



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 November 4, 2020

**Meeting to be held via Zoom Conferencing and call-in.
Public welcome to join meeting using the following methods:**

<https://us02web.zoom.us/j/82525016541>

Or join by phone:

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

Webinar ID: 825 2501 6541

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 21, 2020 Meeting Minutes Pg 5
- Liquor License – Retail Liquor Store (City) License annual renewal application: Gail Crowder, dba The Minturn Mile, Gail Crowder, Owner/Manager 341 Main St. Pg 16

4. Approval of Agenda

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

5. Special Presentations

- Council Comments/Committee Reports
 - Water Committee Report – Brodin Pg 20
 - NWCCOG Report – Brodin Pg 22
 - ECO Trails Report – Informational only Pg 26

COUNCIL DISCUSSION/DIRECTION

- 6. Discussion/Direction:** Little Beach Park recreation area – Brodin/Armistead Pg 66

PUBLIC HEARINGS AND/OR ACTION ITEMS

- 7. Public Hearing/Action Item:** Public Hearing on Proposed Fiscal Year 2021 Budget – Brunvand Pg 106

GENERAL IMPROVEMENT DISTRICT

- 8. Public Hearing/Action Item:** General Improvement District

A) ADMINISTRATIVE MATTERS

- Approve Agenda Pg 114
- Discuss and Consider appointment of new member(s) to the Board of Directors:
 - Gusty Kanakis, Elect

- Approve Minutes of November 6, 2019 Board Meeting Pg 116

B) LEGISLATIVE MATTERS

C) FINANCIAL MATTERS

- Discuss and consider ratifying appointment of Town Staff to prepare the 2021 GID Budget
- Discussion/Action – 2021 General Improvement District Budget: Public Hearing and Board Comments
- Discussion/Action – Consider adoption of Resolution No. 2020-11-01 a Resolution to adopt the Fiscal Year 2021 Budget Pg 119
- Discussion/Action – Consider adoption of Resolution No. 2020-11-02 a Resolution to appropriate sums of money for the Fiscal Year 2021 Budget Pg 122

D) OTHER BUSINESS

- Discuss and set future meeting dates
 - i. Board Meeting to consider budget approval set for November 3, 2021 5:30pm at the Minturn Town Hall, 302 Pine Street, Minturn, CO 81645
 1. Alternative Date: This item closely follows the State and the Town of Minturn’s budget cycle. If an alternative is considered it should be considered as the Board in conjunction with the GID Council.

E) ADJOURNMENT

COUNCIL INFORMATION / UPDATES

9. Staff Updates (5 Min)

- Manager’s Report Pg 123
- Future Agenda Items Pg 125

MISCELLANEOUS ITEMS

10. Future Meeting Dates

- a) Council Meetings:
 - November 4, 2020
 - November 18, 2020
 - December 2, 2020
 - December 16, 2020
 - January 6, 2020

11. Other Dates:

- Veteran's Day - November 11 (Office Closed)
- November 26, 2020 – Thanksgiving (Office Closed)
- November 27, 2021 – Thanksgiving (Office Closed)

12. Adjournment



OFFICIAL MINUTES

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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:

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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

These minutes are formally submitted to the Town of Minturn Town Council for approval as the official written record of the proceedings at the identified Council Meeting. Additionally, all Council meetings are tape-recorded and are available to the public for listening at the Town Center Offices from 8:30am – 2:00 pm, Monday through Friday, by contacting the Town Clerk at 970/827-5645 302 Pine St. Minturn, CO 81645.

Regular Session – 5:30pm

1. Call to Order

- Roll Call

The meeting was called to order by Mayor Pro Tem Earle Bidez at 5:40pm using in-person and ZOOM on-line meeting format.

Those present include: Mayor Pro Tem Earle Bidez and Town Council members Terry Armistead, George Brodin, Eric Gotthelf, Brian Eggleton, and Gusty Kanakis. Note: Mayor John Widerman was excused absent.

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

Note: those attending via remote: Council Member Eric G., Town Planner Scot Hunn, and Town Attorney Michael Sawyer.

- 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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- October 7, 2020 Meeting Minutes
- 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.
- Liquor License – Lodging and Entertainment License annual renewal application: The Bunkhouse, Nancy Richards, Owner/Manager 175 Williams St.

George B. requested to pull the Eagle County First Responders Day to consider separately. *Note: This item was taken up AFTER the Special Presentations.*

Motion by George, second by Terry A., to approve the Consent Agenda of October 21, 2020 as amended. Motion passed 6-0. Note: Mayor John Widerman was excused absent.

4. Approval of Agenda

- Items to be Pulled or Added

Motion by Gusty K., second by Terry A., to approve the Agenda for October 21, 2020 as presented. Motion passed 6-0. Note: Mayor John Widerman was excused absent.

- Declaration of Conflicts of Interest

5. Special Presentations

- Eagle Valley Land Trust Update on the Conservation Easement at the Boneyard – Nancy Glass

Ms. Nancy Glass of the Eagle Valley Land Trust gave a presentation of the EVLT and included the Boneyard in Minturn.

The Council thanked Ms. Glass for her presentation and all the work the EVLT does in the County.

- Colorado Mtn College Minturn Scholarship Endowment – Diana Scherr

Ms. Diana Scherr, Colorado Mtn College, updated on the Minturn Endowment and provided details on how the Minturn Endowment works. Three Minturn residents have used this scholarship program since its creation in 2013. The money used to fund the endowment were provided as part of the Battle Mountain Resort scholarship funds. She thanked the Council and the community for this program.

The Council thanked CMC for all the services they provide and in working with the Town on this endowment.

- Proclamation supporting Eagle County First Responders Day – Metteer

Note: This item was removed from the Consent Agenda and taken up at this point in the meeting.

Earle B. read the Proclamation in to the record. All thanked the important work the Eagle County first responders for their work and their never-ending dedication to the community. It was not missed the importance of their efforts this year.

Motion by Earle B., second by George B., to approve the Proclamation supporting Eagle County First Responders Day. All voted in favor.

- Council Comments/Committee Reports
 - Water Committee Report

George B. reviewed the Water Committee Report as follows: Operational and infrastructure update

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!!!

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

Terry A. asked about the tank site, when can we expect a process and timeline. This is being developed by the Engineers and will be released when it becomes available. It is estimated this would be completed in early winter and then begin construction in the spring.

Council thanked the Public Works crew for their work on this project. Things that can be done in-house are things we can save long-term funding on.

Terry A. updated on a High-Five Board meeting she attended this week. She noted the need to donate to this program. Shooting Range Committee update included with an intent to increase the stakeholder group to expand their productivity. Minturn Fitness Center is working with scheduling as the students move to winter training. She will be meeting with the staff to discuss finance.

Gusty K. updated on several webinars and meetings: NWCCOG, the Henderson Water Treatment Plant update meeting, quarterly NWCCOG-QQ meeting is Friday. The Minturn Matters was last night and several expressed concern over the UPRR potential to reopen the tracks.

Eric G. updated on the Eagle County Housing Authority where they set the schedule for next year’s meetings, they reviewed affordable housing guidelines and how those are moving forward, he updated on the County’s housing loan program.

Earle B. updated on the Halloween events. He noted we are encouraging all to follow the state wide and county wide guidelines. He encouraged all to be safe. He also encouraged all to get out and vote in this election. To ensure your vote is counted, if you mail your ballot, do so by October 26. He stressed the need to be educated on the ballot issues prior to voting.

COUNCIL DISCUSSION/DIRECTION

6. **Discussion/Direction:** 100 Block Charrette follow-up – Hunn/Harris

Scot H. presented an update on the 100 Block Charrette that was held on October 5-6 which allowed for community input on creating a vision for the 100 Block of Minturn. Scot H. noted this is a part of the year plus long rewrite of MMC Chapter 16. It was noted the extensive community input.

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.

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 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.

The Council thanked Scot H. and all for their work and the time committed.

Terry A. asked about the residential character (of the 100Block) and what those houses can be redeveloped as; Scot H. stated existing uses are preexisting and grandfathered. New residential would require a Conditional Use Permit. She felt it important to have guidelines for new development to follow.

Earle B. felt it important to provide guidelines but allow individual expression. He felt parking and traffic flow needs to be imaginative.

Brian E. felt this was important to set future direction. He asked for clarification on how the rating criterion was calibrated; Scot H. will review and clarify. Discussion ensued as to the direction the ascending criterion provides for the future development.

Scot H. advised several immediate steps that Staff will take and then larger steps moving forward. He expressed the value of using the experts involved in the charrette and developing a form-based code and design and architectural guidelines. He also recommended working on a

scope that would include magnitude and cost. He felt the cost for the end product would not be outlandish.

7. Discussion/Direction: Annual Review of Conditional Use Permits held on the Railroad Property – Hunn/Harris

Scot H. began with the recent considerations of CUP's on the railroad property and how concerns and comments came from that. The intent is to review the CUP's annually to ensure compliance and that they remain what the desired outcomes are. Scot H. felt there is not a significant problem. He felt issues that materialized in the spring have been resolved.

Scot H asked:

- how do we amend a lease? If they are making minor changes do, they need to restart the CUP process? Michelle M. recommended this be handled at the Staff level.
- If a new group comes in and assumes an existing lease and CUP does that require additional steps or is it even allowed. Michelle M. recommended that if it is a new lease then it should be a new CUP. If it is an existing party and expanding with the same impact this could be done at staff level if it was a reasonable request. If it is a transfer to a new tenant that would be approved at Council level.
- Do we allow and how do we work with subleases and how as they come and go, do we want an updated CUP? Michelle M. recommended that all parties of the lease should be listed on the lease. As those change, the list should be updated. Discussion ensued that in the case of multiple subleases, there is a benefit to having one main contact for the lease area.

Discussion ensued as to how to handle various scenarios. Michael S. noted storage is not a use by right or even if it is allowed under a CUP. There are no guidelines on how much land a lease can hold and if they can store, or what is contractor storage and what is some other storage. Currently we address noise, light, hours of operation but we don't have any guideposts on how many or how big a lease property could be.

George B. discussed day parking for work force cars. He said this was not allowed as it is not a great look or a great use for the town. He felt it was a different question to allow CUP parking to day park within a designated area but that sole day use parking not related to a CUP is not allowed.

Michelle M. stated each of the CUP's are required to maintain their use within the leased and enclosed area. However, labor parking does not fit in the leased area. She stated labor is parking out of the lease area on area not under their lease or control. It was expressed by the Council that if they have employees, they need to park in the lease area. Scot H. commented the RR is not opposed to allowing day parking but is not in favor of fencing the day parking. We have conflicting direction between what the UPRR allows and what our CUP covers.

Earle B felt we need to reconcile that when UPRR gets a new lease we need to be informed. He

felt having all sublease holders should be on the lease so as to allow action against one without jeopardizing the others. He felt inside of fence parking of staff is fine but that off lease premises parking is not allowed.

Brian E. commented on multi lease holder use on same CUP. He felt we need to document when a lease is expanded. When UPRR leases new areas the public will want to provide comment that would require Council approval through the CUP process. He stated staff approval is fine as appropriate to amend leases. He felt documentation was important for the town. He stated if the RR is not concerned with the day parking perhaps it could be utilized in the muni lot. Other businesses are required to provide parking so we could propose those lease holders to lease parking from the town or otherwise.

Michelle M. felt that we have a pretty organized area currently, as winter comes, we have time to review needs for the summer. Often the lease lots are less busy during the winter months.

Eric G. agreed with the discussion. He felt three violations per year was a lot, could we modify this to three strikes and you're out?

Public Comment:

Mr. Reid Phillips, lease holder on the RR, expressed that the land has been used as it is currently, has been the practice since the early 90's. He felt any discussion should include a lease representative. He felt the day parking issue is in conflict with the manner the RR leases land. He said we want parking within the areas but we don't want to see nonstop green screen. He stated this is summer seasonal and that in the winter the leases exist but use drops off very significantly. The parking they use is provided as by RR and the RR provides the land to park at the Minturn Mile. He stated as the head of the Builders Alliance he is the responsible party. He said he does not have specific subleases. Rather by having one responsible party to manage the area is better than having each sublease to deal with. Michelle M. confirmed Mr. Phillip's comments and felt the winter was a good time to develop and return with further direction.

David Clapp, 382 Taylor St., felt the area had become too big with too much land leased over the past few years. He stated the lease language was too confusing and the hours of operation were too long.

**8. Discussion/Direction: FY2021 Priority Funding of unfunded items –
Metteer/Brunvand**

Michelle M. outlined the items that are goals of the Council but are not funded nor budgeted in the 2021 budget. She reviewed the items on page 33 of the proposed budget and her memo in the packet.

With an ambitious Strategic Plan, there are many projects pending approval. Not all projects can be funded within the annual budget using income received during the year and Council will need to determine project viability and willingness to spend reserve funds to accomplish the goal. Below is a list of unfunded projects and estimated costs. Current estimated general fund reserve

balance is approximately \$450,000 (this includes the \$45k for the NAIOP Dowd Junction planning).

Unfunded projects Estimated Cost

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 Plan update - \$40k: Scot H. noted a Community Plan can run upwards of \$200k. He outlined what the \$40k would entail. Council asked for further information to be presented at the November 4 Council Meeting and funding would be determined then.

Minturn Fitness Center - \$15K: Michelle M. stated this is a little preliminary and may not be an immediate need. Terry A. felt Minturn will need to take a more proactive approach if we want to be included in a quality product. George B. concurred.

Discussion ensued as to the point this was an agreement they made, we have a lot of money invested in this and very few citizens benefit, contributing more money would only benefit a very few citizens, some spoke that they have dropped membership. Would building a plan be more prudent this year than spending the \$15k upfront. Consensus was to work with the MFC to determine the best course of action and fund at that time.

State Land Board ROW - \$35K Michelle M. feels this is a current need. She could come back with a supplemental approval but felt it important either way. This money would be to allow us an easement to travel over their right of way to access property on the other side of their land. We would not own this land. Once we obtain this ROW easement, we can approach the USFS southernly adjacent to request same. Consensus was to fund this from reserves.

ECO Transit Committee Funding - \$5k this is an approximate amount that all communities will be asked for based on use. The intent is to create a transit authority on a County/regional basis. Consensus was to fund this from reserves.

Quiet Title Eagle River - \$60k this is a project that the longer we put off the more chance we will lose more area. The intent is to Quiet Title those areas not already taken. It would take a lot of survey work and then court action. Discussion ensued as to how much staff time would be utilized; this would be more legal and survey not much staff or Michelle M. How long would it take; more likely longer than 8mos. Consensus was to fund this from reserves.

Discussion ensued as to how robust our reserves are and what is the appropriate level. Concern was expressed that spending reserve for one-time purchases of money that has taken years to save. Question was posed what projects on the list will take a lot of staff time; Michelle M. stated the Community Plan however, it is balanced with the need.

A 5min recess was called at 10:15pm. Upon reconvening the hour was noted and Council agreed to remain in session to complete the meeting.

PUBLIC HEARINGS AND/OR ACTION ITEMS

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

Michelle M. reviewed the changes and noted they redline version is included in the packet. All changes were added from the last meeting.

Public Comment opened

None

Public comment closed

Motion by Terry A., second by Gusty K., to approve Resolution 28 – Series 2020 a Resolution approving the 2021-2022 Strategic Plan as presented. Motion passed 6-0. Note: Mayor John Widerman was excused absent.

Earle B. noted we would be running past 10:30 all agreed that was appropriate.

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

Michelle M. thanked the committee and outlined the proposed plan. She stated there were a number of changes. Snow storage is an issue. We are limited in areas and sufficient in other areas. Michelle M. stated the sidewalk snow removal. The proposal calls for up to \$36,000 and would be covered by moving current expenses around to allow for a part time position and contracted services. She reviewed the alternating and no parking times proposed. The intent was to inconvenient the citizens as little as possible.

Michelle M. confirmed that Public Works would be available on weekends but the contract would be for weekend plowing. She stated an educational flyer will be delivered door to door and the project will be on the website.

Public Comment opened

None

Public comment closed

Motion by Terry A., second by George B., to approve Resolution 29 – Series 2020 a Resolution approving the 2020-21 Snow Removal Plan as presented. Motion passed 6-0. Note: Mayor John Widerman was excused absent.

COUNCIL INFORMATION / UPDATES

11. Staff Updates (5 Min)

- Manager's Report

Michelle M. updated on the COVID regulations and how we can now see statewide by county. She stressed the need to follow the regulations to best serve our resort needs.

- Future Agenda Items

Earle B. asked for an Executive Session to discuss a legal matter be added to the agenda.

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. Executive Session: An Executive Session for the purpose of conferencing with the Town Attorney for the purpose of receiving legal advice on a specific legal question under CRS Section 24-6-402(4)(b) – Retaining wall at Bellm Bridge – Sawyer

Motion by Terry A., second by George B., to convene in Executive Session for the purpose of conferencing with the Town Attorney for the purpose of receiving legal advice on a specific legal question under CRS Section 24-6-402(4)(b) – Retaining wall at Bellm Bridge. Motion Passed 6-0. Note: John W. was excused absent.

15. Adjournment

Motion by Terry A., second by Gusty K., to adjourn the meeting at 11:02pm. Motion passed 6-0. Note: Mayor John Widerman was excused absent.

John Widerman, Mayor

ATTEST:

Jay Brunvand, Town Clerk



To: Mayor and Council

From: Jay Brunvand

Date: October 27, 2020

Agenda Item: Annual renewal of Retail Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Retail Liquor License for Gail Crowder, DBA The Minturn Mile Liquor Store located at 341 Main St.

INTRODUCTION:

This establishment has an existing Retail 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 \$87.50.

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.

MINTURN MILE LIQUORS
PO BOX 1603
Vail CO 81658

Fees Due		
Renewal Fee		227.50
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		\$ 227.50

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 CROWDER GAIL W			Doing Business As Name (DBA) MINTURN MILE LIQUORS	
Liquor License # 26-35821-0000	License Type Liquor Store (city)	Sales Tax License # 26358210000	Expiration Date 11/15/2020	Due Date 10/01/2020
Business Address 341 MAIN ST Minturn CO 81645				Phone Number 9708275220
Mailing Address PO BOX 1603 Vail CO 81658			Email	
Operating Manager JEGAN CROWDER	Date of Birth 05/26/75	Home Address		Phone Number
1. Do you have legal possession of the premises at the street address above? Yes No Are the premises owned or rented? Owned 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 No				
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 No				
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 No				
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 No				
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 No				
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 No				
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 No				



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: 10/27/20 10:28 AM
RE: Liquor License

Attached please find a copy of a Retail Liquor License renewal application for Gail Crowder, dba, The Minturn Mile, Gail Crowder, owner/manager, located at 341 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 November 4, 2020 Council Meeting. They own the building so the lease is in order. I will note they failed a sting operation in December 2018 and again in January 2019 but have served and are clear at this point.

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

Thanks, jay

Water Report 4 November 2020

I.) Operational and infrastructure update

As always, water items are running along at about 100 knots.

System Water Loss

System water loss remains in our focus as we go into winter.

Water Leak Detection System

The end of the summer outside water use will allow the leak detection system to potentially discover smaller chronic system water leaks as the volume of water used goes down markedly.

Water Meter Replacement

Don't be surprised to be contacted by the Town to have your water meter replaced with a new meter. **The Town is paying for this** and everyone will be getting a new meter. PLEASE HELP MAKE THIS AS EASY AS POSSIBLE; WE, YOU, ARE SAVING SIGNIFICANT MONEY BY THIS BEING ACCOMPLISHED IN HOUSE.

Road and Tank farm site improvements and Soil Testing

The Water Committee and Town Manager attended a conference call to go over testing results. The ground is really good. We may still desire a Seismic Soil Test to determine actually how really good it is.

Tank Selection and Funding

In accordance with the Water CIP plan, the talk has been, "poured in place concrete tanks." As we approach the going to RFP point, and confront the actual funding and paying for the big dollar infra-structure items, the Water Committee will explore all Water Tank Types, their plusses and minuses and bring recommendations back. These include but are not limited to: Poured Concrete, Pre-cast Concrete, Steel Welded in Place, and Steel Bolted together. The leaks we have and premature replacement need with the existing bolted steel tank indicate this is not, (although cheap) a good fit for the Town. (How often do we want to replace water tanks?)

Funding: Champagne Tastes on a Beer Budget

The Water Committee continues to look for and discuss funding options for the infrastructure projects. These include; Grants, Bonds, Loans, New Development pre-paid Tap and Impact fees. There has been some reach from developers to do this, but we don't and won't end up in a spot where we, "have to approve something," because of pre-payment. We are very conscious of the financial impact on the individual water user of these improvements. We are likewise aware of the risk and timing inherent in an old system held to ever more strict and increasing compliance standards. It is a balancing exercise to be sure.

Well 4 pipeline maintenance extension

Ground installation on Well 4 pipeline is completed.

MW 3 Monitoring Well 3

We are expecting a report on the first 6 months of water quality test results before the end of 2020.

Water Road Security Fence

This will be completed next construction season. Summer 2021.

Still Possible this Season:

Seismic Testing at Tank Platform Site
Periodic grading, plowing, and site access to Tank Platform.
MW 3 water quality testing.

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 and results for Tank Farm

Next Steps

Water Tank Type Selection
Funding and Timing Discussion
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.

NWCCOG

Northwest Colorado Council of Governments meeting.

The NWCCOG is a voluntary association of county and municipal governments that, individually and collectively, believe working together on a regional basis provides benefits that could not be obtained alone.

The principal mission of NWCCOG is: to represent 28 high-functioning counties and municipalities as members while providing many direct services to underserved, at-risk populations across our rural region and beyond.

Economic Development

Elevator Inspection Program

Indirect

Member Services

Northwest Loan Fund

Regional Broadband

Regional Transportation Coordinating Council

Vintage, formally know as Alpine Area Agency on Aging

Watershed Services

Weatherization

Some housekeeping items were done like setting the meeting schedule for next year and then a look at the budget proposal that will be covered in the December Meeting.

We were introduced to Jeff Andrews, the NWCCOG's Regional Business Recovery Coordinator. There are grants and loans available to help in business start ups, expansion, and Covid Recovery. Please reach out to www.nwccog.org or contact the office at 970-468-0295 for more information and specific contact information.

Heidi Williams from the State Attorney General office gave an update on potential Opioid State settlement funding and how that might be distributed.

Heather Coogan updated on Regional Law Enforcement and SB20-217 Senate Bill 20-217, which among other detailed reporting procedures requires body cameras to be worn by all Peace Officers interacting with the public in outside of Law Facilities, which are on camera already, and undercover operations. This is a necessary, but huge expense ranging from hundreds to thousands of dollars. This will document, "what is," and remove a great deal of interpretation out of policing.

Laura Sigrist from Government Performance Solutions spoke to the number of Pre-school and Child-care facility closures and how that affects the work force. 30% of the work force is impacted by reduction or loss of childcare.

Wendy Sullivan and Melanie Rees reported on an upcoming survey and report on changes to the use of Second Homes due to Covid, and the impact to our communities and region. This trend has been mentioned before and the survey results should be enlightening and helpful moving forward.

I included the Program Updates from Jon Stavney, Executive Director for NWCCOG.



PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: October 14, 2020
Re: Program Updates

The following are events of note occurring since the August 2020 NWCCOG Council meeting.

Administration/Regional Business – *Jon Stavney, Executive Director*

Since the August NWCCOG Council meeting, I have completed my calls to all county and municipal managers. The 30 to 60 minute calls were extremely informative. The input has informed the structure of the Regional Business Recovery Coordinator position and the scope of work for that position, provided valuable insight into the similar and differing responses internally and externally to COVID, and provided excellent fodder for the Newsletter, for the variety of reports we are involved with and was comforting to understand the value that top leadership across the region sees in NWCCOG.

In recent weeks, I put my construction bags on and built an IT closet in our offices and have been working closely with Bill, our legacy IT consultant and Nate to select a vendor for necessary upgrades that were identified in two different security assessments performed this year. It will be expensive and disruptive to do necessary security upgrades, but it is the right thing to do and we have some "bonus" funds from the elevator program to cover the costs. Ongoing IT security will be contracted to one of the two competing agencies and will be much more robust and expensive than in previous years. The project will also allow NWCCOG offices direct access to Project THOR through a partnership with Summit County! Finally we hope to have sufficient internet to work at the professional level our excellent staff deserves.

I have been working very closely with consultants to draft, edit and review the Law Enforcement SB20-217 report (with CIRSA), to scope and launch the Early Childhood COVID impact report with Government Performance and the steering committee, and to scope the coming Second Home Owner report with CAST director Margaret Bowes and the consultant team, each of which you will hear about at the meeting.

Building the 2021 budget happened late and rapidly in October this year. We are proud to bring it to you and excited about what benefits we are able to deliver to members while keeping dues flat in the coming year.

I have spent considerable time as usual coordinating with Nate on Broadband opportunities which continue to expand. I have also spent considerable time onboarding the Regional Business Recovery Coordinator which should taper as Jeff gets oriented, which I expect he will be quite soon, at which time I will hand over regular management of the position to Rachel.

Like many of your offices, we continue to have a blended, flexible workplace with much of the work being done remotely across all programs.

Economic Development District (EDD) – *Rachel Lunney, Director*

EDA CARES Act grant

- **County grants** – each of our 5 member counties have been awarded \$30,000 through the EDA CARES Act funding to carry out a scope of work which outlines projects for economic recovery and resiliency efforts that prevent, prepare for, and respond to coronavirus, including for necessary expenses for responding to economic injury as a result of coronavirus, as well as serve to carry out

strategies and tasks outlined in county-level economic development plans. Each county project must demonstrate a partnership between county government and the economic development organization(s) that county. Contracts have been sent out to the counties, with first disbursement 10/15/2020. Project timeframe: 10/1/2020 – 3/31/2022 (18 months).

- **Regional Business Recovery Coordinator** – interviews were conducted on 9/25/2020 by Jon, Rachel, and Chris Romer from the Vail Valley Partnership. We had a great pool of applicants. Jeff Andrews was hired for this 2-year contract position, tasked with providing regional relief from the economic impacts of COVID to our region.

Comprehensive Economic Development Strategy – NWCCOG EDD’s CEDS update will be due one year from now (9/30/2021). NWCCOG must update its CEDS every 5 years per EDA requirements. The updated CEDS will cover the period 10/1/2021 – 9/30/2026. The CEDS update will be a big focus for EDD Director’s time over the next year.

Data

- September Quarterly Economic Update – developed and sent out; posted on data center of website: <http://nwccog.org/edd/data-center/economic-data/economic-data-by-county/>
- County Profiles – updated with most up to date jobs, wages, and labor force numbers; posted on website
- Presentation – Rachel and Jon presented at Vail Valley Partnership’s Big Picture Breakfast on Oct. 1 on economic trends in Eagle County
- Provided Summit County economic data to Summit Foundation upon request

Grant Administration – prepared and submitted required quarterly reports on other grants including EDA Planning Partnership Grant, USDA Rural Business Development Grant, USDA Housing Preservation Grant, USDA Revolving Loan Fund grant.

Alpine Area Agency on Aging (AAAA) – *Erin Fisher, Director*

COVID-19 Updates

Long Term Care Ombudsman: Tina Strang, our LTC Ombudsman, is now allowed to follow up on complaints in person at facilities under strict state guidelines to ensure health and safety regulations are met. Tina may be reached at tstrang@nwccog.org.

Funding: The House approved a bipartisan measure to continue FY 2020 federal funding for defense and non-defense discretionary programs (known as a Continuing Resolution, or CR) through December 11. This effort to avoid a government shutdown moved swiftly through the Senate, and the President signed the measure into law with minutes to spare before the start of FY 2021.

Alpine Area Retired and Senior Volunteer Program (RSVP) – *Tina Strang, AAAA Program Specialist*

We have applied for the competitive grant for this program again and will know in coming weeks if we have again been awarded the program. Tina continues to innovate and expand the Eagle County-only program.

State Health Insurance Assistance Program (SHIP)/Senior Medicare Patrol (SMP) – *Jannah Glassman, SHIP Medicare Coordinator*

Jannah has been focused on preparing herself and her team for upcoming open enrollment (see below) and has gotten excellent feedback so far on her approach to managing the program. Erin is working closely with Jannah to ensure her success in this first Open Enrollment period. There will be many lessons learned. This is one of NWCCOG’s most widespread impact programs and we are excited at the energy she brings to the team.

