Agenda

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

Wednesday June 7, 2017

Work Session – 5:30pm
Regular Session – 6:30pm

MAYOR – Matt Scherr
MAYOR PRO TEM – Earle Bidez

COUNCIL MEMBERS:
Terry Armistead
Sidney Harrington
Kristina Krone
Sage Pierson
John Widerman

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.

Work Session – 5:30pm

• Discussion of costs related to the Main Street Pedestrian project – Powell
• Review of 2016 Audited Financial Statements – Brunvand

Regular Session – 6:30pm

1. Call to Order
   • Roll Call
   • Pledge of Allegiance

2. Approval of Agenda
   • Items to be Pulled or Added

3. Approval of Minutes
   • May 17, 2017
4. Public comments on items, which are NOT on the agenda (5-minute time limit per person)

5. Special Presentations
   - Committee Reports
   - Council Comments

**PUBLIC HEARINGS, DISCUSSION, AND ACTION ITEMS**

6. Discussion/Action Item: Presentation and acceptance of the FY 2015 Financial Audit – Brunvand (5min)  
   Pg 15

7. Discussion/Action Item: Consideration of Resolution 12 – Series 2017 a resolution approving a Memo of Understanding between Xcel Energy’s Partner’s in Energy and the Town of Minturn – Metteer (10min)  
   Pg 16

8. Discussion/Action Item: Consideration of Ordinance 04 - Series 2017 (First Reading) an Ordinance amending Chapters 4 and 6 of the Minturn Municipal Code by the adoption of new regulations for Short-Term Rentals – Hawkinson (30min)  
   Pg 21

**COUNCIL AND STAFF REPORTS**

9. Town Planner (5min)
   - Appointment of Planning Commissioners next meeting June 21, 2017
   - Thank you to Town Attorney and Planning Commission for a great training session

10. Town Manager (5min)
    - Manager’s Report  
      Pg 27
    - Action Report  
      Pg 30

11. Assistant Town Manager (5min)
    - Assistant Manager’s Report  
      Pg 31

12. Town Attorney
    - Direction regarding Quiet Title filings
   • Discussion/Action Item: Consideration of Resolution __ - Series 2017 a
     Resolution approving Conditional Use Application CU 01-2017 for 810 Cemetery
     Rd – Brunvand
   • Special Presentation: Eagle River Fire Protection District regarding homeowner
     fire mitigation

14. Future Meetings:
   • Work Session on housing – Hawkinson
   • Snow plow & mag chloride debriefing

15. Set Future Meeting Dates
   a) Council Meetings:
      • June 21, 2017
      • July 5, 2017
      • July 19, 2017

16. Other Dates:
   • Minturn Market: Saturday June 17
   • Minturn 4th of July celebrated Sunday July 2

17. Adjournment
Main Street Pedestrian Project

Projected Costs for Procuring Easements
Projected Construction Costs
Funding
Schedule

Easement Cost Estimates
The TAP Grant the town has with CDOT involves pass-through federal monies, thus requiring the town to follow federal regulations. Please remember the grant is an 80/20 match. The town will follow uniform regulations for the procurement of easements that fall into three categories: right-of-way purchases, permanent easements and temporary easements. Most of the purchases are for temporary easements where the project effects driveways, both for curb returns and “chasing” driveway to meet grade requirements.

The attached spreadsheet summarizes easement costs for both the east and west sides of Main Street. The estimated costs are substantial: $151,655 for the east side, and $168,055 for the west side.

If all east side easements are purchased in 2017 and costing $151,000, the town’s ending general fund reserve would be approximately $50,000 below the desired reserve of six months operating expenses plus TABOR reserve.

Construction Cost Estimates
Currently we have construction costs for the entire project from Meek to the Boneyard for both sides of the street, totaling $3,560,000. I am having Stofius breakdown costs for the east side for two alternatives: from Enclave to Boneyard and Cemetery Rd to Boneyard.

Funding
The town has been successful in being awarded a second TAP Grant in the amount of $1.2M--$960K state--$340K town. Additionally CDOT has indicated we will be eligible for an additional $340,000 from RPP funds. Staff has been discussing with the State Department of Local Affairs a Mineral and Energy Impact grant to add to the funding. The town proposes using the TAP monies as the 50/50 match necessary for the Impact Grant. The maximum amount of a DOLA grant is $1.0M. The town will need to apply for the Impact Grant in Dec 2017.

Funding and Construction Strategy
It is apparent from our funding and cost scenarios we can only build on one side of Main St. The east side of the street has long been the town’s favored side if only one side is constructed. The reasons include: sunnier side of street, same side as Little Beach and Boneyard, fewer driveway cuts, fewer on street parking problems, side where storm sewer trunk line is placed. If the DOLA grant is
awarded for the full $1.0M amount, estimates likely will allow all construction from Enclave to Boneyard, with some drainage improvements on the west side of Main. If the DOLA grant is not awarded or partially awarded, the project would likely begin at Cemetery Rd. and extend south as far as funds allow.

The improvements beside a portion of the Enclave and through the narrows (where narrow sidewalks currently exist) are expensive because of the need to procure permanent easements, constructing retaining wall—all to widen the sidewalk to 5’.

Teaming with CDOT
The town and CDOT plan to bid and construct their respective improvements under one plan set and construction contract. Construction management would be performed by CDOT for a fee, which is contained in the construction estimates. Thus CDOT’s repaving from Dowd to Maloit Park Rd. and the town Main Street Pedestrian Project (including drainage upgrades) would be constructed at one time, under the same contract and with one principal contractor.

Schedule
June 2017 FOR plan sets (final drawings) reviewed with CDOT
June 2017 Issue RFP for appraisal work
July 2017 Award appraisal work
Dec 2017 Apply for DOLA grant
April 2018 DOLA awards
April 2018 easements procured
May 2018 Project scoping completed depending on funding—begin preparing final drawings
Nov 2018 Bid project
April 2019 Construction begins
### Main Street Easement Procurement

<table>
<thead>
<tr>
<th>East Side</th>
<th>Total Costs</th>
<th>Assumptions</th>
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</thead>
<tbody>
<tr>
<td>Appraisal and negotiation</td>
<td>17,000</td>
<td>1. per square value $50</td>
</tr>
<tr>
<td>Right of Way</td>
<td>39,050</td>
<td>2. Drainage easement</td>
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<tr>
<td>Permanent Easements</td>
<td>31,975</td>
<td>Enclave not included</td>
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<tr>
<td>Temporary Easements</td>
<td>63,630</td>
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<tr>
<td>Totals</td>
<td>151,655</td>
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</table>

<table>
<thead>
<tr>
<th>West Side</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Appraisal and negotiation</td>
<td>20,000</td>
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<tr>
<td>Right of Way</td>
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<tr>
<td>Permanent Easements</td>
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<td>Totals</td>
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<tr>
<td>Grand Totals</td>
<td>320,055</td>
<td>216,878</td>
</tr>
</tbody>
</table>

### Funding Alternatives

- Town Match TAP 2: 240,000
- CDOT TAP award: 960,000
- Total TAP 2: 1,200,000
- RPP grant from CDOT: 340,000
- TAP + RPP: 1,540,000

- TAP + RPP: 1,540,000
- DOLA: 1,000,000
- TAP + RPP + DOLA: 2,540,000

### Total Construction Cost—East and West

Total: 3,560,000

- Costs East Side—Meek to Boneyard
- Costs East Side—Cemetery to Boneyard

Easement savings of $78,690
Easement estimate 134,655-78,690 = 55,965
Official Minutes

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Wednesday May 17, 2017

Work Session – 5:30pm
Regular Session – 6:30pm

MAYOR – Matt Scherr
MAYOR PRO TEM – Earle Bidez

COUNCIL MEMBERS:
Terry Armistead
Sidney Harrington
Kristina Krone
Sage Pierson
John Widerman

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.

