

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, May 7, 2024, at Town Hall.

Members Present	Mayor	Day
	Trustees	Browning
		Day
		Jehorek
		Lockwood
		Nielsen
Sizemore		
Town Staff Present	Administrator	Etheridge
	Town Clerk	Cook
	Admin Asst	Pakuer
	Comm. Dev./Planner	Thomson

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 any changes to the agenda. Hearing none, a motion was made by Trustee Browning 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 Sizemore to approve the minutes of April 16, 2024, as submitted. Second by Trustee Browning. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Day to approve the disbursements dated April 30, 2024. Second by Trustee Nielsen. All ayes. Motion carried.

PUBLIC PARTICIPATION

Lisa Moffitt was present representing Firm Foundation Childcare (FFC) located at 1032 Jennifer Drive. Moffitt stated FFC is interested in forming a partnership with the Town of Meeker. In 2022 The Church At Meeker decided to utilize their space for a childcare learning program; FFC has staff of six employees with a target goal of ten to twelve staff; currently there are nine preschool children with a target goal of twenty, six toddlers with a target goal of ten, and a target goal of ten infants. Currently the hours of operation are Monday–Thursday, 7:30am–5:00pm with a target goal of Monday-Friday, 6:30am–6:30pm. FCC has upcoming goals of opening their infant room; boosting enrollment to forty students; constructing a permanent shade structure for toddler play area; various facility upgrades and improvements that will enhance the child caring services and establish tangible, ongoing community support for sustainable child care in Meeker and Eastern Rio Blanco County. FCC has ongoing challenges including operating costs, maintaining a stable enrollment, procuring grant funding, and finding qualified staff for hiring, training,

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and retaining; FCC is trying to be a competitive employer and will include benefits for its employees; Trustee Lockwood asked Moffitt if this was a chain entity, Moffitt replied FCC is not a chain. Trustee Sizemore inquired what the maximum capacity of children would be, Moffitt replied FCC can have a max of sixty children and are licensed for ages up to seven years old, however, it is a long-term goal to expand their age limit to eighteen years of age. Hearing no further discussion Mayor Day thanked Moffitt for coming and giving an update on Firm Foundation Childcare.

PUBLIC HEARING

Consideration of a Conditional Use application requesting an Accessory Dwelling Unit (ADU) at 1302 Sage Ridge Road. Mayor Day opened the public hearing at 7:09 pm. Community Developer/Planner Thomson stated that LaDonna Eubanks was present representing Stoneledge Properties LLC, requesting to convert the basement of the residence located at 1302 Sage Ridge Road into an Accessory Dwelling Unit (ADU). The property is in the Single-Family Residential zone in the Sage Hills Subdivision. The applicant has indicated in their application that she intends to use the ADU as a long-term rental unit. The proposed ADU will be the first ADU on the property. The proposed ADU will be integrated into the existing residence and the applicant will need to apply with the Town of Meeker building department for any applicable permits. The property meets the requirements for all off-street parking including those for the proposed ADU. The property currently has two off-street parking areas and one additional off-street parking space for the ADU.

The proposed ADU is integrated into the existing residence and is not subject to maximum sizes based on lot size. The proposed ADU will remain under the same ownership as the principal lot. The applicant has not requested a secondary water tap for the proposed ADU and does not need to according to 18.1.16.(7)(a)(vi). Accessory Dwelling Unit is listed as a Conditional Review Use under the single-family residential zoning code, updated in May of 2023. 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, at the subject property, and in the Herald Times. During the referral review period the application received the following comments from referral agencies:

- *Meeker Sanitation District: The applicant will be required to pay an initial Plant Investment Fee of \$6,500. As well the property will be charged monthly for each residential unit.*

The applicant has been made aware of this requirement by the Meeker Sanitation District.

Since receiving the application, staff has received the following public comments: one negative/against comment and zero positive/in-favor comments. Thomson read into public record the one negative comment that was submitted by Mr. and Mrs. Dave Morlan. The Planning Commission unanimously recommends approval of the Conditional Use Permit to construct an Accessory Dwelling Unit at the property at 1302 Sage Ridge Road based on the following:

- The Conditional Use request meets the conditions of Meeker Land Use Development Code section 18.1.16 and 18.1.18.
- The Conditional Use request meets the goals of the Comprehensive Master Plan

Town Staff agrees with the recommendation.

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Ms. Eubanks informed the Board that this dwelling will be in the basement of her house and will not be an additional unit on her property, therefore there will not be any visual impact. Eubanks' intention is to provide a long-term rental stating she will have a stern procedure of applicants. There will be enough parking on her property so there will not be any parking on the street.

