



Notice of Kremmling Board of Trustees Regular Meeting

Kremmling Area Chamber of Commerce, 203 Park Ave, Kremmling, CO
80459

Wednesday, June 18, 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

Correspondence

- Memorandum of Town Manager Approval Re: KTown North Minor Subdivision
- Resolution No. 2025-05-01PZ A Resolution Granting Approval of a Special Review Use Permit for Nick Potochnick at 416 South 3rd Street
- Resolution No. 2025-06-01PZ A Resolution Granting Approval of a Special Review Use Permit for Timothy X. Menhennett & Tami K. Menhennett at 110 West Central Avenue
- McElroy Airfield Update

Mayoral Announcements, Proclamations, and Appointments

Citizen comments. (Comments are limited to three minutes.)

Individuals wishing to participate during public comment are requested to sign up on the form provided in the Town Board Chambers. When you are recognized, step to the podium, state your name and address, then speak to the Town Board. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting. The Town Board will not respond to any questions or comments made by the public during this section of the meeting, though it will take all input under advisement. If requesting a response from the Town, please leave your contact information with the Town Clerk. The Town Manager or other appropriate staff member will reach out after the meeting to address specific questions or concerns when appropriate.

Consent Agenda

- Expenditures Dated May 22, 2025 - June 18, 2025
- Recording of Proceedings from May 21, 2025, Regular Meeting
- Recording of Proceedings from June 4, 2025, Special Meeting

Staff Reports

- Public Works & Town Engineer
- Kremmling Police Department
- Town Clerk & Treasurer
- Town Planner
- Town Manager
- Action Register

Local Liquor Licensing Authority

1. **Public Hearing:** Special Event Permit Application for the Rocky Mountain Farriers Association at 2303 Central Avenue.
2. **Public Hearing:** Special Event Permit Application for the West Grand Recreation Foundation at 200 Park Avenue.

Adjournment of Local Liquor Licensing Authority

New Business

- 1. Discussion & Action Item.** Resolution No. 2025-06-03 A Resolution Establishing Expedited Review Policies for Future Affordable Housing Projects.
- 2. Discussion & Action Item.** Kremmling Area Chamber of Commerce 2025 Community Event Permits Fee Waiver Request.

Board of Trustees Reports & Future Agenda Items for Consideration

Adjourn

Future Meetings:

- Board of Trustees Work Session: July 2, 2025 - 6:00 PM @ 203 Park Avenue, Chamber of Commerce
- Regular Board of Trustees Meeting: July 16, 2025 - 6 PM @ 203 Park Avenue, Chamber of Commerce

MEMORANDUM OF TOWN MANAGER APPROVAL

To: Town of Kremmling Planning and Zoning Commission

From: Town Manager/Planning Director Jen MacPherson

Date: June 4, 2025

Re: KTown North Minor Subdivision,
A replat of a portion of Grand West Subdivision Block A
10th Street and Wolford Avenue
Minor ReSubdivision of 5 Lots

Pursuant to the Town's minor re-subdivision process that allows Town Manager approval (KMC 16.05.020) of certain minor subdivisions (KMC 16.05.030), Michael Johnston and Tom Miner, owners of Block A of Grand With subdivision, Block A, were granted approval for a minor subdivision (KMC 16.05.050), creating five lots on the west side of 10th Street. Water, power, and other hardwire utilities are available in the street. Sanitation service will be provided on the west side of the lots. The Developer was given a list of requested changes to the plat. When the plat meets Town requirements, it will be signed and recorded as a final subdivision plat, and the Developer can then apply for site plan approvals, and eventually building permits.

The developer intends to construct five duplex units. Based on comments by the Developer, the Town can expect a request for another minor subdivision to be approved by the manager, to create five new lots, for a total of 10 lots. Each lot with a living units would then be eligible to be sold as an individual townhome unit.

The resubdivision determination for the five lots is supported by a thorough review of the Town Code and the circumstances. After discussion with staff, it was determined that the project qualifies as a "minor subdivision" under KMC 16.04.020.d:

A minor subdivision includes "A re-subdivision creating eight (8) or fewer residential lots . . .

- i. No new public dedications are necessary for public or private services as determined by the Town;
- ii. The property is zoned;

- iii. Each building site is adjacent to a street, thereby having access to such street; and ()
- iv. Each resulting parcel conforms with the dimensional requirements of the existing zone district.

Considerable thought was also given to whether the proposal constituted a “resubdivision.” The project qualified because there is an recorded plat of the entire Block A, Grand West Subdivision. The fact of the plat is a prior subdivision of land, removing it from legal parcel identification by metes and bounds descriptions.

The original application was withdrawn, because the plan would have required additional public dedications as part of the subdivision creation process. The Developer autonomously recorded a utility easement description. When the application was resubmitted, the title work and the proposed plat showed there was a pre-existing utility easement on the west (rear) of the proposed lots. The Town requested a change to the plat language, so the Developer confirms the existence of this easement, and further imposes use restrictions so the easement is functional.

The Application was then reviewed for compliance with KMC Code section 16.05.050, “Criteria for review and approval of a minor subdivision.” The Planning Director determined approval met the KMC requirements:

- (1) the proposal complied with all applicable zoning requirements of the R2 zoning district;
- (2) Has a front parcel line of at least twenty-five feet street frontage, and that the parcel and the proposed development of the property can meet the other access and parking requirements;
- (3) Utilities will be underground;
- (4) There will be adequate fire and flood protection, and emergency access, noting that there are existing fire hydrants at both the north and south end of the area proposed for development;
- (5) The proposal does not increase the potential for breach of the public safety, or damage to public or private property by fire, flood, or erosion;

(6) The location and layout are served by public streets, and will not create congestion, automotive or industry and safety problems or other traffic hazard;

(7) Does not use easements across another lot, tract or parcel for private primary vehicular access;

(8) Is designed in a manner that directs the placement of roads, utilities and structures away from any unstable soils, or mitigates the effect of unstable soils, geologic hazards, and other site conditions so as to minimize the potential for breach of the public safety, or damage to public or private property;

(9) Does not create significant adverse effects to public facilities, rights-of-way or utilities;

(10) Not create significant adverse impacts on the use of adjacent property;

(11) Blank;

(12) Otherwise be consistent and comply with the objectives, purposes, conditions and requirements of these subdivision regulations and Title 17 of the Town Code; and

(13) To the extent applicable or necessary, the developer will be required to execute a subdivision improvements agreement memorializing the subdivider's/owner's obligation and agreement to construct, at the subdivider's/owner's cost and expense, all public and private utility and street improvements in accordance with the Town's utility and street standards. The subdivision improvement agreement shall be in substantial conformance with the generic agreement attached in section 16.10.040 and shall be approved as to form by the Town Attorney.

Please let Staff know if you have any questions. The Planning and Zoning Commission will be apprised of the progress of the development as it occurs.

**TOWN OF KREMMLING PLANNING AND ZONING COMMISSION
RESOLUTION NO. 2025-05-01PZ**

**A RESOLUTION GRANTING APPROVAL OF A SPECIAL REVIEW USE PERMIT
FOR NICK POTOCHNICK AT 416 SOUTH 3RD STREET**

LOCATED AT FIC ADDITION TO KREMMLING LOT: 8 - 15 BLOCK: 30

WHEREAS, Nick Potochnick, (the "Applicant") requested a Special Review Use Permit to allow a fence taller than six (6) feet in the Industrial Zoning District and to allow the current barbed wire material which is not listed as an allowed material in section 17.12.010.c.1 of the Kremmling Municipal Code on the property located at 416 South 3rd Street and legally described as FIC Addition to Kremmling Lot: 8 - 15 Block: 30, Town of Kremmling, State of Colorado (the "Property"); and

WHEREAS, at the time of the Special Review Public Hearing, the property was owned by Tri-State Generation Transmission Association, Inc. by Warranty Deed recorded at Reception No. 2012000431; and

WHEREAS, the Property is owned by the Applicant, Alder Tree Properties, LLC % , Nick Potochnick, by Warranty Deed recorded at Reception No. 2025002371 as of March 27, 2025; and

WHEREAS, the Property was zoned R-2 (Multiple Family Residential); and

WHEREAS, the Planning and Zoning Commission held a public hearing to consider the rezoning request and forwarded its recommendation to the Board of Trustees, and the Board of Trustees has duly considered that recommendation; and

WHEREAS, the Board of Trustees held a public hearing to consider the rezoning request on March 19, 2025, notice of which hearing was provided by publication as required by law; and

WHEREAS, no protests were received by the Town pursuant to C.R.S. § 31-23-305; and

WHEREAS, the Property is zoned I (Industrial), and fences taller than six (6) feet in the Industrial Zoning District and barbed wire as a fence material are a use by special review; and

WHEREAS, notice of a Public Hearing was sent to adjacent property owners on February 26, 2025; posted on the subject property March 7, 2025; and published in the Sky-Hi Newspaper on February 26, 2025; and

WHEREAS, the Planning and Zoning Commission conducted a Public Hearing on said application on March 18, 2025, at 6:00 p.m.; and

WHEREAS, the Planning and Zoning Commission has considered the criteria for special review set forth in the Kremmling Municipal Code and has determined that the proposed use:

- a. Is in conformance with the Town's Comprehensive Plan
- b. Is compatible with the character within the immediate vicinity of the lot and surrounding land uses
- c. The location, size, design, and operating characteristics of the proposed use will have no significant adverse effect on visual characteristics, pedestrian and vehicular circulation, parking trash, service delivery, noise, vibrations, and odor on surrounding properties
- d. There are adequate public facilities to serve the proposed use including, but not limited to, roads, potable water, sewer, solid waste, parks, police and fire protection, emergency medical services, hospital and medical services, drainage systems and schools; and

WHEREAS, the Planning and Zoning Commission has determined that the proposed Special Review Use should be approved subject to the terms and conditions hereinafter set forth in the attached Exhibit "A."

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION FOR THE TOWN OF KREMMLING, COLORADO that a Special Review Use Permit shall be and is hereby granted to Alder Tree Properties, LLC % , Nick Potochnick to allow a fence taller than six (6) feet and barbed wire as the fence material on the property located at 416 South 3rd Street under the terms and conditions set forth in the attached Exhibit "A".

Upon motion duly made, seconded, and carried, the forgoing Resolution was adopted this 14th day of May 2025.

TOWN OF KREMMLING

By: 
Paul Johnson, Chair

ATTEST:



Teagan Serres, Town Clerk

EXHIBIT "A"
RESOLUTION NO. 2025-05-01PZ

A. PERMITTEE:

Name: Alder Tree Properties, LLC % , Nick Potochnik
Address: PO Box 817
Frisco, CO 80443
Phone # 970-423-7333
Email: nick@trustrw.com

B. USES PERMITTED:

A fence taller than six (6) feet and barbed wire as a fence material.

C. LOCATION OF PERMITTED USE:

FIC Addition to Kremmling Lot: 8 - 15 Block: 30, commonly known as 416 South 3rd Street, Kremmling, CO 80459.

Parcel ID: 1441-181-10-006 and 1441-181-10-005

D. BEGINNING DATE OF PERMIT: March 18, 2025
ENDING DATE OF PERMIT: Permanent with conditions

E. CONDITIONS OF PERMIT:

1. Uses Permitted: This Special Use Permit ("Permit") is limited to allow a fence taller than six (6) feet and barbed wire as a fence material on the property.
2. Dimensional and Setback Requirements: All industrial uses must maintain a minimum setback of twenty (20) feet from any area zoned for residential use. However, on the north side of the property, the Town of Kremmling Board of Adjustment approved a variance on March 6, 2025, allowing a reduced setback of three feet four inches (3' 4") from the residential area at the north property line.
3. Recording with Grand County Clerk and Recorder Required: The Use by Special Review Permit shall be recorded with the Grand County Clerk and Recorder should there be no appeal of the decision filed by the May 2025 Regular Board of Trustees meeting.
4. Prior Approvals: Any prior approval of the existing commercial structure will not be impacted by this Use by Special Review approval

5. Alteration of Terms and Conditions: The terms and conditions of this Permit cannot be altered without proper notice and review by the Town of Kremmling Planning & Zoning Commission in a public hearing.
6. Violation of Terms and Conditions: In the event of violation of any of the restrictions or conditions on the use of the Permit, or in the event of failure to fulfill any of the conditions required by this Permit, the Planning & Zoning Commission may, upon not less than ten (10) days notice in writing to Permittee, hold a public hearing to consider the revocation of this Permit or to take such other action as the & Zoning Commission for the Town of Kremmling, in its sole discretion, deems appropriate. Notice to Permittee shall be complete upon mailing at the following address.

Alder Tree Properties, LLC % , Nick Potochnick
PO Box 817
Frisco, CO 80443

7. Termination: No termination of this Permit shall be made without good cause shown and any modification of the Permit shall be made only upon resolution of the Planning & Zoning Commission and any oral representations or agreements shall be null and void and of no legal effect.
8. Limitation of Liability: The Town of Kremmling by the issuance of this Permit, assumes no responsibility for the operation of the site, and the Permittee hereby covenants and agrees to hold the Town of Kremmling harmless for any injury or damage which may occur of whatever type or nature, as the result of the operation contemplated by this Permit. The permittee warrants that appropriate liability and hazard insurance to compensate any individuals who may be injured or damaged in any manner by the conduct of this use will be obtained. Permittee further warrants and agrees to compensate the Town of Kremmling for any expense incurred in the defense of any lawsuit or other type of action which may be brought against said Town as a result of said Permittee's operation of this use.
9. Binding Contract: This Permit shall become a binding contract between the parties hereto upon the execution hereof as provided for below. Said contract shall be binding upon and inure to the benefit of the successors, heirs, assigns, and personal representatives of the parties.

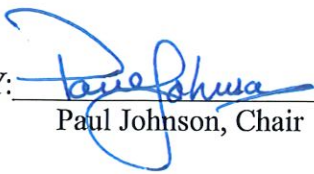
F. APPLICABLE SECTIONS OF THE KREMMLING MUNICIPAL CODE:

17.03.020 - Building permits.
17.03.070 - Application and approval of Use by Special Review.
17.04.010 - Zoning District standards established.

