

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, February 21, 2023, 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
Overton
Thomson

Citizens Present: McNab, Deirdre; Blackwood, Robin; Joy, Leif & Margie; Sheridan, JH.

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 Trustee Jehorek.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Lockwood to approve the minutes of February 7, 2023, as submitted. Second by Trustee Gutierrez. All ayes. Motion carried.

A motion was made by Trustee Day to approve the minutes of February 14, 2023 as submitted. Second by Trustee Lockwood. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Nielsen to approve the disbursements dated February 21, 2023. Second by Trustee Gutierrez. All ayes. Motion carried.

PUBLIC PARTICIPATION

Presentation by Meeker Mustang Makeover. Deirdre McNab representing the Mustang Makeover thanked the Board for their continued support of the event and introduced Vice President, Robin Blackwood, and Treasurer, JH Sheridan. Ms. McNab said the goal of the organization is to continue to build the event and use horses that have been gathered in Rio Blanco County; she gave a Power Point presentation with the high points of last year's event and introduced new items for this year which will be held August 26th and welcomed any ideas or suggestions from the Board to help improve the event. Ms. McNab closed stating she would be back in two weeks to request funding support for this year's event.

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NEW BUSINESS

Consideration of Bids for Police Vehicle. Administrator Etheridge stated only one bid had been received from Victory Motors and had been opened at the last Board meeting and it is staff's recommendation to accept the bid. Etheridge also referred to a vehicle replacement plan provided in the Board packets for future purchases of patrol cars; the 2015 Expedition is the vehicle being replaced this year; over the past three years we have replaced a vehicle each year, it is staff's recommendation to continue with the yearly replacements as then none of the vehicles would be over 10 years old. Mayor Borchard asked if the Town was trading in a vehicle with this purchase. Administrator Etheridge replied the Expedition will be sold and the next oldest will be moved in as a spare. Mayor Borchard called for a motion to accept the bid from Victory Motors in the amount of \$38,100. Moved by Trustee Nelson. Second by Trustee Lockwood. All ayes. Motion carried.

Consideration of Bids for Shaman Trail Water Valve Replacement Project. Administrator Etheridge stated at a public meeting held on February 14th the four bids that were received by the Town were opened with two of the contractors present and upon the Town Engineer's review his recommendation is to award the bid to the low bidder which is TDA Construction in the amount of \$137,640. Trustee Gutierrez expressed concern that this project would overlap on the current Garfield Street water line project with both projects having the same contractor. Superintendent Overton stated it shouldn't as long as he can get the parts without delay. Mayor Borchard called for a motion to award the bid to the low bidder, TDA Construction in the amount of \$137,640. Moved by Trustee Lockwood. Second by Trustee Gutierrez. All ayes. Motion carried.

Consideration of RFP for Housing Assessment and Action Plan. Community Development Director/Planner Thomson updated the Board regarding the previous discussion about working with Pioneers Medical Center on a joint RFP and it was determined their project requires a slightly different scope of work and would be best done separately. Planner Thomson said the Department of Housing approved the RFP and then noted a few changes which were made including moving up the date for releasing the RFP bringing the date for selection of a firm to April 4th. Trustee Lockwood commented he felt local government offices should be included in the Stakeholder Engagement process and asked if the new timeline allows time for companies to respond. Thomson replied she felt it did allow time, but it can be extended if needed. Mayor Borchard asked why there was reference to Exhibits A and B when a contract had not been prepared. Administrator Etheridge said both Exhibits are to give bidders an idea of what to expect in the contract. Attorney Massih said they did have a conversation on whether to attach a contract or not, if the Board feels we don't need this provision we can just get rid of it, once we have a consultant we will enter in a contract. Mayor Borchard called for a motion to approve the RFP for the Housing Assessment and Action Plan. Moved by Trustee Lockwood. Second by Trustee Gutierrez. All ayes. Motion carried.

Consideration of joint appointment to Library Board. Administrator Etheridge stated this appointment only comes about every five years and we are tasked with making the joint appointment with Rio Blanco County, and C.R.S.24-9-108(e) sets guidelines on how municipalities appoint library boards. Six applications were collected by the County and included in the packets for review, we need to decide on who the Town prefers and an alternate for the RBC Commissioner's consideration. Trustee Lockwood stated his choices would be incumbent Ellen Conrado and Keri Grieser. Trustee Nielsen made a motion to recommend Ellen Conrado as the Town's first choice and Keri Grieser as the alternate. Second by Trustee Gutierrez. All ayes. Motion carried.

