

If members of the public wish to attend the meeting digitally the link is below in yellow. The meeting will go on in person regardless of technical difficulties with Zoom.

WINTER PARK TOWN COUNCIL MEETING

Winter Park Town Hall – 50 Vasquez Road

Tuesday November 4, 2025 – 5:30 p.m.

Dinner Provided



AGENDA

1. Meeting Call To Order
 - a. Pledge of Allegiance
 - b. Roll Call of Council Members
2. Town Hall Meeting (*Public Comment*)

Public Comment is restricted to three minutes per person, and you must state your name and physical address for the record. Please be mindful of not reiterating other people's comments.
3. Consent Agenda
 - a. Approval of October 21, 2025, Regular Meeting Minutes
 - b. Approval of October 24, 2025, Special Meeting Minutes
4. Action Items
 - a. Public Hearing, Special Event Permit Applications, Chamber Winter Events (Turkey Trot, Reindeer Run, & New Year's Eve Silent Disco)
 - b. Resolution 2281, A Resolution of the Town Council of the Town of Winter Park Approving an Employment Agreement with Jon Peacock as Town Manager
5. Town Manager's Report
 - a. Staff, Slate Communications, and Local Social Quarter 3 Reports
6. Mayor's Report
7. Town Council Items for Discussion

You are invited to a Zoom webinar.

When: November 4, 2025, 05:30 PM Mountain Time (US and Canada)

Topic: Town of Winter Park Meeting



Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_DWzbonYxRzOczSD94EVv3w

MINUTES

DATE: Tuesday, October 21, 2025

MEETING: Winter Park Town Council

PLACE: Town Hall Council Chambers and Zoom Meeting Call

PRESENT: Mayor Nick Kutumbos, Mayor Pro Tem Jennifer Hughes via Zoom, Councilors, Rebecca Kaufman, Art Ferrari, Jeremy Henn, and Michael Periolat and Interim Town Manager Sara Ott, Assistant Town Manager Alisha Janes, Town Attorney Hilary Graham, and Town Clerk Danielle Jardee

OTHERS

PRESENT: Finance Director Craig Rutherford, Public Works Director Jamie Wolter, Police Chief Glen Trainor, and Transit Manager Charles McCarthy

Mayor Nick Kutumbos called the meeting to order at 5:00 p.m.

Mayor Nick Kutumbos led those present in reciting the Pledge of Allegiance.

Mayor Nick Kutumbos reads the legal executive session script.

Councilor Art Ferrari moved and Councilor Rebecca Kaufman seconded the motion to go into the following Executive Session in accordance with C.R.S. 24-6-402(4)(e) and (f) for personnel matters and to determine positions relative to matters that may be subject to negotiations, to develop a strategy for negotiations, and to instruct negotiators regarding finalists for the Town Manager position. Motion carried: 6-0.

2. Executive Session Pursuant to:

- 2. a. C.R.S. 24-6-402(4)(e) and (f) for personnel matters and to determine positions relative to matters that may be subject to negotiations, to develop a strategy for negotiations, and to instruct negotiators regarding finalists for the Town Manager position.**

Mayor Nick Kutumbos concluded the executive session at 5:50 p.m.

Upon conclusion of the discussion, Mayor Nick Kutumbos read the closing executive session script, those in attendance at that time were: Mayor Nick Kutumbos, Mayor Pro Tem Jennifer Hughes, Councilors Art Ferrari, Rebecca Kaufman, Jeremy Henn, and Michael Periolat, Town Attorney Hilary Graham, and Town Clerk Danielle Jardee.

3. RESUME REGULAR MEETING 5:50 P.M.

4. Town Hall Meeting

Winter Park Resident Dave Wilson stated his concern for vehicle speed issues, especially with snowmobile trailers on Arrow Trail in Lakota. Mr. Wilson asked if Council and Staff could look

into a way to slow down traffic in that area. Mr. Wilson submitted a map and a summary of his comments to the Town Council for the record.

5. Consent Agenda

5.a. Approval of October 6, 2025, Regular Meeting Minutes

Councilor Art Ferrari moved and Councilor Jeremy Henn seconded the motion approving the consent agenda. Motion carried: 6-0.

6. Action Items

6.a. Public Hearing (Local Licensing Authority) – Transfer of Ownership of Regulated Marijuana Business License to SEPCO LLC d.b.a. Basecamp Cannabis

Town Clerk Danielle Jardee stated for your consideration tonight is a transfer of ownership of a regulated marijuana business license. Ms. Jardee stated this is the first one we have done since allowing and regulating marijuana businesses is still new to the Town. Ms. Jardee stated the two retail locations had to hold a license for two years before Town would consider a transfer of ownership. Ms. Jardee stated the applicant is SEPCO, LLC doing business as Basecamp Cannabis. Ms. Jardee stated marijuana licenses are dually licensed just like liquor licenses, so the applicant has submitted applications to the State MED (Marijuana Enforcement Division) as well as to the Local Licensing Authority. Ms. Jardee stated the license fees have been paid, public hearing notices were properly published and noticed, and the application has been reviewed and is in order. Ms. Jardee stated Staff does recommend approval of the transfer and the applicant is here in the audience if Council has questions. Mayor Kutumbos opened the public hearing, hearing no comments. Mayor Kutumbos closed the public hearing.

Councilor Rebecca Kaufman moved and Councilor Jeremy Henn seconded the motion approving as the (Local Licensing Authority) the Transfer of Ownership of Regulated Marijuana Business License to SEPCO LLC d.b.a. Basecamp Cannabis. Motion carried: 6-0.

6.b. Resolution 2280, A Resolution Approving the Contract with Fisk Lawnsapes for Hideaway Park Playground Equipment, Surfacing, Fencing and Landscaping Installation

Public Works Director Jamie Wolter stated we have been working with Earthscapes on the play equipment for Hideaway Park and put this project out to bid with the help of Kimley-Horn. Mr. Wolter stated we put this out to bid as soon as possible so we can accomplish the goal of having the playground completed by June 20, 2026. Mr. Wolter stated one bid was received by Fisk Lawnsapes, they will act as the general contractor and will use multiple subcontractors. Mr. Wolter stated their bid was \$1,195,956.32 and there is a \$50,000-dollar contingency fee, if contingency fee is not used it will not be charged to the Town. Mr. Wolter stated if resolution 2280 is approved the plan is to remove the existing playground starting next Monday. Mayor Kutumbos requested some sort of signage that states something cool is coming. Mr. Wolter stated he will work with our communications team for messaging and signage.

Councilor Art Ferrari moved and Councilor Rebecca Kaufman seconded the motion approving Resolution 2280, A Resolution Approving the Contract with Fisk Lawnsapes for Hideaway Park Playground Equipment, Surfacing, Fencing and Landscaping Installation. Motion carried. 6-0.

7. Town Manager's Report

Interim Town Manager Sara Ott stated between herself, Public Works Director Jamie Wolter and Councilor Rebecca Kaufman, that they have been triangulating CDOT (Colorado Department of

Transportation) on winter operations. Ms. Ott stated we are also working to get CDOT to come to an upcoming meeting. Mr. Wolter stated an update on winter operations. Mr. Wolter stated he has been working and coordinating with Jose Martinez from CDOT to plan for Berthoud Pass this winter. Mr. Wolter stated the CDOT maintenance building and sand storage shed near Mary Jane was torn down and are in process of being completed. Mr. Wolter stated in the short term they will store plows and sand at County building on County Road 5, and a few items at Town's Public Works shop. Mr. Wolter stated CDOT Regional Staff have been working on solidifying a plan for winter operations, completion of the new shop and have discussed getting help from the Idaho Springs side of Berthoud Pass. Mayor Kutumbos recommended a conversation with CDOT, there has been a considerable need for discussion about Berthoud pass for past several years and to include the County on that conversation.

Ms. Ott stated a heads up to Council that she has been working on a communication piece to Council on internal operations, some interjurisdictional items, and infrastructure items since she has been in the role for a month or so now.

8. **Mayor's Report**

Nothing to Report.

