



Agenda

Town Council Regular Meeting | 5:30 PM

Wednesday, December 3, 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/87033689731>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 870 3368 9731

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 minutes for public comment.

Public Comment: 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

2. Roll Call and Pledge of Allegiance

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. 11-19-2025 Minutes

B. Liquor License Annual Renewal - Rocky Mountain Taco

C. Resolution No. 49 - Series 2026, A Resolution implementing a uniform and protective footwear policy for Town of Minturn employees

D. Resolution No. 50 - Series 2025, A Resolution implementing a policy for Town of Minturn Federal grant cash Management procedures

E. Resolution No. 51 - Series 2025, A Resolution implementing a policy regarding employee use of social media

4. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.

5. Declaration of Conflicts of Interest

6. 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 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.

7. Council and Committee Reports

8. Staff Reports

A. Manager's Report

9. Special Presentations

Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.

10. 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. Ordinance 11 – Series 2025 (Second Reading) An Ordinance Creating a Supplemental Appropriation to the 2025 Town of Minturn Budget – Brunvand
- B. Ordinance 12 – Series 2025 (Second Reading) An Ordinance Adopting the Fee Schedules for Fiscal Year 2026 for the Town of Minturn – Brunvand
- C. Ordinance 13 – Series 2025 (Second Reading) An Ordinance Setting the 2026 General Property Tax Mill Levy for the Town of Minturn – Brunvand
- D. Ordinance 14 – Series 2025 (Second Reading) An Ordinance Adopting the FY2026 Annual Budget and Recognizing the Town of Minturn's 2026 Revenues and Expenses by Fund – Brunvand

11. Discussion / Direction Items

- A. DDA Draft Plan of Development
- B. Water Treatment Plant Financing Options - Continued Discussion / Review of Options
- C. Highlands Parcels Listing Contract - Continued Discussion (If Needed)

12. Future Agenda Items

- A. Future Meeting Topics

13. Adjourn

Information Only Items

Upcoming Council Meetings: 12/17, 12/30 (Special Meeting), 1/7. Upcoming Special Events: Friday 12/5 - First Friday Christkindmarkt at Minturn Whisky Co, Saturday 12/6 - Holiday Market at The Barn & the Minturn Makers Space.



Official Minutes Town Council Regular Meeting | 5:30 PM

Wednesday, November 19, 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/86135913432>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 861 3591 3432

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 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 Pro Tem Eric Gotthelf called the meeting to order at 5:30pm.

2. Roll Call and Pledge of Allegiance

Council present: Mayor Pro Tem Eric Gotthelf, and Town Council Members Gusty Kanakis, Brian Rodine, Tom Priest, and Kate Schifani. Mayor Earle Bidez attended via Zoom.

Staff Members Present: Town Manager Rob Gutierrez, Town Clerk Jay Brunvand, Town and Deputy Clerk Cindy Krieg (Zoom). Town Attorney Mike Sawyer joined the meeting at 5:45pm.

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. 11-05-2025 Minutes
- B. Resolution No. 46 - Series 2025 - Administrative Policy: Employee Housing
- C. Resolution No. 47 - Series 2025, Administrative Policy: DOT Drug and Alcohol Testing
- D. Temporary Sales Room Liquor Permit (Winter Holiday Market) - Moxycello
- E. Temporary Sales Room Liquor Permit (Winter Holiday Market) - Wild Mountain Cellars

Motion by Gusty K., second by Tom P., to approve the consent agenda of November 19, 2025 as presented. Motion passed 5-0.

4. **Approval of Regular Agenda**

Opportunity for amendment or deletions to the agenda.

Motion by Gusty K., second by Tom P., to approve the regular agenda of November 19, 2025 as presented. Motion passed 5-0.

5. **Declaration of Conflicts of Interest**

6. **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 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.

7. **Council and Committee Reports**

Gusty K. reminded everyone about CO Gives Day (which is up and running now), and encouraged folks to consider High Five Access Media.

Kate Schifani joined the meeting at 5:33pm via Zoom.

8. **Staff Reports**

A. **Manager's Report**

Top Update

1. **Crack Seal Work Completed** – Public Works Director Martinez secured multiple quotes for crack sealing on Town streets, with Sun-Up Sealcoats submitting the most competitive price at **\$9,741**. The company also provided a quote for a **spring sealcoat application totaling \$21,982**, which staff are currently evaluating.

Active Initiatives

Public Works Department

- We have one new employee starting on December 1st as an Equipment Operator which will bring the total Minturn Public Works Team up to five employees: two maintenance workers, one equipment operator, one seasonal snow removal technician and the director.

- Billy Martinez from Red Cliff will continue to assist as available.

Town Hall 2-Bedroom Apartment RFP

- The Town received three proposals, staff will complete the evaluation process and the highest-scoring proposal will be presented to the Town Council for consideration at the next meeting.

Comprehensive Impact Fee Study RFP

- RFP was issued on October 10th, 2025, and seeks a consultant to prepare a Comprehensive Impact Fee Study for transportation, parks, public safety, housing, and infrastructure. Includes a separate Plant Investment Fee (PIF) analysis for the Water Enterprise Fund to maintain TABOR compliance. Proposals due November 14th.

Highlands Parcels

- Staff were directed by Town Council to begin working with Brent and Pete from Slifer Smith & Frampton to list the Highlands Parcels on the multiple listing service (MLS).
- Staff are currently working with Brent and Pete to negotiate a contract that will be brought to Town Council for approval.
- Staff are developing the supporting materials and projected timeline necessary for the rezoning process for the property.

Emerging Initiatives

Minturn Shooting Range

- Staff will brief Town Council on November 19th on the feasibility of Town management of the shooting range to mitigate resident concerns regarding its impacts.

Housing

- Staff are researching long-term employee housing options. One potential approach involves placing a 1–2-bedroom modular ADU on the Town Manager’s property, estimated at \$150,000–\$225,000 total, with a projected cost recovery in 7–10 years at a monthly rent of \$1,800
- Staff are exploring participation in the regional Housing Action Plan led by Avon and Eagle County, which could increase funding flexibility and coordination for future housing projects.

Parks and Recreation

- We have been selected to participate in the Colorado OEDIT Rural Technical Assistance Program. Graduate students from the Masters of Environment Program at CU Boulder and CSU Extension will take on the role of community consultants to develop a Community Action Plan in winter 2025/2026.

Economic Development

- The Downtown Development Authority Plan of Development will come before the Council at the December 17th, 2025, meeting.
- Staff are preparing a new ordinance regulating mobile businesses and vendors, targeted for consideration in **late Fall 2025**.
- Efforts are underway to identify barriers to entry for small businesses and explore ways the Town can help create additional commercial space for startups.

2026 Town Budget

Employee Compensation (See Attachment 1)

When we faced challenges filling our vacant Public Works Technician positions, the Town created two distinct positions, each with two tiers. This structure allowed us to better match candidates with the appropriate pay level based on their experience and qualifications, while still providing employees with room to grow during their tenure with the Town. To attract qualified applicants, we increased our hiring ranges to remain competitive in the regional labor market. While necessary, these increases created wage compression for our more experienced, higher-level employees. To identify and manage this wage compression, we established pay ranges for all Town positions for fiscal year 2026. All potential positions were included—whether currently filled or not—to ensure consistency and accurate compression modeling. For example, although the Town does not currently employ a full-time Planning Director, a director-level range was included to appropriately align the tier above Principal Planner. Pay ranges for 2026 were developed using a consistent methodology informed by the Town’s existing compensation levels and current employee wages. The methodology is as follows:

- Hiring Minimum – The entry point for new employees.
- Hiring Maximum – Set at 15% above the hiring minimum.
- Total Maximum Pay – Set at 30% above the hiring minimum.
- Tiered Positions – Tier 2 is 20% above Tier 1.

Exceptions:

- Permit Technician / Code Enforcement Officer – A standalone Code Officer is set at 10% above Permit Technician; a combined dual-role position is 5% above Code Officer.
- Planning Director – Set 20% above Principal Planner.
- Deputy Clerk and Public Works Supervisor – Hiring minimums set at 75% of their supervising position.

With these ranges in place, the Town now has a compensation framework that can be updated annually based on economic conditions. Many agencies adjust wages using either the Consumer Price Index (CPI)—which measures changes in consumer prices—or the Employment Cost Index (ECI)—which measures wage and benefit growth. For 2026, the Town has chosen to use CPI, which has increased approximately 3% over the past twelve months for which data is available. It is important to note that neither CPI nor ECI can fully capture local shifts in the job market. Some positions may require more aggressive adjustments to remain competitive, particularly in specialized fields or hard-to-fill roles. As such, the Town will continue to evaluate compensation on a position-by-position basis to maintain internal equity, support recruitment and retention, and ensure compensation remains aligned with Minturn’s organizational needs.

Capital Projects

Minturn Water Treatment Plant

Status:

- **90% design is complete.**
- The design has been **submitted to and accepted by CDPHE** for formal review. CDPHE’s review is expected to occur **between January and March 2026.**
- Plans are also being submitted for **local building and zoning review.**

Cost Estimate:

- Current estimate is **~\$11 million based on the 60% design.**

- An **updated cost estimate** is expected by **January**, once the 90% design review is complete.

Next Steps:

- The Municipal Advisor and Town Manager will **present financing options** for the Water Treatment Plant and seek Town Council direction on **November 19th**.
- If the Town wishes to pursue a **State Revolving Fund (SRF) Loan** through the Colorado Water Resources and Power Development Authority (CWRPDA), the application must be submitted by **January 5th, 2026**.

Taylor Street Repaving

Status:

- Design is complete.

Next Steps:

- Staff are exploring the potential to submit the reconstruction of Taylor Street, including Railroad Avenue as a single project with Bellm Bridge for a Federal funding opportunity.

US 24 Pedestrian Improvement

Status:

- The project has been shut down for the season and construction will resume in the spring.

Next Steps:

- Staff are working with Xcel Energy and Phoenix Industries to negotiate the potential costs and impacts of a spring 2026 re-mobilization.

Bellm Bridge Design RFQ

Status:

- Staff are currently working with SEH Inc. on the bridge design.
- Staff applied to CDOT's Off-System Bridge Grant program on November 7th.

Next Steps:

- Identify additional funding opportunities for the estimated \$6 million dollar construction cost.

Little Beach Park & Historic Meyer's Barn

Status:

- Installation of the new retaining wall and asphalt access road is complete.

Next Steps:

- Staff have drafted an RFP for a new playground with the assistance of the Town Engineer Jeff Spanel.
- After we receive comments and feedback from the Council Committee, the RFP will be posted.

9. Special Presentations

Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.

A. Proclamation - Eagle County Gives / CO Gives Day

Brian Rodine read the proclamation for the record, with Eric Gothelf certifying.

B. VVMTA Bike Park Updates / Funding Request

Executive Director Ernest Saeger attended via Zoom, and thanked the Council and the community for their ongoing support. The bike park has now been open for 6 seasons and is proving to be a valuable community amenity. MBP continues to get consistent use, averaging over 25K users throughout the season.

Sammy Chipkin from VVMTA also addressed the Council to recap the improvements that were completed this year. The new skills area was constructed in 2025, as well as an additional shade structure. The skills area was in response to community feedback and is expected to be highly utilized, especially by young children.

Plans are underway (and budgeted) for jumps improvements in 2026.

Mr. Saeger addressed the council again regarding some additional funding opportunities, not just for the MBP, but also for trail conservation and stewardship. He spoke about the increasing demand for VVMTA's work, especially with financial and staffing cutbacks at the federal level with the Forest Service (USFS is not anticipated to hire any seasonal crew for the upcoming summer season). Mr. Saeger recapped some of the trail work that VVMTA was able to complete in 2025 specific to the Minturn community. VVMTA is potentially needing to double their seasonal staff in 2026, given the increasing demands.

2026 Funding requests include consideration of:

- Trail conservation and stewardship crew (\$7500)
- Grouse Trailhead Expansion (\$10,000) (Cross Creek Trailhead Expansion also a consideration).
 - These expansions are already approved by the USFS and the Forest Service Foundation has some funding to go toward these projects, but not enough to cover both.

Tom P. also brought up additional funding for wildfire mitigation with regard to USFS cutbacks.

Brian R. asked about numbers / use for Grouse Trailhead. Mr. Saeger stated that the estimate is about 45,000 per season, but he believes it to be higher. That estimate is based on the trail counters, which don't always capture everyone.

Tom P. suggested we look at the feasibility of funding for the VVMTA requests, as well as additional wildfire mitigation efforts. And look at how we can be creative with these partnerships.

Rob G. noted that potentially Public Works could assist with some forestry work in this realm (deadfall clearing, etc). It was also suggested that it might need to be a partnership with Eagle Valley Wildland.

Brian R. noted that he would like for the Town to find at least some amount of funding to assist in these areas.

Town Staff will look at the 2026 budget and regroup with Council on potential available funding.

10. Town Attorney Mike Sawyer joined the meeting at 5:45pm.

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 No. 48 - Series 2025, A Resolution to Approve a Listing Contract for the Highlands Parcels

Council directed staff to negotiate a listing contract with Slifer Smith & Frampton (Broker) for realtor services in marketing the Highlands parcels. Based upon the materials received from Slifer Smith and Frampton and the discussion at the Town council meeting, this draft Exclusive Right-to-Sell Listing Contract (Contract) between Slifer Smith and Frampton Real Estate and the Town of Minturn is being presented to council for consideration. Execution of this Contract will allow Broker to begin marketing the property for the upcoming holiday / ski season. This resolution would memorialize the approval of the contract.

Town Attorney Mike Sawyer addressed the Council.

He discussed the compensation part of the agreement, and feels that it is fairly standard and appropriate for our needs, especially given that it is vacant property, which poses some unique challenges. The compensation would be less if one of the three entities that the Town has already spoken with about purchasing the property (Eagle Valley Land Trust, Eagle County, or the Department of Wildlife).

He also explained some recommended conditions of the contract / listing:

- Access to (easements between) the two individual parcels if they sell separately
- Covenant(s) for the protection of wildlife (regarding fencing, dogs, etc).

The brokerage team from Slifer, Smith & Frampton (SSF) also addressed the Council. Pete Seibert:

- SSF has no concerns about easements / access. There may need to be some flexibility with the first buyer.
- Fencing: Any limitations will effect market viability of the parcels, so this is important to keep in mind. He feels that the gate and fencing in the beginning should be sufficient.
- He also pointed out that there needs to be some way to designate where public land meets private (especially to educate hunters).

Earle B. noted that we should maintain close communication with the SSF team if they have serious buyers going up to the property.

Tom P. noted that it would be really difficult to enforce any type of leash law to protect wildlife.

Brian R. noted that perhaps we keep it simple, such as any fencing needs to be wildlife-friendly, but try not to be too restrictive. We don't want to scare buyers off. And we already address fencing in our code, so perhaps this would not be needed.

Mike S. noted that the motion could be to approve the Resolution as-is, or add one or more of the conditions discussed (approving the amended resolution). Access should definitely be considered.

Brent Rimel with SSF also addressed the Council. He suggested reaching out to the Forest Service to better understand how these private ranches / ranchettes work and how they are designed to protect wildlife. He gave some examples / options of ways to do this. A third party could help educate on options to manage this. He also mentioned seasonal knock-down fences, and also noted that the fences he's seen at other ranches in the valley help keep hunters out but do not prevent wildlife migration if done properly.

He also noted that the more information they have up front (surveys, etc), the better they can market the property.

Motion by Tom P., second by Gusty K., to approve Resolution No. 48 – Series 2025 as amended to include paragraph B from the staff memo (included below). A Resolution to Approve a Listing Contract with Slifer, Smith & Frampton for the Highlands Parcels. Motion passed 6-0.

Staff recommends approving the resolution subject to inclusion in Section 28 a provision that ensures access to Parcel 1 – which is not defined at this time:

- a. At Closing, an easement, 40 feet in width, crossing Parcel 2 shall be executed for the benefit of Parcel 1. The easement shall be for the purpose of providing access (motorized and non-motorized) and utilities. The location of the easement may be general in nature, so long as within 1 year post-Closing the owner of Parcel 1 designates the specific location of the easement and amends the recorded easement document accordingly.

The easement language can be modified if a closing does not occur by Spring and the Town Engineer is able to define where a driveway should go to access Parcel 1.

Brian R. noted that they kind of skipped over the road / gate discussion. Rob G. noted that there isn't really an update perse, but he is working on scheduling a meeting with the Forest Service next week. He can provide an update / options at the next meeting.

Mr. Rimel also spoke to the Forest Service (Mike Beach) about this. He stated that where the gate is now is blocking the County road, and that it was put there to keep people from camping and parking along the road in the winter. The Forest Service property starts further down by Tigiwon. The County and Forest Service would need to work out moving the gate and figure out plowing.

Bill Hoblitzell, 262 Taylor (public comment). Mr. Hoblitzell was attending via Zoom and had his hand raised, but this was overlooked earlier so his comments were permitted to be heard following the Council approval of Resolution 48.

Mr. Hoblitzell addressed the fencing concern. He noted that there are no fences on large acreage estate lots throughout the valley, including Mountain Star, and all throughout, including Cordillera and upper Bellyache. And that's part of the covenants in these communities to be wildlife friendly.

There is really no need out there in the Highlands Parcel for this kind of thing.

He stated that he feels it's a misdirection that affects property values.
Does not feel there is a problem with prohibiting fences in that area (other than what a property owner might have around their house).

Mr. Hoblitzell also asked if those parcels been platted already.
It was noted that the pacels have been platted metes and bounds only thus far.

Mr. Hoblitzell brought up that there is some non-system trail back there that goes from the back corner of the ball fields in Maloit and connects up to Cross Creek Trailhead. It's a long-standing feature and has been there for decades, it receives heavy use, the school uses it to run on with their cross-country athletes, many Minturn residents use it to travel back and forth, it decreases traffic on Tigan Road, it decreases traffic up to the trailhead at Cross Creek to have it in existence. That trail crosses the point of these parcels in the back corner, right where they meet up against the wilderness boundary. Before these parcels are fully platted out and sold, before that's really thought about, or really taken into consideration by the town, he would request that the Town consider this. This is a really important, long-standing public access point and public use area in the back end of Cross Creek. He feels it has high potential to be lost and forced out by a landowner trying to enforce trespass actions back there. He suggested the Town slow down and consider carving out right-of-way along that back property line along the wilderness area. To hold that long-standing public use legally back through that area and support those values that have always been in existence.

