



Town Council
Tuesday, February 11, 2025
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

*This agenda and the meetings can be viewed at www.Townofeagle.org.
Times listed are approximate and are subject to change.*

TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION *This will be an in-person meeting using Teams. Please note: All participants must remain muted until they are requested to speak. This will reduce background noise disruptions to the meeting attendees. When it's your turn to speak, you will have three (3) minutes for public comment. PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on this agenda can be submitted to Jenny Rakow, Town Clerk, and will be included as part of the record. For technical difficulties, please email jenny.rakow@townofeagle.org and we will do our best to assist you.*

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CALL TO ORDER - 6:00 PM

ROLL CALL

ADOPTION OF AGENDA *Opportunity for amendment or deletions to the agenda.*

PUBLIC COMMENT *Citizen public comment offers an opportunity for citizens to express opinions or ask questions regarding town services, policies, or other matters of community concern, and any items that are not on the agenda. Please attempt to keep comments to three (3) minutes; time limits are established to provide efficiency in the conduct of the meeting and to allow equal opportunity for everyone wishing to speak. When appropriate, any questions by the public during public comment will be followed up on by the Town Manager and Town staff. Those who are speaking are requested to state their name and address for the record.*

CONSENT AGENDA *Consent agenda items are routine Town business, items that have received clear direction previously from the council, final land-use file documents after the public hearing has been closed, or which do not require council deliberation.*

1. Minutes - January 28, 2025
2. Bill Pay - January 2025

STAFF REPORTS - 6:05 PM *The Town Manager and department staff prepare and provide internal updates to the council.*

1. Town Manager Update
2. Department Update

BUSINESS ITEMS - 6:10 PM *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the council.*

1. Ranger Funding Agreements Review
2. IT and Broadband Contracted Services Update, Proposed Staffing Opportunity

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS - 6:20 PM *Council will use this time to propose future agenda items, provide updates on Council Committees, and address general discussion items.*

ADJOURN - 6:30 PM

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.



Jenny Rakow, CMC
Town Clerk

PUBLIC WIFI – Eagle Guest



MEETING MINUTES
Town Council
Tuesday, January 28, 2025
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

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TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION *This was an in-person meeting using Teams.*

CALL TO ORDER - 6:00 PM

Mayor Pro Tem Kerst called the meeting to order at 6:00 p.m.

ROLL CALL

COUNCIL MEMBERS PRESENT

Mikel Kerst, Ellen Bodenheimier, Geoffrey Grimmer,
Jamie Woodworth Foral, Bryan Woods

COUNCIL MEMBERS ABSENT

Scott Turnipseed, Nick Sunday

STAFF PRESENT

Larry Pardee, Town Manager
Melissa Daruna, Assistant Town Manager
Jenny Rakow, Town Clerk
Ruthanne Goff, Town Attorney
Jill Kane, Finance Director/Treasurer
Carrie Buhlman, Police Chief
Tom Gosiorowski, Public Works Director
Peyton Heitzman, Community Development Director
Lynette Horan, Human Resources Manager
Sydney Dynek, Planner
Kira Koppel, Sustainability Specialist
Kevin Aoki, Information Technology Manager
Nikki Davis, Economic Development & Housing Specialist
Stephan Wilson, Utilities Manager
Kyle Brotherton, Planner

ADOPTION OF AGENDA

There were no changes to the agenda.

MOTION: Council Member Bryan Woods motioned to adopt the agenda as presented. The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenheimier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

MOTION: Council Member Bryan Woods motioned to approve the consent agenda. The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenhemier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

1. Minutes - January 14, 2025
2. Resolution 11, Series 2025 "A Resolution of the Town Council of the Town of Eagle, Colorado Approving the Agreement for Municipal Services with Erik A. Johnson for Municipal Judge Services"
3. Resolution 03, Series 2025 "A Resolution of the Town Council of the Town of Eagle, Colorado Approving Engineering Scope and Services Proposal Mott MacDonald for Wastewater Treatment Improvements Design Phase - 2"
4. Resolution 12, Series 2025 "A Resolution of the Town Council of the Town of Eagle, Colorado Approving an Extraterritorial Water Service Agreement Between the Town of Eagle, Colorado and the John G. Gulick Trust Concerning the Provision of Water Service to Lot 1 of the Mo's Subdivision"

STAFF REPORTS

1. Town Manager Update
Larry Pardee gave a Town Clerk replacement update.

BUSINESS ITEMS

1. Affordable Housing Technical Assistance Project
Nikki Davis, Makeda Marshall-Nesmith and JJ Folsom presented this item.

Council comments: Council members asked about the ideal role of council members in the entitlement process. Makita and J.J. provided insights on the importance of clear goals and alignment between council and planning staff. The council discussed the idea of a template approach to streamline small developments. Nikki mentioned the Affordable Housing Accelerator project, which aims to establish a fast-track process for affordable housing projects. The council agreed to amend the Resolution to include the language "accept" in stead of "adopt."

- a. Resolution 14, Series 2025, "A Resolution of the Town Council of the Town of Eagle, Colorado Accepting the Affordable Housing Technical Assistance Final Report and Strategies as Presented"

MOTION: Council Member Bryan Woods motioned to approve Resolution 14, Series 2025, "A Resolution of the Town Council of the Town of Eagle, Colorado Accepting the Affordable Housing Technical Assistance Final Report and Strategies as Presented". The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenhemier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

2. Supplementary Deed Restriction for the Eagle River Water & Sanitation District at 7 Hermits Condominiums in Haymeadow

Nikki Davis presented this item.

Council comments: The council discussed the request from the Eagle River Water and Sanitation District for a supplementary deed restriction. They considered the implications of setting a precedent and the potential administrative burden. Town Attorney Ruthanne Goff and Melissa Daruna provided legal insights, recommending that the town maintain its first right of refusal to protect the integrity of the LERP program and avoid complications experienced by other towns like Vail.

MOTION: Council Member Bryan Woods motioned to direct staff to discontinue negotiations with the Eagle River Water & Sanitation District regarding the Supplementary Deed Restriction at 7 Hermit Condominiums in Haymeadow. The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenheimier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

3. Resolution 13, Series 2025 "A Resolution of the Town Council of the Town of Eagle, Colorado Appointing Richard J. Peterson-Cremer as Interim Town Attorney."

Larry Pardee presented this item.

Richard Peterson-Cremer was online and introduced himself.

MOTION: Council Member Ellen Bodenheimier motioned to approve Resolution 13, Series 2025 "A Resolution of the Town Council of the Town of Eagle, Colorado Appointing Richard J. Peterson-Cremer as Interim Town Attorney." The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenheimier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

4. PUBLIC HEARING: Land Use File: DR24-01 Reserve at Hockett Gulch Phase 1b and Phase 2 Major Development Permit (Continuance to February 25, 2025)

Mayor Pro Tem Kerst opened the public hearing for Land Use File: DR24-01 Reserve at Hockett Gulch Phase 1b and Phase 2 Major Development Permit.

MOTION: Council Member Jamie Woodworth Foral motioned to continue the Public Hearing for Land Use File: DR24-01 Reserve at Hockett Gulch Phase 1b and Phase 2 Major Development Permit to February 25, 2025. The motion was seconded and passed with a vote of 5 in favor (Kerst, Bodenheimier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

COUNCIL DISCUSSION AND FUTURE AGENDA ITEMS

Council Member Grimmer – noted that Auden Schendler, author of Terrible Beauty will be in Eagle County on February 12th.

Council Member Woods – updated that the DDA renewed their contract with Troy Bernberg for financial services and will not renew with DCI and instead will bring on an executive director. Also updated on EVTA that the Busses are running full. EVTA is trying to find land for a maintenance facility. Also noted that riders in Gypsum are not paying fares. The Economic Vitality Commission will be changing chairs to Erik Eves.

Council Member Woodworth Foral – requested further discussion on The Home Store relationship. Staff will be working on an update to council regarding the current IGA and potential partnerships.

ADJOURN - 7:05 PM

MOTION: Council Member Jamie Woodworth Foral motioned to adjourn. The motion was seconded and with a vote of 5 in favor (Kerst, Bodenhemier, Grimmer, Woodworth Foral, and Woods) and 0 opposed.

Date:

Mikel "Pappy" Kerst, Mayor Pro Tem

Jenny Rakow, CMC Town Clerk

**BILL SCHEDULE
JANUARY 2025**

GENERAL FUND

Town Council

Amazon	Tuition & Books	224.00
Bravo! Vail Valley Music Festival	Community Requests	805.00
Eagle County Historical Society	Community Requests	889.00
Eagle Valley Community Foundation	Community Requests	5,848.00
Eagle Valley High School	Community Requests	899.00
Eagle Valley High School Booster Club	Community Requests	1,121.00
Eagle Valley Land Trust	Community Requests	1,821.00
Eagle Valley Skating Association	Community Requests	2,732.00
Ictus And Tactus, LLC	Community Requests	899.00
Mountain Pride	Community Requests	911.00
New Roots Co	Community Requests	490.00
Noche Latina	Community Requests	1,821.00
Small Champions, Inc.	Community Requests	2,802.00
Tree Top Child Advocacy Center	Community Requests	2,697.00
Vail Valley Charitable Fund	Community Requests	2,101.00
Vail Valley Partnership	Community Requests	1,050.00
Vail Valley Works	Community Requests	771.00
Youth Power 365	Community Requests	2,242.00
Total Town Council		30,123.00

General Government

CEBT	Health & Life Ins. Payable	4,212.56
Standard Insurance Company	Health & Life Ins. Payable	217.02
Cintas Corporation	Office Supplies	29.51
Chat GPT	Dues & Subscriptions	20.00
Co City & County Management Assn	Dues & Subscriptions	340.00
Grammarly	Dues & Subscriptions	144.00
Northwest Colo Council Of Gov.	Dues & Subscriptions	7,725.00
Cunningham, Peter	Professional Services	2,000.00
Economic & Planning Systems, Inc.	Professional Services	18,050.00
KLJ Engineering LLC	Professional Services	1,082.70
Logan Simpson	Professional Services	19,888.11
Sandler, Kelly	Professional Services	809.99
The Webstaurant Store	Professional Services	559.88
Walking Mountains Science Center	Professional Services	14,540.00
Total General Government		69,618.77

General Administration

Bernardus, LLC	Utility Overpayment Refund	20.26
Habitat For Humanity Vail Valley, Inc.	Utility Overpayment Refund	44.97
Sordi, Nicholas & Eileen	Utility Overpayment Refund	46.38
Welsh, Matthew & Meral	Utility Overpayment Refund	23.28
Williams, Karl C.	Utility Overpayment Refund	39.28
Family Support Registry	Misc. Deductions Payable	146.76
Boseman, Brandon Or Jovita	Facility Usage Deposit Payable	750.00

General Administration (cont.)

Connect Church	Facility Usage Deposit Refund	750.00
Lucero, Julissa	Facility Usage Deposit Refund	375.00
Mountain Tots Preschool	Facility Usage Deposit Refund	375.00
Romo, Maria	Facility Usage Deposit Refund	375.00
Misc. Reimbursable	Reimbursable Income	(403.85)
CEBT	Health & Insurance Benefits	8,781.65
Standard Insurance Company	Health & Life Ins. Payable	267.95
Cintas Corporation	Office Supplies	167.22
Column Software, PBC	Legal Notices	27.27
Costco	Dues & Subscriptions	91.39
Governmentjobs.Com	Dues & Subscriptions	1,191.75
Mailchimp	Dues & Subscriptions	132.00
SHRM	Dues & Subscriptions	264.00
U.S. Post Office	Dues & Subscriptions	154.00
Trybe Property Management LLC	Employee Housing Rental Exp	3,014.60
Chase Paymentech	C.C. Transaction Fees	162.43
Xpress Bill Pay	C.C. Transaction Fees	52.74
Caselle, Inc.	Computer Support	1,767.04
Civic Plus	Computer Support	23,054.99
Xpress Bill Pay	Computer Support	50.00
Amazon	Meeting Expense	(290.83)
Canela Coffee	Meeting Expense	43.37
Capitol Public House	Meeting Expense	56.48
Casa Mexico	Meeting Expense	2,224.80
City Market	Meeting Expense	110.20
Daruna, Melissa	Meeting Expense	87.97
Eagle Valley Commercial, LLC	Meeting Expense	350.00
Event Rents	Meeting Expense	669.49
National Velvet	Meeting Expense	92.62
Alliance Moving Systems LLC	Contract Payments	50.00
Total General Administration		45,115.21

Community Development

CEBT	Health & Life Ins. Payable	9,314.30
Standard Insurance Company	Health & Life Ins. Payable	357.45
Amazon	Office Supplies	280.74
Fleet Services	Vehicle Fuel	98.94
Wave Pro	Dues & Subscriptions	16.00
McCool Development Solutions, LLC	Professional Services	1,837.00
Baseline Engineering Corporation	Planning Reimbursable	2,013.00
Column Software, PBC	Planning Reimbursable	59.40
Copy Plus	Planning Reimbursable	23.50
Garfield & Hecht, P.C.	Planning Reimbursable	4,522.00
LRE Water	Planning Reimbursable	3,173.00
McCool Development Solutions, LLC	Planning Reimbursable	3,591.00
Mott MacDonald	Planning Reimbursable	3,008.00
Meritage Systems	Computer Support	5,700.00
Dynek, Sydney	Travel Expense	230.48
Heitzman, Peyton	Travel Expense	266.48

Community Development (cont.)

Montag, Keith	Travel Expense	250.48
Alliance Moving Systems LLC	Contract Services	50.00
Total Community Development		34,791.77

Municipal Court

CEBT	Health & Life Ins. Payable	287.20
Standard Insurance Company	Health & Life Ins. Payable	8.45
Office Supplies	Office Supplies	38.98
Gendelman Klimas, Ltd	Legal	1,500.00
Caselle, Inc.	Computer Support	286.29
Ace Security And Safety Services LLC	Contract Payments	297.50
Total Municipal Court		2,418.42

Streets

CEBT	Health & Insurance Benefits	5,681.63
Standard Insurance Company	Health & Life Ins. Payable	315.63
Amazon Capital Services	Office Supplies	11.61
Cintas Corporation	Office Supplies	45.94
Nunley, Connie	Office Supplies	27.58
Wylaco Supply Co	Operating Supplies	45.23
Amazon	Uniforms	187.16
Amazon	Repair & Maintenance Supplies	732.99
Ewing Trucking And Construction LLC	Repair & Maintenance Supplies	20,180.07
Glenwood Springs Auto Parts Inc (Napa)	Repair & Maintenance Supplies	62.48
Grainger	Repair & Maintenance Supplies	4,716.48
Hardline Equipment	Repair & Mtn Supplies	1,826.00
Lawson Products	Repair & Maintenance Supplies	310.12
Mid-American Research Chemical	Repair & Maintenance Supplies	152.85
Paint Bucket	Repair & Maintenance Supplies	47.34
Whitehall's Alpine BG	Repair & Maintenance Supplies	91.69
Wylaco Supply Co	Repair & Maintenance Supplies	28.13
Wylaco Supply Co	Repair & Maintenance Supplies	422.00
Glenwood Springs Auto Parts Inc (Napa)	Vehicle Repair & Mtn Supplies	389.01
Wagner Equipment Co	Vehicle Repair & Mtn Supplies	205.67
Collett Enterprises	Vehicle Fuel	260.80
Fleet Services	Vehicle Fuel	2,683.52
Holy Cross Energy	Utility Services	1,369.18
KLJ Engineering LLC	Professional Services	17,510.91
Safety-Kleen Systems, Inc.	Repair & Maintenance Services	296.41
Utility Notification Center Of Colorado	Repair & Maintenance Services	8.17
Caselle, Inc.	Computer Support	18.85
Mountain Dog Tree Care, LLC	Tree Management-Comm Forestry	955.00
Procom	CDL Testing	544.98
Total Streets		59,127.43

Public Safety

CEBT	Health & Life Ins. Payable	30,678.34
Standard Insurance Company	Health & Life Ins. Payable	966.35
Amazon	Office Supplies	97.87

Public Safety (cont.)

