



Notice of Kremmling Board of Trustees Regular Meeting

Kremmling Area Chamber of Commerce, 203 Park Ave, Kremmling, CO 80459
Wednesday, April 16, 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

- Planning Commission Vacancy
- Letter of Support for Community Heart and Soul Initiative

Mayoral Announcements, Proclamations, and Appointments

- Appointment to the Planning Commission

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

Consent Agenda

- Expenditures Dated March 20, 2025 - April 16, 2025
- Recording of Proceedings from March 19, 2025 Regular Meeting
- Recording of Proceedings from April 2, 2025 Special Meeting

Staff Reports

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

Presentations

1. Kremmling Area Chamber of Commerce Quarterly Update

Local Liquor Licensing Authority

Liquor Consent Agenda

1. Annual Renewal of The Moose Cafe Hotel & Restaurant Liquor License at 115 W Park Avenue
2. Annual Renewal of The Grand Old West Hotel & Restaurant Liquor License at 106 Park Avenue
3. Annual Renewal of The Kremmling Mercantile Retail Liquor Store License at 101 Martin Way

Liquor New Business

1. **Public Hearing:** Special Event Permit Application for Middle Park Fair and Rodeo at 210 11th Street
2. **Public Hearing:** Special Event Permit Application for Kremmling Area Chamber of Commerce at 203 Park Avenue
3. **Public Hearing:** Special Event Permit Application for Kremmling Area Chamber of Commerce at 210 11th Street

Adjournment of Local Liquor Licensing Authority

New Business

1. **Discussion & Action Item.** 90% Water Treatment Plant Design Presentation.
2. **Discussion & Action Item.** Roadway Master Plan Presentation.
3. **Discussion & Action Item.** Resolution No. 2025-04-02 A Resolution Authorizing a Partial Reduction in the Performance Guarantee for the Grand Cliffs Subdivision, Filing No. 1.
4. **Discussion & Action Item.** Ordinance No. 723 An Ordinance Amending Title 12 of the Kremmling Municipal Code Regarding Community Event Permits.
5. **Discussion & Action Item.** Resolution No. 2025-04-03 A Resolution of the Board of Trustees of the Town of Kremmling, Colorado, Adopting an Amended 2025 Fee Schedule for the Town.
6. **Discussion & Action Item.** Ordinance No. 724 An Ordinance Amending the Official Zoning Map of the Town of Kremmling by Rezoning the Property Located at 416 S Third Street.
7. **Discussion & Action Item.** Treasurer/Finance Director or Finance Officer Job Posting.
8. **Discussion & Action Item.** Add Town Manager Jen MacPherson as a Bank Signer.

Board of Trustees Reports & Future Agenda Items for Consideration

Adjourn

Future Meetings:

- Board of Trustees Work Session: May 7, 2025 - 6 PM @ 203 Park Avenue, Chamber of Commerce
- Regular Board of Trustees Meeting: May 21, 2025 - 6 PM @ 203 Park Avenue, Chamber of Commerce



Town of Kremmling

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

To Whom It May Concern,

I am writing to express the full support of the Town of Kremmling for the Community Heart & Soul initiative, a program that we believe will play a pivotal role in shaping the future of our community. As a rural mountain town with a rich history and a diverse population, Kremmling is at a critical juncture in our growth and development. The Heart & Soul process offers an invaluable opportunity for our residents to come together and create a shared vision for the future that reflects our town's unique culture, history, and values.

The Town of Kremmling is committed to providing the necessary resources and leadership to ensure the success of the Community Heart & Soul initiative. Our staff and elected officials are excited to collaborate with our community partners and residents throughout this process, ensuring that the voices of all members are heard and respected.

We understand the importance of this initiative and are confident that it will lead to positive, lasting changes for Kremmling. As part of our support, the Town will assist in coordinating community outreach efforts, provide access to municipal spaces for meetings and events, and work closely with the project's core leadership team to ensure alignment with existing town planning and development efforts.

Our involvement in Community Heart & Soul is also aligned with our broader goals of creating a vibrant, inclusive, and sustainable community that values the input of every resident. We are particularly excited about the potential for Community Heart & Soul to engage younger generations, underrepresented groups, and new residents, ensuring that Kremmling's future reflects the aspirations of our entire community.

On behalf of the Town of Kremmling, we are proud to lend our support to this important initiative and look forward to the positive impact it will have on our town. We are confident that through collaboration, dedication, and community involvement, Community Heart & Soul will bring about meaningful change and help guide Kremmling to a bright and prosperous future.

Thank you for considering our support. Please feel free to contact me with any questions or to discuss how we can further contribute to the success of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wes Howell". A blue horizontal line extends from the end of the signature.

Wes Howell, Mayor

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	23-3246	APRIL 2025 CHP	04/09/2025	22,286.35	.00		
Total 00-002-2130:					22,286.35	.00		
00-100-3555								
1302	KREMMLING SANITATION DIST	02282025	SEWER TAP FEES REIMBURSE	02/28/2025	47,614.97	.00		
1302	KREMMLING SANITATION DIST	03312025	SEWER TAP FEES REIMBURSE	03/31/2025	49,739.09	.00		
Total 00-100-3555:					97,354.06	.00		
Total :					119,640.41	.00		
Judicial Expenses								
00-110-5500								
1074	CARLSON & CARLSON	20252	MUNICIPAL COURT JUDGE-2ND	03/26/2025	2,100.00	.00		
Total 00-110-5500:					2,100.00	.00		
Total Judicial Expenses:					2,100.00	.00		
Mayor and Legislative								
00-120-6110								
1071	CARD SERVICES	3/31/25	3/6/25 BREAKFAST	03/31/2025	176.40	.00		
1071	CARD SERVICES	3/31/25	3/6/25 LUNCH	03/31/2025	74.35	.00		
1300	KREMMLING MERCANTILE	02-441896	TOWN MANAGER MEET AND G	03/05/2025	157.21	.00		
Total 00-120-6110:					407.96	.00		
00-120-6400								
1071	CARD SERVICES	3/31/25	NEW FLAG AT WEST END OF T	03/31/2025	1,457.27	.00		
Total 00-120-6400:					1,457.27	.00		
Total Mayor and Legislative:					1,865.23	.00		
Town Manager								
00-122-6245								
1071	CARD SERVICES	3/31/25	VERIZON WIRELESS	03/31/2025	8.97	.00		
Total 00-122-6245:					8.97	.00		
Total Town Manager:					8.97	.00		
Administrative								
00-125-4040								
1333	MASA	2063619	APRIL EMERGENT COVERAGE	04/01/2025	160.00	.00		
Total 00-125-4040:					160.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
00-125-5550								
1076	CASELLE INC	140013	CONTRACT SUPPORT AND MAI	04/01/2025	1,000.00	.00		
1689	EXECUTECH	DEN-209702	CYBER PROTECT CLOUD	03/15/2025	41.06	.00		
1689	EXECUTECH	DEN-211149	ON SITE SUPPORT & MAINT- A	04/01/2025	831.66	.00		
1640	XPRESS BILL PAY	INV-XPR02271	ONLINE TRANSACTIONS	03/31/2025	138.03	.00		
Total 00-125-5550:					2,010.75	.00		
00-125-6000								
1071	CARD SERVICES	3/31/25	ORD 719 PUBLISHING	03/31/2025	23.80	.00		
1071	CARD SERVICES	3/31/25	ORD 721 PUBLISHING	03/31/2025	24.35	.00		
1071	CARD SERVICES	3/31/25	ORD 720 PUBLISHING	03/31/2025	29.37	.00		
1071	CARD SERVICES	3/31/25	ORD 718 PUBLISHING	03/31/2025	24.35	.00		
1071	CARD SERVICES	3/31/25	2024 BUDGET AMENDS	03/31/2025	24.35	.00		
1071	CARD SERVICES	3/31/25	NEW DEV 416 3RD ST	03/31/2025	31.59	.00		
1071	CARD SERVICES	3/31/25	NEW DEV 416 3RD ST USR & R	03/31/2025	38.83	.00		
Total 00-125-6000:					196.64	.00		
00-125-6030								
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	CONVENIENCE FEE	03/21/2025	2.00	.00		
Total 00-125-6030:					2.00	.00		
00-125-6050								
1071	CARD SERVICES	3/31/25	EMPLOYERS COUNCIL	03/31/2025	360.00	.00		
1071	CARD SERVICES	3/31/25	MICROSOFT	03/31/2025	110.00	.00		
1071	CARD SERVICES	3/31/25	ADOBE	03/31/2025	19.99	.00		
1071	CARD SERVICES	3/31/25	ADOBE	03/31/2025	177.52	.00		
1071	CARD SERVICES	3/31/25	LUCID SOFTWARE	03/31/2025	11.00	.00		
1071	CARD SERVICES	3/31/25	MICROSOFT	03/31/2025	9.99	.00		
Total 00-125-6050:					688.50	.00		
00-125-6245								
1071	CARD SERVICES	3/31/25	CENTURYLINK	03/31/2025	4.33	.00		
1071	CARD SERVICES	3/31/25	8 X 8 PHONES	03/31/2025	153.86	.00		
Total 00-125-6245:					158.19	.00		
00-125-6300								
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	200 EAGLE AVE SPLIT WITH SA	03/21/2025	177.94	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	208 EAGLE AVE STORE	03/21/2025	42.29	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	208 EAGLE AVE	03/21/2025	41.16	.00		
1568	XCEL ENERGY	4/3/2025	200 EAGLE AVE SPLIT WITH SA	04/03/2025	72.48	.00		
Total 00-125-6300:					333.87	.00		
00-125-6310								
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	OLD FIRE HALL	03/21/2025	148.46	.00		
Total 00-125-6310:					148.46	.00		
Total Administrative:					3,698.41	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
00-130-5560								
1171	BOWMAN CONSULTING GROU	487240	GRAND CLIFFS - ENG SRV	03/31/2025	715.00	.00		
	Total 00-130-5560:				715.00	.00		
00-130-5585								
1679	COMMUNITY PLANNING STRAT	2025-0048	ESTATES AT THE BLUFF DEVEL	04/05/2025	126.50	.00		
	Total 00-130-5585:				126.50	.00		
00-130-5610								
1679	COMMUNITY PLANNING STRAT	2025-0048	416 3RD ST DEVELOPER FEES	04/05/2025	1,590.00	.00		
1679	COMMUNITY PLANNING STRAT	2025-0048	416 3RD ST DEVELOPER FEES	04/05/2025	175.00	.00		
	Total 00-130-5610:				1,765.00	.00		
	Total Planning & Zoning:				2,606.50	.00		
Police								
00-140-5550								
1071	CARD SERVICES	3/31/25	EVALUATION FOR EMPLOYMEN	03/31/2025	437.32	.00		
1071	CARD SERVICES	3/31/25	BACKGROUND CHECK FOR NE	03/31/2025	6.00	.00		
1689	EXECUTECH	DEN-209702	CYBER PROTECT CLOUD	03/15/2025	41.06	.00		
1689	EXECUTECH	DEN-211149	ON SITE SUPPORT & MAINT- A	04/01/2025	831.67	.00		
	Total 00-140-5550:				1,316.05	.00		
00-140-5594								
1227	GRAND COUNTY SHERIFF'S OF	INV05312	DISPATCH FEES	04/02/2025	46,546.00	.00		
	Total 00-140-5594:				46,546.00	.00		
00-140-6050								
1071	CARD SERVICES	3/31/25	CAT A ACCESS TO RECORD MG	03/31/2025	76.98	.00		
	Total 00-140-6050:				76.98	.00		
00-140-6100								
1686	PEAK PERFORMANCE IMAGIN	71601	COPIER METER BILLING	04/01/2025	202.28	.00		
	Total 00-140-6100:				202.28	.00		
00-140-6110								
1071	CARD SERVICES	3/31/25	LODGING FOR DRIVE TRAININ	03/31/2025	117.56	.00		
1071	CARD SERVICES	3/31/25	MEALS DURING TRAINING IN L	03/31/2025	92.43	.00		
1071	CARD SERVICES	3/31/25	TRAINING ROUNDS	03/31/2025	390.00	.00		
1071	CARD SERVICES	3/31/25	FUEL FOR TRAINING	03/31/2025	55.04	.00		
1071	CARD SERVICES	3/31/25	KOGA INSTRUCTOR TRAINING	03/31/2025	550.00	.00		
1071	CARD SERVICES	3/31/25	WARRANTY SERVICE FOR DUT	03/31/2025	10.65	.00		
1717	DOUG CROCKER	4/13/2025	POV TO TRAVEL FOR ACT TRAI	04/13/2025	226.10	.00		
	Total 00-140-6110:				1,441.78	.00		
00-140-6140								
1071	CARD SERVICES	3/31/25	TIRES ON TAHOE	03/31/2025	105.00	.00		

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1382	O'REILLY AUTO ENTERPRISES,	5989-208178	AIR FILTER 4 DOOR CHEVY	03/11/2025	24.33	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-208324	FRONT SHOCKS FOR CHEVY 4	03/14/2025	219.72	.00		
1382	O'REILLY AUTO ENTERPRISES,	5989-208566	WIPER BLADES DURANGO	03/19/2025	37.28	.00		
			Total 00-150-6140:		393.10	.00		
00-150-6240								
1022	ALPINE MOTOR SPORTS	50765	ARCTIC CAT PRIMER PUMP	03/28/2025	49.95	.00		
1062	BUCKEYE WELDING SUPPLY C	0005104988	OXYDEN CYLINDER RENTAL	03/25/2025	7.65	.00		
1071	CARD SERVICES	3/31/25	PRESSER WASHER PART	03/31/2025	29.99	.00		
1306	K-TOWN NAPA	070103	BLUE GASKET MAKER	04/10/2025	11.99	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	RUBBER GASKET	03/25/2025	2.95	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	TIMBER LOCK SCREWS	03/25/2025	52.99	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	TOOL BOX	03/25/2025	13.99	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	STORAGE HOOKS	03/25/2025	5.26	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	PAINT SUIT	03/25/2025	18.76	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	BRASS FITTINGS	03/25/2025	38.13	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	NEW ROPE FOR FLAG	03/25/2025	16.99	.00		
			Total 00-150-6240:		248.65	.00		
00-150-6245								
1071	CARD SERVICES	3/31/25	CENTURYLINK	03/31/2025	4.34	.00		
1086	CENTURY LINK	MAR 19, 2025	970-724-3318 557B	03/19/2025	39.87	.00		
			Total 00-150-6245:		44.21	.00		
00-150-6310								
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	SL ONLY	03/21/2025	1,385.64	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	1318 PARK AVE POLICE STATIO	03/21/2025	101.02	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	PARK AVE & 1ST ST SOUTH	03/21/2025	55.92	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	3RD ST BTWN PARK & EAGLE	03/21/2025	48.02	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	PARK AVE & 1ST ST N	03/21/2025	46.73	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	PARK AVE & 5TH ST	03/21/2025	46.21	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	4TH ST BTWN PARK & CENTRA	03/21/2025	45.69	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	1421 PARK AVE	03/21/2025	43.10	.00		
			Total 00-150-6310:		1,772.33	.00		
00-150-6315								
1568	XCEL ENERGY	4/3/2025	1318 PARK AVE	04/03/2025	68.01	.00		
			Total 00-150-6315:		68.01	.00		
00-150-6320								
1071	CARD SERVICES	3/31/25	TRAINING FUEL	03/31/2025	23.91	.00		
1221	GRAND COUNTY ACCOUNTING	INV05301	STREETS FUEL & SURCHARGE	04/01/2025	719.26	.00		
			Total 00-150-6320:		743.17	.00		
			Total Highways & Streets:		4,402.38	.00		
Mosquito Control								
00-152-6432								
1712	THE MOSQUITO AUTHORITY O	2504	LAVACIDE 2025	03/19/2025	37,500.00	.00		

