



AGENDA

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 and times of agenda items listed are approximate and intended as a guideline for the Town Council.

MEETING OF THE MINTURN TOWN COUNCIL
Minturn Town Center 302 Pine Street
Minturn, CO 81645 • (970) 827-5645

Wednesday October 21, 2020

**Meeting to be held IN PERSON AND via Zoom
Conferencing and call-in.**

Public welcome to join meeting using the following methods:

<https://us02web.zoom.us/j/87827675922>

Or join by phone:

US: +1 301 715 8592 or +1 651 372 8299

Webinar ID: 878 2767 5922

Regular Session – 5:30pm

MAYOR – John Widerman
MAYOR PRO TEM – Earle Bidez

COUNCIL MEMBERS:

Terry Armistead
George Brodin
Brian Eggleton
Eric Gotthelf
Gusty Kanakis

When addressing the Council, please state your name and your address for the record prior to providing your comments. Please address the Council as a whole through the Mayor. All supporting documents are available for public review in the Town Offices – located at 302 Pine Street, Minturn CO 81645 – during regular business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

Regular Session – 5:30pm

1. Call to Order

- Roll Call
- Pledge of Allegiance

2. Public comments on items which are ON the consent agenda or are otherwise

NOT on the agenda as a public hearing or action item. (5-minute time limit per person)

3. Approval of Consent Agenda (5Min)

A Consent Agenda is contained in this meeting agenda. The consent agenda is designed to assist making the meeting more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Council. If any Council member wishes to discuss a Consent Agenda item please tell me now and I will remove the item from the Consent Agenda and place it in an appropriate place on the meeting agenda so it can be discussed when that item is taken up by the Board. Do any Council members request removal of a Consent Agenda item?

- October 7, 2020 Meeting Minutes Pg 4
- Proclamation supporting Eagle County First Responders Day – Metteer Pg 15
- Liquor License – Hotel and Restaurant License annual renewal application: Deutschman Family LLC, dba Kirby Cosmo’s BBQ Barb, Mark Tamberino, Owner/Manager 474 Main St. Pg 16
- Liquor License – Lodging and Entertainment License annual renewal application: The Bunkhouse, Nancy Richards, Owner/Manager 175 Williams St. Pg 20

4. Approval of Agenda

- Items to be Pulled or Added
- Declaration of Conflicts of Interest

5. Special Presentations

- Colorado Land Trust Update on the Conservation Easement at the Boneyard – Nancy Glass Pg 24
- Colorado Mtn College Minturn Scholarship Endowment – Diana Scherr Pg 34
- Council Comments/Committee Reports
 - Water Committee Report Pg 41

COUNCIL DISCUSSION/DIRECTION

6. **Discussion/Direction:** 100 Block Charrette follow-up – Hunn/Harris Pg 44
7. **Discussion/Direction:** Annual Review of Conditional Use Permits held on the Railroad Property – Harris Pg 91
8. **Discussion/Direction:** FY2021 Priority Funding of unfunded items – Metteer/Brunvand Pg 107

PUBLIC HEARINGS AND/OR ACTION ITEMS

9. **Public Hearing/Action Item:** Resolution 28 – Series 2020 a Resolution approving the 2021-2022 Strategic Plan – Metteer Pg 108

- 10. Public Hearing/Action Item:** Resolution 29 – Series 2020 A Resolution approving the 2020-21 Snow Removal Plan for the Town of Minturn – Metteer Pg 126

COUNCIL INFORMATION / UPDATES

11. Staff Updates (5 Min)

- Manager’s Report
- Future Agenda Items Pg 142

MISCELLANEOUS ITEMS

12. Future Meeting Dates

- a) Council Meetings:
- November 4, 2020
 - November 18, 2020
 - December 2, 2020

13. Other Dates:

- Veteran’s Day - November 11 (Office Closed)

14. Adjournment



OFFICIAL MINUTES

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Regular Session – 5:30pm

MAYOR – John Widerman
MAYOR PRO TEM – Earle Bidez

COUNCIL MEMBERS:

Terry Armistead
George Brodin
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Regular Session – 5:30pm

1. Call to Order

- Roll Call

The meeting was called to order by Mayor John W. at 5:35pm using In-Person and the ZOOM on-line meeting format due to the COVID-19 pandemic concerns.

Those present include: Mayor John Widerman, Mayor Pro Tem Earle Bidez and Town Council

members Terry Armistead, George Brodin, Eric Gotthelf, Brian Eggleton, and Gusty Kanakis.

Staff present: Town Manager Michelle Metteer, Town Planner Madison Harris, and Town Treasurer/Town Clerk Jay Brunvand.

Note: those attending via remote: George B., Eric G., Town Water Attorney Meghan Winokur, and Town Attorney Richard Cramer-Peterson.

- Pledge of Allegiance

2. Public comments on items which are ON the consent agenda or are otherwise NOT on the agenda as a public hearing or action item. (5-minute time limit per person)

3. Approval of Consent Agenda (5Min)

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- September 16, 2020 Meeting Minutes
- Resolution 26 – Series 2020 A Resolution approving an IGA with Eagle County Animal Control for
- Resolution 27 – Series 2020 A Resolution in support of Eagle River Fire Protection District De-Gallagher Ballot question.
- Liquor License – Hotel and Restaurant License annual renewal application: Pizza Pub LLC, dba Magustos, Eric Cregon, Owner/Manager 101 Main St.

Motion by Terry A., second by Earle B., to approve the Consent Agenda as presented. Motion passed 7-0.

4. Approval of Agenda

- Items to be Pulled or Added

Motion by Gusty K., second by Brian E., to approve the Agenda for October 7, 2020 as presented. Motion passed 7-0.

- Declaration of Conflicts of Interest

5. Special Presentations

- Council Comments/Committee Reports

Terry A. updated on the Minturn Fitness Center (MFC), citizens can go to the website to set up a reservation and can contact the MFC or the Town for questions. The Hometown Throwdown Concert was a big success and she thanked the Town for its sponsorship.

Brian E. updated on the Radio Free Minturn station Director interviews. They have interviewed three and will interview one more. The intent is to have this staffer, 10hours/week, to move the station forward. He commented on the success of the Hometown Throwdown, and also the Minturn Bike Park. This has been very successful with a lot of users. He noted all the trash cans are at the bottom, please don't litter.

Eric G. reminded all about the upcoming election and to exercise your rights by voting.

John W. attended the 100-block meetings and thanked all for their involvement. The amount of input and support made for a successful plan. Please watch for bears and monitor your trash. He noted the efforts that have gone in to the online/in-person meeting platform and how it looks to be successful.

Brian E. asked if the 100-block survey is still open through next Wednesday. All results will be published for the public and all information is available on the website. He expressed how important the survey is and how it will be utilized as we move forward in our planning efforts.

COUNCIL DISCUSSION/DIRECTION

6. Discussion/Direction: Minturn Halloween – Metteer

Michelle M. stated that in light of COVID-19, consider the best strategy for the Town of Minturn Halloween which is a non-sanctioned event held every year on October 30th. Halloween is typically a festive time of year in Minturn. Fall and Halloween decorations abound, parties and fundraisers are scheduled and the night of October 30th the kids run the streets collecting candy it's all very social. However, this year has been anything but social and with folks being encouraged to isolate and wear masks, supporting such a densely-populated event, during a world-wide pandemic, seems ill-advised. Throughout COVID-19 Minturn has relied heavily on the guidance and expertise of the Eagle County Public Health Department. Minturn has followed all of the recommendations as they have been implemented at the county level and worked hard to remain consistent with other municipalities in Eagle County to relay a uniform message regarding public health. Although this is not a town-sanctioned event, residents and guest will be looking to the Town of Minturn for guidance and recommendations.

Mr. Heath Harmon, County Health Dept, outlined the recommendations supported by the state and the county. He stressed safety and risk avoidance. He noted the abundance of large groups that Halloween involves and expressed how unsafe that can be. Wear COVID masks, avoid large crowds, adhere to safe distancing, and don't participate if you are not feeling well.

Earle B. expressed concurred and expressed ideas how this could be done safely using household pods and other ideas. He noted over the last months, each holiday has included a following spike in COVID cases and the importance of avoiding this concern.

Brian E. noted many of his neighbors have begun to decorate their homes and yards. The consensus is to avoid indoor events for friends and families. He hoped this holiday would not result in an unhealthy spike.

Mr. Harmon stated the County has been working closely with the Eagle County School District to educate the kids on how to celebrate safely. Halloween is on a Friday for Minturn, Saturday is the 31st. He advised those in high risk populations to limit or avoid the holiday. Mr. Harmon presented an ad campaign the County will be undertaking for Halloween, election day, and the other major holidays on the horizon.

George B. noted this is a mask wearing holiday. He noted to practice safety if you are giving out candy. Use gloves. One person can infect many.

Terry A. discussed options the Town could use to participate in getting the word out.

Michelle M. noted how the town is utilizing the County materials and how a unified product is helpful as well as how thankful the town is for having access to those tools.

Mr. Harmon noted how the county is seeing new cases but we are pretty level. This is due to everyone's efforts. He reviewed the recent statistics.

Michelle M. will follow the recommendations provided by the County and the Council and will work on a press release designed to be consistent with the County direction. We will continue to use the webpage and will add our recommendations for trick or treaters. This holiday is designed to be group oriented and that is how the COVID will spread.

7. Discussion/Direction: Bolts Lake Water Storage Rights Review – Winokur

Meghan Winokur, water attorney, updated on the Bolts Lake conditional use right. The BLWR is for 320-acre feet which we have held since the late 1990's and an application must be filed every six years. She noted the source of the adjudicated right is Cross Creek. The application will include proof of diligence and outlined how the town can demonstrate continued use and anticipation of the water use. She outlined these efforts. She noted the lake is not included in the current Cap improvement plan due to the fact that although we anticipate use, currently this is not utilized.

Earle B. asked if during runoff would we have enough water to fill the lake; yes. She noted the discussions of the larger reservoir might not include enough water to fill that larger area in all years.

George B. asked if we don't file the application? Meghan W. stated to not file would release the water rights making it very important to file this application.

Direction was to file the application.

8. Discussion/Direction: Easement Agreement with Colorado Public Energy for the installation of an electric vehicle charging station – Metteer

Michelle M. presented Minturn originally accepted an Electric Vehicle Charging Station grant with the understanding there would be no out-of-pocket costs required of the Town. Since the

original acceptance of the grant, several new costs have been brought to light. In order to install the charging station a new single-phase transformer must be installed at an approximate, unbudgeted cost, of \$6600. Also, in the installation contract, in the event of frost there can be an additional, cost of \$450 a day for a ground-thawing machine as well as additional costs per linear foot. Additionally, after accepting the grant the Town was informed that Shop & Hop plans to install a free electric vehicle charging station at their location (less than a block away). Given the additional costs associated with the electric vehicle charging station, combined with the new information of an additional station being installed so close by, staff is seeking direction from Council on the viability of the project and need to spend unbudgeted funds on a project which could be considered duplicative.

Eric G. supported the plan. He noted the handicapped space being used for this station. Michelle M. noted we have three handicap spaces at the Town Hall, we are required to have two, and this third space is the most distant from an entry thus less desirable. The USPO is in support with this change as well.

George B. felt the money could be better utilized by applying it to our long list of existing needs. Michelle M. noted it could be used on Gen Fund needs.

Terry A. asked if the \$6600 would allow excess capacity that we could grow in to in the future. Michelle M. stated it would accommodate the two and will get back on the excess capacity. Terry A. asked what the increased cost would be for the extra power use; that cost would be passed on to the vehicle owner via a credit card charge. She felt overall it was a good program and was in support.

Gusty K. asked how much the charge station will cost; it would be part of the entire install. He asked if the transformer could be utilized for the town hall; Michelle M. will need to report back. He asked about the vendor; it will be a bid process

Brian E. asked how much the grant is providing: all of the equipment, the install, and the dollar charge. It was noted if we had the existing capacity, we would not need the new transformer. He discussed his concurrence that we have excess capacity for future benefit. He did not want to have to cost cover ground warming if the construction does not complete before the hard freeze. He felt a charge station would be a nice amenity for the town to provide and may entice a resident to buy an EV. He also asked if we could upsize the transformer and what the cost would be and what excess capacity it would provide, Michelle M. will report back to the Council with this information.

Earle B. supported the application. He expressed his concern with the environment and how we need opportunities like this to turn our environment around.

John W. felt the need to lead by example and supported this effort. He reminded all that we have a grant for the bulk of this project and we needed to move forward.

Direction was to move forward with the allocation of the additional funds. Michelle M. will subsidiarily provide answers to the additional question but that none of the questions should

holdup moving forward with the install.

PUBLIC HEARINGS AND/OR ACTION ITEMS

- 9. Public Hearing/Action Item:** Ordinance 10 – Series 2020 (Second Reading)
Consideration of an Ordinance for the regulation of outdoor food vendors –
Metteer

Michelle M. noted there are no changes from first reading.

Public Hearing opened
No Public Comment
Public Hearing closed

Motion by Terry A., second by Brian E., to approve Ordinance 10 – Series 2020 (Second Reading) Consideration of an Ordinance for the regulation of outdoor food vendors as presented. Motion passed 7-0.

- 10. Public Hearing/Action Item:** Ordinance 11 – Series 2020 (Second Reading)
Consideration of an Ordinance amending the Town’s nuisance code to align with
wildlife protection measures – Metteer

Michelle M. noted there are no changes from First Reading.

Public Hearing opened
No Public Comment
Public Hearing closed

Motion by Gusty K., second by Earle B., to approve Ordinance 11 – Series 2020 (Second Reading) Consideration of an Ordinance amending the Town’s nuisance code to align with wildlife protection measures as presented. Motion passed 7-0.

- 11. Public Hearing/Action Item:** Resolution 28 – Series 2020 A Resolution
approving the 2021-23 Minturn Strategic Plan – Metteer

Michelle M. stated the purpose of the Strategic Plan is to provide a cumulative roadmap for achieving the vision of the Minturn Community Plan. The 2018-20 Strategic Plan is the first Strategic Plan created by the Town and will set the tone for all forthcoming action items. With the Council and staff embarking on the first strategic plan, an emphasis toward foundational work will be a consistent theme throughout this first Strategic Plan. The Strategic Plan is designed to work in coordination with the town budget and will be reviewed by the Council every year to adjust for changes as needed. Once approved, the Council and Minturn community will have the general outline for the work expected over the planning period.

The Strategic Plan will ensure that strategies and activities undertaken by the Town are consistent with the vision and values set forth by the Town Council and Minturn community. This plan will strive to achieve the following:

- Clearly communicate with the community the goals and objectives of the town over the next two years
- Establish a 2-year planning period and provide the platform for an ongoing discussion between the staff, Council and community regarding direction of the Town
- Identify challenges and opportunities expected to arise during the planning period and propose specific goals to address these issues
- Give a framework for town staff to set measurable objectives and timelines for execution

John W. noted he is very happy with this plan and that it is used by Michelle M. and staff. Discussion ensued as to how much has been accomplished and how productive this Plan has become.

Brian E. commented on the quarterly task updates. He felt that the updates were used to gauge our progress and asked if these are still being utilized elsewhere; yes, she does and outlined how they are being utilized citing the Minturn Bike Path as an example of how they are being accomplished.

Terry A. inquired how some of the event planning has been reduced but how we can continue the community input. Michelle M. noted the partnerships of third parties used to carry out a lot of the programs and events. This could be added to the list under sustain and invest to keep Minturn Minturn.

Discussion ensued as to what could be included in the Strategic Plan to better explore new events, emphasize possibilities, and grant opportunities that would enhance Minturn, provide more amenities for the citizens and visitors, encourage business and business development that would entice growth in residential, business, and large business. The entire Council spent a lot of time discussing ideas and concepts that would improve Minturn. Michelle M. requested she take the notes back, work them into the Strategic Plan and then consider it again at the next meeting. Her concern was that the input provided was significant enough that the additional time would allow the best product.

Eric G. felt this was a good living document and would provide the direction we needed.

Brian E. outlined other items he would like to see or see modified. He wanted to emphasize the need to make it great all the time as a proactive approach. Discussion ensued as to the Building code adoption, the bike trail inclusion, potential ballot issues and how those might affect our existing funding, encourage transit connectivity, and continuation of the sidewalk program.

Motion by Brian E., second by Terry A., to Continue to the October 21 meeting Resolution 28 – Series 2020 A Resolution approving the 2021-23 Minturn Strategic Plan to allow for addition of the noted issues. Motion passed 7-0.

12. Public Hearing/Action Item: Council motion to formally accept the FY2021 Preliminary Budget – Brunvand

Jay B. and Michelle M. outlined and gave a presentation on the preliminary Fiscal Year 2021 annual budget to the Council and highlighted various points. It was noted the Council is being asked to accept the budget. This acceptance will allow the budget process to begin by publication of the Notice of Budget. He further stated the proposed calendar for the budget consideration to include:

- Budget Review during upcoming meetings:
 - 10/21/20
 - Session under Discussion and Direction for Council to discuss the budget as relates to goals and consider questions or direction from Council
 - Q&A
 - 11/04/20
 - Public Hearing on FY2021 Budget (first and ONLY public hearing)
 - GID public hearing and approval
 - Q&A
 - 11/18/20
 - First Reading of Budget approval Ordinances
 - Review of 2020 Supplemental Appropriations
 - Q&A
 - 12/02/20
 - Second and final reading of Budget approval Ordinances

As part of the subject a brief presentation proposal was given on how we can use grad students to develop a use and planning study of the Dowd Jct parcel Because this proposal is a learning experience for the students the cost to the municipality is significantly reduced. It was noted this is the first time this program has been offered outside of the Denver Metro area. Discussion ensued how this project would enhance Minturn and provide a concise product that can be used to entice developers and development to the project.

Michelle M. requested and received direction to proceed with this study program.

Motion Terry A., second by Brian E., to accept the Fiscal Year 2021 Proposed Annual Budget and set a Public Hearing at 5:30pm on November 4, 2020 to be held in the Council Chambers and on-line at 302 Pine St, Minturn as presented. Motion passed 7-0.

COUNCIL INFORMATION / UPDATES

13. Staff Updates (5 Min)

- Manager's Report

Vail Pass Auxiliary Lane Project

The Colorado Department of Transportation is requesting public input until October 21, 2020 on the proposed auxiliary lane project. This project is estimated at approximately \$700M+ and will be done in phases as funding becomes available. Click [here](#) for more information and a brief video outlining the project.

USFS Permit Application Approval

The amended permit for the allowance of the well 4 pipeline to the clear well on sections of

Forest Service land has been accepted. Papers from the USFS were received this week for the signing and finalization of the updated permit.

Well 4 to Clearwell Pipeline

Public Works is wrapping up the installation of a pipeline from well 4 to the clear well. This is a requirement by the Colorado Department of Public Health and Environment (CDPHE) and will assure the required contact time is obtained in the potable water prior to getting to the first user. The project was originally estimated at \$230,000 but by doing all of the work in-house (thank your public works!) the cost will come to around \$50k.

Revitalizing Main Street Grant Application

The Town of Minturn is applying for a Revitalizing Main Street Grant to assist with our restaurant community in making the transition from summer to winter dining service while maintaining all of the required social distancing. If awarded, the Town will work with interested businesses to facilitate additional seating either inside or outside the building envelope. Grant awards are for up to \$50k.

CDPHE Sanitary Survey

Minturn has received our second corrective action plan from the CDPHE on the sanitary survey that originated back in November of 2018. This extension of the Corrective Action Plan (CAP) primarily focuses on slow sand filters 1 & 2. When tests came back showing the outdoor filters were compromised, a plan was needed to mitigate the issue. John Volk, Ryan Gordon and I spoke with representatives of CDPHE over the summer regarding an alternative filtration as part of the treatment train for filter No 2 and with the approval of this second corrective action plan Minturn is able to move forward with installing this temporary option. Slow Sand Filter No. 1 will remain permanently offline.

Live-Streamed Minturn Town Council meetings

Starting October 21st, High Five Media will live-stream the Minturn Town Council meetings. This will continue the efforts by the Minturn Town Council for transparent government.

