



## Agenda

### Town Council Regular Meeting | 5:30 PM

Wednesday, June 3, 2026

Town Hall / Council Chambers - 302 Pine St Minturn, CO

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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](http://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/87645700256>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 876 4570 0256

**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**

**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. 05-20-2026 Minutes

**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 Reports

**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. Updates from Eagle County Clerk & Recorder

B. Xcel Energy - General Update Presentation (Materials to Follow) - Please expect this presentation to last approximately 45 minutes.

**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 05 - Series 2026 (First Reading), An Ordinance to Allow for the Collection of a Convenience Fee on Payments Subject to Processing Fees & the Collection of Dishonored Payment Fees and Penalties.

B. Resolution No. 31 - Series 2026, A Resolution Authorizing a Contract with Hallmark, Inc. for the Minturn Road Bridge Repair Contract

**11. Discussion / Direction Items**

A. Little Beach Park Playground - Status Update and Preliminary Design

B. Good Governance Training

**12. Future Agenda Items**

A. Future Meeting Topics

**13. Adjourn**

**Information Only Items**

Upcoming Council Meetings: 6/17, 7/1, 7/15. Upcoming Special Events: First Friday at Evoke June 5th. GoPro Mountain Games June 4th - 6th (Dual Slalom is Fri/Sat), Jump Jam on Saturday. Saturday, June 13th is Town Cleanup Day! The first Minturn Market is June 20th, and the first Summer Concert is June 25th.



**Official Minutes**  
**Town Council Regular Meeting | 5:30 PM**  
**Wednesday, May 20, 2026**  
**Town Hall / Council Chambers - 302 Pine St Minturn, CO**

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

**2. Roll Call and Pledge of Allegiance**

Council present: Mayor Eric Gotthelf, and Town Council Members Gusty Kanakis, Lynn Feiger, Spence Neubauer and Kate Schifani (Kate S. joined the meeting at 5:54pm).  
Excused Absent: Tom Priest.

Staff Members Present: Town Manager Rob Gutierrez, Town Clerk Jay Brunvand, Town Attorney Mike Sawyer (Zoom), Deputy Clerk Cindy Krieg (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. 05-06-2026 Minutes**

Motion by Gusty K., second by Lynn F., to approve the May 20, 2026 Consent Agenda as presented. Motion passed 4-0. (Kate S. joined the meeting later at 5:54pm).

**4. Approval of Regular Agenda**

Opportunity for amendment or deletions to the agenda.

Motion by Spence N., second by Gusty K., to approve the May 20, 2026 Regular Agenda as presented. Motion passed 4-0. (Kate S. joined the meeting later at 5:54pm).

**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.

Public Comment Opened.

No Public Comment. Public Comment Closed.

**7. Council and Committee Reports**

No Reports to share.

**8. Staff Reports**

**A. Manager's Report**

In addition to the prepared report, Town Manager Rob G. gave a safety update regarding the old bridge on Minturn Road. The bridge has falling concrete from an abandoned piece of the bridge, which is a hazard to river users (but not a hazard to the bridge above or vehicular traffic). Our Town Engineer is working on securing a contractor and a plan for removal. In the interim, Town Staff are working on safety messaging, signage, and getting the word out as widely as possible to direct folks to avoid that area and not pass under the bridge.

Also, the Town of Avon has requested a letter of support for a housing project / land banking grant application, and Council support was requested for this. Council agreed to provide the support letter.

**Top Updates**

**Minturn Community Garden Improvements**

- Staff received notification last week that the town was not awarded an AARP Community Challenge Grant. Staff will explore other options to allocate resources towards improvement of the public space.
- Staff are working with the Community Garden to install an automated drip irrigation system for planter boxes to reduce water consumption.
- Staff are also working on acquiring new outdoor furniture for the garden including benches and tables.

**Main Street Sidewalks Phase IIb and III**

- Staff are seeking Council approval to submit a grant application to the Federal Highway Administration's **Safe Streets and Roads for All Implementation Grant Program** for final design and construction of remaining Main Street sidewalk improvements. The

project would complete the unfinished portion of Phase II and advance the preliminary designed Phase III sidewalk extension south toward the Minturn Boneyard property.

- Resident feedback received through the RTAP project, the Minturn Community Survey, and ongoing public comments continues to identify Main Street sidewalk connectivity as a priority. Staff will continue pursuing funding opportunities to support design and construction of missing sidewalk segments along Main Street.

### **Cemetery Road & Bridge**

- **Grant Opportunity:** Staff are evaluating the Federal Lands Access Program through the Federal Highway Administration as a potential funding source for Cemetery Road and bridge improvements. The program supports local road and bridge projects that improve access to federal lands and may be a good fit for rehabilitating the bridge and reconstructing Cemetery Road from U.S. Highway 24 to the U.S. Forest Service gate below the Bike Park. Staff will continue reviewing eligibility, match requirements, and application timing.

### **Capital Projects**

#### **New Water Treatment Plant (WTP)**

- **Design/Review:** Design review with CDPHE is still pending. Local building and zoning review is nearly complete. Local design review will occur at the June 10 Planning Commission meeting and the June 17 Town Council meeting.
- **Construction Contract:** The contract for construction of the plant with JHL Constructors has been finalized and signed.
- **Construction Administration Contract:** The town is still waiting for the contract with HDR and Swiftwater Solutions for construction administration to be returned with requested edits from the last council meeting.
- **Construction Timeline:** Initial staging and mobilization by JHL Constructors for the project will start the third week of June.

#### **Minturn Bike Park 2026 Improvements**

- **Planned Work:** Staff are planning improvements in **May 2026** to the bike jump features and dual slalom course.
- **Coordination:** Work will be completed by **VVMTA** with Town support.
- **Purpose:** Improvements are intended to improve **safety, ride quality, and long-term usability** for a range of skill levels.

#### **Town Hall 2-Bedroom Apartment Reconstruction**

- **Status:** The Town Council approved a resolution authorizing negotiation and execution of a contract with Erik Harren for the project. The contract has been finalized and signed. Construction will begin May 18.

#### **Taylor Avenue Repaving Project**

- **Status:** Design and bidding are complete, and initial test digging has occurred.
- **Award:** Town Council approved **Schofield Excavating** on **March 18** based on the lowest bid of **\$453,638.80**.
- **Next Step:** Construction will begin on May 26.

#### **Main Street Pedestrian Improvement Project Phase II**

- **Status:** Negotiations with **CDOT, Xcel Energy, and Phoenix Industries** have been completed.

- **Council Action:** Council approved a change order in the amount of **\$99,991.88** on **February 18**.
- **Next Steps:** Xcel gas line relocation work has started and will continue for several weeks.

### **Main Street Streetlighting Project**

- **Status:** Staff continue to pursue **Holophane** as the preferred streetlight manufacturer, and preliminary fixture and pole concepts have been informally reviewed by **CDOT**.
- **Coordination:** Staff are continuing to coordinate with **Xcel Energy** on electrical service and related utility planning.
- **Timing:** The anticipated construction timeline for portions of this project is being pushed back as staff evaluate incorporating some of these improvements into the proposed **First–Williams–Nelson Infrastructure Improvements Project**.

### **Bellm Bridge Replacement**

- **Status:** The Town has secured **\$4,000,000** through CDOT's **Off-System Bridge Grant Program**. Contracts with **SEH** and **Kumar & Associates** have been finalized, and bridge design is underway. Staff also submitted the project to **Congressman Neguse's office** for consideration for **Congressionally Directed Spending**.
- **Next Steps:** Staff will continue advancing design, coordinating grant programming and contracting with CDOT, and pursuing the remaining funding needed for the project.

### **Little Beach Park Improvements**

- **Completed Work:** The new retaining wall and asphalt access road are complete.
- **Design:** Staff have been working with **Rocky Mountain Recreation** on an initial playground design for public and Council review in the coming weeks.
- **Site Preparation:** Staff are coordinating with **Public Works** and the **Town Engineer** to relocate a water line and complete additional excavation needed to prepare the site for the new playground.

### **First–Williams–Nelson Infrastructure Improvements Project**

- **Status:** Staff discussed this project with Town Council at the **April 1** meeting and are continuing to evaluate potential scope and feasibility.
- **Primary Driver:** The project is being explored because there is a **non-compliant water service line** beneath **First Street** that currently serves multiple properties and will require extensive excavation to replace.
- **Potential Improvements:** In addition to water line replacement, staff are evaluating related improvements including **street repairs and repaving**, creation of a **public plaza/flex space on First Street**, new **power infrastructure to support events**, and installation of **conduit for future telecommunications and fiber infrastructure**.
- **Coordination:** Staff are also in discussion with **Xcel Energy** regarding the potential to **underground electric lines** in this area.
- **Timing:** At this time, staff expect this would be a **summer 2027 project at the earliest**.

### **Other Projects**

#### **Eagle Park Restrooms**

- **Status:** Staff are evaluating options for replacing the decorative exterior wood on the Eagle Park restrooms, which has experienced significant deterioration and rot.

- **Replacement Options:** Staff are working with the original restroom manufacturer to identify potential replacement materials that are more durable and better suited for long-term exterior use.
- **Year-Round Use:** Staff are also evaluating the feasibility of heating the restroom structures during cold weather so the facilities can potentially remain operational year-round.

### Highlands Parcels

- **Background:** The Town acquired approximately **55 acres** west of **U.S. Highway 24** through a settlement with the former Battle Mountain developer.
- **Status:** The parcels are now **listed on the MLS** as part of the Town's strategy to help offset water treatment plant costs.

### Minturn USFS Shooting Range

- **Background:** At the November 19, 2025, Town Council meeting, Council directed staff to explore options for Town management of the Minturn Shooting Range to address long-standing concerns related to safety, noise, and environmental impacts. The shooting range is located on federal land south of the Minturn Bike Park.
- **Status:** Staff have continued coordinating with the U.S. Forest Service regarding the process for Town management and operation of the range. The Town previously submitted a Colorado Parks and Wildlife Shooting Range Development Grant application for Phase 1 improvements focused on access, safety, site organization, and basic range management infrastructure. This week, staff received notice that CPW is inviting the Town to formally present its grant request during the last week of May.
- **Next Steps:** Staff are preparing for the CPW grant presentation and are continuing to work with the U.S. Forest Service on a Special Use Permit application that would allow the Town to formally operate and manage the range. Additional federal review and permitting will likely be required before certain physical improvements can move forward.

### Policy & Planning Initiatives

#### Minturn Forward Land Use Code Update

The Planning Commission has finished their review of Article 3: Subdivision and Development standards as well as some lingering use standards that took a little longer to draft. Staff are in the process of drafting Article 1: General Provisions and hope to have that in front of the Planning Commission for review at the first meeting in June.

#### Minturn Impact Fee Study

- **Background:** Staff issued an RFP in November 2025 for a comprehensive impact fee study.
- **Status:** Staff are putting the impact fee study on pause to conduct a limited asset inventory and capital improvement planning process. This step is necessary to gather additional data on Town assets and capital needs before proceeding with the study.
- **Next Steps:** Staff will coordinate with BBC Research & Consulting on the revised project timeline and will return to Council with additional information as the inventory and CIP work progresses.

#### Housing Affordability and Neighborhood Stability

- **Status:** Staff met with **Avon** and **Eagle County** on **February 18** regarding the Regional Housing Authority formation study and provided a follow-up memo to Town Council on **March 4**.

- **Current Work:** Staff are developing a **Minturn-specific framework** for potential participation in a future regional housing authority. Staff will be presenting this to the Planning Commission on May 27 and Town Council on June 17.

### Temporary & Mobile Business Pilot Program

- **Status:** Town Council approved the **Temporary & Mobile Business Pilot Program** on **February 4**, authorizing mobile and modular business licensing on Town-owned property through **October 31, 2026**. Staff have now received **two applications** under the pilot.
- **Applications Received:** Little Blue Bakery of Minturn is proposing to locate at the Union Pacific lease lot next to the red storage shed, and Nomadic Roots Sauna is proposing to locate at Little Beach Park.
- **License Issued:** Licenses have been issued to both Little Blue Bakery and Nomadic Roots Sauna. Staff will provide updates to Council as to how the program performs this summer.

### Downtown Redevelopment Code Evaluation – First/Williams/Nelson Area

- **Status:** Staff are identifying a follow-on planning effort related to the **First–Williams–Nelson Infrastructure Improvements Project**.
- **Purpose:** The goal will be to evaluate whether current development regulations are creating barriers to redevelopment in the west side of the **100 block** as the Town considers major infrastructure investment in the area.
- **Potential Focus:** Building height, parking requirements, and other standards affecting redevelopment on small, constrained lots.
- **Next Steps:** After the current land use code update is complete, staff will develop a process for review with the **DDA, Planning Commission, and Town Council**, and evaluate whether outside consultant support would be beneficial.

### Public Works

#### Weekly Report (May 4 to May 10)

- **Operations:** Staff completed daily Water Treatment Plant operations, routine trash and dog waste station servicing, utility locates, monthly “No Water Read” reviews, and general Public Works shop organization. Staff also picked up and later returned the rental Water Truck due to water restrictions and began seasonal street sweeping operations throughout Town.
- **Seasonal Maintenance:** Staff performed snow removal at Town Hall, Not A Park, the 100 Block, Cemetery Bridge, and Bellm Bridge. Staff also completed debris, dirt, and trash removal from the Little Beach Playground area and continued cleanup related to soil stripping operations.
- **Repairs and Improvements:** Staff responded to a broken water line in the Water Treatment Plant Pump Room, removed standing water, shut down the affected pump, and coordinated replacement parts for repair. Staff continued monitoring high water usage at 225 Pine Street, cleared garage space to store the Water Truck and Street Sweeper indoors, and relocated the historic mining bell to the Town Shop for temporary storage.
- **Project Coordination:** Public Works coordinated with HDR, Mears Group, Intermountain Engineering, Ferguson/GJ Pipe, Core & Main, and project contractors on the Sidewalk Extension Project, Little Beach Playground water line relocation, Taylor Street Project, Belden Place Project, and 532 Main Street Project. Staff also addressed construction-related dirt and debris tracking onto Highway 24 and coordinated water meter needs for ongoing construction activities.

- **Equipment and Supplies:** Staff performed preventative maintenance on loaders, the mini excavator, and skid steer; replaced damaged components on the mini excavator; obtained an acetylene bottle for mobile torch operations; and upgraded the Water Truck washout connection from a 1½-inch to a 2½-inch coupler and cap.
- **Safety:** Public Works staff attended Emergency Management Training at Town Hall in place of the weekly safety meeting. Training covered low water conditions, wildfire risk, evacuation preparedness, emergency communications, PPE, traffic control, equipment readiness, and Public Works' role during emergency response situations. No incidents or injuries were reported during the reporting period.

Following the Managers Report, Slifer, Smith & Frampton representative Pete Seibert provided an update to Town Council regarding the Highlands Parcels listing:

- There has been (1) official “showing” of the parcels that occurred on 12/15/25.
- SSF has responded in detail to (5) inquiries by brokers for their clients.
- SSF met with Tim McGuire to learn as much about the property from Battle North’s perspective / experience and understand what’s happening around the property.
- Meeting scheduled with Justin Hildreth (ERWSD) to possibly coordinate access.
- There was a recent sale of a property (801 Holy Cross – Lake Creek) – 80 acres sold for \$10,200,000, this provides a good “comp” to the Highlands Parcels.
- Ongoing reference to the Comparable Market Analysis (CMA) report showing relevant real estate activity.
- Tracking “views” and “saves” metrics on various websites, there continues to be daily activity
- Additional summer photography is pending
- Coordinating a broker tour of the property prior to the July 4<sup>th</sup> holiday
- Have indexed 742 files provided by the Town
- Have created additional interactive maps they can speak about the neighbors surrounding the parcels

Gusty K. inquired if we are still priced in line with the current market and demand. Mr. Seibert noted that we are a little high on a per acre basis, but he feels this hasn’t really been tested yet as summer tends to be the strongest period. We expect to have more broker feedback over the summer and if we can be patient, we can get the best price.

