

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, October 21, 2025, at Town Hall.

Members Present	Mayor	Day
	Trustees	Browning
		Day
		Lockwood
		Sizemore
		Smith
Town Staff Present	Administrator	Etheridge
	Town Clerk	Cook
	Attorney	Massih
	Comm. Dev./Planner	Thomson
	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 except Trustee Madison, Trustee Smith arrived a few minutes late.

APPROVAL OF THE AGENDA

Mayor Day asked for changes to the agenda. Trustee Sizemore made a motion to approve the agenda as presented. Second by Trustee Day. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

Mayor Day pointed out he attended this meeting by phone. A motion was made by Trustee Sizemore to approve the minutes of October 7, 2025, as corrected. Second by Trustee Lockwood. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Browning to approve the disbursements dated October 21, 2025. Second by Trustee Smith. All ayes. Motion carried.

PUBLIC PARTICIPATION

Chamber Director, Sara Stephenson, presented the Board with an update stating they have eight new members bringing the total to 184, they organized three farmer's markets and the Fourth of July Parade, 90 entries were received for the Oktoberfest baskets with ten given away, they are involved with the Ashes to Action celebration, organizing an upcoming Veteran's Day lunch and the Christmas event, Stephenson said \$9,000 was received from Lodging Tax to help with printing brochures and two promotional videos were made targeting millennials and people who are retired audiences. Stephenson attended the UpLift seminar in Philadelphia earlier this year, light pole banners were replaced, murals of Captain Jack and Josephine were placed on the Hugus Building and Elk Creek gave a donation to help with the Market Street banner replacement. Michele Morgan and Emily Gerloff were recently elected to the Chamber Board, focus next year will be on tourism, Trudy Burri has officially retired and finding her replacement is another goal for next year; due to the State's budget constraints we have not yet received the UpLift mini grant but hope to receive it the beginning of 2026.

STAFF UPDATES

Public Works Supt. Kilduff reported during the month of September 24,035,008 gallons of water were pumped, staff worked to patch water leak repairs, installed the fluoride machine, winterized Ute Park, will start trimming trees soon, and are still working on issues with our wells 2, 5 and 6.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – October 21, 2025

Chief Thompson was absent as he was attending the Elk Bugling Contest. The Police Dept. during the month of September responded to 285 calls for service resulting in two arrests, ten citations and two written warnings.

Planner Thompson reported in addition to her update included in the packets, she along with Administrator Etheridge attended the Small Communities Workshop in Breckenridge, has been working with the fire recovery group, and on the Ashes to Action event hosted by the County who are hoping to have a representative from the Town attend, applying for the Small Business Administration designation, and presented to the Yampa Valley Community Foundation's Wildfire Relief Fund eight applications who were awarded a total of \$25,000.

Clerk Cook reported license renewals were approved for White River Liquor and MaFamiglia, a Special Event Permit was approved for the Pioneers Dinner and Dance. Cook gave the third quarter financial report stating cash and investments for all funds totaled \$8,723,471.88, undesignated reserves in the general fund are \$5,936,673.83 and the water fund are \$949,579.41; operation and maintenance for this quarter shows a positive balance of \$402,358.44 in the general fund and \$148,629.34 in the water fund; each department's expenses should be seventy-five percent or lower at this time, all departments are under budget except systems development in the general fund where many of the projects have been completed or expended for the year.

Attorney Massih said she has been helping where needed, the North 40 Easement Agreement was completed last month, there will be no court in October as Judge Edwards had a conflict and cases have been continued until November. Mayor Day asked the status of the extraterritorial water agreement for bulk water. Administrator Etheridge stated she is still working on it. Attorney Massih reported she is waiting on the Intergovernmental Agreement (IGA) from the Library, Etheridge added the library attorney is still working on it and we should have it for the November 4th meeting.

PUBLIC HEARING

Consideration of Special Event Liquor License for Meeker Lion's Club on November 1st at the Fairfield Center for the RBC Fire Recovery meeting. Mayor Day opened the public hearing at 7:17 p.m. Clerk Cook said the permit will be for November 1st at the Fairfield Center from 3:00 to 11:00 p.m., Mark Rogers representing the Lions Club is present, Lynn Lockwood will be the event manager, IDs will be checked at the bar, a pot luck meal will be served, permission has been received from Rio Blanco County for use of the property and Chief Thompson has no objections to the permit providing entrance/exits are posted "no alcohol is to be removed from the premises" and Lions Club members monitor them. Staff recommends approval contingent upon receipt of insurance. Mark Rogers said he has received the insurance, but the club will decide tonight, due to the cost, if they will move forward with the event.