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1665	UPPER CASE PRINTING, INK.	2879	UTILITY POST CARDS	03/14/2025	480.00	.00		
	Total 02-625-6115:				865.28	.00		
02-625-6200								
1071	CARD SERVICES	3/31/25	NEW CELL PHONE CASE	03/31/2025	34.99	.00		
	Total 02-625-6200:				34.99	.00		
	Total Water Admin:				7,768.00	.00		
Water Plant								
02-630-6126								
1071	CARD SERVICES	3/31/25	BACKUP BATTERY FOR WATER	03/31/2025	800.66	.00		
1367	NORTHWEST RANCH SUPPLY	3/25/2025	BACKWASH BAR REPAIR	03/25/2025	25.85	.00		
	Total 02-630-6126:				826.51	.00		
02-630-6240								
1367	NORTHWEST RANCH SUPPLY	3/25/2025	BATTERIES FOR LOCATOR & C	03/25/2025	33.48	.00		
	Total 02-630-6240:				33.48	.00		
02-630-6245								
1071	CARD SERVICES	3/31/25	8 X 8 PHONES	03/31/2025	76.95	.00		
1071	CARD SERVICES	3/31/25	VERIZON WIRELESS	03/31/2025	13.44	.00		
1086	CENTURY LINK	MAR 19, 2025	970-724-3249 366B SPLIT W SA	03/19/2025	228.18	.00		
1086	CENTURY LINK	MAR 19, 2025	970-724-3862 545B	03/19/2025	175.27	.00		
	Total 02-630-6245:				493.84	.00		
02-630-6300								
1071	CARD SERVICES	3/31/25	VISIONARY	03/31/2025	121.38	.00		
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	WTR FILTRA PLNT	03/21/2025	2,993.19	.00		
	Total 02-630-6300:				3,114.57	.00		
02-630-6410								
1159	PVS DX, INC	DE73000187-2	CHLORINE CYL - BOTTLE RENT	03/31/2025	100.00	.00		
	Total 02-630-6410:				100.00	.00		
02-630-6420								
1586	COLORADO ANALYTICAL LABO	250213075	TOTAL METALS TESTING	03/19/2025	115.40	.00		
	Total 02-630-6420:				115.40	.00		
02-630-7000								
1171	BOWMAN CONSULTING GROU	485855	WTP PROJECT	03/31/2025	11,840.63	.00		
1171	BOWMAN CONSULTING GROU	485882	WTP PROJECT	03/31/2025	80.00	.00		
1750	HENSEL PHELPS	2/28/2025	WTP CMAR SERVICES - FEB	02/28/2025	5,704.00	.00		
1750	HENSEL PHELPS	3/31/2025	WTP CMAR SERVICES - MARC	03/31/2025	23,150.00	.00		
	Total 02-630-7000:				40,774.63	.00		
	Total Water Plant:				45,458.43	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Water Distribution								
02-640-6300								
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	WATER TANK	03/21/2025	41.41	.00		
					41.41	.00		
					41.41	.00		
					41.41	.00		
Total Water Distribution:								
Total 02-640-6300:								
Total Water Distribution:								
Water Supply								
02-660-6300								
1357	MOUNTAIN PARKS ELECTRIC	3/21/2025	WATER PUMP STATION #2	03/21/2025	349.74	.00		
					349.74	.00		
					349.74	.00		
					349.74	.00		
					349.74	.00		
Total Water Supply:								
Total 02-660-6300:								
Total Water Supply:								
Total Water:								
53,617.58								
Solid Waste								
Solid Waste Expenditures								
15-800-6115								
1644	FREEDOM MAILING SERVICES,	50038	POSTCARD UTILITY BILLS - SP	03/19/2025	247.97	.00		
					247.97	.00		
					247.97	.00		
					247.97	.00		
Total 15-800-6115:								
Total Solid Waste Expenditures:								
Total Solid Waste:								
247.97								
Recreation								
Youth Programs								
21-330-6240								
1071	CARD SERVICES	3/31/25	DEXTERPAY	03/31/2025	6.25	.00		
					6.25	.00		
					6.25	.00		
					6.25	.00		
Total 21-330-6240:								
Total Youth Programs:								
Total Recreation:								
6.25								
Grand Totals:								
278,023.92								

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.

April 2025 - Public Works Staff Report

Parks & Recreation

- Staff will be turning the water on to the parks the first week in May due to the abnormally high temperatures.
- Staff with assistance from the Kremmling fire department was able to burn the large slash pile, east of the Red Mountain sports complex.
- Grand County Wildfire Council is planning their annual chipping day for May 17th, they will utilize the vacant land next to the Cemetery for the event.
- Youth volleyball is underway, Kremmling will host a tournament on April 26th.
- In previous years, gopher control measures weren't used this early, so the staff hopes that this year's efforts will be more successful.
- In preparation for seasonal staff starting the first week of May, staff has been servicing the park's equipment.

Streets and Roads

- The rental street sweeper will arrive May 19th. Currently we have it reserved for a month, but staff is hopeful that we will be able to complete sweeping operations earlier.
- Staff has been working on patching potholes and shouldering of roadways.

Water

- Water production for the month of March was 8.09 MGD.
- Evan Crandall was able to pass his Class D water operator test. This makes Evan one of the youngest certified operators in the State of Colorado.
- Dillon was able to attend the Colorado rural water conference for several days. This conference is very important to the achievement, and renewal of the required water licenses.



Town of Kremmling

Police Department Staff Report

April 2025

Department

- Calls for service have decreased slightly from last month. Officer initiated activity (i.e. Traffic Stops and logged Directed Patrols) remain elevated. The large increase of traffic enforcement is partially attributed to HVE activity.
- At this month's Chief's meeting, Grand County Sheriff Schroetlin brought up the idea of deputizing all Grand County municipal officers. A draft IGA was disseminated, outlining the details of this proposal. Having the municipal officers being dual commissioned (deputized into GCSO) will give KPD officers authorization to conduct police activities in unincorporated Grand County without a formal request being made to GCSO supervisors in times when our services are needed due to our proximity to calls. It also gives legal cover for HVE activities as well as when officers are traveling outside of Kremmling on official business. As this proposal gains traction across the county, Chief Lisenby will bring further information to the Board.

Personnel

- HVE enforcement activity has increased and is expected to continue through June, when the next grant cycle will begin.

Code Enforcement

- Police Technician Hassler researched Use by Special Review records and produced a file of 14 special review terms and conditions since 2018 so that compliance can be measured and enforced if needed. Chief Lisenby checked on the 14 addresses and discovered 2 to 3 properties that appeared to be out of compliance with theUSR terms. These properties will be addressed once the process is finalized for properties out of compliance.
- A nuisance property in town is under investigation by Chief Lisenby and Police Technician Hassler with the goal of coming up with a viable solution to present to the Board once the Town Manager gets established and briefed on the situation.

Projects

- The CIRSA Grant application process is open until May 1, 2025. This is a reimbursement grant that will reimburse approved and eligible purchases for police training and equipment. KPD applied for this grant in the past and was declined due to funds already being expended. Chief Lisenby intends to apply for reimbursement for training expenses already budgeted for in the 2025 KPD budget. No reallocation or requests for additional funds are being sought from KPD for this grant.



Town of Kremmling

Police Department Staff Report

April 2025

Police Staff Report

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

Patrol Response	Number
Total Officer Response	124
Reports Written	7
Calls For Service	69
Officer Initiated	55

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

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

Enforcement (In Town and HVE)	Number
Traffic Stops	47
Total Citations	30
Total Summons	0
Total Arrests	0

Arrests	Number
Officer on View	0
Warrant Service	1*

*Warrant filed by KPD and served by another agency shortly afterwards

Summons	Number
Not Traffic Related	0
Traffic Violations	0

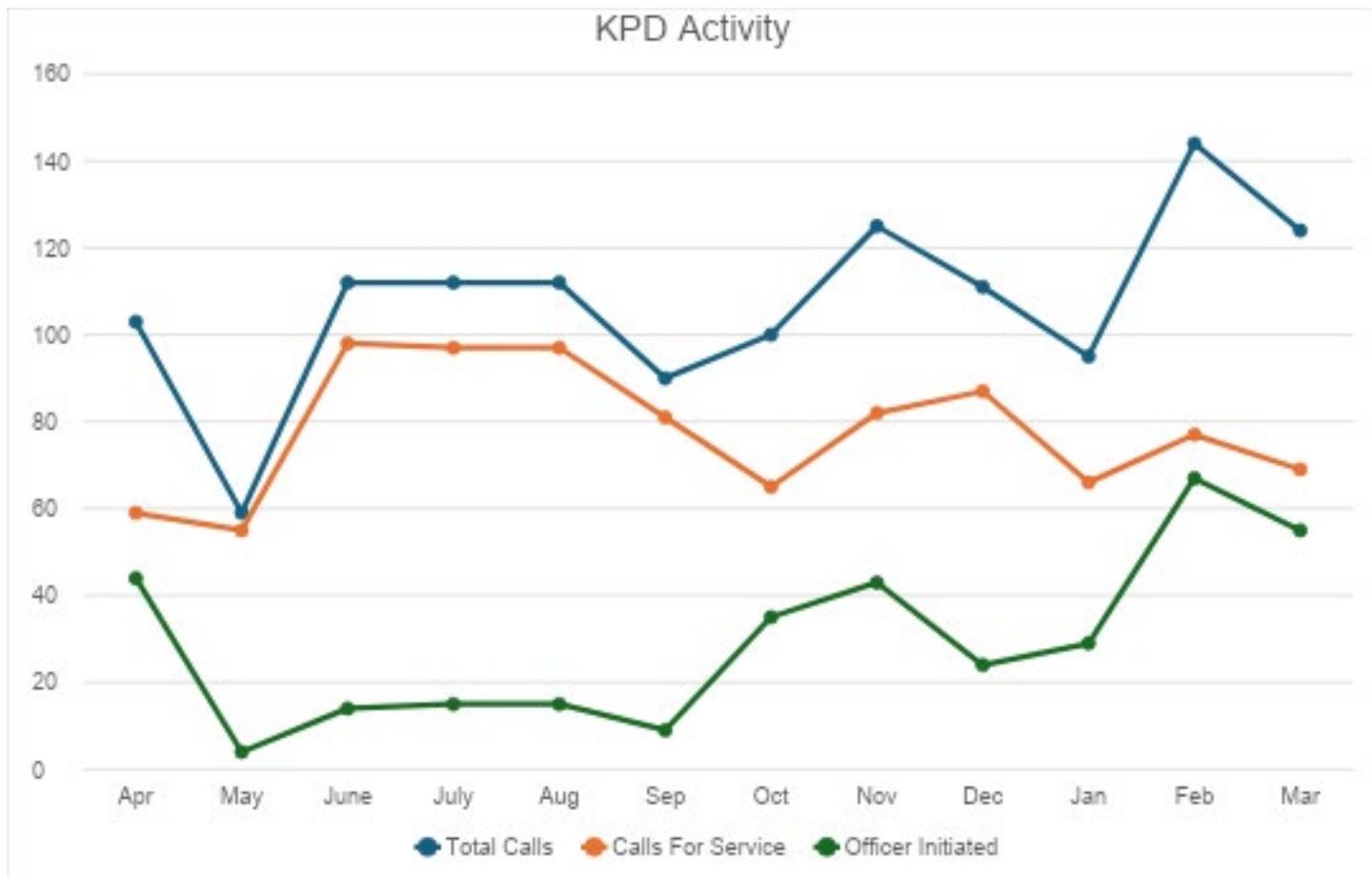
Public Services	Number
Open Records Request	4
VIN Inspections	4
Special Events	0



Town of Kremmling

Police Department Staff Report

April 2025



March 2025 - Town Clerk & Treasurer Staff Report

Town Clerk

- The majority of my time has been spent catching up due to my extended leave of absence on bereavement leave from late March to early April.
- Prepared various agendas, minutes, ordinances, resolutions, and memos for Board of Trustees meetings, and the Planning and Zoning Commission.
- Providing a minimum of 5-10 Land Use or Zoning inquiries a week. Onboarding the new part-time Planner. He has hit the ground running and has been reviewing applications and providing assistance to citizens at Town Hall.
- Various meetings with the Mayor, Public Works Director, and Chief of Police to stay abreast of upcoming items and deadlines, Code Enforcement, and agendas.
- Onboarding of the new Town Manager.

