

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING October 18, 2023

The Board of Trustees, for the Town of Kremmling, met in the Boardroom located at 200 Eagle Avenue, Kremmling, Colorado 80459. With Mayor Grover Pryor presiding, the meeting was called to order at 6:00 PM. Trustees present: Trustee Miller, Trustee Bakke, Trustee Prewitt, Mayor Pro Tem Sammons, Trustee Pesch and Trustee Howell. Staff present: Town Manager Ashley Macdonald, Police Chief Jesse Lisenby, Public Works Director Dillon Willson, Town Clerk & Treasurer Teagan Serres and Accounts Payable Clerk Rebekah Sanguinetti.

Conflicts of Interest: None.

Additions/Deletions to the Agenda: None.

Mayoral Announcements, Proclamations & Appointments:

MAYOR PRO TEM SAMMONS requested to make an announcement before Employee Recognitions and Mayor Pryor accepted. MAYOR PRO TEM SAMMONS asked the Board Members, staff and citizens to honor and recognize former Kremmling Police Officer, Bob Dillon and his family after his recent passing.

Employee Recognition

MAYOR PRYOR explained this evening the Board of Trustees will be recognizing employees for their hard work and years of service.

MAYOR PRYOR recognized Karla Hassler who began working for the Kremmling Police Department three years ago. She was hired as the Kremmling Police Departments first Police Technician. Since then, Karla has worked hard to make that position her own. Karla's dedication and efforts while working for the Kremmling Police Department (KPD) over the past three years have helped establish KPD as a viable law enforcement agency focused on true community service. The Board of Trustees offered their thanks and congratulations for her three years of excellent service to the Kremmling Police Department and this community.

MAYOR PRYOR recognized Curtis Docheff who works in the Public Works Department as a Public Works Technician. He started with the Town of Kremmling in October of 2016 and is celebrating seven years of service. Mr. Docheff is a problem solver and a Jack of all trades. His institutional knowledge is next to none and keeps the Public Works Department operating at a high level. He has shown a lot of growth and development in his role within the organization and

the Board of Trustees thank him for his dedication and commitment to the Kremmling community.

Citizen Comments: None.

Consent Agenda:

TRUSTEE PREWITT abstained from voting due to a conflict of interest on the Expenditures dated September 21, 2023 to October 18, 2023.

TRUSTEE MILLER MOTION TO APPROVE the Consent Agenda. TRUSTEE HOWELL SECONDS. Voice vote taken; 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

Staff Reports:

Public Works Report:

MAYOR PRO TEM SAMMONS requested clarification regarding the Town Square Pavilion Budget outcomes. Mr. Willson confirmed to date the Pavilion Project is under budget and thanked the community members who donated towards the Pavilion Project. MAYOR PRO TEM SAMMONS thanked his fellow Board members for approving the citizen designed Pavilion and reported it looks fantastic. TRUSTEE BAKKE commended the Public Works Department for cutting weeds and cleaning up the Town’s right of ways. TRUSTEE MILLER requested clarification regarding street light replacement responsibilities and costs. Mr. Willson confirmed Mountain Parks Electric replaces and pays for the replacement of street lights. The Town’s only responsibility is to report the outages or damages to Mountain Parks Electric.

Kremmling Police Department Report:

MAYOR PRO TEM SAMMONS requested clarification regarding the newly implemented scheduling model for the Police Department. Chief Lisenby confirmed the new schedule model is going well and there have been no issues to date. MAYOR PRO TEM SAMMONS commended the Police Department for the increased visibility and enforcement in Town. TRUSTEE BAKKE requested an update regarding the Grand County Animal Control status. Chief Lisenby reported the future plans are still being discussed and to be determined, however, Grand County Animal Control is still responding to calls when needed. Chief Lisenby also reported the newly purchased patrol vehicle that had been stolen from the dealership had been located and an arrest was made. The Town’s insurance and the dealership will cover any damages made to the vehicle during the theft.

Town Manager Report:

The Board had no questions for the Town Manager.

Town Engineer Report:

The Board had no questions for the Town Engineer.

Presentations

- Citizen Dog Park Initiative

Julie Savage from Dawgs Abound, *Eagle Avenue*, presented the Dog Park Citizen Initiative. She presented the needs and benefits of a dog park in the Town of Kremmling such as; the difference between working dogs and companion dogs, socialization benefits, health benefits and the desired size and location necessary for a dog park.

