

RECORD OF PROCEEDINGS

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING November 19, 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, Brad Perry, Leo Pesch, and Erik Woog. 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:

Trustee Mathis reported that he is an employee of the Kremmling Fire Protection District and will abstain from voting on the Consent Agenda, including the Intergovernmental Agreement with the Kremmling Fire Protection District.

Additions/Deletions to the Agenda:

None.

Correspondence:

- 11/4/2025 Colorado Bureau of Investigation Press Release
- Resolution No. 2025-11-01PC A Resolution by the Planning and Zoning Commission Requesting that the Board of Trustees of the Town of Kremmling, Colorado, Create a New Zoning District for Large Scale Development and Recommending a Draft Red Mountain Commercial Zone

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 October 16, 2025 - November 19, 2025
2. Recording of Proceedings from October 15, 2025, Regular Meeting
3. Resolution No. 2025-11-01 A Resolution Approving a First Amendment to Subdivision Improvements Agreement for Grand Cliffs Subdivision, Filing No. 1
4. Resolution No. 2025-11-02 A Resolution Approving an Intergovernmental Agreement with the Kremmling Fire Protection District

TRUSTEE MILLER MOTION TO APPROVE the consent agenda. TRUSTEE WOOG SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED. Trustee Mathis abstained from voting on the Consent Agenda.

Staff Reports:

- Public Works & Town Engineer

Public Works Director Dillon Willson reported that the vacant Public Works Technician position has been filled, and one seasonal snow plow operator has also been hired to assist with snow plowing operations. He noted that the fleet is 90% ready for snow plowing, with some repairs currently underway. Public Works staff are focusing on cold patching the asphalt and cleaning up right-of-ways while the weather remains favorable. The construction of the new Water Treatment Plant is progressing well, and contractors are taking advantage of the nice weather to complete as much work as possible before winter sets in. Meanwhile, the staff is making adjustments and implementing measures to save money and increase the owner's contingency funds.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported that calls for service to the Kremmling Police Department are decreasing, which is typical as the summer months come to a close. Code Enforcement actions are in progress and are showing positive results, indicating that the model implemented with the Town Manager is sustainable. A significant portion of his time has been dedicated to administrative tasks, including the 2026 Budget, the e-citation program in collaboration with the County, and the updated policy manual that will be presented for Board consideration in

December. He also announced that the Police Department has received several grants to reimburse training expenses.

- **Town Clerk & Treasurer**

Town Clerk and Treasurer Teagan Serres reported assisting with sending a notice of abatement assessment for a weed abatement, which has since been paid in full by the property owner. Staff and the Planning Commission have been collaborating since April 2025 to review and propose amendments to the Comprehensive Plan. The plan has been retyped to comply with ADA requirements, and most proposed amendments have been incorporated. Staff and the Planning Commission plan to present these proposed amendments at the regular meeting on December 17th. Additionally, staff and the Planning Commission are developing a new "Highway Commercial" zoning district for large-scale development, with an ordinance planned for Board consideration in December. She attended a webinar in preparation for the April 2026 election. Regarding finances, \$13,474 in tax liens were filed in November 2024, with \$4,338 received to date, and an additional \$15,914 was filed in November 2025 for 2025 delinquent accounts. A grant amendment request was submitted for an additional \$50,000 in LPC funds to update the Municipal Code and create application checklists. She also assisted with facilitating open enrollment for employee health, dental, and vision insurance. Sales tax collected in October was \$166,724.43 and in November was \$167,536.50, figures that are consistently increasing and are expected to exceed budget predictions.

- **Town Planner**

Town Planner Alan Hassler reported that current projects include adding new mobile homes to existing parks, updating the comprehensive plan, and reviewing applications for storage use. He is also researching streets and developments to clarify the Town's responsibilities during ongoing projects. Additionally, he is investigating code complaints, use changes, and special review enforcement. Currently, there are two annexation requests and two inquiries regarding subdivisions. Furthermore, plans are in place to install a bulk water station and acquire the necessary land.

- **Town Manager**

Town Manager Jen MacPherson reported on several key initiatives and projects. She supported department heads during the mentioned projects, completed open enrollment for health insurance, and implemented a health savings account program that is expected to save the Town money on benefits costs. In preparation for next year, she is aligning contracts for events such as the fireworks display and cleanup day. Ms. MacPherson reported that she discussed a reduction in the Town's donation to the Chamber of Commerce, which will decrease in 2026, with the Chamber's Executive Director. Additionally, she discussed cost-sharing and coordination for future projects with the Mayor of Hot Sulphur Springs. Ms. MacPherson collaborated with Trustee Sammons on mosquito planning, proposals, and budgeting. Finally, she worked on the 2026 budget development for water rates and property tax calculations.

- **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 6:16 PM. TRUSTEE PERRY 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.

1. **Annual Renewal of the Dean West Hotel & Restaurant License at 207 Central Avenue**

Town Clerk and Treasurer Teagan Serres reported that the Dean West submitted their annual renewal for their liquor license. 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 Dean West License. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “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 6:19 PM. TRUSTEE PESCH 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.