9. **Town Council Items for Discussion**

Councilor Rebecca Kaufman stated a TPR (Transportation Planning Region) update, CDOT Engineer, Karen, is who she communicates with and she is trying to set up a winter operations and communication meeting. Councilor Kaufman stated she is also to set up a meeting to discuss how surface treatment correlates to US Hwy 40 in the Town's downtown and how it correlates to the Town's downtown streetscape project. Councilor Kaufman stated that since we were successful in getting Berthoud Pass on the priority list of projects, it has freed up \$50,000 dollars for CDOT to do some quick and dirty studies on Berthoud Pass, and how it will be affected by new development. Councilor Kaufman stated Berthoud Pass has not been looked at or studied in about 20 years. Councilor Kaufman stated they discussed maintenance of passes that share a boundary, there are three passes in the State, which means they split a TPR boundary, so one side takes the maintenance for the whole pass. Councilor Kaufman asked what the process would be to take over the maintenance up to Mary Jane Road and will continue conversations on that. Mr. Wolter stated some insight on that thought, if Region One takes over Berthoud Pass, then if a major snow event happens, I-70 will take priority for CDOT and they will not cover Hwy 40. Councilor Kaufman stated it is important we continue conversations about our streetscape plan, because they have pushed that funding to 2029, so we need to make sure proper maintenance continues. Councilor Kaufman stated CDOT doesn't have money and they are trying to figure out ways to impose impact fees to developers building along the highway. Ms. Ott stated part of that is updating highway access plans.

Councilor Kaufman asked if developments happening in Town have to put a parking plan of where workers will park during the building process because Lions Gate Drive is a mess.

There being no further business to discuss, upon a motion regularly adopted, the meeting was adjourned at 6:18 p.m.

The next scheduled meeting of the Town Council will be Friday, October 24, 2025, at 8:45 a.m.

Danielle Jardee, Town Clerk

SPECIAL MEETING MINUTES

DATE: Friday, October 24, 2025

MEETING: Winter Park Town Council

PLACE: Town Hall Council Chambers and Zoom Meeting Call

PRESENT: Mayor Nick Kutumbos, Mayor Pro Tem Jennifer Hughes, Councilors, Jeremy Henn, Michael Periolat, Rebecca Kaufman, and Art Ferrari, and Town Clerk Danielle Jardee

OTHERS

PRESENT: Columbia Ltd. CEO (Town Manager Recruiter) Andrew Gorgey

Mayor Nick Kutumbos called the meeting to order at 8:45 a.m.

Mayor Nick Kutumbos led those present in reciting the Pledge of Allegiance.

Mayor Nick Kutumbos reads the legal executive session script.

Councilor Art Ferrari moved and Councilor Jeremy Henn seconded the motion to go into the following Executive Session in accordance with C.R.S. 24-6-402(4)(e) and (f) for personnel matters and to determine positions relative to matters subject to negotiations, to develop a strategy for negotiations, and to instruct negotiators as part of interviewing finalists for the Town Manager position. Motion carried: 6-0.

2. Executive Session (Closed to the Public)

- 2.a. An executive session pursuant to C.R.S. 24-6-402(4)(e) and (f) for personnel matters and to determine positions relative to matters subject to negotiations, to develop a strategy for negotiations, and to instruct negotiators as part of interviewing finalists for the Town Manager position.**

Mayor Nick Kutumbos concluded the executive session at 2:49 p.m.

Upon conclusion of the discussion, Mayor Nick Kutumbos read the closing executive session script, those in attendance at that time were: Mayor Nick Kutumbos, Mayor Pro Tem Jennifer Hughes, Councilors Art Ferrari, Rebecca Kaufman, Jeremy Henn, Michael Periolat, and Town Clerk Danielle Jardee.

There being no further business to discuss, upon a motion regularly adopted, the meeting was adjourned at 2:50 p.m.

The next scheduled meeting of the Town Council will be Tuesday, November 4, 2025, at 5:30 p.m.

Danielle Jardee, Town Clerk



**TOWN OF WINTER PARK
TOWN COUNCIL
November 4, 2025**

SPECIAL EVENT PERMITS –PUBLIC HEARING

Applicants:

1. Turkey Trot, Megan Anderson/Lori Orzech
2. Reindeer Run, Megan Anderson
3. NYE Celebration, Megan Anderson

Staff Contact: Dani Jardee, Town Clerk

Event Descriptions:

Turkey Trot start of race located at 47 Cooper Creek Way:

1. Annual Turkey Trot which is a 5K fundraiser for the Fraser Valley Lions Club, race starts at 9:30 a.m. on Thursday, November 27 and ends at Vicious Cycle Brewery in Fraser, event ends at 11:00 a.m.

Reindeer Run event starts at the A-Frame Club and ends at Rendezvous Event Center at Hideaway Park:

1. 5k over the snow reindeer themed race with activities at the end; candy cane lane, sledding, and hot cocoa bar on December 20, 2025, race start is 4:30 p.m., event to end at 7:00 p.m.

New Year's Eve Celebration located at Rendezvous Event Center at Hideaway Park:

1. Free silent disco and New Year's Eve Celebration on December 31 from 7:00 p.m. to 9:00 p.m.

Staff Comments: The Special Event Permit applications were received, reviewed, and approved by Town staff. Notification of the Public Hearing for Turkey Trot, Reindeer Run, and NYE Celebration were published in the Sky Hi News and Middle Park Times on October 8, 2025. No comments have been received.

Attachments: Applications, Maps, and Operation Plans

Staff Recommendation

Staff recommend the Town Council grant the Special Event Permits for all three events.



Special Event Permit Application

Please complete each section; additional sheets may be used if necessary. If your group will be serving alcohol, please complete Form DR 8439 also. Alcohol served in bottles or cans are never permitted at events.



Name of Applicant: Megan Anderson / Winter Park & Fraser Chamber / Lori Orzech Fraser River Valley Lions Club

Mailing Address of Applicant: P.O. Box 3236 Winter Park, CO 80482

Contact Name: Megan Anderson / Lori Orzech Contact Number: [REDACTED]

Contact Email: [REDACTED]

Type of Special Event (i.e. fundraiser, concert): 5k Turkey Trot from Cooper Creek Square to Vicious Cycle Brewing

Address of Special Event: Cooper Creek Square

Do you have written permission to use the premises? ☒ Yes ☐ No

Exact dates and times of the event:

November 27, 2025 9 am-11:30am

Explain the nature of your organization, its function, and who/what benefits from its operations:

Winter Park & Fraser Chamber and All proceeds will be donated to The Fraser River Valley Lions Club to support the Grants to local non-profits and scholarships to local graduating seniors.

Who or what organization will be the recipient of the funds derived from this event?

Fraser River Valley Lions Club

Number of expected attendees: 100-450

Describe the premises where the event will take place:

5K to start at Cooper Creek Square and run on Lions Gate drive until Grand Park Dr to meet up with the Fraser River Trail and Finish at Vicious Cycle Brewing.

What type of security will be provided? N/A staff will be on site

Number of security personnel: N/A How will they be identified?

If the event is being held outdoors, how will the exterior boundaries of the premises be marked?

Non permanent course markings along event course

What type of entertainment will be provided at the event?

5K fun run

How will attendees be checked for proper age (i.e. at the door, at the bar)?
How will underage attendees be identified so they are not served alcohol (i.e. wristbands)?

N/A

How will the conduct of attendees be monitored and by whom?

The Fraser River Valley Lions Club volunteers

What type of beverages and food or snacks will be available?

Organization State Sales Tax Number:

Organization Town Sales Tax Number:

Explain how the event will be marketed; what kinds of advertising material will be distributed and who are the targeted recipients?

Online, Social media, e-blasts, posters, etc.

Thereby certify, under penalty of perjury, that the information provided to the Town of Winter Park contained in this application is true and accurate to the best of my knowledge.

Applicant's Signature

Date

Applicant's Email Address

Applicant's Mailing Address

Applicant's Physical Address

Applicant's Main Phone Number

Applicant's Alternate Phone Number

STATE OF COLORADO
COUNTY OF GRAND
TOWN OF WINTER PARK

Subscribed and sworn to me this _____ day of _____ 20____

Witness my hand and official seal:

Notary Public

My commission expires



Winter Park

Special Event Operations Plan

Winter Park Turkey Trot

11/27/2025

Event Synopsis

Lace up your running shoes and start your Thanksgiving morning with some fresh mountain air and festive fun!

Join us for the **Annual Winter Park Turkey Trot**, a 5K run/walk through the breathtaking scenery of Colorado's high country.



Date: Thanksgiving Day



Start Time: 9:30 AM



Starting Line: 47 Cooper Creek Way, Winter Park, CO



Finish Line: Vicious Cycle Brewing

Whether you're a seasoned runner chasing a personal best or just trotting along in turkey-themed attire, this community-friendly event is the perfect way to kick off your holiday. Celebrate the season with crisp alpine views, great company, and a post-race pint at the finish line.

Costumes encouraged. Smiles guaranteed.

Gobble, wobble, and run with us!

Date: Thursday, November 27, 2025

Time: 9:30 am

Location: Cooper Creek Square to Vicious Cycle Brewing

Chamber staff & Lions Club to work with US Forest Service and Town of Winter Park and Fraser staff regarding the Trail.

