

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING July 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: Dave Sammons, Brady Mathis, Jim Miller, and Wes Howell. Trustee Erik Woog was present virtually. Trustees Brad Perry and Leo Pesch were absent. Staff present: Town Manager Jen MacPherson, Chief of Police Jesse Lisenby, Public Works Director Dillon Willson, Town Planner Alan Hassler, and Utility Billing Clerk Trista Petefish.

Conflicts of Interest: Trustee Sammons reported that a recently approved use by special review for his property is correspondence on the agenda.

Additions/Deletions to the Agenda: None.

Correspondence:

- Resolution No. 2025-07-01PZ A Resolution Granting Approval of a Special Review Use Permit for David & Christina Sammons at 810 South 10th Street

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.):

Noble Underbrink, *6th Street*, commented about the lack of sidewalk crossings on Highway 40 and the difficulty citizens and tourists had crossing the highway during the Fourth of July weekend.

Consent Agenda

- Expenditures Dated June 19, 2025 - July 16, 2025
- Recording of Proceedings from June 18, 2025, Regular Meeting

TRUSTEE MILLER MOTION TO APPROVE the Consent Agenda as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

Staff Reports:

- Public Works & Town Engineer

Public Works Director Dillon Willson reported progress on the Parks Master Plan, with survey data collection and inventory compilation underway. The youth baseball season concluded, and youth soccer registration is now open. Repairs were made to the sprinkler infrastructure at Town Square, including replacing zone valves and fixing a main feeder line. In Streets and Roads, staff improved access to Site 2 on the Cliffs for the fireworks display and completed street sweeping operations a week early, saving the Town approximately \$4,000. Water production for June was 16.1 MGD. A safety evaluation at the new water plant site highlighted the need for an external horn or flasher for the chlorine alarm, and staff are awaiting Timberline Electric to complete the SCADA tie-in. Excavation began on a broken discharge pipe at the Colorado River Pump Station, revealing a 6x4-inch hole, and a parts list for repair has been sent for pricing. Staff also quickly responded to and assisted with a broken service line on July 6th, which the homeowner subsequently repaired.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported the Kremmling Police Department (KPD) experienced a significant increase in calls for service in July 2025, with 177 total officer response events compared to 112 in the same period last year. KPD assisted with Kremmling Days preparations and events, and a week-long trial that most staff were subpoenaed to was canceled due to a plea deal, alleviating anticipated staffing shortages. Chief Lisenby discussed an Intergovernmental Agreement (IGA) for deputizing KPD officers with County Sheriff Schroetlin, and the IGA was forwarded to the Town Attorney for review. Chief Lisenby also sent the 2024 KPD Policy Manual to the Town Attorney for review, with a presentation to the Board forthcoming. In code enforcement, Chief Lisenby worked with Town staff on a possible engine brake ordinance, and

plans were made for Colorado State Patrol Port of Entry personnel to set up a check station in Kremmling for CMV statute enforcement and KPD officer training. KPD began enforcing the new RV ordinance, focusing on education, identifying five RVs residing in and 20 RVs parked/stored long-term in the right-of-way. For projects, KPD was awarded 51% of the \$20,000 requested from the JAG Committee for four Taser 10 devices, allowing the purchase of two. KPD may request the remaining funds from the Board in the future to purchase the other two units, with JAG funds required to be expended by June 2026. KPD also collaborated with KowTown Gravel personnel for a gravel race, with two officers providing contract labor for traffic assistance and Chief Lisenby assisting without contract pay.

- Town Clerk & Treasurer

Town Clerk and Treasurer Teagan Serres was absent from the meeting, attending the Colorado Municipal Clerk's Institute.