Mr. Hoblitzell offered to come in and meet with town staff to show the area he is referring to.

Mike S. noted that the Town could reconsider conditions and bring this up again in the next meeting.

B. Ordinance 11 – Series 2025 (First Reading) An Ordinance Creating a Supplemental Appropriation to the 2025 Town of Minturn Budget – Brunvand

Council is asked to approve Ordinance 11 – Series 2025 (First Reading).
This is an annual Ordinance to account for various increases in revenues and expenditures which are anticipated to exceed their original budget. Each change in Exhibit "A" is listed in fund order showing the increased amount and the revised total budgeted amount.
This Ordinance takes into account only those items which are anticipated to exceed their original line item budget. Revenues which exceed their original budget indicates additional revenue, expenses that exceed their original budget indicates overspending of that line item. Revenues and expenses that exceed their original budget need to be supplemented in order to properly recognize and then utilize this variance in the appropriated budget. This supplemental appropriation only increases revenue and expenses, it does not un-appropriate funds which will not exceed. This means the Ordinance and action requested only addressed excess revenue and expense, it does not address items that will save money by coming in under budget. This may give a false view that we are overspending the budget when in fact we do have the funds on hand and in many cases the expense was appropriated by prior council action.

An ordinance amending the 2025 budget as set forth in the following exhibit “a”, to appropriate additional to appropriate additional general fund revenues in the amount of \$174,047.00, and appropriating additional general fund expenditures in the amount of \$217,351.00, and appropriating additional enterprise fund revenues in the amount of \$ 1,960,238.00, and appropriating additional enterprise fund expenditures in the amount of \$1,270,050.00, and appropriating additional capital fund revenues in the amount of \$2,500.00, and appropriating additional general improvement fund revenue in the amount of \$15,000.00, expenses in the amount of \$15,000.00.

Public Comment Opened.
No Public Comment.
Public Comment Closed.

Motion by Tom P., second by Gusty K., to approve Ordinance No. 11– Series 2025 as presented, An Ordinance Creating a Supplemental Appropriation to the 2025 Town of Minturn Budget. Motion passed 6-0.

C. Ordinance 12 – Series 2025 (First Reading) An Ordinance Adopting the Fee Schedules for Fiscal Year 2026 for the Town of Minturn – Brunvand

Council is asked to approve Ordinance 12 – Series 2025 (First Reading). This is an annual Ordinance setting forth and approving the various fees proposed for Fiscal Year 2025 on First Reading. The Town Municipal Code has many fees cited in various areas of the Code. This Ordinance 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.

This is an annual ordinance approved by Council to establish the annual fee schedule and any proposed fee increases. 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 go into effect on January 1, 2026.

This Ordinance 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 important to note that the fees are set administratively and are allowed by law to change year to year as necessary; whereas, a tax, such as the town’s mill levy, is set by the voters and can only change via a formal election of the citizens.

Public Comment Opened.
No Public Comment.
Public Comment Closed.

Motion by Gusty K., second by Tom P., to approve Ordinance No. 12– Series 2025 as presented, An Ordinance Adopting the Fee Schedules for Fiscal Year 2026 for the Town of Minturn. Motion passed 6-0.

D. Ordinance 13 – Series 2025 (First Reading) An Ordinance Setting the 2026 General Property Tax Mill Levy for the Town of Minturn – Brunvand

Council is asked to approve Ordinance 13 – Series 2025 (First Reading). This is an annual Ordinance setting forth and approving the Fiscal Year 2026 mill levy on First Reading.

This is an annual ordinance approved by Council to establish the mill levy on property assessments for the following year. Our mill levy was set at 17.934 mills in 1998 allowing us to collect, spend, or save all revenue generated based on the county assessment. These funds flow into the General Fund as a major source of revenue to meet our budgeted needs. The mill levy collection of property tax makes up over 30% of Minturn's annual General Fund revenues.

This Ordinance formally sets the town mill levy at our allowed 17.934 mills for the following year and is a major source of revenue for the town's General Fund.

Public Comment Opened.

No Public Comment.

Public Comment Closed.

Motion by Brian R., second by Gusty K., to approve Ordinance No. 13– Series 2025 as presented, An Ordinance Setting the 2026 General Property Tax Mill Levy for the Town of Minturn. Motion passed 6-0.

- E. Ordinance 14 – Series 2025 (First Reading) An Ordinance Adopting the FY2026 Annual Budget and Recognizing the Town of Minturn's 2026 Revenues and Expenses by Fund – Brunvand

Council is asked to approve Ordinance 14 – Series 2025 on First Reading.

This is an annual Ordinance appropriating all estimated beginning fund balances, revenues, and expenses in each fund and adopting the FY2026 budget.

This is an annual ordinance that reports, allocates, and appropriates the beginning fund balance, all anticipated revenues, and all anticipated expenses for each fund as detailed in the budget document. To date all directed changes to the preliminary budget accepted at the first meeting in October 2025 have been assimilated into these final numbers. Council will receive a final budget shortly after second reading in December which will reflect the budget as approved by this Ordinance.

This Ordinance represents the formal funding mechanism per State law in the budget approval process.

Public Comment Opened.

No Public Comment.

Public Comment Closed.

Motion by Tom P., second by Gusty K., to approve Ordinance No. 14– Series 2025 as presented, An Ordinance Adopting the FY2026 Annual Budget and Recognizing the Town of Minturn's 2026 Revenues and Expenses by Fund. Motion passed 6-0.

11. Discussion / Direction Items

- A. Water Treatment Plant Bond Financing Options Discussion

Troy Bernberg with Northland Public Finance addressed the Council.

The slides from the discussion are being included in the minutes.

This evening's discussion is to lay out priorities, and to discuss costs and benefits of the different options. The project is now at 90% design (submitted to CDPHE for approval). That approval process is typically 3 – 6 months, possibly longer. He also

mentioned the shortened construction season here in the Valley. The construction start goal is Spring 2026.

- Reason for exploring alternatives
 - Timing
 - January 5th and June 5th CWRPDA application deadlines for projects over \$3 million (“mm”), otherwise known as leveraged loans.
 - If approved, 2-5 months to closing. January 2026 application cycle results in an estimated May – July 2026 closing.

Mr. Bernberg discussed both CWRPDA (Colorado Water Resources and Power Development Authority) bonds (which is a State revolving fund), as well as more traditional bank loans, and pointed out pros and cons of each (including timing, repayment terms, security, efficiency / flexibility, etc).

He explained Debt Service Reserve (Rainy Day Fund), which provides some additional security.

The primary security would come from a Pledge of Net Revenues from the Enterprise Fund. The Debt Service Coverage concept is commonplace with utility enterprise funds. Revenues need to cover debt obligations by a certain amount. Based on existing obligations of the Town, that debt service coverage covenant is 1.1 times or 110%. The Town needs to show in the water fund that total net revenues cover debt service obligations by 110%. That is the lowest number you can use as a debt service coverage covenant. This is a very flexible covenant (for context), as typically these are 125 – 150%.

Gusty K. pointed out that the State Revolving Fund group was hesitant to loan us \$2M for the water tank, so he is concerned that it may be difficult for us to get the funding needed for this project.

The debt service requirement is a reporting requirement, it does not need to be escrowed or anything like that.

Mr. Bernberg researched state and federal requirements, as well as interest rates and other factors, and some assumptions are made with regard to this presentation – using conservative estimates.

While CWRPDA offers lower interest rates and lower cost of issuance, the bank loan option offers more flexibility for prepayment / loan paydown.

Mr. Bernberg shared slides with estimates of monthly impact to users, with and without stabilization.

A \$3M estimate was used for assumptions of sale of the Highlands Parcel. This is believed to be a conservative estimate.

Council Questions:

Brian R. inquired, regarding the \$3M estimate for the Highlands Parcels sale, if any cash management / potential interest or investment was being factored into that.

Mr. Bernberg responded that he is growing cash flows at 1.5% (being very conservative, should be able to do much better).

Gusty K. brought up the \$1M grant that we received for this project, is that factored in?

Mr. Bernberg: That is not yet factored in.

Mr. Bernberg also noted that it's his understanding that there is some portion of fund balance that can be used toward this project. That is also not assumed / factored in yet. He wanted to start with the worst case scenario. He also wants to ensure the long-term sustainability of the fund and doesn't want to allow it to get too low, especially if there is an additional large capital project later.

He recommends keeping a certain percentage of your annual expenditures as unrestricted fund balance. He typically sees a range of fund balance between 20% and 40% of annual budgeted expenditures.

Gusty K. also brought up debt forgiveness programs from the State revolving fund. Although we are not considered a disadvantaged community, we do have a tough situation because being such a small community we have very few rate payers.

Mr. Bernberg noted that he plans to circle back in a couple of weeks with more concrete numbers. Also has a meeting scheduled with HDR to get more specificity. With an early January application deadline, we have a tight timeline.

Gusty K. also inquired if the application approval locks us in. If we apply and are approved, are we locked in?

Mr. Bernberg stated he does not believe so, but we will double check as this is very important to clarify. We can't move forward with the project until CDPHE approves it, so that will really determine the timeline. Best guess of timing for that is February / early March.

Gusty K. mentioned that we hope this will be a 2-year project, but of course we don't know for sure. Do we start paying on that right away / upfront, or does it depend on the project progress?

Mr. Bernberg noted that with the PDA option, you pay interest and principal on the full amount the first payment after closing. With a bank option, there may be a construction draw feature, which operates sort of like a line of credit (where you are paying interest only on the amount you've drawn to date). He is not certain if a draw feature is available, but he will look into this.

Earle B. asked if it might be possible for DOLA to arrange an earlier review of our application. Last time he checked, they had not yet reviewed it.

Earle B. also asked about interest rate cuts, and the impact of that.

Mr. Bernberg hopes to present a Plan A and Plan B for consideration, to provide options.

Brian R. brought up the Highlands Parcels, and mentioned that we hope to be higher than the \$3M range. It doesn't seem like at \$3M, that will make a huge difference in the monthly user impact.

Rob G. brought up that it's more dependent on how you spread it.

Brian R. noted that he was leaning toward going with a bank loan, due to the flexibility. The hope is that we will have additional funds through various methods in the future that can help with loan paydown.

Tom P. noted that he feels there doesn't seem to be much benefit to the PDA option, given our needs and circumstances.

Tom P. also brought up, based on emerging developments, that the number of rate-payers over the next 5 – 10 years will substantially increase.

Gusty K. also mentioned though, that those developments are dependent on the water plan being built.

Gusty K. asked if we are eligible for any of the online gambling revenue. Rob G. responded that those funds are specific to water conservation, but we could look into it. Rob G. also noted that grant cycles are very long, and given our current target timeline it will be very difficult to obtain additional grant funding. Although we can keep looking.

Mr. Bernberg did bring up USDA rural development funding programs, but this is a challenge right now with federal cutbacks. He has reached out more than once, but gotten no response.

Council Direction:

Continue to research both options and provide updated numbers at the next meeting.

B. Minturn Shooting Range

Purpose

The purpose of this discussion item is to brief the Town Council on the feasibility, risks, benefits, and potential structure of the Town assuming management responsibility for the shooting range located on U.S. Forest Service (USFS) property adjacent to Minturn. Staff is seeking Council input and direction on whether to proceed with further evaluation and engagement with the USFS and key stakeholders.

Background

- The shooting range is located on USFS lands immediately adjacent to the Town limits.
- Management of the range has historically been informal, and recurring concerns have been raised by Minturn residents and nearby property owners regarding noise, safety, hours of use, maintenance, and environmental impacts.
- The USFS has encouraged local partnerships or management agreements as a means to improve oversight and responsiveness to community needs.
- Over the past several years, staff have documented multiple complaints related to:
 - Noise impacts
 - After-hours or early-morning shooting
 - Litter and abandoned targets
 - Fire risk
 - Lack of on-site rules enforcement

- Safety concerns during peak use
- Staff have been exploring potential management or co-management models used by other municipalities and counties to address similar issues.

Discussion

Town Assumes Full Operational Management

- a. Town would seek special use authorization with USFS to manage the shooting range.
- b. Responsibilities could include daily operations, rule enforcement, maintenance, user guidelines, and range improvements.
- c. The town would have the option to obtain a land patent for the managed area to bring it into town boundary, giving the town police power over the site.
- d. Town could seek special use authorization with USFS for the larger land area between the Minturn Bike Park and Shooting Range to open the area to recreation and town management. (**See Attachment 1**)
- e. Pros:
 - i. Full control over land management.
 - ii. Ability to enforce regulations directly.
 - iii. Feasibility is high/Fastest timeline for solution.
 - iv. This could be done in conjunction with a larger Minturn Parks and Recreation strategy.
 - v. Potential for political and financial support from partners is highest.
- f. Cons:
 - i. Financial costs.
 - ii. Regulatory burden.
 - iii. High staff burden for the foreseeable future.

Town Assumes Limited/Shared Management

- g. Town could partner with USFS, Eagle County, local shooting clubs, or volunteer organizations.
- h. Shared responsibilities could focus on maintenance, safety improvements, or limited monitoring.
- i. Could include periodic Town engagement without full operational control.
- j. Pros:
 - i. Lower cost.
- k. Cons:
 - i. Feasibility is low/.
 - ii. Timeline would be slow.
 - iii. Would not exploit potential opportunity of expanding Park & Rec opportunities around the Minturn Bike Park.
 - iv. Potential for political and financial support from partners is lower.
 - v. Does not provide the town with the direct ability to enforce police power.
 - vi. Moderate staff burden for foreseeable future.

Town Pursues Shooting Range Closure

- l. Pros:
 - i. Limited financial cost to the town.
 - ii. Removes impacts entirely.
- m. Cons:

- i. Feasibility of achieving closure is low.
- ii. Timeline for resolution could be 3+ years or longer.
- iii. Closure would be inconsistent with current U.S.F.S. practice and Federal Law.
- iv. Moderate staff burden for foreseeable future.

Town Takes No Action

- n. Pros:
 - i. No staff burden.
 - ii. No cost.
- o. Cons:
 - i. Limited ability to address resident concerns and complaints.
 - ii. Risk of wildfire remains high.

Next Steps

If council is interested in exploring the option of Town management of the shooting range further, staff would proceed with:

- Initiating discussions with USFS regarding management frameworks.
- Developing a preliminary operational plan and cost estimate.
- Identifying potential funding sources (grants, partnerships, user fees).
- Conducting public outreach to both residents and range users.
- Returning to Council with recommendations and a draft agreement.

Requested Council Direction

Staff is seeking Council feedback on:

- Whether the Town should pursue additional analysis of management or co-management options.
- Council priorities regarding safety, enforcement, hours of operation, and environmental concerns.
- The level of Town involvement, if any, that Council wishes to explore.

Gusty K. asked how much staff time might be necessary to manage the range if we take it over.

Rob G. noted that it's really difficult to say, but that it could be part of a larger Parks & Rec plan. Perhaps we could enter into some partnerships with other organizations to assist.

Rob G. and Tom P. noted that we could also look into making it a membership-based club like some of the other shooting ranges in the area. If you make it membership-based, you could generate revenue to offset maintenance costs. Enforcement could be difficult though.

We could also look for financial support from the state, federal government, etc.

Brian R. noted that his main concern is fire danger. If we were managing it, we could close it when fire restrictions are in place.

He also noted that VVMTA did draft a master plan for the area, but it's difficult from a recreation perspective due to wildlife. He would love to see a volunteer group step up to help manage this.

Earle B. brought up the noise issue. If we were managing the range, we could possibly put some measures in place to mitigate this. We could control the hours, decibel regulations, etc. Earle also brought up possible grant opportunities.

Public Comment:

Deb Davis, 1796 Main St.

Ms. Davis was on the shooting range committee for awhile. She was part of the discussions when Keystone Group was facilitating. There were efforts made to get groups to step up to assist with maintaining, cleaning of the range, but these efforts led nowhere. She does not have a lot of faith in getting volunteers to step up.

Ms. Davis also brought up concerns with enforcement, access / gate (would we need to reroute the entrance to be not from the Forest Service road)? There is a serious time lapse currently where there are complaints and law enforcement needs to respond.

Rob Davis, 1796 Main St.

He is also skeptical. If we further develop the shooting range, he feels it will increase demand and create more issues. When the shooting range was put in / made into an official range in '92, there was no public process and no public input sought. He does not feel like the USFS considered local impacts. (Consult the transcript).

The only way you could quiet things is to limit the decibel levels and the ammo types. There are ammo types that are less impactful. (Sub-sonic ammo).

There is also a high-pressure gas line through there. If there is a leak or a fire, it would be devastating. Who would be responsible if something were to happen? The Town should be indemnified.

If the Town is to do any further development of the range, the Town (Council and the public) should be the ones making these decisions.

Mr. Davis noted that USFS did at one time consider shutting it down, so does feel it's possible.

Gusty K. noted that the issue with shutting it down is that it won't stop people from shooting there. The law doesn't prevent someone from shooting a certain distance from a public road.

Tom P. expressed concerns over how to enforce regulations. However, he noted that if nothing else – if we were managing the range, we could control closures for fire danger / fire restrictions, and we could work with ECSO to enforce these closures.

Jen Pace, 1800 Main St.

Ms. Pace is in favor of closing it down. She brought up a recent instance of a group of men from Longmont who were shooting there during the recent Stage 2 Fire Restrictions. The Forest Service is directing people there now, there are a lot of users from outside of the area.

Ms. Pace noted that she believes there used to be a club. She inquired about how that used to be handled and what the feedback was.

She also noted that this used to be a major elk migration corridor but the human impacts have caused these numbers to decrease.

She feels that an environmental impact study should be done.

When Ms. Pace first moved in about 13 years ago, she never heard noise from the shooting range, and now she hears it all the time. It is a very different situation today.

Bill Hoblitzell, 262 Taylor St.

He doesn't think the idea of a full closure should be totally tabled.

He also served on the shooting range committee and the facilitated group with Forest Service, Keystone Institute and other people.

He noted that there is a misunderstanding that the Dingell Act prohibits the Forest Service from closing their range, and that's absolutely untrue. What the Dingell Act prohibits the forest service from doing is beginning a NEPA process without a robust public process in place, and that's it.

That's what Paula Peterson with the USFS had previously initiated and asked the town for support to run this facilitative process. We put up our side of the bargain with the Forest Service to engage in a robust public process.