G. DATE AND TIME OF APPROVAL:

Tuesday, March 18, 2025, at 6:00 pm.

TOWN OF KREMMLING

BY: _____
Paul Johnson, Chair

ATTEST:_____
Jen MacPherson, Planning Director

DATE:_____

PERMITTEE:

BY:_____

DATE:_____

**TOWN OF KREMMLING PLANNING AND ZONING COMMISSION
RESOLUTION NO. 2025-06-01PZ**

**A RESOLUTION GRANTING APPROVAL OF A SPECIAL REVIEW USE PERMIT
FOR TIMOTHY X. MENHENNETT & TAMI K. MENHENNETT AT 110 WEST
CENTRAL AVENUE**

LOCATED AT HEINIS ADDITION TO KREMMLING LOTS: 2, 4, 6, 8, 10, 12, 14, 16
BLOCK: 6

WHEREAS, Timothy X. Menhennett & Tami K. Menhennett, (the “Applicant”) requested a Special Review Use Permit to allow a storage structure larger than three hundred square feet (300 sq. ft.) in the Central Business Zoning District located at 110 West Central Avenue and legally described as Heinis Addition to Kremmling Lot: 2, 4, 6, 8, 10, 12, 14, 16 Block: 6, Town of Kremmling, State of Colorado (the “Property”); and

WHEREAS, the Property is owned by the Applicant, Timothy X. Menhennett & Tami K. Menhennett, by Warranty Deed recorded at Reception No. 2019009290 as of November 5, 2019, and Reception No. 2019009289 as of November 5, 2019, Reception No. 2012005343 as of July 20, 2012, and Reception No. 2019009288 as of November 1, 2019.

WHEREAS, the Property is zoned CB (Central Business), and storage structures larger than three hundred square feet (300 sq. ft.) in the Central Business Zoning District are a use by special review; and

WHEREAS, notice of a Public Hearing was sent to adjacent property owners on May 20, 2025; posted on the subject property May 19, 2025; and published in the Sky-Hi Newspaper on May 14, 2025; and

WHEREAS, the Planning and Zoning Commission conducted a Public Hearing on said application on May 29, 2025, at 6:00 p.m.; and

WHEREAS, the Planning and Zoning Commission has considered the criteria for special review set forth in the Kremmling Municipal Code and has determined that the proposed use:

- a. Is in conformance with the Town’s Comprehensive Plan
- b. Is compatible with the character within the immediate vicinity of the lot and surrounding land uses
- c. The location, size, design, and operating characteristics of the proposed use will have no significant adverse effect on visual characteristics, pedestrian and vehicular circulation, parking trash, service delivery, noise, vibrations, and odor on surrounding properties
- d. There are adequate public facilities to serve the proposed use including, but not limited to, roads, potable water, sewer, solid waste, parks, police and fire protection, emergency medical services, hospital and medical services, drainage systems and schools; and

WHEREAS, the Planning and Zoning Commission has determined that the proposed Special Review Use should be approved subject to the terms and conditions hereinafter set forth in the attached Exhibit “A.”

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION FOR THE TOWN OF KREMMLING, COLORADO that a Special Review Use Permit shall be and is hereby granted to Timothy X. Menhennett & Tami K. Menhennett to allow a storage structure larger than three hundred square feet (300 sq. ft.) in the Central Business Zoning District located at 110 West Central Avenue under the terms and conditions set forth in the attached Exhibit “A”.

Upon motion duly made, seconded, and carried, the forgoing Resolution was adopted this 11th day of June 2025.

TOWN OF KREMMLING

By: _____
Paul Johnson, Chair

ATTEST:

Teagan Serres, Town Clerk

**EXHIBIT “A”
RESOLUTION NO. 2025-06-01PZ**

A. PERMITTEE:

Name: Timothy X. Menhennett & Tami K. Menhennett
Address: PO Box 833
Kremmling, CO 80459
Phone #: 970-531-1179
Email: 2tmenhennett@gmail.com

B. USES PERMITTED:

A storage structure larger than three hundred square feet (300 sq. ft.).

C. LOCATION OF PERMITTED USE:

Heinis Addition to Kremmling Lot: 2, 4, 6, 8, 10, 12, 14, 16 Block: 6, commonly known as 110 West Central Avenue, Kremmling, CO 80459.

Parcel ID: 1441-074-08-004, 1441-074-08-003, 1441-074-08-001 and 1441-074-08-002

D. BEGINNING DATE OF PERMIT: May 29, 2025
ENDING DATE OF PERMIT: Permanent with conditions

E. CONDITIONS OF PERMIT:

1. Uses Permitted: This Special Use Permit (“Permit”) is limited to allow A storage structure larger than three hundred square feet (300 sq. ft.) on the property.
2. Dimensional and Setback Requirements: The minimum lot area shall be two thousand five hundred (2,500) square feet. There is no minimum front setback required. No minimum side setback is required, except where roof drainage is toward the rear lot line. If roof drainage is toward a side lot line, a minimum of six (6) foot setback from such side lot line is required. The minimum rear setback is ten (10) feet; except, where the alley abuts the rear lot line, the distance may be reduced to five (5) feet for all structures, temporary structures, other buildings, and other obstructions, to provide for proper snow handling.
3. Recording with Grand County Clerk and Recorder Required: The Use by Special Review Permit shall be recorded with the Grand County Clerk and Recorder should there be no appeal of the decision filed by the June 2025 Regular Board of Trustees meeting.
4. Prior Approvals: Any prior approval of the existing commercial structure will not be impacted by this Use by Special Review approval

5. Alteration of Terms and Conditions: The terms and conditions of this Permit cannot be altered without proper notice and review by the Town of Kremmling Planning & Zoning Commission in a public hearing.
6. Violation of Terms and Conditions: In the event of violation of any of the restrictions or conditions on the use of the Permit, or in the event of failure to fulfill any of the conditions required by this Permit, the Planning & Zoning Commission may, upon not less than ten (10) days notice in writing to Permittee, hold a public hearing to consider the revocation of this Permit or to take such other action as the & Zoning Commission for the Town of Kremmling, in its sole discretion, deems appropriate. Notice to Permittee shall be complete upon mailing at the following address.

Timothy X. Menhennett & Tami K. Menhennett
PO Box 833
Kremmling, CO 80459

7. Termination: No termination of this Permit shall be made without good cause shown and any modification of the Permit shall be made only upon resolution of the Planning & Zoning Commission and any oral representations or agreements shall be null and void and of no legal effect.
8. Limitation of Liability: The Town of Kremmling by the issuance of this Permit, assumes no responsibility for the operation of the site, and the Permittee hereby covenants and agrees to hold the Town of Kremmling harmless for any injury or damage which may occur of whatever type or nature, as the result of the operation contemplated by this Permit. The permittee warrants that appropriate liability and hazard insurance to compensate any individuals who may be injured or damaged in any manner by the conduct of this use will be obtained. Permittee further warrants and agrees to compensate the Town of Kremmling for any expense incurred in the defense of any lawsuit or other type of action which may be brought against said Town as a result of said Permittee's operation of this use.
9. Binding Contract: This Permit shall become a binding contract between the parties hereto upon the execution hereof as provided for below. Said contract shall be binding upon and inure to the benefit of the successors, heirs, assigns, and personal representatives of the parties.

F. APPLICABLE SECTIONS OF THE KREMMLING MUNICIPAL CODE:

- 17.03.020 - Building permits.
- 17.03.070 - Application and approval of Use by Special Review.
- 17.04.010 - Zoning District standards established.

G. DATE AND TIME OF APPROVAL:

Thursday, May 29, 2025, at 6:00 pm.

TOWN OF KREMMLING

BY: _____
Paul Johnson, Chair

ATTEST: _____
Jen MacPherson, Planning Director

DATE: _____

PERMITTEE:

BY: _____

DATE: _____

AIRPORT UPDATE

6/13/2025

Repaving Project

Consists of Schedules 1 and 2. Schedule 1 includes the core apron rehabilitation work (main apron resurfacing, drainage, pavement marking). Schedule 2 includes additive components that were pre-identified for potential removal due to budget constraints (additional paving, apron extensions). Specific scope details are pending review from project engineers.

The Project received a total bid of \$3.31 million for both Schedule 1 and 2, with the full project cost including engineering and administration totaling \$3.67 million. To reduce costs, staff proposes proceeding with Schedule 1 only, which brings the adjusted total to approximately \$2.66 million. Current funding stands at \$1.83 million, with an additional \$137,000 from 2026 BIL funds, \$200,000 reallocated from the access road budget, and \$100,000 made available through a revised grant match structure. These adjustments bring the total available funds to \$2.27 million—approximately \$80,000 short of the revised project cost. If negotiations with the contractor do not close this gap, the County may need to reissue the project for bid.

Blast Fence

This project is currently progressing through contract negotiations involving County staff, Lochner, CDOT Aeronautics, and legal counsel. While the project remains on schedule at this time, there is a potential for completion to be delayed to 2026 depending on the manufacturing timeline of the selected vendor. Staff will continue coordinating with all parties to finalize the agreement and mitigate risks to the project timeline.

Displaced Thresholds

Displaced thresholds are portions of a runway that cannot be used for landing but can be used for taxiing, takeoff, or landing rollout. By increasing the thresholds in Kremmling from the current 5500' to 6000' or 6500', the airport can likely attract more business, which is increasing in the area. DIA is currently the world's 6th largest airport and regional airports close to Kremmling, such as Eagle, are beginning to lack room on the ground and having to circle planes or occasionally reject them all together. This topic will be reviewed in the upcoming BOCC meeting.

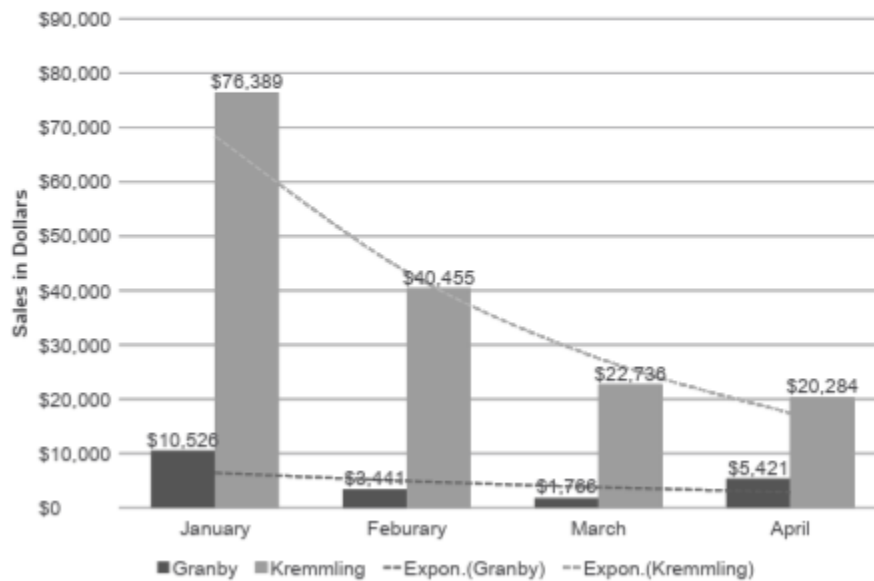
Airport	FAA Code	Distance from Kremmling (20V)	ARC Classification	Runway Length	Notes
McElroy Field – Kremmling	20V	—	B-II	5,540 ft	Serves small to medium general aviation aircraft
Granby–Grand County Airport	GNB	~16 miles E	B-II	7,000 ft	Supports larger general aviation aircraft; no commercial service
Eagle County Regional Airport	EGE	~43 miles SW	C-III	9,000 ft	Commercial airport; regional jets and charters
Steamboat Springs Airport	SBS	~51 miles NW	B-II	4,452 ft	General aviation only; limited approaches
Yampa Valley Regional Airport	HDN	~60 miles NW	C-III	10,000 ft	Commercial service airport; supports large regional jets
Rifle Garfield County Airport	RIL	~83 miles SW	C-II / D-II	7,000 ft	High-performance general aviation and charter operations

FAA Airport Reference Code (ARC) Classification Summary:

- Code Letter (Aircraft Size – Wingspan & Tail Height)
 - A: Small aircraft (wingspan <49 ft)
 - B: Medium aircraft (wingspan 49–78 ft)
 - C: Large aircraft (wingspan 79–118 ft)
 - D: Very large aircraft (wingspan 118–171 ft)
- Code Number (Runway Length Needs)
 - 1: Runways < 3,200 ft
 - 2: 3,200 – 4,999 ft
 - 3: 5,000 – 8,000 ft
 - 4: > 8,000 ft

- Kremmling remains B-II because
 - If the most demanding aircraft operating regularly at the runway requires <5,000 ft for takeoff, the airport can remain a code II
 - Becoming a B-III would also require infrastructure changes - taxiway separation, safety areas, object free zones, etc.