Treasurer

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

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	
April	June	\$114,038.04	\$114,067.80	\$118,752.67	\$111,202.44	
May	July	\$114,391.16	\$120,242.01	\$130,579.17	\$123,958.43	
June	August	\$152,750.49	\$146,509.10	\$156,059.93	\$160,662.25	
July	September	\$139,011.55	\$161,165.84	\$170,817.48	\$156,785.85	
August	October	\$160,700.38	\$163,566.43	\$154,060.57	\$164,648.89	
September	November	\$154,417.22	\$168,817.41	\$166,181.58	\$166,651.67	
October	December	\$146,625.31	\$152,115.78	\$150,753.00	\$153,092.77	
November	January	\$148,085.59	\$141,550.48	\$138,329.03	\$130,626.15	
December	February	\$133,112.13	\$133,650.87	\$142,997.34	\$135,956.94	
Total		\$1,566,767.48	\$1,656,451.69	\$1,714,522.86	\$1,673,445.95	\$251,559.32



1ST QUARTER REPORT PREPARED FOR: TOWN OF KREMMLING



WEB & SOCIAL

PERFORMANCE

- Website Views 48,561

Top Pages:

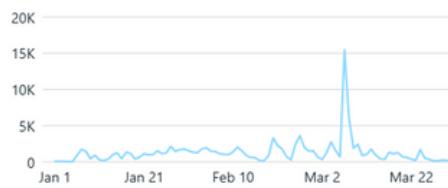
- Sports and Recreation
- Shopping and Retail
- Lodging and Travel
- Restaurants, Food & Beverage
- Real Estate



SOCIAL MEDIA

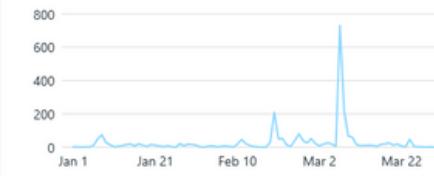
Views

116K ↑ 53.1%



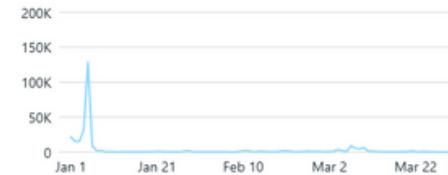
Content interactions

2.5K ↑ 41.3%



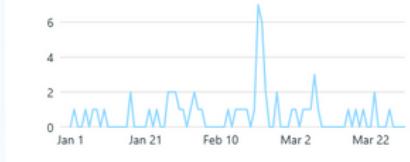
Reach

246.6K ↑ 140.7%



Follows

60 ↑ 15.4%



1ST QUARTER MARKETING



Wolford Ice Fishing

This year marked the 28th annual Wolford Ice Fishing Tournament, and despite a few early challenges, the event proved to be another great success. Warmer temperatures in the weeks leading up to the tournament caused some concern as ice conditions began to deteriorate. Fortunately, colder weather arrived just in time, allowing for safe, solid ice and a full day of fishing fun.

While registration numbers were slightly lower than in previous years—due in part to a competing tournament in Leadville and an unexpected I-70 closure the evening before the event following a major snowstorm—we were still thrilled with the turnout and the energy participants brought to the ice.



Wolford Ice Fishing Tournament

As many of you may know, Grand County voters passed Ballot Issue 1A in November 2024. While this initiative is a positive step forward for our community—supporting vital areas like childcare and housing—it has also impacted how lodging tax dollars are distributed. These funds, which previously went entirely to the Tourism Board, are now shared between tourism, childcare, and housing initiatives.

As a result, Chambers across the county, including ours, experienced a significant reduction in the marketing grants we are eligible to request. While we were informed this change was coming, we did not anticipate seeing the decrease in available funding take effect so quickly.

That said, we're approaching this as an opportunity to refine our marketing strategy and focus on what brings the most value to Kremmling. This year, we are prioritizing print ads, targeted social media advertising, and the continued promotion of tourism and recreation in our area. We've made the decision to temporarily pause video and photography services for most events, instead concentrating on those that have the greatest potential to attract visitors and drive economic impact.

We're also collaborating closely with the Grand County Tourism Board, who will be providing photography and videography support for county-wide use—resources we will have access to and can utilize in our promotional efforts. In addition, we'll continue to leverage the extensive library of photos and videos we've built over the past few years.

To kick off 2025, we focused heavily on social media marketing for the Ice Fishing Tournament, and the results were fantastic. Our Facebook ads alone reached 40,625 people, received 97,194 views, and saw 2,054 direct clicks. This strong engagement demonstrates the power of digital marketing and reaffirms our strategy of maximizing impact through the channels that reach our audience most effectively.

We will continue to keep you updated on our marketing plans and appreciate your support and understanding as we adapt to these changes. Our goal remains the same—to promote Kremmling as a destination for recreation, events, and community connection.

2024 TOURISM NUMBERS

Overview : 1/1/24 - 12/31/24



Total Trips

8,306,626 Trips



Visitor Days

14,575,928 Days



Average Length of Stay

1.8 Days



↗ 36.0%
vs. 1/1/23 - 12/31/23



↗ 2.8%
vs. 1/1/23 - 12/31/23

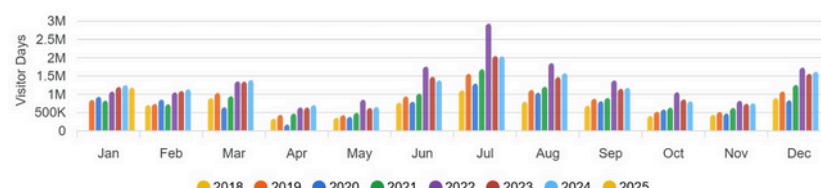


↘ -0.6 Days
vs. 1/1/23 - 12/31/23

Monthly Volume by Visitor Days

All

Main Dates vs Compare Dates



2018	0	721K	910K	351K	374K	791K	1.1M	813K	704K	422K	456K	914K
2019	863K	753K	1.1M	454K	445K	956K	1.6M	1.1M	895K	539K	535K	1.1M
2020	948K	871K	663K	190K	398K	814K	1.3M	1.1M	827K	601K	488K	853K
2021	843K	745K	964K	488K	508K	1M	1.7M	1.2M	918K	651K	643K	1.3M
2022	1.1M	1.1M	1.4M	659K	868K	1.8M	3M	1.9M	1.4M	1.1M	838K	1.7M
2023	1.2M	1.1M	1.4M	654K	641K	1.5M	2.1M	1.5M	1.2M	877K	756K	1.6M
2024	1.3M	1.2M	1.4M	722K	669K	1.4M	2.1M	1.6M	1.2M	822K	768K	1.6M
2025	1.2M	0	0	0	0	0	0	0	0	0	0	0

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Visitor Days by Length of Stay



1 Day 24.8% 2 Days 6.19%
3 Days 8.06% 4 Days 8.46%
5 Days 15.8% 6+ Days 36.7%

Top Clusters

Cluster	Share of Trips 1/1/2024 - 12/31/2024	Percent Change in Trips vs 1/1/2023 - 12/31/2023
Fraser Valley Recreation Di...	56.2%	↗ 44.1%
Town of Granby	36%	↗ 26.3%
Town of Winter Park	31.4%	↗ 43.1%
Resort Areas	24.3%	↗ 37.6%
Town of Fraser	23.4%	↗ 41.8%
Town of Grand Lake	21.1%	↗ 18.3%
Ranches Nordic	14%	↗ 37.7%
Town of Kremmling	9.94%	↗ 9.27%

Top Markets

DMA	Share of Trips 1/1/2024 - 12/31/2024	Change in Share of Trips vs 1/1/2023 - 12/31/2023	% Change in Trips vs 1/1/2023 - 12/31/2023
Denver	58.5%	- 3.8	↗ 30.6%
Colorado Springs-Pue...	2.67%	- 0.1	↗ 36.3%
Dallas-Ft. Worth	2.52%	+ 0.1	↗ 46.9%
Houston	1.71%	+ 0.1	↗ 45.3%
Kansas City	1.65%	- 0.0	↗ 38.6%
Detroit	1.16%	+ 0.2	↗ 68.5%
Chicago	1.05%	- 0.1	↗ 28.6%
Wichita-Hutchinson I	0.84%	- 0.0	↗ 35.6%

DMA	Share of Trips 1/1/2024 - 12/31/2024	Change in Share of Trips vs 1/1/2023 - 12/31/2023	% Change in Trips vs 1/1/2023 - 12/31/2023
Minneapolis-St. Paul	0.79%	- 0.0	↗ 36.1%
Lincoln & Hastings-K...	0.79%	- 0.0	↗ 34.9%
Omaha	0.78%	- 0.0	↗ 37.8%
St. Louis	0.76%	- 0.0	↗ 33.1%
Atlanta	0.7%	+ 0.1	↗ 50.8%
Los Angeles	0.7%	+ 0.0	↗ 47.4%
Phoenix -Prescott	0.69%	- 0.1	↗ 29.8%
Austin	0.69%	- 0.0	↗ 39.1%

CHAMBER 1ST 2025 QUARTER UPDATE



Marketing Focus & Funding

Following the passing of Grand County's Ballot Issue 1A in November 2024, lodging tax revenue is now divided among tourism, childcare, and housing initiatives. As a result, Chambers across the county, including ours, have experienced a notable reduction in marketing grant funding.

Although this shift occurred sooner than expected, we've adjusted our approach by prioritizing high-impact marketing efforts. This includes continuing print and social media advertising, while temporarily pausing event-specific video and photography. We're also collaborating with the Grand County Tourism Board to access shared photo and video content for county-wide use.

Despite the funding reduction, our marketing efforts remain effective. Our 2025 Ice Fishing social media campaign alone reached over 40,000 users and generated more than 2,000 clicks—demonstrating the value of strategic digital outreach. We will continue to focus on campaigns that drive visitors to Kremmling and support our local businesses.

Chamber Staffing

As you know, Rheann has accepted a new position with Grand County. I'm currently in the process of finding her replacement. While I haven't filled the position permanently yet, I do have summer staff secured who will assist with events and manage the Visitor Center this summer. I remain actively engaged in identifying a long-term team member to support the Chamber's work year-round.

Community Leadership Group & Community Heart and Soul

Our leadership group is currently focused on securing data and funding to support the return of the Grand Gazette. Through community feedback, we've learned that the loss of our local newspaper has had a significant impact. Reviving local news has become our first major initiative. I plan to submit a grant application to Freeport-McMoRan to help launch this effort.

Events: Past & Upcoming

Looking ahead to the second quarter, we are turning our focus to Kremmling Days and the Music & Market in the Square series. We have signed contracts for both evening performers for Kremmling Days and are actively booking musicians for the summer market series. All food truck spots have been filled, and we are currently seeking additional artisan vendors.

Marketing for Kremmling Days will officially launch next week and run for two full months. All planning is on schedule. I've also been in contact with CDOT and am working with them to secure the necessary permits for the Highway 40 parade closure.

As we move forward, we remain committed to enhancing Kremmling's appeal as a tourist destination and nurturing a vibrant local economy.

Statement of Activity
Kremmling Area Chamber of Commerce
January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4010 EVENT REVENUE	0
4030 Fundraising	5,000.00
4040 Registration Fees	15,552.95
4050 Sponsorship	16,500.00
Total for 4010 EVENT REVENUE	\$37,052.95
4090 Membership Dues	1,125.00
4110 Grant Income	53,750.00
4200 Rent - Building & Conference Room	130.00
4900 Refund & Reimbursements	931.97
	\$92,989.92
Total for Income	
Cost of Goods Sold	
Gross Profit	\$92,989.92
Expenses	
6110 Advertising & Marketing	6,210.10
6420 Dues & Subscriptions	182.44
6910 Insurance	1,578.84
7311 Meals	127.67
7320 Merchant Service Fees	113.09
7330 Miscellaneous Expense	710.00
7510 Office Supplies	179.02
7620 Payroll Expenses	0
7621 Salaries & Wages	21,327.42
7624 FICA Taxes 7625	1,631.55
FUTA Taxes 7626	136.64
SUTA Taxes 7627 CO	271.93
FAMLI Taxes	
Total for 7620 Payroll Expenses	\$23,367.54
7640 Professional Services	\$560.00
7642 Accounting Fees	4,420.00
Total for 7640 Professional Services	\$4,980.00
7810 Rent & Lease	0
7811 Building Lease	400.00
7812 Equipment Lease	139.46
Total for 7810 Rent & Lease	\$539.46
7930 Software Subscriptions	177.29
7940 Supplies	1,145.49
7950 Prizes - Events & Raffle	8,754.96
8010 Taxes & Licenses	313.88
8020 Telecommunications	472.88
8110 Utilities	1,794.13

Statement of Activity
Kremmling Area Chamber of Commerce
January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
8310 Website & Email Hosting	1,739.91
Total for Expenses	\$52,386.70
Net Operating Income	\$40,603.22
Other Income	
9010 Interest Received	5.08
9015 Credit Card Processing Fee	29.00
Total for Other Income	\$34.08
Other Expenses	
Net Other Income	\$34.08
Net Income	\$40,637.30



Town of Kremmling

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Kremmling, CO 80459-0538
Office 970.724.3249
<https://townofkremmling.colorado.gov/>

TO: Honorable Mayor and Board of Trustees/Local Liquor Licensing Authority

FROM: Teagan Serres, Town Clerk & Treasurer

RE: Local Liquor Licensing Authority - April 16, 2025 Regular Meeting

Date: April 16, 2025

EXECUTIVE SUMMARY:

There are six Liquor License Applications on the April 16, 2025, agenda: The Moose Cafe Hotel & Restaurant Liquor License, Annual Renewal of The Grand Old West Hotel & Restaurant Liquor License, Annual Renewal of The Kremmling Mercantile Retail Liquor Store License, the Middle Park Fair & Rodeo Special Event Permit Application, and the Kremmling Area Chamber of Commerce Special Event Permit application

SUMMARY:

Consent Agenda:

1. Annual Renewal of The Moose Cafe Hotel & Restaurant Liquor License at 115 W Park Avenue
2. Annual Renewal of The Grand Old West Hotel & Restaurant Liquor License at 106 Park Avenue
3. Annual Renewal of The Kremmling Mercantile Retail Liquor Store License at 101 Martin Way

The Moose Cafe, The Grand Old West, and the Kremmling Mercantile have all submitted their annual renewal for their on-premises liquor licenses. A review of the applications found that the establishments are in good standing with the Colorado Secretary of State, the establishments are current with sales tax, and the Kremmling Police Department reported no issues directly related to the establishments' liquor licenses. The establishments have legal possession of the premises, and there were no issues or concerns during a visual inspection of the premises.

STAFF CONSIDERATIONS:

Staff has identified the following options for Trustee consideration:

1. Approve the Consent Agenda as presented.



Town of Kremmling

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2. Postpone to hold a public hearing on both or one of the Renewal Applications after the hearing is posted on the licensed premise for at least 10 days and notice has been provided to the applicant for at least 10 days prior to the hearing.
3. Deny the application for good cause. Good Cause for the purpose of denying a license renewal means:
 - a. The licensee or applicant has violated, does not meet, or has failed to comply with any of the terms, conditions, or provisions of article 3 or any rules promulgated pursuant to article 3;
 - b. The licensee or applicant has failed to comply with any special terms or conditions that were placed on its license in prior disciplinary proceedings or arose in the context of potential disciplinary proceedings;
 - c. Evidence that the licensed premises have been operated in a manner that adversely affects the public health, welfare, or safety of the immediate neighborhood in which the establishment is located, which evidence must include a continuing pattern of fights, violent activity, or disorderly conduct.

