

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, November 18, 2025, at Town Hall.

Members Present	Mayor	Day
	Trustees	Browning
		Day
		Lockwood
		Madison
		Sizemore
		Smith
Town Staff Present	Administrator	Etheridge
	Attorney	Massih (by phone)
	Town Clerk	Cook
	Police Chief	Thompson
	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.

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

Trustee Lockwood stated he felt more detail was needed under the discussion regarding the Amendment to the Lease Agreement with ERBM, the Board concurred. Trustee Sizemore pointed out she was absent at that meeting. The Board concurred to table approval of the November 4, 2025, minutes for revisions as indicated above.

APPROVAL OF MONTHLY DISBURSEMENTS

Trustee Lockwood asked about the voucher payable to RBC Sales & Use Tax in the amount of \$41,069.02. Clerk Cook stated every month the Town receives sales tax collected by the State that belongs to Rio Blanco County; therefore, the adjustment must be made to return the taxes to the County. A motion was made by Trustee Browning to approve the disbursements dated November 18, 2025. Second by Trustee Lockwood. All ayes. Motion carried.

PUBLIC PARTICIPATION

None.

STAFF UPDATES

Public Works Supt. Kilduff reported during the month of October 9,011,968 gallons of water was pumped, staff has been trimming trees, the chlorine residual meter broke and is unfixable as there are no parts available but we did find one that is compatible with the fluoride equipment, Timberline finished the punch list from Sept., signs have been placed in the 3rd and Water Street area indicating a dead end and not a through street, upgrades will be made to the fence at the water load out station which will hopefully address the concerns of the residents in that area, well number five is still off until it is cleaned, number six is off until the power is fixed, and the sub-monitor to number three needs repaired, Levi and Daylon are attending

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traffic control school next week to get certified, currently the State of Colorado is not issuing CDL licenses and is revamping the testing process so Bow is on standby, and we have been prepping equipment for snow removal.

Police Chief Thompson reported during the month of October that the department responded to 299 calls for service, resulting in twenty-eight citations, two arrests and one written warning. The department hosted the 40th anniversary of the Elk Bugling contest where approximately thirty-four kids attended, we attended the Pumpkin Eats and Treats event downtown, and Community Service Officer Fellows hosted the second annual Howl-o-Ween event at the Animal Shelter.

Community Development/Planner Thomson stated her departmental updates were included in the Board packets, and since the fires in August she has been working with the Fire Recovery Team, specifically on economic development recovery and have been notified that we received the Small Business Administration (SBA) Economic Injury Disaster designation, and Town Hall will be hosting SBA representatives beginning in December by helping any eligible business in the County and adjoining counties with immediate disaster loans. Trustee Day asked if we were done with the pass-through funding from Yampa Valley Community Funds and Thomson said there will be two more disbursements.

Clerk Cook reported a Special Event Permit for Pioneers Medical Center for the Festival of Lights had been approved as well as a Festival Permit for Ma Famiglia's to serve alcohol during a catering event at the Fairfield Center, and she has been preparing for the move to the Cloud for the accounting software.

Attorney Massih said there will be court next Monday, and she has been helping where needed.

Administrator Etheridge thanked several of the staff for work and projects recently completed: Jak Kilduff completed all the tasks on a lengthy list from when he took over the Superintendent's position, he completed them well and within budget; Chief Thompson for his work on the School Resource Officer agreement, and Melody for reviewing the agreement, between the two we have a really good agreement to present to the School District; I received a compliment from a citizen on our Community Service Officer Fellows she helped someone with a dog issue and handled it really well; over the past several months Carly Thomson single handedly put together a program which distributed over sixty-thousand dollars to our local businesses who suffered income loss during the recent wildfires, it has been a huge accomplishment and out of her every day scope of work; and Lisa Cook for taking the initiative to make sure that our website is ADA compliant by seeking out a vendor and working with them and our website consultant to ensure the website is accessible.

PUBLIC HEARING

Consideration of Conditional Use request for a Short-Term Rental (STR) at 1315 Park Ave. Mayor Day opened the public hearing at 7:16 pm. Planner Thomson introduced the applicants Phil and Debbie Morlan and presented the staff report: the applicants are requesting a Conditional Use Permit to operate a Short-Term Rental at their property located at 1315 Park Avenue. The applicant intends to operate using online platforms such as AirBnB.com and VRBO.com. The property is in the Mixed Residential Zone. Short-Term Rental is listed as a Conditional Review Use under the MR 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 of the subject property, and in the Herald Times. During the referral review period the application received one comment from a referral agency. Town of Meeker Public Works Superintendent stated by email the gates at the entrance to Ute Park should remain accessible at all times and he would prefer to see no parking on the north side of Park Ave. The applicant updated guest information to include that no parking is allowed in front of the gates and guests should park in the gravel

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area. Additionally, during the referral period staff received zero public comments in favor or against the application.

