



## Notice of Kremmling Board of Trustees Regular Meeting

Kremmling Area Chamber of Commerce, 203 Park Ave, Kremmling, CO 80459  
Wednesday, March 19, 2025, 6:00 PM

Citizens making comments during Public Comments or Public Hearings should state their names for the record, be topic-specific, and limit their comments to no longer than five minutes. The Board does not take action on public comments; instead, comments are taken under advisement. If a Council response is appropriate, the individual may receive a formal response at a later date.

### Agenda

#### Call to Order

#### Roll Call

#### Pledge of Allegiance

#### Conflicts of Interest

#### Additions/ Deletions to the Agenda

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

#### Consent Agenda

- Expenditures Dated February 20, 2025 - March 19, 2025
- Recording of Proceedings from February 17, 2025 Special Meeting
- Recording of Proceedings from February 19, 2025 Regular Meeting
- Recording of Proceedings from February 24, 2025 Special Meeting
- Recording of Proceedings from March 6, 2025 Special Meeting
- Recording of Proceedings from March 7, 2025 Special Meeting
- Recording of Proceedings from March 14, 2025 Special Meeting

#### Staff Reports

- Public Works & Town Engineer
- Kremmling Police Department
- Town Clerk & Treasurer

#### New Business

1. **Public Hearing: Discussion & Action Item.** Rezoning Application at 416 S 3rd Street from Multiple Family Residential (R-2) to Industrial, *Nick Potohnick*.
2. **Discussion & Action Item.** Estates at the Bluff Annexation Agreement Negotiations Report.
3. **Discussion & Action Item.** Planning and Land Use Development Process Review & Part-Time Planner Job Description.
4. **Discussion & Action Item.** Resolution No. 2025-03-01 A Resolution of the Board of Trustees of the Town of Kremmling Making an Appointment to the Colorado River Basin Round Table.
5. **Discussion Item.** Treasurer's Report.
6. **Executive Session** pursuant to C.R.S. Section 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators – **Regarding Town Manager Contract**
7. **Report from Executive Session (if needed)**
  - a. **Discussion/Direction/Action** on Town Manager Contract

#### Board of Trustees Reports & Future Agenda Items for Consideration

#### Adjourn

#### Future Meetings:

- Board of Trustees Work Session: April 2, 2025 - 6 PM @ 203 Park Avenue, Chamber of Commerce
- Regular Board of Trustees Meeting: April 16, 2025 - 6 PM @ 203 Park Avenue, Chamber of Commerce

## Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>General</b>								
<b>00-002-2130</b>								
1370	NWCCOG	23-3216	MAR 2025 CHP	02/25/2025	22,887.25	.00		
Total 00-002-2130:					22,887.25	.00		
Total :					22,887.25	.00		
<b>Mayor and Legislative</b>								
<b>00-120-6110</b>								
1563	WEST GRAND SCHOOL DISTRI	2025-01	MEET & GREET AT HIGH SCHO	03/04/2025	95.00	.00		
Total 00-120-6110:					95.00	.00		
Total Mayor and Legislative:					95.00	.00		
<b>Town Manager</b>								
<b>00-122-6245</b>								
1071	CARD SERVICES	2/28/25	VERIZON WIRELESS	02/28/2025	8.97	.00		
Total 00-122-6245:					8.97	.00		
Total Town Manager:					8.97	.00		
<b>Administrative</b>								
<b>00-125-5500</b>								
1289	KELLY P.C.	MARCH 2, 202	ATTORNEY FEES	03/02/2025	1,462.50	.00		
Total 00-125-5500:					1,462.50	.00		
<b>00-125-5550</b>								
1076	CASELLE INC	139345	CONTRACT SUPPORT AND MAI	03/01/2025	1,000.00	.00		
1703	COBERLY WEB CREATIONS	15	WEBSITE EDITS 1/25 - 2/25	03/03/2025	60.00	.00		
1689	EXECUTECH	DEN-208120	ON SITE SUPPORT & MAINT- FE	03/01/2025	831.67	.00		
1640	XPRESS BILL PAY	INV-XPR02178	ACCOUNT MAINTENANCE FEE	02/28/2025	105.30	.00		
Total 00-125-5550:					1,996.97	.00		
<b>00-125-6030</b>								
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	CONVENIENCE FEE	02/21/2025	2.00	.00		
1357	MOUNTAIN PARKS ELECTRIC	1/20/2025 2	CONVENIENCE FEE	01/20/2025	2.00	2.00	02/24/2025	
Total 00-125-6030:					4.00	2.00		
<b>00-125-6050</b>								
1071	CARD SERVICES	2/28/25	MTN STATES EMPLOYERS COU	02/28/2025	360.00	.00		
1071	CARD SERVICES	2/28/25	MICROSOFT	02/28/2025	110.00	.00		
1071	CARD SERVICES	2/28/25	ADOBE	02/28/2025	19.99	.00		
1071	CARD SERVICES	2/28/25	ADOBE	02/28/2025	177.52	.00		
1071	CARD SERVICES	2/28/25	LUCID SOFTWARE	02/28/2025	11.00	.00		
1071	CARD SERVICES	2/28/25	MICROSOFT	02/28/2025	9.99	.00		
1649	SITE INDUSTRIES LLC	INV24461	CEMSITES SOFTWARE	02/22/2025	2,515.00	.00		



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>00-130-5585</b>								
1679	COMMUNITY PLANNING STRAT	2025-0035	ESTATES AT THE BLUFF DEVEL	03/03/2025	960.50	.00		
1289	KELLY P.C.	MARCH 2, 202	ESTATES AT THE BLUFF REVIE	03/02/2025	202.50	.00		
Total 00-130-5585:					1,163.00	.00		
Total Planning & Zoning:					5,899.50	.00		
<b>Police</b>								
<b>00-140-5550</b>								
1689	EXECUTECH	DEN-208120	ON SITE SUPPORT & MAINT- FE	03/01/2025	831.67	.00		
1628	LANGUAGE LINE SERVICES	11303460	INTERPRETATION SERVICES M	05/31/2024	43.66	.00		
1628	LANGUAGE LINE SERVICES	11506824	INTERPRETATION SERVICES J	01/31/2025	65.18	.00		
1628	LANGUAGE LINE SERVICES	11532669	INTERPRETATION SERVICES F	02/28/2025	4.92	.00		
Total 00-140-5550:					945.43	.00		
<b>00-140-6050</b>								
1615	A.L.E.R.T./ S.A.M.	3/1/2025	2025 MEMBERSHIP DUES	02/19/2025	100.00	100.00	02/24/2025	
1071	CARD SERVICES	2/28/25	EFORCE RECORD MGMT SYS	02/28/2025	76.98	.00		
1650	CCNC, INC.	13072	ANNUAL MEMBERSHIP COMM	03/05/2025	200.00	.00		
1745	FRONTLINE PUBLIC SAFETY S	FL22948	ANNUAL - FTO TRAINING TRAC	04/26/2025	551.25	.00		
Total 00-140-6050:					928.23	100.00		
<b>00-140-6110</b>								
1071	CARD SERVICES	2/28/25	MEALS FOR POST EXAM	02/28/2025	64.62	.00		
1071	CARD SERVICES	2/28/25	MEALS FOR POST EXAM	02/28/2025	35.90	.00		
1071	CARD SERVICES	2/28/25	LODGING FOR POST EXAM	02/28/2025	157.00	.00		
1071	CARD SERVICES	2/28/25	FUEL FOR TRAVEL TO POST EX	02/28/2025	51.28	.00		
1071	CARD SERVICES	2/28/25	TRAINING - BASIC SWAT SCHO	02/28/2025	430.00	.00		
1071	CARD SERVICES	2/28/25	MEALS FOR MONTHLY STAFF	02/28/2025	98.03	.00		
1071	CARD SERVICES	2/28/25	LODGING FOR SWAT TRAINING	02/28/2025	493.68	.00		
Total 00-140-6110:					1,330.51	.00		
<b>00-140-6140</b>								
1071	CARD SERVICES	2/28/25	WASH VEHICLE	02/28/2025	10.00	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-206925	WIPER FLUID FOR 23 TAHOE	02/16/2025	6.99	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-208079	TAHOE OIL MAINTENANCE	03/09/2025	93.96	.00		
Total 00-140-6140:					110.95	.00		
<b>00-140-6200</b>								
1071	CARD SERVICES	2/28/25	LIGHTED OPEN SIGN FOR WIN	02/28/2025	29.89	.00		
Total 00-140-6200:					29.89	.00		
<b>00-140-6240</b>								
1071	CARD SERVICES	2/28/25	BLEEDING KIT & TOURNIQUET	02/28/2025	172.68	.00		
1417	QUILL LLC	43004127	UPRIGHT VAC	02/25/2025	85.28	.00		
Total 00-140-6240:					257.96	.00		
<b>00-140-6245</b>								
1071	CARD SERVICES	2/28/25	CENTURY LINK	02/28/2025	4.33	.00		
1071	CARD SERVICES	2/28/25	8 X 8 PHONES	02/28/2025	153.87	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1071	CARD SERVICES	2/28/25	VERIZON WIRELESS	02/28/2025	67.22	.00		
	Total 00-140-6245:				225.42	.00		
<b>00-140-6280</b>								
1632	BRYSON HICKS	3/3/25	UNIFORM ALLOW - HOLSTER &	03/03/2025	292.76	.00		
	Total 00-140-6280:				292.76	.00		
<b>00-140-6300</b>								
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	1318 PARK AVE PD DEPARTME	02/21/2025	114.09	.00		
1568	XCEL ENERGY	1/31/2025	1318 PARK AVE	01/31/2025	173.45	173.45	02/24/2025	
	Total 00-140-6300:				287.54	173.45		
<b>00-140-6320</b>								
1221	GRAND COUNTY ACCOUNTING	INV05247	POLICE FUEL & SURCHARGE	03/01/2025	886.96	.00		
	Total 00-140-6320:				886.96	.00		
	Total Police:				5,295.65	273.45		
<b>Highways &amp; Streets</b>								
<b>00-150-6110</b>								
1071	CARD SERVICES	2/28/25	1 NIGHT STAY CDL TRAINING	02/28/2025	151.92	.00		
1071	CARD SERVICES	2/28/25	PSI EXAM	02/28/2025	104.00	.00		
1776	HATTEN ENTERPRISES LLC	22024	CDL TRAINING	03/19/2025	3,550.00	.00		
1771	VARIAN VILLALOBOS	3/5/25	CDL TRAINING 2 DAYS PER DIE	03/05/2025	309.76	.00		
	Total 00-150-6110:				4,115.68	.00		
<b>00-150-6120</b>								
1367	NORTHWEST RANCH SUPPLY	2/25/2025	LED BULBS FOR SHOP	02/25/2025	329.90	.00		
	Total 00-150-6120:				329.90	.00		
<b>00-150-6135</b>								
1306	K-TOWN NAPA	067840	ATF OIL FOR WHITE PLOW	01/30/2025	34.95	.00		
1367	NORTHWEST RANCH SUPPLY	2/25/2025	SHEER BOLTS FOR GREY PLO	02/25/2025	43.99	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-207428	METAL ZIP TIES	02/26/2025	10.49	.00		
	Total 00-150-6135:				89.43	.00		
<b>00-150-6140</b>								
1382	O'REILLY AUTO ENTERPRISES,	5989-207849	AIR FILTER 2020 CHEVY	03/05/2025	30.39	.00		
	Total 00-150-6140:				30.39	.00		
<b>00-150-6240</b>								
1062	BUCKEYE WELDING SUPPLY C	0005103838	CYL RENT OXYGEN	02/25/2025	7.65	.00		
1306	K-TOWN NAPA	068267	HEAD LAMP FOR SHOP USE	02/13/2025	20.50	.00		
1367	NORTHWEST RANCH SUPPLY	2/25/2025	BROOM	02/25/2025	32.99	.00		
1367	NORTHWEST RANCH SUPPLY	2/25/2025	STOVE PIPE	02/25/2025	24.98	.00		
1367	NORTHWEST RANCH SUPPLY	2/25/2025	SPADE BITS	02/25/2025	17.78	.00		
1367	NORTHWEST RANCH SUPPLY	2/25/2025	EARTH ANCHOR	02/25/2025	11.99	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-206318	WIPER BLADES	02/06/2025	26.00	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-206322	WINDOW CLEANER	02/06/2025	8.49	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1382	O'REILLY AUTO ENTERPRISES,	5989-207362	INTERIOR DETAIL KIT	02/25/2025	18.15	.00		
					168.53	.00		
	Total 00-150-6240:							
<b>00-150-6245</b>								
1071	CARD SERVICES	2/28/25	CENTURY LINK	02/28/2025	4.34	.00		
1086	CENTURY LINK	FEB 19, 2025	970-724-3528	02/19/2025	74.61	.00		
					78.95	.00		
	Total 00-150-6245:							
<b>00-150-6280</b>								
1354	MOUNTAIN MAMA'S	4543	EMPLOYEE UNIFORM	02/24/2025	76.00	.00		
1354	MOUNTAIN MAMA'S	4544	EMPLOYEE UNIFORM	02/24/2025	126.00	.00		
					202.00	.00		
	Total 00-150-6280:							
<b>00-150-6310</b>								
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	PARK AVE & 5TH ST	02/21/2025	46.45	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	PARK AVE & 1ST ST NORTH	02/21/2025	42.50	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	4TH ST BTWN PARK & CENTRA	02/21/2025	41.19	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	3RD ST VTWN PARK & EAGLE A	02/21/2025	43.22	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	1318 PARK AVE PD DEPARTME	02/21/2025	114.09	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	PARK AVE & 1ST ST SOUTH	02/21/2025	51.48	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	SL ONLY	02/21/2025	1,455.59	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	1421 PARK AVE	02/21/2025	41.79	.00		
					1,836.31	.00		
	Total 00-150-6310:							
<b>00-150-6315</b>								
1568	XCEL ENERGY	1/31/2025	1318 PARK AVE	01/31/2025	173.44	173.44	02/24/2025	
1568	XCEL ENERGY	3/5/2025	1318 PARK AVE	03/05/2025	93.43	.00		
1568	XCEL ENERGY	3/5/2025	1318 PARK AVE	03/05/2025	93.43	.00		
					360.30	173.44		
	Total 00-150-6315:							
<b>00-150-6320</b>								
1221	GRAND COUNTY ACCOUNTING	INV05247	STREETS FUEL & SURCHARGE	03/01/2025	1,537.18	.00		
					1,537.18	.00		
	Total 00-150-6320:							
<b>00-150-6500</b>								
1071	CARD SERVICES	2/28/25	CDL PHYSICAL	02/28/2025	95.00	.00		
					95.00	.00		
	Total 00-150-6500:							
	Total Highways & Streets:				8,843.67	173.44		
<b>Cemetery</b>								
<b>00-155-6300</b>								
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	1400 EAGLE AVE	02/21/2025	34.24	.00		
					34.24	.00		
	Total 00-155-6300:							
	Total Cemetery:				34.24	.00		
<b>Parks</b>								

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>00-158-6240</b>								
1367	NORTHWEST RANCH SUPPLY	2/25/2025	IRONITE	02/25/2025	55.98	.00		
Total 00-158-6240:					55.98	.00		
<b>00-158-6300</b>								
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	203 PARK AVE	02/21/2025	53.37	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	DOC CERIANI PARK	02/21/2025	34.12	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	GRAND AVE & 5TH ST	02/21/2025	69.22	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	303 S 8TH ST	02/21/2025	33.88	.00		
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	2305 CENTRAL AVE	02/21/2025	469.66	.00		
Total 00-158-6300:					660.25	.00		
Total Parks:					716.23	.00		
<b>Airport</b>								
<b>00-160-6300</b>								
1357	MOUNTAIN PARKS ELECTRIC	02/21/2025	450 AIRPORT RD	02/21/2025	211.91	.00		
Total 00-160-6300:					211.91	.00		
Total Airport:					211.91	.00		
Total General:					52,757.22	1,207.58		
<b>Water</b>								
<b>Water Admin</b>								
<b>02-625-5500</b>								
1501	THE WHITMER LAW FIRM LLC	8363	WATER RIGHTS ATTORNEY FE	02/28/2025	385.00	.00		
Total 02-625-5500:					385.00	.00		
<b>02-625-5550</b>								
1775	KUTAK ROCK LLP	3484775 55060	LEGAL SERVICES COLO WATE	02/06/2025	15,000.00	.00		
Total 02-625-5550:					15,000.00	.00		
<b>02-625-6050</b>								
1130	CRWCD-ENTERPRISE FUND	5144	COLORADO O & M	03/01/2025	4,125.00	.00		
Total 02-625-6050:					4,125.00	.00		
<b>02-625-6110</b>								
1071	CARD SERVICES	2/28/25	COLORADO RURAL WATER TR	02/28/2025	320.00	.00		
1071	CARD SERVICES	2/28/25	WATER TEST APPLICATION	02/28/2025	50.00	.00		
1071	CARD SERVICES	2/28/25	RURAL WATER TRAINING	02/28/2025	335.27	.00		
Total 02-625-6110:					705.27	.00		
<b>02-625-7600</b>								
1110	CO WATER CONSERVATION BO	2/10/25	LOAN PMT PRINCIPAL NO. C150	02/10/2025	61,657.87	.00		
Total 02-625-7600:					61,657.87	.00		
<b>02-625-7700</b>								
1110	CO WATER CONSERVATION BO	2/10/25	LOAN PMT INTEREST NO. C150	02/10/2025	39,048.27	.00		



Mar 19, 2025 02:08PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_City Recorder: \_\_\_\_\_  
\_\_\_\_\_

## Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING February 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: Jim Miller, Dave Sammons, Wes Howell, Erik Woog, Leo Pesch, Brad Perry, and Brady Mathis. Staff present: Town Clerk & Treasurer Teagan Serres and Chief of Police Jesse Lisenby.

**Conflicts of Interest:** None.

**Agenda Items:**

1. **Executive Session** pursuant to C.R.S. §24-6-402(4)(g) and 24-6-402(4)(e), for (i) consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. §24-72-204(3)(a)(XI), and (ii) determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation regarding the **First Review of Non-Finalist Town Manager Applicants**.

TRUSTEE PERRY MOTION TO ENTER EXECUTIVE SESSION pursuant to C.R.S. §24-6-402(4)(g) and 24-6-402(4)(e), for (i) consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. §24-72-204(3)(a)(XI), and (ii) determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation regarding the First Review of Non-Finalist Town Manager Applicants. TRUSTEE SAMMONS SECONDS. Roll Call Vote was taken, Trustee Sammons, Trustee Perry, Trustee Mathis, Trustee Pesch, Trustee Woog, and Trustee Miller. 6 “aye” votes, 0 “nay” votes; MOTION PASSED.

The Executive Session concluded at 7:29 PM; 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 Sammons, Trustee Perry, Trustee Miller, Trustee Pesch, Trustee Mathis, Trustee Woog, Town Clerk & Treasurer Teagan Serres, and Chief of Police Jesse Lisenby.

**2. Report from Executive Session.**

- a. Interview Process and Timelines.

MAYOR HOWELL reported that the Board of Trustees met in an executive session to discuss the first review of Town Manager applicants. Mayor Howell directed the Town Clerk to phone the Town Manager applicants for a first impression interview. The Mayor and Board of Trustees scheduled a special meeting for Monday, February 24, 2025, for the Town Clerk to report regarding the first impression interviews.

**Adjournment:**

TRUSTEE PERRY MOTION TO ADJOURN. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 7:31 PM.

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Teagan Serres, Town Clerk

Wes Howell, Mayor

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING REGULAR TOWN BOARD MEETING February 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: Jim Miller, Wes Howell, Erik Woog, Dave Sammons, Brad Perry, Brady Mathis, and Leo Pesch. Staff present: Town Clerk & Treasurer Teagan Serres, Public Works Director Dillon Willson, and Chief of Police Jesse Lisenby

**Conflicts of Interest:** None.

**Additions/Deletions to the Agenda:** Mayor Howell removed the Expenditures Dated February 6, 2025 - February 19, 2025, from the Consent Agenda and moved it to New Business Item #1.

**Correspondence:** None.

**Mayoral Announcements, Appointments, & Proclamations:** None.

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

Jim Miller, *10th Street*, reported that the former Mayor, Tom Clark, who served for sixteen years, recently passed away. He reflected on Clark's many years of dedicated service to the Town of Kremmling and noted that he inspired many citizens to run for election to the Board of Trustees.

