



Official Minutes Town Council Regular Meeting | 5:30 PM

Wednesday, December 17, 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/89053708463>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 890 5370 8463

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 5:30pm.

2. Roll Call and Pledge of Allegiance

Council present: Mayor Earle Bidez, and Town Council Members Gusty Kanakis, Brian Rodine, Lynn Feiger, and Tom Priest. Kate Schifani was excused absent. Eric Gotthelf joined the meeting at 5:50pm.

Staff Members Present: Town Manager Rob Gutierrez, Deputy Clerk Cindy Krieg (Zoom), Planning Department members Scot Hunn and Madison Harris, and Town Attorney Mike Sawyer (Zoom).

3. Approval of Consent Agenda

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

A. 12-03-2025 Minutes

- B. 0156 Miles End Lane - New Single Family Residence
- C. 0146 Miles End Lane - New Single Family Residence
- D. 0070 Miles End Lane - New Single Family Residence

Motion by Gusty K., second by Eric G., to approve the consent agenda of December 17, 2025 as presented. Motion passed 5-0. Kate Schifani was excused absent. Eric Gotthelf joined the meeting late at 5:50pm.

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 17, 2025 as presented. Motion passed 5-0. Kate Schifani was excused absent. Eric Gotthelf joined the meeting late at 5:50pm.

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.

Sasha Gros, 1108 Main St.

Mr. Gros inquired about the sidewalk project delay. He hadn't heard much lately, and wanted to get an update.

He also noted that it's planned to stop right at his house, but he noted if it could go another 100 yards it would extend to the school bus stop. He understands there are financial constraints, but CDOT should be concerned about safety there and should consider trying to extend. OR – could the bus stop be moved down? There are several kids taking that bus, and will be more once Belden is complete. There is a lot of traffic during the school bus times. (The bus stop is right by the barber shop).

Mr. Gros also inquired about photo radar / speed cameras. This new venture seems to be working well for Vail and Avon right now. He suggested Minturn consider something like this, and specifically noted issues with semis using jake brakes and driving very high speeds at night.

Mr. Gros also noted that there are some folks in town that would love to help volunteer with needed tasks around town, including shoveling sidewalks, tree clearing, etc. Perhaps there could be some sort of volunteer sign-up on the town website for sign-up?

Earle B. noted that the Minturn Community Fund does have this (a volunteer sign-up), and has used this for things like help with shoveling (for seniors and others in need of help), but Lynn F. noted that the Town should consider a volunteer list as well, for help in public areas. Town Staff will work on putting something together.

Mr. Gros also brought up the ice that used to be out at Maloit (unofficial ice rink). He noted that's not happening anymore (this used to be a school district project). He noted that there is a lot of flat space out there and that the community has asked for this in the past. He would like this to be looked into, to see if it can be done without much cost, and maybe with volunteer support.

7. Council and Committee Reports

Lynn F. expressed concern that Council did not get more public input prior to listing the Highlands parcels for sale. She is recommending that we now set up a volunteer citizen committee, to talk about zoning / plans for zoning, and allow the public an opportunity to be heard. She is concerned that the listing contract doesn't really have any restrictions. She expressed concern over what could potentially be done (for example, a large development).

Earle B. reiterated why the Town / Council took the approach they did with regard to zoning was because it allows the Town more flexibility, and actually protects the town better than to zone it without knowing the property's true value or demand. And things are often overlooked when zoning in advance.

Earle B. also pointed out that even though there are not specific restrictions in the listing contract, any development would still need to go through the approval process. The zoning would need to be approved, and then the project (by planning and council). So Council still has control over what will end up happening with those parcels.

Earle B. also noted that the infrastructure does not exist out there for a large development.

There is still a chance that the Town could get a reasonable offer for open space, and that can still be considered. But to do any type of restrictive zoning now could be very detrimental and potentially hinder the sale of the parcels.

Earle B. noted that he did not want to do anything to slow down the process, giving the timing of the water treatment plant financing, and all the work that has already been done to get the parcels listed.

Lynn F. noted that she would still like to have this on an upcoming agenda, and would like to see a citizen committee formed. She did not feel this would impede moving forward with finding interested buyers.

