

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING REGULAR TOWN BOARD MEETING September 17, 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, Jim Miller, Wes Howell, Brad Perry, and Erik Woog. Trustees Leo Pesch and Brady Mathis were absent. 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 stated that the recordings of the proceedings from August 20, 2025, are not ready and therefore are not included in the consent agenda. She also noted that a few additional invoices from Element Engineering and Ranch Creek Waste have been added to the expenditure report. The Board of Trustees had no questions or concerns regarding the additions/deletions to the agenda.

#### **Correspondence:**

- Bank Transfers
- Airport Hangar Renewals for Hangar #14 and #12
- Resolution No. 2025-09-01PC A Resolution by the Planning Commission Requesting that the Board of Trustees of the Town of Kremmling, Colorado, Create a new Zoning District for Large Scale Development

There were no questions or concerns regarding the correspondence.

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

There were no citizen comments.

#### **Consent Agenda**

- Expenditures Dated August 21, 2025 - September 17, 2025
- Recording of Proceedings from August 20, 2025, Regular Meeting

The Recordings of Proceedings from August 20, 2025, were removed from the consent agenda during Additions/Deletions to the agenda.

TRUSTEE MILLER MOTION TO APPROVE the Expenditures dated August 21, 2025 - September 17, 2025. TRUSTEE PERRY SECONDS. Voice vote taken: 4 "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 had a busy summer, managing multiple construction projects alongside the new Water Treatment Plant. He noted that enforcing watering restrictions has been effective in stabilizing water use and reserves. Maintenance on the south feeder ditch for water has been completed, with repairs and clearing successfully conducted. Construction of the building and tanks at the new Water Treatment Plant is currently underway, and foundation work is expected to begin in the next week or two, keeping the project on schedule. With the seasonal Public Works staff finished for the year, park maintenance will now be managed by full-time staff for the remainder of the year. TRUSTEE SAMMONS sought clarification regarding seasonal staff for snow plowing this year. Mr. Willson explained that he and the Town Manager are currently finalizing budget allowances and plan to hire one or two seasonal snow plowers. MAYOR HOWELL inquired about the compatibility of the current generator at the Water Plant. Mr. Willson confirmed that the Town's Engineers have determined that the existing generator is not compatible with the new Treatment Plant, and that staff are working to find a budget-friendly solution.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported that the Kremmling Police Department has experienced a significant increase in calls for service this summer; however, the volume of calls is beginning to

decline. He reported that he has been focusing on code enforcement and has identified 74 properties with clear violations. Staff is currently developing a collaborative spreadsheet tracker and strategies to prioritize code enforcement, which will be presented to the Board soon. Additionally, the new patrol vehicle purchased at the end of 2024 should arrive soon after it is outfitted. The engine brake signage from the Colorado Department of Transportation is also expected to be installed shortly. Chief Lisenby is in the process of updating the Kremmling Police Department's policy manual, which is scheduled to be presented to the Board in November.

- **Town Clerk & Treasurer**

Town Clerk and Treasurer Teagan Serres reported she has been busy preparing various documents for Board meetings, facilitating permits, reviewing liquor license applications, assisting the Town Planner, participating in interdepartmental meetings, and managing cemetery services. Additionally, the Clerk provided Notary Public services, responded to Colorado Open Records Act (CORA) requests, and worked on ADA-compliant website updates. The Treasurer's office reported on tax lien collections, the nearing completion of the 2024 Audit with mostly positive results, and ongoing financial management for the Water Plant project. They are also collaborating on securing additional funds for Municipal Code and Comprehensive Plan updates, exploring new software, and developing the 2026 Budget. Sales tax revenues for July and August continue to show an upward trend compared to previous years.

- **Town Planner**

Town Planner Alan Hassler was absent from the meeting. The Board of Trustees did not report any questions or concerns for the Planning Department.

