

# RECORD OF PROCEEDINGS

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The Regular Meeting of the Meeker Town Board was held Tuesday, September 20, 2022, at Town Hall.

## Members Present

Mayor  
Trustees

Borchard  
Day  
Gutierrez  
Kindall  
Lockwood  
Nielsen

## Town Staff Present

Administrator  
Town Clerk  
Attorney  
Police Chief  
PW Superintendent  
Comm. Dev./Planner

Etheridge  
Cook  
Massih  
Thompson attended by phone  
Overton  
Thomson

Citizens Present: Turner, Niki; Ducey, Bryce

## CALL TO ORDER

Mayor Borchard called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

## ROLL CALL

All Board members were present except for Trustee Jehorek.

## APPROVAL OF THE AGENDA

Mayor Borchard asked for changes to the agenda. A motion was made by Trustee Kindall to accept the agenda as submitted. Second by Trustee Day. All ayes. Motion carried.

## APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Gutierrez to approve the minutes of September 6, 2022, as submitted. Second by Trustee Nielsen. Ayes: Trustees Gutierrez, Kindall, Lockwood and Nielsen. Abstain: Trustee Day due to his absence at the meeting. Motion carried.

## APPROVAL OF MONTHLY DISBURSEMENTS

Administrator Etheridge pointed out the disbursements in the Water Fund include payment to TDA Construction for materials for the Garfield water line project and to Patriot Petroleum Solutions for the water load out upgrade. A motion was made by Trustee Lockwood to approve the disbursements dated September 20, 2022. Second by Trustee Gutierrez. All ayes. Motion carried.

## PUBLIC PARTICIPATION

None.

## NEW BUSINESS

**Presentation of 2023 Town of Meeker draft budget.** Town Clerk Cook stated the draft budget was prepared including all the projects from the Capital Planning workshop as well as a five percent cost of living increase for all employees which was calculated by taking the total of the current payroll, increasing that amount by five percent then dividing the difference by the number of employees resulting in a \$2,998 annual increase

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for each employee. Cook pointed out that many of the departments are slightly less than 2022 while others are higher due to the salary increase and associated costs such as withholding, retirement and unemployment, and a four and one-half percent increase in health insurance over last year. Public Works and Water Departments are higher due to Supt. Overton's anticipated retirement at the end of next year and the payout of his accruals as well as budgeting the salary and benefits of a new superintendent for one month in that year, also included is a projected salary increase for public works employees who may obtain their Class C water distribution license during the year. Cook stated other line items that have increased are fuel, natural gas, electricity and fertilizer in the parks, and chemicals and electricity in the Water Department.

Cook said the expense for all the capital projects has been included from the planning workshop but not the revenue to offset the expense until we know we will receive in grants; if we receive a grant for a project, we will pass a supplemental budget to include the revenue. Cook said revenue has been budgeted conservatively again for next year noting sales and use tax has increased over the last few years and more revenue has been budgeted in that line item accordingly; as presented the draft reflects needed reserves of \$2,176,542 in the General Fund and \$894,548 in the Water Fund to balance the budget. Cook asked the Board if they had any questions or needed further explanation. Trustee Day asked what the estimated fund balances were. Cook replied the estimates are prepared in November after closing the month of October, but at the end of August the General Fund had approximately \$6,626,000 and the Water Fund \$1,779,000 which included the ARP funding received of \$566,000 and referring to the 2022 estimates it appears the Town will not be using any reserve funds for this year. Cook asked the Board if staff had permission to proceed with the draft as presented noting formal presentation of the budget to the Board would occur at the first meeting in October. The Board concurred.

***Bid Opening for electrical upgrades at Town Shop.*** Mayor Borchard stated two bids were received as follows: Ducey's Electric in the amount of \$32,600.18 with an option for the complete removal and replacement of all lighting within Town Shop with LED lights for a price of \$13,515.25; Taylor Electric LLC bid \$37,500 for the project. Trustee Gutierrez asked if there is still a rebate from WREA for the LED upgrades. Bryce Ducey replied yes, the rebates are still offered, and he would be happy to facilitate that with WREA. Mayor Borchard stated the bid would be awarded at the next meeting.

## **OLD BUSINESS**

***Continued discussion regarding ERBM Parks Lease.*** Administrator Etheridge asked the Board for clarification from the discussion at the last meeting on Section 18 regarding subletting, stating she would like a Board consensus on whether they considered organizations or citizens renting the pavilions subletting and what their thoughts were on the fees charged by ERBM to do so. Trustee Kindall said she knows Grand Junction charges a hefty amount to rent park facilities and felt the amount charged by ERBM was reasonable in comparison. Administrator Etheridge stated in speaking with Director VonRoenn, ERBM considers it a community service to facilitate the reservations of the park as it was operated on a first come first serve basis in the past and caused problems, the fees are relatively nominal at \$55 for a whole day and \$30 for one half day, approximately \$2,000 per year are generated by this fee and is used directly to offset any maintenance or cleaning after an event.