Nick Baker commented on a ballot initiative to legalize and tax the sale of recreational and medical marijuana in the Town of Kremmling. He expressed a desire for the Board to discuss this issue, noting that it could generate a substantial amount of revenue for the town.

**Consent Agenda**

- Expenditures Dated February 6, 2025 - February 19, 2025
- Recording of Proceedings from February 5, 2025 Special Meeting

The Expenditures Dated February 6, 2025 - February 19, 2025, were removed from the Consent Agenda during Additions/Deletions to the Agenda.

TRUSTEE MILLER MOTION TO APPROVE the Consent Agenda as presented. TRUSTEE MATHIS 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 the plans for the Water Treatment Plant are now ninety percent complete and have been submitted to the contractor. A presentation to the Board is scheduled for a meeting in April. Additionally, he and the Recreation Coordinator met with a representative from the State Land Board to begin discussions about acquiring or leasing the Red Mountain State Land. Mr. Willson also noted that a crucial component of the Water Treatment Plant is damaged, and he will be requesting approval for its purchase at the next meeting. This expense may potentially impact the 2025 Budget, depending on the financial situation for the remainder of the year. Staff will monitor the budget closely and will recommend an amendment if necessary. The Board of Trustees expressed no concerns regarding the purchase of the replacement part for the Water Treatment Plant and directed Mr. Willson to proceed with obtaining quotes and making the purchase.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported that the 2025 budget for police salaries is in good shape, thanks to the recent change to the 48/96 hour shift schedule. He also announced that Officer McGovern successfully passed his Peace Officer's Standards and Training (POST) exam today. Chief Lisenby mentioned that he will be out of town at the end of the month but will be available by phone if needed. Additionally, he noted that code enforcement and abatement efforts are ongoing at the derelict property on Range Avenue, where a significant amount of debris has been cleared. The department has also been frequently patrolling parking restrictions in Kremmling Country to assist with snow plowing services. He reported he wishes to apply for the Edward Byrne Memorial Justice Assistance Grant Program (JAG), which will be an agenda item later.

- Town Clerk & Treasurer

Town Clerk and Treasurer Teagan Serres reported that a significant amount of staff time has been dedicated to the hiring process for the Town Manager. She also attended the Northwest Transportation Planning Region (NWTPR) meeting, where it was announced that the Highway 9 bridge project is currently at thirty percent design, with funding beginning to be allocated for its repair. Additionally, a pre-application meeting with Planning Commission Chairman Hassler regarding a minor/major subdivision application was conducted. Chairman Hassler has offered his support in facilitating these pre-application meetings in the absence of a Town Manager. He will recuse himself from discussions as soon as an application is submitted. If the application requires Planning Commission approval, he will disclose any ex parte communication at the public hearing. He will give the applicant the option to request his recusal if they wish.

On November 15, 2024, tax liens totaling \$13,474 were filed with the Grand County Treasurer. No payments have been received yet; initial payments are not expected until March or April. The Finance Officer has completed the end-of-year payroll and accounts payable processes. All 1099s and W-2s have been completed and sent out on time for both the Town and the Sanitation District. The Utility Billing Clerk successfully implemented the utility rate increase, which has been generally well-received. Utility billing operations are functioning normally, although a small glitch regarding overage charges for multiple-unit buildings was identified after the bills were sent. The affected accounts were credited for the incorrect overage charges.

For 2024, the total sales tax revenue has been fully received. A total of \$1,673,443.95 was obtained from the State, exceeding the budgeted amount of \$1,640,000. Including payments from Grand County, the total sales tax revenue for 2024 amounts to \$1,696,206.66, resulting in an excess of \$56,206.66 above the budgeted figure. This surplus will likely cover any additional expenses or be allocated towards capital projects in 2024. A more detailed presentation and review of the final financial status for 2024 will be provided in March or April.

### **New Business**

- 1. Discussion & Action Item.** Expenditures Dated February 6, 2025 - February 19, 2025.

The Expenditures Dated February 6, 2025 - February 19, 2025, were removed from the Consent Agenda and moved to New Business Item #1 during Additions/Deletions to the Agenda.

MAYOR HOWELL requested clarification regarding the Community Planning Strategies on-call services invoice amounts. Ms. Serres reported that one invoice is for assistance to staff for Town-related projects or issues in the absence of a Town Manager, and the other is for a current applicant, with three applications being scheduled for public hearings.

TRUSTEE SAMMONS MOTION TO APPROVE the Expenditures Dated February 6, 2025 - February 19, 2025. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

- 2. Discussion & Action Item.** Resolution No. 2025-02-06 A Resolution Adopting an Amended Organization Chart for 2025.

Ms. Serres presented Resolution No. 2025-02-06 and explained that the Board previously voiced concerns regarding the currently adopted organization chart for 2025. This was discussed at the February 5th special meeting. Ms. Serres was given the direction to prepare an amended organizational chart with red lines to indicate the HR directory, add direct report lines to the appointed positions, and separate the Town Clerk and Treasurer positions. She also pointed out that direct report lines to appointed positions are to both the Town Manager and the Mayor and Trustees.

The Board of Trustees did not have any questions or concerns regarding Resolution No. 2025-02-06.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-02-06 as presented. TRUSTEE PESCH SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

**3. Discussion & Action Item.** Resolution No. 2025-02-07 A Resolution of the Board of Trustees for the Town of Kremmling, Colorado, Supporting the Grant Application from the Edward Byrne Memorial Justice Assistance Grant Program (JAG) for the Purchase of New Tasers.

Chief Lisenby presented Resolution No. 2025-02-07, explaining his intention to apply for a grant through the JAG program to replace the Tasers in the Police Department. Currently, no funding is allocated to the department's capital budget for this purpose. This resolution supports the Chief's grant application, which, if approved, is expected to be fully reimbursed on the condition that the budget is amended. A budget amendment will be presented to the Board if the grant is awarded to account for the unbudgeted expenses that will be reimbursed.

The Board of Trustees did not have any questions or concerns regarding Resolution No. 2025-02-07.

TRUSTEE MILLER MOTION TO APPROVE Resolution No. 2025-02-07 as presented. TRUSTEE PERRY SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

**4. Discussion & Action Item.** Resolution No. 2025-02-08 A Resolution Approving a Commercial Amendment to Kremmling Airport Hangar Ground Lease for OKC Investments LLC.

Ms. Serres presented Resolution No. 2025-02-08 and explained that this airport hangar lease amendment mirrors the two that were approved at the previous meeting. This amendment permits the specific lessee to rent their hangar to other aircraft owners on a nightly or short-term basis. Similar to the previous two hangar lease amendments, the Town will not receive the additional revenue specified in the contract.

The Board of Trustees did not have any questions or concerns regarding Resolution No. 2025-02-08.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-02-08 as presented. TRUSTEE SAMMONS SECONDS. Voice vote taken: 6 "aye" votes, 0 "nay" votes. MOTION PASSED.

**5. Discussion & Action Item.** Letter to Senators Respectfully Requesting to Amend Senate Bill 25-001.

Ms. Serres explained that she requested this agenda item. However, since the bill was passed with amendments yesterday, the letter may no longer be necessary. She reported that she is still examining the amendments in detail, but it appears that some of the concerns raised by municipal clerks regarding this bill have been addressed. Ms. Serres stated that she will complete her review of the bill's amendments and will request another letter for consideration if needed. The Board of Trustees agreed that Senate Bill 25-001 would be burdensome on the Town and affect elections and their associated costs. They requested that Ms. Serres monitor the situation and report back with any further concerns.

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

TRUSTEE MILLER reported that representatives from the Mountain Passenger Rail Program will attend the Work Session on March 5, 2025, to give a brief presentation to the Board of Trustees. TRUSTEE PESCH mentioned that Dawna Heller is no longer the president of the Chamber of Commerce Board of Directors and that the recent ice fishing tournament was successful. TRUSTEE WOOG reported that the Headwaters Trails Alliance (HTA) successfully adopted its 2025 budget, although some plans are changing due to recent adjustments in federal funding. TRUSTEE SAMMONS requested clarification on the planning processes and why staff had been directed to stop using Community Planning Strategies for assistance. MAYOR HOWELL instructed Ms. Serres to include a discussion about the planning processes on the agenda for the Board's meeting on March 19, 2025. TRUSTEE WOOG also requested to address citizen comments regarding marijuana sales and asked to add this topic to a future agenda for discussion. Finally, TRUSTEE MILLER requested an audit of the Water Treatment Plant construction planning processes. Mr. Willson confirmed that a funding report will be provided during the ninety percent presentation to the Board of Trustees.

**Adjournment:**

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; all “aye” votes. The meeting was adjourned at 6:44 PM.

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Teagan Serres, Town Clerk

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Wes Howell, Mayor

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING February 24, 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: Jim Miller, Wes Howell, Erik Woog, Brad Perry, and Brady Mathis. Dave Sammons and Leo Pesch absent. Staff present: Town Clerk & Treasurer Teagan Serres and Chief of Police Jesse Lisenby.

**Conflicts of Interest:** None.

**Additions/Deletions to the Agenda:** None.

**Agenda Items:**

**1. Discussion & Action Item.** Treasurer/Finance Director Job Posting & Description.

Ms. Serres reported that the Board of Trustees adopted a new organization chart at the Regular Meeting on February 19, 2025, which separated the positions of Town Clerk and Treasurer. She presented both the current job description for the Town Clerk & Treasurer and the previous job description for the Treasurer/Finance Director for the Board's review.

The Mayor and Trustees assessed the two job descriptions and instructed Ms. Serres to create a new Treasurer/Finance Director job description. This new description should incorporate the Treasurer's roles and responsibilities from the current Town Clerk & Treasurer job description, along with the Finance Director roles from the former job description. They established a salary range of \$70,000 to \$85,000 for this position.

The Board directed Ms. Serres to post the Treasurer/Finance Director job description as soon as possible. Additionally, they permitted Ms. Serres to retain the current Finance Officer as a part-time employee to ensure the continuation of services and to assist with training the new Treasurer/Finance Director.

**2. Executive Session** pursuant to C.R.S. §24-6-402(4)(g) and 24-6-402(4)(e), for (i) consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. §24-72-204(3)(a)(XI), and (ii) determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation regarding the **Second Review of Non-Finalist Town Manager Applicants**.

TRUSTEE MATHIS MOTION TO ENTER EXECUTIVE SESSION pursuant to C.R.S. §24-6-402(4)(g) and 24-6-402(4)(e), for (i) consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. §24-72-204(3)(a)(XI), and (ii) determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation regarding the Second Review of Non-Finalist Town Manager Applicants. TRUSTEE MILLER SECONDS. Roll Call Vote was taken, Trustee Perry, Trustee Mathis, Trustee Woog, and Trustee Miller. 4 "aye" votes, 0 "nay" votes; MOTION PASSED.

The Executive Session concluded at 7:33 PM; 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 Perry, Trustee Miller, Trustee Mathis, Trustee Woog, Town Clerk & Treasurer Teagan Serres, and Chief of Police Jesse Lisenby.

**3. Report from Executive Session.**

**4. Town Manager Interview Process and Timelines.**

The Mayor and Trustees discussed and deliberated to interview five applicants and conduct staff-led tours of the Town's facilities along with a community mixer. They scheduled a special

meeting for March 6, 2025, at 10 a.m. to conduct candidate interviews in an executive session. After each interview, staff will be available to provide tours of the Town Hall, the Water Treatment Plant, and the Police Department.

Additionally, the Board directed Ms. Serres to arrange a community meet-and-greet, preferably at the High School, on March 6, 2025, at 5 p.m. The Mayor and Board of Trustees also scheduled another special meeting on March 10, 2025, for an executive session to review the candidates and potentially announce the finalists.

**Adjournment:**

TRUSTEE WOOG MOTION TO ADJOURN. Voice vote taken; 4 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 8:16 PM.

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Teagan Serres, Town Clerk

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Wes Howell, Mayor

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING March 6, 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 9:56 AM. Trustees present: Jim Miller, Wes Howell, Erik Woog, Brad Perry, Brady Mathis, Dave Sammons, and Leo Pesch. Staff present: Town Clerk & Treasurer Teagan Serres.

**Conflicts of Interest:** None.

**Additions/Deletions to the Agenda:** None.

**Agenda Items:**

1. **Executive Session** pursuant to (i) C.R.S. Section 24-6-402(2)(f) for discussion of a personnel matter and not involving an employee who has requested discussion of the matter in open session; a member of this body or an 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; and (ii) pursuant to C.R.S. Section 24-6-402(4)(g) for consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. Section 24-72-204(3)(a)(XI) –

**Regarding Interviews and Consideration of Non-Finalist Town Manager Candidates**

TRUSTEE MATHIS MOTION TO ENTER EXECUTIVE SESSION pursuant to (i) C.R.S. Section 24-6-402(2)(f) for discussion of a personnel matter and not involving an employee who has requested discussion of the matter in open session; a member of this body or an 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; and (ii) pursuant to C.R.S. Section 24-6-402(4)(g) for consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. Section 24-72-204(3)(a)(XI) – Regarding Interviews and Consideration of Non-Finalist Town Manager Candidates. TRUSTEE MILLER SECONDS. Roll Call Vote was taken, Trustee Perry, Trustee Mathis, Trustee Sammons, Trustee Pesch, Trustee Woog, and Trustee Miller. 6 “aye” votes, 0 “nay” votes; MOTION PASSED.

The Mayor and Board of Trustees adjourned for a lunch break at 12:16 p.m. and returned to the executive session at 12:58 p.m.

The Executive Session concluded at 3:56 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 Perry, Trustee Miller, Trustee Mathis, Trustee Woog, Trustee Sammons, Trustee Pesch, and non-finalist candidates.

**2. Report from Executive Session (if needed) - Discussion/Direction/Action on Manager Candidates.**

There was no report from the executive session needed.

**Adjournment:**

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 3:56 PM.

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Teagan Serres, Town Clerk

Wes Howell, Mayor

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING March 7, 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: Jim Miller, Wes Howell, Erik Woog, Brad Perry, Brady Mathis, Dave Sammons, and Leo Pesch. Staff present: Town Clerk & Treasurer Teagan Serres, Public Works Director Dillon Willson, Police Technician Karla Hassler, and Patrol Officer Glynn McGovern.

**Conflicts of Interest:** None.

**Additions/Deletions to the Agenda:** None.

**Agenda Items:**

1. **Executive Session** pursuant to (i) C.R.S. Section 24-6-402(2)(f) for discussion of a personnel matter and not involving an employee who has requested discussion of the matter in open session; a member of this body or an 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; and (ii) pursuant to C.R.S. Section 24-6-402(4)(g) for consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. Section 24-72-204(3)(a)(XI) –

**Regarding Town Manager Candidates**

TRUSTEE MATHIS MOTION TO ENTER EXECUTIVE SESSION pursuant to (i) C.R.S. Section 24-6-402(2)(f) for discussion of a personnel matter and not involving an employee who has requested discussion of the matter in open session; a member of this body or an 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; and (ii) pursuant to C.R.S. Section 24-6-402(4)(g) for consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. Section 24-72-204(3)(a)(XI) – Regarding Town Manager Candidates. TRUSTEE SAMMONS SECONDS. Roll Call Vote was taken, Trustee Perry, Trustee Mathis, Trustee Sammons, Trustee Pesch, Trustee Woog, and Trustee Miller. 6 “aye” votes, 0 “nay” votes; MOTION PASSED.

The Executive Session concluded at 7:37 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 Perry, Trustee Miller, Trustee Mathis, Trustee Woog, Trustee Sammons, Trustee Pesch, Town Clerk & Treasurer Teagan Serres, Public Works Director Dillon Willson, Police Technician Karla Hassler, and Patrol Officer Glynn McGovern.

**2. Discussion, Direction, or Action Item.** Announcement of Town Manager Finalists.

MAYOR HOWELL reported that the Board of Trustees plans to announce two finalists on Monday, March 10, 2025.

**Adjournment:**

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 7:39 PM.

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Teagan Serres, Town Clerk

Wes Howell, Mayor

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING March 14, 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: Jim Miller, Wes Howell, Erik Woog, Brad Perry, Brady Mathis, Dave Sammons, and Leo Pesch. Staff present: Town Clerk & Treasurer Teagan Serres.

**Conflicts of Interest:** None.

**Additions/Deletions to the Agenda:** None.

**Agenda Items:**

1. **Executive Session** pursuant to (i) C.R.S. Section 24-6-402(4)(f) for discussion of a personnel matter and not involving an employee who has requested discussion of the matter in open session; a member of this body or an 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; and (ii) pursuant to C.R.S. Section 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators – **Regarding Town Manager Contract and Finance Director/Town Treasurer Position**

TRUSTEE MATHIS MOTION TO ENTER EXECUTIVE SESSION pursuant to (i) C.R.S. Section 24-6-402(4)(f) for discussion of a personnel matter and not involving an employee who has requested discussion of the matter in open session; a member of this body or an 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; and (ii) pursuant to C.R.S. Section 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators – Regarding Town Manager Contract and Finance Director/Town Treasurer Position. TRUSTEE MILLER SECONDS. Roll Call Vote was taken, Trustee Perry, Trustee Mathis, Trustee Sammons, Trustee Pesch, Trustee Woog, and Trustee Miller. 6 “aye” votes, 0 “nay” votes; MOTION PASSED.

The Executive Session concluded at 8:05 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 Perry, Trustee Miller, Trustee Mathis, Trustee Woog, Trustee Sammons, Trustee Pesch, Town Clerk & Treasurer Teagan Serres, and Town Manager finalists Thadd Hargadine and Jen MacPherson.

**2. Report from Executive Session (if needed)**

- a. **Discussion/Direction/Action** on Town Manager Contract and Finance Director/Town Treasurer Position

MAYOR HOWELL reported that he will continue negotiations with the Town Manager finalists and report back to the Board of Trustees at the March 19, 2025, regular meeting.

**Adjournment:**

TRUSTEE MILLER MOTION TO ADJOURN. Voice vote taken; 6 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 8:06 PM.

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Teagan Serres, Town Clerk

Wes Howell, Mayor

# March 2025 - Public Works Staff Report

## Parks & Recreation

- Youth basketball season has come to an end and was extremely successful. Numbers were up from the 2024 season. Youth volleyball started on March 10, 2025.
- The large flag at the west end of town has been taken down due to damage it sustained during heavy wind. A new flag will be raised on May 23, 2025 by the local VFW during our yearly flag-raising ceremony.
- Staff attended a meeting with a Colorado State Land Board representative. In this meeting, the staff wanted to understand the process of either purchasing or leasing the 624 acres just north of the Red Mountain sports complex. Staff has another meeting scheduled on March 28, 2025, to further discuss this project.

## Streets and Roads

- The streets master plan is completed and will be presented to the board on April 16th regular trustee meeting. A representative from Element engineering will be present to answer any questions.

## Water

- Water production for the month of January was 8.04 MGD.
- The Hensel Phelps team is targeting the April 16th regular trustee meeting for the 90% GMP presentation.
- The water tank coating project is still being processed by the EPA, there is no timeline for review. The EPA has had this project under review since December 2024.
- Staff have had to spend a considerable amount of time on call due to melting conditions caused by higher temperatures and a malfunctioning streaming current detector. Polymer feeding must be adjusted manually by staff. It is important that this issue is addressed before the large spring runoff occurs.



# Town of Kremmling

## Police Department Staff Report

March 2025

### Department

- Calls for service have Increased slightly. Officer initiated activity (i.e. Traffic Stops and logged Directed Patrols) have increased. The large increase of traffic enforcement is partially attributed to HVE activity.

### Personnel

- HVE enforcement activity has increased and is expected to continue through June, when the next grant cycle will begin.
- KPD staff members attended a training session hosted by Colorado State Patrol personnel on lawfully towing and disposal of cars.
- Officer Hicks attended a police Emergency Vehicle Operation Course in Loveland, Co with his new Tahoe.
- Officer Hicks has been approved to attend a SWAT school in June.
- Officer McGovern has been approved to attend a combatives instructor training course in May 2025.

### Code Enforcement

- Police Technician Hassler researched Use by Special Review records and produced a file of special review terms and conditions since 2018 so that compliance can be measured and enforced if needed.

