

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING June 18, 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: Erik Woog, Dave Sammons, Brad Perry, Brady Mathis, Leo Pesch, and Wes Howell. Trustee Jim Miller absent. Staff present: Town Manager Jen MacPherson, Town Clerk & Treasurer Teagan Serres, Chief of Police Jesse Lisenby, Public Works Director Dillon Willson, and Town Planner Alan Hassler.

Conflicts of Interest: None.

Additions/Deletions to the Agenda: None.

Correspondence:

- Memorandum of Town Manager Approval Re: KTown North Minor Subdivision
- Resolution No. 2025-05-01PZ A Resolution Granting Approval of a Special Review Use Permit for Nick Potochnick at 416 South 3rd Street
- Resolution No. 2025-06-01PZ A Resolution Granting Approval of a Special Review Use Permit for Timothy X. Menhennett & Tami K. Menhennett at 110 West Central Avenue
- McElroy Airfield Update

The Mayor and Board of Trustees did not have any questions or concerns regarding the correspondence items.

Mayoral Announcements, Proclamations, and Appointments: None.

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

Chad Etler, *4th Street*, expressed his concerns about the recent ordinance regarding Recreational Vehicles (RVs). He noted the provisions that do not allow RVs to be parked in the right-of-way and requested that the Board consider making amendments to clarify the distinction between living in an RV on the right-of-way and merely parking or storing an RV there.

Consent Agenda

- Expenditures Dated May 22, 2025 - June 18, 2025
- Recording of Proceedings from May 21, 2025, Regular Meeting
- Recording of Proceedings from June 4, 2025, Special Meeting

TRUSTEE WOOG MOTION TO APPROVE the Consent Agenda as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

Staff Reports:

- Public Works & Town Engineer

Public Works Director Dillon Willson reported that the Public Works Department has been preparing for Kremmling Days. The rental street sweeper finally arrived after a delay caused by damage from the previous renter, which required repairs. The Public Works Crew is currently mowing the ditches and right-of-way in town and will begin more extensive road maintenance after Kremmling Days. TRUSTEE WOOG requested clarification regarding any recent increases in chlorine or bromine levels. He mentioned that a citizen had inquired about this. Mr. Willson stated that there have been no changes or operational issues. If a citizen is concerned about their water quality, staff are available to conduct an at-home test for them. TRUSTEE MATHIS inquired whether a site had been selected for the bulk water station and requested an update on the project. Mr. Willson reported that staff will be working on selecting the site next week, which is the final step before preparing for installation.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported that the Police Department has been busy with summer events and ongoing investigations. Officer Hicks attended SWAT training, and enforcement efforts have begun regarding recreational vehicles (RVs) that are being used as residences or parked in the town's right-of-way. TRUSTEE WOOG requested clarification on how the right-of-way is determined. Chief Lisenby stated that staff will use stop signs and power lines as markers when a survey is not available. He noted that the focus will first be on RVs being used

as residences and will report back with feedback and enforcement numbers. Chief Lisenby also noted that the cross-deputization of all officers in Grand County has been delayed because other municipalities are not yet prepared to collaborate with the Grand County Sheriff's Office. As a result, the Sheriff plans to proceed with cross-deputization for Kremmling first. Chief Lisenby expressed his belief in the benefits this would bring to the community and indicated that he would seek board approval once the agreement is ready. Additionally, the JAG Grant for tasers, amounting to \$20,000, was awarded. He mentioned that he may request the town to contribute \$10,000 to cover the total cost of the tasers needed for the department. Chief Lisenby reported that the Sheriff's Office is short-staffed for Kremmling Days, so all four Kremmling Officers will be on duty that day to provide coverage.

- **Town Clerk & Treasurer**

Town Clerk and Treasurer Teagan Serres provided an update on various activities. These included preparations for the upcoming Board of Trustees and Planning and Zoning Commission meetings, assistance to the Town Planner, facilitation of cremains burials, and participation in discussions regarding the RV ordinance and facilitating the permit development. Additionally, she reviewed Special Event Liquor Licenses and re-onboarded the Finance Officer. She also assisted with the annual CIRSA insurance audit and submitted the renewal for the 2026 property, casualty, liability, and workers' compensation insurance. Additionally, she dedicated significant time to the 2024 audit for both the Town and the Sanitation District. She noted a substantial increase in sales tax revenue for the month of April. She reported she will attend the Clerk's Institute July 14-18, 2025, with a goal of achieving the Certified Municipal Clerk (CMC) designation by the end of this year or early in 2026. TRUSTEE SAMMONS requested an update on the engine brake ordinance and the associated signage. Chief Lisenby reported that an ordinance was prepared for discussion at this evening's meeting. However, he requested more time to present new information he obtained while working with the State Patrol on training. He suggested discussing this new information at a Work Session in July.

