

TOWN OF MEEKER MEETING MINUTES

The Regular Meeting of the Meeker Town Board was held Tuesday, June 4, 2024, at Town Hall.

Members Present	Mayor	Day
	Trustee	Browning
		Day
		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 except Trustee Jehorek.

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 Browning. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Nielsen to approve the minutes of May 21, 2024, as submitted. Second by Trustee Day. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Sizemore to approve the disbursements dated May 31, 2024. Second by Trustee Browning. All ayes. Motion carried.

PUBLIC PARTICIPATION

None.

PUBLIC HEARING

Consideration of Minor Subdivision request at 386 and 406 Curtis Creek Drive. Mayor Day opened the public hearing at 7:04 pm. Comm. Dev./Planner Thomson stated Betty Kracht was present representing Curtis Creek Storage. Thomson extended a thank you to Mayor Day for his careful review of the application and his discovery of a code requirement that was not satisfied in the original application and therefore an updated staff report is presented.

The applicant has submitted a Minor Subdivision Plat application for the purpose of dividing two (2) existing lots that total approximately 11.65 acres into four (4) lots that range in size from 1.34 acres to 4.44 acres. The property is zoned Industrial (I) and is part of the Curtis Creek Industrial Park. The property is currently accessed from Curtis Creek Drive; the proposed subdivision incorporates a private access easement which allows for Lot 1 and Lot 4 to be accessed from Curtis Creek Drive. The access road acts to divide the proposed lots. As well the subdivision incorporates the landscape into the design by utilizing Curtis creek as a natural dividing boundary between lots. During the site visit town staff observed the access road to be well maintained with light travel.

Regular Meeting of the Town of Meeker – June 4, 2024

The applicant's existing storage sheds would be located on proposed Lot 3, Curtis Creek Storage Minor Subdivision, and the applicant's existing warehouse/shop would be located on proposed Lot 2, Curtis Creek Storage Minor Subdivision. The purpose of the subdivision is to allow development of additional industrial uses on the proposed lots. Currently, the applicant does not propose development at the site. During the site visit town staff observed that the area is relatively flat with ample building spaces. Any future development will be subject to the application process required by the Town of Meeker Municipal Code and Land Use Development Code. The subject property is currently used for storage sheds, warehousing and other industrial uses and aligns with current zoning regulations.

During the referral review process the Town received the following comment from Colorado Department of Transportation, a referral agency:

It appears that this proposed subdivision has access via Curtis Creek Road [Drive]. Due to that CDOT will not permit direct access to Highway 13 and access to all subdivided parcels shall be from Curtis Creek Road [Drive]. If development occurs on the new parcels, the developer will need to coordinate with CDOT to verify if a CDOT access permit is required.

The applicant has been made aware of this comment.

Since receiving the application and providing public notice staff has received zero (0) public comments.

Mayor Day, having referenced Meeker Municipal Code Subdivision requirements, found that the proposed application did not meet the 60 foot right of way requirement for private gravel roads. Due to the existence of buildings on the property, meeting this requirement is prohibitive. However, the applicant has an access easement on Berry Brothers Lot 1, the plat of which is included in the Board's report. The applicant proposes to use the existing easement on Lot 1 to access the north side of the property, from there the applicant will tie in an additional access easement to the proposed private easements on the provide plat. A rough drawing of the new proposed access easement as an overlay on the plat is also included in the Board's report. The plat will need to be sent back to the surveyor to update for this change. Planner Thomson stated that her understanding was that the plat note and dedication on the Berry Brothers minor Subdivision plat would allow for this. However, Thomson would like to confirm with attorney Massih. Additionally, as pointed out by Mayor Day, the minor subdivision would require a Subdivision Improvement Agreement. Thomson stated the Subdivision Improvement Agreement (SIA) should be signed with the Final Plat and staff would like to seek direction tonight to proceed with drafting an SIA with the Applicant and Attorney Massih.

Thomson stated that the Planning Commission did recommend approval with the only condition being Mayoral approval, and that state would like to recommend approval with the following additional conditions:

1. Mayoral approval on the plat
2. Survey is updated to reflect an additional access easement from Berry Brothers Lot 1 with confirmation from Attorney Massih
3. Survey is updated to reflect all access easements to 60 feet.
4. Final Plat approval is conditional on the Subdivision Improvement Agreement

Kracht clarified that the reason the alley didn't have a sixty foot right of way is because this is part of the learning curve of a new code, and it is was an unintentional oversight. Trustee Day questioned why a Mayoral approval versus the usual approval was requested on the Final Plat. Thomson stated she is trying to stay consistent with how the Final Plat has been done in the past.