Mike S. interjected and pointed out that he has never heard of a zoning advisory committee. The Town takes public comment in one of three ways. We can establish some work sessions if needed. Then there will be a public hearing before planning commission, and then 2 public hearings with Council. So the public would have these opportunities to provide input.

Lynn F. then noted a work session would be great.

Mike S. also noted that staff capacity needs to be taken into account. To have an effective workshop will require a lot of work and preparation from the planning department.

Tom P. suggested that perhaps this topic is put on an upcoming agenda just for the purpose of just updating / educating the public as to the status, how we got to this point, and the process going forward. He also noted that while we can put this on a January or February agenda, but we do not yet have all the information. We don't know yet what offers we might get, and how this will impact water costs. The public hearing process that will follow when the town receives offers / proposals, will be a public process and the residents will be informed.

But for now, we do not know all the options that are available to us at this point, until such time as we put it out there. If conservation comes back, throws a number out there that's amenable, that reduces debt - Super. Nobody has said anything is set in stone. All we've asked is in regards to the real estate piece. So let's put it out there, let's see what we get. For those citizens to sit there, as we talked about before, you have to disclose everything

to them. That means this the amount of money we're gonna get if we choose to go down this road or that road, as Earle just said. This is what it's going to cost you for the next 30 years on your water bill. Thumbs up or thumbs down on that. Those are all things that are going to be put to the citizens. Period. Through the public hearing process, Mike already talked about that. Not opposed to them being there in January (or February even). The problem is we're not gonna have all the information then. The whole point of where we are and where we're trying to go is to get as much information as possible.

To inform the public so they are fully aware of what we're looking at as we move forward with debt.

With regard to the WTP and the sale or conservation of the Highlands parcels.

That's it. So I don't see the point of continuing to go down this road.

Rob G. also noted that in February, we will have the financing information. But unless we have an offer by then, we won't have much more information as to the true potential value.

Tom P.:

Regarding the earlier public comment – jake braking.

He suggested larger signs or some additional efforts to address this ongoing issue. He stated the signs are not very large and are hard to read, especially at night.

Tom P. also noted that Public Works has been doing a great job and extended a thank you for their hard work.

Brian R.

He has been hearing through the grapevine that the school district has served eviction notices to the mobile homes out at Maloit Park (in preparation for the housing development). Can the Town verify this and the timeline, and/or help in any way? By connecting those folks with resources to find housing?

Tom P.

We should reach out to Kari Bangston with the School District, to see what their displacement plans are for buildout / if they have offered to help with temporary housing during the transition.

Gusty K. reminded everyone that CO Gives is still open through December. High Five Media is still needing more donations. High Five of course provides a valuable resource, and residents would not be able to watch these meetings without them.

8. Staff Reports

A Manager's Report

All Town staff have been directed to complete the online FEMA courses:

- **NIMS Introduction (IS-700)**
- **ICS Introduction (ICS-100)**

Staff will also schedule a **2026 training session** with Eagle County Emergency Management for participation in the **Eagle County EOC/Emergency Support Function Training**.

Staff Follow-Up:

Staff have contacted USFS District Ranger Leanne Veldhuis about our interest in assisting with fire mitigation work. Staff have scheduled a meeting with Eagle River Fire Protection District's (ERFPD) Wildland Fire Management Team in January 2026 to discuss how the town can assist ERFPD with fire mitigation.

Capital Projects

New Water Treatment Plant (WTP)

Status:

- **90% design is complete.**
- The design has been submitted to and accepted by the Colorado Department of Public Health & Environment (CDPHE) for formal review and can be tracked here: <https://cdphe.colorado.gov/designreviews>
- Plans have been 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 town will hold a hearing on the WTP's Project Needs Assessment as required by CDPHE on **December 30th, 2025.**
- 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.**

Town Hall 2-Bedroom Apartment Reconstruction

Status:

Staff issued a formal request for clarification to the three firms that submitted bids in response to the Town's Request for Proposals (RFP). Responses are due by **December 19, 2025.**

Next Steps:

Staff will evaluate and score the final submissions and prepare a recommended contract for Council review at the **first meeting in January 2026.**

Taylor Street Repaving

Status:

Design is complete and the project is pending a public bid.

US 24 Pedestrian Improvement Project Phase II

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.

