

# RECORD OF PROCEEDINGS

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## TOWN OF MEEKER MEETING MINUTES - OCTOBER 7, 2025

The Regular Meeting of the Meeker Town Board was held Tuesday, October 7, 2025, at Town Hall.

Members Present	Mayor Pro Tem Trustee	Lockwood Browning Day Madison Sizemore Smith
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Town Staff Present	Administrator Town Clerk Admin Asst.	Etheridge Cook Pakuer
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### CALL TO ORDER

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

### ROLL CALL

All Board members were present except for Trustee Smith, Mayor Day attended by phone.

### APPROVAL OF THE AGENDA

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

### APPROVAL OF THE PREVIOUS MINUTES

Trustee Madison stated on page four under Consideration of Application to Yampa Valley Relief Fund, the acronym YVCF should also say Yampa Valley Community Fund and YVDR should also say Yampa Valley Disaster Relief describing the acronyms' meaning. A motion was made by Trustee Sizemore to approve the minutes of September 16, 2025, as revised. Second by Trustee Day. All ayes. Motion carried.

### APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Browning to approve the disbursements dated September 30, 2025. Second by Trustee Sizemore. All ayes. Motion carried.

### PUBLIC PARTICIPATION

None.

### NEW BUSINESS

***Presentation of draft Town of Meeker 2026 budget.*** Town Clerk Cook presented the 2026 budget. Cook stated revisions have been made to the 2025 Estimates since the first draft was presented. Revenue has been budgeted conservatively. Each department reflects the 4% cost of living increase in salaries, the adjustment for health insurance with the higher deductible plan, as well as salary and benefits for a School Resource Officer (SRO) in the Police Dept.

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Most departments reflect an increase in liability insurance, training, meals and travel. Software Support line items reflect the increase in annual fees for new water billing software, meter reading and camera software in the Police Dept. Also added in the Water Department is \$75,000 for a possible Fluoride System Grant from Colorado Department of Public Health and Environment (CDPHE) and an increase in postage and chemicals.

As presented, the General Fund will require \$2,225,841 of reserves to balance the budget, Systems Development (capital projects) total \$2,695,300. The Water Fund will require \$62,178 of reserves to balance the budget with \$248,000 earmarked for Systems Development. It has long since been the philosophy of the Board to use reserve funds for capital improvements. Cook pointed out this does not reflect contributions to the Parks or any potential grant revenue for the School Resource Officer (SRO) and there is the possibility of contributions from the School District.

Town Clerk Cook informed the BOT that a motion will be needed to accept the proposed budget and schedule the public hearing for November 18<sup>th</sup>. After some discussion Mayor Pro Tem asked for a motion to accept the proposed 2026 budget and schedule a public hearing for November 18<sup>th</sup>. Moved by Trustee Sizemore. Second by Trustee Day. All ayes. Motion carried.

***Consideration of easement agreement with North 40 LLC.*** Administrator Etheridge stated that earlier this summer, the Town was made aware by Rio Blanc County (RBC) Inspector Matt Franks at the County Building and Planning Department that construction upriver had begun where an easement was in place for the Town's former water works system. In executive Session on July 1<sup>st</sup> the BOT discussed with Town Attorney Massih how to proceed and thanks to the perseverance of our staff, including Chris Hale, our Town engineer and both our Attorneys Ed Olzsewski and Melody Massih, an agreement was worked out with the property owner to relocate the easement in a way that was satisfactory to the Town for our potential future needs, and to the owner to continue construction. The terms of this agreement were confirmed via email on July 11<sup>th</sup> and the document for the Board to review is the manifestation of those terms, as worked out over the last few months between attorneys. Once approved, it will be signed by both parties and recorded with the County to run with the property. Engineer Hale asked for elevations and topographies to be marked on the easement to his satisfaction. Etheridge stated the Town does have their water rights; the location of this easement is cleaner. Trustee Sizemore requested an official thank you to be sent to RBC Matt Franks for his involvement with keeping the Town aware. Mayor Pro Tem called for a motion to approve the easement agreement with North 40 LLC. Moved by Trustee Sizemore. Second by Trustee Day. All ayes. Motion carried.

