

Town of Meeker Meeting Minutes

The Regular Meeting of the Meeker Town Board was held Tuesday, July 2, 2024, at Town Hall.

Members Present	Mayor Trustee	Day Browning Day Jehorek Lockwood Nielsen Sizemore
Town Staff Present	Administrator Admin Asst Comm. Dev./Planner Attorney	Etheridge Pakuer Thomson Massih (via phone)

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 changes to the agenda. A motion was made by Trustee Browning to accept the agenda as submitted. Second by Trustee Day. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

Mayor Day clarified the minutes under Mayors Remarks for June 18, 2024 should reflect that Mayor Day asked about bringing the Workforce Center back to Meeker. Hearing no further discussion, Mayor Day called for a motion to approve the minutes of June 18, 2024 as corrected. Moved by Trustee Sizemore. Second by Trustee Jehorek. All ayes. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

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

PUBLIC PARTICIPATION

Presentation of the Town's 2023 Financial Audit Marlo Coates with ColoCPA presented the audit stating she was giving the Town an unqualified opinion and explained the process of the audit and how the processes were tested. Coates stated there were no issues of being over budget, everything is flowing through smoothly, and that because of the size of staff the Town is not able to separate all accounting duties yet there is still good division. Coates encouraged the Board to stay involved and ask questions noting that the audit included adjustments for the year but nothing out of the ordinary and no issues were encountered during the audit. Mayor Day asked for questions or comments; hearing none called for a motion to accept the 2023 Financial Audit. Moved by Trustee Sizemore. Second by Trustee Jehorek. All ayes. Motion carried.

PUBLIC HEARING

Consideration of Minor Subdivision request at 386 and 406 Curtis Creek Drive. Mayor Day opened the Public Hearing at 7:14 pm. Community Development/Planner Thomson thanked Betty Kracht with White River Consulting for being present as the applicant's representative, and shared that Attorney Massih was present by phone. The Board of the Trustees originally were presented with this application at the June 4th meeting at which point it was voted on to table the decision for additional follow-up. The proposed minor subdivision would subdivide the existing two lots into four lots, located in the Industrial Zone. Staff was

Regular Meeting of the Town of Meeker – July 2, 2024

asked to address the following items regarding the proposed Land Use: CDOT Permit, Subdivision Improvement Agreement and Berry Brothers Access Easement.

- CDOT Permit: Town Staff and the applicant's representative have found that the Berry Brothers property lying north of the subject property and which the applicant has an access easement for, does not currently have a CDOT access permit. Language has been added to the Subdivision Improvement Agreement that would require CDOT permitting prior to conveyance to a third party.
- Subdivision Improvement Agreement (SIA): Town Staff and Town Attorney worked together to prepare a SIA for the Minor Subdivision. A copy was included in the BOT's Friday packet, and an updated redlined version tonight to reflect a few changes. In summary, the SIA includes the construction of water and road infrastructure, financial security of 110% of the estimated cost deposited with the town and permitted CDOT access. The timetable for the improvements, security, and access is prior to the sale of any lot. The SIA is assigned with permission granted by the Town. The applicant has been provided with a copy of the SIA and as of right now there have been no comments received from the applicant.
- Access Easement: Town Attorney Massih has reviewed the Berry Brother Plat, the proposed plat, and the subject property's title insurance documents and has provided the opinion that the subject property has legal access through the neighboring property belonging to Berry Brothers.

The applicant is working with the surveyor to get an updated copy of the final plat. Staff recommendation is to approve the final plat for Curtis Creek Storage Minor Subdivision upon mutual execution of the Subdivision Improvement Agreement.

Kracht stated the surveyor should have the plat to her in a few days. Mayor Day pointed out that under the Construction of Public Improvements on the SIA, it will not include sewer because it is outside of the Sanitation District. Hearing no further questions or discussion Mayor Day closed the Public Hearing at 7:20 pm and called for a motion to approve the Minor Subdivision request at 386 and 406 Curtis Creek Drive. Moved by Trustee Lockwood. Second by Trustee Sizemore. All ayes via roll call. Motion carried.

