

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING August 20, 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, Wes Howell, Brad Perry, Erik Woog, and Leo Pesch. Staff present: Town Manager Jen MacPherson, Chief of Police Jesse Lisenby, Public Works Director Dillon Willson, and Town Clerk & Treasurer Teagan Serres.

Conflicts of Interest: None.

Additions/Deletions to the Agenda:

Ms. Serres announced that New Business Item #5 is no longer necessary as an ordinance or action item. However, staff has an update on the matter if the Board permits it. The Mayor and Board of Trustees expressed their interest in receiving an update regarding watering restrictions.

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

There were no citizen comments.

Consent Agenda

- Expenditures Dated July 17, 2025 - August 20, 2025
- Recording of Proceedings from July 16, 2025, Regular Meeting

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

Staff Reports:

- Public Works & Town Engineer

Public Works Director Dillon Willson reported that recent efforts have been heavily focused on water management. This includes the ongoing construction of the new Water Treatment Plant, addressing the depletion of the reservoir that supplies the current Water Treatment Plant due to low moisture this year, and repairing the pump station on the Colorado River. Additionally, the Cemetery sprinkler system encountered several issues, requiring significant staff time to investigate and repair leaks. Mr. Willson noted that Public Works staff have saved approximately \$100,000 by performing as much in-house work as possible on the new Water Treatment Plant construction. TRUSTEE PESCH commended Mr. Willson for effectively communicating and coordinating water shut-offs and watering restrictions with the school. TRUSTEE WOOG inquired whether a test had been conducted on the pump station and if it was successful. Mr. Willson confirmed that the test was successful, and the pump station can now be operated remotely rather than only manually.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported the Kremmling Police Department experienced a significant increase in calls for service, totaling 178 officer response events, a notable rise from 112 during the same period last year, while officer-initiated activities remained steady. A major challenge this month has been persistent harassment from one citizen since mid-July, which has unfortunately diverted resources and stalled many departmental functions, leading Chief Lisenby to obtain a Protection Order. On the personnel front, Chief Lisenby attended the Federal Law Enforcement Training Center's 'Leadership through Understanding Human Behavior' course. In code enforcement, efforts are underway to clean up a blighted property, a situation expected to improve after an initial period of intensified activity. Additionally, Chief Lisenby has begun collaborating with Town Manager MacPherson on the 2026 budget and has completed the application for the noise ordinance to CDOT.

- Town Clerk & Treasurer

Town Clerk and Treasurer Teagan Serres has been actively involved in preparing various documents for Board of Trustees and Planning and Zoning Commission meetings, scheduling public hearings, and assisting with park reservation permits and record searches. Notary Public services were provided five times, and two Colorado Open Records Act (CORA) requests were responded to between July 10 and August 15, 2025. The Clerk attended the third year of the

Clerk's Institute, aiming for a Certified Municipal Clerk (CMC) designation by early 2026. The Treasurer's office has seen \$4,338 received from tax liens filed in November 2024, and the 2024 Audit is nearing completion with mostly positive results. Significant progress has been made on the Water Plant funding and reporting, with payments and reimbursements proceeding smoothly. Efforts are also underway to secure an additional \$50,000 in LPC funds for Municipal Code and Comprehensive Plan updates, as well as to explore new software options. Finally, the team is preparing for the 2026 Budget Development, reviewing current and prior year actuals, and the June Sales Tax received was \$161,150.75, continuing an upward trend.

- **Town Planner**

Town Planner Alan Hassler was absent from the meeting. The Planning Department's report covered activities from mid-July to August 20, 2025. Key projects include the Eagle Avenue Subdivision, which requires a variance for smaller lot sizes and a special use review for residential development in a commercial zone. The Grand Cliffs development is progressing with storm drainage and road construction, while the developer will seek amendments to existing agreements. The owner of Muddy Creek Cabins has raised concerns about the stormwater detention system, which staff is monitoring. Discussions with the West Grand School District Superintendent have also occurred regarding development fees. For mobile home parks, the new owner of Jerry's and Twin Pines is looking to replace homes and utilize vacant spaces, but has not yet contacted the Planning Department. The state is implementing the Wildfire Resiliency Code, which must be complied with by March 31, 2026, and enforced by July 1, 2026, requiring the Town to use its zoning authority. The Maverik remodel has been approved, pending a minor change in the building footprint for storage. Citizen inquiries have focused on variances, zoning, and property dimensions. Additionally, the staff is coordinating with the Kremmling Sanitation District on projects, attending planning software meetings, collaborating with DOLA on housing grants, and working with the Town Manager on government matters such as taxation and budgeting.