State Land Board Right-of-Way Easement Application

After many years, the State Land Board has given Minturn the green light to apply for the ROW Easement application for the Dowd to Minturn trail to cross State Land Board property. This is not an approval, but it is one step closer in the process. Inter-Mountain Engineering will now be working to finalize a survey and legal description of the property for submitting with the application. More to come.

Colorado Parks & Wildlife Grant Application

The Eagle County Board of County Commissioners has approved the Resolution in support of a grant application for construction-ready design plans for the section of the ECO Trail connecting Minturn to Dowd Junction. Minturn provided a supplemental letter of support for this grant.

Dowd Junction Variable Speed Limit (VSL) CDOT Project

Minturn has been asked to participate in the feedback portion of CDOT's VSL program install in

the Dowd Junction area on I-70. This project is for the installation of variable speed limit signs along the Dowd Junction I-70 corridor. The electronic nature of these signs will allow CDOT to change/reduce speed limits as weather and traction require. Construction date is expected in 2022.

Cardboard Recycling

This update is being written on a Wednesday (trash/recycle day) and once again so many residents and businesses have cardboard out with their recycling pick-up. As a reminder, the Minturn curbside recycling program does not take cardboard. Honeywagon still tends to pick up the cardboard, but it is eventually thrown away. For cardboard recycling please use the drop off station at the southeastern corner of the Town Hall building which is next to the compost bin.

The Town has applied for funding to assist COVID operations for restaurants. Brian E. asked if the COVID grant funds would be available for businesses other than restaurants. Michelle M. will look at the funding language.

I-70 comment period is open right now that includes Vail Pass.

Terry A. asked about the Well 4 pipe line and gave a shoutout to Public Works for their in-house work on that project.

- Future Agenda Items
 - Update on the Planning 100Block information
 - Eric G. asked about adding marijuana sales to the budget

MISCELLANEOUS ITEMS

14. Future Meeting Dates

- a) Council Meetings:
- October 21, 2020
 - November 4, 2020
 - November 18, 2020

15. Other Dates:

EXECUTIVE SESSION

16. An Executive Session for the purpose of discussing the Town Manager's annual review and contract pursuant to Section 24-6-402(4)(f) – Metteer/ Sawyer

Motion by Earle B., Second by Gusty K., to convene in Executive Session for the purpose of discussing the Town Manager's annual review and contract pursuant to Section 24-6-402(4)(f). Those in attendance were the Council present, Michelle M., and the town attorney.

17. Adjournment

Motion by Earle B., second by Terry A., to adjourn the meeting at 10:50pm. Motion passed 7-0.

John Widerman, Mayor

ATTEST:

Jay Brunvand, Town Clerk

Proclamation of the Town of Minturn

Recognizing November 1, 2020 as Eagle County First Responders Day

WHEREAS, Eagle County first responders, including police, sheriff, fire, paramedics, 911 dispatchers, doctors, and nurses are brave, courageous and dedicated individuals who are extensively trained and highly specialized within their skill sets to assist the community and provide aid during emergencies and in time of need;

WHEREAS, this year, Eagle County safety agencies and our first responders have been greatly challenged by devastating fires and the COVID-19 virus in addition to their everyday duties;

WHEREAS, Eagle County safety agencies and their heroic men and women make it their business to take immediate action when disaster strikes, putting other lives ahead of their own in making incredible, selfless sacrifices to protect others;

WHEREAS, our first responders have performed admirably during these most difficult times, working efficiently and effectively to save precious lives every day, never seeking recognition for their lifesaving work;

WHEREAS, the Town of Minturn, its Town Council, and its citizens wish to honor our safety agencies and frontline heroes;

NOW, THEREFORE, BE IT PROCLAIMED BY Mayor John Widerman and the Town Council of the Town of Minturn, Colorado that Sunday, November 1, 2020, will be known as Eagle County First Responders Day.

Dated this 21st day of October 2020.

TOWN OF MINTURN

ATTEST:

By: _____
Hawkeye Flaherty, Mayor

Jay Brunvand, Town Clerk



To: Mayor and Council

From: Jay Brunvand

Date: October 21, 2020

Agenda Item: Annual renewal of Hotel and Restaurant Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Hotel and Restaurant Liquor License for Deutschman Family LLC, DBA Kirby Cosmo's BBQ Bar located at 474 Main St.

INTRODUCTION:

This establishment has an existing H&R License and this is the annual renewal.

ANALYSIS:

Not Applicable

COMMUNITY INPUT:

Not Applicable

BUDGET / STAFF IMPACT:

The applicant has submitted the required fee of \$125.00.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #4 the Town will advance decisions/projects/initiatives that expand future opportunity and viability for Minturn. Both as an employer and a sales tax contributor these businesses each help further Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is approved on the Consent Agenda, no separate motion is required.

ATTACHMENTS:

- Application and supporting documentation for the license renewal.

KIRBY COSMO'S BBQ BAR
PO BOX 93
Minturn CO 81645

Fees Due		
Renewal Fee		500.00
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$

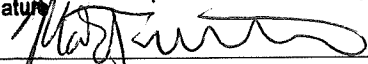
Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name DEUTSCHMAN FAMILY LLC		Doing Business As Name (DBA) KIRBY COSMO'S BBQ BAR		
Liquor License # 42-43371-0000	License Type Hotel & Restaurant	Sales Tax License #	Expiration Date 12/04/2020	Due Date 10/20/2020
Business Address 474 MAIN ST Minturn CO 81645				Phone Number 9708279027
Mailing Address PO BOX 93 Minturn CO 81645			Email	
Operating Manager Mark Tamborino	Date of Birth 05/27/76	Home Address 381 Black Bear Gypsum CO 81627		Phone Number 970.401.3060
1. Do you have legal possession of the premises at the street address above? <input checked="" type="radio"/> Yes <input type="radio"/> No Are the premises owned or rented? <input checked="" type="radio"/> Owned <input type="radio"/> Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes <input type="radio"/> No <input type="radio"/>				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes <input type="radio"/> No <input checked="" type="radio"/>				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes <input type="radio"/> No <input checked="" type="radio"/>				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes <input type="radio"/> No <input checked="" type="radio"/>				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes <input type="radio"/> No <input checked="" type="radio"/>				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes <input type="radio"/> No <input checked="" type="radio"/>				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes <input type="radio"/> No <input checked="" type="radio"/>				

Affirmation & Consent		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business	Title	
Mark Tamberino	owner	
Signature	Date	
	10/13/2020	
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
Therefore this application is approved.		
Local Licensing Authority For	Date	
Signature	Title	Attest



TOWN OF MINTURN
P.O. Box 309 (302 Pine Street)
Minturn, Colorado 81645-0309
970-827-5645 Fax: 970-827-4049
treasurer@minturn.org

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

MEMORANDUM

To: Mike Sawyer, Attorney
Scott Peterson, ECSO/Minturn
CC:
Date: 10/12/20 2:33 PM
RE: Liquor License

Attached please find a copy of a Hotel and Restaurant Liquor License renewal application for Deutschman Family LLC dba Kirby Cosmo's BBQ Bar, Mark Tamberino, owner/manager, located at 474 Main St. I have reviewed the application and conducted an onsite inspection which resulted in no issues. I am forwarding it on to you for further review and your report. I will be recommending approval on the Consent Agenda to Council at the October 21, 2020 Council Meeting. Kirby's owns the building and I have all the leases and corporate filings required if you so desire to review those as well.

Please let me know if you have any questions or concerns, which I may be able to answer.

Thanks, jay



To: Mayor and Council

From: Jay Brunvand

Date: October 21, 2020

Agenda Item: Annual renewal of Lodging and Entertainment Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Lodging and Entertainment Liquor License for The Bunkhouse located at 175 Williams St.

INTRODUCTION:

This establishment has an existing H&R License and this is the annual renewal.

ANALYSIS:

Not Applicable

COMMUNITY INPUT:

Not Applicable

BUDGET / STAFF IMPACT:

The applicant has submitted the required fee of \$125.00.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #4 the Town will advance decisions/projects/initiatives that expand future opportunity and viability for Minturn. Both as an employer and a sales tax contributor these businesses each help further Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is approved on the Consent Agenda, no separate motion is required.

ATTACHMENTS:

- Application and supporting documentation for the license renewal.

THE BUNKHOUSE
P.O. BOX 1496
Avon CO 81620

Fees Due		
Renewal Fee		500.00
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$ 500.00

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name THE BUNKHOUSE			Doing Business As Name (DBA) THE BUNKHOUSE	
Liquor License # 03-06941	License Type Lodging &	Sales Tax License #	Expiration Date 10/17/2020	Due Date 09/02/2020
Business Address 175 WILLIAMS STREET Minturn CO 81645				Phone Number 9703939003
Mailing Address P.O. BOX 1496 Avon CO 81620			Email nancyrichards73@gmail.com	
Operating Manager Nancy Richards	Date of Birth 12/27/1973	Home Address Same As Above		Phone Number 9703939003
1. Do you have legal possession of the premises at the street address above? <input checked="" type="radio"/> Yes <input type="radio"/> No Are the premises owned or rented? Owned <input type="radio"/> Rented* <input checked="" type="radio"/> *If rented, expiration date of lease 3/22				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes <input type="radio"/> No <input checked="" type="radio"/>				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes <input type="radio"/> No <input checked="" type="radio"/>				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes <input type="radio"/> No <input checked="" type="radio"/>				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes <input type="radio"/> No <input checked="" type="radio"/>				
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7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes <input type="radio"/> No <input checked="" type="radio"/>				

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business		Title
THE BUNKHOUSE, LLC Nancy Richards		Owner
Signature <i>Nancy Richards</i>		Date 10/8/20

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For		Date
Signature	Title	Attest



TOWN OF MINTURN
P.O. Box 309 (302 Pine Street)
Minturn, Colorado 81645-0309
970-827-5645 Fax: 970-827-4049
treasurer@minturn.org

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

MEMORANDUM

To: Mike Sawyer, Attorney
Scott Peterson, ECSO/Minturn
CC:
Date: 10/12/20 2:34 PM
RE: Liquor License

Attached please find a copy of a Lodging and Events Liquor License renewal application for The Bunkhouse, Nancy Richards, owner/manager, located at 175 Williams St. I have reviewed the application and conducted an onsite inspection which resulted in no issues. I am forwarding it on to you for further review and your report. I will be recommending approval on the Consent Agenda to Council at the October 21, 2020 Council Meeting. I have all the leases and corporate filings required if you so desire to review those as well.

Please let me know if you have any questions or concerns, which I may be able to answer.

Thanks, jay

EVLT Staff picture taken in the Minturn Boneyard!!



MISSION

Eagle Valley Land Trust protects forever the lands we love, building a permanent legacy for future generations



**EAGLE VALLEY
LAND TRUST**

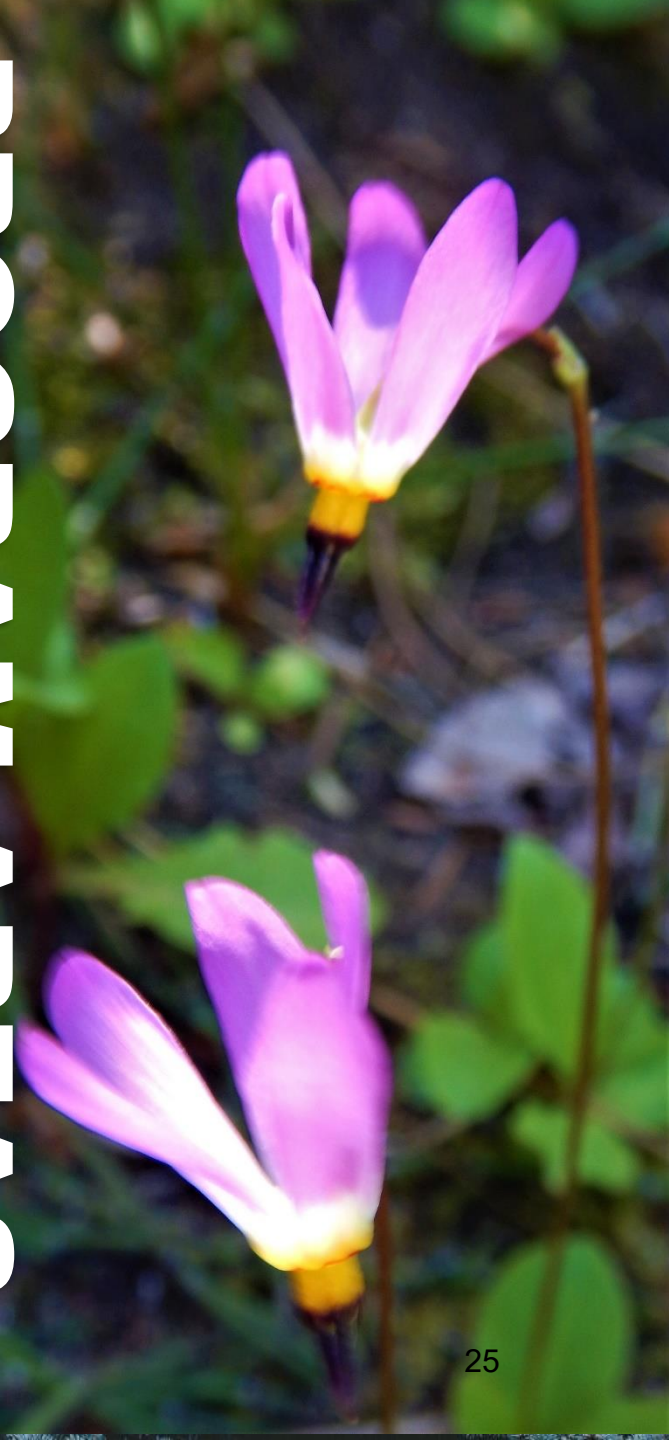


PROGRAM AREAS

- **Land Conservation**
 - Conservation Easements
 - *Minturn Boneyard*
 - Land Ownership
 - Facilitate Public Ownership
- **Stewardship**
 - Ongoing obligation to monitor for compliance
- **Community Conservation**
 - Education & Advocacy



EAGLE VALLEY
LAND TRUST





EAGLE VALLEY
LAND TRUST

WHY CONSERVE?

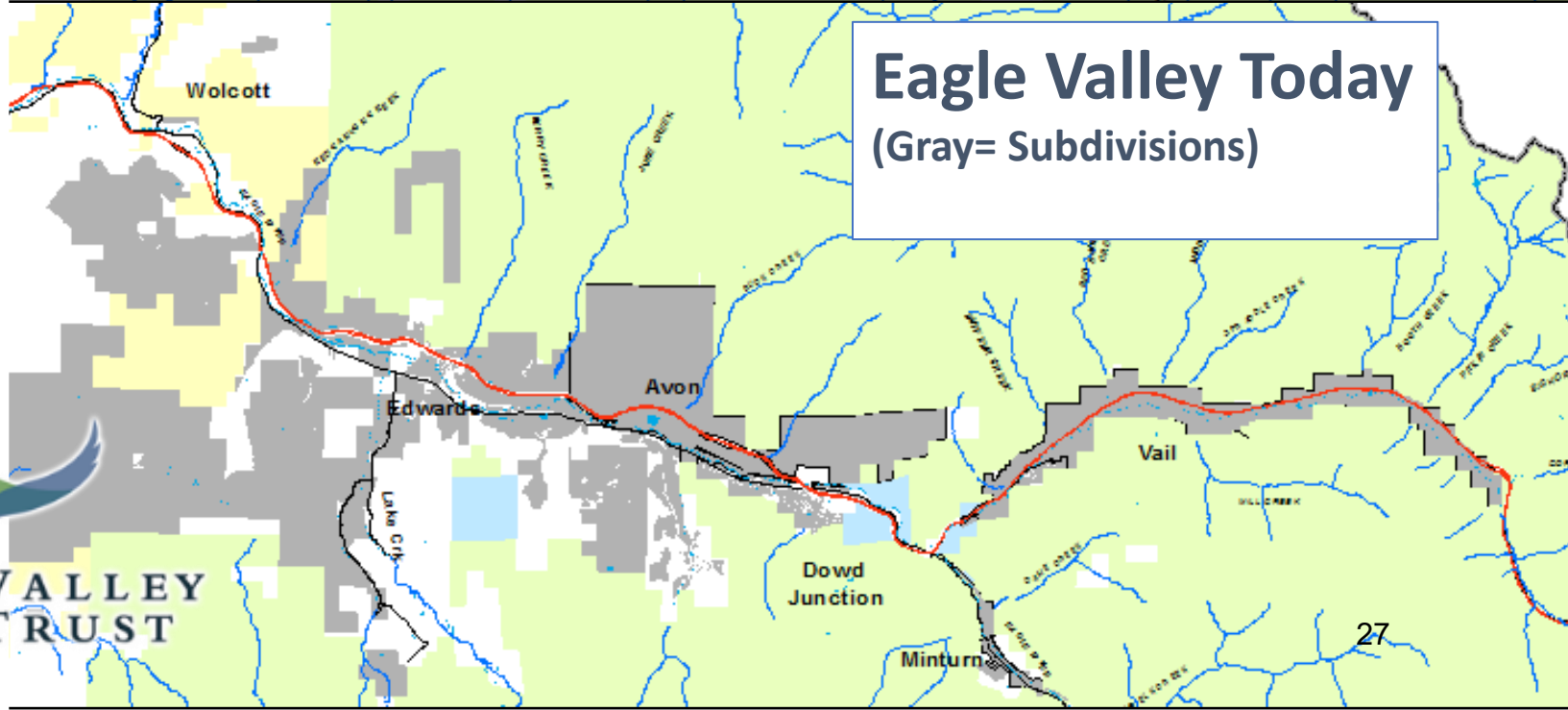
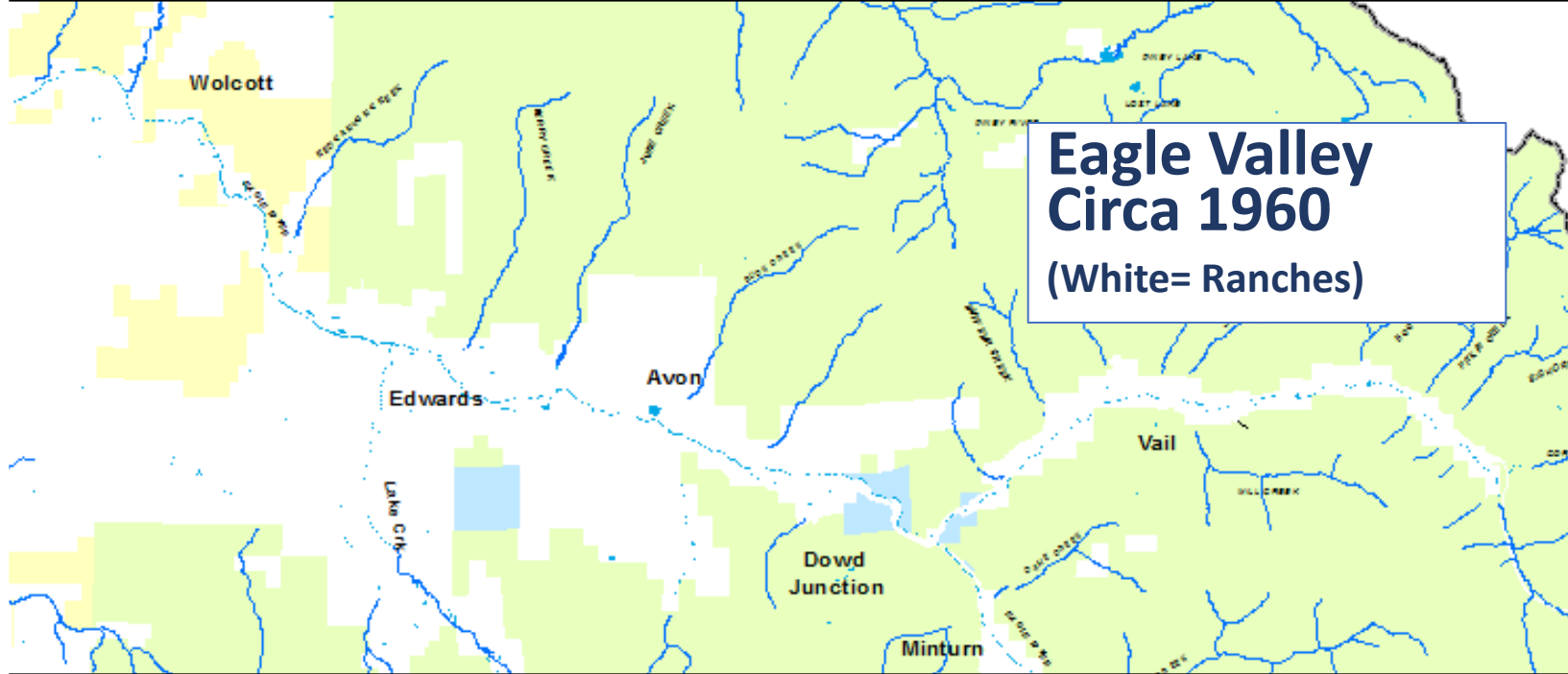
80% of Eagle County is publicly owned, other 20% is...

