

To: Minturn Town Council
From: Jay Brunvand
Date: May 21, 2025
RE: Town Manager Update



Town Manager:

On this agenda, Council will formally appoint Rob Gutierrez as the Minturn Town Manager and approve his contract. Rob's first official day will be Monday June 9. My intent is to assist Rob to a comfortable landing in Minturn and his managerial duties, not to just toss him in the blender and hope for the best. I will step back to my Clerk and Treasurer duties and will cease my interim manager agreement effective June 6.

Seasonal Street Sweeping

Minturn Public Works has been hard at work on the annual street sweeping. Please take note of the temporary signs as they are placed out, the intent is to have the signs placed where the cleaning will be completed the next day. The work includes cleaning the streets, washing down the sidewalks as needed, and mucking out the drainage vaults. This work will be done throughout the month of May and will culminate with the annual cleanup day. This year cleanup day is Saturday, May 31st.

You may notice the street sweeper being used on some larger private property areas such as the Minturn Town Homes. This is a service that we have offered each year and some years it is taken up. We do charge for this service and any income simply defrays the cost of the sweeper to the town. The cost to lease the sweeper is budgeted in the Streets and Sidewalks and runs \$13k for a month rental.

Town Manager's House

I have reached out to several local contractors in an effort to get the house spruced up in anticipation of the new Town Manager's arrival. This work will include some roof repair, indoor painting, outside wood siding staining, and general R&M. When the house was built the dryer vent and bathroom fans were just vented to the attic space. This appears to be causing ice damming in some areas of the roof. The work will include actual venting and attic vents which should alleviate these issues. The siding and decks have not been treated since the house was built. The FY2025 budget includes a line item for public buildings r&m, I do not expect the combined total to exceed more than \$7500 or so.

Town Hall Windows

This project was originally scheduled for the end of April. With the Town Manager interviews this pushed back. It now appears this will be done in July. We are trying to get this scheduled for the last week of July. That is a 5th week, so no meetings are scheduled, and the intent is to be less imposing to the citizens and users of the building. I will continue to update as this firms up.

Street light pole:

A couple weeks ago an impaired driver hit the streetlight pole located at Hwy 24 and Williams by Magustos. The light pole was knocked down and damaged as was the sheriff's office camera that was recently mounted on top of that pole. I have filed a claim with our insurance company, CIRSA,

but due to the damage, the insurance issues, etc, it is probable this repair will take some time to complete.

Spring citizen information:

About two times a year we do door to door hangers. The spring packet includes the 2025 Drinking Water Quality Report and other information. The water report is required to go to every address in town and we do this with the door hangers. There is a lot of other information in the packets for citizens to help citizens stay informed not only about the water but also other events in town. These will be delivered the week of May 19.

Town Parks:

The town parks, public restrooms, and the bike park are opening but are still weather dependent. I encourage the council and citizens to watch the Town website for event dates and times, concert nights, information on the Minturn 4th celebration, summer market dates and other valuable information.

Minturn Market

2025 marks the 28th anniversary of the Minturn market, hosted by the Town of Minturn. The original Eagle County market, and the local's favorite, Minturn Market is a true family-friendly artisan market showcasing a variety of local products – food trucks, fresh produce, baked goods, art & pottery, clothing & jewelry, pet products and much more! You'll enjoy live music, live art demonstrations, whisky and wine tastings, and a Kids Zone featuring a climbing wall, bounce house and face painting. The Minturn market takes place Saturdays, June 21st through September 6th from 9am – 2pm rain or shine, in historic downtown Minturn.

Please feel free to contact me if you have any questions or comments.