

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, March 3, 2026, at Town Hall.

Members Present

Mayor
Trustees

Day
Browning
Day
Lockwood
Madison
Smith

Town Staff Present

Administrators
Town Clerk
Attorney
Police Chief
Comm. Dev./Planner
Public Works Supt.

Etheridge and Joy
Cook
Massih
Thompson
Thomson
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 except Trustee Sizemore.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Day to approve the minutes of February 17, 2026, 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 March 3, 2026. Second by Trustee Day. All ayes. Motion carried.

CONSIDERATION OF RESOLUTION 04-2026 APPOINTING TOWN ADMINISTRATOR.

Trustee Lockwood motioned to approve Resolution 04-2026 appointing Marjorie Joy as the new Town Administrator. Second by Trustee Day. All ayes. Motion carried.

PUBLIC PARTICIPATION

None.

PUBLIC HEARING

Consideration of Conditional Use Permit for Short Term Rental (STR) renewal at 925 7th Street. Mayor Day opened the public hearing at 5:35 p.m. Planner Thompson addressed the Board thanking the applicants, Sabrina and Daniel Ferguson, for attending. Included in the Board packets is a memo regarding their request to extend their Short-Term Rental License. The applicants were approved to operate a STR on October 21, 2025, at which time the license was issued for the accessory dwelling unit which is addressed as 919 7th Street. The applicants wish to extend their license to include the primary residence, which is addressed as 925 7th Street as a STR. On November 19, 2025, the Board approved the Short-Term Rental license that had two structures on the same parcel but would be rented to only one

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party. Unlike the approval on that property, the applicants want the option to rent to different parties at the same time.

The property has ample off-street parking to accommodate both units as Short-Term Rentals. The request will not cause the Town to surpass the STR cap set at 20 licenses. During the review of this application in 2025 the buffer was for the entire parcel, extending the license will not cause an existing or pending STR to be 100% covered by this buffer.

Planner Thomson said it is staff's recommendation to extend the Short-Term Rental license to include the primary residence located on the subject property and that the primary residence be issued its own unique license number adding to the total Short Term Rental License count for the town, administration has reviewed this request and agrees with the recommendation.

Mayor Day asked for questions or comments. Trustee Smith asked why they couldn't be under the same license. Planner Thomson replied because the two rentals are addressed separately and the opportunity to rent to separate parties, staff recommends a separate license. Trustee Madison stated he had no objection to issuing the license but in looking at the public hearing following this one questioned why Ferguson's needed two separate licenses when the Rule's with two structures don't, is it because of the requirement they be 300 feet apart? Planner Thomson said the Land Use Code describes a STR as property, not structures and in the second application both STRs are on the same property, Ferguson's have two separate properties (addresses). Trustee Madison said it seems cleaner if in the future we go with one property. Mrs. Ferguson explained the reason the property was split in the first place was at the request of the RBC Assessor to have two separate addresses for emergency first responders.

Mayor Day agreed with issuing two licenses as they are separate parcels. After more discussion, Trustee Smith stated she would rather keep it as one license because there will be more properties applying for STR licenses in the future. Attorney Massih asked the applicant if it is assessed as two separate properties, the Ferguson's replied it is assessed as only one.

Mayor Day closed the public hearing at 5:43 p.m. and called for a motion. Trustee Smith made a motion to extend the existing Short-Term Rental License at 919 7th Street to include the structure at 925 7th Street in the existing license number. Second by Trustee Madison. All ayes. Motion carried.

Consideration of Conditional Use Permit for Short Term Rental (STR) at 970 6th Street. Mayor Day opened the public hearing at 5:44 p.m. Planner Thomson introduced Kim Rule who was representing the applicant, Chase Rule, who is requesting a Conditional Use Permit to operate a Short-Term Rental at this property located at 970 6th 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 (SFR) Zone. STR 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 300 feet of the subject property, and in the Herald Times. During the referral review period the application received no comments from referral agencies and staff received no public comments in favor of or against the application.

Planner Thomson reported the property contains two structures, built in 1938 and 1940, according to the County Assessor Website, and prior to Meeker having code allowing for accessory dwelling units (ADU) therefore the property has a single-family residence and a non-conforming ADU. The applicant is requesting to operate the short-term rental in the non-conforming ADU. Additionally, the application is in compliance with the Performance Standards for Short-Term Rentals.

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The Town of Meeker has not yet met the maximum number of issued STR Licenses, as 11 permits have been issued to date. The proposed unit is not within an existing 300-foot buffer as outlined in the STR Cap and Buffer section. The application meets the criteria of Building Requirements, as demonstrated on the application's Fire and Safety Evaluation. Also, the applicant provided a copy of the guest information and has indicated that this will be posted within the property.

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 unanimously recommends approval to the Board of Trustees of the Conditional Use Request and staff agrees with this recommendation.

Mayor Day asked for questions or comments, hearing none he closed the public hearing at 5:47 p.m. and called for a motion. Trustee Browning made a motion to approve the Conditional Use Permit for Short Term Rental at 970 6th Street. Second by Trustee Smith. All ayes. Motion carried.

