

RECORD OF PROCEEDINGS

TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING December 6, 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: Guy Bakke, Wes Howell, Doug Prewitt, Dave Sammons, and Leo Pesch. Jim Miller arrived at 6:02 PM. Staff present: Town Manager Ashley Macdonald, Public Works Director Dillon Willson, and Town Clerk & Treasurer Teagan Serres.

Conflicts of Interest: None.

Agenda Items:

1. Discussion & Action Item - Expenditures Dated November 16, 2023 - December 6, 2023.

Trustee Miller arrived at 6:02 PM.

The Board had no questions or concerns regarding the Expenditures dated November 16, 2023 – December 6, 2023.

TRUSTEE HOWELL MOTION TO APPROVE the Expenditures dated November 16, 2023 – December 6, 2023, in the amount of \$158,102.68. MAYOR PRO TEM SAMMONS SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

2. Discussion & Action Item - Recordings of Proceedings for November 15, 2023.

The Board had no questions or concerns regarding the Recordings of Proceedings for November 15, 2023.

MAYOR PRO TEM SAMMONS MOTION TO APPROVE the Record of Proceedings for November 15, 2023. TRUSTEE HOWELL SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

3. Discussion Item. Brief End of Year Finance Updates.

Ms. Serres provided an update regarding the status of the Solid Waste and Water Funds. She explained two resolutions were presented and tabled at the November 15, 2023, Regular Board of Trustees meeting to amend the 2023 Budget for the Water and Solid Waste Funds. The Board of Trustees directed staff to investigate the fund discrepancies and staff was able to locate three missing months of utility bill revenues that were not properly reconciled and should have been appropriated to the Water and Solid Waste Funds. Staff were able to properly reconcile and

transfer the utility revenues to the General Ledger resulting in positive balances for both the Water and Solid Waste Funds. Staff no longer recommend amending the 2023 Budget; however, the end of year balance will be closely monitored, and a budget amendment will be proposed again if necessary.

Ms. Macdonald provided an update regarding the status the General Fund highlighting that; revenue projections have been exceeded, delinquent accounts have been significantly reduced, most categories are under budget, the year to date Operating Expenses are \$1,530,390.71, the year to date Capital Expenses are \$292,850.23, Sales Tax is projected to exceed the budgeted amount, the 2022 audit was completed on time and the final costs came in under budget, Capital Improvement Projects that have been completed came in under budget, and the General Fund is expected to have a surplus of \$225,132 at the end of the year. Additionally, all Reserve Fund goals set by the Board of Trustees have been accomplished.

TRUSTEE PESCH requested clarification regarding the amount of delinquent accounts that have been recuperated. Ms. Serres reported that almost \$90,000 has been recuperated in 2023.

4. Discussion & Action Item - Ordinance No. 711 An Ordinance Approving the Salaries and Wages for Employees and Positions of The Town of Kremmling for 2024.

Ms. Macdonald presented Ordinance No. 711 and informed the Board of Trustees that staff received an updated hourly rate from the Town Attorney and the hourly rate for the Town Attorney needs to be amended to \$225 instead of \$205.

TRUSTEE HOWELL MOTION TO APPROVE Ordinance No. 711 with the amendment of the Town Attorney hourly rate be changed to \$225. TRUSTEE PREWITT SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

5. Discussion & Action Item - Resolution No. 2023-12-01 A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget & 10 Year Capital Improvement Plan for the Town of Kremmling, Colorado for The Calendar Year Beginning on The First Day of January 2024 and Ending on The Last Day of December 2024.

Ms. Macdonald presented Resolution No. 2024-12-01 and explained the proposed 2024 Budget is presented as balanced and no substantial changes have been made since the November 15, 2023, Regular Meeting. The Board had no questions or concerns regarding Resolution No. 2023-12-01 or the proposed 2024 Budget.

MAYOR PRO TEM SAMMONS MOTION TO APPROVE Resolution No. 2023-12-01 as presented. TRUSTEE MILLER SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

6. Discussion & Action Item - Resolution No. 2023-12-02 A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as Set Forth Below, for The Town of Kremmling, Colorado for the 2024 Budget Year.

Ms. Macdonald presented Resolution No. 2023-12-02 and explained the Board of Trustees have adopted the 2024 Budget and now they must appropriate the money to each Fund and Spending

Agencies. The Board of Trustees had no questions or concerns regarding Resolution No. 2023-12-02.

TRUSTEE HOWELL MOTION TO APPROVE Resolution No. 2023-12-02 as presented.
MAYOR PRO TEM SAMMONS SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes.
MOTION PASSED.

7. Discussion & Action Item - Resolution No. 2023-12-03 A Resolution Levying Property Taxes for the Year 2023 to Help Defray the Costs of Government for The Town of Kremmling, Colorado for the 2024 Budget Year.

Ms. Macdonald presented Resolution No. 2023-12-03 and explained the Town must levy the property taxes and certify it to the Grand County Treasurer. Furthermore, with the passage of SB23B-001 in the 2023 Extraordinary Session there are changes that affect the 2023 assessment rates. Staff evaluated a conservative amount for Property Tax revenue for the 2024 Budget and do not expect the amendment to tax levy certifications will affect the adopted 2024 Budget. The Board of Trustees had no questions or concerns regarding Resolution No. 2023-12-03.

TRUSTEE BAKKE MOTION TO APPROVE Resolution No. 2023-12-03 as presented.
TRUSTEE MILLER SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

8. Discussion & Action Item - Resolution No. 2023-12-04 A Resolution of The Board of Trustees of The Town of Kremmling, Colorado, Approving A Revised Employee Handbook.

Ms. Macdonald presented Resolution No. 2023-12-04 and the revised employee handbook explaining it must be reviewed each year to ensure the organization is operating and providing benefits according to the law. Revisions to the employee handbook included; part-time employees who work an average of 30 or more hours per week per month are eligible for some benefits, the holiday bank will be credited at the beginning of each year or prorated at the time of hire, Paid Time Off (PTO) now includes bereavement and the Town will also continue to provide a separate leave bank for bereavement, the PTO bank increased from 200 hours to 240 hours, part-time PTO to cap at 48 hours per HWFA, PTO use in excess of 80 hours per month require Town Manager approval, Public Health Leave was deleted in its entirety, Alignment of Police and Public Works to have the same on-call compensation, timesheet procedure clarifications, procedure for Reporting an Accident in the Workplace, Public Works & Police Officers assigned to work a holiday will be compensated and double their normal rate of pay to not exceed 8 hours of double-time per holiday. The Board of Trustees had no questions or concerns regarding Resolution No. 2023-12-04 or the revised employee handbook.

TRUSTEE PREWITT MOTION TO APPROVE Resolution No. 2023-12-04 as presented.
MAYOR PRO TEM SAMMONS SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes.
MOTION PASSED.

9. Discussion & Action Item - 2024-2025 Board of Trustees Strategic Plan Update.

Ms. Macdonald explained the Board of Trustees adopted a 2022-2024 Strategic Plan in October of 2022 and multiple goals have been accomplished. She recommends updating the Strategic

Plan with new goals for the four focus areas: Municipal services, youth and adult recreation, housing options, and Code Enforcement/Beautification.

The Board of Trustees had no questions or concerns regarding the proposed updates to the Strategic Plan.

TRUSTEE PREWITT MOTION TO APPROVE the 2024-2025 revised Strategic Plan as presented. TRUSTEE PESCH SECONDS. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

Adjournment:

MAYOR PRO TEM SAMMONS MOTION TO ADJOURN. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 6:38 PM.

Teagan Serres, Town Clerk

Dave Sammons, Mayor Pro Tem