

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Wednesday, December 10, 2025, at Town Hall.

Members Present:	Mayor	Day
	Mayor Pro Tem	Lockwood
	Trustee	Browning
		Day
		Madison
		Sizemore
		Smith

Town Staff Present	Administrator	Etheridge
	Town Clerk	Cook
	Admin Asst	Pakuer
	Attorney	Massih
	Police Chief	Thompson
	Comm. Dev/Planner	Thomson
	Public Works Supt.	Kilduff

CALL TO ORDER

Mayor Day called the meeting to order at 5:30 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. A motion was made by Trustee Day to accept the agenda as submitted. Second by Trustee Smith. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

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

a. Minutes for November 4, 2025:

Administrator Etheridge stated that the November 4th minutes have been corrected on page three to reflect more details in the Lease Agreement with ERBM discussion. Mayor Day called for a motion to approve the revised minutes for November 4, 2025. Moved by Trustee Lockwood. Second by Trustee Smith. All ayes. Abstain by Trustee Sizemore. Motion carried.

b. Minutes for November 18, 2025.

Trustee Madison requested that Staff Updates reflect the names of each of staff member that was recognized for their work. Madison also pointed out under Consideration of Conditional Use request for a Short-Term Rental at 1315 Park Ave the verbiage should state: in favor *or* against the application. A motion was made by Trustee Madison to approve the minutes of November 18, 2025, as corrected. Second by Trustee Smith. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

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

PUBLIC PARTICIPATION

None.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – December 10, 2025

STAFF UPDATES

- Public Works Superintendent Kilduff reported during the month of November there were 8,942,976 gallons pumped; wells 3,5 and 6 are all off due to needing fixed; looking into cleaning VFD boxes in house; getting some equipment outfitted in 2025 for the parks; Public Works employee Bow passed his paper test for his CDL and is currently working on the next requirements; chlorine analyzer has been installed and we are working out some issues; Ground Water Under the Direct Influence (GWUDI) has been completed for 2025 and Colorado Department of Public Health and Environment (CDPHE) are requiring a couple samples in 2026; the 2017 one ton truck currently has a dump box on it and Kilduff would prefer a dump flatbed for better safety and efficiency. Comparative pricing has Pine Country at \$12,167.50 for the new truck bed and there are options to sell the old dump bed. The Board of Trustees gave PW Kilduff permission to proceed.
- Police Chief Thompson reported during the month of November there were a total of three arrests, twelve citations issued and two hundred and forty-four calls for service.
- Community Development/Planner Thomson stated the Small Business Administration (SBA) is upstairs at Town Hall and the last of the checks for Yampa Valley Wildfire Disaster Relief were approved today.
- Town Clerk Cook has been working on the upcoming software conversion and the upcoming elections; candidate packets will be available on January 6th.
- Attorney Massih stated things have been quiet, there is no court in December, and she has been helping as needed.

PUBLIC HEARING

Consideration of Ordinance #03-2025 adopting the Town of Meeker and Highway Users Tax Budget. Mayor Day opened the public hearing at 5:43 pm. Town Clerk Cook Stated the only change in the budget since the public hearing on November 18 is a slight decrease of \$1,133.00 in property tax revenue. Hearing no further questions or concerns Mayor Day closed the public hearing at 5:44 pm and called for a motion to approve Ordinance #03-2025 adopting the Town of Meeker and Highway Users Tax Budget. Moved by Trustee Smith. Second by Trustee Sizemore. All ayes motion carried.

Consideration of Ordinance #04-2025 Certifying a Mill Levy for the Fiscal Year 2026. Mayor Day opened the public hearing at 5:44 pm. Town Clerk Cook stated the assessed value for 2025 is \$30,607.160 for a total of \$299,369.00 to be collected in property taxes at 9.781 mills. Hearing no further questions or concerns, Mayor Day closed the public hearing at 5:45 pm and called for a motion to approve Ordinance #03-2025 adopting the Town of Meeker and Highway Users Tax Budget. Moved by Trustee Browning. Second by Trustee Lockwood. All ayes. Motion carried.

Consideration of Minor Subdivision at 100 Curtis Creek Drive. Due to a conflict of interest with the Minor Subdivision at 100 Cutis Creek Drive, Mayor Day withdrew himself, turning the meeting over to Mayor Pro Tem Lockwood. Trustee Day withdrew himself as well due to a conflict of interest. Both Mayor and Trustee exited the room.

Mayor Pro Tem Lockwood opened the public hearing at 5:48 pm. Community Dev/Planner Thomson thanked the applicants' agent Betty Kracht for being present via phone and stated the applicants have submitted a Minor Subdivision Plat application for the purpose of dividing one (1) existing lot that is approximately 5.53 acres into four (4) lots that range in size from 1.35 acres to 1.44 acres. The property is zoned Industrial (I) and is part of the Curtis Creek Industrial Park.