...our river valleys

...where we live

...accessible

...critical for wildlife





EAGLE VALLEY
LAND TRUST

PUBLIC ACCESS

Minturn Boneyard Eagle River Access, hiking and
picnicking



Eagle River, Minturn Boneyard



EAGLE VALLEY
LAND TRUST

HABITAT

Permanent protection of 4.39 acres of wildlife habitat



Minturn Boneyard
29



EAGLE VALLEY
LAND TRUST

SCENIC BEAUTY

Permanent protection of beautiful cliff and river views along Highway 24



Eagle River, Mint~~30~~ Boneyard



EAGLE VALLEY
LAND TRUST

HERITAGE

Protection of Agricultural Heritage



CONSERVATION EASEMENTS

- Landowners promise to limit development
- Land Trusts are the other party to the contract
- Tax Benefits and Cash
- Landowner can keep doing what they've always done
- Future owners are bound



**EAGLE VALLEY
LAND TRUST**

**Thank you for your support.
Together, we are conserving more of the places we love
*FOREVER.***

**Nancy Glass
Stewardship Manager
nglass@evlt.org (970) 748-7654**



Date: 10-15-20

To: Minturn Town Council

From: Diana Scherr, Regional Development Officer – Vail Valley Campus

Re: Town of Minturn Endowed Scholarship at CMC

All,

Please find information below and attached as an overview of the Town of Minturn Endowed Scholarship at CMC. You may also find specific scholarship info on CMC's scholarship application portal at: <https://coloradomtn.academicworks.com/donors/t>

The History

In 2013, the Minturn Town Council made a generous and long-lasting commitment to provide access to higher education for Minturn locals as part of negotiations with the Battle Mountain annexation. In addition to creating a scholarship for residents to attend any college of their choice, anywhere in the world, the Council also decided to create an endowed scholarship specifically at Colorado Mountain College. As such, the Town of Minturn Endowed Scholarship will live on in perpetuity, *always* allowing a local resident the chance to pursue their dreams of higher education without having to leave the valley.

The Details

Included in this packet is an overview of that initial gift agreement (the contract); an update on how the endowment corpus is performing & therefore what we can provide in scholarship funds each year (the financials), and a thank you from the current scholar who is pursuing her dreams (the warm fuzzies).

The Impact

CMC has awarded this scholarship for the past seven years, supporting three Minturn locals to date. One scholar was able to begin her college career at CMC and transfer to a front range school, one began with humble aspirations of receiving a certificate and is now within months of receiving her Associate of Science in Early Childhood Education, and one completed her Bachelor of Science in Business Administration and was the featured student speaker at commencement the year she graduated.

On behalf of CMC and our local students over the years, THANK YOU! The investment that Town Council committed to years ago continues to offer hope and opportunity – with an impact that benefits all of us and our community at large.



September 15, 2020

Michelle Metteer
Town of Minturn
PO Box 309
Minturn, CO 81645

Dear Michelle,

Inventor Charles F. Kettering once said, "The greatest thing this generation can do is lay a few stepping stones for the next generation." Your Town of Minturn Scholarship Endowment is indeed doing just that. Thank you!

Enclosed you will find an annual reporting for the Town of Minturn Scholarship Endowment which covers the period of July 1, 2019 to June 30, 2020.

Should you have any questions regarding this summary, please feel free to contact Diana Scherr, Regional Development Officer, by phone at 970-596-2966 or via e-mail at dscherr@coloradomtn.edu.

Thank you for choosing to invest in the next generation through your endowed scholarship with us. Your support continues to have a lasting impact for students at CMC, for years to come.

Sincerely,

Kristin Heath Colon
Vice President for Advancement & Foundation CEO

Thank you so very much for this generous gift and partnership!

P.S. For updates on the CMC Foundation, CMC students, staff and alumni please visit: www.cmcfoundation.org, <http://enews.coloradomtn.edu> or www.facebook.com/cmcalumni.



Annual Report
July 1, 2019 through June 30, 2020

Town of Minturn Scholarship Endowment

Summarized Account Change in Value	This Period
Corpus Account Value at July 1, 2019	\$38,000.00
Accumulated Earnings Account Value at July 1, 2019	11,255.07
Total Account Value at July 1, 2019	\$49,255.07
Change in Account Value - Fiscal Year 2019-2020	(682.26)
Total Ending Account Value at June 30, 2020	\$48,572.81

Detailed Account Change in Value	Amount
Corpus Beginning Balance at July 1, 2019	\$38,000.00
Fiscal Year 2019-20 Activity	-
Corpus Ending Balance at June 30, 2020	\$38,000.00
Accumulated Earnings Beginning Balance at July 1, 2019	\$11,255.07
Fiscal Year 2019-20 Activity:	
Scholarship Disbursements **	(2,250.00)
Interest	163.41 ¹
Dividends	1,545.09 ¹
Realized Gain (Loss)	204.14 ¹
Unrealized Gain (Loss)	(89.85) ¹
Investment Fees	(255.05) ¹
Total Activity - Fiscal Year 2019-20:	(682.26)
Accumulated Earnings Ending Balance at June 30, 2020	\$10,572.81
Total Ending Balance at June 30, 2020	\$48,572.81

<p>**The maximum allowable spending amount for academic year 2020-21 is \$2,135.</p>
<p>** Per the Foundation's Cash and Investment Policy adopted February 2019, the maximum allowable spending amount is 4.5% of the average fair market value for such funds calculated over a rolling twelve-quarter period ending the December 31st immediately preceding the fiscal year end of June 30th. The maximum allowable spending amount does not necessarily need to be spent within the year and can continue to remain in the account for long-term growth.</p>
<p>¹ Investment activity (interest, dividends, gains, losses and fees) are allocated monthly to individual endowments based on percentage of total market value of each individual endowment relative to pooled endowments as a whole.</p>



September 28, 2020

Town of Minturn Scholarship Committee
Shelley Bellm & Michelle Metteer
PO Box 309
Minturn, CO 81645-0309

Dear Town of Minturn Scholarship Committee,

From the Board and Staff at the Colorado Mountain College Foundation, thank you for your support of the Town of Minturn Scholarship at Colorado Mountain College. Your gift of an education has such a wonderful impact on our students' lives, always - and especially now, in these uncertain times.

I am pleased to inform you that Susan Romero has been selected to receive the Town of Minturn Scholarship for the 2020-21 academic year. Enclosed you will find a thank you letter and a photo from Susan. Should you wish to communicate with Susan directly, please contact me at kdesportes@coloradomtn.edu or 970-569-2969.

Please know that your generous contribution is greatly appreciated and thank you again for your commitment to Colorado Mountain College. Your support assists students in achieving their academic goals and dreams.

With great appreciation,

A handwritten signature in blue ink that reads "Kathy DesPortes".

Kathy DesPortes
Scholarship Coordinator

Regional Development Officers:

Leadville & Salida - Leslie Gamez lgamez@coloradomtn.edu ∞ Roaring Fork & Rifle - Jeanne Golay lgolay@coloradomtn.edu ∞ Steamboat- Amy Stern alstern@coloradomtn.edu ∞ Summit County - Sarah Grant sgrant@coloradomtn.edu ∞ Vail Valley at Edwards - Diana Scherr dscherr@coloradomtn.edu

April, 28, 2020
Town Of Minturn
Minturn, Colorado 81645

Dear Town Of Minturn,

Thank you for honoring me with the Town Of Minturn scholarship. Your generous offer has allowed me to pursue an education in Early Childhood Education. In the previous years I have focused my education on learning about child development and focusing on the needs of the children. I have recently started to focus my studies at CMC to learn about the business end of operating a day care center. This has proven to be just as interesting, and just as important. None of this would have been possible without your generous financial assistance. Thank you for helping me achieve my educational goals at CMC.

Susan Romero
P.O. Box
Minturn, Colorado 81645





**THE TOWN OF MINTURN SCHOLARSHIP ENDOWMENT
Gift Agreement**

Town of Minturn, Jim White
PO Box 309
Minturn, CO 81645

We would like to make a cash gift commitment of \$40,000 to the Colorado Mountain College Foundation [the Foundation] so to create the *Town of Minturn Scholarship Endowment* benefiting Minturn residents pursuing a two year Associate's Degree/Certificate or four year Bachelor's Degree at CMC's Edwards Campus and in accordance with criteria below under "CMC's Obligations."

The Town of Minturn's Obligations:

The Town of Minturn [the Town] agrees to fulfill this commitment in accordance with the following payment schedule:

Date	Payment
April 1, 2013	\$40,000
TOTAL	\$40,000

The Town's fulfillment of the scholarship commitment will create an endowment corpus which will in perpetuity allow the *Town of Minturn Scholarship* to be awarded at a 50% tuition level to Associate Degree/Certificate seekers or a 25% tuition level to Bachelor Degree seekers. This endowed scholarship will be awarded twelve (12) months after the endowment corpus is invested. See attached "table of named scholarship opportunities" for details.

CMC's Obligations:

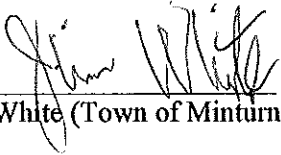
- The College agrees to create the *Town of Minturn Scholarship Endowment* and to award the scholarship annually.
- Applicants must be a current resident of Minturn and pursuing a Certificate, Associate's or Bachelor's Degree at the CMC-Edwards Campus.
- Applicants' credentials will be evaluated by the CMC (Edwards) Scholarship Committee.
- CMC agrees to use the name of the scholarship when reasonably possible in student recruitment, advertising, course catalogs and other printed materials.
- Any annual balance of funds from this endowment will be reinvested on an annual basis into the corpus of the Town of Minturn Endowed Scholarship account.

Joint Understandings:

- The Town, at any time, may add additional funds to the Endowment.
- Good faith effort to clear any press releases with each other (Town and Foundation) prior to any such media releases.

- Should any of the above be violated by either party, or should it be mutually deemed appropriate, the name of the scholarship may be changed.
- Per CMC Foundation policy, the one-time \$40,000 installment will be assessed a 5% administration fee from the \$40,000 itself.
- Once endowed, should lackluster investment returns from the scholarship fund necessitate invasion of fund corpus for the purpose of satisfying an agreement between an awarded student and CMC, the CMC Foundation in consultation with its investment committee, reserves the right to do so.
- Once endowed, should use of interest income from the corpus of the above-described fund become impractical as above-described, the CMC Foundation shall use said funds in a way that most closely resembles the intent of the original donors and the fund corpus shall remain property of the CMC Foundation.

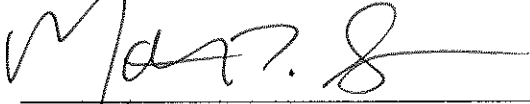
SIGNED:



Jim White (Town of Minturn Manager)

MARCH 28, 2013
Date

ACKNOWLEDGED:



Matthew T. Spencer (CMC Foundation CEO)

4/7/13
Date

Water Report 21 October 2020

I.) Operational and infrastructure update

There are several things going on concurrently with Minturn Water

System Water Loss

Water loss for September came in at 8.2%

Water Meter Replacement

Water Meter Replacement is back on track. ERWSD is able to read all the meters. Every household and business should expect a call from Public Works to schedule Water Meter Replacements. PLEASE HELP MAKE THIS AS EASY AS POSSIBLE; WE, YOU, ARE SAVING SIGNIFICANT MONEY BY THIS BEING ACCOMPLISHED IN HOUSE.

Water Leak Detection System

The Leak Detection System continues to gather data. No new leaks have been discovered.

Road and Tank farm site improvements

Soil Testing has occurred and preliminary results indicate the site is sound, stable, and suited to support the tank farm. We are expecting more detailed information to begin looking for tank design and construction contractors. RFP Process.

Well 4 pipeline maintenance extension

Ground installation on Well 4 pipeline is completed. The connections to the wellhead and clear-well are expected to be completed by October 20.

MW 3 Monitoring Well 3

Water quality testing on MW 3 is ongoing and will influence WTP size and complexity. This data has been shared with SGM. We expect a report on water quality and treatment recommendations soon.

Existing Tank Repair

Divers inspected and repaired the existing water tank near Frank Medinas'.

Maloit Park Tank

The Divers inspected the Maloit Park Tank was on the same trip.

Water Road Security Fence

The security fence on the Water Plant Road is a work in progress.

Still Possible this Construction Season:

Well 4 pipeline connections at well head and clear well.

Water Plant Security Fence Completion.

Completed Items this building season

- 1.) Location and water testing started MW 3.
- 2.) Raw water line.
- 3.) Leak Detection Installed and operational.

- 4.) Major leak discovered and repaired. System loss reduced from 50%+ to under 10% loss.
- 5.) SUE survey: sub underground survey. Cross Creek Road.
- 6.) Cultural survey: Cross Creek Road.
- 7.) Water Meters selected and being installed.
- 8.) Road created to Water Tank Farm.
- 9.) Water Tank Farm Platform Ground Work for soil testing.
- 10.) Well 4 pipeline extension 900 feet excavated, new pipe installed, backfilled, and road levelled. This included conduit for data lines connecting well head and WTP.
- 11.) Soil testing for Tank Farm

Next Steps

Create RFP for Tank Design and Construction

Select Contractor (We need to know price to apply for grants)

Grant Applications for Tank Construction

Secure Financing: Bonds and Grants

Grant application for MW3 study for water analyses and treatment

Grant Application for planning pipeline from MW3 to new WTP

Grant Applications for Water Plant Planning

New Water Plant Design and System

The Town has been fiscally prudent by performing much of the water system work, “in house.” This includes leak detection, road and platform creation, pipeline extension, security fence, water meter installation, installation of the raw water line to the bike park, grant searches, etc.

This has been a team effort, with the majority of the hands on physical work being performed by Public Works. Thanks Everyone!!!

George Brodin / Gusty Kanakas
Water Committee

Once we arrive at the specific, “PROJECT,” point, like Water Tank Construction, the standard RFQ and RFP processes the Town follows will kick in. An estimated dollar value saved this construction season is \$150,000. This has been achieved by doing those things we can, “in house.” We will continue to explore all cost savings and grant opportunities

Preliminary Water Tank Platform



Water tank road



Existing Water Treatment Plant



Well 4 pipeline



To: Mayor and Council
From: Scot Hunn, Planning Director
Date: October 21, 2020
Agenda Item: 100 Block Charrette

REQUEST:

Discuss the results of the 100 Block Charrette. Staff requests feedback regarding potential amendments to the Code aimed at better articulating the Design Standards for the 100 Block.

INTRODUCTION:

As Staff works to complete the review and update of Chapter 16 – *Zoning*, an examination of the 100 Block through a charrette has been informative. This was a two-day process where people from all different backgrounds came together to participate. The planning sessions teamed up citizens, policy makers, and design professionals who collaborated to establish a vision for the redevelopment of the Town’s core. The first day of the charrette looked at existing conditions, while the second day focused on the future.

ANALYSIS:

Based on the survey that was circulated over the past couple of weeks a few things have been made clear:

- The people of Minturn enjoy architecture that is varied and has historical meaning behind it;
- Unique housing types and new shopping is a priority to focus on; and,
- It is important that Minturn remains unique

Staff suggests that this study be carried forth based on the findings generated by the charrette. It is important to understand how a new set of design guidelines might shape the commercial core of this town.

COMMUNITY INPUT:

Extensive.

BUDGET / STAFF IMPACT:

TBD.

STRATEGIC PLAN ALIGNMENT:

The Town Council’s actions with regard to the public process of reviewing these Design Guidelines, particularly when focused on ensuring that the guidelines attached support a realistic, fair and consistent treatment aligns with the following key strategies:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

The Town will seek to make **informed, data-based decisions** with a **standard** of “**doing it right.**” With an **honest** approach to all aspects of local government and a focus on the **public process**, the Town Council and staff are committed to serving Minturn with the honesty and integrity expected of a small-town government.

SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD, STURDY MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”

The ability for Minturn to approach development as **resilient, sustainable, creative and diverse** will allow the town to continue embracing what has **“made Minturn, Minturn.”** The town can further leverage its crossroads location as a valley-wide benefit and **competitive advantage**.

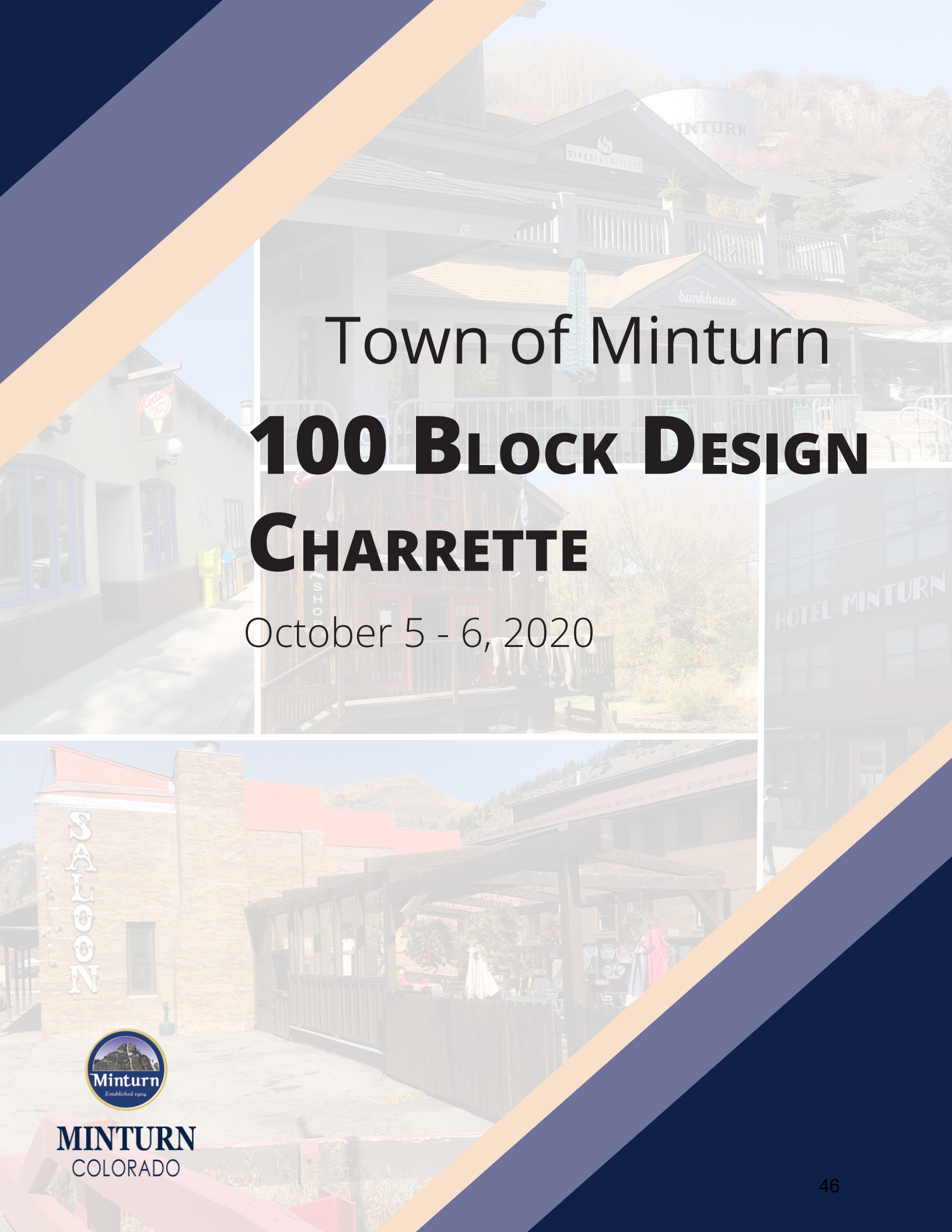
RECOMMENDED ACTION OR PROPOSED MOTION:

Staff requests direction on these key issues/questions:

1. Review results of the 100 Block Design Charrette;
2. Provide direction on any recommended adjustments/changes to the current criteria.