Main Street Streetlighting

Background:

Town Council approved the 2026 budget with funding allocated for streetlight replacement and expansion along Main Street.

Status:

Staff are working with several streetlight manufacturers and vendors to develop a shortlist of potential decorative streetlight models. Once fixture, pole, and base specifications are finalized for each option, staff will obtain pricing to complete a detailed model comparison.

Next Steps:

After the shortlist of models is finalized, staff will work with Town Engineer Jeff Spanel to outline the engineering and design process required to prepare bid-ready plans for 2026. Staff will also explore potential grant opportunities to supplement the project budget.

Bellm Bridge Replacement

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, 2025.

Next Steps:

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

Little Beach Park Improvements**Status:**

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

Next Steps:

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

Other Projects**Highlands Parcels****Background:**

As part of a settlement agreement with the former developer of the Battle Mountain Ski Resort, the Town obtained ownership of approximately 55 acres of land located west of U.S. 24 at the south end of town. The property was transferred to the Town after the developer failed to meet financial commitments related to the construction of a new water treatment plant.

On **November 19, 2025**, the Town Council approved a contract with Slifer Smith & Frampton to list the land for sale. The listing followed a recommendation from a Council-appointed committee tasked with identifying a broker and determining market value for the property.

Status:

Staff held a meeting with brokers from Slifer Smith & Frampton on December 8th, 2025, to discuss next steps in the listing process and help share key information about the property with the firm.

Minturn USFS Shooting Range**Background:**

At the November 19, 2025, Town Council meeting, staff were directed to explore options for Town management of the Minturn Shooting Range in order to address long-standing community concerns regarding safety, noise, and environmental impacts. The shooting range is located on federal land south of the Minturn Bike Park.

Status:

Staff have contacted USFS District Ranger Leanne Veldhuis and received confirmation on December 11, 2025, that USFS permitting staff will follow up with details on the permitting process for potential Town management of the shooting range.

Policy & Planning Initiatives**Minturn Forward Land Use Code Update****Background:**

Town staff with Matt Farrar, Western Slope Consulting have been developing and reviewing with the Planning Commission new portions of the Land Use Code as we make our way through the Chapters 16 and 17 update. Staff has completed Module 1 (Land use application requirements and procedures, Subdivision application requirements and procedures, Annexation and disconnection of land, and Environmental/development impact report) and Module 2 (Zone districts, Use

regulations and standards, Dimensional requirements, and Community housing standards and guidelines).

Status:

Staff is currently working on Module 3 (Subdivision and Development/Design Standards) that will hopefully wrap up in January.

Next Steps:

Module 4 (General provisions, Area and activities of state interest, and Terms and definitions) will start in January and will conclude with the whole adoption of the new Land Use Code.

Comprehensive Impact Fee Study RFP

Background:

Staff issued a Request for Proposals (RFP) in November 2025 to solicit qualified firms to conduct a comprehensive impact fee study. The purpose of the study is to ensure that the impacts of new developments appropriately contribute to the Town's future infrastructure costs.

Status:

Staff are currently reviewing and scoring the three proposals received. A recommended contract will be presented to the Town Council for consideration at the **first meeting in January 2026**.

Minturn Rural Technical Assistance Program

Background:

The Town was selected to participate in the Rural Technical Assistance Program through the Colorado Office of Economic Development & International Trade (OEDIT). RTAP pairs Minturn with graduate students from the University of Colorado Boulder and Colorado State University to develop strategies for how small communities can leverage outdoor recreation opportunities to strengthen their local economies.

Status:

Staff participated in the program kickoff meeting on **December 4, 2025**. Staff are currently seeking participation from additional community members to support the assessment and planning process.

Next Steps:

Staff and RTAP participants will complete the **Community Assessment** document by **January 7, 2026**.

Town Departments

Public Works Weekly Report (Nov 17-23, 2025)

Hazard Tree Removal & Vegetation Management

Public Works removed several hazardous trees along Highway 24, Cemetery Bridge, Two Elk Estates, and the Bone Yard area. This work eliminated safety hazards in high-visibility travel corridors and prepared the areas for winter operations.

Holiday Lighting Repairs

Staff replaced damaged Christmas lights and installed new rope lighting for the Bellum Bridge Star to ensure holiday décor remains functional and visible for the season.