ECO Trails

General Project Update



CHRIS DILLMANN | COILLMANN@VAILDAILY.COM

Updated September 25, 2020 (new content is highlighted)

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Executive Summary

This report provides a status report for each of the missing segments for the Eagle Valley Trail. The projects are listed in order of priority. The first project, the Minturn Pedestrian Bridge, is the highest priority with construction scheduled to begin this fall.

The next priority is the Eagle-Vail Phase I project. Construction is scheduled to begin in 2021. We have 3 more projects in the area: Eagle-Vail Phase II, Dowd Junction, and Minturn. All 3 are important, and construction timing will depend on the availability of County funds, partner funds, and potential grants.

Farther out on the project planning timeline is the long stretch from Horn Ranch Open Space to Edwards. Planning for this stretch is on hold for now while we focus staff time and ECO Trails funds on the above priorities. If the Wolcott PUD comes back, it will greatly influence trail funding, design, and construction in the area.

Our last priority is the western most segment from Duck Pond Open Space to the Dotsero truck parking lot. It is our last priority because the area sees relatively low traffic volumes, and the pedestrian environment on US Highway 6 is safer compared to the other project areas.

I have included some background information and discussion of funding for trails construction. The ECO Trails program is now in its 25th year. We have many Trails Committee members that have served for more than 20 years. For many on the Trails Committee, trail construction has been too slow, and there is a sense that the program has lost momentum. As a result, Eagle County staff is working with the Trails Committee to stay focused on our goal of building the Eagle Valley Trail.

I hope this report provides a better understanding of our work towards our goal, and helps inform future efforts towards our goal.



ECO Trails and Trails Committee General Background

ECO Trails was created in 1996 following the passage of a half percent sales tax to finance mass transportation improvements in Eagle County. Ten percent of the revenues from that tax were designated for the development of a countywide trails system. The remaining 90 percent of the tax is dedicated to transit programs for buses and rail. The ECO Transit and Trails programs serve the Eagle Valley portion of Eagle County; the mass transportation sales taxes collected in the Roaring Fork Valley portion of Eagle County are managed by the Roaring Fork Transportation Authority.

The Trails Committee was created in 1996: "...to consider requests for expenditures on trails, and to recommend to the Eagle County Regional Transportation Authority Board each year, prior to the adoption of the authority budget, a budget for trails." (Bylaws of the Eagle County Regional Transportation Authority, Article VI, Section 4)

The goal of the Trails Committee is to focus primarily on the construction of trails within and between communities that may also link to on the public lands trails systems. (Eagle Valley Trails Committee Operating Procedures, Page 2).

Trails Committee Duties (from Eagle Valley Trails Committee Operating Procedures, Page 2)

1. Recommend priorities for trail funding and construction using information from existing bike paths and trails plan and specific study of potential trail segments.
2. Disburse trail project funding so that it is equitably distributed over time throughout the Eagle Valley side of Eagle County and leveraged to the greatest extent possible using matching funds, grants, partnerships and other cooperative approaches.
3. Coordinate project recommendations with the decision making and budgeting processes of the Authority.
4. Develop an annual Action Plan that outlines current goals and activities to accomplish the goals.
5. Develop, coordinate, or organize other activities determined to be necessary to accomplish the goals of the Committee.



Trails Committee



District 1

(Vail, Eagle-Vail, Avon, Edwards)

1. Dick Cleveland
2. Mike Heaphy
3. Pedro Campos
4. Paul Gotthelf

District 2

(Eagle-Vail, Avon, Edwards, Wolcott, Eagle)

5. John Bailey
6. Greta Blamire
7. Scott Schlosser
8. Vacant

District 3

(Eagle, Gypsum, Dotsero)

9. Bill Fisher
10. Teak Simonton
11. Carl Walker
12. Vacant

Alternate Members (3)

13. Vacant
14. Vacant
15. Vacant

At-Large (3)

16. Vacant
17. Vacant
18. Vacant

Note: The Trails Committee suspended filling vacancies pending new guidelines for Eagle County citizen boards and committees, and pending internal strategy meetings with Eagle County Staff and a Trails Committee sub-committee.

ECO Trails Project Background

The First 20 Years (1996-2016)

From 1996 to 2016, 12 miles of trail were built in unincorporated Eagle County through the ECO Trails Program. This is an average of 0.6 miles per year. This effort combined with the existing Vail Pass Trail, and trails built in Vail, Avon, Eagle, and Gypsum add up to almost 50 miles of trail. This is nothing short of amazing. Over 20 years, steady progress now places the finish line tantalizingly close. It is worth reflecting upon the great achievement, and the hard work to get to this point. It is a success story and everyone involved should be celebrated, and this includes the Trails Committee, CDOT, Vail, Avon, Eagle, and Gypsum.

ECO Trails Loses Momentum (2017 to 2020)

By the end of 2017, members of the Trails Committee had determined that ECO Trails had lost its momentum. At the start of 2018, the Trails Committee started taking action to get ECO Trails back on track. Work continues on this issue.

From 2017 to present, only one trail segment was built. It was the Eagle to Horn Ranch Trail. Construction started in July of 2017, and by the end of 2017, Only 3.5 miles of trail were built in 2017 because we were waiting on a permit from Union Pacific.

In 2018, with an agreement in place with Union Pacific, the remaining 3.5 miles were constructed. The project was under budget thanks to field changes and some wall re-design.

Meanwhile, the project team evaluated the feasibility of adding a bridge to the east end of Horn Ranch at what we now call Mott's Landing. The project was originally designed to stop short of crossing the Eagle River due to budget constraints. There was no bridge at Mott's Landing in the original design. The proposed trail was a dead end in Horn Ranch.

The original bridge design included a bridge support structure in the middle of the river to span the proposed alignment. The engineer's estimate was \$2,000,000 for the original bridge design. The project team evaluated different concepts, worked with David and Susan Mott, and came up with a plan that cut the bridge cost in half and eliminated the support structure in the middle of the river. This effort saved \$1,000,000 for the ECO Trails Program.



Meanwhile, the project had saved enough money to purchase the prefabricated steel bridge. With the Board of County Commissioners consent, ECO Trails purchased the bridge just before President Trump's steel tariffs went into effect. This represents another round of savings for the ECO Trails program.

In light of project savings, and the reduced bridge construction costs, the Board of County Commissioners approved another \$1,000,000 for the construction of the pedestrian bridge at Mott's Landing.

In summary, 7 miles of trail were built in 2017 and 2018, plus another 200 feet over the Eagle River in 2019. This is an average of 2.3 miles per year. In addition, the Eagle to Horn Ranch Open Space Trail was awarded the 2020 American Public Works Association (APWA), Colorado Award for the Parks and Trails Category, Small Community.

It is important to recognize all the work leading up to construction of the Eagle to Horn Ranch Trail. Ellie Caryl secured the funding including an amazing \$2,000,000 from GOCO. Furthermore, Ellie is undeniably the most important person in getting the ECO Trails program so tantalizingly close to the finish line. Her contributions cannot be overstated.

ECO Trails Looking Forward

The Trails Committee believes we lost momentum. Meanwhile, trail design and construction continues. The Eagle County Board of County Commissioners continue to support the ECO Trails program. They are committed to provide funding for the high priority missing trail segments in Eagle-Vail, Dowd Junction, and Minturn areas. The following pages detail the status of the remaining missing segments of the Eagle Valley Trail. I hope this provides a sense of progress, and maybe a sense that we never really lost momentum.

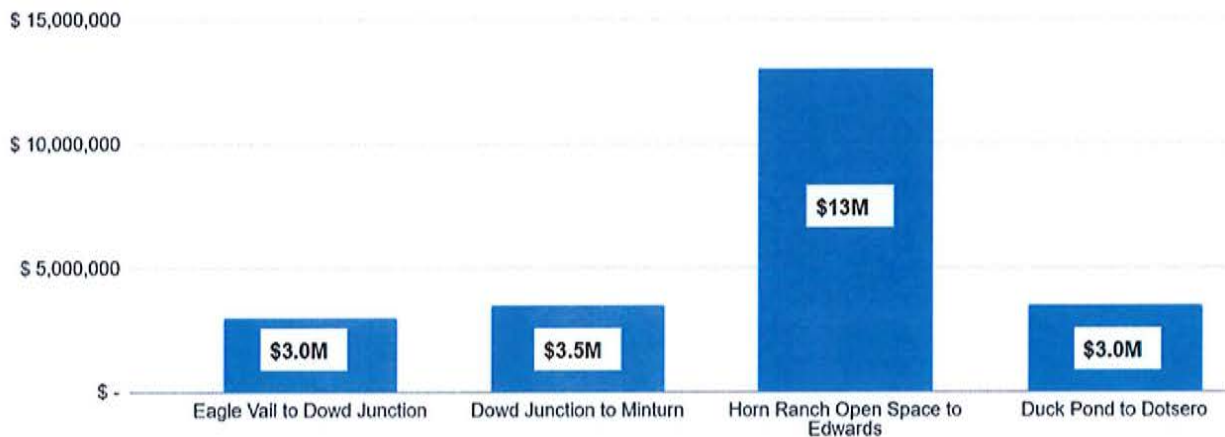
ECO Trails Funding Discussion

To date, 51 of the 63 miles are complete. It will take approximately \$20 million dollars to construct the remaining 12 miles (In today's dollars). It is important to note that construction cost projections are very rough – especially when projecting out more than 5 years – and even more so now with the economic uncertainty of our times. Nevertheless, projections are useful for planning purposes, and I provide my best forecast in this discussion.

Sales tax revenues for ECO Trails was an average of \$840,000 from 2017-2019. This year, we are projecting \$640,000 from sales tax revenues. It takes about 3 years to build up \$1,000,000 for trails construction projects from our sales tax revenue, with the rest of the revenue going towards annual expenses such as wages, operations and maintenance.

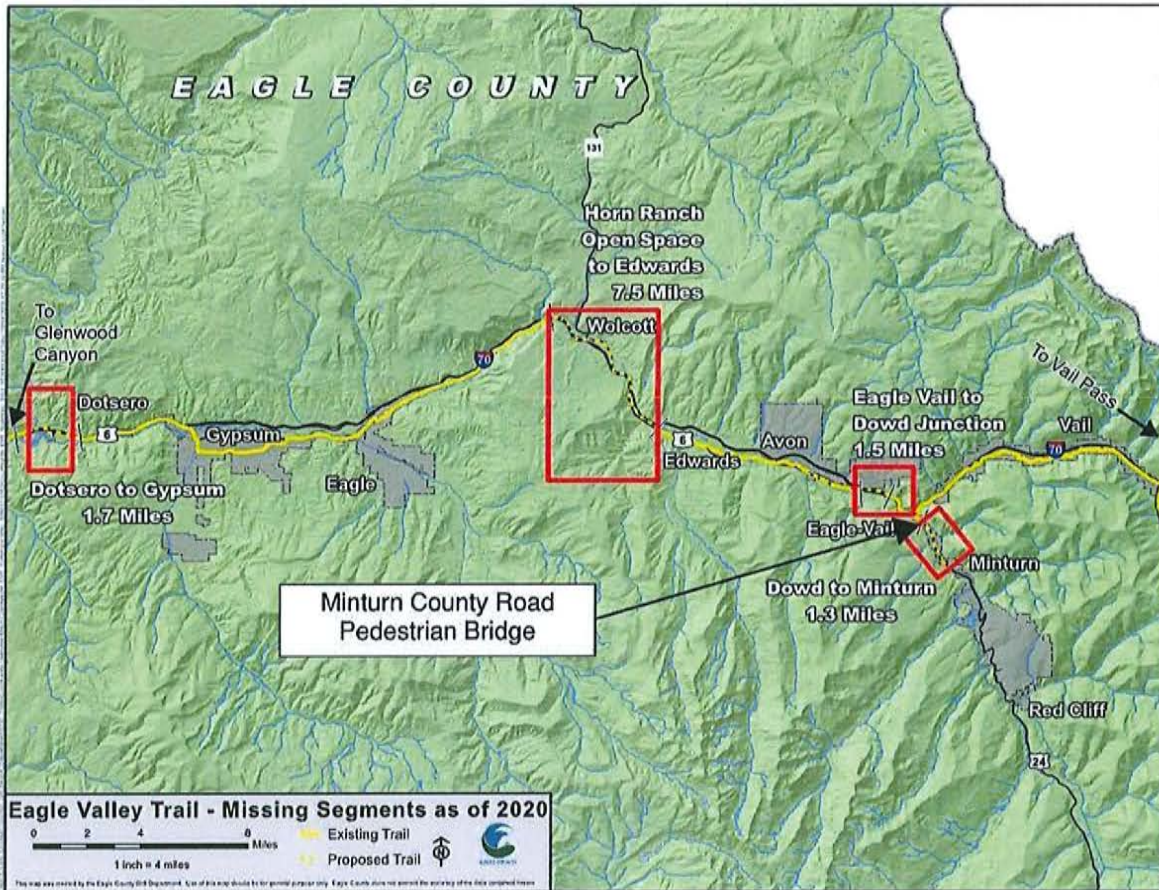
Funding for trail construction also comes from other sources. We rely on other jurisdictions to fund their own segments, such as CDOT constructing the Vail Pass Trail, the Towns of Avon, Gypsum, and Vail have completed the trail within their boundaries; and the Towns of Eagle and Minturn will hopefully complete their missing segments in the future. For Eagle County segments, our Eagle County Commissioners have provided significant funding transfers from its Capital Improvement Fund, ECO Transit Fund and Open Space funds. We also rely on Great Outdoors Colorado (GOCO) grants. Most recently we received \$2 million from GOCO for the Eagle to Horn Ranch Trail. Future trail construction will continue to rely on a combination of sources.

Project Costs in 2020 Dollars



Minturn County Road Pedestrian Bridge

Location Map





Minturn County Road Pedestrian Bridge Update

Description: This project will provide a safer route for pedestrians walking between Minturn and the Forest Service Park and Ride compared to the existing route using the County Bridge. It connects the existing Eagle Valley Trail, crosses the Eagle River and stops at the bridge abutment on the other side.

Status: Gould Construction was awarded the construction contract, and started work on the west side of the Eagle River. Work was delayed due to longer than expected permit approval from UP. But UP gave verbal approval, and crews will restart work on October 5, 2020.

Project Length: 200 feet (108-foot long bridge span)

Projected Construction Cost: \$2,500,000 (No ECO Trails Funds)

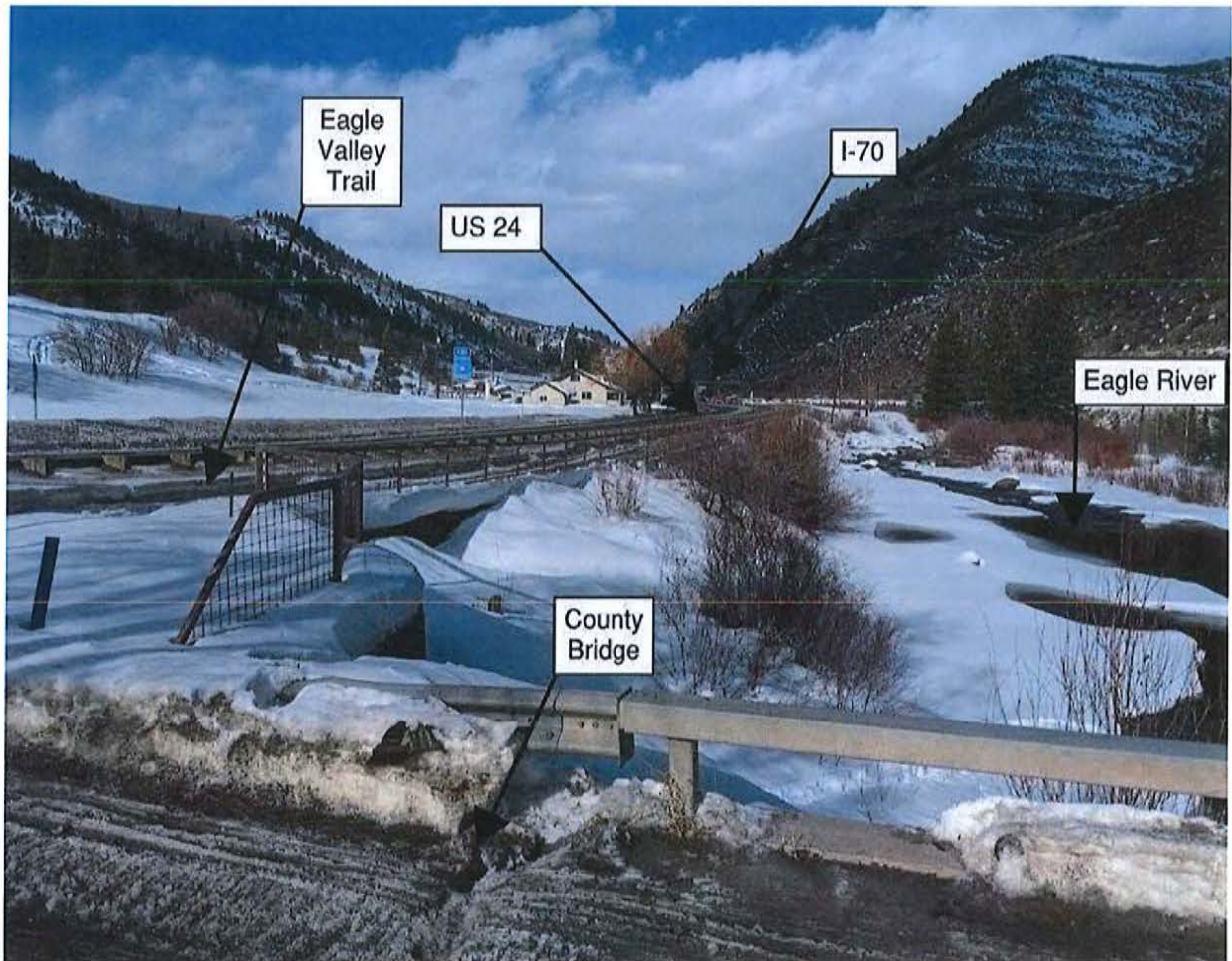
Projected Construction Year: 2020-2021

Partners: ERWSD and CDOT

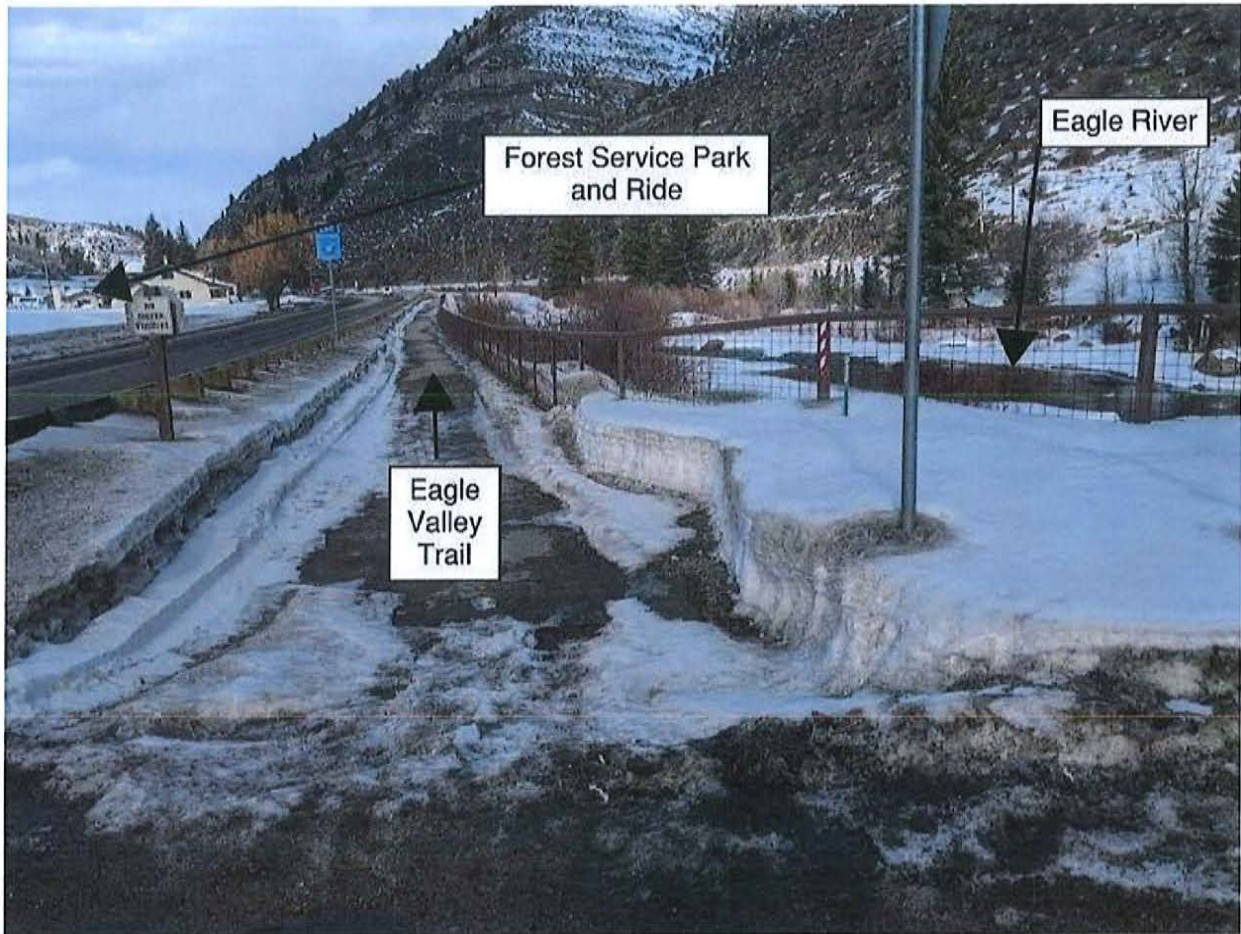
Funding: Eagle River Water and Sanitation District (ERWSD), County CIP Funds, and Minturn.

Note: The Trails Committee was clear that they did not support using any ECO Trails funds for this project, and I am happy to report we have not yet committed any ECO Trails funds for this project. Fortunately, the Eagle County Board of County Commissioners approved \$50,000 from the CIP funds which allowed the project to move forward. Minturn will also contribute \$50,000. The rest of the project is covered by ERWSD.

Project Site Photos



This photo is taken from the County Bridge looking northwest down the US Highway 24 corridor with the I-70 Dowd Junction overpass in the distance.



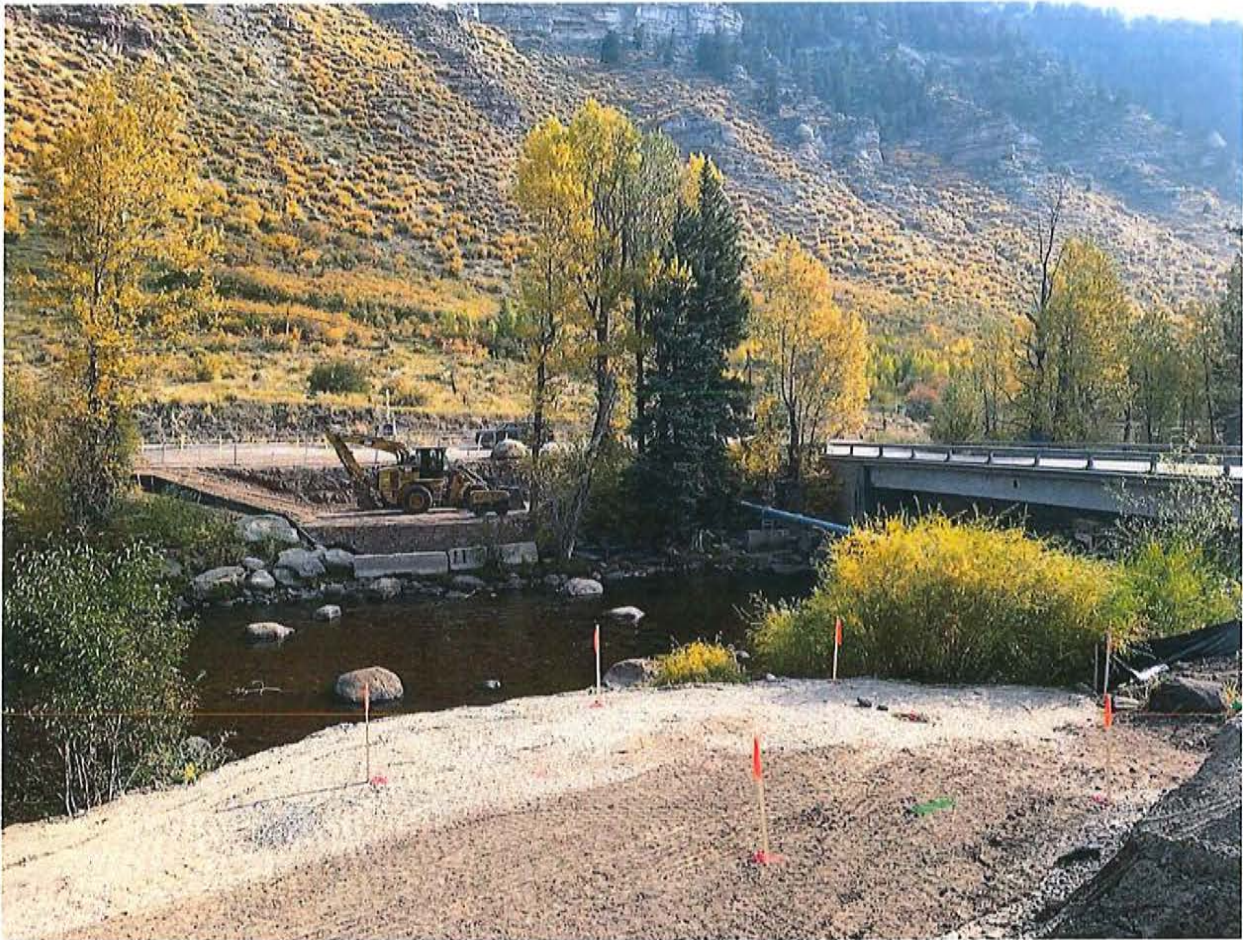
This photo is taken from the County Bridge looking northwest down the US Highway 24. The trail is used by pedestrians walking between Minturn and the Forest Service Park and Ride.



This photo is taken from the Eagle Valley Trail looking across the Eagle River at the project site.



This is an architectural rendering of the Minturn Pedestrian Bridge.