Work Session – 5:30pm

• MMC 16 Article 22: Nonconforming Uses, Structures & Lots – Powell/Sawyer/Hawkinson

Regular Session – 6:30pm

1. Call to Order

Mayor Matt Scherr called the meeting to order at 6:38pm

• Roll Call

Those present included: Mayor Matt Scherr, Mayor Pro Tem Earle Bidez, Town Council members, Sidney Harrington, Terry Armistead, Kristina Krone, and John Widerman. Note: Sage Pierson was excused absent.
Staff present: Town Manager Willy Powell, Assistant Town Manager/Econ Dev Michelle Metteer, Town Planner Janet Hawkinson, Town Attorney Michael Sawyer, and Town Treasurer/Clerk Jay Brunvand

- Pledge of Allegiance

2. Approval of Agenda
   - Items to be Pulled or Added

Motion by Earle B., second by Terry A., to approve the agenda as presented. Motion passed 6-0. Note: Sage Pierson was excused absent.

3. Approval of Minutes
   - May 3, 2017

Motion by John W., second by Sidney H., to approve the minutes of May 3, 2017 as presented. Motion passed 6-0. Note: Sage Pierson was excused absent.

4. Public comments on items, which are NOT on the agenda (5-minute time limit per person)

Mr. Robert Martinez, 800 Main St, discussed code enforcement. He said the Town is telling people that he was the one that turned in several issues to the Town. He felt this was not fair nor respectful and that the Town should take responsibility, and that the Code Officer should be terminated. He said that he and his property are being held to a different standard than other citizens.

Willy P. stated every resident in town that had inoperable vehicles was contacted, they were given a deadline of May 15, and that deadline had been extended to May 25 for everyone. Willy P. stated that Mr. Martinez did not get a letter informing of the deadline extension because he had abated his issues prior to the extension. Willy P. noted most of the code enforcement issues in town are handled on a complaint basis. However, inoperable vehicles were handled from the town on a town-wide basis, not on a complaint basis. Citations will be issued after the second warning for those yet unabated, the second warning expires on May 25, 2017.

Both Terry A. and Matt S. outlined how the Council has directed the code enforcement to proceed and that the staff is proceeding as directed.

5. Special Presentations
   - Update by Sandra Mutchler, Eagle County School District, reference status of bonded projects – Powell

Mr. Jeff Chamberlin, ECO School District Bond coordinator, outlined the progress made on the successful passage of the 2016 bond election and stood for questions.
• Committee Reports

Sidney H. reported on the High Five Access meeting and some of the products they offer.

Kristina K. updated on the Minturn Scholarship awards. Seven students received awards.

Janet H. announced she is seeking applicants for the Planning Commission. Mr. Lou Meskaman, Thank You Masked Man business owner, stated Minturn is one of the only communities in the County that does not allow business owners to serve on the Planning Commission. He requested the Council consider looking at allowing business owners.

John W. updated on the Partners In Energy program and the progress currently being made. John W. also updated on the county wide recycling and waste diversion efforts. He noted they are down from last year. He reminded all citizens of the town’s free single stream recycling in the dumpster at the north end of the Town Hall.

Terry A. reminded all of the Town Cleanup Day on June 3, 8am-noon. Contact the town if you have the need for large article pickup.

Matt S. noted May 22 4pm-6pm Monday’s with Mayor at Kirby’s BBQ Bar and several other upcoming events. He noted the VVMBA is working on the new mtn bike path on Wednesdays. He encouraged all interested in helping to volunteer.

Matt S. also noted the efforts being made to manage the parking on Main St and the adjacent areas.

Matt S. stated the bears are out and getting into the trash cans. The Town Code requires cans to be put out and taken in the same day as the trash is picked up and cans are to be stored in a secured area. He reminded a fed bear is a dead bear.

• Council Comments

PUBLIC HEARINGS, DISCUSSION, AND ACTION ITEMS

6. Discussion/Action Item: Consideration of Resolution 11 – Series 2017 a Resolution approving a professional services contract for water engineering services – Powell

Willy P. outlined the Resolution. He stated this service contract is to hire a water engineering firm to assist the town with our water development needs. Willy P. introduced SGM Engineering as the company chosen by the Water Committee. The request is to approve a two-year contract which can be extended if needed. The contract will be to evaluate our future water needs, water treatment plant needs, water storage and supply needs, etc.
Messer’s Warren Swanson and Ryan Gordon of SGM were introduced and stood for questions.

Mr. Tim McGuire, BMR, asked how long the initial getting up to speed would take? Willy P. stated they will have a kickoff meeting to define the scope of the work post haste. How long it will take will be dependent on the defined scope.

Motion by Earle B., second by John W., to approve Resolution 11 – Series 2017 a Resolution approving a professional services contract for water engineering services as presented. Motion passed 6-0. Note: Sage Pierson was excused absent.

Willy P noted this is specific to water and does not

<table>
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<tr>
<th>COUNCIL AND STAFF REPORTS</th>
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<tr>
<td><strong>7. Town Planner (5min)</strong></td>
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<td><strong>8. Town Manager (5min)</strong></td>
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<td>• Manager’s Report</td>
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**Holy Cross Powerline Alignment**
I met with David Bleakley of Holy Cross Energy. He expressed that Council would support a preferred alignment in the upper mountain top, roadless area. If that is Minturn’s position they will begin preparing application to the Forest Service for easements.

I was absent for the Council meeting when Bleakley last presented the three alternative alignments. In discussing this with staff, they believe the presentation was difficult to assess. The westerly alignment was thrown out. Was the preferred alignment the middle corridor, partially buried through Minturn? Staff believes this may be the case, but we want another discussion. Do we need HCE to attend another meeting with better presentation materials?

Council directed that HCE attend a near future Council Meeting for a public review and understanding of the actual alinement. Council expressed their concerns of the effects of buried cables and the effects of view corridors. Mr. Tim McGuire, BMR, recommended they present a 3-D model.

**Bolts Ditch Legislation**
As earlier reported the US House has passed the bill as stand-alone legislation. On the Senate side the legislation has passed out of committee and now on to the Senate Floor, and will be part of a larger legislative bill. Assuming passage by the Senate, it will then go back to conference committee for final adoption.

**Dowd Junction**
Forest Service staff is meeting to discuss the Agreement of Intent. FS has not reported back to the town.
**Dowd Junction Waterline**
We have identified two alignment alternatives for the waterline. One alignment is between the tracks and Eagle River and the other is on the county road. Both alignments require licensing and payment to the railroad. Unfortunately, the county road exists on an easement of Union Pacific and is only for surface transportation and the license is silent on utilities. The railroad seems steadfast on charging the town for the waterline easement. We are checking on two items. The town has two licenses for waterline work and we are taking the position that “modifying” the waterlines to increase the size from 8” to 12” is allowed. The town is also taking the position that if the waterline is on the county road, it would serve as value added to the UP property. So far that position has been rejected.

An appraisal has been ordered to value an underground utility on either alignment.

**Minturn to Dowd Bike Trail**
The bike trail uses three ownership pieces of land: the county road, USFS land and potentially State Land Board property. As reported the Land Board will not issue an easement until their dispute with CDOT is concluded. The Forest Service will not accept an application for processing an easement request until all other parties have granted permission. Additionally, the FS does not want to accept an application unless there is certainty the project has funding and construction is within a specified time period. I met with the ECO Trail Coordinator, Kevin Sharkey to discuss funding and priorities. Kevin says the Eagle to Wolcott segment is highest priority now because of a GOCO award and the project will consume funding for a two to three year period. Following the Eagle to Wolcott construction, Minturn may receive high priority.