Vistaprint	Office Supplies	47.98
Alpine Lumber Co.	Operating Supplies	31.18
Midway Usa	Operating Supplies	95.49
Amazon	Uniforms	227.11
Galls, LLC	Uniforms	1,030.02
Safariland, LLC	Uniforms	106.50
U.S. Armor Corporation	Uniforms	5,491.51
Zero9 Holsters	Uniforms	288.10
Fleet Services	Vehicle Fuel	3,709.28
Amazon	Equipment (Non-Capital)	112.75
FBI-Leeda	Dues & Subscriptions	50.00
AT&T Mobility	Utility Services	1,626.20
Indeed	Recruitment	146.08
Psychological Dimensions, LLC	Recruitment	400.00
National Velvet	Professional Services	383.16
Psychological Dimensions, LLC	Professional Services	1,500.00
Wrap Colorado	Repair & Maintenance Services	637.50
Power DMS Inc	Computer Support	3,386.70
Tyler Technologies, Inc	Computer Support	987.36
Moe's BBQ	Meeting Expense	132.23
Red Canyon Café	Meeting Expense	39.10
Wal-Mart	Meeting Expense	95.28
University Of Denver	Training & Travel - Grants	2,800.00
Co Assn Of Chiefs Of Police	Tuition & Books	250.00
Dolan Consulting Group LLC	Tuition & Books	125.00
J Harris Academy	Tuition & Books	231.12
Eagle County Animal Control	Animal Control	6,917.00
Alliance Moving Systems LLC	Contract Payments	50.00
TransUnion Risk & Alternative Data Solut	Contract Payments	105.00
Total Public Safety		62,744.21

Buildings & Grounds

CEBT	Health & Insurance Benefits	9,932.89
Standard Insurance Company	Health & Life Ins. Payable	237.06
Amazon Capital Services	Office Supplies	11.61
Cintas Corporation	Office Supplies	45.93
Nunley, Connie	Office Supplies	27.58
Amazon	Uniforms	155.42
Grainger	Repair & Maintenance Supplies	36.06
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	115.47
Lawson Products	Repair & Maintenance Supplies	310.13
Native Electric	Repair & Maintenance Supplies	54.44
Pet Pick-Ups	Repair & Maintenance Supplies	912.46
Pye-Barker Fire & Safety LLC	Repair & Maintenance Supplies	1,363.00
Summit Supply Corporation	Repair & Maintenance Supplies	233.90
United Companies	Repair & Maintenance Supplies	644.52
Whitehall's Alpine BG	Repair & Maintenance Supplies	91.69
Glenwood Springs Auto Parts Inc (Napa)	Vehicle Repair & Mtn Supplies	13.48
Grainger	Vehicle Repair & Mtn Supplies	447.94

Buildings & Grounds (Cont)

Vermeer	Vehicle Repair & Mtn Supplies	276.15
Fleet Services	Vehicle Fuel	852.39
Black Hills Energy	Utility Services	6,513.37
Holy Cross Energy	Utility Services	4,744.03
Jerry-master Janitorial	Janitorial Maint. Contracts	3,208.00
Ewing Trucking And Construction LLC	Repair & Maintenance Services	875.00
Native Electric	Repair & Maintenance Services	294.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services	1,280.00
Sno-White Linen Rental	Repair & Maintenance Services	154.14
Vermeer	Repair & Maintenance Services	205.70
Caselle, Inc.	Computer Support	18.85
TK Elevator Corp.	Contract Payments	803.15
Total Buildings & Grounds		33,858.36

Events

CEBT	Health & Life Ins. Payable	2,642.83
Standard Insurance Company	Health & Life Ins. Payable	83.97
Apple.Com	Dues & Subscriptions	12.02
Canva	Dues & Subscriptions	14.99
Pazzo's Pizza	Meeting Expense	181.65
Red Canyon Café	Meeting Expense	66.70
Porchlight Players	Events	2,000.00
Alpine Lumber Co.	Event Production	16.57
Altitude AV Inc.	Event Production	500.00
Bookworm Of Edwards	Event Production	199.88
Crawlin' To A Cure	Event Production	10.00
Danger Mountain LLC	Event Production	500.00
Ninja Nation, LLC	Event Production	4,875.00
Sign Gypsies	Event Production	120.00
Total Events		11,223.61

Engineering

CEBT	Health & Insurance Benefits	5,395.92
Standard Insurance Company	Health & Life Ins. Payable	168.77
Amazon Capital Services	Office Supplies	11.61
Cintas Corporation	Office Supplies	45.93
Nunley, Connie	Office Supplies	27.58
Gypsum Eagle Ace Hardware	Operating Supplies	28.99
Fleet Services	Vehicle Fuel	39.40
SHI International Corp	Computer Support	5,087.51
Total Engineering		10,805.71

Information Technology

CEBT	Health & Life Ins. Payable	2,720.30
Standard Insurance Company	Health & Life Ins. Payable	94.76
Amazon	Office Supplies	166.53
SP Owl Labs	Equipment (Non-Capital)	839.20
Century Link	Utility Services	6,085.44
Northwest Colo Council Of Gov.	Utility Services	57,344.34

Information Technology (cont.)

Verizon Wireless, Bellevue	Utility Services	5,316.87
Professional Document Solutions, Inc.	Contract Payments	308.56
Xerox Financial Services LLC	Contract Payments	1,379.71
Total Information Technology		74,255.71

Communications & Marketing

CEBT	Health & Life Ins. Payable	1,057.22
Standard Insurance Company	Health & Life Ins. Payable	51.41
Yodeck	Dues & Subscriptions	288.00
Colorado Logos	Media	1,500.00
Colorado Mtn. News Media	Media	1,157.32
Covered Bridge Magazine	Media	1,560.00
Gran Farnum Printing	Media	296.00
Spoke And Blossom Magazine	Media	1,095.00
Civic Plus	Website	4,132.00
Total Communications & Marketing		11,136.95

Sustainability

ICLEI	Dues & Subscriptions	1,200.00
Walking Mountains Science Center	Dues & Subscriptions	9,278.00
Total Sustainability		10,478.00

Economic Development & Housing

Vail Valley Partnership	Dues & Subscriptions	1,250.00
Total Economic Development & Housing		1,250.00

Total GENERAL FUND**456,947.15****CAPITAL IMPROVEMENTS FUND**

J.S. Lengel And Associates Inc	Old Town Hall Improvements	10,000.00
Nottingham Excavating & Trucking Inc	IT Improvements	44,433.00
Kumar & Associates Inc	Street Replacement- Howard St	42.50
KLJ Engineering LLC	Grand Avenue Improvements	3,799.01
Stolfus & Associates	Grand Avenue Improvements	83,897.64
Chalmers Ford	Patrol Vehicles	158,235.00
Greyco Customs	Patrol Vehicles	75,719.10
PCS Mobile	Patrol Vehicles	9,688.40
Wrap Colorado	Patrol Vehicles	2,835.00
Total CAPITAL IMPROVEMENTS FUND		388,649.65

WASTE WATER FUND

CEBT	Health & Insurance Benefits	7,208.09
Standard Insurance Company	Health & Life Ins. Payable	258.64
Cintas Corporation	Office Supplies	45.93
Copy Plus	Office Supplies	43.68
Western Slope Supplies Inc	Office Supplies	40.15
Green Pro Solutions	Operating Supplies	910.02
Mid-American Research Chemical	Operating Supplies	475.30
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	28.17

WASTE WATER FUND (cont.)

Neptune Benson Inc	Repair & Maintenance Supplies	354.40
Pye-Barker Fire & Safety LLC	Repair & Maintenance Supplies	545.00
Fleet Services	Vehicle Fuel	190.28
Federal Express Corp.	Communication & Shipping	507.98
Nextrust Inc	Communication & Shipping	299.85
Black Hills Energy	Utility Services	11,509.96
Holy Cross Energy	Utility Services	(3,770.33)
Indeed	Recruitment	88.16
Chase Paymentech	C.C. Transaction Fees	741.72
Xpress Bill Pay	C.C. Transaction Fees	448.32
Vranesh And Raishch, LLP	Legal & Audit	88.50
Argis Solutions, Inc.	Engineering	5,061.50
LRE Water	Engineering	3,418.25
Denali Water Solutions LLC	Sludge Disposal	2,707.83
DRC Construction Services, Inc.	Sewer Imaging	65,790.08
Intermountain Systems	Repair & Maintenance Services	674.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services	350.00
Utility Notification Center Of Colorado	Repair & Maintenance Services	8.17
Caselle, Inc.	Computer Support	239.66
SGS North America Inc	Testing & Permits	3,557.05
USDA Forest Service	Testing & Permits	179.73
Browns Hill Engineering	Contract Payments	2,066.20
Ambiente H2O Inc	Capital Expenditures	22,975.66
In-Situ Inc	Capital Expenditures	821.34
LRE Water	Capital Expenditures	2,365.00
Mott MacDonald	Capital Expenditures	25,475.49
Yearout Energy Services Co LLC	Capital Expenditures	329,599.70
Mott MacDonald	WW Treatment Plant Improvement	358.75
All State Communications	Pickup Trucks	1,065.60
Co Motor Vehicle Services	Pickup Trucks	19.44
US Bank	2007 WW Loan Principal	384,252.00
US Bank	Debt Service Interest	19,560.00
US Bank	Debt Service Admin Fee	46,023.65
Total WASTE WATER FUND		936,582.92

WATER FUND

CEBT	Health & Insurance Benefits	10,722.32
Standard Insurance Company	Health & Life Ins. Payable	367.83
Cintas Corporation	Office Supplies	45.93
Chemtrade Chemicals Corporation	Operating Supplies	7,449.24
PVS DX Inc	Operating Supplies	250.00
Ferguson Enterprises, Inc.	Repair & Maintenance Supplies	4,475.17
Grainger	Repair & Maintenance Supplies	125.56
Gypsum Eagle Ace Hardware	Repair & Maintenance Supplies	56.73
Pye-Barker Fire & Safety LLC	Repair & Maintenance Supplies	65.00
Glenwood Springs Auto Parts Inc (Napa)	Vehicle Repair & Mtn Supplies	352.14
Fleet Services	Vehicle Fuel	314.74
Ferguson Enterprises, Inc.	Meters	8,461.44
Ferguson Enterprises, Inc.	Meter Related Items	3,489.00

WATER FUND (cont.)

Federal Express Corp.	Communication & Shipping	42.30
Nexttrust Inc	Communication & Shipping	299.86
Colorado Rural Water Association	Dues & Subscriptions	475.00
Northwest Colo Council Of Gov.	Dues & Subscriptions	2,181.00
AmeriGas	Utility Services	4,936.30
Black Hills Energy	Utility Services	225.10
Holy Cross Energy	Utility Services	5,882.99
Indeed	Recruitment	132.24
Chase Paymentech	C.C. Transaction Fees	1,243.48
Xpress Bill Pay	C.C. Transaction Fees	646.10
Garfield & Hecht, P.C.	Legal	1,789.00
Argis Solutions, Inc.	Engineering	5,061.50
LRE Water	Engineering	2,424.25
Mott MacDonald	Engineering	1,574.50
Blue Monster Service LLC	Repair & Maintenance Services	155.00
Pye-Barker Fire & Safety LLC	Repair & Maintenance Services	430.00
Utility Notification Center Of Colorado	Repair & Maintenance Services	8.17
Eagle River Water & Sanitation District	Testing & Permits	310.00
USDA Forest Service	Testing & Permits	179.73
Blue Beam	Computer Support	330.00
Caselle, Inc.	Computer Support	239.66
Ferguson Enterprises, Inc.	Computer Support	8,690.00
Flowpoint Environmental Systems Inc	Computer Support	1,224.00
Browns Hill Engineering	Contract Payments	8,264.80
Yearout Energy Services Co LLC	Capital Expenditures	58,164.65
Mott MacDonald	Tank Replacement	9,806.19
Phoenix Industries Ltd	Tank Replacement	103,451.96
Restoration Specialists, Inc	Lower Basin Water Treatment	23,800.00
Triangle Electric, Inc.	Upper Basin Water Treatment	10,300.00
Short Elliott Hendrickson, Inc.	Main Replacement/Brush Creek	10,826.74
Short Elliott Hendrickson, Inc.	Water Line Improvements	7,217.82
US Bank	LBWTP Loan Principal Payment	340,464.00
US Bank	LBWTP Loan Interest	70,612.50
US Bank	LBWTP Loan Admin Fee	84,209.41
Total WATER FUND		801,773.35

REFUSE FUND

Nexttrust Inc	Communication & Shipping	299.86
Chase Paymentech	C.C. Transaction Fees	174.52
Xpress Bill Pay	C.C. Transaction Fees	158.23
Blue Monster Service LLC	Repair & Maintenance Service	230.00
Caselle, Inc.	Computer Support	239.65
Vail Honeywagon	Contract Services	79,294.25
Total REFUSE FUND		80,396.51

STORM WATER FUND

Nextrust Inc	Communication & Shipping	299.85
Chase Paymentech	C.C. Transaction Fees	21.82
Xpress Bill Pay	C.C. Transaction Fees	13.19
Total STORM WATER FUND		334.86

SALES TAX CAPITAL IMPROVEMENTS FUND

Column Software, PBC	Communication & Shipping	34.47
JHL Constructors Inc	Multi-Use Rec Facilities	961,889.76
A To Z Recreation, LLC	Town Park Improvements	40,324.00
Leathers & Associates	Town Park Improvements	57,391.14
Merrick & Company	River Park Improvements	6,000.00
Recreation Engineering & Planning Inc	River Park Improvements	5,000.00
Total SALES TAX CAPITAL IMPROVEMENTS FUND		1,070,639.37

OPEN SPACE FUND

CEBT	Health & Life Ins. Payable	1,376.47
Standard Insurance Company	Health & Life Ins. Payable	67.78
Signature Signs Inc	Office Supplies	14.00
Alpine Lumber Co.	Repair & Maintenance Supplies	42.88
Colorado Barricade	Repair & Maintenance Supplies	536.70
Fleet Services	Vehicle Fuel	49.18
Vail Honeywagon	Repair & Maintenance Services	289.62
Total OPEN SPACE FUND		2,376.63

DDA FUND

Northland Securities Inc.	Professional Services	1,631.25
Total DDA FUND		1,631.25

Total	3,739,331.69
Payroll	887,647.58
Grand Total	4,626,979.27



To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: February 11, 2024
Re: Town Manager Report

Economic Development:

The Town of Eagle continues proactively sharing Old Town Hall's commercial appraisal with community members, exploring potential business and housing development opportunities. Under Article XII, Section 12.01 of the Town of Eagle Home Rule Charter, the Town Council has the authority to purchase, sell, exchange, or dispose of real property through an ordinance. Additionally, lease agreements may be approved via resolution. While the Charter does not mandate public notice or property appraisals as a prerequisite for these transactions, the Council can implement such measures to uphold transparency and ensure transactions align with fair market value principles.

Any sale of municipal real estate requires a public hearing, providing an opportunity for Council deliberation and community engagement. While the Council is not obligated to prioritize economic development, housing, or public service considerations in decision-making, these factors may be weighed when evaluating potential transactions. Converting town-owned property into taxable real estate supports the Downtown Development Authority (DDA) by generating fiscal benefits and advancing the Town's broader economic development objectives. This strategic approach fosters long-term community growth, enhances downtown vitality, and reinforces reinvestment initiatives that align with Eagle's vision for a prosperous future.

Town staff and East Eagle Partners continue collaborating on development scenarios for East Eagle, focusing on maximizing opportunities for business expansion and residential growth. With the annexation of Parcels A and F, new development initiatives are being explored to address housing needs associated with job generation in the East Eagle Subarea. By aligning these efforts with the Town's strategic vision, Eagle is committed to fostering a vibrant and sustainable community that supports workforce housing, economic diversification, and long-term regional prosperity.

Community Engagement & Meetings: This report highlights our recent community outreach efforts and critical regional and project-specific meetings. Our top priority is to engage with stakeholders, stay abreast of developments, and contribute to our Community's growth.

The Housing Action Plan bi-weekly meeting on February 5, 2025, focused on finalizing the Housing Needs Assessment Report, coordinating presentation schedules, and outlining the next steps for Action Plan submissions. Attendees included representatives from EPS/RRC, regional housing partners, and municipal planning officials.

- The final Housing Needs Assessment Report is expected by February 18, 2025.
- The report will incorporate Net Housing Needs by Location to comply with SB24-174 requirements.
- Draft Prop123 tables (weighted average AMI) are under review, with potential consultation with DOLA.
- Revised presentation dates for the EPS team to present findings to Town Councils and the Board of County Commissioners (BoCC) are being coordinated.