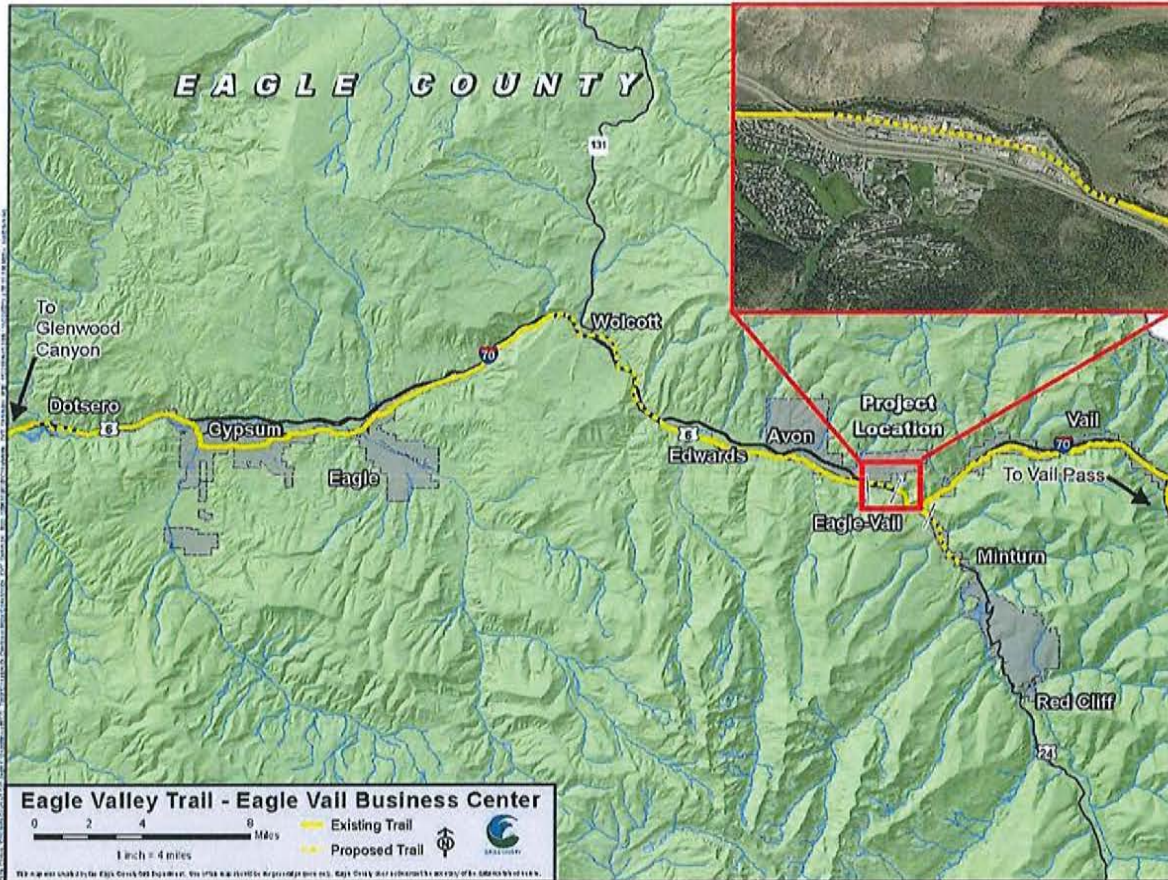


This photo was taken 9-18-20. This shows the earthwork preparation for the bridge abutments.

Eagle Vail to Dowd Junction

Note: We split this into two projects: Phase I and Phase II

Location Map





Eagle Vail to Dowd Junction: Eagle Vail Phase I Update

Description: The trail is a small part of a larger CDOT overlay project of US Highway 6 from Post Boulevard to Dowd Junction.

Status: Design is at Final Review

Project Length: 1 mile

Projected Construction Cost: \$500,000 (for trail)

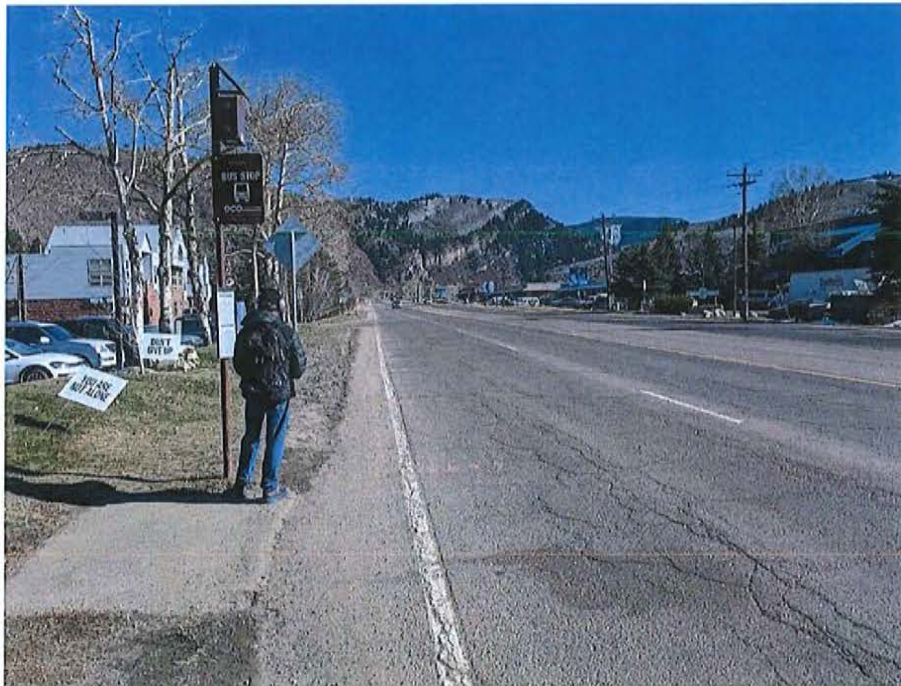
Projected Construction Year: 2021

Partners: CDOT and EVMD

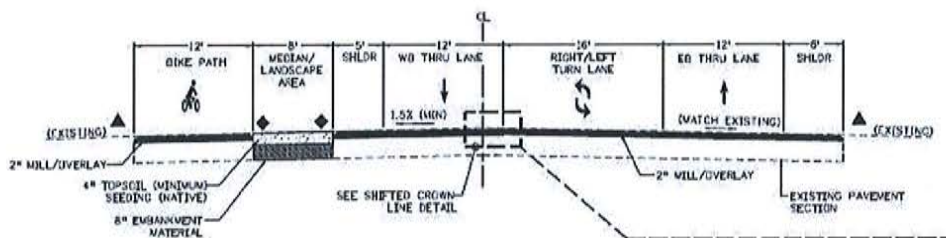
Funding: CDOT, ECO Trails, and EVMD; ECO Trails applied for a CDOT TAP grant, but did not receive an award.

Note: It is not easy to make major changes to a state highway, especially when it involves reducing capacity and significantly impacts the 50 plus businesses. I must say CDOT has been a wonderful partner on this. It would have been much easier for CDOT to say no. It took several meetings with multiple CDOT representatives to even consider the feasibility of such an endeavor. We had to convince CDOT that the proposed road diet is adequate for future traffic, improves overall safety, supported by the community, funded, and able to stay on schedule (i.e. not cause delay). I am proud to say that I checked all the boxes. I would like to highlight the public outreach effort. I attended several Eagle Vail Metro District meetings. I would like to thank the people that attended one or more of these meetings: Pedro Campos, Rickie Davies, Jeff Shroll, Jeanne McQueeney, Matt Scherr, and Kathy Chandler-Henry. I personally visited 52 businesses in the Eagle-Vail Business Center over 3 full days in April, 2019. From those visits, I spoke at length with shop managers or business owners from 24 businesses and staff from another 26 businesses. Mike Charles hosted an Open House at his business, Maximum Comfort and Spa. The Open House was well attended by members of the community. Steve Barber, Pedro Campos, Mandi Nolan, and Rickie Davies helped present the project. I can't thank these folks enough for their help. It was important to show CDOT we had support from as many community groups as possible in order to make the trail project happen. I was able to report we had earned the support from the following relevant stakeholders, the Eagle County Board of Commissioners, the Eagle Vail Metro District, the Eagle Vail Property Owners Association, and the Eagle Vail business community. These 4 groups are the reason we have a project. I want to sincerely thank everyone who helped with this effort.

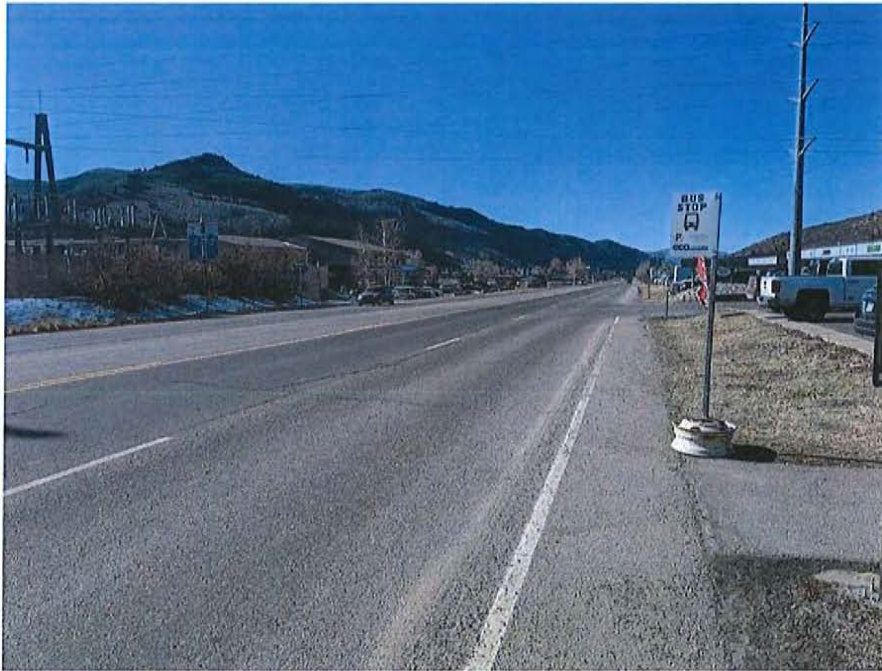
Project Site Photos



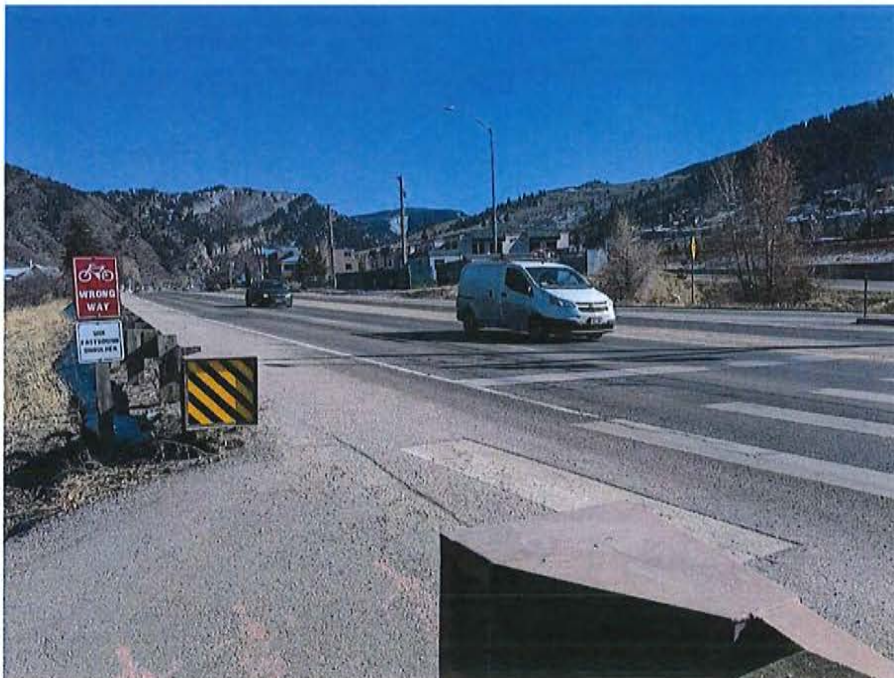
This photo is looking east at the bus stop on the east end of the business center. The existing travel lane adjacent to the bus stop will be converted into a non-motorized path with an 8 foot grass area separating the path from the highway.



Proposed Typical Section from Construction Bid Plans



This photo is looking west at the bus stop on the west end of the business center. The existing travel lane adjacent to the bus stop will be converted into a non-motorized path with an 8 foot grass area separating the path from the highway.



This photo is looking east from the end of the existing Eagle Valley Trail. The proposed trail allows pedestrians to continue along the north side of highway 6 without having to cross the highway.



Eagle Vail to Dowd Junction: Eagle Vail Phase II Update

Description: This is a short, but difficult trail segment between US Highway 6 and the Eagle River. It will include a 200 foot long bridge, and retaining walls. Once complete, you can ride your bike from Edwards to Breckenridge on a dedicated recreation paved trail.

Status: OTAK was awarded the design contract. The first stage of the design is to propose cost-saving ideas to CDOT. The outcome of those meetings will determine the cost and schedule to complete the design. Design cost is estimated to be \$200,000 to \$300,000 depending on our talks with CDOT. We had our first meeting with CDOT, and have a 3 hour pre-application meeting with CDOT on October 6, followed by a 4 hour scoping meeting with several CDOT teams including structure, traffic, geo-tech, right-of-way, maintenance, and planning.

Project Length: 0.5 mile

Projected Construction Cost: \$2,500,000

Projected Construction Year: 2022

Partners: CDOT, State Land Board, CPW, and EVMD.

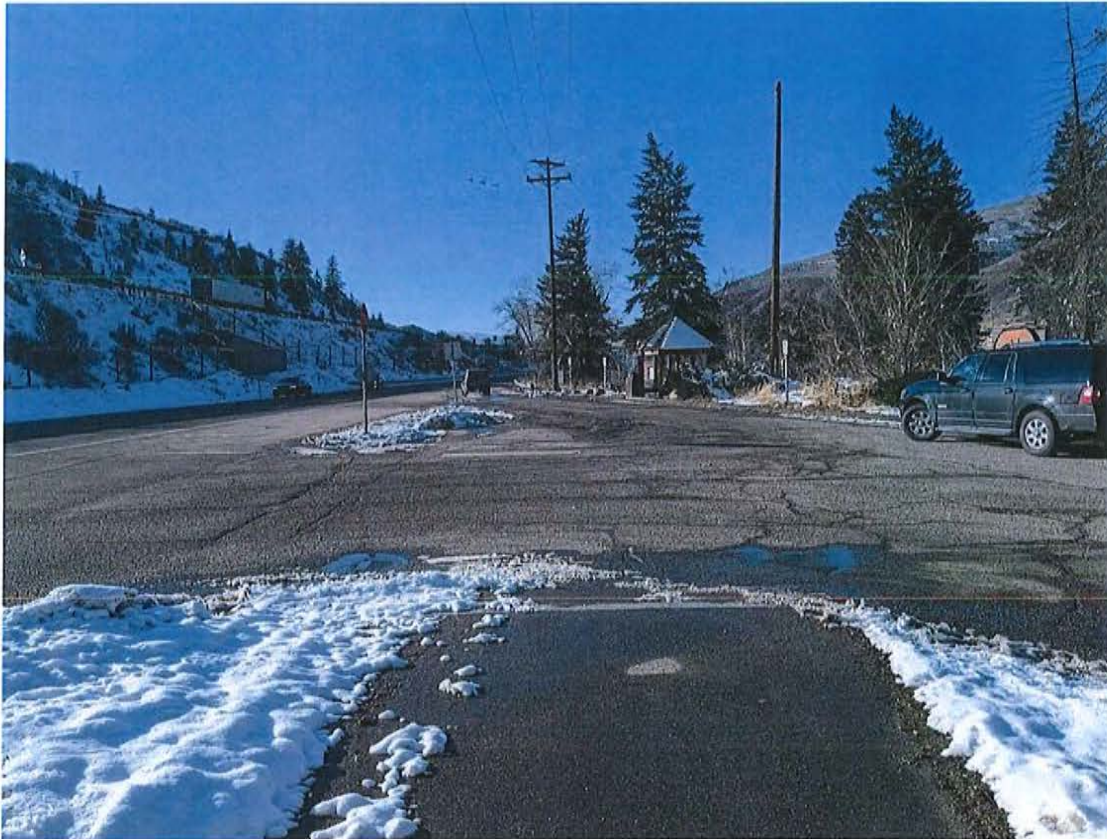
Potential Funding: Eagle County CIP Funds, GOCO Grant, CDOT Grant, ECO Trails. ECO Trails applied for a CDOT TAP grant, but did not receive an award.

Easement/Lease Agreement Acquisition: This trail can be built entirely on CDOT ROW. We may want to use a little bit of property owned by the State Land Board for bus top improvements at Kayak Ct.

Challenges: This is a narrow corridor. The trail alignment is north of US Highway 6 on steep slopes, some of which drop down to the Eagle River. We may need a lot of retaining walls and maybe a pedestrian bridge. The project is located at the toe of the

Note: This will complete the Eagle Vail missing segments. It will connect the trail at Kayak Crossing to the Eagle Vail Business Center.

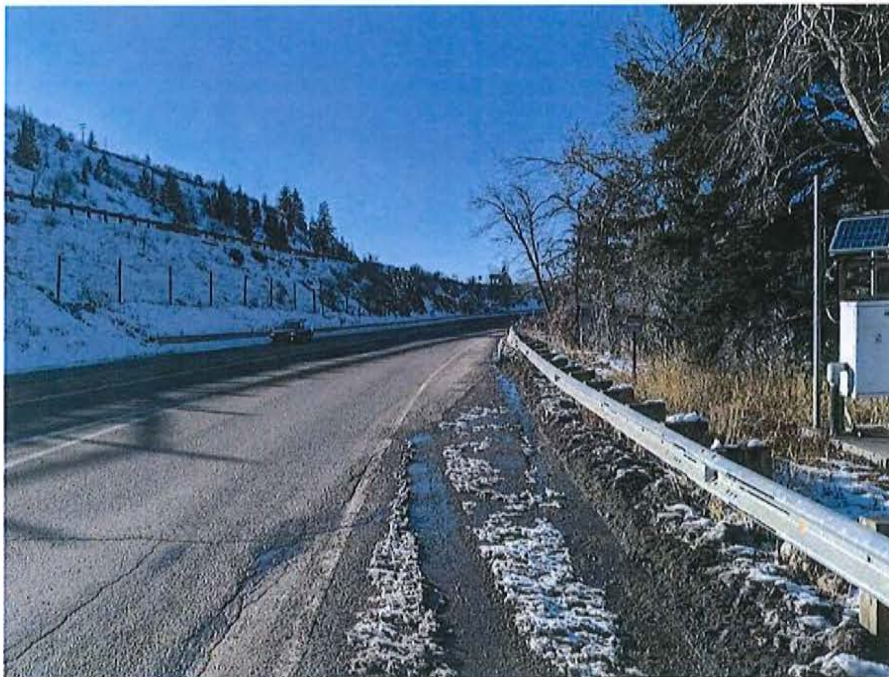
Project Site Photos



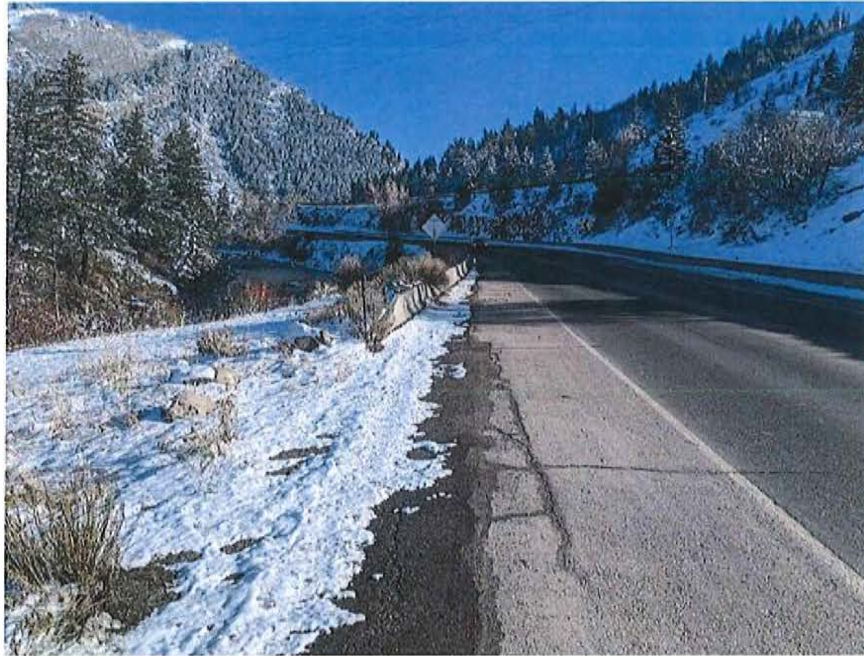
This photo is looking west from the end of the existing Dowd Junction segment of the Eagle Valley Trail. It is the east end of Phase II, and the location of the Kayak Ct. bus stop. Design considerations include highway operation, bus circulation, pedestrian safety, and river access and parking. We will involve CDOT, ECO Transit, Colorado Parks and Wildlife (CPW) and the State Land Board (SLB).



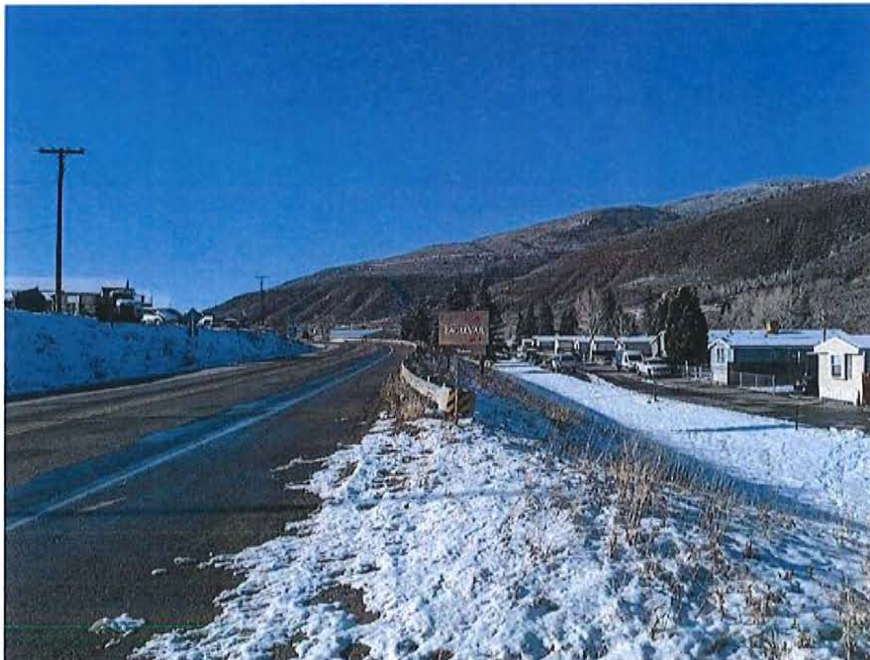
This photo is looking west at the Kayak Ct.



This photo is looking west from the Kayak Ct. bus lane. The guard rail protects vehicles from rolling down a steep embankment into the Eagle River. All pedestrian traffic must use the narrow highway shoulder. The business center is up ahead, just around the corner.



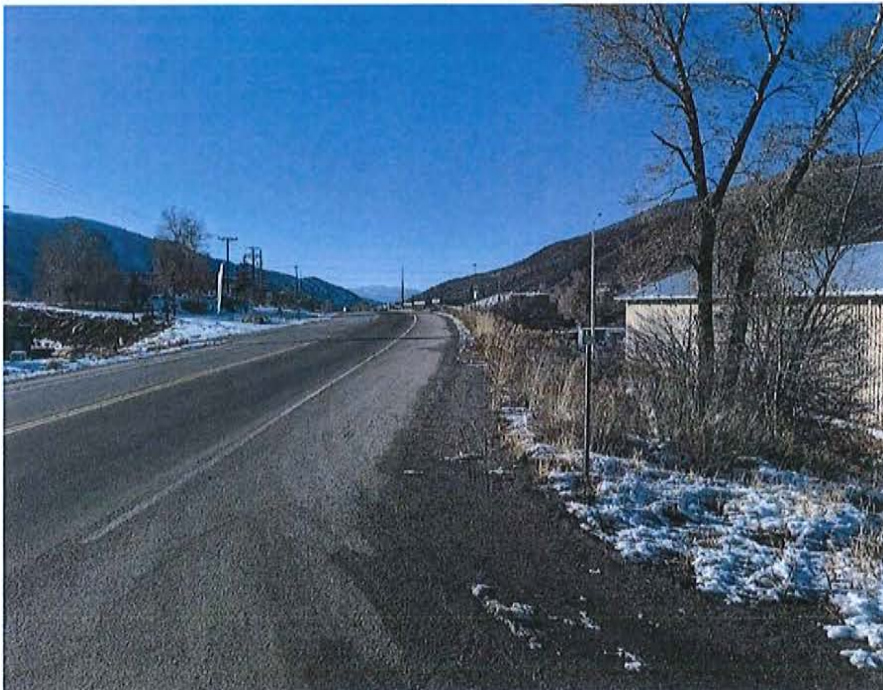
This photo is looking east from the CDOT housing entrance. All pedestrian traffic must use the highway shoulder. The proposed trail will be located between the highway and the Eagle River, which requires a bridge structure and retaining walls. Highway drainage goes directly into the Eagle River at this location. There may be an opportunity to capture and treat stormwater here.



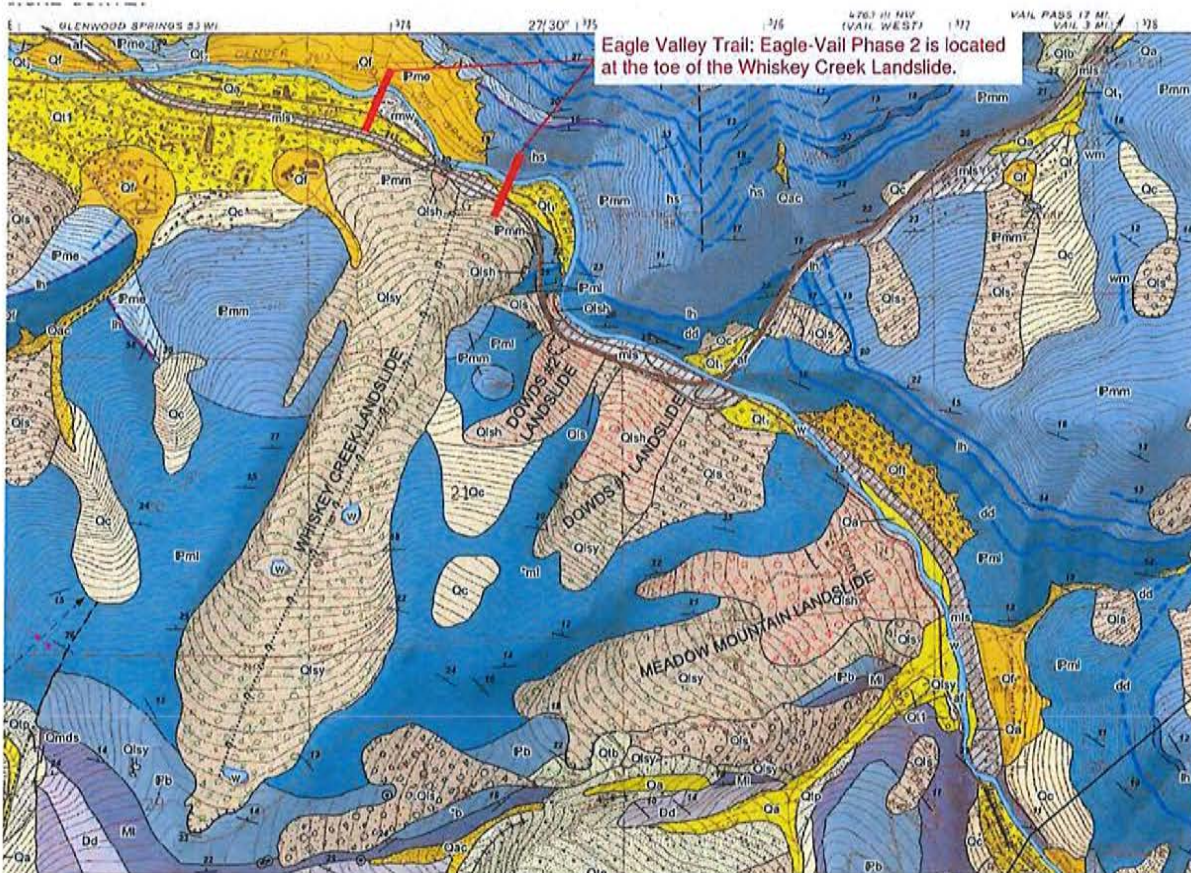
This photo is looking west from the CDOT housing entrance. Most pedestrian traffic uses the highway shoulder. The proposed trail will be located to the right of the highway, at the toe of the slope on State Land Board property.



This photo is looking east from the CDOT maintenance entrance. Most pedestrian traffic uses the highway shoulder. The proposed trail will be located left of the highway along the toe of slope in the green space area.