There will be upcoming discussion of whether to go back to the voters in 2018 for a similar question to use a part of the Open Space Tax for trails and extend the sunset for the tax. If the ballot question is presented and approved, it improves likelihood of funding the Minturn to Dowd segment.

The State Land Board easement is still in question. Because of the above we may have time to sort out the easement.

**Main Street Pedestrian Planning Project**
The town and Stolfus have an important meeting with CDOT to review the Field Office Review (FOR) plans on May 31. FOR plans are a CDOT acronym for final plans.

The town will need to begin right-of-way acquisitions for the project and will need to contract with a specialist for appraisals and negotiations. No negotiations occur if the appraised value for an individual property is $5000 or less. Staff is reviewing the right of way plans with Stolfus with respect to finalize drawings and appraisal needs.

**Sidewalk Improvements Downtown**
Letters have been sent to certain property owners who have faulty sidewalks adjacent to their property. The program is a voluntary cost share. See attached letter for information on the program. Willy P. updated the Council that about 9 letters were sent to property owners with failing sidewalks and has had 4 sign up for the project.
• Action Report

9. Assistant Town Manager (5min)
  • Assistant Manager’s Report

Parking
Business owners, employees, property owners and residents are invited to an open downtown parking discussion Monday, May 15th at 2:00 pm.

Guide Signage
Minturn’s Guide Signage (Wayfinding signs) application was submitted to CDOT in December of 2016. CDOT has provided a verbal approval and our town is currently seeking new bid estimates from bidding companies as the process with the current companies is taking too long.

Water Fluency Class
I’m currently taking the Water Fluency class administered by the Colorado Foundation for Water Education. This is the most comprehensive water class Colorado offers. Curriculum covers: Colorado’s water resources: the role of water in society, the economic value of water, ties to public policy, emerging issues. Legal and institutional frameworks: water law and administration, project planning and approval, interbasin projects and agreements. Water resource management: watershed health, environmental protection, water quality, natural disasters. Colorado water for the future: assessing supply and meeting demand, ecosystem values, conservation and land use, alignment of resources and policies.

Adopt A Trail Program (Game Creek Trail)
The Town of Minturn is hosting our first trail maintenance day of the season Monday, June 12th from 5:00pm to 7:00pm at Game Creek Trail. Please join us for two hours of great outdoor work with your local community members!

Street Sweeping
The street sweeping calendar is being updated to add additional locations throughout town. The full schedule can be found at www.minturn.org.

Minturn Market
Finalizations for the Minturn Market are underway. The Vail Daily is back as the presenting sponsor and entertainment scheduling is happening now. The Mini Market starts June 17th and the full Market begins July 1st. www.minturnmarket.org. The Mini Markets will have about 35 vendors as compared to 85+ vendors at the regular markets.

Little Beach Park
The park is now open and taking summer reservations. Contact Jenny Lowe at courtclerk@minturn.org for more info.

VVMBA (Mini Mile)
The Vail Valley Mountain Bike Association continues to do amazing work out at the new Minturn Mini Mile. They’re working hard to have the trail ready before the Vail Rec Districts
hosts is first kids mountain biking race out there on Aug 30th. We’re hoping more Minturn locals will join the effort to make this a great beginner trail for everyone!

Thanked all the volunteers that helped out at the Highway clean up.

The proceeds of the Barstool race raised $1,110.16 for the Minturn Community Fund Neighbors in Need program.

Willy P. requested a Worksession for easements needed for the Minturn to Dowd water line and the South Minturn road improvements on June 7.

Willy P. and Michelle M. discussed with Council the proposed posting box. He requested Council direction on this. He stated the Econ Dev Committee did approve this to be located on the Town Hall. Discussion ensued as to the merits and options. Council directed it not be located on the Town Hall and that other options be considered.

10. Town Attorney

Michael S. discussed the process of Quiet Title filings. One such has been filed and the town will be filing in opposition given that the river is used by the public and therefore would not nor should not qualify. He will bring forward information to the Council at the next meeting asking direction to file the opposition.

FUTURE AGENDA ITEMS

11. Next Meeting – June 7, 2017
   • FY 2016 Audit presentation – Brunvand
   • Holy Cross Electric presentation on proposed powerline alignment – Powell
   • Worksession for easements needed for the Minturn to Dowd water line and the South Minturn road improvements on June 7
   • Direction regarding Quiet Title filings

12. Future Meetings:
   • Presentation of 2016 Financial Audit – Brunvand
   • Work Session on housing – Hawkinson
   • Snow plow & mag chloride debriefing
   • Discussion/Action Item: Consideration of Resolution __ - Series 2017 a Resolution approving Conditional Use Application CU 01-2017 for 810 Cemetery Rd – Brunvand

13. Set Future Meeting Dates
   a) Council Meetings:
      • June 7, 2017
      • June 21, 2017
      • July 5, 2017
14. Other Dates:

- Office Closed: May 29, 2017 – Memorial Day

15. Adjournment

Motion by John W., second by Earle B., to adjourn the meeting at 8:37pm.

__________________________________
Matt Scherr, Mayor

ATTEST:

__________________________________
Jay Brunvand, Town Clerk
AGENDA ITEM COVER SHEET

AGENDA TITLE: Work Session to review the fiscal year 2016 audit; and, Discussion/Action Item – Motion to accept the Fiscal Year 2016 Audit

MEETING DATE: June 7, 2017

PRESENTER: Brunvand

BACKGROUND: During the scheduled Worksession Council will review with the Town’s auditors the Fiscal Year 2016 Audit. As per §29-1-606(a)(1) C.R.S. the Council must accept the audit and submit the approved audit to the Department of Local Affairs and to the Office of the State Auditor not later than June 30 of each year. Therefore, I have scheduled time during the Worksession for discussion and review and time during the meeting for acceptance of the audit.

The audit was sent out in electronic format on May 30 for your review and a hard copy will be available for each Council Member in your box at Town Hall. I will have a couple at the meeting as well. Please feel free to contact me prior to the meeting in the event you need further information.

Due to the distance the auditors must travel after the Worksession I will ask if Council has any concern with excusing them after the Worksession, prior to the meeting.

CORE ISSUES: The Town is required by State law to have an annual audit. This item is budgeted for annually.

BUDGET/FINANCE IMPLICATIONS: none

STAFF RECOMMENDATION/MOTION: “I move to accept the Fiscal Year 2016 Audit as presented.”
TOWN OF MINTURN, COLORADO
RESOLUTION NO. 12 – SERIES 2017

A RESOLUTION AUTHORIZING THE MAYOR OF THE TOWN OF MINTURN TO SIGN A MEMO OF UNDERSTANDING BETWEEN XCEL ENERGY’S PARTNERS IN ENERGY AND THE TOWN OF MINTURN, COLORADO

WHEREAS, The Town of Minturn, in the County of Eagle and the State of Colorado is a home rule municipal corporation duly organized and existing under the laws of the State of Colorado and the Town Charter; and,

WHEREAS, The Town of Minturn has approved Resolution 09 – Series 2017 a Resolution in support of a submitted grant application for technical support from Xcel Energy for the creation of a Strategic Energy Plan; and,

WHEREAS, The Town of Minturn has been awarded such grant and now desires to partner through the attached Memo of Understanding with Xcel Energy’s Partners in Energy.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO THAT THE MAYOR OR HIS DESIGNEE IS AUTHORIZED TO SIGN ON BEHALF OF THE TOWN OF MINTURN ANY AND ALL NEGOTIATED DOCUMENTS REQUIRED TO EXECUTE SAID AGREEMENT.

INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED this 7TH day of June, 2017.

TOWN OF MINTURN

By: __________________________
    Matt Scherr, Mayor

ATTEST:

______________________________
Jay Brunvand, Town Clerk
Memorandum of Understanding
Phase 1 – Plan Development

Ms. Michelle Metteer
Assistant Town Manager
PO Box 309
Minturn, CO 81645

Congratulations on being selected to participate in Xcel Energy’s Partners in Energy. This offering is designed to provide your community with the tools and resources necessary to develop and implement an energy action plan that reflects the vision your community has for shaping future energy use and supply. Participation is intended to span 24 months with the initial 4-6 months dedicated to developing a strategic energy action plan and the remaining time focused on implementing that plan.

The intent of this Memorandum of Understanding (MOU) is to confirm Minturn’s intent to participate in the initial plan development phase of the Partners in Energy program and outline the commitment that your community and Xcel Energy are making to this collaborative initiative. The primary objective of this phase of the program is to develop your energy action plan.

In order to achieve this Xcel Energy will provide:

- Consulting support to assist in identifying potential community stakeholders, and constructing or delivering an invitation or informational announcement regarding the planning process.

- Data analysis of community energy use and Xcel Energy program participation to the extent that it is legally and technically prudent and feasible. The results can be used to identify potential opportunities to implement plan strategies. Xcel Energy will attempt to integrate data provided by Minturn into the analysis if feasible.

- Professional facilitation of up to 2 half-day plan development work sessions with the community stakeholder group to develop the energy action plan’s vision, goals and implementation strategies.
- Assistance as needed in synthesizing the community and program data collected with the vision of the community to identify attainable goals that align with suitable strategies and tactics.

- Development of the documented energy action plan that will incorporate inputs from the stakeholder planning team and will be accessible to the community.

- Commitment to delivering an actionable and complete energy action plan within four months of Minturn and Xcel Energy signing this MOU.

**Although participation in the Plan Development phase of Partners in Energy program requires no monetary contribution, Minturn, does agree to provide:**

- A single contact point to recruit active and engaged stakeholders, coordinate planning meeting logistics as well as distribution of deliverables, and lead participation of the community in the planning process.
  - Community staff engagement in developing workshop agendas, participating in post-workshop check-in meetings and follow-up work, and implementation planning.

- Commitment to ensuring community stakeholder engagement throughout the planning workshops. This could include consultation with key community stakeholders who may be relevant to the plan but not present on the energy action planning team, to gain input on proposed goals and strategies.

- Timely review of energy action plan document, as well as shepherding the completed plan through stakeholder review process.
  - Good-faith evaluation of the recommendations and analysis provided, as well as fair consideration of the potential strategies and tactics identified to ensure alignment with the community’s goals and priorities.

- Meeting facilities to host the stakeholder group during the development of the plan.

- Identification of existing community energy plans, programs, or initiatives that could be leveraged in successful development and delivery of this plan.

- Commitment to delivering an actionable and complete energy plan within a four-month timeframe of Minturn and Xcel Energy signing this MOU. Within this period Minturn is committed to completing the formation
of the energy action planning team and the development and approval of the energy action plan.

- Public distribution of the work products developed with the support of the Xcel Energy’s Partners in Energy Program.

**Resource Commitment Summary**
**Plan Development Phase**

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<tr>
<th>Minturn</th>
<th>Xcel Energy</th>
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</thead>
<tbody>
<tr>
<td>• Single point of contact</td>
<td>• Assistance identifying and recruiting stakeholders</td>
</tr>
<tr>
<td>• Support in maintaining community stakeholder engagement throughout the planning process</td>
<td>• Analysis of community energy use and program participation</td>
</tr>
<tr>
<td>• Involvement in development and review of energy action plan content</td>
<td>• Facilitation of planning sessions</td>
</tr>
<tr>
<td>• Meeting facilities</td>
<td>• Training and guidance developing goals and strategies</td>
</tr>
<tr>
<td>• Access to existing energy-related plans and programs</td>
<td>• Documentation and delivery of the energy action plan</td>
</tr>
<tr>
<td>• Commitment to completing the plan development and approval</td>
<td>• Commitment to completing the plan development</td>
</tr>
<tr>
<td>• Agreement that the energy plan resulting from this work will be available to the public</td>
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The Memorandum of Understanding for the Implementation Phase of the Partners in Energy program will be developed upon completion of your energy action plan and will outline your goals and the resource commitment from Xcel Energy and *Minturn*.

All communications pertaining to this agreement shall be directed to Michelle Metteer, on behalf of Minturn, and Tami Gunderzik on behalf of Xcel Energy.

Thank you again for your continued interest in Xcel Energy’s Partner in Energy program. We look forward to assisting Minturn in the development of an energy action plan.
XCEL ENERGY PARTNERS IN ENERGY
Memorandum of Understanding
Plan Development Phase

For Minturn: ____________________________

Date: ____________________________

For Xcel Energy: ____________________________

Date: ____________________________
TOWN OF MINTURN, COLORADO
ORDINANCE NO. 04 – SERIES 2017

AN ORDINANCE OF THE TOWN OF MINTURN, COLORADO, AMENDING CHAPTERS 4 AND 6 OF THE MINTURN MUNICIPAL CODE BY THE ADOPTION OF NEW REGULATIONS FOR SHORT-TERM RENTALS.

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

WHEREAS, the Town is authorized by the Local Government Land Use Control Enabling Act of 1974, C.R.S. §§ 29-20-108 and 31-23-301, to plan for and regulate the use of land within the Town’s jurisdiction, and to enact zoning, subdivision, and other land use and development regulations; and

WHEREAS, Minturn is authorized to regulate the construction of buildings and improvements within the Town, C.R.S. § 31-15-601, and to enact building codes and other regulations; and

WHEREAS, the Town is authorized to exercise reasonable financial and police powers to permit and regulate commercial activities and businesses within its boundaries; and

WHEREAS, after public hearings by and before the Minturn Town Council and Planning Commission, the Town Council finds and declares that it is in the interest of the public health, safety, and welfare to amend the Town Code to provide for the reasonable regulation of short-term rentals within the Town.

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

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

2. Chapter 4 Amendments. Chapter 4 of the Minturn Municipal Code is amended as follows, with double underlined text added:

Sec. 4-4-30. - Definitions.

When not clearly otherwise indicated by the context, the following terms, words and phrases as used in this Article have the following meanings:

_Lodging accommodation_ means any room in a hotel, apartment hotel, lodging house, _short-term rental_, fractional fee club, time share, motor hotel, guesthouse, guest ranch, trailer coach, mobile home, auto camp, trailer court and park or any such similar place.
Lodging customer means any person who, through a taxable lodging transaction, acquires lodging services from a lodging provider.

Lodging price means the gross price paid, exclusive of other taxes paid or value given, by the lodging customer for the lodging services.

Lodging provider means any person furnishing lodging services or such provider's authorized agent.

Lodging services means the furnishing of rooms or accommodations by any person, partnership, association, corporation, estate, representative capacity or any other combination of individuals by whatever name known to a person who, for a consideration, uses, possesses or has the right to use or possess any room in a hotel, apartment hotel, lodging house, short-term rental, motor hotel, guesthouse, guest ranch, trailer coach, mobile home, auto camp or trailer court and park, for a period of less than thirty (30) consecutive days under any concession, permit, right of access, license to use or other agreement, or otherwise.