**B. Check in with Slifer Smith & Frampton on Highlands Parcel Listing**

**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. Speak Up, Reach Out Annual Update Presentation**

Emily Kramer from Speak Up, Reach Out presented information about SURO, their mission, events, training programs, and other educational efforts regarding suicide prevention in Eagle County. She shared some statistics and allowed an opportunity for questions. The slides from the presentation will be included in the final minutes.

**10. Business Items- Old Business**

Items and/or Public Hearings listed under Business Items may be old or new and may require review or action by the Council.

## 11. Business Items - New Business

### A.

- Interviews and Appointment of New Council Member
- **Resolution to Appoint (Resolution No. 26 - Series 2026)**
- Swearing in of New Council Member
- Discuss / Assign Council Committees

The by-annual municipal election was canceled in February due to equal candidates and open seats. The candidates were deemed elected as of the original election date of April 7, 2026. Because Elie Gotthelf opted to run for Mayor as the sole candidate, on April 7 his council seat became vacated. At the April 15 Council Meeting the deemed elected candidates assumed their seats and the council directed staff to proceed with solicitations for applications to fill the now vacated seat due to Eric G, moving up to the Mayor's seat. Staff has proceeded with the advertisement opening and solicitation of applicants.

- 1) The position and qualifications were posted in the Public Posting boxes.
- 2) This same posting was added to the Town Website.
- 3) An advertisement was placed in the Vail Daily for the position. The ad refers interested citizens to the website or the Town Clerk for further information.
- 4) The notice was email blasted several times too.
- 5) The deadline for Letters of Interest are due in the Clerk's Office by end of business on May 13, 2026.
- 6) Council would then appoint based on the received applications / letters of interest on May 20, 2026.
- 7) The appointment would be effective through the April 2028 regular municipal election.

Town Staff received (3) letters of interest. The applicants are (in order of applications received):

- Scott Payant
- MacKenzie Hanna
- Hawkeye Flaherty

Applicants Scott Payant and MacKenzie Hanna introduced themselves and Council members had an opportunity to briefly interview them. Hawkeye Flaherty was not present at the meeting. The Town also received several letters of support for candidate MacKenzie Hanna.

Council members submitted their votes and the votes were tallied by Town Clerk Jay Brunvand.

MacKenzie Hanna received the most votes.

Motion by Gusty K, second by Spence N, to approve Resolution No. 26 – Series 2026, Appointing MacKenzie Hanna to the Minturn Town Council. Motion passed 5-0.

New Council Member MacKenzie Hanna took their seat and took place as a voting council member for the remainder of the meeting containing new business.

### **Council Committees:**

The current appointments were discussed, and modifications were made as follows:

- MacKenzie Hanna will replace Lynn Feiger on the MFC board
- Tom Priest will replace Kate Schifani on the NWCCOG committee (with staff support as needed)

- Staff support as needed with QQ (Gusty remains the appointee)
- Lynn Feiger will replace Earle Bidez as the CAST appointee
- Radio Free Minturn is being removed from this list (Town staff have a seat on the board, council representation no longer necessary)
- Climate Action Collaborative – This committee / board needs further discussion. The Town has had a board chair seat, but this has proven to be a big lift and capacity is challenged. Town Staff will approach CAC about having staff representation or council representation with staff support as needed – but not at the chair level. Update to follow.
- Eagle County RPI – This committee also needs further discussion. This does not require Council representation. This could be staff, and/or could be a community member with staff support. Brian Rodine previously served on this committee and may still be interested in doing so, as we was pretty engaged in this area. Staff will follow up and report back.
- Eagle County Housing & Development Authority Advisory Committee – Eric Gotthelf will be the appointee, with staff support as needed.

#### B. Resolution No. 27 - Series 2026 A Resolution Authorizing a SS4A Grant Application

The Town's SS4A Safety Action Plan identified pedestrian and bicycle safety, speeding, sidewalk gaps, and safe access along Main Street/U.S. Highway 24 as important community safety concerns. The plan specifically recommends completing and enhancing the sidewalk network to improve pedestrian safety and multimodal connectivity.

The Town previously advanced the Main Street sidewalk extension project in phases. However, **Phase II was cut short due to cost escalations**, leaving a portion of the planned sidewalk improvements unfinished. In addition, the Town has completed preliminary design and engineering for **Phase III**, which would extend the sidewalk farther south along Main Street/U.S. Highway 24 to the end of the Minturn Boneyard property and past Belden Place.

#### Proposed Grant Application

Staff recommends submitting an SS4A Implementation Grant application to fund final design and construction of the remaining Phase II sidewalk improvements and the Phase III sidewalk extension.

Staff are currently working with **Stolfus**, the original design engineer for the sidewalk extension project, to confirm the updated project scope, refine quantities, and prepare updated cost estimates for the grant application. Based on preliminary review, staff anticipate the total project cost could be approximately **\$2.25 million to \$3.1 million**, depending on final scope, design assumptions, construction costs, CDOT requirements, and contingency.

The proposed project may include:

- Final design and engineering;
- CDOT coordination and required approvals;
- Utility, drainage, and right-of-way coordination;
- Construction of the remaining Phase II sidewalk segment;
- Construction of the Phase III sidewalk extension farther south along Main Street/U.S. Highway 24;
- Construction administration, inspection, and related eligible project costs.

This project would close a known sidewalk gap along the Town's primary transportation corridor, improve pedestrian safety, and implement a priority recommendation from the Town's SS4A Safety Action Plan.

Motion by Gusty K., second by Lynn F., to approve Resolution No. 27 - Series 2026 A Resolution Authorizing a SS4A Grant Application. Motion passed 6-0.

**C. Resolution No. 28 - Series 2026, A Resolution Authorizing a Grant Application for the CPW Human-Bear Conflict Reduction Grant**

Staff is seeking Town Council authorization to submit a grant application to Colorado Parks and Wildlife's Human-Bear Conflict Reduction Community Grant Program. The proposed project would provide initial funding for a Town-owned bear-resistant waste compactor/enclosure and a limited number of supplemental bear-resistant trash and recycling receptacles.

The project is also directly related to the Town's planned **First, Nelson, and Williams infrastructure improvement project**. The existing trash compactor is located in or near the First Street public right-of-way and will need to be relocated before the Town can advance work associated with water line replacement, utility undergrounding, and related downtown infrastructure improvements. Relocating the compactor is therefore both a wildlife-conflict reduction measure and an enabling step for future public infrastructure work in this area.

**Project Scope and Budget**

The proposed grant application would request funding for a **Downtown Bear-Resistant Waste Consolidation Project**, which may include:

- Purchase and installation of a Town-owned bear-resistant trash compactor;
- Construction of a bear-resistant enclosure, gates, access controls, and related site improvements;
- Electrical service, concrete pad, bollards, drainage, and installation costs;
- Up to six additional bear-resistant trash/recycling receptacles for high-conflict areas; and
- Signage, public education, and user instructions.

Staff recommends authorizing an application with a total project budget of up to **\$200,000**, including a grant request of up to **\$150,000** and a local match not to exceed **\$50,000**. The final budget will be refined based on vendor quotes, site constraints, and grant program requirements.

**Staff Recommendation**

Staff recommends that Town Council approve the resolution authorizing submittal of the CPW grant application. The grant would provide an opportunity to address bear-related trash conflicts while also advancing a necessary early step for the First, Nelson, and Williams infrastructure improvements.

If grant funds are awarded, staff will return to Council as needed with final project agreements, property access arrangements, procurement items, and any required budget amendments before proceeding with installation.

Motion by Lynn F., second by Kate S., to approve Resolution No. 28 - Series 2026, A Resolution Authorizing a Grant Application for the CPW Human-Bear Conflict Reduction Grant. Motion passed 6-0.

**D. Resolution No. 29 - Series 2026, A Resolution Authorizing a Grant Application for the CO Circular Communities Impact Grant**

Staff are seeking Town Council authorization to apply for a **Colorado Circular Communities Impact Grant** for the proposed **Downtown Minturn Recycling and Materials Diversion Hub**. The grant supports projects that advance recycling, reuse, materials recovery, source reduction, and other circular economy activities.

The proposed project would create a shared downtown recycling hub intended to improve landfill diversion, support more efficient collection of recyclable materials, and help address existing waste and recycling constraints in the downtown core. The project is also related to the Town’s broader planning for future infrastructure improvements in the First Street, Williams Street, and Nelson Street area, where relocation and modernization of existing waste and recycling infrastructure will be necessary.

**Project Description**

The proposed project would establish a wildlife-resistant recycling and materials diversion hub serving downtown businesses, residents, and visitors. The hub is anticipated to include a **cardboard compactor, mixed recycling collection infrastructure**, an associated **wildlife-resistant enclosure**, site improvements, electrical service, signage, lighting, and contamination-control measures.

The project would help reduce the amount of cardboard and mixed recyclables entering the landfill, improve collection efficiency, and provide a more organized long-term system for downtown materials management.

**Estimated Project Budget**

Staff have prepared a planning-level project budget of approximately **\$350,000**, which may be refined as vendor quotes, site conditions, and final equipment needs are confirmed.

<b>Budget Item</b>	<b>Estimated Cost</b>
<b>Cardboard compactor unit</b>	\$55,000
<b>Compactor receiver/container</b>	\$25,000
<b>Mixed recycling dumpster/container system</b>	\$20,000
<b>Freight, delivery, installation, and startup</b>	\$15,000
<b>Concrete pad, truck apron, drainage, and bollards</b>	\$45,000
<b>Electrical service and controls</b>	\$25,000
<b>Wildlife-resistant enclosure, gates, and screening</b>	\$75,000
<b>Lighting, cameras, access control, and security</b>	\$20,000
<b>Signage, labeling, and business/public education materials</b>	\$8,000
<b>Design, survey, permitting, and site/legal agreements</b>	\$27,000
<b>Contingency</b>	\$35,000
<b>Total Estimated Project Cost</b>	<b>\$350,000</b>

**Grant Match**

The Colorado Circular Communities Impact Grant does **not require a local match**, although matching funds or in-kind contributions may strengthen the application. Staff may evaluate potential Town, Downtown Development Authority, private, or in-kind contributions as part of the final application package. Any final expenditure of Town funds would remain subject to appropriation and any additional approvals required by Council.

### **Recommendation**

Staff recommend that Town Council approve the accompanying resolution authorizing staff to submit a grant application for up to **\$350,000** for the Downtown Minturn Recycling and Materials Diversion Hub Project.

Motion by Lynn F., second by Kate S., to approve Resolution No. 29 - Series 2026, A Resolution Authorizing a Grant Application for the CO Circular Communities Impact Grant. Motion passed 6-0.

#### **E. Resolution No. 30 - Series 2026 A Resolution Authorizing a Builder's Risk Policy for Minturn WTP**

The Town is preparing to begin construction of the new Water Treatment Plant, with JHL Constructors LLC expected to begin mobilization in June. As part of final project administration, staff identified the need to obtain Builder's Risk Insurance for the project.

Builder's Risk Insurance is a specialized property insurance policy that generally covers physical loss or damage to a construction project while it is under construction. For a major public infrastructure project such as the Water Treatment Plant, this type of coverage helps protect the Town's financial interest in the work, materials, and improvements during construction.

### **Background**

The construction contract with JHL Constructors LLC did not include a specific cost or budget allocation for Builder's Risk Insurance. JHL has since submitted Change Order No. OCO-0001 to add Builder's Risk Insurance coverage to JHL's scope for an 18-month period.

The quoted amount from JHL is **\$46,132.05**. If approved through JHL, the change order would increase the contract sum from **\$12,547,730.00** to **\$12,593,862.05**. The proposed change order does not modify the contract time.

### **Need for Coverage**

Builder's Risk Insurance is commonly used on major construction projects to protect against certain risks during construction, which may include covered losses from events such as fire, theft, vandalism, certain weather events, or other physical damage to the work in progress.

Because the Water Treatment Plant is a major capital project and a critical public utility facility, staff believe it is important to have Builder's Risk coverage in place before or at the start of construction. Without this coverage, an uninsured or underinsured loss during construction could create additional cost, delay, or dispute for the project.

### **Procurement Options**

Staff are currently keeping two options open while final pricing and coverage terms are reviewed:

1. **JHL-obtained policy:** The Town could approve JHL Change Order No. OCO-0001 in the amount of **\$46,132.05**, adding Builder's Risk Insurance to JHL's project scope.

2. **Town-obtained policy:** The Town could procure a separate Builder's Risk Insurance policy directly through an independent insurance provider, broker, or carrier.

Staff are still awaiting additional independent quotes. Maintaining both options allows staff to compare pricing, coverage terms, deductibles, exclusions, and administrative requirements before finalizing the policy.

### **Recommendation**

The Town Manager received some recommendations from the Town Attorney for other firms that offer this coverage. Town Staff were able to obtain two additional quotes so far (from Mountain West & Liberty Mutual), both of which were lower than the JHL-obtained policy (since having it go through JHL includes a markup on the cost). Additionally, some components of the work don't need to be covered. The Town is waiting for a Schedule of Values from the contractor, which will help determine what needs to be covered. Mobilization won't start until the third week of June, so there is time to finalize this.

It was recommended that Staff continue to negotiate with the 2 additional agencies to work out the best price (with consultation from the Town Attorney).

Resolution No. 30 was not approved, and direction was given to go with a Town-obtained policy vs. through JHL.

## **12. Discussion / Direction Items**

### **A. Presentation of Speed Data**

This item was continued to the June 17<sup>th</sup> meeting to allow time to gather additional materials.

### **B. Public Works Staffing**

Staff is seeking Council feedback and direction on a proposed Public Works staffing change. Specifically, staff recommends establishing a **Public Works Lead** position as a lower-cost, working field leadership role in lieu of filling the currently vacant **Public Works Operations Supervisor** position at this time.

This proposed change is intended to provide additional day-to-day field leadership, operational redundancy, and staff development capacity within the Public Works Department while limiting the Town's long-term financial commitment during a period of budget uncertainty.

### **Proposed Change**

Staff is seeking Council direction on creating a **Public Works Lead** position in lieu of filling the currently vacant **Public Works Operations Supervisor** position at this time.

The Lead position would function as a working field lead. The employee would continue performing hands-on Public Works duties while also helping coordinate daily assignments, provide field oversight, support safety and quality control, assist with snow and emergency operations, and provide coverage when the Director is unavailable.

The Lead position is intended to be a lower-level leadership role than the Operations Supervisor. It would give the Director flexibility to train and develop an employee into a long-term leadership role while limiting the Town's financial commitment.

Staff does **not** intend to fill both the Public Works Lead and Public Works Operations Supervisor positions at the same time. The intent is to fill the Lead position now and preserve the Operations Supervisor position as a possible future advancement opportunity if departmental needs and budget capacity support that change.

## **Fiscal Impact**

The 2026 hiring range for the Public Works Lead is **\$75,808 to \$87,179.20**. The 2026 hiring range for the Public Works Operations Supervisor is **\$88,837.50 to \$102,163.13**. Creating and filling the Lead position would therefore provide field leadership at a lower base salary cost than immediately filling the Supervisor position.

## **Staff Recommendation**

Staff recommends that Council support creation of the Public Works Lead position and authorize staff to fill or promote into that role in lieu of filling the vacant Public Works Operations Supervisor position at this time.

Council agreed with the staff recommendation, and gave direction to proceed.

- C.** Consideration of Council positions on select pending state legislation affecting local governments, including housing and municipal finance (Materials to follow)

The two bills that Council supported did pass. There will be reduction in affordable housing funding, as well as transportation funds. But no other major impacts at the Town level.

## **13. Future Agenda Items**

### **A.** Future Meeting Topics

Housing:

The Town's planning intern has been working on our housing strategy for the future, and what participation in the regional housing authority might look like. She will present on Jun 17<sup>th</sup>.

Rob G. noted that he is looking into federal lands access program grant (for roads and infrastructure improvements that lead to Federal lands). He feels Cemetery Rd. could be a great fit for this program.

The Eagle County Commissioners are also looking at scheduling a joint session sometime this summer or fall.

## **14. Executive Session**

- A.** Executive Session pursuant to C.R.S. § 24-6-402(4)(a), (4)(b), and (4)(e) concerning the potential purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions; and Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Topic – 171 Main Street in the Town of Minturn.