Considering scheduling conflicts among key stakeholders, efforts are underway to consolidate presentation dates between February 18 and March 25. The draft scheduled dates are:

- Red Cliff: March 4, 18

- Minturn: March 5, 19
- Avon: March 11, 25
- Vail: March 4, 18, April 1
- **Eagle: March 11, 25**
- Gypsum: March 25, April 8
- Eagle County BoCC: TBD

On February 4, 2025, the Core Transit Technical Advisory Committee convened at Avon Town Hall to discuss key elements of the Ten-Year Transit Development & Capital Plan. The meeting focused on evaluating service alternatives, establishing criteria for transit improvements, developing supporting strategies, and refining the public outreach plan. Representatives from multiple municipalities, transit agencies, and consulting firms participated in the discussion, highlighting regional collaboration in shaping the future of transit services.

One of the primary topics was the evaluation of various service alternatives, particularly along the Valley Route, Highway 6, and Minturn/Redcliff corridors. These alternatives aim to improve transit frequency, reduce travel times, and enhance regional connectivity. A notable highlight was the proposal for an express service stopping at the airport, which could significantly streamline travel for residents and visitors. The discussion also emphasized improving infrastructure, such as safer pedestrian crossings, bus shelters, and microtransit options.

For the Town of Eagle, these proposed improvements present a transformative opportunity. Expanding service frequency and express options between Eagle, Gypsum, and Vail could enhance mobility for commuters, businesses, and residents. Including microtransit and first/last-mile solutions could further improve access to transit hubs, supporting workforce accessibility and economic vitality. Additionally, integrating transit planning with future affordable housing developments in Eagle could strengthen the Town's role in regional growth and sustainability. Continuing collaboration and strategic investment in transit will ensure that Eagle benefits from an efficient, connected, and future-ready transportation system. Find a link to meeting notes:

[\(Core.Transit.Meeting.Notes\)](#)

The Eagle Valley Wildland (EVW) 2024 Year-End Report highlights the program's significant efforts in wildfire risk reduction through mitigation, suppression, and community education. EVW played a key role in implementing the Eagle County Community Wildfire Protection Plan (CWPP) by enhancing fire prevention strategies and strengthening partnerships with municipalities, utility companies, and community organizations. The program expanded its Wildland Leaders Group, growing to over 200 members statewide, fostering collaboration among fire professionals. Community engagement remained a priority, with over 29 partnerships, multiple public meetings, and social media outreach reaching 80,000 people.

In 2024, EVW completed 3,100 acres of wildfire mitigation projects, including fuel thinning, tactical fuel breaks, prescribed burns, and slash pile reductions. The program conducted over 550 Home Ignition Zone (HIZ) assessments to improve residential fire resilience and supported FireWise applications for various communities. EVW also responded to 20 wildfires and assisted in national firefighting efforts. Training programs ensured personnel readiness and over \$243,000 in grants were secured for fuel reduction projects. Looking ahead to 2025, EVW plans to expand its mitigation efforts, slash removal programs, and community education to protect Eagle County from wildfire threats further. Find a link to the report: [\(EVW-Year-End-Report-2024\)](#)

Administration and Organization Update:

We are excited to have Camille Deering join our team as the new Town Clerk as Jenny Rakow's replacement. We genuinely appreciate everything Jenny has done in support and service to the Town of Eagle over her tenure.

We are excited to officially welcome Richard J. Peterson-Cremer to the Town of Eagle team as our new Interim Town Attorney. Richard is a Karp, Neu, Hanlon partner based in Glenwood Springs. Richard will be our

primary contact and attorney and coordinate any work that needs additional support from others in his firm.
Richard J. Peterson-Cremer | Partner/Shareholder
Karp Neu Hanlon, P.C.
Phone: 970.945.2262
Office: 201 14th Street, Suite 200, Glenwood Springs, CO 81601
Mailing: P.O. Drawer 2030, Glenwood Springs, CO 81602
Glenwood Springs | Basalt | Aspen | Ridgway
rjp@mountainlawfirm.com | www.mountainlawfirm.com

In 2025, the Town of Eagle aims to fill 12 vacant positions to enhance service delivery and operational capacity. Five full-time roles remain unfilled, and recruitment efforts focus on candidates whose skills and values align with the Town's mission. To maintain fiscal sustainability, hiring for general fund-supported positions has been temporarily paused, ensuring workforce expansion aligns with revenue stability. This strategic approach reflects the Town's commitment to building a resilient, high-performing team capable of adapting to the Community's evolving needs.

We submitted the Grand Avenue Multimodal Project RAISE Grant. Please note that the name changed from RAISE to Better Utilizing Investments to Leverage Development (BUILD) to reflect a new strategic direction. References to rescinded Executive Orders have been removed, and the Notice of Funding Opportunity (NOFO) has been aligned with newly issued Executive Orders. The updated NOFO specifies that \$150 million is available for award and introduces notable terminology restrictions, including prohibiting phrases like *climate change* and *disadvantaged communities*. Additionally, the definition of Historically Disadvantaged Communities has been revised to align with the statutory definition for Areas of Persistent Poverty rather than the previous CJEST framework, which may impact match waivers for eligible communities. Lastly, the revised guidelines clarify that all grant agreements or contracts must comply with Section 3(C)(iv) of the Executive Order on Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

WORK SESSIONS: *To help the Town Council keep track of upcoming work sessions, below is a table of topics to discuss over the next several months. Preparing in advance is helpful since it takes planning to execute a work session. Staff will keep this table in this report and make changes as needed. The topics are subject to change:*

Date	Topic
January 7, 2025 Work Session	East Eagle Financing Strategy & Commercial Linkage Study 2-hours
February 4, 2025 Work Session	Capitol Street - Conceptual Designs and Costs 1-hour
March 4, 2025 Work Session	Affordable Housing Accelerator Project (AHAP) 2-hours
April 1, 2025 Work Session	Grand Avenue update discussion 1-hour
May 6, 2025 Work Session	Joint Long-Range Planning Discussion Council and P & Z - 2-hours
June 3, 2025	Regional Net Zero Roadmap 1-hour
Request for Additional Work Sessions	Topic



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: February 11, 2025
Re: Department Updates for January 2025

JANUARY 2025

ASSISTANT TOWN MANAGER SPECIAL PROJECTS

Pool Replacement Project

- The lap pool has passed the water tightness testing. The leisure pool is currently undergoing testing. Initial site walks and inspections showed that the pool shell was in good condition. The construction team tented the concrete to mitigate temperature swings and added bubblers to the water to mitigate surface freezing.
- The new changing rooms and equipment and mechanical rooms in the building addition are roughed in.
- Staff are working to place final orders on pool amenities through the spring, as the project continues to progress.
- Despite some weather delays, the construction team still feels confident about meeting the project deadline.

Skate Park Planning

- Staff issued an RFP for skate park design firms in January. The planning process will be conducted in partnership with Mountain Recreation and includes multiple avenues of community engagement. Once a design firm has been selected for recommendation to Council, staff will provide a more robust project update, likely at the end of February or early March.

Council and Staff Support

- The ATM assisted the Town Manager with identifying and interviewing Interim Town Attorney candidates for Council's consideration.
- Additionally, the ATM coordinated with staff on critical projects that require legal review and insight. The new Interim is in contact with the Town's outgoing firm as well as staff to prioritize workflow.

ECONOMIC DEVELOPMENT

January 2025

- Staff and EPS facilitated a work session seeking the Council's feedback on the proposed Commercial Linkage Fee Nexus Study and East Eagle Infrastructure Financing Strategy. EPS are underway with a re-draft, incorporating

the Council's input. In the coming weeks, the EVC and DDA will gather in a joint workshop to further inform the initiatives as staff and EPS prepare the concluding recommendations.

- Staff submitted a grant application for \$20,000 to the Colorado Tourism Management Grant program, pursuing financial aid to complete a wayfinding and signage planning effort. As supported by the 2020 Strategic Plan, improving the wayfinding network is a vital step toward enhancing Eagle as a destination for visitors. Staff will provide application updates as they become available.
- Various departments including Economic Development, Communications, Special Events, Sustainability, Technology & Innovation, and Planning convened to discuss the April Chamber Mixer. This event will be hosted by Town of Eagle. Staff will be showcasing various initiatives aimed at highlighting that our community is Open for Business.
- Staff attended the DDA monthly meeting, providing added support for an Executive Session. The DDA has retained Troy Bernberg as their Financial Advisor, while contemplating continued services with DCI. Board members are coordinating which members will attend the annual DCI conference, In The Game, April 1-5.
- Starting in 2025, the EVC will meet quarterly. At the January meeting, the EVC voted and appointed a new Chair (Eric Eves) and Vice Chair (Kim Fritzler). Staff delivered a short presentation on 2025 initiatives which include destination marketing, a retail recruitment strategy, a business incentive program, and continued maintenance of the Digital Dashboard and mobility data. The presentation has been updated and is available here ([LINK](#)).

HOUSING

January 2025

- In collaboration with Enterprise Community Partners and Community Builders, staff closed out the Affordable Housing Toolkit for Local Officials technical assistance grant project. The deliverables – which included an executive summary, detailed report, and presentation of recommendations – were provided at the January 28 meeting with a corresponding resolution of acceptance.
- The AHAP remains on pace as staff and the Logan Simpson team prepare materials for the March 4 Town Council work session. Project progress includes the following:
 - Phase 1 – 90-day Fast-Track Review Process: 90% complete with review of land use code and preparing first draft of updated code language. Staff will be forwarding the draft language to Legal for review.
 - Phase 2 – Land Inventory Analysis (LIA): Staff are preparing feedback on the LIA draft report and maps.
 - Phase 3 – Proposition 123 Funding Strategy (matrix and feasibility summary of funding options): Not yet started. This phase will be incorporated into Project Close-out in late March / early April.
- The Regional Housing Partners convened on January 15 and are also preparing for project close-out. This includes EPS finalizing the regional report by February 18. The partner communities are encouraged to start their Housing Action Plans. This will be a separate document, informed by the regional report and the Town's in-house initiatives, that outline Eagle's specific commitments and strategies. Currently, EPS is scheduled to present the concluding report to Eagle Town Council on March 25.
- Staff are beginning to shift efforts toward creating a strategic workplan that incorporates the aforementioned Housing initiatives and the 2023 Housing Assessment to guide coordinated implementation in 2025 and onward.
- With guidance from the Valley Home Store, staff participated in the closing review process for two deed restricted units at 7 Hermits Condominiums. This included oversight of the Seller-prepared closing documents to verify accuracy and completeness. Staff anticipates ongoing participation as LERP units are sold.

SUSTAINABILITY

January 2025

- Staff attended the Climate Action Collaborative (CAC) Stakeholder meeting in January, during which some important content was shared. [Use this link to review all items below:](#)
 - 2023 Eagle County Greenhouse Gas Emissions Inventory
 - Climate Action Week has been scheduled for April 15-22, 2025
 - Net Zero Modeling Study
- Staff organized and hosted a kickoff meeting with the State Energy Office to review project scope and plans for our Public Building Electrification Planning Grant (PBEG) award ([view slides here](#)). This work is well underway; Energy Systems Group (formerly known as Yearout Energy) is completing the analysis to electrify town properties. While the state promised the town associated implementation funding as a part of this project, those funds were moved into a different program – the High Efficiency and Electric Heating and Appliances Program (HEEHA) – to resolve state budget deficit issues. Due to this change, staff must reapply for the implementation funding under the HEEHA program by the end of February. Entities promised funds through the PBEG program will be prioritized for HEEHA funding.
- Staff is working with Public Works and ESG on an AC replacement project at Public Works, as this needs to occur before grant funding will be available. The two AC condensers will be replaced with heat pumps. The furnace will either be replaced alongside the chillers or as part of the electrification implementation project with HEEHA funds.
- ESG hosted an Investment Grade Audit kickoff meeting for the electrification project ([slides linked](#)), as the town is engaging in an Energy Performance Contract for this work. We anticipate a 60% presentation to Council sometime in March and another in April that will provide more details on exact implementation slated for this summer.
- After some initial meetings with WatchWire, it became clear the platform did not have the capabilities the town needed. Staff has pivoted to select Brightly, Software, Inc. for our Energy Monitoring & Management System (EMS) and is currently working on contracting. We hope to be under contract by early March.
- The Green Team met in late January is working on the following projects for internal town operations:
 - Developing custom signage (waste, recycling, & compost) for each building & office area
 - Developed communications plan to further encourage sustainability-focused behaviors at work
 - Planning an all-staff lunch & learn to highlight how employees can participate in net zero work and create healthy competition by gamifying sustainable actions at work.
- Staff (sustainability, finance, events, and Asst. Town Manager) continues to work with Vail Honeywagon to make minor modifications to our contract (adding recycling and composting infrastructure to town facilities that currently do not receive this service, improving clarity of fees to residents). We hope to bring this to council in early 2025.
- All invoices for the solar project have been paid to Yearout Energy, and staff approaches final closeout of the project. The system has now been fully commissioned. In 2024, the array produced 114 MWh of electricity, and so far in 2025 it has produced 90 MWh of electricity. For reference, an average home in Colorado consumes about 23 kWh of electricity per day. Staff looks forward to comparing how much energy is consumed by our onsite facilities vs. how much goes back to the grid. So far, we have received a credit of \$6,607.67 from Holy Cross for the electricity produced. Staff submitted the next report to DOLA for our EIAF grant reimbursement. The Town will be reimbursed up to 24% of project expenses. Since the project is closing out \$200,000 under budget, it's likely our ending grant award will be about \$675,000.
- Staff has scheduled a work session for council to consider the Regional Net Zero Roadmap in June. This roadmap was developed collaboratively by municipalities across the Eagle River Valley and Roaring Fork Valley, with support from the Climate Action Collaborative, non-profits CORE and CLEER, our energy utilities and consultant Lotus Engineering & Sustainability. This document lays out options to achieve a net-zero building code for new construction by 2030. So far, Minturn, Basalt, and Red Cliff have adopted the Roadmap.

- Staff continued work with the Palmer Fund to establish Sustainability Advisory Committee bylaws. Next, community members will be appointed to join the committee and advise on funding recommendations for the \$15,000 in community sustainability funding budgeted in 2025 and bolstered by Palmer Fund dollars, as well as serve as community ambassadors to further action toward the net zero 2030 goal.

SPECIAL EVENTS

January 2025

Summer-Long Second Street Closure - UPDATE

Due to the uncertainty of the number of vendors participating in the farmers market and the lack of funds to successfully activate the space, staff is going to pause the implementation of the 2nd street closure until Summer 2026. In the months ahead, staff will actively collaborate with stakeholders to understand concerns and find solutions. Staff will partner with the Marketing and Events Advisory Committee (MEAC) and the Downtown Development Authority (DDA) on placemaking and streetscape enhancements. As part of ongoing efforts, staff will continue to seek out ways to increase activity, support local businesses, and create a more vibrant downtown experience.

- Booked MarchFourth Marching Band to headline Flight Days, June 28.
- Collaborating with Alpine Kayak again for this summer's Youth Whitewater Safety, July 18.
- Collaborating with Sage Outdoor Adventures again for this summer's Tube-A-Palooza, August 3.
- Planning meeting for the town's Clean Up & Hard2Recycle Event, with a focus this year on e-waste, May 17.
- Town will host April Chamber Mixer, along with the Eagle Ranch Golf Club, April 10.
- Discussion with Access Unbound to produce a Criterium Race, in conjunction with Flight Days. PD did not support the idea and emphasized the impact of a bike race downtown or at Town Park during Flight Days.
- Met with Brook, owner of Antlers & Rosé, to discuss the possible summer-long 2nd Street closure. Concerns over parking and lack of placemaking.

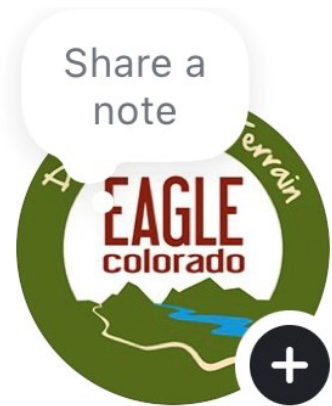
12th Night Christmas Tree Burn

Thank you, Danger Mountain for bringing the vibe. Danger Mountain played during the 12th night bonfire. Thank you, Eagle Valley Wildland and Randy Cohen, Fire Marshal, Greater Eagle Fire Protection District for a safe event.



