

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING October 15, 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, Brady Mathis, and Erik Woog. Trustees Leo Pesch and Brad Perry were absent. Staff present: Town Manager Jen MacPherson, Chief of Police Jesse Lisenby, Public Works Director Dillon Willson, Town Clerk & Treasurer Teagan Serres, and Planner Alan Hassler.

Conflicts of Interest: None.

Additions/Deletions to the Agenda:

TRUSTEE MILLER requested to remove Resolution No. 2025-10-03, A Resolution Adopting a Code of Conduct and Ethics for Elected Officials for the Town of Kremmling, Colorado, from the consent agenda and add it to new business for discussion. MAYOR HOWELL moved Resolution No. 2025-10-03 to new business item #1. Ms. Serres requested to remove new business item #3, Resolution No. 2025-10-05 A Resolution Approving Amendments to the Grand Cliffs Subdivision Improvements Agreement (SIA), from the agenda. The Mayor and Trustees had no objections, and the item was removed from the agenda.

Correspondence:

- Mayor's Declaration Rescinding Level 1 Watering Restrictions
- Resolution No. 2025-10-01PC A Resolution Granting Approval of a Special Review Use Permit for Brad Bailey and Vicki Hinchcliffe at 311 Eagle Avenue and 110 South 4th Street
- Statewide Transportation Advisory Committee (STAC) September 4, 2025 Meeting Summary

There were no questions or concerns regarding the correspondence.

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

There were no citizen comments.

Consent Agenda

1. Expenditures Dated September 18, 2025 - October 15, 2025
2. Recording of Proceedings from August 20, 2025, Regular Meeting
3. Recording of Proceedings from September 17, 2025, Regular Meeting
4. Resolution No. 2025-10-01 A Resolution of the Town of Kremmling, Colorado, Authorizing Changes to the Official Zoning Map of the Town of Kremmling, Colorado
5. Resolution No. 2025-10-02 A Resolution Authorizing the Chief of Police to Sign on Behalf of the Town of Kremmling to Renew the 14th Judicial Critical Incident Response Team Memorandum of Understanding
6. Resolution No. 2025-10-03 A Resolution Adopting a Code of Conduct and Ethics for Elected Officials for the Town of Kremmling, Colorado
7. Resolution No. 2025-10-04 A Resolution Appointing a Town Building Official for Administrative Enforcement Actions

Resolution No. 2025-10-03 A Resolution Adopting a Code of Conduct and Ethics for Elected Officials for the Town of Kremmling, Colorado, was removed from the consent agenda during Additions/Deletions to the agenda.

TRUSTEE WOOG MOTION TO APPROVE the consent agenda except Resolution No. 2025-10-03. TRUSTEE MILLER 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 he has recently spent a significant amount of time on administrative tasks related to the construction of the water treatment plant, water rate evaluations for 2026, and various development projects. He announced that a Public Works Technician has resigned, and the job opening will be posted soon. Additionally, there have been

many hours dedicated to repairs at the current water treatment plant, where finding the correct replacement parts has proven to be challenging. The existing plant is scheduled to be decommissioned next year, as the new treatment plant is currently under construction. Mr. Willson noted that the construction of the new water treatment plant is progressing well, with the final foundation pouring set to occur shortly. Meanwhile, Public Works staff are wrapping up the winterization of Town parks.

- 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 noted that Officer Hicks recently attended two training sessions on technology and cell phone tracking, which proved to be extremely effective in helping to locate a missing child in Grand County recently. Officer Crocker and Chief Lisenby are working on a mental health co-responder program. If successful, this program would enable mental health professionals to respond alongside law enforcement on mental health-related calls. Additionally, a collaborative code enforcement effort has been ongoing, and progress has been made in cleaning up certain properties. The new patrol vehicle purchased in 2024 has been received and is now in service. It will soon be marked with Kremmling Police decals. Chief Lisenby is also collaborating with the Town Attorney to amend the Kremmling Police Department's policies, with a final draft expected for Board review in November. He reported that the Grand County Sheriff's Office is working on an e-citation device program for ticketing and is collaborating with all Grand County law enforcement agencies that are interested. This program aims to implement an automatic ticket-writing device that integrates with municipal court processes. Chief Lisenby is currently assessing the costs and believes it may be a possibility for 2026, depending on the budget. Furthermore, Chief Lisenby announced that the 2025 JAG Grant was awarded in the amount of \$10,000 for new tasers. However, the grant falls \$792 short of covering the total cost needed to acquire all new tasers. He believes this shortfall can be managed within the current 2025 budget.