Lodging tax means an excise tax payable by the purchaser of lodging services or the aggregate amount of taxes due from a lodging provider during the period for which such person is required to report the collections of lodging tax as herein specified.

Lodging transaction means the furnishing of lodging services to any person who, for consideration, uses, possesses or has the right to use or possess any lodging accommodation under any concession permit, right of access, license to use or other agreement, or otherwise.

Short-Term Rental means any residential property dwelling unit or portion thereof rented for a period of less than thirty (30) consecutive days. Rentals of entire dwelling units, individual rooms, or portions of rooms shall each be considered Short-Term Rentals.

3. Chapter 6, Article 7 Adoption. Chapter 6 of the Minturn Municipal Code is hereby amended by the adoption of a new Article 7, “Short Term Rentals” consistent with the following double underlined text:

**Sec. 6-7-10. – Applicability and purpose.**

The purpose of this Article is to establish within the Town of Minturn reasonable regulations and procedures for the licensing of Short-Term Rentals. As a mountain community geographically limited in growth, the Town of Minturn is impacted by high costs of land and development, which adversely affect the stock of affordable, work-force housing and the residential, community-oriented nature of the Town. By reasonably regulating Short-Term Rentals, the negative impacts of transiency and added commercial activity and business enterprises in residential zone districts, including the impacts on long-term housing, community character, code compliance, and system and infrastructure deterioration can be addressed while protecting the rights of the Town’s citizens and property owners.
Sec. 6-7-20. – Definitions.

When not clearly otherwise indicated by the context, the following terms, words, and phrases as used in this Article have the following meanings:


Building Official means the Building Official as defined in the Building Code as adopted by the Town, or his or her designee.

Short-Term Rental means any residential property dwelling unit or portion thereof rented for a period of less than thirty (30) consecutive days. Rentals of entire dwelling units, individual rooms, or portions of rooms shall each be considered Short-Term Rentals. Short-term rentals are considered lodging accommodations under Chapter 4, Article 4 of this Code.

Local Property Manager means any person or entity with a physical place of business located or residing in Eagle County or within 50 miles of the Town of Minturn, Colorado and identified on a Short-Term Rental License as the local property manager and who is a contract person responsible for the handling of maintenance of the short-term rental, snow removal, and complaints associated with the short-term rental property. If the Local Property Manager is a person or entity other than the owner of the property, the Local Property Manager shall be licensed as may be required under Colorado law.

License means a Short Term Rental License, as prescribed in this Article.

Sec. 6-7-30. – License Application.

(a) License required. All Short-Term Rentals shall be registered and licensed under the terms and provisions of this Article prior to renting the property identified as a Short-Term Rental or listing the Short-Term Rental in any advertisement or with any brokerage or listing agency.

(b) Business and sales tax license. Prior to the issuance of a Short-Term Rental License, the owner of the property shall provide to the Town proof of an active local and state sales tax licenses. A separate Minturn business license is not required if a Short Term Rental License is issued.

(c) Proof of ownership—The property owner shall provide evidence ownership of the Short Term Rental property.

(d) Fee. In addition to any sales tax license, and inspection fees made applicable under this Code, a fee of $300.00 shall be paid to the Town for any Short-Term Rental License issued under this Article.
(e) Site plan. The owner shall provide to the Town a site plan for the property showing the number of on-site parking spaces and bedrooms. The number of bedrooms shall be determined according to the records of the Eagle County Assessor.

(f) If a property was constructed before the adoption of the 1982 Zoning Codes, and does not meet the parking requirements, it is at staff discretion to approve the Short Term Rental License without meeting on-site parking requirements.

(g) Management. Proof of a contract or agreement with a Local Property Manager that resides within 50 miles of the Town of Minturn or is in Eagle County shall be provided to the Town.

(h) Initial Inspection. Upon filing a complete application for a Short-Term Rental License under the terms and provisions of this Article, the property owner shall schedule inspections of the property with the Building Official and Code Enforcement for fire and CO2 Inspection and with the Code Enforcement Officer for on-site parking compliance. No property shall be granted a Short-Term Rental License unless certified to be in compliance with all applicable provisions of the Minturn Municipal Code, including adopted codes and regulations.

(i) Annual Inspection. The owner shall schedule and permit the Town to inspect the property annually during the first month of the anniversary date of a Short-Term Rental License. Such inspection shall include inspection of the property’s fire and CO2 detectors as well as parking and Town building and zoning code compliance. The owner shall pay an inspection fee in the amount included with the license fee established by the Town.

(j) Each Short-Term Rental property shall post the local license number and any license conditions (i.e., maximum occupancy, parking limitations) within the residential unit and on the first page of any advertisement for the Short-Term Rental, whether such advertisement is printed or in digital/online format.

(k) In addition to the requirements of this Article, the Town Clerk may require such additional information as the Town Clerk deems reasonably necessary to effectuate the purpose and intent of this Article.

Sec. 6-7-40. – License restrictions.

(a) Zoning. A Short-Term Rental License may be issued in all zone districts.

(b) Parking requirement. Parking shall be provided consistent with the requirements of Article 16 of this Code.

(c) Number of inhabitants. No more than three (3) people per bedroom, including children, shall be permitted to occupy a Short-Term Rental.

(d) Two-year ownership. No property shall be licensed as a Short-Term Rental unless the owner has owned the property for two (2) or more years before a license application is filed. Transfers to a trust where the owner of the property is the beneficiary of the trust or to a corporate entity where the owner of the property is the majority owner of the entity shall not constitute a break in the period of ownership. This sections shall not be read to prohibit the long-term rental of properties (for periods in excess of thirty (30) days) within the first two years of ownership. The short term rental license is non-transferable with the sale of the property.

(e) Housing stock. No more 10% or 50%, whichever is fewer, of the residential housing units shall be licensed as Short-Term Rentals in the Town at any time.
Sec. 6-7-50. – License Contents.

The Town Clerk shall issue a license upon confirming compliance with the application requirements. The Short Term Rental License shall include: the name and contact information for the property owner, the name and contact information for the property manager (if different), the maximum number of occupants of the property, conditions related to parking (if any) and the date of issuance and expiration of the license.

Sec. 6-7-60. – Duration and renewal.

(a) Short-Term Rental Licenses issued under this Article shall be valid until March 31 of the succeeding year. A license holder may submit an application for renewal of a Short-Term Rental License no more than thirty (30) days prior to expiration and may rely on the same application materials previously submitted when seeking renewal of an expired license, unless circumstances have materially changed. Short-Term Rental Licenses shall not represent or convey to License holders any property interest in the renewal thereof.

(b) Short-Term Rental Licenses are non-transferrable and non-assignable.

Sec. 6-7-70. – Taxes.

A Short-Term Rental License holder must collect and submit all applicable taxes in conformance with local, state, and federal law, including local sales and lodging taxes established under Chapter 4 of this Code.

Sec. 6-7-80. – Enforcement and revocation.

(a) Code Enforcement. The property owner of any property licensed as a Short-Term Rental shall be liable for any violation of Chapters 7, 11, 13, 16, and 18 of the Minturn Municipal Code upon the property, and shall abate any nuisance or other violation as required under the Code.

(b) Revocation. Three (3) or more violations of the Code upon the licensed property shall be grounds for revocation of a Short-Term Rental Licenses, and the licensed property shall not be eligible for a Short-Term Rental License for a period of two (2) years following revocation.

(c) Appeal. Appeal of an administrative decision to revoke a Short-Term Rental license shall be in accordance with Section 6-1-80 of this Code.

TOWN OF MINTURN, COLORADO

________________________________________
Matt Scherr, Mayor

ATTEST:

By: ______________________________________
    Jay Brunvand, Town Clerk

THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEB SITE THIS 21ST DAY OF JUNE, 2017.