Increase in activity on social media. Up to 4,000 followers! Follow along @eagleoutside

eagleoutside ▾ ●



Eagle Colorado

985	4,000	1,141
posts	followers	following

Town of Eagle’s Marketing & Events Department promoting community events, community programs & open space.

200 Broadway St, Eagle, Colorado

www.eagleoutside.com

Professional dashboard
14.3K views in the last 30 days.

Edit profile

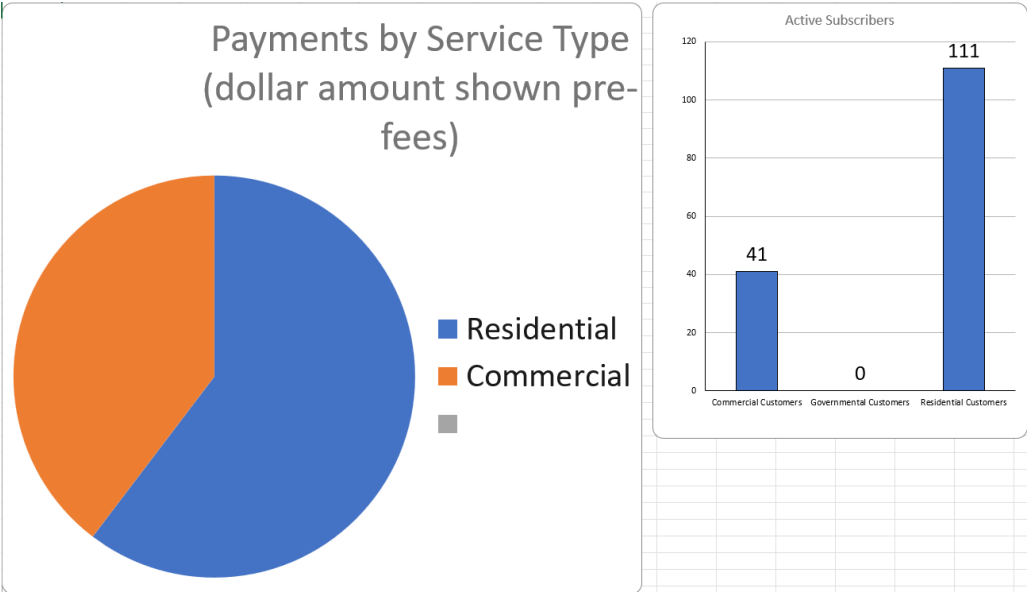
Share profile

Contact

INNOVATION TECHNOLOGY
January 2025

Broadband update:

- 41 business/government subscribers, 111 residential subscribers, 17 in queue
- Broadband revenue generated in January: \$11,185.86



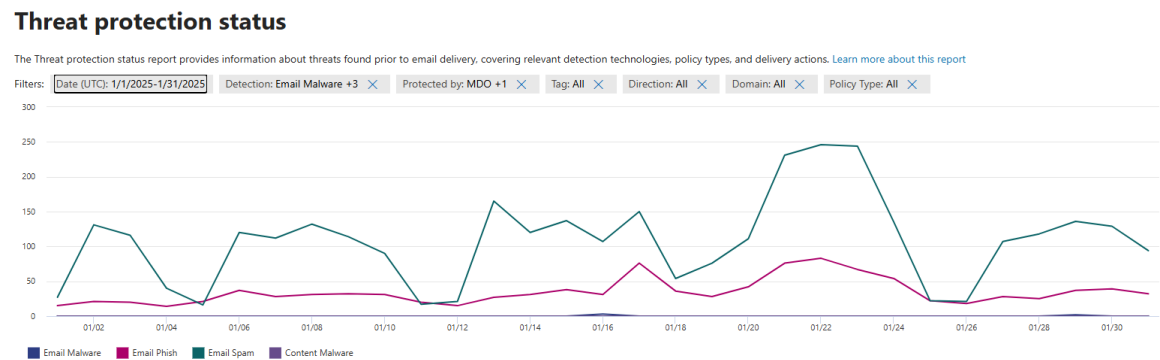
Training:

Technical Operations:

New user onboarding:

- Arturo Tellez Galvez - Public Works, Street Maintenance Technician II

Email threat protection report:

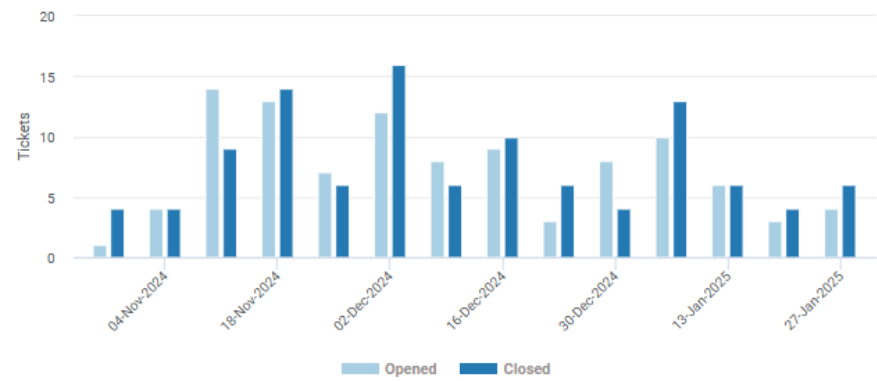


Support ticket report:

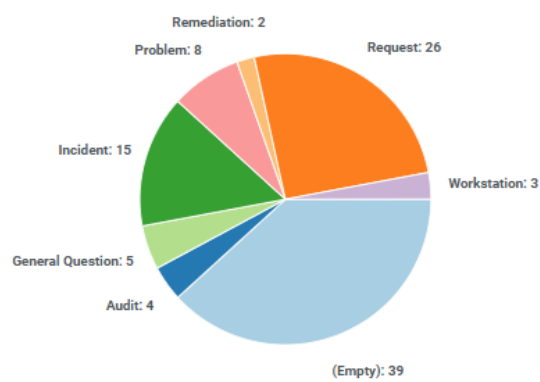
102 Tickets Opened - Previous 3 Mon...

108 Tickets Closed - Previous 3 Mont...

Tickets Opened Vs. Closed - Previous 3 Months



Tickets Opened by Type - Previous 3 Months



FINANCE DEPARTMENT

January 2025

Administration/Financial:

- **Audit:**

- Finance continued working with the auditor to finalize additional follow-up items. We received our draft audit on Friday, 2/7/25, and it will go through a second partner review by Monday, 2/10/25. Finance will begin reviewing the audit report and corresponding management letter comments and it will be brought to Council during the second meeting in February for approval.

A couple of Impacts:

- **Pool Financing** -We will send the draft audit to our underwriter immediately to begin the final phase of financing for the pool rebuild project. We have been advised that the financing process will take approximately 30 days to complete. This is a top priority for Finance, as we have now billed the Town and Mountain Rec for their contributions to the pool project. While we have sufficient fund balance to cover expenditures in the interim, it is imperative to complete the financing as soon as possible.
- **2025 Budget** - Finance continued to work on the 2024/2025 budget and sent the budget approved on 12/10/25 to the State. With the receipt of the audit, Finance will begin updating the 2025 budget with 2023 audited actual financials and resubmitting it to the state.

- **Short Term Rentals (STRs):**

- STR Active Permits – 20
- STR Closed Permits – 2
- STR Permits in process – 2 new accounts
- Revenue Collection:
 - January and December 2024: \$23,431 (*compared to 2023: \$27,244 – 14% decrease*)
 - *Missing 3 December payments*

- **Grants:** An update on 2024 grants will be included in the next monthly report.

- **Fiscal Impact Analysis** – Continued work with Community Development and EPS regarding the Fiscal Impact Analysis (FIA) for East Eagle. Finance provided additional information to EPS to refine and improve the analysis. We'll be meeting with EPS in February to see what the next steps are.

Debt Service:

- Scheduled 02/01/2025 – 2018 Water Revenue Bond: CWRPDA Payment - \$495,286 (Last Payment 2040)
- Scheduled 02/01/2025 – 2007 Wastewater Loan: CWRPDA Payment - \$449,836 (Last Payment 2028)

Payroll/HR:

- 2025 Payroll Benefit Adjustments
 - Completed assistance to HR in reviewing and creating 2025 merit adjustment forms and entered merit increases into Caselle.
 - Finance is working on the **Total Compensation and Benefit Statements** for all individual employees which is intended to provide staff with a summary of the total benefits they receive and their value, including group benefits, retirement contributions, government-sponsored benefits, and leave benefits. This is the second year the Town has provided this information and will be doing so on an annual basis going forward. These will be distributed to staff by managers in early February.

- Updated the required employee retirement 401A match from 6% to 7%, as mandated by our Plan Document. This is the final increase for the employee contribution under the current plan, which stipulates that employee contributions increase by 1% annually until reaching a 7%/7% match between the employee and employer.
- **Position changes in payroll**
 - 1 New Hire –
 - Streets Maintenance Tech/Equipment Operator II
 - 2 Terminations
 - Communications & Marketing Specialist
 - Streets Maintenance Tech/Equipment Operator II

Accounts Payable:

ACCOUNTS PAYABLE: INVOICES PAID								
	2020	2021	2022	2023	2024	2025	VARIANCE FROM PY	
JANUARY	205	230	249	285	280	307	27	10%
YEAR TO DATE	205	230	249	285	280	307	27	9%

- **Completed Year-end Accounts Payable**
 - 2024 – 1099-Misc, 1099-NECs, and 1099-S completed and distributed
- **Accounts Payable Software RFP Update** – Staff received eight proposals by the November 8th submission deadline, and the review process was completed in December. In January two stakeholder demonstrations were completed, with a third scheduled for February 12. In addition, IT and Finance have been evaluating the capabilities of our current financial software package, exploring potential upgrades and add-ons. The providers offer significantly different solutions, presenting the Town with a range of options.

Over the next few weeks, the focus will be on selecting the solution that best meets the Town's needs, with an emphasis on cross-departmental integration. As part of this process, staff is evaluating whether to implement a fully integrated ERP system or add standalone HRIS and purchasing card products. HR and PD are receiving more in-depth demonstrations to ensure the final solution aligns with their specific needs.

Utilities:

- **January 2025:**
 - Property Transfers – 11 (*YTD – 11*)
 - New Account Set Up – 2 (*YTD – 2*)
 - Utility Red Tags – 24 (*2025 monthly Average 24*)
 - Water Shut Offs – 1 (*2025 monthly Average 1*)

- **Water Usage and Budget v. Actual:**

Water Usage (In Thousands)									
MONTH	2020	2021	2022	2023	2024	PRIOR 5 YR AVG	2025	CHANGE OVER AVERAGE	
JANUARY	17,925	16,564	16,602	15,660	15,813	16,513	17,900	1,387	8%

Water usage in January 2025 is up 8% compared to the prior five-year average. Revenue from water sales currently stands at 6.65% of the budget for in-town sales and 6.77% for out-of-town sales, both slightly above January 2024 levels (5.57% for in-town and 5.98% for out-of-town). Although water rates increased by 3% in 2025, the Town budgeted for only a 1.25% increase in fee collections, due to the sales being dependent on usage.

Town Council Department
Budget to Actual:

TOWN OF EAGLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TOWN COUNCIL</u>					
10-49-110 SALARIES & WAGES	3,800.00	3,800.00	45,600.00	41,800.00	8.3
10-49-142 WORKERS COMPENSATION	.00	.00	56.00	56.00	.0
10-49-143 HEALTH & INSURANCE BENEFITS	.00	.00	168.00	168.00	.0
10-49-144 FICA - EMPLOYER'S	290.70	290.70	3,488.00	3,197.30	8.3
10-49-225 UNIFORMS	.00	.00	500.00	500.00	.0
10-49-320 LEGAL NOTICES	.00	.00	500.00	500.00	.0
10-49-347 PROFESSIONAL SERVICES	.00	.00	7,000.00	7,000.00	.0
10-49-371 TRAVEL EXPENSE	.00	.00	5,250.00	5,250.00	.0
10-49-372 MEETING EXPENSE	.00	.00	7,500.00	7,500.00	.0
10-49-380 TUITION & BOOKS	.00	.00	4,000.00	4,000.00	.0
10-49-450 SPECIAL COUNCIL FUNDING	.00	.00	5,000.00	5,000.00	.0
10-49-510 INSURANCE	.00	.00	125.00	125.00	.0
10-49-915 COMMUNITY REQUESTS	29,899.00	29,899.00	50,000.00	20,101.00	59.8
TOTAL TOWN COUNCIL	33,989.70	33,989.70	129,187.00	95,197.30	26.3

HUMAN RESOURCES

January 2025

Recruitment

- Actively recruiting for (6)
- Water Operator (2)
- Wastewater Operator
- Police Officer or Police Officer Recruit
- Permit Technician
- Finance Director
- Pending:
 - ♣ Open Space Ranger, posting anticipated next week
- Hired Maintenance Technician. Start date: 1/23/2025
- Hired Town Clerk/Court Supervisor. Start date: 2/18/2025
- Hired Wastewater Operator D. Start date: 2/18/2025

Safety & Risk Management

- 4 Work Comp claims open
- 9 Open CIRSA GL-Property Damage claims

Other:

- New Development Plan training conducted for Police and Supervisors; all other staff scheduled for 2/19/2025
- Scheduling a second HRIS demo with one of our finalists

COMMUNITY DEVELOPMENT

January 2025

Planning

LONG RANGE PLANNING

- **LONG RANGE PLANNING**

ReCode Eagle – The Land Use and Development Code (LUDC) – [link to code](#)

- Staff held a joint work session with the Planning Commission and Town Council on December 3rd. Feedback from this work session will be incorporated into the next round of Code updates.

WUI Code

- Staff are actively engaged in the County-wide Wildland Urban Interface (WUI) Code update process, led by the Eagle County Wildfire Collaborative. This initiative involves collaboration with jurisdictions throughout the Valley to create a WUI Code that caters to our local needs.
- The group held a meeting on January 23rd to discuss fire resistant landscape standards that recognize the unique ecosystems and values of the towns throughout the valley.
- The next meeting is scheduled for 2/20/2025 at 12:30pm. In-person attendance is at the Eagle County offices on Broadway

EVTA 10 Year Transit Plan

- Staff are actively engaged in the Technical Advisory Committee (TAC) for EVTA's 10 Year Transit Plan. The TAC is made up of local community staff representatives and their primary role is to provide technical guidance to the plan, make recommendations to the EVTA Board, communicate with Town Managers and other key influencers in each community.
- A second round of Community Outreach will be conducted mid-March or early April, and the public will be asked to provide feedback on route alternatives for the Valley Route, Highway 6 Route, and Minturn/Redcliff Route. Outreach will primarily include several focus group sessions, outreach boards at the Vail Transportation Center and an online survey.

Long Range Planning Work Session

- The May 6th Town Council work session will be focused on the Town's long-range plans. This conversation will serve to prioritize updates of the Town's long range planning documents to ensure they remain current and aligned with the community's vision and values.

Administrative Manual

- Staff has been continuing to work on an administrative manual to clearly communicate land use processes to the public. Staff will be posting resources as they're completed, e.g. how the use permit process works, on the Town's website. As this project continues staff will be engaging stakeholder groups like the EVC for feedback to ensure this manual is user friendly and is meeting the community

LAND USE APPLICATIONS IN PROGRESS

For more information and to access project documents, visit the Town's [Active Land Use Applications Page](#).