Fuel Sales (Year to Date)



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
General								
00-002-2130								
1370	NWCCOG	23-3139	JAN 2025 CHP	01/07/2025	24,544.70	.00		
1370	NWCCOG	23-3273	JUNE 2025 CHP	05/17/2025	22,282.15	.00		
Total 00-002-2130:					46,826.85	.00		
00-100-3555								
1302	KREMMLING SANITATION DIST	05312025	SEWER TAP FEES REIMBURSE	05/31/2025	47,742.62	.00		
Total 00-100-3555:					47,742.62	.00		
Total :					94,569.47	.00		
Judicial Expenses								
00-110-4030								
1095	CIRSA	WINV1000403	WORKER'S COMP PAYROLL AU	04/23/2025	3,353.58	.00		
Total 00-110-4030:					3,353.58	.00		
Total Judicial Expenses:					3,353.58	.00		
Administrative								
00-125-5500								
1289	KELLY P.C.	JUNE 2, 2025	ATTORNEY FEES	06/02/2025	4,072.50	.00		
Total 00-125-5500:					4,072.50	.00		
00-125-5550								
1076	CASELLE INC	INV-07143	CONTRACT SUPPORT AND MAI	06/01/2025	1,138.00	.00		
1689	EXECUTECH	DEN-218184	ON SITE SUPPORT & MAINT	06/01/2025	831.66	.00		
1689	EXECUTECH	INV-XPR02459	ONLINE TRANSACTIONS	05/31/2025	188.95	.00		
Total 00-125-5550:					2,158.61	.00		
00-125-6030								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	CONVENIENCE FEE	05/20/2025	2.00	.00		
Total 00-125-6030:					2.00	.00		
00-125-6075								
1095	CIRSA	INV10000607	208 EAGLE AVE STORAGE BLD	01/16/2025	21.74	.00		
1095	CIRSA	INV1000484	PROP CASUAL INS ADMIN	02/15/2025	64,837.32	.00		
Total 00-125-6075:					64,859.06	.00		
00-125-6200								
1417	QUILL LLC	44197613	NOTEPADS, FOLDERS, DRY ER	05/19/2025	123.18	.00		
Total 00-125-6200:					123.18	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
00-125-6240								
1434	RICOH USA INC	5071421663	PRINTING FEB - APRIL 2025	05/16/2025	392.69	.00		
Total 00-125-6240:					392.69	.00		
00-125-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	200 EAGLE AVE SPLIT WITH SA	05/20/2025	140.08	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	208 EAGLE AVE	05/20/2025	41.16	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	208 EAGLE AVE STORE	05/20/2025	42.29	.00		
1568	XCEL ENERGY	5/30/2025	200 EAGLE AVE SPLIT WITH SA	05/30/2025	50.47	.00		
Total 00-125-6300:					274.00	.00		
00-125-6310								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	OLD FIRE HALL	05/20/2025	48.92	.00		
1568	XCEL ENERGY	5/30/2025	301 CENTRAL AVE	05/30/2025	144.60	.00		
Total 00-125-6310:					193.52	.00		
Total Administrative:					72,075.56	.00		
Planning & Zoning								
00-130-5560								
1289	KELLY P.C.	JUNE 1, 2025	GRAND CLIFFS ATTORNEY FEE	06/01/2025	135.00	.00		
Total 00-130-5560:					135.00	.00		
Total Planning & Zoning:					135.00	.00		
Police								
00-140-4040								
1333	MASA	2108103	EMERGENT PLAN	06/01/2025	160.00	.00		
Total 00-140-4040:					160.00	.00		
00-140-5550								
1689	EXECUTECH	DEN-218184	ON SITE SUPPORT & MAINT	06/01/2025	831.67	.00		
1227	GRAND COUNTY SHERIFF'S OF	SRO MOU 2N	SRO MOU 2025 2ND INSTALLM	06/01/2025	15,000.00	.00		
1628	LANGUAGE LINE SERVICES	11611856	INTERPRETATION SERVICES M	05/31/2025	53.73	.00		
1520	TRANSUNION RISK & ALT	1530762-2025	REPLENISH SEARCH ACCT	06/01/2025	500.00	.00		
Total 00-140-5550:					16,385.40	.00		
00-140-6120								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	REPAIR BATHROOM & FRONT	05/25/2025	38.37	.00		
Total 00-140-6120:					38.37	.00		
00-140-6140								
1717	DOUG CROCKER	MAY 30, 2025	REIMB - KEY FOB BATTERY	05/30/2025	14.06	.00		
Total 00-140-6140:					14.06	.00		
00-140-6240								
1011	ADAMSON POLICE PRODUCTS	INV434413	AMMUNITION FOR TRAINING	05/15/2025	430.75	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 00-140-6240:					430.75	.00		
00-140-6245								
1086	CENTURY LINK	MAY 19, 2025	970-724-3528 SPLIT	05/19/2025	39.89	.00		
Total 00-140-6245:					39.89	.00		
00-140-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	1318 PARK AVE POLICE STATIO	05/20/2025	99.34	.00		
1568	XCEL ENERGY	5/30/2025	1318 PARK AVE	05/30/2025	36.15	.00		
Total 00-140-6300:					135.49	.00		
00-140-6320								
1221	GRAND COUNTY ACCOUNTING	INV05395	POLICE FUEL & SURCHARGE	06/01/2025	666.52	.00		
Total 00-140-6320:					666.52	.00		
Total Police:					17,870.48	.00		
Highways & Streets								
00-150-4040								
1333	MASA	2108103	EMERGENT PLAN	06/01/2025	160.00	.00		
Total 00-150-4040:					160.00	.00		
00-150-6110								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	WATERS FOR SCHOOL CLEAN-	05/25/2025	29.84	.00		
Total 00-150-6110:					29.84	.00		
00-150-6120								
1306	K-TOWN NAPA	072132	METAL CRIMPERS	06/03/2025	40.99	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	FIX RED MTN BATHROOM	05/25/2025	11.99	.00		
Total 00-150-6120:					52.98	.00		
00-150-6140								
1306	K-TOWN NAPA	070356	10W - 30 OIL	04/18/2025	34.24	.00		
1306	K-TOWN NAPA	072311	BREAK FLUID	06/09/2025	4.69	.00		
Total 00-150-6140:					38.93	.00		
00-150-6240								
1062	BUCKEYE WELDING SUPPLY C	0005107303	OXYGEN CYLINDER RENTAL	05/25/2025	7.65	.00		
1306	K-TOWN NAPA	071591	FLAT WASHER	05/20/2025	7.38	.00		
1306	K-TOWN NAPA	072260	2 RATCHETS	06/06/2025	73.98	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	SCREWS	05/25/2025	1.00	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	SHOVEL HANDLES	05/25/2025	79.96	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	HIGH FLOW PUMP	05/25/2025	179.97	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	WEED EATER LINE	05/25/2025	12.79	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	WEED SPRAY	05/25/2025	206.75	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	WEED EATER SPOOL	05/25/2025	39.99	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-213109	PRY BAR SET	06/04/2025	35.99	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 00-150-6240:					645.46	.00		
00-150-6245								
1086	CENTURY LINK	MAY 19, 2025	970-724-3528 SPLIT	05/19/2025	39.90	.00		
Total 00-150-6245:					39.90	.00		
00-150-6310								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	PARK AVE & 5TH ST	05/20/2025	43.23	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	PARK AVE & 1ST ST NORTH	05/20/2025	45.82	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	4TH ST BTWN PARK & CENTRA	05/20/2025	44.91	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	3RD ST BTWN PARK & EAGLE A	05/20/2025	46.85	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	1318 PARK AVE POLICE STATIO	05/20/2025	99.35	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	PARK AVE & 1ST ST SOUTH	05/20/2025	57.08	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	SL ONLY	05/20/2025	1,385.64	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	1421 PARK AVE	05/20/2025	42.45	.00		
Total 00-150-6310:					1,765.33	.00		
00-150-6315								
1568	XCEL ENERGY	5/30/2025	1318 PARK AVE	05/30/2025	36.14	.00		
Total 00-150-6315:					36.14	.00		
00-150-6320								
1221	GRAND COUNTY ACCOUNTING	INV05395	STREETS FUEL & SURCHARGE	06/01/2025	794.44	.00		
Total 00-150-6320:					794.44	.00		
00-150-6500								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	YELLOW TRAFFIC PAINT	05/25/2025	429.88	.00		
Total 00-150-6500:					429.88	.00		
Total Highways & Streets:					3,992.90	.00		
Cemetery								
00-155-6135								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	1" VALVE	05/25/2025	42.98	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	CABLE TIES	05/25/2025	15.18	.00		
Total 00-155-6135:					58.16	.00		
00-155-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	1400 EAGLE AVE	05/20/2025	39.47	.00		
Total 00-155-6300:					39.47	.00		
Total Cemetery:					97.63	.00		
Parks								
00-158-5590								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	WEED KILLER	05/25/2025	52.99	.00		
Total 00-158-5590:					52.99	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
00-158-6135								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	1" VALVE	05/25/2025	23.08	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	PVC NIPPLE	05/25/2025	1.59	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	ANCHOR PINS	05/25/2025	18.95	.00		
Total 00-158-6135:					43.62	.00		
00-158-6240								
1367	NORTHWEST RANCH SUPPLY	5/25/2025	MISC SPRINKLER SUPPLIES	05/25/2025	32.17	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	3/4" ADAPTER	05/25/2025	1.58	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	GATE VALVE	05/25/2025	56.98	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	1" ELBOWS	05/25/2025	23.99	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	PAINT & BRUSHES	05/25/2025	38.68	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	SPRINKLER HEADS	05/25/2025	199.92	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	GRASS SEED	05/25/2025	72.49	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	SHOVEL HANDEL RETURN	05/25/2025	39.98-	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	WEED KILLER	05/25/2025	133.35	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	SPRINKLER LINE	05/25/2025	11.29	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	ROTO SPRINKLERS	05/25/2025	66.68	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	MULCH	05/25/2025	68.90	.00		
1367	NORTHWEST RANCH SUPPLY	5/25/2025	MULCH	05/25/2025	137.80	.00		
Total 00-158-6240:					803.85	.00		
00-158-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	203 PARK AVE	05/20/2025	48.33	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	DOC CERIANI PARK	05/20/2025	39.34	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	GRAND AVE & 5TH ST	05/20/2025	74.32	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	303 S 8TH ST	05/20/2025	106.40	.00		
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	2305 CENTRAL AVE	05/20/2025	365.27	.00		
Total 00-158-6300:					633.66	.00		
Total Parks:					1,534.12	.00		
Airport								
00-160-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	450 AIRPORT RD	05/20/2025	211.50	.00		
Total 00-160-6300:					211.50	.00		
Total Airport:					211.50	.00		
Total General:					193,840.24	.00		
Water								
Water Admin								
02-625-5500								
1289	KELLY P.C.	JUNE 2, 2025	ATTORNEY FEES	06/02/2025	1,777.50	.00		
1501	THE WHITMER LAW FIRM LLC	8523	WATER RIGHTS ATTORNEY FE	05/31/2025	440.00	.00		
Total 02-625-5500:					2,217.50	.00		
02-625-5550								
1689	EXECUTECH	DEN-218184	ON SITE SUPPORT & MAINT	06/01/2025	831.67	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 02-625-5550:					831.67	.00		
02-625-7800								
1774	USA BANK NA	DBS24F232_5/	DWRF PRINCIPAL PYMT	05/01/2025	18,868.66	.00		
Total 02-625-7800:					18,868.66	.00		
02-625-7810								
1774	USA BANK NA	DBS24F232_5/	DWRF INTEREST PYMT	05/01/2025	12,955.27	.00		
Total 02-625-7810:					12,955.27	.00		
Total Water Admin:					34,873.10	.00		
Water Plant								
02-630-5550								
1750	HENSEL PHELPS	4/30/2025	WTP CMAR SERVICES - APRIL	04/30/2025	24,429.00	.00		
1622	STILLWATER TECH LLC	1146	WATER PLANT ORC SERVICES	05/31/2025	5,665.00	.00		
Total 02-630-5550:					30,094.00	.00		
02-630-6245								
1086	CENTURY LINK	MAY 19, 2025	970-724-8999 WTR TREATMENT	05/19/2025	175.39	.00		
1086	CENTURY LINK	MAY 19, 2025	970-724-3249 366B SPLIT W SA	05/19/2025	228.40	.00		
Total 02-630-6245:					403.79	.00		
02-630-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	WTR FILTRA PLANT	05/20/2025	2,489.71	.00		
Total 02-630-6300:					2,489.71	.00		
02-630-6410								
1159	PVS DX, INC	DE73000368-2	CHLORINE 150 CYL BOTTLE RE	05/31/2025	90.00	.00		
Total 02-630-6410:					90.00	.00		
02-630-6420								
1586	COLORADO ANALYTICAL LABO	250514081	TTHM WATER SAMPLES	05/28/2025	250.00	.00		
Total 02-630-6420:					250.00	.00		
02-630-7000								
1750	HENSEL PHELPS	05/31/2025	MAY SUPPLEMENTAL	05/31/2025	17,940.73	17,940.73	06/18/2025	
1750	HENSEL PHELPS	5/31/25	HENSEL PHILLIPS - MAY	05/31/2025	281,071.43	281,071.43	06/16/2025	
1357	MOUNTAIN PARKS ELECTRIC	WTP LARGE C	WTP LARGE COMMERCIAL LOA	06/12/2025	1,500.00	1,500.00	06/16/2025	
Total 02-630-7000:					300,512.16	300,512.16		
Total Water Plant:					333,839.66	300,512.16		
Water Distribution								
02-640-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	WATER TANK	05/20/2025	41.54	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 02-640-6300:					41.54	.00		
Total Water Distribution:					41.54	.00		
Water Supply								
02-660-6300								
1357	MOUNTAIN PARKS ELECTRIC	5/20/2025	WATER PUMP STATION #2	05/20/2025	250.33	.00		
Total 02-660-6300:					250.33	.00		
Total Water Supply:					250.33	.00		
Total Water:					369,004.63	300,512.16		
Solid Waste								
Solid Waste Expenditures								
15-800-5550								
1420	RANCH CREEK WASTE	55852	TRASH SERVICE 5/16/25 - 6/15/	06/16/2025	30,154.18	.00		
Total 15-800-5550:					30,154.18	.00		
15-800-6072								
1300	KREMMLING MERCANTILE	02-521722	TOWN CLEAN UP DAY REFRES	05/17/2025	36.40	.00		
Total 15-800-6072:					36.40	.00		
15-800-6115								
1644	FREEDOM MAILING SERVICES,	50481	POSTCARD UTILITY BILLS - SP	05/23/2025	247.59	.00		
Total 15-800-6115:					247.59	.00		
Total Solid Waste Expenditures:					30,438.17	.00		
Total Solid Waste:					30,438.17	.00		
Recreation								
Youth Programs								
21-330-6240								
1354	MOUNTAIN MAMA'S	4666	YOUTH BASEBALL APPAREL	05/28/2025	1,478.95	.00		
Total 21-330-6240:					1,478.95	.00		
Total Youth Programs:					1,478.95	.00		
Adult Programs								
21-340-6240								
1563	WEST GRAND SCHOOL DISTRI	2025-03	ADULT SPORTS GYM RENTAL	01/01/2025	1,680.00	.00		
Total 21-340-6240:					1,680.00	.00		
Total Adult Programs:					1,680.00	.00		
Total Recreation:					3,158.95	.00		
Grand Totals:					596,441.99	300,512.16		

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

TOWN OF KREMMLING REGULAR TOWN BOARD MEETING May 21, 2025

The Board of Trustees for the Town of Kremmling met in the Boardroom located at 203 Park Avenue, Kremmling, Colorado 80459. With Mayor Pro Tem Dave Sammons presiding, the meeting was called to order at 6:00 PM. Trustees present: Jim Miller, Erik Woog, Dave Sammons, Brad Perry, Brady Mathis, and Leo Pesch. Wes Howell arrived at 6:15 PM. Staff present: Town Manager Jen MacPherson, Town Clerk & Treasurer Teagan Serres, Chief of Police Jesse Lisenby, and Town Planner Alan Hassler.

