



OFFICIAL MINUTES

Town Council Regular Meeting I 5:30 PM

Wednesday, May 21, 2025

Town Hall / Council Chambers - 302 Pine St Minturn, CO

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order of agenda items listed are approximate.

This agenda and meetings can be viewed at www.minturn.org.

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION:

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/82926613767>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 829 2661 3767

Please note: All virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

Public Comments: If you are unable to attend, public comments regarding any items on the agenda can be submitted to Jay Brunvand, Town Clerk, prior to the meeting and will be included as part of the record.

1. CALL TO ORDER

Mayor Earle B. called the meeting to order at 5:30pm.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council present: Mayor Earle Bidez, Mayor Pro Tem Eric Gotthelf, Town Council members Gusty Kanakis, Brian Rodine, Lynn Feiger, and Kate Schifani. Tom Priest was excused absent.

Staff present: Town Attorney Michael Sawyer, Planning Director Scot Hunn (via Zoom), Deputy Clerk Cindy Krieg (via Zoom), Town Clerk/Treasurer/Interim Town Manager Jay Brunvand, and interim Town Manager for Special Projects Katie Sickles (via Zoom).

3. APPROVAL OF CONSENT AGENDA

Consent agenda items are routine Town business, items that have received clear direction previously from the council, final land-use file documents after the public hearing has been closed, or which do not require council deliberation.

- A.** 05-07-2025 Minutes
- B.** 0010 Abby Road - New Single Family Residence
- C.** 0012 Abby Road - New Single Family Residence
- D.** 0014 Abby Road - New Single Family Residence
- E.** 1018 Mountain Drive - Addition to a Single Family Residence

Motion by Gusty K, second by Kate S, to approve the Consent Agenda of May 21, 2025 as presented. Motion passed 6-0. Tom Priest was excused absent.

4. Special Event Liquor License / Permit - Bindu Memorial Fund - Brunvand

Council convened as the Minturn Liquor Licensing Authority for consideration of a special event liquor license.

Jay B. reviewed the application details. The event is being held at the Vail Ski and Snowboard Academy at One Academy Loop on Monday, May 26th (Memorial Day). This is an annual fundraiser. VSSA is putting on the event, with the Eagle Valley Community Foundation serving as the nonprofit partner. The application was filed with the Town Clerk's office on April 29th, giving proper noticing, and the application included a detailed alcohol management control plan.

Samuel Bennett with VSSA addressed the Council to talk more about the event. Mr. Bennett is the lead on the event, which is a scholarship fundraiser for student athletes. Mr. Bennett has managed the run event for 6 years, and this year they have added outdoor yoga, a DJ, and beer / wine. The run is a 5K.

Public Comment Opened.

No Public Comment.

Public Comment Closed.

Motion by Gusty K, second by Lynn F, to approve the Special Event Liquor License for Bindu Memorial Fund. Motion passed 6-0. Tom Priest was excused absent.

5. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Kate S, second by Gusty K, to approve the Agenda for May 7, 2025 as presented. Motion passed 6-0. Tom Priest was excused absent.

6. DECLARATION OF CONFLICTS OF INTEREST

7. PUBLIC COMMENT

Citizens are invited to comment on any item on the Consent Agenda, or not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to state their name and address for the record.

No Public Comment.

8. COUNCIL COMMENTS & COMMITTEE REPORTS

Gusty K. reminded everyone about Town Cleanup Day May 31st. See the Town website for details.

Brian R. mentioned that he had a recent meeting with Cindy K. (Town staff) and Brady and Christine Schlichting of Evoke Outdoors bike shop. The committee met to discuss bikeway finding signage. Thank you to Cindy and Brady / Evoke for their support with collaboration on signage. Brian thinks we will see a lot of increased bike traffic once the bike path extension is finished. Wayfinding will be important for both safety and for helping direct people to our businesses.

Lynn F. announced that she is now on the ERFDP board. There is a work session scheduled for next week. Lynn is excited about the other new board members, thinks it will be a great experience and a great way to collaborate on safety issues.

