



Official Minutes 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

Mayor Earle Bidez called the meeting to order at 5:33pm.

2. Roll Call and Pledge of Allegiance

Council present: Mayor Earle Bidez, Mayor Pro Tem Eric Gotthelf, and Town Council Members Gusty Kanakis, Brian Rodine, Lynn Feiger and Kate Schifani. Tom Priest was excused absent. Kate Schifani joined the meeting at 5:35pm.

Staff Members Present: Town Manager Rob Gutierrez, Town Clerk Jay Brunvand, Deputy Clerk Cindy Krieg (Zoom), and Town Attorney Mike Sawyer. Town Attorney Mike Sawyer joined the meeting at 5:55pm.

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

Motion by Gusty K., second by Eric G., to approve the consent agenda of December 3, 2025 as presented. Motion passed 5-0. Tom Priest was excused absent. Kate Schifani joined the meeting at 5:35pm.

4. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.

Motion by Eric G., second by Gusty K., to approve the regular agenda of December 3, 2025 as presented. Motion passed 5-0. Tom Priest was excused absent. Kate Schifani joined the meeting at 5:35pm.

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.

Mark Sifers, 355 Pine St.

He just wanted to notify the Council that he has provided the follow up for the Court, related to the Sifers' lawsuit against the Town.

7. Council and Committee Reports

No updates

8. Staff Reports

A. Manager's Report – Town Manager Rob Gutierrez provided verbal updates:

- Working on scheduling a meeting with the USFS regarding the shooting range and fire mitigation.
 - Lynn F. recommended including Eagle Valley Wildland / ERFPD in this discussion.
 - Earle B. also brought up evacuation plans and clarification regarding emergency roles and coordination (he mentioned that Birch Barron from Eagle County recently presented at CML, and could also do a presentation to the Council)
- Jim Gonzalez has expressed interest in serving on the cemetery board

- Public Works is now fully staffed (and in full operation). We now have 4 full-time, 1 seasonal, and we still have Billy Martinez on loan as needed from Red Cliff.
- Minturn merch (hats / other) – available for purchase, in addition to being used for Public Works.
- Minturn resident Bill Hoblitzell spoke at the last meeting regarding the Highlands Parcels listing and the community trail access. Rob G. and Town Attorney Mike Sawyer updated the listing contract based on this information. Mike S. added a provision to address this.
- Sidewalk project at the south end of town – Public Works has done the winterization on this, and the project will pick up in the spring. The cost savings on this was \$22K.
- Earle B. – thanked PW for their efforts so far with snow removal, and specifically noted how well they are doing with Meadow Lane, which has been a challenge in the past.

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.

No Special Presentations

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

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

Motion by Gusty K., second by Eric G., to approve Ordinance 11 – Series 2025, An Ordinance Creating a Supplemental Appropriation to the 2025 Town of Minturn Budget, as presented. Motion passed 6-0. Tom Priest was excused absent.

- B.** Ordinance 12 – Series 2025 (Second Reading) An Ordinance Adopting the Fee Schedules for Fiscal Year 2026 for the Town of Minturn – Brunvand

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

Motion by Brian R., second by Eric G., to approve Ordinance 12 – Series 2025, An Ordinance Adopting the Fee Schedules for Fiscal Year 2026 for the Town of Minturn, as presented. Motion passed 6-0. Tom Priest was excused absent.

- C.** Ordinance 13 – Series 2025 (Second Reading) An Ordinance Setting the 2026 General Property Tax Mill Levy for the Town of Minturn – Brunvand

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

Motion by Eric G., second by Gusty K., to approve Ordinance 13 – Series 2025, An Ordinance Setting the 2026 General Property Tax Mill Levy for the Town of Minturn, as presented. Motion passed 6-0. Tom Priest was excused absent.

- 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

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

Motion by Gusty K., second by Eric G., to approve Ordinance 14 – Series 2025, An Ordinance Adopting the FY2026 Annual Budget and Recognizing the Town of Minturn’s 2026 Revenues and Expenses by Fund, as presented. Motion passed 6-0. Tom Priest was excused absent.

- E.** DDA Draft Plan of Development

Deputy Clerk Cindy Krieg introduced the item and recapped the recent DDA formation processes and what the plan of development means. She then introduced Karlyn Vasan with Ayres Associates. Spence Neubauer (DDA Board Chair) was also present in the audience.

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.

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.

The Plan of Development is the final step to creating the special tax district for the DDA, so once approved and filed with the County (and State), this officially makes the Town eligible to start receiving TIF (beginning January 1, 2026).

Karlyn Vasan with Ayres Associates joined the meeting via Zoom to address questions from Council.

Council Questions:

Gusty K. inquired if the DDA does take out a bond and for some reason defaults on it, what is the Town's liability / responsibility?

Ms. Vasan responded that there is a clear separation between the 2 entities, so technically speaking the Town would not be responsible. However, during the underwriting process there could be for example a moral obligation whereas the Town may choose to support a bond to provide more security / assurances. This would be up to the Town Council as to whether they would choose to do this or not, should the opportunity present itself. This could help the DDA get better terms.