Mayor Day asked if there were any questions. Hearing none, he closed the public hearing at 7:18 p.m. and called for a motion to approve the Special Event License for Meeker Lion's Club on November 1st, contingent upon receiving proof of insurance. Moved by Trustee Sizemore. Second by Trustee Lockwood. All ayes. Motion carried.

Consideration of Conditional Use Request at 925 7th Street. Mayor Day opened the public hearing at 7:19 p.m. Planner Thomson introduced the applicant, Daniel Ferguson, and presented the staff report as follows: The applicant is requesting a Conditional Use Permit to operate a Short-Term Rental at their property located at 925 7th Street. The applicant intends to operate using online platforms such as AirBnB.com and VRBO.com. The property is located in the Single-Family Residential Zone (SFR). Short-Term Rental is listed as a Conditional Review Use under the SFR zoning code. The applicant has submitted the required application and fee within the required time frame. The request has been advertised as mandated by the

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – October 21, 2025

Meeker Land Use Development Code including notification of the Public Hearing to property owners within three hundred feet, at the subject property, and in the Herald Times. During the referral review period the application received one comment from referral agencies. Town of Meeker Public Works Superintendent Kilduff stated by email his concern was the street width and keeping entry to the water tank gates at all times. The street width at the location on 7th Street is narrow, measured at approximately nineteen feet in width. However, the application indicates that off-street parking is available at various locations on the lot. This should allow for sufficient off-street parking and not interfere with access to the water tanks, as well no parking signs posted at the water tank access points. Additionally, the Town of Meeker has received one public comment from Kaye Sullivan regarding concerns over the current tenants as they allow their pet to roam, have had loud noise from parties and want the guests of the ADU to be held accountable. The guest book indicates that pets are not permitted at the rental and quiet hours are listed from 10 pm to 8 am.

As presented in the staff report, the property and application comply with the types of permitted Short-Term Rentals, as an accessory dwelling unit and not a dwelling located in a lodging business. Additionally, the application is in compliance with the Performance Standards for Short-Term Rentals:

- The proposed unit is less than five bedrooms and accommodates groups of less than ten people
- The proposed unit has at least one off-street parking space
- The applicant will be on call when the unit is rented
- The proposed unit has adequate trash service
- The information provided to guests is updated regarding public nuisances
- The applicant will pay taxes through the online hosting platforms

The Town of Meeker has not yet met the maximum number of Short-Term Rental Licenses, as eight permits have been issued to date. The proposed unit is not within the existing 300-foot buffer as outlined in the Short-Term Rental Cap and Buffer section. The application meets the criteria of Building Requirements, as demonstrated on the applications Fire and Safety Evaluation. The applicant has provided a copy of the guest information which meets the standards of the License Posting Requirements, and the applicant has noted that this information will be posted online and within the unit.

The application has been found to be in compliance with the Conditional Uses requirements outlined in section 18.1.18, including various goals and policies of the Comprehensive Plan. Both requirements have been described in further detail in the staff report. The Planning Commission recommends to the Board of Trustees approval of the Conditional Use Permit for the operation of a Short-Term Rental at 925 7th Street by a vote of four in favor and none against the application. Staff agrees with this recommendation.

Mayor Day asked if there were any comments. Planner Thomson added the ADU now has its own address for fire and emergency response. Ferguson said he approached the Sullivans regarding their concerns and believe them to be in error as the previous tenants were long-term with a very small dog that would not be allowed to run loose, nor were they the type of people to have a loud party, stating he fully respects the policies. Trustee Smith asked if there would be a designated parking place in that lot. Ferguson replied that the parcel is large and has ample off-street, on-site parking.

Mayor Day closed the public hearing at 7:26 p.m. and called for a motion. Trustee Lockwood moved to approve the Conditional Use Request for a Short-Term rental at 925 7th Street. Second by Trustee Day. All ayes. Motion carried.