- **Town Planner**

Town Planner Alan Hassler reported that there have been two to three land use inquiries each week. Recent approvals from the Planning Commission and Board of Trustees include two Use by Special Reviews, a Planned Unit Development (PUD), and a minor subdivision approval by the Town Manager. The staff is still working on the zoning map update. Mr. Hassler also provided updates on current projects, applications, and code enforcement initiatives. Additionally, the Planner and Town Manager have been collaborating on the delegation of duties between their positions.

- **Town Manager**

Town Manager Jen MacPherson reported that she has been working on a detailed budget for 2025 and is preparing for the development of the 2026 budget. She hopes to create a spreadsheet of actual budget figures that will be accessible to the Board. Additionally, she mentioned that she has been focusing on the airport and has been heavily involved in the Water Treatment Plant, as well as organizing the necessary funding applications for reimbursements.

- **Action Register**

Staff reported on achievements from action items from previous Board meetings and updated on items still in progress. The Board of Trustees requested to add the engine brake ordinance and signage to the action register.

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 6:47 PM. TRUSTEE MATHIS SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Pesch "aye", Trustee Perry "aye", and Trustee Mathis "aye". 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

1. **Public Hearing:** Special Event Permit Application for the Rocky Mountain Farriers Association at 2303 Central Avenue.
2. **Public Hearing:** Special Event Permit Application for the West Grand Recreation Foundation at 200 Park Avenue.

MAYOR HOWELL opened the Public Hearing for the Special Event Permit Applications for the Rocky Mountain Farriers Association and the West Grand Recreation Foundation at 6:48 PM.

Ms. Serres reported that the Rocky Mountain Farriers Association and the West Grand Recreation Foundation have applied for Special Event Permit Liquor Licenses for various dates in 2025. The Rocky Mountain Farriers Association seeks a license for July 17-19 at the Red Mountain Sports Complex, while the West Grand Recreation Foundation is requesting a license for July 5, 2025, at the Town Square. 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.

MAYOR HOWELL asked for public comments, and there were none. MAYOR HOWELL closed the Public Hearing at 6:56 PM.

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

TRUSTEE SAMMONS MOTION TO APPROVE the Rocky Mountain Farriers Association Special Event Permit at 2303 Central Avenue. TRUSTEE PERRY SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

TRUSTEE WOOG MOTION TO APPROVE the West Grand Recreation Foundation Special Event Permit at 203 Park Avenue. TRUSTEE PERRY SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

Adjournment of Local Liquor Licensing Authority

TRUSTEE SAMMONS MOTION to adjourn the Local Liquor Licensing Authority and reconvene the Regular Meeting of the Board of Trustees at 6:59 PM. TRUSTEE PESCH SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Pesch "aye", Trustee Perry "aye", and Trustee Mathis "aye". 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

New Business

- 1. Discussion & Action Item.** Resolution No. 2025-06-03 A Resolution Establishing Expedited Review Policies for Future Affordable Housing Projects.

Mr. Hessler presented Resolution No. 2025-06-03, concerning expedited review policies for future affordable housing projects. The Town is eligible for an additional \$50,000 of Department of Local Affairs funds for adopting this resolution, which fast-tracks affordable housing projects and aligns with the Town's existing 90-day review period. These funds could be used potentially to update the Municipal Code and Comprehensive Plan, work that was initially intended to be funded by the remaining \$9,500 from the Local Planning Capacity Grant.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-06-03 as presented. TRUSTEE PESCH SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

- 2. Discussion & Action Item.** Kremmling Area Chamber of Commerce 2025 Community Event Permits Fee Waiver Request.

Ms. Serres presented the Kremmling Area Chamber of Commerce's request for a 2025 Community Event Permits Fee Waiver. The Chamber is requesting a fee waiver for all their 2025 events, which, if approved, would waive \$1,000 in permit fees. Ordinance No. 724, approved on April 16, 2025, allows non-profit organizations to request such waivers if determined to be in the public interest and providing a community benefit.

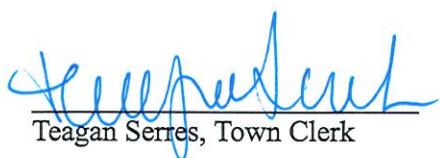
TRUSTEE PERRY MOTION TO APPROVE the Kremmling Area Chamber of Commerce fee waiver request in the amount of \$1,000. TRUSTEE PESCH SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

Board of Trustees Reports & Future Agenda Items for Consideration:

TRUSTEE WOOG reported that there was a Headwaters Trails Alliance (HTA) meeting today, during which discussions were held regarding trails region-wide. They will be coming to Kremmling to work on local trails on Thursday, and they are still seeking volunteers to assist.

Adjournment:

TRUSTEE WOOG MOTION TO ADJOURN. Voice vote taken; all “aye” votes. The meeting was adjourned at 7:06 PM.



Teagan Serres, Town Clerk



Wes Howell, Mayor