ATTACHMENTS:

100 Block Charrette Packet and Presentation.



Town of Minturn **100 BLOCK DESIGN CHARRETTE**

October 5 - 6, 2020



MINTURN
COLORADO

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ACKNOWLEDGEMENTS

Public Officials

Town Council

John Widerman IV, Mayor
Earle Bidez, Mayor Pro Tem
Terry Armistead
Brian Eggleton
George Brodin
Gusty Kanakis
Eric Gotthelf

Planning and Zoning Commission

Lynn Teach, Chair
Jeff Armistead
Burke Harrington
Chris Manning
Jena Skinner
Lauren Dickie

Project Team

Town Staff

Michelle Metteer, Town Manager
Cindy Krieg, Economic Development
Arnold Martinez, Public Works Director
Madison Harris, Planner I
Scot Hunn, Hunn Planning and Policy,
Contracted Community Development
Director

Facilitators

Critter Thompson, CT Consulting, LLC
Elliot Weiss, Community Attributes, Inc
Michael Hazard, Michael Hazard
Associates
TJ Dlubac, Community Planning
Strategies, LLC

Architects:

Jack Snow, RKD Architects
Ann Darby, Darby Architects
Ric Dominick, Dominick Architects

PROJECT OVERVIEW

Who:

You! We are excited to have a panel of professional architects, land designers, economists, community builders and place makers lead us through this charrette event on October 6, 2020, but we REALLY want to hear from you! We are casting a wide net reaching out to all property and business owners in the 100-Block as stakeholders directly affected by any future development and redevelopment in the 100-Block Area. This event will be open to the general public, but 100 block owner viewpoints are crucial to our understanding of the existing conditions – “how things are” – as well as your vision for the future of the 100-Block – “how we want things to be.”

What:

A charrette is a collaborative, multi-day planning and design event with multiple opportunities to participate. In the spirit of Minturn’s commitment to transparent decision making and forward thinking strategies to “Keep Minturn, Minturn,” this intensive planning session will team up citizens, policy makers, and design professionals to collaborate to establish a vision for the redevelopment of the Town’s core. It will provide a forum to explore and define the essence that is Minturn and sculpt parameters to assure that, even with growth, this essence can only grow stronger. You will engage directly with your neighbors, the Town’s leaders and design professionals.

Why:

As you may be aware, the Town has been working for the past year to review and update the Town’s development standards that affect all new development and redevelopment in Town. Of particular concern to the Town is the 100-Block area of Old Town. The purposes of the 100-Block Charrette event are:

- To examine the existing 100-Block area - identify those elements of the built and natural environments that we love; those things that make “Minturn, Minturn” and must be preserved and celebrated in the future.
- To clarify a vision for the 100-Block area - what do we want the 100-Block to look and function like in the future and how can we then craft “rules” or development controls (must do’s) to guide future redevelopment while creating incentives for property owners to achieve the type of buildings, architecture, parking areas, public spaces and public artwork we want for Minturn’s future.
- To ensure that multiple perspectives and opinions are brought to bear on the Town’s plans and regulations that will direct future improvements and development in the 100-Block area.

CHARRETTE SCHEDULE

Monday, October 5, 2020

12:00pm - 1:00pm Afternoon Walk Around Familiarization Tour

5:30pm - 6:30pm Evening Walk Around Familiarization Tour

Meet at the corner of Nelson Ave. and Main St. 10 minutes before the start of the tour

Tuesday, October 6, 2020

8:00am - 8:45am Introduction and Procedural Overview

15 minute break to follow

9:00am - 11:00am Workshop I

100-Block Visioning (30 min)

Challenge Questions (1hr 30 min)

Group 1: Aesthetics

Group 2: Public Realm

Group 3: Land Uses

Group 4: Regulatory Constraints

Details provided in Workshop Agendas

11:30am - 1:00pm Project Team Workshop: Initial Recommendations

Synthesize responses to visioning activity and challenge questions (30 min)

Develop parameters and instructions for Workshop II (45 min)

Illustrate initial design concepts, potential including a land use plan, site plan, perspectives or building elevations

2:00pm - 4:00pm Workshop II

Site Design Activity (2 hrs)

Group 1: Aesthetics

Group 2: Public Realm

Group 3: Land Uses

Group 4: Regulatory Constraints

Detailed instructions to follow

4:00pm - 6:00pm Project Team Workshop: Prepare Materials for Community Open House

Create and refine illustrations of design concepts (30 min)

Leadership Team Review (60 min)

Project team finalize documents for OH (30 min)

6:30pm - 8:00pm Community Open House

SURVEY RESULTS

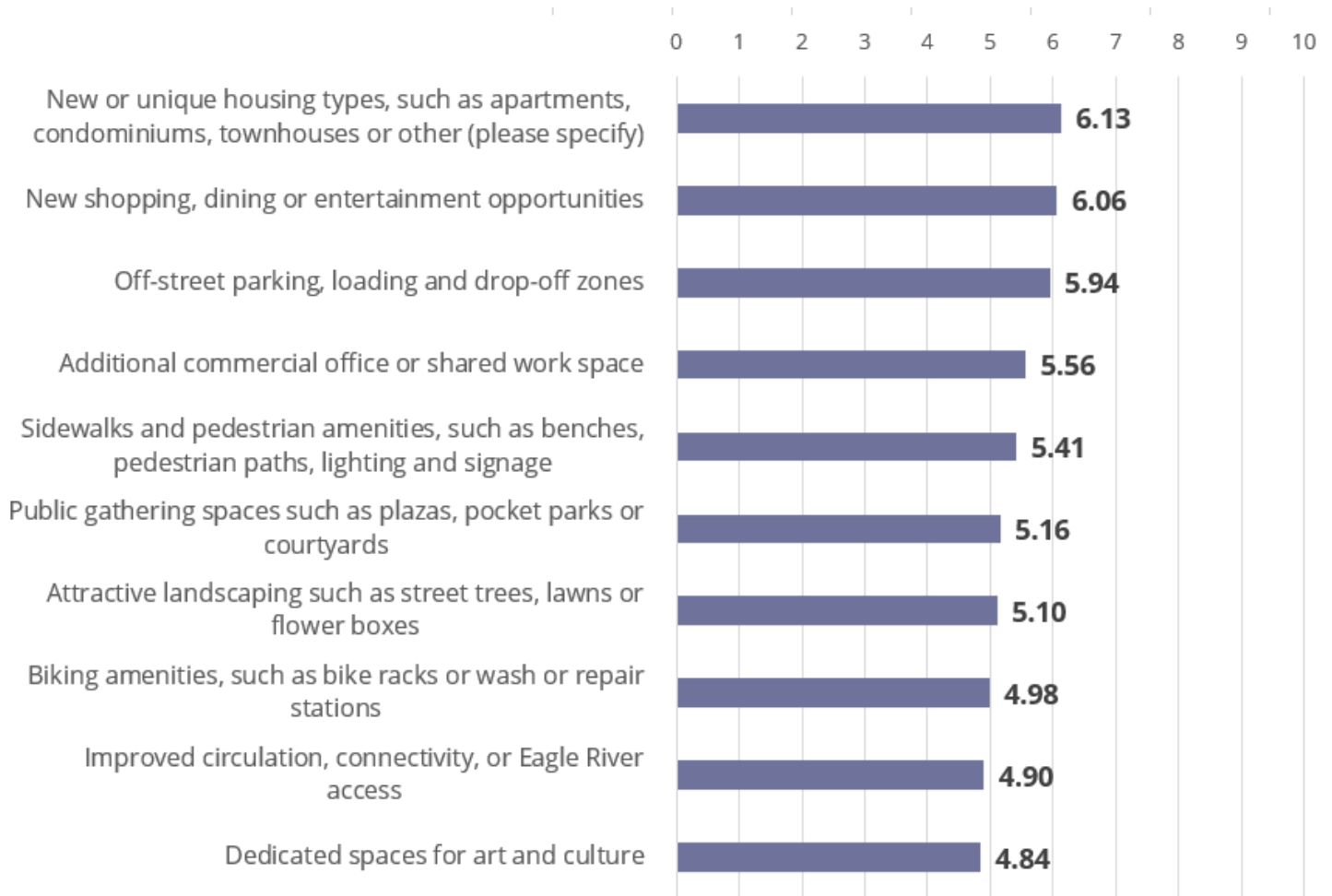
How well does this building represent Minturn?



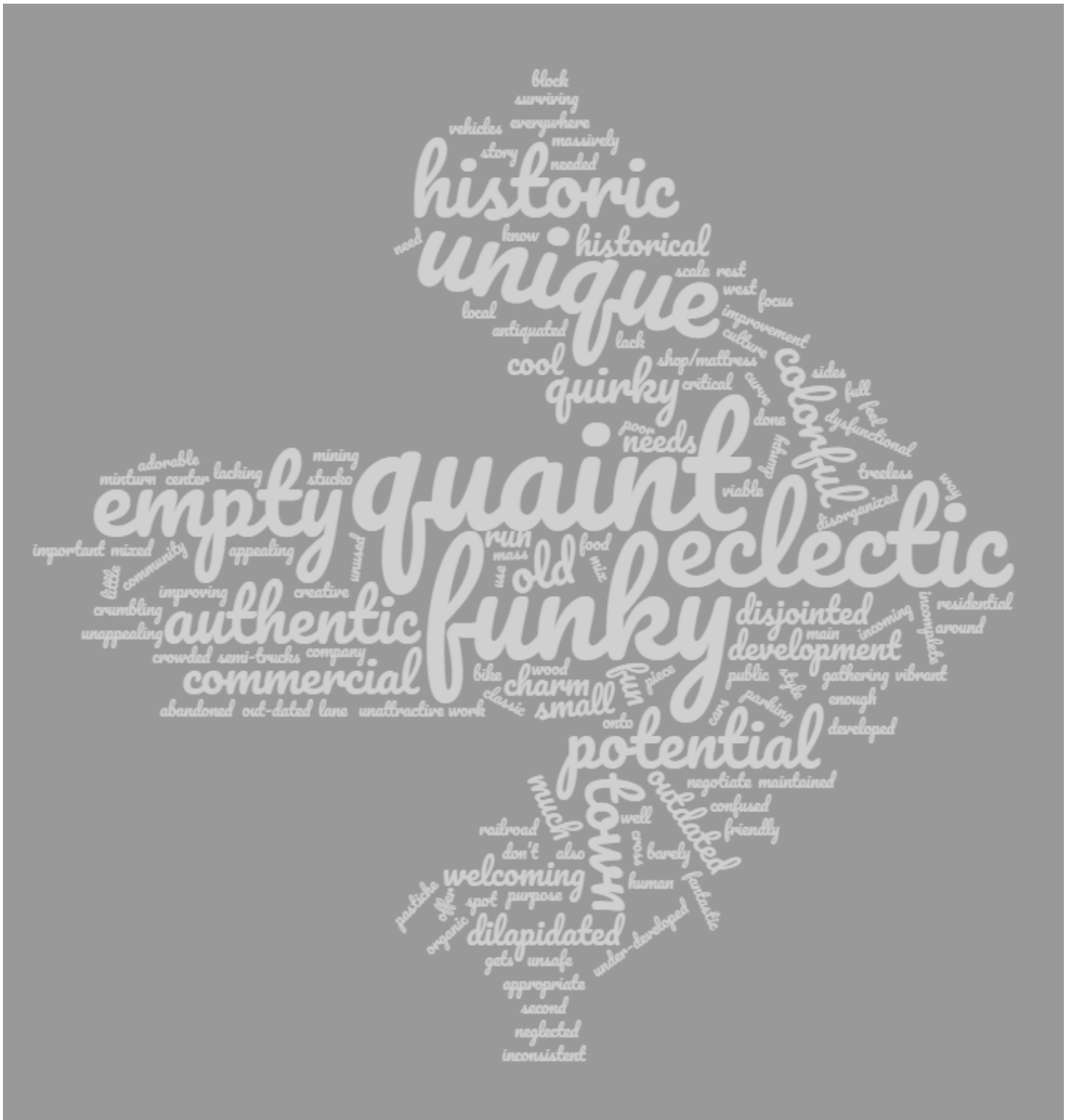
How well does this building represent Minturn?



Please rank the following priorities for the 100-Block on a scale from 1 to 10, with 1 being the highest priority.



What three words best describe the Old Town 100 Block as it exists now?



WORKSHOP AGENDAS

Aesthetics and Architecture

1. Introductions

9:00am - 9:10am

2. Visioning

9:10am - 9:40am

Describe, in one or two sentences, what the 100 Block looks and feels like in two or three decades.

As a group, craft a vision statement that reflects the most important ideas discussed by each individual.

3. Challenge Questions

9:40am - 10:45am

What are the most important characteristics of existing development in Minturn?

What specific design elements, potentially including colors, textures, building materials, and facade treatments, are most important as Minturn continues to grow?

4. Takeaways and Parking Lot

10:45am - 11:00am

WORKSHOP AGENDAS

Public Realm

1. Introductions

9:00am - 9:10am

2. Visioning

9:10am - 9:40am

Describe, in one or two sentences, what the 100 Block looks and feels like in two or three decades.

As a group, craft a vision statement that reflects the most important ideas discussed by each individual.

3. Challenge Questions

9:40am - 10:45am

What types of public amenities, such as parks, trailheads, plazas or other gathering spaces, landscaping, or bike and pedestrian infrastructure, are most critical in Minturn?

How can the 100 Block evolve to meet some of these pressing needs in the future?

4. Takeaways and Parking Lot

10:45am - 11:00am

WORKSHOP AGENDAS

Community Benefits

1. Introductions

9:00am - 9:10am

2. Visioning

9:10am - 9:40am

Describe, in one or two sentences, what the 100 Block looks and feels like in two or three decades.

As a group, craft a vision statement that reflects the most important ideas discussed by each individual.

3. Challenge Questions

9:40am - 10:45am

What are the most important uses, such as retail, commercial office, or housing, for the 100 Block to serve the community?

Which specific locations offer opportunities to provide the uses identified?

4. Takeaways and Parking Lot

10:45am - 11:00am

WORKSHOP AGENDAS

Development Regulations

1. Introductions

9:00am - 9:10am

2. Visioning

9:10am - 9:40am

Describe, in one or two sentences, what the 100 Block looks and feels like in two or three decades.

As a group, craft a vision statement that reflects the most important ideas discussed by each individual.

3. Challenge Questions

9:40am - 10:45am

What should walking through the 100 Block feel like as a pedestrian? Cyclist? Driver?

Cities have the ability to regulate building form and scale. What types of regulations, such as building height, cadence, setbacks, upper-level step backs, façade transparency, roof plane requirements, etc. are most important to creating the atmosphere identified above?

4. Takeaways and Parking Lot

10:45am - 11:00am

WORKSHOP AGENDAS

Workshop II

In Workshop II, groups will participate in a conceptual design activity. Specific instructions will be given to each group at the beginning of the workshop.

100 Block Charrette

October 6, 2020





Project Overview & Objectives



Process & Findings



Process

- **Preference Survey**
- **Walking Tour** (*Oct. 5th @ 12pm & 5:30pm*)
- **All Day Design Charrette**
 - *Introduction*
 - *Workshop I*
 - *Workshop II*
- **Virtual Open House**



Preference Survey

Results & Analysis



Preference Survey

How well does this building represent Minturn?





Preference Survey

How well does this building represent Minturn?





Preference Survey

How well does this building represent Minturn?





Preference Survey

How well does this building represent Minturn?





Preference Survey

Please rank the following priorities for the 100-Block on a scale from 1 to 10, with 1 being the highest priority? (As of October 6, 2020)





Preference Survey

What three words best describe your vision for the Old Town 100 Block?





Workshop I: 100 Block Visioning

Visioning & Challenge Questions



Workshop I: Thematic Breakouts

Visioning & Challenge Questions



Vision Statements

“The 100 Block is the heart and soul of Minturn – a unique mix of old and new, a central place where people live, work and linger, a welcoming gateway for visitors and a powerful economic engine.”



Vision Statements

“We are closer than we think and we have great assets, we just need to tie the pieces together and make improvements” (improve upon what we already have).

1. Make stronger connections to the Eagle River - this is a key asset and is cherished by the Town and it should be amenity for visitors.
2. Must integrate and consider ADA access
3. Make public art (functional art and activated spaces like children’s fountains) part of pedestrian and public realm



Vision Statements

Enhance what we have by:

1. Maintaining the authentic creative Minturn feeling – Vistas, river, charming and quaint
2. Eclectic quality - High level of diversity in building size and style
3. Remaining open and inviting to all
4. Supporting long term economic vitality



Theme 1 :

Aesthetics/Architecture

Building Style, Architecture, and Materials



Aesthetics / Architecture

- Allow for eclectic personalities to shine through individual properties, bearing in mind that Minturn is a “pattern quilt” with unique squares.
- Enhance the sense of arrival at the north end of town and clearly direct people to local amenities, parking areas, etc.
- Improve the pedestrian experience of the Bellm Bridge.
- Blend weathered traditional materials (steel, stone, concrete) against hits of vibrantly painted surfaces and elements.



Theme 2:

Community Benefits/Incentives

Housing or Commercial Offering, Increased Parking Availability, and Improved Access and Connectivity



Community Benefits / Incentives

- Include a mix of commercial and residential uses.
- Emphasize retail and other “active” uses on Main St.
- Identify ways to accommodate all parking required for new residential units, while limiting surface parking in the downtown core.
- Provide a location for passenger drop-off and pick-up and identify multi-modal improvements to connect Minturn to area visitors.



Theme 3:

Public Realm

Landscaping, Sidewalks, Public Art, and Gathering Spaces



Public Realm

(pt. 1)

- Prioritize pedestrian improvements to create a safer, more inclusive space in and around the 100 Block.
- Provide formal and informal open areas where people can gather and connect.
- Use public art to enhance wayfinding, street safety, and the vibrancy of the 100 Block.



Public Realm *(pt. 2)*

- Improve Toledo St. as a critical connector to the Eagle River, and enhance existing amenities (such as the hillsides, the River, the railroad ROW, or existing streets) for active living and recreation.
- Maintain a dedicated space for the Minturn Market (in its current location or otherwise)
- Create recognizable pathways outside of designated ROW to improve circulation and connectivity.



Theme 4:

Regulatory Standards

Controls on New Development Placement, Building Height, Building Mass, and Parking Requirements



Regulatory Standards

- Ensure that new development occurs at a “human” scale.
- Preserve existing historic or character-rich structures and build off what already makes the 100 Block great.
- Do not create monolithic structures that are out of keeping with Minturn’s character.
- Protect and enhance views of the water tower, the surrounding hills, and the Eagle River.
- Consider approaches that allow building entrances at the front and rear of the parcel.



Workshop II: Validation & Design

Aesthetics/Architecture, Community Benefits/Incentives,
Public Realm, and Regulatory Standards



Next Steps & Recommendations



Thank you!



To: Mayor and Council
From: Scot Hunn, Planning Director
Date: October 21, 2020
Agenda Item: Annual Review of Conditional Use Permits held on the Railroad Property

REQUEST:

Discuss current Conditional Use Permits (CUP) held on the Railroad Property. Staff requests feedback and direction regarding potential amendments to the CUPs aimed at better addressing issues brought forward through resident complaints.

INTRODUCTION:

As agreed upon in the 18 terms attached to each Conditional Use Permit held on the Railroad Property that was issued in 2018, there is an “*Annual report by the Code Compliance Officer to Council*”. Due to staffing changes over the last year this did not take place after the first year of the CUPs being issued.