Consideration of Conditional Use Request at 600 Garfield St. Mayor Day opened the public hearing at 7:27 p.m. Planner Thomson introduced the applicant, Danielle Knollenberg, and presented the staff report as follows: The applicants are requesting a Conditional Use Permit to operate a Short-Term Rental at their property located at 600 Garfield Street. The applicant intends to operate using online platforms such as

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – October 21, 2025

AirBnB.com and VRBO.com. The property is located in the Single-Family Residential Zone. Short-Term Rental is listed as a Conditional Review Use under the SFR zoning code. The applicant has submitted the required application and fee within the required time frame. The request has been advertised as mandated by the Meeker Land Use Development Code including notification of the Public Hearing to property owners within three hundred feet, at the subject property, and in the Herald Times. During the referral review period the application received no comments from referral agencies. Additionally, the Town of Meeker has received zero public comments against the request. At the Planning Commission meeting on October 5, 2025, neighbor Jeff Madison (speaking as only a citizen not in the capacity as a Town Trustee) publicly supported the application stating that the applicant has been a good neighbor for several years, there is good parking and that he does not anticipate any issues with the Short-Term Rental.

As presented in the staff report, the property and application comply with the types of permitted Short-Term Rentals, as a single unit in a duplex and owned by the same person, and not a dwelling located in a lodging business. Additionally, the application is in compliance with the Performance Standards for Short-Term Rentals.

- The proposed unit is less than five bedrooms and accommodates groups of less than ten people
- The proposed unit has at least one off-street parking space
- The applicant will be on call when the unit is rented
- The proposed unit has adequate trash service
- The information provided to guests is updated regarding public nuisances
- The applicant will pay taxes through the online hosting platforms

The Town of Meeker has not yet met the maximum number of Short-Term Rental Licenses, as eight permits have been issued to date. The proposed unit is not within the existing 300-foot buffer as outlined in the Short-Term Rental Cap and Buffer section. The application meets the criteria of Building Requirements, as demonstrated on the applications Fire and Safety Evaluation. The applicant submitted a copy of the guest book and was requested to update information on occupancy, location of fire extinguisher and trailer parking. Staff received an updated copy this afternoon which now meets the standards of the License Posting Requirements, and the applicant has noted that this information will be posted within the unit.

The application has been found to be in compliance with the Conditional Uses requirements outlined in section 18.1.18, including various goals and policies of the Comprehensive Plan. Both requirements have been described in further detail in the staff report. The Planning Commission recommends approval to the Board of Trustees by a vote of four in favor and none against the application of the Conditional Use Permit for the operation of a Short-Term Rental at 600 Garfield Street. Staff agrees with this recommendation.

Mayor Day asked for questions or comments, hearing none he closed the public hearing at 7:31 p.m. and called for a motion. Trustee Smith made a motion to approve the Conditional Use Request for a Short-Term rental at 600 Garfield St. Second by Trustee Day. All ayes. Motion carried.

NEW BUSINESS

Consideration of Resolution No. 09-2025 Granting a six-month extension for Preliminary Plat for Rohn Ridge. Administrator Etheridge thanked Shawn Bolton, representing Tru Sport Lodge, LLC for attending. Etheridge stated the Town received a letter formally requesting a six-month extension for submission of the Final Plat Application referenced in Resolution 08-2023 which encompasses all the conditions of the Preliminary Plat and does state submittal of the Final Plat Application shall occur within twenty-four months but does allow for a six-month extension. All approvals of the Preliminary Plat by the Commission and the Board shall be void if the Final Plat is not submitted within the required time frame, which if the extension is granted would be 30 months from the initial approval or May 21, 2026.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – October 21, 2025

Trustee Lockwood asked if they could apply for another extension. Administrator Etheridge replied there is nothing in the code to allow for an additional extension and would require them to start the process over at the Sketch Plan stage. Planner Thomson added that in terms of the application it would be minimal as it is already completed, but they would have to go through the public hearings again.

Bolton said hopefully they will not have to do that, there is interest in the development, but everyone knows the current state of financial conditions with interest rates being what they are Phase 1 will require a large sum of money, and no one is willing to take a bite of it right now. Trustee Browning commented that it could be a tool to lure a developer. Bolton replied yes, it is a draw since the project is about ninety-five percent shovel ready right now other than the bond and storm water permit.