- **Town Manager**

Town Manager Jen MacPherson reported that the Finance Department completed the first draft of the General Fund budget and transferred \$2.9 million to a money market account. Discussions on PTO calculations also occurred with auditors. The Public Works Department submitted a \$715,000 payment application for July water plant construction, evaluated 2025 paving areas, and achieved a 30% reduction in water demand through watering restrictions. At the Airport, hangars were cleared, potential renters were contacted, and a special event application was approved. Discussions focused on providing water to the pilot lounge and FAA restrictions. The Planning & Zoning Department met with E&W Towing regarding Use by Special Review (USR) limitations, investigated County Road 397 ownership, and advanced proposals for the Grand Cliffs Subdivision Improvement Agreement. They also discussed zoning enforcement with local trailer park managers. Additional activities included exploring the restart of the Demo Derby, planning for 2026 events (such as goat roping and ice golf), meeting with the Colorado State Patrol about highway safety, and engaging with local organizations to address housing issues and the absence of a local newspaper. TRUSTEE SAMMONS requested clarification on the plan to mitigate the property at 208 Eagle Avenue, which the Town purchased in 2024. Ms. MacPherson reported that demolition and mitigation were not budgeted for 2025, and staff have been working to determine whether they can fit within this year's budget. MAYOR HOWELL requested that this item be added to the next work session agenda.

- **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 6:14 PM. TRUSTEE WOOG SECONDS. Roll call vote was taken; Trustee Sammons "aye", Trustee Woog "aye", Trustee Miller "aye", and Trustee Perry "aye". 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

#### **Liquor Licensing Consent Agenda**

1. Annual Renewal of Cold Beer & Whiskey Retail Liquor Store License at 200 West Park Avenue
2. Annual Renewal of Maverik 5148 Off-Premises Fermented Malt Beverage & Wine License at 605 Park Avenue

Town Clerk and Treasurer Teagan Serres reported the annual renewal of licenses for two establishments: a Retail Liquor Store License for Cold Beer & Whiskey and an Off-Premises

Fermented Malt Beverage and Wine License for Maverik 5148. Both Cold Beer & Whiskey and Maverik 5148 are in good standing, up to date with sales tax, and have no reported issues with the Kremmling Police Department. Both establishments submitted their applications for their off-premises liquor license renewals. After a thorough review, staff confirmed that they are in good standing with the Colorado Secretary of State and have fulfilled all sales tax obligations. They have legal possession of their premises, and our visual inspections of the locations revealed no issues. Based on these findings, staff recommends approval of the license renewals. The Board of Trustees had no questions or concerns regarding the annual renewal of liquor license applications.

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

#### **Liquor Licensing New Business**

##### **1. Modification of Premises Application for Maverik 5148 at 605 Park Avenue**

Ms. Serres presented an application to modify the premises, explaining that, without prior written consent from local and state licensing authorities, a licensee cannot make significant physical changes. While a public hearing is not required for such applications, local authorities may hold one if they choose. The proposed alterations are minor—adding three shelves for storage of warm fermented beverages and relocating items from the wine shelf to a locked countertop unit. As these changes are not significant, staff did not schedule a public hearing, but the Board may request one if desired. Maverik aims to install the new storage in the first aisle next to the ATM, with the locked unit at the checkout counter accessible only to employees. The existing coolers and wine shelf will remain unchanged, and staff have no concerns about the application, recommending its approval. The Board of Trustees discussed and deliberated, and decided not to schedule a public hearing and had no concerns regarding the application.

TRUSTEE PERRY MOTION TO APPROVE the Modification of Premises Application for Maverik 5148 at 605 Park Avenue. TRUSTEE MILLER SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

##### **2. Public Hearing: Special Event Permit for Middle Park Medical Foundation at 1701 Eagle Avenue on October 4, 2025**

MAYOR HOWELL opened the public hearing at 6:19 PM.

Ms. Serres reported that the Middle Park Medical Foundation has applied for a Special Event Permit Liquor License on October 4, 2025, in accordance with the provisions of the Kremmling Municipal Code (KMC) Sec. 5.03.130. A review of the application found that the applicant is in good standing with the Colorado Secretary of State, complies with the limits on annual permissible Special Event Permit Liquor Licenses as stated in C.R.S. 44-5-105(3), has obtained permission from the Grand County Commissioners to use the premises, and will obtain permission from the other partial property owner if approved by the Town, has paid the applicable fees to the Local Authority, and has planned to implement service control measures to limit the service of malt, vinous, and spirituous liquor for the duration of this event. In accordance with Colorado Revised Statutes 44-5-106(2), notice of the event has been posted conspicuously for 10 days prior to the consideration of this application. The Kremmling Police Department reported no issues or concerns regarding this Special Event Permit application. They have also applied for a Community Event Permit with the Town, and no department heads have denied the application. This event is the Country BASH, and it will be very similar to last year’s event. However, instead of serving as a fundraiser, it will serve as a thank-you to donors for the wellness center project. They are requesting permission to serve alcohol on October 4th, from 5:30 p.m. to 10:00 p.m.