### Projects

- KPD applied for the 2025 JAG grant. And requested a newer model of the Taser (the Taser 10) to outfit the police officers with. These newer devices have been shown to be much more effective in nearly all situations than what is currently used at KPD. The selection decision is scheduled for early June 2025 with funding scheduled to be available October 1, 2025.
- The Colorado POST In-Service Grant application process is open until March 31, 2025. This is a reimbursement grant that will reimburse approved and eligible purchases for police training and equipment. KPD has used this grant in the past for simuniton weapons and supplies as well as tuition and expenses for training events. Chief Lisenby intends to apply for reimbursement for training expenses anticipated in the State's 2025 fiscal year (July 1, 2025 until June 30, 2026). If approved, this will offset already budgeted and approved training expenses put before the Board in the 2025 budgeting discussions. No reallocation or requests for additional funds are being sought from KPD for this grant.



# Town of Kremmling

## Police Department Staff Report

March 2025

## Police Staff Report

The following tables depict the activities of the Kremmling Police Department for the month of February 2025:

<b>Patrol Response</b>	<b>Number</b>
Total Officer Response	144
Reports Written	12
Calls For Service	77
Officer Initiated	67

<b>Violent Crimes</b>	<b>Number</b>
Criminal Homicide	0
Rape	0
Robbery	0
Aggravated Assault	0

<b>Property Crime</b>	<b>Number</b>
Burglary	0
Theft	0
Motor Vehicle Theft	0
Arson	0

<b>Enforcement (In Town and HVE)</b>	<b>Number</b>
Traffic Stops	40
Total Citations	19
Total Summons	0
Total Arrests	2

<b>Arrests</b>	<b>Number</b>
Officer on View	2
Warrant Service	0

<b>Summons</b>	<b>Number</b>
Not Traffic Related	0
Traffic Violations	0

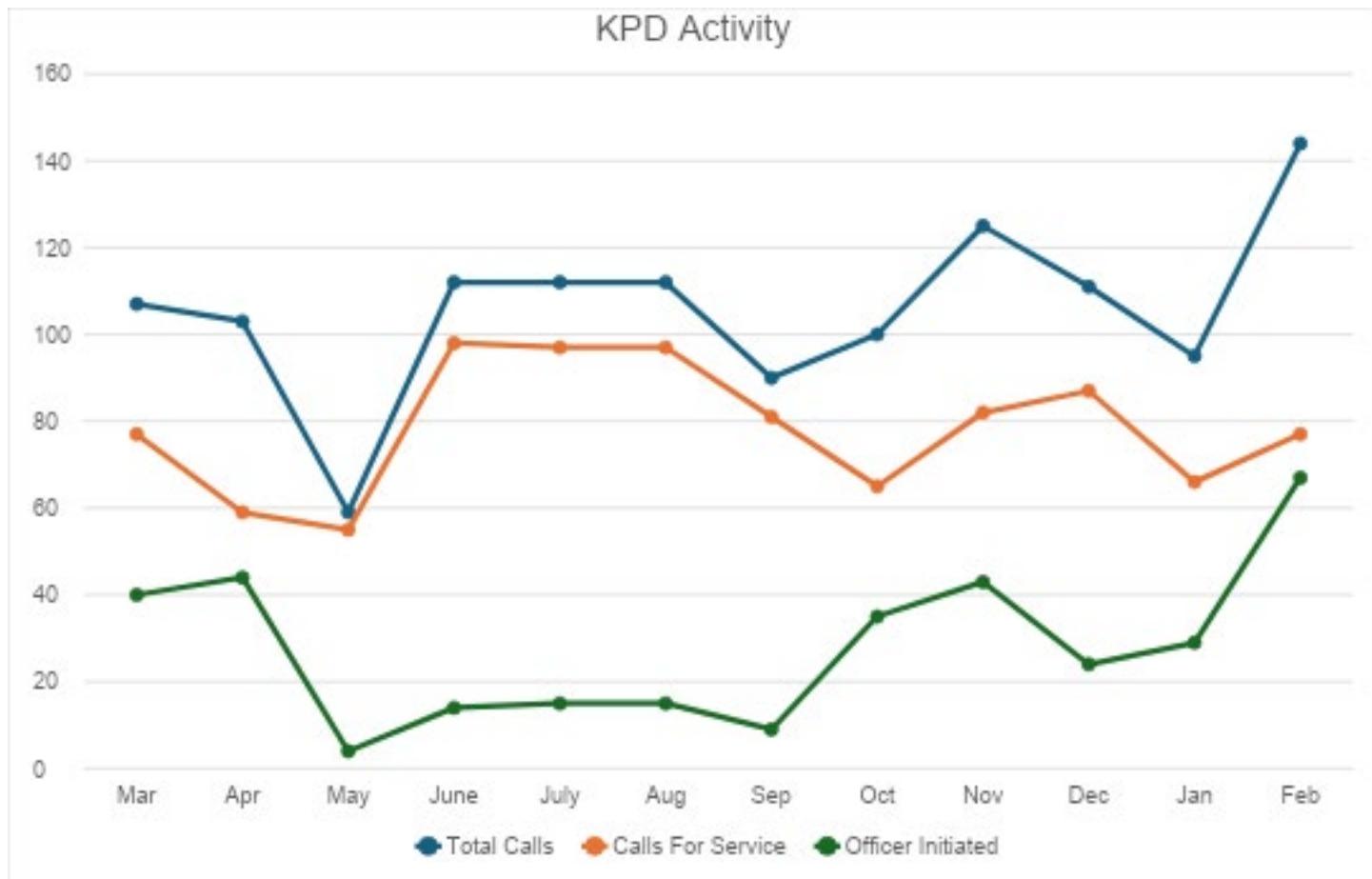
<b>Public Services</b>	<b>Number</b>
Open Records Request	3
VIN Inspections	2
Special Events	0



# Town of Kremmling

Police Department Staff Report

March 2025



# February 2025 - Town Clerk & Treasurer Staff Report

## Town Clerk

- The majority of my time has been spent on the Town Manager hiring process. In February, I facilitated four Board of Trustees meetings and one Planning Commission meeting. So far, I have facilitated five Board of Trustees meetings, two Planning Commission meetings, and one Board of Adjustment meeting in March.
- Prepared various agendas, minutes, ordinances, resolutions, and memos for Board of Trustees meetings, the Planning and Zoning Commission, and the Board of Adjustment.
- Providing a minimum of 5-10 Land Use or Zoning inquiries a week.
- Various meetings with the Mayor, Public Works Director, and Chief of Police to stay abreast of upcoming items and deadlines, Code Enforcement, and agendas.
- Renewal notices for the 2025 business license renewals have been sent out and were due by January 31, 2025. 87 licenses have been processed to date.
- Conducted a pre-application meeting with Planning Commission Chairman Hassler regarding a Use by Special Review application. Chairman Hassler has offered his support in the absence of a Town Manager to facilitate these pre-application meetings. He will recuse himself from discussions as soon as an application is submitted. If the application requires Planning Commission approval, he will disclose the ex parte communication at the public hearing and will give the applicant the opportunity to request his recusal if they choose to do so.

## Treasurer

- \$13,474 in tax liens were filed with the Grand County Treasurer on November 15, 2024. \$2,194 has been received to date.
- The final report to close out the DOLA Community Readiness Assessment is expected to be completed at the end of this month.
- A couple of inquiries have been made regarding the Treasurer/Finance Director job posting, but no applications have been received to date.
- The 2024 Audit has been scheduled for the week of June 16, 2025.

Collected	Received	2022	2023	2024	2025
January	March	\$118,493.62	\$127,230.29	\$135,307.90	\$142,445.37
February	April	\$117,856.40	\$129,929.96	\$112,343.93	
March	May	\$118,415.95	\$128,831.84	\$122,208.73	
April	June	\$114,067.80	\$118,752.67	\$111,202.44	
May	July	\$120,242.01	\$130,579.17	\$123,958.43	
June	August	\$146,509.10	\$156,059.93	\$160,662.25	
July	September	\$161,165.84	\$170,817.48	\$156,785.85	
August	October	\$163,566.43	\$154,060.57	\$164,648.89	
September	November	\$168,817.41	\$166,181.58	\$166,651.67	
October	December	\$152,115.78	\$150,753.00	\$153,092.77	
November	January	\$141,550.48	\$138,329.03	\$130,626.15	
December	February	\$133,650.87	\$142,997.34	\$135,956.94	
Total		\$1,656,451.69	\$1,714,522.86	\$1,673,445.95	\$142,445.37

**To:** Town of Kremmling Board of Trustees  
**Cc:** Teagan Serres, Kremmling Town Clerk  
**From:** Chris Masar, AICP, Community Planning Strategies, Contracted Town Planner  
**Date:** March 19, 2025  
**Subject:** Request to Rezone from Multiple Family Residential (R-2) to Industrial (I) for property located at 416 3<sup>rd</sup> Street.

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#### **APPLICATION INFORMATION:**

**Request:** Rezoning from Multiple Family Residential (R-2) to Industrial (I) for property located at 416 3<sup>rd</sup> Street.  
**Legal:** FICADDITION TO KREMMLING Lot: 11-15 Block:30,  
FIC ADDITION TO KREMMLING LOT 8-10 BLOCK.30  
**Address:** 416 3rd Street, Kremmling Colorado, 80459  
**General Location:** Northeast corner of Railroad Avenue and 3<sup>rd</sup> Avenue  
**Parcel #:** 144118110005  
**Zone District:** Current- R-2 : Residential, High Density  
Proposed- I : Industrial  
**Current Use:** Commercial Shop and Storage  
**Property Size:** 0.49 acres  
**Applicant:** Nick Potochnick  
**Owner:** Tri-State Generation and Transmission Association

#### **PROJECT OVERVIEW**

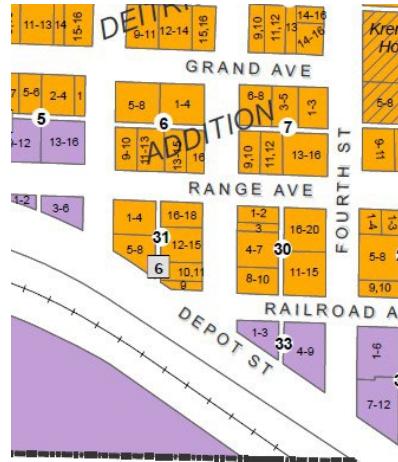
This is a review of a rezoning request for the property located at 416 3<sup>rd</sup> Street (Property). The Property is currently zoned Multiple Family Residential (R-2) and the applicant is requesting to rezone the property to Industrial (I). The Property currently contains a one-story 2,800 sq. ft. office warehouse structure and a 655 sq. ft. shed structure. The applicant proposes to continue using the property for light industrial storage which has been the prominent use of the property since approximately 1946.

The applicant is seeking to rezone the property to Industrial to better align with the current and future use of the property and to bring the Property into compliance with current zoning regulations the applicant has concurrent Use by Special Review (USR) applications for fence height and fence materials. In addition, the Kremmling Board of Adjustment granted a variance to allow a three foot four inch (3' 4") setback between the industrial use and the residentially zoned property to the north at its March 6, 2025 meeting. The Property has been used in a light industrial capacity since approximately 1945 which predates the current land use regulations and has resulted in the legal non-conforming status of the property.

## ZONING & LAND USE:



**Figure 1: Future Land Use Map. Property is shown as Multifamily Infill.**



**Future 2: Zoning map. Property is zoned Residential, High Density District (R-2)**

### Surrounding Zoning and Land Use

Direction	Use	Zone
North	Residential	R-2
South	Industrial	I
East	Residential	R-2
West	Residential	R-2

### CODE REQUIREMENTS

#### 17.02.010 Definitions

“Open Storage Facility” means a business that sells, rents or leases storage spaces for goods, merchandise, vehicles, boats or equipment where such items are not kept in a wholly enclosed building. “Open storage facility” does not include impound lots or the storage of wrecked or inoperable vehicles. (See definition of “impound lot” or “junk yard”).

“Shop Craft Facilities” means any detached structure and/or area designed for, or occupied by, light industrial including woodworking, welding and town, county, state or federal maintenance shops.

#### 17.05.020 - Rezoning process.

##### D. Rezoning criteria:

1. No application for rezoning shall be approved except in compliance with each of the following criteria:
  - a. The proposed rezoning promotes the health, safety or welfare of the Town’s inhabitants.
  - b. The proposed rezoning is consistent with the Comprehensive Plan.
  - c. The proposed zoning is compatible with the surrounding uses.

d. Changed conditions in the community since the time the current zoning district was first established make rezoning a logical extension of desired development and land use patterns.

**17.04.020.E. I: Industrial**

1. Permitted Uses. The following categories of uses are permitted in the Industrial (I) Zone.
  - b. Warehouses and mini storage.
  - f. Shop craft facilities.
  - g. Fences up to six (6) feet in height.
3. Dimensional requirements.
  - a. All industrial uses must maintain a minimum setback of twenty (20) feet from any residentially zoned area.

**17.10.010 Parking Requirements.**

A. 7. Industrial establishments. One (1) space per 1.3 employees.

---

**ANALYSIS**

**REZONING CRITERIA:**

a. *The proposed rezoning promotes the health, safety or welfare of the Town's inhabitants.*

Criteria Met: Criteria Met. The proposed use of the property will not change following the rezoning. The rezoning allows the use of the property to align with the zoning.

b. *The proposed rezoning is consistent with the Comprehensive Plan.*

Criteria Met. Action item GED 2.9.1 within the Comprehensive plan states "Revise the zoning code to ensure that it allows for and promotes clean industries over polluting industries." The proposed light industrial use furthers this action item of the Comprehensive Plan.

c. *The proposed zoning is compatible with the surrounding uses.*

Criteria Met: The properties located south of the subject site are higher-impact industrial uses within the Industrial zoning district. The properties located north of the subject site are zoned residential; however, the subject site has been used in the same capacity since it was constructed in 1945.

d. *Changed conditions in the community since the time the current zoning district was first established make rezoning a logical extension of desired development and land use patterns.*

Criteria Met: The property has been used for commercial purposes since 1945 which precedes the current zoning district and applicable dimensional standards.

**DIMENSIONAL STANDARDS**

Based on the site plan submitted with the rezoning application, the dimensional standards within the R-2 zone district can be met but the Industrial zone district standards are not compliant in two areas.

Dimensional Criteria	Standard	Proposed
Minimum Lot Area	N/A	N/A
Setback from residential uses	All industrial uses must maintain a minimum setback of twenty (20) feet from any residentially zoned area.	Criteria Not Met: The setback along the north property line is 3' 4" from the R-2 property line at the shortest distance which does not meet the 20-foot setback requirement. The applicant received Board of Adjustment approval of a variance to allow the 3' 4" setback where 20' is required on March 6, 2025.
Fence Height	Fences up to six (6) feet in height.	Criteria Not Met: The existing fence along the property line is eight (8) feet which exceeds the six (6) foot height limit within the Industrial zoning district. The applicant has submitted a Use by Special Review application to address this deficiency.
Parking	One (1) parking space per 1.3 employees	Criteria Met: The site appears to be able to adequately accommodate parking internally and along the 3rd St. and Railroad St. right-of-way.

#### REFERRAL COMMENTS

- **MPEI:** "We have nothing to add to the two variance requests. I would just like to include that MPEI has existing infrastructure here, and that the existing easement needs to be maintained if the two lots were to be combined."



- **Xcel:** "Xcel has reviewed the documents provided and has not objections to the re-zoning. Currently Xcel does not provide them gas service."

#### PUBLIC COMMENTS

This Rezoning application has had proper public notification pursuant to 17.09.010 of the Kremmling Municipal Code (KMC). A Newspaper Publication was published in the Sky-Hi Newspaper on February 26, 2025, providing notification of the hearing and requesting comments. A Surrounding Property Owners Mailing was sent to adjacent property owners providing notification of the meeting and requesting comments on February 26, 2025. A Property Posting was posted on March 7, 2025. No comments have

been received as of March 14, 2025. The Property and hearing have been noticed and posted per the KMC requirements.

#### **PLANNING COMMISSION UPDATE (MARCH 18, 2025)**

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At the March 18, 2025, meeting, the Kremmling Planning and Zoning Commission voted unanimously to recommend approval of the rezoning request for the property known as 416 3<sup>rd</sup> Street, from Multiple-Family Residential (R-2) to Industrial (I) zone district as presented.

#### **STAFF RECOMMENDATION**

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Staff recommends approval of the Rezoning request finding the application meets all criteria required in 17.05.020.D of the KMC.

#### **SAMPLE MOTIONS**

---

##### **Sample Motion Recommending Approval:**

I move to approve the Rezoning request from Multiple Family Residential (R-2) to Industrial (I) located at 416 3rd Street, finding the application meets all criteria required in §17.05.020.D of the KMC.

##### **Sample Motion Recommending Denial:**

I move deny the Rezoning request finding the application does not meet all criteria required in 17.05.020.D of the KMC, specifically: {Identify which criteria below the application does not meet}

1. *The proposed rezoning promotes the health, safety or welfare of the Town's inhabitants.*
2. *The proposed rezoning is consistent with the Comprehensive Plan.*
3. *The proposed zoning is compatible with the surrounding uses.*
4. *Changed conditions in the community since the time the current zoning district was first established make rezoning a logical extension of desired development and land use patterns.*

#### **ATTACHMENTS**

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1. Land Use Application
2. Application Checklist
3. Application Certification
4. Site Plan
5. Narrative
6. Proof of Public Notice



# Rezoning APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Rezoning pursuant to Section 17.05.020 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

***This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.***

Project Name:	Submittal Date:
Applicant Name:	
Applicant Phone:	
Applicant E-Mail:	

<b>Applicant - check box in first column if document is included in application submittal.</b>		<b>Office Use Only</b>		
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<input type="checkbox"/>	1. <b>Pre-application conference:</b> The applicant must attend and participate in a pre-application conference with the Town Manager prior to submitting a rezoning application.  <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. <b>Submit to the Town staff on Town form:</b> <ol style="list-style-type: none"><li>Name, address, telephone number of the applicant and all property owners.</li><li>Street address and/or legal description of the lot.</li><li>Description of existing zoning, land uses and adjacent zoning and land uses.</li><li>Description of the proposed use and an explanation of how the use complies with applicable standards.</li><li>Rezoning fee.</li></ol> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## COMPLETENESS DETERMINATION (Office Use Only):

Reviewed by:	Date:
<b>Determination:</b> Determination Comments:	<input type="checkbox"/> Complete <input type="checkbox"/> Complete, with conditions <input type="checkbox"/> Not complete, resubmittal required



200 Eagle Ave. Kremmling, CO  
Phone: 970-724-3249  
www.townofkremmling.colorado.gov

## APPLICATION CERTIFICATION Acknowledgement of Responsibilities

Project Name: \_\_\_\_\_

Applicant Name: (Print) \_\_\_\_\_

The undersigned Applicant has requested a permit, approval, or license from the Town of Kremmling. Applicant acknowledges the following responsibilities:

1. Applicant shall permit a true and correct application for any activity.
2. Applicant has had the opportunity to review the applicable provisions of the Kremmling Municipal Code, Rules, and Regulations related to the activity Applicant wishes to undertake.
3. Applicant is responsible for properly locating any changes or improvements on the ground and will be responsible for any encroachments onto neighboring property.
4. Applicant is responsible for demonstrating authority to make application. Applicant may be required to provide proof of authority, such as title insurance commitments, ownership and encumbrance reports, power of attorney, corporate resolutions delegation authority, contracts, leases, or other indicia or right of apply.
5. Applicant understands the filing of an application does not in any way guarantee approval of the application, with or without conditions. The Applicant undertakes the Application and the risk of conditions of denial at Applicant's sole cost and expense.
6. Unless otherwise provided, Applicant may not undertake any work, or commence any improvements, under the Application unless and until such Application is approved.
7. Applicant agrees to indemnify and hold harmless the Town, its officials, officers, employees, and agents or any acts undertaken by any of them with respect to this Application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant E-Mail Address



200 Eagle Ave. Kremmling, CO  
Phone: 970-724-3249  
[www.townofkremmling.colorado.gov](http://www.townofkremmling.colorado.gov)

## AUTHORIZATION OF AGENT

Project Name: 416 3rd St

Application(s): Rezone to Industrial and variance for existing building set backs and fence height

I/we, the undersigned owner(s) of the following described real property located within the Town of Kremmling, Colorado, hereby authorize:

Nick Potocznick

*Name of Authorized Agent*

to act in my/our behalf in applying for the following permit, approval, or license from the Town of Kremmling, as required by existing Town of Kremmling regulations.

