

**FRASER BOARD OF TRUSTEES**  
**MINUTES**

**DATE:** December 3, 2025

**MEETING:** Board of Trustees Regular Meeting

**PLACE:** Fraser Town Hall Board Room and Virtually

**PRESENT**

**Board:** Mayor Brian Cerkvenik, Mayor Pro-Tem Peggy Smith, Trustees; Adam Cwiklin, Kaydee Fisher, Lewis Gregory, Katie Soles, and Julie White

**Staff:** Town Manager, Michael Brack; Town Clerk Pro Tem, Becky Allison; Deputy Clerk, Wendy Bourn; Assistant Town Manager, Sarah Catanzarite; Finance Director, Laurie Waters; Public Works Director, Paul Johnson; Town Planner, Garrett Scott; FWP Police Commander Donald Ransom.

**Others:** Parnell Quinn, Clark Lipscomb, Megan Ledin, Amy Hoover, Joseph Landen, Enoch Jeffs, BJ Knudson, Leroy Johnson, Wendell Barlow, Brandon Ivy Jung

Mayor Cerkvenik called the meeting to order at 6:01p.m.

1. **Rollcall:** Mayor Brian Cerkvenik, Mayor Pro-Tem Peggy Smith, Trustees; Adam Cwiklin, Kaydee Fisher, Lewis Gregory, Katie Soles and Julie White

2. **Approval of Agenda:**  
Trustee Smith moved, and Trustee Soles seconded the **motion** to approve the agenda.  
**Motion carried: 7-0.**

3. **Consent Agenda:**  
a) Minutes November 19, 2025  
b) Resolution 2025-12-04 Rendezvous License Agreement  
c) Resolution 2025-12-05 Sharky's License Agreement

Trustee White moved, and Trustee Smith seconded the **motion** to approve the consent agenda. Trustee Fisher recused herself. **Motion carried: 6-0.**

4. **Open Forum:** Clark Lipscomb and Parnell Quinn spoke.

5. **Discussion and Possible Action:**  
a) Resolution 2025-12-01 Contract with Phaze Concrete for Clayton Ct Streetscape  
Presented by Public Works Director Paul Johnson.

Trustee Soles moved, and Trustee Smith seconded the **motion** to approve Resolution 2025-12-01 Contract with Phaze Concrete for Clayton Ct Streetscape. **Motion carried: 7-0.**

b) Resolution 2025-12-02 Town of Fraser Approving 2026 Donor Advised Funding Requests. Presented by Megan Ledin and Amy Hoover of the Grand Foundation.

Trustee Smith moved, and Trustee Cwiklin seconded the **motion** to approve Resolution 2025-12-02 Town of Fraser Approving 2026 Donor Advised Funding Requests **Motion carried: 7-0**.

c) Resolution 2025-12-03 Fraser Downtown Development Authority Intergovernmental Agreement. Presented by Assistant Town Manager Sarah Catanzarite.

Trustee Smith moved, and Trustee White seconded the **motion** to approve Resolution 2025-12-03 Fraser Downtown Development Authority Intergovernmental Agreement. **Motion carried: 7-0**.

d) Fraser Bike Park Logo presented by Assistant Town Manager Sarah Catanzarite.



Trustee Soles moved, and Trustee White seconded the **motion** to approve Fraser Bike Park Logo. **Motion carried: 7-0**.

**6. Public Hearing:**

2026 Budgets for Town of Fraser and Downtown Development Authority. Presented by Town Manager Michael Brack and Finance Director Laurie Waters.

Trustee Fisher moved to open the Public Hearing and Trustee Smith seconded the **motion. Motion carried: 7-0**.

- a) Resolution 2025-12-07 Summarizing Revenues and Expenditures for Each Fund
- b) Resolution 2025-12-08 Appropriating Sums of Money to Various Funds and Agencies
- c) Resolution 2025-12-09 Levying Property Taxes
- d) Resolution 2025-12-10 Approval of Fraser DDA 2026 Annual Budget
- e) Resolution 2025-12-11 Transit Services
- f) Resolution 2025-12-12 Building Department Budget
- g) Resolution 2025-12-13 Law Enforcement Budget
- h) Resolution 2025-12-14 Memorandum of Understanding and Lease Headwaters Trail Alliance
- i) Resolution 2025-12-15 GIS Contract with Northwest Colorado Council of Government