Motion by Gusty K., second by Spence N., to Convene into Executive Session at 7:12pm.

After coming out of executive session the Mayor read an announcement asking if any topics were discussed beyond the scope of the session or if any decisions were made. There were no comments or objections. No decisions were made as a result of the Executive Session.

Motion by Spence N., second by Gusty K., to adjourn the meeting at 7:59pm.

## **15. Meeting Adjourned**

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Eric Gotthelf, Mayor

ATTEST:

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Jay Brunvand, Town Clerk

# TOWN MANAGER'S REPORT

*May 2026*



*Town of*  
**Minturn**

# Town Manager's Report



## Council Meeting Follow Up

### Speeding Concerns on Pine/Boulder

- Staff are evaluating several options to reduce vehicle speeds on Pine Street and Boulder Street, including both short-term and longer-term measures.
- Staff completed an initial speed study on the 500 block of Pine Street from April 2 through April 8. That study recorded 175 total vehicles, an average daily traffic volume of approximately 25 to 28 vehicles, an average speed of 14.76 mph, and an 85th percentile speed of 18 mph. The highest recorded speed of 30 mph occurred during the study period.
- Staff continue to collect and track speed data in the Pine/Boulder area to better understand traffic patterns and determine whether additional traffic-calming measures are warranted.
- Staff are planning to bring this issue to Town Council for further discussion at the May 20 meeting.

## Other Updates

### Safe Streets for All Safety Action Plan

- **Background:** In 2024, the Town participated in the federal Safe Streets and Roads for All program, which funded preparation of a Safe Streets for All Safety Action Plan. The plan was prepared with assistance from Stolfus Engineering and was adopted by Town Council in early 2025.
- **Grant Reimbursement:** Although the work was completed, the Town had not previously requested or received reimbursement from the Federal Highway Administration for the grant-funded work. Over the past nine months, the Town Clerk-Treasurer and Town Manager have been working to complete the reimbursement process.
- **Status:** Staff received approval last week for reimbursement of the full **\$80,000 grant award** owed to the Town.

## Capital Projects

### New Water Treatment Plant (WTP)

- **Design/Review:** Design remains approximately 90% complete and has been accepted by CDPHE for formal review. Local building and zoning review submittals have also been made.
- **Construction Contractor Selection:** The construction bid process closed on April 3. The Town received three bids: JHL Constructors – \$12,547,730; Native Sun – \$12,868,335; and RN Civil – \$13,673,335. After review by HDR, Council selected JHL Constructors, LLC at the April 15 meeting as the contractor for the New Water Treatment Plant project.

# Town Manager's Report



- **Construction Contract:** Staff are working with the Town Attorney and JHL Constructors to negotiate and finalize the construction contract, including legal review, financing-related conditions, bonding, insurance, and other required contract documents.
- **Construction Administration:** Staff have been working with HDR to negotiate a construction administration contract for the project. HDR's proposal includes engineering services during construction, review of submittals and RFIs, change order support, record drawings, weekly construction meetings, construction observation, startup and commissioning support, and PLC/HMI programming for plant controls and remote operation. HDR's subconsultant, Swiftwater Solutions, would provide resident project representative and commissioning services, including field observation, progress reporting, pay application review, startup coordination, and support from a licensed Class A water treatment operator.
- **Construction Administration Cost Negotiation:** Staff have been negotiating with HDR to reduce the overall cost of the construction administration contract. HDR's earlier proposal totaled approximately **\$1,114,161** and included full-time construction observation by Swiftwater Solutions. The revised scope totals approximately **\$923,274**, a reduction of about **\$190,887**, and shifts SWS field observation from full-time to part-time observation at three days per week while maintaining startup, commissioning, PLC/HMI programming, submittal/RFI review, change order support, and project closeout services. Staff will bring this item forward for further discussion at the May 6 Council meeting.
- **Financing:** The Town has closed on financing with Alpine Bank for the New Water Treatment Plant project. The financing structure includes a 24-month construction draw period, an initial 5.0% fixed rate, and repayment secured by net water enterprise revenues. Based on current assumptions, average annual debt service is estimated at approximately \$797,820 beginning in 2028.

## Minturn Bike Park 2026 Improvements

- **Planned Work:** Staff are planning improvements in **May 2026** to the bike jump features and dual slalom course.
- **Coordination:** Work will be completed by **VMTA** with Town support.
- **Purpose:** Improvements are intended to improve **safety, ride quality, and long-term usability** for a range of skill levels.

## Town Hall 2-Bedroom Apartment Reconstruction

- **Status:** Staff have terminated contract negotiations with Coleman Custom Homes due to the inability to reach mutually acceptable contract terms.
- **Next Steps:** Staff will reach out to the second bidder from the original proposal process to determine whether the bidder remains interested and available to complete the project.

## Taylor Avenue Repaving Project

- **Status:** Design and bidding are complete, and initial test digging has occurred.

# Town Manager's Report



- **Award:** Town Council approved **Schofield Excavating** on **March 18** based on the lowest bid of **\$453,638.80**.
- **Next Step:** Construction will begin at the end of May.

## US 24 Pedestrian Improvement Project Phase II

- **Status:** Negotiations with **CDOT, Xcel Energy, and Phoenix Industries** have been completed.
- **Council Action:** Council approved a change order in the amount of **\$99,991.88** on **February 18**.
- **Next Steps:** **Xcel gas line relocation work** is anticipated to begin the **first week of May 2026**.

## Main Street Streetlighting Project

- **Status:** Staff continue to pursue **Holophane** as the preferred streetlight manufacturer, and preliminary fixture and pole concepts have been informally reviewed by **CDOT**.
- **Coordination:** Staff are continuing to coordinate with **Xcel Energy** on electrical service and related utility planning.
- **Timing:** The anticipated construction timeline for portions of this project is being pushed back as staff evaluate incorporating some of these improvements into the proposed **First-Williams-Nelson Infrastructure Improvements Project**.

## Bellm Bridge Replacement

- **Status:** The Town has secured **\$4,000,000** through **CDOT's Off-System Bridge Grant Program**. Contracts with **SEH** and **Kumar & Associates** have been finalized, and bridge design is underway. Staff also submitted the project to **Congressman Neguse's office** for consideration for **Congressionally Directed Spending**.
- **Next Steps:** Staff will continue advancing design, coordinating grant programming and contracting with **CDOT**, and pursuing the remaining funding needed for the project.

## Little Beach Park Improvements

- **Completed Work:** The new retaining wall and asphalt access road are complete.
- **Design:** Staff have been working with **Rocky Mountain Recreation** on an initial playground design for public and Council review in the coming weeks.
- **Site Preparation:** Staff are coordinating with **Public Works** and the **Town Engineer** to relocate a water line and complete additional excavation needed to prepare the site for the new playground.

## Minturn Community Garden Improvements

- **Grant:** Staff submitted an application for a **\$15,000 AARP Community Challenge Grant** and are awaiting notification on whether the Town will be awarded funding.
- **Improvements:** Proposed improvements include accessibility upgrades, seating, shade, electrical service, and upgraded garden work areas.

# *Town Manager's Report*



## First–Williams–Nelson Infrastructure Improvements Project

- **Status:** Staff discussed this project with Town Council at the **April 1** meeting and are continuing to evaluate potential scope and feasibility.
- **Primary Driver:** The project is being explored because there is a **non-compliant water service line** beneath **First Street** that currently serves multiple properties and will require extensive excavation to replace.
- **Potential Improvements:** In addition to water line replacement, staff are evaluating related improvements including **street repairs and repaving**, creation of a **public plaza/flex space on First Street**, new **power infrastructure to support events**, and installation of **conduit for future telecommunications and fiber infrastructure**.
- **Coordination:** Staff are also in discussion with **Xcel Energy** regarding the potential to **underground electric lines** in this area.
- **Timing:** At this time, staff expect this would be a **summer 2027 project at the earliest**.

## Other Projects

### Eagle Park Restrooms

- **Status:** Staff are evaluating options for replacing the decorative exterior wood on the Eagle Park restrooms, which has experienced significant deterioration and rot.
- **Replacement Options:** Staff are working with the original restroom manufacturer to identify potential replacement materials that are more durable and better suited for long-term exterior use.
- **Year-Round Use:** Staff are also evaluating the feasibility of heating the restroom structures during cold weather so the facilities can potentially remain operational year-round.

### Highlands Parcels

- **Background:** The Town acquired approximately **55 acres** west of **U.S. Highway 24** through a settlement with the former Battle Mountain developer.
- **Status:** The parcels are now **listed on the MLS** as part of the Town's strategy to help offset water treatment plant costs.

### Minturn USFS Shooting Range

- **Background:** At the **November 19, 2025**, Town Council meeting, Council directed staff to explore options for **Town management of the Minturn Shooting Range** to address long-standing concerns related to **safety, noise, and environmental impacts**. The shooting range is located on **federal land south of the Minturn Bike Park**.
- **Status:** Staff have continued coordinating with the **U.S. Forest Service (USFS)** regarding the process for Town management and operation of the range. The Town has submitted a **Colorado Parks and Wildlife grant application for Phase 1 improvements** focused on access, safety, site organization, and basic range management infrastructure.

# Town Manager's Report



- **Next Steps:** Staff are working with the **USFS** to develop a **Special Use Permit application** that would allow the Town to formally operate and manage the range. Additional federal review and permitting will likely be required before certain physical improvements can move forward.

## Policy & Planning Initiatives

### Minturn Forward Land Use Code Update

No update for this report.

### Minturn Impact Fee Study

- **Background:** Staff issued an RFP in November 2025 for a comprehensive impact fee study.
- **Status:** Staff are putting the impact fee study on pause to conduct a limited asset inventory and capital improvement planning process. This step is necessary to gather additional data on Town assets and capital needs before proceeding with the study.
- **Next Steps:** Staff will coordinate with BBC Research & Consulting on the revised project timeline and will return to Council with additional information as the inventory and CIP work progresses.

### Rural Technical Assistance Program

- **Background:** Minturn was selected to participate in OEDIT's RTAP program focused on strategies to leverage outdoor recreation to support the local economy.
- **Status:** The Town held a two-day community workshop on March 24 and 25 with more than 45 participants. Staff have been working with the CU Boulder student group that led the project to compile and analyze the input received.
- **Next Steps:** The CU Boulder student group will present its findings and recommendations to Town Council at the May 6 meeting.

### Housing Affordability and Neighborhood Stability

- **Status:** Staff met with **Avon** and **Eagle County** on **February 18** regarding the Regional Housing Authority formation study and provided a follow-up memo to Town Council on **March 4**.
- **Current Work:** Staff are developing a **Minturn-specific framework** for potential participation in a future regional housing authority and anticipate a presentation to the **Planning Commission in May**.
- **Next Steps:** A **Council work session** on this topic is anticipated in **June**.

### Temporary & Mobile Business Pilot Program

- **Status:** Town Council approved the **Temporary & Mobile Business Pilot Program** on **February 4**, authorizing mobile and modular business licensing on Town-owned property through **October 31, 2026**. Staff have now received **two applications** under the pilot.

# *Town Manager's Report*

- **Applications Received:** Little Blue Bakery of Minturn is proposing to locate at the **Union Pacific** lease lot next to the red storage shed, and **Nomadic Roots Sauna** is proposing to locate at **Little Beach Park**.
- **Public Notice:** Public notice signs have been printed and will be posted for both applications.
- **Next Steps:** Staff will allow at least **7 days for public comment** before issuing any **conditional licenses** under the pilot program.

## **Downtown Redevelopment Code Evaluation – First/Williams/Nelson Area**

- **Status:** Staff are identifying a follow-on planning effort related to the **First–Williams–Nelson Infrastructure Improvements Project**.
- **Purpose:** The goal will be to evaluate whether current development regulations are creating barriers to redevelopment in the west side of the **100 block** as the Town considers major infrastructure investment in the area.
- **Potential Focus:** Building height, parking requirements, and other standards affecting redevelopment on small, constrained lots.
- **Next Steps:** After the current land use code update is complete, staff will develop a process for review with the **DDA, Planning Commission, and Town Council**, and evaluate whether outside consultant support would be beneficial.

## **Public Works**

### **Public Works Department – Weekly Report**

**Reporting Period: May 18, 2026 – May 24, 2026**

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#### **1. Overview of Weekly Operations**

During this reporting period, the Public Works Department successfully completed all scheduled operational responsibilities. Primary activities included utility locates, daily operations at the Water Treatment Plant, equipment maintenance, and routine servicing of trash and dog waste stations throughout town.

The department also conducted its weekly safety meeting, which focused on lawnmower safety procedures. Staff reviewed the importance of maintaining situational awareness, identifying potential hazards while mowing, and inspecting work areas in advance for obstructions such as Colorado 811 locate wire stakes, rocks, toys, irrigation components, debris, or other hazards.

# *Town Manager's Report*



Preventative safety practices discussed included:

- Wearing proper PPE, including safety glasses, steel-toe boots, gloves, and hearing protection
- Remaining aware of vehicles, pedestrians, buildings, and surrounding property that could be impacted by debris while operating weed trimmers, blowers, or lawnmowers
- Never reach into the blade area of lawnmowers with hands or feet to remove debris or obstructions
- Exercising caution when refueling lawnmowers, weed trimmers, and blowers, as hot motors and exhaust systems may create fire hazards

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## 2. Completed Public Works Activities

### Daily and Routine Operations

- Serviced trash and dog waste stations on Monday, Wednesday, and Friday
- Conducted the weekly safety meeting focused on lawnmower safety
- Performed storm drain cleaning operations on the north side of Main Street from the 100 Block to Cemetery Bridge and Eagle Street
- Removed wooden picnic tables from winter storage and distributed them throughout town in accordance with the placement list provided by Cindy for bike racks and picnic tables
- Installed seasonal water meters at:
  - Bike Park – two water meters (one 2-inch non-potable meter and one 1-inch potable meter)
  - Lease Lots
  - United Concrete
  - Little Beach 2-inch potable meter
  - Not A Park
- Removed and stored seasonal “No Trail Closure” signs in the summer storage area
- Replaced the doorknob in the Sheriff’s Office
- Distributed door hangers on Taylor Street to notify residents of upcoming construction scheduled to begin Tuesday, May 26
- Relocated the Variable Message Board to the south side of town to notify travelers of construction activity on Highway 24 related to the Sidewalk Extension Project
- Installed warning signs on both the Minturn Road Bridge and Bellm Bridge to notify rafters and kayakers of hazards associated with the Minturn Road Bridge removal project
- Briefly activated the curb stop at 36 Abby Way, the 12-unit Belden Place complex, for fire suppression system testing before shutting the service back off
- Mounted MXUs, programmed equipment, and activated curb stops at the Minturn North Project locations:

# *Town Manager's Report*



- 31 Miles End Lane
  - 176 Miles End Lane
  - 186 Miles End Lane
- Documentation was completed and submitted to Muni Billing and UERSD
- Conducted manual water meter reads at 1014 and 1015 Two Elk/Cross Creek to verify accurate water usage readings
  - Cleaned and organized the Public Works Shop
- 

### **3. Infrastructure Repairs and Improvements**

- During daily Colorado 811 locate requests associated with the gas main relocation project, Public Works identified a damaged curb stop in front of 1010 Main Street. The issue was discussed with the project superintendent, who confirmed that Mears Group will complete repairs next Tuesday.
  - Continued monitoring elevated water usage at 225 Pine Street through weekly inspections to determine whether excessive consumption persists. Monitoring efforts will continue through the end of the month.
  - Exposed the existing 2-inch water line and excavated the new relocated trench at the Little Beach Playground area
  - Installed the relocated 2-inch water line, including an additional 15 feet of 2-inch Pure Core pipe and couplers. Public Works also completed trench exposure to the Little Beach Amphitheater for installation of a 4-inch conduit system, including pull boxes every 50 feet along the 200-linear-foot project, which is scheduled for next week
  - Activated water service at Little Beach for United Concrete, Lease Lots, and the Bike Park. A leaking backflow preventer was identified, and a certified backflow technician is scheduled to complete repairs next Tuesday, including repairs at the Not a Park water meter. Public Works anticipates the water system will be fully operational following the Memorial Day weekend
  - Constructed and built up the berm at the upper Little Beach parking lot to screen the portable restrooms and dumpster scheduled for delivery next week. This effort was completed to improve aesthetics and discourage unauthorized public or commercial dumping
- 