FIC ADDITION TO KREMMLING Lot: 11-15 Block:30 ,

Legal Description: FIC ADDITION TO KREMMLING LOT 8-10 BLOCK 30.

416 S Third St, Kremmling, CO 80459

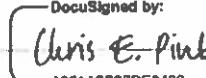
Address or General Location: \_\_\_\_\_

Christopher E Pink

Owner Name (*Print*): Senior Vice President of Operations Owner Name (*Print*): \_\_\_\_\_

Tri-State Generation and Transmission Association, Inc.

Owner Signature: \_\_\_\_\_

  
DocuSigned by:  
AB51AFF27DE6436...

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1/14/2025

Date: \_\_\_\_\_





200 Eagle Ave, Kremmling, CO  
Phone: 970-724-3249  
www.townofkremmling.colorado.gov

## LAND USE APPLICATION

### 5. Purpose of Application: (please attach any additional information)

The purpose of this application is to rezone both parcels to Industrial zoning and for a variance on the set backs of the existing buildings North side and West Side from the 20' Industrial setback requirement. A variance on fence height is needed as existing is 8' high.

The building has been a storage garage and has chain link with barbed wire top fence around the building and outdoor storage lot now.

The property is adjacent to Industrial zoning now and the use of existing structures has been storage for an electric supply company for sometime. There is only 2 larger garages and an office on the property now along with the gravel storage lot.

We are requesting the 2 parcels be rezoned to Industrial as the uses of this property with the existing infrastructure best meet the uses of Industrial.

### 6. Certification: Must be signed

#### OWNER CERTIFICATION OF COMPLETED APPLICATION

Christopher E. Pink, Senior Vice President of Operations

DocuSigned by:

Signed:

*Chris E. Pink*

Date:

*1/15/2025*

A951AFF27DE8438  
Tri-State Generation and Transmission Association, Inc.

#### APPLICANT CERTIFICATION OF COMPLETED APPLICATION

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Kremmling must be submitted prior to having this application processed.

Signed:

*Chris E. Pink*

Date: *1/13/2025*

Applicant, please do not write below this line.

Fee(s) Paid:		Date:		Check #:		Received By:	

Rezoning Project Narrative & Justification – January 28, 2025

Location: 416 3<sup>rd</sup> St Kremmling, Lot 8-10 and lots 11-15

Applicant: Nick Potochnick Buyer of property through to be named LLC to purchase property.

Why: To lease a section of the property to Grand County Search & Rescue (SAR) in the main heated garage to store their vehicles and equipment/similar use to others if/when SAR would vacate. The lots of 11-15 are currently graveled and fenced in and was prior used to store equipment and vehicles, I would like to use this to also store equipment, trailers, empty roll off containers, vehicles for the time being and eventually build a storage garage on this parcel to house the items being stored outside.

Narrative: The purpose of this application is for rezoning the property to Industrial from R-2. The main structure on the property was built in 1945 and is a garage with a half bath and office space. There is no residential living space on the property. There is also a shed on property that is used to store materials with an overhead garage door.

With the current zoning of the property as R-2 there is no use for the property with the current long standing buildings that align with residential use. The property is also directly across the street from other Industrial uses with heavy outdoor storage in place and the railroad tracks which make it unappealing for residential use. This property history appears to have been a storage use only; since the 1940's as the current main garage was built in 1945 and has been kept current with significant investment into the storage garage/shed over the years and is in good shape with newer electrical and HVAC systems in place. There is also a Town of Kremmling pump station access on the front of this property in the ROW which also tends to the Industrial feel.

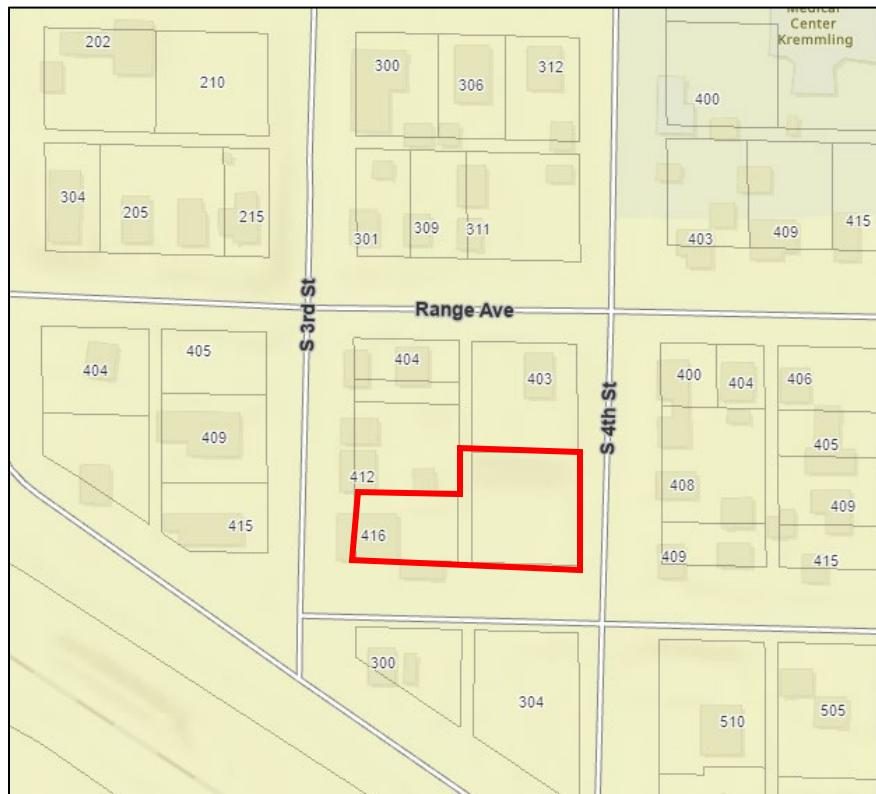
The 4 rezoning criteria points for justification on why it should be rezoned are as follows: The rezoning would promote health and safety of the Town's inhabitants by keeping these industrial uses of the property in a fully fenced in and gated area vs in an ungated outdoor storage area that some industrial properties are used as now as well as provide space for SAR to operate in the area to expedite a faster response. The rezoning is consistent with the comprehensive plan to support the industrial needs for this area of the Town with the rail line nearby. It is also compatible with the surrounding usage as there is Industrial zoning directly across the street from this property currently. Finally, it makes rezoning it logical with the changing conditions in the community to promote the rail line and to accommodate additional essential industrial services for the Town needed due to the additional housing and business growth in Kremmling.

The comments we received from the town manager at the time when we asked to review the property about rezoning before we went under contract to buy it were as follows: The second, more permanent solution would involve rezoning the property to industrial. I believe this property is a strong candidate for such a proposal. The rezoning would not adversely affect health, safety, or welfare, as the industrial use is already established. Furthermore, it aligns with the Master Plan and supports the expansion of the passenger rail line and a potential future stop in Kremmling. Additionally, it is compatible with the surrounding industrial uses. A preliminary review of the rezoning criteria indicates that this application would qualify for consideration by the Planning and Zoning Commission.

Thank you for your consideration.



## VICINITY MAP



## Certified Mailing List for 416 S 3rd St

Victor & Jean Bakke - 510 S 4th St.  
Erick & Kyndra Gore - 412 S 3rd St.  
George Lee - 404 S 3rd St.  
Ronald Dreier - 403 S 4th St.  
Scott Hitchcock - 400 Range Ave.  
Carly & Chad Andrade - 404 Range Ave.  
Richard Johnson - 408 S 4th St.  
Randall Mayeaux - 405 S 3rd St.  
Louis Tucker - 409 Railroad Ave.  
Francois Tucker - 405 S 3rd St., 409 S 3rd St., 415 S 3rd St., 300 Depot St., 304 Railroad Ave.

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Scott Hitchcock  
400 Range Ave  
PO Box 21  
Kremmling, CO 80451-0021



9590 9402 2003 6123 7809 41

## 2. Article Number (Transfer from service label)

589 0710 5270 0983 8131 75

PS Form 3811, July 2015 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X *Scott Hitchcock*

Agent  
 Addressee

## B. Received by (Printed Name)

Scott Hitchcock

## C. Date of Delivery

2-28-25

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

PO Box 21  
Kremmling CO 80459

## 3. Service Type

Adult Signature  
 Adult Signature Restricted Delivery  
 Certified Mail®  
 Certified Mail Restricted Delivery  
 Collect on Delivery  
 Collect on Delivery Restricted Delivery  
 Insured Mail  
 Insured Mail Restricted Delivery (over \$500)

Priority Mail Express®  
 Registered Mail™  
 Registered Mail Restricted Delivery  
 Return Receipt for Merchandise  
 Signature Confirmation™  
 Signature Confirmation Restricted Delivery

services & Fees (check box, add fee as appropriate)	\$4.10
Return Receipt (hardcopy)	\$0.00
Return Receipt (electronic)	\$0.00
Certified Mail Restricted Delivery	\$0.00
It Signature Required	\$0.00
It Signature Restricted Delivery	\$0.00

Postage \$0.73

## Postage and Fees

68

02/26/2025

Scott Hitchcock

and Apt. No., or PO Box No.

Range Ave, PO Box 21

Kremmling, CO 80459-0021

Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

George Lee  
404 S 3rd st  
PO Box 273  
Kremmling, CO 80459-0273



9590 9402 5704 9346 6054 90

## 2. Article Number (Transfer from service label)

589 0710 5270 0983 8131 99

PS Form 3811, July 2015 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X *Robert W. Lee*

Agent  
 Addressee

## B. Received by (Printed Name)

Robert W. Lee

## C. Date of Delivery

2-27-25

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

Adult Signature  
 Adult Signature Restricted Delivery  
 Certified Mail®  
 Certified Mail Restricted Delivery  
 Collect on Delivery  
 Collect on Delivery Restricted Delivery  
 Insured Mail  
 Insured Mail Restricted Delivery (over \$500)

Priority Mail Express®  
 Registered Mail™  
 Registered Mail Restricted Delivery  
 Return Receipt for Merchandise  
 Signature Confirmation™  
 Signature Confirmation Restricted Delivery

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT  
Domestic Mail OnlyFor delivery information, visit our website at [www.usps.com](http://www.usps.com).

Kremmling, CO 80459

OFFICIAL USE

Certified Mail Fee \$4.85

\$4.10
Extra Services & Fees (check box, add fee as appropriate)
<input type="checkbox"/> Return Receipt (hardcopy) \$0.00
<input type="checkbox"/> Return Receipt (electronic) \$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery \$0.00
<input type="checkbox"/> Adult Signature Required \$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery \$0.00

Postage \$0.73

## Total Postage and Fees

68

02/26/2025

Sent To

George Lee

Street and Apt. No., or PO Box No.

404 S 3rd st, PO Box 273

City, State, ZIP+4\*

Kremmling, CO 80459-0273

Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Erick & Hyndra Gore  
412 S 3rd st  
PO Box 753  
Kremmling, CO 80459-0753



9590 9402 5704 9346 6054 83

## 2. Article Number (Transfer from service label)

589 0710 5270 0983 8132 05

PS Form 3811, July 2015 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X *Hyndra Gore*

Agent  
 Addressee

## B. Received by (Printed Name)

Hyndra Gore

## C. Date of Delivery

2-27-25

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

Adult Signature  
 Adult Signature Restricted Delivery  
 Certified Mail®  
 Certified Mail Restricted Delivery  
 Collect on Delivery  
 Collect on Delivery Restricted Delivery  
 Insured Mail  
 Insured Mail Restricted Delivery (over \$500)

Priority Mail Express®  
 Registered Mail™  
 Registered Mail Restricted Delivery  
 Return Receipt for Merchandise  
 Signature Confirmation™  
 Signature Confirmation Restricted Delivery

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT  
Domestic Mail OnlyFor delivery information, visit our website at [www.usps.com](http://www.usps.com).

Kremmling, CO 80459

OFFICIAL USE

Certified Mail Fee \$4.85

\$4.10
Extra Services & Fees (check box, add fee as appropriate)
<input type="checkbox"/> Return Receipt (hardcopy) \$0.00
<input type="checkbox"/> Return Receipt (electronic) \$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery \$0.00
<input type="checkbox"/> Adult Signature Required \$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery \$0.00

Postage \$0.73

## Total Postage and Fees

68

02/26/2025

Sent To

Erick &amp; Hyndra Gore

Street and Apt. No., or PO Box No.

412 S 3rd st, PO Box 753

City, State, ZIP+4\*

Kremmling, CO 80459-0753

Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

Domestic Return Receipt



## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

Ronald Dreier  
403 54<sup>th</sup> St  
PO Box 1356  
Kremmling, CO 80459



9590 9402 5704 9346 6055 06

Article Number (Transfer from service label)

589 0710 5270 0983 8131 82

PS Form 3811, July 2015 PSN 7530-02-000-9053

## SENDER: COMPLETE THIS SECTION

Complete items 1, 2, and 3.  
Print your name and address on the reverse so that we can return the card to you.  
Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

Victor & Jean Bakke  
510 5 4<sup>th</sup> St  
PO Box 1239  
Kremmling, CO 80459-1239



9590 9403 0226 5146 2464 07

Article Number (Transfer from service label)

589 0710 5270 0983 8132 12

PS Form 3811, April 2015 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

B. Received by (Printed Name)

Ron Dreier

C. Date of

3-15

D. Is delivery address different from item 1? If YES, enter delivery address below: 

## 3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery over \$500
- Priority Mail
- Registered Mail
- Registered Mail Delivery
- Return Receipt Merchandise
- Signature Confirmation
- Signature Confirmation
- Restricted Delivery

Domestic Return

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Kremmling, CO 80459-1356

OFFICIAL USE

Certified Mail Fee

\$4.85

<input type="checkbox"/>	Extra Services & Fees (check box, add fee as appropriate)	\$4.10
<input type="checkbox"/>	Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/>	Return Receipt (electronic)	\$0.00
<input type="checkbox"/>	Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/>	Adult Signature Required	\$0.00
<input type="checkbox"/>	Adult Signature Restricted Delivery	\$0.00

Postage

\$0.73

Total Postage and Fees

\$49.68

\$

Sent To Ronald Dreier

Street and Apt. No., or PO Box No.

403 5 4<sup>th</sup> St, PO Box 1356

City, State, ZIP+4® Kremmling, CO 80459-1356

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

0257  
15Postmark  
Here

02/26/2025

## SENDER: COMPLETE THIS SECTION

Complete items 1, 2, and 3.  
Print your name and address on the reverse so that we can return the card to you.  
Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

Victor & Jean Bakke  
510 5 4<sup>th</sup> St  
PO Box 1239  
Kremmling, CO 80459-1239



9590 9403 0226 5146 2464 07

Article Number (Transfer from service label)

589 0710 5270 0983 8132 12

PS Form 3811, April 2015 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

 Ag Ac

B. Received by (Printed Name)

R Dreier

C. Date of

3-15

D. Is delivery address different from item 1? If YES, enter delivery address below: 

## 3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery over \$500
- Priority Mail
- Registered Mail
- Registered Mail Delivery
- Return Receipt Merchandise
- Signature Confirmation
- Signature Confirmation
- Restricted Delivery

Domestic Return

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Kremmling, CO 80459-1356

OFFICIAL USE

Certified Mail Fee

\$4.85

<input type="checkbox"/>	Extra Services & Fees (check box, add fee as appropriate)	\$4.10
<input type="checkbox"/>	Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/>	Return Receipt (electronic)	\$0.00
<input type="checkbox"/>	Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/>	Adult Signature Required	\$0.00
<input type="checkbox"/>	Adult Signature Restricted Delivery	\$0.00

Postage

\$0.73

Total Postage and Fees

\$49.68

\$

Sent To Victor &amp; Jean Bakke

Street and Apt. No., or PO Box No.

510 5 4<sup>th</sup> St, PO Box 1239

City, State, ZIP+4® Kremmling, CO 80459-1239

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

0257  
15Postmark  
Here

02/26/2025

## SENDER: COMPLETE THIS SECTION

Complete items 1, 2, and 3.  
Print your name and address on the reverse so that we can return the card to you.  
Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

Carly & Chad Anchacle  
7638 Saint Patrick Way  
Unit 3122  
Dublin, CA 94568-3122



9590 9403 0226 5146 2464 07

Article Number (Transfer from service label)

589 0710 5270 0983 8132 12

PS Form 3811, April 2015 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

B. Received by (Printed Name)

Carly Anchacle

C. Date of

3-15

D. Is delivery address different from item 1? If YES, enter delivery address below: 

## 3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery over \$500
- Priority Mail
- Registered Mail
- Registered Mail Delivery
- Return Receipt Merchandise
- Signature Confirmation
- Signature Confirmation
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Domestic Return

U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Dublin, CA 94568-3122

OFFICIAL USE

Certified Mail Fee

\$4.85

<input type="checkbox"/>	Extra Services & Fees (check box, add fee as appropriate)	\$4.10
<input type="checkbox"/>	Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/>	Return Receipt (electronic)	\$0.00
<input type="checkbox"/>	Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/>	Adult Signature Required	\$0.00
<input type="checkbox"/>	Adult Signature Restricted Delivery	\$0.00

Postage

\$0.73

Total Postage and Fees

\$49.68

\$

Sent To Carly &amp; Chad Anchacle

Street and Apt. No., or PO Box No.

7638 Saint Patrick Way, Unit 3122

City, State, ZIP+4® Dublin, CA 94568-3122

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

44

**TOWN OF KREMMLING, COLORADO**  
**NOTICE OF PUBLIC HEARINGS**

The Board of Adjustment for the Town of Kremmling will hold a Public Hearing on March 6, 2025, at 6:00 p.m. at 203 Park Avenue, Kremmling, CO 80459, to hear a variance request submitted by Nick Potochnick. The Applicant is requesting a variance to the Residential High-Density zoning district (R2), the minimum 20-foot setback between Industrial uses and residentially zoned areas at the physical address of 416 S 3rd Street. The legal description is FIC ADDITION TO KREMMLING Lot: 8 - 10 Block: 30 and FIC ADDITION TO KREMMLING Lot: 11 - 15 Block: 30.

**Notice** is hereby given that the Planning and Zoning Commission of the Town of Kremmling will hold a Public Hearing commencing at 6:00 p.m., Tuesday, March 18, 2025, at the Kremmling Town Hall, 200 Eagle Avenue, Kremmling, CO 80459. The purpose of the Public Hearing is to consider a Use by Special Review application for a fence larger than six feet and to consider a rezoning application from Multiple Family Residential (R-2) to Industrial (I). The property address is 416 S 3rd Street. The applicant is Nick Potochnick, PO Box 817, Frisco, CO 80443. The legal description is FIC ADDITION TO KREMMLING Lot: 8 - 10 Block: 30 and FIC ADDITION TO KREMMLING Lot: 11 - 15 Block: 30. The process for a rezone application involves public hearings before the Planning Commission (PC) and the Board of Trustees (BoT). The PC will make a recommendation to the BoT for final action.

**Further Notice** is hereby given that the Board of Trustees of the Town of Kremmling will hold a Public Hearing commencing at 6:00 p.m., Wednesday, March 19, 2025, at the Kremmling Area Chamber of Commerce, 203 Park Avenue, Kremmling, CO 80459. The purpose of the Public Hearing is to consider a rezoning application from Multiple Family Residential (R-2) to Industrial (I). The property address is 416 S 3rd Street. The applicant is Nick Potochnick, PO Box 817, Frisco, CO 80443. The legal description is FIC ADDITION TO KREMMLING Lot: 8 - 10 Block: 30 and FIC ADDITION TO KREMMLING Lot: 11 - 15 Block: 30.

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the application and other related application materials are on file and available for public inspection in the office of the Town Clerk, 200 Eagle Avenue, during regular business hours.

/s/ \_\_\_\_\_  
Teagan Serres, Town Clerk

**AFFIDAVIT OF PUBLICATION**

Ad #: qj5u86ZBhPVQGUNQUMFw  
Customer: TOWN OF KREMMLING

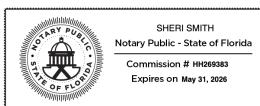
State of Florida, County of Broward, ss:

India Johnston, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Sky-Hi News and Middle Park Times, that the same weekly newspaper printed, in whole or in part and published in the County of Grand, State of Colorado, and has a general circulation therein; that said newspaper has been published continuously and uninterruptedly in said County of Grand for a period of more than fifty-two consecutive weeks next prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as a periodical under the provisions of the Act of March 3, 1879, or any amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period of 1 insertion; and that the first publication of said notice was in the issue of said newspaper dated 26 Feb 2025 in the issue of said newspaper. That said newspaper was regularly issued and circulated on those dates.