Local Liquor Licensing Authority:

TRUSTEE HOWELL MOTION TO pause the Regular Meeting of the Board of Trustees and open the Local Liquor Licensing Authority. TRUSTEE PESCH SECONDS. Roll Call vote taken; Trustee Prewitt, Trustee Howell, Trustee Bakke, Trustee Pesch, Trustee Miller and Mayor Pro Tem Sammons “aye” votes, 0 “nay” votes. MOTION PASSED.

1. Public Hearing - Change of Class Application: New Tavern License at 413 Park Avenue, Diggitys Concepts, LLC:

MAYOR PRYOR opened the Public Hearing for the change of class application for a new Tavern license at 413 Park Avenue. MAYOR PRYOR explained the boundaries of the neighborhood set by the authority and no one present objected to the boundaries of the neighborhood. MAYOR PRYOR entered the application as contained in the packet from the Town Clerk's office into the record of the hearing.

Ms. Serres presented the change of class application for a new Tavern license at 413 Park Avenue and explained the application is complete and contains all pertinent materials and no departments stated any concerns with issuing the license. Notice of the Public Hearing was posted and published in accordance with state law.

MAYOR PRYOR asked for Public Comments and there were none.

MAYOR PRYOR closed the Public Hearing for the change of class application for a new Tavern license at 413 Park Avenue.

The Board of Trustees had no questions or concerns regarding the change of class application for a new Tavern license at 413 Park Avenue.

MAYOR PRO TEM SAMMONS MOTION TO APPROVE the change of class application for a new Tavern license at 413 Park Avenue. TRUSTEE HOWELL SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

2. Public Hearing - Special Event Permit Application at 210 11th Street, Kremmling Area Chamber of Commerce:

MAYOR PRYOR opened the Public Hearing for the Special Event Permit application at 210 11th Street from the Kremmling Area Chamber of Commerce.

Ms. Serres presented the Special Event Permit application on November 4, 2023 at 210 11th Street from the Kremmling Area Chamber of Commerce and explained the application is complete and contains all pertinent materials and no departments stated any concerns with issuing the license. Notice of the Public Hearing was posted in accordance with state law.

MAYOR PRYOR asked for Public Comments and there were none.

MAYOR PRYOR closed the Public Hearing for the Special Event Permit application at 210 11th Street from the Kremmling Area Chamber of Commerce.

The Board of Trustees had no questions or concerns regarding the Special Event Permit application on November 4, 2023 at 210 11th Street.

MAYOR PRO TEM SAMMONS MOTION TO APPROVE the Special Event Permit on November 4, 2023 at 210 11th Street for the Kremmling Area Chamber of Commerce. TRUSTEE PESCH SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

TRUSTEE MILLER MOTION to close the Local Liquor Licensing Authority and reconvene the Regular Board of Trustees Meeting. TRUSTEE PREWITT SECONDS. Roll Call vote taken; Trustee Prewitt, Trustee Howell, Trustee Bakke, Trustee Pesch, Trustee Miller and Mayor Pro Tem Sammons all “aye” votes, 0 “nay” votes. MOTION PASSED.

New Business:

1. Discussion and Action Item- West Grand School District Update & Tuition Assistance Request:

This item was tabled at the September 20, 2023 Regular Board of Trustees Meeting. Karla Suer, West Grand Early Childcare Center Director, was present to provide the Board of Trustees with an update regarding the West Grand School District tuition assistance request. Ms. Suer requested a donation of \$10,000 for tuition assistance for the Early Childcare Center.

Discussion included the following topics:

- Clarification regarding the Early Childcare Center’s financial status.
- Clarification regarding the goal for funding and donations.
- Clarification regarding the maximum number of children, operation expenses and tuition costs.
- Clarification regarding the amounts budgeted for Youth/Senior Programs for 2023.

The Board discussed and deliberated that they would like more information regarding senior citizen programs in need of donations or assistance.

TRUSTEE MILLER MOTION TO TABLE the West Grand School District Tuition Assistance Request until the November 15, 2023 Regular Board of Trustees meeting and there is more information regarding senior citizen programming donations. TRUSTEE BAKKE SECONDS. Voice vote taken; vote unclear. MAYOR PRYOR called for a Roll Call vote; Trustee Miller “aye”, Trustee Pesch “aye”, Trustee Bakke “nay”, Trustee Howell “nay”, Trustee Prewitt “aye”, Mayor Pro Tem Sammons “aye”. 4 “aye” votes, 2 “nay” votes. MOTION PASSED.