The Board of Trustees did not have any questions or concerns regarding the special event permit application. MAYOR HOWELL closed the public hearing at 6:20 PM.

TRUSTEE PERRY MOTION TO APPROVE the Special Event Permit for Middle Park Medical Foundation at 1701 Eagle Avenue on October 4, 2025. TRUSTEE MILLER 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 6:21 PM. TRUSTEE MILLER SECONDS. Roll call vote was taken; Trustee Sammons “aye”, Trustee Woog “aye”, Trustee Miller “aye”, and Trustee Perry “aye”. 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

#### **New Business**

- 1. Discussion & Action Item.** Community Event Permit Fee Waiver Request from Middle Park Medical Foundation.

Ms. Serres presented the agenda item regarding a fee waiver for the "Country Bash" event scheduled for October 4th. As specified in Ordinance No. 724, non-profit organizations are eligible for a fee waiver for Community Event Permits, which must be approved by the Board of Trustees. If approved, \$200 in permit fees would be waived; however, the damage deposit and liquor license fees have already been paid. The Board of Trustees had no questions or concerns regarding the fee waiver request.

TRUSTEE WOOG MOTION TO APPROVE the Community Event Permit fee waiver for the Middle Park Medical Foundation. TRUSTEE PERRY SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

- 2. Discussion & Action Item.** Ordinance No. 729 An Ordinance Approving an Airport Hangar Ground Lease at Kremmling Airport - McElroy Airfield.

Ms. Serres presented Ordinance No. 729, 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 Grand Aviation LLC for Hangar 18. 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 PERRY MOTION TO APPROVE Ordinance No. 729 An Ordinance Approving an Airport Hangar Ground Lease at Kremmling Airport - McElroy Airfield as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

- 3. Discussion & Action Item.** Chief of Police Salary Increase.

Ms. MacPherson explained that at the Board meeting on August 20, 2025, the Town Manager was directed to raise the Chief of Police's salary beyond the approved range after a discussion in executive session. Staff is requesting approval of the salary increase by motion, with an updated salary resolution to be prepared for the November regular meeting. The Chief of Police's salary has been increased to \$125,000, exceeding the approved budget by \$26,200. Finance staff believes this increase can be accommodated due to underspending in other general fund departments and stronger-than-expected sales and property tax revenue. The staff recommends a motion to increase the Chief of Police's salary to \$125,000 for the remainder of 2025. The Board of Trustees had no questions or concerns.

TRUSTEE MILLER MOTION TO INCREASE the Chief of Police’s salary to \$125,000 for the remainder of 2025. TRUSTEE WOOG SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

- 4. Discussion & Action Item.** Police Officer Additional Paid Time Off Payout.

Chief Lisenby presented the request for an exception to the paid time off cash-out policy for Police Officer Crocker. Officer Crocker initially cashed out 30 hours of PTO, leaving 273 hours remaining, exceeding the 240-hour carry-over cap for 2026. He is requesting an additional cash-out of up to 70 hours, even though the town handbook typically allows only one cash-out per year, up to 100 hours. Chief Lisenby supports this request, as it would help Officer Crocker reduce his PTO balance and avoid the loss of earned time. Furthermore, due to low staffing at KPD, allowing Officer Crocker to take this excess time off would result in approximately \$5,000 in overtime costs, whereas an additional cash-out of 70 hours would only cost about \$2,900 and prevent work schedule disruption. The staff recommendation proposes three options: allowing a second 70-hour PTO cash-out, tabling the payout until a later meeting, or denying approval.

TRUSTEE WOOG MOTION TO ALLOW Officer Crocker a second PTO cashout in the amount of 70 hours. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.


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

TRUSTEE WOOG reported that Town Staff should receive a memo from the Headwaters Trails Alliance regarding an update on HTA funding.

**Adjournment:**

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; all “aye” votes. The meeting was adjourned at 6:30 PM.

  
Teagan Serres, Town Clerk

  
Wes Howell, Mayor