

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING April 16, 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, Wes Howell, Erik Woog, Dave Sammons, Brad Perry, Brady Mathis, and Leo Pesch. Staff present: Town Manager Jen MacPherson, Town Clerk & Treasurer Teagan Serres, Public Works Director Dillon Willson, Chief of Police Jesse Lisenby, Town Planner Alan Hassler, and Contracted Town Engineer Mike Hager.

Conflicts of Interest: None.

Additions/Deletions to the Agenda: Ms. Serres requested the removal of the Recordings of Proceedings from the agenda for March 19, 2025, and April 2, 2025, as they are not ready for action. She also asked to remove the Planning Commission appointment, noting that staff had included it on the agenda in case a letter of interest was submitted, but no such letters have been received. The Mayor and Board of Trustees expressed no concerns regarding these deletions from the agenda.

Correspondence

- Planning Commission Vacancy
- Letter of Support for Community Heart and Soul Initiative

There were no questions or comments regarding the correspondence.

Mayoral Announcements, Proclamations, and Appointments

- Appointment to the Planning Commission

This item was removed from the agenda during Additions/Deletions to the agenda.

Citizen comments. (Comments are limited to five minutes.):

Nick Baker, *County Road 1018*, commented regarding the absence of a marijuana ballot initiative discussion on the agenda after the Board of Trustees discussed they would consider it at the February 19, 2025, regular meeting.

Consent Agenda

- Expenditures Dated March 20, 2025 - April 16, 2025
- Recording of Proceedings from March 19, 2025, Regular Meeting
- Recording of Proceedings from April 2, 2025, Special Meeting

The Recordings of Proceedings from March 19, 2025, and April 2, 2025, were removed from the agenda during Additions/Deletions to the Agenda.

TRUSTEE MILLER MOTION TO APPROVE the Consent Agenda. TRUSTEE PERRY SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

Staff Reports:

- Public Works & Town Engineer

Public Works Director Dillon Willson reported he has obtained the Class A Water Operator license. He also reported he has been working with the Recreation Coordinator regarding applying for the State Board land lease for the property behind the Red Mountain Sports Complex.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported that there is a slight decrease in calls for service, but an increase in officer-initiated activity such as traffic stops and directed patrols, partially due to High Visibility Enforcement (HVE) efforts. Discussions at the monthly Grand County Chief's meeting included the potential deputization of municipal officers by the Grand County Sheriff's Office, which would expand their jurisdiction and provide legal coverage for activities outside of

Kremmling. The report also highlights increased HVE enforcement, code enforcement activities, including the review of special review records and investigation of a nuisance property, and a planned application for a CIRSA grant to reimburse training expenses.

- **Town Clerk & Treasurer**

Town Clerk and Treasurer Teagan Serres reported that her focus was on catching up after an extended leave, preparing meeting documents, handling land use inquiries, onboarding a new planner, meeting with town officials, and assisting with the new Town Manager's onboarding. The Treasurer reported on filed tax liens and payments received, the upcoming completion of a DOLA assessment report, inquiries but no applications for the Treasurer/Finance Director position, and the scheduling of the 2024 Audit for mid-June.

- **Town Manager**

Town Manager Jen MacPherson reported it is her third day on the job and she has been working on getting onboard, meeting with staff members, taking tours of Town facilities, and getting up to speed on the water treatment plant plans.

- **Town Planner**

The Mayor and Board of Trustees added the Town Planner to the staff reports. Town Planner Alan Hassler reported he has been working on getting onboarded and reviewing applications. He outlined current and upcoming applications that may go to the Planning Commission and Board of Trustees for approval.

Presentations

1. **Kremmling Area Chamber of Commerce Quarterly Update**

Brittany VanderLinden, Executive Director of the Kremmling Area Chamber of Commerce, presented an update on the Chamber's activities for the first quarter of 2025. The presentation covered various marketing efforts, with a focus on the Wolford Ice Fishing Tournament and strategic social media engagement. Additionally, it addressed funding changes resulting from the passage of Ballot Issue 1A in November of 2024.