Consideration of Minor Subdivision request at 1085 Main Street. Mayor Day opened the public hearing at 7:20 pm. Community Development/Planner Thomson thanked Betty Kracht with White River Consulting again for being present as the applicant's representative. The applicant has submitted a Minor Subdivision Plat application for the purpose of dividing one (1) single lot that is approximately 11,250 square feet into two (2) lots. The property is zoned Mixed Residential and is located in the west end of the Town of Meeker.

The subject property is a corner lot that borders Main Street and 11th Street and has a single-family residence on the lot. The proposed subdivision will contain two lots; Lot 1-9R (northerly lot) is approximately 6,212.25 square feet and Lot 2-9R (southerly lot) is approximately 5,037.75 square feet. The existing residence on the property will be located solely on the proposed Lot 2-9R. Lot 2-9R will meet the current dimensional standards for Mixed Residential zoning by including a 10-foot rear yard setback as shown on the plat. Both lots will meet the minimum square footage requirements for Mixed Residential zoning of 3,750 square feet. Currently the applicant does not propose any development at the site. Any future development would be subject to processes required by the Town of Meeker Municipal Code, Land Use Development Code, and Building Code.

During the referral review process the Town did receive a comment from Meeker Sanitation District; Thomson read the letter from Meeker Sanitation District aloud. The applicant has been made aware of the District's request and is in the process of updating the plat to include appropriate easements. Since receiving the application and providing public notice staff have received zero comments opposing the application and zero comments in support of the application.

Regular Meeting of the Town of Meeker – July 2, 2024

The Land Use Development Code Section 18.2.7(2) addresses Subdivision Improvement Agreements for approval of Final Plats. It is the opinion of Town Staff that the subject property has adequate street service, water, sewer, electricity, gas, communications, and drainage systems to serve each of the proposed lots. Therefore, it is the opinion of Town Staff that a Subdivision Improvement Agreement is not necessary for this Minor Subdivision request.

The Planning Commission held a meeting on June 24th with the purpose of reviewing this application and providing a recommendation. The Planning Commission voted unanimously by a vote of 4 in favor and 0 against to recommend approval of 1085 Main Street Minor Subdivision without a Subdivision Improvement Agreement due to the findings that:

- The Minor Subdivision application meets the conditions of the Meeker Land Use Development Code sections; and
- The Minor Subdivision application meets the goals of the Comprehensive Master Plan.

Town staff agrees with this recommendation.

Kracht thanked Meeker Sanitation for their part in clarifying a separate tap into the district sewer main which will be required for a new building and the new developer would be responsible for this tap. Hearing no further questions or discussion Mayor Day closed the public hearing at 7:27 pm, and called for a motion to approve Consideration of Minor Subdivision at 1085 Main St. Moved by Trustee Nielsen. Second by Trustee Jehorek. All ayes via roll call. Motion carried.

OLD BUSINESS

Consideration of Proposals for Circle Park River Project. Administrator Etheridge stated there were two proposals received for the Circle Park Riverfront project; JHL Constructors estimated lump sum is \$3,144,281.00 and X-Field Services estimated lump sum is \$1,498,680.00. The subcommittee met last Tuesday to discuss the pros and cons of each proposal and evaluate which contractor would be the best fit for the project. The pricing difference was a major concern, and GEI Consultant Tom Smrdel, who was also present for the subcommittee meeting, suggested that once both projects finalize numbers they will likely equal out around two million. Whereas X-Field went low and did not account for any soft scaping the Town would likely see change orders, while JHL went with a max cost leaving room to scale back depending on the design. Etheridge pointed out that pricing aside, both contractors have experience and expertise, great recommendations, and can begin work this fall. X-Field is a smaller, owner-operator company out of Craig whose previous professional dealings in Meeker make him a local, known commodity. And even though JHL is a much larger, urban firm their Project Superintendent is also based out of Craig. Taking those details into consideration the subcommittee’s recommendation is to accept the proposal from X-Field Services for the design/build contract for the Circle Park River Project.