Mayor Day asked for any questions or comments. Hearing none he closed the public hearing at 7:14 pm and called for a motion to approve the Conditional Use application requesting an Accessory Dwelling Unit (ADU) at 1302 Sage Ridge Road. Moved by Trustee Lockwood. Second by Trustee Day. All ayes. Motion carried.

NEW BUSINESS

Consideration of Resolution #05-2024 making appointments to the Planning Commission. Administrator Etheridge stated that the Planning Commission is a five-member board, each Commissioner seat is a three-year term. Currently there are two seats with expiring terms: Commissioner Leif Joy and Commissioner Amanda Back. These positions were advertised in Meeker Herald in April with a deadline of April 30th. The only two applications submitted were the current outgoing members, Joy and Back. Hearing no further discussion Mayor Day called for a motion to approve Resolution #05-2021 reappointing Leif Joy and Amanda Back to the Planning Commission. Moved by Trustee Sizemore. Second by Trustee Jehorek. All ayes. Motion carried.

Consideration of extraterritorial water agreement with Rio Blanco County for airport water line. Administrator Etheridge introduced Eric Jaquez, Operations Director for Rio Blanco County (RBC). Etheridge stated that this project consists of tapping into the Meeker Municipal water system with an extraterritorial water line to reach Meeker Airport. An extraterritorial agreement is required between the Town and RBC due to the fact Meeker Airport is located outside the Town's boundaries. This agreement outlines the terms of providing water service. Jaquez provided a visual map for the Board and Etheridge pointed out that some different verbiage has been added to the agreement for this specific extension of extraterritorial water service and tap purchase. RBC has already obtained their easements to go across the properties of Shults and Gentry, which are included in the Board packet.

Etheridge stated this will be a 12" tap and a 12" line, the amount for the plant investment fee has been left blank because there is not a fee structure for a 12" tap. Therefore, staff would like some direction from the Board as to what, if any, cost should be associated with this tap. Trustee Lockwood suggested waiving any fees, feeling the Town should be a good partner with the County in this project. Jaquez stated that in the negotiations with the property owners for easements (Shults who is in town limits and Gentry who is outside town limits) RBC would pay for the water tap so the property owners could use the water. Trustee Nielsen asked if this 12" line would be for fire suppression for private hangers. Jaquez stated there is currently one fire hydrant on site at the airport, it is insufficient for water flow if a fire were to break out; RBC is wanting to expand the fire flow system. This will also allow growth in the future at the airport. Jaquez also informed the Board that RBC plans on doing things correctly so there are no issues for the Town of Meeker. Public Works Superintendent Willey stated things need to be done according to American Water Works Association (AWWA) standards just like the Town must follow. Trustee Nielsen expressed concerns regarding the Town providing oversight, making sure the project follows AWWA standards. Jaquez stated it is the County's intent as this is a partnership with the Town so this project will be a benefit to both. RBC will submit drawings at 95% for Town approval leaving time for the County to address any concerns the Town might have. After a lengthy discussion it was decided to waive the fees for RBC, but not for individual tap purchases. Hearing no further questions or concerns Mayor Day called for a motion to approve the extraterritorial water agreement with Rio Blanco County for airport water line waiving all fees for the Rio

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Blanco County. Moved by Trustee Jehorek. Second by Trustee Browning. Ayes: Trustees Browning, Day, Jehorek, Lockwood, and Sizemore. Opposed: Trustee Nielsen due to waiving the tap fees for private property per County easement agreements. Motion carried.

Discussion regarding Circle Park project. Administrator Etheridge introduced Executive Director Josh Embrey of the Eastern Rio Blanco Metropolitan Recreation Center (ERBM). Etheridge went over a summary of the budget overview and construction timeline from summer of 2023 to present:

- Budget overview:

	<u>funding</u>	<u>amount</u>
Sep-26	EIAF	\$200,000
Jun-26	GOCO	\$750,000
Dec-24	OJT	\$220,000
Apr-27	CWCB	\$150,000
Total grant funds		\$1,320,000
	Town	\$250,000
	ERBM	\$250,000
Total Project budget		\$1,820,000
	spent funds	\$147,360
Total remaining budget		\$1,672,640
GEI review/oversight		\$20,000
re-engineering		\$50,000
remaining budget		\$1,602,640

- Construction timeline: summer 2023 to present:
 - August 1st 1st RFP due date (received no bids)
 - October 17th 2nd RFP due date (received 2 bids)
 - November 7th Bid award to Diggin' Riverworks in the amount of \$1,541,610
 - January 2nd Contract with GEI Consultants for engineering design review
 - February 20th first draft of Construction Agreement sent back to the contractor
 - March 5th Construction Agreement postponed for engineering review
 - April 2nd Construction Agreement approved by Board
 - April 24th **Contractor withdraws bid**

Etheridge stated that the Contractor withdrawing their bid has created a challenge of keeping with the timeline of trying to get the project constructed this year; in talking with project manager Tom Smrdel with GEI Consultants and trying to figure out the best way to use the grant fund money to the fullest potential, Etheridge asked the Board whether they would consider going back out to bid for a design/build model of construction. Mayor Day suggested before submitting a RFP for a design/build the Town needs to know if it will affect grant funding. After some discussion the Board directed staff to look into a new draft of RFP. ERBM Executive Director Josh Embrey stated that the ERBM Board is in favor of getting this wrapped up and they fully support and will work together with the Town.