**Total cost for publication:** \$38.83

(Signed) India Johnston

**VERIFICATION**

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 02/28/2025

S. Smith

Notary Public  
Notarized remotely online using communication technology via Proof.

TOWN OF KREMMLING, COLORADO  
NOTICE OF PUBLIC HEARINGS

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/s/  
Teagan Serres, Town Clerk

PUBLISHED IN THE SKY-HI NEWS AND MIDDLE PARK TIMES ON WEDNESDAY, FEBRUARY 26, 2025.

**NO TRESPASSING**  
**PROPERTY UNDER**  
**VIDEO SURVEILLANCE**

**NOTICE OF**  
**PUBLIC HEARING**

PURPOSE & TYPE OF APPROVAL: USE BY  
SPECIAL REVIEW FOR FENCE THAT IS  
TALLER THAN 6 FEET AND A REZONING  
APPLICATION FROM MULTIPLE FAMILY  
RESIDENTIAL (R-2) TO INDUSTRIAL (I)

APPLICANT NAME AND ADDRESS: NICK  
POTOSHICK, PO BOX 817, FRISCO, CO  
80443

HEARING DATE/TIME: 3/18/25 @ 6:00 PM

HEARING LOCATION: Kremmling Town  
Hall, 200 Eagle Ave, Kremmling, CO 80459

LEGAL DESCRIPTION: GENERAL  
LOCATION: EIC ADDITION TO  
KREMMLING Lot: 8-10 Block: 30 and FIC  
ADDITION TO KREMMLING Lot: 11-15  
Block: 30

FOR MORE INFORMATION: Call the  
Kremmling Community Development  
Department at 970-724-3249 or email  
townclerk@townofkremmling.org

**NOTICE OF**  
**PUBLIC HEARING**

PURPOSE & TYPE OF APPROVAL:  
REZONING APPLICATION FROM  
MULTIPLE FAMILY RESIDENTIAL (R-2)  
TO INDUSTRIAL (I)

APPLICANT NAME AND ADDRESS: NICK  
POTOSHICK, PO BOX 817, FRISCO, CO  
80443

HEARING DATE/TIME: 3/19/25 @ 6:00 PM

HEARING LOCATION: Kremmling Area  
Chamber of Commerce, 203 Park Ave  
Kremmling, CO 80459

LEGAL DESCRIPTION: GENERAL  
LOCATION: EIC ADDITION TO  
KREMMLING Lot: 8-10 Block: 30 and FIC  
ADDITION TO KREMMLING Lot: 11-15  
Block: 30

FOR MORE INFORMATION: Call the  
Kremmling Community Development  
Department at 970-724-3249 or email  
townclerk@townofkremmling.org

# NOTICE OF PUBLIC HEARING

**PURPOSE & TYPE OF APPROVAL: USE BY  
SPECIAL REVIEW FOR FENCE THAT IS  
TALLER THAN 6 FEET AND A REZONING  
APPLICATION FROM MULTIPLE FAMILY  
RESIDENTIAL (R-2) TO INDUSTRIAL (I)**

**APPLICANT NAME AND ADDRESS: NICK  
POTOHNICK, PO BOX 817, FRISCO, CO  
80443**

**HEARING DATE/TIME: 3/18/25 @ 6:00 PM**

**HEARING LOCATION: Kremmling Town  
Hall, 200 Eagle Ave, Kremmling, CO 80459**

**LEGAL DESCRIPTION/GENERAL  
LOCATION: FIC ADDITION TO  
KREMMLING Lot: 8 - 10 Block: 30 and FIC  
ADDITION TO KREMMLING Lot: 11 - 15  
Block: 30**

**FOR MORE INFORMATION: Call the  
Kremmling Community Development  
Department at 970-724-3249 or email  
[townclerk@townofkremmling.org](mailto:townclerk@townofkremmling.org)**



## Kremmling Board of Trustees Regular Meeting

### Agenda Item Cover Letter

#### **Agenda Item:**

**Discussion & Action Item.** Estates at the Bluff Annexation Agreement Negotiations Report.

#### **Department:**

Town Clerk & Treasurer, Teagan Serres

#### **Executive Summary:**

Town staff has had numerous discussions with the owner of Estates at the Bluff regarding annexing to the Town and what the terms of the annexation might look like. The Board provided direction to staff on these terms at a meeting last year. After several months of silence, the owner reached back out to Town staff.

#### **Summary:**

Specific terms staff seeks direction on:

Staff requested the owner pay a water system development fee for each of the 36 mobile homes for which a fee had not previously been paid. The current 3/4" tap fee is \$10,000 for a total of \$360,000. The owner is requesting that he be allowed to pay \$198,000, which is based on the prior tap fee of \$5,500 x 36. The owner proposes to pay this fee 12 months after the agreement is executed.

The owner has agreed to pay \$12,000 for an upgrade from a 1" to 2" tap that previously occurred.

Staff requested the owner pay \$75,000 towards a future sidewalk to be constructed on Twelfth between the property and the high school. The owner is requesting this amount be reduced to \$25,000.

Approval of a PUD overlay will be required because the owner is seeking modifications to the design standards for mobile home parks in Chapter 17.16 of the Town Code.

The owner provided the following response: "I guess the question I would pose to the Board at this point is: What other property owner/developer is willing to pay the Town \$235,000 to be annexed into a Town that we're essentially already a part of and have been for over 50 years? In addition, the annexation will make life easier from a financial standpoint for residents of Kremmling. It's not our fault that the tap fees for the original 36 lots weren't collected by the town long ago. However, we're willing to pay for those at the old rate to get the annexation done."



## Kremmling Board of Trustees Regular Meeting

### Agenda Item Cover Letter

#### **Financial Impacts:**

If the Board wishes to proceed with the annexation process and the annexation is approved, the above-mentioned fees will be collected. Annexation fees would continue to be assessed throughout the process.

#### **Staff Recommendation:**

A motion may or may not be necessary. Staff requires direction on:

- Payment of water tap fees required at the current or old rates.
- Sidewalk payment amount.

#### **Attachments:**

n/a



## Kremmling Board of Trustees Regular Meeting

### Agenda Item Cover Letter

#### **Agenda Item:**

**Discussion & Action Item.** Planning and Land Use Development Process Review & Part-Time Planner Job Description.

#### **Department:**

Town Clerk & Treasurer, Teagan Serres

#### **Summary:**

The Mayor and Board of Trustees have expressed some concerns regarding the current process for planning and land use development reviews. The Town currently contracts Community Planning Strategies (CPS) for planning services, and the Town Manager serves as the Planning Director pursuant to the Kremmling Municipal Code. This discussion aims to clarify the current processes and what is necessary to keep applications moving forward. A draft job description for a Planner is also available for review.

#### Things to consider:

- Continuing contracting with CPS for all or some of the applications or on an as-needed basis.
- Put the Contracted Town Planner out for bid.
- Post a part-time planner job for hire.

#### **Financial Impacts:**

The Town paid CPS \$84,452.21 in 2024, with \$60,630.87 subject to reimbursement from developers/applicants, for a total of \$23,821.34 in actual costs to the Town. The 2025 budget for Planning & Zoning Professional Services is \$15,000. The administrative salaries remaining after the adjustment of switching to the addition of a Treasurer/Finance Director are \$25,322. This can account for \$25-\$30 per hour if the position only works 20 hours weekly for the last 40 weeks of the year.

#### **Staff Recommendation:**

Make a motion or provide direction to staff regarding:

- Continuing contracting with CPS for all or some of the applications or on an as-needed basis.
- Put the Contracted Town Planner out for bid.
- Post a part-time planner job for hire.

#### **Attachments:**

Letter of Engagement with Community Planning Strategies  
Draft Part-Time Planner Job Description

July 13, 2022

Ms. Ashley Macdonald  
Kremmling Town Manager  
200 Eagle St.  
PO Box 538  
Kremmling, CO 80459

**RE: On-Call Planning Services Letter of Engagement for the Town of Kremmling.**

Ms. Macdonald:

Thank you for the opportunity for Community Planning Strategies, LLC ("CPS") to submit a proposal to provide On-Call Planning Services to the Town of Kremmling ("Town"). This proposal is provided to outline the scope of services CPS is able to provide the Town. Per our previous discussion, most of the services our team provides can be provided virtually using virtual meeting software, phone calls, and/or email communications. In instances where having a CPS team member or members on-site is either necessary or beneficial, we will do our best to coordinate schedules to be on-site in accordance with this Letter of Engagement.

**Scope of Work**

- Provide On-Call Planning Services to the Town including reviewing land use applications, drafting staff reports for Planning Commission, Town Council, and other boards and commissions, and present at public meetings, as requested by the Town.
- Provide general land use and planning related consultation to the Town.
- Perform planning development review of land use applications and permits to ensure conformance with applicable codes, regulations, standards, and criteria.
- Complete community development, land use, zoning, or other related special projects as requested by the Town.
- Perform other work as requested by the Town.

**Rates and Fees:**

**Hourly Rates:** To complete the Scope of Work described in this proposal, the following CPS hourly rates will apply:

Position	Hourly Rate
President	\$133.00
Sr. Community Planner	\$118.00
Community Planner	\$112.00
Planning Technician	\$98.00
Graphic Specialist	\$98.00
Office Manager	\$92.00
Office Administrator	\$75.00

**Expenses:** Expenses such as printing, copying, duplication, lodging (beyond the first night included in the On-Site Fee below), etc. will be charged at cost plus 10%.

**Travel:** Travel time and mileage will not be charged from CPS offices to Town Hall (200 Eagle St.). Travel time for required travel to sites or meetings, as requested by the Town, will be charged at the regular position rates and at the current IRS rates.

### **Project Team**

To best serve the needs of the Town, we propose the following team members:

#### **TJ Dlubac, AICP, President – *Principal-In-Charge***

TJ has been an executive management team member in small and mid-sized communities where he managed functions including development review, planning, engineering, code enforcement, public works, and building services. His broad experience has afforded him a clear understanding of the web of impacts policy decisions have on communities.

With a strong background in development review coupled with his understanding of local government, TJ is highly qualified to both oversee CPS' services and add needed depth to review development applications submitted to the Town.

#### **Andrew Bowen, AICP, Community Planner**

Andrew has spent 10 years working closely with a diverse set of communities in both the public and private sector. These experiences have ranged from working with economically distressed areas in Appalachia to well established Resort/Recreation communities. Over the years, Andrew has gained exposure to a diversity of planning disciplines with projects ranging across the Southeast, in Wyoming, and the Front Range. Andrew would be a great fit for supporting the needs of Kremmling.

#### **Katie Kent, Sr. Community Planner**

Katie is a community planner with extensive experience in the public sector. Her clients appreciate her attention to detail, organizational skills, and her command of land use procedures. Katie, based out of Summit County, will add needed depth to support Kremmling as capacity needs to increase to meet workload demands.

#### **Kris Valdez, AICP, Sr. Community Planner**

Kris is an experienced planner with over 20 years' experience in the field for both public and private sector clients. During Kris' professional career, her analytical and organizational skills were utilized in managing some of the largest and most controversial projects her employers had. Kris employed skills in evaluating and synthesizing complicated information, conducting public presentations, providing exemplary customer service, and explaining complex legal documents in everyday language. Given her background and experience with Colorado communities facing growth and development, Kris will be instrumental in adding depth and capacity to support Kremmling's development review needs.

### **Commencement**

CPS will begin providing the services described in this Letter of Engagement upon its execution.

### **Termination**

This Letter of Engagement may be terminated at any time in writing by the CPS or the Town upon 15 days written notice. Any unpaid time will be invoiced by CPS and paid by Town. Any outstanding work product will be forwarded to the Town upon receipt of final payment.

### **Invoicing**

Invoices will be sent monthly for time expended. Accounts will be due and payable within thirty (30) days after date of invoice. Whenever the account is more than thirty (30) days delinquent, CPS may suspend any further work called for until such account is made current. Any invoice not paid within thirty (30) days will be charged a 10% late fee.

The fact that CPS may continue work during the period which it may notify the Town of suspended services due to a late payment shall not be deemed a waiver of its rights hereunder.

***This proposal is valid for a period of 10 days from the date of this Letter of Engagement.***

Upon execution of this agreement, CPS and the Town will schedule a kickoff meeting where the scope of services, roles and responsibilities, lines of communication, and general expectations of both parties will be discussed in greater detail.

Please contact me with any questions you may have at 970-744-0623 or [TJlubac@PlanStrategize.com](mailto:TJlubac@PlanStrategize.com). CPS appreciates the opportunity to work with the Kremmling community and looks forward to building a long-term, mutually beneficial relationship with Town staff, elected and appointed officials, residents, and the development community!

Sincerely,

**COMMUNITY PLANNING STRATEGIES, LLC**



TJ Dlubac, AICP  
President

APPROVED and ACCEPTED this 17 day  
of July, 2022

Signature: Ashley Macdonald

Name: Ashley Macdonald

Title: Town Manager

August 26, 2024

Ashley Macdonald, Town Manager  
 Town of Kremmling  
 PO Box 538  
 Kremmling, CO 80459

*Sent via Email: manager@townofkremmling.org*

**RE: 2024/25 Fees for Planning Services**

Hello Ashley,

We have very much enjoyed serving the Town as contracted planners over the past few years and look forward to continuing our relationship into the future. We are committed to providing cost-effective and efficient services to the Town while considering the increase in our own cost of doing business. Based upon an in-depth review of our fees, services, and costs over the last few months, we find it necessary to increase our rates and fee structure for all our clients **effective October 1, 2024**. This review included evaluation of on-site and overnight fees. These rates will be valid through December 2025. Following an annual review of fees and costs, rates may be adjusted annually thereafter.

**FEE:**

**Hourly Rates:** Below is our fee schedule with increases to each job classification and the overview of the new on-site fees which will be effective October 1, 2024:

<b><i>Job Classification</i></b>	<b><i>Hourly Rate</i></b>	<b><i>Job Classification</i></b>	<b><i>Hourly Rate</i></b>
President/Principal	\$146.00	Sr. Project Planner	\$130.00
Director/Officer	\$142.00	Project Planner	\$120.00
Sr. Community Planner	\$135.00	Sr. Specialist	\$130.00
Community Planner	\$125.00	Specialist	\$125.00
Sr. Planner	\$130.00	Planning Technician	\$110.00
Planner	\$120.00	Office Manager	\$100.00
Sr. Project Manager	\$135.00	Office Administrator	\$97.00
Project Manager	\$125.00		

**Expenses:** Expenses such as printing, copying, duplication, etc. will be charged at cost plus 10%.

**On-Site Fee:** A set fee for round-trip travel will be charged when the Town requests CPS staff to be on-site. This fee will cover travel time and mileage. The following rates will apply:

- \$175 for the first CPS team member
- \$110 for each additional CPS team member

**Nightly Fee:** A set fee of \$215 per night per CPS team member will be charged for required overnight stays.

We are committed to providing exceptional service while keeping our costs as affordable as possible. We appreciate you allowing our team to be a part of your community.

If you have any questions, please don't hesitate to call me directly at [TDlubac@PlanStrategize.com](mailto:TDlubac@PlanStrategize.com) or 719-839-5804.

*Town of Kremmling*  
*Planning Service Fees*  
*August 26, 2024*  
*2 of 2*

Sincerely,  
**COMMUNITY PLANNING STRATEGIES, LLC**



TJ Dlubac, AICP  
President/Owner



## Town of Kremmling

P.O. Box 538  
Kremmling, CO 80459-0538  
Office 970.724.3249  
Fax 970.724.9409

Kremmling is located in a beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

**Keywords:** Part-Time, Planning, Community Development, Administrative

**Reports To:** Town Manager (Administration Department)

**FSLA:** Hourly, Part-Time (20-30 hours per week)

**Starting Pay Range Depending on Qualifications:** \$25.00 - \$30.00

**Salary Range:** \$25.00 - \$30.00 per hour

### **Pay and Benefits:**

Part-time employees are scheduled to work fewer than 30 hours per week. They are eligible to accrue paid time off (PTO) and receive holiday pay; however, this PTO is not paid out upon termination. Part-time employees will accumulate holiday pay and PTO at half the rate of full-time employees, which equals two weeks of PTO and 12 paid half-day holidays.

### **Job Summary:**

This position, under the direction of the Town Manager, is responsible for planning functions and projects requiring a combination of skills in research, analysis, development review, public presentation, and interpretation of concepts and data pertaining to planning and implementation of the Town of Kremmling Municipal Code. Work is performed with general instructions from the Town Manager with considerable latitude for independent initiative and judgment.

### **Essential Duties and Responsibilities:**

*The list below is intended to be illustrative of the position's responsibilities and not all-encompassing. The Town may change these duties at any time.*

- Provides professional planning support services to the Town; assists in subdivision reviews, rezoning applications, landscape plan reviews, architectural design reviews, site plan reviews, and development improvement agreements.
- Serves as the initial point of contact for Planning Department requests; provides assistance with requests for information regarding sign permits, banner permits, fence permits, and special use permits.
- Assists in zoning code enforcement.

- Assist with preparing and distributing meeting packets for the Planning Commission and Board of Adjustment meetings; prepare various Town Board, Planning Commission, and Board of Adjustment staff reports and workshops.
- Assist with preparing legal postings, notifications, and site visits.
- Assists the Building Department in accepting, issuing, and monitoring building permits as needed.
- Interacts with the general public, including contractors, property owners, and concerned citizens with tact and diplomacy.
- Provides an ethical commitment to protecting the health, safety, and welfare of residents and visitors in Fraser.
- Remains educated on new techniques in both planning and the building industry; continuing education is expected to be pursued at the Town's expense, emphasis should be placed on professional advancement within the planning field, including, but not limited to: American Planning Association membership, attendance at statewide, regional, and national planning conferences, and preparation for American Institute of Certified Planners testing and certification.
- Researches, develops knowledge of, applies for, and administers grants related to land use planning and strategic planning projects.
- Provides professional records management within the Town's records database.
- Performs related work as required.

### **Experience and Training:**

**Minimum Education:** High School diploma or equivalent required; associate degree in urban planning, architecture, public policy or equivalent is desired. General knowledge of municipal planning processes with 2-4 years of planning experience in a municipal setting.

**Special Training or Experience:** Computer experience and good customer service skills are essential. Preferred knowledge of Microsoft and Google Drive systems. Must be able to pass a background check and always provide a satisfactory driving record as a condition of employment.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the geography of the town.
- Must have excellent management, time management, planning, organizational, administrative, computer, and interpersonal skills.
- Ability to exercise good judgment/discretion and make decisions quickly.
- Ability to be to manage multiple tasks.
- Ability to read, understand, and interpret various zoning ordinances, codes, and regulations.
- Basic knowledge of government processes and responsibilities, as well as a general familiarity with community development issues and processes.
- Ability to work with land developers, property owners, and the general public with tact and diplomacy, often in stressful situations.
- Must possess excellent research and report presentation skills and strong written and verbal communication skills.

- Ability to establish and maintain effective working relationships with Town employees, Town elected officials, other agencies, and the public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.

**Equipment Used:**

Vehicle, telephone, computer, copiers, fax, typewriter; and similar other business/office equipment.

**To apply**

Send the Town of Kremmling employment application, resume, and cover letter to P.O. Box 538, Kremmling, CO 80459, or by email to [townclerk@townofkremmling.org](mailto:townclerk@townofkremmling.org). Application packets may also be hand-delivered to 200 Eagle Ave. Kremmling, CO 80459: Open until filled and will be closed at any time. To view the full job description and for other information please visit us at <https://townofkremmling.colorado.gov/i-want-to/apply-for-a-job>

**Working Conditions**

- Frequent contact with employees and the public
- Must be comfortable working with people regarding sensitive information
- Requires ability to perform multiple tasks at one time with frequent interruptions
- Frequent sitting, standing, lifting, walking, pulling, grabbing, kneeling,
- Operate standard office equipment requiring continuous or repetitive hand/arm movements
- Vision enough to interpret computer screens and documents to assist the public and complete work assignments; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Frequent physical effort that includes: stooping, kneeling, crouching, crawling; frequent standing or walking; frequently lifting and/or moving at times at least 40 pounds and occasionally lifting and/or moving more than 40 pounds; maintaining arms and hands in the same position for repetitive tasks and frequently working with light objects and light hand tools

**Conditions of Employment**

- Must pass criminal history check.
- Must pass motor vehicle records check.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.