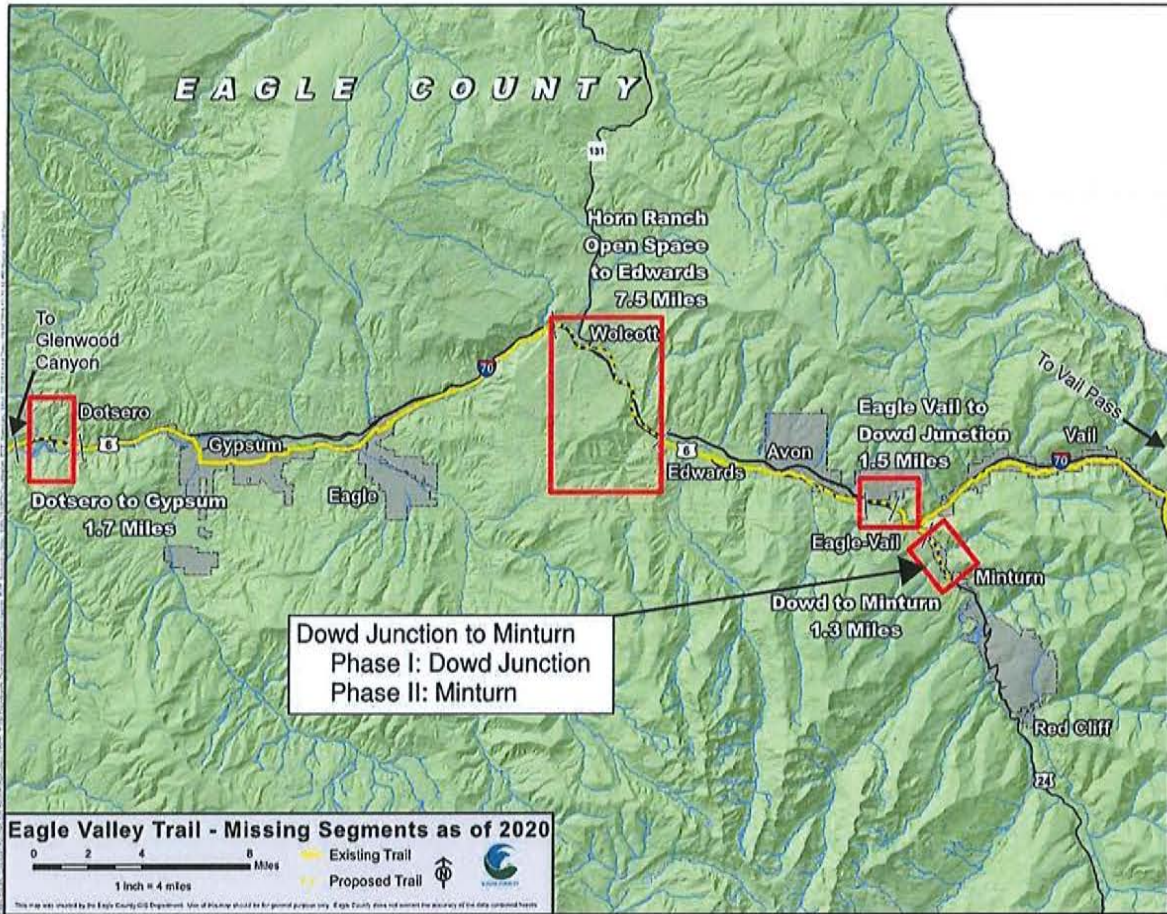
This photo is looking west from the CDOT maintenance entrance. All pedestrian traffic uses the highway shoulder to get to the business center. The proposed trail will be located to the right of the highway and will connect to Phase I.



The Eagle-Vail and Dowd Junction corridor is located at the toe of several active landslides: Whiskey Creek, Dowds #1, Dowds #2, and Meadow Mountain. (*Minturn Quadrangle Geologic Map, Eagle County, Colorado, Kirkham, Houck, Funk, Mendel, and Sicard, 2012*)

Dowd Junction to Minturn

Note: We split this into two projects: Dowd Junction and Minturn



Location Map



Dowd Junction to Minturn: Dowd Junction

Description: This is a short, but difficult trail segment between US Highway 6 and the Eagle River. It will include a lot of retaining walls. Once complete, pedestrians will more safely access Eagle Vail and Vail from Minturn.

Status: ECO Trails partnered with ERWSD to do a feasibility study for the corridor. I believe we can both save money if we design a corridor for the trail and sanitary sewer mains as a single project. We continue to meet with ERWSD and their engineers to discuss the sewer and trail projects. There are several competing concepts that include constructing the sewer and trail at the same time, and constructing them separately. Our goal is to flush out the most economical solution for both ERWSD and ECO Trails, and also minimize construction impacts on US Highway 24. ECO Trails portion of the design cost is estimated at \$200,000 to \$300,000.

Project Length: 0.3 mile

Partners: Eagle River Water and Sanitation District (ERWSD), and CDOT

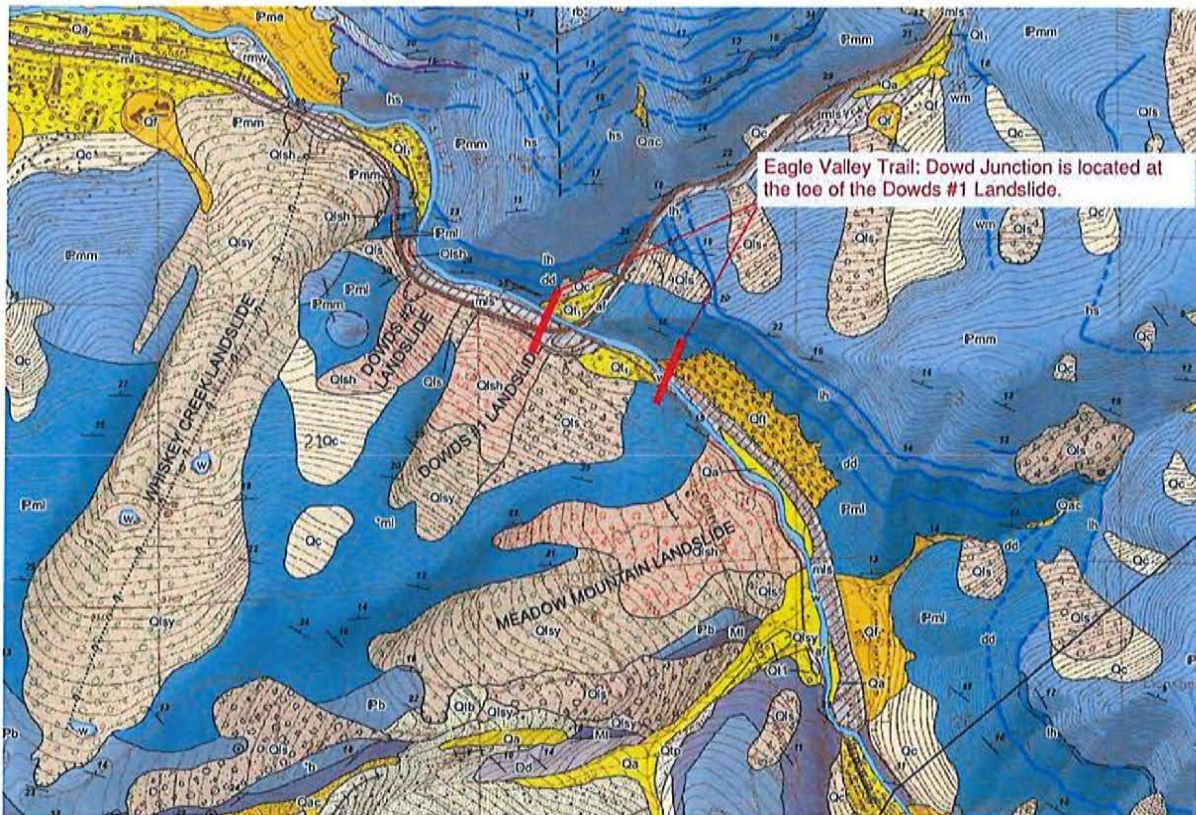
Easement/Lease Agreement Acquisition: This trail is entirely on CDOT ROW.

Challenges: This is a narrow corridor. The trail alignment is north of US Highway 6 on steep slopes which drop down to the Eagle River. Furthermore, the trail and highway are located in an active landslide. We will need a lot of retaining walls and potentially expensive landslide mitigation measures like soil nails and/or horizontal drains.

Potential Funding: Eagle County CIP Funds, GOCO Grant, CDOT Grant, ECO Trails, and ERWSD

Projected Construction Cost: \$2,500,000

Projected Construction Year: 2022



Eagle Valley Trail: Dowd Junction is located at the toe of the Dowds #1 Landslide.
(Minturn Quadrangle Geologic Map, Eagle County, Colorado, Kirkham, Houck, Funk, Mendel, and Sicard, 2012)



Dowd Junction to Minturn: Minturn

Description: This segment will connect the new pedestrian bridge (projected construction 2020) with the Town of Minturn. The proposed alignment follows the county road into Minturn.

Status: We have some preliminary engineering drawings for the north section. We are starting to plan a coordinated effort for design and funding for this segment and for the trail within the Town of Minturn. We have had preliminary meetings with the Town Manager, and with the State Land Board.

Project Length: 1.0 mile

Partners: Minturn

Easement/Lease Agreement Acquisition: This trail is on Eagle County ROW, USFS, Colorado State Land Board (SLB), and Union Pacific (UP).

Challenges: This alignment is less challenging compared to the others. Trail easements are perhaps the biggest challenge, but we have already started talks with USFS, SLB, and UP.

Funding: Eagle County CIP Funds, GOCO Grant, ECO Trails, Minturn. ECO Trails and Minturn will apply for a Trail Planning Grant through the CPW Non-Motorized Trails Grant Application for \$45,000.

Projected Construction Cost: \$1,000,000

Projected Construction Year: 2023

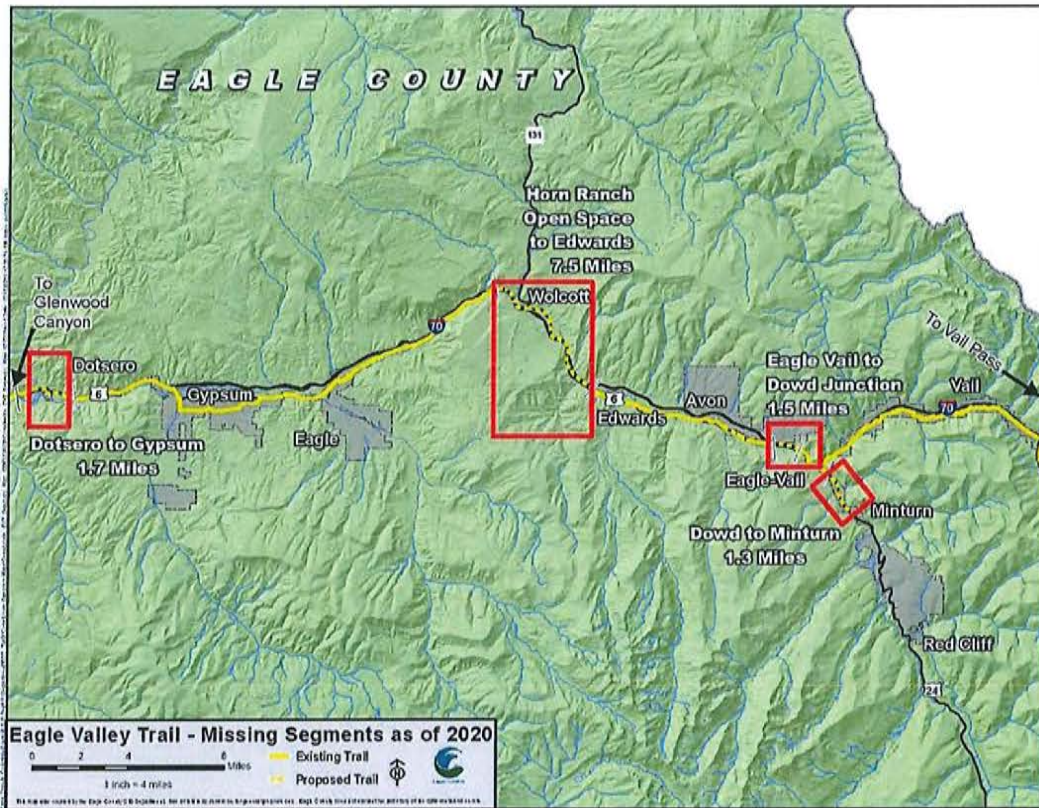
Horn Ranch to Edwards

Status: We have 30% design drawings. This design is on hold while we focus on the above priority projects. For funding projections, we have split this into 3 phases.

Funding: This project is a good candidate for the GOCO Centennial Program Grant, which is for high-value, once-in-a-generation visions and projects that will create lasting impacts on the state and future generations. Other potential funding sources include private donors and local public agencies.

Easement/Lease Agreement Acquisition: This trail is on Eagle County ROW, City and County of Denver, BLM, UP, Cordillera POA, Eagle Springs Golf Club, O'Neil Irrigation Ditch, Holland Irrigation Ditch, and private property owners: Stone, CJC Properties, and Jouflas.

Challenges: Fundraising! This is a narrow corridor. The trail alignment is north of US Highway 6 on steep slopes which drop down to the Eagle River. We need to cross the Eagle River with a long bridge, and we need to cross the UP railroad tracks - which will likely be a separated grade crossing. We will need a lot of retaining walls. Trail easement acquisition will also be a great challenge.



Phase 1: Edwards to Wolcott

Project Length: 3.5 miles
 Projected Construction Cost: \$6,000,000
 Projected Construction Year: Depends on funding
[Alignment and Property Ownership Map](#)

Phase 2: Horn Ranch to Wolcott

Project Length: 2.1 miles
 Projected Construction Cost: \$3,500,000
 Projected Construction Year: Depends on funding
[Alignment and Property Ownership Map](#)

Phase 3: Wolcott

Project Length: 1.9 miles
 Projected Construction Cost: \$3,500,000
 Projected Construction Year: Depends on funding
[Alignment and Property Ownership Map](#)



Duck Pond to Dotsero

Status: We have a conceptual alignment. This design is on hold while we focus on the above priority projects

Easement/Lease Agreement Acquisition: This trail is on CDOT ROW.

Challenges: This trail follows US Highway 6. The challenges are the I-70 overpass, and a bridge over UP railroad tracks.

Project Length: 1.7 miles

Projected Construction Cost: \$3,500,000

Projected Construction Year: 2035

ECO Trails Issue Tracker

E-Bikes

New: The USFS is proposing to revise its directives to update and clarify guidance on management of electric bicycle (e-bike) use on National Forest System (NFS) lands. Comments must be received in writing by October 26, 2020. [For more information, please see this release from 9-24-20.](#)

E-Bikes FAQ

February 2020

What is an E-Bike? (From the Colorado Revised Statutes: Section 42-4-1412)

“Electrical assisted bicycle” means a vehicle having two or three wheels, fully operable pedals, and an electric motor not exceeding seven hundred fifty watts of power. Electrical assisted bicycles are further required to conform to one of three classes as follows:

“Class 1 electrical assisted bicycle” means an electrical assisted bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of twenty miles per hour.

“Class 2 electrical assisted bicycle” means an electrical assisted bicycle equipped with a motor that provides assistance regardless of whether the rider is pedaling but ceases to provide assistance when the bicycle reaches a speed of twenty miles per hour.

“Class 3 electrical assisted bicycle” means an electrical assisted bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of twenty-eight miles per hour.

Are E-Bikes Legal on Trails Designated as Non-motorized in Colorado?

Yes and No. In Colorado, Class 1 and Class 2 E-bikes are not considered motor vehicles; rather they are like regular bikes: they are allowed on roads and multi-use paths. E-bikes, however, are still considered a motor vehicle on Federal lands such as BLM and National Forest. Furthermore, local jurisdictions may further restrict or prohibit the use of E-bikes.

Are E-Bikes Legal on Trails Designated as Non-motorized in Eagle County?

Yes and No. In Eagle County jurisdiction, E-Bikes are legal on non-motorized trails because the State laws apply as described above. However, E-bikes are not currently allowed on National Forest Service Land, which includes the upper sections of the Vail Pass Trail. Despite BLM Secretary's Order 3376 in 2019, E-Bikes are still not allowed on BLM lands in Eagle County on non-motorized trails (as of February 2020).

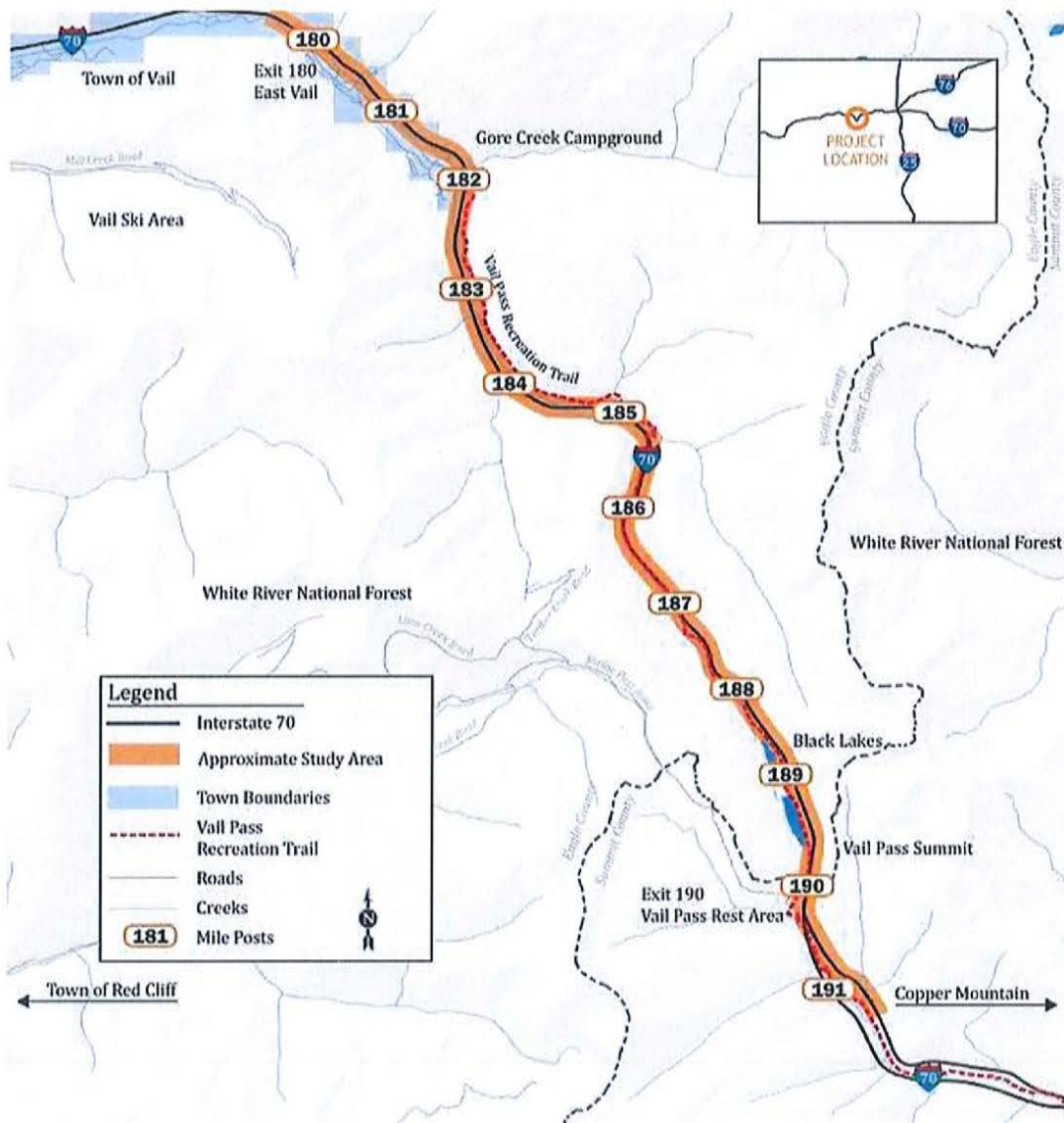
Are E-Bikes legal in Vail? *(From Vail Daily, Feb 8, 2018)*

Yes, Vail mostly follows the state's regulations. E-Bikes are allowed on pathways in town including the Gore Valley Trail and the North Recreation Path, as long as those bikes aren't able to travel faster than 20 mph. In Vail, E-bikes and Segway-type electric scooters are not allowed on:

- Vail Nature Center
- Betty Ford Alpine Gardens
- Village Streamwalk
- Children's playground
- Turf areas
- Soft-surface trails,
- Natural/unimproved areas
- Sidewalks that are not part of a designated bicycle and pedestrian path
- Vail Pass Trail

Vail Pass Trail

New: CDOT opened up a 30 day public comments period for the I-70 West Vail Pass Auxiliary Lanes Environmental Assessment and Section 4(f) Evaluation. This project impacts the Vail Pass Trail, and ECO Trails is represented on the Project Technical Team. [Follow this link for the project web page.](#)



Project Location Map



CDOT was recently awarded a \$60.7 million Infrastructure for Rebuilding America (INFRA) grant from the U.S. Department of Transportation for significant improvements to West Vail Pass on I-70. CDOT has committed to provide a match to the INFRA grant of \$79.7 million to fund a \$140.4 million project.

As of September 2020, CDOT plans to re-route 2 miles of the Vail Pass Trail from MPs 185.2 to 186.9. All of this work is planned for the first phase of construction, which could begin in 2021 and continue into 2024.

The good news is that this section of trail is the least popular section of trail. It includes the segment closest to traffic and “The Wall.” The realignment will provide greater distance from traffic and smooth out the sharp turn at the bottom of “The Wall.”

Background

The Vail Pass Trail is located on USFS land, and USFS is responsible for management. Currently, the USFS lists the Vail Pass Trail as non-motorized. At this time, that means no E-Bikes are allowed on the trail. The USFS also permits commercial guides from the East and West side of Vail Pass that allows companies to shuttle people to the top of the pass for a bike ride down either side.

CDOT maintains the trail under an agreement with the USFS. The trail is closed in the winter.

Union Pacific Tennessee Pass Line: Efforts to Convert Rail to Trail

Background

1996: Governor Roy Romer sent a [letter to the Interstate Commerce Commission/Surface Transportation Board](#) stating Colorado's support for the Union Pacific and Southern Pacific merger. He cites the unprecedented nature of the railroad's commitment to discussing land exchanges, specifically mentioning establishing trail use and rail banking in abandoned rail corridors.

1997: GOCO released a concept paper discussing the feasibility of purchasing the Tennessee Pass Line: [Great Outdoors Colorado Legacy Project Heart of the Rockies Historic Corridor Concept Paper, January 6, 1997.](#)

The Union Pacific Railroad and the Southern Pacific Railroad were approved for merger in 1997 by the federal government's Surface Transportation Board (STB). Included in the merger application was a request to abandon the 179-mile Tennessee Pass line from Canon City, Colorado to Sage (Gypsum), Colorado. Operational difficulties associated with the high altitude portion of the line were cited as the major reason for the abandonment request.

The merger was approved but the abandonment was not. The STB questioned Union Pacific's ability to reroute traffic from the Tennessee Pass line to other track lines north and south of Colorado. The STB stated that they would reconsider the abandonment after the traffic rerouting had successfully occurred. Despite solving problems associated with that transition, UP opted to not resubmit their request for abandonment of the Tennessee Pass line because of concerns about future demands for service and issues related to the Moffat Tunnel near Winter Park, Colorado.

At this time, the portion of the line through Eagle County remains wholly under the ownership of Union Pacific Railroad (UP).

2011: HDR presents an outline for resuming rail service on the Tennessee Pass line: [Leadville, Eagle & Pacific Railway Company, Eagle, Colorado, October 17, 2011.](#)

2012: Eagle County Commissioners developed a preliminary proposal for use of the Tennessee Pass rail corridor. The proposal was developed with a coalition that included the Town's of Gypsum, Eagle, Avon, Minturn, Red Cliff, and Vail. The goal was to convert the rail corridor to a trail system for non-motorized use: [Preliminary Proposal](#)

[from Eagle County for Full or Partial Use of the Union Pacific Railroad Tennessee Pass Rail Corridor.](#)

2012: Union Pacific sends a [letter to the Eagle County Commissioners](#) in response to public discussions of re-opening the Tennessee Pass rail line for passenger excursions. Union Pacific states the line had been shut down for 15 years and that restoration for regular service of even a relatively small segment would cost tens of millions of dollars. Furthermore, Union Pacific stated they do not see such a project becoming any more feasible in the foreseeable future.

2015: The Counties of Lake and Chafee issued a master plan for the conversion of the existing rail corridor from Leadville to Salida into a trail. This is important because the trail vision extends beyond the Tennessee Pass line and highlights the work and vision of like-minded communities on a connected rail corridor. [Arkansa River Stage & Rail Trail Master Plan.](#)

2016: Union Pacific sent ECO Trails a real property appraisal for a lease agreement for the proposed Eagle Valley Trail: Eagle to Horn Ranch segment. The trail was built as proposed in 2018. The trail is located in the Union Pacific row for about 3 miles. The trail lease agreement is for 3.34 acres. The rental value of the land was calculated at 10% of the land value of \$25,000/acre. [Real Property Appraisal Narrative Report.](#)

2018: Colorado Department of Natural Resources was working on restarting talks with Union Pacific about railbanking the Tennessee Pass Rail line. It is my understanding that work is on hold for now, but any future work on this would be fully supported by the DNR. The DNR has a lot of work into this and would be a valuable partner for future efforts.