Event Coordination

Fraser River Valley Lions Club volunteers will be onsite. Chamber team to discuss with Police Department and Winter Park Public Works Department.

Schedule is as follows

Task	Date	Details
Registration prior to event day	November 26 2025	Packet Pick up in Visitor Center prior to event from 9am-4pm. Packet Pick up at Vicious Cycle Brewing from 5-7 pm.
Set course with non-permanent markings	November 26 2025	Staff will be on trial setting course with signs and marking tape.
Packet pick up and Race start	November 27 2025	Pick-up @ Cooper Creek Square @ 8:30 am Race start @ Big Trout / Transit Center – 9:30 am
Course sweep	November 27 2025	A volunteer will sweep up all markings, signs, and materials on the course to leave no mess
Race / event finish	November 27 2025	Race to finish at Vicious Cycle Brewing Co.

Weather Forecast

Going to be a beautiful day, I'm sure. (Report to follow 1 week prior to event)

Traffic Control Plan

Traffic Control Devices

Speed limit on Hwy 40 will remain 40 mph for the event
Rendezvous Way and all side roads will remain open

Scheduled personnel

Main point of contact day of event – Lori Orzech ([REDACTED])

Fraser River Valley Lions Club will have 11 volunteers assisting with the race and monitoring road crossings.



Special Event Permit Application

Please complete each section; additional sheets may be used if necessary. If your group will be serving alcohol, please complete Form DR 8439 also. Alcohol served in bottles or cans are never permitted at events.



Name of Applicant: Megan Anderson / Winter Park & Fraser Chamber

Mailing Address of Applicant: P.O. Box 3236 Winter Park, CO 80482

Contact Name: Megan Anderson Contact Number: [REDACTED]

Contact Email: [REDACTED]

Type of Special Event (i.e. fundraiser, concert): 5K over the snow race, candy cane lane, sledding, hot cocoa bar

Address of Special Event: Rendezvous Event Center

Do you have written permission to use the premises? ☒ Yes ☐ No

Exact dates and times of the event:

December 20, 2025

Explain the nature of your organization, its function, and who/what benefits from its operations:

Winter Park & Fraser Chamber

Who or what organization will be the recipient of the funds derived from this event?

n/a

Number of expected attendees: 100-450

Describe the premises where the event will take place:

5K to start at A-Frame Club through Fraser River Trail ending at Rendezvous Event Center for activities.

What type of security will be provided? N/A staff will be on site

Number of security personnel: N/A How will they be identified?

If the event is being held outdoors, how will the exterior boundaries of the premises be marked?

Non permanent course markings along event course

What type of entertainment will be provided at the event?

5K fun run, candy cane lane , hot cocoa, smores at finish line

How will attendees be checked for proper age (i.e. at the door, at the bar)?
How will underage attendees be identified so they are not served alcohol (i.e. wristbands)?

N/A

How will the conduct of attendees be monitored and by whom?

Chamber Staff

What type of beverages and food or snacks will be available?

Organization State Sales Tax Number:

Organization Town Sales Tax Number:

Explain how the event will be marketed; what kinds of advertising material will be distributed and who are the targeted recipients?

Online, Social media, e-blasts, posters, etc.

Thereby certify, under penalty of perjury, that the information provided to the Town of Winter Park contained in this application is true and accurate to the best of my knowledge.

Applicant's Signature

Date

Applicant's Email Address

Applicant's Mailing Address

Applicant's Physical Address

Applicant's Main Phone Number

Applicant's Alternate Phone Number

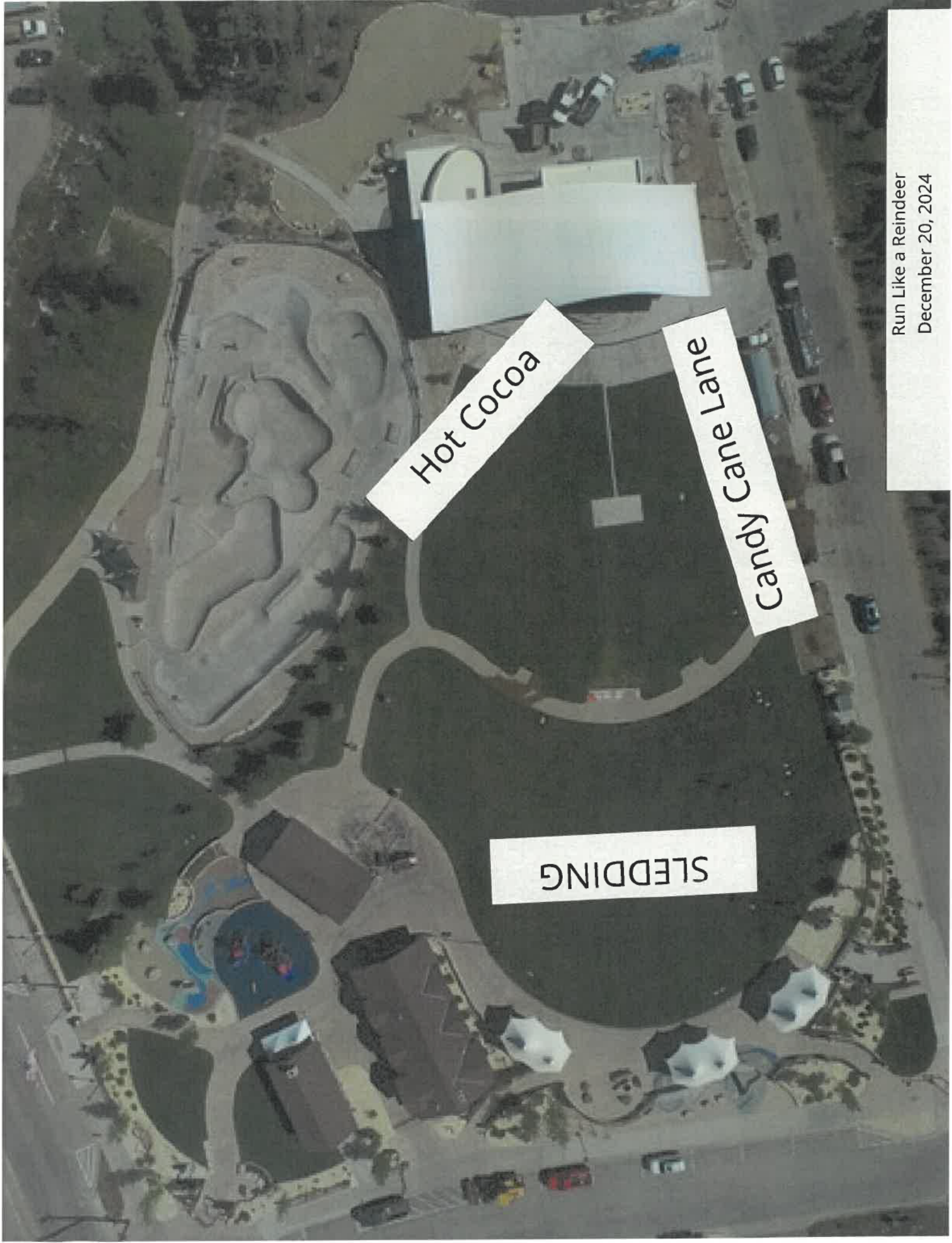
STATE OF COLORADO
COUNTY OF GRAND
TOWN OF WINTER PARK

Subscribed and sworn to me this _____ day of _____ 20____

Witness my hand and official seal:

Notary Public

My commission expires



Hot Cocoa

Candy Cane Lane

SLEDDING

Run Like a Reindeer
December 20, 2024

Winter Park

Special Event Operations Plan

Run Like a Reindeer

12/20/2025

Event Synopsis

Join us for a festive and exhilarating experience at the **Run Like A Reindeer 5K fun run**, where you can dash through the snow in a winter wonderland! Whether you're an experienced runner or just looking to have fun, this race promises a memorable day for everyone.

Date: Saturday, December 20, 2025

Time: 3:30 pm

Location: Old Town Winter Park to Rendezvous Event Center in Downtown Winter Park

Get ready to lace up your running shoes or Nordic boots and snowshoe, cross country ski, fat bike, or walk with snow cleats on the Fraser River Trail to the Rendezvous Event Center. Embrace the magic of the season as you race against friends, family, and fellow holiday enthusiasts. Participants are encouraged to wear their best reindeer-themed attire—antlers, festive costumes, or holiday gear—to add to the fun!

Chamber staff to work with US Forest Service and Town of Winter Park staff regarding the Trail.