Public Hearing: Special Event Permit Application for Middle Park Fair and Rodeo at 210 11th Street:

Middle Park Fair & Rodeo has applied for a Special Event Permit Liquor License for May 3, 2025, and August 4th through August 10th, 2025, in accordance with the provisions of the Kremmling Municipal Code (KMC) Sec. 5.03.130. A review of the application found that the applicant is in good standing with the Colorado Secretary of State, is in compliance with the limits on annual permissible Special Event Permit Liquor Licenses in accordance with C.R.S. 44-5-105(3), has permission to use the premises from the property owner, has paid applicable fees to the Local Authority, and has planned to implement service control measures to restrict the scope of service of malt, vinous, and spirituous liquor for the duration of this event. In accordance with Colorado Revised Statutes 44-5-106(2), notice of the event has been posted conspicuously on the premises for 10 days prior to the consideration of this application.

STAFF CONSIDERATIONS:

Staff have identified the following for Trustee consideration:

1. Approve the Middle Park Fair & Rodeo application for a Special Event Permit Liquor License at 210 11th Street
2. Table consideration of the Middle Park Fair & Rodeo application for a Special Event Permit Liquor License until the _____ meeting.
3. Deny the Middle Park Fair & Rodeo application for a Special Event Permit Liquor License



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Public Hearing: Special Event Permit Application for Kremmling Area Chamber of Commerce at 203 Park Avenue:

The Kremmling Area Chamber of Commerce has applied for a Special Event Permit Liquor License for June 12th, June 20th, June 21st, June 26th, July 4th, July 10th, July 17th, July 24th, and July 31st, in accordance with the provisions of the Kremmling Municipal Code (KMC) Sec. 5.03.130. A review of the application found that the applicant is in good standing with the Colorado Secretary of State, is in compliance with the limits on annual permissible Special Event Permit Liquor Licenses in accordance with C.R.S. 44-5-105(3), has permission to use the premises from the property owner, has paid applicable fees to the Local Authority, and has planned to implement service control measures to restrict the scope of service of malt, vinous, and spirituous liquor for the duration of this event. In accordance with Colorado Revised Statutes 44-5-106(2), notice of the event has been posted conspicuously on the premises for 10 days prior to the consideration of this application.

The majority of these dates are for the Music and Market in the Square on Thursdays; the remaining two are for Kremmling Days on June 21st and the Fourth of July Fireworks.

STAFF CONSIDERATIONS:

Staff have identified the following for Trustee consideration:

1. Approve the Kremmling Area Chamber of Commerce application for a Special Event Permit Liquor License at 203 Park Avenue
2. Table consideration of the Kremmling Area Chamber of Commerce application for a Special Event Permit Liquor License until the _____ meeting.
3. Deny the Kremmling Area Chamber of Commerce application for a Special Event Permit Liquor License

Public Hearing: Special Event Permit Application for Kremmling Area Chamber of Commerce at 210 11th Street:

The Kremmling Area Chamber of Commerce has applied for a Special Event Permit Liquor License for August 8th and November 8th, in accordance with the provisions of the Kremmling Municipal Code (KMC) Sec. 5.03.130. A review of the application found that the applicant is in good standing with the Colorado Secretary of State, is in compliance with the limits on annual permissible Special Event Permit Liquor Licenses in accordance with C.R.S. 44-5-105(3), has permission to use the premises from the property owner, has paid applicable fees to the Local Authority, and has planned to implement service control measures to restrict the scope of service of malt, vinous, and spirituous liquor for the duration of this event. In accordance with Colorado



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Revised Statutes 44-5-106(2), notice of the event has been posted conspicuously on the premises for 10 days prior to the consideration of this application.

The August 8th event is the Community Event during the Fair, and November 8th is the annual Chamber Banquet.

STAFF CONSIDERATIONS:

Staff have identified the following for Trustee consideration:

4. Approve the Kremmling Area Chamber of Commerce application for a Special Event Permit Liquor License at 210 11th Street
5. Table consideration of the Kremmling Area Chamber of Commerce application for a Special Event Permit Liquor License until the _____ meeting.
6. Deny the Kremmling Area Chamber of Commerce application for a Special Event Permit Liquor License

FINANCIAL IMPACTS:

All application and license fees have been paid in full by the applicants for a total amount of \$672.50 to the Town. Minimal property posting expenses incurred.

ATTACHMENTS:

1. Annual Renewal of The Moose Cafe Hotel & Restaurant Liquor License at 115 W Park Avenue
2. Annual Renewal of The Grand Old West Hotel & Restaurant Liquor License at 106 Park Avenue
3. Annual Renewal of The Kremmling Mercantile Retail Liquor Store License at 101 Martin Way
4. Special Event Permit Application from Middle Park Fair & Rodeo
 - a. Fairgrounds Diagram
5. Special Event Permit Application from Kremmling Area Chamber of Commerce
 - a. Town Square Diagram
6. Special Event Permit Application from Kremmling Area Chamber of Commerce
 - a. Fairgrounds Diagram

Kremmling WTP Improvements

Funding vs Cost Comparison

Project Funding		Notes
DOLA	\$ 1,000,000	
Leveraged Loan	\$ 11,246,806	
BIL Direct Loan	\$ 1,676,154	
BIL Principal Forgiveness	\$ 3,000,000	
Total Estimated Project Funding	\$ 16,922,960	
Early Procurement of Equipment	\$ 250,000	Aka Ultra Filtration System
Revised Estimated Project Funding	\$ 17,172,960	

Project Cost		Notes
Construction Costs	\$ 17,790,853	Reference Estimate Comparison, Includes Early Procurement
Design Construction Services	\$ 317,960	Potential to Fund from Water Fund Reserves
Owner's Contingency	\$ -	Can be Within or Outside of the Project Costs
Total Estimated Project Cost	\$ 18,108,813	

Funding vs Cost Delta		Notes
Current Delta	\$ (935,853)	With Design Construction Services Included
Potential Value Engineering (VE) Savings	\$ 350,000	Reference Trend Log
Potential Delta	\$ (585,853)	

Estimate Comparison

4/15/2025

BASELINE

CSI Div/Trade Rollup	Kremmling WTP Improvements 60% Design		Kremmling WTP Improvements 90% Design		Delta	Notes
	Quantity	Amount	Quantity	Amount		
GENERAL REQUIREMENTS	5,058 GSF	15,316	6,085 GSF	53,370	38,054	
DEMOLITION	1 LS	6,090	1 LS	149,470	143,380	PEMB Demo Added, Remaining Moved from Earth/Utilities
CONCRETE	352 CUYD	1,025,279	304 CUYD	756,547	(268,732)	CV Reduction, Bid Adjustment
STONE & MASONRY	-- GSF	--	-- GSF	--	--	
METALS	5,058 GSF	244,042	6,085 GSF	143,000	(101,042)	SF of Grating Reduced, Bid Adjustment
THERMAL PROTECTION	5,058 GSF	42,110	6,085 GSF	14,000	(28,110)	Damproofing Removed, Bid Adjustment
DOORS & WINDOWS	5,058 GSF	126,000	6,085 GSF	161,000	35,000	Bid Adjustment
FINISHES	5,058 GSF	155,427	6,085 GSF	182,000	26,573	Bid Adjustment
BUILDING SPECIALTIES	5,058 GSF	31,870	6,085 GSF	39,000	7,130	Bid Adjustment
SPECIAL CONSTRUCTION	5,058 GSF	1,675,800	6,085 GSF	1,598,000	(77,800)	Ref. Below:
Pre-Engineered Metal Building	5,058 GSF	505,800	6,085 GSF	661,000	155,200	PEMB GSF Increase
Water Storage Tank	1 LS	1,170,000	1 LS	937,000	(233,000)	WST Foundation Moved to Concrete, Sub Adjustment
FIRE SUPPRESSION	-- GSF	--	-- GSF	--	--	
HVAC & PLUMBING	5,058 GSF	621,122	6,085 GSF	552,000	(69,122)	Bid Adjustment
ELECTRICAL	5,058 GSF	875,553	6,085 GSF	1,659,000	783,447	Integration & Controls Moved Here, Bid Adjustment
EARTHWORK	5,058 CUYD	1,464,836	6,085 CUYD	2,548,230	1,083,395	Ref. Below:
Earthwork	17,118 CUYD	1,198,576	21,434 CUYD	2,222,230	1,023,655	Bldg. Footprint Size & Associated Over-Ex Increase
Shoring	2,300 SF	266,260	2,300 SF	326,000	59,740	w/ Above Berm Removal, Site Grading / Seeding Increase
EXTERIOR IMPROVEMENTS	1 LS	88,725	1 LS	31,000	(57,725)	Asphalt Paving Removed
UTILITIES	2,216 LF	1,074,497	2,825 LF	1,500,003	425,506	Ref. Below:
Site Utilities	2,216 LF	1,074,497	2,825 LF	1,500,003	425,506	W Line Re-route Adjustment & Shoring Drain Added
					w/ Above	Pipe/Valve Supply Increase
					w/ Above	LF Increase Due to Tank's New Location
PROCESS PIPING & VALVES	2,474 LF	817,187	2,447 LF	1,068,168	250,981	Ref. Below:
Process Piping & Valves	2,474 LF	817,187	2,447 LF	1,068,168	250,981	BFVs Added & UF Feed Suction Increase to 16"
					w/ Above	Pipe/Valve Supply Increase
CRANE & HOISTS	-- LS	10,000	1 LS	117,000	107,000	Bridge Crane Added
W/WW EQUIPMENT	5,058 GSF	2,863,640	6,085 GSF	2,216,732	(646,908)	Integration & Controls Moved to Elect, Bid Adjustment
GENERAL CONDITIONS	--	2,068,093	--	2,705,691	637,598	
INDIRECTS & RESERVES	--	2,134,429	--	902,889	(1,231,540)	5% Escalation Removed, 8% Contingency Reduced to 3.5%
FEES	--	1,303,901	--	1,393,753	89,852	
Construction Costs (Original)		16,643,917		17,790,853	1,146,936	60% Estimate Presented to the Board on October 2, 2024
DESIGN ALLOWANCES	--	1,250,000	--	--	(1,250,000)	Added to 60% Estimate per Discussions with the Town Manager
Construction Costs (Revised)		17,893,917		17,790,853	(103,064)	60% Estimate Submitted to the Town Manager on October 17, 2024

Kremmling WTP Improvements
Trend Log

Owner: Town of Kremmling

Drawing Date: January 2025

90% Design

Log No.: 01		Status Definition: A= Approved P = Pending R = Rejected				
TE #	Description	Action		Trend Value	Construction Cost	Remarks
		Status	Date			
	Gross Floor Area (GSF): 6,685 Tater Storage Tank Capacity (GAL): 500,000				17,790,853	
1.01	Bridge Crane Removal & PEMB Height Reduction	P	4/10/2025	(205,000)		Replace with Gantry Crane, Reduce PEMB Height by 5ft
1.02	Utilize Existing Generator	P	4/10/2025			Pending Further Investigations, Will be Performed if Achievable
1.04	Aluminum Windows in lieu of FRP	P	4/10/2025	(35,000)		Alternate Bid / Design, DBE Impact
1.05	Remove Demolition of Existing WTP	P	4/10/2025	(70,000)		Building Safe-off Only
1.08	W/WW Equipment AIS Requirements	P	4/11/2025	35,000		Update Equipment to Meet AIS, If Waivers Cannot be Achieved
1.09	Apparent Low Onsite Wastewater System Contractor	P	4/14/2025	(75,000)		Finalized Bid, DBE Impact
		TOTALS		(350,000)	17,790,853	

Town of Kremmling

Roadway Condition Master Plan

April 16th, 2025



Benefits of A Roadway Condition Master Plan

- **Full Roadway Condition Evaluation & Cost Estimates**
- **Assist Town Staff and Town Board with Future Planning**
- **Assist Town Staff and Town Board with Annual Budgeting**
- **Helps Citizens Understand Budget Restraints to Complete Roadway Improvements**
- **Meant to be a Growing Document**
- **Tool for Applying for Grants**

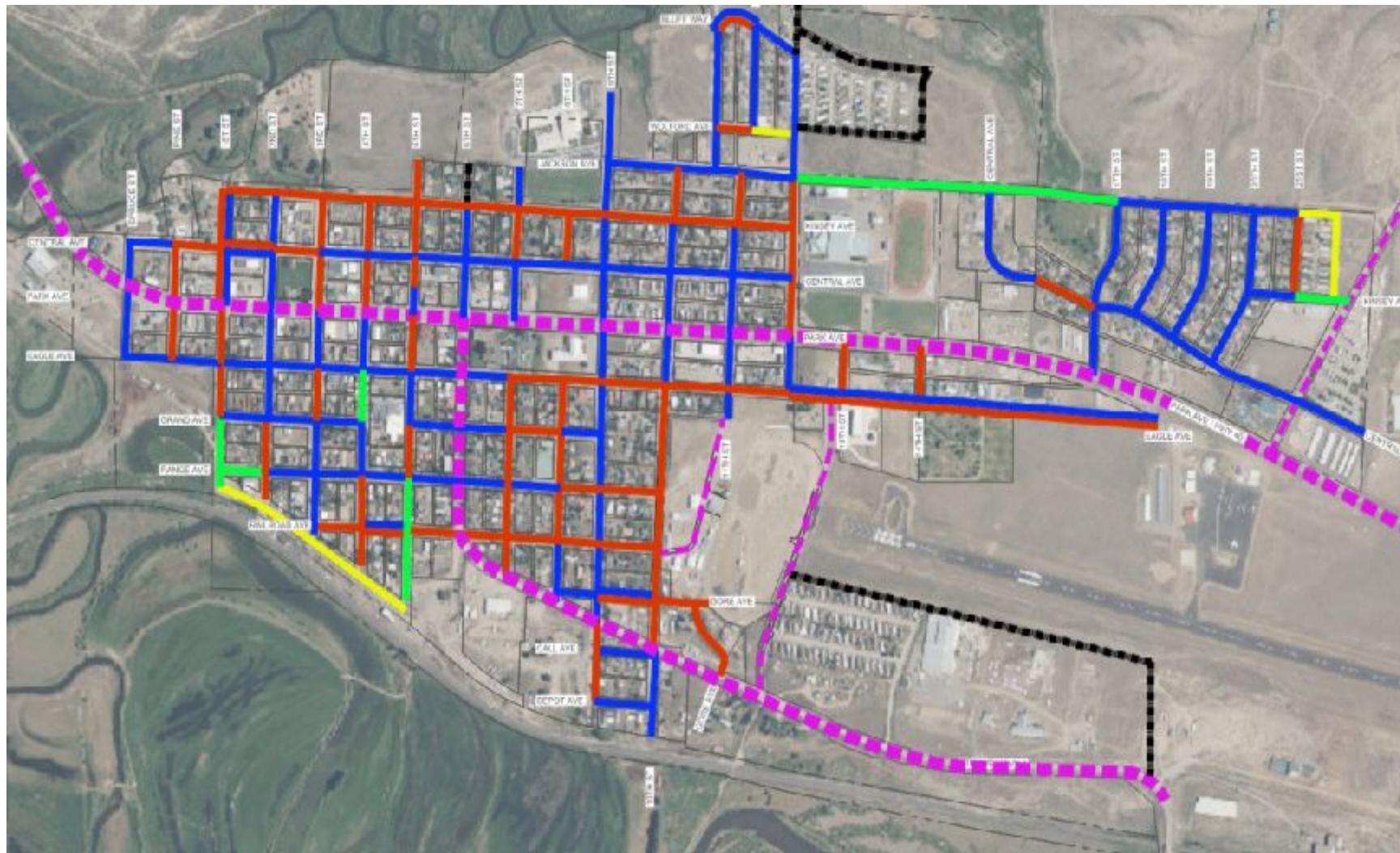
Master Plan Components

- **Roadway Inspection & Evaluation**
- **Recommendations for Roadway Maintenance**
- **Roadway Maintenance Cost Estimates**
- **Recommendation for Roadway Replacements**
- **Roadway Replacement Cost Estimates**
- **Recommendations for Concrete Curb, Gutter and Sidewalk Replacements**
- **Concrete Curb, Gutter and Sidewalk Replacement Cost Estimates**
- **Recommendations for Drainage Improvements**
- **Drainage Improvements Cost Estimates**