ECO Trails Budget Summary Updated 9/28/20

Fund Balance	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Approved	2020 Amended	2021 Projected
Beginning Fund Balance 1/1		\$ 1,770,558.00	\$ 1,192,910.62	\$ 1,752,439.56	\$ 2,119,999.80	\$ 1,137,421.50	\$ 1,191,385.24	\$ 1,103,620.24
Revenues:		\$ 797,962.22	\$ 2,773,383.03	\$ 4,055,555.88	\$ 994,998.21	\$ 949,459.00	\$ 678,253.00	\$ 732,222.00
Expenses:		\$ 1,375,609.60	\$ 2,213,854.09	\$ 3,687,995.64	\$ 1,977,576.51	\$ 864,118.00	\$ 766,018.00	\$ 1,775,476.00
Ending Fund Balance 12/31		\$ 1,192,910.62	\$ 1,752,439.56	\$ 2,119,999.80	\$ 1,137,421.50	\$ 1,222,762.50	\$ 1,103,620.24	\$ 60,366.24

CIP/CTF Funds - These funds not in the ECO Trails Budget but were used for the Eagle to Horn Ranch Open Space Trail Project

Eagle County Capital Improvement Projects (CIP) Fund	\$ -	\$ -	\$ -	\$ 809,960.50	\$ 645,039.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 1,290,000.00
Eagle County Conservation Trust Fund (CTF)	\$ -	\$ -	\$ -	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Approved	2020 Amended	2020 YTD	2021 Projected
Interest on Investments	\$ 9,335.39	\$ 11,955.99	\$ 15,097.43	\$ 21,779.74	\$ 34,926.84	\$ 30,773.00	\$ 30,773.00	\$ 12,688.98	\$ 16,575.00
Transfers in Transfer from General Fund3	\$ -	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers in Transfer from STEV Trans	\$ 800,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers in Transfer from Capital Imp Fund	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	\$ 723,872.82	\$ 772,806.23	\$ 748,633.60	\$ 823,651.14	\$ 944,861.37	\$ 910,686.00	\$ 637,480.00	\$ 514,987.27	\$ 708,647.00
ECO State grant General	\$ 123,135.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other state grants Lottery Funds	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Local Grants Grants, other	\$ 11,500.00	\$ 10,000.00	\$ 6,552.00	\$ 210,000.00	\$ 8,710.00	\$ 5,000.00	\$ 10,000.00	\$ -	\$ 7,000.00
Donations & Contributions	\$ 5,492.24	\$ 3,200.00	\$ 3,100.00	\$ 125.00	\$ 6,500.00	\$ 3,000.00	\$ -	\$ 1,000.00	\$ -
Total Revenue	\$ 1,673,336.40	\$ 797,962.22	\$ 2,773,383.03	\$ 4,055,555.88	\$ 994,998.21	\$ 949,459.00	\$ 678,253.00	\$ 528,676.25	\$ 732,222.00

Expenditures	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Approved	2020 Amended	2020 YTD	2021 Projected
Misc Treasurer fees	\$ 7,620.70	\$ 7,886.69	\$ 7,580.85	\$ 10,173.65	\$ 9,167.09	\$ 10,000.00	\$ 10,000.00	\$ 6,460.21	\$ 10,000.00
Admin fees	\$ 81,758.00	\$ 80,098.00	\$ 112,196.00	\$ 112,196.00	\$ 81,963.00	\$ 40,707.00	\$ 40,707.00	\$ 30,530.25	\$ 40,707.00
Admin Fee Forgiveness Expense	\$ (81,758.00)	\$ (80,098.00)	\$ (112,196.00)	\$ (112,196.00)	\$ (81,963.00)	\$ (40,707.00)	\$ (40,707.00)	\$ (30,530.25)	\$ (40,707.00)
Wages, Benefits, and Training	\$ 176,613.23	\$ 194,300.17	\$ 218,137.20	\$ 211,019.59	\$ 215,459.43	\$ 230,880.00	\$ 230,130.00	\$ 162,242.49	\$ 228,438.00
General Operations									
Marketing/service studies	\$ 1,913.87	\$ 3,007.64	\$ 2,100.41	\$ 2,274.12	\$ 2,300.00	\$ 18,000.00	\$ 18,000.00	\$ 3,196.78	\$ 18,500.00
Telephone services Misc	\$ -	\$ -	\$ 589.94	\$ 750.93	\$ 755.24	\$ 780.00	\$ 780.00	\$ 431.22	\$ 780.00
Computer Licenses	\$ -	\$ -	\$ -	\$ 138.80	\$ 586.80	\$ 100.00	\$ 100.00	\$ 99.00	\$ 100.00
License and Permit Expense	\$ -	\$ -	\$ 9.09	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00
Membership and Dues	\$ 329.00	\$ 434.00	\$ -	\$ 250.00	\$ 344.00	\$ 250.00	\$ 250.00	\$ -	\$ 400.00
Advertising and Legal Publications Services	\$ 2,852.86	\$ 3,987.09	\$ 1,490.00	\$ 1,402.00	\$ 2,720.00	\$ 3,000.00	\$ 1,000.00	\$ -	\$ 3,000.00
Printed Material Services	\$ 213.10	\$ 138.88	\$ 179.25	\$ 260.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Postage & PO Box Rental	\$ 347.65	\$ 29.70	\$ 138.60	\$ 71.55	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
Business Trips & Meetings	\$ 635.91	\$ 388.26	\$ 258.93	\$ 748.84	\$ 88.74	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 500.00
Software Services	\$ -	\$ -	\$ 138.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating supplies	\$ 13,036.82	\$ 9,421.53	\$ 4,640.05	\$ 6,335.83	\$ 8,637.77	\$ 10,000.00	\$ 6,000.00	\$ 2,011.35	\$ 10,000.00
Office supplies	\$ 30.66	\$ 41.93	\$ 259.52	\$ -	\$ 25.50	\$ 200.00	\$ 200.00	\$ 26.12	\$ 100.00
Food	\$ 1,868.71	\$ 2,602.36	\$ 1,508.75	\$ 1,617.57	\$ 1,160.35	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 1,500.00
Trail Maintenance									
Maintenance Contracts	\$ 1,016.40	\$ 1,016.40	\$ 870.83	\$ 447.31	\$ 90.42	\$ 500.00	\$ 250.00	\$ 24.80	\$ 250.00
Repair/Installation Services - Machinery/Equipment	\$ -	\$ -	\$ 364.75	\$ 132.53	\$ -	\$ -	\$ -	\$ -	\$ -

Machinery & equip General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,279.38	\$ 35,000.00	\$ 35,000.00	\$ 36,587.00	\$ -
Other Purchased Services	\$ 24,898.23	\$ 10,771.00	\$ 1,134.32	\$ 7,898.80	\$ 107,435.00	\$ 150,000.00	\$ 133,000.00	\$ 48,908.00	\$ 100,000.00	
Interdepartmental Charges (Fleet)										
Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
Sweeper/Mower Replacement & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,308.00	\$ 10,308.00	\$ 188.57	\$ 10,308.00
Construction & Grants										
Town Trail and Maintenance Grants (Discontinued)	\$ 81,302.15	\$ 515,770.44	\$ 48,819.50	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	
Trail Construction Projects	\$ 303,573.27	\$ 625,813.51	\$ 1,925,633.30	\$ 3,444,474.12	\$ 606,526.79	\$ 290,000.00	\$ 317,500.00	\$ 730.50	\$ 1,290,000.00	
2019 Retaining Wall Repairs Estimate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer out Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	
Total Expenditures	\$ 616,252.56	\$ 1,375,609.60	\$ 2,213,854.09	\$ 3,687,995.64	\$ 1,977,576.51	\$ 864,118.00	\$ 766,018.00	\$ 260,906.04	\$ 1,775,476.00	

Town of Minturn
P.O. Box 309
301 Boulder St #309
Minturn, CO 81645
970-827-5645
council@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

November 4, 2020

In 2012, Battle Mountain released escrow funds to the town for Little Beach Park to further recreation in the town. We have held those funds for 8 years with the idea that one day, we would make upgrades to the park. That day is here.

The original intent of these funds was/is to advance recreation in the Town of Minturn. These funds make seed money and good grant match funds. We, as a Town Citizenry, have outgrown the limited grass seating area. Improvements there, such as bathrooms and vending would dovetail and support the Bike Park as it comes into more use. The playground equipment is aging.

Considerations:

- Area from Little Beach to Two Elk
- One road in and out.
- Railroad track bisects area.
- Mini-mile Trail.
- Cemetery District considerations.
- Public Works Building.
- Lease Lots.
- Bike Park.
- Buried Gas Pipeline.
- Potential HolyCross Buried Electric Line.
- Water/ Sewer Service.
- Shooting Range.
- Two Elk Trailhead.
- Town Community Plan Update.

The Committee seeks Council Direction on partial use of Battle Mountain Dollars to get started:

Choosing and paying for a planner. (Review any prior plans on file)

Pedro Campos: Outline public process

General Discussion:

Ideas for Little Beach Park:

Collect ideas:

We expect the public process to be extensive. This is the people's park and the people's recreation area.

We hope to tap into the many voices in town who have ideas on how to improve the Two Elk Recreation area.

The plan will involve, but not be restricted to, a partnership between town residents, council and staff, the Cemetery District and planners.

This plan will serve as a sub plan to the Master Community Plan.



Proposal for the Two Elk Sub Area Plan

October 30th, 2020



PRELIMINARY DRAFT
prepared by:



1

Project Introduction

Section 1 - Project Introduction

1.1.....Cover Letter

1.2.....Table of Contents



Arriving back in Minturn after finishing the Two Elk Trail



Ms. Michelle Meetter, Town Manager
 Town of Minturn
 301 Boulder St. #309, Minturn, CO 81645
 phone: 970.827.5645 x8 | email: manager@minturn.org

**RE: Two Elk Sub Area Plan - Proposal for Land Planning and Community Engagement Services
 Zehren and Associates, Inc Project 20202830.00**

Dear Michelle,

Zehren and Associates, Inc is very pleased to submit this proposal to assist you and the Town of Minturn to prepare a community-driven sub area plan for the Two Elk area. We appreciate the opportunity to meet with you and other community leaders to discuss the desired approach and priorities for the effort.

Zehren and Associates, Inc is a locally based interdisciplinary planning, landscape architecture, and architecture firm. The firm's land planning and landscape architecture department has a specific expertise in parks and recreational master planning and significant experience with comparable projects in similar mountain communities in western Colorado and United States. We have helped a variety of mountain towns, cities, and governmental entities with community-based master plan and designs for a wide variety of parks and recreation uses, including sports fields and courts, events venues, playgrounds, gardens, plazas, trails, and public spaces. We pride ourselves in a proven track record working with public sector Clients through complex master plans with engagement of the community, its stakeholders, appointed and elected officials. Our work on these plans has helped create value for their communities, and as importantly, provide activities for residents and guests.

In addition to experience with similar projects, Zehren and Associates has detailed work experience and past projects completed in Minturn. In 2012 the firm helped prepare conceptual plans for the expansion of Little Beck Park. More recently, the firm was instrumental in helping plan and design improvements on a pro-bono basis for the first phase of implementation of the Minturn Bike Park. On both accounts, we could not be prouder of providing these services for Minturn, which we consider part of our home within the region.

The lead staff members assigned to the effort have extensive experience with Minturn and are intimately familiar with the project area land ownership framework and the existing recreation and community amenities. We will be able to engage into the effort readily, with a strong understanding of the context and relationships of the various facilities. Further, we understand the different user groups, usage patterns and the challenges that the effort poses. We will help the Town of Minturn make wise moves into the future, that will preserve park and recreational uses in the Two Elk area, while adding value into the future.

Based on our knowledge of Minturn, our direct experience with similar projects, Zehren and Associates is an ideal partner for the Town for this effort. We have organized the proposal in a manner that lays out an organized and incremental planning process, with staff, stakeholder, and community engagement. Our approach will result in a master plan for the Two Elk area to guide recreational improvements into the future. We would be honored to work alongside you again, and build on the experience, knowledge, and relationship we have forged with you and your staff over the past decade of working together. Thank you for your consideration.

Very Sincerely,



Pedro Campos, Principal
 Zehren and Associates

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- 2.2.....Existing Facilities Images
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- 2.4.....Scope of Work, Schedule and Fees
- 2.5.....Team Experience

Section 3 - Project Team Qualifications

- 3.1.....Firm Profile
- 3.2.....Project Team Organization Chart
- 3.3.....Zehren Resumes

Section 4 - Related Work Experience

- 4.1.....Related Work Experience
- 4.2.....References



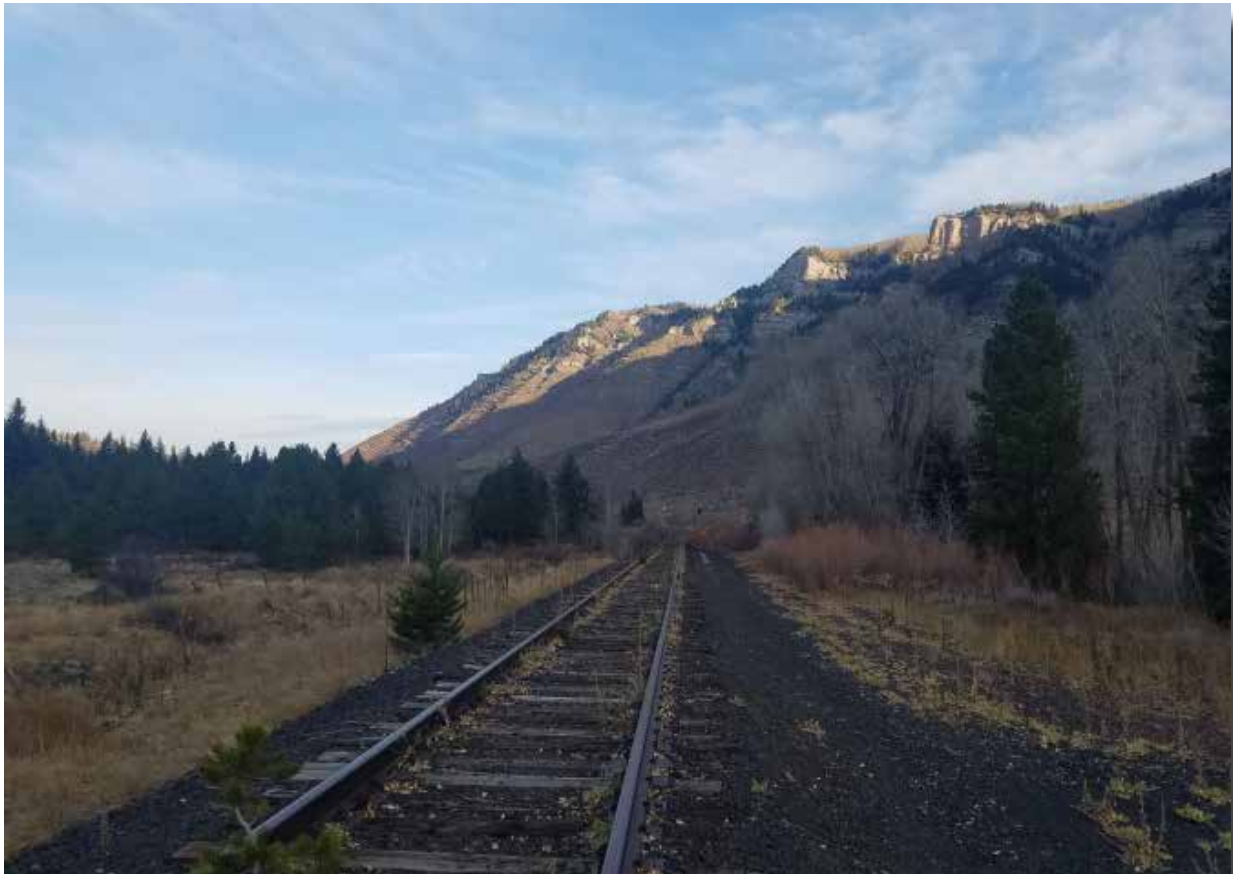
The Plaza at the recently completed first phase on the Minturn Bike Park

2

Approach & Scope of Work

Section 2 - Approach & Scope of Work

- 2.1.....Project Understanding
- 2.2.....Existing Facilities Images
- 2.3.....Project Approach
- 2.4.....Scope of Work, Schedule and Fees
- 2.5.....Team Experience



The Union Pacific Railroad corridor runs right through the Two Elk sub area

Proposal for Two Elk Sub Area Master Plan

October 30, 2020



PROJECT UNDERSTANDING

The Town of Minturn is interested in preparing a community-driven sub area plan for the area south of Town located between the Cemetery Bridge and the Two Elk trail head. For the purposes of this proposal, the area is referred to as the 'Two Elk area.'

Without question this area is one of most unique open spaces left in the region. The visual quality of the natural environment is stunning, with highly scenic and picturesque geologic formations towering over the area, juxtaposed against aspen and spruce forest with a backdrop of ever-changing skies. Further, the Two Elk drainage and trail at the far south of the area provide access to a world-class hiking and biking trail that connects to Vail Mountain, and much further beyond, to the Vail Pass Recreation Path.

Generally the land within the Two Elk Area slopes away from the cliff bands flanking the north toward the low lying areas that straddle the Eagle River and Union Pacific Railroad. Within this corridor of approximately 1.5 miles in length south of the core of the town there are a variety of land uses that include community, recreation, operations, and maintenance facilities. The mix of existing uses and facilities is diverse and includes the Little Beach Park and Amphitheater, the Minturn Cemetery, the Public Works facility, the Minturn Bike Park, the Mini Mile and Flag Overlook trails, the USFS shooting range, and the Two Elk Trailhead. The development of these facilities has occurred organically and gradually over the years. With the increase of activity and use of the area, particularly as a result of the creation of the Mini Mile Trail and the recently completed Minturn Bike Park, there is a need for long-term planning to provide additional services, access, and connectivity across the area.



Wild flower meadows along the Two Elk Trail above the project area. A local's favorite!



Minturn Bike Park



Little Beach Amphitheater - Stage and Lawn



Winter use of the Two Elk Area



Mountain Biking down Two Elk to Minturn



Little Beach Park Playground



Little Beach Amphitheater - view from the Stage



Two Elk Trail Head at the bottom of Two Elk drainage.



Arriving in Minturn at the bottom of Two Elk drainage



Two Elk USFS Shooting Range



Minturn Cemetery viewed from the Mini Mile



Public Works Facility view from the Mini Mile



The Two Elk Area viewed from Battle Mountain on Hwy 24

EXISTING USES, COMMUNITY, AND RECREATION FACILITIES IN THE TWO ELK SUB AREA



PROJECT APPROACH

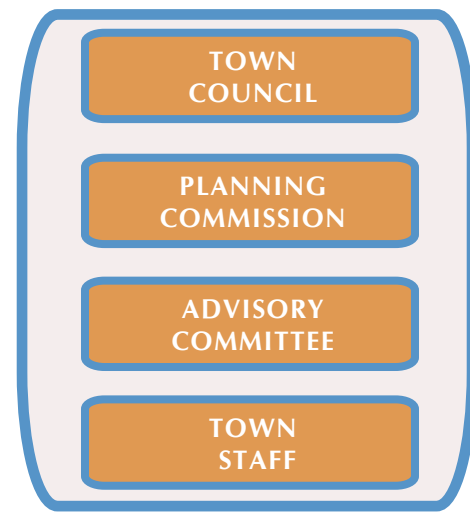
The goal of the effort is to create a plan that engages the community to gather input regarding improvements in the area with a focus to establish greater connectivity between the facilities and residential areas of town. The approach to the planning process includes **a community and stakeholder engagement process** that will engage the residents and business owners of the community using a variety of methods including virtual meetings, a survey questionnaire and guided and self-guided tours of the area. The process proposes **a sequence of incremental planning steps** that will result in a conceptual master plan for the area, identifying potential new trails, emergency vehicle accesses, expansion of Little Beach Park, the Minturn Cemetery and future phases of the Bike Park.

The Plan will seek to improve access, provide utility connections, unify the various amenities, and enhance Little Beach Park as a central hub, gathering spot, point of arrival and orientation for the community residents and other users. The land ownership in the area is a mix of federal, private, and Town-owned lands. Therefore the effort will require cooperation and coordination between these stakeholder entities to establish new trails, access points, and services throughout the area. Multi-party easements and land use agreements are likely to be needed to ‘pull-off’ some of the big picture aspirations of the Town to create a unified plan for the Two Elk area. The benefit in doing so is a more cohesive framework for all land owners, improved access for use and maintenance and emergency services, and a more accessible and better connected experience for the community.

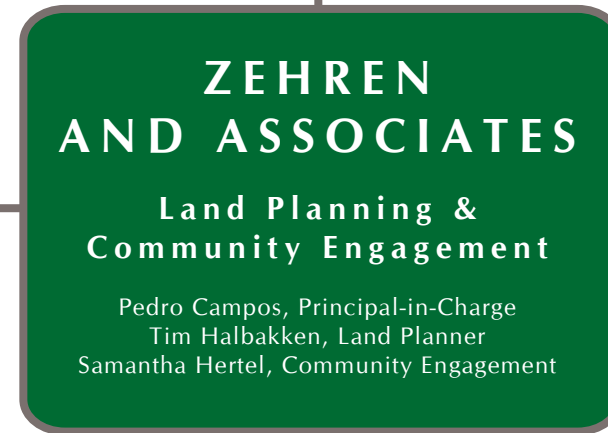
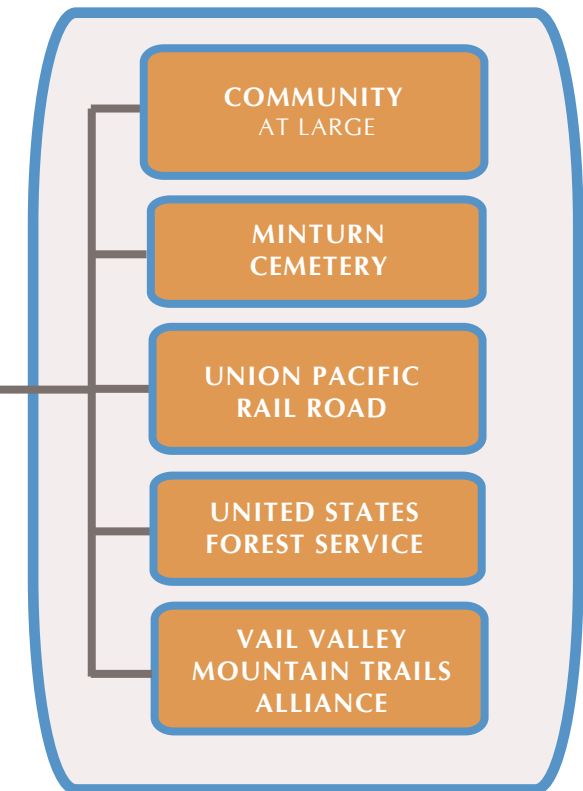
The Sub Area Plan will seek to develop a more integrated and interconnected recreation area with the developed areas of Town for the use and enjoyment of residents and visitors. Ultimately, the plan seeks to protect the scenic and natural value of area, leverage its potential as open space and recreation for the long-term environmental and economic sustainability of the Town.



The grassy slopes of the Amphitheater at Little Beach Park serve as a central gathering space for the community for cultural events and community celebrations.



COMMUNITY & STAKEHOLDER ENGAGEMENT



PROJECT WORK PROGRAM



- * Virtual Open House(s)
- * Guided Walking Tours
- * Questionnaire
- * Prizes & Giveaways

- * Expansion of Little Beach
- * New Trails
- * Additional Recreation
- * New Connections

SCOPE OF WORK

The general scope of work for the project is proposed in (4) major over-arching tasks as follows:

- 1. Project Start-up, Base Mapping, Land Inventory and Analysis**
- 2. Stakeholder and Community Engagement**
- 3. Conceptual Land Use Planning / Field Verification**
- 4. Phase One Conceptual Design - Little Beach Park Expansion and Grant Application**

These tasks are interdependent and will in some cases overlap during the delivery of the scope of work. In particular, the stakeholder and community engagement task (2.) runs through the majority of the project duration, as the Zehren and Associates team seeks to gather input from residents as the planning process and conceptual ideas evolve. More specifically, each over-arching tasks of the scope of work include the following sub-tasks and steps:

1. Project Start-up, Base Mapping, Land Inventory and Analysis

Task One will involve project start up with the Town and the key stakeholders. The start-up will involve scoping of the project, defining the study area(s), and establishing the framework for coordination and communication between the various landowners within the project area. Compilation of existing base-maps and creating an overall base map with the agreed upon study area is a key task. To the degree possible, this base map will include existing topography, easements, utility corridors, existing parcels, facilities and buildings. The base map is proposed to rely on Google Earth and Eagle County Geographical Information System (GIS) publicly available data at no cost, coordinated with any existing topographical surveys of properties owned by the Town or private land owners. The overall base map will be used for the life of the project to perform land inventory and analysis, conduct the community engagement and public process, and the conceptual planning for the area.

During the physical inventory, review of existing conditions and analysis we will record property adjacencies, opportunities and constraints, setbacks and easements, and note special consideration posed by existing landform, vegetation, views, potential accesses, and of course existing land ownership. We will prepare detailed mapping keyed with a photographic and written inventory to be documented and shared with the community 'geospatially' on an aerial map of the project.



The recently completed Minturn Bike Park has become a major draw to the area.

SCOPE OF WORK (continued from page 10)

2. Stakeholder and Community Engagement

Task Two will focus on the engagement with key stakeholders and the community during the life of the project. The goal of this task is to gather input from residents, businesses, key stakeholders, visitors and the community-at-large regarding preferences, opinions, needs and wants for potential improvements, changes, and new recreation trails and facilities to be considered for the Two Elk area. The Stakeholder and Community Engagement process includes the following methods and tools and processes to gather input:

A. Virtual Webinar Meetings and Presentations (Zoom or other platform)

A virtual webinar presentation is proposed during each task for a total of four (4) one (1) hour meetings to guide the community through the planning process. These meetings will be led by Zehren and Associates with the assistance of Town staff and representatives. The meetings will be virtual unless public health orders allow in person meetings apply social distancing protocols.

B. Web Based Survey Questionnaire (via Survey World, Survey Monkey, or similar platform)

A brief questionnaire will be developed to query the community's preferences regarding the land uses, future recreation, trails and desired connections in the project area. The survey will be administered before Task 3 to inform the development of conceptual plans for the area. The survey will be available digitally for a period of not less than two weeks and not greater than four weeks.

C. Guided Walking Tour

A guided walking tour led by Zehren and Associates, Town representatives and or private land owners will be conducted as part of the process in Task 2 and before Task 3. This walk will tour the major facilities and amenities in project area. The guided walking tour will serve as the basis and framework for the self-guided walking tour and interactive map in sub-task D.

D. Self-guided Walking Tour / Interactive Map

Based on the route and sequence of the guided tour in sub-task C. above, a self-guided walking tour of the project area will be developed by the Zehren team. This will rely upon 'QR' digital code(s) to make maps, pictures and important information available to residents. Feedback and input will be gathered via email and in an interactive Google Earth map with way-finding point. A scavenger hunt approach may be layered into the walking tour with prizes as incentives to grow the level of community participation and involvement in the process.

E. Email Blasts / Press Releases

Zehren and Associates will work with the Town to create email blasts, press releases, project announcements and communications. (4) rounds of these are contemplated in association with each major over-arching task that is part of the process, over the 6 month planning period.

SCOPE OF WORK (continued from page 11)

3. Conceptual Land Use Planning / Field Verification

Task Three will focus upon the development of conceptual land use plans that respond to and integrate the findings of the inventory and analysis steps in Task 1, and the stakeholder and community input in Task 2. The Zehren team will develop up to (2) conceptual land use plans that show potential new trails, emergency access routes, expanded, relocated, or removed facilities, and other associated improvements that may be deemed appropriate as part of the planning process.

The Conceptual Land Use plans will be drawn by hand over the overall project base map developed in Task 1. The plan will overlay over aerial images and be diagrammatic to express circulation routes, key access points, trailheads, and important sub-areas within the study area. The Plans will be reviewed in detail during a Virtual Webinar conducted as part of Task 2. The goal of task 3 will be to narrow down to a preferred conceptual land use plan that can serve as the basis for the Sub Area Master Plan recommendations and ultimately adoption by Town Council.

Field verification of the location and extents of improvements and features included in the Conceptual Land Use Plans will take place during site visits to confirm the feasibility of recommendations, and fine tune the location of potential trails and new access points.

4. Phase One Conceptual Design - Little Beach Park Expansion and Grant Application

Task Four will focus on the Conceptual Design for the expansion of the Little Beach Park based on the results of the planning process as well as prior conceptual planning work accomplished by Zehren and Associates in 2012. The conceptual design from 2012 will serve as a point of departure to develop updates conceptual plans for Little Beach Park. The goal is that expansion of Little Beach Park will serve as the first place of implementation of the Two Elk Sub Area Master Plan. The Town would hope to build and create momentum for the Sub Area Master Plan by engaging into a meaningful first phase of implementation, as well as use the plan to leverage potential funds that might be available via grant programs. A preliminary rough order of magnitude cost estimate for Phase One would be prepared to help inform grant application, cost sharing with others, and municipal budgeting for capital improvements.

DELIVERABLES:

- Project Base Map(s)
- Land Inventory and Analysis Maps
- Community Engagement Tools - questionnaire, walking tour map, interactive Google Earth Map
- (4) Virtual Webinars (1 hour) - agenda and meeting notes
- (1) Planning Commission Worksession
- (1) Town Council Worksession
- (6) Staff Coordination Meetings
- (4) Stakeholder Meetings
- (2) Preliminary Conceptual Land Use Plans
- (1) Preferred Conceptual Land Use Plan
- (1) Phase One Conceptual Design and preliminary cost estimate.
- (1) Assistance with GOCO Grant Application during the summer / fall of 2021



TASK ONE

**Project Start Up,
Mapping, Inventory, and
Analysis**

(Nov – Jan 2020)

TASK TWO

**Stakeholder and Community
Engagement**

(Jan – May 2021)

TASK THREE

**Conceptual Master Planning
Options and
Preferred Option**

(February – April 2021)

TASK FOUR

**Phase One Design and
Grant Application**

(May - June 2021)

- COMMUNITY ENGAGEMENT AND OUTREACH METHODS:**
- 1. VIRTUAL (OR IN PERSON IF POSSIBLE) SITE TOURS & OPEN HOUSES:**
 - drone and aerial imagery virtual tours of corridor
 - self-guided walking tour with QR code virtual maps and information
 - 2. STAKEHOLDER COMMITTEE MEETINGS**
 - Virtual Presentations to the Stakeholder Committee, participation in community engagement.
 - 3. PLANNING AND ZONING COMMISSION / TOWN COUNCIL MEETINGS**
 - project updates and adoption meetings.