## Kremmling Board Of Trustees Regular Meeting

### Agenda Item Cover Letter

#### **Agenda Item:**

**Discussion & Action Item.** Resolution No. 2025-03-01 A Resolution of the Board of Trustees of the Town of Kremmling Making an Appointment to the Colorado River Basin Round Table.

#### **Department:**

Town Clerk & Treasurer, Teagan Serres

#### **Executive Summary:**

The Colorado River Basin Round Table is a collaborative body established under the Colorado Water for the 21st Century Act. Its primary mission is to facilitate discussions and decision-making regarding water management and policy within the Colorado River Basin. The Round Table brings together stakeholders from various sectors, including municipal water providers, agricultural interests, environmental groups, recreation, and industrial water users, to ensure a balanced and sustainable approach to water resource planning. Each of the Towns in Grand County needs to collectively appoint one person.

#### **Summary:**

Responsibilities of a member of the Colorado River Basin Round Table include:

- Participating in regular meetings to discuss and address water-related issues within the basin.
- Reviewing and providing input on water project funding applications under the Colorado Water Conservation Board (CWCB) grant programs.
- Collaborating with diverse stakeholders to develop and implement the Colorado Water Plan.
- Providing expertise and local knowledge to guide water policy decisions.
- Advocating for the interests of Grand County and ensuring its concerns are represented in regional water discussions.

Members of the Round Table typically serve staggered terms of three years to maintain continuity and institutional knowledge within the group.

One person has expressed interest in the position. Cwiklin's extensive background in natural resource management, water policy, and community service makes him an exceptional candidate to advocate for Grand County's interests while contributing valuable expertise to the broader discussions of the Round Table.

Adam has lived in Grand County for over 30 years and has a longstanding commitment to local river advocacy. His academic background includes a Bachelor of Science in Natural Resource



## Kremmling Board Of Trustees Regular Meeting

### Agenda Item Cover Letter

Biology, supplemented by additional coursework in Land Use Hydrology, which provides a strong foundation for understanding the complex interplay between water resources and land management.

His professional experience spans decades of natural resource management, including roles as a former Land Trust conservation specialist and river restoration technician. Notably, Adam served as the Fraser water and wastewater superintendent, where he led the Town's water supply, demand, efficiency, compliance, and capital planning efforts. He has also been actively involved in water quality and drought preparedness groups and holds Colorado Certified Water Professional credentials in Water, Wastewater, Distribution, and Collections.

Adam's current and ongoing commitments further demonstrate his dedication to public service and water resource stewardship. He is serving his fourth term as a Town of Fraser Trustee and represents the Town of Fraser on the Joint Facility Operating Committee (JFOC). Additionally, he contributes his expertise to the Grand County Open Lands, Rivers, and Trails Advisory Committee.

#### **Financial Impacts:**

N/A

#### **Staff Recommendation:**

1. Motion to approve Resolution 2025-03-01 as presented.
2. Motion to table Resolution No. 2025-03-01 until the \_\_\_\_\_ meeting.
3. Deny approval.

#### **Attachments:**

Resolution No. 2025-03-01

Adam Cwiklin Resume

**TOWN OF KREMMLING**  
**RESOLUTION NO. 2024-03-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF KREMMLING  
MAKING AN APPOINTMENT TO THE COLORADO RIVER BASIN ROUND TABLE**

WHEREAS, the Colorado River Basin Round Table is a collaborative body established under the Colorado Water for the 21st Century Act; and

WHEREAS, its primary mission is to facilitate discussions and decision-making regarding water management and policy within the Colorado River Basin; and

WHEREAS, the Round Table brings together stakeholders from various sectors, including municipal water providers, agricultural interests, environmental groups, recreation, and industrial water users, to ensure a balanced and sustainable approach to water resource planning; and

WHEREAS, members of the Round Table typically serve staggered terms of three years to maintain continuity and institutional knowledge within the group; and

WHEREAS, pursuant to C.R.S. 37-75-104, one municipal member for each County located in whole or in part within the Basin Roundtable, who shall be appointed jointly by the governing bodies of all municipalities within that portion of the County that is located within the roundtable; and

WHEREAS, Adam Cwiklin's extensive background in natural resource management, water policy, and community service make him an exceptional candidate to advocate for Grand County's interests while contributing valuable expertise to the broader discussions of the Round Table.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF KREMMLING, COLORADO, AS FOLLOWS:**

1. Appointment of Adam Cwiklin to the Colorado River Basin Round Table as the Grand County Municipality Representative.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 19th day of March, 2025.

TOWN OF KREMMLING

By: \_\_\_\_\_  
Wes Howell, Mayor

ATTEST:

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Teagan Serres, Town Clerk

# Adam Cwiklin

Fraser, CO 80442

[adamcwik@hotmail.com](mailto:adamcwik@hotmail.com)

9704200797

My career has evolved, but the central theme and motivation have always been natural resource stewardship and community. My goal is to be an effective steward of land and water resources utilizing research, planning, management, and policy. I am an analytical and logical strategic thinker that generates pragmatic creative solutions to complex problems.

## Accomplishments

- Established the utility division within the town's Public Works Department. Expanded the operations team from a part-time employee to four full-time employees.
- Transitioned Fraser from a reactive to a proactive approach in system management by fostering team development, State compliance, and initiating the Town's inaugural 10-year Capital Improvement Plan and Water Efficiency Plans.

## Skills

<ul style="list-style-type: none"><li>• Strategic Planning/systems thinking</li><li>• Water Resources</li><li>• Regulatory Compliance</li><li>• Project/Program Development and Management</li></ul>	<ul style="list-style-type: none"><li>• Team Building</li><li>• Grant writing</li><li>• Budgeting/CIP</li><li>• Land Use Planning</li></ul>
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## Work Experience

### **Independent Contractor**

April 2023 to December 2023

- Working with YMCA of the Rockies at the Snow Mountain Ranch Campus to help develop their asset management, operations, and maintenance programs
- Resulted in replacement of 3000' of sanitary sewer line and additional spot repairs
- Resulted in waterline repairs decreasing system water loss by two thirds

### **Water and Wastewater Superintendent**

Town of Fraser - Fraser, CO

February 2014 to April 2022

- at achieving Fraser's mission and long-term objectives to support Fraser and its taxpayers  
Worked with the Public Works Director, Planner, Town Manager, and the Board of Trustees to implement programs and projects aimed
- Oversees all aspects of water production, distribution, and wastewater collection systems, including augmentation, operations, maintenance, compliance, grants, and water rights administration
- Lead of Town water supply, demand, efficiency, and capital master planning efforts
- Member of Fraser Development Review Team meeting with public and developers to explain Fraser's development process and requirements
- Assisted in Public Works departmental budgeting, planning, CIP, and policy development
- Project and Program Development and Management
- Implemented GIS based asset management program
- Represent the Town in local and regional efforts such as local watershed, water quantity/quality, drought management, and source water protection groups

### **Trustee, Town of Fraser**

Town of Fraser - Fraser, CO

April 2004 to March 2010

April 2012 to March 2014

I was a public official, elected by the people of Fraser, Colorado. As a representative, I engaged in policy issues relating to the health and well-being of the Town's residents and businesses and served on several committees.

- Water and Wastewater policy committee
- Budget committee
- Northwest Colorado Council of Government Water Quality and Quantity Group

### **Water and Wastewater Operator**

Tabernash Meadows Water and Sanitation District - Tabernash, CO

April 2012 to February 2014

- Daily administrative duties
- GIS/GPS water and wastewater system mapping
- Water, Wastewater, Collection and Distribution Systems Operator

### **Board Member, Fraser Sanitation District, Board of Directors**

Fraser Sanitation District - Fraser, CO

April 2005 to January 2010

I was a public official, elected to govern the Fraser Sanitation District (FSD) policy. FSD was the owner of a regional collection system and the managing entity of a multi-jurisdictional wastewater treatment plant.

- District policy and rates
- Infrastructure acceptance

## **Conservation Specialist**

Middle Park Land Trust (now Colorado Headwaters Land Trust) - Granby, CO

June 2002 to April 2005, Sept 2007 to October 2009

- Added Water to mission and began tying water rights to land through Conservation Easements
- Managed and negotiated Conservation Easement Projects and stewardship activities
- Developed Colorado River Headwaters Conservation Program, guiding document of the Land Trusts current conservation initiatives
- Wetland mitigation projects and partnerships

## Other Relevant Activities

- Grand County Open Lands, Rivers, and Trails Advisory Committee appointee

## Education

B.S. Wildlife Biology, College of Natural Resources, Colorado State University, Fort Collins

- Interdisciplinary Certificate, Conservation Biology
- Additional graduate level classwork
- Dale Hien Award Recipient, Outstanding Student College of Natural Resources, Pingree Park
- Returned as non-traditional student, non-degree, in Water Resources/Hydrology

## Trainings, Certifications, and Licenses

- Water Leaders Program, Water Education Colorado
- AWWA, Basic Management & Supervisory Leadership Training Program
- AWWA, M36 and the Colorado Water Loss Initiative
- Colorado Certified Water Professional:
  - Water B
  - Wastewater C
  - Distribution 2
  - Collections 2



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# Treasurer's Report

KMC 2.08.050.D The Town Manager shall prepare and submit to the Board of Trustees, on a quarterly basis, a complete report on finances and administrative activities of the Town

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— Regular Board of Trustees Meeting —  
March 19, 2025

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# Audit & General Update Information

- The 2023 audit was completed in August 2024. An extension was required, but the submission was made before the end of the extension period.
- The results were mostly positive; any negative issues were either already resolved or were addressed by the conclusion of the audit.
- The 2024 audit is scheduled for the week of June 16th.
- We are closely monitoring the budget for 2025 as we progress.



# Sales Tax Information

Collected	Received	2021	2022	2023	2024	2025
January	March	\$99,918.54	\$118,493.62	\$127,230.29	\$135,307.90	\$142,445.37
February	April	\$95,486.90	\$117,856.40	\$129,929.96	\$112,343.93	
March	May	\$108,230.17	\$118,415.95	\$128,831.84	\$122,208.73	
April	June	\$114,038.04	\$114,067.80	\$118,752.67	\$111,202.44	
May	July	\$114,391.16	\$120,242.01	\$130,579.17	\$123,958.43	
June	August	\$152,750.49	\$146,509.10	\$156,059.93	\$160,662.25	
July	September	\$139,011.55	\$161,165.84	\$170,817.48	\$156,785.85	
August	October	\$160,700.38	\$163,566.43	\$154,060.57	\$164,648.89	
September	November	\$154,417.22	\$168,817.41	\$166,181.58	\$166,651.67	
October	December	\$146,625.31	\$152,115.78	\$150,753.00	\$153,092.77	
November	January	\$148,085.59	\$141,550.48	\$138,329.03	\$130,626.15	
December	February	\$133,112.13	\$133,650.87	\$142,997.34	\$135,956.94	
Total		\$1,566,767.48	\$1,656,451.69	\$1,714,522.86	\$1,673,445.95	\$142,445.37

2021 Budget \$1,000,000 2022 Budget \$1,200,000 2023 Budget \$1,450,000 2024 Budget \$1,640,000 2025 Budget \$1,660,000

# General Fund Overview

## 2025 Budget Summary

	2025 BUDGET	2025 ACTUAL	2024 Budget*	2024 YTD
<b>GENERAL EXPENDITURES</b>				
Airport	\$19,950	\$ 864	\$ 20,750	\$ 5,097.83
Cemetery	\$89,917	\$ 13,028	\$ 52,204	\$ 49,439.70
Parks	\$123,196	\$ 14,616	\$ 150,147	\$ 179,591.27
Planning and Zoning	\$19,745	\$ 5,289	\$ 15,755	\$ 43,723.52
Streets/Highways	\$352,457	\$ 44,706	\$ 1,103,897	\$ 907,922.61
Administration	\$439,307	\$ 52,693	\$ 814,322	\$ 761,907.71
Mayor/Legislative	\$132,827	\$ 34,243	\$ 45,050	\$ 34,817.64
Town Manager	\$118,340	\$ 12,693	\$ 102,781	\$ 114,546.95
Elections	\$2,650	\$ -	\$ 3,050	\$ - .00
Judicial	\$24,540	\$ 11,387	\$ 27,083	\$ 29,500.86
Sanitation	\$44,189	\$ 1,649	\$ 26,063	\$ 17,275.26
Mosquito	\$82,200	\$ -	\$ 89,500	\$ 66,021.00
Police Services	\$809,175	\$156,673	\$ 886,570	\$ 888,225.59
Fund Balance			'	
<b>GENERAL EXPENSES</b>	<b>\$2,258,494</b>	<b>\$347,842</b>	\$ 3,337,172	\$ 3,098,070
<b>GENERAL REVENUE</b>	<b>\$2,258,494</b>	<b>\$338,066</b>	\$ 2,192,700	\$ 2,356,547
<b>NET GENERAL</b>	<b>\$0</b>	<b>-\$9,775</b>	<b>\$ (1,144,472)</b>	<b>\$ (741,522.69)</b>

# General Revenue

Account Title	2024				2025 Budget	2025 Actual
	2023 ACTUAL	AMENDED Budget	2024 ACTUAL	2025 BUDGET		
FUND BALANCE	\$3,096,622	\$2,073,150		\$2,073,150		
PROPERTY TAXES	\$ 198,003.57	\$257,000	\$ 273,345.78	\$255,000		\$17,267.85
MOTOR VEHICLE TAX	\$ 8,047.80	\$5,500	\$ 7,078.43	\$8,500		\$962.79
SPECIFIC OWNERSHIP TAX	\$ 12,535.62	\$10,000	\$ 12,232.79	\$11,500		\$1,899.92
SEVERANCE TAX	\$ 2,535.78	\$1,500	\$ 2,917.69	\$2,000		
CIGARETTE TAX	\$ 3,098.89	\$1,500	\$ 2,312.34	\$4,500		\$376.19
GENERAL SALES TAX	\$ 1,725,962.86	\$1,640,000	\$ 1,696,206.66	\$1,660,000		\$268,253.54
HIGHWAY USERS TAX	\$ 59,928.78	\$55,000	\$ 73,791.90	\$60,754		\$11,904.21
INTEREST ON DELINQUENT TAX	\$ 609.98	\$400	\$ 1,073.19	\$490		
CO ROAD AND BRIDGE MILL LEVY	\$ 3,244.00	\$0	\$ 1,041.00	\$1,300		
FEDERAL MINERAL LEASE ROYALTY	\$ 31,489.84	\$10,000	\$ 16,037.64	\$18,000		
FINES AND COURT FEES	\$ 36,185.30	\$30,000	\$ 17,927.17	\$40,000		\$5,340.58
ADMINISTRATIVE FEES	\$ 1,579.00	\$5,000	\$ 8,757.50	\$5,500		\$352.00
CEMETERY FEES	\$ 6,300.00	\$1,500	\$ 3,850.00	\$3,500		
PLANNING & ZONING FEES	\$ 9,325.00	\$2,000	\$ 4,438.50	\$6,500		\$1,850.00
BUSINESS LICENSE	\$ 2,974.00	\$5,000	\$ 3,925.00	\$3,500		\$3,300.00
NON-BUSINESS LICENSES / PERMIT	\$ 445.50	\$1,000	\$ 85.00	\$750		\$70.00
LIQUOR LICENSES	\$ 5,947.50	\$1,300	\$ 1,577.50	\$2,000		
HANGAR RENT	\$ 14,630.11	\$13,000	\$ 10,575.56	\$23,400		\$2,125.00
INTEREST EARNED	\$ 37,168.74	\$16,000	\$ 57,522.92	\$27,500		\$8,044.89
MISCELLANEOUS INCOME	\$ 23,007.52	\$0	\$ 838.44	\$15,800		\$114.00
INSURANCE REIMBURSEMENT - CIRSA		\$0	\$ -	\$0		
SANITATION DIST REIMBURSEMENT	\$ 49,178.55	\$72,000	\$ 54,915.87	\$58,000		\$16,205.47
FRANCHISE TAX	\$ 58,741.75	\$40,000	\$ 65,866.47	\$50,000		
DONATIONS	\$ 5,993.00	\$0	\$ 9,385.02	\$0		
CONTRIBUTIONS - TAX DEDUCTIONS			\$ 123.75			
POLICE GRANTS	\$ 5,193.75	\$25,000	\$ 30,721.13	\$0		
TRANSFER FROM OTHER FUNDS		\$11,191.19				
<b>TOTAL</b>	<b>\$ 2,313,318.03</b>	<b>\$2,192,700</b>	<b>\$ 2,356,547.25</b>	<b>\$2,258,494</b>	<b>\$338,066.44</b>	

# Judicial

Judicial Expenses		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 ACTUAL
00-110-4000	SALARIES / WAGES	\$ 9,808.87	\$14,560	\$15,186.51	\$8,656	\$6,775.43
00-110-4020	UNEMPLOYMENT	\$ 19.61	\$21	\$28.53	\$25	\$13.56
00-110-4030	WORKERS COMPENSATION	\$ 20.00	\$27	\$25.91	\$50	\$40.00
00-110-4040	EMPLOYEE INSURANCE	\$ 1,010.12	\$1,475	\$4,033.21	\$2,800	\$1,691.32
00-110-4050	EMPLOYER SHARE FICA	\$ 738.22	\$800	\$1,097.96	\$1,159	\$486.46
00-110-4100	OVERTIME	\$ 406.01	\$400	\$0.00	\$200	
00-110-4070	LOCAL RETIREMENT	\$ 4.24	\$500	\$628.74	\$350	\$280.51
00-110-5500	ATTORNEY FEES	\$ 9,032.42	\$6,500	\$8,400.00	\$10,000	\$2,100.00
00-110-5550	PROFESSIONAL SERVICES	\$ -	\$2,500	\$0.00	\$1,000	
00-110-6050	DUES / SUBSCRIPTIONS	\$ -	\$100	\$100.00	\$100	
00-110-6110	MEETING, TRAINING, TRAVEL	\$ -	\$100	\$0.00	\$100	
00-110-6240	SUPPLIES - OPERATING	\$ -	\$100	\$0.00	\$100	
00-110-6255	MISC EXPENSE	\$ -	\$0	\$0.00	\$0	
		\$ 21,039.49	\$27,083	\$29,500.86	\$24,540	\$11,387.28

# Mayor & Legislative

MAYOR (LEGISLATIVE)		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 ACTUAL
00-120-4006	LEGISLATIVE SALARY	\$ 27,250.00	\$ 41,400	\$ 31,103	\$37,800	\$5,000.00
00-120-4010	PART-TIME WAGES	\$ -	\$ -	\$ -	\$0	
00-120-4020	UNEMPLOYMENT	\$ 43.40	\$ 50	\$ 61.30	\$65	\$10.00
00-120-4030	WORKERS COMPENSATION	\$ 35.00	\$ 500	\$ 500.00	\$120	\$100.00
00-120-4050	EMPLOYERS SHARE FICA	\$ 1,660.55	\$ 1,350	\$ 2,345.22	\$2,892	\$382.58
00-120-6110	MEETING, TRAINING, TRAVEL	\$ 1,185.01	\$ 1,000	\$ 408.37	\$3,000	
00-120-6255	MISC EXPENSE	\$ -	\$ -	\$ 400.00	\$0	
00-120-6400	DONATIONS (Moved from Admin)	\$ -	\$ -	\$ -	\$88,200	\$28,750.00
00-120-6280	UNIFORMS	\$ -	\$ 750	\$ -	\$750	
		\$ 30,173.96	\$ 45,050	\$ 34,817.64	\$132,827	\$34,242.58