New Business

- 1. Discussion & Action Item.** Ordinance No. 731 An Ordinance Granting a Non-Exclusive Electric Utility Franchise to Mountain Parks Electric, Inc. - Second Reading.

Ms. Serres presented Ordinance No. 731 and explained that this ordinance was previously discussed during the Work Session on October 1 and the Regular Meeting on October 15. It passed on first reading on October 15, and this regular meeting is designated for the second reading. According to state law, the adoption procedure requires both a first and second reading, along with publications in the newspaper prior to and between the readings, which have been completed.

The new franchise agreement is similar to the Town’s prior agreement and includes several key terms. It grants MPEI a non-exclusive right to furnish, sell, and distribute electricity and to provide street lighting within the Town. The new agreement will expire on February 1, 2049. The Town will receive a franchise fee equivalent to 2% of revenue generated from electric sales within the Town, paid quarterly. This fee remains the same as in the previous franchise. The Town has the right to request an adjustment to this fee every five years or sooner in the event of an unexpected occurrence or disaster. MPEI states that all Grand County municipalities, except Hot Sulphur Springs, which receives a 3% fee, pay a 2% franchise fee. Additionally, newly constructed distribution lines serving newly annexed residential subdivisions must be placed underground. MPEI is required to relocate its facilities at its own expense when necessary for the public's health, safety, and welfare or to accommodate a public improvement or project.

TRUSTEE PERRY MOTION TO APPROVE Ordinance No. 731 An Ordinance Granting a Non-Exclusive Electric Utility Franchise to Mountain Parks Electric, Inc. on Second Reading. TRUSTEE MILLER SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

2. Public Hearing for 2026 Budget Items.

- a. Discussion & Action Item.** Resolution No. 2025-11-03 A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget & Capital Plan for the Town of Kremmling, Colorado for the Calendar Year Beginning on the First Day of January 2026 and Ending on the Last Day of December 2026.
- b. Discussion & Action Item.** Resolution No. 2025-11-04 A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as Set Forth Below, for the Town of Kremmling, Colorado for the 2026 Budget Year.
- c. Discussion & Action Item.** Resolution No. 2025-11-05 A Resolution Levying Property Taxes for the Year 2025 to Help Defray the Costs of Government for the Town of Kremmling, Colorado for the 2026 Budget Year.
- d. Discussion & Action Item.** Resolution No. 2025-11-06 A Resolution Approving the Salaries, Wages, and Organization Chart for Positions of the Town of Kremmling for 2026.

Mayor Howell opened the Public Hearing for the 2026 Budget Items at 6:20 p.m. Ms. MacPherson presented a balanced 2026 Budget, which adheres to the Town's Comprehensive Financial Management Policies (CFMP) and prioritizes core operations, essential maintenance, and existing commitments. The budget is structured around the Town's 2026 Strategy, which focuses on four key areas: delivering expected public services within the constraints of the balanced budget, providing 12 months of stable, predictable operations for both the public and

staff, identifying and implementing operational improvements and efficiencies, and delivering existing major capital projects on time and within budget.

The 2026 Staffing Plan remains the same as 2025. Effective January 1, 2026, all employees, excluding the Town Manager, will receive a 3% Cost of Living Adjustment (COLA). The Town offers a comprehensive benefits package through a county-wide health pool, including Health, Vision, Dental, and Life Insurance. For employees choosing the high-deductible HSA medical plan (HDHP 2500), the Town will contribute \$3,000 for single coverage or \$6,000 for family coverage to their Health Savings Account (HSA). No new capital projects are scheduled for 2026, except for the already-approved construction of the new Water Treatment Plant. However, the Board of Trustees has created a prioritized "wish list" of Capital Improvement Program (CIP) items for 2026, totaling \$594,900. They may choose to fund these items from reserves or from any potential excess revenue. The finance staff will keep the Board updated throughout the year on the availability of funds to complete these projects. The General Fund serves as the Town's primary operating fund, covering ordinary operations financed by taxes and other general revenues.

Mayor Howell asked for public comments, and there were none. Mayor Howell closed the public hearing at 6:23 p.m.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-11-03 A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget & Capital Plan for the Town of Kremmling, Colorado for the Calendar Year Beginning on the First Day of January 2026 and Ending on the Last Day of December 2026 as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-11-04 A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as Set Forth Below, for the Town of Kremmling, Colorado for the 2026 Budget Year. TRUSTEE MATHIS SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-11-05 A Resolution Levying Property Taxes for the Year 2025 to Help Defray the Costs of Government for the Town of Kremmling, Colorado for the 2026 Budget Year as presented. TRUSTEE MATHIS SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-11-06 A Resolution Approving the Salaries, Wages, and Organization Chart for Positions of the Town of Kremmling for 2026 as presented. TRUSTEE MATHIS SECONDS. Voice vote taken: 6 "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 6:28 PM.


Teagan Serres, Town Clerk


Wes Howell, Mayor