

Town of Minturn Downtown Development Authority
Proposal to the Town Council: Request for Intergovernmental Agreement (IGA) Between the Town of Minturn and the Minturn Downtown Development Authority

Date: May 9, 2025

To: Honorable Mayor and Members of the Minturn Town Council

From: Minturn Downtown Development Authority

Subject: Request for Intergovernmental Agreement (IGA) – Administrative and Operational Support for the Downtown Development Authority

Overview

The Minturn Downtown Development Authority (DDA) was recently formed to support and revitalize the economic vitality and overall character of Minturn's downtown area. In its formative stage, the DDA is focused on establishing its operational framework, vision, and long-term goals. During this critical period, collaboration with the Town of Minturn is essential to ensure the DDA is effectively launched and positioned for success.

The DDA respectfully requests the Town Council's consideration and approval of an Intergovernmental Agreement (IGA) that formalizes the provision of certain administrative and operational support by the Town for a limited term.

Purpose of the IGA

The proposed IGA would establish a formal relationship between the Town of Minturn and the DDA, delineating the roles, responsibilities, and services to be provided by Town staff to support the DDA during its initial three (3) years of operation. This foundational support will enable the DDA to focus on strategic planning, stakeholder engagement, and the implementation of core initiatives.

Requested Support

Under the proposed IGA, the Town of Minturn would provide the following support services:

1. Staff Time and Administrative Assistance

- **Deputy Town Clerk (Interim Executive Director of the DDA):**
 - Serve as the primary administrative point of contact for the DDA.
 - Coordinate DDA meetings, communications, and records management.

- Assist with official record-keeping, meeting minutes, and compliance with Colorado Open Records and Meetings laws.
 - Estimated time commitment for the Deputy Clerk is 16 hours per month
- **Town Treasurer:**
 - Provide financial oversight, including budget preparation, financial tracking, and coordination of DDA financial reporting.
 - Estimated time commitment for the Town Treasurer is 4 -8 hours per month

2. Specific Services to be Provided

- Posting and noticing of all DDA meetings in compliance with applicable laws.
 - Preparation and retention of meeting agendas, minutes, and resolutions.
 - Budget development and financial tracking of DDA funds.
 - Processing of expenditures, revenues, and financial reporting.
 - General administrative support as necessary to facilitate DDA operations.
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Term and Review

The IGA would be effective for an initial term of **one (1) year** from the date of execution. The term may be renewed for up to two additional one-year terms subject to annual appropriation. Prior to the conclusion of the term, the Town and the DDA will review the agreement and consider renewal, revision, or transition to a more independent operational structure as the DDA becomes self-sustaining.

Next Steps

We request that the Town Council authorize the Town Manager and Town Attorney to work collaboratively with the DDA to draft and execute an Intergovernmental Agreement based on the terms outlined above.

The Minturn DDA looks forward to working in partnership with the Town to lay a strong foundation for the future of downtown Minturn.

Respectfully submitted,

Minturn Downtown Development Authority Board of Directors