

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING January 8, 2025

The Board of Trustees for the Town of Kremmling met in the Boardroom located at 203 Park Avenue, Kremmling, Colorado 80459. With Mayor Wes Howell presiding, the meeting was called to order at 6:00 PM. Trustees present: Jim Miller, Dave Sammons, Wes Howell, Erik Woog, Leo Pesch, and Brady Mathis. Brad Perry was absent. Staff present: Town Clerk & Treasurer Teagan Serres, Public Works Director Dillon Willson, and Chief of Police Jesse Lisenby.

#### **Conflicts of Interest:**

None.

#### **Agenda Items:**

##### **1. Discussion & Action Item. Expenditures Dated December 19, 2024 - January 8, 2025.**

MAYOR PRO TEM SAMMONS requested clarification about the East & West Towing invoice. Chief Lisenby explained that the invoice was related to Code Enforcement and was for the removal of an abandoned boat and trailer from the Town's right-of-way. TRUSTEE MILLER sought clarification regarding the 8x8 invoices for telephone service. Town Clerk and Treasurer Teagan Serres clarified that 8x8 now hosts the Town's phone service via the internet, while Century Link continues to manage the fax lines and backup internet services. TRUSTEE MILLER asked for clarification about the Police Department's copier invoice. Chief Lisenby confirmed that the Department leases the copier and is billed annually based on the amount of printing done.

MAYOR PRO TEM SAMMONS MOTION TO APPROVE the Expenditures dated December 19, 2024 – January 8, 2025, in the amount of \$184,459.20. TRUSTEE WOOG SECONDS. Voice vote taken: 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

##### **2. Discussion & Action Item. Recordings of Proceedings from December 18, 2024, Regular Meeting.**

The Board of Trustees did not have any questions or concerns regarding the Recordings of Proceedings for the December 18, 2024, Regular Meeting.

TRUSTEE WOOG MOTION TO APPROVE the Recordings of Proceedings from December 18, 2024. TRUSTEE PESCH SECONDS. Voice vote taken: 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

##### **3. Discussion & Action Item. Resolution No. 2025-01-01 A Resolution of the Board of Trustees for the Town of Kremmling, Colorado, Adopting the 2025 Board of Trustees Open Meeting Schedule.**

Ms. Serres presented Resolution No. 2025-01-01 and explained that the Board of Trustees is required to adopt its annual open meeting calendar. Although the Municipal Code is specific, staff have prepared an open meeting schedule for adoption to ensure traditional housekeeping and transparency. The Board of Trustees did not have any questions or concerns regarding Resolution No. 2025-01-01.

TRUSTEE MATHIS MOTION TO APPROVE Resolution No. 2025-01-01 as presented. TRUSTEE MILLER SECONDS. Voice vote taken: 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

##### **4. Discussion & Action Item. Resolution No. 2025-01-02 A Resolution Designating Public Places within the Town of Kremmling for Posting of Public Notices and Designation for Legal Publications for the Town of Kremmling.**

Ms. Serres presented Resolution No. 2025-01-02 and explained that Colorado Revised Statutes require municipalities to designate official locations for public notices and publications. This process remains consistent with previous years. The Town's website will serve as the primary location for posting public notices, while the front door of the Town Hall will continue to be a secondary location. The Sky-Hi newspaper will be used for official legal publications. There are no anticipated additional financial impacts, as this is consistent with how the Town has operated

in the past. The Board of Trustees requested clarification regarding newspaper publications. Ms. Serres explained that the most common publications for the Town only need to be published in a newspaper with general circulation within the community. MAYOR HOWELL allowed a public comment regarding the newspaper publication.

Alan Hassler, *Range Avenue*, noted that Colorado State Statutes require most mandated publications to be published in general circulation. However, some publications are not considered legally valid unless they have been admitted to the United States mail with periodicals mailing privileges.

The Board of Trustees did not have any further questions or concerns regarding Resolution No. 2025-01-02.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-01-02 as presented. MAYOR PRO TEM SAMMONS SECONDS. Voice vote taken; 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

**5. Discussion & Action Item. Resolution No. 2025-01-03 A Resolution Adopting A Three Mile Plan.**

Ms. Serres presented Resolution No. 2025-01-03 and explained that the Colorado Revised Statute requires the Town to have a plan for the area extending three miles from the municipal boundary before annexing any property within that area. The Town established growth and development goals in the 2014 Comprehensive Plan; however, the three-mile plan must be adopted annually. The proposed resolution this evening references the Three-Mile Planning Area Map from the Comprehensive Plan. The Board of Trustees did not have any questions or concerns regarding Resolution No. 2025-01-03.

