

RECORD OF PROCEEDINGS

Town of Meeker Meeting Minutes - September 2, 2025

The Regular Meeting of the Meeker Town Board was held Tuesday, September 2, 2025, at Town Hall.

Members Present	Mayor	Day
	Trustees	Browning
		Day
		Lockwood
		Madison
		Sizemore
		Smith
Town Staff Present	Administrator	Etheridge
	Town Clerk	Cook
	Admin Asst	Pakuer
	Attorney	Massih
	Public Works Superintendent	Kilduff
	Police Chief	Thompson

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.

APPROVAL OF THE AGENDA

Mayor Day asked for changes to the agenda. Administrator Etheridge requested that under New Business switch item A with item B. A motion was made by Trustee Sizemore to accept the agenda as revised. Second by Trustee Day. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

Mayor Day asked if there were any changes to the minutes.

a. Minutes from August 5th 2025

Administrator Etheridge stated after listening to the audio recording again for the August 5th minutes, adjustments were made under Mayor's Remarks regarding the Emergency Management Plan. Mayor Day called for a motion to approve the revised minutes for August 5, 2025. Moved by Trustee Smith. Second by Trustee Lockwood. All ayes; abstain by Trustees Day who was fighting fires and Sizemore who was absent. Motion carried.

b. Minutes from August 19th 2025

Mayor Day asked if there were any corrections to the minutes. Trustee Madison pointed out under Other Board Business wording of accommodation should be commendation. Hearing no further corrections Mayor Day called for a motion to approve the amended minutes for August 19, 2025. Moved by Trustee Madison. Second by Trustee Sizemore. All ayes; abstain by Trustees Browning and Day who were both absent. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Browning to approve the disbursements dated August 31, 2025 with the condition of holding the check to CRC until project is determined complete. Second by Trustee Day. All ayes. Motion carried.

PUBLIC PARTICIPATION

None.

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PUBLIC HEARING

None.

NEW BUSINESS

Consideration of Ute Park permit agreement for MHS Cross Country Team on September 20th

Administrator Etheridge stated Marty Casey was present representing the MHS Cross Country Team. Casey presented a map of the proposed course at Ute Park where he would like to hold a Cross Country meet. He would invite high school and middle school teams from the Western Slope; there would be approximately one to two HS teams and four to five MS teams. The whole event would be completed by early afternoon. Trustee Lockwood asked if there would be vendors present, Casey said he had spoken to two local vendors. Trustee Sizemore suggested he broaden his search and try to include as many local vendors as possible. Casey is planning on contacting Overton for trash receptacles and port-a-johns. The Board suggested getting the word out to MAMBA requesting to shut down the bike trails during the cross country meet for the safety of the runners. After some discussion regarding logistics, hearing no further questions or concerns, Mayor Day called for a motion; Trustee Smith moved to approve the Ute Park Permit for MHS Cross Country Team on September 20th. Second by Trustee Sizemore. All ayes; abstain by Trustee Browning due to the fact she is a School District employee. Motion carried.

Consideration of bid award for Town Hall Security System. Bid Award. Administrator Etheridge stated the Board had received copies of the full bid documents, including invitation to bid, bid specs, camera locations, updated walk-through contact list, RFI questions and responses, and a general bid tab sheet. Also included is a comprehensive comparative spreadsheet evaluating the bids in price, compliance with the bid specs, and other information such as timeline, location, presumed annual licensing costs, and hardware brands. The Town received twelve total bids, two of which were disqualified: Links of Aspen was not represented at the walk-through and Seca Secure submitted their bid via email at 3:15 pm, the deadline was at 3:00 pm. Seca Secure was claiming an inability to submit through Bidnet. Nine others were submitted via Bidnet and one was received as a hard copy. All Copy Products (ACP) was not represented at the walk through, however their Sales Rep from Verkada was present.

In reviewing all bids, staff narrowed down consideration to three bids that were lowest in price while still being a compliant and complete bid package. Those were ACP, DigiNet, and Spectra.

- ACP came in at \$30,604.29. They have an office in Grand Junction and already work with the Town by supplying our office copier, so they are a known vendor. Their bid was professional but was lacking in additional narrative to the compliance matrix and a comprehensive timeline, they did not appear to offer in-person training (everything was on youtube or online help desk), and the price only covers 1-year licensing so continual costs over the next few years would be realized.
- DigiNet's bid came in at \$48,194.80. It was technically complete but was sparse and not very professional. It offers different hardware than the others that only carries a 3-year warranty; it is an on-premises server instead of cloud based; the price does include 5-year licensing and one hundred eighty days of retention, which is more than required in the bid specs and the additional storage length is preferred. The compliance matrix lacks narrative, especially for specs that are labelled partially compliant, but there is a well-defined in-person training schedule.
- Spectra's bid came in at \$50,656.85. They are in Vernal and had a very professional bid that included a well laid out scope of work; a detailed compliance matrix; a diverse list of applicable references, and a detailed training agenda. This price also includes 5-year licensing; however, it only covers thirty days of retention.

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Based on the evaluation criteria published in the bid documents, the staff recommendation is to award the bid to Spectra. Besides being a complete and professionally done package with a well written compliance matrix, it is technically compliant and expandable, cost is relatively low and includes the five-year licensing, references are diverse and applicable, they have a clear project schedule and training agenda, and use Verkada hardware with a ten-year warranty. The only upgrade that staff requests is for the retention schedule; the bid specs called for a thirty-day minimum, however, some of the cameras can and should upgrade to a ninety- or one hundred twenty-day schedule. Even if all cameras were upgraded to a ninety-day schedule, the total package would cost \$67,045.60. At this price, the Spectra bid would still be the third least expensive of valid bids and in staff's opinion the most responsible bidder. Administrator Etheridge stated there was \$100,000.00 budgeted for this project. Mayor Day suggested that the upgrade should be considered as a change order for the difference once under contract with the vendor. Hearing no further questions or concerns, Trustee Day moved to accept the Spectra bid as presented in the amount of \$50,656.85. Second by Trustee Sizemore. All ayes. Motion carried.

