



Official Minutes Town Council Regular Meeting | 5:30 PM

Wednesday, January 7, 2026

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/88906625489>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 889 0662 5489

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 Eric Gotthelf, Gusty Kanakis, Brian Rodine, Lynn Feiger, Tom Priest, and Kate Schifani.

Staff Members Present: Town Manager Rob Gutierrez, Town Clerk Jay Brunvand, Deputy Clerk Cindy Krieg (Zoom), 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. 12-30-2025 Minutes

B. Liquor License Renewal – Sunrise

Motion by Gusty K., second by Kate S., to approve the consent agenda of January 7, 2026 as presented. Motion passed 7-0.

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 January 7, 2026 as presented. Motion passed 7-0.

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.

No Public Comment

7. Council and Committee Reports

Earle B. noted that we have our municipal election coming up, and encouraged anyone interested in running for Council to

Also reminded everyone that the Christmas Tree Bonfire is this Friday evening at Little Beach Park at 6pm.

8. Staff Reports

A. Manager's Report

Maloit Park housing development – Rob G. did follow up with the school district superintendent, following some concerns expressed by council at the last meeting regarding the timing of relocation of existing residents. It was confirmed the any development is still quite a ways out, and no notices are being issued at this time.

Don't meet the criteria for the emerging contaminants grant (see transcript) – 5:32pm

There was some discussion regarding the contaminants that we are aware of in the Eagle River (see transcript)

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:

- Staff have solicited proposals from three firms to serve as the Town's legal bond counsel and will present the proposals to Town Council for review and direction at the January 21 meeting.
- Staff are instructing the Town's WTP engineering firm, HDR, to hold off on further development of bidding documents specific to a State Revolving Fund (SRF)-funded project until a final Council decision is made regarding potential private financing options.

Town Hall 2-Bedroom Apartment Reconstruction

Status:

All proposals were independently evaluated by three members of Town staff. Coleman Custom Homes received the highest overall score.

Next Steps:

Staff have prepared a resolution for Town Council consideration at the January 7, 2026, meeting to authorize initiation of contract negotiations.

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 continuing discussions with Xcel Energy and Phoenix Industries regarding the scope, schedule, and cost implications associated with a potential 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:

Based on initial pricing and technical discussions, staff are pursuing **Holophane** as the preferred streetlight manufacturer. Staff are currently coordinating with Holophane to mobilize a demonstration fixture in order to better evaluate fixture specifications, lighting performance, and compatibility with Main Street conditions, as well as to gather community feedback.

Following evaluation of the demonstration fixture and community input, staff will refine fixture, pole, and base specifications and work with Town Engineer Jeff Spanel to outline the engineering and design process necessary to prepare bid-ready plans for 2026. Staff will also continue exploring 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 development appropriately contribute to the Town's future infrastructure costs.

Status:

A Notice of Intent to Award has been issued to BBC/FCS. The recommended contract award will be presented to the Town Council for consideration and approval at the January 7, 2026 meeting.

Minturn Rural Technical Assistance Program

Background:

The Town was selected to participate in the Rural Technical Assistance Program (RTAP) through the Colorado Office of Economic Development & International Trade (OEDIT). The program pairs Minturn with graduate students from the University of Colorado Boulder and Colorado State University to develop strategies for leveraging outdoor recreation to support the local economy.

Status:

Staff participated in the program kickoff meeting on December 4, 2025, and held a working session with the RTAP steering committee on Monday, December 29, 2025 to review and refine the Community Assessment.

Next Steps:

Staff will submit the finalized Community Assessment to RTAP program administrators on January 7, 2026.

Housing

Staff are coordinating with the Avon–Eagle County Multijurisdictional Housing Authority study team. Additional information and potential discussion items are anticipated for Town Council at a February meeting.

Economic Development

No updates for this report.

Public Works

Weekly Report (Dec 29, 2025 – Jan 4, 2026)

Routine Operations & Winter Readiness

Public Works completed all scheduled operations during the holiday work week, including utility locates, daily water treatment plant operations, trash and dog waste station servicing, and fleet readiness. Crews are prepared to respond to weekend snowfall and winter conditions as needed.

Safety & Training

Staff held a weekly safety meeting focused on winter safety, including slip, trip, and fall prevention, proper vehicle entry and exit, snow and ice management around facilities, and maintaining adequate lighting. No safety incidents were reported.

Street, Sidewalk & Snow Operations

Crews plowed and shoveled snow town-wide, hauled 18 loads of snow from south-side snow storage areas, applied cinders to icy streets, and ground down sidewalks near Cemetery Bridge and along Main Street to address trip hazards and protect sidewalk snowplows. Tree branches encroaching on sidewalks along Main Street were also trimmed to maintain pedestrian access.