The subcommittee also recommended reaching back out to the Cemetery District to reopen the conversation of using the connector trail from the cemetery hill to Circle Park for construction access. This would potentially reduce (or eliminate) the cost of having to convey rock and other material across the river and would require a temporary construction easement agreement between the Town, ERBM, and the Cemetery District. Administrator Etheridge and ERBM Executive Director Embry will attend the Cemetery District’s July board meeting to discuss this possibility. Etheridge also stated that in the packet is a current overview of where the budget is for this project.

Mayor Day stated he will be stepping back as a member of the Circle Park Riverfront subcommittee due to his professional association with X-Field Services and asked that Trustee Lockwood serve on the subcommittee as his replacement for this project.

Trustee Day stated that he will not vote on this proposal due to his professional association with X-Field Services.

Regular Meeting of the Town of Meeker – July 2, 2024

Administrator Etheridge will communicate to X-Fields and GEI what the Board's final decision is and request that they get the project rolling. Hearing no further questions or concerns, Mayor Day called for a motion to accept X-Field's bid of \$1,498,680.00 for the Circle Park River Project. Moved by Trustee Nielsen. Second by Trustee Browning. Ayes Trustee: Nielsen, Sizemore, Lockwood, Browning, Jehorek. Abstain Trustee Day due to his association with the contractor. Motion carried.

MANAGERS REPORT

Attorney Massih, with the consent of ERBM legal counsel, did issue a demand letter to SWCA and provided an opportunity for a response by the 10th of this month. Administrator Etheridge asked to schedule an executive session on the next Board meeting agenda (July 16th) to confer with Attorney Massih.

Etheridge included an invitation reminder from Rio Blanco County regarding the Inter-Agency meeting scheduled for next Tuesday, July 9th at 1:00 pm. Etheridge intends to be present on behalf of the Town and asked the Board to share any input on what to present.

Public Works Superintendent Willey has been keeping the line of pesticide live on our west boundary at Ute Park and on the north boundary in coordination with ERBM and BLM on the trails.

Etheridge printed a new summer calendar for the Board to use for planning meetings over the next three months. Etheridge suggested a Capital Planning and Budgeting workshop for Tuesday July 30th and the Board requested an earlier meeting time (6:30 pm) with a meal provided. Etheridge is waiting to confirm with Ayres Associates possible dates and time for a Housing Action Plan update and also wanting to schedule the annual joint meeting with the ERBM Board of Directors. Etheridge is trying to schedule both of those as pre-Board meeting workshops if possible. After some discussion it was decided to tentatively set a workshop with ERBM for August 20th at 5:30 pm. The Town will host with a meal provided.

MAYORS REMARKS

Mayor Day would still like to arrange for a joint workshop with the Board of County Commissioners and the Town of Rangely Board of Trustees. Administrator Etheridge stated she did reach out to the County to coordinate that and will do a follow up again next week.

Day suggested the Town look into using Bidnet for all bid submissions recognizing that he Town would need to change the Purchasing Policy to accommodate the use of Bidnet. There was some discussion regarding whether to use Bidnet exclusively with Board consensus that Etheridge would research a potential change in Purchasing Policy for future Board consideration.

The Board asked to extend a thank you gift of Meeker Chamber Bucks to Connie Kelly for all the voluntary hard work she does in keeping the weeds and grass mowed around the Meeker signs at both entrances into town.

OTHER BOARD BUSINESS

Trustee Lockwood asked how the process was going with the Town Shop upgrade. Administrator Etheridge stated that PW Superintendent Willey is working on breaking down each upgrade separately and asking for competitive pricing, the building color will compliment the colors on the water load out building and animal shelter building so that all look consistent. Lockwood suggested that paint application specifications be closely followed.

ADJOURNMENT

Mayor Day adjourned the meeting at 8:01 pm.

Regular Meeting of the Town of Meeker – July 2, 2024

/s/Travis Day, Mayor

Attest:

/s/Lisa Pakuer, Admin Asst.