Water Plant & Drainage Work

A drainage ditch at the Water Plant was cleared following blockage from beaver activity. Keeping this drainage path open is important for protecting plant operations.

Roadway Safety & Winter Prep

Crews removed boulders from the top of Taylor Street to ensure safe plowing access and performed minor road patching along Highway 24 near the Cemetery Bridge to address settling around the new gas line installation.

CDOT Rockfall Mitigation Partnership

Public Works collaborated with CDOT on rock mitigation on the north side of town. CDOT supplied traffic control and hauling, while the Town provided equipment and staff support.

Equipment & Facility Work

Staff completed small repairs and maintenance, including utility trailer lighting repairs and securing a loose ground cable at Eagle Park.

Littering Issue at Cemetery Bridge

Staff collected recurring weekend litter at Cemetery Bridge and are evaluating the potential installation of a game camera to deter future incidents.

Safety

No safety incidents were reported.

Public Works Weekly Report (Dec 1-7, 2025)

Snow Operations & Winter Maintenance

Public Works conducted full snow operations for three consecutive days, including plowing and shoveling across Town facilities, Main Street sidewalks, bridges, and bike paths. Crews applied cinders townwide and kept all priority routes clear during early-season storms.

Utility & Water System Work

Staff completed end-of-month manual meter reads and installed a new AMI unit at 292 Main Street. Valve box investigations on Maloit Park Road and South Main indicate a leak that will require excavation next week. Due to forecasted snowfall and the need to maintain uninterrupted snow operations, an outside contractor will be used for the excavation.

Equipment & Fleet Updates

Staff completed preventative maintenance on loaders, the cinder machine, and Town trucks. Replacement cutting edges and new hydraulic couplers were ordered to improve snow equipment efficiency and reduce downtime. Several small repairs (marker light, tail/brake assemblies, cinder shed door framing) were completed in-house.

General Maintenance

Trash and dog waste stations were serviced on schedule; new water meter supplies were inventoried; new snow shovels were purchased for seasonal readiness.

Safety

No safety incidents reported.

Rob G: With regard to the sidewalk project delay – The gas line complexity was not fully understood in the beginning, which caused a significant delay. The Town has offered (weather permitting) to be flexible with the work moratorium in the early spring, to try to get work started as soon as possible.

The key thing that the Town is negotiating right now with RockSol, is the cost of remobilization. We're working with the town engineer to verify the latest proposal they sent us last week for additional costs against the CDOT standards and specs. Once we sort through that, we can continue working with them to minimize that cost impact to the town. Hopefully we'll have a better picture in January.

Regarding the earlier comments about the sidewalk project, we cannot extend the length of the project due to finances. In fact, the project was actually reduced to meet the project budget, which was limiting because it's funded through a CDOT grant.

But perhaps the Town could take on a minor extension potentially handle this in-house. Or perhaps we could move the bus stop. Both options will be looked into.

Brian R. inquired about the CDOT Safe Routes to School grant program.

Brian R. also mentioned the speed cameras option that was brought up earlier in public comment.

Rob G. noted that we can look the CDOT Safe Routes to School Program, but those programs can be very lengthy and may not result in a timely solution.

Rob G. also noted that with regard to Speed cameras, we need to do significant data gathering first in order to be eligible. Staff will look into this and get back with Council.

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. Resolution No. 52 - Series 2025, A Resolution Adopting a Minturn Downtown Development Authority Plan of Development

The DDA Plan of Development was reviewed and discussed by Planning Commission at the December 2nd Planning Commission meeting, and the December 3rd Town Council meeting. No changes were recommended. This resolution is to formally adopt the plan.

Motion by Eric G., second by Gusty K., to approve Resolution 52 – Series 2025, A Resolution Adopting a Minturn Downtown Development Authority Plan of Development. Motion passed 6-0. Kate Schifani was excused absent.

B. Maloit Park Exemption Tract A Eagle County School District Subdivision - Preliminary Plat - Request for Continuance

Madison H. noted when the public notice for the Maloit Park preliminary plat went out, we dual noticed for Town Council and Planning Commission meetings (12/10 planning commission and 12/17 council), pending the review in one night and recommendation by Planning Commission. Due to some unexpected information that we got on the day of the Planning Commission meeting, we ended up having to push that meeting to January 14th. So keeping with the public notice timeline for both boards, we are requesting a continuance to January 21st.