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Administrator Etheridge asked that Mayor Day appoint a replacement for Trustee Gutierrez on the Circle Park Project sub-committee. Day appointed Trustee Jehorek with Trustee Lockwood as a backup, reiterating the sub-committee is advisory only there are no decisions made.

MANAGERS REPORT

Steven Brickey has a replica 1861 era cannon which was tested last Friday on Main Street to determine if it would be suitable for the 4th of July Parade. It was decided not to fire the cannon again downtown as reports are that the concussion did crack two windows at the Meeker Hotel & Café. Etheridge has been in contact with the property manager about corrective actions and stated she is not comfortable taking the risk of further damage therefore she will reach out to Brickey about having the cannon on display only.

Comm. Dev/Planner Thomson and Etheridge met with Ayres Associates last Thursday to discuss the subsequent action plan for the Housing Needs Assessment. There should be a rough draft of that by the end of this week and Thomson has already been researching a grant opportunity for capacity building. Once we have a rough draft of the action plan and more information on the potential grant, Board will see all of that come together either next week or at the May 21st meeting at the latest.

Public Works has two capital projects pending:

- Street Repair project was scheduled as a capital project for this year with a line item in Systems Development of \$100,000. This would repair drainage and slope issues in four separate street sections of Town that have been identified over the last 5-10 years. The engineering finally came in last week and is estimated five times the budget line item, therefore in 2025 the Town will be adding that to our capital planning project list for consideration.
- The last phase of capital outlay at our 3rd Street facilities is for façade improvements to the Town Shop and storage bays. Etheridge stated for reference there were Animal Shelter improvements in 2020, Water Load Out building improvements in 2021, and electrical improvements at Town Shop in 2022. This phase would include a new exterior window, sealing the roof, façade improvement at Town Shop, and if budget allows replacing garage bay doors at the storage building. The bid is published in the Herald Times and Town website this week, with a bid opening on May 30th and a bid award to be considered at the Board's June 4th meeting.

Public Works conducted interviews for a seasonal position, supervisor Willey will be letting the applicants know later this week.

Looking into possibly signing up with Bidnet's Rocky Mountain E-Purchasing System (RMEPS) as a more efficient option for procurement, Etheridge met with a representative this morning for a demonstration of the system, and it will definitely work to the Town's benefit for distribution and bid equity. It is Free for Colorado entities and is used to much satisfaction by other municipalities including Hayden, Steamboat, Paonia, Canyon City, Minturn, Johnstown, Parker, and others. The Town won't have to change our purchasing policy just yet, but if we want to allow digital submissions, we will have to make that adjustment at some point. Etheridge received Board consensus to move forward with signing up for RMEPS.

Some Board members had raised questions about the Mormon Cricket abatement process and Etheridge reported she has reached out to Callie Scritchfield for an update as to how the project is going, unfortunately Scritchfield had not replied yet so Etheridge will report any news in her Friday update.

Dinner and Board training session is scheduled for next Tuesday, May 14th at 5:30 pm with DOLA regional manager Dana Hlavac.

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MAYOR REMARKS

Mayor Day attended an AGNC meeting, AGNC is starting a program of how to manage and look for grants. There will be another meeting in May at Rifle. Day stated he would like to get some workshops together, meeting with Commissioners and Town of Rangely Board at a third-party location. His vision is getting everyone involved on the same page as to what each entities needs are.

OTHER BOARD BUSINESS

Trustee Lockwood asked Comm Dev./Planner Thomson for an update on the Community Wildfire draft. Thomson stated that she would be happy to send out the draft and it was posted on the RBC website. MFD, USFS, BLM, Town of Meeker were all present to help identify any target areas. Thomson has not had a chance to review the plan yet, it is a part of the RBC planning process. The Community Wildfire plan is looked at every ten years.

Trustee Nielsen went to Craig to see the Housing Authority project on the old hospital site. All the buildings were up and put together; twenty town homes were assembled. Thomson said it was almost all grant funded and are all for sale properties.

ADJOURNMENT

Mayor Day adjourned the meeting at 8:26 pm.



Travis Day, Mayor

Attest:



Lisa Pakuer, Admin Asst