- Town Clerk & Treasurer

Town Clerk and Treasurer Teagan Serres reported that she has prepared various agendas, minutes, ordinances, resolutions, and memos for several board and commission meetings. She has also scheduled public hearings, reviewed a liquor license application, assisted the Town Planner, and participated in meetings with various town officials. Additionally, the Clerk facilitated a cremains burial and a plot purchase at the cemetery, prepared a draft Board Code of Conduct and Ethics Agreement, provided Notary Public services on 7 occasions, and responded to 2 Colorado Open Records Act (CORA) requests between September 13, 2025, and October 14, 2025. The Clerk is currently updating the website for ADA compliance. The 2024 Audit for both the Town and the Sanitation District was completed by the September 30 deadline. Water Plant reporting and reimbursements are ongoing, with payments made to the contractor and loan/grant reimbursements received. The Treasurer is collaborating with the Town Manager and Planner to secure an additional \$50,000 in Local Partner Capacity (LPC) funds for updates to the Municipal Code and Comprehensive Plan. They are also exploring software options and establishing a plan and budget for these code updates. A budget amendment for the demolition of the property at 208 Eagle Avenue has been prepared for the Board's consideration. During the development of the 2026 Budget, a thorough review of employee benefits costs revealed an approximately 6.5% increase in healthcare rates. The Treasurer also reviewed cost-sharing arrangements and shared employees with the Sanitation District, and assisted the Town Manager with renewing insurance through CIRSA. Sales tax revenue received in September was \$153,616.32, slightly lower than in previous months; however, revenue estimates remain on track to exceed the budget.

- Town Planner

Town Planner Alan Hassler was not present until later in 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 in Public Works and Water Treatment Plant (WTP), efforts included successfully building the Owner's Contingency to \$260K (over 50% of the target), evaluating road improvement work, and discussing snowplowing and paving plans for 2026 with the Public Works Director and Superintendent. A contract with Mountain Parks Electric (MPEI) for electrical services to the new WTP was executed for \$120K, funded through the owner's contingency, and meetings were held with MPEI to explore grant opportunities for this cost. In Finance, the team successfully completed the 2024 audit. They also cataloged PTO

Cash Out, PTO Use, and other policy improvements for 2026, and finalized the first draft of a model to be shared with the board. Work with Caselle aimed to provide department heads with real-time updates. The team also collaborated on capital requirements, health benefits, and deficit reduction. For Planning, significant time was spent with Grand Cliffs regarding their Subdivision Improvement Agreement (SIA). Support was provided to the Kremmling Police Department (KPD) on code enforcement, including the abatement of one property, and to the Planner and Public Works on evaluating a developer's water model. Other activities included proposing an initial framework for the Board Ethics guidelines, setting up regular engagements with the Confluence Connection, and accepting an interview request with the KFFR radio station. The Town Manager also attended a Grand County Library District (GCLD) board meeting, executed two hangar leases, and worked with the Chief and Public Works Director to develop a code enforcement strategy, which saw its first working session implemented. Meetings were held with Grand Places 2050 at the request of the County Manager, and a Great Outdoors Colorado meeting was attended with the Parks & Recreation Director to support a grant application. The renewed franchise agreement with MPEI was evaluated, and a meeting was held with the Sanitation District to discuss an Intergovernmental Agreement (IGA) and future collaboration.

- 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 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.

1. Annual Renewal of 1881 Tavern License at 413 Park Avenue

Town Clerk and Treasurer Teagan Serres reported that the 1881 Tavern submitted their annual renewal for their liquor licenses. A review of the application found that the establishment is in good standing with the Colorado Secretary of State, is current with sales tax, and the Kremmling Police Department reported no issues directly related to the establishment's liquor licenses. The establishment has legal possession of the premises, and no issues or concerns were noted during a visual inspection. The Board of Trustees had no questions or concerns regarding the annual renewal of liquor license applications.

