



**Town Council Regular Meeting
Town Council Regular Meeting Minutes
Monday, December 4, 2023**

4:00 PM

130 Kearns Road

Town Council Chambers

Snowmass Village, CO, 81615

You can watch the meeting live online on our website at tosv.com

Mayor Madsen called to order the Regular Meeting of the Snowmass Village Town Council on Monday December 4, 2023, at 4:00 pm.

A complete live recording of this meeting can be found at www.tosv.com under Town Council Meetings. This meeting will be archived indefinitely, allowing you to view it anytime.

1) [CALL TO ORDER](#)

4pm

2) ROLL CALL

Council Members Present: Susan Marolt, Britta Gustafson, Alyssa Shenk, Tom Fridstein, Bill Madsen.

Council Members Absent: none

Staff Present: Clint Kinney, Town Manager; Jeff Conklin, Town Attorney; Greg LeBlanc, Assistant Town Manager; Brian Olson, Chief of Police; David Shinneman, Community Development Director; Brian McNellis, Senior Planner; Jim Wahlstrom, Senior Planner; Talita Garcia, HR Director; and Megan Harris Boucher, Town Clerk.

Public Present: Gray Warr, Ellen McCready, and Allan Richman.

3) **PROCLAMATIONS AND PRESENTATIONS**

4) [PUBLIC COMMENT](#)

None

5) [CONSENT AGENDA](#)

5.A) 2023 & 2024 Agenda Overviews

[Page 4 2023 Agenda Overview](#) 

[Pages 5-7 2024 Agenda Overview](#) 

5.B) Minutes for Approval

[Pages 8-14 11-20-23 TC Minutes - Draft](#) 

5.C) [Resolution Re Two Creeks PUD Lot Line Adjustment - Lots 47 and 48](#)

[Pages 15-16 Agenda Item Summary Two Creeks Subdivision Exemption Lots 47 and 48](#) 

[Pages 17-19 Resolution No. 30 of 2023 Subdivision Exemption draft](#) 

[Pages 20 5C 3 Two Creeks Lot 47 & 49 Exemption Plat draft](#) 

Council asked for some background on the lot line adjustment. Council pointed out two typos to be corrected on Resolution 30.

Councilmember Marolt motioned to approve the Consent Agenda. Councilmember Shenk seconded. All in favor.

6) **PUBLIC HEARINGS - QUASI-JUDICIAL HEARINGS**

7) [ADMINISTRATIVE REPORTS](#)

7.A) [Resolution No. 31 RE Approving a Revocable License Agreement with Harvest for Hunger](#)

[Page 20 5C 3 Two Creeks Lot 47 & 49 Exemption Plat draft](#) 

[Pages 21-22 Agenda Item Summary - Harvest for Hunger](#) 

[Pages 23-31 License Agreement - Harvest for Hunger](#) 

[Page 32 Letter of Support form Food Bank of the Rockies](#) 

[Pages 33-34 Letter of Support from Aspen Family Connections](#) 

[Page 35 Letter of Support from Susan Cross Aspen Snowmass](#) 

[Pages 36-37 Letter of Support from Pitkin County Dept of Human Services](#) 

[Page 38 Letter of Support from Hannah Berman at Aspen One](#) 

Town Manager Kinney summarized the agenda item and resolution regarding a license agreement with Harvest for Hunger to use space in Town Hall for an unmanned food pantry. Council requested added language regarding pest control. Town Attorney Jeff Conklin clarified that the difference between license vs lease is that a license is personal permission to use property vs a lease being in an interest in real property. Council also asked Conklin to add language to clarify terms for notice of termination.

Gray Warr thanked the Council for the quick response to the need for space. They plan to be open 5/days a week 8:30am to 4:30pm starting in late December. Asked for some signage on exterior with operational times and direction signage inside Town Hall.

Councilmember Marolt motioned to approve Resolution 31, Series of 2023. Councilmember Gustafson seconded. All in favor.

7.B) [Base Village Linear Park Update](#)

[Pages 39-40 Agenda Summary Linear Park btwn BV Lots 5 6 TC 12-4-23](#) 

[Pages 41-58 SBV 10AB Town Council Linear Park Update 2023.11.29](#) 

[Pages 59-68 SBV 10AB SSDP LS & Civil Plans Package 221201](#) 

Senior Planner Jim Wahlstrom summarized the agenda item and introduced Ellen McCready representing the applicant. The informational session was a condition of approval from the spring approval of Base Village 10AB and plans for a Linear Park adjacent to 10AB. Wahlstrom clarified that condition 12 of the Resolution specifically called for the applicant to present an update to Council of the Linear Park to share more advance design details on the features and elements.

McCready presented materials from the packet and explained the project with additional details and plans.

Council had some questions during the presentation regarding materials, maintenance, ideas for the underpass, and timeline of the project.