Mayor Day asked for any other questions, upon hearing none called for a motion. Trustee Lockwood made a motion to grant the six-month extension of the Preliminary Plat for Rohn Ridge with the approval of Resolution 09-2025. Second by Trustee Day. All ayes. Motion carried.

Discussion regarding proposed Amendment to the ERBM (Eastern Rio Blanco Metropolitan Parks District) Lease Agreement. Administrator Etheridge reminded the Board of the joint meeting with the ERBM Recreation & Park District Board of Directors next Tuesday at 6:00 p.m. at the Rec Center. On that agenda will be a budget overview of the Circle Park project as they have recently been invoiced for their fifty percent of match costs and have requested a more in-depth budget breakdown. The other agenda item is the discussion of the Lease Agreement for Town -owned, District-managed parks. Etheridge stated she had met with ERBM Director, Josh Embry, and shared a draft of an Amendment to the Lease Agreement for his review which will be shared with the Board on Friday in anticipation of next week's meeting. Embry did share a draft of the budget for operation and maintenance of the Town parks and the number so far is right around \$360,000 pending a few tweaks, that will be sent out on Friday as well.

Trustee Browning asked if that included the electricity costs that the Town pays and water that the Town provides without cost. Etheridge replied that the cost of water could be tricky as not all the parks are metered. Trustee Browning said we should try to put a price tag on the water as the total spent on the parks should be split down the middle. Etheridge said it had been on the table for discussion if the Town were to give them the parks and the cost was estimated at \$100,000. Etheridge said the current draft amendment states the Town will pay fifty percent with a not to exceed amount of \$180,000. Attorney Massih said the amount the Town spends for water costs should be used as a credit toward the amount and could be reviewed on a yearly basis, she also asked the Board to consider what kind of detail they would like to see on the invoices. Trustee Lockwood stated he would love to have water be part of the conversation at the meeting. After more discussion, the Board agreed they want to see numbers on water costs for all the parks before next Tuesday's meeting.

MANAGER'S REPORT

Administrator Etheridge thanked Carly Thomson for her work supporting local economic recovery efforts, specifically organizing the request for donated funds from the Yampa Valley Community Fund, she accepted eight applications in September from local businesses, for a total of \$25,000 which will be disbursed next week and she is still encouraging other businesses that may have been impacted by the Lee & Elk fires to apply for relief. About \$12,000 - \$15,000 was raised at the Brewery's Oktoberfest which will all go to the foundation.

Etheridge said at the last Board meeting, she thought we would be considering an IGA with the County and Library for a Library Board application standardization process, but that draft agreement has not been shared yet and should be scheduled for the November 4th meeting.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – October 21, 2025

Etheridge reported on upcoming meetings and activities:

- There is new life in a regional outdoor partnership program sponsored by GOCO and you are invited to join the conversation. The Northwest Colorado Outdoors (NWCO) spans Moffat and Rio Blanco Counties, focuses on conservation, agriculture, and recreation in our region, and will be in Craig this Thursday night and again in Rangely next Wednesday.
- Next weekend is Halloween, and CSO Fellows is once again sponsoring a pet trick-or-treat event at the animal shelter on Thursday the 30th. This was very successful last year and provides great exposure and donations are welcome.
- Saturday November 1st the County is sponsoring a Wildfire Recovery briefing and potluck dinner at the Fairgrounds starting at 5:00. Cash bar by the Lion's Club, updates from the County Recovery Team, and appreciation for the community working together to rebuild.
- Wednesday, November 19th will have CML bringing their Effective Governance Workshop to Meeker from 10:00 – 2:00, agenda is included in your packet. If anyone is interested, I can get you registered and paid for through CML.
- Also on November 19th, just announced, the County will host the first meeting for its Hazard Mitigation Plan update. Information on that is included in your packet and if anyone is interested in participating in that process, you can rsvp directly to Karl Dietrich, just tell me so I know we are represented.

MAYOR'S REMARKS

Mayor Day presented a plaque that was given at Oktoberfest to the Meeker Police Department in recognition of their contributions during the Lee and Elk Fires.

Mayor Day also stressed that the Town needs to keep the extraterritorial water agreement going which may require an IGA with the County.

OTHER BOARD BUSINESS

None.

ADJOURNMENT

Mayor Day adjourned the meeting at 8:26 p.m.



Travis Day, Mayor

Attest:



Lisa Cook, Town Clerk