



TO: Mayor and Council  
FROM: Jay Brunvand, Treasurer/Clerk  
DATE: December 4, 2024  
RE: Resolution 62 – Series 2024 Adoption of Annual Fee Schedule

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**REQUEST:**

Council is asked to approve Resolution 62 – Series 2024 to adopt the Annual Fee Schedule.

**INTRODUCTION:**

This is an annual Resolution setting forth and approving the various fees proposed for the Fiscal Year 2024. The Town Municipal Code has many fees cited in various areas of the Code. This Resolution combines those fees into one document. It is important to note that in the event a fee conflicts with the Code, the Code will prevail.

**ANALYSIS:**

This is an annual Resolution approved by Council to establish the annual fee schedule and proposed fee changes. The fee schedule has been discussed in previous meetings with council and each department, changes to the fees are reflected in the schedule. All fees will be effective January 1, 2025.

**COMMUNITY INPUT:**

This has been discussed during the previous budget discussions and public hearings.

**BUDGET/STAFF IMPACT:**

This Resolution formally sets the town fee schedule as laid forth in the Minturn Municipal Code and is a major source of revenue for the town's various funds. It is noted that the fees are set administratively and are allowed by law to be changed year to year as necessary; whereas, a tax, such as the town's mill levy and sales tax, is set by the voters and can only change via a formal election of the citizens.

**STRATEGIC PLAN ALIGNMENT:**

In accordance with Strategy #1 Practice fair, transparent, and communicative local government.

**RECOMMENDED ACTION OR PROPOSED MOTION:**

Motion to approve Resolution 62 – Series 2024 to adopt the Annual Fee Schedule for FY2025 as presented.

**ATTACHMENTS:**

- Resolution 62 – Series 2024