2. Discussion and Action Item - Resolution No. 2023-10-03 A Resolution Accepting a Proposal and Awarding a Contract for the 2024 Fourth of July Fireworks Show:

Ms. Macdonald presented Resolution No. 2023-10-03 and explained the Town received one proposal for the 2024 Fourth of July Fireworks Show. She reported the proposed fireworks show operator has been to Kremmling and the Cliffs for a site visit and they are extremely excited to perform a fireworks show at either of the two pre-approved locations on the Cliffs.

The Board directed the Town Manager to continue exploring the possibility of acquiring a Take Permit with Colorado Parks and Wildlife in order to use the primary location on the Cliffs.

TRUSTEE HOWELL MOTION TO ADOPT Resolution No. 2023-10-03 as presented. TRUSTEE PESCH SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

3. Discussion Item - IT Capital Project Presentations:

Ms. Macdonald and Nathan Leroue from Executech, the Town’s IT service provider, presented the needs of quality workstations for Town employees, records and storage management audit results, depreciation schedule for current and future IT inventory, and compliance issues regarding technology statutory requirements.

4. Discussion & Action Item - Resolution No. 2023-10-04 A Resolution Appropriating Additional Sums of Money to Defray Expenses and Transfers in Excess of the Amounts Previously Budgeted for the Town Of Kremmling, Colorado:

- a. Public Hearing**
- b. Debate & Consideration**

MAYOR PRYOR opened the Public Hearing for Resolution No. 2023-10-04 A Resolution Appropriating Additional Sums of Money to Defray Expenses and Transfers in Excess of the Amounts Previously Budgeted for the Town of Kremmling, Colorado.

Ms. Macdonald presented Resolution No. 2023-10-04 and explained staff is requesting to transfer \$50,000 from the Streets and Highways Budget to the Administration Budget in order to conclude the IT Capital Project in 2023 instead of carrying it over to 2024 as originally planned. The excess revenue in the Streets and Highways Budget is due to receiving zero bids for multiple 2023 roadways improvement projects.

Board discussion included the following topics;

- Clarification regarding the depreciation schedule for current and future IT inventory.
- Clarification regarding the processes to determine a computer's length of lifeline.

MAYOR PRYOR asked for Public Comments and there were none.

MAYOR PRYOR closed the Public Hearing for Resolution No. 2023-10-04 A Resolution Appropriating Additional Sums of Money to Defray Expenses and Transfers in Excess of the Amounts Previously Budgeted for the Town Of Kremmling, Colorado.

MAYOR PRO TEM SAMMONS MOTION TO ADOPT Resolution No. 2023-10-04 as presented. TRUSTEE MILLER SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

5. Discussion & Action Item - Resolution No. 2023-10-05 A Resolution Appropriating Additional Sums of Money to the Conservation Trust Fund in the Amount and for the Purpose as Set Forth Below, for the Town Of Kremmling, Colorado, for the 2023 Budget Year:

- a. Public Hearing**
- b. Debate & Consideration**

MAYOR PRYOR opened the Public Hearing for Resolution No. 2023-10-05 A Resolution Appropriating Additional Sums of Money to the Conservation Trust Fund in the Amount and for the Purpose as Set Forth Below, for the Town Of Kremmling, Colorado, for the 2023 Budget Year.

Ms. Macdonald presented Resolution No. 2023-10-05 and explained the Conservation Trust Fund has received unanticipated revenue and expenditures relative to the Pavilion Project. The 2023 Budget needs to be amended in order to provide transparency for receiving and expending Conservation Trust Funds.

MAYOR PRYOR asked for Public Comments and there were none.

MAYOR PRYOR closed the Public Hearing for Resolution No. 2023-10-05 A Resolution Appropriating Additional Sums of Money to the Conservation Trust Fund in the Amount and for the Purpose as Set Forth Below, for the Town Of Kremmling, Colorado, for the 2023 Budget Year.