- 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 in Finance, the 2025 budget was rebuilt to include capital improvement and human resources plans, access to the Colorado State Revenue site was secured, outstanding housekeeping items with the Finance Officer were addressed, and the 2024 audit was successfully navigated. Upcoming financial objectives include a Q2 update, sales tax analysis, and 2026 budget preparation. Code Enforcement involved discussions with citizens regarding complaints and the RV ordinance, submission of a draft abatement letter, engagement of a probate attorney for a problematic property, and support for the jake brake ordinance. In Planning, the Town Manager supported the Planner in re-engaging a developer for a large project east of town, met with other individuals involved in development, and is collaborating on an LPC grant. Special Events successfully hosted the 4th of July fireworks, Kremmling Days, and the KowTown Gravel race, with coordination for 2026 events underway. For Public Works and the Water Treatment Plant, May reimbursements from DOLA and SRF were secured, safety orientation and weekly meetings were attended, site visits completed, and assistance was provided for developing a retention and succession plan. A CDOT update noted awareness of potholes on US 40 west of Kremmling, with repairs planned soon. Future CDOT projects include shoulder improvements on US 40, a passing lane east of Rabbit Ears, and CO 9 bridge improvements.

- Action Register

Staff reported on achievements from action items from previous Board meetings and updated on items still in progress.

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 6:27 PM. TRUSTEE MILLER SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Miller "aye", and Trustee Mathis "aye". 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

Liquor Authority Consent Agenda

1. Annual Renewal of Los Amigos Hotel & Restaurant Liquor License at 109 South 6th Street
2. Annual Renewal of Kremmling House of Pizza Fermented Malt Beverage & Wine On Premises License at 104 North 6th Street

Utility Billing Clerk Trista Petefish presented the liquor licenses in the absence of the Town Clerk. Ms. Petefish reported that there are two liquor license applications on the agenda for July 16, 2025. The first application is for the annual renewal of the Los Amigos Hotel & Restaurant Liquor License, and the second is for the annual renewal of the Kremmling House of Pizza's Fermented Malt Beverage & Wine On-Premises License. Both Los Amigos and Kremmling

House of Pizza, which was previously known as Last Chance Pizza, have submitted their applications for their on-premises liquor license renewals. After a thorough review of their applications, we found that both establishments are in good standing with the Colorado Secretary of State and are current with all sales tax obligations. Additionally, the Kremmling Police Department has reported no issues concerning these establishments' liquor licenses. They also have legal possession of their premises, and our visual inspections of the locations found no concerns. Based on these findings, staff recommends approval.

The Board of Trustees did not have any questions or concerns regarding the annual renewal liquor license applications.

TRUSTEE MILLER MOTION TO APPROVE the Local Liquor Licensing Authority Consent Agenda as presented. TRUSTEE MATHIS SECONDS. Voice vote taken: 4 "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 6:29 PM. TRUSTEE MATHIS SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Miller "aye", and Trustee Mathis "aye". 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

New Business

- 1. Discussion & Action Item.** Ordinance No. 726 An Ordinance Amending Title 10 of the Kremmling Municipal Code to Prohibit the Use of Engine Brakes Within Town Limits and to Require Mufflers on Commercial Vehicles.

Ms. MacPherson and Chief Lisenby presented Ordinance No. 726, which aims to amend the Kremmling Municipal Code to prohibit engine brake use within town limits and mandate mufflers on commercial vehicles. The ordinance was prompted by citizen concerns about trucker noise and a petition for "Jake brake" signage and enforcement. While Colorado law already requires engine brake mufflers, and new state legislation will further strengthen these requirements, Ordinance No. 726 seeks to promptly reduce noise by prohibiting engine brake operation except in emergencies, requiring visibly inspectable mufflers, and proposing a minimum penalty assessment of \$300, subject to potential waiver or reduction with proof of a muffler. The Board of Trustees had no questions regarding Ordinance No. 726.

TRUSTEE MATHIS MOTION TO APPROVE Ordinance No. 726 An Ordinance Amending Title 10 of the Kremmling Municipal Code to Prohibit the Use of Engine Brakes Within Town Limits and to Require Mufflers on Commercial Vehicles as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

- 2. Discussion & Action Item.** Request for Extension of Time to File Audit for Year End December 31, 2024.