ANALYSIS:

During the two years that these CUPs have been held on the Railroad Property, Staff has received and addressed numerous complaints from multiple parties regarding:

- A lack of 100% screening (or lack of maintenance of green mesh fabric on fencing) of lease area boundaries
- Noise and/or hours of operation
- Use of sites for operation contractor yards rather than for “contractor storage”
- Parking outside of the approved leased areas
- Parking of unregistered/unlicensed vehicles
- Storage of non-business-related vehicles, trailers and equipment

Staff suggests that there be a review of the Conditional Use Permits that are held on the Railroad Property and for it to be determined whether or not the current conditions that are attached to the CUPs are clear and communicative on how to address any issues that should arise for both the CUP holders as well as Staff.

COMMUNITY INPUT:

Extensive.

BUDGET / STAFF IMPACT:

TBD.

STRATEGIC PLAN ALIGNMENT:

The Town Council’s actions with regard to the public process of reviewing these Conditional Use Permits, particularly when focused on ensuring that conditions attached support a realistic, fair and consistent treatment aligns with the following key strategies:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

The Town will seek to make **informed, data-based decisions** with a **standard** of “**doing it right.**” With an **honest** approach to all aspects of local government and a focus on the **public process**, the Town Council

and staff are committed to serving Minturn with the honesty and integrity expected of a small-town government.

**SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD, STURDY
MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”**

The ability for Minturn to approach development as **resilient, sustainable, creative and diverse** will allow the town to continue embracing what has “**made Minturn, Minturn.**” The town can further leverage its crossroads location as a valley-wide benefit and **competitive advantage**.

RECOMMENDED ACTION OR PROPOSED MOTION:

Staff requests direction on these key issues/questions:

1. Review current conditions attached to the Conditional Use Permits;
2. Provide direction on any recommended adjustments/changes to the current criteria

ATTACHMENTS:

Staff report.



2020 Union Pacific Railroad Property Conditional Use Permit Reviews

Overview of Zoning, the CUP Process, and Enforcement Issues

Zoning:	Game Creek Character Area PUD Holding Zone
Staff:	Scot Hunn, Planning Director Madison Harris, Planner I

Staff Report

I. Overview:

The following sections outline the Conditional Use Permit review process, the requirements and necessary findings of the Minturn Municipal Code, and a summary of enforcement chronology and issues associated with historic storage and parking uses on leased Union Pacific Railroad (UP) property located on the north side of the Town.

This overview is provided for the Council’s benefit and use in reviewing four separate CUPs for parking and contractor storage uses occurring on the UP property. Importantly, the standards and findings listed below are germane to each of the four CUP reviews before the Council at the October 21, 2020 regular meeting.

II. Summary of Process and Code Requirements:

This is a Conditional Use Permit (CUP) review by the Town of Minturn Town Council, acting as the Town of Minturn Zoning Board of Adjustment – the body responsible for review of CUPs in accordance with the standards, criteria and findings outlined in Section 16-21-620 – *Conditional Use*, Minturn Municipal Code. Any action of the Town of Minturn Town Council should be based on the following standards and findings:

(e) Conditions and procedure of issuance.

(1) The Town Council may approve the application as submitted or may approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose of this Article, or the Town Council may deny the application

(d) Administrative procedure.

(1) Upon receipt of a completed and proper application, the Planning Director shall set a public hearing for the Planning Commission and give public notice as required by this Chapter.

(2) Criteria; findings. Before acting on a conditional use permit application, the Planning Commission and Town Council shall consider the following factors with respect to the proposed use:

a. The relationship and impact of the use on the community development objectives of the Town.

b. The effect of the use on distribution of population, transportation, utilities, schools, parks and recreational facilities and other public facilities and public facility needs.

c. The effect upon traffic, with particular reference to congestion, automotive and pedestrian safety, traffic flow and control, access, maneuverability and snow removal.

d. The effect upon the character of the area in which the proposed use is to be located, including the scale and bulk of the proposed use in relation to surrounding uses, the amount of noise, lighting and glare, dust and compatibility of the use with the Character Area it is in and surrounding areas.

e. Necessary findings. The Planning Commission and Town Council shall make the following findings before making a recommendation or decision that a conditional use permit be granted:

1. That the proposed location of the use is in accordance with the purposes of this Chapter, the Community Plan and the purposes of the zone in which the site is located.

2. That the proposed location of the use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

3. That the proposed use will comply with each of the applicable provisions of this Chapter.”

III. Chronology/Background:

In 2017, the Minturn Town Council listed compliance and enforcement of the Minturn Municipal Code, as well as adherence to recommendations of the 2009 Community Plan, as a priority for the entire town. In doing so, the Council also focused on uses and, in certain instances, ongoing code enforcement and nuisance-related issues occurring at the UP properties located within the “Game Creek Character Area PUD Holding Zone District” which is generally situated north of the Eagle River Inn and Saloon buildings, west of Taylor Avenue, and east of the Eagle River.

In order to address such issues and concerns, the Town initiated outreach to existing leaseholders on UP property in 2017 with several existing lease holders operating contractor storage, as well as commercial uses (Turn Table Restaurant and lodging uses) on UP property with the goal to allow those uses to continue, but only via the approval of Conditional Use Permits (CUPs) as a means to regulate those uses more closely through the imposition and enforcement of “conditions” or standards for storage (fencing, screening, parking, hours of operation, for instance).

According to the Minturn Municipal Code, any uses occurring on the UP properties – located within the “Game Creek Character Area PUD Holding Zone District” - require the approval of a Planned Unit Development (PUD), or, if master planning the UP property is not proposed, a Conditional Use Permit. Unfortunately, UP has been largely uninvolved in the CUP process; typically, UP executes leases for various lease areas within the railroad property without communication with the Town, leaving the Town to discover 1) new leases and uses occurring in the railyard through code enforcement activity, and 2) changes in lessors (subleasing) making it difficult for the Town to determine who to contact as a matter of code compliance.

After an extensive public process with hours of public comments submitted, Conditional Use Permits were ultimately issued in late 2018 for the following business entities operating with leases on the UP property:

- Burke Harrington Construction (BHC)
- Happy Hammer Carpentry (Cozzens Construction)
- The Turntable Restaurant / Minturn Mountain Motel
- Minturn Builders Alliance Cooperative

The CUPs were approved with the following conditions or standards:

1. Request that only business- related items related to the expressed business be located on leased property. No vehicle shall exceed 40' 2" in length.
2. No recreational vehicles or ATV' s of any kind. Not limited to boats, snowmobiles, ATV' s. RV' s, campers, pop-ups, conversion vans, trailers, un-related work vehicles, etc.
3. No inoperable / unlicensed vehicles kept on property for longer than five (5) days. Sec. 7- 2-70.
4. Leased lots to be maintained in a clean and orderly condition, permitting no deposit or accumulation of refuse or materials other than those ordinarily attendant upon the use for which such premises are legally intended. Sec. 7- 4- 50.
5. Lessees are to maintain business in contained areas only.
6. Annual report by the Code Compliance Officer to Council — re: Violations
 - a. 3 violations in 1 year

- b. Recommendation to Council to revoke CUP
7. Lessees to meet with Town Council every 3 years for CUP review.
 - a. Report from Code Compliance Office
 - b. Report from Planning Director
8. Hours of operation: 7 days a week. 7:00 a.m. to 7:00 p.m.
9. Maintain noise and vibration standards. Sec. 16-18-30
10. All leased areas to be fenced and screened (Green covering) on all perimeter fencing of leased property
11. Supplies, parking, vehicles, and equipment within fenced area or designated leased area only
12. Proper fuel containment/inspected by Eagle River Fire Protection District for small volume (less than 100 gallons) in OSHA approved containers.
13. All parking must be done within the fenced yard and/or building
14. Any chemical storage will require material safety data sheets. No chemical storage within 30' river setback
15. Emergency access of 20' through the yard and at both access gates
16. Off-season use will require site storage of snow and keeping emergency access cleared.
 - a. Maintain proper snow storage or sufficient snow removal
17. Conditional use granted as long as the applicant complies with the conditions and has a valid lease agreement with the owner of the property.
18. Town staff inspects the site for compliance at any time.

Following approval of the CUPs, no significant code enforcement investigations or actions (notices of violation) on UP property were taken in 2019.

However, in Spring 2020 the Town began receiving complaints from multiple parties regarding the state of some of the lease areas. Complaints and investigations by the Town identified issues related to:

- A lack of 100% screening (or lack of maintenance of green mesh fabric on fencing) of lease area boundaries
- Noise and/or hours of operation
- Use of sites for operation contractor yards rather than for “contractor storage”
- Parking outside of the approved leased areas
- Parking of unregistered/unlicensed vehicles
- Storage of non-business-related vehicles, trailers and equipment

Following investigations by the Town, two CUP holders – Burke Harrington Construction and Minturn Builders Alliance – were notified of violations of the terms of their respective Conditional Use Permits.

General Code Enforcement Chronology:

- **September 2017** – Correspondence was sent from the Town to UP representative Jason Mashek to notify UP of “review” of existing uses and permits on UP property and to request list of active, valid lease holders.
- **November 2017** – Correspondence was sent from Town to J. Mashek apprising UP of the Town’s intent to enforce Minturn Municipal Code (MMC) provisions and to gain compliance

of existing uses and businesses operating on UP property by “having all occupied addressed with the PUD Holding Zone properly permitted by April 1, 2018.”

- **January 2018** – Correspondence was sent from the Town to individual businesses operating on UP property that the Town had commenced the process to work with UP and individual business owners to enforce the provisions of the MMC and to bring businesses into compliance. A stated goal was to assist the UP and individual businesses in applying for Conditional Use Permits and to address or “eliminate” issues such “sub-leasing, outdoor storage of unapproved items, businesses without [conditional] use permits...or businesses in violation of their permit...”
- **February 2018** – Correspondence from the Town to J. Mashek appealing for cooperation in gaining compliance for existing lease holders and to get those businesses operating without CUPs to work with the Town to make application. This correspondence put the UP on notice that any businesses (leaseholders) operating without valid CUPs will not have their annual business licenses renewed (as of April 2018).
- **February 2018** – Additionally correspondence from the Town to individual business owners operating on UP property that the Town had commenced the process to work with UP and individual business owners to enforce the provisions of the MMC and to bring businesses into compliance. The correspondence included application forms for Conditional Use Permits.
- **February 2018** – Correspondence from J. Mashek (UP) stating that tenants of UP property were permitted to sub-lease, but only if approved by UP. Mr. Mashek clarified that no existing lessee has permission to sub-lease.
- **February 2018** – Correspondence from the Town to J. Mashek clarifying that intent of Town is to ensure that lease area boundaries are delineated and fenced (for screening and security purposes) and that the Town was interested in controlling traffic on the one access road traversing the UP property. In a response from J. Mashek to town staff, Mr. Mashek clarified that storage of extraneous vehicle storage (non-business related, inoperable, or unregistered vehicles) are “not allowed” but that that sub-leasing to allow for such storage is “difficult for us to monitor.” Mr. Mashek further inquired “If you can point to the tenants where you know (or have a good suspicion) are subleasing for trailer/auto/camper/boat storage, please let me know and I will get it handled.
- **September 2018** – Business owners operating on UP property applied for Conditional Use Permits to continue contractor storage/light industrial uses.
- **November 2018** – Following public hearings before the Planning Commission and Town Council, the Council signed resolutions permitting these uses conditional on adherence with the approved contractor standards.
- **May 2020** – The Town received several complaints regarding the storage of non-work-related vehicles, the absence of fencing and/or green screening around lease area boundaries, and the operation of machinery outside of specified operating hours 7am-7pm.
- **June 2020** – Site visits were conducted with Minturn Builders Alliance representative and Burke Harrington to discuss issues of non-compliance.
- **June 2020** – Letters were sent to these CUP holders (Minturn Builders Alliance and Burke Harrington Construction) detailing specific areas of non-compliance and providing a warning period to correct the potential violations before official violation notices were sent.
- **July 2020** – Two violation notices were sent to Burke Harrington Construction for failure to remove a non-work-related vehicle and for failure to erect screening fence.

Burke Harrington Construction Chronology:

- **Late 1990's** – BHC enters into a lease agreement with Union Pacific Railroad.
- **2017** – the Town commenced code enforcement actions to address the condition of the property (fencing and screening of storage areas) as well as suspected subleasing/storage of recreational vehicles occurring within the leased areas.
- **2018** – the Applicants applied for an amendment to the Conditional Use Permit.
- **December 2019** – Burke Harrington Construction obtains a new lease through Union Pacific Railroad but no update of a new lease or CUP application is received by the Town.
- **May 2020** – The Town received several complaints regarding the storage of non-work-related vehicles, the absence of fencing and/or green screening around lease area boundaries, and the operation of machinery outside of specified operating hours 7am-7pm.
- **June 2020** – Site visits were conducted with Minturn Builders Alliance representative and Burke Harrington to discuss issues of non-compliance.
- **June 2020** – Letters were sent to these CUP holders (Minturn Builders Alliance and Burke Harrington Construction) detailing specific areas of non-compliance and providing a warning period to correct the potential violations before official violation notices were sent.
- **July 2020** – Two violation notices were sent to Burke Harrington Construction for failure to remove a non-work-related vehicle and for failure to erect screening fence.
- **August 2020** – Burke Harrington Construction installs fencing and mesh screening material while also removing the offending vehicle on the existing CUP lease area.
- **August 2020** – Burke Harrington Construction applies for a new Conditional Use Permit for contractor storage at the proposed lease site.

Minturn Builders Alliance/Cooperative Chronology:

- **December 2005** – Rocky Mountain Custom Landscapes (RMCL) and Minturn Builders Alliance (MBA) were granted approval, with fourteen (14) conditions for a conditional use permit for a contractor storage yard and associated parking in a different location near Taylor Street.
- **March 2009** - The Minturn Builders Alliance Cooperative was formed, and the location of the previously approved CUP was moved to its current location along the Eagle River with administrative approval from the Town staff.
- **2013** - MBAC obtained an additional lease from Union Pacific Railroad for a small area located just to the east and across an internal access road from the MBA's main lease area. This additional area is currently being used/subleased for contractor storage and operations for a plant nursery and other storage uses.
- **2017** - The Town commenced code enforcement actions to address the condition of the property (fencing and screening of storage areas) as well as suspected sub-leasing/storage of recreational vehicles occurring within the leased areas.
- **2018** – The Applicants applied for an amendment to the Conditional Use Permit.
- **May 2020** – The Town received several complaints regarding the storage of non-work-related vehicles, the absence of fencing and/or green screening around lease area boundaries, and the operation of machinery outside of specified operating hours 7am-7pm.
- **June 2020** – Site visits were conducted with Minturn Builders Alliance representative and Burke Harrington to discuss issues of non-compliance.

- **June 2020** – Letters were sent to these CUP holders (Minturn Builders Alliance and Burke Harrington Construction) detailing specific areas of non-compliance and providing a warning period to correct the potential violations before official violation notices were sent.

Cozzens Constructions Chronology:

- **August 17, 2008** – Cozzens Construction enters into a lease agreement with Union Pacific Railroad.
- **2017** – The Town commenced code enforcement actions to address the condition of the property (fencing and screening of storage areas) as well as suspected sub-leasing/storage of recreational vehicles occurring within the leased areas.
- **2018** – The Applicants applied for an amendment to the Conditional Use Permit.

Turntable Restaurant & Motel Chronology:

- **June 2006** – The Turntable Restaurant and Motel uses were approval via CUP with twelve (12) conditions for the operation of the restaurant, motel and associated parking.
- **2016** – The ownership of the restaurant and motel changed.
- **2016** – A new liquor license for the restaurant was granted, along with a parking plan for restaurant and motel patrons and residents.
- **2017** – The Town commenced code enforcement actions to address sub-leasing of parking spaces within the designated parking areas for the restaurant and motel as well as storage and screening issues.
- **2018** – The Applicant applied for an amendment to the Conditional Use Permit and began actively cooperating with the Town to address issued identified by the Town.

IV. Zoning Analysis:

Zoning

The subject property is located within the “Game Creek Character Area” PUD Holding Zone District. The description and purposes of the PUD Holding Zone District are as follows:

Sec. 16-12-10. - Character Area characteristics.

The Game Creek Character Area is visually prominent from the north entryway into the Town. The area is predominantly devoted to railroad use and will require a comprehensive planning effort prior to redevelopment. In addition to the rail yard, the area contains the Taylor Avenue neighborhood, some commercial uses and a community parking lot. The area is bisected by the railroad right-of-way, which is intended to remain as a continuous transportation corridor. Most of the area lacks adequate street rights-of-way and utilities. The Community Plan has identified this area as an appropriate area for extension of the Old Town commercial core, mixed-use and residential development; however, high impact industrial uses are discouraged. Enhancement of the Eagle River corridor is a community priority.

- Town of Minturn Municipal Code Section 16-12-10

Sec. 16-12-30. - Game Creek PUD Holding Zone.

- (a) *This area is currently owned by the Union Pacific Railroad; however, trains are no longer utilizing the corridor or the rail yard. **The historic industrial zoning is no longer appropriate due to the probable abandonment of the rail line and potential conflict with future commercial and residential development.** Redevelopment of this area will have a significant impact on the future character and size of the Town.*

- (b) *It is an objective of the Town to plan and redevelop the rail yard as a master planned development that is compatible with the existing Town character. Future development and land use decisions for this area need to incorporate community input and involve an open public process. The PUD Holding Zone and the PUD review process will provide for the flexibility, innovation and public input necessary to achieve the goals and objectives of the Community Plan and this Chapter. This area has been identified in the Community Plan as an area suitable for expansion of Old Town and as a "potential Town Center" site. Development in this area needs to incorporate appropriate residential and low-impact land uses along Taylor Avenue to minimize impacts to the existing neighborhood. The rail corridor should be maintained and improved access to and across the Eagle River should be incorporated into proposed development plans.*

- (c) *PUD or special review required: Planned Unit Development master development plan for the PUD Holding Zone is the preferred review process for future development of the Game Creek Holding Zone. **If circumstances arise that do not provide for the submittal of a PUD master development plan for the entire Game Creek PUD Holding Zone, the owners may apply to the Town for a Planned Unit Development on a portion of the property or may apply for a special review use permit for consideration of a temporary use.***

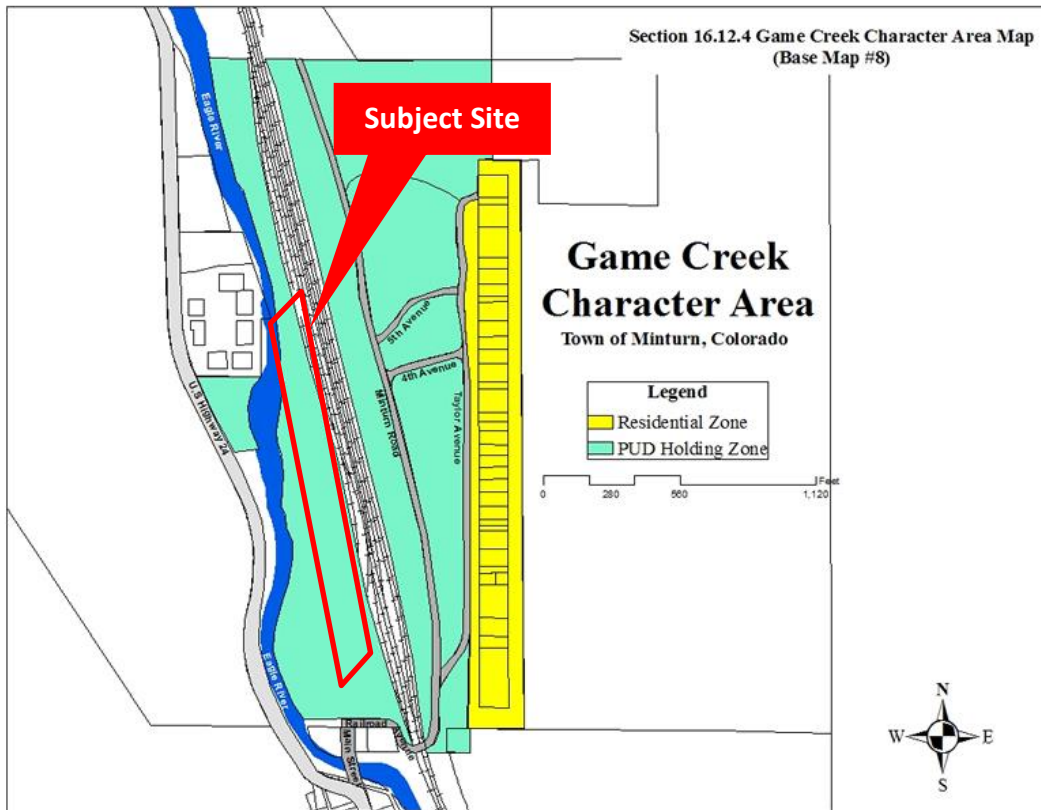


Figure 1: Game Creek Character Area Zoning Map

Dimensional Limitations and Development Standards

The only applicable dimensional limitation and/or development standard for the PUD Holding Zone is the 30’ river setback to be measured from the mean highwater mark on the Eagle River. The lease area boundary for the proposed Burke Harrington Construction Conditional Use Permit is located approximately 50 feet from the Eagle River.