SCHEDULE

The following general schedule of approximately (6) months is anticipated assuming a project start date no later than November 15, 2020:

- Task One: November 15 2020 - January 2021
- Task Two: December 2020 - May 2021
- Task Three: February - April 2021
- Task Four: May - June 2021

The team will complete the (4) tasks interdependently and there is overlap between each task factored during the schedule.

Exact dates for the delivery of the scope of work and major milestones will be determined with the Town as part of contract negotiations and confirmed at the start-up of the project.

PROFESSIONAL FEE ESTIMATE

Task One	\$ 4,600
Task Two	\$ 8,200
Task Three	\$ 5,700
Task Four	\$ 6,200
Sub-total	\$24,700

Expense (5% estimate) \$ 1,235

TOTAL FEE ESTIMATE \$ 25,935

Note: A topographic field survey of the property is not included in the proposed fees for the project. Our team proposes to develop a digital base map using the best available data in Task One that will be adequate for master planning and concept design tasks of the scope of work.

HOURLY RATES

BILLING CATEGORY	HOURLY RATE
Principal	145.00 – 340.00
Architect	100.00 – 175.00
Designer / Planner	100.00 – 145.00
Landscape Architect / Planner	110.00 – 145.00
CADD Supervisor	90.00 – 110.00
Draftsperson / CADD Oper. I	91.00 – 125.00
Draftsperson / CADD Oper. II	50.00 – 90.00
Clerical / Accounting	45.00 – 91.00

Specific Team Experience for the Two Elk Sub Area Master Plan

Our team's delivery of the services for the Two Elk Sub Area Master Plan will rely on the following specific professional experiences of Zehren and Associates (ZAA):

- Recreational and facility master planning and design experience by ZAA with a balance between planning, implementation, place-making and design aesthetics. The team is responsible for the [Durango Mesa Area Plan](#) and the [Chapman Hill Ski Hill Master Plan](#), for the City of Durango as recent comparable projects.
- Significant community facilitation and public process experience of ZAA working with stakeholder groups and community residents to evolve and adopt plans based on public review and input.
- ZAA has significant experience in the design and implementation of park facilities and elements and creating master plans and design documents to renovate and improve existing parks.
- Zehren and Associates are local to the area and located in close proximity to the Town and can thereby provide a high level of professional service efficiently.
- Pedro Campos has a track record of completing master plans that have strong community support, are endorsed by the governing bodies, and are implemented in phases over time.
- Tim Halbakken worked for Braun Associates, the Eagle County School's District Land Planning Consultant for over a decade. He has intimate familiarity with the School District Lands that interface with Minturn lands in the south end ;of the community and has prepared several land planning studies involving the School District and State Land Board properties in this vicinity. He has helped plan the nordic trails at Maloit Park as well as the Minturn Bike Park.
- Pedro and Tim have ridden the Two Elk trail extensively and are intimately familiar with the project area and vicinity. They are avid recreationalists with a passion for outdoor mountain sports and a deep understanding of the culture, layout and geography of Minturn and the upper reaches of the Eagle River Valley.
- The project team has experience with a variety of community engagement tools and methods, but given the current COVID19 situation, we may be limited to holding virtual community open houses. While not ideal, we have had to adapt to this new normal and had great success using the proposed tools in a recent assignment with the Town of Telluride for their parks master plan update.



3

Project Team Qualifications

Section 3 - Project Team Qualifications

- 3.1.....Firm Profile/Project Team
- 3.2.....Zehren Resumes
- 3.3.....Zehren and Associates Resumes



Zehren and Associates Inc
Avon, CO



Office Locations:

Avon
 48 East Beaver Creek Blvd, Suite 303
 Avon, CO 81620

Santa Barbra
 101 El Paseo,
 Santa Barbara, CA 93101

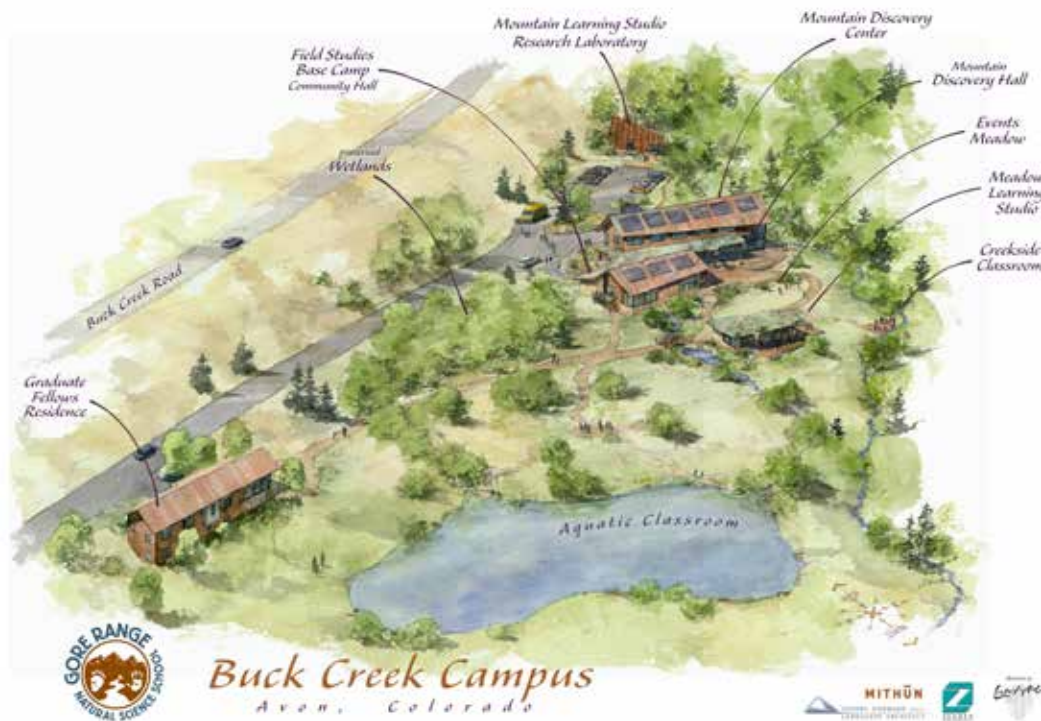
Legal Status:
 S Corporation

Owners:

Jack Zehren
 Dave Kaselak
 Tim Losa
 Kim Stiak
 Pedro Campos
 Susan Nowakowski

Officers and Principals:

Jack Zehren (President, Principal)
 Darlene Zehren (Vice President, Secretary)
 Dave Kaselak (Vice President, Principal)
 Tim Losa (Principal)
 Susan Nowakowski (Principal)
 Pedro Campos (Principal)
 Kim Stiak (Controller)



Walking Mountains Science School - Zehren and Associates Architect of Record

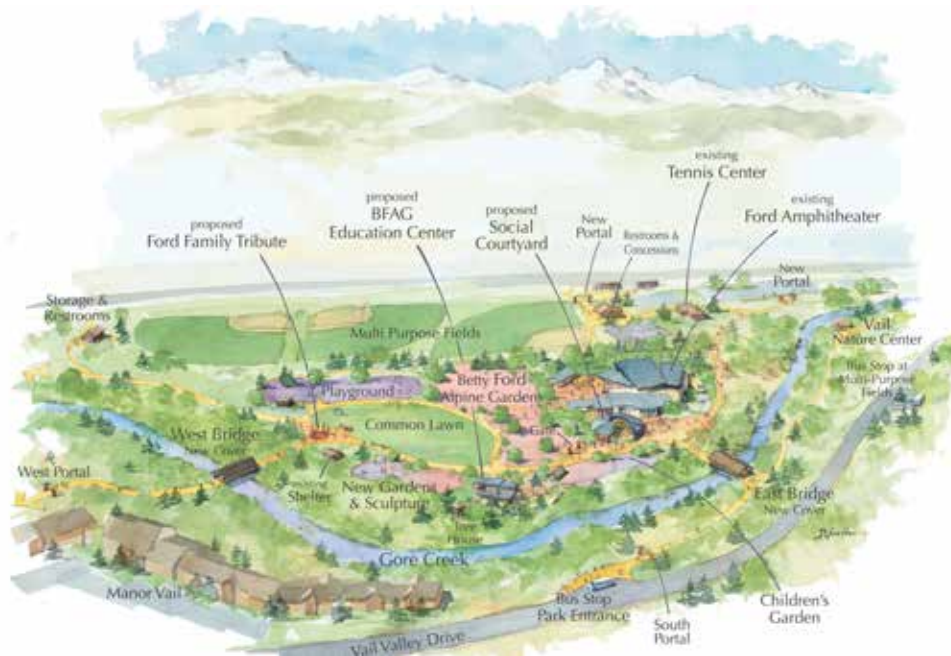
Proposal for Two Elk Sub Area Master Plan

October 30, 2020



Who We Are

Zehren and Associates is a full-service, inter-disciplinary planning, architecture and interior design firm founded in 1983 in Avon, Colorado. The firm has established a very strong reputation for high quality planning and design services and professional integrity locally in Colorado's high country, across the United States and internationally in countries including Argentina, Chile, Costa Rica, Mexico, India, Korea and China. With a staff of 25, Zehren and Associates provides a professionally qualified and diverse planning and design firm focused on a special expertise... creating distinct communities, special places, public spaces, villages, buildings, and homes with a strong sense of place and cultural identity.



Aerial Rendering, Ford Park Master Plan, Vail, Colorado

Our Design Approach and Management Philosophy

We help our clients achieve their goals by providing an array of creative design services to meet the needs of today's changing global community...

- Vision - Confirm our client's aspirations, needs, and long term goals
- Context - Understand the site, the environment, and the cultural setting
- Innovation - Find creative solutions that integrate new technologies, materials and strategies
- Collaboration - Foster a team effort with consultants, community, stakeholders, and ownership

We combine key inter-disciplinary design services to carry a project from the initial vision to completion. We emphasize the internal coordination of those key design disciplines to foster well coordinated and cohesive solutions that allow the efficiency and confidence of a 'one-stop shop' for our clients. Our design services include the following disciplines...planning, architecture, landscape architecture, and interior design.

Our design approach combines creative hand sketches with advanced computer technology for 3D modeling and accurate documentation. We are able to communicate ideas effectively and move efficiently through the design process by combining the creative and technical process. A result of this approach is a repeat client list that represents a majority of our business.

LANDSCAPE ARCHITECTURE AND LAND PLANNING

Zehren and Associates will be responsible for land planning services associated with the effort. The firm will lead the visioning and conceptual design phases of the project, community engagement, and public presentations. The following are the core services that Zehren would accomplish as part of the effort:

- Site analysis and inventory
- Project Visioning
- Trail, Path, and Sidewalk Alignments
- Public Presentations
- Community Engagement – virtual open houses
- Master Plan Drafting
- Capital Improvements Prioritization plan creation

Proposed Team Structure and Roles and Responsibilities

Zehren and Associates, Inc. Land Planning / Landscape Architecture



Tim Halbakken
Land Planner |
Landscape Designer



Pedro Campos, PLA
Principal | Land Planner
Landscape Architect



Samantha Hertel
Project Coordinator |
Office Manager

Pedro Campos, Land Planner | Landscape Architect

Pedro will lead and manage the effort and serve as the primary point of contact for the project team. Pedro will be responsible for the front end visioning, conceptual master plan, and phase one design. He will lead all public presentations, community engagement, and stakeholders meetings. Pedro is a long term resident of the area and intimately familiar with the project site based on prior professional assignments for the Town of Minturn. He has helped envision, plan and design the Little Beach Park and the Minturn Bike Park, and is currently working with the Minturn Cemetery District. He has served as an Eagle County Planning Commissioner and is a current member of the Eagle County Regional Eco Trails Committee. Pedro has recreated extensively in the project area.

Tim Halbakken, Land Planner | Landscape Designer

Tim will serve as a land planner and serve as the secondary point of contact for the project team. He will be responsible for land inventory, analysis, mapping, conceptual planning and design, and production and execution of key project deliverables. He and Pedro have an established professional relationship with collaboration on many of the firm’s core landscape architecture and planning projects. Most recently Tim was instrumental in the creation of the Minturn Bike Park, leading site design efforts in collaboration with other volunteer organizations.

Samantha Hertel, Project Coordinator | Office Manager

‘Sam’ will serve as the project coordinator including scheduling of meetings, open houses, and virtual charrettes. She will assist with the community engagement process, help organize and participate in community and stakeholder meetings, as well as develop and administer the virtual questionnaire. She will also assist with project management including preparing meeting notes, announcements, communication and promotional materials. Sam is a Minturn resident with a passion and interest for the community, its culture, history and natural surroundings.





PEDRO CAMPOS, PLA
Principal, Professional Landscape Architect



As a State of Colorado licensed landscape architect with twenty years of diverse professional experience, Pedro is committed to work that applies the principles of sustainability to innovate beyond conventional development and land use planning. He has focused his professional experiences in regional landscape architecture and land planning in the inter-mountain west of the United States with specific focus in the western slope of Colorado and its surrounding communities.

Pedro's professional experience has been extremely diverse and span several aspects of landscape design and land planning practice. He is a well-rounded and seasoned professional with direct work experience in large scale community planning, site specific detail design, and project implementation. He has developed a particular focus in the design of community parks, playgrounds, and open space projects, as well as public gathering spaces and special events venues. Pedro has specialized in public sector work working closely with local municipalities, agencies, and districts, and serving as a facilitator in community engagement and public input process. He has led numerous public meetings and presentations in his career.

EDUCATION

Masters of
Landscape Architecture,
California State
Polytechnic University,
Pomona, CA 1996

Bachelor of Integrated Arts,
Pennsylvania State Univer-
sity,
University Park, PA 1993

REGISTRATION

Landscape Architect,
State of Colorado # 373

AWARDS

ASLA Honor Award for
Excellence in Landscape
Architecture Study

Pedro is proud to call Colorado his home and regards his position as a landscape architect and planner as an opportunity to be a leader in the design, planning and development in the region. He has made several important contributions toward improving the quality of the surrounding human and natural environment with projects that emphasize water conservation, regional appropriateness, driven by a sustainable design approach and underlying ecological principles.

Pedro has served as an appointed member of the Eagle County Planning Commission and is currently a voting member of the ECO Trails Committee, representing District 1. In these roles he has applied his expertise in landscaping architecture and land planning in local development and long range planning and influenced the direction of several significant projects. Pedro lives in Minturn with his spouse Geralyn and children Valentina and Eden, and is an invested resident of Eagle County.

Project experience:

- Gerald R. Ford Amphitheater Renovation, Vail, Colorado
- Nottingham Park Master Plan, Avon, Colorado
- Town Park Master Plan and Playground Design, Dillon, Colorado
- Minturn Parks Master Plan, Minturn, Colorado
- Ford Park Playground Renovation & New Picnic Shelter, Vail, Colorado
- Minturn Pavilion Park Playground & Park Improvements, Minturn, Colorado
- Water Conservation and Xeriscape Demonstration Gardens, Eagle, Colorado
- Avon Road and Pedestrian Mall Improvements, Avon, Colorado
- Veterans Cemetery of Western Colorado, Grand Junction, Colorado
- Sunset View Cemetery Master Plan, Eagle, Colorado
- Minturn Community Gardens, Minturn, Colorado
- Freedom Park Recreational Fields Master Plan, Edwards, Colorado
- Taos Ski Valley Lake Fork Stream Restoration, Taos, New Mexico
- River Edge Colorado Community, Garfield County, Colorado
- Denver Water Land Disposition Strategy, Dillon, Colorado
- Girdwood Commercial Areas and Transportation Plan, Anchorage, Alaska
- Traer Creek Plaza (LEED Certified) Landscape Design, Avon Colorado
- Steamboat Springs Sub-Area Mountain Town Plan, Steamboat Springs, Colorado
- Town Farm Community Master Plan, Todos Santos, Baja Sur, Mexico



Pedro's relevant experience towards this effort includes:

Nottingham Park Master Plan & Playground Design

- Lead Planner and Project Manager
- Park programming and presentation graphics
- Public Process, Open House, Park User Survey, Plan Adoption
- Conceptual Design, Playground Schematic Design



Dillon Town Park Master Plan and Playground Design

- Co-lead Planner with Ceres Plus
- Master Plan, Public Process, Plan Adoption
- GOCO Planning Grant, Phase One site design, playground design



EagleVail Parks Master Plan, Park Improvements, Playground Design

- Master Plan, Landscape Architecture, Site Design
- Playground renovation / new playground
- Community Engagement, open houses, Board updates.
- Community Garden Founder, Site Selection, Layout and Design



Ford Amphitheater Renovation - New Lobby, Terraced Lawn, Landscape

- Site planning, Landscape Architecture, Landscape Design
- Coordination of grading, drainage, utilities, path layout with Alpine Engineering
- Planting Design, Hardscape Design, Wayfinding & Identity Signage, Lighting
- Construction observation and administration.



Avon Pedestrian Mall Landscape Architecture

- Concept design, Approvals, Construction Documents
- Coordination of Public Art / Bronze Statue Collection
- Detailed planting design and construction documents - lighting, paving
- Construction observation and administration.



Minturn Little Beach Park Master Plan / Phase 2 Concept Design

- Conceptual Master Plan and Presentation Graphics
- Assist Minturn Community Fund with GOCO grant application.
- Community Open House / Town Council Presentation



Eagle County Xeriscape Demonstration Gardens

- Detailed planting design and layout with water conservation emphasis
- Stakeholder and staff coordination / design input process
- Construction layout and observation



Ford Park Upper, Lower Bench Improvements and Playground Renovation

- Landscape Architecture and Site Planning
- Site Design for Park Facilities - new bathrooms, playground, bus stop.
- Basketball, Playground, ADA path and sidewalks.



Freedom Park Sport Fields / Park Layout, Edwards, Colorado

- Site planning and presentation graphics
- Sport field layout and grading
- Approvals and Political process.





Tim is a Land Planner with Zehren and Associates and will support the team with tasks including site analysis, site design, preparation of presentation graphics, digital drafting and cost estimating. Tim is originally from Minnesota, but a strong draw to the mountains lured him West, first practicing at Nuszer Kopatz In Denver and then VAg in Avon, CO followed by 11 years with Braun Associates (BAI) in Edwards, CO. He has 16 years of professional Landscape Architecture and Land Planning Experience. Tim has a wide range of experience ranging from detailed planting design and construction documentation to large scale site design and master planning projects with a mix of everything in between.

Tim is passionate about the natural environment and sensitively integrating built projects to create unforgettable user experiences. With a design philosophy rooted in simplicity and common sense, the desired outcome is for subtle solutions that echo their surroundings without being overbearing.

EDUCATION

Bachelor of Science
Landscape Architecture -
Design

Bachelor of Science
Landscape Architecture -
Natural Resources

University of Wisconsin
Madison, WI 2003

Project experience at Zehren:

- Durango Mesa Area Plan, Durango, Colorado
- Keystone Resort Base Area Redevelopment, Keystone Colorado
- Gerald R. Ford Amphitheater Courtyard Expansion, Vail, Colorado
- Minturn Parks Master Plan - Minturn, Colorado
- Minturn Little Beack Park Master Plan / Phase 2 Concept Design, Minturn, Colorado

Other notable project experience

- Town of Vail Open Lands Plan Update, Vail, Colorado
- Ford Park Master Plan, Vail, Colorado
- ERWSD - Land Planning, Inventory Analysis and Site Design, Eagle County, Colorado
- Colorado State Land Board - Land Planning, Inventory Analysis and Site Design, Eagle County, Colorado
- Brundage Mountain Resort Master Plan, Brundage, Idaho
- Marabou Trails Master Plan - Steamboat Springs, Colorado
- Minturn Little Beach Park Master Plan / Phase 2 Concept Design, Minturn, Colorado





SAMANTHA HERTEL
Project Coordinator | Office Manager

A native of Tennessee, Sam graduated from the University of Tennessee at Chattanooga with a Bachelor of Sociology and Philosophy in August of 2017. She has spent the time since traveling, working, and exploring the western United States. Prior to joining the Zehren team, she worked as an assistant at an interior design firm, document control at a commercial construction company, and now owns a small pillow company, RMH Dwell. While working toward her bachelors, Sam spent five years in fine dining. The service industry gave her the ability to multi-task while maintaining a strong attention to detail.

A strong work ethic and mix of design talent, management and organizational skills make her a key asset to each project team. Sam is interested in sustainability, outdoor recreation, health and well-being, and brings a strong environmental ethic and ecological values to her work and lifestyle. She helps lead Zehren and Associates best business practices and manages the firm's affiliation and membership in the Walking Mountains Actively Green program.

EDUCATION

Bachelor of Sociology and
Philosophy
University of Tennessee,
Chattanooga
2017

Project experience at Zehren:

• **Town of Telluride Town Park Master Plan**

- Managed survey questionnaire
- Assisted with meeting notes and project logistics
- Edited presentation and final documents
- Assisted in project communications and outreach tasks

• **Village Homes at Eagle Ranch Landscape Master Plan**

- Helped set up project framework graphics and organization
- Developed comprehensive matrix for collection of field inventory
- Processed Field Intake sheets, matching addresses to pictures
- Created project maps and supporting materials

• **Actively Green**

4

Related Work Experience

- Section 4 - Related Work Experience
- 4.1.....Related Work Experience
- 4.2.....References

Little Beach Master Plan Minturn



CLIENT:
Town of Minturn

REFERENCE:
Jim White,
Former Town Manager

Zehren and Associates, Inc assisted the Town of Minturn with planning for the expansion of the Little Beach Park, into a second phase. Pedro Campos had previously assisted the Town with the master plan for Phase One, that includes a playground and outdoor amphitheater events venue. The expansion planning included meetings with the Community to obtain feedback and coordination with private properties and the Union Pacific Railroad.



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN

PROJECT EXPERIENCE



Durango Mesa Area Master Plan Phase One

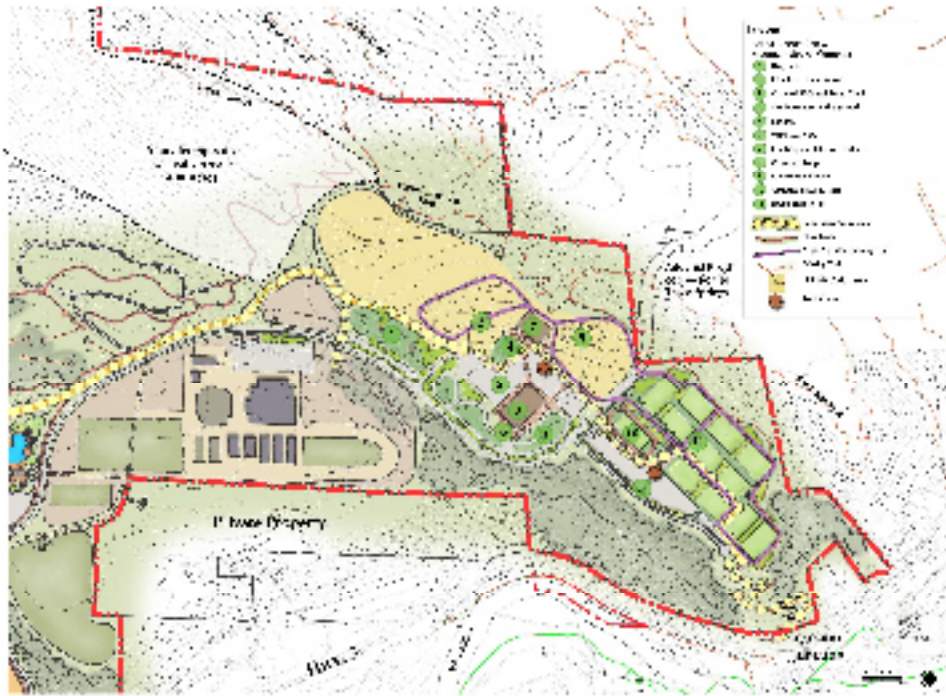


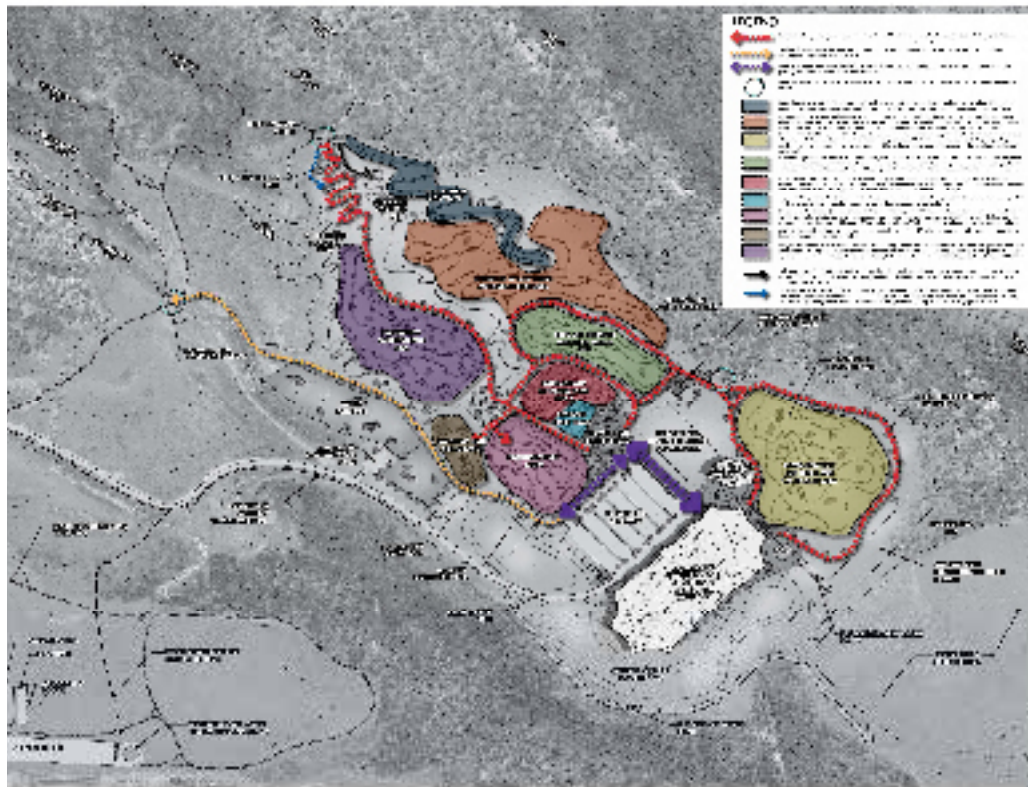
EXHIBIT 16 SOUTH MESA AREA: BIKE PARK (ALTERNATIVE LAYOUT) AND CITY SPORTS COMPLEX
SOURCE: MOUNTAIN SPORTS CENTER DESIGN AND CONSTRUCTION CONTRACT #101102

Phase One: Concept Master Plan (C-1)

CLIENT:
City of Durango

REFERENCE:
Cathy Metz,
Parks and
Recreation
Director

Subsequent to the adoption of the Area Plan for the Durango Mesa, the City of Durango hired Zehren and Associates to develop a Phase One Conceptual Plan that included specific use trails to minimize user conflicts, and BMX and Bike Park with a range of cycling uses to serve as an anchor for South Mesa.



Phase One: Bike Park Location

The Phase One Plan includes parking, trails, arrival plaza, concessions, bathrooms, storage facility, covered BMX park. The Bike Park has been designed to work with the sloped site selected for the use, and includes a variety of areas for training and learning different cycling disciplines.

A future field house is integrated into the Phase One Plan, as well as a criterium course. A Frisbee Golf Course and Dog Park are also included in the Phase One Plan.



