Public Works coming up and how that overlap tends to max out the overall credit limit.

The request is to increase credit limits on three of the cards – Administrator, Clerk and Chief – to \$3,000 each to accommodate such situations, the overall request is to increase the total credit limit from \$9,000 to \$15,000.

After a brief discussion Mayor Day called for a motion to approve the request. Moved by Trustee Lockwood. Seconded by Trustee Day. All ayes. Motion carried.

MANAGER'S REPORT

Circle Park: Sub-committee met last Friday afternoon to go over the Phase III improvements that were being considered. We received our floodplain permit from the County for a vault toilet with setback requirements from CDPHE of 25 feet so the location of the vault toilet will be roughly where the current port-a-john sits. Fencing will be split rail cedar around the parking area – there was some discussion of using metal fence panels like the ones in the parking lot at Town Park across the bridge but those cost \$46,000 in 2017 and Josh is looking for more budget-friendly and natural materials. The campsites will be resurfaced, and relocated as necessary, picnic tables and trash cans will be replaced, irrigation will be installed, and a flagstone park location sign consistent with other park signage will be placed in the Circle. He received bids from Bolton Construction and X Field Services and Bolton came in less expensive and with immediate availability. A full Substantial Completion walk-through with X Field Services was this afternoon to consider final tasks to close out the contract, all that is left is the dirt work and seeding at Circle Park and Phase II should be done. The anticipated re-opening date for the park will not be before August 1st given the additional improvements and ERBM will be putting a public notice together to update the community on the progress.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – June 17, 2025

Trustee Lockwood voiced his disappointment about the sub-committee meeting regarding Phase III, stating there was no discussion, we were told what was going to occur and what was accepted in the bid, and that he understood Jake with X Field bid on worst case scenarios not bid specs. Mayor Day asked Administrator Etheridge to email the bids for Phase III to the Board.

Mayor Day also commented that he has seen Bolton construction already working there and taking dump trucks across the bridge. We cannot allow them to do that when we have not let other contractors, we have to be consistent. Mayor Day said he is also concerned about another contractor being in there when the current project is not complete. Administrator Etheridge said that was discussed today and has been remedied, and she will talk to Josh Embry about the dump trucks first thing in the morning.

Garfield Street Water Line update: Had a walk through this morning with Tobey, Jak, and Call from CRC Inc. to discuss progress and to make sure specifications were still being met with the installation of service lines. CRC is wanting to have a walk-through with the Town and Chris Hale regarding the scope for asphalt that was estimated in the bid.

Public Works job vacancy has been successfully advertised and will close the end of this month. The vacancy for Trustee Nielsen's seat is advertised with a deadline of the 25th so that candidates can be considered at the first meeting in July. There are also vacancies still on the Planning Commission, the Housing Authority, and now the Meeker Housing Partnership – those deadlines for application are all August 1st.

Reminder of RBC facilities tour on Saturday, June 21st – there are four trustees signed up and the current plan is to meet at the High School South parking lot with details to come.

MAYOR'S REMARKS

Mayor Day said he is still trying to understand how change orders work, who signs off on them and does it go before Chris Hale. Administrator Etheridge replied yes, Chris Hale signs off on them and they come before the Board for approval.

OTHER BOARD BUSINESS

In addition to what was previously discussed, Trustee Day asked about the 10th Street drainage. Administrator Etheridge replied that drainage patterns have been reestablished.

Trustee Lockwood commented further on the Garfield waterline project stating there has been no dust abatement, no compaction and asked if the Town will be replacing homeowner's grass? Administrator Etheridge said yes, any damages must be repaired per the contract.

ADJOURNMENT

Mayor Day adjourned the meeting at 8:30 p.m.


Travis Day, Mayor

Attest:


Lisa Cook, Town Clerk