### **4. Collaborative Projects**

- Coordinated with Jeff from Intermountain Engineering to stake the Little Beach Playground area and establish final grade elevations for the project. Removal of the large monument rock within the playground area is scheduled for next week

# *Town Manager's Report*



- Met with George, Superintendent of Mears Group, regarding the damaged curb stop at 1010 Main Street. George confirmed repairs will be completed next Tuesday
- Coordinated with Sam at the Bike Park to provide water access via fire hydrant while the permanent water system remains offline. A total of 450 gallons of water were transferred into a storage trailer tank for transport to the Bike Park
- Coordinated with Anne at Ceres Landscaping to provide water access through a fire hydrant while irrigation service remains inactive. A total of 475 gallons of water were supplied into a portable tank
- Coordinated with Mears Group to provide water access for their Hydrovac truck, which filled A total of 3,500 gallons of water
- Coordinated with Schofield Excavation regarding water access at the Taylor Street project site in preparation for milling operations scheduled to begin next week
- Conducted the monthly Teams meeting with Carmen and Garrett from UERSD and Jay to discuss ongoing water-related concerns affecting homes and businesses throughout town. Public Works will continue investigation efforts next week to address unresolved issues
- Coordinated with a Colorado 811 representative to conduct Colorado 811 Response/Exactix training at the Public Works Shop to reinforce industry standards and safety compliance practices
- Continued monitoring and supporting activities related to the Sidewalk Extension Project and gas line reconnection work at Norman Avenue, including inspections, documentation, verification of gas line depth, flow-fill installation, and asphalt patch restoration
- Responded on Saturday to a reported leak at the Not a Park water meter. Upon inspection, Public Works determined that the 1-inch water line had separated from the coupler. Water service was shut off at the curb stop, and inventory was checked for replacement parts. Although 1-inch Pure Core line was available, the required stiffeners and coupler were not in stock. Replacement parts will be obtained next week so repairs can be completed and water service restored

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## 5. UPDATE FOR THE WEEK OF JUNE 1<sup>ST</sup>:

- Crack sealing and sealcoat project will be happening June 4<sup>th</sup> through June 11<sup>th</sup>

# Town Manager's Report



**NOTICE**  
**STREET MAINTENANCE**  
NO PARKING BY 9:00 AM  
VIOLATORS MAY BE TICKETED

**YELLOW SECTION- 06-04-2026**  
**RED SECTION- 06-05-2026**  
**BLUE SECTION- 06-08-2026**  
**ORANGE SECTION- 06-09-2026**  
**GREEN SECTION- 06-10-2026**  
**PURPLE SECTION- 06-11-2026**

NO STREET PARKING

EACH SECTION WILL BE RESTRICTED FOR 24 HRS  
THANK YOU FROM SUN-UP SEALCOATS AND TOWN OF MINTURN!

## Report Photos (May 18 – May 24)

### 1. Water Line Relocation at LBP



# Town Manager's Report



## 2. United Concrete Water Meter Installation



# Town Manager's Report



### 3. Little Beach Park Playground Site Prep



# Town Manager's Report



## 4. Peggy Painting Flowers for Main St. & Town Hall



## 5. Placed Caution Banner at Minturn Rd. Bridge





TOWN OF MINTURN  
P.O. Box 309 (302 Pine Street)  
Minturn, Colorado 81645-0309  
970-827-5645 Fax: 970-827-5545  
treasurer@minturn.org

**FROM THE DESK OF  
JAY BRUNVAND, TREASURER/FINANCE**

*MEMORANDUM*

TO: Minturn Town Council  
FROM: Jay Brunvand, Treasurer/Clerk  
CC:  
DATE: Thursday, May 28, 2026  
RE: Opioid Settlement

With Rob out of town, I wanted to inform the council that all of the \$152 of Minturn’s share of the settlement paid out in year 6 has gone to help fund programs at the state and county levels.

As you may recall the Council originally approved overarching Res 39-2021 and then supplemental specific resolutions with Res 09-2023 (multiple settlements) and Res 31-2024 (Kroger). This money has been applied to the greater county and state levels to make our limited impact more regional.

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Following is the allocation notice from the Directing Administrator:

**From:** DirectingAdministrator@NationalOpioidOfficialSettlement.com <DirectingAdministrator@NationalOpioidOfficialSettlement.com>  
**Sent:** Friday, May 22, 2026 2:41 PM  
**To:** DirectingAdministrator@NationalOpioidOfficialSettlement.com <DirectingAdministrator@NationalOpioidOfficialSettlement.com>  
**Cc:** rpetkauskas@browngreer.com <rpetkauskas@browngreer.com>; aalois@browngreer.com <aalois@browngreer.com>  
**Subject:** National Opioid Settlements – Distributor Settlement Allocation Notice – Payment Year 6 – Colorado

*This is an official communication from the Directing Administrator of the National Opioid Settlements.*

**Important Dates**

Date of Notice: **5/22/2026**  
Deadline to Dispute Allocation: **6/12/2026**

## **Payment Allocation Determination**

This Notice is an official communication from the Directing Administrator of the National Opioid Settlements. A copy of this Notice has been sent to the Enforcement Committee and Settling Distributors pursuant to Section IV.B of the Distributor Settlement Agreement, dated as of July 21, 2021, as amended, between and among the Settling States, the Settling Distributors, and Participating Subdivisions (the “Distributor Settlement Agreement”). All capitalized terms used in this letter have the meanings ascribed to them in the Distributor Settlement Agreement.

Pursuant to Section IV.B.1 and Exhibit M of the Distributor Settlement Agreement, for Payment Year 6, we have determined the Annual Payment, the amount to be paid to each Settling State and its Participating Subdivisions included on Exhibit G of the Distributor Settlement Agreement, and the amount of any Settlement Fund Administrator costs and fees. The attached Allocation Spreadsheet shows the intrastate calculations and allocations for Colorado following methodology that Colorado has instructed the Directing Administrator to follow pursuant to Section V.D and Section V.C of the Distributor Settlement Agreement. You may also find the calculations spreadsheet in your Beneficiary Portal at <https://www.nationalopioidofficialsettlement.com/>.

Pursuant to Section IV.B.1.d of the Distributor Settlement Agreement, the Settlement Fund Administrator has determined that the amount of any Settlement Fund Administrator costs and fees that exceed the available interest accrued in the Settlement Fund for Payment Year 6 is \$0.00.

Undisputed amounts will be paid beginning shortly after July 15, 2026. *See* Section IV.B.7.

As a reminder, it is the intent of the Distributor Settlement Agreement that 100% of the Annual Payment be used for Opioid Remediation, as defined in the Distributor Settlement Agreement, subject to certain exceptions. *See* Sections I.SS, V.B.1. The Distributor Settlement Agreement requires that at least 85% of all settlement payments (i.e. payments pursuant to Sections IV, IX, and X) be spent on Opioid Remediation. *See* Section V.B.1. Additionally, Non-Litigating Subdivisions are required to spend 100% of their Annual Payments on Opioid Remediation. *See* Section VII.B. Your State’s state-subdivision agreement or allocation statute may impose stricter limits on allowable spending.

## **Your Right to Dispute**

Section IV.B.4 of the Distributor Settlement Agreement provides that within twenty-one (21) calendar days of this notice, any party that believes that the calculation of the Annual Payment (including the amount allocated for Settlement Fund Administrator costs and fees), or the amount to be received by a Settling State and/or its Participating Subdivisions listed on Exhibit G is inconsistent with the terms of the Distributor Settlement may dispute that calculation in writing. Written notice must be provided to the Settlement Fund Administrator, the Enforcement Committee, any affected Settling State, and the Settling Distributors identifying the nature of the dispute, the amount of money that is disputed, and the Settling State(s) affected.

A party has until the Deadline to Dispute Allocation listed at the top of this Notice to provide a written notice of dispute. The amounts listed in this Allocation Notice will be deemed undisputed if the Directing Administrator has not received a party's notice of dispute by email to [DirectingAdministrator@NationalOpioidOfficialSettlement.com](mailto:DirectingAdministrator@NationalOpioidOfficialSettlement.com) before midnight Eastern Time on the Deadline to Dispute Allocation.

Pursuant to Section IV.B.4, any party affected by a dispute may respond, in writing, to the notice of dispute. All contested disputes must be resolved by either the court that entered a state's Consent Judgment or the National Arbitration Panel as set forth in Section VI.F of the Distributor Settlement Agreement. *See* Sections IV.B.8, VI.F. We will place any disputed amount of the preliminary amount paid by the Settling Distributors into the Settlement Fund Escrow until the dispute is resolved. *See* Section IV.B.7.

### **To Accept Payment**

If you do not dispute the payment and have previously created a Portal Account and completed your Payment Election Forms and W-9 Forms, no further action is needed unless you wish to use different payment instructions for Payment Year 6 than you have previously used. Unless you submit updated payment instructions, the Directed Trustee will begin issuing payments after the applicable deadlines have passed using your existing payment instructions. If you have not previously created a Portal Account, please do so and complete the Payment Election Forms and W-9 Forms to create payment instructions for any Settlement Payments. Keep your payment instructions current in your Portal Account at <https://www.nationalopioidofficialsettlement.com/> to prevent any delays in receiving your settlement payments.

As a reminder, your Case Manager is Anslee Alois whose email address is [aalois@browngreer.com](mailto:aalois@browngreer.com). We invite you to direct any questions you may have about creating a Portal, providing payment information, or the National Opioid Settlements in general to Anslee.

Sincerely,

**Directing Administrator**  
**National Opioid Settlements**  
**BROWNGREER PLC**  
Telephone: (888) 441-2010  
[DirectingAdministrator@NationalOpioidOfficialSettlement.com](mailto:DirectingAdministrator@NationalOpioidOfficialSettlement.com)

Glenwood Springs – Main Office

201 14<sup>th</sup> Street, Suite 200  
P. O. Drawer 2030  
Glenwood Springs, CO 81602

Aspen

0133 Prospector Rd.  
Suite 4102J  
Aspen, CO 81611

Montrose

1544 Oxbow Drive  
Suite 224  
Montrose, CO 81402

Office: 970.945.2261

Fax: 970.945.7336

*[\\*Direct Mail to Glenwood Springs](#)*

DATE: May 21, 2026  
TO: Minturn Mayor and Council  
FROM: Karp Neu Hanlon, P.C.  
RE: Processing Convenience Fee & Check Fee Recovery Ordinance

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The proposed ordinance authorizes the Town of Minturn to (1) assess a convenience fee for non-cash payments to offset transaction fees charged to the Town, and (2) recover fees and associated costs related to returned (i.e. dishonored) checks, bank drafts, and orders for payment. The ordinance is intended to allow the Town to recoup expenses imposed by third-party payment processors and financial institutions, while ensuring that returned check and dishonored payment fees and associated costs may be recovered as permitted by law.

- 1) **The Proposed Code Amendment adding Convenience Fees:** The proposed code amendment authorizes the Town to assess convenience fees for non-cash payments, as permitted under Colorado law. Such fees may be charged to individuals who elect to pay by non-cash methods, provided that the amount of the convenience fee passed on does not exceed the transaction fee assessed to the Town.
  - a. **Section 29-11.5-103(3), C.R.S.** reads:

A local governmental entity may impose a convenience fee on persons who use alternative forms of payment, but the amount of any convenience fee imposed on or after April 29, 2003, shall not exceed the actual additional cost incurred by the local governmental agency to process the transaction by alternative form of payment. Any convenience fee on a transaction involving an alternative form of payment shall be imposed in accordance with the rules of the alternative payment provider.
  - b. The enclosed Town of Minturn code provision is modeled from the Town of Timnath's Municipal Code Sec. 4-40.
- 2) **The Proposed Code Amendment adding Dishonored Check Fee Recovery:** Colorado law authorizes municipalities to recover fees and impose penalties for dishonored checks, bank drafts, and orders for payment. The law also establishes notice requirements and, in certain circumstances, limits the amount and type of fees that may be recovered.

- a. **Authorizing Law:** Section 13-21-109, C.R.S. authorizes the recovery of damages for checks, drafts, or orders that are not paid upon presentment. Subsections (1) and (2) establish the allowable fee amounts, while subsections (3) and (4) set forth the applicable notice requirements.
- b. A number of Colorado municipalities have adopted code provisions consistent with the authority granted under this statute. Some municipalities have established a predetermined flat fee for returned checks (including Alamosa and Timnath), while others authorize recovery of the fee associated with the returned instrument and provide additional discretionary authority to the Town Manager (including Westminster, Steamboat Springs, and Broomfield).
- c. The proposed Town of Minturn code provision is modeled after Section 1-8-3 of the Westminster, Colorado Code of Ordinances. This approach establishes a clear baseline for enforcement while preserving discretion for the Town to apply or adjust enforcement measures when circumstances warrant.

Enclosure:  
Proposed Ordinance

**TOWN OF MINTURN, COLORADO  
ORDINANCE NO. 05 - SERIES 2026**

**AN ORDINANCE OF THE TOWN OF MINTURN,  
COLORADO, TO ALLOW FOR THE COLLECTION OF A  
CONVENIENCE FEE ON PAYMENTS SUBJECT TO  
PROCESSING FEES & THE COLLECTION OF  
DISHONORED PAYMENT FEES AND PENALTIES.**

**WHEREAS**, the Town of Minturn (“Minturn” or the “Town”) is a home-rule municipality organized under Article XX, §6 of the Colorado Constitution and with the authority of the Minturn Home Rule Charter; and

**WHEREAS**, the Town receives payments in various forms which include checks, direct deposits and credit cards; and

**WHEREAS**, the Town collects various fees and charges pursuant to authorization in the Town’s Code; and

**WHEREAS**, the Town’s Code needs to be updated related to collection of a convenience fee on credit card purchases and associated processing fees, fees associated with non-payment or insufficient fund situations, and the processes or procedures that allow the Town to collect a service fee on dishonored checks, bank drafts, or order for payment; and

**WHEREAS**, state statutes on convenience fees, contained in Section 29-11.5-103, C.R.S., allow local governmental entities to impose a convenience fee on persons who use alternative forms of payment, if the fee does not exceed the actual additional cost incurred by the local government agency to process the transaction; and

**WHEREAS**, state statutes on dishonored payments, contained in Section 13-21-109, C.R.S., allow local governmental entities to recover fees, including the face value of the check, bank draft, or order for payment that is dishonored, actual damages resulting from non-payment, and additional costs of collection; and

**WHEREAS**, the Minturn Town Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the preservation of public health, welfare, peace, safety and/or property and that this Ordinance is necessary for the protection of public convenience and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO, THAT THE MUNICIPAL CODE SHALL BE AMENDED AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Amendment of Chapter 4 of the Minturn Municipal Code (“MMC”). Sections 4-6-05 through 4-6-50 the MMC are hereby created as shown in **Exhibit A**.

Section 3. Effective Date. Upon passage of this Ordinance, the provisions hereof shall become effective on July 1, 2026.

Section 4. Severability. If any section, subsection, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, subsection, paragraph, clause, or provision shall in no manner affect any remaining provisions of this resolution, the intent being that the same are severable.

Section 5. Repeal of Inconsistent Laws. All orders, resolutions, bylaws, ordinances or regulations of the Town, or parts thereof, inconsistent with this resolution are hereby repealed to the extent only of such inconsistency.

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 3<sup>rd</sup> DAY OF JUNE, 2026. 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 17<sup>th</sup> DAY OF JUNE, 2026 AT 6:30 P.M. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

---

Eric Gotthelf, 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 17<sup>th</sup> DAY OF JUNE, 2026.**

**TOWN OF MINTURN, COLORADO**

\_\_\_\_\_

**Eric Gotthelf, Mayor**

**ATTEST:**

**By: \_\_\_\_\_**

**Jay Brunvand, Town Clerk**

## **EXHIBIT A**

### **Chapter 4 Article 6 – Payment Charges and Fees**

#### **Sec. 4-6-05 Purpose.**

The purpose of this Article is to provide a uniform method of establishing Town fees and expenses, to encourage timely payment of all Town fees, expenses, and assessments; to recover the administrative costs associated with collecting delinquent payments; to ensure that the burden of delinquency enforcement is borne by persons failing to pay rather than by taxpayers generally; and to provide a reasonable, uniform, and predictable penalty structure for late payment of all Town obligations.