The proposed development would divide the lots so that Lot 1 would include the existing shop/office building, Lot 2 would include an additional existing office building, Lot 3 would include an existing greenhouse and Lot 4 would be vacant. All the listed uses are in compliance with the Land Use Development Code.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – December 10, 2025

The proposed subdivision would allow for the development of a variety of industrial uses on the newly created lots. Currently the applicant does not propose development at the site. The proposed lots would meet dimensional requirements for the zone. The applicants are proposing no easements as all utilities are presently located or accessible for use via Curtis Creek Drive. Any future development will be subject to the application process required by the Town of Meeker Municipal Code and Land Use Development Code. Town Staff visited the site on December 4th and observed the following:

- The subject property is relatively flat area with ample building locations for a variety of future uses.
- Curtis Creek drainage does not impact the property.
- The subject property is accessible by way of Curtis Creek Drive, which is lightly travelled with local traffic and is paved.
- All future lots would have ample access from Curtis Creek Drive.

During the referral review process the Town received the following comments:

Colorado Department of Transportation (Brian Killian, Region 3 Access Program Manager)

CDOT has reviewed the referral packet for the Day Minor Subdivision. We have no specific comments or objections to the subdivision proposal itself. Please note the following requirements for any future development on the newly created sites:

1. *Access and Traffic: If any of the new lots are redeveloped, CDOT may require a traffic impact study and an access permit, depending on the projected increase in traffic.*
2. *Utility Work: Any new utility installation or work required within the CDOT right-of-way will necessitate obtaining a CDOT utility permit.*

Town of Meeker Public Works (JAK Kilduff, Public Works Superintendent)

I would like to state that the 4 lots should only have access to town water off the Curtis Creek main that runs down the east side of the Curtis Creek [Drive]. Lot 1 has a tap currently in use. The Trail and Hitch main to the east of the Day Subdivision is a private main that has an extraterritorial water agreement and would not be allowed to be tapped into. All lots should have sufficient entry ways to each lot and be aware the Town does do snow removal in the area.

Information regarding Trail & Hitch Water Line is included in the staff report and the applicants have been made aware of these comments. Since receiving the application and providing public notice staff has received zero public comments in favor or against the application.

Regarding a Subdivision Improvement Agreement, the subject property has adequate street service, access to water, sewer (through an individual septic system), electricity, gas, telephone and drainage system to serve each proposed lot. Therefore, staff does not foresee a need for a Subdivision Improvement Agreement.

The Planning Commission recommends approval of the Minor Subdivision application by a vote of four in favor and zero against, due to the findings:

- The Minor Subdivision application meets the conditions of the Meeker Land Use Development Code.
- The Minor Subdivision application meets the goals of the Comprehensive Master Plan.

Trustee Lockwood inquired about the driveway that would service lot 4. White River Consultant Betty Kracht stated that the driveway does fall within Town code. Mayor Pro Tem Lockwood asked Kracht if she had any further comments, Kracht stated she had nothing to add. Hearing no further questions or concerns Mayor Pro Tem Lockwood closed the Public Hearing at 5:53 pm and called for a motion to approve the Minor Subdivision at 100 Curtis Creek Drive. Moved by Trustee Smith. Second by Trustee Browning. All ayes, motion carried.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – December 10, 2025

Mayor Pro Tem Lockwood turned the meeting back over to Mayor Day.

NEW BUSINESS

Consideration of donation to Meeker Lions Club. Administrator Etheridge reminded the Board that at the last meeting it was requested to add a consideration of donation to the Meeker Lions Club on tonight's agenda. In each trustee's packet is an updated summary of the Board's discretionary funds, showing there is still \$11,390 available. Trustee Madison stated that the Meeker Lions Club typically uses all fifteen of their available special event liquor licenses and pays a \$25 fee each time, for an annual cost of \$375.00. Trustee Sizemore made a motion to donate five hundred dollars to the Meeker Lions Club. Second by Trustee Lockwood. Trustee Madison abstained due to his involvement with the organization. All ayes. Motion carried.

Consideration of 2026 Town of Meeker Holiday Calendar. Administrator Etheridge stated to determine the best place for this year's floating holiday, she sent a Doodle Poll to all employees with four options; an overwhelming majority responded with their preference of having Thursday, Christmas Eve as the twelfth holiday. The full schedule is in each packet and staff requests Board approval. Mayor Day called for a motion to approve the 2026 Holiday Calendar reflecting the twelfth holiday as December 24th. Moved by Trustee Day. Second by Trustee Browning. All ayes. Motion carried.

Consideration of Intergovernmental Agreement with Meeker School District Re-1 for School Resource Officer. Administrator Etheridge stated the Town has received word that the grant request was declined, however staff will continue to pursue opportunities as they come up. In the meantime, the vacancy for the School Resource Officer (SRO) position has been opened for applications. The agreement with the Meeker School District outlines the cooperative nature of the SRO position, and the responsibilities of that Officer have been fine-tuned by Chief Thompson, Attorney Massih and Administrator Etheridge. The School District has reviewed this agreement and will consider its final approval in January when they adopt their budget and determine what their contribution to the position will be. Staff recommendation is to approve the agreement on the Town's end to show commitment to the position and support for the cooperative relationship. Hearing no questions or concerns, Mayor Day called for a motion to approve the Intergovernmental Agreement with Meeker School District Re-1 for School Resource Officer contingent on the decision of the School District at their January budget meeting. Moved by Trustee Sizemore. Second by Trustee Lockwood. Abstained by Trustee Browning due to the fact she is employed by the school. All ayes. Motion carried.