NEW BUSINESS

Citizen proposal for small project at Circle Park. Michael Lani addressed the Board regarding a project he is proposing at the Circle Park trail, explaining a natural spring runs in the area and the trail stays muddy year-round, he also expressed concerns of erosion. Mr. Lani requested permission to place 12x12 pavers coated with polyurethane and then a layer of sand to keep them from being slick, also stating they could be painted bright orange if necessary so as not to be a tripping hazard. Mr. Lani stated he will maintain them and will place signage, if necessary, he also would like to involve a youth group to help with the installation as a community project. Mr. Lani said he wants the Town's involvement for installation, approval of materials and to sign off on the final installation and the project will not cost the Town anything other than time for staff to inspect the work that is done.

Trustee Lockwood cautioned the pavers could be affected by equipment access needed for pond maintenance. After more discussion regarding placement Mayor Day suggested the Town keep the project in mind but allow time for Superintendent Kilduff to study the issue while working through the process of taking the parks back. Trustee Day asked if there will be liability issues allowing private parties to do the construction. Attorney Massih replied yes, there are issues with that.

Administrator Joy said staff would keep the project on radar and Supt. Kilduff can look into the possible erosion issue. The Board thanked Mr. Lani for his thoughtfulness.

Bid award for Crack Fill Street Maintenance. Administrator Joy stated the bid announcement had been placed on Bidnet, with the range in prices. It is staff's recommendation to award the low bidder, Superior Asphalt, in the amount of \$36,000 whose price is in line with what we have paid the past few years for this service. Mayor Day asked if they had been here to look at the project. Supt. Kilduff said that they had. Trustee Day made a motion to accept the low bid by Superior Asphalt in the amount of \$36,000 based on staff recommendation. Second by Trustee Browning. All ayes. Motion carried.

Bid award for Public Works Backhoe. Superintendent Joy again stated that the bid notice had been placed on Bidnet, the bid specs required add-ons for front and back buckets and all bids had been carefully reviewed. Supt. Kilduff said because the Town has several CAT products and for consistency, he recommended accepting the bid from Wagner Equipment for a total purchase price of \$135,465 which

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includes a trade in of \$5,700. Kilduff said Wagner can get the backhoe to us in a timely fashion and anytime repair or parts are needed the equipment will be in their system and CAT's is more efficient than other companies, also during the warranty period if we have trouble Wagner will bring a backhoe to use while ours is being repaired. Mayor Day agreed keeping with the same brand. Supt. Kilduff also stated he had checked with Purple Wave and they estimated that if sold on line our trade in backhoe would bring approximately \$5,700.

Trustee Day made a motion based on staff's recommendation to accept the bid from Wagner Equipment in the amount of \$135,465 including the add-ons and trade-in. Second by Trustee Smith. All ayes. Motion carried.

MANAGER'S REPORT

Trustee Lockwood pointed out the advertisement for the Park's Lead position the minimum age requirement is 16 and needed to be corrected to 18 or older.

Administrator Joy reported the following:

- Parks transition has been a priority for all staff, we have it broken down in bite size pieces and meet weekly regarding reservations, making sure signage rules meet with Town Code, and maintenance, we are getting things ready for the Board to review. Trustee Smith asked if there had been communication with the Rec District. Administrator Joy replied there has been discussion, they intend to only use Paint Brush Park for their programs, and they will be meeting with Meeker Mustangs to see where they want to practice, and staff is looking at usage from other groups. Trustee Day asked if the Town had contacted the Chamber for use of their calendar. Joy said staff is looking at managing it in-house electronically with JotForm and think the more we can manage the reservations the better. Trustee Madison pointed out some of the regulations on the signs are contradictory and said we need to think about the wording. Trustee Smith asked what happens to our legal liability with insurance, have we looked into it. Administrator Joy said she had talked to CIRSA and because currently the parks are our property they are already insured, but it may be affected by hiring new employees.
- Etheridge obtained approval from CDPHE to proceed with the fluoride project.
- After reviewing the two bids for the Water Supply Study, we have engaged Colorado River Engineers to conduct the work which will begin in April and anticipated to take about one month.
- Joy said the next meeting is March 17th, which is during spring break, and she is aware of two trustees that will be out that week and asked if there were others planning to be gone. After discussion the Board concurred to move that meeting to the following week on Tuesday the 24th.
- RBC Commissioners have requested a joint meeting and have asked for dates in May or June, the last meeting was in Meeker, this one will be in Rangely. They have also requested a joint workshop regarding the Library Board appointments. Trustee Lockwood suggested the workshop be prior to the meeting first meeting in April at 6:30.

MAYOR'S REMARKS

Mayor Day said an email was sent out from Senator's Bennet and Hickenlooper offices regarding more grant opportunities with Congressional Directed Spending.

OTHER BOARD BUSINESS

Trustee Lockwood said the Town needs to come up with a volunteer program and we need to ask the Rec Center for their program. Attorney Massih requested prior to moving forward to review it with Sam Light

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of CIRSA, who had some good ideas. Trustee Smith said she had been contacted by a citizen who has concerns regarding Robert Street with regard to flooding, fire and emergency access,


ADJOURNMENT

Mayor Day adjourned the meeting at 6:39 p.m.



Travis Day, Mayor

Attest:



Lisa Cook, Town Clerk

Approved: March 24, 2026



M E E K E R
C O L O R A D O