Lynn also brought up the timetable for replacing the existing fire house in Minturn – this will be a priority. Lynn believes that ERFDP is in conversation with the Midtown Village development for a possible new location there. The existing location is a problem due to the intersection, and the space is very tight. Lynn asked about the lease / contract, and how that works.

Jay B. noted that we entered into a 50 year contract, but we own the building. Part of the agreement when we joined the district was that we had to provide a fire house so we offered it on a 50-year lease.

9. STAFF REPORTS

A. Manager's Report – Brunvand

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.

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.

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 (LPR) 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.

There was some council discussion regarding the light pole damage. Brian R. brought up speed and the tight corner, and Kate S. brought up the waterfall (due to lack of drainage) in that area that causes slick conditions during freeze / thaw cycles. This has a high potential for another incident, hoping we can work with CDOT to do more for traffic calming there.

B. Manager's Report – Sickles

I will be back in Minturn May 28. I hope to firm up a departing schedule with the new Town Manager.

- Water Treatment Plant (WTP) Funding sources will be discussed on this agenda.
- Bellm Bridge Design & Engineering: The IGA is complete. Inter-mountain has drafted RFP's for design engineers. As soon as Jeff catches up after his vacation we will get this advertised.
- North Main Street Pedestrian Improvements (Railroad Ave): The engineer is in receipt of one bid. I will review with officials and prepare for the June 4 agenda.
- Tank #2 / Steel Bolted Tank repairs: I have asked HDR and John Volk to consider a new location in addition to a new tank. We discussed it at our regular update meeting and Jarod will draft a new proposal.
- Pressure Reducing Valve (PRV) Master Meter Housing upgrades: From the emails I am getting this appears to be handled by the planners.
- Repaving (reconstruction) of Taylor Street: I attached Inter-Mountain's estimates. After Jeff catches up I will discuss with him.
- Little Beach Park Retaining Wall repair/replacement: Plans are in process.
- Little Beach Park Improvements and Playground: Inter-mountain has drafted RFP's for engineer/design. As soon as Jeff catches up after his vacation we will get this advertised.
- Main St / US HWY 24 Phase II Sidewalk construction: Stolfus has finished the bid alternative plans and CDOT approved for advertising.
- Prepare to update the Minturn Boneyard conservation easement management plan owned by the Town of Minturn: Waiting for EVLT staff availability.
- Belden stormwater installation project crossing the Boneyard: I am receiving emails regarding CDOT/Forest Service permits. Waiting for finals. Plans and Restoration Plan under review and will be forwarded to EVLT.
- Main Street-US Hwy 24/Cemetery Road Pedestrian Crossing: The engineer is in receipt of one bid. I will review with officials and prepare for the June 4 agenda.
- Nelson Avenue Improvement plus potential Heat Exchange: The Revitalizing Main Street grant was reviewed by CDOT staff with questions concerning the option to lower the grant

amount with Minturn picking up a larger match. After a review I asked them to proceed with submittal.

- Safe Streets For All: Deadline for SS4A implementation is June 26. With so many items on Town Council agenda I directed the grant writer to let this deadline pass and focus on other funding opportunities
- Norman Street Repaving: The engineer is in receipt of one bid. I will review with officials and prepare for the June 4 agenda.

Taylor St. will be discussed at the June 4th meeting, along with other project updates from Jeff Spanel at that meeting.

10. SPECIAL PRESENTATIONS

A. Eagle County Final Regional Housing Needs Analysis - Economic & Planning Systems

Scot H. introduced Rachel Shindman with EPS, and gave some background regarding this project. Rachel and EPS have been the lead on this project that has been a year-long process, with Eagle County and the Town of Avon taking the lead.

Ms. Shindman:

Why this is being done now is that a lot of communities in the state, particularly our mountain communities, have been doing housing needs assessments for a long time, so this isn't new. The most recent assessment was done about 7 years ago, and then recently Senate Bill 174 was passed, which requires that all communities do housing needs assessments. So the Eagle County Housing partners have been working together and will continue to work together to take a regional approach. Not one single community can address the issue on their own. Additionally, most housing grants or other housing funding programs will require a housing needs assessment. That includes PROP 123, in addition to others.