#### **Sec. 4-6-10 Establishment of a Fee Schedule.**

On an annual basis, the Town Council shall adopt a schedule of fees and expenses for permits, services, materials, penalties and other charges contemplated by the Town of Minturn Town Code. The schedule of fees and expenses shall be adopted by resolution and may be amended during the year as the Council may decide.

#### **Sec. 4-5-20 Convenience Fee.**

A fee may be assessed by the Town against any person who makes a payment to the Town by credit card, debit card, ACH, bank transfer or any other alternative form of payment, if the Town incurs a processing fee as a result of the payment. The fee collected by the Town shall be referred to as a “convenience fee.” The convenience fee shall be in the amount of the actual additional cost incurred by the Town to process the transaction by alternative form of payment and shall be disclosed to the individual making the payment.

#### **Sec. 4-5-30 Return Payment / Dishonored Payment Fee.**

(1) Any payment received by the Town that is subsequently returned from the bank or issuing institution, in whole or in part, will be subject to a service fee and any other applicable collection charge or fee as may, from time to time, be imposed by the Town.

(2) Any amount paid to the Town which is subsequently dishonored by the bank or issuing institution for whatever reason, in whole or in part, will be subject to a service fee and any other applicable collection charge or fee as may, from time to time, be imposed by the Town.

(3) After paying such fees and other applicable collection costs as provided for in this Article, a person may resubmit a dishonored payment by cash, certified check, and when permissible, credit card.

(4) Payments made to redeem a late, returned or dishonored payment will be applied first to the service charge. Any remaining amount will then be applied to the original liability and any penalties or fines as may be specified in the ordinance or contract controlling the original liability or as otherwise specified in this Code.

(5) A person shall not be held liable if any one of the elements expressly stated in Section 13-21-109(2)(b) C.R.S. are met.

**Sec. 4-5-40 Late Payment Fee.**

(1) Imposition of Late Fee. Any Town fees, expenses, and assessments not paid in full on or before the fourteenth day following the Due Date shall be subject to a Late Fee in an amount equal to the greater of:

- a. Thirty-Five Dollars (\$35.00); and
- b. One and one-half Percent (1.5%) of the total outstanding amount of the delinquent fee, expense or charge, excluding any previously assessed Late Fees.
- c. Authority to Adjust. The Town Council is hereby authorized to Modify the Late Fee by Resolution.

(2) Waiver of Late Fee for Extreme Financial Hardship.

- a. Authority of Town Manager. The Town Manager shall have the authority to waive all or any portion of a Late Fee imposed under this Article upon demonstration by the obligor of Extreme Financial Hardship based upon Financial Records provided to the Town. Waivers of Late Fees are not available for properties that are rented where the Town fees, expenses, and assessments are paid by the property owner and not the tenant.
- b. "Extreme Financial Hardship" means a demonstrated inability to pay the Late Fee due to circumstances including, but not limited to, sudden loss of income, medical emergency, natural disaster, or other extraordinary financial burden, as verified by Financial Records provided to the Town Manager.
- c. "Financial Records" means documentation substantiating an applicant's income, expenses, assets, and liabilities, including but not limited to recent pay stubs, tax returns, bank statements, utility bills, medical bills, unemployment or disability documentation, and such other records as the Town Manager may reasonably require to evaluate a hardship waiver application.
- d. Application Procedure. A person seeking a hardship waiver shall submit a written application to the Town Manager within 30 days of the Late Fee being imposed, accompanied by Financial Records sufficient to demonstrate Extreme Financial Hardship. The application shall include:

- i. A detailed statement of the circumstances giving rise to the claimed hardship;
    - ii. Documentation of the applicant's current income, expenses, assets, and liabilities; and
    - iii. Such other information as the Town Manager may reasonably require.
  - e. **Evaluation and Decision.** The Town Manager shall evaluate each hardship waiver application based on the totality of the circumstances, including but not limited to the applicant's ability to pay, the nature and severity of the financial hardship, and the applicant's payment history with the Town. The Town Manager shall issue a written decision granting or denying the waiver application within fourteen days of receipt of a complete application.
  - f. **Conditions of Waiver.** The Town Manager may grant a waiver subject to such conditions as the Town Manager deems appropriate, including but not limited to requiring the applicant to enter into a payment plan for the underlying Town fees, expenses, and assessments.
- (3) **Interest on unpaid balance.** Any Town fees, expenses, and assessments left unpaid after 60 days from the issuance by the Town shall incur interest on the unpaid amount together with an Late Fees at the rate of twelve percent per annum.

**Sec. 4-5-50 Collection Costs.**

The Town shall be entitled to recover its collection costs, including but not limited to attorney fees and court costs, associated with the collection of any Town fees, expenses, and assessments, including Late Fees.

May 29, 2026

Mr. Rob Gutierrez  
Mr. Eric Gotthelf  
Town of Minturn  
PO Box 309  
Minturn CO 81645  
Via email: [manager@minturn.org](mailto:manager@minturn.org)

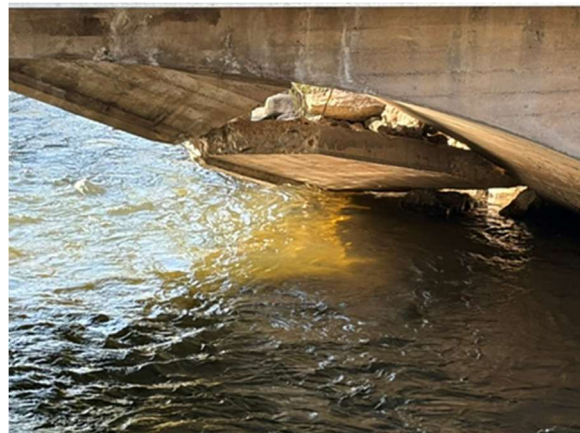
RE: Minturn Road Bridge  
Eagle River crossing at US 24  
Proposals for removal of abandoned structure  
Project No. 26-0001

Dear Eric and Rob:

A section of an abandoned structure under the Minturn Road bridge has failed and is ready to fall into the Eagle River. This requires immediate attention as this section of the Eagle River is a popular destination for fishing, kayaking and rafting trips.



Pictures taken from the north side of bridge.



Pictures taken from the south side of the bridge.



Mr. Rob Gutierrez  
Mr. Eric Gotthelf

RE: Minturn Road Bridge  
Eagle River crossing at US 24  
Proposals for removal of abandoned structure  
Project No. 26-0001

We contacted Ben Wilson of the US Army Corps of Engineers (ACOE) and the ACOE initiated emergency procedures to authorize Nationwide Permit 3 for a demolition project. The last hurdle is determination if the bridge is a historic structure. The ACOE provided a determination that the project would not affect historic properties to the Colorado State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation (ACHP) and given them until June 3 to provide comments. The ACOE will allow work to start during the comment period. The structure is only the lower portion of the original bridge and has no notable construction or engineering features that would make it a historic structure. We discussed historic registration requirements with the ACOE and Michael Prouty of Alpine Archaeological Consultants, Inc. and if registration becomes a requirement the bridge can be documented after demolition.

Removal of a structure in a navigable waterway requires a specialty contractor. Jeffrey Schneider PE of the Eagle River Water and Sanitation District (ERWSD) recommended three contractors for the demolition and removal work. We discussed the project and sent each contractor a Request for Proposal. We received the two attached proposals:

Diggin It River Works -	\$442,234.80
Hallmark Inc. -	\$406,489.00

We had discussions with Hallmark regarding reducing the scope of work to save or postpone some cost.


1. Closing Minturn Road during the 6-8 week construction period could save \$49,500. Access by emergency vehicles will be maintained during construction.
2. The Town could defer part of the work and address only the immediate safety concern. This would require removing the deteriorated face of the structure along with the dirt and rubble on top of the structure; the concrete arch would remain in place. This alternate would defer approximately \$184,000 of the immediate cost.

This option would only address immediate safety concerns, but it will not resolve clearance complaints from users of the river. The arch would have to be removed as a future project. Before proceeding with this alternative, the arch should be inspected by a structural engineer and the ACOE notified of this change.

Both contractors are prepared to mobilize next week. Please let me know how you wish to proceed and we will prepare contract documents accordingly.

Thank you for the opportunity to help the Town resolve this problem.

Sincerely,  
Inter-Mountain Engineering



Jeffery M. Spanel PE

CC: Michael Sawyer, Jay Brunvand, Michael Martinez, Brad Stempihar



May 28, 2026

Jeffrey Spanel  
Inter-Mountain Engineering  
PO BOX 978  
Avon, CO 81620

**RE: Minturn Bridge Project #26-0001**

Dear Jeffrey,

Diggin It River Works, Inc. is pleased to submit this proposal for the Minturn Road Bridge Project No. 26-0001, for the Town of Minturn, CO. Please note, this proposal is for the demolition and removal of the Arch Bridge only.

Given the emergent nature of the project, we will provide an approach and methodology upon award of a contract that will be intentionally structured to be a safe yet swift and efficient plan in order to open this section of the Eagle River back up to recreation as soon as possible.

Diggin It's extensive work experience will deliver a successful result that will allow for safe public access on the Eagle River. We take pride in our work and strive to provide the best working experience for the entire team.

We look forward to the opportunity to work with you and the Town on this critical and complex project.

Sincerely,

A handwritten signature in blue ink that reads 'Brian Barackman'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Brian Barackman  
President

**PO BOX 1249  
Basalt, CO 81621  
970 306-2288**

DIGGIN IT RIVER WORKS, INC AND LARSEN TRANSPORTATION BID PROPOSAL 05/28/2026

MINTURN NORTH BRIDGE DEMOLITION PROJECT No. 26-0001

Issued to: Jeffery Spanel PE Inter-Mountain Engineering

Submitted by: Brian Barackman/President Diggin It River Works Inc.

Item #	Description	Quantity	Unit	Unit Cost	Total Cost	Totals
<b>Site Setup</b>						
1	Mobilization/Demobilization	1	LS	\$45,000	\$45,000	\$45,000
	Additional work added to the contract will include 10% for additional mobilization					
					<b>Sub Total:</b>	\$45,000
<b>Best Management Practices</b>						
2	Traffic control	1	LS	\$6,000	\$6,000	\$6,000
3	Construction Signage	1	LS	\$1,000	\$1,000	\$1,000
4	Construction Staging/temporary facilities	1	LS	\$1,500	\$1,500	\$1,500
5	BMP's and Care of Water	1	LS	\$6,000	\$6,000	\$6,000
6	Install River Access Ramp	1	LS	\$4,500	\$4,500	\$4,500
7	Protect in Place Replacement bridge above the arch bridge	1	LS	\$4,000	\$4,000	\$4,000
8	River Safety Plan and implementation	1	LS	\$1,000	\$1,000	\$1,000
9	Protect in Place trees, grass, shrubs and pavement	1	LS	\$1,000	\$1,000	\$1,000
					<b>Sub Total:</b>	\$25,000
<b>Arch Bridge Demolition, Haul off and Disposal</b>						
10	Arch Bridge Demolition	1	LS	\$180,000	\$180,000	\$180,000
11	Concrete loading, Haul off and Disposal	1	LS	\$70,000	\$70,000	\$70,000
12	Remove, Stockpile, and Replace River Boulders in river	1	LS	\$5,000	\$5,000	\$5,000
13	Saw Cut Arch bridge to separate from New Bridge	1	LS	\$10,000	\$10,000	\$10,000
14	Removal, Haul off and Disposal of Rebar	1	LS	\$5,000	\$5,000	\$5,000
					<b>Sub Total:</b>	\$270,000
<b>Reclamation, Eroision control and Site Clean up</b>						
15	Regrade River Channel	1	LS	\$3,000	\$3,000	\$3,000
16	Regrade River Access Ramp	1	LS	\$1,600	\$1,600	\$1,600
17	Topsoil, Erosion Control Blanket, Straw and Seed mix	1	LS	\$3,200	\$3,200	\$3,200
18	Import 1 Load Roadbase and regrade temp lot as needed	10	tons	\$100	\$1,000	\$1,000
					<b>Sub Total:</b>	\$8,800

**TOTAL CONSTRUCTION COST**

**\$348,800**

Construction Management and Overhead	15%		\$52,320
Insurance	5%		\$20,056.00
Bonding	5%		21,058.80
Project Bid Total		Total	\$442,234.80

Additional work added to the project will include 25% for additional Overhead Insurance and bonding.



## Minturn North Bridge Demolition Project

### Project No 26-0001

#### Bridge Plan and Schedule

1. June 1-7 Mobilize equipment
2. June 1-7 Set up traffic control
3. June 1-7 Set up public river safety
4. June 1-7 Cut down hanging concrete
5. June 1-7 Install access ramp
6. June 1-7 Install BMP's
7. June 1-7 Remove hanging concrete from river
8. June 8-14 Remove boulders from river
9. June 8-14 Set up Turbidity curtains in river
10. June 8-14 Protect in Place New Bridge
11. June 8-14 Saw cut South east outer wall
12. June 8-14 Remove south east outer walls from bridge
13. June 8-14 Saw cut outer North outer wall from bridge
14. June 8-14 Remove outer North wall
15. June 8-14 Remove Dirt from footer area on East and west sides of Bridge footers from the North and south of Bridge
16. June 8-14 Saw cut Bridge footers to separate old bridge from the new bridge.
17. June 8-14 Shore up Bridge
18. June 14-21 Set up bridge concrete containment catch
19. June 14- July 3 Break concrete with 2 excavators from South to North in 1 foot increments
20. June 14- July 2 Remove concrete and rebar from containment to stockpile and repeat until the bridge is demolished
21. June 14- July 2 Haul off all concrete and steel
22. July 6-12 Regrade River as needed
23. July 6-12 Replace Boulders in River
24. July 6-12 Remove Turbidity Curtains from downstream
25. July 6-12 Reclamation of access ramp
26. July 13-19 Remove River Public Safety
27. July 13-19 Regrade South East Temporary Construction Yard Area as needed
28. July 13-19 Final clean up
29. July 20- 24 Demobilization.



## Minturn North Bridge Demolition Project Project No 26-0001

### Scope of Work

**All Permits will be the Responsibility of the Town of Minturn and/or Town of Minturn's representatives.**

### Mobilization

#### **MOBILIZATION/DEMOBILIZATION**

A. Measurement is per Lump Sum (LS). Payment will be billed per percentage completed.

B. Work includes, mobilization; demobilization; installation and removal of temporary facilities; bringing and removing all necessary construction equipment to and from the site; transportation of personnel to and from the site; accommodations; sanitary facilities; documenting the preconstruction site; no more than 4 meetings with the town and engineers will be included in this line item. If additional meetings are required by the Town or its representatives an hourly rate of \$500 an hour will be submitted.

#### **TRAFFIC CONTROL**

A. Measurement is per Lump Sum (LS). Payment will be billed per percentage completed.

A. Work includes implementation, maintenance and restoration of the Project's approved traffic control plan and any and all incidentals. Work includes all materials, labor and equipment required to provide traffic control for vehicles, bicyclists, pedestrians and river users for the duration of construction. Traffic control shall meet all requirements of CDOT, Eagle County and Town of Minturn.

#### **GENERAL BMP's**

A. Measurement is per Lump Sum (LS). Payment will be billed per percentage completed.

B. Payment covers the complete installation and removal, and restoration thereof, of any and all structures required to minimize or avoid environmental impact and non-point source pollution not accounted for elsewhere. Work includes, but is not limited to: purchasing and delivery of all materials; installation of temporary work; maintaining and replacing

work; and any and all access to the site; construction signage; construction fencing; river access; protect in place trees, grass, shrubs and pavement; protect in place new bridge; river safety plan and implementation and any and all incidentals related to this line item.