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN

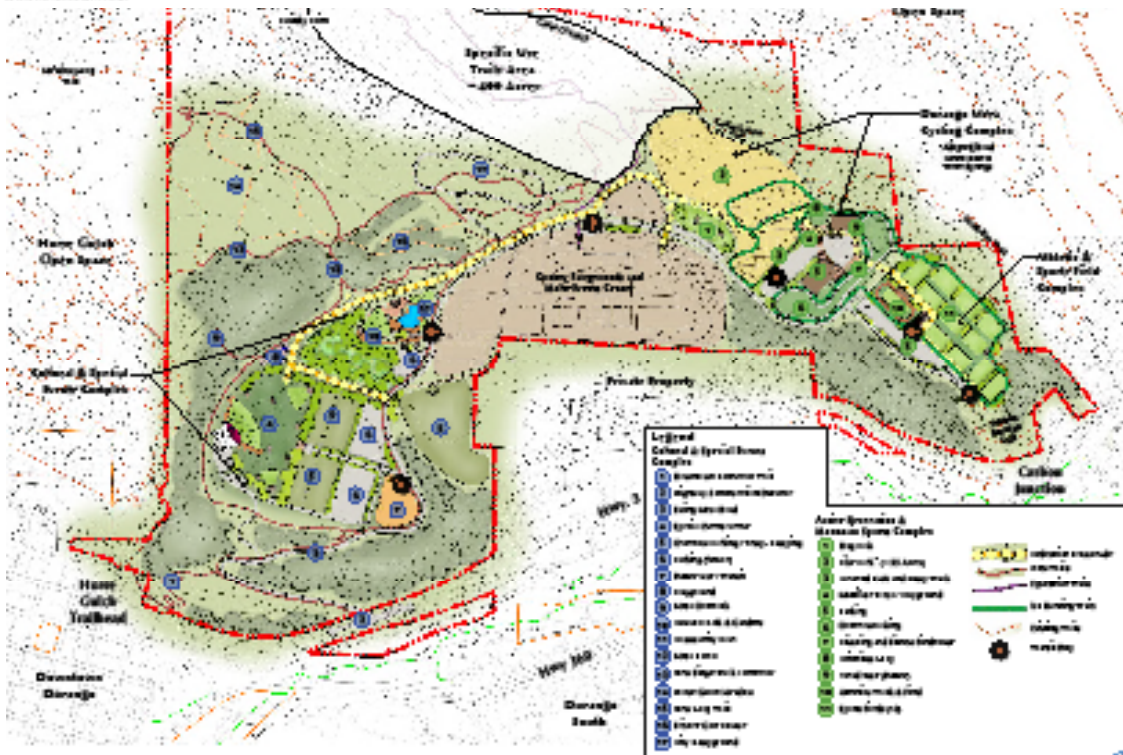


PROJECT EXPERIENCE

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Durango Mesa Area Plan

Durango, Colorado



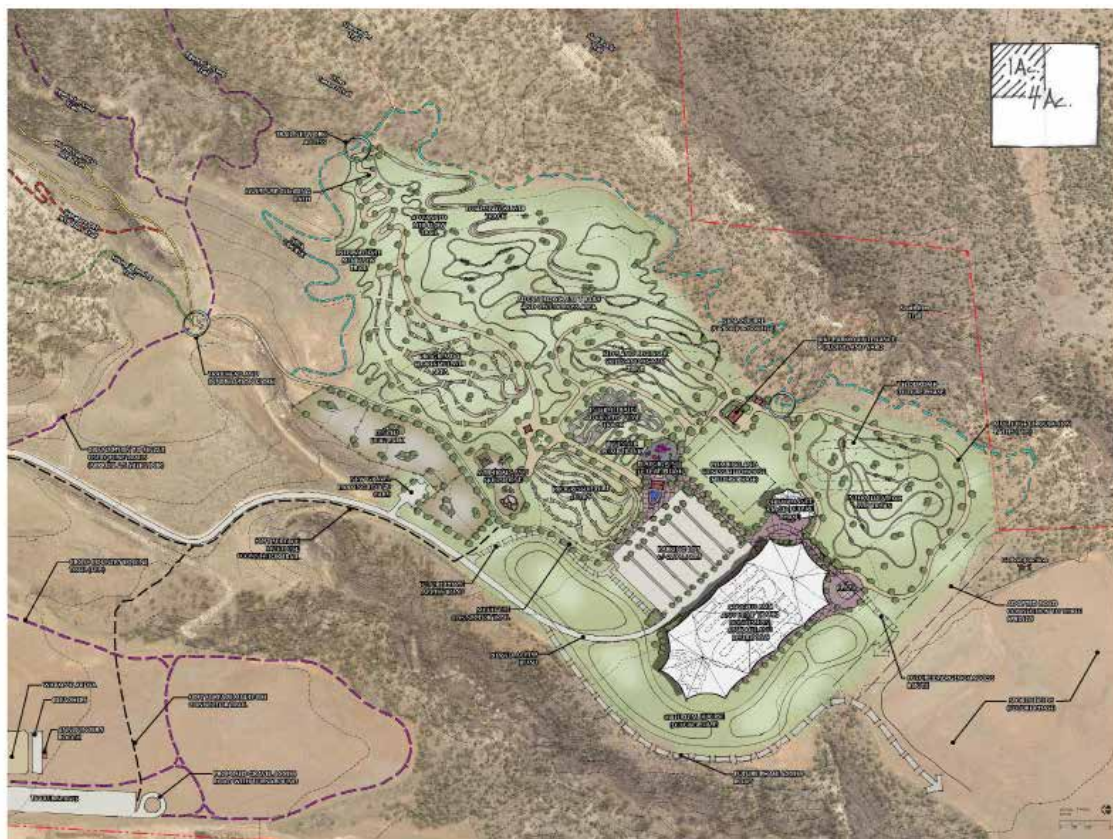
CLIENT:
City of Durango

REFERENCE:
Cathy Metz,
Parks and Recreation
Director

The Durango Mesa Area Plans covers 1800 acre of private land that will be dedicated to the City for open space, trails, recreation, cultural and special events uses. Zehren and Associates led the master plan for the City of Durango and coordinated with the Owner and La Plata County to develop the program and master plan alternatives and preferred alternative for the site.

A major emphasis of the plan is an extensive multi-use and specific use trails system that provides connectivity between program elements, and the City's existing trail system flanking the property. The effort required an extensive public engagement process led by Pedro Campos with the area plan being completed and adopted in August of 2018.

A copy of the plan is available to view at: <https://durangoco.org/DocumentCenter/View/10237/Durango-Mesa>



Phase 1 - Bike Park Concept



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN

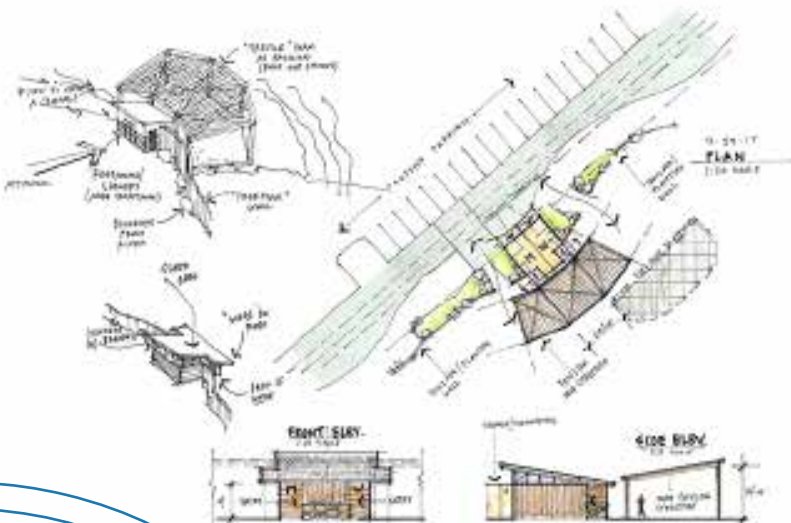
PROJECT EXPERIENCE





Eagle River Park Eagle, Colorado

Zehren and Associates, in coordination with Alpine Engineering, are currently working on developing a riverside amenity park in Eagle, Colorado. The park is set to accompany a new whitewater course located in the heart of Eagle, Colorado. The Town of Eagle, in collaboration with Eagle Country and CDOT, commissioned Zehren and Associates and Alpine Engineering to lead the design process of construction of a riverfront park including in-stream recreational features on approximately 13 acres of land/river including a significant amount of parking located at the entrance to the Eagle County Fairgrounds. Zehren and associates is responsible for the landscape architecture and architecture of the parks, with Alpine Engineering leading the civil, and S2O Design leading the in-stream features design. The park plans to attract people of all ages and be a staple landmark in Eagle, Colorado for years to come.



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN



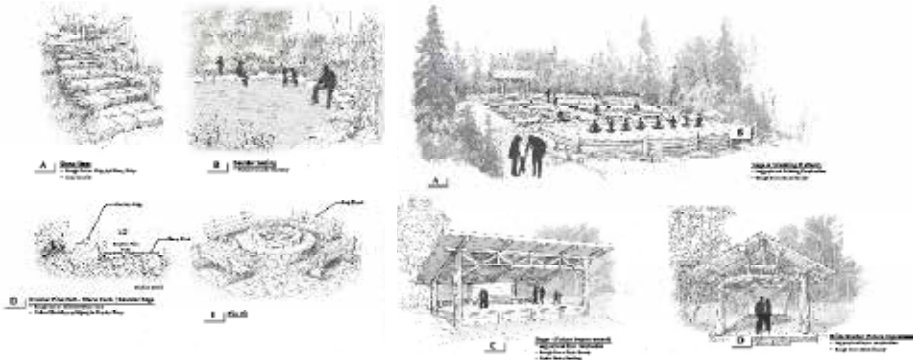
PROJECT EXPERIENCE

94

Kachina Base Area Master Plan Taos Ski Valley, New Mexico



Zehren and Associates was retained by Taos Ski Valley Inc. to develop a landscape masterplan for the Kachina Base Area of the Taos Ski Valley ski resort. The Kachina Base Area is uniquely located in a secluded high alpine valley, surrounded by towering rocky peaks, and situated at an elevation of 10,200 ft. The goal of the project was to retain the unique character of the site while improving the functionality, aesthetics, and wayfinding throughout the area. Improving the functionality of the site was a key aspect of the project and included the design of a new passenger drop-off and parking at The Phoenix Grill, the closing of unnecessary roads, and re-grading of slopes to accommodate skier traffic to the Bavarian Restaurant. The Kachina Base Area was also identified as a place where the client would like to hold weddings during the summer season. In response, the team at Zehren and Associates developed designs for a wedding deck and made multiple site visits to ensure that the deck would have the most picturesque views of Kachina Peak. This project also included the design of a network of soft paths to connect the wedding deck with the other nearby restaurants and improve the overall pedestrian circulation.



CLIENT:
Taos Ski Valley, Inc.

REFERENCE:
Craig Taggart
Craig.Taggart@trincheraranch.com
719.379.3263



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN



PROJECT EXPERIENCE

95

SAYRE PARK MASTER PLAN

Glenwood Springs, Colorado



CLIENT:
City of Glenwood Springs

REFERENCE:
Brian Smith,
Parks and Recreation Director

Zehren and Associates was retained by the City of Glenwood Springs Parks and Recreation Department to prepare a master plan for improving the historic Sayre Park. The park is the site and location of the Strawberry Days Festival, the longest running community celebration west of the Mississippi, in its 122nd year in 2019. The master plan effort included a robust community engagement process including stakeholder and community engagement meetings, a survey questionnaire, one-on-one focus group interviews, and meetings with community organizations and sports and recreation clubs and leagues. The community engagement process is precedent setting for Glenwood and was deliberately structured to be repeated when other parks and recreation facilities undergo planning and design improvements. The Master Plan process resulted in a preferred Concept Plan with an associated cost estimate that is being used by the City to prioritize phased park improvements to respond to the community feedback and input. Improvements include accessible routes, renovated sports courts, a new historic recognition area, a new accessible playground, and landscape and signage improvements.



PROPOSAL FOR TOWN OF MINTURN



October 30, 2020

PROJECT EXPERIENCE



Town of New Castle Community Sports Park New Castle, Colorado

CLIENT:
Town of New Castle, Colorado

REFERENCE:
John Wenzel, Public Works Director



Pedro Campos in Community Engagement Meetings

Zehren and Associates was retained by the Town of New Castle to assist the community in developing the program, plan and design for a new sports park. Pedro Campos led the team through a community engagement process to select the preferred layout and program of amenities. ZAA worked closely with the Town Staff to design the project so most of the work could be self-performed by the Town. The Plan was developed in 2016, and implemented in 2017 and 2018. The project was funded through a GOCO Local Parks and Recreation grant as well as a grant from the Oil and Natural gas industry. The plan includes new pickle ball and tennis courts, a new playground, picnic shelter, lawn play areas, and access trails and paths.



Illustrative Concept Plan



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN

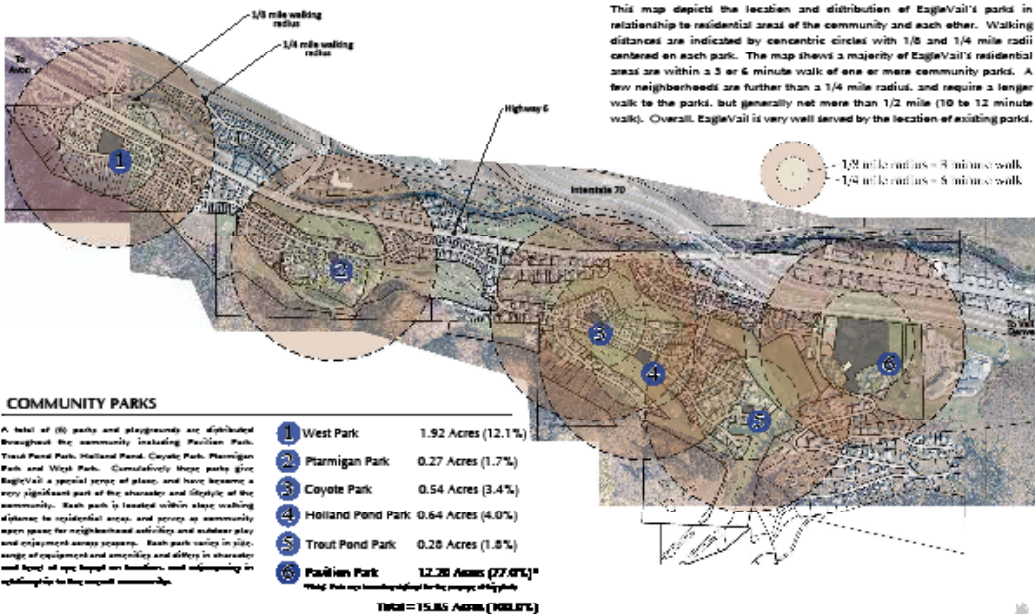


PROJECT EXPERIENCE

99

Eagle Vail Parks Master Plan

Eagle-Vail, Colorado



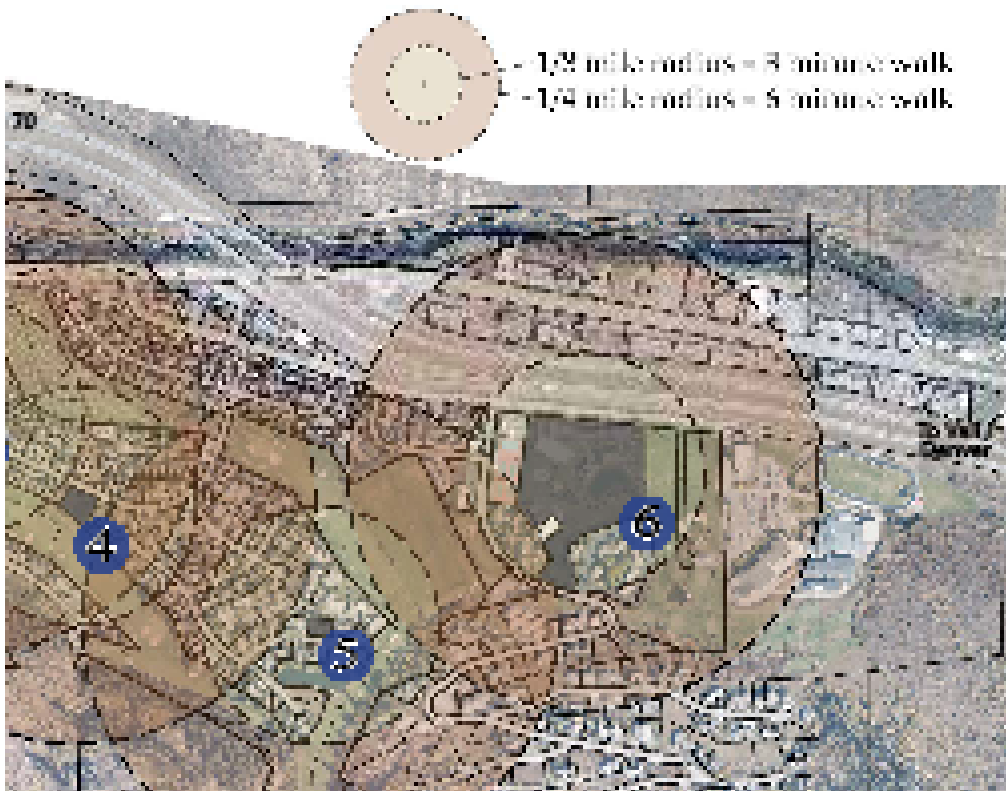
CLIENT:
Eagle Vail
Metropolitan
District

REFERENCE:
Steve Barber,
Community
Manager

Zehren and Associates prepared the Minturn Parks Master Plan working closely with the Community and committee of resident volunteers. Pedro Campos led the effort and conducted community open houses and an ice cream social to engage with residents of all ages to gather input and feedback in preparing a phased plan of improvements for the community's 6 pocket parks. A first phase of the effort has been implemented and included the renovation of the playground of the main community parks, Pavilion Park, West Park, and subsequently Trout Pond Park. The renovation included parking upgrades, new paths, new children's bicycle pump track, cleaned up pond and beach and new park furnishings. The Master Plan was completed in 2013 and the first phases of implementation were completed in 2014 and 2015. This project is included in this list as an example of Zehren's community facilitation experience, which Pedro Campos serves as the lead for in similar projects.



Community Parks Overview



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN

PROJECT EXPERIENCE

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Eagle Vail Pavilion Park Renovation and New Events Lawn

Eagle-Vail, Colorado



Zehren and Associates, Inc and Alpine Engineering Inc were retained by the Minturn Metropolitan District to develop the concept design and site plan for renovating and relocating the Pavilion Park Playground, the community's main playground. Pedro Campos led the project and worked with Minturn staff and the Board of Governors to develop the design and prepare construction documents. The Plan was developed in 2012 and 2013, and adopted in October of 2013, providing a road map for park and playground updates and improvements in a phased manner over the next 10 years. Subsequently, Zehren and Associates was hired to lead the design of a new playground in Pavilion Park.

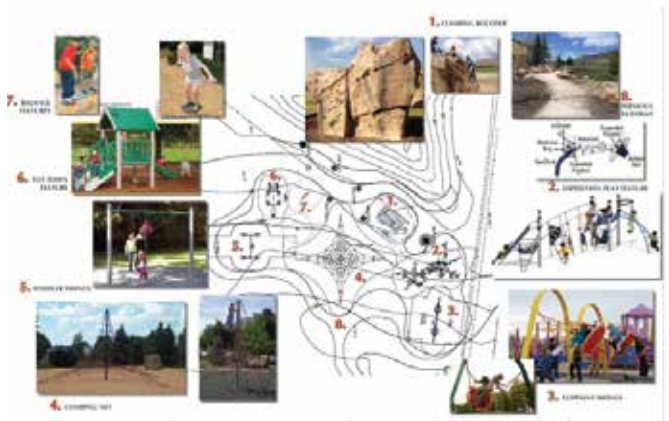
The process included community engagement with a Parks Committee of volunteer residents with periodic review meetings. In addition, (2) open houses and design work sessions with the community residents, including children, were held during the design process. The project budget for Phase One was \$285,000 including Zehren's fee of \$42,500. The first phase of the project was completed in May of 2015 and was delivered on time and on budget. Phase Two, with a budget of \$365,000 is included in a November ballot election along with other community-wide improvements.

CLIENT:
Eagle Vail Metropolitan District

REFERENCES:
Steve Barber
Community Manager



Context Plan by Pedro Campos



October 30, 2020

PROPOSAL FOR TOWN OF MINTURN



PROJECT EXPERIENCE

101

Ford Park Master Plan Vail, Colorado

Zehren and Associates, Inc. was retained by the Vail Valley Foundation and the Town of Vail to help update the Gerald R Ford Park Master Plan in 2011. As part of this multi-phased project, Zehren developed a master plan for new improvements to the park that included new structures for public restrooms and concessions/picnic shelter at the upper bench, public restrooms and picnic shelter at the lower bench, a new bus stop, a new trash/recycling building at the upper bench, as well as landscaping and playground improvements at the lower bench. The scope and budget evolved throughout the process as input from the Town and various user groups was implemented into the design. Zehren was able to provide a design that met the budgets of the various project elements while continuing to meet the functional needs of each facility. Throughout the multi-phased project, Zehren and Associates, Inc. was able to meet the variety of milestones in a timely fashion that ultimately led to the various phases being open to the public on time.

CLIENT:
The Vail Valley Foundation and the Town of Vail

REFERENCES:
Mike Imhof,
Vail Valley Foundation



The Ford Park project focuses specifically on four distinct areas: the Ford Amphitheater, a new Betty Ford Gardens Education Center, paths and garden spaces throughout, and new improved access from all entry points. By looking at Ford Park in the same way we look at Central Park in New York, these new amenities and experiences will allow guests to have a comprehensive and cohesive visitor experience the park and the gardens, while being supported with world class park facilities.

Plan can be viewed here: https://www.vailgov.com/Portals/0/docs/community%20development/master%20plan%20downloads/Ford_Park_2012_Update.pdf



PROPOSAL FOR TOWN OF MINTURN



PROJECT EXPERIENCE

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October 30, 2020

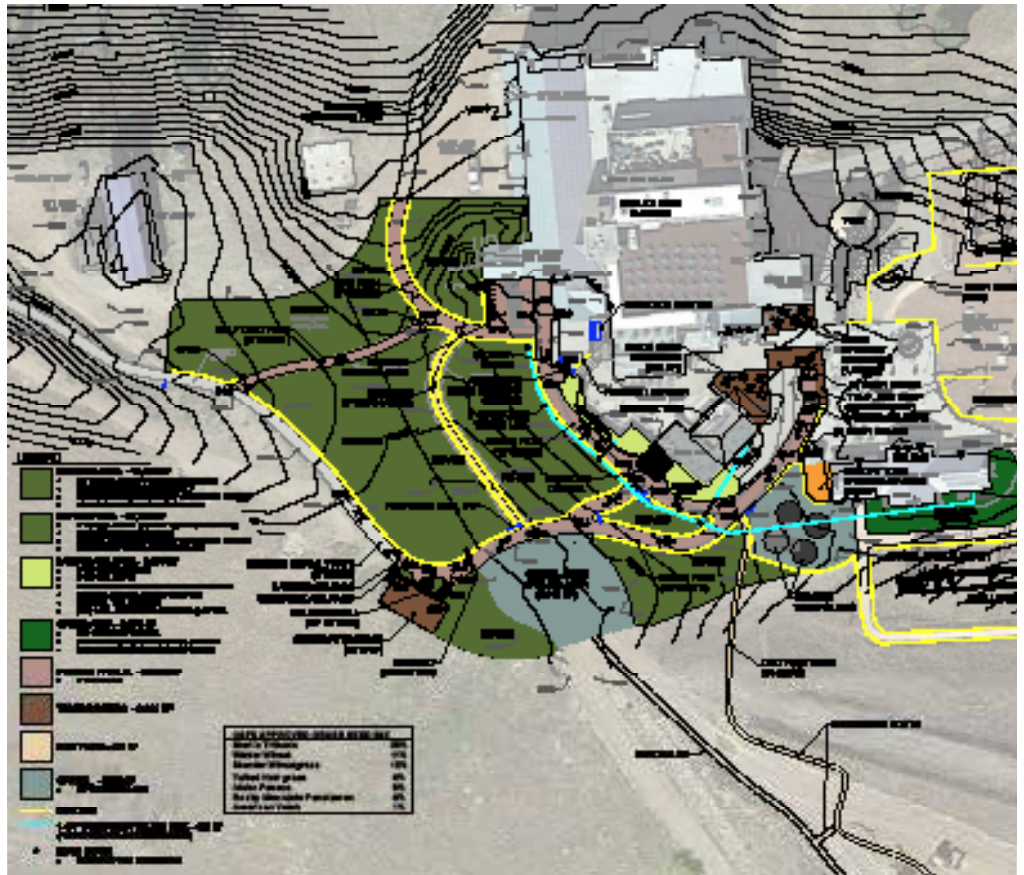


Epic Discovery Master Plan Vail and Breckenridge, Colorado

CLIENT:
Vail Resorts

REFERENCE:
Michael Jackson
Director of Planning

Zehren and Associates assisted Vail Resorts with the master plan for circulation, signage and layout of recreation improvements at the mountain top of Vail and Breckenridge in association with the Epic Discovery recreation attractions and experience. The Zehren team was challenged with creating a cohesive and well-knit recreation experience, that addressed accessibility, way-finding, visual relationships, safety, education, and human comfort.



PROPOSAL FOR TOWN OF MINTURN



PROJECT EXPERIENCE

100

October 30, 2020



Town of Avon Park & Circulation Improvements



CLIENT:
Town of Avon

REFERENCE:
Justin Hildreth, P.E.
Town Engineer



Pedestrian Mall



Avon Road



Pedestrian Mall



Stage Landscape Design

Zehren and Associates has assisted the Town of Avon on a number of recent improvements throughout the town core area. These projects include the 2009 Nottingham Park Master M Planning effort let by Pedro Campos, Nottingham Stage Landscape design, Playground Restroom design, Landscape improvements on the Pedestrian Mall, Avon Road Landscape Improvements and the West Benchmark Road Parking and Landscape Improvements. The Zehren team has successfully provided designs that met and often exceeded Town expectations and regularly met project budgets and goals.

REFERENCES

Justin Hildreth

Town Engineer
Town of Avon, Colorado
(970) 748.4045 / jhildreth@avon.org

John Wenzel

Public Works Director
Town of Newcastle, Colorado
(970) 984-0669 ex 200 /
jwenzel@newcastlecolorado.org

Moira Compton

Owners Representative
Durango Mesa Park, Durango, Colorado
(970) 769-0521 / mmcompton@gmail.com

Scott O'Brien

Public Works Director
Town of Dillon, Colorado
(970) 262-3408 / scotto@townofdillon.com

Brian Smith

Parks and Recreation Director
City of Glenwood Springs
(970) 384-6315 / brian.smith@cogs.us

Cathy Metz

Director of Parks and Recreation
City of Durango, Colorado
(970) 375-7329 / Cathy.metz@durangogov.org

Eric Heil

Town Manager
Town of Avon, Colorado
(970) 748-4404 / pneill@avon.com

Mike Ortiz

General Manager
Vail Recreation District
(970) 479-2279 / mortiz@vailrec.com



Matt Pielsticker

Planning Manager
Town of Avon, Colorado
(970) 748-4413 / mpielsticker@avon.org

Jeff Schneider

Construction Manager
Eagle River Water and Sanitation District
Vail, Colorado
(970) 477-5415 / jschneider@erwsd.org



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

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

MEMORANDUM

TO: Mayor and Town Council
FROM: Jay Brunvand, Town Treasurer
CC: Michelle Metteer, Town Manager
DATE: November 4, 2020

NOVEMBER 4, 2020 COUNCIL MEETING

As required by Colorado law, the Town has set one Public Hearing for the FY2021 Budget, the November 4th meeting. Although further discussion will ensue through final adoption of the budget on December 2, 2020 and the public will be allowed to comment at each meeting, this is the one and only official Public Hearing. To date, Staff has taken your comments and suggestions and incorporated them into the FY2021 Budget as well as comments and direction given during the on-going and in-depth General and Enterprise Capital Improvement Plans and Water rate discussions. If approved or directed by Council, the items will be included in the final budget. In the event any material changes come forth from the Public Hearing process, those changes also will be included in the scheduled final passage of the budget ordinances on December 2nd. I will distribute an updated budget document thereafter as the final changes are processed.

Following is the Public Hearing procedure recommended that you follow in order to make sure everything is covered procedurally and legally.