- **Town Manager**

Town Manager Jen MacPherson reported in Finance, the Town Manager analyzed 2025 sales tax data, completed the first half of 2025 Treasury update, and finalized budget projections for the General Fund Revenue and Kremmling Police Department (KPD). They also addressed outstanding payments from 2024, assisted the Finance Officer during the Treasurer's absence, and implemented a system for department heads to access on-demand budget actuals. The KPD section notes time spent on a citizen issue, the completion of investigations into unfounded allegations, and preliminary budget projections. The Chamber debriefed on 2025 events and outlined a 2026 event plan and an economic development collaboration plan. Public Works submitted and resubmitted the June pay applications for \$408K. She supported the Clerk and Planner with the LPC grant, shadowed software evaluations, and began discussions with Grand Cliffs on SIA deadlines. Miscellaneous activities included securing signing authority for bank accounts, attending various meetings (Grand County's Employee Appreciation picnic, Mayor/Manager/Commissioners, and Manager's meeting in Granby), meeting with Grand County's Economic Development Officer and Antero Group regarding a hotel for Kremmling, discussing cash-in-lieu-of land fees with West Grand School District, investigating additional water rights, and meeting with a representative from Polis' office focused on rural outreach.

- **Action Register**

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

New Business

- 1. Discussion & Action Item.** Request from Developer to Pay Reduced Tap Fee Due to Delayed Application Process.

Ms. Serres presented the agenda item and explained that it concerns a request from developer Hugo Gonzalez to pay the 2024 water tap fee rate for a new townhome unit at 500 N 10th Street, rather than the higher 2025 rate. This request stems from delays in the application process. Mr. Gonzalez initially submitted his application in July 2024, but it was reportedly lost or not processed by the previous Town Manager. After resubmission, the application was again not processed during the former Town Manager's tenure. The application was finally approved in April 2025 by the current Planner and Town Manager. The financial impact involves two $\frac{3}{4}$ -inch water taps, costing \$13,000 at the 2024 rate compared to \$20,000 at the 2025 rate. The Board of Trustees was presented with options to approve a reduced rate of \$13,000 or another specified

amount, table the request, or deny it and require payment at the current rate of \$20,000. The Board of Trustees discussed and deliberated that the delayed application process reflects poorly on the Town, and paying the 2024 rate is acceptable.

TRUSTEE PERRY MOTION TO APPROVE a reduced tap fee rate for the townhouse at 500 N 10th Street at the 2024 rate of \$6,500 each for a total of \$13,000. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

2. Discussion & Action Item. Ordinance No. 727 An Ordinance Amending Chapter 2.48 of the Kremmling Municipal Code Regarding Municipal Court Costs and Fees and Other Matters.

Ms. Serres presented Ordinance No. 727, which proposes amendments to Chapter 2.48 of the Kremmling Municipal Code concerning Municipal Court costs and fees. The key changes include increasing the docket fee from \$30 to \$35 and the deferred judgment fee from \$21 to \$100. These adjustments are intended to better compensate for the time and effort involved in these tasks. Additionally, the ordinance updates outdated provisions in Chapter 2.48, including the grounds for removing a Municipal Judge and references to state statutes regarding the confinement of children. The Board of Trustees did not have any concerns regarding the proposed ordinance and reported that they felt comfortable with the amendments, following the included review and recommendations from the Court Clerk, Chief of Police, Municipal Judge, and Town Attorney.

TRUSTEE WOOG MOTION TO APPROVE Ordinance No. 727 An Ordinance Amending Chapter 2.48 of the Kremmling Municipal Code Regarding Municipal Court Costs and Fees and Other Matters as presented. TRUSTEE MILLER SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

3. Discussion & Action Item. Ordinance No. 728 An Ordinance Approving an Airport Hangar Ground Lease at Kremmling Airport - McElroy Airfield.