TRUSTEE MILLER MOTION TO APPROVE Resolution No. 2025-01-03 as presented. TRUSTEE WOOG SECONDS. Voice vote taken; 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

**6. Town Manager Recruitment Process.**

- a. Job Description Review**
- b. Interim Town Manager**

The Mayor and Board of Trustees reviewed the revised job description and confirmed that the edits made during the regular meeting on December 18, 2024, were accurate. Ms. Serres informed the Mayor and Trustees that staff verified that the Town can post a lower salary range than the adopted range on the job listing. They can also update the salary ordinance retroactively if the position is filled within the posted salary range. The Board of Trustees discussed and agreed to lower the minimum salary range on the job posting while keeping the maximum salary range that was previously adopted. They plan to re-adopt the salary ordinance to reflect these changes at a later date. The Mayor and Board of Trustees decided to begin a job posting for thirty days, with the option to extend if necessary. MAYOR HOWELL allowed a public comment regarding the job description.

Alan Hassler, *Range Avenue*, expressed concerns about the summary on page one of the job posting. He noted that the wording suggests the Town Manager has supervisory authority over all employees. He reminded the Mayor and Board of Trustees that they hold certain supervisory rights for appointed positions and urged them to preserve those statutory rights.

The Mayor and Trustees took the citizen comment under advisement and directed staff to add the word “administrative” before the word supervisory.

The Mayor and Board of Trustees discussed the hiring of an Interim Town Manager and decided to postpone this hiring until they observe how the thirty-day permanent job posting unfolds. Additionally, they considered providing extra compensation to current department heads. Specifically, they would like to offer additional pay to the Town Clerk and Treasurer, as well as the Public Works Director, who are taking on additional responsibilities while the Town Manager position remains vacant.

**7. Discussion & Action Item. Ordinance No. 722 An Ordinance Approving the Salaries and Wages for Employees and Positions of the Town of Kremmling for 2025.**

TRUSTEE WOOG MOTION TO TABLE Ordinance No. 722 until a more appropriate time. TRUSTEE PESCH SECONDS. Voice vote taken; 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

**7. Discussion & Action Item. Resolution No. 2025-01-04 A Resolution Temporarily Increasing the Purchasing Authority for Department Directors.**

Ms. Serres presented Resolution No. 2025-01-04 and explained that, according to the Town's financial policies, Department Directors have a maximum purchasing authority of \$1,000, while the Town Manager has a limit of \$35,000. This proposed resolution seeks to temporarily increase the purchasing authority for the Town Clerk, Police Chief, and Public Works Director to \$5,000. Ms. Serres noted that the resolution could be adjusted to a different dollar amount or could automatically terminate upon the hiring of an interim manager instead of a permanent one. The Board of Trustees expressed no concerns regarding the resolution as has been presented.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-01-04 as presented.  
TRUSTEE PESCH SECONDS. Voice vote taken; 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

**9. Discussion & Action Item. Support Specialist I Job Posting for Town Hall Administrative Assistance.**

Ms. Serres presented the draft job posting and description for a temporary, seasonal administrative assistant at Town Hall, addressing the vacancy of the Town Manager position. The Board of Trustees reviewed the job description and had no questions or concerns.

TRUSTEE WOOG MOTION TO APPROVE the job description and allow the Town Clerk & Treasurer to post and hire the position. TRUSTEE PESCH SECONDS. Voice vote taken; 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

**10. \*Discussion & Action Item. Authority and Responsibilities for Human Resources and Planning Director Job Duties for Current Employees.**

Ms. Serres explained that, according to the Kremmling Municipal Code, the Town Manager also holds the positions of Human Resources Director and Planning Director. Without a Town Manager in place, the current staff lacks the authority to fulfill the responsibilities associated with these roles. Ms. Serres reported that, in the absence of an interim Town Manager, the staff is requesting the Board to consider appointing Teagan Serres as the Interim Human Resources Director and Dillon Willson, along with Community Planning Strategies, as the Interim Planning Directors. The Board of Trustees discussed this matter and agreed that they would like to appoint the interim positions while a Town Manager is not available.

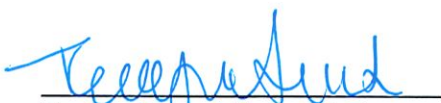
TRUSTEE MATHIS MOTION TO appoint Teagan Serres as the Interim Human Resources Director and Dillon Willson as the Interim Planning Director.


The Board of Trustees discussed the motion on the floor and deliberated they would like to provide additional compensation to Ms. Serres and Mr. Willson for performing additional job duties.

TRUSTEES MATHIS MOTION TO AMEND HIS MOTION TO appoint Teagan Serres as the Interim Human Resources Director and Dillon Willson as the Interim Planning Director and to provide the Town Clerk & Treasurer with ten percent of the Town Manager's current salary as a bonus for providing additional job duties and provide the Public Works Director with an additional ten percent of its current salary for providing additional job duties in the absence of a Town Manager. TRUSTEE WOOG SECONDS. Voice vote taken; 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

**Adjournment:**

MAYOR PRO TEM SAMMONS MOTION TO ADJOURN. Voice vote taken; 5 "aye" votes, 0 "nay" votes. MEETING ADJOURNED at 7:13 PM.

  
Teagan Serres, Town Clerk

  
Wes Howell, Mayor