

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING REGULAR TOWN BOARD MEETING May 21, 2025

The Board of Trustees for the Town of Kremmling met in the Boardroom located at 203 Park Avenue, Kremmling, Colorado 80459. With Mayor Pro Tem Dave Sammons presiding, the meeting was called to order at 6:00 PM. Trustees present: Jim Miller, Erik Woog, Dave Sammons, Brad Perry, Brady Mathis, and Leo Pesch. Wes Howell arrived at 6:15 PM. Staff present: Town Manager Jen MacPherson, Town Clerk & Treasurer Teagan Serres, Chief of Police Jesse Lisenby, and Town Planner Alan Hassler.

**Conflicts of Interest:** None.

#### **Additions/Deletions to the Agenda:**

TRUSTEE MILLER requested to remove the Expenditures dated April 17, 2025, to May 21, 2025, from the Consent Agenda for discussion. MAYOR PRO TEM SAMMONS moved the Expenditures to New Business Item #1.

#### **Mayoral Announcements, Proclamations, and Appointments**

- Appointment to the Planning Commission

MAYOR PRO TEM SAMMONS removed this item from the agenda because Mayor Howell was absent at the time.

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

There were no citizen comments.

#### **Consent Agenda**

- Expenditures Dated April 17, 2025 - May 21, 2025
- Recording of Proceedings from March 19, 2025, Regular Meeting
- Recording of Proceedings from April 2, 2025, Special Meeting
- Recording of Proceedings from April 16, 2025, Regular Meeting
- Recording of Proceedings from May 14, 2025, Special Meeting
- Resolution No. 2025-05-02 A Resolution Authorizing a Revised Partial Reduction in the Performance Guarantee for the Grand Cliffs Subdivision, Filing No. 1 and Repealing Resolution No. 2025-04-02
- Resolution No. 2025-05-03 A Resolution Authorizing the Town Manager to Sign on Behalf of the Town of Kremmling to Renew the Northwest Colorado Opioid Abatement Council Region 1 Intergovernmental Agreement

The Expenditures Dated April 17, 2025 - May 21, 2025, were removed from the agenda during Additions/Deletions to the Agenda.

TRUSTEE WOOG MOTION TO APPROVE the Consent Agenda without the expenditures. TRUSTEE PESCH SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

#### **Staff Reports:**

- Public Works & Town Engineer

Public Works Director Dillon Willson was absent from the meeting.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported an expected increase in calls for service and special event requests with the start of summer. The department has dedicated significant resources to sensitive investigations, including an abuse claim involving a West Grand School District employee and a stalking case with related protection order violations. Collaboration on code enforcement strategies is ongoing with various town departments. Officer Hicks was awarded a CIRSA Grant to attend the LexisNexis ITI Summit. KPD also participated in several community events such as the West Grand School District's Safety Fair, Bicycle Rodeo, school clean-up day, and Touch-a-Truck event, with Police Technician Hassler assisting with the Town Clean-up Day. In

April 2025, there were 142 total officer responses, 77 calls for service, 49 traffic stops resulting in 29 citations, and 3 arrests.

- **Town Clerk & Treasurer**

Town Clerk and Treasurer Teagan Serres reported that she has been focusing heavily on onboarding new staff, including the Town Planner and Town Manager. She has also managed various administrative tasks, such as preparing meeting documents and assisting with land use applications. Notary Public services were provided 12 times, and three requests under the Colorado Open Records Act (CORA) were fulfilled. Staff attended training for CloudPermit to enhance efficiency for building permits. The Treasurer's office reported on tax lien collections, efforts to utilize remaining DOLA grant funds, and the potential return of an experienced Finance Officer. Preparations for the 2024 Audit, scheduled for mid-June, are underway. The department has also transitioned to a new online banking system and submitted the final report for the American Rescue Plan Act (ARPA).

