



Official Minutes

Town Council Regular Meeting | 5:30 PM

Wednesday, October 1, 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/89424761459>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 894 2476 1459

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 Earle Bidez called the meeting to order at 5:30 p.m.

2. Roll Call and Pledge of Allegiance

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

Staff Members present: Town Manager Rob Gutierrez, Town Clerk Jay Brunvand, Code Compliance Specialist and Building Permit Technician Kevin Rindu, and Planner II Madison Harris.

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. 09-17-2025 Minutes

Motion by Gusty K., second by Lynn F., to approve the consent agenda of October 1, 2025 as presented. Motion passed 6-0.

Note: Eric G. is excused absent.

4. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.

Motion by Gusty K., second by Lynn F., to approve the regular agenda of October 1, 2025 as presented. Motion passed 6-0.

Note: Eric G. is excused absent.

5. Declaration of Conflicts of Interest

No 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.

Tom Boyd, County Commissioner

BoCC have started to try to attend local meetings in all jurisdictions to ensure that lines of communication remain open. There is a rotating board meeting that is public as well.

Thanked the Council for their service. Recently voted to put on the county ballot a 2% lodging tax increase that won't impact Minturn, but will be beneficial to existing childcare facilities (including subsidizing teacher pay, tuition assistance, and space expansion) and wildfire mitigation and personnel. Celebrating the Three Rivers open space purchase (4000 ac.), the plan for which will be discussed over the next couple of years.

Megan, 262 Main St

Here about the bears. Currently in hyperphasia season until the end of October and the bears are very hungry. Walks her dog twice a day and today saw a grease trap broken into that spilled grease everywhere going into a storm drain. This is not just bears, but affecting our waterways. Picks up trash everyday, and we have to be better. We haven't had a wildlife interaction in this town, but it will happen if this continues. There needs to be a better solution.

7. Council and Committee Reports

Brian R. had a meeting with VVMTA out at the Bike Park last week. Thanked Public Works for their health. Planning on creating a Kid's Zone with strider friendly features.

Tom P. thanked Public Works and Rob G. for xeriscaping the MFC.

Lynn F. stated that the ERFPD has convened a Labor Committee.

Earle B. updated that the design from HDR was received yesterday, though cost estimates have not been submitted yet.

8. Staff Reports

A. Manager's Report

Top Updates

1. **Public Works Department** – We have a new Director and Maintenance Worker I. We believe we will have a team of 4 total employees in the department by the end of October.

2. **Housing & Facilities** – Town Hall 3-bed/2-bath apartment renovation underway, IFB/RFP for 2-bed/1-bath being drafted, planning for future employee housing is ongoing.

3. **Capital Projects** – Major work progressing on the Water Treatment Plant, Little Beach Park & Barn, US 24 and North Main pedestrian improvements, Bellm Bridge design, and Taylor Street repaving.

4. **Economic Development & Parks** – DDA workshop scheduled for October 20–22; draft ordinance on mobile vendors planned for Fall; met with Councilors Rodine and Gotthelf at LBP on September 25th to discuss next steps for a new playground.
5. **Emerging Issues** – Continuing discussions with USFS and Eagle County on Minturn Shooting Range management and operations.

Active Initiatives

Public Works Department

- Mike Martinez was hired as Minturn’s new Public Works Director on September 16th, 2025.
- After the September 17th Council meeting we changed our Public Works job description from “Public Works Technician” to two separate positions: Maintenance Worker I or II and Equipment Operator I or II.
- Hourly salary range was changed from \$23.00 - \$29.75 per hour to the following:
 - Maintenance Worker I Hiring Range: \$23.75-\$27.75/hourly. Maximum pay \$30.90.
 - Maintenance Worker I II Hiring Range: \$27.75- \$31.75/hourly. Maximum pay \$36.10.
 - Equipment Operator I Hiring Range: \$28.75-\$32.75/hourly. Maximum pay \$37.40.
 - Equipment Operator II Hiring Range: \$32.75 - \$36.75/hourly. Maximum pay \$42.60.
- Prior to these changes, we received only 3 applications in 14 days for technicians. Since the change we have received over 43 applications for either Maintenance Worker or Equipment Operator.
- We have extended an offer of employment to 1 person for the Maintenance Worker position, they accepted, and will start Monday September 29th.
- We have three additional interviews pending for Monday September 29th.
- Billy Martinez from Red Cliff Public Works started his temporary job assignment in Minturn on September 17th.