Ms. Serres presented Ordinance No. 728, which approves a Ground Lease for an Airport Hangar at Kremmling Airport – McElroy Airfield. As a part-owner of the airfield, the Town of Kremmling is required to approve the lease agreement between Grand County and De Haas Ventures LLC for Hangar D. This approval is necessary under Colorado Revised Statutes 31-15-713(1)(c) for leases of municipally owned property longer than one year, as this lease extends for 25 years. The Town’s Attorney has reviewed the lease and found it to be acceptable. There are no direct financial impacts to the Town, as the annual rent will be paid to the County.

TRUSTEE MATHIS MOTION TO APPROVE Ordinance No. 728 An Ordinance Approving an Airport Hangar Ground Lease at Kremmling Airport - McElroy Airfield as presented. TRUSTEE MILLER SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

4. Discussion & Action Item. Public Works Director Paid Time Off.

Ms. Serres explained that during the Board of Trustees meeting on July 16, 2025, updates to the public works staffing model were discussed. A resolution was approved to increase the salary and wage ranges and to add the position of Public Works Superintendent. The Board also considered granting an additional week of vacation to the Public Works Director, Dillon Willson, due to his increased leadership responsibilities. Although the Board seemed to support this idea, no formal motion was made at that time. Ms. Serres is requesting a motion to formally approve an additional forty hours of paid time off to ensure its permanent implementation. This approval would increase the Public Works Director’s banked PTO eligibility to 280 hours, thereby increasing the town’s liability. The Board of Trustees discussed, deliberated, and reaffirmed their support for the additional PTO for the Public Works Director.

TRUSTEE MILLER MOTION TO APPROVE an additional week, forty hours, of paid time off for Public Works Director Dillon Willson. TRUSTEE SAMMONS SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

5. *Discussion & Action Item. Ordinance No. 729 An Ordinance Declaring an Emergency, Imposing Restrictions on the Use of Municipal Water and Making Such Restrictions Effective Upon Passage, and Providing Penalties for Violation Hereof.

This agenda item was updated during Additions/Deletions to the agenda and is now only a staff update regarding watering restrictions.

Mr. Willson reported that recent attempts to secure voluntary water reductions from large users have encountered resistance and have not reduced usage as much as hoped. Although repairs to the River Pump Station have been completed, elevated levels of iron, manganese, and turbidity are currently limiting the capacity of the existing Water Treatment Plant (WTP). The plant is operating at full capacity, but recent shutdowns due to new facility construction have depleted water storage levels, which could lead to reduced water pressure and a risk of contamination if levels drop too low. Water production is expected to stabilize by October 1st, as demand typically declines at that time.

Staff recommends continuing to rely on Ordinance 465 rather than a new ordinance, as previously posted on the agenda, which gives the Mayor the authority to declare watering restrictions. If current water production remains inadequate after evaluating system demands, Level 2 restrictions will be implemented. The Town Clerk is required to post the declaration at Town Hall, the post office, and online. Additionally, the Public Works Director will provide weekly reports to the Board of Trustees on water rationing, water levels, and the status of the Water Treatment Plant.

Mr. Willson announced that, due to ongoing drought conditions and a decline in Jones Reservoir #2, the Town of Kremmling plans to declare, if the Mayor agrees, a Level 1 Watering Restriction effective immediately. This decision was made in consultation with the Public Works Director and Town Manager to conserve the municipal water supply and ensure public health and safety. Under Level 1 restrictions, residents with even-numbered addresses may water their lawns on even-numbered days, while those with odd-numbered addresses can water on odd-numbered days. Town parks will be watered no more than every third day. These restrictions will remain in effect until further notice, and it is the responsibility of residents to stay informed about the current restriction level to avoid penalties outlined in Ordinance 465. The Board of Trustees had no questions or concerns and supported the plan to implement watering restrictions.