Consideration of purchasing request for Police Vehicle in 2026. Administrator Etheridge informed the Board that updates on the 2025 Police Department (PD) vehicle bid award made in February is "headed to the shipping lane" but there has not been confirmation that it has shipped. Considering this situation, Administrator Etheridge and Chief Thompson have explored some other avenues for purchasing a PD fleet vehicle and have included a memo in each trustee's packet how this might look and data on why it is being considered. Staff would like to request that the Board allow for an outright purchase of a vehicle for upfitting and delivery within a shorter timeframe. Hearing no questions or concerns Mayor Day called for a motion to allow for an outright purchase for Police Vehicle in 2026. Moved by Trustee Smith. Second by Trustee Browning. All ayes. Motion carried.

Preliminary Discussion regarding changes to the Meeker Municipal Code. Administrator Etheridge stated she would like to introduce some updates to necessary parts of our municipal code, not for full discussion today but more as an introduction to what staff has complied with throughout the year to see if we missed anything or whether the Board is open to addressing any of the topics. This is an overview of what staff are recommending for change and asking for directions to proceed. We will fine tune new language to be considered at a public hearing in January, with adoption of an ordinance in February.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – December 10, 2025

A summary of the following Municipal Code was discussed:

- 13.1.102 Water System Definitions
- 8.8.010 Burning in Town
- 12.13 On-Street Parking
- 5.10 Peddlers, Solicitors, and Transient Merchants
- 5.12 Liquor Regulations
- 6.1.111 Barking Dogs
- 6..122.1 Spay and Neuter

A summary of the following Land Use Code was discussed:

- Airport Zone
- Easements
- Title Commitments
- Psychedelics/Colorado Natural Medicine Code
- Spot Zoning
- Shed
- Wildfire Resilience Code

Matt Franks stated regarding the Wildfire Resilience Code it will be very important to educate the community, letting citizens know it is not the Town of Meeker or Rio Blanco County but is mandated by the State of Colorado. Mayor Day thanked Franks for coming. Staff was directed to continue with more detailed information on all of the code updates for January.

MANAGERS REPORT

Administrator Etheridge stated:

- The Spectra team arrived Monday morning and completed the security camera install at Town Hall and 3rd Street. They will be back tomorrow for a training session.
- Looking at the January 2026 schedule, Etheridge would like to hold the next Board meeting on January 13th, that is the 2nd Tuesday of the month. This would avoid several scheduling conflicts but still allow sufficient time to compile all the remaining disbursements for 2025 for approval. Yesterday the Town received an invitation to meet with the County Commissioners and the Library Board on that same Tuesday, January 13th at 6:00 pm, Etheridge would like January 13th to be the only official meeting in January and will convene after the RBC and Library meeting. The reasoning for one board meeting in January is that there will be interviews for the Administrator position in January and then the last week of January would be for a workshop session.
- The Town Administrator position is open until December 31st and staff is seeing some interest. The tentative plan is to convene a selection committee on December 31st to review the applications and determine the top candidates. That list of top candidates will then determine what the potential interview schedule might look like. Etheridge recommended that the selection committee consist of Department Heads, the Mayor and one or two Trustees. Trustee Sizemore and Trustee Lockwood volunteered to be on the selection committee.
- Etheridge approached the Board about adding new technology. The Town's IT personnel looked at two different options for purchasing electronic devices for the Trustees to use for Board meetings.
 - o Option #1 - \$2,800 for Chromebooks to read email and view pdfs
 - o Option #2 - \$9,800 for Tablets with availability to use all Microsoft Office apps

After some discussion regarding the pros and cons of each device, it was decided to go with Option #2. Mayor Day called for a motion to purchase Tablets for the remaining discretionary funds. Moved by Trustee Lockwood. Second by Trustee Browning. All ayes. Motion carried.

RECORD OF PROCEEDINGS

Regular Meeting of the Town of Meeker – December 10, 2025

MAYORS REMARKS

- Mayor Day received an email from Vicky Edwards at RBC regarding Parliamentary Procedure training tentatively in January or February. Day will let RBC know the Town is interested in attending.
- There is still discussion regarding the extraterritorial agreement for bulk water.

OTHER BOARD BUSINESS

- Trustee Browning commended the PW department for a job well done on snow plowing 9th Street.
- Trustee Day thanked Chief Thompson for his department's help with a fire call.

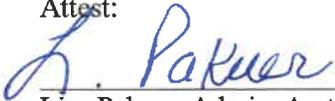
ADJOURNMENT

Mayor Day adjourned the meeting at 7:08 pm.



Travis Day, Mayor

Attest:



Lisa Pakuer, Admin. Asst.