### **EROSION AND SEDIMENT CONTROL**

- A. Measurement is per Lump Sum (LS). Payment will be billed per percentage completed.
- B. Work covers the implementation and management of the project Erosion and Sediment Control program. This works includes all materials, equipment, labor and incidentals associated with implementing Erosion and Sediment Control plan, performing regular inspections and documentation of installed erosion and sediment control BMPs and cleanout and maintenance of erosion and sediment control BMPs as required during project construction.

### **CARE OF WATER PRACTICES**

- A. Measurement is per Lump Sum (LS) Payment will be billed per percentage completed.
- B. Payment covers complete cost of implementation of the Care of Water Plan, installation of structures and maintenance in place, to minimize environmental impacts and simultaneously maximize construction efficiency, for the work below the OHWL. Work includes installation of turbidity curtains, oil booms, temporary diversion structures, filters, and intermittent excavation operations during excessive turbidity, and all BMPs necessary to access open bank excavations and channel work in the wet, and permit conditions adherence. Payment covers methods, precautions, delays, installations, modifications, maintenance, replacement, and materials for water control structures and removal and disposal of BMP's

### **ARCH BRIDGE DEMOLITION**

- A. Measurement is per Lump Sum (LS) Payment will be billed per percentage completed.
- B. Work includes arch bridge demolition; concrete loading, hauling and disposal; removal, stockpiling and replacing boulders in the river work area; saw cut the old bridge from the new bridge; remove haul off and dispose of a rebar; Includes all equipment, labor, materials and incidentals needed to complete the work. Payment will be billed per percentage completed.

### **Remediation, Erosion Control and Site Clean up**

- A. Measurement is per Lump Sum (LS). Payment will be billed per percentage completed.
- B. Work includes regrading the river channel; regrading the river access ramp; installation of topsoil and erosion control blanket; import 1 load of road base; regrade staging yard. Work covers furnishing all materials, equipment, labor, and incidentals necessary to complete the work as specified. The work also includes removal of all material and restoration of the site upon the completion of the project.

**Diggin It River Works, Inc.  
Statement of Qualifications  
Town of Minturn  
North Bridge Demolition**



**Diggin It  
River Works, Inc.**

# Contents

- Introduction
- Clients and Areas of Expertise
- Personnel and Equipment
- Projects
- References
- Work Product

# Introduction to Diggin It River Works, Inc.

- We are a local Colorado river restoration company with offices in Glenwood Springs. Brian Barackman, President and Owner of Diggin It River Works, Inc. has been in the river restoration, excavation, environmental and general contracting fields for 30 years. With over eighteen of those years specific to river restoration work, Brian is an expert in the field. Working on fourteen of Colorado's local rivers and creeks, we are highly sensitive to the fragile environment surrounding our rivers and streams and maintain high levels of environmentally safe work practices that protect each job site. We're dedicated to setting the standard of quality work product and environmental awareness by lessening the impacts of construction on fragile ecosystems.
- Diggin It specializes in premier river restoration work as well as general construction. Expert experience in dewatering, cofferdams, best management practices and care of water. We work with numerous teams and deliver on-time performance within project budgets. We maintain strong local, state and federal regulatory agency relationships as well as strong ties with local engineering, landscape and surveying companies.
- Our Colorado projects alone include 24 river restoration projects and 21 water park projects in Aspen, Basalt, Glenwood Springs, Vail, Avon, Frisco, Canyon City and Durango. As a small business, safety is a top priority. We adhere to all current state and local safety requirements and strive to keep safety our highest priority.



# Colorado Client List

- **City of Durango**
- **City of Glenwood Springs** Parks and Recreation
- **Pitkin County**  
Healthy Rivers  
Open Space and Trails  
Engineering
- **Town of Avon**
- **Town of Vail**
- **Numerous Private Homeowners**

# Areas of Expertise

- **river restoration**
- **whitewater kayak parks**
- **earthwork services**
- **boulder retaining walls**
- **landscaping**
- **aquatic fish passages**
- **on-time performance within project budget**
- **culverts**
- **heavy equipment operation**
- **care of water practices**
- **on-site construction supervision**
- **bank stabilization**
- **civil construction**
- **local government projects**

## OWNER

Brian Barackman, President and Owner of Diggin It River Works, Inc. and Diggin It Inc. has been in the Excavation, Environmental and General Contracting fields for 30 years. With over 19 years of river restoration in Colorado.

Brian founded Diggin It Inc., and was incorporated in Utah in December 2005 and incorporated in Colorado as Diggin It River Works, Inc. in December 2014. Diggin It specializes in premier river restoration work as well as general construction. Also seasoned in on-site construction supervision and leading diverse teams all while delivering on-time performance within project budgets. Maintains strong local, state and federal regulatory agencies relationships.



**Brian Barackman**  
Owner/President

## EQUIPMENT

Diggin It River Works, Inc. owns a 336 CAT excavator with the state-of-art Trimble software for precision excavation work, a wheeled Kawasaki loader, a side dump truck, lowboy, 40 and 16 foot trailers and a small job trailer with all the tools, supplies and safety equipment necessary for any type of river restoration work and environmental protection needs.

# Recent Similar River Projects

- **2021 – Robinson Diversion Modification Project – Client: Pitkin County– Roaring Fork River Basalt, CO** River Restoration and Headgate Rebuild Install
  - 100 cy concrete headgate structure with two Fresno headgates on Robinson Ditch. Boulder grade control, river channel grading, fish passage, riparian restoration, erosion control
- **2016 - 2020 Pitkin County RICD Modifications Client: Pitkin County – Roaring Fork River Basalt, CO**
  - White Water Park and Modifications with River Restoration Construction and installation of two recreational in-channel diversion recreation features, installed bank stabilization, boulder terrace, installation of five geomorphic structures, cofferdams, dewatering, river diversion, traffic control, fish salvage, riparian restoration, all while maintaining care of water throughout construction.
- **2019 & 2020 Avon Whitewater Park Modifications Client: Town of Avon - Avon, CO Eagle River**
  - In-channel modifications to three waves, boulder terracing and care of water throughout construction.
- **2019 Gore Creek Access and Bank Stabilization Client: Town of Vail - Gore Creek East Vail, CO**
  - Boat launch access, bank stabilization care of water, dewatering, grass pavers, raft unloading area and revegetate.
- **2018 – Veltus Park and 3 Mile Confluence Client: City of Glenwood Springs - Roaring Fork River Glenwood Springs, CO**
  - Shoreline restoration project to construct riparian design elements for protection from erosion. Siloam terraced steps, grouted boulder terrace and 3 Mile River Access dewatering and care of water throughout construction.



## Comprehensive List of River Projects

- **2022-23 – Fisherman’s Park Streamside Improvements – Client: Pitkin County Healthy Rivers** – Custom boardwalk to connect boat ramp and whitewater park. Replace dirt boat ramp with concrete
- **2021 – Robinson Diversion Modification Project – Client: Pitkin County Healthy Rivers** – River Restoration and Headgate Rebuild
- **2020 – North Star Nature Preserve and Sky Mountain Park Wetlands Restoration – Client: Pitkin County Open Space and Trails** – Highly sensitive fen wetlands restoration project in the boundaries of the North Star Nature Preserve. Grading and embankment restoration at Sky Mountain Park
- **2019 – Gore Creek - Client: Town of Vail – Gore Creek Access and Bank Stabilization** - Bank stabilization caused by 2019 flooding. Created terraced siloam stairs and boater access.
- **2019 – Mill Creek Client: Town of Vail** - Bank stabilization and grade control due to 2019 high water erosion
- **2018 – Roaring Fork River Client: City of Glenwood Springs Veltus Park** Shoreline restoration project to construct riparian design elements for protection from erosion. Siloam terraced steps and 3 Mile Creek river access
- **2012 – Gore Creek - Client: Town of Vail Tee 7 Bank Stabilization** - Log cribbing bank stabilization at Tee 14 Vail golf course
- **2012 – Straight Creek - Client: White River National Forest** - Aquatic fish passage culvert
- **2012 – Middle Fork - Client: Town of Vail - Middle Fork Bank Stabilization** Installation of boulder bank retaining walls, river restoration
- **2012 – Lower Middle Fork Client: Town of Vail** - Installation of boulder bank retaining walls, river restoration
- **2012 – Roaring Fork River Client: City of Glenwood Springs 27<sup>th</sup> Street Bridge Stabilization** - footer stabilization
- **2011 – Gore Creek Client: Town of Vail Aspen Court, Walking Bridge & Bank Stabilization** Installation of walking bridge, log cribbing bank stabilization, river restoration
- **2011 – Gore Creek - Client: Town of Vail - Bighorn Park Pond Outlet and Improvements** - install new head gate
- **2010 – Gore Creek - Client: Town of Vail Bighorn Park** Gore Creek bank stabilization
- **2010 – Gore Creek - Client: Town of Vail Stephens Park** - Boulder bank stabilization, boulder grade controls, siloam stone terracing, river restoration

# Whitewater Parks

- 2023 Pitkin County RICD – Annual Maintenance – Basalt, CO
- 2022 Pitkin County RICD – Annual Maintenance - Basalt, CO
- 2020 Pitkin County RICD Modifications – Basalt, CO
- 2019 & 2020 Avon Whitewater Park Modifications – Avon, CO
- 2018 Pitkin County RICD Modifications – Basalt, CO
- 2016-2017 Pitkin County Recreational In-Channel Diversion Project – Basalt, CO
- 2013- 2014 Durango White Water Park – Durango, CO
- 2012 & 2013 Glenwood White Water Park – Glenwood Springs, CO
- 2010 Canon City White Water Kayak Park – Canon City, CO
- 2010 Killdeer Nature Preserve Diversion Project – Green River, WY
- 2009 Green River White Water Park Phase II – Green River, WY
- 2008 Green River White Water Park Phase I – Green River, WY
- 2007 Frisco Kayak Park – Frisco, CO
- 2007 Avon White Water Park – Avon, CO
- 2006 Avon White Water Park – Avon, CO



# References

Quinn Donnelly PE & Lead Engineer	RiverRestoration.org	<a href="mailto:Quinn.donnelly@riverrestoration.org">Quinn.donnelly@riverrestoration.org</a>	970-947-9568
Stephen Ellsperman Director of Ecology	DHM Design	<a href="mailto:sellsperman@dhmdesign.com">sellsperman@dhmdesign.com</a>	970-963-6520
Jason Carey Owner	RiverRestoration.org	<a href="mailto:Jason.carey@riverrestoration.org">Jason.carey@riverrestoration.org</a>	970-947-9568
Gregg Barrie Sr. Landscape Architect	Town of Vail	<a href="mailto:gbarrie@vail.gov">gbarrie@vail.gov</a>	970-479-2337
Todd Oppenheimer Capital Projects Manager	Town of Vail	<a href="mailto:toppenheimer@vail.gov">toppenheimer@vail.gov</a>	970-479-2158
Lisa MacDonald Healthy Rivers Administrator	Pitkin County	<a href="mailto:lisa.macdonald@pitkincounty.com">lisa.macdonald@pitkincounty.com</a>	970-379-8654
Liza Mitchell OST - Natural Resource Planner and Ecologist	Pitkin County	<a href="mailto:Liza.mitchell@pitkincounty.com">Liza.mitchell@pitkincounty.com</a>	970-429-2796
John Ely County Attorney	Pitkin County	<a href="mailto:John.ely@pitkincounty.com">John.ely@pitkincounty.com</a>	970-987-0071
Jim Horsley Town Engineer II	Town of Avon	<a href="mailto:jhorsley@avon.org">jhorsley@avon.org</a>	970-748-4134
Justin Hildreth Town Engineer	Town of Avon	<a href="mailto:jhildreth@avon.org">jhildreth@avon.org</a>	970-748-4045
Scott Shipley PE and President	S2O Design	<a href="mailto:scott@s2odesign.com">scott@s2odesign.com</a>	303-819-3985

**Fisherman's Park Streamside Improvements – Pitkin County Healthy Rivers Program  
Roaring Fork River, Basalt,, CO – 2022- 2023**

The boardwalk delicately weaves through a riparian zone along the river right bank. The ecologically diverse area hosts a number of interesting natural features including a still functioning seasonal overflow-channel of the river. The boardwalk design is intended to leverage the area's educational potential while minimizing disturbance to the landscape.

The project includes several additional improvements. The Fisherman's Park boat ramp and eddy will see significant enhancements – as will Fisherman's Park's boat staging and parking areas along Two Rivers Road. The Roaring Fork Whitewater Park will get a bit of routine instream maintenance as well.

The boardwalk creates a number of new recreational and educational opportunities for visitors to either park – most notably the ability to explore both parks, from either end, as a continuous, riverside (rather than roadside) experience. That will facilitate everything from scouting and lapping the whitewater park to peaceful neighborhood strolls along the river.



# Robinson Diversion Modification Project – Pitkin County Healthy Rivers Program Roaring Fork River, El Jebel, CO - 2020 & 2021

The primary purpose of the Robinson Diversion Modification project was to provide safer and more consistent passage through this reach of the Roaring Fork River for recreational river users. The existing diversion was a loose collection of boulders that created a navigation hazard, collected debris, and required regular maintenance due to damage during high and ice flow events. In addition to the safer boat passage, the project also provided improved upstream fish passage and added 0.5 acres of improved aquatic habitat for resident aquatic species. The modifications reduced in-channel maintenance performed by the ditch company, saving operations costs and reducing impacts to the river and the riparian corridor associated with operation of heavy equipment below ordinary high water.

To address the project goals, the proposed improvements included 2 small boulder grade control structures and an engineered riffle to spread the head loss over a longer distance, minimizing large hydraulics/waves. The project also included a new headgate and inlet ditch improvements to benefit the irrigation company. Machine controlled GPS was utilized to ensure compliance with the design and plans. The project was completed on schedule and within budget.