TOWN OF MINTURN, COLORADO

________________________________________
Matt Scherr, Mayor

ATTEST:

By: ______________________________________
    Jay Brunvand, Town Clerk
Manager Memo
June 7, 2017

Holy Cross Powerline Alignment
On May 30 I sent the below email to David Bleakley of HCE, and received his response on June 2.

David,
I discussed our May 5 conversation with Town Council at their meeting of May 17. You indicated our Council favors the upper alignment on FS Roadless area. Our Council believes the mid-alignment may be best if sufficient burying of the line takes place. They have some concerns the upper alignment would be visible from the Vail ski area and other locations. Council also expressed concerns the visuals you presented were hard to see.

Council requests you come back for a Council meeting with better visuals of the upper and mid-alignment alternatives. A 3D drive-by modeling is also suggested.

Willy
I am going to put something together for a Google Earth type of look. This will be pretty basic. Since the line is not designed (pole heights, pole locations, structure configurations, exact route, etc.), it will certainly not be exact, and I’m not sure that it will provide much benefit.

I am confused by this change of direction. I recall a different conversation back in November. The meeting minutes support my belief that the council (at that time) wanted the line built away from the town if possible.

As we discussed, I am at a standstill with the NFS on the roadless option. Without the Towns backing to go the roadless option, the line will need to be build down low in the valley (or not at all). The partial UG option would essentially begin at the town property south of the cemetery, and transition back to overhead north of the homes along Taylor Ave (approximately 9300’). As we have also discussed, the cost differential between OH and UG is substantial and therefore to minimize impacts the HCE membership, the UG option must be minimized.
The roadless route would be over 2 miles way from the ski area and I believe that using terrain and tree cover, the visual impact will be minimal. Of course visual impacts are highly subjective.

Ultimately, neither line will be completely invisible, but the remoteness of the roadless option and the desire to minimize visual impacts would make it a good option.

I should have my Google Earth line put together by early next week. When would you like me to attend the City Council meeting to present it?

Also, you are probably aware that we will be welcoming a CEO in July. He may have thoughts on this subject.

Thanks, David

**Battle Mountain**
The Battle Mountain Committee, including Mike Sawyer and Meghan Winokur of Holland & Hart is holding a strategic planning session on June 8. The purpose is to discuss negotiating positions for Phase 1 of the Battle Mountain project and the amended Annexation and Development Agreement. The Committee will discuss negotiating positions with Council at the Council meeting of June 21.

**Mobile Home Properties**
Following our May 17 meeting of unkempt, code violation properties, staff was asked to come back with an inventory of the locations of the mobile homes in violation, and discuss with property owners their intentions for the future. The violations take place principally in two locations: 941 Main St and 1251 Main St., and to a lesser extent the homes on 4th and 6th streets (Taylor).

Janet has discussed redevelopment with Randy Quintana, 941 Main. He presently wants to subdivide into 9 single family lots. Janet has encouraged Randy to work with Eagle County for a more affordable, higher density development.

Willy and Janet met with Jeff Armistead of 1251 Main St. The group discussed earlier site plans developed by the owners, but never approved. Jeff will discuss with family members development plans and schedule.

The Westside owners state they still plan to replace the 6th St. mobile homes, but do not have a schedule yet.

**Entryway Warranty Issues**
Inter-Mountain Engineering is discussing with ICON Construction warranty issues for the Entryway/100 Block Project. The issues involve cracked sections in the “turntable” area and spalled section in the 100 Block. No resolution of the issues has occurred as of June 1.
<table>
<thead>
<tr>
<th>ACTION PLAN</th>
<th>responsible party</th>
<th>status</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>6/7/2017</td>
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</tbody>
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### TOP PRIORITIES

<table>
<thead>
<tr>
<th>Code Enforcement</th>
<th>Powell</th>
<th>emphasis on abandoned vehicles and nuisance items in yards</th>
</tr>
</thead>
<tbody>
<tr>
<td>enforcement</td>
<td>Biggs</td>
<td>mobile home inventory and future development plans-- principally 941, 1251 Main St.</td>
</tr>
</tbody>
</table>

**Communication Strategies**

- Council strategy--concerts, coffees, etc. Council
- Consider live phone reception staff
- Staff returns phone calls w/I 24 hours

**Economic Development Strategies**

- Metteer, ECAC
- SDHC to sponsor quarterly meetings
- First meeting on Jan 18 a great success

**Main Street Pedestrian Planning**

- Powell
- Final Design FOR meeting May 31
- TAP Grant II
- Minturn awarded for construction $960k/240k
- apply for DOLA grant application due 12/2017
- easement purchases issue RFP June, 2017

### SECOND TIER PRIORITIES

<table>
<thead>
<tr>
<th>Water Rates</th>
<th>Water Comm.</th>
<th>monitor revenues during fiscal year</th>
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<tbody>
<tr>
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<td></td>
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<tr>
<td>Zoning Code Updates</td>
<td>Hawkinson</td>
<td></td>
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<tr>
<td>100 Block</td>
<td></td>
<td>100 Block revisions approved Sept. 21</td>
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<tr>
<td>short term rentals</td>
<td></td>
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<tr>
<td>Dowd Junction</td>
<td></td>
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<tr>
<td>Application to USFS</td>
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<tr>
<td>Bike Path Minturn to Dowd</td>
<td>Powell, Hawkinson</td>
<td></td>
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<tr>
<td>Alignment, easements, permits</td>
<td></td>
<td>environmental studies complete</td>
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<tr>
<td>Soft Paths</td>
<td>Metteer</td>
<td></td>
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<tr>
<td>construction to occur Sept. 17</td>
<td></td>
<td>trail work to finish early summer 2017</td>
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<tr>
<td>Speed Limits Main St.</td>
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<tr>
<td>measuring device</td>
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<tr>
<td>speed zone letter to CDOT</td>
<td></td>
<td>correspondence with CDOT continuing</td>
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<tr>
<td>Governance</td>
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<tr>
<td>Is this a priority of new Council?</td>
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<tr>
<td>Boneyard Open Space</td>
<td></td>
<td>Council has given feedback on site plan, uses</td>
</tr>
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<tr>
<td>Little Beach Park</td>
<td></td>
<td>after water and sewer, improved bathrooms, grant applications</td>
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<tr>
<td>Develop Recreation Plan</td>
<td>Powell, Hawkinson</td>
<td></td>
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<tr>
<td>Define how plan is formed</td>
<td></td>
<td></td>
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<tr>
<td>Define public involvement, task force</td>
<td></td>
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<tr>
<td>Is a consultant hired</td>
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### OTHER PRIORITIES (not in priority order)

1. Comprehensive Plan Update
   - Decided not to pursue at this time, but needed in future.
   - Some amendments may be needed for consideration of amended Battle Mountain plan.

2. Zoning Code, Subdivision and PUD Code Updates
   - Cross Creek Character area may be of immediate importance.
   - Sea Dowd use chart amendments needed above.
   - Major code revision needed as time allows.

3. Parking Plan
   - What alternatives exist
   - Should a task force be formed of downtown business owners to make recommendations?

4. Management Succession
   - Management Plan approved, Michelle Metteer promoted to Asst. Town Manager

5. Street Sweeping
   - Town has rented a sweeper in May

6. Affordable Housing
   - Adopting a comprehensive program for small lot subdivisions likely not worth the effort.
   - Any program for Battle Mountain can be negotiated in an amended Annexation Agreement.