Event Coordination

WP Chamber Staff will be onsite. Chamber team to discuss with Police Department and Winter Park Public Works Department.

Chamber schedule is as follows

Task	Date	Details
Registration prior to event day	December 19 2025	Packet Pick up in Visitor Center prior to event
Set course with non-permanent markings	December 19 2025	Chamber staff will be on trail setting course with signs and marking tape, stage green room for craft party.
Packet pick up and Race start	December 20 2025 Packet Pickup @1:30	Pick-up @ A-Frame Club @ 1:30 pm

	pm-4:15; race start @ 4:30 pm	Race start @ trail head – 4:30 pm
Course sweep	December 20, 2025 @ 6pm	A staff member will sweep up all markings, signs, and materials on the course to leave no mess
Carolers at Rendezvous Event Center	December 20, 2025 @ 4:30-6:30 pm	Carolers sing at Rendezvous Event Center.
Race / event finish	December 20, 2025 @ 7pm	Race to finish parallel to vendor row at Rendezvous Event Center. Race should be finished by 7pm* tentative. Activities and music finished at 7pm.
Rendezvous Event Center Activities	December 20, 2025 5:30-7:00pm	Activities at Rendezvous Event Center

Weather Forecast

Going to be a beautiful day, I'm sure. (Report to follow 1 week prior to event)

Traffic Control Plan

Traffic Control Devices

Speed limit on Hwy 40 will remain 40 mph for the event
Rendezvous Way and all side roads will remain open

Scheduled personnel

Catherine Ross – Chamber

Megan Anderson – Chamber

Maria Chavez – Chamber

Lauren Hawes – Chamber



Special Event Permit Application

Please complete each section; additional sheets may be used if necessary. If your group will be serving alcohol, please complete Form DR 8439 also. Alcohol served in bottles or cans are never permitted at events.



Name of Applicant: Megan Anderson / Winter Park & Fraser Chamber

Mailing Address of Applicant: P.O. Box 3236, Winter Park CO 80482

Contact Name: Megan Anderson

Contact Number:

Contact Email:

Type of Special Event (i.e. fundraiser, concert): Silent Disco Celebration

Address of Special Event: Rendezvous Events Center @ Hideaway Park

Do you have written permission to use the premises?



Yes



No

Exact dates and times of the event:

December 31, 2025 7-9 pm

Explain the nature of your organization, its function, and who/what benefits from its operations:

Winter Park & Fraser Chamber

Who or what organization will be the recipient of the funds derived from this event?

N/A, free event

Number of expected attendees: ~1,00

Describe the premises where the event will take place:

Free silent disco and New Years Eve Celebration at Rendezvous Event Center

What type of security will be provided? N/A

Number of security personnel: N/A

How will they be identified?

If the event is being held outdoors, how will the exterior boundaries of the premises be marked?

natural outline of Hideaway Park, no alcohol served

What type of entertainment will be provided at the event?

Silent Disco

How will attendees be checked for proper age (i.e. at the door, at the bar)?
How will underage attendees be identified so they are not served alcohol (i.e. wristbands)?

N/A

How will the conduct of attendees be monitored and by whom?

by Chamber staff

What type of beverages and food or snacks will be available?

N/A

Organization State Sales Tax Number:

[REDACTED]

Organization Town Sales Tax Number:

[REDACTED]

Explain how the event will be marketed; what kinds of advertising material will be distributed and who are the targeted recipients?

online, collateral, posters, newspaper, social, mailing, etc

Thereby certify, under penalty of perjury, that the information provided to the Town of Winter Park contained in this application is true and accurate to the best of my knowledge.

Applicant's Signature

Date

Applicant's Email Address

Applicant's Mailing Address

Applicant's Physical Address

Applicant's Main Phone Number

Applicant's Alternate Phone Number

STATE OF COLORADO
COUNTY OF GRAND
TOWN OF WINTER PARK

Subscribed and sworn to me this _____ day of _____ 20____

Witness my hand and official seal:

Notary Public

My commission expires

An aerial photograph of a park area. In the center is a large, dark, grassy field. To the left of this field is a large, light-colored, irregularly shaped area that appears to be a sand pit or a dry pond. To the right of the grassy field is a paved area with several parked cars and a building. The building has a sign that says "SILENT DISCO". In the bottom left corner, there is a small, blue, circular structure, possibly a playground or a small pool. The overall scene is a mix of natural and man-made elements.

SILENT DISCO

SLEDDING

New Year's Eve Celebration
December 31, 2023

Winter Park
Special Event Operations Plan
New Year's Eve Celebration
Wednesday, December 31, 2025

Event Overview

Event Name: New Year's Eve Celebration

Event Location: Rendezvous Events Center at Hideaway Park

Event Date: December 31, 2025

Event Times: 7:00-9:00 pm

Other: No pets, no alcohol, no smoking of any kind, other rules & Regulations

Please note: All times, dates, and information are subject to change

Expected Attendance: 1,000-2,000

Event Description:

Winter Park shines on New Year's Eve. Join us for a celebration you won't soon forget. On December 31st, the Rendezvous Event Center, in downtown Winter Park, will host sledders and tubers, a Silent Disco by Big Little Sound. This event is free and open to the public and sleds, tubes, and toboggans are provided on the event center's tubing hill.

Event Coordination

WP Chamber Event Staff will be onsite as well as the Town of Winter Park public works crew. Winter Park PD will provide primary traffic control, and protection of attendees. Winter Park PW and Chamber reps will coordinate turning out the lights prior to display and to assist as needed.

Chamber schedule is as follows

Task	Date	Details
Stage / Silent Disco load in	Wednesday, December 31, 2025	4:30-5 pm
Silent disco starts	Wednesday, December 31, 2025	Silent Disco starts on stage at 7pm and plays until 9:00pmish

Traffic Control Plan

No traffic control necessary for this event, normal winter traffic with heavy traffic at 9pm after fireworks.

Scheduled Personnel

Megan Anderson, Catherine Ross

MEMO

TO Mayor and Town Council
FROM Sara Ott, Interim Town Manager
CC Hilary Graham, Town Attorney
DATE November 3, 2025
RE Res. 2281 Appointing Jon Peacock as the Winter Park Town Manager

The Winter Park Town Council executed an extensive national search and extensive interview process to select its next Town Manager. This process included a tour of Winter Park, multiple interview panels, and stakeholder, staff, and community engagement.

From this process, Town Council authorized entering into employment negotiations with Mr. Jon Peacock. Mr. Peacock brings extensive local government management experience to this position. He would serve as the chief administrative officer of the Town, responsible for the organization and efficient administration of all administrative departments in accordance with the Town's Home Rule Charter.

I respectfully request that the Town Council approve resolution 2281 appointing Jon Peacock as Town Manager, effective with a start date of January 12, 2026, under the terms outlined in the attached employment agreement.

Attachments:

Resolution 2281
Employment Agreement

TOWN OF WINTER PARK

RESOLUTION NO. 2281
SERIES OF 2025

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINTER
PARK APPROVING AN EMPLOYMENT AGREEMENT WITH JON
PEACOCK AS TOWN MANAGER

WHEREAS, pursuant to Section 6.1 of the Town's Home Rule Charter, the Town Manager shall be the chief executive and administrative officer of the Town who shall be appointed by a majority vote of Town Council within six (6) months whenever a vacancy exists;

WHEREAS, a vacancy in the position of Town Manager occurred on September 12, 2025, upon the effective date of the resignation of the prior Town Manager; and

WHEREAS, the Town Council has conducted an extensive recruitment and interview process and is now prepared to employ the services of Jon Peacock as Town Manager.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Winter Park, Colorado, as follows:

Section 1. The Town Council hereby approves the Employment Agreement between the Town and Jon Peacock in the form attached hereto and authorizes the Mayor to execute the same on behalf of the Town.

PASSED, ADOPTED AND APPROVED this ____ day of _____, 2025.

TOWN OF WINTER PARK

Nick Kutrumbos, Mayor

ATTEST:

Danielle Jardee, Town Clerk

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made and entered into this ____ day of November, 2025 (the "Effective Date"), by and between the Town of Winter Park, a Colorado home rule municipality with an address of P.O. Box 3327, 50 Vasquez Road, Winter Park, CO 80482 (the "Town"), and Jon Peacock, an individual with an address of [REDACTED] [REDACTED] ("Peacock") (each a "Party" and collectively, the "Parties").

WHEREAS, the Town Council wishes to employ the services of Peacock as Town Manager;

WHEREAS, the Town Council wishes to provide certain benefits, establish certain conditions of employment and set working conditions for the Town Manager; and

WHEREAS, Peacock wishes to accept employment as the Town Manager under the terms set forth in this Agreement.