*Robinson Diversion structure prior to construction*



*BMP's deployed to minimize impacts to the aquatic environment.*



*Coffer dams used to isolate the new headgate during the concrete pour.*



*Robinson Diversion post-construction*

# Work Products



**Glenwood Springs Whitewater Park  
Colorado River, Glenwood Springs, CO 2012 & 2013**

**Rebuild of the boulder terracing after original construction failed. Safety plan, care of water, BMP's, storm water prevention plan, prepared subgrade, 3-4" bedding material**



**Pitkin County Healthy Rivers Whitewater Park  
Roaring Fork River, Basalt, CO 2016-2023**

**White Water Park and Restoration Project - Construction and installation of two recreational in-channel diversion recreation features, installed bank stabilization, boulder terrace, installation of five geomorphic structures, cofferdams, river diversion, traffic control, riparian restoration, all while maintaining care of water throughout construction. New Siloam boulder terraced wall upstream in 2018. Modifications to waves in 2018 & 2020 and annual maintenance in 2023**

*Photo courtesy of Back 40 Stories*  
Page 61 of 84

# Work Products



## **Veltus Park and Three Mile Creek Confluence Roaring Fork River, Glenwood Springs , CO 2018**

Shoreline restoration project to construct riparian design elements for protection from erosion. Siloam terraced steps, grouted boulder terrace and 3 Mile River Access dewatering and care of water throughout construction



**East Vail Boater Access and Bank Stabilization, Gore Creek, Vail, CO 2019**

**Bank stabilization caused by 2019 flooding. Created terraced Siloam stairs for boater access. Bank restoration.**





**Aspen Court Walking Bridge, Gore Creek, Vail, CO 2011**

**Installation of walking bridge, log cribbing bank stabilization, river restoration, bmps , safety plan, care of water, storm water prevention plan, dewatering, removal and disposal of concrete buttresses, backfilling new buttresses, rip rap placement, installation of road base, erosion control blankets, seeding, planting, willow staking, boulder retaining walls, sod installation, silt fence**



**Avon Whitewater Park, Eagle River, Avon, CO 2019  
In-channel modification to wave structures**



**Stephens Park-Gore Creek, Vail, CO 2010**

**Boulder bank stabilization, boulder grade controls. Siloam stone terracing, river restoration.**



**Vail Golf Course Tee 7 Bank Stabilization, Gore Creek Vail, CO 2012**

**Boulder terracing, bank stabilization, safety plan, care of water, BMPs, survey, excavation, filter fabric, erosion control blankets, riparian plantings and upland seeding**



**Brian Barackman, President**

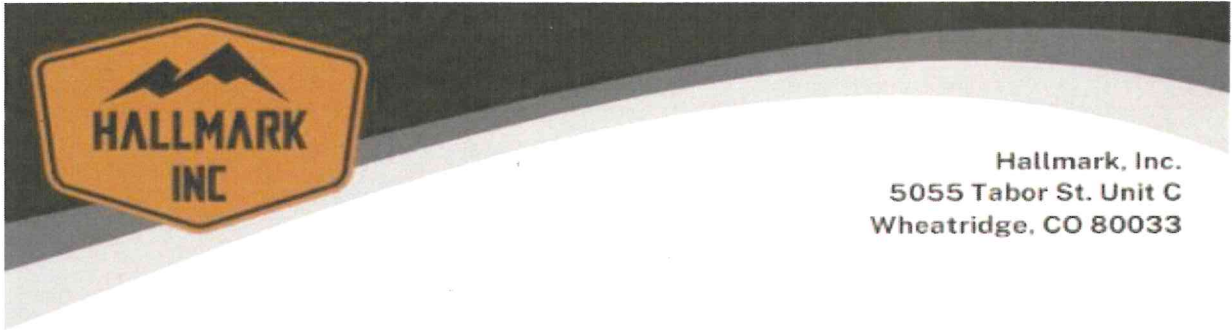


**970-306-2288**



**Brian.Barackman@yahoo.com**





Hallmark, Inc.  
 5055 Tabor St. Unit C  
 Wheatridge, CO 80033

**Quote**

TO: Inter-Mountain Engineering  
 ATTN: Jeffery Spanel

PAGE : 1  
 DWG:  
 DATE: 05/27/26

Owner: Town of Minturn

Project: Removal of Arch Bridge over Eagle River

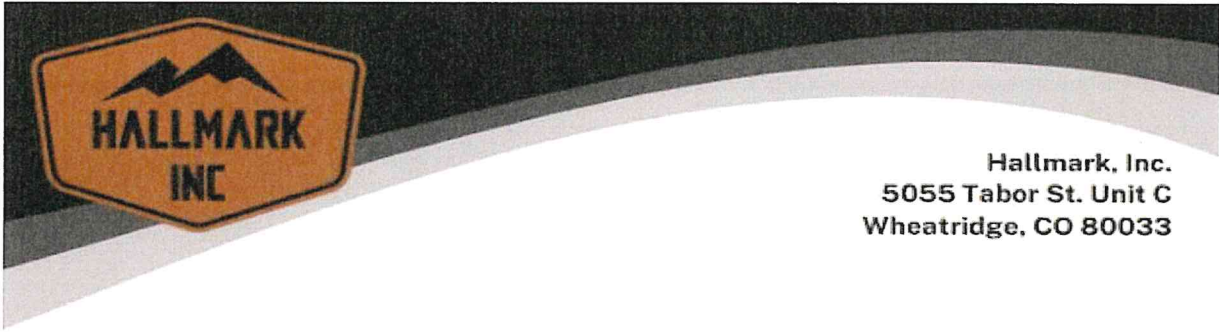
<u>Location</u>	<u>QTY</u>	<u>SIZE AND DESCRIPTION</u>	<u>PRICE per UNIT</u>	<u>AMOUNT</u>
	1 LS	<u>Mobilization</u>		\$ 77,200.00
	1 LS	<u>Existing Dirt Excavation and Removal</u> Hand excavate 80CY of existing dirt (2 weeks)		\$ 48,925.00
	1 LS	<u>Demo of Existing Retention Walls</u> Braced and saw cut. Removed in sections (8 days)		\$ 64,042.00
	1 LS	<u>Temp Structure / Debris Catch</u> Spans river and width of existing structure. 20x63 (4 days)		\$ 65,822.00
	1 LS	<u>Demo of Arch Deck</u> Sectional removal to maintain structural integrity.		\$ 82,400.00
	1 LS	<u>Temporary Traffic Control</u> Two-way flagging (daily)		\$ 49,500.00
	1 LS	<u>Tempory Ramps and Water Safety Measures</u>		\$ 18,600.00
			<b>Total</b>	<b>\$ 406,489.00</b>

PLEASE ACKNOWLEDGE AND RETURN SIGNED COPY

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Town Of Minturn

  
 \_\_\_\_\_  
 Hallmark Inc.



Hallmark, Inc.  
 5055 Tabor St. Unit C  
 Wheatridge, CO 80033

Quote

TO: Inter-Mountain Engineering  
 ATTN: Jeffery Spanel

PAGE : 1

Owner: Town of Minturn

DWG:

DATE: 05/29/26

Project: Removal of Arch Bridge over Eagle River

<u>Location</u>	<u>QTY</u>	<u>SIZE AND DESCRIPTION</u>	<u>PRICE per UNIT</u>	<u>AMOUNT</u>
	1 LS	<u>Mobilization</u>		\$ 52,200.00
	1 LS	<u>Existing Dirt Excavation and Removal</u> Hand excavate 80CY of existing dirt (2 weeks)		\$ 48,925.00
	1 LS	<u>Demo of Existing Retention Walls</u> Braced and saw cut. Removed in sections (8 days)		\$ 64,042.00
	1 LS	<u>Tempory Ramps and Water Safety Measures</u>		\$ 18,600.00
			<b>Total</b>	<b>\$ 183,767.00</b>

PLEASE ACKNOWLEDGE AND RETURN SIGNED COPY

\_\_\_\_\_  
 DATE Town Of Minturn

\_\_\_\_\_  
 Hallmark Inc.



# NATHAN RANDALL

Vice President

Hallmark, Inc.

## PROFILE

Small business owner committed to high-quality performance with over 20 years of experience in the construction industry. Expert in structural concrete and bridge rehabilitation, with extensive experience in managing projects, cost estimating, and leading teams to deliver exceptional results.

## CONTACT

PHONE:  
(720)520-1582

WEBSITE:  
[www.hallmark-inc.com](http://www.hallmark-inc.com)

EMAIL:  
[Nathan@hallmark-inc.com](mailto:Nathan@hallmark-inc.com)

## WORK EXPERIENCE

---

### Hallmark, Inc.

*Owner/Vice President, 2022 – Present*

*Operations Supervisor 2016-2022*

- Identify and evaluate suitable projects for estimating and bidding.
- Estimate and manage highway and civil projects up to \$3.5 million.
- Oversee daily operations to ensure efficiency and quality performance
- Serve as superintendent on heavy, highway, and industrial construction projects

### Burleigh, LLC

*Owner/Manager, 2022-Present*

- Directs property operations and maintenance for 5055 Tabor St.

### Bowman Construction Supply

*Project Manager/Estimator, 2011-2016*

- Estimated specialty bridge products for DOT projects, producing shop drawings and managing production of expansion joints and bridge bearings.
- Consulted with DOT and engineers on the design of bridge bearings and expansion joints, successfully installing a new expansion joint anchor that doubles as snowplow protection, now incorporated into several CDOT projects.
- Analyzed bridge structure movements and behavior to develop products tailored for the Rocky Mountain Region.

### Syblon Reid General Contractor

*Supervisor, 2006-2011 and Laborer, 2003-2006*

- Formed and placed concrete. Established layout line and finish grade with transit. Laid pipe and mechanical bolt up
- Supervised contracts up to 20 million with crews up to 30 employees

## CERTIFICATIONS

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Licensed Crane Operator

Rough Terrain Forklift Certified

CPR and First Aid

American Concrete Institute: Concrete Repair and High-Performance Concrete Classes

Quality Control Classes

Confined Spaces Classes

OSHA 30hr

Employee drug and alcohol education training



# MELISSA RANDALL

President, Hallmark Inc

## PROFILE

Female small business owner with a strong background in healthcare leadership, and expertise in administration and financial decision-making. Skilled in managing operations, enhancing team efficiency, and leading projects in dynamic environments.

## CONTACT

PHONE:  
(303)717-8255

WEBSITE:  
www.Hallmark-inc.com

EMAIL:  
Melissa@hallmark-inc.com

## HOBBIES

Snowboarding  
Weight-lifting  
Coaching

## EDUCATION

### University of Colorado School of Medicine

2008-2011

Doctorate of Physical Therapy

### Oregon State University

2003-2008

Bachelor of Science

## WORK EXPERIENCE

### Hallmark, Inc

#### President

May 2022–Present

- Driving business strategy to achieve corporate goals and growth targets
- Overseeing procurement and supply chain management to ensure efficiency and cost-effectiveness
- Managing fleet operations to optimize logistical performance
- Leading marketing and sales teams to increase market share and brand presence

### Burleigh, LLC

#### Owner/Manager

September 2023-Present

- Oversee all aspects of business operations, including administration, financial planning, and client relations.

### Children's Hospital Colorado

#### Program Coordinator Sports Physical Therapy

May 2011–February 2024

- Served as a Physical Therapist II for 13 years, with 3 of those years leading as a Program Coordinator.
- Delivered specialized therapeutic services to pediatric patients while managing treatment plans and collaborating with multidisciplinary teams.
- As Program Coordinator, led program development, provided leadership to the therapy team, and ensured high-quality patient care

## SKILLS

Proficient in Microsoft Projects, Excel, Quickbooks and Adobe  
As well as local agency administrative websites such as LCP tracker.

# Robert Lawrence

## PROFESSIONAL SUMMARY

Construction professional with 48 years of experience in heavy and highway construction. Extensive expertise in bridge construction and repair, highway structures, and industrial and heavy construction projects. Skilled in all aspects of bridge work, including joints, bearing pads, corbels, and foundations, as well as the construction of wingwalls, retaining walls, box culverts, and more. Proven track record in managing large-scale projects, including treatment plants, power plants, dams, and transportation infrastructure such as taxiways and runways.

## PHONE

720.732.7007

## EMAIL

Bob@hallmark-inc.com

## CERTIFICATIONS

OSHA-40

OSHA Construction Standards for Excavation Training

DOE Radiological Worker II

## EXPERIENCE

---

### ESTIMATOR & PROJECT MANAGER

Hallmark, Inc. – Denver, CO May 2022-Present

- Lead estimating efforts for large infrastructure projects, including highway structures, bridges, and industrial plants.
- Manage projects from bidding and estimating to execution, ensuring timely and budget-conscious delivery.
- Supervise project teams, coordinate with subcontractors and vendors, and ensure compliance with safety and regulatory standards.
- Track project performance, report on progress, and adjust plans as needed to meet deadlines and cost targets.

### CO-FOUNDER & PRESIDENT

Hallmark, Inc. – Denver, CO May 1991-May 2022.

- Co-founded and led Hallmark, Inc., overseeing all aspects of business operations, including project management, budgeting, and team leadership.
- Spearheaded large-scale heavy and highway construction projects, including bridge construction, highway structures, and industrial plants, delivering projects on time and within budget.
- Directed business growth strategies, increasing annual revenues and expanding service offerings in multiple sectors.

### Key Achievements:

- Project Manager for multiple **CDOT projects**, including:
  - Installation of corbels on I-76 and I-70 structures.
  - Replacement of expansion joints on Hwy. 36, I-25, and I-70 structures.
  - Deck, pier cap, and girder repairs on various bridges across eastern and central Colorado.
- Project Manager for the construction of the Quebec Street Bridge Rehabilitation for the **City & County of Denver**. Work included shoring girders, installation of corbels, demolition and patching of pier caps, slope paving, and bridge deck repairs.

## EDUCATION

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B.S. in Construction Management

Clemson University – South Carolina. Graduated: 1975



## PROFILE

Construction manager and estimator with 3 years of experience overseeing and estimating projects. Skilled in supervising crews of up to 8 workers, ensuring adherence to safety and administrative guidelines. Proven track record of delivering projects on time and within budget, with a focus on quality control and team efficiency.

## CONTACT

PHONE:  
(520)991-8037

WEBSITE:  
[www.Hallmark-inc.com](http://www.Hallmark-inc.com)

EMAIL:  
[Erik@hallmark-inc.com](mailto:Erik@hallmark-inc.com)

# ERIK FALMOE

Estimator, Project Manager, Equal Employment Officer

## WORK EXPERIENCE

### Hallmark, Inc - Denver, CO

*April 2022-Present*

- Oversee and manage construction projects from estimating to completion, ensuring projects meet client specifications, budget, and timeline requirements.
- Prepare detailed cost estimates, materials takeoffs, and project bids.
- Supervise crews of up to 8 workers, ensuring quality workmanship and adherence to safety standards.
- Track and maintain administrative requirements such as permits, inspections, and safety reports.
- Coordinate with vendors, contractors, and clients to ensure smooth project execution.
- Act as Equal Employment Opportunity (EEO) Officer, implementing policies to ensure a diverse and compliant workforce.

### Albertsons - Tuscon, AZ

*September 2008-September 2018*

- Managed daily operations for the general merchandise department, ensuring stock levels, visual presentation, and customer satisfaction.
- Led a team of associates, overseeing training, scheduling, and performance management to achieve departmental goals.
- Maintained inventory control, including ordering and restocking merchandise to meet customer demand and reduce waste.
- Delivered exceptional customer service and resolved complex issues to ensure a positive shopping experience.
- Ensured compliance with company policies, safety regulations, and store standards.

## CERTIFICATIONS AND SKILLS

- **OSHA 30 Certification** – 2024 - Present
- **Sunbelt MEWP Training Certification** – 2024 - Present
- **Regional Transportation District On Track Safety Training Certificate** – 2023 – Present
- Proficient in Microsoft Projects, Excel, and Word.
- Strong leadership and team management skills
- Project estimation and budgeting
- Safety compliance and regulatory knowledge
- Effective communication and problem-solving abilities

## **Relevant Recent Projects**

### **1. Yale Bridge Over Highline Canal (City of Denver On-Call Contract)**

Service provided: Structural deck repair, structural girder repair, waterproofing membrane, scour protection.

### **2. Red Rocks Pedestrian Bridge Rehab (City of Denver On-Call Contract)**

Service provided: Structural deck repair, column repair, added steel girder for structural support.

### **3. Pier Cap at Orchard Station (RTD)**

Service provided: Remove and replace pier cap, column repairs.

**TOWN OF MINTURN, COLORADO  
RESOLUTION NO. 31 – SERIES 2026**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO, AUTHORIZING THE TOWN MANAGER TO APPROVE AND EXECUTE A CONTRACT WITH HALLMARK, INC. FOR THE MINTURN ROAD BRIDGE REPAIR PROJECT**

**WHEREAS**, the Town of Minturn owns and maintains the Minturn Road bridge crossing of the Eagle River near U.S. Highway 24; and

**WHEREAS**, a portion of an abandoned structure located beneath the Minturn Road bridge has failed and presents an immediate safety concern due to the risk that deteriorated concrete and associated material may fall into the Eagle River; and

**WHEREAS**, this section of the Eagle River is used for fishing, kayaking, rafting, and other recreational activities, and the Town Council finds that prompt action is necessary to protect public safety, river users, and the Eagle River corridor; and

**WHEREAS**, Inter-Mountain Engineering, on behalf of the Town, evaluated the condition of the structure and coordinated with the United States Army Corps of Engineers regarding emergency authorization under Nationwide Permit 3 for the demolition and removal work; and

**WHEREAS**, Inter-Mountain Engineering requested proposals from specialty contractors experienced in demolition, bridge, river, and waterway work; and

**WHEREAS**, the Town received proposals from Diggin It River Works, Inc. in the amount of \$442,234.80 and Hallmark, Inc. in the amount of \$406,489.00 for the removal of the abandoned arch structure and related work; and

**WHEREAS**, Hallmark, Inc. submitted the lower proposal for the work and has represented that it is prepared to mobilize promptly; and

**WHEREAS**, the Town Council desires to authorize the Town Manager to approve and execute a construction contract with Hallmark, Inc. for the Minturn Road Bridge Repair Project, including associated demolition, removal, river safety, traffic control, temporary access, and site restoration work; and

**WHEREAS**, the Town Council further desires to authorize the Town Manager, in consultation with the Town Attorney, Town Engineer, and Town staff as appropriate, to finalize the contract documents and take all actions reasonably necessary to proceed with the work.