7. Childcare
   - Have community dialogue for upgrading Pooh Corner.

8. Building Code Revision
   - The Building Official has recommended to not changing codes at this time.

9. Law Enforcement
   - No major issues identified.

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30
UPDATE

Minturn Business Alliance
The EDAC will be hosting the 2nd quarterly Alliance meeting. All Minturn business license holders are invited to the Turntable restaurant on Thursday, June 15th from 7:00 am to 9:00 am for an informal, information gathering session on all things Minturn. Many Council, Planning Commission and EDAC members will be in attendance to help inform business owners on a variety of topics. Hope to see you there!

Minturn Beautification Program
For interested parties, Minturn has a small grant program for beautification and repairs of street-facing properties. There is currently $4000.00 in this budget and applications are available at www.gominturn.com. (Sample application included for review)

Events
The town is always excited to add more events and fun projects to the calendar. Through Minturn’s Place making grant program, residents can apply for event assistance and funding. For complete details see attached guidelines and application.

Adopt A Trail Program (Game Creek Trail)
The Town of Minturn is hosting our first trail maintenance day of the season Monday, June 12th from 5:00pm to 7:00pm at Game Creek Trail. Please join us for two hours of great outdoor work with your local community members!

Weekly Updates
From mid-June to mid-September Minturn will have an events update published in the Vail Daily every Thursday. In addition, this update will be emailed out to anyone on the newsletter email sign-up list. We hope that in addition to the town calendar, webpage, and Facebook page, that the publishing of events in the printed paper will reach a larger Minturn audience and keep everyone informed.

Bike to Work Day – June 28
For the first time, Minturn will be hosting an aid station during Colorado’s “Bike to Work Day.” This is part of a coordinated effort to have Minturn take part in more county-wide events. There will be stations in Vail, Avon, Edwards, Eagle and Gypsum as well. Stop by the aid station from 7:00 am to 9:00 am located on the west side of the former Weston Snowboards building for coffee, breakfast and a chance to win prizes. Mountain Pedaler will also be on hand to check out bicycles. Beverages sponsored by Minturn Realty. More info: www.biketoworkday.us
TOWN OF MINTURN
BEAUTIFICATION PROGRAM INTRODUCTION

The go MINTURN Beautification Program is excited to offer the Beautification Grant. This grant program is available to business members and property owners and renters wishing to move forward with rehabilitation projects on their Minturn property.

The purpose of the Beautification Program is to stimulate development, improve the visual image of properties and generate pride in the community. This new program is solely funded with money from the town’s Economic Development budget and funding begins January 1, 2016.

The Beatification Program is a grant not a loan. Approved applicants may receive up to $1000 per project based on up to a 50% match for material costs. Business members and residents may be approved for one application, per property, per year. Applicants must complete the work within one year of being approved. The Beautification Program will not consider applications on projects where the work has already been started.

Funding for this program is limited and applications will be considered on a first come, first serve basis. Therefore, businesses and residents are encouraged to apply immediately for consideration. The Economic Development Advisory Committee will review all grant applications received since the previous review session. Please drop your application off at the Minturn Town Hall, 302 Pine St, 2nd Floor Offices, and Attn: Economic Development.

We encourage you to take the time to read over the complete program guidelines for the Beautification Program before submitting your application for consideration. The EDAC will not review applications unless all necessary paperwork and required supporting materials have been turned in.
PROGRAM OBJECTIVES AND CRITERIA

Attractive building facades support and encourage local businesses. They have a large effect on the attractiveness and marketability of the surrounding area. The Beautification Grant Program is designed to provide financial assistance to property owners or tenants looking to improve or restore the original historic features of the physical external appearance exclusively for the front of the property ultimately enhancing Minturn.

PROGRAM OBJECTIVE

Restoring, or substantially beautifying, or enhancing the front façade or elevation of a Minturn building.

Applicant Eligibility Requirements

Property owners or tenants, located within Minturn are eligible to apply. In the case where the leaseholder is the applicant, the permission of the property owner is required.

Eligible Improvements

All grant funded improvements are for the external front façade and must be permanent and fixed in type and/or nature. Improvements must meet all Town of Minturn code requirements including zoning, building and safety codes. The applicant must obtain all necessary permits and pay any corresponding fees.

The Town of Minturn’s Economic Development advisory Committee reserves the right to determine the eligibility of all items in a project’s scope of work. Eligible items include, but may not be limited to:

- Façade rehabilitation
- Door and window repair and replacement
- Exterior painting
- Masonry cleaning and/or repair
- Signage

Ineligible Improvements

- Cost of new construction, repair or replacement of a new roof unless it is a significant architectural element of the building and is visible from street level in the immediate vicinity of the building.
- Work that principally involves minor repairs, painting or maintenance
- Billboards
- Landscaping
- Removal of architecturally significant features
- Paving
- Sandblasting
- Purchase of property
• Inventory and operating capital
• Any activity completed prior to receiving final approval of grant funds
• New construction or additions that would increase space.
• Any interior work
• Anything not meeting the Minturn Municipal Code requirements.

**Buy Local**

Whenever possible, Applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

**Application review process**

In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, the Town cannot fund the project with Beautification Grant funds.

1. Applications must be submitted to the Economic Development Department. An application from a tenant must include written approval from the owner.

2. Copy of application will be submitted to the Planning Director for review.

3. A Team may visit the site to discuss the proposed improvements. If the proposal meets the requirements of the Beautification Program, a Conditional Letter of Approval will be sent to the owner/tenant. This letter may require modifications or changes to the original proposal.

4. If the application is conditionally approved, the owner/tenant may be required to prepare and submit cost estimates and drawings of the proposed work, in order to obtain final approval.

5. The applicant must obtain permits for the required work as necessary.

6. Applicant must provide proof of documentation of matching funds before drawing out grant funds.

**Evaluation Criteria**

The Town of Minturn’s Economic Development Advisory Committee’s decision to accept an application will be based on available funds, the merits of the proposed project, and the support it provides to the general beautification of Minturn. All approved projects will meet the criteria presented in this document.

- Meets all necessary requirements of the Planning Department and Planning Commission
- Appropriateness to the original, historic façade of the building
- Significant improvement of the visual appearance of the building and surrounding area
- The level of investment being made to the property
- Collective participation of adjacent property owners, if applicable
- How it relates to the overall existing architecture
Applicant Name: ____________________________ Phone: ____________________________

Business Name (If Applicable): ____________________________

Physical Address: ____________________________

Property Owner: ____________________________

Scope of Project: ____________________________

Total Estimated Project Cost: _______

Total Funding Requested: ____________
(Not to exceed $1000.00)

Required Attachments:

• Photographs of façade to be improved
  (if requested)

• Written authorization from landowner if tenant is the applicant

• Bids, estimates, contracts, design drawings, if appropriate

Applicant’s Certification
The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the Town of Minturn’s Main Street Beautification Program and is true and complete to the best of the applicant’s knowledge and belief.

Applicant’s Signature: ____________________________ Date: ____________________________

Please send this completed application and accompanying materials to:

Town of Minturn
Economic Development
PO Box 309
Minturn, CO 81645

970-827-5645 | events@minturn.org | www.gominturn.com
goMINTURN Projects

Introduction

Have you had an idea for an event or project in Minturn? Not sure where to start or if it’s even possible? Need help working through the red tape and some assistance with funding? go MINTURN projects might be for you!

What are go MINTURN projects?

go MINTURN projects are designed to partner and co-create with the community to bring streets and public spaces to life through a series of activations, events and projects. go MINTURN takes an “efficient and effective” approach to trial new ideas and see what works in the community spaces.