Infrastructure & Water System Work

Staff conducted end-of-month manual water meter readings (“No Reads”), serviced water treatment plant systems, transferred chlorine within Filter #3, and delivered water service components to the Belden Place development. Mike D. was trained on new water meter inspection documentation and billing coordination procedures.

Facilities, Apartments & Signage

Public Works repaired drywall damage in Town Apartment #1 following a water leak, completed inspections for Apartment #2 and the Town, replaced multiple street signs, repaired a knocked-over “No Parking” sign, and coordinated lighting repairs at the Minturn Fitness Center.

Equipment & Fleet Maintenance

Crews performed routine maintenance on loaders, skid steer, and snowplow equipment, replaced cutting edges on the 938-M loader plow, and completed oil and air filter service on a 2012 vehicle. The shop was cleaned and organized at week’s end.

Safety & Training

Staff held a weekly safety meeting focused on fleet vehicle safety, emphasizing routine maintenance, early identification of mechanical issues, accurate recordkeeping, and compliance with safety standards. No safety incidents were reported.

Facilities, Lighting & Infrastructure Improvements

Crews completed multiple lighting and electrical improvements, including repairs at Magusto’s light pole, upgrades to lighting at Filter #3, Well #3, and the shop gate, and replacement of damaged electrical box covers on the Bellum Bridge. The Cemetery Bridge was repainted to match Town branding. Open ditch inspections were completed at Minturn North, and shelving was procured for Town use.

Water System & Emergency Response

Public Works responded to and resolved an unexpected water leak at the Town Hall/Post Office building in coordination with the Fire Department and outside partners. The issue was traced to damage from a prior apartment remodel. Cleanup, temporary repairs, and material support for plumbing repairs were completed, with minor drywall repairs scheduled to follow.

Equipment & Fleet Maintenance

Crews performed routine servicing on loaders and skid steer equipment, replaced electrical components on Town vehicles, and completed oil changes on multiple fleet vehicles to maintain winter readiness.

B. Clerk's Report - Election Notice and Important Dates

Minturn's Municipal Election will be held on April 7, 2026. Our Charter Section 2.2 states the election day is the first Tuesday AFTER the first Monday. April 6 is the first Monday, the first Tuesday after the first Monday is April 7.

In addition to the Mayor's seat, three seats are up for election on the Council. Those current Council seats up for election are:

Earle Bidez – Mayor – 2 year term
Lynn Feiger – Council Member 4 year term
Kate Schifani – Council Member 4 year term
Brian Rodine – Council Member 4 year term

The three Council candidates with the highest number of votes will win a seat. Note: Brian Rodine is completing a 2yr term and that seat will now be a four-year seat.

- As noted on the calendar, the first day nomination packets may be picked up and circulated is January 6, 2026. Packets are available in the Town Clerk office along with complete instructions.
- The candidate has 20 days to collect signatures and submit their nomination petition with signatures. Petitions are due back by 4pm on January 26, 2026.

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. 01 - Series 2026, A Resolution Designating the Town of Minturn Public Posting Places

Motion by Gusty K., second by Tom P., to approve Resolution 01 – Series 2026, A Resolution Designating the Public Posting Places for Town of Minturn notices.
Motion passed 7-0.

B. Resolution No. 02 - Series 2026, A Resolution Approving a Contract for an Impact Fee Study

On October 14, 2025, the Town issued a Request for Proposals (RFP) for consulting services to prepare a Comprehensive Impact Fee Study. The purpose of the study is to evaluate and recommend legally defensible development impact fees consistent with Colorado Revised Statutes §29-20-104.5, ensuring that new development contributes its proportionate share of the cost of public infrastructure and facilities needed to maintain existing service levels.

The RFP sought a consultant with demonstrated Colorado experience, a clear nexus and proportionality methodology, and the ability to separate enterprise-fund costs—particularly the Town’s water Plant Investment Fee (PIF) analysis—from general government impact fees.

Proposals were due on November 14, 2025. The Town received three complete and responsive proposals.

Evaluation Process

Proposals were independently reviewed and scored by an evaluation committee using the criteria and weighting set forth in the RFP, including:

- Demonstrated experience with Colorado impact fee and nexus studies
- Understanding of project objectives and statutory requirements
- Methodology and work plan
- Qualifications of the project manager and key staff
- Cost, schedule, and clarity of enterprise fund cost separation

Scores were aggregated in accordance with the RFP.

Based on this evaluation, BBC Research & Consulting, in partnership with FCS, was identified as the highest-scoring proposer.

Staff recommends approval of the award of a professional services contract to **BBC Research & Consulting, in partnership with FCS (a Bowman Company)** for preparation of a Comprehensive Impact Fee Study; and to authorize the Town Manager, under the guidance of the Town Attorney, to finalize and execute the professional services agreement.