- **Town Planner**

Town Planner Alan Hassler reported that he has been busier than expected with site plan approvals, fence permits, gazebo and greenhouse applications, and has initiated a street cut permit. Additionally, there are a few sign permits in process, one minor subdivision approved, and another one in development. Five housing units have been completed, and amendments for the Grand Cliffs Planned Unit Development (PUD) are forthcoming. The completed housing in Grand Cliffs is contributing to new affordable housing options. There are three Use by Special Review applications in progress, and zoning enforcement work is being conducted on several properties. An RV ordinance is expected soon, along with multiple inquiries regarding mobile homes. Staff has proposed a resolution for a fast-track policy and is considering an additional \$50,000 for code updates. Further updates include working with the Northwest Colorado Council of Governments (NWCCOG) to update the zoning map and establishing processes for moving forward. The review of Community Planning Strategies (CPS) files from previous projects, along with the review of the Governor's executive order, is ongoing. Municipalities that do not comply with recent state housing laws may face funding restrictions. Notably, there are no parking requirements for housing developments with fewer than 20 units. Requirements for a housing assessment, water supply, and housing considerations are included in the comprehensive plan amendments. New regional building codes for factory-built structures will also affect county building codes and inspections.

- **Town Manager**

Town Manager Jen MacPherson reported she has mainly focused on internal team support, conducting town tours, and implementing tracking systems for deliverables and code complaints. Key progress was made on the Water Treatment Plant, including compiling loan summaries, submitting a DOLA grant report, confirming cost overrun funds, and approving the \$17.5M construction contract with Hensel Phelps, with construction starting May 27th. The report also detailed extensive meetings with the community and stakeholders, including Grand County officials, local representatives, and various organizations.

- **Action Register**

Ms. MacPherson reported that the Action Register is a new component of staff reports created by the team to track Board action items, staff directives, and completed tasks. The Board of Trustees expressed their satisfaction with this new implementation.

## **New Business**

### **1. Discussion & Action Item. Expenditures Dated April 17, 2025 - May 21, 2025.**

MAYOR HOWELL arrived at 6:15 PM and presided over the remainder of the meeting.

This item was removed from the Consent Agenda and moved to New Business Item #1 during Additions/Deletions to the Agenda.

TRUSTEE MILLER requested clarification about the \$500 donation for the Middle Park Fair and Rodeo listed in the expenditures. The Board of Trustees reviewed their discussion from the May 7, 2025, work session, during which they directed staff to include the donation on the agenda for approval on May 21, 2025.

TRUSTEE MATHIS MOTION TO APPROVE the Expenditures Dated April 17, 2025 - May 21, 2025 in the amount of \$205,459.53. TRUSTEE WOOG SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

**2. Discussion & Action Item.** Resolution No. 2025-05-04 A Resolution Amending the Comprehensive Financial Management Policies (CFMP) for the Town of Kremmling.

Ms. Serres presented Resolution No. 2025-05-04, which amends the Town of Kremmling's Comprehensive Financial Management Policies (CFMP). The amendment updates explicitly Section 4, titled "Purchasing Thresholds/Authority." The main change is an increase in the purchasing authority for Department Directors from \$1,000 to \$5,000. This means that Department Directors are now allowed to approve purchases within their departments of up to \$5,000. Informal bids will only be required for purchases that exceed this new amount. This change was prompted by the previous temporary increase in purchasing authority to \$5,000 for Department Directors, which had been implemented during a Town Manager vacancy. The Board of Trustees determined that reverting to the previous limit of \$1,000 was insufficient.

The Board of Trustees requested clarification on the current internal processes to ensure that if the threshold for informal bid amounts is raised, department heads will continue to seek the most cost-effective and highest quality products.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-05-04 as presented.  
TRUSTEE PESCH SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

**3. Discussion & Action Item.** Resolution No. 2025-05-05 A Resolution of the Town of Kremmling, Colorado Designation Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters.