7.C) [Employee Handbook Update](#)

[Pages 69-70 Agenda Item Summary Employee Handbook](#) 

[Pages 71-72 Resolution No. 33 of 2023 - Adopting Employee Handbook](#) 

[Pages 73-131 Redline 12 23 2023 TOSV Employee Handbook](#) 

HR Director Talita Garcia highlighted the changes to the Employee Handbook including the change to giving 24 personal hours when hired no matter when hired within the year; the change with family leave and employees being eligible after 6 months with the town; the change in vacation cap to 200 hours starting in January 2025; and adding camera equipment as eligible items for the Recreation Benefit.

Councilmember Marolt motioned to approve Resolution 33, Series of 2023 regarding the Employee Handbook. Councilmember Shenk seconded. All in favor.

8) POLICY/LEGISLATIVE PUBLIC HEARINGS

8.A) [Ordinance No. 13 RE Amending TOSV Code related to Code Enforcement - 1st Reading](#)

[Pages 132-134 Agenda Item Summary - Miscellaneous Amendments to Chapters 7, 10, 18](#)
[Pages 135-151 Ordinance No. 13, 2023 - Miscellaneous Code Amendments to Chapters 7, 10, and 18 - First Reading](#)

Chief Brian Olson summarized the agenda item and highlighted some of the updates and changes including: definition of dumpster and need for metal doors when repairs are needed; change to Code Enforcement Officer rather than Animal Control Officer; removal of old language regarding impound fees for animals as TOSV does not have an animal shelter and works with Aspen Animal Shelter for all those needs; changing dog license fees and fines as well as give PD control to change those fees as needed; increase to fines related to animals like prohibited public property, running at large, harassment, etc. PD is planning a lot of education surrounding these changes.

Other changes include adding a Wildlife Ordinance regarding harassing Wildlife and increasing skiing in a closed area and without a pass to \$350.

Olson gave additional details regarding alarm permits and how important the information obtained in the permit is for the PD and helps keep the community safe. Monitored alarm are required to have a permit in the owner's name or there will be a fine if they do not have a permit.

Councilmember Fridstein motion to approve Ordinance No 13, Series of 2023 first reading. Councilmember Marolt seconded. All in favor. Council agreed to place Ordinance No. 13, Series 2023 on Consent for the second reading on December 18, 2023.

8.B) Ordinance No. 14 RE Amending TOSV Code to Eliminate the Board of Appeals and Examiners - 1st Reading

[Pages 152-153 Agenda Item Summary - Eliminate Board of Appeals](#)

Town Attorney Jeff Conklin summarized the agenda item, clarified a typo to be corrected by amendment and clarified what happens without the Board of Appeals. In that case, the decision of the building official would be the final administrative decision and next step would be for them to seek judicial review of that decision.

Councilmember Shenk motion to approve with the amendment Conklin specified. Councilmember Fridstein seconded. All in favor. Council agreed to place Ordinance No. 14, Series of 2023 on Consent for the second reading on December 18, 2023.

9) TOWN COUNCIL REPORTS AND ACTIONS

Councilmember Marolt asked for a debrief on the recent Share a Drink with Council where Business owners were specifically invited to attend and asked to fill out a survey. Placed on December 18th meeting.

Councilmember Shenk has both NWCCOG and RFTA coming up as well as a planning meeting for Sister Cities next week.

Mayor Madsen called for junior size nordic ski equipment.

Councilmember Fridstein encouraged Council to approve more money for the Town Holiday Party for next year and future years to pay for drink tickets.

Councilmember Gustafson reported that there is a new art exhibit at the Art base in Basalt called HOME. She will attend the upcoming NWCCOG and Sister Cities meetings.

10) ADJOURNMENT

11) EXECUTIVE SESSION

11.A) [Executive Session RE Town Attorney Updates](#)

[Page 156 Agenda Item Summary Executive Session](#) 

[Page 157 Executive Session Agenda language for quarterly update from Town Attorney](#) 

Mayor Madsen read the legal language for the Executive Session. At XXX pm Councilmember Fridstein motioned to go into Executive Session. Councilmember Marolt seconded. All in favor.

At 6:30 pm, Councilmember Shenk moved to adjourn the Executive Session and reconvene the Regular Meeting, Councilmember Fridstein seconded. All in favor.

Immediately following, Councilmember Shenk moved to adjourn the Regular Meeting, Councilmember Marolt seconded. All in favor.

Adjourned at 6:31 pm.

The Snowmass Village Town Council approved this set of meeting minutes at their Regular Meeting on Monday, December 18, 2023.

Submitted By,

A handwritten signature in black ink, appearing to read "Megan Harris Boucher". The signature is fluid and cursive, with the first name "Megan" being the most prominent.

Megan Harris Boucher, Town Clerk