How do go MINTURN projects work?

go MINTURN projects open applications to the public January 1st, and invites the community or individuals to submit their project to be a part of the go MINTURN event calendar. go MINTURN can help make these projects happen by assisting with the following:

- Gaining permission to use spaces
- Permits
- Marketing
- Public and Stakeholder consultation
- Liquor License guidance
- Building owner approvals
- Grant monies

And many more areas, depending on what your project requires.

Why do go MINTURN projects want to expand?

- To foster creativity and events in the community.
- To facilitate growth in creative business and industries.
- To ensure the community has an exciting and broad range of events and activities in a variety of places throughout the year.
- To enable and facilitate community driven projects.

Will go MINTURN do all the work for me?

Each successful project will be overseen by the Town of Minturn Economic Development Department which will facilitate and assist in making your project a success. However, it is your project and your responsibility, therefore it must be you who plans, activates and manages the project. We do not deliver the event for you; instead we strive to provide you with the knowledge, skills and tools, and grant monies required to do so.

Can I collaborate with an existing business and/or community group on my project?

Yes, we encourage collaborations that are mutually beneficial to a variety of stakeholders.
Note: The goMINTURN projects program will not support existing initiatives for events or activities that receive funding through other Council programs. However, support for new ideas and initiatives maybe considered on a case by case basis.
go MINTURN Project Guidelines

1. Introduction
   a. Minturn seeks to activate the town and create a more vibrant public realm.
   b. The go MINTURN project is a mechanism to allow Council, staff and stakeholders to quickly implement projects and/or events for a trial period to test activation ideas, monitor conditions, and use the pilot results to make informed investment decisions.
   c. go MINTURN projects are a quick and inexpensive opportunity for testing an idea or event.

2. Strategic Context
   a. go MINTURN supports Minturn’s desired role as an entity that encourages collaboration and partnerships.
   b. go MINTURN will allow the testing of small initiatives that contribute to Minturn’s Economic Development Strategic Plan (EDSP) outcomes, informing future budgets.

3. Objectives
   a. Encourage innovation and events in the town of Minturn.
   b. Allow for quick implementation and small scale activation, for testing concepts, events and projects.
   c. Allow for broader stakeholder engagement within the community.
   d. Create an image of Council as government enabling citizens to test and inform Council policies.

4. Guiding Principles
   a. go MINTURN projects will maximize the Minturn EDSP goals.
   b. go MINTURN projects will be safe and low risk to Council.
   c. go MINTURN projects will include no permanent capital works.
   d. go MINTURN projects will be flexible for modification during the trial period.
   e. go MINTURN projects can be quickly and easily reversed.
   f. Minturn town staff will create a link on the www.goMINTURN.com website containing a description of the go MINTURN project guidelines, and a one-page application form.

5. go MINTURN Project Design & Selection
   a. Projects will be place-based in the public realm.
   b. go MINTURN projects are primarily a community initiated enterprise.
   c. Applicants must commit to providing sufficient financial and human resources to implement the go MINTURN project if selected.
   d. Town staff will review and provide feedback of go MINTURN projects.
      i. The EDAC may modify design of go MINTURN projects to reduce risk, minimize negative impacts, enhance design or maximize activation.
e. Successful go MINTURN applications will be issued a go MINTURN permit and other necessary documentation.

6. go MINTURN Project Criteria
   a. go MINTURN nominations should activate the public realm and enhance the vibrancy of the community.
      i. go MINTURN nominations may be musical, artistic, graphic, recreational or leisure.
      ii. Self-funded go MINTURN projects will receive the highest priority for implementation.
   b. Town staff will collaborate with the EDAC and discuss how potential go MINTURN applications may reinforce community character and create activation that supports vitality and growth.
   c. Businesses are encouraged to nominate projects activating public realm and supporting their businesses.
      i. Business nominations that are primarily economic activities and extensions for the business will not receive go MINTURN funding for project implementation.
      ii. Business nominations that are primarily neighborhood activation and not business enhancements may receive go MINTURN funding.

7. go MINTURN Project Selection
   a. go Minturn projects must be conducted within the town of Minturn and in a setting accessible to the public.
   b. Nominations with the highest percentage of private funding will receive priority.
   c. Projects previously supported by go MINTURN will be considered, but will receive reduced funding/support.
   d. Nominations for long-term implementation and activation will receive priority over shorter-term activation projects.
   e. Town staff will select the most viable go MINTURN nominations
   f. Town staff will approve final go MINTURN projects and authorize implementation, after review and feedback from the EDAC.
      i. Town staff will issue a permit giving the business or community partner authorization to implement the go MINTURN project.

8. go MINTURN Project Monitoring
   a. During implementation, projects will be monitored.
   b. go MINTURN project coordinators will be required to monitor projects, including counting visitors, surveying residents and neighbors on the design and operation of the project.
      i. Survey results will be submitted to the town staff within seven days of project completion.
      ii. The EDAC will receive updates during the go MINTURN process.

9. Review and Analysis
   a. The review panel will be the town staff and the EDAC.
b. A final report will be drafted, assessing the project amongst stakeholders and visitors and make recommendations regarding future plans.

c. Criteria for review and metrics for success will include, but not limited to;
   i. Did the go MINTURN project achieve the objectives as outlined in the application?
   ii. Has the go MINTURN project been a catalyst and produced similar improvements and enhancements by partners, neighbors, and the surrounding community?
   iii. Has the go MINTURN project generated increased use of the public area?
   iv. Has the public response been favorable?
   v. If the go MINTURN project was implemented as a partnership, is the partner satisfied with the pilot results?
   vi. Based on the benefits produced, was the go MINTURN project implementation cost effective?

10. Budget
   a. $10,000 of the town of Minturn budget shall be allocated to go MINTURN projects.
      i. Funding will not be provided to staff go MINTURN projects.
NAME: _____________________________________________ DATE: ________________

PHYSICAL ADDRESS: ____________________________________________________________

MAILING ADDRESS: ____________________________________________________________

EMAIL: ___________________________ PHONE: ________________________________

PROPOSED PROJECT DATES: ____________________________________________________

LOCATION OF PROPOSED PROJECT: _____________________________________________

DETAILS OF PROPOSED PROJECT: ______________________________________________

____________________________________________________________________________

____________________________________________________________________________

PROPOSED TIMELINE OF PROJECT: ______________________________________________

HAVE YOU ORGANIZED A go MINTURN PROJECT IN THE PAST? ______________________

HAVE YOU APPLIED FOR OR BEEN THE RECIPIENT OF ANY OTHER MINTURN GRANTS/SPONSORSHIPS? IF SO, PLEASE GIVE DETAILS OF THE TYPE AND DATES.

____________________________________________________________________________

____________________________________________________________________________

DO YOU HAVE ANY EXPERIENCE IN ORGANIZING EVENTS/PROJECTS/ACTIVATIONS? ________________

DO YOU INTEND TO:

□ APPLY FOR A LIQUOR LICENSE

□ COLLABORATE WITH COMMUNITY STAKEHOLDERS (IE. LOCAL BUSINESS, RESIDENTS, COMMUNITY GROUP)

HOW ARE YOU PROPOSING TO FUND THIS PROJECT? (INCLUDE BUDGET & REQUEST FOR GRANT MONIES):

____________________________________________________________________________

____________________________________________________________________________

WHAT DO YOU THINK THE TOTAL COST OF THIS PROJECT WILL BE? ____________________________

DO YOU CURRENTLY HAVE PUBLIC LIABILITY INSURANCE?  □ YES  □ NO

(IF NOT, THIS WILL NEED TO BE ARRANGED IF YOUR APPLICATION IS SUCCESSFUL)

PLEASE SUPPLY ANY ADDITIONAL SUPPORTING DOCUMENTS AS NECESSARY.