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

**Section 1. Authorization.**

The Town Council hereby authorizes the Town Manager to approve and execute a construction contract with Hallmark, Inc. for the Minturn Road Bridge Repair Project, including removal of the abandoned structure beneath the Minturn Road bridge over the Eagle River and related work necessary to address the immediate safety concern and restore the project area.

**Section 2. Authorized Scope.**

The authorization granted in this Resolution includes authority for the Town Manager to approve contract documents and related project documents for demolition, removal, traffic control, river safety measures, temporary ramps and access, care of water measures, protection of existing bridge elements,

hauling and disposal, site restoration, and other work reasonably necessary or incidental to completion of the project.

**Section 3. Authorized Amount.**

The total amount authorized for the contract with Hallmark, Inc. shall not exceed \$406,489.00, unless otherwise approved by the Town Council.

**Section 4. Contract Finalization.**

The Town Manager is authorized to negotiate and approve final contract terms, insurance requirements, bonding requirements, permitting conditions, schedule requirements, traffic control requirements, emergency access provisions, and other contract documents or related agreements, provided such terms are consistent with this Resolution and are in the best interests of the Town.

**Section 5. Permits and Regulatory Coordination.**

The Town Manager is authorized to take all actions reasonably necessary to coordinate with the United States Army Corps of Engineers, Colorado State Historic Preservation Officer, Advisory Council on Historic Preservation, and any other federal, state, or local agencies with jurisdiction over the project, including execution or approval of permit applications, certifications, notices, correspondence, and related documents.

**Section 6. Project Administration.**

The Town Manager, in consultation with the Town Attorney, Town Engineer, and Town staff as appropriate, is authorized to administer the contract, approve minor changes in scope, issue notices to proceed, approve payment applications, and take other administrative actions necessary to complete the project, provided that any increase in the contract amount above the amount authorized in Section 3 shall require further approval by the Town Council unless otherwise permitted by applicable law or Town policy.

**Section 7. Effective Date.**

This Resolution shall be effective immediately upon adoption.

**INTRODUCED, READ, APPROVED, ADOPTED, AND RESOLVED this \_\_\_ day of \_\_\_\_\_, 2026.**

**TOWN OF MINTURN, COLORADO**

\_\_\_\_\_  
Eric Gotthelf, Mayor

ATTEST:

\_\_\_\_\_  
Jay Brunvand, Town Clerk



To: Mayor and Town Council  
From: Cindy Krieg  
Date: June 3, 2026  
Agenda Item: Little Beach Park Playground – Progress Update and Conceptual Design Ideas

---

**INTRODUCTION / REQUEST:**

Staff is requesting council direction on design direction. Staff would then work with the playground vendor (Rocky Mountain Recreation) to narrow down the options and present more detailed final options at the next council meeting. Staff is recommending that playground equipment be ordered as soon as possible, so that installation can be scheduled late summer / early fall. Most standard equipment has a minimum 6 – 8 week lead time. Custom equipment is longer.

Most site prep has been completed by Minturn Public Works, but RMR will have additional prep work to complete prior to final installation. They will begin approximately one month before installation, and the installation itself will take approximately 4 – 5 days.

**ANALYSIS:**

Town staff have reviewed high level playground equipment options with RMR, and are now seeking council feedback on the design direction. It is recommended to get initial input and then come back to council and the public on June 17<sup>th</sup> for final recommendations.

The primary objective would be to maximize play space and fill as much space with play value as possible, understanding there will be limits to play space and budget. One thing to keep in mind is that all equipment have "Use Zones" that cannot be infringed upon. What might appear as blank space is actually space accounting for the Use Zones. This is a mandatory space required by ASTM regulations and standard across all playgrounds.

**COMMUNITY INPUT:**

Input is welcome at this meeting, but more detailed conceptual ideas will be presented at the June 17<sup>th</sup> meeting.

**BUDGET / STAFF IMPACT:**

This project has been accounted for in the 2026 town budget at \$350,000.

**STRATEGIC PLAN ALIGNMENT:**

**CLEAR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT**

**RECOMMENDED ACTION OR PROPOSED MOTION:**

- Discussion and Feedback only

**ATTACHMENTS:**

- Renderings / images will be presented during the meeting, and in more detail on June 17<sup>th</sup>.

**Town of Minturn**  
**Council Procedure Training**

- I. Holding elected office is a public trust “created by the confidence which the electorate reposes in the integrity of public officers.” Conducting the duties of an elected public official in conformance with legal requirements is a “fiduciary duty.” Elected officials are liable to the public for any liabilities suffered by the public resulting from an abuse of trust. The district attorney of the district where the trust is violated may bring appropriate judicial proceedings on behalf of the people. CRS § 24-18-103.
  
- II. Duties of the Board of Trustees (Charter 4.1 and 4.4)
  - a. Legislative (Town Code, Budget). Legislative enactments are generally approved by ordinances. Board members are free to talk to the public about legislative matters.
  - b. Quasi-Judicial (Permits, Liquor Licenses, Land Use Approvals). Quasi-judicial approvals generally involve a right of an individual to do something. All information received by a Board member must be inside the hearing. Do NOT talk to the public!!!
  - c. Policy (purchasing, maintenance of public facilities, more day to day matters). If contracts or personnel matters, may require some discretion about whether to talk to the public.
  
- III. Procedures for Council Action
  - a. Ordinances – Amending the Town Code, adopting budgets, incurring debt, and selling real property. Two meetings, read title in full, publication in newspaper, public hearing, effective 7 days after “publication following final passage.” (Charter 11.2, 11.3, 11.4, and 11.5, 11.6).
  - b. Emergency Ordinances – needed “for the immediate preservation of the public peace, health, safety or property” may be passed by “unanimous vote of the councilmembers present.” Takes effect immediately upon passage but cannot be in effect for more than 90 days after passage. (Charter 11.7).
  - c. Resolutions – Formal pronouncement of the Town. Everything from celebrating Arbor Day to adopting a new procurement policy. One reading.
  - d. Motions – approving simple agreements, giving direction to staff. Simply vote and decision is recorded in the minutes.

#### IV. Voting

- a. Voice vote vs. Roll call vote. Roll call for all ordinances. Either roll call or voice vote for resolutions and motions.
- b. Majority prevails. “Every ordinance shall require the affirmative vote of the majority of the entire Council for final passage.” Charter 11.3. Tie votes fail. Certain situations require supermajority (emergency ordinances, executive sessions).
- c. Quorum.
- d. Abstentions. “Every councilmember, when present, shall vote upon ordinances, resolutions and motions, unless excused by the unanimous consent of the remaining councilmembers present; provided that a councilmember shall be excused from voting on any question in which he has a conflict of interest or on any question concerning his own conduct. Each council member who is present shall vote when his name is called. Any councilmember refusing to vote . . . shall be considered delinquent in his duties, and an affirmative vote shall be cast and recorded in his name.”

#### V. Conduct of Meetings - Ordinance No. 41

- a. Meetings open to the public. Charter 4.10
- b. Discussion/decision items should be on the agenda 24 hours before the meeting.
- c. (Resolution 41, section III) The Mayor conducts the meeting and regulates the interaction with applicants and the public.
  1. To obtain the floor be recognized by the Mayor. Only one person speaks at a time.
  2. Do not interrupt public comment or an applicant’s presentation with questions. Save them until the end and ask the Mayor to for time to ask questions.
  3. Do not respond to questions posed to you from the public or engage in a dialogue with the public or applicants.
  4. The Mayor should gavel out of order any dialogue from (or with) the audience should be gaveled out of order.
  5. If a response to questions from the public or an applicant is warranted, the Mayor can make time available to staff or a Council person to do so.
  6. If further information is required to make a decision, a request can be made of the staff or applicant to respond to specific questions. The agenda item will then be continued.

7. Ask questions of your staff, do not attack them. This lowers the trust that the public has in your government's ability to conduct the Town's work.
8. On specific agenda items, council time should be used to clarify the issues as opposed to "lecture, give speeches, score debating points, or ask rhetorical questions."
9. "The Mayor may intervene in Council debate in order to determine whether Council wishes to postpone Council action if more information or staff work appears warranted to facilitate a Council decision."
10. The Mayor shall interrupt speakers "engaging in personal attacks."

ii. Rules of Order and Parliamentary Procedure

1. Ordinance 41 – Section IV – Procedure in Handling Motions.
  - a. Council member makes a motion and may state reasons for the motion. – If make the motion cannot vote against it.
  - b. Motion is seconded.
  - c. Mayor restates the motion and asks for discussion.
  - d. Debate between Council. No public comment.
  - e. If debate ends (or a motion to terminate debate is made), the question is called and vote taken.
  - f. "Having made a motion a Council member may neither speak against it nor vote against it."

VI. Conflicts of Interest.

a. Minturn Charter Section 4.9.

Must declare conflicts of interest that you or immediate family have with Council business. Cannot vote on matters where you or immediate family have conflicts of interest.

(a) Neither the Mayor nor any member of the Council during his term of office shall be a compensated employee of the Town. In the event the Mayor or any Councilmember, or any member of his immediate family, has or could potentially be construed as having a conflict of interest, said Mayor or Councilmember shall declare such interest. If the Mayor or any Councilmember fails to declare such interest, the remaining members of the Council shall determine by a majority vote whether said interest does in fact constitute a conflict of interest.

(b) Neither the Mayor nor any member of the Council shall vote on any question as to which he has a conflict of interest, other than the common public interest, or on any questions concerning his own conduct.

(c) The Mayor and each member of the Council shall be prepared to fully disclose all information concerning conflicts of interest at the request of the Mayor, members of Council or any interested party.

b. Town Ethics Code. Under Code 2-4-70

A Town officer or Town employee shall not:

- (1) Disclose or use confidential information in order to further a business or other undertaking in which such officer or employee has a substantial financial interest.
- (2) Engage in a substantial financial transaction involving Town business.
- (3) Perform an official act which directly and substantially affects economically a business in which such officer or employee has a substantial financial interest.
- (4) Perform an official act which directly and substantially affects a business by which the officer or employee is employed, or by which such officer or employee is engaged as counsel, consultant, representative or agent.
- (5) Acquire or hold an interest in any business which may be substantially affected to its economic benefit by official action.
- (6) Perform an official act directly and substantially affecting to its economic detriment any business when such officer or employee has a substantial financial interest in a competing business or undertaking.
- (9) Appear on behalf of any private person, business or entity, other than himself or herself, his or her spouse or minor children, before the Town Council, any Town board or the Municipal Court.

*Substantial financial interest* means an interest owned or held by an officer or employee which is:

- a. An ownership interest in a business;
- b. A creditor interest in an insolvent business;
- c. An ownership interest in real or personal property;
- d. A loan or any other debtor interest;
- e. A directorship or officership in a business;
- f. An employment or prospective employment for which negotiations have begun.

An officer or employee shall be presumed to have a substantial financial interest in any of the above-mentioned interests owned, held or controlled by such officer's or employee's spouse or dependent children.

- c. What is the “common public interest”?
- d. Disclosure Code 2-4-90

Any member of the Town Council who believes he or she has a conflict of interest as defined in [Section 2-4-70](#) above on any matter proposed or pending before the Town Council shall disclose such potential interest to the Town Council. If the Town Council determines that an actual conflict of interest exists, the Councilmember shall not attempt to influence other members of the Town Council in connection with such matter and, except as provided in this Section, the Councilmember shall not vote upon such matter. The Councilmember shall leave the room during the Town Council's discussion and action on the subject, and shall return only when the Town Council has taken up the next agenda item.

## VII. Gifts – Colorado Constitution XXIX § 3

- a. Ethics Code 2-4-70 (7) “A Town officer or Town employee shall not: Solicit or accept a present or future gift, favor, loan, service or thing of value from a person under circumstances which would lead a reasonably prudent person to believe that such gift, favor, service or thing of value was made or given or primarily for the purpose of influencing or attempting to influence an officer or employee in connection with an official act, or as a reward for official action he or she has previously taken.”
- b. No gifts in excess of \$65 from any person or entity in any Calendar year. Gifts include meals, tickets, invites to events, and tangible things of value.
- c. Does not include small tokens of appreciation (e.g. a plaque or framed photograph).
- d. Does not include cost of food or beverage at a reception or meal where you are speaking or answering questions.
- e. Does not include campaign contributions.
- f. Does not include gifts by personal friends and relatives on special occasions.

## VIII. The Appearance of Impropriety

- a. In some areas the law forbids specified actions that while not intended to improperly influence an elected official would give an appearance of impropriety (i.e. accepting gifts from persons with business before the Council).
- b. In other areas, actions may not be specifically forbidden by law, but good governance requires diligent adherence by Council members. Public trust in the government requires that its elected officials set the example. Following laws, ordinances and rules that are generally applicable to the public (you are held up on a pedestal and if you don't comply it will be an excuse for others not to comply).
- c. This is not a “good old boys” government. Do not expect or ask for special treatment for you, your family, or your friends. Don't promise friends or family favorable outcomes involving Town reviews or business. Don't intervene with Town staff to “cut a friend a break.” Never tell a government official “do you know who I am.”

## IX. Open Meetings (CRS 24-6-402) and Open Records

- a. What constitutes a meeting – Three or more members of the Board discussing “any public business” is a “public meeting”
  - i. Meetings can occur in person, on telephone and “electronically”
    1. Email discussions; social media discussions
  - ii. Watch out for “rolling meetings”
  - iii. Social events where public business is not discussed are NOT public meetings
- b. Executive Sessions and Attorney Client Privilege CRS 24-6-402(3)
  - i. Matters involving negotiations; receiving advice from attorney; employment matters.
  - ii. Only Board can waive the privilege – except when Board members discuss executive session matters with people who were not in the executive session. Possible breach of fiduciary duty.
- c. What constitutes an open record?
  - i. Applies to writings and documents maintained or kept by a political subdivision for use in performance of public functions.
  - ii. Applies to emails, text messages, and social media posts.
  - iii. Be careful of using your personal email, text messages and social media to discuss Town business – it could end up being a public record.

X. Dealings with Employees

- a. The Town Administrator and Town Attorney are appointed by the Council and “serve at the pleasure of the Council.” (Charter 5.1, 6.2).
  - i. Town Administrator is the “chief administrative officer of the Town.” This includes the power to remove, discharge, suspend, demote and discipline employees.
- b. The Municipal Judge is appointed to a 2 year term. Charter 6.1.
- c. The Town Clerk and Treasurer are appointed by Council but supervised and can only be terminated by Manager (Charter 5.3; Code 2.04.080)
- d. All other employees are hired, disciplined and fired by Town Administrator or department head.
- e. **Sec. 2-3-30. - Administrative relations.**

“The Town Council shall deal with the administrative functions of the Town through the Town Administrator. Neither the Town Council nor any individual member thereof shall give direction or orders to any subordinate of the Town Administrator, except through him.”
- f. Requirements of confidentiality
- g. “A single council member may request the Town Administrator to provide available information or to answer any question concerning an agenda item. The concurrence of three additional Council members is required to assign a matter for research by staff.”



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## **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.

### **June 17, 2026**

- Presentation of Community Survey Results (Magellan Strategies)
- Minturn Housing Strategy Presentation
- Resolution to Re-Appoint DDA Board Members
- Speed Data Presentation / Discussion
- Resolution Authorizing Federal Lands Access Program Grant for Cemetery Bridge and Road

### **July 1, 2026**

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### **July 15, 2026**

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### **August 5, 2026**

- Ordinance \_\_ (First Reading) - An Ordinance Adopting the 2024 Model Traffic Code (with Amendments and Updated Court Fines / Fees Schedule) – Legal/Krieg & Brunvand

### **Dates to be Determined / Long Term Scheduling:**

- Joint Meeting with Eagle County Commissioners (Aug/Sept timeframe)
- Flavored Tobacco Ban Discussion (Discussion / Direction)
- Minturn Forward Zoning and Subdivision Code Adoption