- Eagle Meadows Annexation No. 1 and No.2
 - An application to annex and zone parcel no. 193927300040 (Parcel A) to Resource (R) and parcel no. 193927400041 (Parcel F) to Rural Residential 2 (RR2).
- Reserve at Hockett Gulch – Major Development Plan (Phase 1B and 2) and PUD Amendment
 - Request will run concurrently with PUDA24-01
 - Round 3 referral ended December 6, 2024

- Planning Commission Public Hearing – January 7, 2025 (continued to February 4, 2025, continued to February 18, 2025)
- Town Council Public Hearing – January 28, 2025
- Haymeadow Neighborhood A1 Preliminary Plan Update and Filing 2 Final Plat
 - An application to update the 2014 Preliminary Plan and to subdivide Neighborhood A1 of the development into 47 single-family residential lots, 4 duplex lots, two multi-family residential development parcels, a 1.6-acre childcare site, three open space tracts, and extend the public right of way of Sylvan Lake Road, Ouzel Lane, and Mt. Hope Circle.
 - Round 1 referral ended January 13, 2025, application re-submittal expected for week of 2/10/24.
- Capitol Flats Subdivision Sketch Plan and Public Right-of-Way (ROW) Alley Vacation
 - A Subdivision Sketch Plan and Public ROW Alley Vacation application with the intent to construct five three-story residential buildings containing a total of 171 condominium and LERP/affordable housing units, a subsurface/underground parking garage, and associated utility relocations. The intended development will require a public process through a Subdivision Sketch Plan and vacation of Public ROW [current applications]. Future applications include a Rezoning of 123 & 137 Howard Street from Old Town Residential (OTR) to Commercial Mixed-Use 1 (CMU-1), a building height variance, a Lot Consolidation Plat, a Condominium Subdivision Final Plat, and a Major Development Permit.
 - Referral period ended 2/3/25, comments are due to the applicant by 2/10/25.
- ReCode Adjustments (3rd Amendment)
 - Joint work session with Town Council and Planning Commission occurred on December 3rd.
 - Public Hearing dates have not yet been scheduled.
- North Broadway – Annexation and Zoning/Rezoning
 - The Applicant withdrew their annexation and zone/rezone request to CMU2.
 - A new annexation and zone/rezoning request is anticipated. However, the applicant is still determining the desired zoning designation for the property. The timing of the formal resubmittal is unknown.
- 1215 Chambers Avenue
 - Applications for a lot line adjustment and a Major Development Permit have been submitted, but are not yet complete.
- Henry Annexation
 - Partial submittal received for 220 E. Sixth St.
- Red Mountain Ranch, Parcel 1
 - Has submitted Preliminary Plan Review and Major Development Plan applications; currently incomplete as of January 29, 2025.
- ANB Bank
 - An application for a minor development permit to construct an ANB Bank facility on the currently vacant north side of the old Burger King site has been submitted. Staff is currently reviewing this application for completeness.

NOTABLE UPDATES

- Staff has met with members of the community on development proposals ranging from small administrative permits to larger development, subdivision, and annexation applications. Pre-application meetings in 2025:
- January - 2
- Community Development provides Spanish translation services. These services are utilized by Court, Administration, IT, Building, etc. We have provided **6 points of contact**, this includes walk ins, phone calls, and transfers from other departments, bilingual support for meetings and translating for our Municipal Court.
- Staff is composing a “RFP” for new Software.

Administrative Approvals (Encroachment Permits, Sign Permits,)

- Currently reviewing 0 Sign Permits.
 - 0 Sign Permits have been approved and issued so far this year.
 - 0 encroachment permits have been approved and issued this year.

UPCOMING ANTICIPATED APPLICATIONS (early 2025)

Address	Application Type
446 Broadway	Lot Line Vacation Development Plan
301/321/333 Broadway	Lot Line Vacation Minor Subdivision & Minor Development Plan
Planning Area 1 – Red Mountain Ranch	Subdivision Final Plat Amendment Filing 1 – amend street names
Haymeadow	Minor PUD Amendment

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Hockett Gulch Apts.	16186 Hwy 6	TCO issued for all 6 buildings.
Haymeadow	91 Mountain Hope Circle	TCO's good until Feb 1
Habitat for Humanity	3 rd Street	TCOs complete.
Slope and Hatch	115 East Second St Unit 1	TCO – full opening
Stone Concepts of Colorado	85 Marmot Ln	Permit pending.
Eagle County BMX	1700 Bull Pasture Rd	Permits released
Eagle Pool	1700 Bull Pasture Rd	Inspections progressing
Alpine Lumber Shed	111 Chambers	TCO for shed building – landscaping required

Building

The figures below show general activity levels not broken down by permit type (building, electrical, plumbing, mechanical, etc.)

TYPE OF WORK PERFORMED	EOY 2023	EOY 2024	YTD 2025
Inspections (n/i Planning, Public Works)	1,885	1944	57
Permits Processed	411	334	26

- Staff currently engaged in a Regional Net Zero [Building] Cohort with other municipalities in both the Eagle Valley and Roaring Fork Valley. One meeting left.
- Recent updates to our permitting software, Community Core, now allow for contractors to upload registration documents for renewals and new accounts. This allows for enhanced service delivery by reducing staff processing of documents via email

P&Z and Council Meeting Schedule

February 2025
February 4 th (Planning Commission) Reserve at Hockett Gulch PUD Amendment and Major Development Permit (Phase 1b and 2) – continued to February 18th
February 11 th (Town Council)
February 18 th (Planning Commission) Reserve at Hockett Gulch PUD Amendment and Major Development Permit (Phase 1b and 2)
February 25 th (Town Council) Reserve at Hockett Gulch PUD Amendment and Major Development Permit (Phase 1b and 2)
March 2025
March 4 th (Work Session) PZ/TC Work Session on Affordable Housing Accelerator Project (AHAP)
March 4 th (Planning Commission)
March 11 th (Town Council)
March 18 th (Planning Commission)
March 25 th (Town Council)
April 2025
April 1 st (Work Session) TC Work Session on Grand Avenue Corridor
April 1 st (Planning Commission) <i>Haymeadow Neighborhood A1 Preliminary Plan Update and Filing 2 Final Plat (tentative)</i>
April 8 th (Town Council)
April 15 th (Planning Commission)
April 22 nd (Town Council) <i>Haymeadow Neighborhood A1 Preliminary Plan Update and Filing 2 Final Plat (tentative)</i>
May 2025
May 6 th (Work Session) PZ/TC Work Session on Long Range Planning Priorities
May 6 th (Planning Commission)
May 13 th (Town Council)
May 20 th (Planning Commission)
May 27 th (Town Council)

Upcoming Hearings in an alternative format.

2025 Land Use Projects

Project Timelines

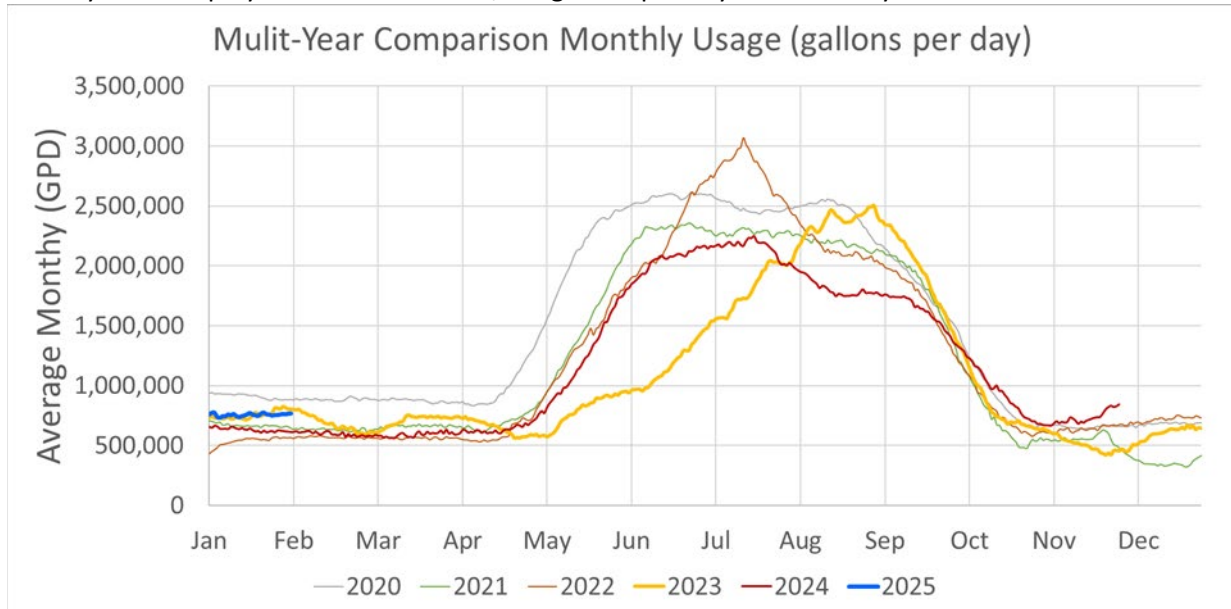
Projects	January		February		March		April	
	PZ	TC	PZ	TC	PZ	TC	PZ	TC
Reserve at Hockett Gulch								
Phase 1B and 2 - MDP and Minor PUD Amendment 2								
Referral (3-week third round of referral ending December 6th)								
Planning Commission Public Hearing - Jan 7th, Feb. 4th, Feb. 18th								
Town Council Public Hearing - Jan. 28, 2025 - Feb. 25, 2025								
Phase 1A Development Agreement 1								
Town Council Consent Agenda								
Haymeadow								
Public Improvements Agreement								
Referral Review								
Town Council Consent Agenda								
Preliminary Plan/Final Plat								
Referral Review								
Public Notice								
Planning Commission Public Hearing								
Town Council Public Hearing								
Eagle Meadows								
Referral Review								
Council Executive Session								
Annexation Acceptance - TBD								
Planning Commission Public Hearing - TBD								
Town Council Public Hearing - TBD								
Capitol Flats - Sketch Subdivision App and ROW vacation								
Referral Review								
Planning Commission Public Hearing								
Town Council Public Hearing								
Code Amendment - Chapter 4.17								
Joint Work Session								
Planning Commission Public Hearing								
Town Council Public Hearing								

PUBLIC WORKS

January 2025

Water (Stephan Wilson, Utilities Manager)

- Production: Weekly water production has remained near 0.75 million gallons per day (MGD) for the month of January. This is up by around 15% or 100,000 gallons per day from January 2024.

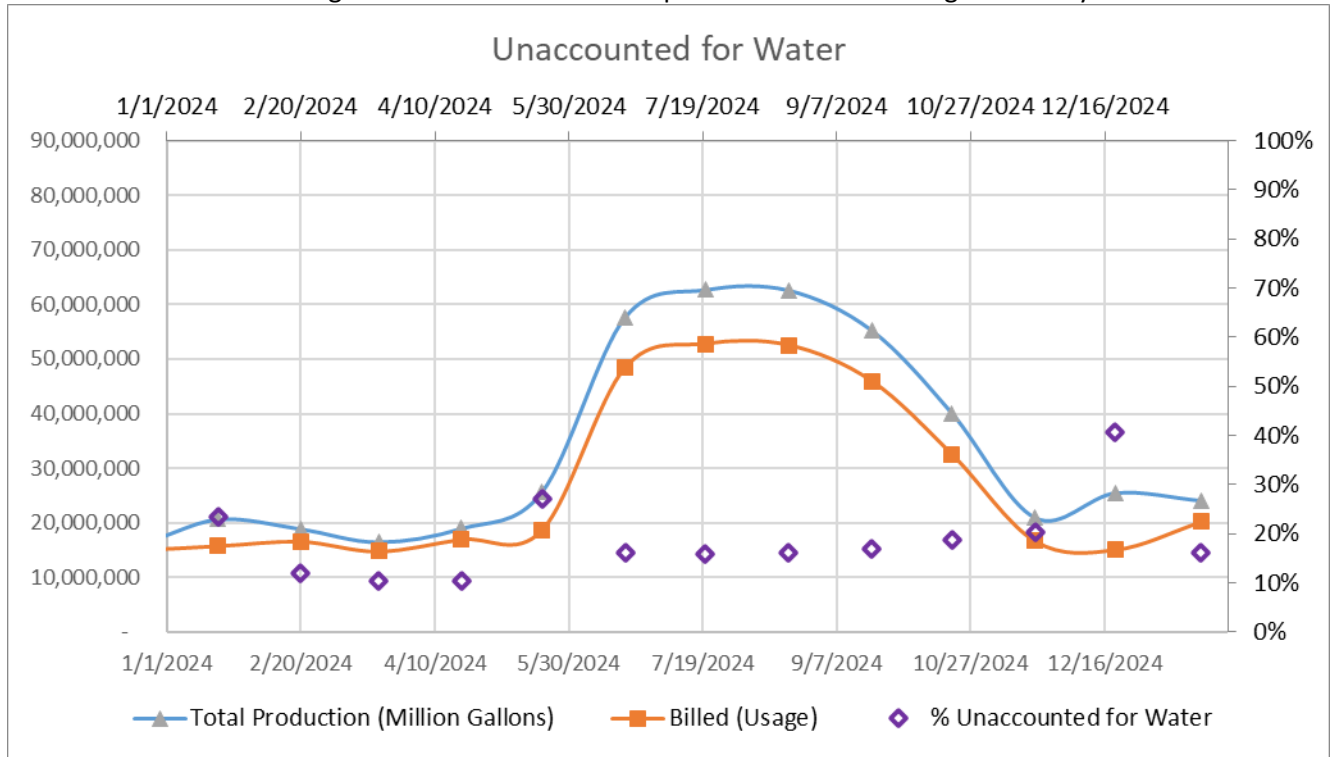


- Lower Eby Creek Tank Rehabilitation: Following the 2 MG tank rehabilitation and recoating completed in 2024 the Lower Eby Creek tank is scheduled for recoating and rehabilitation in 2025. Design documents are currently being prepared for submission to the CDPHE-WQCD in preparation for spring construction.
- Cemetery Tank: The existing Cemetery Tank demolition is in progress with the existing foundation and piping remaining to be removed. Pheonix Industries is currently working on rock excavation and trenching for the waterline serving the new tank has been begun along with waterline installation on 6th St.



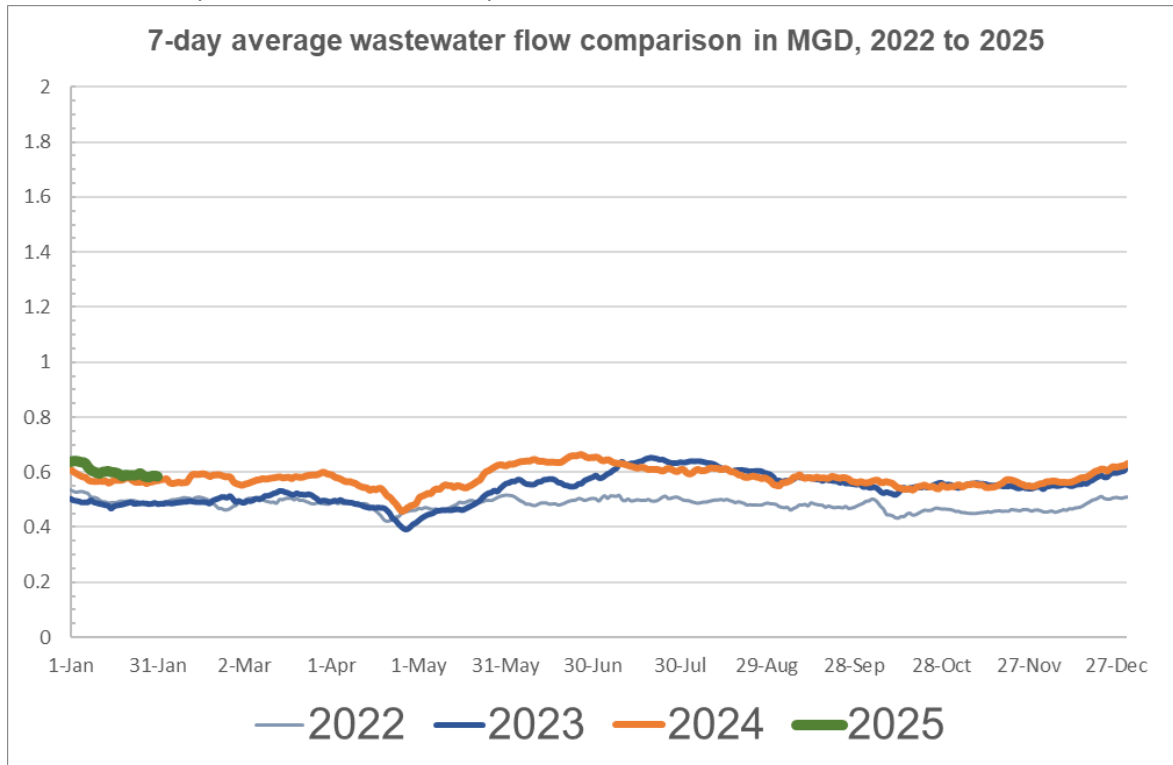
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- East Eagle Tank: The 30% design package has been prepared and submitted to the Town for review. The CMAR documents – RFQ package have been prepared and submitted to the Town for review.
- Fire Hydrant Repairs: In 2024 Town Staff identified 16 fire hydrants in need of repair to remain in service through the winter. Currently only three hydrants remain out of service due to back ordered parts not being received.