Roadway Existing Conditions

- 13 miles of roadway (96% paved, 4% gravel/roadbase)
- 10%-1.3 Miles of roadways are in good condition
- 55%-7.2 Miles of roadways are in fair condition
- 35%-4.5 Miles of roadways are in poor condition

Roadway Conditions



Curb, Gutter and Sidewalk Replacement



Existing Storm Drainage System



Proposed Drainage Improvements



General Maintenance Techniques

- Crack Sealing Last 4-5 Years
- Slurry Seal Last 3-4 Years
- Chip Seal Last 5-6 Years
- Asphalt Mill and Overlay Last 10-15 Years

Replacement

- Asphalt and Subgrade Replacement 20-25 Years

MASTER ROADWAY EVALUATION AND COST

Description	Total Construction Cost	Maintenance Only	Concrete and Drainage	Roadway Replacement
Asphalt Patching	\$ 154,752	\$ 154,752		
Chip Seal	\$ 622,827	\$ 622,827		
Crack Seal	\$ 110,699	\$ 110,699		
Asphalt/Base Replacement	\$ 9,391,884			\$ 9,391,884
Curb and Gutter Replacement	\$ 438,480		\$ 438,480	
Sidewalk Replacement	\$ 629,905		\$ 629,905	
Drain Pans	\$ 42,210		\$ 42,210	
Storm Inlets	\$ 35,000		\$ 35,000	
18" Storm Pipe	\$ 121,500		\$ 121,500	
Crosspans	\$ 252,810		\$ 252,810	
Total Construction Cost	\$ 11,800,067	\$ 888,277	\$ 1,519,905	\$ 9,391,884
Other Cost				
Mobilization/Traffic Control & Contingency	\$ 2,950,017	\$ 222,069.35	\$ 379,976.25	\$ 2,347,971
Survey/Engineering/Bidding, Part Time Construction Management	\$ 1,416,008	\$ 106,593.29	\$ 182,388.60	\$ 1,127,026
Total Other Cost	\$ 4,366,025	\$ 328,662.63	\$ 562,364.85	\$ 3,474,997
Total Project Cost	\$ 16,166,092	\$ 1,216,940.02	\$ 2,082,269.85	\$ 12,866,881.69

YEAR	Maintenance Only	Concrete and Drainage	Roadway Replacement	Total	Annual Increase
2025	\$ 1,216,940.02	\$ 2,082,269.85	\$ 12,866,881.69	\$ 16,166,091.56	
2026	\$ 1,265,617.62	\$ 2,165,560.64	\$ 13,381,556.96	\$ 16,812,735.22	\$ 646,643.66
2027	\$ 1,316,242.33	\$ 2,252,183.07	\$ 13,916,819.23	\$ 17,485,244.63	\$ 1,319,153.07
2028	\$ 1,368,892.02	\$ 2,342,270.39	\$ 14,473,492.00	\$ 18,184,654.42	\$ 2,018,562.86
2029	\$ 1,423,647.70	\$ 2,435,961.21	\$ 15,052,431.68	\$ 18,912,040.60	\$ 2,745,949.03
2030	\$ 1,480,593.61	\$ 2,533,399.66	\$ 15,654,528.95	\$ 19,668,522.22	\$ 3,502,430.66
2031	\$ 1,539,817.36	\$ 2,634,735.64	\$ 16,280,710.11	\$ 20,455,263.11	\$ 4,289,171.55
2032	\$ 1,601,410.05	\$ 2,740,125.07	\$ 16,931,938.51	\$ 21,273,473.63	\$ 5,107,382.07
2033	\$ 1,665,466.45	\$ 2,849,730.07	\$ 17,609,216.05	\$ 22,124,412.58	\$ 5,958,321.02
2034	\$ 1,732,085.11	\$ 2,963,719.27	\$ 18,313,584.70	\$ 23,009,389.08	\$ 6,843,297.52
10 Year Total Increase	\$ 515,145.09	\$ 881,449.42	\$ 5,446,703.01	\$ 6,843,297.52	
Avg. Increase Year Per 10 Years	\$ 51,514.51	\$ 88,144.94	\$ 544,670.30	\$ 684,329.75	

Questions

QUESTIONS?



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Resolution No. 2025-04-02 A Resolution Authorizing a Partial Reduction in the Performance Guarantee for the Grand Cliffs Subdivision, Filing No. 1.

Department:

Dillon Willson, Public Works Director & Town Engineer, Mike Hager

Executive Summary:

Grand Cliffs requested a reduction to their Letter of Credit based on the completed public improvements.

Summary:

In accordance with Section 12 of the Agreement, the Subdivider deposited a letter of credit with the Town in the amount of \$2,178.73 as a Performance Guarantee. According to Section 16.06.080(4) of the Kremmling Municipal Code, the Subdivider may request a partial reduction of the Performance Guarantee as public improvements are completed. If these improvements are constructed in accordance with the Agreement and applicable plans, the Board of Trustees may authorize a partial reduction in the Performance Guarantee through a resolution. However, collateral sufficient to cover at least one hundred twenty-five percent (125%) of the estimated cost of any incomplete improvements must be retained. Additionally, the last twenty percent (20%) of the Performance Guarantee will not be released until all improvements have been accepted and any applicable warranty periods have expired.

Financial Impacts:

Staff and the applicant have two different amounts for the Board to consider.

Staff Recommendation:

1. Motion to approve Resolution 2025-03-01, including the amount of reduction.
2. Motion to table Resolution No. 2025-03-01 until the _____ meeting.
3. Deny approval.

Attachments:

Resolution No. 2025-04-02

RESOLUTION NO. 2025-04-02

A RESOLUTION AUTHORIZING A PARTIAL REDUCTION IN THE PERFORMANCE GUARANTEE FOR THE GRAND CLIFFS SUBDIVISION, FILING NO. 1

WHEREAS, the Town and Grand Cliffs, LLC (“Subdivider”) are parties to a Subdivision Agreement for the Grand Cliffs Subdivision, Filing No. 1, dated May 11, 2024 (the “Agreement”); and

WHEREAS, in accordance with Section 12 of the Agreement, the Subdivider deposited with the Town a letter of credit in the amount of \$2,178,73 as a Performance Guarantee; and

WHEREAS, Section 16.06.080(4) of the Kremmling Municipal Code provides that the Subdivider may request a partial reduction in the Performance Guarantee as the required public improvements are completed; and

WHEREAS, if such improvements have been constructed in accordance with the Agreement and applicable plans, the Board of Trustees may authorize a partial reduction in the Performance Guarantee by resolution; provided that collateral sufficient to cover at least one hundred twenty-five percent (125%) of the estimated cost of any incomplete improvements shall be retained and provided that the last twenty percent (20%) of the Performance Guarantee will not be released until all the improvements have been accepted and any applicable warranty periods have expired; and

WHEREAS, the Subdivider has completed a portion of the public improvements for the Subdivision in the quantities set forth in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, Section 12.d of the Agreement provides that the Town may review and adjust the estimated costs of the public improvements and may increase the amount of the required Performance Guarantee; and

WHEREAS, the Town has reviewed the estimated costs of the remaining public improvements and has determined it is necessary to increase the amount of the original Performance Guarantee to account for an increase in asphalt costs; and

WHEREAS, in accordance with Section 16.06.080(4) of the Kremmling Municipal Code and Section 12.d of the Agreement, the Board of Trustees desires by this resolution to authorize a reduction in the amount of the required Performance Guarantee as set forth herein.

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

Section 1. Pursuant to Section 16.06.080(4) of the Kremmling Municipal Code and 12.d of the Agreement, the Board of Trustees hereby authorizes the original Performance Guarantee for Grand Cliffs Subdivision, Filing No. 1 to be reduced by \$_____.

Section 2. Following the partial release of Performance Guarantee funds as set forth in Section 1 of this resolution, the Town will continue to hold \$_____ as a Performance Guarantee for completion of the remaining public improvements.

Section 3. Partial release of the Performance Guarantee as authorized by Section 1 of this resolution shall not constitute preliminary acceptance of such Public Improvements.

INTRODUCED, READ, and ADOPTED this 16th day of April, 2025.

TOWN OF KREMMLING, COLORADO

Wes Howell, Mayor

ATTEST:

Teagan Serres, Town Clerk

EXHIBIT A
(Spreadsheet of Completed Improvements)



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Ordinance No. 723 An Ordinance Amending Title 12 of the Kremmling Municipal Code Regarding Community Event Permits.

Department:

Teagan Serres, Town Clerk & Treasurer

Executive Summary:

The Board of Trustees discussed the implementation of Community Event Permits at the March 5, 2025, Work Session and directed staff to prepare it for consideration no later than the April Regular Board meeting.

Summary:

This Ordinance amends Title 12 of the Kremmling Municipal Code regarding Community Event Permits and establishes new policies and procedures for issuing permits for community events in the Town of Kremmling.

Key points include:

- Purpose: To regulate community events on Town-owned property to ensure public access and safe use. A "community event" is defined as an organized gathering of 50 or more people requiring exclusive use of Town property or temporary closure of public rights-of-way.
- Criteria for Denial: Outlines reasons for permit denial, such as false information, conflicting events, traffic disruption, insufficient resources, safety hazards, and past violations.
- Priority of Applications: Establishes priority for applications, giving preference to Town-sponsored events, school districts, Chamber of Commerce, and Town residents.
- Issuance and Conditions: Explains permit issuance, conditions that may be imposed (e.g., time, location, traffic control, insurance), and restrictions on transfer.
- Liability, Insurance, and Bond: Requires applicants to hold the Town harmless, maintain liability insurance, and potentially post a cash bond.
- Duties of Permittee: Sets out responsibilities of permit holders, including compliance, on-site permit copy, and post-event cleanup.
- Revocation and Appeal: Describes conditions for permit revocation and the appeal process for denial or revocation.
- Violation and Penalty: Specifies penalties for violations of the chapter or permit conditions.



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Financial Impacts:

This permit application fee is proposed to be \$200, along with a refundable \$250 damage deposit. Additional fees for staff assistance and/or equipment rentals will be assessed. The Park Reservation Permit will remain intact

Staff Recommendation:

1. Motion to approve Ordinance No. 723 as presented.
2. Motion to table Ordinance No. 723 until the _____ meeting.
3. Deny approval.

Attachments:

Draft Ordinance No. 723

Draft Community Event Permit Application

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 12 OF THE KREMMLING MUNICIPAL CODE REGARDING COMMUNITY EVENT PERMITS

WHEREAS, the Town has seen an increase in requests for various types of community events to be held in the Town; and

WHEREAS, the Board of Trustees desires to amend the Kremmling Municipal Code to adopt policies and procedures for the issuance of permits for community events conducted in the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF KREMMLING, COLORADO:

Section 1. Section 12.16.010 of the Kremmling Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

12.16.010. Reserving facilities.

Members of the public may reserve park facilities in accordance with Town regulations and requirements; provided however, that a community event permit issued under Chapter 12.17 of this Code shall be required for any event that meets the definition of “community event” in Section 12.17.020.

Section 2. Title 12 of the Kremmling Municipal Code is hereby amended by the addition of a new Chapter 12.17 to read as follows:

12.17 – Community Event Permits

Sections

12.17.010	Purpose and intent
12.17.020	Definitions
12.17.030	Permit required; application
12.17.040	Criteria for denial
12.17.050	Priority of applications
12.17.060	Issuance; transfers
12.17.070	Conditions
12.17.080	Liability; insurance; bond
12.17.090	Duties of permittee
12.17.100	Revocation
12.17.110	Appeal
12.17.120	Violations

12.17.010. Purpose and intent.

The purpose of this Chapter is to regulate community events conducted on Town-owned property to assure public access to and safe use of the property.

12.17.020. Definitions.

The following words and phrases, whenever used in this Chapter, shall have the following meanings:

“Community event” means an organized assembly or gathering of fifty (50) or more people: (1) requiring the exclusive use of all or a portion of Town-owned property, including a public right-of-way, public park, open space, building, or facility; or (2) involving the temporary closure of public rights-of-way. Examples of community events, include but are not limited to, festivals, celebrations, concerts, races, parades, fundraisers, fairs, carnivals, athletic events, and other similar activities.

“Manager” means the Town Manager or the Manager’s designee.

“Public right-of-way” means any street, road, sidewalk, alley, bike or pedestrian trail or path, or any other right-of-way owned by the Town.

12.17.030. Permit required; application.

A. Any person or organization desiring to conduct a community event in the Town shall apply for a permit by filing an application with the Manager on a form supplied by the Town. A community event permit shall not be required for an event sponsored or cosponsored by the Town.

B. Applications shall be submitted not less than forty-five (45) days nor more than one (1) year before the event. The Manager shall, upon a showing of good cause, consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain any necessary police services and/or traffic control for the event. Good cause may be demonstrated by showing the circumstance that gave rise to the application did not reasonably allow the applicant to file within the time prescribed.