Highlands Property

- The Council Committee has one more broker meeting and is anticipating reporting back to Council at the October 15th, 2025, meeting.

Manager’s Advisory Committee

- Current topics are events and community engagement.
- Monthly meetings will continue every 3rd Tuesday at 4pm at Town Hall or other locations as notified.

Emerging Initiatives

Minturn Shooting Range

- We held a meeting with USFS, Eagle County Manager, and County Commissioner Scherr on September 8th and discussed the Town’s ongoing concerns with the Minturn Shooting Range.
- Staff will be working with the USFS to review the procedures and authorities that could be granted under a permit, in order to better understand the feasibility of Town involvement in management and enforcement of the shooting range.

Housing

- Progress is being made on renovating the Town’s 3-bed/2-bath apartment unit at Town Hall. The original carpet has been removed, and work has started to repair large cracks in the concrete subfloor prior to installation of new vinyl plank flooring. Other improvements include repainting, dishwasher installation, new kitchen sink, new refrigerator, and LED recessed lighting retrofits. We anticipate the unit will be ready

for a new town employee in 2-3 weeks.

- RFP/Invitation to Bid for conversion of unused office space back into a 2-bed/1-bath apartment is still pending but we anticipate moving this forward in the next two weeks on seeking bids.
- Research on future options for town employee housing is ongoing. The option of placing a 1–2-bedroom modular ADU on the lot with the Town Manager’s house could potentially deliver a new employee housing unit for \$150k to \$225k total. The Town could potentially recoup investment costs in 7 to 10 years with a monthly rent of \$1,800.

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.
- We will submit our full application to the Colorado Parks and Wildlife Trail Planning Grant on September 30th, 2025, for the Little Beach/Bike Park trail as presented to Council at the September 17th, 2025, meeting.

Economic Development

- The Downtown Development Authority will hold a workshop on its Plan of Development from **October 20–22, 2025**.
- 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.

Town Council Follow Up

September 3rd, 2025, Meeting

Councilor Rodine

Question/Comment

Inquiry about the potential for installing fencing around the new retaining wall at Little Beach Park.

Answer

Town Engineer Jeff Spanel is conducting research on the potential fencing options to address the concerns about safety.

Question/Comment

Comments on communicating with the public about removal of playground equipment and the construction in the park. Posting a sign about the updates on construction of the park. Plan for October meetings with the public.

Answer

I met with Councilors Rodine and Gotthelf at Little Beach Park on September 25th, 2025, to discuss the next steps on planning for a new playground. I will be requesting approval from Council at the October 1st, 2025, meeting to establish a short-term council committee to allow at least two council members to work with staff on reviewing proposals for a new playground.

Capital Projects

Minturn Water Treatment Plant

Status: 90% design nearing completion.

Cost Estimate: ~\$11M at 60% design; updated estimate pending.

Next Steps: Discussion and financial modeling with Municipal Advisor is ongoing.

Little Beach Park & Historic Meyer’s Barn

Status: Contract awarded to 360 Civil for retaining wall reconstruction and new

roadway.

Next Steps: Construction is to begin as soon as park is closed.

US 24 Pedestrian Improvement

Status: Sidewalk extension underway. US 24 Sidewalk Extension project information shared with Council on 9/4. Working hours 07:00 to 17:00 with some work going until 19:00. Shoulder closures and alternating one-lane traffic are expected. Email us24@minturn@gmail.com or call (970)366-1392 for more information.

North Main Street Pedestrian Improvement & Cemetery Road Crossing

Status: Construction of sidewalk at North Main Street and the new Cemetery Road crossing is underway.

Bellm Bridge Design RFQ

Status: RFQ posted; inquiries accepted until September 15. Will be submitting a grant application to CDOT-Off System Bridge Grant Program.

Next Steps: Selection of bridge designing firm will be at Town Council for the October 15th meeting.

Taylor Street Repaving

Status: Design complete. Public bid posting is pending.

Next Steps: Town Council bid approval and selection October meeting TBD. Anticipating Spring 2026 construction.

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. 2025 Colorado Wildfire Resiliency Code Presentation

Stacey Todd, Eagle County Wildfire Collaborative

One of the top priorities of the 2023 Community Wildfire Protection Plan was to promote resilience. Created a WUI Code working group made up of planners, municipalities, Eagle River Coalition, Conservation District, Building Departments to come up with a single code for all jurisdictions.