- Advanced Meter Infrastructure (AMI) Antennas: Antenna and collector for the Town's AMI infrastructure are being configured and integrated into billing. These antennas will allow for water usage to be read instantly from residential water meters without the need for driving read routes. This should streamline the meter reading and billing process.
- Production vs Billing: For January unaccounted for water was at 16%. It is unclear what caused the 41% jump in December and staff I through to trouble shout if water plant meters are reading inaccuracy.



Wastewater (Stephan Wilson, Utilities Manager)

- Flows: Weekly wastewater flows peaked at 0.65 over New Year and Christmas and trended back down to 0.6 MGD for January and remained relatively consistent with flows from 2024.



- Wastewater Treatment Facility (WWTF) improvements: The CMAR request for qualification has been received from several Staff are currently working towards next steps. A draft of 30% design documents has been submitted to and reviewed by the Town for equipment upgrades. Geotechnical and survey work has been completed for a chemical building design. This building will house supplemental chemical feeds for carbon (Micro-C) and 30% sodium hydroxide (caustic soda) required for Total Inorganic Nitrogen (TIN) removal.
- Collection System: DRC Construction has completed 2024 collection system maintenance work. One section of pipe in Eagle Ranch off of Robins Egg Lane produced a large amount of gravel during cleaning and is being further investigated for repairs.
- The Town received a second public notice for permit modification No. 1(v2). This public notice version of the Town's permit included new unexpected features of temperature limits and an associated compliance schedule.

OPEN SPACE & TRAILS

January 2025

(Brian Lieberman, Open Space & Trails Manager)

- Haymaker Restroom Planning

Staff have started planning to purchase and install a new restroom at the Haymaker Trailhead. The restroom will be a waterless or vault toilet and replace the porta johns that have been in the area. Staff hope to have the restroom installed this summer.

- Dog Park

Staff are developing a plan that focuses on installing new fencing at the Eagle Dog Park. In February, staff will bring a proposal and budget to the Council for review.

- Hockett Gulch OS Closure

Staff installed new temporary barricades and signage at either end of the OS parcel near the Pike Apartments. The trail is now closed for the winter season for the protection of winter wildlife, alongside other open space parcels in that area. Staff plans to build more permanent gates (similar to other trail closure areas) this summer.

- Ranger updates

Staff have scheduled meetings with the funding partners to review the Scope of Services and Intergovernmental agreements to establish the Ranger position. Open Space staff are also coordinating with Human Resources to finalize the job duties and description. Staff will return to the Council with any feedback from the funding partners in early March.

- Winter Closure Monitoring and Respect the Wild Messaging

Staff are again partnering with the Hardscrabble Trails Coalition (HTC) and the Vail Valley Mountain Trails Alliance (VVMTA) to collect data on trail use, monitor seasonal closures, and distribute messages about respectful recreation during the 24/25 winter. The Town, VVMTA, and HTC are posting messages about respecting the wild during the winter. Increased signage has also been posted at open trailheads.



ENGINEERING

January 2025

(Ryan Johnson, Town Engineer, and Martha Miller, Project Manager)

General Updates (RJ):

- Development review is ongoing and is forecasted to be a busy year for 2025.
- Preliminary work has begun on replacing the Public Works Manual with updated Engineering Standards and Construction Specifications. Similarly, right of way, and grading permit processes are under review and will undergo modifications
 - Priority will be to create the grading permit process which may include some code adoption and or revisions.

Right of Way Permitting Summary (RJ):

Active ROW Permits: 0

Resurfacing and Pavement Management

- 2025 Resurfacing Project- Project will include Sylvan Lake Road extents from the Health Center to Eagle Ranch Road. The project documents are currently out to bid.

Capital Improvement Projects

- Grand Avenue Corridor – 60% design continues including technical and process meetings continue at regular intervals. A stakeholder meeting was held on November 19, and an internal access workshop is scheduled for November 26. Staff and the consultant team are meeting with property owners January 29-31. The Design Team expects to hear from the railroad about our encroachments in the next few weeks. A 2025 RAISE Round 1 grant was submitted and Staff is working on a Round 2 RAISE Grant application.
- Capitol Street – The pre-design Public Engagement process and field work (topo, Geotech, and SUE) is complete. Public engagement included an Open House on October 29 and a DDA Meeting on November 12. Staff is working on conceptual designs and cost estimates which will be presented at the Town Council workshop on February 4.
- Brush Creek Water Transmission Main & PRV – The 90% design has been received. The review meeting is scheduled for February 11th. The project includes 7,600 LF of water main design and PRV upgrades. The number of Pressure Reducing Values has been reduced from 3 to 2, saving the Town's long-term maintenance costs. Construction is anticipated for late summer or early fall 2025.
- Sylvan Lake Road – The construction project advertised on November 4th. One bid was received at the bid opening on Dec. 4th. It was over the engineer's estimate and Town's budget. Staff recommends Council accept the bid, and value engineer a change order to bring within budget. Construction includes a new sidewalk between MacDonald and Capitol Streets and intersection improvements at Capitol Street, MacDonald, and Eagle Ranch Road using the \$1M MMOF grant.
- Safe Streets of All (SS4A) Action Plan – 3rd steering committee meeting is upcoming in February. A technical analysis of town traffic is currently in process.

STREETS

January 2025

(Kevin Fontana, Operations Manager)

- Street light repairs.
- Replace I70 WB off ramp streetlight.
- Snow cut back and ice removal from curbs and drains
- Lots of vehicle maintenance over the last month.
- Snow and ice removal from curbs and drains.

BUILDING & GROUNDS

January 2025

(Kevin Fontana, Operations Manager)

- Touch up paint in all Public Restrooms.
- Awarded landscape contract to GH Daniles.
- Busy month for pavilion rentals.

TOWN CLERK

January 2025



Ask the Town

- Christmas tree burn location inquiry
- New dog leash signs at Boneyard inquiry x 2
- Employment process inquiry
- Electrical inspection inquiry
- Special event inquiry
- United Way inquiry
- Roof permit inquiry
- Post office inquiry request for Amazon boxes
- United Methodist Church paving inquiry

Records Requests

2020	2021	2022	2023	2024	2025
16	30	41	29	58	5

**Various Town Departments respond to Records Requests*

Licensing

- 2025 Business License New & Renewals – 151 licenses issued
- 2025 Tobacco License Renewal – 7 of 7 renewed
- Liquor License Authority & Administrative Approvals
 - Beyond Golf Eagle LLC – Transfer of Ownership Administrative Approval
 - Eagle Sinclair – Renewal
 - Loaf N Jug – Renewal
 - El Sazon – Pending Transfer of Ownership
 - Gourmet China - Renewal

Training/Meetings

1. January 2 – Business License Portal Setup
2. January 6 – Liquor License Review
3. January 7 – Town Council Work Session
4. January 9 – Communications Committee
5. January 9 – Internal CORA Discussion
6. January 14 – Town Council Meeting
7. January 15 - Eagle Municipal Court
8. January 17 – Internal Legal Meeting
9. January 22 – Town Clerk Interviews
10. January 24 - Internal Business Process Meeting
11. January 27 – Internal Second Street Closure Meeting
12. January 28 – Town Council Meeting

POLICE DEPARTMENT

January 2025

2025 January Calls for Service: 889

2024 January Calls for Service: 1,030

Code Updates

Code Violation	Area	Outcome	Status
Junk in Yard	Washington	30-day warning issued	Pending
Junk in Yard	Howard	30-day warning issued	Pending
Illegal Dumping	Brush Creek	Pending Summons	Pending
Illegal Dumping	Info Center	Pending Notice	Pending
No Business Lic	Eagle Ranch	Warning Issued	Pending

Parking Updates

Area	Warnings	Citations
Bluffs	2	0
Broadway	4	1
Brush Creek Ter	3	0
Bull Run	0	0
Eagle Ranch	0	0
Highlands	0	0
Nogal	13	6

Total Warnings	Total Citations	% Of Citations to Warnings
28	7	25%

DEPARTMENT ANNOUNCEMENTS:

ABLE: Eagle Police Department is proud to announce that we have been accepted into the Active Bystandership for Law Enforcement (ABLE) Project. This research-based training, which has been successfully completed by all Eagle PD staff, aims to prepare officers to successfully intervene to prevent harm and to create a law enforcement culture that supports peer intervention. Completing the training was one crucial component of acceptance into the program. To start the application process, Chief Buhlman formally committed to the [ABLE Program Standards](#) and ensure that we had the necessary resources to implement the program department-wide. Additionally, Sergeant Thomas Rich was designated as our Program Coordinator to oversee program implementation and ongoing maintenance. Letters of support were generously provided by agency and community-based organization partners, and all this supporting documentation was submitted with our application. Our acceptance into this program furthers our commitment to serving the community.

Special Olympics (SOCO) Award: Sergeant Westering was honored at the 2025 Law Enforcement Torch Run Kickoff Ceremony in Denver. He was awarded Top Fundraising Agency in 2024 on behalf of Eagle Police Department alongside representatives from Avon Police Department and Eagle County Sheriff's Office. These fundraiser efforts, including Tip a Cop, Polar Plunge, Torch Run and many more, benefit Special Olympics Colorado (SOCO) and allow SOCO athletes and law enforcement a chance to unite and interact in a positive environment.



Winter Driving: Patrol staff and code enforcement completed winter driving training hosted by CIRSA on the frozen lake in Georgetown. While we encourage community members to avoid driving during adverse weather if possible, it's crucial that our officers are trained to drive safely in all conditions; ready to respond in rain, shine, or snow.



NOTABLE CALLS:

Structure Fire: Sergeant Westering and Officer White responded to a structure fire. They arrived to the scene of a local residence before Greater Eagle Fire Protection District and after hearing there was someone inside, Officer White entered the residence and carried one of the occupants out. The occupant that Ofc. White carried out was physically disabled and unable to move under their own ability. Thanks to the quick action of all responding agencies, no injuries were reported.

Disturbance In Progress: Officers responded after receiving a call of a subject being verbally aggressive with others and drinking at the bus stop. This subject was found to be named in a restraining order that also prohibited him from possessing alcohol and weapons. Upon officer arrival the suspect was yelling racial obscenities and continued to do so

during the arrest and booking process. The suspect was found to be in possession of 3 knives, pepper spray, and various alcohol containers and was booked into Eagle County Detention Facility.

School Bus Stop Enforcement: Officer Heil parked her patrol car near the school bus stop to ensure students' safety while boarding. After the school bus stopped and extended its stop sign, Officer Heil observed a vehicle completely disregard the stop sign and drive by the bus. Fortunately, no students were currently in the crosswalk and nobody was injured. Officer Heil stopped the vehicle, educated the driver and served her with a summons to appear in court.

MUNICIPAL COURT		JANUARY REPORT	
Citations Issued	Current	YTD	2024
Animal Control	2	2	52
Misdemeanor/Ordinance	2	2	22
Parking	9	9	142
Traffic	7	7	114
Total	20	20	330
Fines and Fees Collected	Current	YTD	2024
Total Court Costs	\$ 305.00	\$ 305.00	\$ 5,780.00
Total Fines	\$ 2,275.00	\$ 2,275.00	\$ 23,505.00
Total Surcharges	\$ 140.00	\$ 140.00	\$ 3,190.00
Total Third Party (Restitution)	\$ -	\$ -	\$ 4,299.21
Total	\$ 2,720.00	\$ 2,720.00	\$ 36,774.21
Dispositions (Payments or Court Appearances)	Current	YTD	2024
Animal Control	2	2	47
Juvenile			7
Misdemeanor/Ordinance			9
Parking	1	1	129
Traffic	5	5	112
Total	8	8	304
Outstanding Fines and Fees at Collections	Total	Collection	
Current	\$ 540.00		
1-30 Days Past Due	\$ 1,785.00		
31-60 Days Past Due	\$ 985.00		
61-90 Days Past Due	\$ 470.00	**At Collections	
91-180 Days Past Due	\$ 22,725.47	**At Collections	



To: Mayor Turnipseed and Town Council
From: Brian Lieberman, Open Space and Trails Manager
Date: February 11, 2025

Agenda Item: Ranger Funding Agreements Review

REQUEST: Staff requests that the Town Council review the draft Intergovernmental Agreement (IGA) with the Eagle Ranch Metro District and the Funding Agreement (Agreement) with the Eagle Ranch Wildlife Committee to establish funding responsibilities and basic obligations for the new Open Space Ranger and Maintenance Specialist position. Provide any feedback to Town staff on the agreements.

BACKGROUND: Staff have worked closely with the Town's legal team to develop an Intergovernmental Agreement (IGA) with the Eagle Ranch Metro District and a Funding Agreement (Agreement) with the Eagle Ranch Wildlife Committee to establish funding responsibilities and basic obligations for the new Open Space Ranger and Maintenance Specialist position. Staff seek feedback from the Council on these agreements before we present the drafts to the funding partners for their review later this month.

While meeting with the Funding Partners, staff will also present the Scope of Services document. Staff will seek comments on the Scope of Services along with the Funding Agreements.

The Scope of Service document is not currently proposed to be an exhibit of the Funding Agreements. Staff intends to develop a Memorandum of Understanding (MOU) with the funding partners to define the terms, conditions, and responsibilities outlined in the document.

If the funding partners have any concerns about the Funding Agreements, the Scope of Services, or the MOU, staff will bring those to the Council. Staff aim to have the agreements ready for final consideration by the Council on March 11, 2025.

ANALYSIS: Staff anticipates the need for some minor adjustments to the "Distribution of Funds" sections. The initial budget was developed with the assumption that the position would begin on January 1, 2025. The first payment due on June 30, 2025, will need to be reduced accordingly to account for when the position starts.

COMMUNITY INPUT: None.

BUDGET/ STAFF IMPACT: Developing the position will require significant staff time. Below is the proposed budget based on preliminary commitments from the funding partners.

Year 1 Funding Partners:	Year 1 cost:	Percent:
Town of Eagle	\$110,234.46	52.00%
Eagle Ranch Wildlife Committee	\$81,754.89	38.57%
Eagle Ranch HOA	\$10,000.00	4.72%
Eagle Ranch Metro District	\$10,000.00	4.72%
<u>TOTAL:</u>	\$211,989.35	100%

Year 2 Funding Partners:	Year 2 cost:	Percent:
Town of Eagle	\$64,714.00	52.00%
Eagle Ranch Wildlife Committee	\$59,736.00	48%
Eagle Ranch HOA	\$0	0%
Eagle Ranch Metro District	\$0	0%
<u>TOTAL:</u>	\$124,450.00	100%

Year 3 Funding Partners:	Year 3 cost:	Percent:
Town of Eagle	\$66,170.00	52.00%
Eagle Ranch Wildlife Committee	\$61,080.00	48%
Eagle Ranch HOA	\$0	0%
Eagle Ranch Metro District	\$0	0%
<u>TOTAL:</u>	\$127,250.00	100%

Two project partners (Eagle Ranch HOA and Metro District) have only made preliminary commitments for one year of funding. The Eagle Ranch Wildlife Committee has made preliminary commitments to fund up to 48% of the position for three years. The IGA will finalize funding commitments.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The 2022 Open Space and Trails Master Plan includes the following goals:

OS1 – Enforcement Officer/Ranger \$10,000.00 4.72%
Explore the inclusion of wildlife closure enforcement in Town Code Enforcement officer duties or a dedicated open space ranger. \$110,234.46 52.00%

OS4 – Dog/Wildlife Conflict
Work with CPW and public land managers to address dog/wildlife conflict issues and consider enforcement on open space as necessary. The Town of Eagle is currently contracted with Eagle County Animal Control, however, this could be included in the duties of the enforcement officer/ranger recommended in OS1.

Goal OS1 was identified as a high priority in the plan.

RECOMMENDED ACTION OR PROPOSED MOTION: Staff requests that the Town Council review the draft Intergovernmental Agreement with the Eagle Ranch Metro District and the Funding Agreement with the Eagle Ranch Wildlife Committee to establish funding responsibilities and basic obligations for the new Open Space Ranger and Maintenance Specialist position. Provide any feedback to Town staff on the agreements.