And since that time, they have more than what they need to take that and then begin a NEPA process. We understand they don't have capacity right now, but that might be different in a year or 2, or a few years. He does not believe the idea of a full closure should be totally tabled. At this point in time, that's where the Forest Service is with us, is totally backing off commitments that they made.

That is not to criticize Leanne, that's just the facts with their current capacity.

He also mentioned fire danger. He thinks many people feel it's just a South Minturn problem. But wildfires move about 5 to 10 miles an hour, that's about a 15 to 30 minute travel time to Taylor Street, from the Forest Service under south wind conditions like we have in the summer.

Earle B.

The EXPLORE Act is good in some ways and bad in some ways. That was approved in December of last year.

He thinks everyone is on the same page about trying to do something.

Deb Davis asked a question – if we do this permit, is it something that we renew every year? She's concerned about being stuck with this if it doesn't work out.

Tom P. Reiterated that the two primary items are:

A special use authorization and land patent for the managed area. Would this be an annual renewal?

Rob G. noted that it depends on what the Town wants to do / how we want to structure it. He believes the land patent would take much longer to put into place. He also reiterated that limitations of the USFS, and the challenges this would pose for Town staff.

Potentially the Town could look at installing a fence down the road.

Brian R. inquired if the County could help via the EXPLORE act.

Tom P. – Full autonomy is always the best option.

Direction from Council:

Continue to research / move forward with exploring the Town taking over the management.

12. Future Agenda Items

A. Future Meeting Topics

Gusty K. noted that we can remove Highlands from the future meeting topics.

13. Adjourn

Motion by Gusty., second by Tom P., to adjourn the regular meeting of November 5, 2025 at 8:30 p.m.



To: Mayor and Council

From: Jay Brunvand

Date: December 3, 2025

Agenda Item: Annual renewal of Hotel and Restaurant Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Beer and Wine Liquor License for the Rocky Mountain Taco llc located at 291 Main St.

INTRODUCTION:

This establishment has an existing B&W License and this is the annual renewal.

ANALYSIS:

Not Applicable

COMMUNITY INPUT:

Not Applicable

BUDGET / STAFF IMPACT:

The applicant has submitted the required fee of \$125.00.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #4 the Town will advance decisions/projects/initiatives that expand future opportunity and viability for Minturn. Both as an employer and a sales tax contributor these businesses each help further Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is approved on the Consent Agenda, no separate motion is required.

ATTACHMENTS:

- Application and supporting documentation for the license renewal.

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division
 PO BOX 17087
 Denver CO 80217-0087
 (303) 205-2300

Submit to Local Licensing Authority

**ROCKY MOUNTAIN
 TACOS LLC
 PO BOX 1402
 Minturn CO 81645**

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	601.25
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one- time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☒ Paid by check
☐ Paid Online

Uploaded to MoveIt on Date

Licensee Name

ROCKY MOUNTAIN TACOS LLC

Doing Business As Name (DBA)

ROCKY MOUNTAIN TACOS LLC

Liquor License Number

03-13037

License Type

Beer & Wine (city)

Sales Tax License Number

30860025

Expiration Date

02/24/2025

Due Date

01/10/2025

Business Address

Street Address

291 MAIN STREET

Phone Number

9704014443

City, State, ZIP Code

Minturn CO 81645

Mailing Address

Street Address

PO BOX 1402

City, State, ZIP Code

Minturn CO 81645

Email

Rockymountaintaco@gmail.com

Operating Manager

Chris McGinnis

Date of Birth

7/9/81

Home Address

Street Address		Phone Number
291 Main Street		970-401-4443
City	State	ZIP Code
Minturn	Co	81695

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented? ☒ Owned

*If rented, expiration date of lease

☐ Rented*

1. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

2. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

3. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?.....

☐ Yes ☒ No

4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

1. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

2. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

3. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

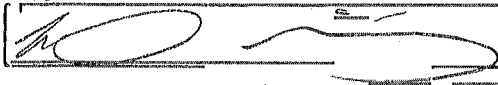
Type or Print Name of Applicant/Authorized Agent of Business

Chris McGinnis

Title

Owner

Signature



Date (MM/DD/YY)

11/20/25

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Town of Montrose

Title

Attest

Mayor

Signature

Date (MM/DD/YY)

**TOWN OF MINTURN, COLORADO
RESOLUTION NO.49 - SERIES 2025**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO, APPROVING
ADMINISTRATIVE POLICY 5: UNIFORMS AND PROTECTIVE FOOTWEAR**

WHEREAS, the Town of Minturn (“Town”) employs personnel in positions that require uniforms, protective personal equipment (PPE), and safety footwear to ensure safe and professional performance of duties; and

WHEREAS, the Town Manager has prepared *Town of Minturn Administrative Policy 5 – Uniforms and Protective Footwear* to establish consistent standards for uniforms, protective footwear, safety requirements, purchasing procedures, allowances, reimbursement processes, and tax-exempt purchasing compliance; and

WHEREAS, the Town Council finds that adopting Administrative Policy 5 promotes employee safety, supports operational consistency, and protects the Town from regulatory, audit, and liability risks; and

WHEREAS, the Town Council desires to formally approve and adopt Administrative Policy 5 as presented.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

- 1. Approval of Policy.** The Town Council hereby approves and adopts Town of Minturn Administrative Policy 5 – Uniforms and Protective Footwear, attached hereto as Exhibit A and incorporated herein by this reference.
- 2. Authority to Implement.** The Town Manager is authorized to implement, administer, and enforce the policy, including future updates to allowance amounts or procedural requirements consistent with law and Town administrative practices.
- 3. Effective Date.** This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ, APPROVED, ADOPTED, AND RESOLVED on this 3rd day of DECEMBER 2025.

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

Town of Minturn Administrative Policy 5 – Uniforms and Protective Footwear

1. Purpose and Policy Statement

The purpose of this policy is to establish uniform standards and safety footwear requirements for Town employees whose positions require protective clothing, identifiable workwear, or specialized boots necessary for workplace safety. This policy also establishes the Town's procedures for issuing uniforms, providing safety boot allowances, administering reimbursements, and ensuring compliance with procurement and tax-exempt purchasing rules. This policy is intended to promote employee safety, support a consistent and professional appearance, and protect the Town from audit, tax, and liability risks.

2. Scope

This policy applies to all full-time, part-time, and seasonal employees of the Town of Minturn whose job duties require the use of uniforms, personal protective equipment (PPE), or safety footwear, including but not limited to Public Works employees, snow removal staff, Parks and Trails personnel, and any position designated by the Town Manager, Public Works Director, or department supervisor. Office staff not assigned uniforms or required PPE are excluded, unless otherwise directed.

3. Definitions

Uniform: Town-approved clothing worn by employees while performing Town duties, including shirts, jackets, outerwear, and any other workwear issued or required.

Safety Footwear: Work boots or protective shoes meeting ASTM F2413 safety standards for impact, compression, slip resistance, or other specifications required for job duties.

Allowance: The maximum monetary reimbursement provided by the Town for eligible purchases made by an employee in accordance with this policy.

Tax-Exempt Purchase: A purchase made by the Town using Town funds, paid directly by the Town at the point of sale, and exempt from sales tax under Colorado law.

Incidental Purchase: A small, low-cost purchase authorized by a supervisor when Town procurement methods are not reasonably available, and reimbursed to the employee within the limitations of this policy.

4. Uniform Requirements

1. Employees whose duties expose them to foot hazards, including heavy equipment operation, excavation, construction, snow removal, or material handling, are required to wear ASTM-certified safety footwear while on duty.
2. Safety footwear must be in good, serviceable condition, free of tears, significant sole wear, broken hardware, or other conditions that compromise safety.

Exhibit A
Resolution No. 49 -2025

3. Supervisors may require an employee to replace unsafe or excessively worn footwear.
4. Safety footwear must meet standards appropriate to weather and terrain, including waterproofing or cold-weather compliance when required for job duties.

5. Safety Footwear Requirements

1. Employees whose duties expose them to foot hazards, including heavy equipment operation, excavation, construction, snow removal, or material handling, are required to wear ASTM-certified safety footwear while on duty.
2. Safety footwear must be in good, serviceable condition, free of tears, significant sole wear, broken hardware, or other conditions that compromise safety.
3. Supervisors may require an employee to replace unsafe or excessively worn footwear.
4. Safety footwear must meet standards appropriate to weather and terrain, including waterproofing or cold-weather compliance when required for job duties.

6. Boot Allowance Program

1. Eligible employees may receive a safety boot allowance of **up to \$250 every 24 months**.
2. Employees purchasing boots costing more than the allowance are responsible for the difference.
3. Boot purchases made with personal funds **must include sales tax**, and reimbursement will be made only for the amount paid up to the allowance.
4. The Town will not engage in split-funded purchases (Town pays part; employee reimburses part) due to tax-exempt and audit restrictions.
5. Supervisor-approved early replacement may be granted if boots become unserviceable due to work-related wear before the 24-month period expires.
6. Only ASTM-certified safety footwear qualifies for reimbursement.

7. Town Purchasing Rules (Tax-Exempt Requirements)

1. The Town may purchase uniforms or safety footwear tax-exempt **only when the Town pays 100% of the purchase price at the point of sale** using Town funds, a Town credit card, a Town purchase order, or a Town check.
2. Employees may not use the Town's sales-tax-exempt certificate for purchases made with personal funds.
3. The Town cannot purchase boots or uniforms tax-exempt if the employee plans to reimburse the Town for any portion of the cost.
4. Employees purchasing uniforms or footwear with personal funds must pay all applicable taxes and seek reimbursement only for the eligible amount.

Exhibit A
Resolution No. 49 -2025

5. All tax-exempt purchases must comply with the Town's procurement procedures, spending limits, and purchasing card policies.

8. Reimbursement Procedures

To receive reimbursement for eligible purchases, employees must:

1. Obtain supervisor approval prior to purchasing eligible items.
2. Submit an itemized receipt showing vendor name, date, amount paid, and sales tax (if purchased with personal funds).
3. Submit documentation to the department supervisor or Town Clerk no later than **30 days** after the purchase date.
4. Provide verification that the boots meet ASTM F2413 standards, if not clearly indicated on the receipt.
5. Understand that non-eligible items (such as socks, insoles, fashion footwear, or accessories) will not be reimbursed.
6. Receive reimbursement through the Town's standard accounts payable or payroll cycle.

9. Town-Issued Uniforms & Replacements

1. Upon hire, employees may be issued a standard set of uniforms appropriate to their position.
2. The Town will replace uniforms that become worn or damaged through normal job-related use.
3. Uniforms damaged due to employee negligence, misuse, or non-work activities may be replaced at the employee's expense.
4. All Town-issued uniforms and outerwear remain the property of the Town and must be returned upon separation from employment.
5. Lost or unreturned items may be subject to payroll deduction where legally permitted.

10. Seasonal Employees

1. Seasonal Public Works or Parks employees may be issued modified or limited uniforms appropriate to their assignment.
2. Seasonal employees may receive a prorated or reduced boot allowance, as determined by the Public Works Director and the Town Manager.

11. Appearance, Maintenance, and Exceptions

1. Employees are expected to maintain a professional appearance consistent with public service standards.
2. Uniforms and footwear must be kept free of excessive soil, odors, or damage.

Exhibit A
Resolution No. 49 -2025

3. Safety PPE, including high-visibility outerwear, must be worn as required by departmental safety guidelines.
4. Employees are responsible for maintaining footwear in good condition between replacements.

12. Loss, Theft, or Damage

1. Uniforms or safety boots damaged during the performance of job duties may be replaced at Town expense with Town Manager approval.
2. Items lost or stolen must be reported immediately to the supervisor.
3. The Town may deny replacement or reimbursement if loss or damage occurs due to negligence, intentional misconduct, or non-work activities.
4. The Town may require completion of an incident report for loss or damage.

13. Disciplinary Consequences

Failure to comply with this policy may result in corrective or disciplinary action, up to and including loss of purchasing privileges, denial of reimbursement, or progressive discipline as outlined in the Town's employee handbook. Misuse of tax-exempt purchasing authority or falsification of documentation may result in disciplinary action.

14. Administration and Authority

1. The Public Works Director is responsible for implementing and managing uniform and footwear requirements within the department.
2. The Town Manager is responsible for maintaining this policy and making necessary updates to allowance amounts or standards.
3. The Town Clerk and Treasurer is responsible for ensuring compliance with tax-exempt purchasing rules and processing reimbursements.
4. The Town Manager retains final authority to interpret this policy and resolve disputes.

**TOWN OF MINTURN, COLORADO
RESOLUTION NO. 50 - SERIES 2025**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO, APPROVING
ADMINISTRATIVE POLICY 6: FEDERAL GRANT CASH MANAGEMENT PROCEDURES**

WHEREAS, the Town of Minturn (“Town”) receives and administers Federal grant funding, including but not limited to the Safe Streets for All (SS4A) Grant awarded through the Federal Highway Administration (FHWA); and

WHEREAS, Federal law under 2 CFR 200.305 requires recipients to maintain written cash management procedures that ensure Federal funds are handled responsibly, expenditures are allowable and properly documented, internal controls are maintained, and the time elapsing between Town disbursements and Federal reimbursement requests is minimized; and

WHEREAS, the Town Manager and Town Clerk & Treasurer have prepared *Town of Minturn Administrative Policy 6 – Federal Grant Cash Management Procedures* to establish the required internal controls, documentation standards, reimbursement processes, and accounting safeguards; and

WHEREAS, the Town Council finds that adopting these procedures is necessary to comply with Federal requirements, promote strong fiscal controls, and support transparent and compliant administration of Federal awards; and

WHEREAS, the Town Council desires to formally approve and adopt Administrative Policy 6 as presented.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

- 1. Approval of Policy.** The Town Council hereby approves and adopts *Town of Minturn Administrative Policy 6 – Federal Grant Cash Management Procedures*, attached hereto as Exhibit A and incorporated herein by this reference.
- 2. Authority to Implement.** The Town Manager, Town Clerk & Treasurer, and their designees are authorized to implement, administer, and enforce the procedures contained within the policy, including updates necessary to remain compliant with Federal regulations.
- 3. Effective Date.** This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ, APPROVED, ADOPTED, AND RESOLVED on this 3rd day of DECEMBER 2025.

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

Town of Minturn Administrative Policy 6 – Federal Grant Cash Management Procedures

1. Purpose and Policy Statement

These procedures establish the Town of Minturn’s internal controls and practices for managing Federal grant funds in accordance with 2 CFR 200.305, including requirements for minimizing the time between disbursement of Town funds and reimbursement from the Federal awarding agency, and ensuring that adequate financial systems safeguard public resources.

2. Scope

These procedures apply to all Federal grants administered by the Town, including the Safe Streets for All (SS4A) Grant awarded through the Federal Highway Administration (FHWA).

3. Cash Management Principles

3.1 Reimbursement Only Basis

The Town administers all Federal awards on a reimbursement basis. The Town does not request advance payments from Federal agencies.

3.2 Minimizing Time Elapsing Between Expenditure and Reimbursement

Consistent with 2 CFR 200.305(b), the Town shall:

- Incur costs first for eligible project activities.
- Pay vendors/contractors using Town funds.
- Submit reimbursement requests promptly following payment, minimizing the time elapsing between the Town’s disbursement and the drawdown of Federal funds.
- Ensure reimbursement requests reflect only allowable, allocable, and documented expenditures.

The Town’s goal is to submit reimbursement requests within 30 days of paying an eligible expense.

4. Procedures for Reimbursement Requests

4.1 Verification of Allowable Costs

Before inclusion in a reimbursement request, expenditures must be verified as allowable, necessary, and reasonable. Charges must comply with the grant agreement, 2 CFR 200 Subpart E (Cost Principles), Town procurement policies, and contract terms.

4.2 Documentation Required

Each reimbursement request must include, at minimum:

- Paid invoices or contract pay applications

- Proof of payment (ACH confirmation or warrants register)
- Timesheets (if applicable)
- General ledger reports for federal accounts
- Additional documentation required by FHWA

4.3 Submission of Reimbursement Requests

The Town Clerk and Treasurer or designee prepares the reimbursement request, confirms documentation, verifies expenditures in the accounting system, submits the request, and maintains records of submissions and approvals.

5. Accounting System and Internal Controls

5.1 Adequate Accounting System

The Town maintains an accounting system designed to provide reasonable assurance of accurate tracking of Federal funds, segregation of duties, and prevention of waste, fraud, misuse, or loss. Federal grant revenues and expenditures are tracked using separate account codes within the Town's accounting system.

5.2 Internal Controls

The Town maintains internal control procedures consistent with 2 CFR 200.303 and the GAO Green Book. Controls include:

- Segregation of duties
- Supervisory review of reimbursement requests
- Invoice approval workflow
- Periodic reconciliation of federal accounts
- Secure retention of documents

6. Recordkeeping

The Town retains all documents related to federal reimbursement, including invoices, contracts, payment confirmations, reimbursement submissions, award agreements, system reports, and correspondence. Records are retained for the period required under 2 CFR 200.334 (Uniform Administrative Requirements).

7. Monitoring and Compliance

The Finance Director or designee monitors expenditures for compliance, reconciles accounts monthly, ensures timely reports, coordinates with project staff, and responds to FHWA audits or monitoring reviews.

8. Revision and Approval

These procedures may be updated to reflect changes in Federal regulations, FHWA guidance, or Town administrative practices.

Exhibit A
Resolution No. 50 -2025

Approved by:

Town Manager – Rob Gutierrez

Town Clerk & Treasurer – Jay Brunvand

Date

**TOWN OF MINTURN, COLORADO
RESOLUTION NO. 51 - SERIES 2025**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO, APPROVING
ADMINISTRATIVE POLICY 7: EMPLOYEE USE OF SOCIAL MEDIA**

WHEREAS, the Town of Minturn (“Town”) recognizes that social media is an important tool for public communication, transparency, and community engagement, but also presents operational, legal, and reputational risks if improperly used; and

WHEREAS, the Town has developed *Town of Minturn Administrative Policy 7 – Employee Use of Social Media* to establish expectations, guidelines, and rules governing both personal and official use of social media by Town employees; and

WHEREAS, the policy is intended to protect confidential and sensitive information, preserve the Town’s professional reputation, comply with applicable Federal and Colorado laws—including open records requirements—and clarify employee rights and responsibilities; and

WHEREAS, the Town Council finds that adopting Administrative Policy 7 supports responsible communication practices, protects Town operations, and ensures consistent standards across departments; and

WHEREAS, the Town Council desires to formally approve and adopt Administrative Policy 7 as presented.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

- 1. Approval of Policy.** The Town Council hereby approves and adopts *Town of Minturn Administrative Policy 7 – Employee Use of Social Media*, attached hereto as Exhibit A and incorporated herein by this reference.
- 2. Authority to Implement.** The Town Manager is authorized to implement, enforce, and administer the policy, and to issue any supplemental procedures necessary to support compliance with Town standards and applicable state and federal laws.
- 3. Effective Date.** This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ, APPROVED, ADOPTED, AND RESOLVED on this 3rd day of DECEMBER 2025.