Tom Braun attended via Zoom.

Earle B. asked if they are hoping to begin construction next year.

Mr. Bruan noted that site work will hopefully start next summer, with hopes to go vertical in spring 2027.

Roads, water, sewer lines, drainage, that sort of thing hopefully in 2026, so the project is teed up and ready to go vertical in spring of 2027.

Motion by Gusty K., second by Lynn F., to allow a continuance for Maloit Park Exemption Tract A, Eagle County School District Subdivision – Preliminary Plat. Motion passed 6-0. Kate Schifani was excused absent.

11. Discussion / Direction Items

A. Continued Discussion - WTP Financing Options

Municipal Advisor Troy Bernberg addressed the Council with updates since the last meeting. The slides from this presentation are included in the minutes.

One item to consider is the first year of principal. Between the two options, we talked about the power development authority loan, that is the SRF (State Revolving Fund). And we talked about a direct lending arrangement. The concept of being able to delay principle, maybe perhaps only a year, in order to ease the rate increases is one strategy for that approach.

The Power Development Authority does not allow us to defer any principal payments, so that could be a factor in regard to what that first payment of debt service might look like.

There is a slightly higher borrowing cost for the private placement option, or direct lending option. But in looking at the cash flows and the impacts to rate payers, the gap still remains quite narrow between the two options.

Because the power development authority loan does not allow you to push principal a year, that means you're amortizing principal a little faster.

Because of that, the Power Development Authority loan option actually results in a higher impact to rate users in 2026. But it actually dips a little below what the bank option is years after. Because the authority does not allow you to defer principle, the total interest cost is a little lower, and therefore the monthly impact is a little lower. Right now, the two options continue to be very neck and neck, and.

Mr. Bernberg still recommends strongly that we apply to the Power Development Authority on January 5th. And then following, probably early February, to give Mr. Bernberg an opportunity to follow up directly and try to obtain an indicative debt service schedule from the authority.

He would then I go out and solicit responses from banks. So he can then provide a comparative analysis.

So by mid-February, maybe late February, we would be making a final decision. Overall, the power development authority option provides a slightly lower cost of borrowing, but the private financing options provide more flexibility with regard to prepayment and refinancing. So Council can decide which option makes the most sense at the time. There is no penalty to remove the application from the power development authority.

Lynn F. asked about interest rates changing with the market. Mr. Bernberg noted that he will be seeking a long term fixed rate financing option.

Earle B. brought up project cost impacts as it relates to the PDA loan. Mr. Bernberg elaborated on these, including BABA (Build America, Buy America) and Davis Bacon. On a project total basis, he's estimating about an 8% impact. This is reflected in the numbers presented. Some other items (such as electrical and mechanical) could be an even higher impact.

Rob G. also noted that he meets with Jared from HDR every two weeks on Tuesday morning. While they haven't yet had extensive discussions about going to bid, Jared did request that if we are considering private financing that HDR would like to know as soon as possible, because it takes a lot of complexity out of the bid process. There's a lot of things the contractor doesn't have to track, they don't have to consider. The math could be anywhere in that percentage range, but it does add a lot of complexity for the contractor, to track and report that information.

Earle B. asked about the length options of the loan and refinancing / final maturity. Mr. Bernberg responded that a traditional bank loan is likely to be 20 – 25 years for public finance lending. So we would need to refinance at some point. The annual payments would be slightly higher than PDA (which offers a longer final maturity), however at a slightly higher project cost. We could refinance under PDA after 10 years, but with a bank loan we could consider refinancing as soon as 3 years if terms are favorable. So after an initial refinance with a bank loan, we could probably get 24-year permanent financing.

Additional discussion ensued regarding interest rates and refinancing options.

Unfortunately, there was a power outage at approximately 6:45pm, and the meeting had to be adjourned early. The WTP financing discussion will be revisited at an upcoming meeting.

12. Future Agenda Items

A. Future Meeting Topics

13. Adjourn

Motion by Gusty K., second by Lynn F., to adjourn the meeting at 6:51pm.



Earle Bidez, Mayor

ATTEST:



Jay Brunvand, Town Clerk