ATTACHMENTS:

1. Draft Funding Agreement with Eagle Ranch Wildlife Committee
2. Draft IGA with Eagle Ranch Metro District

3. Draft Scope of Services for the Ranger position

FUNDING AGREEMENT

THIS FUNDING AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2025 (the "Effective Date"), by and between the Town of Eagle, a Colorado home rule municipality with an address of P.O. Box 609, Eagle, Colorado 81631 (the "Town") and the Eagle Ranch Wildlife Committee, a _____, whose address is 1143 Capital Street, Eagle, CO 81631 (the "Committee") (each a "Party" and collectively the "Parties").

WHEREAS, the Town desires to create and implement an Open Space Ranger and Maintenance Specialist ("Open Space Ranger") that will patrol Town-owned open space and trail properties for the purpose of monitoring for compliance with the Eagle Municipal Code (the "Code") and other applicable regulations to promote the health, safety, and welfare of the Town's residents and visitors as well as for the protection of these open space and trail properties;

WHEREAS, to create and implement the Open Space Ranger position, the Committee and the Eagle Ranch Metropolitan District (the "District") desire to partner with the Town to help fund the Open Space Ranger;

WHEREAS, the Town and the District agree to pursue a separate intergovernmental agreement that describes the District's funding obligations; and

WHEREAS, the Parties to this Agreement desire to outline the preliminary commitments of each Party and establish the terms, conditions, and basic obligations herein including without limitation the division of financial responsibilities among the Parties.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Distribution of Funds.**

a. *Committee.* The Committee's contributions shall be in two separate payments during the first year. The first payment of \$45,877.45 shall be due to the Town no later than June 30, 2025. The second payment of \$45,877.44 shall be due to the Town no later than December 31, 2025. The Town shall use both payments for the salary, training, and other applicable expenses for the Open Space Ranger.

d. *Town.* The Town shall appropriate the remaining balance of funds necessary for the creation and implementation of the Open Space Ranger, consistent with Article X, § 20 of the Colorado Constitution.

2. **Term and Termination.**

a. *Term.* The initial term of this Agreement shall begin on the Effective Date and continue through December 31, 2025 (the "Initial Term"). Thereafter, the Agreement will

automatically renew for successive one-year terms on an annual basis unless terminated as provided herein.

b. This Agreement may be terminated without cause by any Party upon 30 days' written notice. In addition, should the governing body of the Town fail to appropriate funds sufficient to meet its obligations under this Agreement for the next fiscal year, this Agreement shall automatically terminate on the first day of the fiscal year for which funds have not been appropriated.

3. Employment. The Town shall seek comments and input from the Committee concerning the job description and responsibilities of the Open Space Ranger. However, the Open Space Ranger shall at all times be an employee of the Town, and all supervision, coordination, and management of the services, performance and other personnel matters, including without limitation discipline, shall be the duty of the Town. The Open Space Ranger is subject to the Town's chain of command and supervision.

4. Insurance. Each Party shall provide its own insurance coverage for claims arising from this Agreement, and respectively, as named insureds, shall include the other Party, its officers, employees, and agents, as additional insureds under the named insured's insurance policies.

5. Annual Evaluation. The Parties shall evaluate the Open Space Ranger on a yearly basis and make recommendations on how the position can better serve the community in the areas of enforcement, prevention, and safety.

6. Miscellaneous.

a. *Governing Law and Venue.* This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Eagle County, Colorado.

b. *Integration.* This Agreement and any attached exhibits constitute the entire agreement between the Parties, superseding all prior oral or written communications.

c. *Third Parties.* There are no intended third-party beneficiaries to this Agreement.

d. *Notice.* Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address included on the first page of this Agreement.

e. *Severability.* If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

f. *Modification.* This Agreement may only be modified upon written agreement of the Parties.

g. *Assignment.* Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

h. *Governmental Immunity.* The Town and its officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

i. *Rights and Remedies.* Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

j. *Subject to Annual Appropriation.* Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement or liability beyond the current fiscal year.

k. *Force Majeure.* No Party shall be in breach of this Agreement if such Party's failure to perform any of the duties under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any of the duties under this Agreement due to acts of God, floods, storms, fires, sabotage, terrorist attack, strikes, riots, war, labor disputes, forces of nature, the authority and orders of government or pandemics.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF EAGLE

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk

EAGLE RANCH WILDLIFE COMMITTEE
EAGLE, COLORADO

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Subscribed, sworn to and acknowledged before me this _____ day of _____,
2025, by _____ as _____ of Eagle Ranch Wildlife Committee.

My Commission expires:

(SEAL)

Notary Public

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (the "IGA") is made and entered into this day of _____, 2025 by and between the TOWN OF EAGLE, COLORADO, a Colorado municipal corporation with an address of P.O. Box 609, Eagle, CO 81631 (the "Town"), and the EAGLE RANCH METROPOLITAN DISTRICT, a Colorado special district with an address of 28 2nd Street, Unit 213, Edwards, CO 81632 (the "District") (each a "Party" and collectively, the "Parties").

WHEREAS, the Town desires to create and implement an Open Space Ranger and Maintenance Specialist ("Open Space Ranger") that will patrol Town-owned open space and trail properties for the purpose of monitoring for compliance with the Eagle Municipal Code (the "Code") and other applicable regulations to promote the health, safety, and welfare of the Town's residents and visitors as well as for the protection of these open space and trail properties;

WHEREAS, to create and implement the Open Space Ranger position, the District and the Eagle Ranch Wildlife Committee (the "Committee") desire to partner with the Town to help fund the Open Space Ranger;

WHEREAS, the Town and the Committee agree to pursue a separate funding agreement that describes the Committee's funding obligations;

WHEREAS, the Parties to this IGA desire to outline the preliminary commitments of each Party and establish the terms, conditions, and basic obligations herein including without limitation the division of financial responsibilities among the Parties; and

WHEREAS, this IGA is authorized by Article XIV, § 18 of the Colorado Constitution and C.R.S. § 29-1-203.

NOW THEREFORE, for and in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Contribution of Funds.

a. *District.* The District's contributions shall be in two separate payments during the first year. The first payment of \$5,000 shall be due to the Town no later than June 30, 2025. The second payment of \$5,000 shall be due to the Town no later than December 31, 2025. The Town shall use both payments for the salary, training, and other applicable expenses for the Open Space Ranger.

b. *Town.* The Town shall contribute the remaining balance of funds necessary for the creation and implementation of the Open Space Ranger.

2. Term and Termination.

a. *Term.* The initial term of this IGA shall begin on the Effective Date and continue through December 31, 2025 (the "Initial Term"). Thereafter, the IGA will automatically renew for successive one-year terms on an annual basis unless terminated as provided herein.

b. *Termination.* This IGA may be terminated without cause by any Party upon 30 days' written notice. In addition, should the governing bodies of the Town or District fail to appropriate funds sufficient to meet that Party's obligations under this IGA for the next fiscal year, this IGA shall automatically terminate on the first day of the fiscal year for which funds have not been appropriated.

3. Employment. The Town shall seek comments and input from the District concerning the job description and responsibilities of the Open Space Ranger. However, the Open Space Ranger shall at all times be an employee of the Town, and all supervision, coordination, and management of the services, performance and other personnel matters, including without limitation discipline, shall be the duty of the Town. The Open Space Ranger is subject to the Town's chain of command and supervision.

4. Insurance. Each Party shall provide its own insurance coverage for claims arising from this IGA, and respectively, as named insureds, shall include the other Party, its officers, employees, and agents, as additional insureds under the named insured's insurance policies.

5. Annual Evaluation. The Parties shall evaluate the Open Space Ranger on a yearly basis and make recommendations on how the position can better serve the community in the areas of enforcement, prevention, and safety.

6. Miscellaneous.

a. *Governing Law and Venue.* This IGA shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Eagle County, Colorado.

b. *Integration.* This IGA and any attached exhibits constitute the entire agreement between the Parties, superseding all prior oral or written communications.

c. *Third Parties.* There are no intended third-party beneficiaries to this IGA.

d. *Notice.* Any notice under this IGA shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address included on the first page of this IGA.

e. *Severability.* If any provision of this IGA is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

f. *Modification.* This IGA may only be modified upon written agreement of the Parties.

g. *Assignment.* Neither this IGA nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

h. *Governmental Immunity.* The Parties and their officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this IGA, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Parties and its officers, attorneys or employees.

i. *Subject to Annual Appropriation.* The Parties agree that this IGA is contingent upon all funds necessary for the performance of this IGA being budgeted, appropriated and otherwise made available consistent with Article X, § 20 of the Colorado Constitution. Should any of the Parties fail to perform because necessary funds have not been budgeted or appropriated, that Party may terminate participation in this IGA by providing written notice of termination to the other Parties.

IN WITNESS WHEREOF, the Parties have executed this IGA as of the Effective Date.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:

Jenny Rakow, Town Clerk

**EAGLE RANCH METROPOLITAN DISTRICT
EAGLE, COLORADO**

Dave Crawford, President

ATTEST:

DRAFT FOUR: Scope of Services
Open Space Ranger and Maintenance Specialist
Town of Eagle
January 22, 2024

Position Title

Open Space Ranger and Maintenance Specialist

Department

Open Space/ Public Works

Enforcement Abilities

This position will be a limited commission officer who is enabled to enforce specific provisions of the Eagle Municipal Code as assigned. This person will not carry a firearm and will not be enabled to conduct arrests. Specific sections of the Code that this position will be enabled to enforce include:

- Title 6 - (Public Parks, Recreation and Open Space Areas)
- Chapter 9.26- (Public Parks, Recreation and Open Space Areas)
- Section 8.12.060 - (Failure to control a pet animal)
- Section 8.12.270. – (Threatening of livestock or wildlife)
- Section 9.28.060. – (Encroachments)

Some additional Code provisions that staff intend to update and enable this position to enforce include:

- Abandonment of personal property in open space properties
- Private improvements in public open space properties

Both of these provisions are proposed to be located in Title 6.

Required Training (Minimum)

- Ranger Excellence School
- Internal Eagle Police Department Training
- Dispatch
- Defense tactics training
 - Use of force
 - Defensive tactics
 - OC (Pepper Spray)
 - De-escalation
- Ticket book
- Body camera
- Report writing

- Testifying
- First Aid
- Others as assigned

Position Summary

Reporting to the Open Space and Trails Manager, the position patrols town-owned open space and trails properties to monitor for compliance with codes and regulations applicable to these properties. The position is also responsible for coordinating and performing maintenance/stewardship activities on open space properties and overseeing the planning required to execute these projects in an office setting. The position will coordinate with the Eagle Police Department and the Chief for some training, safety, and enforcement direction. In the winter (generally December – March), the position will also patrol the Eagle Ranch Golf Course for leash law compliance and monitor wildlife movement.

Job Responsibilities and Focus Areas

The Open Space Ranger and Maintenance Specialist will have three main focus areas. Below is an approximate target for year-round breakdown of job responsibilities:

- Ranger patrol, education, and training (40%)
- Trail and open space maintenance and events (40%)
- Open space planning and capacity support (20%)

The emphasis on each of the focus areas will shift throughout the year depending on needs and conditions. For example, ranger patrols and open space planning will be greater during the winter season. Training for ranger patrol and education duties is captured in the ranger patrol and education focus area.

Approximate time allocation targets for job responsibilities according to the time of the year:

- January 1- April 15
 - Ranger patrol and education: 60%
 - Open space planning and capacity support 30%
 - Trail and open space maintenance 10%
- April 16 – June 15
 - Ranger patrol and education: 40%
 - Open space planning and capacity support 10%
 - Trail and open space maintenance 50%
- June 16 – October 31
 - Ranger patrol and education: 25%
 - Open space planning and capacity support 15%
 - Trail and open space maintenance and events 60%
- November 1 – December 31
 - Ranger patrol and education: 60%
 - Open space planning and capacity support 20%
 - Trail and open space maintenance 20%

These are all estimates. Specific duties may fluctuate according to needs. In addition, time allocation will be evaluated regularly and may be adjusted to fit staffing needs and program goals.

Position Schedule

This position will require flexibility to work non-traditional work hours. The schedule may vary due to business needs, including regular day, evening, morning, and weekend work. The schedule will also likely change throughout the seasons to address specific program needs.

Geographic Scope

The position will patrol all open-space properties, trails, trail easements, and other natural resource interests owned by the Town. In the winter (generally December – March), the position will also patrol the Eagle Ranch Golf Course for leash law compliance and monitor wildlife movement. Focus areas for patrols will shift depending on the season, recreation patterns, wildlife movement, and other such factors. The position may patrol town-owned rights-of-ways, parks, recreation areas, public access easements, and other similar interests for compliance with natural resource issues within the scope of the position.

Open Space and Trails Maintenance

A significant portion of this position's job responsibilities will be trail and open space maintenance. The position will perform and oversee general maintenance of open space properties, including trail maintenance, noxious weed management, pest control, restoration/reclamation projects, and data collection.

Hunting

This position will be available to answer questions, provide general information, and monitor hunting activities on open space properties and adjacent public lands. Regulation and enforcement of hunting rules will remain the responsibility of Colorado Parks and Wildlife and the Eagle Police Department (when appropriate).

Dispatch

This position will not be on call for any organization or residents. It will respond to its supervisor and dispatch. If a resident or organization observes an issue, they will need to report it to non-emergent dispatch.

Patrols for Leash Law Compliance

This position will patrol open space properties and trails during times of human-wildlife conflict for leash law compliance. The position will supplement the existing patrols by Eagle County Animal Control for leash law compliance and focus on areas not prioritized for patrolling by the County.

Compliance Goals

Whenever possible, the position will take an education-first approach when working with the Eagle community and visitors to achieve compliance with open space and trail rules and regulations. As a general rule, the ranger will utilize the minimum level of enforcement needed to gain compliance.



To: Mayor and Town Council

From:

Date: February 11, 2025

Agenda Item: IT and Broadband Contracted Services Update, Proposed Staffing Opportunity

REQUEST:

BACKGROUND:

ANALYSIS:

COMMUNITY INPUT:

BUDGET / STAFF IMPACT:

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

RECOMMENDED ACTION OR PROPOSED MOTION:

ATTACHMENTS:

1. Staff Memo Support Contract Options
2. 4. 2025 budget worksheet - IT Contracts Increase
3. 4. 2025 budget worksheet - IT with Internal Resources
4. 18. 2025 budget worksheet - Broadband Contracts Increase
5. 18. 2025 budget worksheet - Broadband with Internal Resources



To: Mayor Turnipseed and Town Council

From: Kevin Aoki, IT Manager

Date: February 4, 2025

Agenda Item: Guidance on Town Helpdesk Services and Broadband Installations

REQUEST:

Staff requests Town Council's review and direction on the options presented below to address increased costs to IT helpdesk services and Broadband installations.

BACKGROUND:

In 2024, the Town's IT support contractor, All Mountain Tech, began providing front-line support for the Police Department (PD), increasing the workload beyond what was envisioned in the original services agreement. In late December, staff were informed that the contract renewal must account for this additional workload and require real-time security services. The Town received an updated contract in January 2025 with an increase of \$35,400, to reflect these added costs and services. Staff has yet to execute the contract, pending Council's direction.

Additionally, the Town's contract with the Broadband Network team, Aspen Smart Networks, is up for renewal in March 2025. Staff and customers have faced issues with our current installation service and frequent price fluctuations. Aspen Smart Networks has proposed increasing installation prices from \$179 to \$475 per installation. With an estimated 240 installations in 2025, this would raise installation costs to \$114,000 in 2025, a \$54,000 difference from the current contract. While some of these costs could be recouped by raising the costs of installation for customers, that increased cost makes the Town's Broadband program less competitive with other providers in the market. This may result in fewer customers or a slower uptake of the program which will extend the timeline for the program to be self-sufficient financially. Assuming the higher installation costs does not address other challenges with this model for installations. Currently, the installation team or individual needs to coordinate a critical mass of installations in a day or two to make the process worthwhile. This means that sometimes new customers are waiting weeks or months to actually get connected because of the need to coordinate installations.

Staff sees an opportunity to mitigate the increases in both contracts and increase the level of customer service internally to our staff and externally to our broadband clients by bringing these services in-house.

ANALYSIS:

Staff evaluated other service providers for the helpdesk services as well as broadband installation services to compare other contracted rates. The tables below summarize new cost estimates for our current providers and those comparable bids for 2025 services.