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

1. Employment. Pursuant to the terms of this Agreement, the Town agrees to employ Peacock as Town Manager, and Peacock accepts such employment. As the Town Manager, Peacock shall be responsible for the organization and efficient administration of all administrative departments of the Town, in accordance with the Town's Home Rule Charter and the job description attached hereto and incorporated herein by this reference. Though Peacock is an employee of the Town, Peacock shall not be subject to the Town's personnel manual, except for the determination and payment of benefits as set forth in Section 4. During the term of this Agreement, Peacock agrees to remain in the exclusive employ of the Town and neither to accept nor to become employed by any other employer. The term "employed" shall not be construed to include occasional teaching, writing, or consulting, as approved by the Town Council, performed on Peacock's time off with prior written approval of the Town Council.

2. Term. This Agreement shall begin on the Effective Date and continue for an indefinite term; provided that Peacock's first day of employment with the Town shall be January 12, 2026; and further provided that nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town Council to terminate the services of Peacock at any time for any reason, and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Peacock to resign at any time, for any reason.

3. Compensation and Benefits.

a. *Salary*. For his employment as Town Manager, Peacock shall be compensated at an annual base salary of \$255,000 payable in biweekly installments at the same time as other management employees of the Town are paid. In addition, Town Council may adjust the base salary and benefits as Town Council determines appropriate, in Town Council's sole discretion.

b. *Relocation.* The Town shall reimburse Peacock for up to \$15,000 for reasonable expenses actually incurred by Peacock for his relocation to within the Fraser River Valley Housing Partnership's boundaries. Reimbursement shall only be made upon submission of receipts to the Town. Relocation expenses include expenses associated with moving Peacock's family and household goods to the Town, including any real estate fees incurred in the sale of his current home. Relocation costs shall only be reimbursed if incurred prior to January 31, 2026.

4. Benefits. In addition to the Compensation set forth in Section 3, Peacock shall have the option to participate in the same insurance benefits as are available to full-time Town employees, as those insurance benefits are approved by Town Council and as they may be amended from time to time.

a. *Holidays, Vacation and Sick Leave.* Peacock shall receive paid holidays and paid time off in the same manner as all Department Heads of the Town. As of the Effective Date, this means Peacock will receive 11 paid holidays per year and will accrue 144 hours of paid time off per a year. In addition, Peacock shall begin employment with the Town with an accrued paid time off balance of 40 hours.

b. *Retirement.* Peacock shall be eligible to participate in the retirement programs established by the Town in the same manner as for all other full-time employees of the Town. As of the Effective Date this means benefits offered through MissionSquare Retirement with a mandatory 401(a) comprised of a 7.65% employee contribution with an equal town match, in lieu of Social Security, and an optional 457(b) plan with a Town match of up to 4%.

c. *Other Benefits.* Peacock shall receive Family and Medical Leave, workers' compensation, a \$500 annual wellness payment, a flexible spending account, access to the employee assistance program, access to shared Grand Passes, and any other benefits given by the Town to other full-time employees of the Town.

d. *Mobile Phone and Computer.* The Town shall provide Peacock with a mobile phone and computer to use for Town business during the term of this Agreement. Upon termination, the mobile phone and computer shall be returned to the Town.

e. *Mileage.* In exchange for Peacock's use of his personal vehicle for travel to and from the Town and for other Town business, the Town shall reimburse Peacock for mileage, at the current federal rate.

5. Severance.

a. Definitions. For purposes of this Agreement the following terms have the following meaning:

“Termination” means any of the following:

- i. A majority of the Town Council votes to terminate Peacock at a properly posted and duly authorized public meeting;

- ii. Town Council reduces Peacock's base salary, compensation or other financial benefits unless the reduction is applied to Peacock in no greater percentage than the average reduction applicable to all department heads; or
- iii. The Town Council by ordinance or the citizens by vote amend any provision of the Winter Park Municipal Code or the Town's Home Rule Charter pertaining to the role, powers, duties, authority or responsibilities of the position of Town Manager in a manner that substantially changes the form of government.

"For cause" means any of any of the following:

- i. Peacock is convicted of a crime other than a misdemeanor traffic offense or petty offense;
- ii. Peacock fails to perform any material term of this Agreement, and such failure continues for 21 days after notice from the Town specifying failure; or
- iii. In the determination of Town Council, Peacock commits any illegal, dishonest or fraudulent act in connection with his employment as Town Manager.

b. Termination without cause. If Peacock experiences termination without cause, he shall receive an amount equal to 6 months of Peacock's then-current annual salary plus employment benefits (the "Severance Payment"); provided, however, if Peacock is terminated without cause within 6 months of any new Council member being sworn into office, the Severance Payment shall be an amount equal to 9 months of Peacock's then-current annual salary plus employment benefits. The Severance Payment shall be paid once as a lump sum amount, subject to all required withholding, and shall not be considered an extension of employment.

c. Termination for cause. If Peacock experiences termination for cause, Peacock shall not be entitled to the Severance Payment.

d. Resignation. If Peacock resigns from his position as Town Manager, Peacock shall not be entitled to the Severance Payment.

6. Hours of Work. Peacock shall be a full-time employee, and shall be considered an exempt employee for purposes of the Fair Labor Standards Act and shall not be entitled to overtime.

7. Performance Evaluations. Town Council shall review and evaluate Peacock's performance after the initial 6 months of his employment. Thereafter, Peacock shall be subject to a performance evaluation at least once annually.

8. Professional Development. Subject to such amounts as may be budgeted, the Town, in its sole discretion, shall pay for expenses related to Peacock's continuing professional development, which includes attendance at various national or state conferences, seminars, and continuing education programs. At a minimum, the Town shall pay for Peacock's membership in the International City & County Management Association and the Colorado City & County Management Association. The Town shall reimburse Peacock's expenses for other memberships, registration, travel, meals or lodging in association with business-related conferences, education or other meetings, according to approved accounts in each annual budget.

9. Termination. This Agreement is terminable at will by the Town upon not less than 7 days written notice. If Peacock wishes to voluntarily resign, he shall provide the Town with not less than 60 days written notice. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Town Council to terminate the services of Peacock at any time. Nothing contained in this Agreement shall be deemed or construed as creating any property or other right to a continuation of Peacock's employment.

10. Indemnification. The Town shall defend, hold harmless and indemnify Peacock against claims and causes of action that may arise in the performance of Peacock's duties for the Town in accordance with the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended. Peacock shall not, however, be indemnified for any act or omission that is willful and wanton as those terms are defined in the Colorado Governmental Immunity Act.

11. 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 Grand County, Colorado.

b. No Waiver. 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.

c. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

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

e. 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 set forth on the first page of this Agreement.

f. 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.

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

h. 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.

i. 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 or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended (the "Act"), or otherwise available to the Town and its officers, attorneys or employees. In addition, while engaged in the performance of services under this Agreement and within the scope of his authority, Peacock shall be entitled to assert immunity under the Act.

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, debt or liability beyond the current fiscal year.

Signature page follows.

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

TOWN OF WINTER PARK, COLORADO

Nick Kutumbos, Mayor

ATTEST:

Danielle Jardee, Town Clerk

EMPLOYEE


Jon Peacock

STATE OF COLORADO)
) ss.

COUNTY OF Eagle)

The foregoing instrument was subscribed, sworn to and acknowledged before me this 31
day of October, 2025, by Jon Peacock.

My commission expires: 1-27-2026
(SEAL)


Notary Public

NELSON SUAREZ
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20064002493
MY COMMISSION EXPIRES JANUARY 27, 2026

**TOWN OF WINTER PARK
TOWN MANAGER**

DEPARTMENT: ADMINISTRATION
FLSA STATUS: EXEMPT

REPORTS TO: TOWN COUNCIL
SALARY RANGE: \$207,278 - \$310,917

SUMMARY

This position serves as the chief administrative officer of the Town and is ultimately responsible for the administration of all affairs placed in their charge. Under general policy direction, plans, manages, implements, and directs all aspects of the Town's daily business, strategic planning, long-range growth, and economic development. This position provides overall leadership and direction to all the municipal departments, ensuring efficient and effective services, in accordance with Town Council direction and all applicable laws and ordinances.