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

Town of Minturn Administrative Policy 7 – Employee Use of Social Media

1. Purpose and Policy Statement

The purpose of this policy is to establish clear expectations and guidelines for the appropriate use of social media by Town of Minturn employees. Social media can be a valuable tool for public communication, community engagement, and transparency. However, improper use may expose the Town to legal, operational, or reputational risks.

This policy ensures that social media use by employees:

- Protects the Town’s confidential and sensitive information;
- Preserves the Town’s professional reputation;
- Complies with Colorado and federal laws, including open records obligations; and
- Respects employees’ rights to engage in protected concerted activity.

2. Scope

This policy applies to all full-time, part-time, temporary, and seasonal employees of the Town of Minturn, regardless of position or department. The policy applies to the use of both Town-owned equipment and personal devices when such use intersects with Town business.

3. Definitions

Town: Town of Minturn.

Social Media: Any digital platform used for communication or content sharing, including but not limited to Facebook, Instagram, X/Twitter, TikTok, LinkedIn, YouTube, Reddit, blogs, wikis, and online forums.

Official Town Social Media: Accounts created, managed, or authorized by the Town Manager or their designee for the purpose of official communication.

Personal Social Media: Any account or profile used by an employee that is not authorized for official Town communication.

4. Personal Use of Social Media

1. Use of Town Equipment

- Employees may **not** use Town computers, networks, or other equipment for personal social media use, except for incidental use during approved break periods.
- Personal mobile device use during work time should be kept to a minimum and must not interfere with job duties or public service.

2. Official Town Communication

Exhibit A
Resolution No. 51 -2025

- Any posting, comment, or content published **on behalf of the Town** must be approved by the Town Manager or their designee.
- Employees may not represent personal views as those of the Town.

3. Employee Personal Social Media Activity

- Personal social media activity conducted on non-work time and with personal devices is generally not restricted; however, employees are personally responsible for the content they publish.
- Employees must comply with all applicable laws—including Colorado Open Records Act (CORA), copyright laws, and confidentiality requirements.
- Employees may not disclose sensitive, confidential, proprietary, personnel-related, financial, or legally protected information about the Town.
- Employees may not post unpublished Town strategies, draft documents, internal discussions, legal opinions, emergency-response information, or other non-public operational content.

4. Identifying Employment

- If an employee posts content that promotes, endorses, or discusses the Town in a way that could be perceived as knowledgeable or authoritative, the employee must disclose their Town employment (e.g., “I work for the Town of Minturn, but these opinions are my own”).
- Disclosing employment does **not** permit sharing confidential or non-public information.

5. Respectful Conduct and Professionalism

- Employees should avoid posts that could reasonably be viewed as discriminatory, harassing, threatening, or defamatory toward residents, coworkers, contractors, elected officials, or community partners.
- Employees may not use social media to impersonate others or misrepresent the Town.

6. Complaint and Reporting Process

- Employees are encouraged to use the Town’s established complaint and reporting procedures for workplace concerns, rather than raising such issues exclusively on social media.
- Using social media does not replace or satisfy Town complaint procedures for reporting unlawful behavior, safety issues, discrimination, or harassment.

7. Protected Employee Rights

- Nothing in this policy is intended to interfere with employees’ rights under the **National Labor Relations Act (NLRA)** or other applicable laws to engage in

Exhibit A
Resolution No. 51 -2025

protected concerted activity, including discussing wages, hours, working conditions, workplace safety, or other terms of employment.

- Employees may engage in such protected discussions on social media, provided they do not disclose confidential information as defined above.

5. Use of Official Town Social Media Accounts

- Only employees designated by the Town Manager may post on or administer official Town accounts.
- All content must align with Town communications standards, records-retention requirements, and CORA obligations.
- Authorization may be revoked at any time if standards are not met.

6. Violations

Misuse of social media may result in corrective or disciplinary action, up to and including termination, depending on the nature and severity of the violation. Violations may also be referred for legal review when they involve unlawful disclosure or other prohibited conduct.

7. Questions

Questions regarding this policy should be directed to the Town Manager.



To: Mayor and Council

From: Jay Brunvand

Date: December 3, 2025

Agenda Item: Ordinance 11 – Series 2025: Supplemental Appropriation

REQUEST:

Council is asked to approve Ordinance 11 – Series 2025 (Second Reading)

INTRODUCTION:

This is an annual Ordinance to account for various increases in revenues and expenditures which are anticipated to exceed their original budget. Each change in Exhibit “A” is listed in fund order showing the increased amount and the revised total budgeted amount.

ANALYSIS:

This Ordinance takes into account only those items which are anticipated to exceed their original line item budget and reflects changes from First Reading. Revenues which exceed their original budget indicates additional revenue, expenses that exceed their original budget indicates overspending of that line item. Revenues and expenses that exceed their original budget need to be supplemented in order to properly recognize and then utilize this variance in the appropriated budget. This supplemental appropriation only increases revenue and expenses, it does not un-appropriate funds which will not exceed. This means the Ordinance and action requested only addressed excess revenue and expense, it does not address items that will save money by coming in under budget. This may give a false view that we are overspending the budget when in fact we do have the funds on hand and in many cases the expense was appropriated by prior council action.

COMMUNITY INPUT:

As an Ordinance this will require a public hearing.

BUDGET / STAFF IMPACT:

This Ordinance is formal documentation of additional income received and expenses made throughout the FY2025. The impact on the budget is very real and very necessary to include as an update to the originally approved FY2025 budget in order to be in compliance with and prepared for our annual audit.

STRATEGIC PLAN ALIGNMENT:

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

RECOMMENDED ACTION OR PROPOSED MOTION:

An ordinance amending the 2025 budget as set forth in the following exhibit “a”, to appropriate additional general fund revenues in the amount of \$280,597.00, and appropriating additional general fund expenditures in the amount of \$446,851.00, And appropriating additional enterprise fund revenues in the amount of \$ 2,010,238.00, and appropriating additional enterprise fund expenditures in the amount of \$1,200,000.00, And appropriating additional conservation trust fund revenues in the amount of \$3,500.00, And appropriating additional market fund revenues in the amount of \$10,000.00, And appropriating additional capital fund revenues in the amount of \$10,143.00, And appropriating additional Downtown Development Authority fund revenue in the amount of \$15,000.00, expenses in the amount of \$15,000.00,

ATTACHMENTS:

- Ordinance 11 – Series 2025

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 11 – SERIES 2025**

AN ORDINANCE AMENDING THE 2025 BUDGET AS SET FORTH IN THE FOLLOWING EXHIBIT “A”, TO APPROPRIATE ADDITIONAL GENERAL FUND REVENUES IN THE AMOUNT OF ~~\$174,047.00~~280,597.00, AND APPROPRIATING ADDITIONAL GENERAL FUND EXPENDITURES IN THE AMOUNT OF ~~\$217,351.00~~446,851.00,

AND APPROPRIATING ADDITIONAL ENTERPRISE FUND REVENUES IN THE AMOUNT OF \$ ~~1,960,238.00~~2,010,238.00, AND APPROPRIATING ADDITIONAL ENTERPRISE FUND EXPENDITURES IN THE AMOUNT OF \$1,200,000.00,

AND APPROPRIATING ADDITIONAL CONSERVATION TRUST FUND REVENUES IN THE AMOUNT OF \$3,500.00,

AND APPROPRIATING ADDITIONAL MARKET FUND REVENUES IN THE AMOUNT OF \$10,000.00,

AND APPROPRIATING ADDITIONAL CAPITAL FUND REVENUES IN THE AMOUNT OF ~~\$2,500~~10,143.00,

AND APPROPRIATING ADDITIONAL DOWNTOWN DEVELOPMENT AUTHORITY FUND REVENUE IN THE AMOUNT OF \$15,000.00, EXPENSES IN THE AMOUNT OF \$15,000.00,

WHEREAS, in accordance with Section 8.8 of the Minturn Home Rule Charter the Council may make additional appropriations by ordinance during the fiscal year, and;

WHEREAS, Jay Brunvand, Treasurer, has verified that additional funds are available for appropriations in each fund from actual and anticipated revenues of the current year and prior year cash reserves, and;

WHEREAS, the Town Council is advised that certain revenues, expenditures and transfers must be approved by ordinance.

NOW, THEREFORE, THE TOWN OF MINTURN, COLORADO ORDAINS:

Section 1.

Upon the Town Manager’s verification that there are current year revenues available for appropriation in the General Fund, Enterprise Fund, Conservation Trust Fund, Special Revenue Fund, Marketing Fund, Capital Fund, Scholarship Fund, and Battle Mountain Resort Fund and un-appropriated prior year cash balance available in one or more of those funds, the Town Council hereby makes supplemental appropriations as specified in attached Exhibit “A”.

Section 2.

The Town Council hereby authorizes and directs the Town Manager to enter into such contracts and execute such documents on behalf of the Town as may be necessary and customary to expend the funds hereby appropriated for all operations and capital projects within the budget as hereby amended in accordance with the requirements of the Home Rule Charter and the Town's Financial Policies.

Section 3.

The adoption of this Ordinance will promote the health, safety and general welfare of the Minturn community.

Section 4.

If any provision of this Ordinance or portion thereof is held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any other provision which can be given effect without the invalid portion.

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3RD DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

By: _____
Jay Brunvand, Town Clerk

THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THIS 3RD DAY OF DECEMBER, 2025.

Earle Bidez, Mayor

ATTEST:

By: _____
Jay Brunvand, Town Clerk

ORDINANCE 11 – SERIES 2025
EXHIBIT “A”

GENERAL FUND:		Addition	Revised Budget
Additional Revenue	\$ 174,047.00 <u>280,597.00</u>		
Hwy Use Tax	01-00-4052	3,700 <u>10,000</u>	31,200 <u>37,500</u>
Road & Bridge	01-00-4070	6,700	31,700
Exterior Energy Cr	01-00-4215	16,272	16,272
<u>Liquor License</u>	<u>01-00-4230</u>	<u>250</u>	<u>1,750</u>
Business License	01-00-4240	1,500 <u>4,000</u>	25,500 <u>29,500</u>
Town Hall Rent	01-00-4511	150	1,650
ERFPD Impact Fee	01-00-4512	40,000 <u>42,500</u>	40,000 <u>42,500</u>
Snow Dump	01-00-4519	3,425	13,025
Land Lease-Old Castle	01-00-4521	2,500	72,500
Inv Earned	01-00-4540	40,000 <u>120,000</u>	240,000 <u>320,000</u>
Minturn No. Imp Fee	01-00-4563	14,800	14,800
RETT	01-00-4680	45,000 <u>60,000</u>	270,000 <u>285,000</u>
Additional Expense	\$ 217,351.00 <u>446,851.00</u>		
Interim Town Mgr	01-01-5209	97,166	97,166
Utilities	01-01-5210	7,500 <u>10,000</u>	52,500 <u>55,000</u>
Legal & Professional	01-01-5220	40,000 <u>50,000</u>	188,000 <u>198,000</u>
Eng Services	01-01-5221	15,000 <u>150,000</u>	135,000 <u>270,000</u>
Auditor Fee	01-01-5225	625	14,625
ECO Treasurer Fee	01-01-5236	500	18,500
ERFPD Impact Fees	01-01-5240	32,500 <u>37,500</u>	32,500 <u>37,500</u>
Office	01-03-5110	60	210
<u>Supplies</u>	<u>01-06-5110</u>	<u>7,000</u>	<u>12,000</u>
Utilities	01-06-5210	4,000	33,000
<u>Public Buildings</u>	<u>01-06-5290</u>	<u>40,000</u>	<u>70,000</u>
Equip R&M	01-06-5291	20,000 <u>40,000</u>	32,000 <u>52,000</u>
<u>Parks and Flowers</u>	<u>01-06-5357</u>	<u>10,000</u>	<u>56,750</u>
ENTERPRISE FUND:			
Additional Revenue	\$ 1,960,238.00 <u>2,010,238.300</u>		
Water Meters	02-00-4240	238	238
SIF Fees	02-00-4322	675,000 <u>725,000</u>	825,000 <u>875,000</u>
Invest Earn	02-00-4540	85,000	85,000
CDS Funds	02-00-4575	1,200,000	1,200,000
Additional Expense	\$ 1,200,000.00		
Water Plant CIP	02-09-8002	1,200,000	1,200,000
CONSERVATION TRUST FUND:			
Additional Revenue	\$ 0.00 <u>3,500.00</u>		
<u>Interest Income</u>	<u>03-00-4540</u>	<u>3,500</u>	<u>4,700</u>
Additional Expense	\$ 0.00		
SPECIAL REVENUE FUND:			
Additional Revenue	\$ 0.00		
Additional Expense	\$ 0.00		
MARKET FUND:			
Additional Revenue	\$ 0.00 <u>10,000.00</u>		
<u>Interfund Transfer</u>	<u>05-00-4570</u>	<u>10,000</u>	<u>10,000</u>
Additional Expense	\$0.00		

CAPITAL FUND:

Additional Revenue	\$ 2,500.00 10,143.00		
Investment Earned	06-00-4540	2,500 7,000	10,000 14,500
Other Revenue	06-00-4597	3,143	3,143

Additional Expense \$ 0.00

GID FUND:

Additional Revenue	\$15,000.00		
Inter Fund Transfer	07-00-4570	15,000	15,000

Additional Expense	\$ 15,000.00		
Legal/Professional	07-01-5220	15,000	15,000

SCHOLARSHIP FUND:

Additional Revenue \$ 0.00

Additional Expense \$ 0.00



To: Mayor and Council

From: Jay Brunvand

Date: December 3, 2025

Agenda Item: Ordinance 12 – Series 2025

REQUEST:

Council is asked to approve Ordinance 12 – Series 2025 on Second Reading.

INTRODUCTION:

This is an annual Ordinance setting forth and approving the various fees proposed for Fiscal Year 2025 on First Reading. The Town Municipal Code has many fees cited in various areas of the Code. This Ordinance 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 ordinance approved by Council to establish the annual fee schedule and any proposed fee increases. 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 go into effect on January 1, 2026. There are no changes from First Reading.

COMMUNITY INPUT:

As an Ordinance this will require a public hearing.

BUDGET / STAFF IMPACT:

This Ordinance 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 important to note that the fees are set administratively and are allowed by law to change year to year as necessary; whereas, a tax, such as the town's mill levy, 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 Ordinance 12 – Series 2025 (Second Reading) an Ordinance annually setting, amending and approving town fees as set forth in the following attachment to be included in Appendix "A" of the Minturn Municipal Code for the Town of Minturn, Colorado fees commencing January 1, 2026

ATTACHMENTS:

- Ordinance 12 – Series 2025

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 12 – SERIES 2025**

AN ORDINANCE ANNUALLY SETTING, AMENDING AND APPROVING TOWN FEES AS SET FORTH IN THE FOLLOWING ATTACHMENT TO BE INCLUDED IN APPENDIX “A” OF THE MINTURN MUNICIPAL CODE FOR THE TOWN OF MINTURN, COLORADO FEES COMMENCING JANUARY 1, 2026

WHEREAS, The Town of Minturn reviews and approves such fees by ordinance annually and as necessary, and;

WHEREAS, The fee schedule is available for review during regular business hours at the Town Offices as well as the Official Town Website.

NOW, THEREFORE, THE TOWN OF MINTURN, COLORADO, ORDAINS:

Section 1.

The following fees and deposits are hereby set as set forth or added in Appendix “A” is adopted.

Section 2.

In the event of a conflict between the fees, rates and charges listed in this Appendix A and the Text of any individual section of the Town Code, the provisions of The Minturn Municipal Code shall control.

Severability. If any part, section, sub-section, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance; and the Town Council for the Town of Minturn, Colorado hereby declares it would have passed this Ordinance and each part, section, sub-section, sentence, clause or phrase thereof, irrespective of the fact that any one or more parts, sections, sub-sections sentences, clauses or phrases be declared invalid.