# Town Manager

TOWN MANAGER		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 ACTUAL
00-122-4000	SALARIES / WAGES	\$ 70,766.91	\$80,826	\$ 90,105.56	\$93,600	\$11,200.00
00-122-4020	UNEMPLOYMENT	\$ 159.79	\$165	\$ 121.79	\$175	\$22.40
00-122-4030	WORKERS COMPENSATION	\$ 200.00	\$275	\$ 275.00	\$275	\$200.00
00-122-4040	EMPLOYEE INSURANCE	\$ 6,946.43	\$8,280	\$ 8,835.68	\$8,280	\$412.91
00-122-4050	EMPLOYER SHARE FICA	\$ 6,209.08	\$5,750	\$ 6,730.91	\$7,160	\$849.12
00-122-4070	LOCAL RETIREMENT	\$ 3,307.27	\$3,335	\$ 3,730.40	\$3,750	
00-122-6050	DUES / SUBSCRIPTIONS	\$ 834.50	\$1,400	\$ 1,081.34	\$1,200	
00-122-6110	MEETING, TRAINING, TRAVEL	\$ 2,326.57	\$1,750	\$ 2,904.47	\$2,750	
00-122-6200	SUPPLIES - OFFICE	\$ 143.13	\$200	\$ 173.47	\$250	
00-122-6240	SUPPLIES - OPERATING	\$ 157.07	\$200	\$ 28.00	\$250	
00-122-6245	TELEPHONE	\$ 926.60	\$600	\$ 560.33	\$600	\$8.96
00-122-6255	MISC EXPENSE	\$ 47.23	\$0	\$ -	\$50	
00-122-6270	MOVING EXPENSE	\$ 1,072.00	\$0	\$ -		
TOTAL		\$ 93,096.58	\$102,781	\$ 114,546.95	\$118,340	\$12,693.39

# Election

Elections		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
00-124-6200	SALARIES / WAGES	\$ -	\$ 600	\$0	\$ 500	
00-124-6240	SUPPLIES - OPERATING	\$ 4,497.50	\$ 2,300	\$0	\$ 2,000	
00-124-6255	MISC EXPENSE	\$ -	\$ 150	\$0	\$ 150	
		\$ 4,497.50	\$ 3,050	\$0	\$ 2,650	

# Administration

Administrative		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 ACTUAL
00-125-4000	SALARIES / WAGES	\$ 98,841.32	\$ 130,477	\$ 148,591.17	\$108,902	\$18,079.39
00-125-4001	PERFORMANCE AWARD	\$ 35,698.09	\$ 34,500	\$ 16,536.39	\$25,000	\$10,060.00
00-125-4010	PART-TIME WAGES	\$ 1,600.17	\$ 1,840	\$ 3,565.14	\$3,500	\$288.72
00-125-4020	UNEMPLOYMENT	\$ 300.59	\$ 325	\$ 350.46	\$425	\$56.86
00-125-4030	WORKERS COMPENSATION	\$ 400.00	\$ 460	\$ 460.00	\$500	\$400.00
00-125-4040	EMPLOYEE INSURANCE	\$ 20,912.98	\$ 25,220	\$ 44,319.34	\$40,000	\$6,366.17
00-125-4050	EMPLOYER SHARE FICA	\$ 11,141.95	\$ 12,500	\$ 14,038.36	\$12,000	\$2,078.79
00-125-4070	LOCAL RETIREMENT	\$ 4,387.72	\$ 4,000	\$ 6,176.38	\$4,500	\$748.47
00-125-40xx	OVERTIME	\$ 917.13	\$ -	\$ 412.36	\$200	
00-125-5500	ATTORNEY FEES	\$ 32,121.00	\$ 20,000	\$ 21,856.50	\$25,000	\$1,665.00
00-125-5550	PROFESSIONAL SERVICES	\$ 41,088.55	\$ 35,000	\$ 22,664.41	\$30,000	\$3,701.45
00-125-5825	AUDITING COSTS	\$ 20,000.00	\$ 20,000	\$ 13,550.00	\$30,000	
00-125-6000	ADVERTISING	\$ 3,367.10	\$ 3,500	\$ 1,843.45	\$1,000	\$663.16
00-125-6010	DONATIONS	\$ 93,668.08	\$ 87,100	\$ 82,308.73	\$0	
00-125-6030	SERVICE CHARGE	\$ 1,709.73	\$ 300	\$ 820.11	\$530	\$68.50
00-125-6050	DUES / SUBSCRIPTIONS	\$ 11,096.41	\$ 20,000	\$ 17,074.48	\$20,000	\$5,428.21
00-125-6070	JANITORIAL SUPPLIES	\$ 725.49	\$ 1,000	\$ 730.39	\$850	
00-125-6075	INSURANCE	\$ 38,251.25	\$ 51,000	\$ 49,208.16	\$65,000	
00-125-6110	MEETING, TRAINING, TRAVEL	\$ 4,481.22	\$ 4,500	\$ 1,434.76	\$6,500	
00-125-6115	POSTAGE	\$ 2,502.01	\$ 1,800	\$ 1,211.39	\$2,200	\$292.00
00-125-6120	REPAIRS - BUILDING	\$ 247.97	\$ 1,000	\$ 1,180.96	\$350	
00-125-6135	REPAIRS - EQUIPMENT	\$ -	\$ 200	\$ 3,356.00	\$50	
00-125-6200	SUPPLIES - OFFICE	\$ 6,100.75	\$ 5,500	\$ 5,058.51	\$6,000	\$351.06

# Administration Continued

00-125-6240	SUPPLIES - OPERATING	\$ 893.79	\$ 500	\$ 2,192.96	\$1,200	
00-125-6245	TELEPHONE	\$ 310.50	\$ 4,100	\$ 2,839.42	\$2,000	\$325.48
00-125-6255	MISC EXPENSE	\$ 70.00	\$ -	\$ 241.48	\$0	
00-125-6256	STALE CLEANUP	\$ -	\$ -	\$ -	\$0	
00-125-6280	UNIFORMS	\$ -	\$ 350	\$ -	\$500	
00-125-6285	COUNTY TREASURER'S FEES	\$ 4,763.11	\$ 6,300	\$ 5,424.08	\$5,500	\$260.41
00-125-6300	UTILITIES	\$ 2,990.54	\$ 3,500	\$ 2,480.36	\$3,500	\$689.67
00-125-6310	UTILITIES - FIRE HALL	\$ 4,161.83	\$ 4,250	\$ 2,719.19	\$4,000	\$1,169.64
00-125-6415	DRUG & ALCOHOL TESTING	\$ -	\$ 100	\$ -	\$100	
00-125-6560	FIREWORKS	\$ -	\$ 40,000	\$ 35,069.40	\$40,000	
	Subtotal	\$ 442,749.28	\$ 519,322	\$507,714.34	\$439,307	\$52,692.98
00-125-7000	CAPITAL OUTLAY	\$ 32,028.19	\$ 295,000	\$ 254,193.37		
	<b>Total with Capital</b>	<b>\$ 474,777.47</b>	<b>\$ 814,322</b>	<b>\$761,907.71</b>	<b>\$439,307</b>	

# Planning & Zoning

Planning & Zoning		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
00-130-5500	ATTORNEY FEES	\$ 8,944.00	<b>\$4,600</b>	\$ 5,539.50	<b>\$4,000</b>	
00-130-5550	PROFESSIONAL SERVICES	\$ 12,440.25	<b>\$10,350</b>	\$ 98,709.40	<b>\$15,000</b>	<b>\$5,289</b>
00-130-6000	ADVERTISING	\$ 257.92	<b>\$345</b>	\$ 26.03	<b>\$345</b>	
00-130-6115	POSTAGE	\$ 220.37	<b>\$460</b>	\$ 85.46	<b>\$400</b>	
	COST REIMBURSEMENT	\$ (13,180.56)	<b>\$0</b>	\$ (60,636.87)	<b>\$0</b>	
	Total	\$ 8,681.98	<b>\$ 15,755</b>	\$ 43,723.52	<b>\$19,745</b>	<b>\$5,289</b>

\*AMENDED 2024 BUDGET

PZ Actual	
923 Jackson	\$3,236.76
Grand Cliffs	\$21,307.89
Red Mtn	\$175.00
Eagle Ave	
Muddy Creek	\$11,759.30
Sunrise	\$7,636.74
Estates at Bluffs	\$11,135.25
Dirt Bike Track	\$3,061.76
415 Central	\$2,324.17
	\$60,636.87

# Police Services

Police		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 ACTUAL
00-140-4000	SALARIES / WAGES	\$ 308,257.08	\$ 440,045	\$ 376,517.00	\$431,544	\$72,497.08
00-140-4010	PART-TIME WAGES	\$ -	\$ 100	\$ 19.66	\$0	
00-140-4020	UNEMPLOYMENT	\$ 797.60	\$ 800	\$ 687.91	\$900	\$152.34
00-140-4030	WORKERS COMPENSATION	\$ 11,060.00	\$ 8,750	\$ 9,512.68	\$12,500	\$12,000.00
00-140-4040	EMPLOYEE INSURANCE	\$ 61,251.93	\$ 76,075	\$ 67,214.97	\$75,000	\$17,102.38
00-140-4050	EMPLOYER SHARE FICA	\$ 29,492.63	\$ 25,300	\$ 36,794.01	\$33,663	\$5,555.99
00-140-4060	STATE RETIREMENT	\$ 11,676.51	\$ 12,000	\$ 15,336.48	\$16,000	\$2,878.08
00-140-4070	LOCAL RETIREMENT	\$ 3,190.33	\$ 5,000	\$ 2,646.98	\$5,000	\$452.09
00-140-4100	OVERTIME	\$ 69,048.07	\$ 25,000	\$ 120,817.50	\$47,018	\$3,680.94
00-140-5500	ATTORNEY FEES	\$ 4,515.00	\$ 5,000	\$ 11,205.00	\$7,500	
00-140-5550	PROFESSIONAL SERVICES	\$ 33,440.06	\$ 33,000	\$ 17,857.93	\$40,000	\$16,903.44
00-140-5594	DISPATCH FEES	\$ 29,837.00	\$ 40,000	\$ 38,788.11	\$47,500	
00-140-5805	PUBLIC RELATIONS	\$ 377.00	\$ 1,000	\$ 389.17	\$500	\$97.90
00-140-6000	ADVERTISING	\$ -	\$ 450	\$ 450.00	\$50	
00-140-6050	DUES / SUBSCRIPTIONS	\$ 22,805.23	\$ 31,000	\$ 26,566.14	\$34,200	\$17,204.10
00-140-6100	PRINTING	\$ 902.29	\$ 750	\$ 936.93	\$750	\$257.35
00-140-6110	MEETING, TRAINING, TRAVEL	\$ 9,109.83	\$ 17,500	\$ 5,528.54	\$10,000	\$3,059.36
00-140-6115	POSTAGE	\$ 182.92	\$ 300	\$ 655.73	\$300	\$15.15
00-140-6120	REPAIRS - BUILDING	\$ 623.38	\$ 1,000	\$ 709.74	\$750	
00-140-6135	REPAIRS - EQUIPMENT	\$ 115.48	\$ 500	\$ 66.48	\$500	
00-140-6140	VEHICLE - REPAIR	\$ 7,104.14	\$ 5,000	\$ 3,224.53	\$8,000	\$127.74

# Police Services Continued

00-140-6200	SUPPLIES - OFFICE	\$ 624.61	\$ 1,500	\$ 995.38	\$1,200	\$407.65
00-140-6240	SUPPLIES - OPERATING	\$ 12,908.06	\$ 10,000	\$ 12,017.07	\$10,000	\$1,741.92
00-140-6245	TELEPHONE	\$ 5,500.80	\$ 2,800	\$ 6,170.60	\$5,000	\$461.80
00-140-6255	MISC EXPENSE	\$ 47.23	\$ -	\$ 0.38	\$0	
00-140-6280	UNIFORMS	\$ 5,580.08	\$ 7,500	\$ 6,432.75	\$5,000	\$75.99
00-140-6300	UTILITIES	\$ 2,508.44	\$ 3,200	\$ 1,591.52	\$2,800	\$602.31
00-140-6320	VEHICLE - GAS	\$ 8,403.01	\$ 12,000	\$ 7,434.29	\$13,500	\$1,399.58
<b>TOTAL</b>		<b>\$ 639,358.71</b>	<b>\$ 765,570</b>	<b>\$ 770,567</b>	<b>\$809,175</b>	<b>\$156,673.19</b>
00-140-7000	CAPITAL OUTLAY	<b>\$ 69,697.15</b>	<b>\$ 121,000</b>	<b>\$ 117,658.11</b>		<b>\$0</b>
Total with Capital		<b>\$709,056</b>	<b>\$886,570</b>	<b>\$888,226</b>		<b>\$809,175</b>

# Streets & Highways

Highways & Streets		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
00-150-4000	SALARIES / WAGES	\$ 124,727.32	\$ 169,645	\$128,188.99	\$134,202	\$22,058.61
00-150-4010	PART-TIME WAGES	\$ 140.00	\$ 4,667	\$5,419.54	\$5,000	\$1,499.40
00-150-4020	UNEMPLOYMENT	\$ 261.26	\$ 288	\$219.90	\$250	\$48.75
00-150-4030	WORKERS COMPENSATION	\$ 4,829.00	\$ 5,750	\$5,750.00	\$4,039	\$4,000.00
00-150-4040	EMPLOYEE INSURANCE	\$ 36,365.82	\$ 42,097	\$35,540.31	\$55,000	\$4,629.93
00-150-4050	EMPLOYER SHARE FICA	\$ 9,325.44	\$ 8,500	\$9,809.05	\$10,266	\$1,783.65
00-150-4070	LOCAL RETIREMENT	\$ 5,144.68	\$ 4,700	\$5,022.05	\$6,200	\$704.02
00-150-4100	OVERTIME	\$ 2,002.33	\$ 3,500	\$2,843.74	\$3,500	\$820.65
00-150-5550	PROFESSIONAL SERVICES	\$ 3,097.32	\$ 5,000	\$4,957.89	\$5,000	
00-150-5575	SHARED EMPLOYEE	\$ -	\$ -	\$0.00	\$500	
00-150-5590	WEED CONTROL	\$ -	\$ 1,000	\$1,000.00	\$1,300	
00-150-5600	SNOW REMOVAL	\$ 8,044.22	\$ 10,000	\$4,510.33	\$10,000	
00-150-6030	SERVICE CHARGE	\$ 37.48				
00-150-6110	MEETING, TRAINING, TRAVEL	\$ 1,269.00	\$ 1,750	\$2,209.30	\$5,000	\$1,151.55
00-150-6120	REPAIRS - BUILDING	\$ 2,361.03	\$ 2,000	\$1,933.37	\$2,000	\$892.88
00-150-6122	EQUIPMENT RENTAL	\$ -	\$ 16,000	\$14,440.28	\$15,000	\$350.00
00-150-6126	REPAIRS - STREET	\$ 19,902.87	\$ 90,000	\$13,684.21	\$30,000	
00-150-6135	REPAIRS - EQUIPMENT	\$ 9,399.14	\$ 8,000	\$5,269.38	\$8,500	\$34.95
00-150-6140	VEHICLE - REPAIR	\$ 4,402.18	\$ 4,500	\$1,768.63	\$5,000	\$3.92
00-150-6240	SUPPLIES - OPERATING	\$ 6,576.59	\$ 8,500	\$6,400.21	\$7,000	\$497.51
00-150-6245	TELEPHONE	\$ 1,000.11	\$ 900	\$919.48	\$950	\$94.05

# Streets & Highways Continued

00-150-6255	MISC EXPENSE	\$ -	\$ -	\$667.31	\$150	
00-150-6280	UNIFORMS	\$ -	\$ 1,200	\$440.21	\$1,500	\$414.95
00-150-6310	UTILITIES - STREET LIGHTS	\$ 22,104.56	\$ 26,000	\$20,755.99	\$26,000	\$3,623.15
00-150-6315	UTILITIES - BUILDING	\$ 742.44	\$ 1,400	\$832.86	\$2,100	\$371.74
00-150-6320	VEHICLE GAS	\$ 5,939.17	\$ 6,500	\$7,128.65	\$7,500	\$1,631.66
00-150-6500	SAFETY EXPENSES	\$ 971.87	\$ 2,000	\$1,922.63	\$2,500	\$95.00
<b>TREE REMOVAL (NEW)</b>					\$4,000	
	Total	\$ 268,643.83	\$ 423,897	\$281,634.31	\$352,457	\$44,706.37
00-150-7000	CAPITAL OUTLAY	\$ 47,239.21	\$ 680,000	\$626,288.30	\$726,247	
	Total with Capital	\$ 315,883.04	\$ 1,103,897	\$907,922.61	\$1,078,705	

# Airport, Sanitation, Mosquito

		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>Airport</b>						
00-160-6126	REPAIRS	\$ -	\$17,000.00	\$ 3,000.00	\$17,000	
00-160-6300	UTILITIES - R/W LIGHTS	\$ 2,174.87	\$ 3,000.00	\$ 1,921.87	\$2,200	\$391.01
00-160-6310	UTILITIES - HANGARS CAPITAL	\$ 750.00	\$ 750.00	\$ 175.96	\$750 \$0	\$473.33
<b>Total</b>		\$ 2,924.87	<b>\$20,750.00</b>	\$ 5,097.83	<b>\$19,950</b>	<b>\$864.34</b>
<b>Sanitation</b>						
00-170-4000	SALARIES / WAGES	\$ 15,615.32	<b>\$15,275.00</b>	\$ 11,079.27	<b>\$32,147</b>	<b>\$1,157.08</b>
00-170-4020	UNEMPLOYMENT	\$ 33.69	\$ 58.00	\$ 21.14	\$58	\$2.29
00-170-4030	WORKERS COMPENSATION	\$ 200.00	\$ 250.00	\$ 250.00	\$250	\$100.00
00-170-4040	EMPLOYEE INSURANCE	\$ 7,351.49	<b>\$ 8,580.00</b>	\$ 4,717.90	<b>\$8,500</b>	<b>\$257.65</b>
00-170-4050	EMPLOYER SHARE FICA	\$ 1,151.50	<b>\$ 1,150.00</b>	\$ 758.92	<b>\$2,459</b>	<b>\$83.64</b>
00-170-4070	LOCAL RETIREMENT	\$ 697.78	<b>\$ 750.00</b>	\$ 448.03	<b>\$775</b>	<b>\$47.90</b>
00-170-4100	OVERTIME	\$ 1.76	\$ -	\$ -	\$0	
<b>Total</b>		\$ 25,051.54	<b>\$26,063.00</b>	\$ 17,275.26	<b>\$44,189</b>	<b>\$1,648.56</b>
<b>Mosquito</b>						
00-152-6430	AERIAL SPRAY	\$ 31,183.00	<b>\$52,000.00</b>	\$ 24,321.00	<b>\$38,500</b>	
	FOGGING OPERATIONS	\$ -	\$ -	\$ 4,200.00	<b>\$3,200</b>	
00-152-6432	LARVACIDE	\$ 34,000.00	<b>\$37,500.00</b>	\$ 37,500.00	<b>\$40,500</b>	
<b>Total</b>		\$ 65,183.00	<b>\$89,500.00</b>	\$ 66,021.00	<b>\$82,200</b>	

# Cemetery

		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>Cemetery</b>						
00-155-4000	SALARIES / WAGES	\$9,066.89	<b>\$14,426</b>	\$21,381.46	<b>\$58,813</b>	\$8,662.390
00-155-4010	PART-TIME WAGES	\$8,235.78	<b>\$5,000</b>	\$14,041.67	<b>\$12,000</b>	
00-155-4020	UNEMPLOYMENT	\$35.09	<b>\$50</b>	\$69.86	<b>\$50</b>	\$18.400
00-155-4030	WORKERS COMPENSATION	\$200.00	<b>\$230</b>	\$230.00	<b>\$330</b>	\$300.000
00-155-4040	EMPLOYEE INSURANCE	\$2,305.57	<b>\$3,500</b>	\$4,347.64	<b>\$3,500</b>	\$2,275.950
00-155-4050	EMPLOYER SHARE FICA	\$1,300.49	<b>\$700</b>	\$2,674.45	<b>\$4,499</b>	\$661.230
00-155-4070	LOCAL RETIREMENT	\$372.14	<b>\$288</b>	\$749.72	<b>\$450</b>	\$349.790
00-155-4100	OVERTIME	\$80.12	<b>\$200</b>	\$636.78	<b>\$100</b>	\$546.000
00-155-5590	WEED CONTROL	\$600.00	<b>\$1,200</b>	\$1,200.00	<b>\$1,350</b>	
00-155-5592	RODENT CONTROL	\$450.00	<b>\$800</b>	\$0.00	<b>\$2,000</b>	
00-155-6122	EQUIPMENT RENTAL *new*				<b>\$3,000</b>	
00-155-6135	REPAIRS - EQUIPMENT	\$0.00	<b>\$500</b>	\$370.52	<b>\$500</b>	
00-155-6240	SUPPLIES - OPERATING	\$296.52	<b>\$1,400</b>	\$1,349.95	<b>\$1,400</b>	
00-155-6255	MISC EXPENSE	\$4,277.00	<b>\$5,500</b>	\$400.00	<b>\$1,500</b>	\$146.000
00-155-6300	UTILITIES	\$380.24	<b>\$450</b>	\$339.28	<b>\$425</b>	\$68.360
		\$27,599.84	<b>\$34,244.00</b>	\$47,791.33	<b>\$89,917</b>	\$13,028.120
00-155-7000	CAPITAL OUTLAY	\$0.00	<b>\$17,960</b>		<b>\$0</b>	
	WITH CAPITAL OUTLAY	\$27,599.84	<b>\$52,204.00</b>	\$47,791.33	<b>\$89,917.19</b>	