EXAMPLES OF ESSENTIAL DUTIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Directs and coordinates all management functions of the Town of Winter Park by directing all management staff of the Town, including Assistant Town Manager, Chief of Police, Finance Director, Public Works Director, Town Clerk, Community Development Director, Projects Manager and Transit Manager; guides and advises management staff and other employees in developing projects, providing efficient services, and evaluating/solving organizational problems; organizes Town departments and staff in a manner that maximizes efficiency, economy, and internal harmony.
- Upholds the principles of good governance by promoting transparency, accountability, ethical conduct, and public trust in all municipal operations; ensures compliance with open meeting and public records laws, facilitates informed and inclusive decision-making, and fosters a culture of integrity, equity, and responsiveness across the organization.
- Fosters a high-performance, collaborative, and inclusive organizational culture that promotes employee engagement, professional development, innovation, and accountability; ensures adherence to the Town's personnel policies and core values.
- Advises and assists the Town Council in establishing overall Town policies, researching Town Council requests, policy issues, and preparing recommendations; oversees the implementation of the Town Council goals and objectives; ensures the efficient and effective provision of Town services and programs.
- Investigates/resolves complaints and concerns from the Town Council, employees, and the public; proposes solutions to a wide variety of public issues, including proposed ordinances/resolutions, service provision, and capital improvement projects.
- Prepares and submits an annual report to the Town Council including a summary of the Town's affairs and the operation of all departments.
- Develops, implements, and directs the Town's budget to ensure effective implementation of the Town Council's mission, goals and objectives, and to maintain fiscal integrity; authorizes expenditures of funds in accordance with rules and regulations promulgated by the Town Council; ensures the provision of timely and accurate financial information to the Town Council; ensures compliance with Town insurers; performs related duties

established by law and ordinance or reasonably directed by the Town of Winter Park Town Council.

- Oversees the coordination of work from all Town consultants to ensure efficient management and avoid duplication.
- Serves as resource and issues rulings and administrative procedures related to Town departments and operations.
- Coordinates communication and services between the Town Council and the residents and businesses of the Town of Winter Park.
- Represents the Town Council in working with citizen's groups, local agencies and committees, and state and federal agencies; coordinates and negotiates with other state, regional, and local government jurisdictions, as well as local schools, hospitals and clinics, special districts, utility companies, and businesses to develop partnerships, provide services, procure services, share information, and facilitate projects; attends and oversees preparation of necessary information for all Town Council meetings and work sessions.
- Coordinates the Town's emergency management functions in collaboration with the Police Department and other public safety partners, including the development of preparedness plans, oversight of response and recovery operations, interagency coordination, and public communication during natural disasters, public health events, and other emergencies; ensures continuity of operations and proactive mitigation strategies are in place.
- Exercises contracting and procurement authority as delegated by the Town Council, including review, negotiation, and execution of contracts, agreements, and professional service engagements; ensures compliance with applicable laws, policies, and fiscal procedures while safeguarding the Town's legal and financial interests.
- Performs related work as required.

KNOWLEDGE REQUIRED BY THE POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Thorough knowledge of management theory and supervisory practices.
- Thorough knowledge of the geography of the town and location of important buildings and areas, streets and roads, parks and open spaces, right-of-ways.
- Must have excellent management, time management, planning, organizational, negotiation, administrative, computer, and interpersonal skills.
- Ability to exercise good judgment/discretion, and make decisions quickly.
- Ability to be to manage multiple tasks and delegate authority efficiently and promptly; be open-minded, discipline and deal with people appropriately and effectively; possess strong oral and written skills; communicate well and maintain harmonious working relationship with staff, Town Council, boards and commissions, and others.
- Thorough knowledge of the mission, policies, goals and procedures of the Town of Winter Park; knowledge of federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to local government operations; knowledge of the Home Rule municipal form of government; knowledge of the Town of Winter Park organization

including the personnel, programs, functions, and services of the various departments; knowledge of the theory, principles, practices, and methods of public administration, including organizational development, management, budgeting, employee supervision, and training; knowledge of the Town of Winter Park personnel policies and procedures.

- Thorough knowledge of general municipal government operations including town planning, engineering, finance, law enforcement, parks and recreation, and public works; knowledge of materials and equipment used in public administration, including software systems and technology for performance of work and for communication with the public.
- Ability to direct and coordinate all management functions of a multi-service municipality; leading and directing management staff of a municipality; providing vision and direction to municipal departments; developing and achieving Town Council missions, goals, and objectives; developing, implementing, and evaluating policies and procedures.
- Ability to oversee projects and programs having political significance and/or high sensitivity in the community; investigating and resolving complaints and concerns; researching and developing solutions to Town Council/public issues and concerns on a wide variety of matters; interpreting, understanding, and following complex statutes, ordinances, regulations, standards, and guidelines.
- Ability to react quickly and calmly under emergency conditions.
- Ability to understand, analyze, and interpret a wide variety of complex written information.
- Ability to establish and maintain effective working relationships with Town employees, Town elected officials, other agencies, and the public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.

SUPERVISORY CONTROLS

This position works under the general supervision of the Town Council. Work is generally performed independently in accordance with established regulations and reviewed through reports and an evaluation of results achieved.

This position has supervisory/management responsibilities for direct reports and all Town staff.

MINIMUM QUALIFICATIONS

Education:

- Bachelor's Degree in Public Administration, Community & Regional Planning, Business Management, or related field from an accredited university
- Master's Degree in Public Administration or comparable degree is preferred

Experience:

- Minimum of five years of management experience in municipal government of comparable size and structure

Certification:

- No certification required

General:

- Valid State Driver's License
- Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

GUIDELINES AND SCOPE

All federal, state, and local laws. Work requires discretion and judgment in interpreting Town policies, laws, and ordinances and analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. The purpose of this position is to protect the official records of the Town, and promote the best interests of the citizens of and visitors to Winter Park.

CONTACT

General Public, Coworkers, Law Enforcement Officers, Government Officials. Identifying and initiating policies, procedures, guidelines, and regulations that best protect the official records of the Town ensuring that the administrative offices of the Town promote compliance with these policies, procedures, guidelines, and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	O
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity: Near	F	Light/Power Equipment Ops	R
Visual Acuity: Far	O	Heavy Equipment Operation	R
Depth Perception	R	Work in Traffic	R
Color Discrimination	R	Local Travel	F
Peripheral Vision	O	Out of Town Travel	O
Talking	C	Other:	
Hearing	C		

Other:		Weight of Objects Moved	
		Over 100 pounds	R
		Over 50 Pounds	R
		Over 10 pounds	O

Revised 2025



**TOWN OF WINTER PARK
QUARTERLY REPORT
Q3 2025**

SEPTEMBER 30, 2025



**TOWN OF WINTER PARK
QUARTERLY REPORT Q3 2025**

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TOWN MANAGER

- Participated in regular meetings with Alterra Mountain Co. and various entities to formalize plans for the financing of the aerial transit system and associated public improvements. Advanced Winter Park Urban Renewal Authority to begin revenue sharing agreement negotiations.
- Pioneered Development brought on as direct contract with the Town.
- Negotiations with Design Workshop for downtown portal planning contract are nearly complete.
- Actions are advancing for the creation of a Regional Transportation Authority for the funding of capital improvements and operations.
- In progress on 'fresh eyes' review of basic government operations, noting what is working well and what would benefit from review by the new town manager.
- Preparation of the 2026 operating and capital budgets.
- Advancing police station site analysis.
- Meeting with Mountain Park Electric and WPR for electric service planning and substation siting.





ASSISTANT TOWN MANAGER HOUSING INITIATIVES

Hideaway Junction Phase II – Project Completion

Advanced the final construction and closing activities for the 20-unit single-family home development at Hideaway Junction Phase II:

- Continued progress in advancing Homeowners Association (HOA) in preparation for upcoming homeowner board elections

Acquisition of Deed-Restricted Housing

- Facilitated town purchase of a condominium from the Short-Term Fix Program for permanent preservation as workforce housing for \$275,000. The condo will be deed restricted and listed for resale for eligible members of the community.

Regional Housing Collaboration

Played a key leadership role in regional housing efforts through the Fraser River Valley Housing Partnership, including serving as Interim Executive Director:

- Worked with the Housing Partnership board to conduct recruitment for their open Executive Director role. The role was advertised in July with on-site interviews for finalists in August. Explored further alternatives with the position remaining unfilled at this time.