C. Applications shall be signed by the owner of the property on which such event will be held and shall also be signed by the event organizer or promoter, if different from the property owner.

D. The Manager may require an applicant to provide information relevant to the criteria in Sections 12.17.040 and 12.17.070 that will aid the Manager in deciding whether to issue the event permit and under what conditions.

E. Applications for community event permits shall be accompanied by applicable fees and damage deposits for the event, which fees shall be set from time to time by resolution of the Town Board. Non-profit organizations requesting a fee waiver shall make such request to the Town Board who may approve or deny the request if it finds the fee waiver is in the public interest and will promote a public benefit of the Town.

F. Upon receipt of a complete application, the Manager shall refer the application for review and comment to the Chief of Police, Public Works Director, and to such other departments and agencies, including fire and emergency management services, as the Manager shall determine.

12.17.040. Criteria for denial.

A. The Manager shall approve an application and issue a community event permit unless the Manager determines, upon consideration of the application and other pertinent information that:

1. Information contained in the application or supplemental information obtained from the applicant is found to be false in any material detail;

2. The applicant failed to complete the application after having been notified of any additional information or documents required;

3. Another community event permit has already been issued, or an application has been received prior in time, to hold another event on the same date and time or so close in time and place as to cause undue traffic congestion, or as to burden the Town’s ability to meet the needs of police, fire, or other emergency services to the remainder of the Town;

4. The time, route, size, nature or location of the event will substantially interrupt the safe and orderly movement of traffic on or contiguous to the event site or route or will disrupt the use of a public right-of-way at a time when it is usually subject to traffic congestion;

5. The size or nature of the event will require the diversion of such a great a number of police, fire, emergency management services, or other Town personnel or resources that it will impair normal services to the rest of the Town;

6. The location of the event will substantially interfere with construction or maintenance work scheduled to take place on or near a public right-of-way;

7. The event will occur at a time when a school or class is in session on a route or at a location adjacent to the school or class, and the noise created by the activities of the event would substantially disrupt the educational activities of the school or class;

8. The event involves the use of hazardous, combustible, or flammable materials that could create a fire hazard;

9. The event, as described in the application, would violate any applicable law;

10. The Chief of Police or Public Works Director recommends denial of the application based on any of the criteria in this Section;

11. Fire or emergency management agencies have advised the Town that they cannot provide required support services for the event, or that the event would interfere with the movement of firefighting equipment or other emergency response vehicles or equipment and thus create a public safety hazard;

12. The applicant has failed to pay costs, fees, or deposits for any previous community event permit;

13. The applicant has failed to abide by terms or conditions of any previous community event permit;

14. The applicant has been convicted of violating any provision of this Chapter or has had a community event permit revoked within the preceding twelve (12) months; or

15. The applicant has been finally convicted of an offense and would create danger to the public health, safety, or welfare if the applicant were to engage in such conduct after the permit were issued.

B. When grounds for denial of an application can be corrected by altering the date, time, duration, route, location, or other aspect of the event, the Manager may, instead of denying the application, conditionally approve the application upon the applicant's acceptance of appropriate corrective conditions or by making other reasonable modifications to the event.

12.17.050. Priority of applications.

In the event that more than one application is received for the same location on the same date, the Manager shall first act upon the application first received; provided, however, that in considering two or more community event applications for the same location on the same date, the following priorities shall be followed:

1. Uses sponsored or cosponsored by the Town (which do not require a community event permit);

2. Uses sponsored by the school district or Chamber of Commerce;

3. Groups composed primarily of Town residents;

4. Groups composed primarily of nonresidents.

12.17.060. Issuance; transfers.

A. Upon submission of a complete application for the community event permit, the Manager shall consider the applicable criteria and approve, approve with conditions, or deny the application. If the application is approved, the Manager shall issue the community event permit, including any conditions. If the application is denied, the Manager shall inform the applicant in writing of the grounds for denial and shall advise the applicant of its right to appeal the decision in accordance with Section 12.17.110.

B. Community event permits are not transferable or assignable. The Manager shall review a request to transfer or assign a permit as a new application.

12.17.070. Conditions.

A. The Manager may impose reasonable conditions on any community event permit necessary to protect the safety of persons and property and the control of traffic, including but not limited to:

1. Alteration of the date, time, duration, frequency, route, or location of the event;

2. Conditions concerning the area of assembly and disbanding of parades, races, or other events occurring along the route, and requiring that all such events move from point of origin to point of termination without unreasonable delay;

3. Conditions concerning accommodation of available parking or pedestrian or vehicular traffic, including restricting the event to only a portion of a public right-of-way;

4. Requirements for the use of traffic cones, barricades or other traffic control devices to be provided, placed and removed by the permittee at its expense;

5. Requirements for the arrangement of fire protection, emergency management services, or law enforcement personnel to be present at the event at the permittee's expense;

6. Requirements for provision of emergency access and first aid;

7. Requirements for use of event monitors and providing notice of permit conditions to event participants;

8. Requirements for provision of sanitary facilities;

9. Restrictions on the number and type of vehicles, animals, or structures at the event and inspection and prior approval of floats, structures, and decorated vehicles for fire safety;

10. Requirements for use of trash receptacles, cleanup and restoration of property;

11. Restrictions on use of amplified sound or music;

12. A requirement that written notice be provided to property owners in the vicinity of the proposed event site as determined by the Manager, including those along roadways impacted by the event;

13. Compliance with any applicable law and obtaining other legally required permits or licenses;

14. Designation of a contact person with decision-making authority who will be present at the event and continuously available to law enforcement personnel; and

15. Approval of the event permit by the Kremmling Fire Protection District and/or Grand County Emergency Protection Services.

B. The Manager is authorized to establish rules and policies to assist with the review and administration of community event permit applications, including but not limited to requirements and conditions applicable to certain types of events or based on the number of anticipated attendees or participants.

12.17.080. Liability; insurance; bond.

A. Applicants for a community event permit must agree in writing to hold the Town, its officials, employees, and agents harmless and to indemnify the same from any and all liability for injury to persons or property occurring as a result of the event, and that said applicant shall be liable to the Town for any and all damage to any Town owned-property, including building, facility, public right-of-way, landscaping, vegetation, or equipment, that results from occurs or during the event or is caused by any participant in said event.

B. Applicants for a community event permit shall carry and maintain\general liability insurance with minimum limits 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.

C. The Manager may modify or waive the requirements of this section if the Manager finds that adequate insurance coverage is provided to protect the interests of the Town, its employees, and officials. In addition, the Manager may require insurance coverage in excess of the requirements of this section if the Manager finds such coverage is necessary to protect the interests of the Town, its employees, and officials.

D. The Manager may require the applicant to post a cash bond in such reasonable amount as may be determined by the Manager to ensure compliance with Section 12.17.090.D of this Code.

12.17.090. Duties of permittee.

A. The permittee shall be responsible for compliance with all terms and conditions of the community event permit, regardless of whether the event is conducted by the permittee or another person or entity.

B. The permittee shall ensure a copy of the community event permit, including any conditions of the permit, is kept on site during the event.

C. The permittee shall ensure that the person leading or in charge of the event is familiar with every provision of the community event permit.

D. Immediately following the completion of the event, the permittee shall ensure that all rights-of-way used as ingress or egress are cleaned and restored to the same condition as existed prior to the event. If rights-of-way impacted by the event have not been properly cleaned or restored, the permittee shall be required to reimburse the Town for any costs incurred by the Town to clean or restore the area.

12.17.100. Revocation.

A. The Manager may, at any time prior to a community event, revoke or terminate a permit that has been issued for the event if conditions change so that the permit application could have been denied in the first instance.

B. The Manager, Chief of Police, or Public Works Director may revoke the permit and terminate the community event during the course of the event if continuation of the event presents an immediate or imminent danger to the health, safety, or welfare of the participants or the public.

C. The Manager, Chief of Police, or Public Works Director may revoke the permit and terminate the community event during the course of the event for a material noncompliance with any term or condition of the permit.

12.17.110. Appeal.

Upon the denial or revocation of a community event permit, an applicant may file a written notice of appeal within seven (7) days of the Manager's decision. Such appeal shall be heard by the Town Board or a hearing officer appointed by the Town Board who may affirm the denial or revocation or direct the Manager to issue the permit as applied for, subject to any reasonable terms and conditions.

12.17.120. Violation – Penalty.

Any person who violates any provision of this Chapter, or who violates any condition of a permit issued hereunder, commits an offense. Any person convicted of violation of any section of this Chapter shall be punished as provided in Section 1.16.010 of the Code.

Section 3. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Board hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. The repeal or modification of any provision of any prior ordinance by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 5. All other ordinances or portions thereof inconsistent or conflicting with this ordinance, or any portion hereof, are hereby repealed to the extent of such inconsistency or conflict.

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED BY
TITLE AND POSTED ON THE TOWN'S WEBSITE THIS ____ DAY OF _____,
2025.**

ATTEST:

TOWN OF KREMMLING

Teagan Serres, Town Clerk

By: _____
Wes Howell, Mayor

**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: _____

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

Event Name: _____

Date(s) of Event: _____

Name of Contact Person: _____

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

Phone: _____

Mobile Phone: _____

Email: _____

- Type of Event: Concert Sporting Event/Race Fair/Festival

Other _____

- Event Description: _____

- Event time (Start to end including set up and break down): _____

• Expected number of participants: _____ Number of Staff: _____

- 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): _____

- 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

- 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.
 - 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, _____, have read, understand, and agree to the conditions above.

Applicant Signature: _____ Date: _____

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Resolution No. 2025-04-03 A Resolution of the Board of Trustees of the Town of Kremmling, Colorado, Adopting an Amended 2025 Fee Schedule for the Town.

Department:

Town Clerk & Treasurer, Teagan Serres

Executive Summary:

If the prior ordinance on the agenda is adopted, the 2025 Fee Schedule must be updated to account for the Community Event Permit fee.

Summary:

This amended fee schedule has been updated to account for the addition of the \$200 Community Event Permit fee. No other changes to the fee schedule have been prepared at this time.

Financial Impacts:

The only change to the fee schedule is the addition of the \$200 Community Event Permit fee.

Staff Considerations:

1. Motion to approve Resolution No. 2025-04-03 as presented.
2. Motion to table Resolution No. 2025-04-03 until the _____ meeting.
3. Deny approval.

Attachments:

Resolution No. 2025-04-03

Amended 2025 Fee Schedule

TOWN OF KREMMLING
RESOLUTION NO. 2025-04-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF KREMMLING, COLORADO, ADOPTING AN AMENDED 2025 FEE SCHEDULE FOR THE TOWN.

WHEREAS, Town of Kremmling Resolution 2024-10-01 adopted a schedule of fees for Town services for 2025; and

WHEREAS, the Board of Trustees adopted Ordinance No. 723, An Ordinance Amending Title 12 of the Kremmling Municipal Code Regarding Community Event Permits on April 16, 2025; and

WHEREAS, the Board of Trustees wishes to amend the 2025 Fee Schedule by adding the Community Event Permit to it.

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

Section 1. The Board of Trustees adopts the foregoing recitals as findings of fact and determinations of the Board.

Section 2. The fee schedule attached to this resolution as Exhibit "A" is adopted, effective beginning April 17, 2025, or until such time as it is altered by resolution.

INTRODUCED, READ AND ADOPTED by the Board of Trustees on this 16th day of April 2025.

TOWN OF KREMMLING

Wes Howell, Mayor

ATTEST:

Teagan Serres, Town Clerk

2025 Fee Schedule Adopted Resolution No. 2025-04-03

Service	2025 Fees
Cemetery Fees	
Single Plot - Kremmling Resident	\$500
Single Plot - Grand County Resident	\$650
Single Plot - Out of County Resident	\$1,100
Double Plot - Kremmling Resident	\$1,000
Double Plot - Grand County Resident	\$1,300
Double Plot - Out of County Resident	\$2,100
Baby Land Plot - Baby Under 2	\$100
Burial Open/Close	\$650 Summer / \$1,500 Winter
Weekend	\$900 Summer / \$1,750 Winter
Cremation Open/Close	\$150 Summer / \$650 Winter
Veteran Burial - Kremmling Resident	\$250
Solid Waste Fees - KMC 8.12.110	
Residential	\$26.00 per month - 96 gallon tote
Extra 1/2 yard uncontained	Add \$14.25 per 1/2 yard uncontained
Recycling Tote - Bi-Weekly Pickup	\$22 per month - 96 gallon tote
Trash Late Fee	\$5 per month
Commercial - 2 yd 1 pickup/week	\$78.50 per month
3 yd 1 pickup/week	\$104.25 per month
4 yd 1 pickup/week	\$144.00 per month
6 yd 1 pickup/week	\$225.75 per month
6 yd 2 pickups/week	\$452.50 per month
8 yd 1 pickup/week	\$306.00 per month
8 yd 2 pickups/week	\$619.50 per month
Commercial Extra Yard Uncontained	\$23.00 per yard uncontained
Water Fees - KMC 13.04	
Water Rate - 3/4 inch tap	\$79 per month - up to 6,000 gallons
Water Rate - 1 inch tap & 1 1/2 inch tap	\$249 per month - up to 6,000 gallons
Water Rate - 2 inch tap	\$349 per month - up to 6,000 gallons
Water Rate - 3"+ inch tap	\$789 per month - up to 6,000 gallons
Water Rate Overage	\$5 per 1,000 gallons
Water Late Fee	\$15 per month
Bulk Water	\$189 permit
	\$35 per 1,000 gallons
Water System - Tap Fees	\$10,000 - 3/4 inch service tap
	\$17,000 - 1 inch service tap
	\$22,500 - 1 1/2 inch service tap
	\$33,000 - 2 inch service tap
	\$45,000 - 3 inch service tap
	\$65,000 - 4 inch service tap
	\$80,000 - 5 inch service tap
Water System Development Fees - Water Rights & Storage	\$1,470 per 0.1 acre-ft
Water Turn On/Off	\$50
Water Standby Fee	\$25 per month
Installation of Water Meters	Cost to Town plus 15%
Broken Meter	Cost of Meter