Paul Cada, Vail Fire

In 2023, a bill was passed that created the Colorado Wildfire Resiliency Code Board to establish a statewide minimum code to apply to all areas that have a wildfire risk. Implementation of ignition resistant building materials and landscaping. This code doesn't apply to existing construction, just new construction and additions over 500 square feet. All jurisdictions are required to adopt these minimum standards or more stringent by April 2026 with implementation by July 2026. Must have ember resistant roofing, siding, and landscaping out to 100 feet from the structure.

Eric Lovegrend, Eagle County Wildfire Mitigation

Have increasing wildfire activity and danger as time goes on. Eagle is in the process of updating their Land Use Code, so trying to integrate this unified wildfire code. Here to offer their ability to collaborate with staff to begin implementation process. Goal is to have one set of regulations for all jurisdictions.

Earle B. asked if the recommendation is go off the state's standards.

- Mr. Lovegrend stated that there are two options: 1) go with the state's code, but that might have enforcement capacity issues, 2) go with the model code the WUI group has come up with that lays out performance based standards that focuses on ember resistance and has a standard approach.

Earle B. asked about the cost retrofitting already built structures.

- Mr. Lovegrend stated that the cost for retrofitting is going to be more expensive, but new construction shouldn't have a cost difference.

Tom P. asked about work that this code group has done with USFS and their mitigation work.

- Mr. Lovegrend stated that the goal is help with fire personnel, but issue with doing work on public lands is often the completion of NEPA hasn't occurred.
- Lynn F. believes it's a question of making more noise, putting pressure on politicians, and funding.

Brian R. asked if there are areas where there's direct conflict that they are seeing in the existing Land Use codes.

- Mr. Cada said that existing landscaping requirements are often where the conflict resides. Working on specific language to insert into PUD agreements and Town Codes both.
- Lynn F. pointed out that there might also be conflicts with the impervious coverage limitations.
- Mr. Lovegrend stated that hardscape isn't necessarily needed, gravel, rocks, or vegetative groundcover could work just as well. Just want to maintain at least five feet of defensible space

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. FY2026 Budget review and acceptance

Jay B. introduced the agenda item. Wants to highlight items to allow the Council and public to question. 2026 Property tax revenue will be a 22% increase. Lodging Tax increased in November from 1.5% to 6.5% for residential STR's.

Discussion ensued on the Town Manager salary and which fund it comes from.

Jay B. discussed the mill levy, staff wages budgeting.

- Earle B. asked how we have avoided the projected 35% increase for insurance.
- Jay B. stated that because we are in a pool, there's a difference.

Jay B. went through the split out of wages from the Enterprise fund and the percentage splits of the General Fund. He went through the 2026 Capital Fund Potential Project Expenses.

Lynn F. asked about the impact fee study.

- Rob G. stated that we don't charge a lot of impact fees other than water, and these are something that help pay for equipment, parks, to the School District.

Jay B. discussed the DDA's projected revenue for 2026.

- Gusty K. is not in favor of giving them any more money than the initial \$15,000.

Brian R. would like to audit the Enterprise fund to make sure everything that's accounted for in it is as lean as possible.

Motion by Kate S., second by Gusty K., to accept the FY2026 Draft Annual Budget

and set the public hearing at Town Hall, 5:30 p.m. November 12, 2025. Motion passed 6-0.

Note: Eric G. is excused absent.

11. Discussion / Direction Items

A. Playground Subcommittee Discussion

Rob G. asked for direction from the Council to have Brian R. and Eric G. participate in an advisory capacity for public outreach for the playground.

- Council gave this direction.

12. Future Agenda Items

A. Future Meeting Topics

13. Adjourn

Motion by Kate S., second by Gusty K., to adjourn at 7:45 p.m. Motion passed 6-0.

Note: Eric G. is excused absent.



Earle Bidez, Mayor

ATTEST:



Jay Brunvand, Town Clerk



Information Only Items

Upcoming Council Meetings: 10/15, 11/5, 11/19. Upcoming Special Events: October First Friday (10/3) at Kirby Cosmo's. DDA Plan of Development Workshop 10/20 - 10/23 (Details to be shared publicly soon).