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

**THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE
ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE
ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THIS 3rd
DAY OF DECEMBER, 2025.**

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

Town of Minturn -Administrative Fees

Fees, Rates, and Charges Imposed Pursuant to the Minturn Town Code

ITEM	DESCRIPTION	FEE 2025	FEE 2026
Administration			
Copies	per page	\$0.25	
Bad Check fee		\$35.00	
Open Records Request			
Attorney-Administrative	per hour, minimum 1hr after first hour in 15min increments	\$185.00	
Town Staff-Administrative	per hour, minimum 1hr. After first hour, billed in 15min increments	40.00 per state	
Professional Use Fee	Use of town Eng, Lawyer, Other Consultants, etc	Cost + 20%	
Past due monthly fee		\$35.00 plus 1.5%/month	
Real Estate Transfer Tax	per sale due at time of sale	1%	
Lodging Tax - Residential		6.5%	
Lodging Tax - Commercial		1.5	
Sales Tax - City		4%	
Use Tax - Construction		4%	
Credit Card Fees	For in-person payments, charges in excess of \$500 incur a processing fee.	3%	
	For online portal payments, all transactions incur a processing fee.	Varies depending on type of payment, and amount 2 - 3% Fee	
Application for Encroachment	Sec. 11-3	\$40.00	
Encroachment Fee		\$16/sqft annually	
Town Apartments	Tier 1 = Town Employees Tier 2 = 1st Responders/contracts Tier 3 = All Others	1bd 2bd 3bd \$1200 \$1350 \$1450 \$1700 \$1850 \$1950 \$2000 \$2500 \$3000	
Town Lease Lots	Special agmts for large parcels	\$800/mo	

Fees, Rates, and Charges Imposed Pursuant to the Minturn Town Code		
Town of Minturn - Town Clerk Fees		
ITEM	DESCRIPTION	FEE 2025
Business Licenses:		
Initial License Fee		\$75.00
	Prorated at \$10/month	
Business License Fee	(Fiscal Period is 4/1-3/31)	\$75.00
Home Occupation License Fee		\$75.00
Home Business License Fee	(Major household income)	\$75.00
Mobile Food Vendor License		\$75.00
Outdoor Recreation License		\$75.00
Short Term Rental License		\$300 PER Bedroom or Sleeping Area
Snow Plow Business		\$75.00
Each additional vehicle		\$20.00
Peddler or Solicitor:		
License Fees		
1 Day		\$15.00
2 Days Consecutively		\$30.00
3 Days Consecutively		\$45.00
5-Days Consecutively		\$75.00
7 Days Consecutively		\$75.00
30 Days consecutively		\$75.00
Annual License	(Due 4/1)	\$75.00
Contractor License:		
Annual License Fee - General		\$100/yr
Business List Print Fee		\$40.00
Code Violation Fee		1st Offence \$150 2nd Offence \$250 3rd Offence \$500
LIQUOR LICENSE APP FEES		
	All fees as set or modified by State	
PUBLIC WORKS		
Snow Dump - Tandem		\$75.00
Snow Dump - End Dump		\$125.00
Use of Snow Dump at Community Garden	Must have prior written approval. User (not operator) will be billed.	\$3500/SEASON
Snow Dump - FINE	Illegal Dumping - Minimum x 4	
Eagle River Fire Protection District Impact Fees*		
	THESE WILL AUTO UPDATE WHEN SET BY ERFPD IN JANUARY	
new meter size:	3/4 inch	\$2,005.00
	1 inch	\$3,409.00
	1.5 inch	\$6,619.00
	2 inch	\$10,628.00
	3 inch	\$22,059.00
	4 inch	\$34,091.00
	6 inch	\$66,177.00
	8 inch	\$120,724.00
	10 inch	\$154,682.00
	12 inch	\$289,190.00

*Fees may be increased administratively to adjust for inflation. MMC Sec. 18-16-110

Town of Minturn -Utility Fees

Fees, Rates, and Charges Imposed Pursuant to the Minturn Town Code

ITEM	DESCRIPTION	FEE 2025	DETAIL	FEE 2026
WATER				
Cash deposit		\$100.00		
Debt Service Fee	Per SFE/Month	\$17.37		
Turn-on/Reconnect Fee		\$50.00		
Turn-off/Disconnect Fee		\$50.00		
Turn-on/Reconnect	For non metered water only	\$400.00		
Tap, inspection, connection fee				
(1) Residential Unit; per unit plus Tier fee per sq foot floor		Tap Fee \$12,940 SIF Tier 1 \$10.95/sqft SIF Tier 2 \$14.52/sqft SIF Tier 2 \$17.47/sqft	1-1500sf 1501-3000sf 3001 - +	
Accessory Dwelling Unit (>750sf)	.5sfe	10.95sf		
Cash in Lieu of Water		\$40,501.00		
(2) Hotel/Lodge/Motel/Lock-off/Accommodation Unit:				
(a) per efficiency room .75		\$9,705.00		
(b) per room .50		\$6,470.00		
Out of Town Tap Fees are 25% higher				
Tap, Inspection, Connection Fee				
Commercial Service Line Size in inches: Set to equal ERWSD rates		These will automatically change once set by ERFDP in January		
	3/4in (1.5 SFE)	\$17,840.00		
	1in (2.6 SFE)	\$30,918.00		
	1in 1/2 (5.8 SFE)	\$68,973.00		
	2un (10.3 SFE)	\$125,730.00		
	3in (23.0 SFE)	\$275,911.00		
	4in (40.9 SFE)	\$486,376.00		
	6in (92.1 SFE)	\$1,095,240.00		
All out of Town Taps	Sec. 13-29(b)(1)	+ 50%		
Construction Use Rates	Sec. 13.65			
Any water use for construction	Setup fee plus use	\$150.00		
Portable meter fee		\$100.00		
Portable meter water use		\$25.00/1000 gal		
Portable meter deposit or lost meter		\$1,750.00		
Unusual Water User Fee	Sec. 13.66	set Administratively		
Unmetered Water Rate				
	Sec. 13-4	Base x3		
Monthly rate per SFE for	Residential	\$330.48	Base + 25%	
Policy related to other uses	Commercial	\$330.48	Base + 25%	
Replaces Sec. 13-29(b)(2)	Residential out of Town	\$498.15	Base + 50%	
	Commercial out of Town	\$578.34	Base + 75%	
	Seniors-Grandfathered (65 years or older)	\$247.86	Base -25%	
Metered Water Rate				
	Sec. 13-4			
(a) Residential, basic monthly charge	per SFE	\$116.77		
plus a monthly above 0 gals. Use charge per 1,000 gallons		\$8.82		
(b) Commercial, basic monthly charge	per SFE	\$116.77		
plus a monthly above 0 gals. Use charge per 1,000 gallons		\$8.82		
(c) 25% discount for Residential Owner-Occupant over 65 years of age		\$87.58		
Out of Town Water Rate are 50% higher for Residential and 75% higher for Commercial	Sec. 13-29(b)(2)	R=\$175.16 C=\$204.35		
Irrigation / Sprinkler Usage Rates (No Structure)	Irrigation	Sprinkler Usage Rates	Sprinkler	
Trash Collection	Plus \$10/can more than one	34.98		37.45

IRRIGATION USAGE RATES (NO STRUCTURE)		SPRINKLER USAGE RATES	
SFE factor based on meter size/kgal		(SFE based on associated structure)/kgal	
Tier 1 (0-8)	\$10.24	Tier 1 (0-20)	\$10.24
Tier 2 (8-16)	\$15.36	Tier 2 (21-30)	\$15.36
Tier 3 (16-24)	\$23.05	Tier 3 (31-40)	\$23.05
Tier 4 (24-32)	\$34.58	Tier 4 (more than 40)	\$34.58
Tier 5 (more than 32)	\$51.86		

Residential Water Irrigation Rate Fees

The in-Town metered Water fees for any single-family residence that is greater than 1 SFE, the SFE multiplier is only applied to the base and debt rates are set and hereby adopted effective June 5, 2024 as follows (out of town rates are 50% higher)		• Tier 1 – 0 – 4,000 gallons \$ 4.25/1,000 gallons • Tier 2 – 4,001 – 6,000 gallons \$ 9.75/1,000 gallons • Tier 3 – 6,001 or more gallons \$15.00/1,000 gallons	
The in-Town metered Water fees where a single meter is utilized for multiple dwelling units, that the multiplier on the tiered rate structure will continue to apply to the base, debt, AND tiered rates are set and hereby adopted effective June 5, 2024 as follows (out of town rates are 50% higher)		• Tier 1 – 0 – 4,000 gallons \$ 4.25/1,000 gallons • Tier 2 – 4,001 – 6,000 gallons \$ 9.75/1,000 gallons • Tier 3 – 6,001 or more gallons \$15.00/1,000 gallons	
The in-Town metered Water irrigation fees for potable water are set and hereby adopted effective June 5, 2024 as follows		• Tier 1 – 0 – 8,000 gallons \$ 6.38/1,000 gallons • Tier 2 – 8,001 – 16,000 gallons \$14.63/1,000 gallons • Tier 3 – 16,001 – 24,000 gallons \$22.50/1,000 gallons • Tier 4 – 24,001 – 32,000 gallons \$27.50/1,000 gallons • Tier 5 – 32,001 or more gallons \$32.50/1,000 gallons	
The in-Town metered Water irrigation fees for non-potable water are set and hereby adopted effective June 5, 2024 as follows		• Tier 1 – 0 – 8,000 gallons \$ 2.13/1,000 gallons • Tier 2 – 8,001 – 16,000 gallons \$ 4.88/1,000 gallons • Tier 3 – 16,001 – 24,000 gallons \$ 7.50/1,000 gallons • Tier 4 – 24,001 – 32,000 gallons \$12.50/1,000 gallons • Tier 5 – 32,001 or more gallons \$17.50/1,000 gallons	

**Town of Minturn -Event / Facility Rental
Fees**

Fees, Rates, and Charges Imposed Pursuant to the Minturn Town Code

ITEM	DESCRIPTION	FEE 2025	FEE 2026
Town Hall / Council Chambers			
Set-Up Fee	Used only in Special circumstances, for Town related business or for Town partners, and must set up on own.	\$50.00	
Full Room with Kitchen		\$300.00	
Full Room Without Kitchen		\$200.00	
Flip Chart and Easel		\$25.00	
Use of Monitor for Presentations		\$100.00	
Sound System/Microphones		\$100.00	
Cleaning Deposit	Based on actual cost	\$250.00	
Nonprofit		\$50 set up fee	
Little Beach Park			
Little Beach Park			
Minturn Resident		\$150/half day \$250/full day	
Non Profit		\$50/half day \$100/full day	
Non Resident		\$300/half day \$500/full day	
Special Event Permit (for Public Event)		\$250/Town Property \$100/Private Property	
Minturn Bike Park			
Programs-fee based	less than 4hrs/14ppl	\$100.00	
Programs-fee based	more than 4hrs/14ppl	\$200.00	
Exclusive Use for camp or clinic	less than 4hrs/14ppl	\$250.00	
Exclusive Use for camp or clinic	more than 4hrs/14ppl	\$500.00	

Town of Minturn -Planning Fees

Fees, Rates, and Charges Imposed Pursuant to the Minturn Town Code

<u>ITEM</u>	<u>2025 FEE</u>	<u>2026 FEE</u>
<u>PUD Applications</u>		
ITEM	\$1000 + \$50/Unit + \$6,000 Deposit	
PUD Concept Plan	\$3000 + \$50/Unit + \$6,000 Deposit	
PUD Preliminary Development Plan	\$1775 + \$50/Unit + \$6,000 Deposit	
PUD Final Development Plan	\$1175 + \$50/Unit + \$6,000 Deposit	
Minor PUD Concept/Preliminary Development Plan		
Changes to Approved PUD Plans-	\$425 + \$1,175 Deposit	
(Minor) Approved by Planning Director	\$600 + \$25/Additional Units + \$1,175 Deposit	
(Minor) Approved by Planning Commission	\$1175 + \$25/Additional Units + \$6,000 Deposit	
(Major) Approved by Town Council		
<u>Subdivision Application</u>	\$600 + Cost	
Administrative Replat	\$425 + Cost	
Correction Plat	\$1775 + 25/Lot + \$6,000 Deposit	
Preliminary Subdivision Plat	\$1175 + 25/Lot + \$3,550 Deposit	
Final Subdivision Plat		
Minor Subdivision		
Amended Final Plat	\$775 + Cost	
Minor Type A Subdivision	\$1000 + Cost	
Minor Type B Subdivision	\$1000 + Cost	
<u>Miscellaneous</u>		
Annexation	\$6,000 + \$12,000 Deposit	
Disconnect/De-Annexation	\$3,550 plus associated costs	
Amendments To Text of Land Use Regulations	\$2,075 + Cost	
Amendments To Official Zone District Map	\$1,175 + Cost	
Conditional Use Permit Application	\$950 + Cost	
Limited Use Review	\$175 + Cost	
Temporary Use Permit	\$500 + Cost	
Temporary Use Permit Security Deposit	TBD on Per Case Basis	
Variance	\$675 + Cost	
Vacation of Public Easements and ROW	\$900 + Cost	
Sign Permit	\$75 + 1.75/Sq. Ft.	
Design Review Board		
Major Design Review Application	\$250	
Minor Design Review Application	\$100	
Special Planning Commission meeting	\$600 + Cost	
Appeal - Planning Commission or Town Council	\$350 + Cost	
Buidling Permits new construction - based on valuation:**		
\$1.00 to \$500.00	\$ 35.22	
\$501.00 to \$2,000.00	\$4.57 for each addtional \$100 valuation over \$500.00	
\$2,001.00 to \$25,000	\$20.98 for each additional \$1,000 valuation over \$2,000	
\$25,001.00 to \$50,000	\$15.14 for each additional \$1,000 valuation over \$25,000	
\$50,001.00 to \$100,000.00	\$10.49 for each additional \$1,000 valuation over \$50,000	
\$100,001.00 to \$500,000.00	\$8.39 for each additional \$1,000 valuation over \$100,000	
\$500,001.00 to \$1,000,000.00	\$7.12 for each additional \$1,000 valuation over \$500,000	
\$1,000,001.00 and up	\$5.48 for each additional \$1,000 valuation over \$1,000,000	
Construction without a permit	Purchase of Building Permit plus Fine of 100% value of permit to be determined by Town	
Plan Review	65% of permit fee	
Street Use Fee	1/2% of the project valuation that is valued at \$500 or greater	
<u>Street Cut Fee</u>		
Basic permit fee	\$100.00	
Basic utility fee	\$75.00	
per Sec. 11-26		
replacement of paving w/oil&chip surface/ per sq. ft.	Per Bid	
dirt cuts	Per Bid	
Backfilling	time, material, staff time	
Saw cuts per lineal foot w/min fee 25.00	time, material, staff time	
Any re-work	time, material, staff time	

Application Review Deposit:

Deposits are required to cover staff and consultant time attributable to a particular land use application review, meeting attendance, and phone consultations over and above the minimum application fee required for the application.

Applicant will bear the burden of all staff & consultant costs above and beyone the first staff member.

For multi-step applications (e.g. PUD Concept, PUD Preliminary Plan, PUD Final Plan) any unused deposit amounts from one application may be applied toward the next application.

Minimum deposit balances for each land use application type must be maintained/replenished upon notice by the Town.

Costs:

Costs attributable to the review by consultant, and additional staff time, are billed at actual hourly rates. Cost assessed after first hour.

Tempoary Use Permit Security Deposit:

Security deposit amounts for the cleanup or restoration following the termination of an approved temporary use are determined by the Planning Director on a case by case basis dependent on the intensity, scope, timing, and location of the use; and, upon the intensity, scope, timing, and location of the anticipated mitigation needed to return the unit, site, or area to its pre-permit condition.

** Valuation is based upon the national average per/square foot construction cost published semi-annually by the International Code Council, with a 1.4 multiplier applied as a regional cost differential.

Other:

For all applications requiring legal descriptions to be published in the newspaper, additional fees will be charged on a per cost basis, for publications that are in excess of \$50

No application shall be considered or reviewed until the application fees are paid in full and the application is deemed complete. Where multiple applications are required, multiple fees shall be assessed. Fees are not required for Town-initiated applications.

Review fees charged by a state or federal agency shall be made payable to the reviewing agency based on current rates and paid at the time of application.

Application fees shall be paid by cash or by a check made payable to the Town of Minturn, and shall be submitted with the application to the Town of Minturn Planning Department. Additional Town Staff services may be billed at an hourly rate as deemed necessary.

Minturn Municipal Court Fees**Fees, Rates, and Charges Imposed Pursuant to the Minturn Town Code****PUBLIC SAFETY / COURT FEES**

ITEM	DESCRIPTION	FEE 2025	FEE 2026
Incarceration Fee	Assessed at current daily fee charged by the Eagle County Sheriff's Office		
Records Requests-Criminal Justice	There is no charge for the first copy of the report if you are the defendant, the victim, another court, or a law enforcement agency	.25pg + \$5.00 Admin Fee	
Clearance Letter		\$10.00	
Court Transcripts		\$250.00 Deposit/Actual Cost	
Court Fines	Minturn Municipal Court has adopted the Colorado Model Traffic Code	per Judge / per Model Traffic Code	
Court Fines-Payment Plan Fee	Per court direction	\$25.00	
Court Cost Fee		\$25 + 25% Administrative Fee	
Community Service Fee		\$25.00	



To: Mayor and Council

From: Jay Brunvand

Date: December 3, 2025

Agenda Item: Ordinance 13 – Series 2025

REQUEST:

Council is asked to approve Ordinance 13 – Series 2025 (Second Reading).

INTRODUCTION:

This is an annual Ordinance setting forth and approving the Fiscal Year 2026 mill levy on Second Reading.

ANALYSIS:

This is an annual ordinance approved by Council to establish the mill levy on property assessments for the following year. Our mill levy was set at 17.934 mills in 1998 allowing us to collect, spend, or save all revenue generated based on the county assessment. These funds flow into the General Fund as a major source of revenue to meet our budgeted needs. The mill levy collection of property tax makes up over 30% of Minturn's annual General Fund revenues.

The November 2025 final Assessed Valuation was released on November 19th. The final values decreased over the August valuation resulting in an decrease of \$10,114. This revised amount is reflected in this second reading. This decrease is a result of contestations of the original assessments by owners. Normally, I would not anticipate such a high decrease, however, with the huge fluctuations in values it is understandable.

COMMUNITY INPUT:

As an Ordinance this will require a public hearing.

BUDGET / STAFF IMPACT:

This Ordinance formally sets the town mill levy at our allowed 17.934 mills for the following year and is a major source of revenue for the town's General Fund.

STRATEGIC PLAN ALIGNMENT:

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

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to approve Ordinance No. 13 – Series 2025 (Second Reading), an ordinance levying general property taxes for the year 2026, to meet general operating costs of government for the Town of Minturn, Colorado for the 2026 budget year.

ATTACHMENTS:

- Ordinance 13 – Series 2025

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 13 – SERIES 2025**

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2026, TO MEET GENERAL OPERATING COSTS OF GOVERNMENT FOR THE TOWN OF MINTURN, COLORADO FOR THE 2025 BUDGET YEAR.

WHEREAS, the Minturn Town Council of the Town of Minturn, Colorado will adopt the annual budget for Fiscal Year 2026 in accordance with Local and State Government Budget Law, on December 3, 2025, and;

WHEREAS, the assessed valuation for the Town of Minturn, Colorado as certified by the Eagle County Assessor is approximately **\$56,974,750.00** and will generate approximately **\$1,021,785.00** based on the authorized 17.934 mills of the Town of Minturn, and;

WHEREAS, at General Election on November 3, 1998, the citizens of Minturn, Colorado have established the Town Mill Levy at 17.9340 mills in accordance with Article X, Section 20 of the Colorado Constitution, and;

WHEREAS, the final assessed valuation for the fiscal year 2026 will be available by December 3, 2025 from the County of Eagle Assessor in a timely manner to allow the passage of this Ordinance as a non-emergency in the normal course of events.

NOW, THEREFORE, THE TOWN OF MINTURN, COLORADO ORDAINS:

Section 1. That for the purpose of meeting general operating expenses of the Town of Minturn during the 2026 budget year, there is hereby levied a tax of 17.934 mills upon each dollar of the total valuation for assessment of all taxable property within the Town of Minturn for the 2026 budget year. This assessment of 17.934 mills shall be duly made by the County of Eagle, State of Colorado, as directed by the Colorado Revised Statutes (as amended), and as otherwise required by law.