Liquor Fees - KMC 5.03	
Tasting Application	\$100
Special Event Permit	\$100
New Liquor License	\$1,000
Transfer of Location or New Ownership	\$750
Renewal Application	\$100
Retail License	\$3.75 to \$75 (Varies for License Type)
Late Renewal of Expired License	\$500
Corporate/LLC Change (Per Person)	\$100
Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)	\$30
Fingerprint Analysis/Background Analysis	\$100
Business License Fees - KMC 5.02.050	
Business License Application Fees	\$50
Animal License Fees - KMC 6.01.020	
Dog Tag/License	\$5 fixed - \$10 intact (fees set by Grand County)
Duplicate tag	\$0.50 (fees set by Grand County)
Park Facility Reservation Fees - KMC 12.16.060 & 12.17.030	
Reservation Permit - Kremmling Residents	\$75 plus \$75 per additional day
Reservation Permit - Out of Town Residents	\$150 plus \$150 per additional day
Government/Non-Profit/Spc District Reservation	Waived
Special Event Permit - Liquor	\$100
Community Event Permit	\$200
Security/Damage Deposit	\$250
Zoning & Building Fees KMC - 14.04 & KMC 16.03 & KMC 17.01.050	
Minor Subdivision Application Fee	\$850 plus \$50 per lot or unit
Minor Subdivision Amendment	\$350 plus \$50 per lot or unit
Major Subdivision Application Fee	\$4,000 plus \$25 per lot or unit
Major Subdivision Amendment	\$450 plus \$25 per lot or unit
Annexation and Initial Zoning	\$3,000 per request
Rezoning	\$500 per request
Planned Unit Development	\$4,500 plus \$50 per lot or unit
Planned Unit Development Amendment	\$250 per amendment
Preliminary Plat	\$500
Preliminary Plat Amendment (Major)	\$150
Preliminary Plat Amendment (Minor)	\$150
Final Plat	\$500
Final Plat Amendment	\$150
Administrative Plat Amendment	\$150
Permitted Use Approval	\$20
Sketch Plan	\$250
Site Plan	\$50
Boundary Line Adjustment	\$250
Street Number Certificate/Address Verification	\$5
Use by Special Review	\$250
Cost Reimbursement Deposit Minimum	\$350
Encroachment or License to Enter Permit (Permit to use Town Property)	\$100
Mobile Home Relocation Permit	\$100

Variance	\$150
Zoning & Utility Reinspection	\$50
Fence Permit	\$40
Sign Permit	\$50
Sign Use By Review	\$150
Appeal to Denied Sign Permit Application	\$50
Excavation Permit - KMC 12.04.060	\$1,250 or Bond Equivalent
Misc.	
Open Records Request	First hour free then \$41.37 per hour/\$0.25 per copy
Title Company Request	\$35
Notary Fee	Free
Lien for Collection (Other than Water & Sewer) - KMC 8.24.100	Actual Cost plus 5% If not paid within 30 days, 10% added and Lien filed
Copy of Municipal Code Book	\$100
Copy of Zoning Code	\$20
Copy of Subdivision Code	\$50
NSF or Account Closed Fee	\$15
Hourly Rate for Personnel & Equipment	
Support Specialist IV	\$41.84 per hour
Support Specialist II	\$30.72 per hour
Support Specialist III	\$35.84 per hour
Public Works Director	\$54.50 per hour
Public Works I	\$47 per hour
Public Works II	\$55 per hour
Police Officer	\$100 per hour
Cleaning	\$18 per hour
Bobcat Rental	\$60 per hour
Backhoe Rental	\$72 per hour
Dump Truck Rental	\$75 per hour
Road Grader Rental	\$110 per hour
Riding Lawn Mower Rental	\$30 per hour
Front-End Loader Rental	\$70 per hour
Surcharge Fees - KMC 10.04.035	
Any fine of fifteen dollars or less	\$6
Any fine of sixteen dollars to thirty-five dollars	\$10
Any fine of thirty-six dollars to fifty dollars	\$16
Any fine of fifty-one dollars to seventy-five dollars	\$24
Any fine of seventy-six dollars to one hundred dollars	\$32
Reference KMC 10.04.035 C for imposed levy amounts for various violations	\$6 - \$1,560
Public Safety & Police Department Fees	
Administrative Citation	1st Offense: \$35 per year 2nd Offense: \$70 per year 3rd Offense or more: \$150 per year
Administrative Appeal Fee	Actual cost + \$50 \$200 deposit required at time of filing

False Alarm	1st-3rd Offense: Warning 4th Offense: \$35 per year 5th Offense: \$70 per year 6th Offense or more: \$150 per year
Portable Breath Test	\$10
Body Worn Cameras - Research Fee (1 hour minimum)	First hour - free; then \$41.37 per hour \$0.25 per document copy
Body Worn Cameras - Redaction Fee	First hour - free; then \$41.37 per hour \$0.25 per document copy
Public Records Request / Records Check	First hour - free; then \$41.37 per hour \$0.25 per document copy
Deficient Parking Space(s) Fees	1-3 spaces: \$2,000 4-6: \$5,000 7-9: \$10,000 10-12: \$15,000 13-15: \$20,000 16-20: \$35,000
Abatement - KMC 8.20.070	Actual Cost
Animal Penalty Fees - KMC 6.03.010	
Failure to Display Current County License	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Failure to Obtain County License	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Failure to Display Current Rabies Tag	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Failure to Obtain Rabies Vaccination	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Harboring an Unvaccinated Animal	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Animals Running at Large	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Failure to Leash	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Animal Attack Causing Serious Bodily Injury	Summons
Animal Attack Causing Bodily Injury to Person	Summons

Animal Attack Causing Bodily Injury to Another Animal	Summons
Keeping of a Dangerous Dog	\$250 One Time Registration \$10 Additional Signage
Inhumane Treatment of an Animal	Summons
Nuisance Animal	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Dog in Town Park Prohibited	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Animal Defecation	1st Offense: Warning 2nd Offense: \$150 3rd Offense: \$300 4th Offense: Summons
Animals Prohibited	1st Offense: \$100 2nd Offense: \$200 3rd Offense: \$300 4th Offense: Summons



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Ordinance No. 724 An Ordinance Amending the Official Zoning Map of the Town of Kremmling by Rezoning the Property Located at 416 S Third Street.

Department:

Town Clerk & Treasurer, Teagan Serres

Summary:

The rezoning application for 416 S Third Street, which seeks to change its designation from multiple-family residential (R-2) to Industrial (I), was approved by both the Planning Commission and the Board of Trustees in March. The Board of Trustees must approve the rezoning ordinance to finalize the rezoning request.

Financial Impacts:

The applicant has paid all necessary application fees. Staff is researching options to update the Town's official Zoning Map.

Staff Considerations:

1. Motion to approve Ordinance No. 724 as presented.
2. Motion to table Ordinance No. 724 until the _____ meeting.
3. Deny approval.

Attachments:

Draft Ordinance No. 724

**TOWN OF KREMMLING
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF
KREMMLING BY REZONING THE PROPERTY LOCATED AT 416 S THIRD
STREET**

WHEREAS, the Town has received a request to rezone the property located at 416 S Third Street, and legally described as Lots 8-15, Block 30, Frontier Investment Company's Addition to the Town of Kremmling, County of Grand, State of Colorado (the "Property"); and

WHEREAS, the application requests the Town rezone the Property from Multiple Family Residential (R-2) to Industrial (I); 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, after consideration of the evidence presented at the public hearing and the criteria for rezoning set forth in Section 17.05.020.D of the Kremmling Municipal Code, the Board of Trustee finds as follows:

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

WHEREAS, as such, the Board of Trustees finds that the rezoning request should be approved.

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

Section 1. The property located at 416 S Third Street, and legally described as Lots 8-15, Block 30, Frontier Investment Company's Addition to the Town of Kremmling, County of Grand, State of Colorado, is hereby rezoned from Multiple Family Residential (R-2) to Industrial (I). The Town's official zoning map shall be amended accordingly.

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED BY TITLE AND POSTED ON THE TOWN'S WEBSITE THIS 16th DAY OF APRIL, 2025.

ATTEST:

TOWN OF KREMMLING

Teagan Serres, Town Clerk

By: _____
Wes Howell, Mayor



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Treasurer/Finance Director or Finance Officer Job Posting.

Department:

Town Clerk & Treasurer, Teagan Serres

Summary:

The Treasurer/Finance Director position was discussed during the February Board meetings, and the job was officially posted on February 28, 2025. To date, staff has not received any applications. Staff is seeking guidance on whether to keep the current posting open or to pivot and instead post the Accounting Clerk or Finance Officer position. This approach would be similar to how the finance staff has operated since 2023, with one employee serving as both the Town Clerk and Treasurer, supported by two or three direct reports who assist with essential functions.

Financial Impacts:

The adopted 2025 Budget should cover either position but staff is closely monitoring the salary and wages categories for each department.

Staff Considerations:

Provide direction to staff on whether or not to keep the Treasurer/Finance Director position posted or pivot to posting the Accounting Clerk or Finance Officer position instead.

Attachments:

Treasurer/Finance Director Job Posting

Finance Officer Job Posting



Town of Kremmling
200 Eagle Avenue | P.O. Box 538
Kremmling, CO 80459-0538
Office 970.724.3249
Fax 970.724.9409
<https://townofkremmling.colorado.gov/>

JOB POSTING

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

Job Title: Treasurer & Finance Director

Keywords: Administrative / Clerical / Customer Service / Finance

Reports To: Town Manager and the Board of Trustees. The Treasurer position is a statutory position appointed by and reports to the Mayor and Board of Trustees.

FSLA: Exempt (Full Time)

Salary Range: \$70,000 – \$85,000 annually

Date Posted: February 28, 2025

Benefits

Full-time non-exempt employees are eligible for benefits. The Town of Kremmling offers an excellent benefits package that supports quality work-life balance. Benefits include health insurance, dental, vision, MASA (Covers Expensive Emergency Ambulance and Medical Transportation Costs), 12 paid holidays, and paid time off.

Summary

The Town of Kremmling is seeking to fill the Treasurer & Finance Director position, which is responsible for overseeing the financial operations of the Town of Kremmling. This includes managing the Town's revenues, expenditures, investments, and financial records. The Treasurer & Finance Director ensures compliance with all applicable laws and regulations and provides accurate information to support decision-making by the Board of Trustees and other stakeholders.

Essential Job Functions:

- Monitors compliance with generally accepted accounting principles and the Town of Kremmling Municipal Code. Reconciles general ledger accounts to subsidiary ledgers or external statements. Generates daily, monthly, and annual journal entries to maintain general ledger accuracy.
- Performs analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret the current and projected financial position of the Town.
- Attends Board of Trustees meetings.
- Reconciles various payroll accounts and statements to external provider reports, including IRS tax filings, retirement reports/statements, flexible spending accounts, and health insurance invoices, using data from the payroll system.
- Completes bi-weekly payroll processing, providing support to third-party vendors. Prepares government reports, including 941 reports, W-2s, and related submissions (e-file) and unemployment; files tax deposits for State and IRS. Reviews, reconciles, and processes benefit invoices for payment related to payroll.
- Serves as an accounting resource to various departments and the public. Investigate and resolve issues, complaints, and research requests while maintaining the confidentiality of all information within the department.

department.

- Maintains and administers the Town's general finance operations, including all financial records for checking, money market, and CD accounts. Prepare monthly and quarterly financial reports for the Board of Trustees and other financial reports as needed by the Town Manager.
- Prepares the annual budget with assistance from the Town Manager, monitors budget performance, recommends adjustments if needed, and ensures expenditures are within budgetary limits.
- Coordinates the annual audit and ensures timely submission of financial statements. Assist the Town auditor in closing out the Town's books at the end of the fiscal year.
- Oversees the recording of all receipts and disbursements of accounts receivables and grant and loan funds.
- Supervises the Utility Billing Clerk. Assists with utility billing functions.
- Manages the issuance and repayment of Town debt, ensuring compliance with debt covenants and reporting requirements.
- Assists with the annual renewal and audit of workmen's compensation and general liability insurance. Performs general office work related to employee information, the Town's retirement and health benefits plans, or other duties as required by the Town Manager.
- Improves quality results by evaluating processes and recommending changes as needed. Enhance customer service job knowledge by attending training sessions.
- Performs other related duties as required.

Knowledge, Skills, and Abilities:

- High degree of professionalism, confidentiality where needed, and unquestionable ethics and integrity.
- Knowledge of principles and practices of fund accounting and finance for municipalities.
- Familiarity with State Statutes, County Regulations, and the Town of Kremmling code as it pertains to the position.
- Understanding of personnel policies and procedures of the Town as well as Public Employers' Federal and State laws.
- Skilled in creating, analyzing, and interpreting a variety of financial reports and spreadsheets, and presenting written and oral communications in a clear, concise, and effective manner.
- Knowledge of financing public debt, investing public funds, administering budgetary procedures, tax regulations, and other financial matters.
- Possesses technical, analytical, organizational, communication, and interpersonal skills at a Department Head level (managerial and supervisory skills).
- Collects revenue by receiving and recording payments.
- Demonstrates active listening by giving full attention to others, understanding their points, asking appropriate questions, and avoiding interruptions.
- Passion for delivering top customer service with focused attentiveness and responsiveness to customer needs.
- Identifies complex problems and reviews related information to develop options and implement solutions.
- Ability to use office equipment such as fax machines, scanners, copiers, and phones.
- Analytical thinking skills to solve routine problems using common sense.
- Demonstrated ability to work independently to complete required work within the specified timeframe.

Required Qualifications:

- High School Diploma/GED.
- Associate degree in finance or accounting.
- Multiple years of experience with fund accounting, including proprietary funds or related accounting positions.
- Valid Colorado Driver's License.
- Speak and write the English language.

Preferred Qualifications:

- Municipal Government Budgeting experience.
- Experience in a supervisory or lead role in a related field.
- Experience using Caselle Accounting Software.

Working Conditions:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Must be comfortable working in a busy office environment with frequent interruptions

Conditions of Employment:

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

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

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

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

To Apply: Email **resume and application** to townclerk@townofkremmling.org. Applicants will be reviewed as resumes are received. This posting can close at any time and is open until filled.

JOB DESCRIPTION

Job Title: Treasurer & Finance Director

Keywords: Administrative / Clerical / Customer Service / Finance

Reports To: Town Manager and the Board of Trustees. The Treasurer position is a statutory position appointed by and reports to the Mayor and Board of Trustees.