Conflicts of Interest: None.

Additions/Deletions to the Agenda:

TRUSTEE MILLER requested to remove the Expenditures dated April 17, 2025, to May 21, 2025, from the Consent Agenda for discussion. MAYOR PRO TEM SAMMONS moved the Expenditures to New Business Item #1.

Mayoral Announcements, Proclamations, and Appointments

- Appointment to the Planning Commission

MAYOR PRO TEM SAMMONS removed this item from the agenda because Mayor Howell was absent at the time.

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

There were no citizen comments.

Consent Agenda

- Expenditures Dated April 17, 2025 - May 21, 2025
- Recording of Proceedings from March 19, 2025, Regular Meeting
- Recording of Proceedings from April 2, 2025, Special Meeting
- Recording of Proceedings from April 16, 2025, Regular Meeting
- Recording of Proceedings from May 14, 2025, Special Meeting
- Resolution No. 2025-05-02 A Resolution Authorizing a Revised Partial Reduction in the Performance Guarantee for the Grand Cliffs Subdivision, Filing No. 1 and Repealing Resolution No. 2025-04-02
- Resolution No. 2025-05-03 A Resolution Authorizing the Town Manager to Sign on Behalf of the Town of Kremmling to Renew the Northwest Colorado Opioid Abatement Council Region 1 Intergovernmental Agreement

The Expenditures Dated April 17, 2025 - May 21, 2025, were removed from the agenda during Additions/Deletions to the Agenda.

TRUSTEE WOOG MOTION TO APPROVE the Consent Agenda without the expenditures. TRUSTEE PESCH SECONDS. Voice vote taken: 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

Staff Reports:

- Public Works & Town Engineer

Public Works Director Dillon Willson was absent from the meeting.

- Kremmling Police Department

Chief of Police Jesse Lisenby reported an expected increase in calls for service and special event requests with the start of summer. The department has dedicated significant resources to sensitive investigations, including an abuse claim involving a West Grand School District employee and a stalking case with related protection order violations. Collaboration on code enforcement strategies is ongoing with various town departments. Officer Hicks was awarded a CIRSA Grant to attend the LexisNexis ITI Summit. KPD also participated in several community events such as the West Grand School District’s Safety Fair, Bicycle Rodeo, school clean-up day, and Touch-a-Truck event, with Police Technician Hassler assisting with the Town Clean-up

Day. In April 2025, there were 142 total officer responses, 77 calls for service, 49 traffic stops resulting in 29 citations, and 3 arrests.

- **Town Clerk & Treasurer**

Town Clerk and Treasurer Teagan Serres reported that she has been focusing heavily on onboarding new staff, including the Town Planner and Town Manager. She has also managed various administrative tasks, such as preparing meeting documents and assisting with land use applications. Notary Public services were provided 12 times, and three requests under the Colorado Open Records Act (CORA) were fulfilled. Staff attended training for CloudPermit to enhance efficiency for building permits. The Treasurer's office reported on tax lien collections, efforts to utilize remaining DOLA grant funds, and the potential return of an experienced Finance Officer. Preparations for the 2024 Audit, scheduled for mid-June, are underway. The department has also transitioned to a new online banking system and submitted the final report for the American Rescue Plan Act (ARPA).

- **Town Planner**

Town Planner Alan Hassler reported that he has been busier than expected with site plan approvals, fence permits, gazebo and greenhouse applications, and has initiated a street cut permit. Additionally, there are a few sign permits in process, one minor subdivision approved, and another one in development. Five housing units have been completed, and amendments for the Grand Cliffs Planned Unit Development (PUD) are forthcoming. The completed housing in Grand Cliffs is contributing to new affordable housing options. There are three Use by Special Review applications in progress, and zoning enforcement work is being conducted on several properties. An RV ordinance is expected soon, along with multiple inquiries regarding mobile homes. Staff has proposed a resolution for a fast-track policy and is considering an additional \$50,000 for code updates. Further updates include working with the Northwest Colorado Council of Governments (NWCCOG) to update the zoning map and establishing processes for moving forward. The review of Community Planning Strategies (CPS) files from previous projects, along with the review of the Governor's executive order, is ongoing. Municipalities that do not comply with recent state housing laws may face funding restrictions. Notably, there are no parking requirements for housing developments with fewer than 20 units. Requirements for a housing assessment, water supply, and housing considerations are included in the comprehensive plan amendments. New regional building codes for factory-built structures will also affect county building codes and inspections.

- **Town Manager**

Town Manager Jen MacPherson reported she has mainly focused on internal team support, conducting town tours, and implementing tracking systems for deliverables and code complaints. Key progress was made on the Water Treatment Plant, including compiling loan summaries, submitting a DOLA grant report, confirming cost overrun funds, and approving the \$17.5M construction contract with Hensel Phelps, with construction starting May 27th. The report also detailed extensive meetings with the community and stakeholders, including Grand County officials, local representatives, and various organizations.

- **Action Register**

Ms. MacPherson reported that the Action Register is a new component of staff reports created by the team to track Board action items, staff directives, and completed tasks. The Board of Trustees expressed their satisfaction with this new implementation.

New Business

1. Discussion & Action Item. Expenditures Dated April 17, 2025 - May 21, 2025.

MAYOR HOWELL arrived at 6:15 PM and presided over the remainder of the meeting.

This item was removed from the Consent Agenda and moved to New Business Item #1 during Additions/Deletions to the Agenda.

TRUSTEE MILLER requested clarification about the \$500 donation for the Middle Park Fair and Rodeo listed in the expenditures. The Board of Trustees reviewed their discussion from the May 7, 2025, work session, during which they directed staff to include the donation on the agenda for approval on May 21, 2025.

TRUSTEE MATHIS MOTION TO APPROVE the Expenditures Dated April 17, 2025 - May 21, 2025 in the amount of \$205,459.53. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

2. Discussion & Action Item. Resolution No. 2025-05-04 A Resolution Amending the Comprehensive Financial Management Policies (CFMP) for the Town of Kremmling.

Ms. Serres presented Resolution No. 2025-05-04, which amends the Town of Kremmling's Comprehensive Financial Management Policies (CFMP). The amendment updates explicitly Section 4, titled "Purchasing Thresholds/Authority." The main change is an increase in the purchasing authority for Department Directors from \$1,000 to \$5,000. This means that Department Directors are now allowed to approve purchases within their departments of up to \$5,000. Informal bids will only be required for purchases that exceed this new amount. This change was prompted by the previous temporary increase in purchasing authority to \$5,000 for Department Directors, which had been implemented during a Town Manager vacancy. The Board of Trustees determined that reverting to the previous limit of \$1,000 was insufficient.

The Board of Trustees requested clarification on the current internal processes to ensure that if the threshold for informal bid amounts is raised, department heads will continue to seek the most cost-effective and highest quality products.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-05-04 as presented. TRUSTEE PESCH SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

3. Discussion & Action Item. Resolution No. 2025-05-05 A Resolution of the Town of Kremmling, Colorado Designation Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters.

Ms. Serres presented Resolution No. 2025-05-05, designating Jennifer MacPherson, the current Town Manager, as the authorized representative for the Town of Kremmling in financial matters related to grants and loans from the Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority. This action was necessary following the departure of former Town Manager Ashley Macdonald, who was previously authorized to sign loan documents and payment requests for the Water Treatment Plant Replacement Project. The Town has secured significant funding for improvements to the water system, including a \$300,000 Design and Engineering Grant, an \$11,042,212 Drinking Water Revolving Fund Leveraged Loan, and a Bipartisan Infrastructure Law (BIL) Direct Loan of \$4,676,154. This resolution ensures timely access to these funds as construction of the new water treatment plant begins. There will be no additional financial impacts beyond facilitating access to the already approved and executed loans and grants.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-05-05 as presented. TRUSTEE WOOG SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

4. Discussion & Action Item. Resolution No. 2025-05-06 A Resolution of the Board of Trustees of Kremmling, Colorado, Supporting a Grant Application for the Great Outdoors Colorado (GOCO) Community Impact Program.

Ms. Serres presented Resolution No. 2025-05-06, which supports the Recreation Coordinator in applying for the Community Impact Program. This program offers grants ranging from \$100,000 to \$2,000,000 per project. The Recreation Coordinator has discussed potential projects with a representative from Great Outdoors Colorado (GOCO). These projects include complete facility upgrades to the ball fields, estimated at about \$1.5 million, as well as a dual facility application recommended by the GOCO representative. The proposal includes upgrades to the ball fields and enhancements to the kiddie park, resulting in a total funding request of \$2 million.

The Recreation Coordinator suggests that if the Town proceeds with the dual facility plan, old playground equipment should be rotated from the kiddie park to Doc Ceriani, and the old playground equipment from Doc Ceriani should be moved to the ball fields, rather than disposing of it. Additionally, the development of a Parks Master Plan will be crucial for the grant application. Ms. Serres iterated that Board approval is required to move forward, since these

projects may necessitate matching funds according to the Town’s financial policies. Ms. Serres reported that the Recreation Coordinator is seeking direction from the Board regarding which grant cycle to apply for and the preferred projects. The Recreation Coordinator recommends applying in the second cycle to allow more time to develop a comprehensive and thoughtful concept paper and application.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-05-06 and to apply for the second grant cycle. TRUSTEE MATHIS SECONDS. Voice vote taken: 6 “aye” votes, 0 “nay” votes. MOTION PASSED.

Board of Trustees Reports & Future Agenda Items for Consideration:

TRUSTEE WOOG reported that there was a Headwaters Trails Alliance (HTA) meeting today, where discussions were held about trails region-wide. They will be coming to Kremmling to work on local trails, and he will send out dates for anyone who would like to volunteer to help. TRUSTEE MILLER shared that he attended a meeting at the Governor’s mansion about the Mountain Rail Project on May 5th. Last Friday, he coordinated a meeting with NWCCOG and Summit Stage Bus regarding the commuter bus service in Kremmling. MAYOR HOWELL AND TRUSTEE WOOG expressed concerns about the previous Board's decision not to financially participate in a commuter bus program in Kremmling. TRUSTEE WOOG emphasized that this situation may worsen the town's current issues, as they need to focus on increasing sales tax revenue rather than turning Kremmling into more of a bedroom community. He stated that the flow of money should benefit the town, rather than going out to others. Ms. MacPherson mentioned that she can provide more details about the bus service and the Mountain Rail Project if desired. The Board reiterated their stance that they want financial resources to flow into the town, highlighting the importance of sales tax revenue, and they do not need a presentation at this time. TRUSTEE WOOG also requested that a future agenda item be added to discuss zoning violations related to the loss of sales tax revenue. He pointed out that projects originally approved for one purpose have evolved into new uses that result in a decline in sales tax or water revenue for the town. He suggested that this could be a project for the town planner and others to explore how to move forward and find remedies.

Adjournment:

TRUSTEE WOOG MOTION TO ADJOURN. Voice vote taken; all “aye” votes. The meeting was adjourned at 6:55 PM.

Teagan Serres, Town Clerk

Wes Howell, Mayor

RECORD OF PROCEEDINGS

TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING June 4, 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, Brady Mathis, Dave Sammons, and Brad Perry. Leo Pesch absent. Staff present: Town Manager Jen MacPherson, Public Works Director Dillon Willson, Chief of Police Jesse Lisenby, Town Planner Alan Hassler, and Town Clerk & Treasurer Teagan Serres.

Conflicts of Interest: TRUSTEE SAMMONS reported that he is under contract to purchase one of the Grand Cliffs homes. The Board of Trustees and staff discussed the disclosure, and since he will not have any financial gain from this transaction, it was determined that he does not need to recuse himself.

Agenda Items:

1. Discussion & Action Item. Appointment to Planning Commission.

MAYOR HOWELL moved this agenda item to the end and reported he is awaiting a written letter of interest from a citizen who has expressed verbal interest.

2. Public Hearing: First Amendment of the Grand Cliffs Neighborhood Planned Unit Development Guide. *Grand Cliffs, LLC, Brad Smith*

MAYOR HOWELL opened the Public Hearing for the First Amendment of the Grand Cliffs Neighborhood Planned Unit Development Guide at 6:01 PM. He confirmed that all publishing and posting requirements had been met and reported that no comments had been received.

Alan Hassler presented the staff report regarding the amendment to the Planned Unit Development (PUD) Guide for the Grand Cliffs Subdivision, Filing No. 1. He explained that this amendment is akin to a contract modification. The PUD Guide, which governs all development for the project, was initially approved by the Planning Commission and Board of Trustees on September 13, 2023, and was executed on April 11, 2024.

The proposed amendment seeks to modify Article 3.3, which pertains to Driveway Design, to allow for larger driveways. This change is intended to adjust the sweep of the driveway (referred to as "flares") from the street to the parking areas. By doing so, it aims to eliminate unpaved areas that could become problematic with weeds and mud, increase the parking area for the affected units, and improve the visual alignment of the street, driveway, and structures. Specifically, the amendment proposes increasing the driveway width for duplexes from 44 feet to 55 feet. Mr. Hassler reported that the Planning Commission held a Public Hearing regarding this application on May 29, 2025, and recommended approval to the Board of Trustees, and the staff recommends approval.

MAYOR HOWELL asked for public comments, and there were none. MAYOR HOWELL closed the Public Hearing at 6:04 PM.

The Board of Trustees had no questions or concerns regarding the amendment to the PUD.