Section 2. The Minturn Town Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of Eagle County, Colorado, the mill levies for the Town of Minturn, Colorado as here in above determined and set.

Section 3. The Minturn Town Council hereby finds, determines, and declares that this ordinance is necessary and proper for the health, safety, and welfare of the Town on Minturn, Colorado and the inhabitants thereof.

Severability. If any part, section, sub-section, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance; and the Town Council for the Town of Minturn, Colorado hereby declares it would have passed this Ordinance and each part, section, sub-section, sentence, clause or phrase thereof, irrespective of the fact that any one or more parts, sections, sub-sections sentences, clauses or phrases be declared invalid.

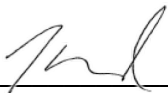
INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO



Earle Bidez, Mayor

ATTEST:



Jay Brunvand, Town Clerk



THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THIS 3rd DAY OF DECEMBER, 2025.

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk



To: Mayor and Council

From: Jay Brunvand

Date: November 19, 2025

Agenda Item: Ordinance 13 – Series 2025 Levying General Property Taxes

REQUEST:

Council is asked to approve Ordinance 13 – Series 2025 (First Reading)

INTRODUCTION:

This is an annual Ordinance setting forth and approving the Fiscal Year 2026 mill levy on First Reading.

ANALYSIS:

This is an annual ordinance approved by Council to establish the mill levy on property assessments for the following year. Our mill levy was set at 17.934 mills in 1998 allowing us to collect, spend, or save all revenue generated based on the county assessment. These funds flow into the General Fund as a major source of revenue to meet our budgeted needs. The mill levy collection of property tax makes up over 30% of Minturn's annual General Fund revenues.

COMMUNITY INPUT:

As an Ordinance this will require a public hearing.

BUDGET / STAFF IMPACT:

This Ordinance formally sets the town mill levy at our allowed 17.934 mills for the following year and is a major source of revenue for the town's General Fund.

STRATEGIC PLAN ALIGNMENT:

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

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to approve Ordinance No. 13 – Series 2025 (First Reading), an ordinance levying general property taxes for the year 2026, to meet general operating costs of government for the Town of Minturn, Colorado for the 2026 budget year.

ATTACHMENTS:

- Ordinance 13 – Series 2025

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 11 – SERIES 2025**
AN ORDINANCE AMENDING THE 2025 BUDGET AS SET FORTH IN THE FOLLOWING EXHIBIT "A", TO APPROPRIATE ADDITIONAL GENERAL FUND REVENUES IN THE AMOUNT OF \$174,047.00, AND APPROPRIATING ADDITIONAL GENERAL FUND EXPENDITURES IN THE AMOUNT OF \$217,351.00, AND APPROPRIATING ADDITIONAL ENTERPRISE FUND REVENUES IN THE AMOUNT OF \$ 1,960,238.00, AND APPROPRIATING ADDITIONAL ENTERPRISE FUND EXPENDITURES IN THE AMOUNT OF \$1,270,050.00, AND APPROPRIATING ADDITIONAL CAPITAL FUND REVENUES IN THE AMOUNT OF \$2,500.00, AND APPROPRIATING ADDITIONAL GENERAL IMPROVEMENT FUND REVENUE IN THE AMOUNT OF \$15,000.00, EXPENSES IN THE AMOUNT OF \$15,000.00,

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3RD DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

By:
Jay Brunvand, Town Clerk

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 12 – SERIES 2025**
AN ORDINANCE ANNUALLY SETTING, AMENDING AND APPROVING TOWN FEES AS SET FORTH IN THE FOLLOWING ATTACHMENT TO BE INCLUDED IN APPENDIX "A" OF THE MINTURN MUNICIPAL CODE FOR THE TOWN OF MINTURN, COLORADO FEES COMMENCING JANUARY 1, 2026

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 13 – SERIES 2025**
AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2026, TO MEET GENERAL OPERATING COSTS OF GOVERNMENT FOR THE TOWN OF MINTURN, COLORADO FOR THE 2025 BUDGET YEAR.

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.
TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 14 – SERIES 2025**
AN ORDINANCE APPROPRIATING REVENUES,

APPROPRIATING EXPENDITURES, APPROVING TRANSFERS AND ADOPTING THE TOWN OF MINTURN BUDGET FOR THE PERIOD BEGINNING ON THE FIRST DAY OF JANUARY, 2026 AND ENDING ON THE LAST DAY OF DECEMBER, 2026.

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.
TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

**PUBLISHED IN THE VAIL DAILY ON SATURDAY,
NOVEMBER 22, 2025.**



To: Mayor and Council

From: Jay Brunvand

Date: November 19, 2025

Agenda Item: Ordinance 14 – Series 2025 Budget Adoption

REQUEST:

Council is asked to approve Ordinance 14 – Series 2025 on First Reading.

INTRODUCTION:

This is an annual Ordinance appropriating all estimated beginning fund balances, revenues, and expenses in each fund and adopting the FY2026 budget.

ANALYSIS:

This is an annual ordinance that reports, allocates, and appropriates the beginning fund balance, all anticipated revenues, and all anticipated expenses for each fund as detailed in the budget document. To date all directed changes to the preliminary budget accepted at the first meeting in October 2025 have been assimilated into these final numbers. Council will receive a final budget shortly after second reading in December which will reflect the budget as approved by this Ordinance. This final version includes the final assessed valuation of property values and changes in the Capital Fund (06) based on our 11/19/25 discussions.

COMMUNITY INPUT:

As an Ordinance this will require a public hearing.

BUDGET / STAFF IMPACT:

This Ordinance represents the formal funding mechanism per State law in the budget approval process.

STRATEGIC PLAN ALIGNMENT:

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

RECOMMENDED ACTION OR PROPOSED MOTION:

Motion to approve Ordinance 14 – Series 2025 an Ordinance appropriating revenues, appropriating expenditures, approving transfers and adopting the Town of Minturn budget for the period beginning on the first day of January, 2026 and ending on the last day of December, 2026 as presented.

ATTACHMENTS:

- Ordinance 14 – Series 2025

**TOWN OF MINTURN, COLORADO
ORDINANCE NO. 14 – SERIES 2025**

AN ORDINANCE APPROPRIATING REVENUES, APPROPRIATING EXPENDITURES, APPROVING TRANSFERS AND ADOPTING THE TOWN OF MINTURN BUDGET FOR THE PERIOD BEGINNING ON THE FIRST DAY OF JANUARY, 2026 AND ENDING ON THE LAST DAY OF DECEMBER, 2026.

WHEREAS, the Minturn Town Council of the Town of Minturn, Colorado has appointed Jay Brunvand, Treasurer, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, Jay Brunvand, Treasurer, has submitted a proposed 2026 Budget to this governing body on October 1, 2025, for its consideration, and;

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the public as required by law at the Minturn Town Center, a public hearing was scheduled and held on November 5, 2025 and interested citizens were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, this proposed budget balances by fund as required by law, and;

WHEREAS, the final assessed valuation will be available by December 3, 2025 from the County of Eagle Assessor in a timely manner to allow the passage of this Ordinance as a non-emergency in the normal course of events.

NOW, THEREFORE, THE TOWN OF MINTURN, COLORADO ORDAINS:

Section 1.

The budget for the Town of Minturn, Colorado for the fiscal year 2026 as submitted and summarized by fund as described below is hereby adopted, which adoption shall constitute appropriations of the amounts specified therein as revenues and expenditures from the Funds indicated; and that the estimated Beginning Balances, Revenues and Other Sources are hereby declared to be a reasonable projection of the amount of Revenue available for appropriation and to provide an adequate Fund Balance at the close of the fiscal year beginning January 1, 2026 and ending December 31, 2026 more particularly described as follows:

FUND DESCRIPTION	BEGINNING FUND EST. BALANCE	FY2026 REVENUE	FY2026 EXPENSES
General Fund	\$3,719,235	\$3,743,307	\$3,706,867
Enterprise Fund	\$6,816,456	\$3,564,518	\$2,914,119
Conservation Trust Fund	\$ 113,146	\$ 14,322	\$ 0
Special Revenue Fund	\$ 17,200	\$ 115,223	\$ 115,223
Market Fund	\$ 0	\$ 53,001	\$ 53,000
Capital Fund	\$ 899,024	\$ 710,023	\$1,344,000
GID	\$ 0	\$ 15,252	\$ 15,000
Scholarship Fund	\$ 283,900	\$ 10,000	\$ 7,100

Section 2.

The Town Council hereby authorizes and directs the Town Manager and Treasurer to enter into such contracts and execute such documents on behalf of the Town as may be necessary and customary to expend the funds hereby appropriated for all operations and capital projects within the budget as hereby adopted all in accordance with the requirements of the Home Rule Charter and the Town's Financial Policies.

Section 3.

The budget hereby approved and adopted shall be signed by the Mayor and Town Clerk and made a part of the public records of the Town of Minturn, Colorado.

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THE 19th DAY OF NOVEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF DECEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THIS 3rd DAY OF DECEMBER, 2025.

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

To: Minturn Town Council
From: Cindy Krieg, Economic Development / Deputy Clerk
Date: 11/26/2025
Agenda Item: Review of the Minturn DDA Plan of Development



INTRODUCTION / REQUEST:

A Plan of Development is a requirement per state statute for all newly formed Downtown Development Authorities. This document will establish the goals and priorities of the DDA, and will help shape the work plan for the DDA board. The onsite workshop took place on October 21, 21 and 22 in Minturn with Ayres Associates. Thank you to those who participated.

ANALYSIS / NEXT STEPS:

A DDA Plan of Development serves as a roadmap for how the DDA will use its powers and funds to improve the downtown area. It is important that we establish a professional, well-crafted plan as this will serve as our guiding document for several years. Based on input from the recent in-person workshop, previous workshops / open houses, and community surveys, Ayres Associates has put together this draft Plan of Development for review by Planning Commission and Town Council. Planning Commission may provide feedback, but ultimately the Town Council will make the final decision on any recommended edits to the plan, and eventually final adoption of the Plan by Resolution (scheduled for December 17th).

It is important to note that while this document will serve a long-term plan, it is recommended that it be reviewed and updated as needed, as economic conditions and needs change in Minturn. A good guideline is to review it every 5 years. According to state statute, (31-25-807(4)(c)) any amendment or “substantial modification” requires a public hearing, followed by consideration by the Minturn Town Council.

COMMUNITY INPUT:

Community input was gathered initially through the DDA outreach and education process that occurred prior to the DDA election. Downtown stakeholders, staff, Council and Planning Commission were also invited to participate in the recent workshop. Ayres has provided this draft plan for review. Once adopted by Resolution, the final document will be submitted to both the State and the County to be registered.

STRATEGIC PLAN ALIGNMENT:

The establishment of the Minturn DDA is a specific priority laid out in the 2025 – 2027 Strategic Plan. The Plan of Development is an integral part of laying the groundwork for how the DDA will operate.

RECOMMENDED ACTION OR PROPOSED MOTION:

No official motion is needed at this stage, but any recommended edits to the plan can be taken back to Ayres Associates to incorporate into the final version of the Plan.

THE FINAL PLAN OF DEVELOPMENT WILL BE ON THE 12/17 TOWN COUNCIL AGENDA FOR ADOPTION BY RESOLUTION.

Attachments:

- Draft DDA Plan of Development (Please note, pages 19 – 26 are reference pages and are still being completed)



PLAN OF DEVELOPMENT

MINTURN DOWNTOWN DEVELOPMENT AUTHORITY

Acknowledgments

HOMETOWN COMMITTEE (DDA BOARD)

Spence Neubauer, Chair, term expires 06/30/2026

Thomas Warren, Vice Chair, term expires 06/30/2026

Morgen McLaughlin, Secretary, term expires 06/30/2029

Joe Delude, Treasurer, term expires 06/30/2029

Tom Priest, Minturn Town Council representative

TOWN Council

Earle Bidez, Mayor

Eric Gotthelf, Mayor Pro Tem

Gusty Kanakis, Council Member

Kate Schifani, Council Member

Lynn Feiger, Council Member

Brian Rodine, Council Member

Tom Priest, Council Member

Town STAFF

Rob Gutierrez, Town Manager

Cindy Krieg, Economic Development / Deputy Clerk
(Interim DDA Executive Director)

Scot Hunn, Planning Director,

Madison Harris, Planner II

Jay Brunvand, Town Clerk & Treasurer



A special thank you to the Minturn residents and business owners who provided input during the creation of the Plan of Development!

Prepared by Ayres Associates



Table of Contents

SUMMARY AND BACKGROUND	1
PLAN SUMMARY	1
HOW TO READ THE PLAN	2
DOWNTOWN VISION	2
CORE STRATEGIES SUMMARY	3
WHY DOWNTOWN MINTURN	4
HOW WE GOT HERE	4
PAST EFFORTS	4
CORE STRATEGIES.....	8
KEEP MINTURN AUTHENTIC!.....	8
INVEST LOCAL, THRIVE LOCAL!.....	9
WHERE MINTURN COMMUNITY COMES ALIVE!.....	9
CONNECTED MINTURN!.....	10
A DOWNTOWN FOR GENERATIONS!	10
HOW TO IMPLEMENT THIS PLAN	11
PRODUCT AND PROGRAM DEVELOPMENT	12
CUSTOMER BASES	13
OPERATIONAL EFFICIENCY.....	13
PROGRAM DEVELOPMENT.....	14
OPERATIONAL FRAMEWORK.....	15
THE EXTENT AND BOUNDARIES OF THE DDA DISTRICT	15
DDA BOARD.....	16
DDA STAFF.....	16
DDA BUDGET AND FINANCE.....	17
UPDATING OR AMENDING THE PLAN.....	18
2025-2027 TOWN OF MINTURN STRATEGIC PLAN	
2023 MINTURN COMMUNITY PLAN: IMAGINE MINTURN	
2022 100 BLOCK DESIGN STANDARDS	
ENABLING ORDINANCE 18	
ENABLING ORDINANCE 25	



Summary and Background

On November 5, 2024, the Town of Minturn officially established a Downtown Development Authority (DDA) through a vote of eligible electors. This election marked the culmination of efforts that began in 2023, when the Town Council allocated funding to engage the community and explore the feasibility of creating a DDA. Over the following months, the Town hosted outreach meetings and educational sessions to help local stakeholders understand the purpose and potential benefits of a DDA. After its formation, the Town hired Ayres Associates to work with Town staff and the community to develop this Plan of Development, which will guide the DDA's priorities within the designated district.

PLAN SUMMARY

Tucked into a narrow valley along the Eagle River and framed by dramatic cliffs, Minturn's Old Town features historic facades, colorful buildings, and a walkable main street filled with local shops, restaurants, and gathering places.

Downtown Minturn blends rich history with strong community pride and a genuine mountain-town character, offering residents and visitors a distinctly different experience from nearby resort villages. Festivals, markets, and local events infuse the town center with energy, while its location provides immediate access to world-class skiing and abundant year-round outdoor recreation. The Minturn Plan of Development seeks to build on these strengths, guiding the growth and evolution of the downtown district, as defined by the Plan, in a way that honors its unique identity.

This **Plan of Development (Plan)** is a foundational requirement for establishing a DDA. It outlines a vision for creating and sustaining a vibrant downtown, which the Town Council, local stakeholders and Town staff have identified as a key economic development priority. As the community grows and evolves, this Plan will help ensure that current needs, and future opportunities, are addressed and appropriately funded.

This Plan focuses the needs of the downtown over the next 30 years, identifying the types of projects and programs necessary to achieve those goals. It does not prescribe specific locations, dimensions, or designs, as these elements are expected to evolve through ongoing planning efforts and through the work of the DDA board. The Plan is organized around a series of **Core Strategies**, big ideas that reflect community values and guide the focus of the DDA.

HOW TO READ THE PLAN

The plan is organized in a hierarchy that ensures clarity and strategic alignment throughout. At the highest level is the **Downtown Vision**, which articulates the long-term aspirations for the district. This vision is supported by a set of Core Strategies, broad thematic areas that reflect key priorities for downtown development. Each **Core Strategy** is further broken down into **Goals**, which define specific outcomes to be achieved, and **Actions**, which outline the concrete steps necessary for implementation.

This layered structure is intentionally designed so that each level builds upon and informs the next. The Vision sets the direction, the Core Strategies establish focus areas, the Goals provide targets, and the Actions guide decision-making and project execution. Together, they offer a cohesive framework that supports the Minturn DDA in its efforts to manage growth, foster investment, and enhance the vitality of the district.



DOWNTOWN VISION

Downtown Minturn is a **vibrant and authentic** downtown that celebrates the town's history, small-town charm, and mountain setting.

Downtown will thrive as the **community's heart**, where local businesses succeed, residents and visitors gather, and connections to trails, parks, and recreation create a seamless experience.

Guided by principles of environmental, economic, and social sustainability, the DDA will steward thoughtful investment, foster collaboration, and strengthen Minturn's unique identity for generations to come.



CORE STRATEGIES SUMMARY

This Plan of Development offers five key strategies that support the vision for the Minturn DDA and guide the future work of the board. These are the big ideas that emerged through community engagement, discussions with town staff and the DDA Board of Directors, and past planning efforts. Within each strategy objective, there are program recommendations that are further detailed in the Core Strategies section of this plan.



KEEP MINTURN AUTHENTIC!

Preserve and enhance downtown's character. Protect Minturn's local history and small-town charm through façade improvements, appropriate design elements, and place-making projects that highlight local authenticity.



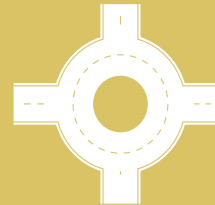
INVEST LOCAL, THRIVE LOCAL!

Strengthen the local economy by supporting and promoting existing businesses, attracting new businesses, and establishing a sustainable funding base to reinvest in downtown growth and vitality.



WHERE MINTURN COMES ALIVE!

Activate the downtown as a community hub. Expand events, programming, markets, and cultural activities that bring residents and visitors together and reinforce the downtown as the social and cultural heart of Minturn.



CONNECTED MINTURN!

Enhance walkability and expand bike and transit connections to link the downtown with nearby parks, recreation areas, neighborhoods, the greater Vail Valley, and areas south along the scenic byway. Strengthen both physical and visual access to the Eagle River, making it a more inviting and celebrated feature of downtown life.