Ms. Serres presented Resolution No. 2025-05-05, designating Jennifer MacPherson, the current Town Manager, as the authorized representative for the Town of Kremmling in financial matters related to grants and loans from the Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority. This action was necessary following the departure of former Town Manager Ashley Macdonald, who was previously authorized to sign loan documents and payment requests for the Water Treatment Plant Replacement Project. The Town has secured significant funding for improvements to the water system, including a \$300,000 Design and Engineering Grant, an \$11,042,212 Drinking Water Revolving Fund Leveraged Loan, and a Bipartisan Infrastructure Law (BIL) Direct Loan of \$4,676,154. This resolution ensures timely access to these funds as construction of the new water treatment plant begins. There will be no additional financial impacts beyond facilitating access to the already approved and executed loans and grants.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-05-05 as presented.  
TRUSTEE WOOG SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

**4. Discussion & Action Item.** Resolution No. 2025-05-06 A Resolution of the Board of Trustees of Kremmling, Colorado, Supporting a Grant Application for the Great Outdoors Colorado (GOCO) Community Impact Program.

Ms. Serres presented Resolution No. 2025-05-06, which supports the Recreation Coordinator in applying for the Community Impact Program. This program offers grants ranging from \$100,000 to \$2,000,000 per project. The Recreation Coordinator has discussed potential projects with a representative from Great Outdoors Colorado (GOCO). These projects include complete facility upgrades to the ball fields, estimated at about \$1.5 million, as well as a dual facility application recommended by the GOCO representative. The proposal includes upgrades to the ball fields and enhancements to the kiddie park, resulting in a total funding request of \$2 million.

The Recreation Coordinator suggests that if the Town proceeds with the dual facility plan, old playground equipment should be rotated from the kiddie park to Doc Ceriani, and the old playground equipment from Doc Ceriani should be moved to the ball fields, rather than disposing of it. Additionally, the development of a Parks Master Plan will be crucial for the grant application. Ms. Serres iterated that Board approval is required to move forward, since these

projects may necessitate matching funds according to the Town's financial policies. Ms. Serres reported that the Recreation Coordinator is seeking direction from the Board regarding which grant cycle to apply for and the preferred projects. The Recreation Coordinator recommends applying in the second cycle to allow more time to develop a comprehensive and thoughtful concept paper and application.


TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-05-06 and to apply for the second grant cycle. TRUSTEE MATHIS SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

**Board of Trustees Reports & Future Agenda Items for Consideration:**

TRUSTEE WOOG reported that there was a Headwaters Trails Alliance (HTA) meeting today, where discussions were held about trails region-wide. They will be coming to Kremmling to work on local trails, and he will send out dates for anyone who would like to volunteer to help. TRUSTEE MILLER shared that he attended a meeting at the Governor's mansion about the Mountain Rail Project on May 5th. Last Friday, he coordinated a meeting with NWCCOG and Summit Stage Bus regarding the commuter bus service in Kremmling. MAYOR HOWELL AND TRUSTEE WOOG expressed concerns about the previous Board's decision not to financially participate in a commuter bus program in Kremmling. TRUSTEE WOOG emphasized that this situation may worsen the town's current issues, as they need to focus on increasing sales tax revenue rather than turning Kremmling into more of a bedroom community. He stated that the flow of money should benefit the town, rather than going out to others. Ms. MacPherson mentioned that she can provide more details about the bus service and the Mountain Rail Project if desired. The Board reiterated their stance that they want financial resources to flow into the town, highlighting the importance of sales tax revenue, and they do not need a presentation at this time. TRUSTEE WOOG also requested that a future agenda item be added to discuss zoning violations related to the loss of sales tax revenue. He pointed out that projects originally approved for one purpose have evolved into new uses that result in a decline in sales tax or water revenue for the town. He suggested that this could be a project for the town planner and others to explore how to move forward and find remedies.

**Adjournment:**

TRUSTEE WOOG MOTION TO ADJOURN. Voice vote taken; all "aye" votes. The meeting was adjourned at 6:55 PM.

  
Teagan Serres, Town Clerk

  
Wes Howell, Mayor