Things to consider:

This is an analysis / guidance, it is not a legally binding document. It is not a commitment to take specific action, it is a review of needs and gaps to help understand where the need and demand are.

Next steps will be to adopt an action plan. That guidance piece is currently being worked on collaboratively by the Eagle County Housing partners. The proposed action plan will likely not come forward until later this summer.

Ms. Shindman reviewed her slide deck, which covered things like housing prices vs. AMI, housing units, etc. It was discussed that Minturn's home prices are very high in comparison to the rest of the valley due to the limited number of multi-family units. Minturn is mostly single-family homes, with a low inventory overall.

The slide deck is available in the meeting packet.

Lynn F. noted at the end of the presentation that this analysis shows a strong need for development at Dowd Junction.

11. BUSINESS ITEMS

Items and/or Public Hearings listed under Business Items may be old or new and may require review or action by the Council.

A. Resolution 20 - Series 2025, A Resolution Approving the Updated Town of Minturn Employee Handbook.

Staff is requesting the Council to approve Resolution 20 – Series 2025 Adopting the Minturn Employee Manual.

Town Staff have been working for some time to address necessary changes to our existing Employee Handbook. The current handbook was created in 1998 and in the ensuing years has seen no material change. As a result, and with the consultation and recommendations of Employers Council of Colorado, the book was essentially completely reorganized and rewritten. The proposed manual is a new and rewritten adaptation of our Employee Manual. All of the changes been approved by Employers Council legal and brings us into current compliance with employment law and best practices. This rewrite is much more than an update. The proposed manual streamlines the manual to cover practices and benefits and removes procedural items such as how we advertise jobs, review salary ranges, employment orientation, performance reviews, and other policy items that are better kept in a separate Policy Manual, not an Employee Manual. During the Council Meeting of April 16, the Council reviewed and commented on the document. During the interceding period this document has been presented to staff, all changes were reviewed, and staff is prepared to adopt this as our official Employee Manual. Upon adoption of this document the current manual will be replaced with this revised edition and all staff members will complete the acceptance page and the manual.

Motion by Gusty K, second by Kate S, to approve Resolution 20 – Series 2025 Adopting the Minturn Employee Manual. Motion passed 6-0. Tom Priest was excused absent.

B. Resolution 21 - Series 2025, A Resolution Appointing a New Town Manager

Staff is requesting the Council to approve Resolution 21 – Series 2025 Appointing Rob Gutierrez as the Minturn Town Manager and approving his employment contract.

Over the past several months, the Town has solicited, interviewed, and authorized contract negotiations with Mr. Rob Gutierrez to serve as the Minturn Town Manager. This Resolution appoints Rob as the Manager and approves his employment contract.

Mike S. pointed out that this resolution both appoints the Town Manager and approves the employment contract. The 2 staff positions that are appointed by Council are the Town Manager and the Town Attorney.

The contract does include a severance clause, which Mike S. explained.

Kate S. noted that Letter D in the employment contract has a typo, which will be corrected.

Motion by Kate S, second by Gusty K, to approve Resolution 21 – Series 2025 Appointing Rob Gutierrez as the Minturn Town Manager and approving his employment contract. Motion passed 6.0. Tom Priest was excused absent.

C. Ordinance 05 - Series 2025 (Second Reading) – Agreement Continuance - An Ordinance Renewing the Xcel Energy Franchise Agreement – Brunvand / Sawyer

On June 1, 2005, the Town Council executed a franchise agreement between the Town of Minturn and Public Service Company of Colorado (the “Company”), as set forth in Ordinance No. 11 – Series of 2005 (the “Agreement”). The Agreement grants the Company a non-exclusive right to use Town streets and property to provide gas and electricity service to the Town and the Town’s residents (the “Utility Service”). The term of the Agreement is set to expire on June 1, 2025. Town staff is currently negotiating with the Company regarding a new franchise agreement between the Town and the Company for a renewed term. While negotiations over the final draft and approval of the Agreement are ongoing, the Town wishes to amend the Agreement with a temporary extension through August 31, 2025 to allow for uninterrupted Utility Service to the Town and its residents until the new franchise agreement is completed and executed. The proposed Ordinance, shown as both a clean and redlined version with the Company’s changes, would approve an amendment to the Agreement to provide for this temporary extension of the Agreement. Town staff recommends adopting the Ordinance as set forth.