TRUSTEE SAMMONS MOTION TO APPROVE the annual renewal of the 1881 Tavern License. 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 6:17 PM. TRUSTEE WOOG 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.** Resolution No. 2025-10-03 A Resolution Adopting a Code of Conduct and Ethics for Elected Officials for the Town of Kremmling, Colorado.

This item was pulled from the consent agenda and moved to new business item #1 during additions and deletions to the agenda.

TRUSTEE MILLER sought clarification on the agreement's effective date and whether it would be reviewed annually or in conjunction with elections. The Mayor and Board of Trustees discussed this matter and agreed that the Code of Conduct and Ethics would become effective upon adoption. Any member of the Board, whether elected or appointed, must sign the agreement upon joining. Additionally, the agreement will be reviewed annually. TRUSTEE MILLER also requested clarification regarding the section on contacting the Police Department through official channels. The Board of Trustees reviewed this section and concluded that the wording was adequate to ensure that issues and complaints are directed through the appropriate channels.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-10-03 A Resolution Adopting a Code of Conduct and Ethics for Elected Officials for the Town of Kremmling, Colorado, as presented. TRUSTEE MATHIS SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

2. Discussion & Action Item. Ordinance No. 730 An Ordinance Approving an Airport Hangar Ground Lease at Kremmling Airport - McElroy Airfield.

Ms. Serres presented Ordinance No. 730, 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 6. 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 WOOG MOTION TO APPROVE Ordinance No. 730 An Ordinance Approving an Airport Hangar Ground Lease at Kremmling Airport - McElroy Airfield as presented. TRUSTEE MILLER SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

3. Discussion & Action Item. An Ordinance Granting a Non-Exclusive Electric Utility Franchise to Mountain Parks Electric, Inc. - Adopt on First Reading and Set a Second Reading for November 19, 2025.

Ms. Serres presented Ordinance No. 731, explaining that the existing electric franchise with Mountain Parks Electric, Inc. (MPEI) is about to expire. A new franchise agreement has been negotiated between the Town's Attorney and MPEI. This proposed agreement is similar to the previous one, with key terms including:

- MPEI is granted a non-exclusive right to provide electricity and street lighting within the Town.
- The agreement is set to expire on February 1, 2049.
- The Town will receive a 2% fee on revenue from electric sales within the Town, paid quarterly.
- The Town can request an adjustment of this fee every five years or sooner in case of a disaster.
- Hot Sulphur Springs receives a 3% fee, while other municipalities in Grand County receive 2%.
- MPEI must obtain written consent from the Town to install facilities in Town parks, open spaces, and recreation areas.
- If necessary for public health, safety, or welfare, MPEI must relocate facilities at its own expense.
- Newly constructed distribution lines in newly annexed residential subdivisions must be placed underground.
- If MPEI is installing new underground conduit, the Town may request that MPEI also install similar conduit and pull wire for the Town, at the Town's expense.

Ms. Serres further explained that franchise agreements require approval through an ordinance, which involves a first and second reading. Notice of MPEI's intent must be published three weeks before the first reading, along with additional publications between readings. The proposed schedule for the readings is that the first reading will take place on October 15, 2025, and the second on November 19, 2025, provided the Board of Trustees does not have any significant amendments to the proposed franchise agreement. The Board of Trustees reviewed the agreement and had no questions, concerns, or amendments.

TRUSTEE MATHIS MOTION that the Board of Trustees approve Ordinance No. 731, An Ordinance Granting a Non-Exclusive Electric Utility Franchise to Mountain Parks Electric, Inc. on first reading and set the second reading for November 19, 2025, and that the Ordinance be published as provided by statute.. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

4. Discussion & Action Item. Resolution No. 2025-10-05 A Resolution Approving Amendments to the Grand Cliffs Subdivision Improvements Agreement (SIA).

This item was removed from the agenda during additions and deletions to the agenda.