TRUSTEE MATHIS MOTION TO APPROVE the amendment to the PUD Guide based on the evidence that the amendment does not make the underlying PUD Guide non-compliant with the Kremmling Municipal Code and prior approval, and that approval is conditioned upon recording the Amendment. TRUSTEE SAMMONS SECONDS. Voice vote taken: 5 "aye" votes, 0 "nay" votes. MOTION PASSED.

3. Discussion & Action Item. Resolution No. 2025-06-01 A Resolution Approving a Proposal for Professional Engineering Services with Element Engineering, LLC for Water Treatment Plant Construction Services.

Ms. Serres presented Resolution No. 2025-06-01, which approves a proposal from Element Engineering, the Town's contracted engineering firm, for professional services during the construction of the Water Treatment Plant by Hensel Phelps Construction. Element Engineering will provide general engineering services related to the water plant construction project, with a total cost not to exceed \$317,960. This amount aligns with the approved funding package, and their hourly rates will range from \$65 to \$180.

TRUSTEE PERRY MOTION TO APPROVE Resolution No. 2025-06-01 as presented.

TRUSTEE MILLER SECONDS. Voice vote taken: 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

4. Discussion & Action Item. Ordinance No. 725 An Emergency Ordinance Amending Chapter 10.24 of the Kremmling Municipal Code Regarding Recreational Vehicles.

Ms. MacPherson presented Ordinance No. 725, explaining that it was developed with input from legal advisors, the Planning Commission, and staff, addressing key issues and complaints. The team reviewed and discussed each aspect, aiming to streamline the code with the maximum impact while minimizing changes. They believe this approach is fair and enforceable, with the possibility of further adjustments if necessary. The amendment seeks to address density and public safety concerns by regulating RV parking, storage, and temporary living accommodations within the town.

Discussion included the following topics:

- Clarification on why the Planning Commission's recommendation of one RV per property was changed to two by staff.
 - Ms. MacPherson reported that this can be part of a phased approach; one RV per property would impact many properties, and the main issue is living in and clogging the right-of-way.
- The primary stressors are poor living conditions and the addition of multiple units to single residential areas, which places strain on utilities and emergency services.
- Chief Lisenby reported that the presented ordinance is what we can reasonably enforce at this time. Legal counsel recommended a phased approach and a more explicit new definition. He would like to see how this goes and add more restrictions if needed.
- Clarification regarding the permit and violation fees.
 - Ms. Serres reported that if the Board decides to pass the ordinance as presented, it will create a permit requirement for temporary living in recreational vehicles (RVs) for up to 14 days. Staff recommends a fee of \$25 to cover the staff time and Town resources needed to administer the permit. Currently, the minimum violation fine in Title 10 is \$25; however, the Court Clerk and Municipal Judge recommend increasing the minimum fine to \$40 or \$50 for this specific violation.

TRUSTEE MATHIS MOTION TO APPROVE Ordinance No. 725 with a \$25 permit fee and \$50 penalty fee. TRUSTEE WOOG SECONDS. Roll Call vote taken: Trustee Miller “aye”, Trustee Perry “aye”, Trustee Sammons “aye”, Trustee Woog “aye”, Trustee Mathis “aye”, 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

5. Discussion & Action Item. Resolution No. 2025-06-02 A Resolution of the Board of Trustees of the Town of Kremmling, Colorado, Adopting an Amended 2025 Fee Schedule for the Town.

Ms. Serres presented Resolution No. 2025-06-02, explaining that the resolution is purely housekeeping and amends it to include an RV permit fee, previously adopted with Ordinance No. 725. The only change will be the addition of the RV permit fee.

TRUSTEE WOOG MOTION TO APPROVE Resolution No. 2025-06-02 as presented.

TRUSTEE SAMMONS SECONDS. Voice vote taken: 5 “aye” votes, 0 “nay” votes. MOTION PASSED.

6. Discussion & Action Item. Appointment to Planning Commission.

Mayor Howell reported that he received a letter of interest from Kevin Warren expressing his desire to serve on the Planning Commission. He asked if any members of the Board had any objections to Mr. Warren's appointment to the Planning Commission, and there were none.

MAYOR HOWELL APPOINTED Kevin Warren to the Planning Commission for a term of six years.

Adjournment:

TRUSTEE SAMMONS MOTION TO ADJOURN. Voice vote taken; 5 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 6:29 PM.

Teagan Serres, Town Clerk

Wes Howell, Mayor

June 2025 - Public Works Staff Report

Parks & Recreation

- Staff has completed weed spraying operations at the Tennis courts and the Red Mountain Sports complex. Mainstreet will be prioritized next to ensure weed growth is maintained for Kremmling days.
- There were three cremation burials, one during the week and two during the weekend.
- Staff played a key role in facilitating the introduction of a new youth basketball camp, which emphasized fundamental skill development and player growth.
- Staff organized and facilitated a meeting with the local Great Outdoors Colorado (GOCO) representative. As part of the visit, the representative was provided with a comprehensive site tour and engaged in preliminary discussions regarding potential projects for the upcoming funding cycle.

Streets and Roads

- In preparation for Kremmling Days, staff has prioritized the mowing of highway rights-of-way and residential areas. During these operations, the skid steer mower was found to have structurally deficient cracks, which significantly impacted its performance. As a result, a full day of welding and repair work was required to return the equipment to serviceable condition.
- The delivery of the rental street sweeper was delayed by several weeks due to mechanical damage sustained while in use by a previous renter, including a failed engine and a bent main broom assembly. In response, staff has been working diligently to recover the schedule and aims to complete the majority of sweeping operations in advance of Kremmling Days.

Water

- Water production for the month of May was 12.1 MGD.
- There was one new $\frac{3}{4}$ inch taps installed, each tap was inspected and documented by staff.
- Staff completed the second comprehensive water tank inspection. Mowing and weed eating around the tank site was needed for the inspection to pass.

MONTHLY ENGINEER'S REPORT

DATE OF MEETING: JUNE 13, 2025
CLIENT: TOWN OF KREMMLING
SUBJECT: MONTHLY ENGINEER'S REPORT- **NEW ITEMS IN BOLD**

WATER TREATMENT PLANT IMPROVEMENTS:

Clearing and Grubbing is 90% complete at the staging area and around WTP building.

Office trailers are currently being set up. Temporary power should be supplied within the next week.

Potholing the raw water line reroute began to bypass water on the existing plant.

HP has nearly removed all the berm that was outside the of existing WTP building and spread most of it around the lagoons.

Building and Retaining Wall Permits are in review and should be obtained shortly.

Surveyors have set up primary control onsite for HP to use.

The access gates and jobsite sign have both been installed. Speed limit signs are planned to be installed on the county road to the jobsite.

Bore test holes were performed at the water tank site last week. These test results should be back within a few weeks.

The ToK and Element Engineering have been working with CDPHE to ensure all proper documentation is being obtained as we progress into Construction.

A pre-construction meeting was held on May 13, 2025, with Hensel Phelps, Element Engineering, and the Town of Kremmling. During this meeting, all logistics of the project were discussed in accordance with the contract documents.

Hensel Phelps has requested a Notice to Proceed (NTP) date of May 27, 2025. On this date, they will begin to mobilize onsite and begin work.

100% Construction plans and specifications were complete and distributed to Hensel Phelps on May 19, 2025.



Town of Kremmling

Police Department Staff Report

June 2025

Department

- Calls for service continue rising for KPD. No HVE activity was conducted this month, which resulted in fewer traffic stops.
- KPD was asked to look into a claim of abuse by a WGSD employee on a student. This investigation is of a very sensitive nature and has taken a lot of KPD's resources in recent weeks. Ultimately, the investigation did not reveal any probable cause of a crime occurring, and the DA declined to prosecute this case.
- KPD investigated a Stalking and numerous related Violation of Protection Order criminal violations. These cases ended up getting combined into one week of trials instead of potentially 6 different trial dates. The trials are set for the week of July 7-11. Most of KPD staff will be involved in these trials.

Personnel

- Officer Hicks attended a 40 hour basic SWAT course.

Code Enforcement

- Chief Lisenby worked with the Town Manager, Public Works Director, Town Planner, Town Attorney, and Town Clerk (as well as other staff) have been working together on a RV ordinance to propose to the Board in an effort to address concerns about RV enforcement issues.

Projects

- The training equipment ordered in 2024 finally arrived in time to submit to Colorado POST for the 2025 POST In-Service Grant. KPD was awarded \$4475 to offset training and equipment expenses incurred in the 2024 budget year. With those reimbursements collected from Colorado POST, KPD came in under budget or right at it for FY 2024.



Town of Kremmling

Police Department Staff Report

June 2025

Police Staff Report

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

Patrol Response	Number
Total Officer Response	126
Reports Written	9
Calls For Service	85
Officer Initiated	41

Violent Crimes	Number
Criminal Homicide	0
Rape	0
Robbery	0
Aggravated Assault	1

Property Crime	Number
Burglary	0
Theft	0
Motor Vehicle Theft	0
Arson	0

Enforcement (In Town and HVE)	Number
Traffic Stops	25
Total Citations	20
Total Summons	1
Total Arrests	2

Arrests	Number
Officer on View	2
Warrant Service	0

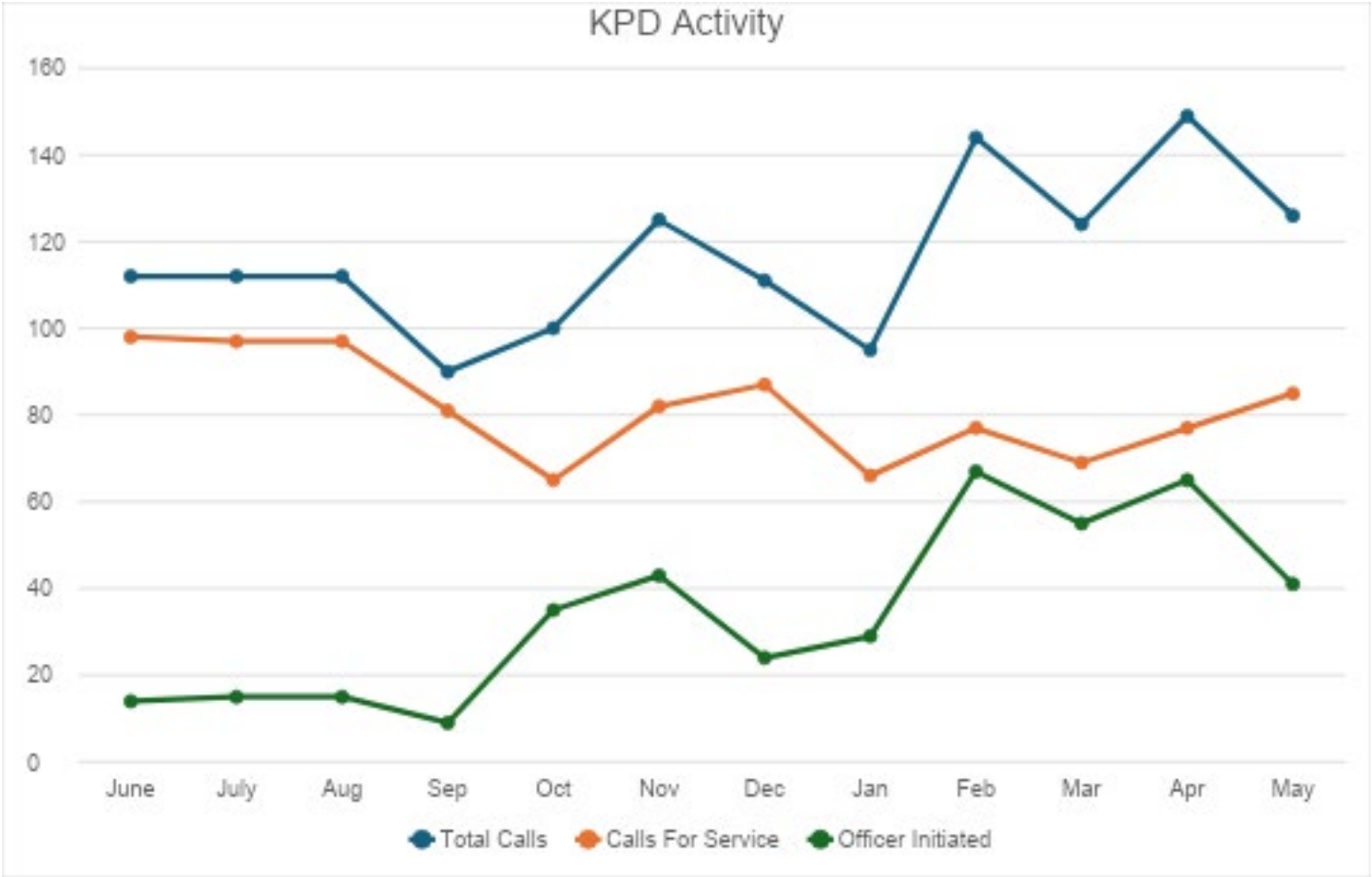
Summons	Number
Not Traffic Related	1
Traffic Violations	0

Public Services	Number
Open Records Request	4
VIN Inspections	8
Special Events	2



Town of Kremmling

Police Department Staff Report
June 2025



May 2025 - Town Clerk & Treasurer Staff Report

Town Clerk

- Prepared various agendas, minutes, ordinances, resolutions, and memos for the Board of Trustees meetings and the Planning and Zoning Commission.
- Assisted the Town Planner with record searches, various projects, and scheduling public hearings for use by special review and other applications.
- Participated in several meetings with the Mayor, Town Manager, Town Planner, Public Works Director, and Chief of Police to discuss upcoming items, deadlines, Code Enforcement, and agendas.
- Facilitated three cremains burials at the cemetery.
- Between May 20, 2025, and June 13, 2025, I provided Notary Public services 9 times and responded to two Colorado Open Records Act (CORA) requests during the same period.
- Attended meetings to review previous Use by Special Review approvals and determine if any require action to ensure compliance. A staff report regarding this will be available soon.
- Participated in several staff meetings concerning the RV ordinance that was passed during the special meeting on June 4, 2025. Also collaborated with the rest of the staff to develop the RV permit and parking passes to ensure enforceability.
- Provided two reviews for Special Event Liquor Licenses and a change of trade name.
- Processed 99 business licenses to date, including several for the Chamber's Music & Markets in the Square and Kremmling Days events.
- Participated in staff meetings to review the KowTown Gravel Race, Rocky Mountain Farrier Association, and Chamber's Community Event Permit applications.
- Working on establishing a ballot box at Town Hall with the Grand County Clerk & Recorder. Our plan is to place it on the west side of Town Hall and also create a handicapped parking spot there to comply with ADA requirements for ballot boxes.
- I will attend my third year at the Clerk's Institute during the week of July 14-18, 2025. My third-year classes include managing and organizing electronic files, enhancing effectiveness, working with elected officials, teamwork and collaboration, diversity and inclusiveness, policy crafting, election processes, fair campaign finance practices, social media, de-escalation techniques, and change management. I aim to apply for and receive my Certified Municipal Clerk (CMC) designation by the end of the year or early 2026.