Trustee Soles moved to close the Public Hearing and Trustee Smith seconded the

**motion. Motion carried: 7-0.**

Trustee Smith moved, and Trustee Soles seconded the **motion** to approve the following budget resolutions. **Motion carried: 7-0.**

- a) Resolution 2025-12-07 Summarizing Revenues and Expenditures for Each Fund with amendment: General Fund Revenue \$18,264,984 and the Restricted Revenue Fund Expenditures \$1,767,530
- b) Resolution 2025-12-08 Appropriating Sums of Money to Various Funds and Agencies with amendment: General Fund \$18,264,984
- c) Resolution 2025-12-09 Levying Property Taxes with amendment: final assessed valuation certification of \$770,341.80.
- d) Resolution 2025-12-10 Approval of Fraser DDA 2026 Annual Budget
- e) Resolution 2025-12-11 Transit Services
- f) Resolution 2025-12-12 Building Department Budget
- g) Resolution 2025-12-13 Law Enforcement Budget
- h) Resolution 2025-12-14 Memorandum of Understanding and Lease Headwaters Trail Alliance
- i) Resolution 2025-12-15 GIS Contract with Northwest Colorado Council Of Government

**7. Public Hearing:**

- a) Ordinance No. 529 Amending Chapter 19 to Regulate Outdoor Storage and Vehicle Sales as Supplemental Uses/ Presented by Town Planner Garrett Scott.

Trustee Soles moved to open the Public Hearing and Trustee Cwiklin seconded the **motion. Motion carried: 6-0**, Trustee Fisher stepped out before the vote.

Public comment was made by Scott Emery, Parnell Quinn and Clark Lipscomb.

Trustee Cwiklin moved to close the Public Hearing and Trustee Smith seconded the **motion. Motion carried: 7-0.**

Trustee Soles moved, and Trustee Smith seconded the **motion** to approve Ordinance No. 529 Amending Chapter 19 to Regulate Outdoor Storage and Vehicle Sales as Supplemental Uses with the following changes:

**Sec. 19-2-445. – Outdoor storage.**

**Outdoor storage, where permitted, is subject to the following conditions:**

- (1) Non-residential properties may not place any property in outdoor storage if the stored materials, vehicles, or property are visible from a public street view unless the property owner obtains a conditional use permit from the Town of Fraser stating otherwise.**
- (2) Non-residential properties that place any vehicles or heavy equipment in outdoor storage must be registered to an owner of the property, or a tenant who is named in a valid lease, unless the property owner obtains a conditional use permit from the Town of Fraser stating otherwise.**

**Sec. 19-2-450. – The sale of vehicles and heavy equipment**

**The sale of vehicles and heavy equipment, where permitted, is subject to the following conditions:**

- (1) Residential properties may advertise one vehicle for sale on the property within a 6-month period. Advertising additional vehicles for sale on the property beyond this limit is prohibited.**
- (2) Non-residential properties may not hold vehicles for sale upon the property or advertise vehicles for sale on the property without a Conditional Use Permit from the Town of Fraser and a valid state license allowing for the sale of vehicles.**

Trustees Gregory, Smith, Soles and Mayor Cerkvenik voted Yea; Trustees Cwiklin, Fisher and White voted Nay. **Motion carried: 4-3.**

**8. Updates:**

- a) Committee Minutes: Presented by Town Manager Michael Brack.
- b) Cornerstone Lawsuit: Town Manager Michael Brack read the Sky Hi New press release and confirmed that the Town of Fraser won the lawsuit.

**9. Executive Session:**

- a) Annexation/Property Discussion

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4).

- b) Town Manager Review

For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I) and not involving any specific employees who have requested discussion of the matter in open session.

Trustee White moved, and Trustee Soles seconded the **motion** to open the executive sessions regarding Annexation/Property Discussion and Town Manager Review. **Motion carried: 7-0.**

Trustee Cwiklin moved, and Trustee White seconded the **motion** to close the executive sessions regarding Annexation/Property Discussion and Town Manager Review. **Motion carried: 7-0.**

**10. Discussion and Possible Action Regarding:**

- a) 2026 Town Manager Contract

Trustee Smith moved, and Trustee White seconded the **motion** to approve the Town Manager's Contract under the negotiated terms. **Motion carried: 7-0.**

**11. Adjourn:**

Trustee Cwiklin moved, and Trustee White seconded the **motion** to adjourn. Meeting adjourned at 10:24 p.m.

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Becky Allison, Town Clerk Pro-Tem