SUPPORT SERVICES	Support only (85 staff)	Projects (63 annual hours)	TOTAL	
AMT/SkyTide Group	\$89,400.00	\$16,925.00	\$ 106,325.00	M-F 8-5, CJIS team available, require additional security monitoring that will be waived in 2025
Decypher Technologies	\$138,960.00	\$14,175.00	\$ 153,135.00	M-F 6-6, will get CJIS team certified and assigned if we contract with them. 4hrs/week on site resource. Quarterly tech training included
Greystone Technologies	\$76,500.00	\$9,765.00	\$ 86,265.00	24/7 remote support only: Greystone will not have on-site support, no CJIS team

BROADBAND INSTALLATIONS	Installation (240/yr)	Support, repairs, and decommissions	TOTAL	
Aspen Smart Networks	\$114,000.00	\$25,500.00	\$ 139,500.00	One local resource to schedule and handle installations, decomm, and repairs. Larger team will be deployed within 3-4 weeks if we get backlogged. Service subcontracted with our current partner Aspen Smart Networks.
BHI	\$84,960.00	\$16,992.00	\$ 101,952.00	Despite meeting the installation cost estimates, mobilization and deployment fees increase the total cost of installations. All work must be prescheduled and based on 2 day minimum before mobilizing the team. Installations could be delayed for months as we build up to the numbers needed.

Staff also evaluated the cost and benefits of bringing these services in-house with an FTE. This model would require approximately 1283 annual hours for helpdesk work, allocated to the IT budget, and 378 annual hours for broadband installations, allocated to the Broadband Enterprise Fund. Accounting for the Town's standard 150 annual hours of vacation and sick time, this would still leave an additional 419 hours of the FTE's time for additional proactive maintenance and preventative support activities.

With an in-house staff person dedicated to helpdesk services, staff can receive prompt and in-person responses to IT needs. For the broadband installations, an FTE would be able to schedule customers as they get signed up, rather than waiting for a minimum number to be in the queue. This will increase the quality of customer service for both residents and businesses. The opportunity to have an FTE would not only reduce the amount of increased expenses the Town incurs in 2025, but it would also allow for additional support for projects that are otherwise contracted out.

Below is a breakdown of the estimated costs for salary and benefits for an FTE. Some additional one-time expenses are also expected and include reallocating a Town vehicle for this position, uniforms, a workstation, cell phone, and tools. These additional costs are not expected to exceed \$10,000.

1060110	SALARIES & WAGES	\$ 75,000.00
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1060125	BONUS	\$ 650.00
1060141	UNEMPLOYMENT INSURANCE	\$ 226.95
1060142	WORKERS COMPENSATION	\$ 92.97
1060143	HEALTH BENEFITS	\$ 24,889.50
1060144	F.I.C.A.	\$ 5,787.23
1060145	RETIREMENT	\$ 5,250.00
TOTAL		\$ 111,896.65

In summary, the increased contracts with AMT and Aspen Smart total \$89,400 over the 2025 budget. Bringing these services in-house, however, amounts to \$25,429 savings in the 2025 budget.

COMMUNITY INPUT:

Not applicable.

BUDGET / STAFF IMPACT:

Below is a comparison of the total budget impacts for the IT and Broadband funds with the original 2025 budget listed, the impact for the contract increases and the impact for an FTE:

	Original 2025 Budget	2025 Budget with contract increases	Cancel service contracts, bring service in house*
IT	\$ 769,739.00	\$ 805,139.00	\$ 804,126.00
Broadband	\$ 714,548.00	\$ 768,548.00	\$ 654,732.00
TOTAL	\$ 1,484,287.00	\$ 1,573,687.00	\$ 1,458,858.00

*Based upon a split of 70% IT 30% broadband. See attached budget adjustments for detail

As noted above, an FTE would improve customer experience, provide immediate and proactive staff support, and allow for flexible, timely broadband installation, support, and service.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

This initiative aligns with the Town's strategic goals to "Improve Community Responsive Services" and "Strengthen Town Organization and Culture."

RECOMMENDED ACTION:

Motion to approve or deny the request to pursue the Information Technology (IT) Analyst I position.

ATTACHMENTS:

- Budget worksheets
 - IT contracts increase
 - IT with internal resources
 - Broadband contracts increase
 - Broadband with internal resources

IT DEPARTMENT		2025 BUDGET REQUEST					
ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL	DETAIL	ONE TIME (X)	ON GOING (X)	CARRY OVER (\$)	NOTES
1060110	SALARIES & WAGES	143,420	143,420		X		
1060125	BONUS	858	858		X		
1060141	UNEMPLOYMENT INSURANCE	434	434		X		
1060142	WORKERS COMPENSATION	177	177		X		
1060143	HEALTH BENEFITS	33,368	33,368		X		
1060144	F.I.C.A.	11,037	11,037		X		
1060145	RETIREMENT	10,039	10,039		X		
			7,000		x		was \$8,000
1060210	OFFICE SUPPLIES	7,000					
1060225	UNIFORMS	-					
1060230	REPAIR & MAINT SUPPLIES	-					
			6,000		x		EMERGENCY HARDWARE REPLACEMENTS
			66,000		x		COMPUTER REPLACEMENTS (was \$88K) - Moving to a 4 year replacement standard
1060235	EQUIPMENT (NON-CAPITAL)	72,000					
1060310	COMMUNICATION & SHIPPING	-					
			-		x		Dues and certifications (was \$4,000)
1060330	DUES & SUBSCRIPTIONS	-					
			110,000		x		NWCOG - THOR
			40,000		x		CenturyLink was (\$65K)
1060340	UTILITY SERVICES	196,000	46,000		x		VERIZON
1060343	RECRUITMENT	-					Recruitment
			7,200		x		Project based
1060347	PROFESSIONAL SERVICES	22,200	15,000		x		Application development services
1060351	LEGAL - GENERAL	-					
			4,681		X		CIVIC PLUS - WEBSITE
			7,000		X		ADOBE LICENSES
			20,000		X		DOCUMENT RETENTION/BACKUP STORAGE
			7,500		X		Security, encryption, audits, and pen testing
			15,500		x		GIS graduated negotiated rate
			50,400		x		Microsoft 365 licenses/support-PD
			108,000		x		Microsoft 365 licenses/support-Admin
			-		x		Marketing software suites (\$10,000)
					x		Camera and doors subscription and maintenance (Approx \$27,000 after 3 year lease term ending 2025)
			57,000		x		Network operator - Aspen Smart Network WAN Monitoring
1060362	COMPUTER SUPPORT	270,081					
1060371	TRAVEL EXPENSE	1,000	1,000		X		was \$4,000
1060372	MEETING EXPENSE	1,000	1,000		X		was \$4,500
			3,000		x		Training for IT Manager (was \$5K)
			3,000		x		Training for IT Analyst (was \$5K)
							ICMA - Leadership Training (Aoki)
1060380	TUITION & BOOKS	14,000	8,000		x		IT Training for all staff
			22,000		x		Copiers
1060395	CONTRACT PAYMENTS	22,000					
1060510	INSURANCE	525	525		X		
	TOTAL	805,139	805,139	-	805,139	-	

IT DEPARTMENT		2025 BUDGET REQUEST					
ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL	DETAIL	ONE TIME (X)	ON GOING (X)	CARRY OVER (\$)	NOTES
1060110	SALARIES & WAGES	199,420	199,420		X		
1060125	BONUS	1,313	1,313		X		
1060141	UNEMPLOYMENT INSURANCE	603	603		X		
1060142	WORKERS COMPENSATION	246	246		X		
1060143	HEALTH BENEFITS	50,824	50,824		X		
1060144	F.I.C.A.	15,355	15,355		X		
1060145	RETIREMENT	13,959	13,959		X		
			7,000		x		was \$8,000
1060210	OFFICE SUPPLIES	10,000	3,000	x			One time workstation purchase for IT Technician
1060225	UNIFORMS	-					
1060230	REPAIR & MAINT SUPPLIES	-					
			6,000		x		EMERGENCY HARDWARE REPLACEMENTS
			66,000		x		COMPUTER REPLACEMENTS (was \$88K) - Moving to a 4 year replacement standard
1060235	EQUIPMENT (NON-CAPITAL)	72,000					
1060310	COMMUNICATION & SHIPPING	-					
			-		x		Dues and certifications (was \$4,000)
1060330	DUES & SUBSCRIPTIONS	-					
			110,000		x		NWCOG - THOR
			40,000		x		CenturyLink was (\$65K)
1060340	UTILITY SERVICES	196,000	46,000		x		VERIZON
1060343	RECRUITMENT	-					Recruitment
			7,200		x		Project based
1060347	PROFESSIONAL SERVICES	22,200	15,000		x		Application development services
1060351	LEGAL - GENERAL	-					
			4,681		X		CIVIC PLUS - WEBSITE
			7,000		X		ADOBE LICENSES
			20,000		X		DOCUMENT RETENTION/BACKUP STORAGE
			7,500		X		Security, encryption, audits, and pen testing
			15,500		x		GIS graduated negotiated rate
			15,000		x		Microsoft 365 licenses/support-PD
			54,000		x		Microsoft 365 licenses/support-Admin
			-		x		Marketing software suites (\$10,000)
					x		Camera and doors subscription and maintenance (Approx \$27,000 after 3 year lease term ending 2025)
			57,000		x		Network operator - Aspen Smart Network WAN Monitoring
1060362	COMPUTER SUPPORT	180,681					
1060371	TRAVEL EXPENSE	1,000	1,000		X		was \$4,000
			1,000		X		was \$4,500
1060372	MEETING EXPENSE	1,000	3,000		x		Training for IT Manager (was \$5K)
			3,000		x		Training for IT Analyst (was \$5K)
			3,000				Training for IT Technician
1060380	TUITION & BOOKS	17,000	8,000		x		IT Training for all staff
			22,000		x		Copiers
1060395	CONTRACT PAYMENTS	22,000					
1060510	INSURANCE	525	525		X		
	TOTAL	804,126	804,126	3,000	798,126	-	

BROADBAND FUND EXPENSES		2025 BUDGET REQUEST					
ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL	DETAIL	ONE TIME (X)	ON GOING (X)	CARRY OVER (\$)	NOTES
5650110	SALARIES & WAGES	46,543	46,543		x		
5650120	OVERTIME	-	-		x		
5650125	BONUS	228	228		x		
5650141	UNEMPLOYMENT INSURANCE	140	140		x		
5650142	WORKER'S COMPENSATION	57	57		x		
5650143	HEALTH & LIFE INSURANCE	8,907	8,907		x		
5650144	FICA - EMPLOYER'S	3,578	3,578		x		
5650145	RETIREMENT	3,258	3,258		x		
5650210	OFFICE SUPPLIES	-					
5650220	OPERATING SUPPLIES	-					
5650225	UNIFORMS	-					
5650230	REPAIR & MNT SUPPLIES	-					
5650235	MINOR EQUIPMENT	300,000	300,000	x			240/620 installs
5650310	COMMUNICATION & TRANSPORTATION	-					
5650320	LEGAL NOTICES	-					
5650330	DUES & SUBSCRIPTIONS	-					
5650340	UTILITY SERVICES	23,004	23,004		x		THOR
5650343	RECRUITMENT	-					
5650345	C.C. TRANSACTION FEES	6,000	6,000		x		
5650347	PROFESSIONAL SERVICES	48,000	48,000		x		Add'l service and hardware support (billing, front line support calls, scheduling)
5650351	LEGAL	5,000	5,000		x		
5650352	AUDITING & ACCOUNTING	-					
5650360	REPAIR & MAINTENANCE SERVICES	114,000	114,000		x		240/620 installs (240 @\$475)
5650362	COMPUTER SUPPORT	100,000	100,000		x		
5650370	MEDIA	12,000	12,000		X		Marketing
5650371	TRAVEL	-					
5650372	MEETING EXPENSE	-					
5650380	TUITION & BOOKS	-					
5650510	INSURANCE	1,000	1,000		X		Cirsa
5650810	DEBT ISSUE COSTS	-					
5650815	DEBT PAYMENTS	56,000	56,000				\$700K - 10 Years 6%
5650816	AGENT FEE	-					
5650900	CONTINGENCY	-	-	x			
5650920	TRANSFER TO GENERAL FUND	2,833	2,833		X		
5650965	DEBT SERVICE INTEREST	38,000	38,000				
5650966	DEBT SERVICE ADMIN FEE	-					
TOTAL		768,548	768,548	300,000	374,548	-	-

Summary & Detail Agree **GOOD**
2025 Budget is within Target Budget **GOOD**
One Time & On Going = Total Budget **ERROR**

TARGET BUDGET	
WAGES&BENEFITS	62,711
ALL OTHER ON GOING EXPENDITURES	740,625
Increased Contracts	1,737
CARRY OVER FROM 2024	
TARGET	805,073

We may need to adjust target based on projected revenue

BROADBAND FUND - CAPITAL EXPENDITURES							
		-					
		-					
		-					
		-					
		-					
		-					
		-					
		-					
		-					
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		-					
		-					
		-					
		-					
		-					
TOTAL		-	-	-	-	-	
TOTAL		768,548	768,548	300,000	374,548	-	

BROADBAND FUND EXPENSES		2025 BUDGET REQUEST					
ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL	DETAIL	ONE TIME (X)	ON GOING (X)	CARRY OVER (\$)	NOTES
5650110	SALARIES & WAGES	70,543	70,543		X		
5650120	OVERTIME	-	-		X		
5650125	BONUS	423	423		X		
5650141	UNEMPLOYMENT INSURANCE	213	213		X		
5650142	WORKER'S COMPENSATION	87	87		X		
5650143	HEALTH & LIFE INSURANCE	16,388	16,388		X		
5650144	FICA - EMPLOYER'S	5,429	5,429		X		
5650145	RETIREMENT	4,938	4,938		X		
5650210	OFFICE SUPPLIES	-					
5650220	OPERATING SUPPLIES	-					
5650225	UNIFORMS	250	250	X			
5650230	REPAIR & MNT SUPPLIES	-					
5650235	MINOR EQUIPMENT	300,000	300,000	X			240/620 installs
5650310	COMMUNICATION & TRANSPORTATION	-					
5650320	LEGAL NOTICES	-					
5650330	DUES & SUBSCRIPTIONS	-					
5650340	UTILITY SERVICES	23,004	23,004		X		THOR
5650343	RECRUITMENT	-					
5650345	C.C. TRANSACTION FEES	6,000	6,000		X		
5650347	PROFESSIONAL SERVICES	23,000	23,000		X		Add'l service and hardware support (billing, front line support calls, scheduling) reduced by approx 50%
5650351	LEGAL	5,000	5,000		X		
5650352	AUDITING & ACCOUNTING	-					
5650360	REPAIR & MAINTENANCE SERVICES	7,125	7,125		X		15/620 installs (15 @\$475) for cross training
5650362	COMPUTER SUPPORT	75,000	75,000		X		Reduced 25%
5650370	MEDIA	12,000	12,000		X		Marketing
5650371	TRAVEL	-					
5650372	MEETING EXPENSE	-					
5650380	TUITION & BOOKS	5,000	5,000		X		Certifications and training
5650510	INSURANCE	1,000	1,000		X		Cirsa
5650710	SERVICE VEHICLE	2,500	2,500	X			Vehicle from decommissioned stock at PW
5650810	DEBT ISSUE COSTS	-					
5650815	DEBT PAYMENTS	56,000	56,000				\$700K - 10 Years 6%
5650816	AGENT FEE	-					
5650900	CONTINGENCY	-	-	X			
5650920	TRANSFER TO GENERAL FUND	2,833	2,833		X		
5650965	DEBT SERVICE INTEREST	38,000	38,000				
5650966	DEBT SERVICE ADMIN FEE	-					
	TOTAL	654,732	654,732	302,750	257,982	-	

Summary & Detail Agree	GOOD
2025 Budget is within Target Budget	GOOD
One Time & On Going = Total Budget	ERROR

TARGET BUDGET	
WAGES&BENEFITS	98,020
ALL OTHER ON GOING EXPENDITURES	705,316
Increased Contracts	1,737
CARRY OVER FROM 2024	
TARGET	805,073

We may need to adjust target based on projected revenue

BROADBAND FUND - CAPITAL EXPENDITURES							
		-					
		-					
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		-					
	TOTAL	-	-	-	-	-	

	TOTAL	654,732	654,732	302,750	257,982	-	
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