The property contains two structures, built in 1950 and prior to Meeker having code allowing for accessory dwelling units therefore the property has a single-family residence and a non-conforming ADU. The applicant is requesting to operate the short-term rental in both structures however as one single rental. The property is not a dwelling 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, Staff has asked the applicant to include the reference to the municipal code for guests.
- The applicant will pay taxes through the online hosting platforms

The Town of Meeker has not yet met the maximum number of issued Short-Term Rental Licenses, as ten permits have been issued to date. The proposed unit is not within an 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. As well the applicant provided a copy of the guest information the applicant indicated that this will be posted in the main living area.

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 of the request by a vote of four in favor and zero against operating a short-term rental at 1315 Park Ave. Staff agrees with this recommendation.

Mayor Day asked for any comments. Applicant Debbie Morlan addressed the Board asking for their assistance regarding several code violations in their neighborhood such as abandoned appliances and vehicles, stating they have made a large investment by purchasing three properties in the neighborhood and over the years has come to the Town several times to make formal complaints and nothing has changed even though she has been told there is a system in place to take care of these things. Morlan said they want to offer a first-class Meeker experience with their Short-Term Rental but cannot do this without the Town's assistance in cleaning up the neighborhood.

Trustee Madison asked for more specific information. Morlan replied there are appliances on front porches, weeds, three abandoned vehicles across the street, dead trees along the alley way and one place where there have been issues over the past several years with the Town even assisting at one point with the removal of the trash rubble that extends to the street.

Mayor Day asked if there were any questions regarding the application. Hearing none, he closed the public hearing at 7:27 p.m. and called for a motion. Trustee Sizemore made a motion to approve the Conditional Use request for a short-term rental at 1315 Park Ave. Second by Trustee Browning. Roll call vote with all ayes. Motion carried.

Mayor Day stated the Board appreciates Morlan voicing her concerns of the problems in the area. Trustee Lockwood agreed the area needs work.

Consideration of Town of Meeker 2026 Budget. Mayor Day opened the public hearing at 7:30 p.m. Clerk

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Cook stated the budget is the same as the October presentation with the transfer of \$300,000 from the Systems Development Mobility Plan line item to the Parks Department Contribution line item.

Total budget for the General Fund is \$5,205,447 with \$2,395,300 budgeted for systems development. Larger projects include:

- \$535,000 for street repairs on Main, Garfield & Cleveland Streets
- \$312,000 Town Hall HVAC and elevator repair, possible grant funding for energy efficiency upgrades
- \$215,000 egress development of Robert Street/Sanderson Drive
- \$200,000 School Street & Market Street sidewalks
- \$150,000 pothole machine or backhoe
- \$100,000 School Resource Officer outfitting
- \$ 90,000 IT Support
- \$ 80,000 ongoing support for the Chamber Director incl. health ins. contribution

\$2,222,771 of reserves will be required to balance the General Fund.

The budget for the Water Fund is \$966,428 with \$248,000 budgeted for capital improvements that in addition to capital maintenance include \$98,000 for pump house improvements and SCADA upgrades and \$75,000 for installation of fluoridation system. \$62,928 of reserves will be required to balance the Water Fund.

The mill levy has been set at the full mills of 9.781 based on \$30,723,020 gross assessed valuation generating \$300,502 in property tax. The mill levy must be certified to the County and the budget adopted by the Board prior to Dec. 15th.

2026 beginning fund balance in the General Fund is estimated to be \$7,887,032 with the ending balance for the year estimated at \$5,664,261.

2026 beginning fund balance in the Water Fund is estimated at \$1,535,086 with the ending balance for the year estimated at \$1,472,158.

Mayor Day asked for questions. Hearing none, he closed the public hearing at 7:34 p.m. and called for a motion. Trustee Lockwood made a motion to approve the 2026 Budget as presented. Second by Trustee Browning. Roll call vote with all ayes. Motion carried.

NEW BUSINESS

Consideration of Resolution No. 12-2025 to establish an Emergency Reserve in the General Fund for Fiscal Year 2026. Administrator Etheridge said the resolution is an annual housekeeping item, and the amount is based on not less than three percent of the Town's 2024 fiscal year spending, which amounts to \$110,650 and is required by the State's Constitution. Trustee Smith made a motion to adopt Resolution No. 12-2025 establishing an Emergency Reserve in the General Fund for Fiscal Year 2026. Second by Trustee Browning. All ayes. Motion carried.

Consideration of Amendment Request letter for Local Planning Capacity Grant. Planner Thomson addressed the Board regarding the letter to DOLA requesting an addition of \$50,000 to the Local Planning Capacity grant due to the Town's successful execution of Proposition 123 Fast Track Resolution which allows us to take advantage of the incentive funding. There are limitations on how we can use the money, and those are outlined in the supplemental information included in the Board packets. Thomson said her proposal is to use the money for professional development and a conceptual site plan for the parcels of land owned by the Town and the School District at the top of 3rd Street and asked if the Board had any questions.

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Mayor Day suggested the Town explore vacant land between Sage and Sanderson Hills. Planner Thomson replied she thought some of that area is currently dedicated as open space, though we may be able to switch lots but was unsure without looking at it. Trustee Madison asked if the dedicated space is required from a subdivision and would it be disingenuous to require open space from a developer and then allow building on it. Mayor Day stated he feels it is worth looking into and exploring all the possibilities.