Treasurer

- A total of \$13,474 in tax liens were filed with the Grand County Treasurer on November 15, 2024. To date, \$2,194 has been received.
- Reviewed the Rate Study with the consultant and Town Manager to ensure everyone is up to date and to obtain the rate model from the consultant. The Sanitation District has

begun its rate study, and the Utility Billing Clerk and I have been available to assist as needed.

- Successfully reonboarded the Finance Officer. They are currently working in a hybrid position, spending two days in the Town Hall and three days remote.
- A large amount of staff time has been dedicated to the 2024 Audit for both the Town and the Sanitation District. The field work day is scheduled for June 17th.
- We have held various meetings with the Town Manager, relevant staff, contractors, and lenders to ensure that funding and reporting for the Water Plant are comprehensive and well-understood by staff.
- Assisted the Public Works Director with the annual CIRSA insurance audit. Additionally, I submitted the renewal for our 2026 property, casualty, liability, and workers' compensation insurance.

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	\$109,113.95
March	May	\$108,230.17	\$118,415.95	\$128,831.84	\$122,208.73	\$127,790.55
April	June	\$114,038.04	\$114,067.80	\$118,752.67	\$111,202.44	\$162,390.51
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	\$541,740.38

Town Manager Update

Finance

- Rebuilding 2025 budget, importing 2025 actual data and preparing for 2026 process
- Building templates for treasurer updates, budget monitoring for department heads, etc.
- Future objectives include providing board with viewer access and tying in CIP numbers
- Filled Finance Officer position

Airport

- Toured facilities with Dennis Carpenter & Keith Whitemarsh
- Attended 2 Airport Advisory Committee meetings & 2 private sessions with County staff
- Renewing leases for 3 occupied hangars and securing tenants for ToK's two vacant ones
- FBO contract renewing later this year, Town will be involved in renewal process

Code Enforcement

- Supported team's execution & implementation of RV ordinance / permitting process
- Engaging in formal processes for particularly problematic properties
- Met with several citizens on various topics (code complaints, questions, etc.)

Planning

- Approved a six lot re-subdivision in Grand West Addition
- Worked closely with Planner on several projects (Sunrise annexation, various permits)
- Supported team in finalizing review of historic USRs and potential enforcement needs

Community Engagement

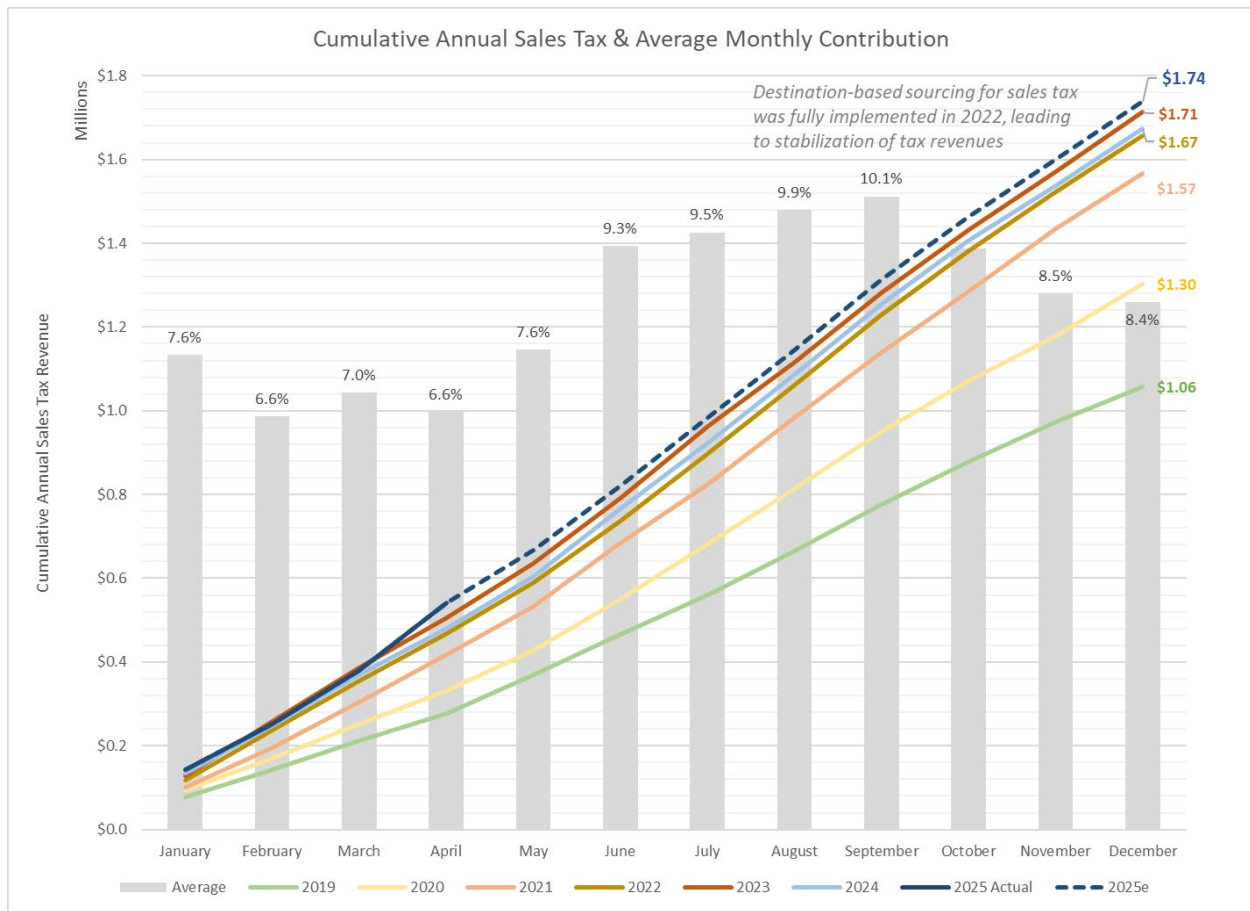
- Met w/ NW Ranch Supply re: upcoming developments & local business opportunities
- Cliffview - tour of facilities, discussion re: water rates
- Lunch with Police Technician and seniors at Silver Spruce

Special Events

- Completed 2 Community Event Permit Applications including KowTown Gravel Race
- Attended several meetings for Grand County's kick off re: Early Childhood Education
- Coordinated with Chamber re: Kremmling Days, securing road closures for parade, etc.
- Organized 4th of July fireworks and arranged mosquito mitigation for key events

Public Works / WTP

- Reviewed rate study / model with consultant and requested update to reflect new costs
- Gained access to project management software and focusing on risk mitigation
- Working with HP, Element and lenders and DOLA to implement payment processes



Sample of preliminary insights generated during the 2025 budget rebuild process.

Action Register

- ~~(4/16) Take signed minutes to bank re: add Jen as signer~~
- (4/16) Ensure zoning map is updated, then adopt by ordinance
Inquiry sent, awaiting response.
- (5/7) Gabby / fair (1st week of August)
- ~~(5/21) Execute Opioid IGA~~
- ~~(5/21) Grand Cliffs LOC Reduction~~
- (5/21) Gabby to pursue 2nd grant cycle for GOCO
In progress...met with GOCO representative on 6/10/25. Additionally, Recreation Coordinator is working on a Parks Master Plan which will be beneficial during the application process.
- (5/21) Document amendments to CFMP policies
The Town Clerk has made the updates, which need to be circulated to all staff.
- (5/21) Muddy Creek cabins (holding pattern)
- ~~(5/21) Send CWRPDA Reso to Gio and Melinda~~
- ~~(5/21) Send Grand Cliffs reso to Melinda, Mike, Jen, Alan? And Grand Cliffs~~
- ~~(6/4) Grand Cliffs PUD amendment (circulate & record w/ county)~~
- ~~(6/4) Email executed Element Engineering proposal~~
- ~~(6/4) RV ordinance—complete permit~~
- (6/4) Circulate updated fee schedule w/ RV permit
- (6/4) Move property abatement project forward
- (6/4) DOLA Prop 123 - pursue additional \$50K
The necessary resolution to achieve this is on the 6/18/25 agenda for Board consideration.



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Resolution No. 2025-06-03 A Resolution Establishing Expedited Review Policies for Future Affordable Housing Projects.

Department:

Alan Hassler, Town Planner, Teagan Serres, Town Clerk & Treasurer & Jen MacPherson, Town Manager

Executive Summary:

The Town opted into Proposition 123 funds and was awarded a Local Planning Capacity Grant for a Community Readiness Assessment. One of the obligations of accepting the grant is to provide expedited review of affordable housing projects. The obligation also presents an opportunity: the Department of Local Affairs has earmarked money for municipalities that adopt the fast-track requirements early in the Local Planning Capacity Grant.

Summary:

The Town of Kremmling's current process for reviewing proposed housing projects already complies with the requirement for a 90-day review period. By adopting this resolution, the Town will meet the fast-track criteria and become eligible for an additional \$50,000 to complete the updates to the Municipal Code and Comprehensive Plan. This work was initially meant to be funded by the original grant; however, only \$9,500 remains in funds.

Financial Impacts:

If approved, the Town will be eligible for an additional \$50,000, with no match requirement.

Staff Recommendation:

1. Motion to approve Resolution No. 2025-06-03 as presented.
2. Motion to table Resolution No. 2025-06-03 until the _____ meeting.
3. Deny approval.

Attachments:

Draft Resolution No. 2025-06-03

**TOWN OF KREMMLING
RESOLUTION NO. 2025-06-03**

**A RESOLUTION ESTABLISHING EXPEDITED REVIEW POLICIES FOR FUTURE
AFFORDABLE HOUSING PROJECTS**

WHEREAS, in 2022, the voters of Colorado approved Proposition 123, creating the State Affordable Housing Fund to make certain funds available to local governments as set forth in C.R.S. § 29-32-104; and

WHEREAS, Town of Kremmling, Colorado is a statutory municipality duly and regularly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Proposition 123 funding and programing; and

WHEREAS, the Town of Kremmling, recognizes the importance of allowing affordable and attainable housing to be developed for its workforce and its residents; and

WHEREAS, the Town of Kremmling has set a baseline and commitment to increase affordable housing as defined in Proposition 123; and

WHEREAS, Proposition 123 funding requires expedited review of affordable housing projects to ensure that affordable housing projects are always reviewed and a decision rendered within 90 days of a complete application; and

WHEREAS, the Town of Kremmling's current process for reviewing proposed housing projects already meets the requirement for a 90-day review process; and

WHEREAS, the Town of Kremmling also creates this policy for expedited review to ensure that affordable housing projects are reviewed and a decision rendered within 90 days of a complete application in alignment with the requirements of C.R.S. 29-32-105(2) et seq., as determined by the Planning Director; and

WHEREAS, the Town of Kremmling recognizes that an affordable housing development project which has at least 50% of the units as affordable, as defined in statute (C.R.S. 29-32-105(2)(a)) would be eligible for expedited review; and

WHEREAS, the Town of Kremmling recognizes the following application types which require expedited review: Permitted Use approval, Site Plan approval, Use by Special Review, Building Permit, and Variance or Waiver; and

WHEREAS, the Town of Kremmling's expedited review process for affordable housing projects does not apply if a developer chooses to opt-out of the process or when the Town is the applicant; and

WHEREAS, the Town of Kremmling recognizes the allowable extensions in C.R.S. 29-32-105(2), both for applicants and for the Town, and recognizes the circumstances under which the expedited review timeline may be extended or the application may be removed from the expedited review process such as, but not limited to, Applicant-requested extensions, incomplete application submissions, for compliance with state law or court order, or for a review period required by another local government or agency, within the local government or outside, for any component of the application requiring that other government's or other agency's approval; and

WHEREAS, the Town of Kremmling recognizes allowable extensions in C.R.S. 29-32-105(2) to allow for the submission of additional information or revisions to an application in response to requests from the local government, and that such extensions shall not exceed the amount of time from the request to the submission of the applicant's response plus thirty days, in which circumstances Applicants shall provide such additional information or responses promptly and shall, whenever practicable, provide a response within five business days.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Kremmling, Colorado, that the following policy for the use of Proposition 123 Funding is hereby adopted to implement a system to expedite the development review process for affordable housing.:

1. Any complete application received by the Town for an affordable housing development as defined in C.R.S. § 29-32-104 will be placed on the next agenda available once proper

public notice has been posted, and a decision rendered on the application within 90 days to ensure an expedited and timely review of the affordable housing project, with the intent to comply with the requirements in C.R.S. 29-32-105(2) et seq.

2. Pursuant to C.R.S. 29-32-105(2), circumstances under which the expedited review timeline may be extended by either the Applicant or the Town, or the application may be removed from the expedited review process include Applicant-requested extensions, incomplete application submissions, additional time for compliance with state law or court order, or for a review period required by another local government or agency, for any component of the application requiring that other government's or other agency's approval; and
3. Pursuant to C.R.S. 29-32-105(2), additional time may be required to allow for the submission of additional information or revisions to an application in response to requests from the Town or another local government or agency. Such extensions shall not exceed the amount of time from the request to the submission of the Applicant's response plus thirty days. Applicants shall provide such additional information or responses promptly and shall, whenever practicable, provide a response within five business days.
4. The Town Manager is hereby authorized to assist with policy implementation and applying for future funding on behalf of the Town of Kremmling for the development of affordable housing as defined by CRS-29-32-104.

DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF KREMMLING THIS _____ DAY OF _____, 2025

TOWN OF KREMMLING,
STATE OF COLORADO:

By: _____
Mayor, Wes Howell

ATTEST:

Town Clerk, Teagan Serres



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Kremmling Area Chamber of Commerce 2025 Community Event Permits Fee Waiver Request.

Department:

Teagan Serres, Town Clerk & Treasurer & Jen MacPherson, Town Manager

Executive Summary:

Ordinance No. 724, approved at the regular meeting on April 16, 2025, established the Community Event Permits. Town staff have been assisting several applicants with their Community Events. According to the ordinance, "Non-profit organizations requesting a fee waiver must submit such requests to the Town Board, which may approve or deny the request if it determines that the fee waiver is in the public interest and will provide a benefit to the community." The Kremmling Area Chamber of Commerce requests a fee waiver for all Chamber events planned for 2025.

Financial Impacts:

If approved, \$1,000 in permit fees will be waived.

Staff Recommendation:

1. Motion to approve the Kremmling Area Chamber of Commerce fee waiver request.
2. Motion to table the Kremmling Area Chamber of Commerce fee waiver request until the _____ meeting.
3. Deny approval.

Attachments:

Kremmling Area Chamber of Commerce Community Event Permit Applications



Town of Kremmling
200 Eagle Ave. | P.O. Box 538
Kremmling, CO 80459-0538
Office 970.724.3249
<https://townofkremmling.colorado.gov/>

Community Event Permit

Application

Location: Town Square

*Park hours are from 6:00 a.m. to 10:00 p.m.

Event Name: Music and Market in the Date(s) of Event: 6/12 & 26 7/10, 17, 24 & 31

Name of Contact Person: Brittany Square

(Contact person must be at the event at all times and available by mobile phone.)

Phone: 970-724-3472 Mobile Phone: 970-331-2795 Email: Brittany@kremmlingchamber.com

- Type of Event: ☐ Concert ☐ Sporting Event/Race ☒ Fair/Festival
☐ Other _____

- Event Description: Music, Food, Vendors, Beer Garden

- Event time (Start to end including set up and break down): 2pm to 9pm (5-8 event time)
- Expected number of participants: 50-75 Number of Staff: 2/3
- Will there be animals or vehicles in the event? ☐ Yes ☒ No If yes, explain including how many:

- Will this event require any road closures? ☐ Yes ☒ No

If yes, please provide which streets and a map for the closure.

- Will there be any tents for this event? ☒ Yes ☐ No

If yes, please include amount of tents and dimensions: 10x10 & 10x20 pop-ups

- Describe plan for trash and clean-up (All events are required to have a plan for handling trash during the event and removal/clean-up after the event): We use our trash cans

- Will Applicant provide portable restrooms for the event? Yes ☐ No ☒

Where will they be located at? We open our restrooms

- Please include a site plan of your event. Include any required staging areas, parking, and road closures.

- Will you require electricity? ☒ Yes ☒ No

Pavillion plug-ins work for this event

- Alcohol in the Park requires a Special Event Permit through the liquor licensing authority. Special Event Permits must be submitted at least 60 days in advance. Special Event Permits require an additional fee.
Do you plan to have alcohol: ☒ Yes ☐ No
- The Organization is: Profit ☐ Non-profit ☒ Attach Copy of Certificate on incorporation with Non-profit status if same is not already on file with Town Clerk.
 - Are you requesting to waive fees for Non-profit? ☒ Yes ☐ No
- Will this event require any Town Staff? ☐ Yes ☒ No *Please see Town Fee Schedule for Pricing.
 - Will this event require Town of Kremmling Police? ☐ Yes ☒ No
If yes, please provide specifics: _____
 - Will this event require Town of Kremmling Public Works? ☐ Yes ☒ No
If yes, please provide specifics: _____
- Will the applicant provide medical coverage for the event? ☐ Yes ☒ No
If yes, specify what level of medical expertise and where they will be located at: _____
- Will there be any fees for this event? ☐ Yes ☒ No If yes, please explain: _____
- Will this event be open to the public? ☒ Yes ☐ No
- Application fee is \$200. Paid: ☐ \$250 refundable security deposit required for all events. Paid: ☐
Address to return deposit to: _____
- Applicants for a community event permit shall carry and maintain/general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and one million dollar (\$1,000,000.00) aggregate limit. At least fourteen (14) days prior to the community event, the applicant shall provide the Town a certificate of insurance evidencing the existence of a valid and effective policy. The policy shall name the Town of Kremmling and its officials and employees as additional insureds.

The event shall be conducted in accordance with applicable state, local, and federal laws, rules, and regulations.

1. Adequate event boundaries, crowd control, ingress and egress control, noise control, restroom facilities, waste disposal, and space for the anticipated number of participants is required.
2. Clean-up and trash removal is the responsibility of the Event Organizer.
3. The Event Organizer shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event. This includes the removal of all markings and signage and waste.
4. Spray paint may not be used for event markings or to mark vendor space.
5. The Event Organizer will be held fully responsible for any clean-up, waste removal, or repair costs incurred by the Town arising out of the event.
6. All vendors at the event are required to have a Colorado Sales Tax License and are responsible for collection and remittance of all applicable sales tax for items sold at the event.
7. All food vendors are required to have a Colorado Sales Tax License, a valid fire inspection, a Grand County Health Department Certificate, and all other licenses and certificates required by applicable federal, state, and local laws and regulations.
8. The Event Organizer must comply with all regulations and requirements issued by Grand County Public Health.
9. The event must be held in compliance with all Town, county, and state public health orders and requirements in effect at the time of the event.
10. The Town of Kremmling cannot issue permits or approve activities for or on behalf of private property owners. It is the responsibility of the Event Organizer to secure any and all necessary approvals and permissions from the owners of private property included within the event area.
11. The Town may cancel an event at any time and for any reason it deems necessary to protect the public health, safety, and welfare.
12. By signing this permit the applicant agrees to defend, indemnify, and hold harmless the Town, its officers, employees, and agents, from and against all liability, claims, suits, judgments, and expenses, including attorney fees, on account of any injury, loss, or damage, arising from or in any matter connected with this rental agreement, or if such injury, loss, or damage is caused in whole or part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the applicant or the applicant's family, employees, service personnel, guests, or agents with respect to the use or occupancy of the facility, its amenities, parking lot, and the surrounding park area. Vehicles are not permitted on grass.
13. Additional conditions may be placed on a community event permit as the Town deems reasonable and necessary to protect and preserve public property, and to protect the public health, safety, and welfare.
14. I have accurately and completely described the event in this application and supporting materials. I understand that no additional vendors, contractors, activities, or events will be authorized.
15. A copy of the community event permit shall be kept on site during the event.

I, Brittany VanderLinden, have read, understand, and agree to the conditions above.

Applicant Signature: Brittany VanderLinden Date: 6/11/25

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____



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200 Eagle Ave. | P.O. Box 538
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Office 970.724.3249
<https://townofkremmling.colorado.gov/>

Community Event Permit

Application

Location: Town Square *Park hours are from 6:00 a.m. to 10:00 p.m.

Event Name: Kremmling Days Date(s) of Event: June 20-21

Name of Contact Person: Brittany Vanderhiden
(Contact person must be at the event at all times and available by mobile phone.)

Phone: 970-724-3472 Mobile Phone: 970-331-2795 Email: Brittany@Kremmlingchamber.com

- Type of Event: ☐ Concert ☐ Sporting Event/Race ☒ Fair/Festival
☐ Other _____

Event Description: Yearly Kremmling Days celebration

- Event time (Start to end including set up and break down): Thursday ⁸⁻¹⁰ setup / Friday 8-10 / Sat 8-10 / Sun 8-12
- Expected number of participants: 1000 Number of Staff: 13
- Will there be animals or vehicles in the event? ☒ Yes ☐ No If yes, explain including how many:

Goat petting zoo

- Will this event require any road closures? ☒ Yes ☐ No

If yes, please provide which streets and a map for the closure.

Kremmling Days parade Hwy 40, 2nd & 3rd for Vendors/Kid games

- Will there be any tents for this event? ☒ Yes ☐ No

If yes, please include amount of tents and dimensions: Tent is 20 x 20

- Describe plan for trash and clean-up (All events are required to have a plan for handling trash during the event and removal/clean-up after the event): Town is supplying dumpsters

- Will Applicant provide portable restrooms for the event? Yes ☒ No ☐

Where will they be located at? Corners of Hwy 40 & 2nd/3rd, Corners of Central &

- Please include a site plan of your event. Include any required staging areas, parking, and road closures. 2nd/3rd

- Will you require electricity? ☒ Yes ☐ No

Power to the people bring power boxes and we use pavillion

- Alcohol in the Park requires a Special Event Permit through the liquor licensing authority. Special Event Permits must be submitted at least 60 days in advance. Special Event Permits require an additional fee.

Do you plan to have alcohol: ☒ Yes ☐ No

- The Organization is: Profit ☐ Non-profit ☒ Attach Copy of Certificate on incorporation with Non-profit status if same in not already on file with Town Clerk.

- Are you requesting to waive fees for Non-profit? ☒ Yes ☐ No

- Will this event require any Town Staff? ☐ Yes ☐ No *Please see Town Fee Schedule for Pricing. *Some for road closures*

- Will this event require Town of Kremmling Police? ☐ Yes ☐ No

If yes, please provide specifics: Yes for road closures, also appreciate them walking the park during the event

- Will this event require Town of Kremmling Public Works? ☒ Yes ☒ No

If yes, please provide specifics: Road closures, trash bins,

- Will the applicant provide medical coverage for the event? ☐ Yes ☐ No

If yes, specify what level of medical expertise and where they will be located at: Kremmling Fire and EMS come and Sheriff also attends no dedicated medical

- Will there be any fees for this event? ☐ Yes ☒ No If yes, please explain: Event is free to attend

- Will this event be open to the public? ☒ Yes ☐ No

- Application fee is \$200. Paid: ☐ \$250 refundable security deposit required for all events. Paid: ☐

Address to return deposit to: _____

- Applicants for a community event permit shall carry and maintain/general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and one million dollar (\$1,000,000.00) aggregate limit. At least fourteen (14) days prior to the community event, the applicant shall provide the Town a certificate of insurance evidencing the existence of a valid and effective policy. The policy shall name the Town of Kremmling and its officials and employees as additional insureds.

The event shall be conducted in accordance with applicable state, local, and federal laws, rules, and regulations.

1. Adequate event boundaries, crowd control, ingress and egress control, noise control, restroom facilities, waste disposal, and space for the anticipated number of participants is required.
2. Clean-up and trash removal is the responsibility of the Event Organizer. *Working w/ town on this*
3. The Event Organizer shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event. This includes the removal of all markings and signage and waste.
4. Spray paint may not be used for event markings or to mark vendor space.
5. The Event Organizer will be held fully responsible for any clean-up, waste removal, or repair costs incurred by the Town arising out of the event.
6. All vendors at the event are required to have a Colorado Sales Tax License and are responsible for collection and remittance of all applicable sales tax for items sold at the event.
7. All food vendors are required to have a Colorado Sales Tax License, a valid fire inspection, a Grand County Health Department Certificate, and all other licenses and certificates required by applicable federal, state, and local laws and regulations.
8. The Event Organizer must comply with all regulations and requirements issued by Grand County Public Health.
9. The event must be held in compliance with all Town, county, and state public health orders and requirements in effect at the time of the event.
10. The Town of Kremmling cannot issue permits or approve activities for or on behalf of private property owners. It is the responsibility of the Event Organizer to secure any and all necessary approvals and permissions from the owners of private property included within the event area.
11. The Town may cancel an event at any time and for any reason it deems necessary to protect the public health, safety, and welfare.
12. By signing this permit the applicant agrees to defend, indemnify, and hold harmless the Town, its officers, employees, and agents, from and against all liability, claims, suits, judgments, and expenses, including attorney fees, on account of any injury, loss, or damage, arising from or in any matter connected with this rental agreement, or if such injury, loss, or damage is caused in whole or part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the applicant or the applicant's family, employees, service personnel, guests, or agents with respect to the use or occupancy of the facility, its amenities, parking lot, and the surrounding park area. Vehicles are not permitted on grass.
13. Additional conditions may be placed on a community event permit as the Town deems reasonable and necessary to protect and preserve public property, and to protect the public health, safety, and welfare.
14. I have accurately and completely described the event in this application and supporting materials. I understand that no additional vendors, contractors, activities, or events will be authorized.
15. A copy of the community event permit shall be kept on site during the event.

I, Brittany VanderLinden, have read, understand, and agree to the conditions above.

Applicant Signature: Brittany VanderLinden Date: 6/11/25

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____



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Community Event Permit Application

Location: Town Square *Park hours are from 6:00 a.m. to 10:00 p.m.

Event Name: Fire up the Cliffs Date(s) of Event: July 4

Name of Contact Person: Brittany
(Contact person must be at the event at all times and available by mobile phone.)

Phone: 970-724-3472 Mobile Phone: 970-331-2795 Email: Brittany@Kremmlingchamber.com

- Type of Event: ☐ Concert ☐ Sporting Event/Race ☒ Fair/Festival
☐ Other _____

Event Description: Town fireworks & celebration

- Event time (Start to end including set up and break down): 3pm-11pm (5-10pm event)
- Expected number of participants: 500 Number of Staff: 4
- Will there be animals or vehicles in the event? ☐ Yes ☒ No If yes, explain including how many:

- Will this event require any road closures? ☐ Yes ☒ No
If yes, please provide which streets and a map for the closure.

