



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

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order of agenda items listed are approximate.
This agenda and meetings can be viewed at www.minturn.org.

Meeting Access Information and Public Participation:

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/85641407956>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 856 4140 7956

Please note: All virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five minutes for public comment.

Public Comments: If you are unable to attend, public comments regarding any items on the agenda can be submitted to Jay Brunvand, Town Clerk, prior to the meeting and will be included as part of the record.

1. Call to Order

Mayor 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 4th 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.

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

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 17th 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 17th.

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



Eric Gotthelf, Mayor

ATTEST:



Jay Brunvand, Town Clerk