Because it is anticipated by the Town that any future development or redevelopment of the holding zone will be master planned and reviewed as part of a Planned Unit Development (PUD) or special use permit, dimensional limitations and other standards are also anticipated to be established as part of any such review.

The Town of Minturn Design Standards and Guidelines, under Section C – *Design Criteria*, subsection ‘c’ – *Materials and Screening*, offers the following guidance:

c. Screening

Both residential and commercial areas within the Town shall be required to screen certain visually obtrusive areas, including, but not limited to, refuse storage, general storage, loading areas, mechanical equipment and parking areas.

“The screening may occur with landscaping, compliant with Sections 16-16-140, 16-16-150 and 16-16-160, or these uses may be screened with fencing or by

containing the uses within a structure or parapet walls. Fences shall not exceed 3-feet in height for opaque fences and 4 feet in height for fences with you can see through. Higher fences may be used to screen the sides and rear of the lot but should not exceed 6 feet in height. In no case shall a fence or screening structure obstruct a driver's view of an intersection."

V. Issues and Discussion Topics:

Visibility / Unsightliness

While a majority of equipment associated with the business is to be stored within an existing building, areas outside the building and within the lease area will be used for storage and parking of vehicles as well. This area is visible from certain vantage points from Taylor Avenue residential zone district and U.S. Highway 24.

Chain link fencing and green mesh screening have been installed around current approved leased areas that have CUPs attached to them. Certain conditions and standards directed at ensuring that the site is maintained in an orderly fashion and also limiting the storage of certain equipment and/or vehicle types and sizes apply.

VI. Staff Findings and Analysis:

The following section provides staff responses to each of the applicable Conditional Use criteria.

a. *The relationship and impact of the use on the community development objectives of the Town.*

Staff Response:

Under "Community Character / Urban Design" of the 2009 Community Plan (the Town's comprehensive plan), strategy number CCS 1.8 states – "*Enforce ordinances aimed at maintaining the health, safety, welfare and aesthetic of the town – snow, trash, nuisance abatement and zoning/land use.*"

Under "Economy" of the 2009 Plan, the Economy vision statement states, in part, that "*A diverse mix of businesses catering to the local community and tourist are necessary for a stable, year-round economy. Special efforts should be made to promote the existing businesses in town and to also facilitate new business development.*"

In 2018, the intent of the Town – working *with* existing lease holders to identify and propose solutions to existing conditions and issues – was to conduct the CUP process so that existing uses could continue as a means to protect existing business operations in the Town while also allowing the Town to regulate such uses and enforce Town Code provisions for safety, nuisances, and general aesthetics. Ultimately, the goals of this process were to:

- Maintain the diversity and mix of businesses
- Contribute to the year-round economy
- Protect the health, safety, welfare, and the aesthetics of the town.

Testimony and participation at public hearings before approval of the CUPs led to the development of the contractor storage standards and terms of use that were attached to the CUPs as conditions of approval.

However, in the interim year and a half, compliance with those conditions – and maintenance of the sites - has waned or was never fully realized in some instances. In other instances, original lease and CUP holders have since sub-leased their areas to secondary users who may or may not have been aware of the terms of use.

In 2020, this has resulted in numerous complaints being received by the Town and has caused the Town to spend considerable time and resources responding to those complaints while increasing monitoring of business operations and existing conditions at all of the existing CUP lease areas.

The UP property – and the lease areas - is one of the first things people see when they enter Town from the North, and often it is not an aesthetically pleasing sight. While it is true that this is a unique piece of land which allows light industrial/contractor storage uses that are not permitted elsewhere in Town and thus adds to the diversity and mix of businesses, it has become apparent that more work is needed to ensure that such uses can remain in this area while not becoming a detriment to the image of the town, the enjoyment of adjacent or nearby properties, or the resources and efficacy of the Town government.

In accordance with the terms of CUP approvals for the contractor storage uses on UP property, the Town is conducting reviews of each existing CUP, nearly two years following their original approval. Staff anticipates that as part of this review process the Town will re-examine the 18 conditions or standards/terms of use to better understand which standards are “working” or enforceable, and which are not.

- b. The effect of the use on distribution of population, transportation, utilities, schools, parks and recreational facilities and other public facilities and public facility needs.***

Staff Response:

The current operations on UP property, inclusive of parking and requested storage uses within the lease boundaries, have minimal material impact or effect on the distribution of population, transportation, utilities, schools, parks and recreational facilities and other public facilities and/or needs.

- c. The effect upon traffic, with particular reference to congestion, automotive and pedestrian safety, traffic flow and control, access, maneuverability and snow removal.***

Staff Response:

Use of the leased areas for contractor storage associated with an existing business in close proximity to an existing storage site does not result in a material increase in local traffic, congestion, pedestrian safety, traffic flow and control, access, maneuverability and snow removal in the immediate vicinity of the subject property.

- d. *The effect upon the character of the area in which the proposed use is to be located, including the scale and bulk of the proposed use in relation to surrounding uses, the amount of noise, lighting and glare, dust and compatibility of the use with the Character Area it is in and surrounding areas.*

Staff Response:

Until the late 1990's the character of the area in question had been a working railyard. This railyard was established prior to the town becoming incorporated in 1904 and prior to a majority of the homes being built along Taylor Avenue.

Staff believes that the main factor impacting the character of the surrounding area or, importantly, the compatibility of the use within the Game Creek Character Area is the visual or aesthetic quality of the lease area. Fencing/screening has already been erected around the leased areas boundaries.

- e. *Necessary findings. The Planning Commission and Town Council shall make the following findings before making a recommendation or decision that a conditional use permit be granted:*
1. *That the proposed location of the use is in accordance with the purposes of this Chapter, the Community Plan and the purposes of the zone in which the site is located.*

Staff Response:

Generally, the subject site is located within a historically industrial and commercial area. Yet, the Town's master plan and guiding policy statements for the Game Creek Character PUD Holding Zone anticipate the discontinuance of industrial uses in favor of commercial and residential re-development:

"The Game Creek Character Area is visually prominent from the north entryway into the Town. The area is predominantly devoted to railroad use and will require a comprehensive planning effort prior to redevelopment. In addition to the rail yard, the area contains the Taylor Avenue neighborhood, some commercial uses and a community parking lot. The area is bisected by the railroad right-of-way, which is intended to remain as a continuous transportation corridor. Most of the area lacks adequate street rights-of-way and utilities. The Community Plan has identified this area as an appropriate area for extension of the Old Town commercial core, mixed-use and residential development; however, high impact industrial uses are discouraged. Enhancement of the Eagle River corridor is a community priority."

- Town of Minturn Municipal Code Section 16-12-10

It should be noted that the Community Plan does provide goals and strategies geared toward supporting existing businesses, and the uses proposed for these CUPs primarily include storage within leased areas. As such, staff suggests that the use does not constitute "high impact industrial uses."

A primary purpose of the Conditional Use Permit review is to ensure that permitted uses are, in effect, temporary and inspected on some regular basis for compliance; that, any such approval granted by the Town is valid so long as the terms and conditions are adhered to which has been an issue with existing contractor storage CUPs in recent months requiring more staff time than originally anticipated.

2. *That the proposed location of the use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.*

Staff Response:

Generally, the location and uses, if properly conditioned, should not be detrimental to the public health, safety or welfare, nor should they be materially injurious to the properties or improvements in the vicinity if the site is maintained in accordance with the standards of the Minturn Municipal Code and any conditions of approval.

3. *That the proposed use will comply with each of the applicable provisions of this Chapter.*

Staff Response:

If appropriate conditions of approval are attached with any granting of a CUP in this instance, and if such conditions are enforceable (jointly) by the Town and the Applicant, staff believes that this finding can be met.

VII. Staff Recommendation:

1. All material representations made by the Applicant as part of the application and during public hearings on the matter shall become conditions of approval and enforceable by the Town.
2. Only business-related items related to the expressed business shall be located on leased property. No vehicle shall exceed 40' 2" in length.
3. No recreational vehicles or ATV' s of any kind. Not limited to boats, snowmobiles, ATV' s, RV' s, campers, pop-ups, conversion vans, trailers, un-related work vehicles, etc.
4. No inoperable / unlicensed vehicles kept on property for longer than five (5) days (pursuant to Section 7-2-70 Minturn Municipal Code).
5. Leased lots to be maintained in a clean and orderly condition, permitting no deposit or accumulation of refuse or materials other than those ordinarily attendant upon the use for which such premises are legally intended (pursuant to Section 7- 4- 50 Minturn Municipal Code).
6. Lessees are to maintain and conduct business in contained areas only.
7. Annual report by the Code Compliance Officer to Council — re: Violations
 - a. 3 violations in 1 year
 - b. Recommendation to Council to revoke CUP
8. Lessees to meet with Town Council every 3 years for CUP review.
 - a. Report from Code Compliance Office
 - b. Report from Planning Director

9. Hours of operation: 7 days a week. 7:00 a.m. to 7:00 p.m.
10. Maintain noise and vibration standards (pursuant to Sec. 16-18-30, Minturn Municipal Code).
11. All leased areas to be fenced and screened (green mesh screening materials) on all perimeter fencing of leased property
12. Supplies, parking, vehicles, and equipment shall be located only within fenced areas or designated leased area only.
13. Proper fuel containment/inspected by Eagle River Fire Protection District for small volume (less than 100 gallons) shall be required in OSHA approved containers.
14. All parking must be located within the fenced yard and/or building(s).
15. Any chemical storage will require material safety data sheets be maintained on the lease site at all times. No chemical storage is permitted within 30' river setback areas along the Eagle River.
16. Emergency access of 20' through the Union Pacific railyard and at both access gates shall be maintained.
17. Off-season use will require site storage of snow and keeping emergency access cleared.
 - a. Maintain proper snow storage or sufficient snow removal.
18. Conditional Use Permit is granted conditional upon the applicant complying with these standards and so long as the grantee maintains a valid lease agreement with the owner of the property.
19. Town staff may inspect the site for compliance at any time.



To: Mayor and Council
From: Michelle Metteer
Date: October 21, 2020
Agenda Item: Unfunded Projects

REQUEST:

Council to review and approve or deny the spending of reserve funds on each project listed below.

INTRODUCTION:

With an ambitious Strategic Plan, there are many projects pending approval. Not all projects can be funded within the annual budget and Council will need to determine project viability and willingness to spend reserve funds. Below is a list of unfunded projects and estimated costs. Current estimated general fund reserve balance is \$451,347 (this includes the \$45k for the NAIOP Dowd Junction planning).

ANALYSIS:

<u>Unfunded projects</u>	<u>Estimated Cost</u>
Community Plan update	\$40,000
Minturn Fitness Center Security	\$15,000
State Land Board Right of Way	\$35,000
ECO Transit Committee Funding	\$5,000
Quiet Title Eagle River	\$60,000

COMMUNITY INPUT:

Ongoing

BUDGET / STAFF IMPACT:

TbD

STRATEGIC PLAN ALIGNMENT:

Making data-based decisions aligns with Minturn's strategic plan in the following ways:

ADVANCE DECISIONS/PROJECTS/INITIATIVES THAT EXPAND FUTURE OPPORTUNITY AND VIABILITY FOR MINTURN

RECOMMENDED ACTION OR PROPOSED MOTION:

Provide direction for the approval or denial of funding each item from reserves

ATTACHMENTS: None



To: Mayor and Council
From: Michelle Metteer
Date: October 21, 2020
Agenda Item: 2021-23 Minturn Strategic Plan

REQUEST: Review and approve (with changes as needed) the 2021-23 Minturn Strategic Plan.

INTRODUCTION:

The purpose of the Strategic Plan is to provide a cumulative roadmap for achieving the vision of the Minturn Community Plan. The 2018-20 Strategic Plan is the first Strategic Plan created by the Town and will set the tone for all forthcoming action items. With the Council and staff embarking on the first strategic plan, an emphasis toward foundational work will be a consistent theme throughout this first Strategic Plan.

The Strategic Plan is designed to work in coordination with the town budget and will be reviewed by the Council every year to adjust for changes as needed. Once approved, the Council and Minturn community will have the general outline for the work expected over the planning period.

The Strategic Plan will ensure that strategies and activities undertaken by the Town are consistent with the vision and values set forth by the Town Council and Minturn community. This plan will strive to achieve the following:

- Clearly communicate with the community the goals and objectives of the town over the next two years
- Establish a 2-year planning period and provide the platform for an ongoing discussion between the staff, Council and community regarding direction of the Town
- Identify challenges and opportunities expected to arise during the planning period and propose specific goals to address these issues
- Give a framework for town staff to set measurable objectives and timelines for execution

ANALYSIS:

Through the updating process, adjustments have been made to remove tasks which have been completed, add tasks which have risen in priority and alignment with the four initiatives of the vision statement, and capitalize on newly-presented opportunities.

COMMUNITY INPUT: Ongoing

BUDGET / STAFF IMPACT: Significant

STRATEGIC PLAN ALIGNMENT:

Practice fair, transparent and communicative local government

Long-term stewardship of the natural beauty and health of Minturn's environment

Sustain and invest in the things that define Minturn as a proud, sturdy mountain town to “keep Minturn Minturn”

Advance decisions/projects/initiatives that expand future opportunity and viability for Minturn

RECOMMENDED ACTION OR PROPOSED MOTION: Approve with any changes as needed.

ATTACHMENTS: Minturn 2021-23 Strategic Plan

**TOWN OF MINTURN, COLORADO
RESOLUTION NO. 28 – SERIES 2020**

**A RESOLUTION TO APPROVE THE TOWN OF MINTURN
STRATEGIC PLAN FOR THE PERIOD 2021-2023**

WHEREAS, The Minturn Town Council has reviewed and approve the Town of Minturn 2021-2023 Strategic Plan; and,

WHEREAS, The Town Council encourages annual review and update of the Town of Minturn Strategic Plan on a bi-annual basis; and,

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

1. The Minturn Town Council hereby approves and adopts the Town of Minturn Strategic Plan for the period 2021-2023 as documented in Attachment A of this Resolution.

**INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED this
21st day of October, 2021**

TOWN OF MINTURN

By: _____
John Widerman, Mayor

ATTEST:

Jay Brunvand, Town Clerk

TOWN OF MINTURN
2021 - 2023
STRATEGIC PLAN



Adopted by the Minturn Town Council

09/05/2018 Resolution 14, Series 2018

Amended by the Minturn Town Council

07/01/2019 Resolution 27, Series 2019 – Vision Statement

07/01/2020 Resolution 20, Series 2020 – True North Statement

STRATEGIC PLAN PURPOSE

The purpose of the Strategic Plan is to provide a cumulative roadmap for achieving the vision of the Minturn Community Plan. The 2021-23 Strategic Plan is the continuation of the first Strategic Plan created by the Town in 2018 and will set the tone for all forthcoming action items. With the Council and staff making continues progress, an emphasis toward foundational work will be a consistent theme throughout this Plan.

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STRATEGIC PLAN SUMMARY

Since its inception in 1904, Minturn has been a resilient and proud mountain town that full-time, working-class residents call home. With the closing of the Gilman mine and the decommissioning of the rail-lines, **Minturn has new opportunity within the mountain resort economy**. Today, **having an ideal location as a valley-wide intersection**, Minturn embraces the “basecamp position” geographically within the Eagle County region.

Core to Minturn’s values **is its strong identity as a small mountain-town community**. In the Colorado Rockies, sandwiched between two world-class resorts, this value requires maintaining **principles** and a **desire to lead by example**. Through a **willingness to confront issues** while **maintaining high standards in following the public process**, Minturn will work to stay true to this core value.

The Town is committed to providing a respectful and responsive government that follows a solutions-based approach rooted in the municipal code. To sustain community **trust**, we strive to follow a consistent **public process** in all areas of the municipal government.

Town of Minturn staff and elected officials will **support activities outlined in this strategic plan and work toward sustaining a great mountain town** by taking a **proactive approach** to municipal government. With an **engaged community** and a **safe, family-friendly environment**, Minturn endeavors to remain one of the **last great mountain towns**.

MISSION STATEMENT

“In collaboration with our community, foster the authentic small town character that is Minturn”

VISION STATEMENT

“Lead Minturn to long-term viability while preserving its unique character and genuine mountain town community”

From the Vision Statement, four key strategies are identified to guide the Town efforts:

- Practice fair, transparent and communicative local government
- Long-term stewardship of the natural beauty and health of Minturn’s environment
- Sustain and invest in the things that define Minturn as a proud, sturdy mountain town to “keep Minturn Minturn”
- Advance decisions/projects/initiatives that expand future opportunity and viability for Minturn

TRUE NORTH STATEMENT

*“Leverage Minturn’s assets to benefit and maintain our funky, proud, uniquely classic mountain town where people grow roots through creating opportunities and community engagement.”**

**Keeping in mind we are Minturn*

STRATEGIC PLAN FISCAL YEARS 2021 - 23

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

The Town will seek to make **informed, data-based decisions** with a **standard** of “doing it right.” With an **honest** approach to all aspects of local government and a focus on the **public process**, the Town Council and staff are committed to serving Minturn with the honesty and integrity expected of a small-town government.

STRATEGIES

- Execute the process of updating the Community Plan through a comprehensive public engagement process.
- Commit to semi-annual door hanger notices updating residents and businesses of seasonal changes in town operations, events, Council highlights and more
- Create an annual calendar of events by November of the prior year
- Add online payment options to website
- Upgrade server for public document archive interface on website for ease
- Promote the Minturn monthly newsletter as a communication tool.
- Support code enforcement through heartwarming messages of community togetherness
 - Wildlife protection and safety
 - Verification of design review plans prior to issuing Certificate of Occupancy.
- Commit to the monthly “Minturn Matters” community sessions by Town Council

STRATEGIC PLAN FISCAL YEARS 2021 - 23

LONG-TERM STEWARDSHIP OF THE NATURAL BEAUTY AND HEALTH OF MINTURN'S ENVIRONMENT

Minturn will work to become a **leader in advancing renewable and sustainable initiatives**. With a forward-thinking approach and focus on **environmental stewardship** the town can responsibly utilize the remaining developable land in the Minturn valley.

STRATEGIES

- Create a Comprehensive Land Plan to outline and then communicate the future goals of the community.
- Support the continued EPA efforts toward clean-up of the Eagle Mine Superfund Site.
- Incorporate “Firewise” guidelines in building and site-planning practice
- Incorporate low impact development (LID) standards for landscape site design into development requirements
- Expand dog waste station program
- Zero waste Minturn Market by 2023
- Double the number of participants in the community composting program
- Capitalize on sustainable energy opportunities as they arise
- Commit to a 3-yr building code adoption cycle

STRATEGIC PLAN FISCAL YEARS 2021 - 23

SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD, STURDY MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”

Minturn strongly values its **full-time resident community**. Founded by the working-class, the town continues to emphasize the local’s experience and **quality of life**. To maintain the **character** of Minturn and its ability to **transcend time**, the community must continually make strides to emphasize the working class.