A DOWNTOWN FOR GENERATIONS!

Champion sustainability and resilience. Advance environmentally responsible practices, long-term economic vitality, and inclusive community spaces to ensure the downtown thrives for future generations.



WHY DOWNTOWN MINTURN

HOW WE GOT HERE

In 2023, the Town of Minturn partnered with Downtown Colorado, Inc. (DCI) to launch a strategic planning effort focused on supporting downtown businesses and evaluating the potential establishment of a DDA. This initiative followed Minturn's participation as a Challenge Community in DCI's 2022 In the Game conference.

As part of the strategic planning effort, a group of local stakeholders, known as the “**Downtown Doers**” came together to organize and mobilize the business community. Their work included hosting outreach meetings and educational sessions to help residents and business owners better understand the purpose and benefits of a DDA.

On August 7, 2024, the Town Council passed Ordinance #18 calling for an election on November 5, 2024, to officially form the Minturn DDA and to authorize debt as required by state statute. The ordinance, included as an appendix to this plan, has a legal description outlining the official DDA boundaries along with a map.

On November 5, 2024, the qualified electors voted to approve the formation of the Minturn DDA to support and revitalize the economic vitality and overall character of Minturn's downtown area. Consistent with state statute, the electors included residents, landowners, or lessees of real property found within the proposed DDA boundaries who also voted in favor of debt authorization.

On December 4 and 18, 2024, Town Council heard the first and second readings, respectively, of Ordinance #25 to establish the DDA. On March 5, 2025, Town Council passed Resolution #8 appointing the DDA Board.

PAST EFFORTS

Previous planning efforts are referenced in this Plan to help guide decision-making and inform key strategies.

The Minturn Community Plan recommendations for “A Thriving 100 Block”:

1. Objective 2.1 Implement a framework for redevelopment and growth in the 100 Block that contributes to Minturn's character and economic development.
2. Objective 2.2 Identify and preserve key historic resources and landmarks in the 100 Block area.
3. Objective 2.3 Communicate a vision for the 100 Block area that is informed by community input and resonates with residents and visitors alike.
4. Objective 2.4 Address parking and circulation issues and promote pedestrian and bike access to and within the 100 Block.
5. Objective 2.5 Support the vitality and affordability of the 100 Block by incentivizing second-story residential development, ADUs and infill.
6. Objective 2.6 Invest in continuous placemaking improvements to support the 100 Block as a vibrant, central community gathering place; improve connectivity to the riverfront area and nearby amenities.

Minturn Community Plan – Imagine Minturn (2023)

The Minturn Community Plan (2023) recognizes the downtown as a community asset, and placemaking efforts, such as benches, art, paths, landscaping, and events, can further enhance its vibrancy and appeal. By partnering with local businesses and supporting cultural activities, the Town can strengthen the downtown as a hub for community life. The Plan recommends establishing a DDA to provide leadership, coordination, and funding for these initiatives.

The 100 Block of the downtown is one of the eight main themes in the Minturn Community Plan. The Plan notes that the Minturn community understands the rich potential of the 100 Block to serve as a community hub that reflects Minturn's history, spirit, and distinct identity. Opinions may differ on specific design standards, but residents agree it should remain unique from other districts and nearby resort towns. Core values for the 100 Block include economic vitality, vibrancy, connectivity, and charm.

“The character of the 100 Block (and Minturn as a whole) has been called “quaint” and “funky.” Several design features promote this “funky” character, including vibrant colors of downtown buildings, distinctive building facades, and variable roof heights and designs.” (p.36)



Goals for the 100 Block Vision & Framework include: (p. 37)

1. Create a vibrant and walkable “hub” for the community with a variety of shopping, dining, events, arts, and gathering opportunities.
2. Celebrate the Eagle River and Minturn Water Tank as community amenities with views of and access to them.
3. Complement the 100 Block’s distinctive historic character and development patterns.
4. Improve connectivity and efficiently direct visitors to parking, prioritizing the municipal lot to the north.

Town of Minturn Strategic Plan (2025-2027)

The recent Minturn Strategic Plan includes several priorities that can support and strengthen the DDA district:

- Infrastructure: Phase II Main Street sidewalk
- Economic Development:
 - DDA in 100-block
 - Town revenue diversification
 - Community activities and events plan

Town of Minturn Strategic Plan (2025-2027)

VISION

To ensure Minturn’s future as a neighborly mountain community.

MISSION

Manage Minturn’s growth, including water infrastructure and affordable housing for locals while remaining environmentally & fiscally sustainable

VALUES

Integrity, Transparency, Collaboration, Resourcefulness

Town of Minturn Community Survey (2024)

Magellan Strategies conducted a community survey of residents and businesses from August 3rd to 30th, 2024. The primary objective of the community survey was to measure and understand Minturn residents' thoughts and opinions of town services, programs, priorities, and quality of life aspects. The survey is shared with the entire Minturn community. 188 respondents participated in 2024.



Two of the top issues that residents wanted the Town of Minturn to address include:

1. Economic Viability and Business Development: Encouraging business growth, revitalizing downtown areas, and ensuring a sustainable local economy.
2. Infrastructure and Safety: Improving road maintenance, sidewalks, snow removal, traffic management, and pedestrian safety.

Minturn 100 Block Design Guidelines (2022)

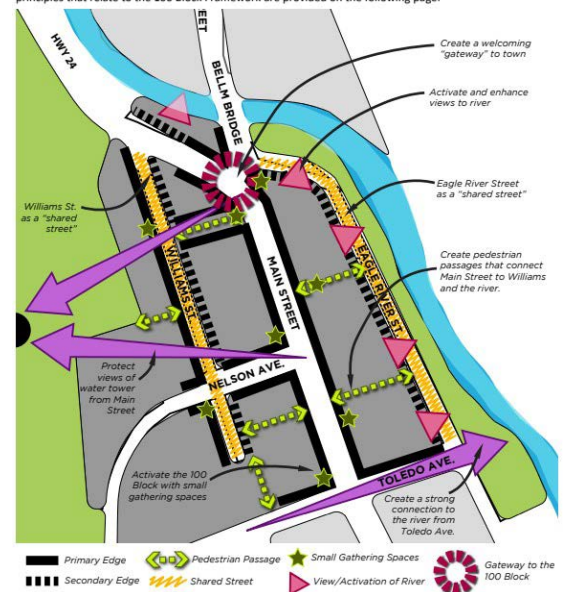
After an extensive community process, Town Council approved new design guidelines for Minturn's 100 Block in 2022 with the aim of implementing the desired vision to create a 100 Block that is allowed to evolve while requiring that new projects contribute to a sustainable and vibrant future.

The new framework for the guidelines recognizes that:

The 100 Block is the gateway to Minturn and the heart of town. It is the historic center and commercial core, although over time commercial uses have extended past the 100 Block along Main Street. The 100 Block should remain the commercial core into the future, where there is ample opportunity for small, local businesses to thrive as well as more opportunity for people to live and visit. It is important to the community that the historic assets be saved, and the history and authenticity of Minturn be celebrated. Main Street will remain the primary thoroughfare, although public and private improvements will help activate and improve the experience. Williams Street and Eagle River Street will become quaint public spaces where pedestrians and cars share the space and active uses breathe new life to these areas. Space between buildings will be used for pedestrian passages, small gathering spaces and outdoor dining areas. Views of the water tower, Eagle River, and hillsides will be preserved and celebrated. (p. 5)

100 BLOCK FRAMEWORK

This framework diagram explains key elements for the 100 Block that all projects should follow. Design principles that relate to the 100 Block Framework are provided on the following page.



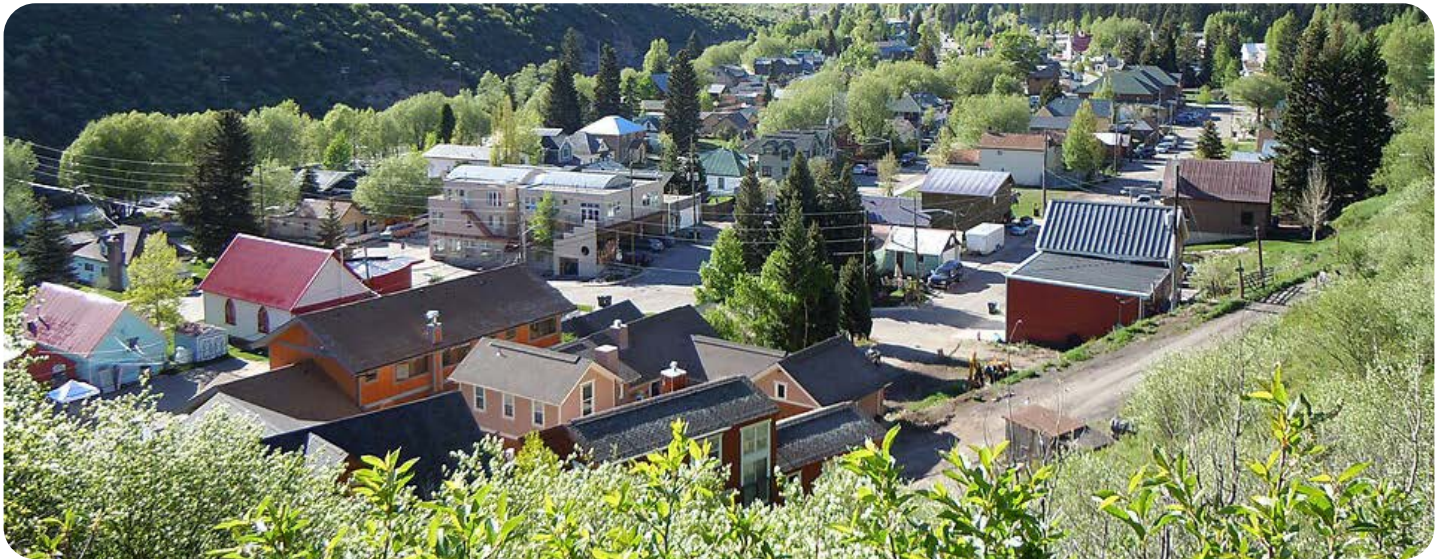
The framework indicates that each project should meet the following elements to help implement the vision for the 100 Block:

1. Contribute to an authentic place.
2. Design at human scale.
3. Activate edges.
4. Celebrate and enhance views.
5. Create a welcoming place.

Minturn Historic Preservation Updates (2024)

On June 5, 2024, Town Council discussed balancing historic preservation, economic feasibility, and downtown property use. Town staff were directed to draft an ordinance addressing ideas to meet these goals. On September 18, 2024, Town Council passed an ordinance (Ordinance 20-Series 2024) with seven amendments, including three that specifically address areas within the DDA boundary:

1. **Short-term rentals:** Allow for historically designated structures in the downtown corridor to have the immediate ability to function as short-term rentals on all floors.
2. **Preservation incentives in DDA:** Encourage historic preservation reinvestment as part of the Downtown Development Authority Operations Plan
3. **Live/work flexibility:** Allow residential in the Downtown Character Area on the back 50% ground floor of historically designated commercial buildings to create live/work opportunities



A photograph of an outdoor cafe or market area. In the foreground, there are several large patio umbrellas in shades of yellow and pink. People are visible sitting at tables under the umbrellas. In the background, there are buildings and more people, suggesting a lively downtown setting.

Core Strategies

From past plans and efforts across Downtown Minturn and through community engagement, five core themes appeared as strategies intended to shape and guide the Minturn DDA's priorities for a vibrant downtown.



KEEP MINTURN AUTHENTIC!

Preserve and enhance the character of the downtown. Protect Minturn's local history and small-town charm through facade improvements, appropriate design elements, and place-making projects that highlight local authenticity.

Goals that support this Strategy:

1. Create building investment and facade improvement programs that support local character, local arts, locally owned businesses and promote occupancy.
2. Support historic preservation where appropriate and ensure that new construction is designed to blend seamlessly with original structures to maintain charm and identity of the downtown.
3. Consider developing a clear and compelling downtown brand and marketing strategy that highlights Minturn's unique identity that includes cohesive signage, wayfinding, and promotional materials to position the downtown as a vibrant local and regional destination.
4. Encourage public arts, a sense of arrival, street level activation, placemaking, and physical enhancements that make the downtown inviting & unique.



INVEST LOCAL, THRIVE LOCAL!

Strengthen the local economy by supporting and promoting existing businesses, attracting new and complementary enterprises, and establishing a sustainable funding base to reinvest in the growth and vitality of the downtown.

Goals that support this Strategy:

1. Promote reinvestment in the downtown by partnering with private developers, property owners, and local investors, focus on filling vacant lots and buildings, revitalizing underused properties. Support building improvements that enhance the district's vitality.
2. Promote mixed-use developments and non-commercial uses (housing, civic uses, open space) to strengthen the local customer base for retail businesses, restaurants, and services.
3. Foster a sense of pride and investment among downtown property owners, encouraging building maintenance, reinvestment, and enhancements that reflect the community's character and values.
4. Partner with local businesses to host "shop local" events, restaurant weeks, and sidewalk sales that showcase Minturn's unique offerings.

WHERE MINTURN COMMUNITY COMES ALIVE!

Activate the downtown as a community hub. Expand events, markets, and cultural activities that bring residents and visitors together and reinforce the downtown as the social and cultural heart of Minturn.

Goals that support this Strategy:

1. Create an inviting downtown hub where streets come alive with outdoor dining, rooftop decks, and welcoming spaces that invite people to gather and stay awhile.
2. Celebrate community pride through events and programming that draw residents downtown, strengthen local connections, and support Minturn's small businesses.
3. Develop vibrant public spaces that encourage social interaction, recreation, and year-round outdoor activity that reflect the needs of youth, seniors, families, businesses, etc.
4. Collaborate with local and regional partners including the Colorado Tourism Office, and the Vail Valley Partnership to promote and highlight downtown Minturn's unique identity within regional marketing campaigns to draw new visitors, extend stays, and encourage repeat visits that support downtown businesses.



CONNECTED MINTURN!

Enhance walkability and expand bike and transit connections to link the downtown with nearby parks, recreation areas, neighborhoods, the greater Vail Valley, and areas south along the scenic byway. Strengthen both physical and visual access to the Eagle River, making it a more inviting and celebrated feature of downtown life.

Goals that support this Strategy:

1. **Develop river access points, trails, and public spaces that link the downtown to Eagle River Street / Eagle River Park, creating opportunities for people to gather, explore, and connect with nature in the heart of Minturn.**
2. **Develop a comprehensive Downtown Infrastructure Master Plan and long-term vision that identifies priority improvements for streets, sidewalks, lighting, utilities, parking, and public spaces. The plan should guide phased investments, coordinate with private development, and ensure that infrastructure upgrades support future growth, enhance the character of downtown, and improve the overall experience for residents, businesses, and visitors.**
3. **Invest in critical infrastructure to improve accessibility and mobility (safe crosswalks, traffic-calming, bike amenities) to support walking and cycling, aligning with the town's close-knit character.**
4. **Make the best use of existing parking to ensure accessibility and convenience without compromising the character of the downtown.**

A DOWNTOWN FOR GENERATIONS!

Champion sustainability and resilience. Advance environmentally responsible practices, long-term economic vitality, and inclusive community spaces to ensure the downtown thrives for future generations

Goals that support this Strategy:

1. **Support land use codes that allow flexibility for creative design solutions, adaptable spaces, and mixed-use development.**
2. **Support installation of e-bike share stations and public EV chargers to promote low-emission transportation.**
3. **Consider investments in LED retrofits, efficient HVAC systems, and solar arrays on building rehabilitation and new construction supported by the DDA.**
4. **Support entrepreneurship through business development programs, shared spaces, and opportunities for co-working and incubators.**



HOW TO IMPLEMENT THIS PLAN

This section is intended to guide the actions of the DDA board and staff throughout the duration of the Plan. The Plan of Development provides a strategic framework to support the revitalization, enhancement, and sustainable growth of Minturn's downtown district. Through this framework, the DDA aims to encourage new investment in buildings and infrastructure, promote development that aligns with the character and context of downtown Minturn, and support community programming, events, and marketing initiatives. By aligning resources and priorities, the Plan ensures that the DDA remains focused and effective in advancing the district's long-term vitality.

At its inception, a DDA often resembles a “start-up” business, facing similar challenges such as limited funding, the need to generate revenue, and the task of building operational capacity. While DDAs differ from traditional start-ups in structure and purpose, the model offers valuable insights that can inform the Minturn DDA's approach to implementing this Plan of Development.

Key principles from the start-up worlds such as product development, customer focus, and operational efficiency, are equally relevant to the success of a DDA. By applying these principles, the Minturn DDA can effectively navigate early challenges and position itself for long-term, sustainable growth.

As the DDA evaluates potential actions and strategic investments, it should consider each opportunity through the following lens:

- 1** **WHAT IS THE PRODUCT OR PROGRAM?**
Define the initiative clearly, whether it's a physical improvement, a service, or a community event.
- 2** **WHO IS THE CUSTOMER?**
Identify the primary audience or beneficiary: residents, businesses, visitors, or investors.
- 3** **DOES IT SUPPORT THE BROAD GOALS OF THE PLAN?**
Ensure alignment with the overarching vision, core strategies, and goals outlined in the Plan of Development.

Using the start-up analogy as a guiding framework, the following recommended actions are provided for consideration by the DDA.

PRODUCT AND PROGRAM DEVELOPMENT

Within the context of the DDA, product development refers to how the organization allocates its time, energy, and resources, answering the question: Where do we invest? With a wide range of potential opportunities, it's easy to feel overwhelmed. However, strategic decision-making requires a clear understanding of both the customer base and the need for organizational efficiency.