6. Discussion or Direction Item. Bulk Water Station Location.

Mr. Willson provided an update on the bulk water station project. He explained that it was budgeted for 2025 as a capital expenditure, with an allocation of \$100,000 for the purchase and installation of a new bulk water station. However, after surveying and evaluating the current location, it has been determined that the site is not suitable for the new station. Staff have identified that the distance west from the fire hydrant and the existing temporary facility is insufficient to maneuver trucks and tanks safely.

To address this, staff proposes a permanent bulk water station at the site of the temporary station, located at the east end of Eagle Avenue, adjacent to Highway 40. This would require an agreement with the owner of the adjacent storage property to use a small strip of their parcel to ensure sufficient room for safe and efficient use. While a long-term lease is an option, the best outcome would be the Town's acquisition of the necessary land. Staff is seeking Board support to approach the storage property owner to discuss the Town's use and/or acquisition of this land. The Board of Trustees had no questions or concerns and directed staff to pursue the presented plan.

7. Discussion Item. Finance Director and Treasurer's Quarterly Report.

Ms. Serres and Ms. MacPherson provided an overview of the Town's financial status as of June 30, 2025, and projections for 2026. The 2024 audit is largely finalized with positive results and is expected to be completed before the September 30th deadline. The General Fund's revenue is on track to exceed estimates, with sales tax anticipated to beat the 2025 budget, and property tax also expected to surpass estimates by approximately \$30K. Expenses are generally on track, though police wages are trending high. The General Fund Reserve meets the CFMP requirement of 41% of operating expenses. The Water Fund's construction of the Water Treatment Plant (WTP) will not be complete this year, resulting in revenue and expenses below the \$18.4M projection. Water Administration is overbudget due to debt repayments not being fully forecasted, and staff will engage with lenders to see if they can defer payments. The Water Fund Reserves also exceed the 2025 requirement. Other funds, such as the Conservation Trust and Solid Waste Fund, have balances of \$8.5K and \$8K, respectively. Preliminary 2026 budget

projections estimate sales tax at \$1.70M, a modest 2.4% increase over the 2024 budget, and property tax at \$255K, reflecting a moderate 4% decrease from 2025 actuals.

8. **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 - **Chief of Police Salary and Corrections to Paid Time Off Payments for Salaried Employees.**

TRUSTEE MATHIS 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 Chief of Police Salary and Corrections to Paid Time Off Payments for Salaried Employees. TRUSTEE MILLER SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Miller "aye", Trustee Perry "aye", Trustee Pesch "aye", and Trustee Mathis "aye". 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

The Executive Session concluded at 7:36 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, Trustee Perry, Trustee Pesch, Town Manager Jen MacPherson, Chief of Police Jesse Lisenby, and Town Clerk & Treasurer Teagan Serres.

9. **Report From Executive Session.**

- a. **Discussion, Direction, or Action Item.** Chief of Police Salary.

MAYOR HOWELL reported the Board of Trustees met in executive session to discuss the Chief of Police's salary. The Board of Trustees discussed, deliberated, and gave authorization to the Town Manager to increase the Chief of Police's salary outside of the approved budget range and prepare an agenda item for official consideration and action at the next regular meeting.

- b. **Discussion, Direction, or Action Item.** Corrections to Paid Time Off Payments for Salaried Employees.

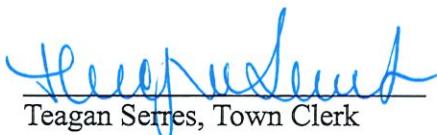
Mayor Howell reported that the Board of Trustees held an executive session to address corrections to paid time-off payments for salaried employees identified during the 2024 audit. He stated that the Board was informed of the issue and that the staff had made the necessary corrections to prevent it from happening again.

Board of Trustees Reports & Future Agenda Items for Consideration:

TRUSTEE PESCH reported that he was approached by Laurie Pope, the Kremmling Area representative on the Open Lands, Rivers, and Trails Advisory Committee. She informed him of the potential to develop a trail around Kremmling, which can now be funded through OLRTAC resources. TRUSTEE WOOG reported that the Headwaters Trails Alliance may be interested in this project, and he will reach out to the HTA to notify them.

Adjournment:

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; all "aye" votes. The meeting was adjourned at 7:39 PM.



Teagan Serres, Town Clerk



Wes Howell, Mayor