# Parks

		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>Parks</b>						
00-158-4000	SALARIES / WAGES	\$ 28,756.79	\$ 49,192.00	\$ 31,894.54	\$70,431	\$7,258.10
00-158-4010	PART-TIME WAGES	\$ 16,662.02	\$ 18,670.00	\$ 45,616.50	\$0	\$1,288.40
00-158-4020	UNEMPLOYMENT	\$ 92.20	\$ 115.00	\$ 141.52	\$106	\$15.82
00-158-4030	WORKERS COMPENSATION	\$ 1,000.00	\$ 1,150.00	\$ 1,150.00	\$1,325	\$1,200.00
00-158-4040	EMPLOYEE INSURANCE	\$ 6,691.37	\$ 9,410.00	\$ 7,194.15	\$8,500	\$2,319.51
00-158-4050	EMPLOYER SHARE FICA	\$ 3,407.01	\$ 4,025.00	\$ 5,839.65	\$5,388	\$624.96
00-158-4070	LOCAL RETIREMENT	\$ 965.17	\$ 1,000.00	\$ 1,041.59	\$1,000	\$295.64
00-158-4100	OVERTIME	\$ 400.51	\$ 460.00	\$ 705.68	\$750	\$157.31
00-158-5550	PROFESSIONAL SERVICES	\$ 9.97	\$ 3,500.00	\$ -	\$10	
00-158-5590	WEED CONTROL	\$ 879.44	\$ 1,200.00	\$ 1,000.20	\$1,650	
00-158-5592	RODENT CONTROL	\$ 2,700.00	\$ 3,000.00	\$ 354.90	\$4,500	
00-158-6070	JANITORIAL SUPPLIES	\$ 54.24	\$ 175.00	\$ 143.97	\$175	
00-158-6120	REPAIRS - BUILDING	\$ 6,230.33	\$ 7,500.00	\$ 5,332.37	\$10	
00-158-6135	REPAIRS - EQUIPMENT	\$ 141.92	\$ 2,000.00	\$ 594.76	\$1	
00-158-6192	PUBLIC RESTROOMS	\$ 5,100.00	\$ 3,500.00	\$ 4,200.00	\$3,500	
00-158-6255	MISC EXPENSE		\$ -	\$ -	\$9,000	
00-158-6240	SUPPLIES - OPERATING	\$ 3,653.93	\$ 5,500.00	\$ 4,896.55	\$5,500	
00-158-6280	UNIFORM	\$ -	\$ 250.00	\$ 170.00	\$350	
00-158-6300	UTILITIES	\$ 6,743.04	\$ 7,500.00	\$ 6,599.13	\$9,000	\$1,456.34
00-158-6500	SAFETY EXPENSES	\$ -	\$ 1,000.00	\$ 1,000.00	\$2,000	
	Total	\$ 83,487.94	\$ 119,147.00	\$ 117,875.51	\$123,196	\$14,616.08
00-158-7000	CAPITAL OUTLAY	\$226,713.50	\$ 31,000.00	\$ 61,715.76	\$0	
Total	Total with Capital	\$310,201.44	\$ 150,147.00	\$ 179,591.27	\$123,196	

# Water Enterprise Fund Revenue

WATER ENTERPRISE FUND		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>WATER FUNDS</b>						
FUND BALANCE*		\$ 1,735,432	\$ 1,660,162		\$1,397,061	
<b>WATER REVENUE</b>						
02-600-3200	WATER SALES	\$ 632,449.68	\$ 654,517	\$ 660,327.80	\$885,890	\$191,263.85
02-600-3205	LATE CHARGE	\$ 3,689.38	\$ 5,000	\$ 4,490.00	\$5,000	\$929.37
02-600-3210	TURN ON/OFF	\$ 200.00	\$ 200	\$ 350.00	\$250	\$475.00
02-600-3230	BULK WATER PERMITS	\$ 2,465.25	\$ 3,500	\$ 2,709.01	\$4,000	\$756.00
02-600-3231	BULK WATER SALES	\$ 10,218.39	\$ 6,500	\$ 26,951.28	\$6,000	\$1,543.01
02-600-3370	WATER INSPECTION FEE	\$ -	\$ 100	\$ -	\$100	
02-600-3500	INTEREST EARNED	\$ 11,408.02	\$ 5,000	\$ 12,217.69	\$5,000	\$1,730.83
02-600-3550	MISC	\$ -	\$ -	\$ -		
02-600-3701	GRANT REVENUE		\$ 420,000	\$ 191,709.74	\$5,000,000	
	DWRF LOAN		\$ -		\$12,500,000	
Total		\$ 660,430.72	\$ 1,094,817	\$ 898,755.52	\$18,406,240	\$196,698.06

# Water Enterprise Fund Revenue

**2024 Water Sales**  
Jan - \$51,488.68  
Feb - \$50,818.36  
Mar - \$51,389.44  
Apr - \$54,004.23  
May - \$53,905.46  
June - \$59,549.59  
July - \$56,608.08  
Aug - \$61,628.57  
Sept - \$58,909.96  
Oct - \$54,482.41  
Nov - \$53,493.80  
Dec - \$54,049.22  
  
Total \$660,327.80

## 2025 Water Sales

Jan - \$96,676.74  
Feb - \$95,626.02

**Projected \$1,147,583**

**CWCB Loan - Matures 4/1/2036** (2008)  
**2025 Payment \$100,706.41**

**DWRF Loan 1 - Matures 11/1/2054** (2024)  
**2025 Payments \$108,354.02**

**DWRF Loan 2 - Matures 8/1/2025** (2024)  
**2025 Payments \$420,504.63**

**\$629,565.06 due in loans for 2025**

# Water Admin Expenses

WATER ENTERPRISE FUND		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
02-625-4001	PERFORMANCE AWARD	\$ 5,780.00	\$ 1,150	\$ 25,213.82	\$3,500	
02-625-4020	UNEMPLOYMENT	\$ 295.95	\$ 575	\$ 255.45	\$650	\$33.42
02-625-4030	WORKERS COMPENSATION	\$ 2,000.00	\$ 2,300	\$ 2,300.00	\$2,831	\$2,330.79
02-625-4040	EMPLOYEE INSURANCE	\$ 34,612.79	\$ 42,659	\$ 37,253.37	\$45,656	\$4,598.91
02-625-4050	EMPLOYER SHARE FICA	\$ 10,766.89	\$ 12,075	\$ 11,651.91	\$15,000	\$1,191.08
02-625-4070	LOCAL RETIREMENT	\$ 5,669.88	\$ 6,900	\$ 6,314.55	\$7,250	\$631.44
02-625-4100	OVERTIME	\$ 1,522.57	\$ 2,500	\$ 2,503.16	\$3,000	\$765.83
02-625-5500	ATTORNEY FEES	\$ 18,145.30	\$ 35,000	\$ 22,109.71	\$20,000	\$626.50
02-625-5550	PROFESSIONAL SERVICES	\$ 29,545.37	\$ 50,000	\$ 61,236.14	\$25,000	\$2,145.63
02-625-5575	SHARED EMPLOYEE	\$ -	\$ 750	\$ -	\$500	
02-625-5825	AUDITING COSTS	\$ 5,250.00	\$ 13,000	\$ 13,000.00	\$15,000	
02-625-6000	ADVERTISING	\$ 588.27	\$ 500	\$ 102.24	\$1,500	
02-625-6005	BAD DEBT	\$ 1,913.00	\$ -	\$ -		
02-625-6050	DUES / SUBSCRIPTIONS	\$ 8,927.39	\$ 8,500	\$ 9,800.23	\$10,500	\$69.99
02-625-6030	SERVICE CHARGE	\$ 1.00		\$ 14.53		
02-625-6055	REGULATORY FEES	\$ -	\$ 500	\$ -	\$500	
02-625-6075	INSURANCE	\$ 6,250.00	\$ 6,520	\$ 7,126.50	\$8,250	
02-625-6100	PRINTING	\$ 440.18	\$ 400	\$ 156.77	\$750	
02-625-6110	MEETING, TRAINING, TRAVEL	\$ 1,471.92	\$ 1,350	\$ 2,119.68	\$2,500	\$412.00
02-625-6115	POSTAGE	\$ 1,568.69	\$ 1,500	\$ 1,249.19	\$2,000	
02-625-6140	VEHICLE REPAIRS	\$ -	\$ 1,000	\$ 647.76	\$1,000	
02-625-6200	OFFICE SUPPLIES	\$ 117.34	\$ 750	\$ 665.56	\$750	
02-625-6280	UNIFORMS	\$ -	\$ 250	\$ -	\$300	
02-625-6320	VEHICLE GAS	\$ 5,366.87	\$ 3,500	\$ 8,133.95	\$7,500	
	DEPRECIATION	\$ 263,101.00	\$ -	\$ -		
02-625-7400	WATER PLANT BOND	\$ -	\$ 70,000	\$ 70,000.00	\$30,000	
02-625-7500	WATER PLANT INTEREST	\$ 5,361.20	\$ 10,000	\$ 4,272.50	\$0	
02-625-7600	CWCB LOAN PRINCIPAL	\$ -	\$ 50,000	\$ 54,707.14	\$0	
02-625-7700	CWCB LOAN INTEREST	\$ 40,431.00	\$ 46,000	\$ 46,000.00	\$46,000	
02-625-7800	DWRF LOAN - PRINCIPAL					\$68,752
02-625-7810	DWRF LOAN - INTEREST					\$102,557
	TOTAL	\$ 578,726.06	\$ 535,388.00	\$ 545,880.31	\$482,040	\$200,059.49

# Water Plant, Distribution, Meters, Supply

WATER ENTERPRISE FUND		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>WATER PLANT</b>						
02-630-5550	PROFESSIONAL SERVICE	\$ 59,213.32	\$ 65,000	\$ 62,913.00	\$62,500	\$19,209.00
02-630-6070	CLEANING SUPPLIES	\$ 73.71	\$ 100	\$ 95.40	\$100	\$25.94
02-630-6126	REPAIRS	\$ 4,446.05	\$ 15,000	\$ 11,857.16	\$20,000	\$12.26
02-630-6240	OPERATING SUPPLIES	\$ 1,765.28	\$ 6,000	\$ 2,047.56	\$5,000	
03-630-6245	TELEPHONE	\$ 5,722.38	\$ 5,000	\$ 5,891.29	\$6,200	\$967.20
02-630-6300	UTILITIES	\$ 28,589.56	\$ 34,000	\$ 26,865.97	\$36,500	\$6,065.99
02-630-6410	CHEMICALS	\$ 31,002.31	\$ 30,000	\$ 29,881.95	\$42,000	\$18,362.78
02-630-6420	WATER SAMPLES	\$ 4,328.00	\$ 5,500	\$ 1,348.00	\$4,000	
02-630-6500	SAFETY EXPENSES *NEW*				\$10,000	
02-630-7000	CAPITAL OUTLAY	\$ 2,389.24	\$ 250,000	\$ 500.00	\$17,500,000	
	<b>TOTAL</b>	<b>\$ 137,529.85</b>	<b>\$ 410,600</b>	<b>\$ 141,400</b>	<b>\$17,686,300</b>	<b>\$44,643.17</b>
<b>WATER DISTRIBUTION</b>						
02-640-5550	PROFESSIONAL SERVICES	\$ 2,700.95	\$ 15,000	\$ 161.25	\$12,500	\$228.87
02-640-6125	DISTRIBUTION REPAIRS	\$ 9,416.00	\$ 14,000	\$ 7,928.69	\$20,000	
02-640-6240	OPERATING SUPPLIES	\$ 533.14	\$ 3,000	\$ 353.14	\$12,000	
02-640-7000	UTILITIES	\$ 401.90	\$ 450	\$ 358.20	\$550	\$72.08
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$100,000	
	<b>TOTAL</b>	<b>\$ 13,051.99</b>	<b>\$ 32,450</b>	<b>\$ 8,801.28</b>	<b>\$145,050</b>	<b>\$300.95</b>
<b>WATER METERS</b>						
02-650-5550	REPARIS	\$ -	\$ 500	\$ -	\$500	\$35.45
02-650-6240	OPERATING SUPPLIES	\$ 2,363.50	\$ 3,500	\$ -	\$4,500	
02-650-7000	CAPITAL OUTLAY		\$ 40,000	\$ 15,161.37	\$63,000	
	<b>TOTAL</b>	<b>\$ 2,363.50</b>	<b>\$ 44,000</b>	<b>\$ 15,161.37</b>	<b>\$68,000</b>	<b>\$35.45</b>
<b>WATER SUPPLY</b>						
	OPERATING SUPPLIES	\$ -	\$ 100	\$ -	\$150	
	PUMP STATION UTILITIES	\$ 2,828.98	\$ 3,500	\$ 2,667.45	\$4,500	\$728.61
	WINDY GAP	\$ 1,200.00	\$ 1,200	\$ 1,200.00	\$1,200	
	RESERVOIR REPAIR	\$ -	\$ 500	\$ -	\$15,000	
	*ATTORNEY FEES					
	PUMP STATION MAINTENANCE	\$ -	\$ 1,500	\$ -	\$4,000	
	<b>TOTAL</b>	<b>\$ 4,028.98</b>	<b>\$ 6,800.00</b>	<b>\$ 3,867.45</b>	<b>\$24,850</b>	<b>\$728.61</b>

# Conservation Trust Fund

CONSERVATION TRUST FUND		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>REVENUE</b>						
LOTTERY FUNDS		\$ 21,555.57	\$ 15,000	\$18,158.65	\$17,000	
INTEREST EARNED		\$ 116.45	\$ -	\$97.18	\$50	18.86
DONATIONS		\$ 30,000.00	\$ 30,000	\$24,700.00	\$0	
	Total	\$ 51,672.02	\$ 45,000	\$42,955.83	\$17,050	18.86
<b>EXPENDITURE</b>						
MAINTENANCE		\$ -	\$ 4,000	\$37.20	\$17,050	
CAPITAL OUTLAY		\$ 51,652.54	\$ 40,000	\$29,503.94	\$0	
	Total	\$ 51,652.54	\$ 44,000	\$29,541.14	\$17,050	2079.98
<b>Total CTF Revenue</b>		\$ 51,672.02	\$ 45,000	\$42,955.83	\$17,050	
<b>Total CTF Expenditure</b>		\$ 51,652.54	\$ 44,000	\$29,541.14	\$17,050	
<b>Transfers</b>		\$ (11,191.19)				
<b>Difference</b>		\$ (11,171.71)	\$ 1,000	\$13,414.69	\$0	

# Water System Development

WATER SYSTEM DEVELOPMENT FUND	2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
<b>WATER DEV REVENUE (TAPS)</b>					
	TAP FEES	\$ 106,000	\$ 55,000	\$ 102,963	\$194,452.00
	INTEREST EARNED	\$ 1,669.62	\$ -	\$ 1,793	\$1,000.00
	Total	\$ 107,669.62	\$ 55,000.00	\$ 104,755	\$195,452.00
<b>EXPENDITURES</b>					
WATER ENTERPRISE FOR CAPITAL OUTLAY					\$135,000.00
<b>TOTAL</b>	REVENUE EXPENDITURE			\$195,452.00	
				\$135,000.00	
				\$60,452.00	

# Solid Waste

SOLID WASTE FUND		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
FUND BALANCE*		\$ 7,447.00				
<b>REVENUE</b>						
15-800-xxxx	PLASTIC BAG FEE	\$ 436.86	\$ -	537.30	\$100	
15-800-3025	LATE CHARGES	\$ 691.86	\$ -	2,134.00	\$500	\$295.00
15-800-3245	TRASH CHARGES	\$ 320,889.36	\$ 375,446	356,790.11	\$365,000	\$65,079.50
15-800-3550	MICELLANEOUS INCOME	\$ 100.00	\$ -	0.00	\$0	
Total		\$ 322,118.08	\$ 375,446	\$ 359,461.41	\$365,600	\$65,374.50
<b>EXPENSE</b>						
15-800-4000	SALARIES / WAGES	\$ 9,579.01	\$ 6,650	5,201.06	\$48,603	\$462.85
15-800-4020	UNEMPLOYMENT	\$ 20.73	\$ 17	9.77	\$20	\$0.93
15-800-4030	WORKERS COMPENSATION	\$ 10.00	\$ 20	20.00	\$20	\$10.00
15-800-4040	EMPLOYEE INSURANCE	\$ 5,034.03	\$ 5,960	2,403.23	\$4,850	\$103.10
15-800-4050	EMPLOYER SHARE FICA	\$ 693.78	\$ 2,961	352.53	\$650	\$33.47
15-800-4070	LOCAL RETIREMENT	\$ 426.69	\$ 10,603	210.38	\$750	\$19.12
15-800-5550	PROFESSIONAL SERVICES	\$ 311,364.02	\$ 329,568	341,621.25	\$300,000	\$63,717.65
15-800-5820	BILLING EXPENSES	\$ -	\$ 575	0.00	\$207	
15-800-6005	BAD DEBT EXPENSE	\$ 2,606.00	\$ -	0.00	\$0	
15-800-6072	CLEAN UP DAY	\$ 5,398.17	\$ 10,000	6,634.10	\$10,000	
15-800-6115	POSTAGE	\$ -	\$ 1,150	742.37	\$500	\$249.52
Total		\$ 335,132.43	\$ 367,504	\$ 357,194.69	\$365,600	\$64,596.64
TOTAL REVENUE		\$322,118.08	\$ 375,446	\$ 359,461	\$365,600	
TOTAL EXPENSES		\$335,132.43	\$ 367,504	\$ 357,195	\$365,600	
Difference		-\$13,014.35	\$ 7,942	\$2,266.72	\$0	

# Recreation

RECREATION FUND		2023 ACTUAL	2024 Budget*	2024 ACTUAL	2025 Budget	2025 Actual
	<b>FUND BALANCE</b>			\$19,003.60		
	Transfer to General					
	Transfer from General				\$25,530	
	REVENUE	\$ 7,496	\$ 10,000	\$9,813.00	\$20,000	\$5,020.00
	Total	\$ 7,496	\$ 10,000	\$9,813.00	\$45,530	\$5,020.00
	<b>EXPENDITURES</b>					
	YOUTH SPORTS	\$ 5,637	\$ 7,000.00	\$5,166.95	\$5,000	\$517.88
	ADULT SPORTS	\$ -	\$ 3,000.00	\$102.95	\$5,000	
	Total	\$ 5,637	\$ 10,000.00	\$5,269.90	\$45,530	\$517.88
	TOTAL REVENUE	\$ 7,496	\$ 10,000	\$9,813.00	\$45,530	
	TOTAL EXPENDITURE	\$ 5,637	\$ 10,000.00	\$5,269.90	\$45,530	
	DIFFERENCE	\$ 1,858.94	\$ - .00	\$4,543.10	\$0	



## Reserve Funds

Comprehensive Financial Management Policy states 41%  
Operating or (150 days) in restricted savings.

Total Budgeted Operating costs are without Capital

Fund Operating costs x 41%

Most of the current reserve requirement are met through

# Water Fund - Reserves are held at COLOTRUST & CSafe

2024 Water Enterprise Operating \$714,610.74

Target per CFMP is - 41% of Operating or (150 days)

Operating budget x 41% = **\$292,990.40**

ColoTrust Water Enterprise Reserve - **\$179,764.80**

CSAFE Water Enterprise Reserve - **\$60,036.84**



# General Fund - Reserves are held at COLOTRUST



2024 General Operating - \$2,036,565.55

Target per CFMP is 41% of Operating or (150 days)

**\$834,991.87**

**General Reserves at ColoTrust \$704,040.08**

**General Account at United Business Bank \$3,406,797.74**



Questions?

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