TRUSTEE PREWITT MOTION TO ADOPT Resolution No. 2023-10-05 as presented. MAYOR PRO TEM SAMMONS SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

6. Discussion & Action Item - Resolution No. 2023-10-06 A Resolution Appropriating Additional Sums of Money to Defray Expenses and Transfers in Excess of the Amounts Previously Budgeted for The Town of Kremmling, Colorado for the Restricted Reserve:

- a. Public Hearing**
- b. Debate and Consideration**

MAYOR PRYOR opened the Public Hearing for Resolution No. 2023-10-06 A Resolution Appropriating Additional Sums of Money to Defray Expenses and Transfers in Excess of the Amounts Previously Budgeted for The Town of Kremmling, Colorado for the Restricted Reserve.

Ms. Macdonald presented Resolution No. 2023-10-06 and explained \$654,465 is the 41% identified by the Town’s Certified Public Accountant (CPA) for the target amount for the ColoTrust General Reserve which is intended to be a restricted reserve account for the Town of Kremmling. The current balance of the ColoTrust restricted reserve is \$182,606 and the amount requested to be transferred to ColoTrust is \$471,677.

The Board requested clarification regarding how the 41% target is determined. Ms. Macdonald confirmed it is based on and calculated by the 2024 Budgeted and current actual expenditures.

MAYOR PRYOR asked for Public Comments and there were none.

MAYOR PRYOR closed the Public Hearing for Resolution No. 2023-10-06 A Resolution Appropriating Additional Sums of Money to Defray Expenses and Transfers in Excess of the Amounts Previously Budgeted for The Town of Kremmling, Colorado for the Restricted Reserve.

TRUSTEE HOWELL MOTION TO ADOPT Resolution No. 2023-10-06 as presented. MAYOR PRO TEM SAMMONS SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

7. Discussion & Action Item - Resolution No. 2023-10-07 A Resolution of the Board of Trustees of The Town Of Kremmling, Colorado, Establishing and Adopting A Fee Schedule for The Town:

Ms. Serres presented Resolution No. 2023-10-07 and explained the fee schedule for various departments and services need to be adjusted annually to offset the cost of providing services for incoming or aging infrastructure. She highlighted significant changes to the Fee Schedule such as; cemetery rates specific to winter burials, trash services, park reservations and Zoning & Building fees.

The Board had no questions or concerns regarding the proposed Fee Schedule.

TRUSTEE PREWITT MOTION TO ADOPT Resolution No. 2023-10-07 as presented.
TRUSTEE HOWELL SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

8. Discussion & Action Item - 2024 Draft Budget & 10 Year Capital Improvement Plan Presentation and Scheduling of Public Hearing:

Ms. Macdonald presented the 2024 Draft Budget and 10 Year Capital Improvement Plan (CIP) highlighting the 2023 Capital Project accomplishments to date and the 2024 Capital Project Plans. She also highlighted the changes to the Draft 2024 Budget at the October 4, 2023 Special Board of Trustees meeting such as; Board discretionary donations, removal of one part-time position, two percent Cost of Living Adjustments and two percent Merit raises and Solid Waste Professional Services budgeted amounts.

TRUSTEE HOWELL noted the Capital purchase of a new street sweeper is still on the CIP which was discussed and staff confirmed a rental agreement of a street sweeper should be obtainable. Ms. Macdonald confirmed staff will remove the street sweeper out-right purchase from the CIP.

TRUSTEE HOWELL MOTION TO SCHEDULE the 2024 Draft Budget and 10 Year Capital Improvement Plan Public Hearing for the November 15, 2023 Regular Board of Trustees meeting. TRUSTEE BAKKE SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

9. Discussion & Action Item - Cancel November 1, 2023 Work Session:

Ms. Macdonald explained there are no agenda items for the November 1, 2023 Work Session. The Board had no other discussion item requests for the Work Session agenda.

TRUSTEE BAKKE MOTION TO CANCEL the November 1, 2023 Board of Trustees Work Session. TRUSTEE MILLER SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

Board of Trustees Reports:

TRUSTEE PREWITT requested an update regarding previously reported Code Enforcement issues. Ms. Macdonald confirmed department heads are working collaboratively to resolve multiple Code Enforcement issues. TRUSTEE BAKKE urged the Public Works Department to ensure they are prepared for snow plowing and removal. TRUSTEE HOWELL requested

clarification regarding the Kremmling Municipal Code provisions and procedures for towing vehicles that inhibit snow plowing and removal. Ms. Macdonald confirmed staff and legal counsel will review the towing regulations in the Kremmling Municipal Code.

Adjournment:

TRUSTEE HOWELL MOTION TO ADJOURN. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 7:43 PM.

Teagan Serres, Town Clerk

Grover Pryor, Mayor