Public Comment Opened.

No Public Comment.

Public Comment Closed.

Motion by Gusty K, Second by Eric G, to approve Ordinance 05 - Series 2025 (Second Reading), An Ordinance Granting a Temporary Extension for Renewing the Xcel Energy Franchise Agreement.

12. DISCUSSION / DIRECTION ITEMS - Sickles

A. Letter(s) to US Senate and Congress Reps regarding FY 2026 Skinny Budget Proposal impacts to Minturn (WTP & Bellm Bridge)

Earle B. noted that if this skinny budget stands, it will have significant negative implications for small, rural communities. Without federal funding, many infrastructure projects will be out of reach due to costs.

Earle encouraged anyone listening to email our government representatives to express their concern.

Direction Given: Send approved letters

B. Water Treatment Plant Finance Options

Katie S. introduced some different financing options for the WTP, and gave brief explanations. She also noted the recommendation that we enlist the help of a municipal advisor to help us through this process and to get the most competitive pricing.

It was noted that SRF funding (State Revolving Fund), which is federal funding that is loaned by the State, will likely decrease by approximately 85% with federal budget cuts. It's hard to say what this will look like at the State level.

Different types of bonding were discussed. Public financing / municipal bonds are complex, hence why bringing on an advisor may prove beneficial.

Mike S. noted that private market bonds do have some benefit over the open bond market, of double tax exemption under current tax law. The income generated from those is taxed neither from the state or federal government.

There was also discussion around an independent financial consultant, who is hired to truly look out for your best interests, vs. bond advisors, who would guide you toward the specific box of products that their company offers.

Gusty K. inquired about the Highlands Parcel discussion status.

Mike S. noted that Scot H. is scheduling a meeting next week with some potential funding partners, and will be providing a process update to Council soon.

Lynn F. noted that one good reason to have the Highlands funding available when we do this, is that we may look more risky without that additional funding.

Mike S. reiterated that this is a complex topic, recommend that we continue this discussion to the second meeting in June once Rob is on board (possibly later). We could push this back further to allow time to determine a path forward with the Highlands Parcel, once we're able to learn more about options with that.

Brian R. asked for clarification about the difference between this potential municipal advisor and what Jim Mann is / was doing for us. Mike S. noted that Jim used to be a municipal advisor, that was his career. Where he is now a Town Manager, he still has a side business where he does financial modeling for a limited number of communities such as Minturn. He will crunch numbers and do cost scenarios.

13. FUTURE AGENDA ITEMS

The Future Meeting Topics document was missing from the packet, so Cindy K. put it up on the screen for discussion.

Will add to the June 4th meeting, an update by Jeff Spanel (IME) with Taylor St. and other project updates.

14. ADJOURN

Motion by Kate S, second by Gusti K, to adjourn the meeting at 7:11pm.

INFORMATIONAL ONLY ITEMS

Upcoming Council Meetings:

-- June 4, 2025

-- June 18, 2025

-- The July 2, 2025 Meeting is Canceled Due to the Independence Day Celebration

Upcoming Special Events:

-- June 6, 2025 - First Friday at Evoke Outdoors & 1904

-- June 5 & 6, 2025 - GoPro Mountain Games Dual Slalom & Jump Jam

-- June 21, 2025 - First Minturn Market (Market season runs 6/21 - 9/6)

-- June 26, 2025 - First Minturn Summer Concert (Concert series runs 6/26 - 8/28, skipping July 3rd)