Given the range of investment opportunities, it can feel overwhelming, but it is essential to consider both the customer base and organizational efficiency. Potential investment areas include:

Small-Scale Building Improvement Programs

- Facade, landscaping, and patio improvements
- Historic renovations
- Life safety enhancements
- Utility improvements
- Building conversions and expansions
- Environmental remediation
- Energy efficiency and sustainability measures
- ADA accessibility improvements
- Leveraging state and federal grants

Mid to Large-Scale Development Projects

- Redevelopment initiatives (mixed-use development, employment centers, affordable housing etc.)
- Multimodal transportation infrastructure
- Parking solutions
- Connectivity projects
- Strategic acquisition and redevelopment of underutilized properties
- Streetscapes and public facility enhancements
- Placemaking, design, and wayfinding initiatives
- Parks, plazas, gathering spaces, and public art
- High-impact projects that generate tax increment revenue

Marketing and Branding

- Building a cohesive Downtown Minturn brand and identity
- Tourism marketing campaigns
- "Shop local" promotions

Community Events and Gatherings

- Music, art, and other local events (e.g., Shop Local Saturdays, themed town nights)
- Markets and other community-driven activities

Other Investments

- Additional opportunities not currently outlined but consistent with the plan's strategies and goals

This list is intended to serve as a flexible menu of opportunities that reflects the DDA's strategic focus. It is not exhaustive, and the DDA board retains discretion to pursue other projects and programs based on evolving local needs. As new initiatives are adopted, the board should establish clear application procedures, guidelines, and budgets for any grant or incentive programs.

CUSTOMER BASES

DDAs serve a variety of key customer groups, each playing a vital role in the success of the downtown district. These groups include:

DDA Constituent Members – This group includes building and property owners, business owners, and residents within the DDA boundaries. They rely on the DDA to support new investments, provide guidance, and help shape the overall direction of the downtown.

- **DOWNTOWN CUSTOMERS** – These are local residents who shop, dine, and spend time in downtown Minturn. Their patronage supports the local economy and small businesses, making them essential to the vitality of the downtown.
- **DOWNTOWN VISITORS** – This group includes tourists visiting for skiing, fly fishing, outdoor recreation, or simply passing through town. It also includes those visiting families or attending events. Recognizing the diversity within this group helps the DDA maximize their economic impact and tailor experiences that encourage repeat visits.
- **POLITICAL LEADERSHIP, FUNDERS, AND COMMUNITY PARTNERS** – While distinct from the other groups, this audience is essential to the DDA's long-term success. Building strong relationships with elected officials, funding agencies, and local partners helps secure resources and align broader community goals with the DDA's vision.

OPERATIONAL EFFICIENCY

To be effective, the Minturn DDA must maximize the impact of their investments while minimizing wasted time and resources. When evaluating potential initiatives, the DDA board should consider:

- **Alignment with the Plan of Development**
- **Potential to generate future tax increment revenue**
- **Staff capacity to manage and implement the initiative**

To support efficient operations, the DDA board should adopt clear policies and procedures that guide decision-making and empower staff to act confidently. These policies should be flexible and treated as living documents that evolve with the district's needs. Early-stage policies to consider include:

- **INVESTMENT POLICY** – Establish criteria for evaluating large, multi-year investments. This should include a defined review process and clear information requirements for applicants.
- **EVENT SUPPORT AND COORDINATION POLICY** – Community events energize downtown and foster engagement, but they require significant time and resources. The DDA should weigh the benefits to local businesses against the costs and consider alternative roles such as sponsorship or logistical support.
- **PROPERTY ACQUISITION POLICY** – Acquiring underutilized or blighted properties can be a strategic tool for advancing development goals. A clear policy will enable the DDA to act quickly when opportunities arise.

PROGRAM DEVELOPMENT

To address the evolving needs of the downtown district, the DDA may establish targeted programs tailored to local priorities. The examples provided are not exhaustive, and the DDA Board retains the flexibility to create new programs as community needs change over time. For any program the Board adopts, particularly grant or incentive-based initiatives, it will be essential to develop clear application procedures, program guidelines, and a defined budget.

As conditions shift and new opportunities arise, the DDA Board may also consider initiatives beyond those outlined in this Plan of Development, ensuring the organization remains responsive and forward-thinking in its approach.

- **FACADE IMPROVEMENT** – Facade improvement projects are quite common to DDAs in Colorado. They provide matching grants and incentives for property owners to improve building storefronts and entrances. The Town currently has a beautification program, and efforts should be made to coordinate with those activities. The DDA board should also consider expanded eligibility for facades facing the Eagle River.
- **SPECIFIC BUILDING IMPROVEMENTS** – To promote more intensive and productive use of downtown properties, the DDA may offer grants and incentives for targeted building improvements. These investments help property owners meet regulatory requirements, attract new tenants, and support adaptive reuse. Examples include:
 - **Fire Suppression Systems:** Installing or upgrading fire suppression systems to allow for increased occupancy. This is especially important for buildings being converted to residential or mixed-use, or for uses such as restaurants that require higher capacity.
 - **Commercial Kitchen Infrastructure:** Improvements such as oven hoods and grease interceptors to support restaurant operations and meet health and safety codes.
 - **ADA Accessibility Enhancements:** Upgrades that improve compliance with the Americans with Disabilities Act (ADA), including accessible entrances, ramps, restrooms, and signage. These improvements not only ensure legal compliance but also promote inclusivity and expand access for all residents and visitors.
- **COMMUNITY FACILITIES INFRASTRUCTURE** – This may include support for the installation of electricity at the street level to support community events, trash facilities, benches, and temporary items like heaters and bathrooms for public events. It may also include improvements and enhancements to public infrastructure and amenities such as sidewalks, bus stops, etc. Access easements and improved drainage are also critical needs in downtown Minturn.



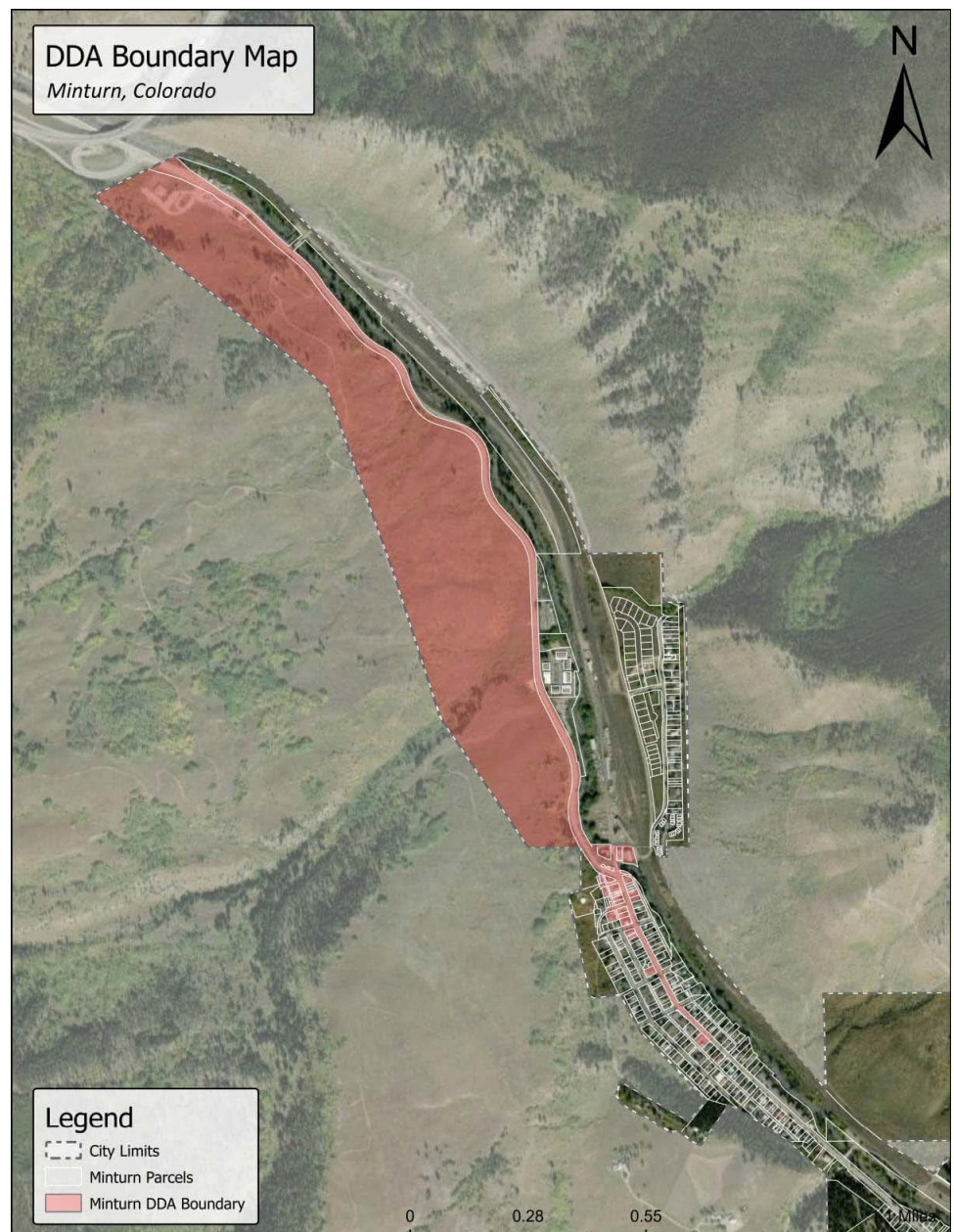
OPERATIONAL FRAMEWORK

This section of the Plan outlines the foundational capacity of the DDA to achieve its Strategic Objectives and Vision. It defines the roles and responsibilities of the organization and details the tactical steps necessary to ensure long-term success and effective implementation.

THE EXTENT AND BOUNDARIES OF THE DDA DISTRICT

The boundaries depicted in the map below establish the area in which the DDA will exercise its statutory powers (the “District”). The DDA “Plan of Development Area”, as defined in Section 31-25-802, C.R.S., shall have the same boundaries as the District. The District boundaries may change over time in accordance with Section 31-25-822, C.R.S.

Being Minturn’s traditional main town corridor, the DDA district focuses on areas along and next to US Highway 24 and near the Eagle River. To the greatest extent possible, the DDA boundaries look to capture the commercial and mixed-use areas of Minturn and to the greatest extent exclude single-family residential properties.



DDA BOARD

Eligibility to serve on the DDA is statutorily defined in Section 31-25-806, C.R.S. DDAs are considered a quasi-governmental entity, in that they serve a broad public purpose, receive public funding, and are subject under the DDA Act to oversight by the governing body of the municipality in which they are located. This means that Board members are subject to Colorado open records and public meeting requirements, and other applicable laws pertaining to governmental entities and government officials.

Based on the criteria established in Colorado State Statute, the Minturn DDA seeks to maintain a board of between five (5) and eleven (11) qualified members with at least one (1) being a member of the Town Council to be appointed by and to serve at the pleasure of the Town Council. The remaining board members would be drawn from eligible community members from within the DDA boundary and duly appointed to terms as required under the law. All members aside from the Town Council member shall be property owners, employees or agents of a business, business lessees, or residents within the designated boundaries of the DDA. A business shall include a for-profit business, and business representatives may be an owner, officer or director of a corporation.



It is the purpose of the Board to guide the actions of the DDA. Duties are summarized below and include:

- **Establishing official board rules and codes of conduct.**
- **Establish annual budgets and annual reports as needed.**
- **Establish direction for the DDA and represent the interests of the residents, businesses, and property owners in the District.**
- **Establish DDA projects and policies that support positive investment in the District**
- **Review and approve funding requests, grant requests, and incentive requests based on established projects and policies.**
- **Consider petitions to expand the boundaries of the District.**
- **Hire and manage staff including legal representation to advise on the proper performance of its duties.**
- **Enter contracts necessary for the performance of the DDA.**

DDA STAFF

DDAs are allowed to hire and manage staff. At its start and within the formative years of the DDA, the Town of Minturn, at its discretion and through separate agreement, may provide staff support or funding for the DDA to hire staff. In recent years, newer DDAs have worked with the local jurisdiction to provide financial and staff support during the start-up phase until DDA revenue is sufficient to support its staffing and operational needs.

It is the purpose of DDA staff to:

- **Work to enact the Vision of the DDA as defined in this Plan of Development.**
- **Enact the programs and policies as approved by the DDA Board including managing application processes, payments and communications as needed.**
- **Maintain a visible presence in the downtown district and be available to engage with local businesses, property owners, and residents to better understand the needs of the district.**
- **Make recommendations to the DDA Board on programs and policies that achieve the goals of the Plan of Development.**
- **Complete annual budget and track finances in conjunction with the DDA Board.**
- **Represent the interests of the DDA to potential investors, other interested parties, the community, and the Town Council.**
- **Complete and submit reports as needed and as directed by the DDA Board.**
- **Maintain all DDA documents and records as prescribed by State Statute.**
- **Work in collaboration with town staff and other partners as necessary and appropriate.**
- **Legal counsel may be provided by the Town through agreement, and the DDA Board has the option to seek outside legal counsel.**
- **Other duties as directed by the DDA Board.**

DDA BUDGET AND FINANCE

To achieve the objectives in the Plan of Development, it will be necessary to identify sources of funding and opportunities to finance projects. The DDA Board is required to adopt a budget each fiscal year and cause an annual audit to be made pertaining to its fiscal affairs. The budget will reflect administrative expenses, personnel costs, DDA program priorities, debt obligations, infrastructure investments, as well as expenses related to downtown marketing and downtown events. In accordance with Section 31-25-809, C.R.S., the DDA may include within its budget a line-item indicating the amount of debt proceeds that will be used for DDA operations and administration, which shall be limited to an amount reasonably necessary to fund the DDA's operations and administration.

DDA funds may be utilized towards programs and projects that align with the Plan of Development and are seen to provide a public benefit. Public benefit may be broadly defined to include both public infrastructure and similar uses that are visibly public, as well as a wide range of expenditures of TIF that legitimately advance a goal(s) of this plan, including, but not limited to, supporting businesses and development that add to the vibrancy of downtown, providing increased tax revenue, and/or employment opportunities.

The DDA is authorized to finance activities and undertakings under this Plan by any method authorized by Sections 31-25,801, et seq., C.R.S. (the "DDA Act") or any other applicable law.

The DDA is permitted to receive and use funding from the following sources:

- **Proceeds of bonds, loans or advances to, or indebtedness incurred by, the Town of Minturn, or by the DDA on behalf of the Town of Minturn pursuant to Section 31-25-807(3)(a)(II), C.R.S., secured by the pledge of the following tax revenues for the maximum period of time authorized by the DDA Act:**
 - **Property Tax Increment: All of that portion of property taxes in excess of such taxes which are produced by the levy at the rate fixed each year by or for any public body upon the valuation**

for assessment of taxable property within the boundaries of the District last certified prior to the effective date of approval by the Town Council of the Town of Minturn of this Plan of Development or, as to an area later added to the boundaries of the District, the effective date of the modification of this Plan

- **Such other sources of revenue for repayment of bonds, loans, advances, or other indebtedness of the Town of Minturn as may be authorized by law. Membership fees.**
- **Private contributions and donations including sponsorships.**
- **Proceeds of loans to the DDA or the Town of Minturn.**
- **Grants and other funds made available by public agencies and other entities.**
- **Fees and other charges imposed in connection with DDA projects and properties.**
- **All types of bond issues, including industrial development revenue and special assessment bonds.**
- **All such other sources and methods as may be authorized by law, including, but not limited to, the DDA Act.**

Pursuant to Section 31-25-807(3)(a), C.R.S., property taxes levied after the effective date of this Plan of Development upon taxable property within the boundaries of the Plan of Development Area each year by or for the benefit of any public body shall be divided for a period of not to exceed thirty years or such longer period as provided in Section 31-25-807(3)(a)(IV), C.R.S., in accordance with Section 31-25-807(3)(a), C.R.S., and that portion of said property taxes allocated to and, when collected, paid into the special fund of the Town of Minturn shall be used for the payment of the principal of, the interest on, and any premiums due in connection with the bonds of, loans or advances to, or indebtedness incurred by, whether funded, refunded, assumed, or otherwise, the Town for financing or refinancing, in whole or in part, development projects within the boundaries of the Plan of Development Area.

UPDATING OR AMENDING THE PLAN

As the conditions in downtown Minturn change, it will be important to revisit this Plan of Development.

Additional Property/Boundary Adjustments

Parcels next to the approved DDA boundaries can be added to the DDA by petition of the property owner. State statute 31-25-822 requires the owner to provide the evidence of title to the property and an accurate legal description. Once the application is received, the DDA board needs to approve the application at a regular or special meeting. Once approved, the parcel is added to the DDA.

Amendments to the Plan of Development

As conditions change, the DDA may seek to amend or update this plan. According to state statute, (31-25-807(4)(c)) any amendment or “substantial modification” requires a public hearing, followed by consideration by the Minturn Town Council.



A photograph of a long, single-story building with a light-colored facade. On the right side of the building, the word 'Minturn' is written in a large, stylized, cursive font. The building has several windows and doors, some with awnings. The image is slightly faded and serves as a background for the title.

2025-2027 TOWN OF MINTURN STRATEGIC PLAN

[2025 - 2027 minturn strategic plan.pdf](#)



2023 MINTURN COMMUNITY PLAN: IMAGINE MINTURN

[imagine_minturn_community_plan_2023.pdf](#)



2022 100 BLOCK DESIGN STANDARDS

<https://www.minturn.org/media/2256> (pages 20-28)



ENABLING ORDINANCE 18

[Ordinance 18 ITEM-Attachment-001-49f08354379242f095664d59cae1242a.pdf.pdf](#)



[Ordinance 25 Dec 2024.pdf](#)



Town of Minturn
301 Boulder St #309
Minturn, CO 81645
970-827-5645
council@minturn.org
www.minturn.org

FUTURE MEETING AGENDA ITEMS

Below reflects proposed topics to be scheduled at future Town Council meetings and is informational only. Dates and topics are subject to change.

December 17, 2025:

- Resolution XX – Series 2025, A Resolution Implementing a Drug and Alcohol Testing Policy for Non-CDL Employees
- Resolution - Minturn Impact Fee Contract Approval
- Resolution 2-Bedroom Apartment Construction Contract Approval
- DDA Plan of Development Adoption (Resolution)
- Eagle County School District (Maloit Park) Preliminary Subdivision Plat

January 7, 2026:

- Resolution to approve the public posting places

January 21, 2026:

- Presentation – Flavored Tobacco Products Ban Ballot Item
- Resolution to Approve a Contract Renewal with Vail Honeywagon for Waste Hauling Services

Dates to be Determined / Long Term Scheduling:

- Adoption of the updated Regional Housing Authority Action Plan
- Taylor Street Repaving (Resolution Approving a Contract for the Repaving of Taylor Street
- Traffic Calming
- Golf Cart Discussion (Discussion / Direction)
- Ordinance __ (First Reading) - An Ordinance Adopting the 2024 Model Traffic Code (with Amendments and Updated Court Fines / Fees Schedule) – Legal/Krieg & Brunvand