Regular Meeting of the Town of Meeker – June 4, 2024

After lengthy discussion and hearing no further questions or concerns, Mayor Day closed the public hearing at 7:19 pm and called for a motion. Trustee Lockwood made a motion to continue the public hearing for Consideration of Minor Subdivision request at 386 and 406 Curtis Creek Drive until the July 2nd meeting so that conditions for the approval could be met. Second by Trustee Day. Via roll call vote ayes: Trustees Day, Browning, Lockwood, Sizemore and Nielsen. Motion carried. Kracht asked for specifics so she would know what needs to be brought before the BOT in July. Mayor Day stated the should be clarification on the CDOT permit, an SIA agreement that has contingency on lots if they are sold, and Attorney Massih’s input on the easement.

NEW BUSINESS

Consideration of grant request letter for Pioneers Medical Center Community Development Block Grant.

Administrator Etheridge stated that Rachael Gates from Pioneers Medical Center (PMC) was present by phone. Etheridge detailed that in November of 2022 the Town of Meeker entered into an agreement with PMC to be the fiscal agent for a Department of Local Affairs (DOLA) Community Development Block Grant. The MOU was forged for the benefit of the grant application and was to specifically outline the responsibilities of each entity. At the time there was \$65,000 available under specific Coronavirus funding for the Hospital to purchase Personal Protective Equipment (PPE) and the Town added the grant funds as a 2023 budget line item. In October of 2023 Etheridge and Gates met with the grant program manager to discuss the availability of additional funds under the same grant. The BOT agreed to extend the partnership through December 31, 2024 and add an additional \$395,000 to this year’s budget. After a personnel change at DOLA the Town of Meeker and PMC found out there are still funds remaining to be spent from this program. Etheridge and Gates would like to apply for that funding, without any deadline extension. If approved, this would propose adding \$400,000 to the current line item through a public process to adopt a supplemental budget. Mayor Day called for a motion to sign the grant request letter for Pioneers Medical Center Community Development Block Grant. Moved by Trustee Sizemore. Second by Trustee Browning. All ayes. Motion carried.

OLD BUSINESS

Consideration of Circle Park construction RFP. Administrator Etheridge stated ERBM Executive Director Josh Embrey was present, and thanked Josh for coming. Etheridge stated she had spoken with Tom Smrdel at GEI to get an update on the design process. GEI was originally waiting for the Town to finalize the contract with Diggin’ It, so they could work with the contractor on final design specs. When Diggin’ It withdrew their bid in April, and the possibility of still using design/build model was suggested for the sake of maintaining the timeline and budget, GEI then kept their process on hold so as not to waste any time or money while the Board determines how to move forward. Therefore, if the Board approves using a design/build model and seeks a new qualified contractor immediately, GEI will help direct potential candidates to submit a proposal and once a contractor has been selected, GEI can coordinate with them to finalize the specifications per the design/build model. Should the Board decide not to continue with this model then GEI will finish the design within a month’s time and provide deliverables accordingly.

Smrdel said the budget the Town of Meeker is contracted under does not leave any room for inefficiency, in other words they are not going to spend any time on design until the Board shows confidence in how they want to move forward. Lastly, Smrdel stated “nobody wants to see any change orders” so they aren’t wasting any of their time with design until we know what path we want to take. Administrator Etheridge stated staff still recommends that we proceed with a design/build RFP to salvage any time and budget savings we might still be able to take advantage of by not waiting until next year.

Embrey commented that ERBM’s biggest fear would be prolonging the process and that waiting until next year could jeopardize grant funds. After lengthy discussion and hearing no further questions or concerns Mayor Day called for a motion to approve Circle Park RFP. Moved by Trustee Browning. Second by Trustee Sizemore. Role Call: Ayes; Trustees Sizemore, Nielsen, Browning. Nay; Trustee Day; Abstain; Trustee Lockwood due to personal reasons. Motion carried.

Regular Meeting of the Town of Meeker – June 4, 2024

MANAGERS REPORT

Etheridge reported attending the annual stakeholder meeting for the Meeker Trails System this morning at the BLM with MAMBA and ERBM and she was happy to report that there is excellent coordination between all entities involved. Updates from the BLM include Rocky Mountain Youth Corps coming back again this year for two weeks in July with plans to complete the new trail 5 tie in. BLM will also sponsor another Trail Day for community involvement and volunteer trail work sometime in June, as well as another National Public Lands Day co-sponsored with ERBM in September. MAMBA is finalizing the funding for the professional trail work on China Wall trail and planning another mountain bike trail ride for August 24th. Etheridge received an invitation for an inter-agency meeting hosted by the BOCC and included it in the Board packet. This will be on July 9th at 1:00 pm at the County Courthouse.

MAYORS REMARKS

Nothing to report.

OTHER BOARD BUSINESS

Trustee Lockwood suggested the Board review a design plan from MAMBA for the structure that is going to be built at the Hill Street trail head for the port-a-johns and the shade over a picnic table. Lockwood asked what will happen since no contractors showed up for the walk through on the Public Works shop improvements and Etheridge stated that Superintendent Willey is going to work on getting separate bids for each portion of the project.

ADJOURNMENT

Mayor Day adjourned the meeting at 7:51 pm.

/s/Travis Day, Mayor

/s/Lisa Pakuer, Admin Asst