HUMAN RESOURCES:

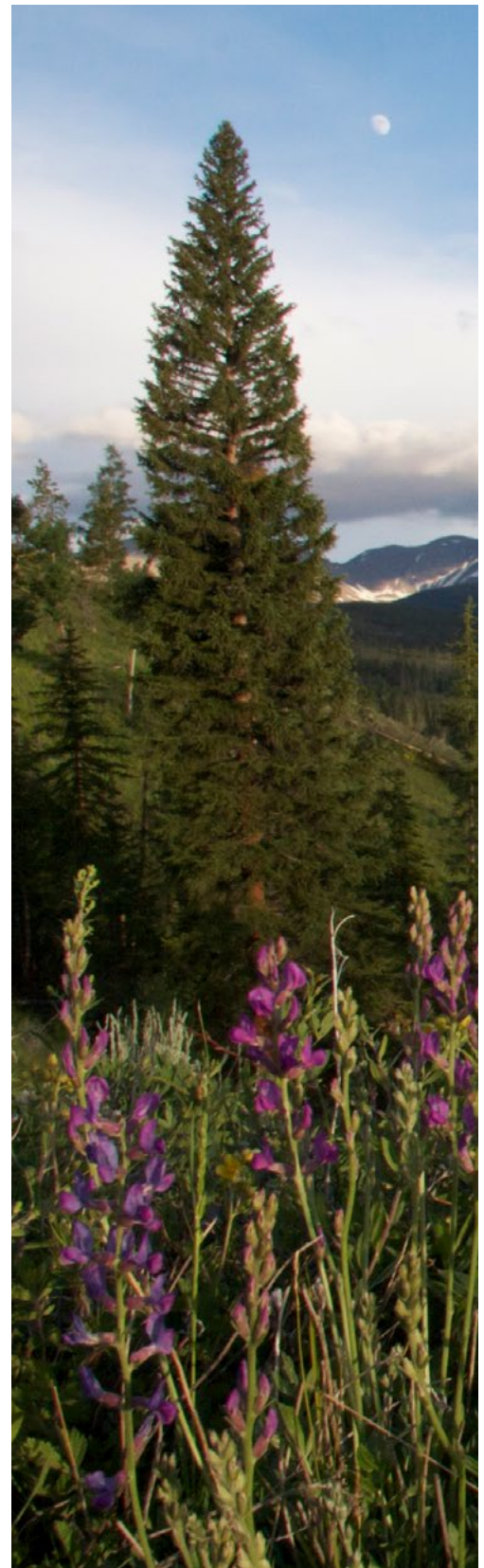
Talent Acquisition and Onboarding

Led successful recruitment and onboarding efforts for key positions, including:

- General Ledger Accountant
- Parks and Trails Technician

Implemented 2025 Staff Merit Increases

Worked with finance department to implement 2025 staff merit increases.





ASSISTANT TOWN MANAGER, CONT. SUSTAINABILITY AND CLIMATE ACTION HIGHLIGHTS:

Climate and Energy Project Implementation

Building on recent funding awards—including a DOLA planning grant, EIAF funds for a microgrid at the Public Works facility, and Colorado Energy Office support for Phase II thermal energy network feasibility—staff progressed key implementation steps:

- Conducted a request for proposals for the microgrid at public works facility awarding a contract to Active Energies for 2026 anticipated installation
- Further advanced climate action planning data modeling
- Facilitated the completion of a geothermal test bore

Xcel Gas Pilot Community Program

Worked with other identified Xcel Gas Pilot Communities to negotiate and execute an initial agreement with Xcel to participate as a Gas Pilot Planning Community.

Colorado Energy Office Program Participation

Following the submission of a letter of intent, interviewed with the Colorado Energy Office's Impact Accelerator Program and received a formal invitation to apply to the first round of grant applications.

EV Infrastructure Grant Application

Advanced implementation for a Charge Ahead Colorado grant to replace a broken electric vehicle charging station and expand infrastructure by adding one new charger with two additional ports in the parking garage near Town Hall.





PLANNING DIVISION

OPEN SPACE, TRAILS, PARKS, AND CAMPGROUND PLAN

The plan was officially adopted by the Town Council in August. Staff has initiated implementation efforts and will continue working to develop and carry out the plan's recommendations.

FRASER RIVER TRAIL

Staff continues to develop construction plans and secure necessary permits, with construction anticipated to begin in 2026.

DOWNTOWN DESIGN GUIDELINES

Work is ongoing to establish a downtown overlay district with enhanced design guidelines. Concepts from the 2020 Downtown Plan are informing the new guidelines, with a focus on architectural character, massing, and form. Clear dimensional standards will be defined to align with the vision outlined in the Imagine Winter Park plan.

SIGN CODE UPDATE

Staff is revising the sign code. A public open house was held on October 14 to collect community feedback on the draft. The updated code is expected to be adopted by the end of the year, with an effective date of January 1, 2026.

DEVELOPMENT PROJECTS

Active development projects currently under review or in progress include:

- Rendezvous Filings 2B and 2C
- Rendezvous Filing 3
- Lakota Pointe Filing 3



PLANNING DIVISION, CONT.

PLANNING ACTIVITY THROUGH JUNE 2025 (THROUGH PLN25-067)

	Applications (Q1)	Applications (Q2)	Applications (Q3)	Applications (Q4)
BOA Variances	1	3		
Code Text Amendments			2	
Major Site Plan				
Minor Site Plan/Admin	14	26	10	
Final Plats	1			
Preliminary Plats			1	
DIA	1	2	1	
Rezoning Permits				
Sign Permits	2	1	1	
Minor Plat	1			
Subdivision Exemptions	4	1		
Special Use Permits	1			
As-Builts	1			
Grading Permits				
Planned Development	2			
Misc.	1	1	4	
Withdrawn		2		
Pre-Application	1	1	2	
Temporary Use Permit				
Appeal				
Annexation				



BUILDING DIVISION

BUILDING ACTIVITY THROUGH JUNE 2025

	Winter Park Applications (Q1)	Fraser Applications (Q1)	Granby Applications (Q1)
Permits	38	10	17
Valuation	\$3,684,429.39	\$142,662.00	\$2,068,094.01
Fees Collected	\$50,550.77	\$8,213.21	\$15,165.51
Inspections	433	162	262

	Winter Park Applications (Q2)	Fraser Applications (Q2)	Granby Applications (Q2)
Permits	80	22	83
Valuation	\$9,944,710.43	\$9,786,854.36	\$17,300,701.08
Fees Collected	\$126,818.80	\$46,344.76	\$123,982.22
Inspections	476	141	394

	Winter Park Applications (Q3)	Fraser Applications (Q3)	Granby Applications (Q3)
Permits	120	32	32
Valuation	\$21,205,501.61	\$13,336,575.18	\$2,506,840.45
Fees Collected	\$250,693.45	\$31,654.54	\$25,349.23
Inspections	581	152	382

	Winter Park Applications (Q4)	Fraser Applications (Q4)	Granby Applications (Q4)
Permits			
Valuation			
Fees Collected			
Inspections			



BUDGETING AND FINANCIAL REPORTING

- Prepared and presented 2025 Budget Amendments Ordinance for Town Council review and approval.
- Prepared and presented 2026 Budget Overview and preliminary Capital Improvements budget for Town Council review.
- Prepared and presented 2025 YTD Finance update and 2026 Capital Improvements budget update.
- Prepared and filed 2025 Annual Continuing Financial Disclosures required for outstanding Certificates of Participation.
- Prepared and delivered 2026 Budget information for IGA's with the Town of Fraser and Town of Granby related to shared services costs for the Transit, Law Enforcement and Building Inspection Funds.
- Prepared 2026 Budget templates for review and submission of budget requests by department managers.

BANKING & INVESTMENTS

- Prepared new banking resolutions and memo to update banking permissions and implement "Dynamic Sweep" arrangements with Citywide Bank to enable the Town to earn interest on idle funds.

SHORT TERM RENTAL (STR) LICENSING

- Processed 1,056 STR license renewals (82%), with new certification or affidavit to comply with East Grand Fire District's new Fire Safety requirements.

PERSONNEL

- Hired Melissa Nitschke as the Town's new General Ledger Accountant, reporting to Karen Jackson, Accounting Manager.

SUPPORTED AND ASSISTED WITH:

- Distribution of school impact fees to East Grand School District.
- Building inspection fund distributions and Law Enforcement fund billing adjustments for the Town of Granby and Town of Fraser.
- Chamber of Commerce supplemental funding.
- November 2025 election ballot Tabor notice information.
- Purchase of an Affordable Housing unit for resale.
- Transit grant applications.
- 2025 Merit Pay adjustments.





The Fraser winter Park Police Department responded to or initiated a total of 2,287 calls for service from July – September 2025, of which 2,196 occurred in Fraser or Winter Park.

On page two of this document is a spreadsheet showing calls from January 2022 to September 15, 2025 for all Emergency Response agencies in Grand County. As can be seen, our first responders have become significantly busier than we were even four years ago. Our department has already reached 90% of our 2025 call numbers with over three months to go.