- Will there be any tents for this event? ☐ Yes ☒ No
If yes, please include amount of tents and dimensions:

- Describe plan for trash and clean-up (All events are required to have a plan for handling trash during the event and removal/clean-up after the event): Chamber trash cans w/ 2 town dumpsters

- Will Applicant provide portable restrooms for the event? Yes ☒ No ☐
Where will they be located at? Corner of 40th 2nd/3rd and Central & 2nd/3rd
- Please include a site plan of your event. Include any required staging areas, parking, and road closures.
- Will you require electricity? ☐ Yes ☒ No

- Alcohol in the Park requires a Special Event Permit through the liquor licensing authority. Special Event Permits must be submitted at least 60 days in advance. Special Event Permits require an additional fee. Do you plan to have alcohol: ☒ Yes ☐ No
- The Organization is: Profit ☐ Non-profit ☒ Attach Copy of Certificate on incorporation with Non-profit status if same is not already on file with Town Clerk.
 - Are you requesting to waive fees for Non-profit? ☒ Yes ☐ No
- Will this event require any Town Staff? ☐ Yes ☒ No *Please see Town Fee Schedule for Pricing.
 - Will this event require Town of Kremmling Police? ☐ Yes ☒ No
If yes, please provide specifics: _____
 - Will this event require Town of Kremmling Public Works? ☐ Yes ☒ No
If yes, please provide specifics: _____
- Will the applicant provide medical coverage for the event? ☐ Yes ☒ No
If yes, specify what level of medical expertise and where they will be located at: _____
- Will there be any fees for this event? ☐ Yes ☒ No If yes, please explain: _____
- Will this event be open to the public? ☒ Yes ☐ No
- Application fee is \$200. Paid: ☐ \$250 refundable security deposit required for all events. Paid: ☐
Address to return deposit to: _____
- Applicants for a community event permit shall carry and maintain/general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and one million dollar (\$1,000,000.00) aggregate limit. At least fourteen (14) days prior to the community event, the applicant shall provide the Town a certificate of insurance evidencing the existence of a valid and effective policy. The policy shall name the Town of Kremmling and its officials and employees as additional insureds.

The event shall be conducted in accordance with applicable state, local, and federal laws, rules, and regulations.

1. Adequate event boundaries, crowd control, ingress and egress control, noise control, restroom facilities, waste disposal, and space for the anticipated number of participants is required.
2. Clean-up and trash removal is the responsibility of the Event Organizer.
3. The Event Organizer shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event. This includes the removal of all markings and signage and waste.
4. Spray paint may not be used for event markings or to mark vendor space.
5. The Event Organizer will be held fully responsible for any clean-up, waste removal, or repair costs incurred by the Town arising out of the event.
6. All vendors at the event are required to have a Colorado Sales Tax License and are responsible for collection and remittance of all applicable sales tax for items sold at the event.
7. All food vendors are required to have a Colorado Sales Tax License, a valid fire inspection, a Grand County Health Department Certificate, and all other licenses and certificates required by applicable federal, state, and local laws and regulations.
8. The Event Organizer must comply with all regulations and requirements issued by Grand County Public Health.
9. The event must be held in compliance with all Town, county, and state public health orders and requirements in effect at the time of the event.
10. The Town of Kremmling cannot issue permits or approve activities for or on behalf of private property owners. It is the responsibility of the Event Organizer to secure any and all necessary approvals and permissions from the owners of private property included within the event area.
11. The Town may cancel an event at any time and for any reason it deems necessary to protect the public health, safety, and welfare.
12. By signing this permit the applicant agrees to defend, indemnify, and hold harmless the Town, its officers, employees, and agents, from and against all liability, claims, suits, judgments, and expenses, including attorney fees, on account of any injury, loss, or damage, arising from or in any matter connected with this rental agreement, or if such injury, loss, or damage is caused in whole or part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the applicant or the applicant's family, employees, service personnel, guests, or agents with respect to the use or occupancy of the facility, its amenities, parking lot, and the surrounding park area. Vehicles are not permitted on grass.
13. Additional conditions may be placed on a community event permit as the Town deems reasonable and necessary to protect and preserve public property, and to protect the public health, safety, and welfare.
14. I have accurately and completely described the event in this application and supporting materials. I understand that no additional vendors, contractors, activities, or events will be authorized.
15. A copy of the community event permit shall be kept on site during the event.

I, Brittany Vander Linden, have read, understand, and agree to the conditions above.

Applicant Signature: Brittany Vander Linden Date: 6/11/25

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____



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Community Event Permit

Application

Location: Town Square *Park hours are from 6:00 a.m. to 10:00 p.m.

Event Name: Town Square Scare Date(s) of Event: Oct 18

Name of Contact Person: Brittany
(Contact person must be at the event at all times and available by mobile phone.)

Phone: 970-724-3472 Mobile Phone: 970-331-2795 Email: Brittany@Kremmlingchamber.com

- Type of Event: ☐ Concert ☐ Sporting Event/Race ☒ Fair/Festival
☐ Other _____

Event Description: Annual Town Halloween event

Event time (Start to end including set up and break down): 11-3 (1-3pm event)

Expected number of participants: 250 Number of Staff: 2

- Will there be animals or vehicles in the event? ☒ Yes ☐ No If yes, explain including how many:

We have 4H do a petting zoo

- Will this event require any road closures? ☐ Yes ☒ No

If yes, please provide which streets and a map for the closure.

- Will there be any tents for this event? ☐ Yes ☒ No

If yes, please include amount of tents and dimensions:

- Describe plan for trash and clean-up (All events are required to have a plan for handling trash during the event and removal/clean-up after the event): We use all the chamber trashcans

- Will Applicant provide portable restrooms for the event? Yes ☐ No ☒

Where will they be located at? We use our restrooms

- Please include a site plan of your event. Include any required staging areas, parking, and road closures.

- Will you require electricity? ☐ Yes ☒ No

- Alcohol in the Park requires a Special Event Permit through the liquor licensing authority. Special Event Permits must be submitted at least 60 days in advance. Special Event Permits require an additional fee.

Do you plan to have alcohol: ☐ Yes ☒ No

- The Organization is: Profit ☐ Non-profit ☒ Attach Copy of Certificate on incorporation with Non-profit status if same is not already on file with Town Clerk.

- Are you requesting to waive fees for Non-profit? ☒ Yes ☐ No

- Will this event require any Town Staff? ☐ Yes ☒ No *Please see Town Fee Schedule for Pricing.

- Will this event require Town of Kremmling Police? ☐ Yes ☒ No

If yes, please provide specifics: _____

- Will this event require Town of Kremmling Public Works? ☐ Yes ☒ No

If yes, please provide specifics: _____

- Will the applicant provide medical coverage for the event? ☐ Yes ☒ No

If yes, specify what level of medical expertise and where they will be located at: _____

- Will there be any fees for this event? ☐ Yes ☒ No If yes, please explain: _____

- Will this event be open to the public? ☒ Yes ☐ No

- Application fee is \$200. Paid: ☐ \$250 refundable security deposit required for all events. Paid: ☐

Address to return deposit to: _____

- Applicants for a community event permit shall carry and maintain/general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and one million dollar (\$1,000,000.00) aggregate limit. At least fourteen (14) days prior to the community event, the applicant shall provide the Town a certificate of insurance evidencing the existence of a valid and effective policy. The policy shall name the Town of Kremmling and its officials and employees as additional insureds.

The event shall be conducted in accordance with applicable state, local, and federal laws, rules, and regulations.

1. Adequate event boundaries, crowd control, ingress and egress control, noise control, restroom facilities, waste disposal, and space for the anticipated number of participants is required.
2. Clean-up and trash removal is the responsibility of the Event Organizer.
3. The Event Organizer shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event. This includes the removal of all markings and signage and waste.
4. Spray paint may not be used for event markings or to mark vendor space.
5. The Event Organizer will be held fully responsible for any clean-up, waste removal, or repair costs incurred by the Town arising out of the event.
6. All vendors at the event are required to have a Colorado Sales Tax License and are responsible for collection and remittance of all applicable sales tax for items sold at the event.
7. All food vendors are required to have a Colorado Sales Tax License, a valid fire inspection, a Grand County Health Department Certificate, and all other licenses and certificates required by applicable federal, state, and local laws and regulations.
8. The Event Organizer must comply with all regulations and requirements issued by Grand County Public Health.
9. The event must be held in compliance with all Town, county, and state public health orders and requirements in effect at the time of the event.
10. The Town of Kremmling cannot issue permits or approve activities for or on behalf of private property owners. It is the responsibility of the Event Organizer to secure any and all necessary approvals and permissions from the owners of private property included within the event area.
11. The Town may cancel an event at any time and for any reason it deems necessary to protect the public health, safety, and welfare.
12. By signing this permit the applicant agrees to defend, indemnify, and hold harmless the Town, its officers, employees, and agents, from and against all liability, claims, suits, judgments, and expenses, including attorney fees, on account of any injury, loss, or damage, arising from or in any matter connected with this rental agreement, or if such injury, loss, or damage is caused in whole or part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the applicant or the applicant's family, employees, service personnel, guests, or agents with respect to the use or occupancy of the facility, its amenities, parking lot, and the surrounding park area. Vehicles are not permitted on grass.
13. Additional conditions may be placed on a community event permit as the Town deems reasonable and necessary to protect and preserve public property, and to protect the public health, safety, and welfare.
14. I have accurately and completely described the event in this application and supporting materials. I understand that no additional vendors, contractors, activities, or events will be authorized.
15. A copy of the community event permit shall be kept on site during the event.

I, Brittany Vanderlinden, have read, understand, and agree to the conditions above.

Applicant Signature: Brittany Vanderlinden Date: 6/11/25

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____



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Community Event Permit

Application

Location: Town Square *Park hours are from 6:00 a.m. to 10:00 p.m.

Event Name: Kremmling Tree Lighting Date(s) of Event: Dec 6

Name of Contact Person: Brittany
(Contact person must be at the event at all times and available by mobile phone.)

Phone: 970-724-3472 Mobile Phone: 970-331-2795 Email: Brittany@kremmlingchamber.com

- Type of Event: ☐ Concert ☐ Sporting Event/Race ☐ Fair/Festival
☒ Other

Event Description: Tree Lighting / Christmas celebration

Event time (Start to end including set up and break down): 5-7 pm

Expected number of participants: 100/200 Number of Staff: 2

- Will there be animals or vehicles in the event? ☒ Yes ☒ No If yes, explain including how many:

Maybe wheelchair

- Will this event require any road closures? ☐ Yes ☒ No

If yes, please provide which streets and a map for the closure.

- Will there be any tents for this event? ☐ Yes ☒ No

If yes, please include amount of tents and dimensions:

- Describe plan for trash and clean-up (All events are required to have a plan for handling trash during the event and removal/clean-up after the event):

- Will Applicant provide portable restrooms for the event? Yes ☐ No ☒

Where will they be located at?

- Please include a site plan of your event. Include any required staging areas, parking, and road closures.

- Will you require electricity? ☒ Yes ☒ No

Pavillion for Dance Collective performance

- Alcohol in the Park requires a Special Event Permit through the liquor licensing authority. Special Event Permits must be submitted at least 60 days in advance. Special Event Permits require an additional fee.
Do you plan to have alcohol: ☐ Yes ☒ No
- The Organization is: Profit ☐ Non-profit ☒. Attach Copy of Certificate on incorporation with Non-profit status if same is not already on file with Town Clerk.
 - Are you requesting to waive fees for Non-profit? ☒ Yes ☐ No
- Will this event require any Town Staff? ☐ Yes ☒ No *Please see Town Fee Schedule for Pricing.
 - Will this event require Town of Kremmling Police? ☐ Yes ☒ No
If yes, please provide specifics: _____
 - Will this event require Town of Kremmling Public Works? ☐ Yes ☒ No
If yes, please provide specifics: _____
- Will the applicant provide medical coverage for the event? ☐ Yes ☒ No
If yes, specify what level of medical expertise and where they will be located at: _____
- Will there be any fees for this event? ☐ Yes ☒ No If yes, please explain: _____
- Will this event be open to the public? ☒ Yes ☐ No
- Application fee is \$200. Paid: ☐ \$250 refundable security deposit required for all events. Paid: ☐
Address to return deposit to: _____
- Applicants for a community event permit shall carry and maintain/general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and one million dollar (\$1,000,000.00) aggregate limit. At least fourteen (14) days prior to the community event, the applicant shall provide the Town a certificate of insurance evidencing the existence of a valid and effective policy. The policy shall name the Town of Kremmling and its officials and employees as additional insureds.

The event shall be conducted in accordance with applicable state, local, and federal laws, rules, and regulations.

1. Adequate event boundaries, crowd control, ingress and egress control, noise control, restroom facilities, waste disposal, and space for the anticipated number of participants is required.
2. Clean-up and trash removal is the responsibility of the Event Organizer.
3. The Event Organizer shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event. This includes the removal of all markings and signage and waste.
4. Spray paint may not be used for event markings or to mark vendor space.
5. The Event Organizer will be held fully responsible for any clean-up, waste removal, or repair costs incurred by the Town arising out of the event.
6. All vendors at the event are required to have a Colorado Sales Tax License and are responsible for collection and remittance of all applicable sales tax for items sold at the event.
7. All food vendors are required to have a Colorado Sales Tax License, a valid fire inspection, a Grand County Health Department Certificate, and all other licenses and certificates required by applicable federal, state, and local laws and regulations.
8. The Event Organizer must comply with all regulations and requirements issued by Grand County Public Health.
9. The event must be held in compliance with all Town, county, and state public health orders and requirements in effect at the time of the event.
10. The Town of Kremmling cannot issue permits or approve activities for or on behalf of private property owners. It is the responsibility of the Event Organizer to secure any and all necessary approvals and permissions from the owners of private property included within the event area.
11. The Town may cancel an event at any time and for any reason it deems necessary to protect the public health, safety, and welfare.
12. By signing this permit the applicant agrees to defend, indemnify, and hold harmless the Town, its officers, employees, and agents, from and against all liability, claims, suits, judgments, and expenses, including attorney fees, on account of any injury, loss, or damage, arising from or in any matter connected with this rental agreement, or if such injury, loss, or damage is caused in whole or part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the applicant or the applicant's family, employees, service personnel, guests, or agents with respect to the use or occupancy of the facility, its amenities, parking lot, and the surrounding park area. Vehicles are not permitted on grass.
13. Additional conditions may be placed on a community event permit as the Town deems reasonable and necessary to protect and preserve public property, and to protect the public health, safety, and welfare.
14. I have accurately and completely described the event in this application and supporting materials. I understand that no additional vendors, contractors, activities, or events will be authorized.
15. A copy of the community event permit shall be kept on site during the event.

I, Brittany Vanderhinden, have read, understand, and agree to the conditions above.

Applicant Signature: Brittany Vanderhinden Date: 6/11/25

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____