***Consideration of change order for Town Hall Security System.*** Administrator Etheridge reminded the Board that on September 2<sup>nd</sup> the Board awarded a bid to Spectra for security cameras at Town Hall and 3<sup>rd</sup> Street facilities. That bid was in the amount of \$50,656.85, and at the time of the bid Chief Thompson inquired about possibly changing the minimum retention schedule for some of the cameras from thirty days to ninety days, and the Board suggested awarding the bid as it was submitted and then considering any possible changes as a change order. The Board has that change order to consider tonight for an additional one thousand one hundred forty dollars to increase the retention schedule on the three cameras that will be in the hallway down stairs and in the evidence room. Chief Thompson would like to increase the retention on these three cameras from thirty days to ninety days. Trustee Day requested a ninety-day retention also be put on the

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camera that will be looking at the bulk water load out station. Etheridge stated this change order will keep the project cost under budget as well as under the bid price of the next highest bidder. Hearing no further questions or concerns Mayor Pro Tem Lockwood called for a motion to approve the change order to reflect showing moving it from three cameras to four cameras with higher retention rates. Moved by Trustee Day. Second by Trustee Sizemore. All ayes. Motion carried.

### **MANAGERS REPORT**

- National Public Lands Day (NPLD): this was originally scheduled for September; it had been rescheduled for later this month and has now been paused entirely due to the government shut down.
- Public Works: the crew was able to get asphalt this week, they spent yesterday prepping several road patches and curbs; those should be completed in a day or two.
- Circle Park project Phase III: the project was completed last week with the installation of the vault toilet. It did require a Type 3S2 truck to cross the 5<sup>th</sup> Street bridge. Etheridge stated she verified with the engineering team that did our bridge inspection last September to confirm that this truck was under the allowable load rating. All went well, the toilet looks great, the final payment is included in tonight's disbursements. Etheridge has spent the last week preparing submittals to the last three granting agencies for reimbursement of the project costs.
- Library Board appointments: the most recent update for those who are keeping up on Library District meetings is that the Library District Attorney reached out this summer to work with the County Attorney Don Steerman and Town Attorney Melody Massih on creating a standardized process for Library Board appointments; at their September meeting the Library Board approved a 'Term Sheet' that outlines a standard procedure for appointments to the Library Board; their attorney will now create an Intergovernmental Agreement (IGA) for all entities (County, Town and District) to consider for approval so that moving forward there will be a clear and standard procedure both appointing authorities for the Library Board. Etheridge hasn't heard or seen anything regarding the IGA since late September but is hoping to have that Term Sheet and accompanying IGA for your consideration at the next meeting.
- Yampa Valley Community Foundation: at the September 16<sup>th</sup> meeting it was discussed that the Yampa Valley Community Foundation (YVCF) Wildfire Disaster Relief Funds would be funneled through this Board for approval. However, this process has been updated to be more efficient and in line with the Foundation's policies and procedures. Instead of having the Town apply for a percentage of funding from the Foundation, then ask this Board to review applications, the Town will now collect applications and documentation from local businesses for relief funding and submit a request to the Foundation for that funding directly. Currently there are three applications to the Town for funding, and both Carly with Community Development and the Chamber are promoting applications to our local businesses and based on the impact that has come through already we should have a significant request to the Foundation for funds to come back into our local economy in November.
- Wildfire Relief fundraiser & recognition: the Smoking River Brewery's Oktoberfest this year is serving as a fundraiser and "Celebration of our Local Heroes". It will be held this Saturday afternoon October 11<sup>th</sup> at the Brewery. They have a Festival Permit for the event and are planning for local businesses to provide food, games, and live music with the proceeds going to the Lee & Elk Wildfire Recovery Funds. A recognition ceremony is planned for 6:30 pm

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and they have asked that a representative from the Town be present. After some discussion it was decided a member from the Board would attend to represent the Town, Etheridge will let the Smoking River Brewery know.

### **MAYOR PRO TEM REMARKS**

None.

### **OTHER BOARD BUSINESS**

Trustee Madison received an email for Colorado Municipal League (CML) regarding effective governance training on-line November 13th and in Meeker November 19<sup>th</sup>. Administrator Etheridge agreed to confirm registration guidelines for both trainings and let the Board know.

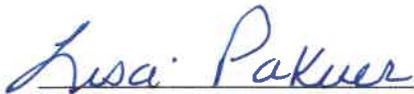
Trustee Lockwood inquired about the upcoming workshop with the ERBM Recreation & Park District. Etheridge has a draft of the amended lease agreement that she wants to review with Attorney Massih before presenting to the Board at the next meeting.

There was some discussion regarding the water fluoridation system. Etheridge informed the Board that the equipment had been purchased through Colorado Department of Public Health and Environment (CDPHE) Oral Health Division and talks are still in progress for additional funding for the programming that will run the new system. That potential funding has been ear marked in the Systems Development budget. The Board asked whether the question of fluoridating Town water could go back to voters again and staff agrees to look into it.

### **ADJOURNMENT**

Mayor Pro Tem Lockwood adjourned the meeting 8:02 pm.

Attest:



Lisa Pakuer, Admin. Asst.



Chris Lockwood, Mayor Pro Tem