STRATEGIES

- Update the Design Review Guidelines to better reflect the vision of the downtown area.
- Complete the Minturn Municipal Code Chapter 16 rewrite for better communication regarding code expectations across all zoning areas.
- Implement methods to recognize historic structures
- Enforce ordinances aimed at maintaining the health, safety, welfare and aesthetic of the town – snow, trash, nuisance abatement and zoning/land use
- Diversification of town-operated utilities
- Commitment to increased oversight of the Minturn Fitness Center
- Consider options for a Downtown Development Authority
- Consider implementation of a town-wide Creative Arts District
- Support local events through third party organizations
- Support commuter connectivity with Avon, Vail and Leadville
- Apply for grants to support funding of the Minturn Water CIP

STRATEGIC PLAN FISCAL YEARS 2021 - 23

ADVANCE DECISIONS/PROJECTS/INITIATIVES THAT EXPAND FUTURE OPPORTUNITY AND VIABILITY FOR MINTURN

The ability for Minturn to approach development as **resilient, sustainable, creative and diverse** will allow the town to continue embracing what has “**made Minturn, Minturn.**” The town can further leverage its crossroads location as a valley-wide benefit and **competitive advantage**.

STRATEGIES

- Secure Dowd Junction as a revenue-generating location while maintaining public access to Meadow Mountain and encouraging regional transit.
- Dowd Junction to Minturn ECO Trail connection
- Little Beach Park area master planning
- Investigate opportunities for the development of playgrounds and parks
- Consider a de-Gallagher ballot question
- Continue implementation of Minturn’s Water Capital Improvement Plan
- Develop a Capital Improvement Plan prioritizing upgrades to existing infrastructure including roads, water and storm water drainage and pedestrian/bicycle amenities
- Work closely with local business to engage them in partnership marketing opportunities with the Town, thereby helping to share costs and get more “bang for our buck” regarding marketing and advertising efforts.
- Encourage all modes of connectivity
- Continue efforts to implement sidewalks on Main Street

TOWN OF MINTURN
~~2018 – 2020~~ 2021 - 2023
STRATEGIC PLAN



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STRATEGIC PLAN FISCAL YEARS 2018 - 20

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STRATEGIES

- Execute the process of updating the Community Plan through a comprehensive public engagement process.
- Commit to semi-annual door hanger notices updating residents and businesses of seasonal changes in town operations, events, Council highlights and more
- Create an annual calendar of events by November of the prior year
- Add online payment options to website
- Upgrade server for public document archive interface on website for ease
- Promote the Minturn monthly newsletter as a communication tool.
 - ~~Utilize staff and Council email signatures for sign-up and link access. Done~~
- Support code enforcement through ~~communicative educational pieces to the public for a variety of community wide issues such as heartwarming messages of community togetherness~~
 - ~~30' river setback to protect and rehabilitate the natural environment and riparian area.~~
 - Wildlife protection and safety
 - Verification of design review plans prior to issuing Certificate of Occupancy.
- ~~Rollout of a new, more user friendly website (combining Minturn.org and gominturn.com), that makes finding information quicker and simpler for our residents, guests and businesses, as well as making it simpler for town staff to post and update accurate information in a timely manner.~~
- ~~Host quarterly Economic Development Advisory Committee (EDAC) meetings to continually update and follow through on the Economic Development Strategic Plan, as well as share that information in follow up meetings such as the Small Business Support meeting.~~
- ~~Also evaluate the frequency and format of the Small Business Support Meeting — should this occur quarterly following EDAC meetings?~~
- Commit to the monthly “Minturn Matters” community sessions by Town Council

STRATEGIC PLAN FISCAL YEARS 2018 - 20

LONG-TERM STEWARDSHIP OF THE NATURAL BEAUTY AND HEALTH OF MINTURN'S ENVIRONMENT

Minturn will work to become a leader in advancing renewable and sustainable initiatives. With a forward-thinking approach and focus on environmental stewardship the town can responsibly utilize the remaining developable land in the Minturn valley.

STRATEGIES

- Create a Comprehensive Land Plan to outline and then communicate the future goals of the community.
- ~~Execute the Minturn Energy Action Plan. Completed~~
- ~~Adopt the 2015 International Building Code with amendments and consistently update on a three-year cycle. Completed~~
- ~~Protect the view corridor through policy implementation and 1041 regulations. Completed~~
- Support the continued EPA efforts toward clean-up of the Eagle Mine Superfund Site.
- Incorporate “Firewise” guidelines in building and site-planning practice
- ~~Incorporate low impact development (LID) standards for landscape site design into development requirements~~
- Expand dog waste station program
- Zero waste Minturn Market by 2023
- Double the number of participants in the community composting program
- Capitalize on sustainable energy opportunities as they arise
- Commit to a 3-yr building code adoption cycle

STRATEGIC PLAN FISCAL YEARS 2018 - 20

SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD, STURDY MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”

Minturn strongly values its **full-time resident community**. Founded by the working-class, the town continues to emphasize the local’s experience and **quality of life**. To maintain the **character** of Minturn and its ability to **transcend time**, the community must continually make strides to emphasize the working class.

STRATEGIES

- ~~• Adopt and Implement an Attainable Housing Policy through assistance from Eagle County Government and a third party consultant following a public engagement process. Done~~
- Update the Design Review Guidelines to better reflect the vision of the downtown area.
- Complete the Minturn Municipal Code Chapter 16 rewrite for better communication regarding code expectations across all zoning areas.
- ~~• Invest in the “community character” elements such as holiday festivities, with the help of community champions.~~
- ~~• Enhance existing community events through additional marketing efforts and creatively utilizing our local resources, as well as explore possible new events that fit our brand.~~
- ~~• Create / develop a Town of Minturn “tagline” / slogan which helps define who we are and can be used in marketing and PR efforts.~~
- Investigate-Implement methods to ~~preserve and protect~~recognize historic structures
- Enforce ordinances aimed at maintaining the health, safety, welfare and aesthetic of the town – snow, trash, nuisance abatement and zoning/land use

- ~~Attract essential services necessary to form a “complete” community such as — grocery, pharmacy, hardware store, movie theatre~~
- ~~Investigate opportunities for the development of playgrounds and parks~~
- Diversification of town-operated utilities
- Commitment to increased oversight of the Minturn Fitness Center
- Consider options for a Downtown Development Authority
- Consider implementation of a town-wide Creative Arts District
- Support local events through third party organizations
- Support commuter connectivity with Avon, Vail and Leadville
- Apply for grants to support funding of the Minturn Water CIP

STRATEGIC PLAN FISCAL YEARS 2018 - 20

ADVANCE DECISIONS/PROJECTS/INITIATIVES THAT EXPAND FUTURE OPPORTUNITY AND VIABILITY FOR MINTURN

The ability for Minturn to approach development as **resilient, sustainable, creative and diverse** will allow the town to continue embracing what has “**made Minturn, Minturn.**” The town can further leverage its crossroads location as a valley-wide benefit and **competitive advantage**.

STRATEGIES

- ~~Complete execution of the 2016 Economic Development Strategic Plan.~~
- Secure Dowd Junction as a revenue-generating location while maintaining public access to Meadow Mountain and encouraging regional transit.
- Dowd Junction to Minturn ECO Trail connection
- Little Beach Park area master planning
- Investigate opportunities for the development of playgrounds and parks
- Consider a de-Gallagher ballot question
- Outline next steps and framework for executing Minturn’s water production and distribution improvements. Continue implementation of Minturn’s Water Capital Improvement Plan

- Develop a Capital Improvement Plan prioritizing upgrades to existing infrastructure including roads, water and storm water drainage and pedestrian/bicycle amenities
- ~~Rollout of a basic, but professional PR and marketing campaign to assist town staff in new and creative ways to market our town as the “non-resort” / “true Colorado” mountain town in between Vail and Beaver Creek—and draw more day visitors to us for events, dining / shopping, and enjoying all the activities available here.~~
- Work closely with local business to engage them in partnership marketing opportunities with the Town, thereby helping to share costs and get more “bang for our buck” regarding marketing and advertising efforts.
- Encourage all modes of connectivity
- Continue efforts to implement sidewalks on Main Street



To: Mayor and Council
From: Michelle Metteer
Date: October 21, 2020
Agenda Item: 2020-21 Snow Removal Plan

REQUEST:

Approve 2020/2021 Town of Minturn Snow Removal Plan

INTRODUCTION:

At 7896' in elevation, snow removal operations consume the majority of our public work's wintertime schedule. With the addition of sidewalks along sections of Main Street to increase connectivity, town staff has adjusted how we will service snow plowing and removal operations in town.

The 2019/20 Winter season was the first year of Minturn's *Snow Removal Plan*. During the original approval process in 2019, the fluid nature of this document was identified to be ongoing – changes will continue to be made to improve the snow removal process and experience. This update is a continuation of that process.

ANALYSIS:

The first year of the snow removal plan (last year) provided valuable insights in how the Town can better address snow removal services in Minturn. In addressing these services, the glaring inadequacies of snow storage throughout lots in the old town area, many of which were built prior to the snow storage code requirements, must be addressed within any overall plan.

Town staff and the ad Hoc Snow Removal Plan Committee were in agreement that although not ideal, allowances should be given to residents who need additional support with snow storage and removal. With this in mind, staff is recommending **NOT enforcing MMC Section 11-1-40(a) – Deposits on public ways prohibited: It is unlawful for any person to litter, track or deposit or cause to be littered, tracked or deposited, sand, gravel, rocks, mud, dirt, snow, ice or any other debris or material upon any street, sidewalk, alley or public place, or any portion thereof as it pertains to snow.**

Not enforcing MMC Sec 11-1-40(a) will inherently slow down the snow removal process. Minturn staff hope to address this by adding an additional part time employee to assist in plowing operations. With this additional staff member, plowing will be scheduled to take place seven days a week. **PLEASE KEEP IN MIND, RESIDENTS DO NOT MOVE THEIR CARS ON THE WEEKENDS SO ALTHOUGH PLOWING WILL OCCUR, REMOVAL WILL NOT.**

Additional adjustments to operational procedures, although not specifically addressed in the plan, are as follows:

New or Modified Parking Requirements/Restrictions

Toledo Ave: No parking Tu/Th: 9:00 am to 11:00 am

(Reminder-Main Street restrictions are based on a M/W or Tu/Th schedule)

Main Street 100-Block: No parking Monday-Thursday 6 am to 7 am

Main Street 200-300 Block: No parking 9 am to 11 am

Main Street 400 Block: No parking 8 am to 9 am

Main Street 500 Block South: No parking 11 am to 4 pm

Additional Plowing Services

\$30,000 has been allocated in the budget for additional assistance with weekend plowing, hauling, bunking of snow and removal of ice from street drainage. This will come in the form of a part time staff member working 24 hours a week (Fri, Sat & Sun) as well as on-call contracted assistance for additional contracted dump trucks.

\$6,000 has been allocated for the contracting of a company to plow the 100-block as well as the sidewalks from the 100-400 blocks, when snowing.

COMMUNITY INPUT:

Significant (and ongoing)

BUDGET / STAFF IMPACT:

\$36,000

STRATEGIC PLAN ALIGNMENT:

Making data-based decisions aligns with Minturn’s strategic plan in the following ways:

ADVANCE DECISIONS/PROJECTS/INITIATIVES THAT EXPAND FUTURE OPPORTUNITY AND VIABILITY FOR MINTURN

RECOMMENDED ACTION OR PROPOSED MOTION:

Approve Resolution

ATTACHMENTS:

- Resolution 29 – Series 2020
- 2020/2021 Town of Minturn Snow Removal Plan

**TOWN OF MINTURN
RESOLUTION NO. 29 – SERIES 2020**

**A RESOLUTION SUPPORTING THE ADOPTION OF THE
2020/2021 TOWN OF MINTURN SNOW REMOVAL PLAN**

WHEREAS, the Town of Minturn (“Town”) is a Colorado home rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Town of Minturn Home Rule Charter for which the Minturn Town Council (“Town Council”) is authorized to act; and;

WHEREAS, the Town provides snow plowing and removal services with the town boundaries of Minturn; and

WHEREAS, the Town seeks to continually improve its level of service to the community; and

WHEREAS, the Town must keep certain roads accessible to emergency vehicles, school busses, vehicular and pedestrian traffic; and

WHEREAS, the Town Council seeks to increase connectivity as described in the 2018/20 Minturn Strategic Plan.

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

THAT, the 2020/2021 Town of Minturn Snow Removal Plan be approved.

INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED THIS 21st DAY OF OCTOBER, 2020.

TOWN OF MINTURN

By: _____
John Widerman, Mayor

ATTEST

By: _____
Jay Brunvand, Town Clerk



**2020/2021
TOWN OF MINTURN
SNOW REMOVAL PLAN**

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A. Purpose

1. The Purpose of the Snow Removal plan is to communicate the process and level of service for snow removal in the Town of Minturn.
2. The goal of the Public Works department is to remove snow from our public roadways and dedicated sections of sidewalks as rapidly and efficiently as possible while keeping roads open and essential traffic moving.
3. The aim of snow removal operations is to return road surfaces to safe winter driving conditions as soon as feasible within the limitations of this policy, our limited resources and weather conditions. With proper use of storm forecasts, personnel, and equipment, the desired result can usually be attained. However, flexibility is always needed to adapt to the variety of circumstances and conditions during a snowstorm. The following policies and procedures serve as a practical guide for effective snow removal procedures in the Town of Minturn.

B. Plan Considerations: In developing the policies for how to best undertake winter maintenance activities the Town considers factors including, but not limited to the following:

1. Priority vs capacity (Effective allocation of resources based on priorities);
2. Public safety;
3. The amount of funds available for these operations;
4. The number and availability of personnel for these operations;
5. The desire to maintain a safe and efficient transportation system;
6. The ability to deliver emergency services;
7. Weather conditions including temperature and snowfall amounts; and
8. Protection of Town and personal property

C. Policy Statement

1. Objectives:
 - a. Provide safe travel conditions for school busses, emergency services, pedestrians and motorists;
 - b. Provide cost effective snow plowing and removal services; and
 - c. Assist Police, Fire and Emergency Medical Services in fulfilling their duties
2. Hinderances to plan implementation:
 - a. Parked or stalled private vehicles that restrict or prevent safe roadway movement and plowing;
 - b. Equipment rendered inadequate by the depths of the snow or drifts;
 - c. Crew breaks, and breaks required for re-fueling;
 - d. Residential snow deposited onto public roadways;
 - e. Equipment mechanical failures and needed repair; and

- f. Unforeseen emergencies.

D. Scope of Responsibility

1. The Town of Minturn Public Works Department is responsible for snow plowing and removal on municipal streets within the town limits;
2. HWY 24 within town limits is plowed by the Colorado Department of Transportation (CDOT). Snow removal on HWY 24 is the responsibility of the Town of Minturn;
3. The Town does not remove snow and ice from private streets, private parking lots or driveways; and
4. Cooperatively facilitate safe pedestrian travel along the HWY 24/Main St corridor by conducting snow removal operations from sidewalks during times of snowfall

E. Level of Service

1. Expectations - It is the expectation of our citizens that we will keep all town streets sufficiently passable during and following a winter weather incident (this does not mean dry, bare roads). To accomplish this, the Town will provide, to the extent reasonably possible, effective and efficient measures consistent with generally accepted standard practices to maintain and/or restore mobility. Due to the many variables associated with winter weather, each event is unique.
2. Factors – Factors that influence when and what measures we use include:
 - a. air and pavement temperatures;
 - b. wind speeds and directions;
 - c. precipitation rates and types;
 - d. time of onset;
 - e. storm event duration;
 - f. traffic activity; and
 - g. Availability of equipment, personnel and materials
3. Goal - Snow control measures are directed to achieving and maintaining relatively safe traffic movement on public streets within a reasonable time period. Therefore, efforts are first concentrated on the school bus routes and emergency services streets that carry most of the traffic. Other low-volume streets are included when resources are available.

F. Implementation

1. The policies and procedures outlined herein will be in effect when weather conditions could cause accumulations of frost, sleet, ice or snow on our maintained roadways, school bus and emergency services routes or municipal

lots and will be in effect during the normal winter season.

2. Minturn snow removal operational hours are typically 6:00am to 5:00pm. Downtown sidewalks are recommended to be cleared by the business owner prior to 7:00am. The Public Works Supervisor will decide when to begin snow control operations. The criterion for that decision is:
 - a. Snow accumulation, or expected accumulation of 3 or more inches;
 - b. Icy conditions which affect travel; and
 - c. Time of snowfall in relationship to traffic volumes.
3. Snow and ice control operations are expensive and involve the use of limited personnel and equipment. During snow events, snow removal becomes a priority for school bus routes, emergency vehicles and primary roadways, and they are cleared first.

G. Personnel Responsibility: The snow control plan used by the Town of Minturn has been developed to establish a chain of command through which winter maintenance policies can be transformed into an effective and uniform set of actions. The actions taken by snow crews are the result of the general policies established by the administration, and procedures set forth in this plan, as approved by the Town Administrator.

1. Operators are responsible for:
 - a. Maintaining a positive work environment to enhance the teamwork concept;
 - b. Providing a timely, effective service for their designated routes;
 - c. Maintaining vehicles, plows and sanders in safe working order;
 - d. Serving as good-will ambassadors for the Town; and
 - e. Working cooperatively with residents and businesses for the benefit of public safety;
2. Supervisor is responsible for:
 - a. Maintaining a positive work environment to enhance the teamwork concept;
 - b. Coordinating vehicle, plow and sander maintenance and repair to ensure safe operations and adequate coverage;
 - c. Maintaining deicing inventories and other vital supplies;
 - d. Timely, courteous response to service complaints, requests and inquiries; and
 - e. Providing training opportunities for snowplow operators.
3. Management is responsible for:
 - a. Maintaining a positive work environment to enhance the teamwork concept;

- b. Providing adequate resources to ensure timely, effective service; and
- c. Creating training and feedback avenues for supervisors and operators; and utilizing various forums to create and maintain public awareness and support for snow removal activities.

H. Vehicle and Equipment Preparation: All vehicles and equipment utilized in the Snow Removal Plan are inspected for readiness and repairs in advance and as needed during the snow season by staff to ensure efficient operations for snow removal service.

I. Priorities: During snow/ice conditions, calls from the Police and Fire Departments regarding accidents, medical or other emergency situations requiring public works assistance are given top priority. Because of the high priority assigned to snow and ice control, almost all other street operations become secondary to snow removal activities. Streets will be plowed, and snow will be removed according to established priorities. Priorities are set based upon traffic volume, public safety, and access to emergency facilities and school bus routes. All streets in Minturn are prioritized as either primary or secondary routes for snow plowing and snow removal operations. The following summarizes the snow removal priorities:

1. **Primary Routes:** These streets are given first priority since they provide the interconnecting link from all corners of the Town. Also included are streets that provide access for emergency services such as fire stations and the Eagle County Sheriff's office at town hall. Priority 1 streets will be maintained for all snow events.

i. **Primary Routes (Appendix A):**

- a. Main Street 100 Block to 900 Block
- b. Cemetery Road from Public Works facility to Main St
- c. Mann Avenue from Main Street to Pine Street
- d. Pine Street from Meek Ave to Toledo Avenue
- e. Toledo Avenue from Pine Street to Main Street
- f. Bellm Bridge from Main Street to Minturn Saloon
- g. Railroad Ave from Bellm Bridge/Minturn Saloon to Taylor Avenue
- h. Taylor Avenue from Railroad Avenue to 4th Avenue.
- i. Minturn Road from Taylor Ave to 4th Ave.

2. **Secondary Routes:** All streets not designated as primary routes are considered secondary routes and will receive snow removal service upon completion of the primary routes. These roadways are minor arterial streets and are generally streets that connect the major arterial road to residential streets.

J. Delay of Snow Removal Services: At least one or more of the following situations may delay all or some of the services provided during snow events:

- 1. Vehicles parked and/or blocking the street eliminating access for plows;
- 2. Equipment breakdown;

3. Manpower shortage due to sickness, injury or vacation or length of the storm requiring personnel to be pulled off the streets for rest;
4. Operator breaks for rest, meals, refueling, or for loading deicing material; breaks required to install chains and/or new cutting edges on snowplow blades;
5. Residents placing snow from yards or driveways onto public streets;
6. Downed trees and branches and utility wires can block access to entire neighborhoods;
7. Frozen water mains divert snow fighting personnel to respond to the emergency;
8. Snow being placed on the street after we have plowed requires crews to return to these streets again, diverting attention from other needs;
9. Weather so severe – as to cause crews to be called in for their own protection; and
10. Unforeseen conditions and emergencies.