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Consideration of Resolution #01-2023 amending the Town of Meeker Fee Schedule for the Watershed Protection District Permit. Administrator Etheridge stated amending the fee schedule for the Watershed Protection District Activity Permit of \$200 is required by resolution, also included for your review is a revised permit application which has been aligned more with our current ordinance noting the bottom of page 1 lists the activities that would require a permit. Trustee Day asked if the fee was \$200 for each item if they have more than one activity and Etheridge replied no, the \$200 fee was for the entire application noting the applicant must also agree to pay any fees incurred for outside services such as legal or review by an engineer, similar to what the Town requires for building and development permits. Trustee Day expressed concern that any time a farmer grades to clean a ditch they are excavating and do they need a permit; Attorney Massih replied only if the engineer believes it poses a threat. Day asked if the permits would be required once per year or if they were good forever, commenting he thought that is why the Town went with requiring the permit for only a septic system in the first place as many of the items listed are performed annually. Administrator Etheridge stated if the activity is under a certain amount it would not trigger a permit, and that the other thing to think about is at the last meeting we discussed anything that requires a permit in the Watershed District the County Planning will now catch; also in speaking with the State Source Water Protection department they recommended not adding another layer of regulation as our ordinance is well constructed and recommended our best bet is to provide notification of the Watershed District to owners within our District. Public Works Superintendent Overton stated in his opinion the requirement should be the depth of any excavation not the size adding the ranchers have been using fertilizer and pesticides all along and the Town has never had it affect our watershed. Administrator Etheridge said we can make our application more complete by adding reference to the ordinance which provides definitions for all activities. Mayor Borchard stated the fee schedule should read \$200 plus additional fees incurred and upon hearing no further discussion called for a motion to adopt Resolution 01-2023 approving amendments to the Town of Meeker Fee Schedule. Moved by Trustee Nielsen. Second by Trustee Lockwood. All ayes. Motion carried.

Discussion regarding feedback on Circle Park / Meeker Riverfront designs. Administrator Etheridge informed the Board that the Town had been invited to apply for the full GOCO grant, referencing feedback provided by the reviewing committee including they hope to see more about the economic opportunities the project will provide, they liked that it is a shovel ready project, and the coalition of stakeholders, but they want us to speak more toward the community driven aspect of the project. Etheridge reported the permit is currently being reviewed by the Army Corps of Engineers, we are hoping there is a possibility of having the review completed prior to submitting the grant on March 20th; only one comment has been received by a landowner on the North side of the river wanting assurance there would be no river bank work on private land; and there has also been no feedback from the ERBM Board. Etheridge said we should receive a decision mid-April and we could potentially schedule a joint meeting to discuss the RFP the first meeting in May; referring to the most recent landscape design, said ERBM Director VonRoenn had concerns about a fourth access point along the river and questioned if we wanted to keep it, he also has concerns about the location of the parking lot and it's proximity to the pond and asked if anyone had thoughts or questions about the design. There was some discussion regarding keeping the access point; also the most recent design for the Third Street access shows the picnic area has been removed and more parking added, the Board concurred the Third Street access had been changed at one of the meetings. Etheridge stated she will continue to have SWCA proceed and come back with a 60-90% design.

STAFF UPDATES

Public Works Overton reported during the month of January his department plowed and hauled snow, 9,826,000 gallons of water was pumped, there were a few water leaks and they have had to repair the plows.

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Police Chief Thompson reported his department had 197 incidents, nine summons were issued and there were two trips to the jail in Craig.

Community Development Director/Planner Thomson reported in addition to the project updates in the packets, the grammatical review of the Land Use Code update will be completed this week, it will then go out for legal review, and the public comment period prior to adoption; also there will be four large projects coming up soon.

Town Clerk Cook had nothing to report.

Town Attorney Massih had nothing to report.

Administrator Etheridge announced that we accepted the notice of retirement from our Water Billing Clerk, Julie McNay, who will be working until May 31st.

MAYOR'S REMARKS

None.

OTHER BOARD BUSINESS

None.

ADJOURNMENT

Mayor Borchard adjourned the meeting at 8:13 p.m.



Kent A. Borchard, Mayor

Attest:



Lisa Cook, Town Clerk