Trustee Lockwood asked if we are competing with private enterprise, and whether we would be the developer, asking what the Town's vision was. Planner Thomson replied the reason the parcel at the top of 3rd Street works is because it is publicly owned land. Administrator Etheridge spoke to Trustee Lockwood's point that the project is strictly to come up with potential concepts, beyond the conceptual idea we don't know if the Town wants to be the developer or if we want to put it out to a developer.

Mayor Day called for a motion to approve the Amendment Request letter for the Local Planning Capacity Grant. Moved by Trustee Day. Second by Trustee Browning. Motion carried.

Discussion regarding Town Water Fluoridation. Administrator Etheridge provided some background on the history of Meeker's water fluoridation stating in 1990 the public approved fluoridation by way of an election and then again in 2019 for the continuation of fluoridation. Since then, staff have been working with the State who has provided funding assistance in the amount of \$75,000 for the purchase of equipment and for potentially another \$75,000 to connect it. The State's deadline for the connection and reimbursement to the Town would be the end of June. Should the Board take the question back before the voters and it passes we will probably miss the funding from the State for the connection because we may not meet the June deadline. If the vote fails, the Town may have to pay back the purchase already made by the State.

After much discussion regarding the warnings and dangers of fluoride as well as the possible benefits, prior to reaching a decision, the Board concurred for staff to gather more information regarding the pros and cons of fluoridation, the amount of fluoride that occurs naturally in our water, and whether surrounding communities fluoridate their water. Administrator Etheridge stated if the Board decides to bring this before the voters again an ordinance will need to be passed in January in order to meet the Town's election deadline.

MANAGER'S REPORT

Administrator Etheridge reported tomorrow is the CML Effective Governance workshop from 10:00 a.m. – 2:00 p.m. here at Town Hall, lunch is provided. Trustees Day, Smith, Sizemore, Madison, and Mayor Day are registered, after that is the Hazard Mitigation Planning workshop at the County Building from 2:00 p.m. – 3:30 p.m. for those who plan on attending.

In December we traditionally schedule one Board meeting and it should fall within the window of receiving our official assessed value from the County Assessor by the 10th and having to submit our Mill Levy Certification to the Commissioners by the 15th. Etheridge asked the Board to consider meeting on Wednesday, the 10th at 5:30 p.m. as this time avoids other scheduling conflicts such as school events and the Sanitation District meeting.

Etheridge informed the Board that she will be resigning her position as Administrator, adding that she intends to work with staff to advertise the vacancy through the month of December, with the expectation of conducting candidate interviews in January, and hopefully have a new Administrator taking over some time in late February or first of March. Etheridge stated that she intends to stay on long enough to make sure that the right person is well prepared to provide the best leadership for this staff, the Board, and the community.

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OTHER BOARD BUSINESS

Trustee Madison commented in reviewing the application for a Conditional Use Permit, he questioned why tiny homes were prohibited structures. Planner Thomson replied the construction of tiny homes is not regulated in the State of Colorado because they are not on a permanent foundation and the construction of them doesn't follow any building codes.

Trustee Lockwood stated at the community fire meeting he knew the Lion's Club didn't cover their expenses for providing the cash bar and asked if the Board would consider reimbursing them for the cost of the event such as the liquor license fee and insurance. Mayor Day suggested we should just make a donation to the club and the item should be placed on the next agenda for consideration.

Trustee Lockwood asked if Skijor kept the Town's donation last year after cancelling the event. Administrator Etheridge replied they did and that is why they have not come back to the Town for a donation this year.

Trustee Sizemore said she had been contacted about the vehicle fence between Gofer Foods and Clark's, so she talked to the owner of Gofer, they have plans to fix the parking lot and place a substantial fence between the two establishments and it will hopefully be in the works for next year.

Shawnie Moody addressed the Board informing them she has spent over a year requesting permission from ERBM to place a memorial bench for her grandfather at Circle Park. Moody said she attended their meeting tonight and again asked for approval which she was finally granted, although ERBM wants the Town to approve the location. Moody said her family will purchase and install the bench, which will include her grandfather's name and some remembrance of his time as a firefighter. Trustee Sizemore made a motion to approve the request by the Moody family to place a memorial bench at Circle Park. Second by Trustee Day. All ayes. Motion carried. Administrator Etheridge said she will work directly with ERBM to inform them the request and placement has been approved.

MAYOR'S REMARKS

Mayor Day informed the Board he had listened to the ERBM meeting prior to attending the Town meeting tonight and the vote passed to terminate the parks lease with the Town giving us six months' notice per the terms of the agreement. Mayor Day suggested the Town begin working with them for training purposes as soon as possible.

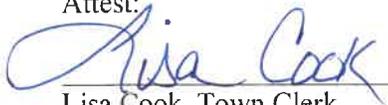
ADJOURNMENT

Mayor Day adjourned the meeting at 8:36 p.m.



Travis Day, Mayor

Attest:



Lisa Cook, Town Clerk