5. **Discussion & Action Item.** Resolution No. 2025-10-06 A Resolution Appropriating Additional Sums of Money to the General Fund in the Amount and for the Purpose as set Forth Below, for the Town of Kremmling, Colorado, for the 2025 Budget Year.
6. **Discussion & Action Item.** Resolution No. 2025-10-07 A Resolution Awarding the Bid for the Demolition of the 208 Eagle Avenue Building Project to Pryor Excavating.

Ms. Serres presented Resolutions No. 2025-10-06 and 2025-10-07, explaining that they would be addressed together due to their related nature. However, it was noted that they would require a specific order of actions and separate approvals. She reported that during a Work Session on October 1, 2025, the Board of Trustees discussed the demolition of the property located at 208 Eagle Avenue. Staff was directed to prepare a budget amendment and review proposals for the demolition. In line with the Town's financial policies, projects valued between \$35,000 and \$99,999 necessitate a Competitive Informal Bidding Process II, which requires three written bids. Multiple contractors were approached to submit bids, but only two responded: Pryor Excavating with a bid of \$33,800, and Drew Digs, LLC with a bid of \$49,325. Staff recommends selecting Pryor Excavating as the lowest responsible and responsive bidder. If approved, Resolution No. 2025-10-06 will allocate \$44,000 from unrestricted reserves to the Administrative Capital fund, while Resolution No. 2025-10-07 will authorize spending up to \$44,000 on the project.

TRUSTEE MATHIS requested clarification on the estimated start time for the project. Mr. Willson informed the Board that Pryor Excavating has indicated they are finishing up a few other jobs, but should be able to start within a few weeks. TRUSTEE SAMMONS sought confirmation that the bid includes backfilling the property and questioned whether an unsafe hole in the ground would remain. Mr. Willson confirmed that the bid includes backfilling and that utility service lines will be exposed and clearly marked for any future development. The Board of Trustees reviewed the budget amendment and the bids, concluding that it is in the best interest of the Town to demolish the building at 208 Eagle Avenue and to select Pryor Excavating as the lowest responsible and responsive bidder.

TRUSTEE MILLER MOTION TO APPROVE Resolution No. 2025-10-06 A Resolution Appropriating Additional Sums of Money to the General Fund in the Amount and for the Purpose as set Forth Below, for the Town of Kremmling, Colorado, for the 2025 Budget Year as presented. TRUSTEE WOOG SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

TRUSTEE MILLER MOTION TO APPROVE Resolution No. 2025-10-07 A Resolution Awarding the Bid for the Demolition of the 208 Eagle Avenue Building Project to Pryor Excavating as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 "aye" votes, 0 "nay" votes. MOTION PASSED.

7. **Discussion & Action Item.** 2026 Draft Budget Presentation and Scheduling of Budget Public Hearing for November 19, 2025.

Town Manager Jen MacPherson presented the draft 2026 budget, noting that the General Fund currently has a deficit of \$137,000. Staff plans to apply for a \$50,000 grant from the Department of Local Affairs, which, if secured, would reduce the deficit to \$87,000. The draft budget presented is very conservative, leaving little room for errors or additional spending, and it accurately reflects the operating expenses and anticipated revenues. Staff is seeking feedback on whether to adopt a deficit budget for 2026 and what level of deficit, if any, the Board would be comfortable with.

The Board of Trustees reviewed the draft budget, emphasizing the importance of accuracy and realism over inflating numbers, which has led to amendments in the past by previous managers. They believe it is more transparent to adopt an accurate budget from the outset. While a balanced budget is preferred and represents proper due diligence, they acknowledged that a small deficit budget for one year would be acceptable if it helps get back on track.

The Board directed the staff to revisit the draft budget to identify any additional cuts that could be made for the presentation at the regular meeting on November 19, 2025. It was also noted that no capital projects are currently included in the draft General Fund budget, and staff are still awaiting quotes for mosquito mitigation.

TRUSTEE WOOG MOTION to schedule the 2026 Budget public hearing for November 19, 2025, at 6:00 PM at 203 Park Avenue. TRUSTEE SAMMONS SECONDS. Voice vote taken: 4 “aye” votes, 0 “nay” votes. MOTION PASSED.

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 6:47 PM.



Teagan Serres, Town Clerk



Wes Howell, Mayor