Ms. MacPherson reported that the auditors and staff are requesting an extension of time to file the annual financial audit for the Town of Kremmling for the year ending December 31, 2024. The Town, along with the Sanitation District, historically uses McMahan and Associates, LCC for their audits. The audit for both entities began the week of June 9th, with a site visit on June 17th. The annual audit is due to the State by July 31st. The auditors have advised submitting an extension request in case the audit cannot be finalized by the deadline. The Board of Trustees had no questions or concerns regarding the extension request for the audit.

TRUSTEE SAMMONS MOTION TO AUTHORIZE the Mayor to execute a Request for Extension of Time to File Audit for Year End December 31, 2024. TRUSTEE MATHIS SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

- 3. Executive session** for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees - **Public Works Employee Retention and Staffing Model and Salary Updates and Town Manager 90 Day Performance Evaluation**

TRUSTEE SAMMONS MOTION TO ENTER EXECUTIVE SESSION for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees regarding Public Works Employee Retention and Staffing Model and Salary Updates and Town Manager 90 Day Performance Evaluation TRUSTEE MILLER SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Miller "aye", and Trustee Mathis "aye". 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

The Executive Session concluded at 6:53 p.m., and no decisions were made during the Executive Session. The recording will reside with the Town for 90 days. Those present during the executive session were Mayor Howell, Trustee Miller, Trustee Mathis, Trustee Woog, Trustee Sammons, Public Works Director Dillon Willson, Town Manager Jen MacPherson, Utility Billing Clerk Trista Petefish, Chief of Police Jesse Lisenby, and Planner Alan Hassler.

4. Report From Executive Session.

- a. **Discussion, Direction, or Action Item.** Public Works Employee Retention and Staffing Model and Salary Updates

MAYOR HOWELL reported that the Board met in executive session to discuss employee retention, staffing model, and salary updates for the Public Works Department. There is a resolution later on the agenda to amend the salaries, wages, and organization chart for consideration.

- b. **Discussion, Direction, or Action Item.** Town Manager 90 Day Performance Evaluation

MAYOR HOWELL reported that the Board of Trustees met in executive session to discuss the Town Manager's 90-day performance evaluation, and no decisions were made, and there are no amendments to the Town Manager Employment Agreement at this time.

5. Discussion & Action Item. Resolution No. 2025-07-01 A Resolution Amending the Salaries, Wages, and Organization Chart for Employees and Positions of the Town of Kremmling for 2025.

Ms. MacPherson presented Resolution No. 2025-07-01 and explained that, if approved, this resolution will add a Planner position with an hourly wage range of \$30 to \$45. It will also increase the salary range for the Public Works Director to between \$78,956 and \$118,798. Additionally, a Public Works Superintendent position will be added, with an hourly wage range of \$30.41 to \$37.76. The organizational chart has been updated to reflect these new positions.

TRUSTEE SAMMONS MOTION TO APPROVE Resolution No. 2025-07-01 as presented. TRUSTEE MILLER SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

6. Discussion Item. Use by Special Review Compliance Report.

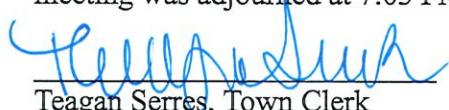
Mr. Hassler reported that the Planning Commission and Board of Trustees have expressed concerns about the approvals for Use by Special Review and the compliance of the permit holders. Staff prepared a report reviewing the past ten years of Use by Special Review approvals, which the Planning Commission discussed at their meeting on July 9, 2025. They suggested sending letters to three properties to remind them of the conditions associated with their Use by Special Review approvals.

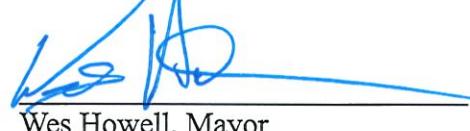
The Board of Trustees reviewed and directed staff to send letters to the three properties that are out of compliance.

Board of Trustees Reports & Future Agenda Items for Consideration: None.

Adjournment:

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; all "aye" votes. The meeting was adjourned at 7:03 PM.


Teagan Serres, Town Clerk


Wes Howell, Mayor