Council Comments and Questions:

Lynn F. inquired about whether this included an impact fee analysis for fire impact (fire district). She did not believe that existed currently.

Jay B. noted that we do collect an impact fee for fire, that we collect for the fire district, on each lot that did not already include a water tap. It’s set by the district, and we collect it and remit to them. For example, Minturn North had 6 existing taps and now they have 38 (ish). So in this case, 32 of them are paying this impact fee.

Rob G. also noted that with current state law, special districts can assess their own impact fees (it no longer needs to go through the municipality).

Lynn F. also inquired how much new development will actually be affected by this (wondering if it would be worth the cost). She thought the cost seemed very high.

Rob G. noted it would have been very impactful if the Town had done this years ago and that he would encourage the Town to implement an impact fee because it could be very significant over time. Even though a lot of current development is underway, there could still be more development over time, and we will have some large costs such as infrastructure (roads), public works equipment, parks, etc (not just water). Regulatory changes in the land development code could also have a large impact.

Lynn F. felt that the cost of the study seemed high. Rob G. noted that the study must establish that rational nexus between the fee that you're charging and the impact that that development is creating.

You can't adopt impact fees without having a really solid study saying these are the anticipated costs that the development would have on our specific town.

It's a big lift to evaluate what we could justify based on forecasted needs.

And they would carry us through the whole process beginning to end, including to an ordinance adoption, and the public hearings, and a hearing with Planning Commission.

Lynn F. noted that impacts from large developments are much more impactful. Rob G. noted that there are different methods that can be used for assessing the fees (to include a hybrid approach), that would assess fees based on the different types of projects and the associated impacts (there would be 2 – 3 different types / ways to assess the fees to ensure it's equitable based on impact). Eric G. noted that this would be addressed during the study.

Brian R. noted that if we have our fees set up correctly, we can feel more confident taking on infrastructure associated with new development, vs. having more HOAs and Metro Districts taking these on (creating governments within governments). The Town would be able to have more control.

There was continued discussion regarding future development and how that would be affected.

Motion by Eric G., second by Kate S., to approve Resolution 02 – Series 2026, A Resolution Approving a Contract for an Impact Fee Study. Motion passed 7-0.

C. Resolution 03 - Series 2026, A Resolution Awarding a Design-Build Contract for Town Hall

On October 8, 2025, the Town of Minturn issued a Request for Proposals (RFP) seeking qualified design-build teams to complete the re-conversion of a portion of the Minturn Town Hall back into a two-bedroom apartment for employee housing use, and to provide conceptual recommendations for office ventilation improvements.

An amendment to the RFP was issued on October 27, 2025, which revised the office ventilation scope to conceptual evaluation only and removed the filing storage system scope.

Three proposals were received by the submission deadline.

Evaluation process

Each proposal was independently reviewed by a three-member evaluation committee using the criteria and weighting established in the RFP:

- Understanding of Project & Approach (20%)
- Experience with Similar Projects (20%)
- Cost Proposal (20%)
- Schedule & Capacity (15%)
- Project Team (20%)
- References (5%)

Each reviewer scored proposals independently. Scores were weighted, averaged by

category, and aggregated to produce a final composite score. A local firm bonus, where applicable, was applied after base scoring in accordance with the RFP.

Following initial evaluation, the Town issued written requests for clarification to all proposers to ensure a complete and accurate understanding of each proposal prior to final scoring. No pricing revisions were requested or accepted.

Based on the completed evaluation, **Coleman Custom Homes** received the highest overall score and was determined to represent the best value to the Town. Upon Council approval, staff will finalize contract terms consistent with the RFP and the selected proposal. The Town Manager will execute the agreement, and a Notice to Proceed will be issued following contract execution.

Council Questions / Comments:

Lynn F. inquired what the price of the other proposals were, and Rob G. stated the other bidders and bid amounts. Lynn noted concerns about the cost, and would like to see some money saved if possible.

Eric G. inquired about whether we could reach out to Eagle County Housing to inquire about help with the costs of creating employee housing.

Jay B. and Rob G. both also mentioned the benefit of having employees on-site in case of emergency. The two existing apartments are occupied by Town employees, and we have 2 new employees on a waitlist. Rob G. noted the challenges associated with recently hiring for Public Works. It was tough to fill these positions, even with housing being offered.

Motion by Kate S., second by Brian R., to approve Resolution 03 – Series 2026, A Resolution Awarding a Design-Build Contract for Town Hall. Motion passed 7-0.

11. Discussion / Direction Items


12. Future Agenda Items

A. Future Meeting Topics


There will be a Highlands Discussion at the next meeting on 1/21.

13. Adjourn

Motion by Tom P., second by Kate S., to adjourn the meeting at 6:17pm.



Earle Bidez, Mayor

ATTEST:


Jay Brunvand, Town Clerk