The report also highlighted tourism numbers from 2024, staffing updates within the Chamber, and plans for upcoming events, including Kremmling Days and Music & Market in the Square. Ms. VanderLinden provided a financial summary for Quarter 1, reporting a net income of \$40,637.30 for the Chamber.

Local Liquor Licensing Authority:

TRUSTEE SAMMONS MOTION to pause the Regular Meeting of the Board of Trustees and convene as the Local Liquor Licensing Authority at 6:18 PM. TRUSTEE MATHIS SECONDS. Roll call vote was taken; Trustee Miller "aye", Trustee Sammons "aye", Trustee Woog "aye", Trustee Pesch "aye", Trustee Perry "aye", and Trustee Mathis "aye". 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

Liquor Consent Agenda

1. Annual Renewal of The Moose Cafe Hotel & Restaurant Liquor License at 115 W Park Avenue
2. Annual Renewal of The Grand Old West Hotel & Restaurant Liquor License at 106 Park Avenue
3. Annual Renewal of The Kremmling Mercantile Retail Liquor Store License at 101 Martin Way

Ms. Serres presented the Liquor Consent Agenda, reporting that The Moose Cafe, The Grand Old West, and the Kremmling Mercantile have all submitted their annual renewal for their on-premises liquor licenses. A review of the applications found that the establishments are in good standing with the Colorado Secretary of State, the establishments are current with sales tax, and the Kremmling Police Department reported no issues directly related to the establishments' liquor licenses. The establishments have legal possession of the premises, and there were no issues or concerns during a visual inspection of the premises.

TRUSTEE MILLER MOTION TO APPROVE the Liquor Consent Agenda. TRUSTEE PERRY SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

Liquor New Business

1. **Public Hearing:** Special Event Permit Application for Middle Park Fair and Rodeo at 210 11th Street
2. **Public Hearing:** Special Event Permit Application for Kremmling Area Chamber of Commerce at 203 Park Avenue
3. **Public Hearing:** Special Event Permit Application for Kremmling Area Chamber of Commerce at 210 11th Street

MAYOR HOWELL opened the Public Hearing for the Special Event Permit Applications for Middle Park Fair & Rodeo and the Kremmling Area Chamber of Commerce at 6:21 PM.

Ms. Serres reported that Middle Park Fair & Rodeo and the Kremmling Area Chamber of Commerce have applied for Special Event Permit Liquor Licenses for various dates in 2025. Middle Park Fair & Rodeo seeks a license for May 3 and from August 4 to August 10, while the Chamber is requesting licenses for multiple dates in June, July, and two additional dates in August and November. Both applicants are in good standing with the Colorado Secretary of State and comply with the state's annual limits on Special Event Liquor Licenses. They have obtained permission from property owners, paid necessary fees, and plan to implement measures to control liquor service during their events. Notices have been posted for the required 10 days prior to the application consideration. The Chamber's events include Music and Market in the Square, Kremmling Days, a Community Event during the Fair, and the annual Chamber Banquet.

MAYOR HOWELL asked for public comments, and there were none. MAYOR HOWELL closed the Public Hearing at 6:24 PM.

The Board of Trustees did not have any questions or concerns regarding the Special Event Permit applications.

TRUSTEE SAMMONS MOTION TO APPROVE the Middle Park Fair & Rodeo Special Event Permit at 210 11th Street. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

TRUSTEE SAMMONS MOTION TO APPROVE the Kremmling Area Chamber of Commerce Special Event Permit at 210 11th Street and 203 Park Avenue. TRUSTEE PESCH SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

Adjournment of Local Liquor Licensing Authority:

TRUSTEE WOOG MOTION to adjourn the Local Liquor Licensing Authority and reconvene the Regular Meeting of the Board of Trustees at 6:26 PM. TRUSTEE SAMMONS SECONDS. Roll call vote was taken; Trustee Miller “aye”, Trustee Sammons “aye”, Trustee Woog “aye”, Trustee Pesch “aye”, Trustee Perry “aye”, and Trustee Mathis “aye”. 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

New Business

1. **Discussion & Action Item.** 90% Water Treatment Plant Design Presentation.