Administrator Etheridge also addressed the previous discussion regarding rental fees for the 6<sup>th</sup> Street Park

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stating the ERBM Board dropped the idea as they didn't want to cause undue hardship for the teams needing to use the park and stated she needed clear direction from the Board on whether they consider subletting a breach of the lease agreement. Attorney Massih said ERBM has characterized this as a fee assessment and not subletting. Trustee Lockwood said he was ok with it but requested removing the last sentence regarding concessionaires, he also commented he felt renting the RV spaces at City Park was competing with private businesses. Administrator Etheridge replied that it is not ERBM's intent to compete, they charge \$25 per day with private campgrounds charging between \$30 and \$40 per day. Trustee Nielsen said it was still competing with private industry. Trustee Kindall commented that if you are staying at City Park you are subjected to everyone else who uses the park where in a regulated private campground you are not, and they may offer more amenities. Etheridge asked the Board if they would like to encourage ERBM to make their rates as much as private parks and the Board concurred.

### **STAFF UPDATES**

**Public Works** Superintendent Overton reported during the month of August 32,222,000 gallons of water were pumped, his staff had finished the rebuild of the water load out, painted at Town Shop and Ute Park where they also completed clean up and have been doing the normal maintenance around town.

**Police** Chief Thompson said during the month of August his department received 240 calls for service resulting in two arrests and four citations being issued; the new reporting system is working better than the old one although the reports this month are a little confusing but that it should be worked out by next month, and the department should receive the in-car computers within the next week. Trustee Gutierrez noted the stolen vehicle with an arrest made and asked if we have a problem with people trying to steal cars. Thompson replied yes, we have had a problem but not as much as some places, there were two vehicles stolen recently and both were recovered.

**Community Development/Planner** Thomson referred to the planning activities included in the Board's packets and thanked everyone who attended the first LUC workshop, the next will be held on October 5<sup>th</sup>. Thomson also attended the Rural Philanthropy Days representing Rio Blanco County; she received a CHFA scholarship to attend the Housing Colorado workshop in October and is working on a DOLA grant for the Innovative Housing Program which will be for our Housing Assessment project included in the 2023 budget, if awarded we will receive 75% of the cost of the assessment.

**Town Clerk** Cook reported she had been working on the budget and after completing the survey of salaries has updated the salary ranges for each department.

**Town Manager** Etheridge gave an update on the Northwest Colo. Development Council who are working with the consultants on the road map plan and gave credit to Christine Rambo for creating groups who will come up with an action plan and actual implementation of the plans; nothing has been heard from the Office of Just Transition on the grant awarded to the Town earlier this year or the second grant submittal stating she is attempting to reach out to someone higher up to find out what is going on; the Development Council voted last week to apply as a region for an Outdoor Rec. grant to establish a website that promotes all of northwest Colorado linking to all of our existing sites, Towns, Chambers, etc., the fiscal agent will be Routt County. Etheridge stated she had applied for a CCITF grant through the County for funding on the Town's 11<sup>th</sup> and 12<sup>th</sup> Street overlay project, they confirmed receipt of the grant but did not give any information

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regarding the process; the Chamber is looking at a REDI grant application to support business retention and expansion; will attend a workshop Thursday morning on the Do's and Don'ts of grant writing and best practices. Etheridge noted the monthly update from the Building Dept. had been re-formatted and that Inspector Padilla did remove some of the earlier activities and cleaned it up a bit but would like clarification on what the Board would like to see going forward. Trustee Day commented there were permits in the update that had been there for more than a year with no action taken. Mayor Borchard suggested reporting all activities for an address together. Trustee Gutierrez agreed stating maybe there is someone on staff that could help him put it in a more logical order.

Trustee Lockwood asked who reviews the CCITF grant applications. Administrator Etheridge replied the only information she received from the County was the application with a due date of Sept. 16<sup>th</sup>, in the format they provided, there was no process, application amount or a timeline included. Trustee Lockwood asked if it was appropriate to ask what the process is. Etheridge said she will inquire.

Attorney Massih had nothing to report.

### **MAYOR'S REMARKS**

None.

### **OTHER BOARD BUSINESS**

Trustee Kindall commented she had enjoyed the CML District meeting the prior week and thanked the staff for a job well done.

Travis Day informed the Board he had attended an RBC workshop where they discussed plumbing inspections and that their current inspector is not comfortable doing them until he is certified, they may be coming to our Board to ask for an MOU for our Inspector to complete them in the meantime.

### **ADJOURNMENT**

At 7:41 p.m. Mayor Borchard called for a motion to adjourn to an Executive Session pursuant to C.R.S. 24-6-402(4)(f)(I) for discussion of personnel matters: Town Administrator evaluation. Moved by Trustee Nielsen. Second by Trustee Gutierrez. Motion carried.

At 8:02 p.m. the Board reconvened from Executive Session and having no further business, Mayor Borchard adjourned the meeting.

  
Kent A. Borchard, Mayor

Attest:

  
Lisa Cook, Town Clerk