K. Sidewalks: Snow Removal Policies and Procedures, Minturn Municipal Code Requirements for property owners. This is to prevent the snow from turning into an icy hazard for pedestrians or forcing pedestrians to walk in the street.

1. Sec. 11-1-10. - Snow removal required.

It is unlawful for any owner or occupant of any lot, block or parcel of ground within the Town, or for any agent in charge of such property, to allow any snow or ice to accumulate or remain upon any sidewalk or pathway alongside such property longer than twenty-four (24) hours from the time of the last accretion of such snow or ice.

2. Sec. 11-1-20. - Applicability of provisions.

(a) The provisions of this Article shall be applicable to all sidewalks and public pathways within the Town.

(b) It is determined that the accumulation of snow and ice on the sidewalks and public pathways adjacent to the streets described in Subsection (a) above interferes with the free movement of pedestrian and vehicular traffic within the Town to a substantially greater degree than the accumulation of snow and ice on other sidewalks and public pathways within the Town.

3. Sec. 11-1-30. - Legal remedy.

If any person allows snow or ice to accumulate or remain upon any sidewalk or public pathways, as provided in this Article, the Town may cause such snow or ice to be removed and may assess the cost thereof as a lien against the adjoining property or may bring an action in court against the owner of such property to recover the cost thereof.

L. Sidewalk Snow Removal – Recommendations to Residents:

1. Aim snow blowers into front yards away from sidewalks, the parking strip and the street. Ice and rocks, as well as powder snow are blown out many feet. This material can hit parked or passing cars, which can cause damage to those vehicles as well as possible accidents. Also, snow blown onto the street will freeze and become slick, which may easily cause accidents.
2. Snow left adjacent to your driveway by snowplows should be placed to either side of the driveway or the parking strip (if available), but, not into the street or gutter.
3. Remove snow from around fire hydrants near your home.

M. Sidewalks: Snow removal Town responsibilities

1. Sidewalks adjacent to Town property.
2. Due to the high volumes of pedestrian traffic along HWY 24, combined with the snow plowing operations of CDOT, the HWY 24/Main Street corridor is designated as a high priority for sidewalk snow removal.
 - i. Town sidewalk snow removal operations during times of snowfall will include HWY 24/Main Street. This additional snow removal is to address CDOT plows which continually push snow back onto sidewalks adjoining Main Street.
3. For a complete showing of the Town’s responsibilities please review the Sidewalk Snow Removal Map (*Appendix B*)

N. After the Storm: After snowstorms the Town’s snow plowing efforts will focus on the continuation of critical Town services such as restoring utilities; and public safety emergency response capacities. Additionally, snow removal operations will be conducted in certain areas of the town if temperatures are expected to remain low or more snow is expected. Other areas include locations in which heavy shading prevents melting and areas where the storm drainage system is impeded. Crews will attempt to remove as much snow and ice as possible. In addition, begin the following procedures:

1. Additional sanding may be needed;
2. Cleaning of intersections as soon as possible;
3. Inspection of all equipment utilized during the storm;
4. Report needed equipment repairs;
5. Inventory stockpile of de-icing material; and
6. Have a post-meeting if necessary, with all employees to discuss possible improvements.

O. Property Damage

1. During the course of operations throughout any given winter, a certain amount of damage to Town and private property may be incurred by snow removal forces. The Public Works Department will repair damages as soon as the weather

permits.

2. Personnel are required to report all damages to their Supervisors. All property damage and accidents during snow removal operations will be handled in a manner that coincides with Town policy and Colorado State Statute.

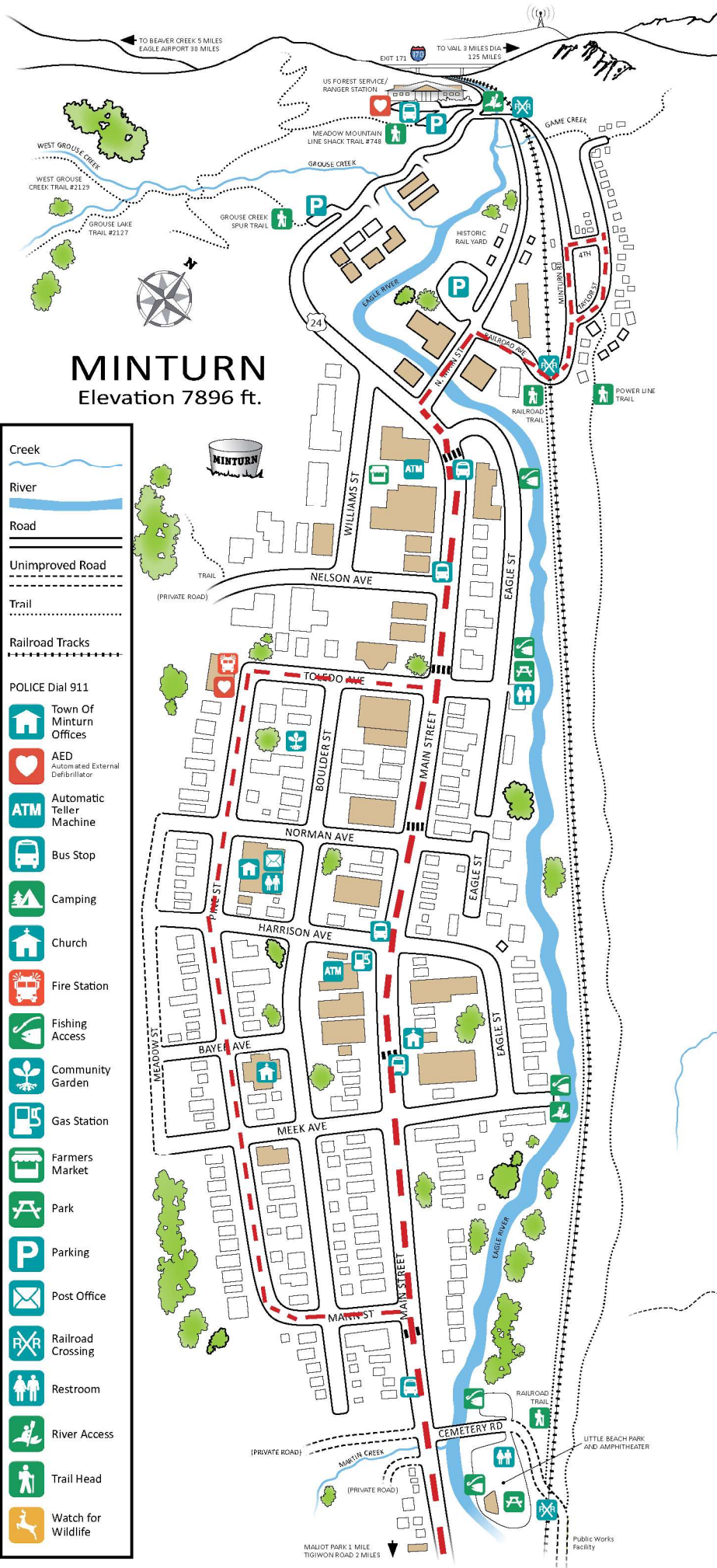
P. Assistance to Motorists

1. Under no circumstances will a Town employee be allowed to use a Town owned vehicle to push, pull, or tow a stranded vehicle from a roadway or parking lot.
2. The employee should notify their Supervisor of any emergency situation encountered and the Supervisor will notify the appropriate agency.
3. Under no circumstances will a Town employee use a Town owned vehicle to perform snow removal operations on privately owned, commercial, or residential property.

Q. Appendices

1. Snow plowing priority map (Appendix A)
2. Sidewalk snow removal map (Appendix B)

Appendix A Minturn Snowplowing Priority Map



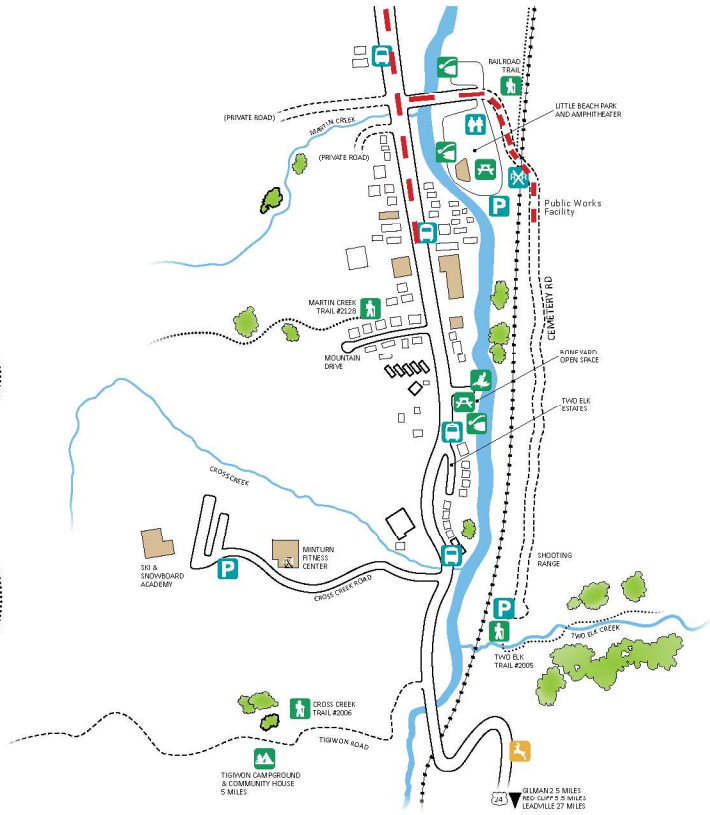
Snow Removal Legend

--- Primary Snowplowing Route

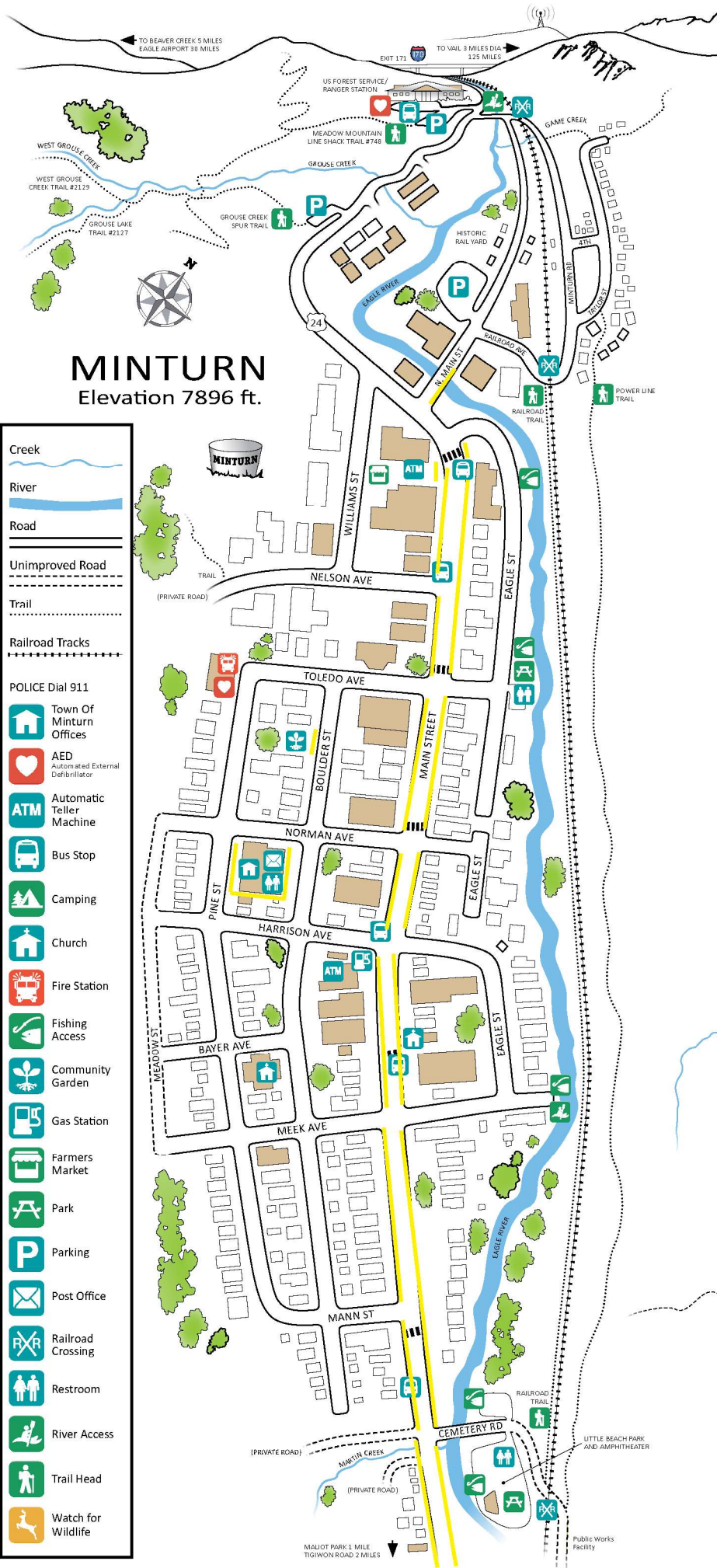
Primary Snowplowing Streets Include:

- Main Street 100 Block to 900 Block
- Cemetery Road from Public Works facility to Main
- Mann Avenue from Main Street to Pine Street
- Pine Street from Meek Ave to Toledo Avenue
- Toledo Avenue from Pine Street to Main Street
- Bellm Bridge from Main Street to Minturn Saloon
- Railroad Ave from Minturn Saloon to Taylor Ave
- Taylor Avenue from Railroad Avenue to 4th Ave
- Minturn Road from Taylor Ave to 4th Ave

Minturn Snowplowing Priorities Cemetery Rd South



Appendix B Minturn Sidewalk Snow Removal Map



Sidewalk Snow Removal Legend

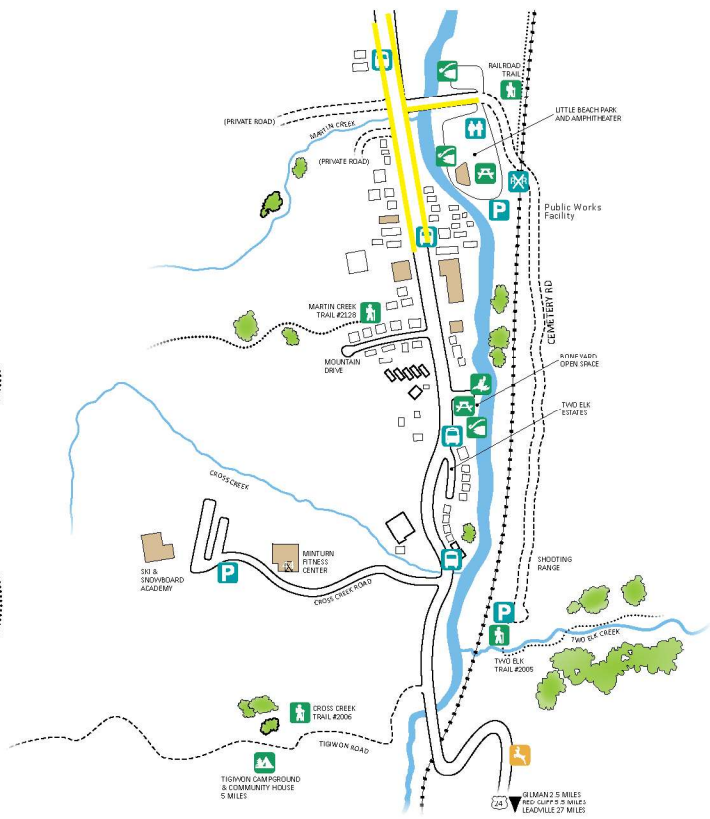
Sidewalk Snow removal

Snow removal Town responsibilities

1. Sidewalks adjacent to Town property.
2. Due to the high volumes of pedestrian traffic along HWY 24, combined with the snow plowing operations of CDOT, the HWY 24/Main Street corridor is designated as a high priority for sidewalk snow removal.

i. Town sidewalk snow removal operations during times of snowfall will include HWY 24/Main Street in the same operational manner in which snow is removed from the street (Monday/Wednesday or Tuesday/Thursday).

Minturn Sidewalk Snow Removal Cemetery Rd South



SNOW BUSTERS, LLC

P.O. Box 1194
Minturn, CO 81645
Ph. (970)393-3451
snowbustersllc@gmail.com

DATE: 10/12/20

Presented to you is the following pricing list for the winter of November 1st 2020 to April 15th 2021. We offer snow removal and snow plowing services. Our prices for such services are as follows;

Presented to: Arnold / Town of Minturn for 100 to 400 block Main Street, Minturn CO.

Seasonal Snow Plow Description

\$6,500.00

The 100 block will be plowed by 7:00 AM after 3" had accumulated. Vehicles must be moved before 7:00 AM to allow plowing. We will do our best, but plowing won't be done correctly if there are vehicles parked on the street. Sidewalks will be cleared using the Town of Minturn sidewalk plow from 100 to 400 block on both sides of Main Street. We will plow the sidewalks twice on each side and the snow will be pushed towards the curve. Vehicles and objects blocking must be move to allow the plow operation.

Loader	\$200.00 per hour
Bobcat Skid Steer	\$90.00 per hour
Sidewalk Shovel	\$40.00 per hour
Dump Trailer	\$75.00 per hour
Dump Truck	\$95.00 per hour
Dump Fee	\$50.00 per dump

Snow Busters LLC will plow when 3” of snow has accumulated. This is measured by the contractor at the property, not to include drifts. Depending on the time of the snowfall, we attempt to service customers by 7:00 AM or 5:00 PM. Often times roadway snow plows fill driveways aprons with excess snow after driveways have been cleared. If this causes a hazard or inconvenience, kindly contact us and we will attempt to clear this within a reasonably agreed upon time frame. Additional snow removal will be performed on a as needed basis and it will be billed hourly at our rates listed above. Snow will be dumped in the nearest authorized dump site.

Payment is expected to be received by the 1st of the following month. Any payments received after the 1st will be considered late payment and will accrue a 5% late fee. Any non-payments will be considered delinquent after the 30 days of invoiced billed and potentially be sent to collections. All claims must be submitted within 48 hours after project/work is performed. If the project/work needs to be redone after not being supervised within 48 hours, a flat rate of \$100.00 for each individual project and \$200.00 transport fee will be charged. All projects less than 6 hours are subject to a Transport fee; this fee will also be charge if projects are too far apart (10 mile radius).

SNOW BUSTERS LLC is not responsible for any damage caused by pile-up snow or damage to any items that are not visible due to snow coverage. We recommend that your property be outfitted with markers to ensure we can do the best job possible. If there are any lights, sprinkler heads and/or other object that could get in the way of the plow/removal we ask if you could place markers at those areas to ensure no damage. If vehicles are left in the streets or parking lots, we will do our best to plow/remove around the vehicles.

SNOW BUSTERS LLC assumes no liability for any damages to individuals or property due to ice. By signing this proposal/contract you agree to the terms and conditions listed above

Signature

Print Name/Date

Title

Jay Brunvand
 Clerk/Treasurer
 301 Pine St #309 ♦ 302 Pine St
 Minturn, CO 81645
 970-827-5645 x1
treasurer@minturn.org
www.minturn.org



Town Council
 Mayor – John Widerman
 Mayor Pro Tem – Earle Bidez
 Council Members:
 Terry Armistead
 George Brodin
 Brian Eggleton
 Eric Gotthelf
 Gusty Kanakis

Below reflects proposed topics to be scheduled at future Town Council meetings and is informational only. Dates and topics are subject to change.

REGULAR TOWN COUNCIL MEETINGS
October 21, 2020
100 Block Charrette follow up
Colorado Land Trust-Update on the Conservation Easement at the Boneyard – Nancy Glass
Snow Removal Committee plan
Spec Pres – Colorado Mtn College Minturn Scholarship Endowment – Diana Scherr
November 4, 2020
Discussion on Little Beach Park recreation area – Armistead/Brodin
FY 2021 Budget – Public Hearing
Proclamation - Colorado Gives Day
Discussion/Direction: Minturn Shooting Range Update – Metteer
November 18, 2020
First Reading of FY2021 Budget Ordinances – Brunvand
DATE TO BE DETERMINED
Ordinance __- Series 2020 an Ordinance adopting Specified Sustainability Building Codes