Mr. Willson and Hensel Phelps presented the 90% design for the Water Treatment Plant. They explained that the Town has secured \$16.9 million in funding, while the 90% design costs \$18.1 million. The staff's goal is to work through the project and its finances in order to identify additional funding to bridge the gap.

Discussion included the following topics:

- Clarification regarding comfort with the contingency amount.
 - Staff has confirmed their comfort with the 3.5% contingency amount.
- Clarification regarding preparedness for winter construction prices.
 - Staff stated that winter construction prices have been factored into the pricing.
- Clarification regarding the timeline for generator assessment.

- Staff is actively working to determine whether the current generator can be used as a cost-saving measure. They noted that there are many variables involved, but a decision is expected within a few weeks.
- Clarification regarding the necessity of earthwork costs for tanks.
 - Staff confirmed that the earthwork costs for the tanks are necessary. The additional tank is a critical design component for the ultra-filtration process and serves a purpose beyond just providing extra storage.
- Potential FEMA assistance for generator purchase.
 - Staff indicated that it may be possible for FEMA to assist with the purchase of a generator and will explore grant opportunities.
- Clarification regarding the variance in demolition costs.
 - Staff explained that certain variables related to the septic tank and leachfields were not considered or presented at the 60% design phase. Consequently, a significant amount was shifted from the earthworks budget to the demolition budget.

TRUSTEE PERRY MOTION TO APPROVE the 90% Water Treatment Plant Design. TRUSTEE SAMMONS SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

2. Discussion & Action Item. Roadway Master Plan Presentation.

Mike Hager provided the Roadway Master Plan Presentation. The plan details a full roadway condition evaluation, cost estimates, and serves as a tool for future planning, annual budgeting, and grant applications. Key components include roadway inspection and evaluation, recommendations for maintenance and replacements, cost estimates, concrete curb, gutter, and sidewalk replacements, and drainage improvements. Existing conditions show 13 miles of roadway, with 96% paved and 4% gravel, and varying conditions from good (10%) to fair (55%) to poor (35%). Several streets are listed for roadway conditions, curb and gutter replacements, and existing and proposed storm drainage system improvements. General maintenance techniques like crack sealing, slurry seal, chip seal, and asphalt mill and overlay, as well as asphalt and subgrade replacements, are mentioned with their typical lifespans. The master roadway evaluation includes a cost breakdown for various maintenance, replacement, and construction costs, totaling \$16,166,092 for the project. Finally, a projection of costs over ten years (2025-2034) is provided, showing the annual increase for maintenance, concrete and drainage, and roadway replacement, with a 10-year total increase of \$6,843,297.52.

Discussion included the following topics:

- Clarification regarding the breakdown of worst to best areas and the priority of replacement.
 - Mr. Hagar confirmed the Master Plan outlines recommended priorities; however, ultimately, staff and the Board of Trustees are up to prioritization.
- Clarification regarding opportunities for grants.
 - Staff confirmed there are some DOLA or CDOT grants available for assistance.

3. Discussion & Action Item. Resolution No. 2025-04-02 A Resolution Authorizing a Partial Reduction in the Performance Guarantee for the Grand Cliffs Subdivision, Filing No. 1.

Mr. Hager presented Resolution No. 2025-04-02, regarding a partial reduction in the Performance Guarantee for the Grand Cliffs Subdivision, Filing No. 1. Grand Cliffs, LLC, requested a reduction to their Letter of Credit based on completed public improvements, which was initially set at \$2,178.73. The Subdivision Agreement dated May 11, 2024, and Section 16.06.080(4) of the Kremmling Municipal Code allows for partial reductions of the Performance Guarantee as improvements are completed, provided that 125% of the estimated cost of incomplete improvements is retained and the last 20% is held until all improvements are accepted and warranty periods expire. Mr. Hager reported that, according to the as-built calculations, Grand Cliffs Letter of Credit can be reduced by \$587,265.34.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-04-02 with \$587,265.34 as the amount to be reduced and the Town to continue to hold \$1,591,464.66. TRUSTEE PESCH SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

4. Discussion & Action Item. Ordinance No. 723 An Ordinance Amending Title 12 of the Kremmling Municipal Code Regarding Community Event Permits.