FSLA: Exempt (Full Time)

Salary Range: \$70,000 – \$85,000 annually

Essential Job Functions:

- Monitors compliance with generally accepted accounting principles and the Town of Kremmling Municipal Code. Reconciles general ledger accounts to subsidiary ledgers or external statements. Generates daily, monthly, and annual journal entries to maintain general ledger accuracy.
- Performs analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret the current and projected financial position of the Town.
- Attend Board of Trustees meetings.
- Reconciles various payroll accounts and statements to external provider reports, including IRS tax filings, retirement reports/statements, flexible spending accounts, and health insurance invoices, using data from the payroll system.
- Completes bi-weekly payroll processing, providing support to third-party vendors. Prepares government reports, including 941 reports, W-2s, and related submissions (e-file) and unemployment; files tax deposits for State and IRS. Reviews, reconciles, and processes benefit invoices for payment related to payroll.
- Serves as an accounting resource to various departments and the public. Investigate and resolve issues, complaints, and research requests while maintaining the confidentiality of all information within the department.
- Maintains and administers the Town's general finance operations, including all financial records for checking, money market, and CD accounts. Prepare monthly and quarterly financial reports for the Board of Trustees and other financial reports as needed by the Town Manager.
- Prepares the annual budget with assistance from the Town Manager, monitors budget performance, recommends adjustments if needed, and ensures expenditures are within budgetary limits.
- Coordinates the annual audit and ensures timely submission of financial statements. Assist the Town auditor in closing out the Town's books at the end of the fiscal year.
- Oversee the recording of all receipts and disbursements of accounts receivables and grant and loan funds.
- Supervises the Utility Billing Clerk. Assists with utility billing functions.
- Manages the issuance and repayment of Town debt, ensuring compliance with debt covenants and reporting requirements.
- Assists with the annual renewal and audit of workmen's compensation and general liability insurance. Performs general office work related to employee information, the Town's retirement and health benefits plans, or other duties as required by the Town Manager.
- Improves quality results by evaluating processes and recommending changes as needed. Enhance customer service job knowledge by attending training sessions.
- Performs other related duties as required.

Additional Duties and Responsibilities:

- Provides information to customers by verifying understanding of requests, answering questions, and offering assistance.
- Contributes to customer service and organization success by welcoming related, different, and new requests and helping others accomplish job results.
- Reviews Human Resources employee setup, requesting modifications as needed.
- Participate in ongoing training and membership in professional associations for personal and professional development.

- Completes employment verifications. Works with Human Resources on employee modifications and changes.
- Performs special projects by assignment; responsible for assisting and participating in projects and programs with the Town Clerk or Town Manager.
- Establishes and maintains effective working relationships with other employees, officials, and members of the general public.
- Provide similar accounting services for the Kremmling Sanitation District: accounts payable, bi-weekly payroll, and reconciliations.

Knowledge, Skills, and Abilities:

- High degree of professionalism, confidentiality where needed, and unquestionable ethics and integrity.
- Knowledge of principles and practices of fund accounting and finance for municipalities.
- Familiarity with State Statutes, County Regulations, and the Town of Kremmling code as it pertains to the position.
- Understanding of personnel policies and procedures of the Town as well as Public Employers' Federal and State laws.
- Skilled in creating, analyzing, and interpreting a variety of financial reports and spreadsheets and presenting written and oral communications in a clear, concise, and effective manner.
- Knowledge of financing public debt, investing public funds, administering budgetary procedures, tax regulations, and other financial matters.
- Possesses technical, analytical, organizational, communication, and interpersonal skills at a Department Head level (managerial and supervisory skills).
- Collects revenue by receiving and recording payments.
- Demonstrates active listening by giving full attention to others, understanding their points, asking appropriate questions, and avoiding interruptions.
- Passionate about delivering top-notch customer service with attentive responsiveness to needs.
- Identifies complex problems and reviews related information to develop options and implement solutions.
- Ability to use office equipment such as fax machines, scanners, copiers, and phones.
- Analytical thinking skills to solve routine problems using common sense.
- Demonstrated ability to work independently to complete required work within the specified timeframe.

Required Qualifications:

- High School Diploma/GED.
- Associate degree in finance or accounting.
- Multiple years of experience with fund accounting, including proprietary funds or related accounting positions.
- Valid Colorado Driver's License.
- Speak and write the English language.

Preferred Qualifications:

- Municipal Government Budgeting experience.
- Experience in a supervisory or lead role in a related field.
- Experience using Caselle Accounting Software.

Working Conditions:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Must be comfortable working in a busy office environment with frequent interruptions

Conditions of Employment:

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

Work Environment:

Approximately 80% of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to adverse weather and/or unfavorable traffic conditions while driving from the primary business location to field locations on a frequent basis.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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

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

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

To Apply: Email **resume and application** to townclerk@townofkremmling.org



Town of Kremmling

P.O. Box 538
Kremmling, CO 80549-0538
Office 970.724.3249
Fax 970.724.9409

JOB POSTING

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

Job Title: Accounting Clerk (Support Specialist III)

Keywords: Administration, Finance, Payroll

Reports To: Town Clerk/Treasurer

FSLA: Non-Exempt (Full Time)

Salary Range: \$23 - \$28.56 per hour (\$47,840 - \$59,405 annually)

Hiring Range: \$23 - \$27.00 per hour depending on qualifications.

Dated Posted: July 1, 2024

Deadline to Apply: We anticipate this posting closing internally on July 14th, 2024 at 5:00 PM, and posting will close if posted externally on July 30th, 2024.

Benefits

Full-time non-exempt employees are eligible for benefits. The Town of Kremmling offers an excellent benefits package that supports quality work life balance. Benefits include health insurance, dental, vision, MASA (Covers Expensive Emergency Ambulance and Medical Transportation Costs), 11 paid holidays, and paid time off.

Summary

The Accounting Clerk is responsible for high-level professional accounting and administrative responsibilities in support of the Town's accounting systems and processes with limited supervision from the Finance Director and Treasurer. Provides support to the Finance Director. Maintains and reviews financial records in accordance with the Town's Municipal Code. Applies principles of accounting to analyze financial information and prepare financial reports. Performs and oversees general ledger administration and reconciliation and assists with budget, audit and financial statement preparation. Completes all aspects of payroll, processing and tax filings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time

- Monitors compliance with generally accepted accounting principles and Town of Kremmling municipal code. Reconciles general ledger accounts to subsidiary ledgers or external statements. Generates daily, monthly, and annual journal entries to maintain general ledger accuracy
- Performs analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret current and projected financial position of the Town.
- Maintains capital and fixed assets records and accounts. Reconciles subsidiary ledgers to capital asset software, prepares schedules and related reports, and posts annual depreciation.
- Reconciles various payroll accounts and statements to external provider reports, statements or ledger

filings (e.g. IRS tax filings, retirement reports/statements, flexible spending accounts, health insurance invoices, etc.), using data from ADP payroll system.

- Reconciles all payroll, benefit, and tax records to the general ledger, applicable source documentation and monthly payroll summary reports.
- Completes bi-weekly payroll processing, including providing support to third party vendor for payroll. Performs preparation of government reports including 941 reports, W-2's, and related submittals (e-file), and unemployment; files tax deposits for State and IRS. Reviews, reconciles and processes benefit invoices for payment, associated with payroll.
- Performs research and compilation of special projects and financial analysis.
- Performs receiving and recording of cash payments (i.e., utility bills, sales tax returns, cemetery charges and licenses).
- Responsible for collecting appropriate data and prepares federal, state, and local reports and tax returns.
- Performs research and compilation of special projects and financial analysis. Researches, analyzes and evaluates new services, projects, methods and techniques.
- Serves as an accounting resource to various departments and the public. Investigates and resolves issues and complaints. Researches and provides information as requested.
- Assists the Finance Director and Department Heads in preparation of the annual budget and monitors expenses and budget condition.
- Provides support to the Finance Director as needed by preparing complex Excel worksheets, researching financial topics, preparing correspondence and other duties.
- Maintains confidentiality of all aspects of information within the department
- May temporarily perform other finance department functions to cover absences and oversees the operation of the department in the absence of the Finance Director.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college or university, with major course work in accounting, finance, business administration or related field with four (4) years of increasingly responsible experience in accounting, finance or budgeting including accounts payable, accounts receivable, sales tax administration, grant administration and/or payroll experience
- An equivalent combination of experience and education that meets the minimum requirements may be considered.
- Must be able to read, speak, and write the English language.

Licenses/Certifications:

- Valid Colorado Driver's License with a satisfactory driving record

PREFERRED QUALIFICATIONS

- Experience in finance and accounting in a municipal government environment with increasing complexity is required. Experience in a supervisory or lead role in a related field is required.
- Experience using Caselle is preferred, but not required.

Working Conditions

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 35 pounds.
- Busy office environment with frequent interruptions.

Conditions of Employment

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

The statements contained in this job description reflect general details as necessary to describe the principal

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

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

Qualified applicants are those able to perform the essential job functions outlined above with or without reasonable accommodation.

To Apply: Email resume and application to manager@townofkremmling.org.

JOB DESCRIPTION

Job Title: Accounting Clerk (Support Specialist III)
Keywords: Administration, Finance, Payroll
Reports To: Town Clerk/Treasurer
FSLA: Non-Exempt (Full Time)
Salary Range: \$23 - \$28.56 per hour (\$47,840 - \$59,405 annually)

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time

- Monitors compliance with generally accepted accounting principles and Town of Kremmling's municipal code. Reconciles general ledger accounts to subsidiary ledgers or external statements. Generates daily, monthly, and annual journal entries to maintain general ledger accuracy
- Performs analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret current and projected financial position of the City.
- Maintains capital and fixed assets records and accounts. Reconciles subsidiary ledgers to capital asset software, prepares schedules and related reports, and posts annual depreciation.
- Reconciles various payroll accounts and statements to external provider reports, statements or other filings (e.g. IRS tax filings, retirement reports/statements, flexible spending accounts, health insurance invoices, etc.), using data from Caselle payroll system.
- Reconciles all payroll, benefit, and tax records to the general ledger, applicable source documentation and monthly payroll summary reports.
- Completes bi-weekly payroll processing, including providing support to third party vendor for payroll. Performs preparation of government reports including 941 reports, W-2's, and related submittals (e-file), and unemployment; files tax deposits for State and IRS. Reviews, reconciles and processes benefit invoices for payment, associated with payroll.
- Performs research and compilation of special projects and financial analysis.
- Performs receiving and recording of cash payments (i.e., utility bills, sales tax returns, cemetery charges and licenses).
- Responsible for collecting appropriate data and prepares federal, state, and local reports and tax returns.
- Performs research and compilation of special projects and financial analysis. Researches, analyzes and evaluates new services, projects, methods and techniques.
- Serves as an accounting resource to various departments and the public. Investigates and resolves issues and complaints. Researches and provides information as requested.
- Assists the Finance Director and Department Heads in preparation of the annual budget and monitors expenses and budget condition.
- Provides support to the Finance Director as needed by preparing complex Excel worksheets, researching financial topics, preparing correspondence and other duties.
- Maintains confidentiality of all aspects of information within the department
- May temporarily perform other finance department functions to cover absences and oversees the operation of the department in the absence of the Finance Director.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provides information to customers by verifying understanding of request; answering questions; offering assistance.
- Contributes to customer service and organization success by welcoming related, different, and new requests; helping others accomplish job results.
- Reviews Human Resources employee setup, requesting modifications as needed,
- Participates in ongoing training and membership in professional associations for personal and

- professional development
- Completes employment verifications. Works with Human Resources on employee modifications and changes
- Performs special projects by assignment; responsible for assisting and participating in projects and programs with the Town Clerk/Treasurer or Town Manager.
- Establishes and maintains effective working relationships with other employees, officials and members of the general public

EDUCATION AND EXPERIENCE

- High School diploma or equivalent is required.
- Two (2) years of retail, payroll and/or billing experience.
- An equivalent combination of education and experience may be considered.
- Must be able to read, speak, and write the English language.

LICENSES/CERTIFICATIONS:

- Valid Colorado Driver's License with a satisfactory driving record

PREFERRED QUALIFICATIONS

- Experience in governmental relationships with community groups, agencies, private business and other levels of government is preferred.
- Experience in customer service and accounts receiving.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Requires advanced knowledge of the principles and practices of accounting, GAAP and GASB and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Requires advanced knowledge of the principles and practices of computerized accounting systems, creating and using computer spreadsheets, databases and word processing programs and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Requires extensive knowledge of payroll laws and practices, related to Federal and State liabilities and taxes, and tax and benefit withholdings. Experience with ADP payroll system is greatly preferred.
- Requires a high degree of attention to detail, the ability to gain understanding and identify alternative solutions to problems.
- Requires an ability to research, analyze and evaluate methods and techniques.
- Requires skills and abilities that involve written and verbal communication techniques for report writing, correspondence, providing customer service, giving directions or feedback.
- Requires ability to establish and maintain effective working relationships with those contacted in the course of work.
- Requires a strong ability to exhibit tact in all situations and work collaboratively with others.
- Strong understanding of confidentiality and ability to maintain confidentiality in all areas.
- Requires keyboarding and data entry skills to effectively utilize software, including word processing, spreadsheets and financial management software and the Internet.
- Requires strong ability to analyze data, break down problems, identify relationships between issues, and make complex plans.
- Requires knowledge, skills, and abilities that include developing plans for managing multiple tasks simultaneously, setting deadlines, and preparing for future events.
- Ability to provide a high level of customer service to internal and external customers.
- Ability to maintain composure and calm in interactions with customers who may be frustrated or have communication limitations.
- Consistent in the ability to display a high level of professionalism and ability to act professionally with

employees and the public.

- Requires the ability to understand verbal information and instruction. Ability to explain technical information with others and to develop and present reports and recommendations.
- Ability to apply communication and interpersonal skills as applied to interaction with coworkers, superiors, the general public, etc. sufficient to exchange or convey information, function in a team environment, and to receive work direction.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting/Carrying

The employee must frequently lift and/or move up to 35 pounds.

Body Movement:

Walk, stand, stoop, bend and sit while performing duties. Repetitive hand movement while keyboarding, writing, and sorting paperwork. May lift with or without assistance storage boxes containing filed paperwork.

Vision:

Uses sight in the normal range with or without correction to perform duties.

Hearing:

Uses hearing in the normal range with or without correction to perform duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment with frequent interruptions from telephone, email or walk in customers.

WAGE HISTORY

Posting Date	Posted Wage/Range	Hire Date	Hiring Wage



Kremmling Board of Trustees Regular Meeting

Agenda Item Cover Letter

Agenda Item:

Discussion & Action Item. Add Town Manager Jen MacPherson as a Bank Signer.

Department:

Town Clerk & Treasurer, Teagan Serres

Summary:

Staff is requesting the Board make the following motion to add the new Town Manager as a bank signer.

Financial Impacts:

n/a

Staff Considerations:

Make the following motion verbatim.

"I motion to add Jen MacPherson as a bank signer on all Town Accounts, including but not limited to United Business Bank, ColoTrust, and CSAFE; and, add an online bank account so that Ms. MacPherson, can initiate ACH bank transfers for payroll direct deposit from the UBB checking account."

Attachments:

n/a