Lynn F. expressed concern about this, and stated that she feels the Town is already taking on a lot of debt with infrastructure projects, and since the DDA is in its early stages she feels it might be too risky. It was reiterated that this is by no means a necessary proposition. It is something that does occur sometimes in other municipalities – but the Town has no obligation to do this.

Cindy K. also noted that the DDA would seek out grants before looking at bond options.

Earle B. also noted that the Town's legal team would be involved in any such discussion and decisions.

Cindy K. also noted that separate from the Plan of Development, the DDA will be looking to implement some additional policies, including an Investment Policy. This will be a 2026 project (with consulting assistance).

Ms. Vasan also noted that all potential projects considered by the DDA will still need to go through the same processes, follow the code, etc. They would still need to go through Planning Commission and Town Council for all approvals.

Council had no recommended edits to the Plan, so it will be brought back at the 12/17 meeting with a resolution for adoption.

11. Discussion / Direction Items

A. Water Treatment Plant Financing Options - Continued Discussion / Review of Options

Town Manager Rob G. gave an update:

We need to hold a public hearing for the public needs assessment. A special meeting will be held on 12/30. Then we can submit on January if we want to apply for SRF (State Revolving Funds) financing. This information has been publicly noticed / posted.

Won't know everything we need to know to finalize numbers until February 2026. Part of SRF financing requires a capitalization agreement, and capitalization agreement payments contribute to your debt service schedule. They're on top of your main payment. Which, Troy, when he's available, can explain that more.

We won't have that until February. So what Troy was going to do was wait until February, when we get that capitalization agreement from SRF, then he was going to do a solicitation for private financing.

Then bring that back to the council probably at the second meeting in February, and then we can kind of look at our options, and the Council can make a decision about what they want to do.

Obviously it's two potential pathways. It kind of depends on where the council falls as far as their priorities for flexibility, for how repayment is done.

One of the things that was brought up by Gusty and Earle previously was when do we have to start paying? If we go with SRF, we would have to make our first payment in November 2026. We'd be required to pay on the principal and the interest in November 2026 and December. Whereas if we decide to go with private financing, that could be pushed off into 2027, and we could potentially make some interest-only payments if the Council's concern was wanting to delay the impact of the payments as long as possible to wait for additional ratepayers to come online from the growth that we have, and to give more time to sell the Highlands parcels.

Rob G. also reiterated some of the differences between the SRF and private financing. Private financing does offer more flexibility. For example, you can refinance as economic conditions change with private financing, but with SRF you can only refinance every 10 years. And if the Highlands Parcels sell and the Town can pay down a large portion of the debt early, there is more interest saving with private financing than with SRF, due to how SRF loans are set up.

Lynn F. noted her concerns with long-term debt and had concerns about paying more with private financing.

Gusty K. pointed out that SRF would likely end up costing more due to other restrictions (such as Buy American requirements). He also noted that it's estimated to only be a half percent higher interest rate with private financing.

Rob G. also noted that we will do a deeper dive regarding numbers (comparison / pros and cons of SRF vs. private financing) at the 12/17 meeting. He will also be working with Town Treasurer Jay B. to determine how much cash on hand the Town can contribute to possibly lower the borrow amount.

Probably a final decision regarding which direction we want to go, will be made in February.

Gusty K. pointed out that SRF was previously hesitant to loan us \$2M, so he's concerned they may not be willing to do a large enough loan for this project.

Earle B. asked about the 90% estimate from HDR. Rob G. noted that we should have that in January, but that we don't expect significant changes from the 60%.

Rob G. also noted that private financing may give us the ability to start groundwork earlier, should the weather permit in the early spring.

Gusty K. also asked if there were additional grant opportunities. Rob G. noted that there are potential 2 additional opportunities to explore and he is looking into those.

B. Highlands Parcels Listing Contract - Continued Discussion

Town Attorney Mike Sawyer gave a brief update:

As part of the last meeting and with some follow-up from the public after the meeting occurred, it appears there is a foot trail that crosses the extreme western corner of one of these parcels. So in order to make sure we're not losing access to a valuable hiking trail. Mike S. also added some language to the listing agreement that at closing, we would take an easement or reserve an easement for the hiking trail. The resolution that was passed said that the agreement could be signed once the text was approved by the town attorney. So the agreement is probably in the process of being signed.

We will be working with the realtor team to gather information to see a due diligence file for anybody who might go under contract.

Access to show the property is of course pretty limited until spring, due to snow, although access could be made by snowmobile or snowshoe, we would just need to coordinate with Tim McGuire.

Lynn F. inquired why we went with an easement vs. taking back a tiny portion of the parcel and maintaining ownership?

Mike S. responded that we would lack legal access to that parcel. The trail that crosses that corner comes on and off of USFS property, and it's unlikely they would give us legal access.

12. Future Agenda Items

A. Future Meeting Topics

The December 30th special meeting was discussed, to confirm which council members are available to attend. All councilors confirmed availability, except for Kate S.

13. Adjourn

Motion by Tom P., second by Kate S., to adjourn the meeting at 6:39pm.



Earle Bidez, Mayor

ATTEST:



Jay Brunvand, Town Clerk