Ms. Serres presented Ordinance No. 723, which proposes amendments to Title 12 of the Kremmling Municipal Code concerning Community Event Permits. This ordinance aims to establish clear policies and procedures for issuing permits for community events on Town-owned property, defined as gatherings of 50 or more people requiring exclusive use of Town property or temporary closure of public rights-of-way. Key aspects of the ordinance include criteria for denial, application priorities, issuance conditions, liability requirements, permittee duties, and revocation procedures. A Community Event Permit Application was reviewed, detailing information required from applicants, such as event details, plans for trash and cleanup, insurance, and fees. The proposed permit application fee is \$200, with a \$250 refundable damage deposit.

The Board of Trustees did not have any questions or concerns regarding Ordinance No. 723.

TRUSTEE MILLER MOTION TO APPROVE Ordinance No. 723 as presented. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

5. Discussion & Action Item. Resolution No. 2025-04-03 A Resolution of the Board of Trustees of the Town of Kremmling, Colorado, Adopting an Amended 2025 Fee Schedule for the Town.

Ms. Serres presented Resolution No. 2025-04-03, adopting an amended 2025 Fee Schedule for the Town of Kremmling. This amendment was necessary to incorporate the newly adopted Community Event Permit fee of \$200, as per Ordinance No. 723 amending Title 12 of the Kremmling Municipal Code.

The Board of Trustees did not have any questions or concerns regarding Resolution No. 2024-04-03.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-04-03 as presented. TRUSTEE PESCH SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

6. Discussion & Action Item. Ordinance No. 724 An Ordinance Amending the Official Zoning Map of the Town of Kremmling by Rezoning the Property Located at 416 S Third Street.

Ms. Serres presented Ordinance No. 724, which addresses the rezoning of the property located at 416 S Third Street from Multiple Family Residential (R-2) to Industrial (I). Ms. Serres noted that both the Planning Commission and the Board of Trustees had previously approved the rezoning application in March. The applicant has paid all necessary fees, and the staff is currently exploring options to update the Town's official Zoning Map.

The Board of Trustees did not have any questions or concerns regarding Ordinance No. 724.

TRUSTEE PERRY MOTION TO APPROVE Ordinance No. 724 as presented. TRUSTEE PESCH SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

7. Discussion & Action Item. Treasurer/Finance Director or Finance Officer Job Posting.

Ms. Serres presented the Treasurer/Finance Director job posting and explained that the position was posted on February 28, 2025, but no applications have been received. She requested guidance on whether to keep the current posting open or to instead post for an Accounting Clerk or Finance Officer position. The 2025 Budget can cover either position. Staff requested direction from the Board on how to proceed.

The Board of Trustees discussed and decided to post both positions to gather applications, but only one position will ultimately be filled. They directed Ms. Serres to post the current Treasurer/Finance Director position on Indeed and to advertise the Finance Officer position locally.

8. Discussion & Action Item. Add Town Manager Jen MacPherson as a Bank Signer.

Ms. Serres requested that the Board approve a motion to add Town Manager Jen MacPherson as a bank signer on all Town Accounts. A formal motion from the governing body is required, along with approved and signed minutes, to add or remove any signers.

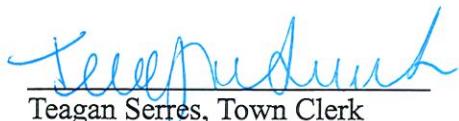
TRUSTEE MATHIS MOTION TO ADD Jen MacPherson as a bank signer on all Town Accounts, including but not limited to United Business Bank, ColoTrust, and CSAFE; and add an online bank account so that Ms. MacPherson can initiate ACH bank transfers for payroll direct deposit from the UBB checking account. TRUSTEE MILLER SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

Board of Trustees Reports & Future Agenda Items for Consideration:

TRUSTEE SAMMONS asked if the Board should address the citizen comment from this evening’s meeting as an agenda item. TRUSTEE WOOG reported that the Bureau of Land Management will host a Recreation Summit on May 1, 2025.

Adjournment:

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; all “aye” votes. The meeting was adjourned at 8:04 PM.



Teagan Serres, Town Clerk



Wes Howell, Mayor