Discussion regarding 2026 budget and capital priorities. Administrator Etheridge referenced the workshop held in August, with a spreadsheet of Board priorities listed in ranking order. Etheridge pointed out a few updates since the workshop:

- Town Engineer Chris Hale has provided some preliminary information on developing the Robert Street/Sanderson Drive connection. The budget for this is estimated at \$215,000.00 for gravel egress *only*.
- Since PW Equipment was on the cusp of being a mid-level priority for both pieces of equipment at \$250,000, Etheridge highlighted \$150,000 for either a pothole machine or a backhoe to see if this would work better. When asked by Mayor Day which piece of equipment is most needed, PW Super Kilduff stated he didn't have a preference as both pieces of equipment need replacing, stating the current backhoe is 40 years old. After some discussion Mayor Day suggested keeping the \$150,000 in the budget to purchase the backhoe next year and the pothole machine possibly in 2027 and making sure the backhoe would be under warranty.
- For the SCADA upgrade in the Water Fund, the quote came in at \$48,000.00. Kilduff informed the board this new upgrade will have the new battery backups.

Etheridge pointed out the overall Systems Development Budget is in line with what it has been the last few years. In addition to discussing Capital Improvements at the last workshop, the Board had directed staff to present budget impacts for Cost of Living Adjustment (COLA) of 3% vs 4% and the results were as follows:

- 3% = \$36,539.85 (\$1,923.15 per year to each employee)
- 4% = \$48,719.99 (\$2,564.12 per year to each employee)

Administrator Etheridge and Town Clerk Cook met with the town health insurance representative from CEBT regarding renewals for next year. The current plan has not changed in eight years and in those years, the increase was steadily low averaging about 5% each year until last year which saw a 13.5% increase. The current plan is scheduled for a 13.5% increase again for 2026. Etheridge presented the option of switching plans, stating that moving to a PPO6 would realize a 5% increase in cost to the Town for 2026, but a savings over last year's totals. The PPO6 would still maintain full family coverage for employees but have a nominal increase to employee deductibles. Therefore, staff would like to recommend the 4% COLA increase with a move to PPO6 health insurance plan, for a total overall budget increase of \$37,987.99. After some general questions about employee health care coverage the Board directed staff to budget for a 4% COLA and moving health insurance to a PPO6 plan.

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MANAGER’S REPORT

Administrator Etheridge stated the following:

- Dr. Lisa Jones, President of CNCC invited the Board to the Fire District meeting next Monday, September 8th at 6:30pm as they are hosting a dinner. In a follow-up email this morning Dr. Jones stated that they “would like to get pictures of Meeker’s leadership and do a press release. Each of you in leadership are heroes and we would like to thank you all”.
- Next week, on Wednesday the 10th is the CML Fall District meeting in Hayden starting at 5:00pm. RSVP deadline is tomorrow, Etheridge asked if any other Trustees were interested in attending, please let her know and confirmed that Mayor Day was planning to attend.
- There is an invitation to the Northwest Colorado Development Council and Northwest Colorado Innovation Center annual meeting and networking event on Wednesday, September 24th at the Hayden Airport starting at 5:30 pm.
- There are complimentary wristbands available for the Meeker Classic Sheepdog Trials if any Trustees would like one.

Trustee Lockwood asked about the August legal bill for Library Board discussions and Etheridge shared that she and Attorney Massih had been invited to meet with the Meeker Library District attorney(s) and the RBC attorney to discuss formalized the Library Board appointment process.

When asked about the Circle Park project, Etheridge stated they are waiting for the final invoice for the new picnic tables and trash cans and the installation of the vault toilet; Etheridge will be in touch with ERBM Executive Director Josh Embrey about reopening the park.

MAYORS REMARKS

Nothing to report.

OTHER BOARD BUSINESS

Trustee Lockwood inquired about talking with Dr. Grant about the Robert Street right-of-way. Mayor Day stated it would be discussed later as the Board is waiting to hear back about engineering. Administrator Etheridge informed the Board that Town Engineer Chris Hale should have a report out by the end of this week.

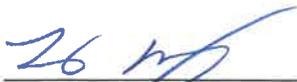
EXECUTIVE SESSION

Trustee Smith made a motion to enter into executive session *pursuant to C.R.S. § 24-6-402(4)(b) to conference with attorney for the purpose of receiving legal advice on specific questions re: Town Parks lease agreement.* Second by Trustee Browning. All ayes. Motion carried.

ADJOURNMENT

Trustee Smith moved to adjourn executive session pursuant to C.R.S. § 24-6-402(4)(b) to conference with attorney for the purpose of receiving legal advice on specific questions re: Town Parks lease agreement. In attendance were Trustee’s Madison, Sizemore, Lockwood, Browning, Smith and Day, Mayor Day, Administrator Etheridge, Attorney Massih, PW Super Kilduff. Motion second by Trustee Sizemore. All ayes. Motion carried.

With no further business, Mayor Day adjourned the regular meeting at 9:22 pm.



Travis Day, Mayor

Attest:



Lisa Pakuer, Admin. Asst.