- (a) The Mayor will introduce the agenda item and announce the Public Hearing as “I hereby by call to order the Public Hearing for the purpose of discussion and comment on the fiscal year 2021 proposed budget and to gather input, pro or con on the proposed Minturn Town Budget for the fiscal year January 1 through December 31, 2021. Any citizen that would like to speak needs to clearly state their name and physical address for the record from the podium (even if they are known by all.)”
- (b) Staff Presentation – Brunvand and Metteer
There has been a request to discuss the approved water rates. This can be done here or during Council Discussion under (e).
- (c) Take citizen input
- (d) Close the Public Hearing
- (e) Council discussion on the budget and comment on the Public Hearing if any.
- (f) Announce this is the official Public Hearing on the Fiscal Year 2020 Preliminary Budget and citizens are encouraged to contact the Town Hall with questions or comments during regular business hours at 827-5645.



To: Mayor and Council
From: Jay Brunvand
Date: November 4, 2020
Agenda Item: Acceptance of the Fiscal Year 2021 Annual Budget

REQUEST:
Fiscal Year 2021 Budget Public Hearing.

INTRODUCTION:
As required by Colorado State law, the Council must hold a public hearing on the proposed Fiscal Year 2021 budget. This Public Hearing has been published and posted for this meeting.

ANALYSIS:
11/4/2020 Council Meeting

During tonight's meeting Staff will do an overview of the budget during the Public Hearing as the Staff presentation through this memo. It should be noted at the beginning, this budget, although reasonable and conservative, there is little we can do to estimate the impact of what another economic shutdown by the State will make. I assure you, this has been at the forefront of every line item and we tried to consider any reasonable scenario.

During the October 21 meeting we reviewed the budget and direction was given to spend some of the available reserves and other changes from the Preliminary Budget. I have noted the pertinent changes below.

- The Snow Plow plan will include \$30,000 for a support contract to assist with plowing and hauling.
- A 5%/\$36,850 Wage Pool was added. This will be disbursed based on merit as a bonus in November 2021.
- Land Lease Easement-State Land Board ROW: \$35,000 allocation.
- NAIOP/Dowd Jct-Masterplan for the Dowd Jct area: \$45,000 allocation to be funded from FY2020.
- Quiet Title-Eagle River Land: \$60,000 allocation.
- ECO Transit Committee funding: \$5,000 allocation.

Other direction given included:

- Minturn Fitness Center: An expense to retrofit and create the ability for allowing citizens after hour use was valued at \$15,000 and placed on hold until further information can be gathered to include MFC Board consideration and previously instituted changes.
- Minturn Community Plan: An expense to update and modify the current Community Plan. Discussion on this included our ability to accomplish this during 2021 in consideration of the size of the project and the staff time necessary to accomplish this.

Often when reviewing a budget, it quickly becomes a very large number and can be confusing. A method for reviewing each department is to look at the right-hand column of the Annual Budget section and review those with significant changes, are new items, or for some other reason stand out. Following are items that, for me, stood out.

Page 16:

- 01-00-4010 Property Tax – This small increase is due to the constraints in place by the Gallagher Amendment which requires residential valuations statewide to be limited to 40% of the entire tax revenue pie. Because STATE WIDE the commercial sector valuations are not as strong as the Residential, the revenue from the residential sector is held down. During the November 3, 2020 election there is a ballot question that is designed to repeal the Gallagher Amendment.
- 01-00-4050/51 Sales Tax – 2019 reflected a 16% growth over 2018. In an effort to ensure this was not just an anomaly, the 2020 Sales Tax revenue was very conservative. However, even with the economic effects of the COVID virus, 2021 is exceeding 2021 by over 14% year to date. Much of this is related to the sales tax now charged by purchases made online.
- 01-00-4052 Highway User Tax – this is a distribution from the State based on taxes collected when a vehicle is licensed or based on the mileage of commercial trucking. Due to the COVID virus the state has downwardly reduced their 2020 estimates and additionally cut their estimated funding for 2021.
- 01-00-4210 Building Permits – this is estimated to increase based on previous recent years and in light of several projects on the horizon.
- 01-00-4220 Hwy 24 Maintenance – this line item grew from \$27,000/annually to \$34,000/annually in 2020 due to a successful renegotiation of this contract with CDOT. As a part of this renegotiation, 2021 will again increase and then expected to flatten in 2022 and thereafter.
- 01-00-4430 Municipal Traffic Fines – This line item was cut in 2021 due to the significant reduction in 2020 due to the COVID virus. This line will most likely be increased as we approach the 2020-year end.

Page 17:

- 01-00-4680 Real Estate Transfer Tax – over the recent years this has been increasing as sales reflect higher property values in Minturn. As such, this line item has increased for 2021. The RETT is restricted by MMC Section 4-3-40 to the purchase of real property for open space/parks, capital improvements, and install and maintenance of bridges/streets/curbs/sidewalks/drainage.

Page 27

- Payroll-Town Judge 01-03-5010 – This position is now a contract and covered under 01-03-5216.
- Law Enforcement Payroll 01-04-5012 – This item has been transferred to page 28 to better reflect expenses.

Page 31

- Street/Sidewalk Maintenance 01-06-5352 – This was increased to allow for approximately 50% of the planned Pine St slurry seal.
- Snow Removal 01-06-5353 – a new expense to account for snow removal contract(s) proposed in the Snow Removal Plan for 2020/21

Page 34:

- Enterprise Fund Revenues – A long term rate schedule was adopted in FY2020 to account for the various CIP projects necessary at the water plant, water tank, and distribution system. Mr. Jim Mann, Elhers Public Finance Advisors, will be available during the meeting to help outline the rate structure and assist with any questions.
- In April of 2019, Council passed Ordinance 03-2019 which restructured the Enterprise Fund by moving parks and recreation to the General Fund. This is represented in accounts 01-06-5356 and 01-06-5357. This is a permanent change for the budget hence forth.

Page 40:

- 2020 represents the final year of payments on the Town Hall and reflects the various revenue and expense associated changes. In May of 2021 a renegotiated USPS lease will go into effect. Expenses represent repair and maintenance of the Town Hall and interfund transfers to the Capital Fund (06) to cover capital expenses.

Citizens are encouraged to contact Staff with questions or comments on the budget.

Questions?

10/7/2020 Council Meeting

When reviewing the Draft FY2021 Annual Budget it is important to realize that this budget is tight. It recognizes revenues and expenses for the forthcoming year in a conservative and mindful manner. It recognizes the impacts the COVID-19 Pandemic has had and attempts to fairly estimate income and growth as the local economy safely recovers. Be assured this budget is conservative and represents the needs of the Community in relation to the resources of the Town government.

The second meeting in October we will have a brief presentation in which we will review proposed special projects and capital expenses and then allow time for Council to express their goals and priorities for the budget. This will give Staff the necessary time to prioritize your concerns. It is not a promise to include new items in the budget, rather a chance to consider and discuss what can be done in FY2021 and plan for the future.

Please reference the Budget Schedule and Calendar included on pages 68-72. This will give you a clear vision of what meetings we will have discussions and public hearings. We all know the budget includes the operational items like electric bills and general day to day items. My intent during the first meeting in October is not to review that material in detail, rather to highlight some of the recent items of note in our General Fund revenues and expenses and allow for council and public questions. I have listed a few of the accounts below to show the Council that we do have money to perform some of the items we have recently discussed that are not Special Projects.

ITEMS OF NOTE:

GENERAL FUND (01):

INCOME:

- Property Tax (01-00-4010) – The amount reported in the Certification of Values represents a very small increase over 2020. As a reminder, in 2017 the legislature passed HB 17-1349 and a similar bill in 2019. This Bill was a housekeeping law to accommodate the Gallagher Amendment from 1982.
 - By way of background, it actually took three tries and over a decade to pass the TABOR Law in 1992. The Gallagher Amendment was an attempt to assuage TABOR supporters and dissuade them from voting for TABOR. Of note, both of these amendments to the State Constitution have some sort of ballot question to be voted on in November 2020.
 - The Gallagher Amendment was passed in 1982 and established residential property values for the entire state limited to 45% of the total assessed value.
 - Consequently, as the residential property values increase, periodically they are adjusted to remain compliant. An adjustment was made in 2003 and the value was reduced from 9.15% to 7.96% where it remained until 2018. In 2018 it reduced from 7.96% down to 7.2% and in 2019 from 7.2% to approximately 7.15%. On page 74, I show a formula of how the taxes are calculated and the effect various laws have had on our funding over the past 20 plus years. On pages 75-76, I show what makes up the tax bills in Minturn. I often hear one comment on how much is paid to Minturn. This graph shows what taxes are paid within the town limits, not just to the town. The worksheets not only show how the property assessment is calculated but, based on a value of \$200,000, how the revenue has decreased or not grown as it has in previous years when the Gallagher Amendment did not adjust. In 2021 our property tax revenue will be flat.
- Lodging Tax (01-00-4039) has been growing year over year showing a slow gain. This is due to more units and rental of those units as well as a more developed and uniform collection system locally and state wide. Changes in the state laws have made it easier for companies like AirBnB to submit their taxes directly to the state for distribution to Minturn. During the COVID shutdown of the economy our lodging tax has been hit specifically hard and has been very slow to recover. It is anticipated that with the ski season this market will improve.
- Sales Tax (01-00-4040 and 4050) are budgeted at 5% over our 2019 receipts. Again, the COVID shutdown has affected our receipts but in review of 2020 collections compared to 2019 we are recovering nicely. The state has begun requiring companies who sell online from both intra and interstate to collect and submit sales tax. These payments are made to the state and distributed to the town monthly and is showing to be about a 10% increase for the town.
- The town is anticipating a small number of new unit developments in 2020. This is represented in the increase for Planning and Development fees. Although we have tried to be conservative in these numbers, several of our General, Enterprise, and Capital fund revenues reflect a small increase by association. Although we have several large projects that could provide a large increase in our numbers, weighted against the water tap moratorium we are in a wait-and-see position.
- Currently we have 7 leases on the lease lot budgeted for 2021. This includes the concrete plant, and seven others in the developed area behind the berm. (01-00-4516 thru 4526). This revenue source allows for diversification of our revenues and accounts for a budgeted \$129,400 income. This is \$9,000 less than 2020 as we have repurposed one of the lots. Additionally, the town will no longer provide snow dump services. In 2020 the Town received \$10,500 in snow dump fees. This diversified income represents almost 10% of the amounts collected in property and sales taxes and 8% of our total General Fund revenues for 2020.
- In recent years the town has earned upwards of 2.5% interest on our liquid cash investments. As a result of COVID this has dropped to less than 1/10%. This downward earning cycle will continue until the Federal Reserve begins to raise interest rates again in the wake of COVID. (01-00-4540).

EXPENSE:

- For all Employee Medical insurance, I have budgeted a 5% increase and for all other employee insurances we anticipate a zero % increase. These budgeted figures result from word received from our insurance

providers. In recent years we have seen negative, zero or very modest increases. In an industry that has seen 10-40% annual increases and wild fluctuations in the private markets, Staff feels this is a tremendous success in cost management.

- Some of the more beneficial community organizations have been funded in separate line items. For example, The Vail Valley Partnership will be funded at \$3,500 (01-01-5235) and the Minturn Community Fund is funded at \$15,000 (01-05-5275).
- In the Planning Department budget, the Planner was moved to a contracted position, a second planner has been hired, and the Code Enforcement is a full-time employee. Line item 01-02-5215 has been increased to support further support in the Planning Department.
- Town Events and promotions (01-05-5275) was reduced from \$75,000 to \$65,000 from 2020 however the line item reflects changes within the appropriation to more adequately fund programs that are working and better evaluate some programs.
- Public Works and Water Plant tools have been discussed as a possible need. Again, this year, \$5,000 is budgeted in both the Public Works and the Enterprise budgets. (01-06-5120 and 02-06-5150)
- Public Building R&M is budgeted at \$15,000 and used to assist in maintenance and upgrades to our facilities.
- Maintenance and improvements for streets and sidewalks has again this year been budgeted for \$50,000 (01-06-5352). Of this amount, \$40,000 has been allocated to partially fund a slurry seal process covering the length of Pine Street.
- In April of 2019, Council passed Ordinance 03-2019 which restructured the Enterprise Fund by moving parks and recreation to the General Fund. This is represented in accounts 01-06-5356.

ENTERPRISE FUND (02):

- In accordance with last year's policy direction for setting town water rates and with the recent Ehlers study, Staff is recommending:
 - A base rate increase from \$82.19 to \$90.83 (10% increase)
 - An increase in the Use Rate per 1,000gal from \$6.50 to \$6.83 (5% increase)
 - No increase in trash services is proposed
 - A 5% increase will be implemented to the tiered system for Residential Tap Fees, System Improvement Fees, and Cash in Lieu of Water fees. And, in accordance with previous year's, to match the tap rates for commercial with those of the Eagle River Water and Sanitation District.
 - As we move forward with the necessary water plant upgrades rates will need to be reevaluated with the options that are presented as part of the various options.

A detailed cost analyses is displayed on pages 77, 78, and 96 of the budget binder.

- I have broken out the various Capital Reserve revenues associated with remodels and new development (02-00-4320, 4321, and 4322). As stated earlier this is pendent on anticipated growth and the effects of the existing water tap moratorium, however, is very conservatively budgeted.
- The Town is in the midst of reviewing and moving forward with desperately needed Capital needs in the Enterprise Fund with the development and implementation of a much need and complete Capital Improvement Plan (CIP). Such needs include a new water tank, improvements to the filters and purification systems, and maintenance to the distribution system.

As part of this review and adoption of the CIP plan water rates, debt needs, and other sources of funding will be examined completely and will require rate increases and the issuance of debt to undertake all the necessary improvements.

At this time staff is moving forward with connecting Well #4 to the Clear Well for purification purposes, testing and placement of new water storage tanks, a water loss detection system, and much needed

repairs to the plant and distribution system. The work included to date is already evident as we monitor our reduced water loss in the distribution system. The 2021 budget reflects a \$2,000,000 bond issuance and matching expenses as we begin to implement the proposed needs.

- Annual H2O water right maintenance (02-06-5352) will increase approximately 3%. The \$125,500 covers the Cross Creek flow gage station, water rights of 5acre ft, 20acre ft, and 50acre ft through the Colorado River Pact. The gage station shows expense; however, this is split in thirds. We pay the full amount and I then bill 1/3 to CBS/Viacom and 1/3 to BMD. At this time, it is unclear if BMD will continue to contribute to this expense.
- With the pending needs in the Enterprise Fund of water plant and distribution line work, it will be important that we save where we can and manage our reserves in the coming several years. Our water rates are admittedly steep as are the expenses and the estimated capital needs, all must be weighed as best we can.

BUILDING FUND (04):

- FY2020 marked the final year of the Town Hall bond payments. This retirement will alleviate the need to transfer funds from the General and Enterprise Funds to cover what is not received in rents from the USPO and the apartments. Rents not needed to pay off the debt will be used to maintain the Town Hall and be diverted to the Building Fund (06) to accommodate non-Enterprise Fund expenses.

CAPITAL FUND (06):

- The Capital Fund recognizes revenues resulting from the implementation of the Construction Use Tax and the previously noted income from the Building Fund transfer.
- Vehicles/Equipment (06-01-5249) is earmarked for 50% of the cost of a new vehicle in Public Works, the remaining 50% is budgeted as an expense in the Enterprise Fund (02). Previous direction has been to maintain a 20year rotation of the two loaders. A new loader was purchased in 2020.
- Little Beach Park (06-01-5310) is budgeted for \$260,000 as a place holder. These funds are maintained in a savings account per the previous BMD funding agreements. These funds are held only for development in Little Beach Park and will be utilized once a development plan is approved.

My council questions: during the budget process I always have a few questions that I need direction from the Council on.

- Staff has only scheduled ONE budget hearing in the adoption process not including the required public hearings associated with passage of the Ordinances; is this acceptable?
- Is the following budget calendar sufficient?
- Budget Review during upcoming meetings (Budget page 68):
 - 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
-

COMMUNITY INPUT:

Staff has scheduled a Public Hearing on the budget at the November 4, 2020 Council Meeting. Beginning with the November 18th Council Meeting, we will have a Public Hearing to adopt each of the four Ordinances used to formally approve the budget, and the public is encouraged to contact Staff to review any questions or comments they might have. Throughout this process any comments offered will be reviewed and as directed by Council items of concern will be discussed and may be included within the final budget document. This final adoption of the budget will be on December 2, 2020.

BUDGET / STAFF IMPACT:

The annual fiscal budget sets forth projected income and expenses and sets forth a plan to achieve our stated goals. The budget will appropriate reserves, revenues and expenses and set the mill levy and fees for the ensuing year.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #1 to practice fair, transparent, and communicative local government.

RECOMMENDED ACTION OR PROPOSED MOTION:

N/A

ATTACHMENTS:

N/A

MINTURN GENERAL IMPROVEMENT DISTRICT

Wednesday November 4, 2020

Notice of Meeting and Agenda

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MINTURN GENERAL IMPROVEMENT DISTRICT

302 Pine Street
Minturn, CO 81645
(970) 827-5645

**NOTICE OF MEETING AND AGENDA
IN PERSON AND ONLINE**

DATE: Wednesday November 4, 2020

TIME: 5:30 P.M.

PLACE: Minturn Town Center
302 Pine Street
Minturn, CO 81645
(970) 827-5645

<u>Board of Directors</u>
John Widerman, Mayor
Earle Bidez, Mayor Pro Tem
Terry Armistead
George Brodin
Brian Eggleton
Eric Gotthelf
Gusty Kanakis, Elect
Tim McGuire
Sarah J. Baker, Esq

I. ADMINISTRATIVE MATTERS

- **Approve Agenda**
- **Discuss and consider appointment of Board of Directors:**
 - a. Gusty Kanakis

Action Recommended: Motion to Ratify the Appointment.

- **Review and approve minutes from the November 6, 2019 Board Meeting**

Action Recommended: Motion to Approve the Minutes as presented.

II. LEGISLATIVE MATTERS

MINTURN GENERAL IMPROVEMENT DISTRICT

Wednesday November 4, 2020

Notice of Meeting and Agenda

Page 2

III. FINANCIAL MATTERS

- Discuss and consider ratifying appointment of Town Staff to prepare 2021 GID Budget

Action Recommended: Motion to Ratify the Appointment.

- Discussion/Action – 2021 General Improvement District Budget: Public Hearing and Board Comments

Action Recommended:

- a. Open Public Hearing
- b. Staff Presentation
- c. Public Comment or Testimony
- d. Council Comments
- e. Close Public Hearing

- Discussion/Action – Consider adoption of Resolution No. 2020-11-01 a Resolution to adopt the Fiscal year 2021 Budget

Action Recommended: Motion to approve Resolution No. 2020-11-01 a Resolution to adopt the Fiscal year 2021 Budget as presented

- Discussion/Action – Consider adoption of Resolution No. 2020-11-02 a Resolution to appropriate sums of money for the Fiscal year 2020 Budget

Action Recommended: Motion to approve Resolution No. 2020-11-02 a Resolution to appropriate sums of money for the Fiscal year 2020 Budget as presented

IV. OTHER BUSINESS

- Discuss and set future meeting dates:
 - Board Meeting to consider budget approval set for November 3, 2021 5:30pm at the Minturn Town Center, 302 Pine Street, Minturn, CO 81645.
 - a. Alternative Date: This item closely follows the State and the Town of Minturn's budget cycle. If an alternative is considered it should be considered as the Board in conjunction with the GID Council.
 - b. Note: there is consideration to dissolve the GID in which case a meeting will be set to take this matter up prior to November. 3, 2021.

Action Recommended: Motion to set the next Board Meeting for November 3, 2021 at 5:30pm at the Minturn Town Center, 302 Pine St., Minturn, CO 81645

ADJOURNMENT

- *NOTE: Convene as Town Council*

MINTURN GENERAL IMPROVEMENT DISTRICT

Wednesday November 6, 2019

Page 1

MINTURN GENERAL IMPROVEMENT DISTRICT

302 Pine Street
Minturn, CO 81645
(970) 827-5645

OFFICIAL MINUTES

DATE: Wednesday November 6, 2019

TIME: 6:30 P.M.

PLACE: Minturn Town Center
302 Pine Street
Minturn, CO 81645
(970) 827-5645

<u>Board of Directors</u>
John Widerman, Mayor
Earle Bidez, Mayor Pro Tem
Terry Armistead
George Brodin
Brian Eggleton
Eric Gotthelf, Elect
Chelsea Winters
Tim McGuire
Sarah J. Baker, Esq. - Absent

I. ADMINISTRATIVE MATTERS

Mayor John W. called the meeting to order at 8:14pm.

- **Approve Agenda**

Motion by George B., second by Terry A., to approve the agenda as presented. Motion passed 6-0. Note: Eric G. did not vote as he was yet to be confirmed.

- **Discuss and consider appointment of Board of Directors:**
 - a. Eric Gotthelf

Motion by Earle B., second by Chelsea W., to ratify the appointments to the Board as presented. Motion passed 6-0. Note: Eric G. did not vote as he was yet to be confirmed.

- **Review and approve minutes from the November 7, 2018 Board Meeting**

MINTURN GENERAL IMPROVEMENT DISTRICT

Wednesday November 6, 2019

Page 2

Motion by Brian E., second by Terry A., to approve minutes from the November 7, 2018 Board Meeting as presented. Motion passed 7-0.

II. LEGISLATIVE MATTERS

III. FINANCIAL MATTERS

- Discuss and consider ratifying appointment of Town Staff to prepare 2020 GID Budget

Motion by Brian E., second by Eric G., to Ratify the Appointment of Town Staff to prepare 2020 GID Budget as presented. Motion passed 7-0.

- Discussion/Action – 2020 General Improvement District Budget: Public Hearing and Board Comments

a. Open Public Hearing

John W. opened the GID Public Hearing.

b. Staff Presentation

Jay B. gave a brief overview of the Proposed FY2020 GID Budget.

c. Public Comment or Testimony

There were no public comments.

d. Council Comments

There were no Council Comments.

e. Close Public Hearing

The Public Hearing was closed.

- Discussion/Action – Consider adoption of Resolution No. 2019-11-01 a Resolution to adopt the Fiscal year 2020 Budget

Motion by Terry A., second by Brian E., to approve Resolution No. 2019-11-01 a Resolution to adopt the Fiscal year 2020 Budget as presented. Motion passed 7-0.

- Discussion/Action – Consider adoption of Resolution No. 2019-11-02 a Resolution to appropriate sums of money for the Fiscal year 2020 Budget

Motion by Brian E., second by George B., to approve Resolution No. 2019-11-02 a Resolution to appropriate sums of money for the Fiscal year 2020 Budget as presented. Motion passed 7-0.

MINTURN GENERAL IMPROVEMENT DISTRICT

Wednesday November 6, 2019

Page 3

IV. OTHER BUSINESS

- Discuss and set future meeting dates:
 - Board Meeting to consider budget approval set for November 4, 2020 6:30pm at the Minturn Town Center, 302 Pine Street, Minturn, CO 81645.
 - a. Alternative Date: This item closely follows the State and the Town of Minturn's budget cycle. If an alternative is considered it should be considered as the Board in conjunction with the GID Council.
 - b. Note: there is consideration to dissolve the GID in which case a meeting will be set to take this matter up prior to November. 4, 2020.

Motion by Brian E., second by Eric G., to set to set the future GID Board meetings as recommended. Motion passed 7-0.

V. ADJOURNMENT

Motion by Earle B., second by Terry A., to adjourn the GID Board meeting at 8:22pm. Motion passed 7-0.

John Widerman, Board President

ATTEST:

Jay Brunvand, Board Secretary

RESOLUTION NO. 2020-11-01

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE MINTURN GENERAL IMPROVEMENT DISTRICT, EAGLE COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2021, AND ENDING ON THE LAST DAY OF DECEMBER 2021

WHEREAS, the Board of Directors of the Minturn General Improvement District (“District”) appointed Town staff to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Town staff submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 4, 2020, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution (“TABOR”) and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of the Minturn General Improvement District, Eagle County, Colorado:

1. That estimated expenditures for each fund are as follows:

General Fund: \$250.00

2. That estimated revenues or previous year carry forward for each fund are as follows:

General Fund: \$250.00

3. That the budget as submitted, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Minturn General Improvement District for the year stated above.

4. That the budget hereby approved and adopted is made a part of the public records of the Minturn General Improvement District.

APPROVED AND ADOPTED this 4th day of November, 2020.

MINTURN GENERAL IMPROVEMENT
DISTRICT

By: _____
President

Attest:

By: _____
Secretary

I, Jay Brunvand, hereby certify that I am a Director and the duly elected and qualified Secretary of the Minturn General Improvement District, and that the foregoing is a true and correct copy of the budget for the budget year 2020, duly adopted at a meeting of the Board of Directors of the Minturn General Improvement District held on the 6TH day of November, 2019.

Secretary

RESOLUTION NO. 2020-11-02

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE MINTURN GENERAL IMPROVEMENT DISTRICT, EAGLE COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on November 4, 2020, and;

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Minturn General Improvement District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MINTURN GENERAL IMPROVEMENT DISTRICT, EAGLE COUNTY, COLORADO:

1. That the following sums are hereby appropriated from the revenue or previous year carry forward of each fund, to each fund, for purposes stated:

General Fund:	\$ 250.00
Debt Service Fund:	\$ 0.00
Capital Projects Fund:	\$ 0.00
Emergency Reserve Fund:	\$ 0.00
Enterprise Fund:	\$ 0.00

APPROVED AND ADOPTED this 4th day of November, 2020.

MINTURN GENERAL IMPROVEMENT
DISTRICT

By: _____
President

Attest:

By: _____
Secretary

Michelle Metteer
Town Manager
301 Boulder St. #309
Minturn, CO 81645
970-827-5645
manager@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

November 4, 2020
Manager Update

Minturn Fitness Center

The Board and staff continue to make improvements toward the public experience at the Minturn Fitness Center. An updated public access schedule is expected to go out next week, the team is now working on a volunteer program and a new elliptical machine has been donated for public use.

Ground Engineering Soils Report

The Water Committee held a conference call today for the purposes of reviewing the Ground Engineering Soils report. The soils report identified the option #1 area within SGM's water tank site analysis study as an acceptable area for the location of two 450kg tanks (this is different from the originally-approved CIP and the Water Committee expects to come back to Council with a tank update). Additional work may be needed to understand the required foundational infrastructure given the seismic rating. (long story short – if we get a better rating the Town may see significant savings in construction costs). Both SGM and Ground Engineering participated on the call.

NAIOP – Rocky Mountain Real Estate Challenge, Dowd Junction

The Town is excitedly moving forward with NAIOP Rocky Mountain Real Estate Challenge. With the Committee's selection of the Dowd Junction location and both CU and DU colleges allowing for the adjustment to a site outside of the Front Range area, the kick-off meeting is scheduled for this Tuesday. John and Earle will be joining me on the call as well as Scot Hunn and Matt Gennette, Vail town planner.

MMC Chapter 16 Update

Scot Hunn, Madison Harris, Richard Peterson-Cremer, Mike Sawyer and I all had a Zoom call today to discuss progress on the Chapter 16 rewrite. The team is going through the final stages of revisions before presenting to the Planning Commission. An ongoing discussion taking place is regarding the need for a 100-block parking study in order to determine appropriate commercial parking requirements. I'm planning on connecting with several companies to determine the value-level of such an undertaking.

USFS Shooting Range Process Outline

Local USFS representatives, Leanne Veldhis and Paula Peterson have been working on the memo to Council outlining the public process options to make changes to the operations and/or management of the Two Elk Shooting Range. The memo had to be approved by the

federal chain of command and is now awaiting a final ok from the offices in Washington D.C. We are hopeful for additional information sometime after the election but are tentatively hoping for an update to Council at the second meeting in November.

Feel free to call or email with questions or discussion.

Michelle Metteer

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
November 4, 2020
Discussion on Little Beach Park recreation area – Armistead/Brodin
FY 2021 Budget – Public Hearing
November 18, 2020
First Reading of FY2021 Budget Ordinances – Brunvand
Proclamation - Colorado Gives Day – Denise Kipp
Discussion/Direction: Minturn Shooting Range Update – Metteer
December 2, 2020
Second Reading of FY2021 Budget Ordinances – Brunvand
December 16, 2020
DATE TO BE DETERMINED
Ordinance __ - Series 2020 an Ordinance adopting Specified Sustainability Building Codes