Of the calls mentioned above, we generated a total of 285 written reports. The highest number of calls involved traffic crashes (25), thefts (24), and disorderly conduct/disturbances (30).

Our department issued 148 citations during the last quarter, 71 of which were for speeding violations. 35 of those were for speeding more than 20 mph over the speed limit. The highest was 71 mph in a posted 35 mph construction zone.

CODE ENFORCEMENT

As expected, our code enforcement officers spent a significant amount of time dealing with trash/bear issues, and either initiated or responded to 69 different incidents of this type. Several summonses were issued into municipal court for repeat offenders.

RECRUITMENT AND RETENTION

- In August, we began working with Slate Communications to enhance our recruitment efforts. This includes geographically targeted advertising through iHeart Media, as well as some recruiting videos that have been posted to YouTube and social media.

OTHER NEWS

- On September 11th, our staff participated in the Fraser Valley Elementary School's Health Fair. We had a wonderful time meeting with the students and their parents.
- On September 20th, Chief Glen Trainor was honored to give the opening address to the participants of the annual Suicide Prevention Hike, which began at Hideaway Park.



01/2022 – 9/2025 CALLS FOR SERVICE, ALL AGENCIES

Agency Name	Calls 2022	Calls 2023	Calls 2024	Calls 2025 (Sept 16th)
GCEMS	1,835	2,784	2,828	1,966
EGFD	269	487	421	365
GFD	185	239	296	211
GLFD	213	278	295	200
HSSF	63	93	60	41
KFD	95	159	126	102
GCSO	11,856	18,219	18,664	13,636
FWPPD	4,404	6,091	6,365	5,706
GPO	2,445	4,999	5,120	3,929
KPD	1,515	1,444	1,236	1,239
SAR	59	7	70	50
USFS	161	110	139	129
COR	61	79	78	65
YEAR TOTAL	23,161	35,057	35,698	27,639



SUMMER OPERATIONS

The continued dedication and hard work of the Public Works Department played a vital role in enhancing community satisfaction throughout the 2025 event season, which proved to be exceptionally successful. Town facilities, parks, and trails were consistently maintained to the highest standards, providing a safe and enjoyable environment for residents, visitors, and staff alike.

The efforts of the Public Works team have significantly contributed to creating a vibrant, welcoming, and well-cared-for community. As we move into the next quarter, we remain steadfast in our commitment to excellence, prioritizing safety, accessibility, and inclusivity while upholding the high standards that our community expects and deserves.

Q3 PUBLIC WORKS UPDATES:

- Coordination with the Chamber, and the hard work of staff and seasonal crew, ensured that the 2025 events ran smoothly, providing enjoyable experiences for participants and attendees.
- A huge thank you to our seasonal crew for a successful summer season! Their hard work and dedication made this summer a great success — from maintaining our stunning flower gardens to supporting a busy and successful event season. Their efforts did not go unnoticed and are truly appreciated.
- The Public Works Team diligently maintained facilities, streets, parks, and trails, ensuring they were in excellent condition for public use.
- Regular inspections and maintenance activities were carried out to address potential issues promptly and efficiently.
- The Town of Winter Park celebrated the completion of the Vasquez Creek Trail Improvement Project with a ribbon-cutting ceremony on August 28, 2025, at Hideaway Park. The three-month project focused on creating a safe, more welcoming trail while protecting the creek's natural environment. The upgrades follow the trail section that runs from behind Hideaway Park to Confluence Park.
- Completion of the Telemark Cul-de-sac project, which involved constructing a new cul-de-sac with a formal turnaround for plowing and emergency services.
- New West Paving completed the resurfacing on Arapahoe Road, Viking Drive, and part of Timber Drive. They also repaired two areas of road damage on Winter Park Drive, fulfilling the 2025 Asphalt Rehabilitation RFB scope of work.



- New West Paving completed the last of the requirements for the Union Pacific Railroad Company (UPRR) Quiet Zone to be in compliance with the Federal Railroad Administration.
- Jarcco Construction completed the concrete repairs to sidewalks and curb and gutter throughout the Town of Winter Park fulfilling the 2025 Concrete Improvement RFB scope of work.
- Jarcco Construction successfully completed the ADA-compliant sidewalk improvements at Town Hall, enhancing accessibility for community members. These upgrades provide improved access to the ballot drop box located at the Town Hall entrance, as well as to the building itself.
- Completed a Pavement Condition Index for all Town of Winter Park roads in conjunction with Kimley-Horn to prepare for a comprehensive maintenance and rehabilitation program for 2026-2030.
- The Annual Tree Slash Collection and Removal Program, which supports both the beautification of Winter Park and the reduction of forest fire fuels, concluded on September 30, 2025.
- The annual Right-of-Way Program concluded on October 1, 2025, with a total of 74 permits issued. This year, the program was enhanced with stricter requirements designed to hold contractors accountable for their work and to ensure that all Town of Winter Park rights-of-way and roadways are restored to acceptable standards upon project completion.
- Installation of new light bars on 4 loaders, greatly enhancing visibility when out in public.
- Inspecting and making necessary repairs to snow operations equipment in preparation for the 2025/2026 winter season.
- Efforts to ensure ADA compliance have been ongoing, with updates made to facilities and public spaces to improve accessibility for all.
- Completed noxious weed spraying within the town rights-of-way and open spaces for the 2025 season.
- Continued work on dead and hazard tree removal within town owned boundaries.



- Weekly check-in meetings with Slate Communications and Local Social continue to happen to ensure residents and guests are receiving current and reliable information about our community.
- The Town had one change of location of a hotel and restaurant liquor license this quarter. An application for a transfer of ownership for a regulated marijuana business license is in process.
- Town of Winter Park and Town of Fraser have provided RAST (Responsible Alcohol Service Trainings) classes over the summer months and took a short break at the end. Free RAST classes are back in anticipation of the ski season, two are being offered in October and two in November. The classes are free to attend for people who serve alcohol in the community.
- Monthly Staff appreciation events continue, in August Staff held a cookout in Wolf Park and tie-dyed, and in September we thanked our seasonal crew with an afternoon out on the water in pontoon boats.
- The Town Clerk Department has implemented Granicus Agenda Management software and is currently training staff on how to utilize the software. Staff have been learning and testing the software in anticipation of going live to the public in November. The new agenda management software will work to streamline agendas, minutes, and agenda packets for staff, Council, and the public.
- The summer special event season has officially ended, once again it was a successful season. Town Council can anticipate a few upcoming special events permit applications for the holiday season.
- Council called to have a special election coordinated with Grand County this November 4, 2025. Council approved the language of two ballot questions that will be included in the ballot for registered Winter Park electors. The County has begun mailing ballots for this election and now residents can utilize the new ballot drop box location here in Winter Park. The new ballot drop box is located outside the front entrance of Town Hall on 50 Vasquez Rd.



WINTER SERVICE OPERATIONS

- Transdev is fully staffed with drivers for the season. This will represent the first winter service season which will be operated by fully local/Denver drivers. This drastically reduces the costs which need to be spent on visiting drivers to operate winter service.
- Town Staff is anticipating that the 2025-26 winter service schedule will remain relatively the same as 2024-25, with minor adjustments to the early morning Black Line, which will assist to better accommodate the start time that Resort employees need report. Additionally, due to budget constraints, the Emerald Line will be run on an hourly schedule throughout the winter season.
- The Lift will begin running winter service on November 17, 2025, and concluding winter service on April 19, 2026.

AWARDS

- The Colorado Association of Transit Agencies (CASTA) hosted the annual CASTA Awards Dinner on September 25, 2025, in Avon, Colorado. The Town of Winter Park was Awarded the 2025 Resort Agency of the Year award for its creativity in hiring of transit employees, campaigns to increase ridership and awareness, frequency expansions to 15-minute service, and the continued replacement of vehicles. These factors help to enhance the experience of visitors and residents in Grand County.

TRANSIT GRANTS

- Town Staff has successfully applied to the Senate Bill-230 grant (Approx. \$440,000) and the Grand County Community Priority Fund grant (\$33,525) to help offset the cost of the Town's Microtransit pilot program and a planned route expansion which would operate service between the Town of Granby and the Town of Grand Lake & Rocky Mountain National Park.

FLEET AVAILABILITY

- The Town's first two electric buses were recently delivered to Husky Wraps in Denver. Both buses will be in service for the winter season. These buses will continue the replacement of antiquated buses, keeping consistent with the Town's two bus per year replacement schedule. These vehicles also serve as the first set of buses in the replacement of diesel vehicles with electric vehicles within the Town's transit fleet.
- Town Staff and Transdev have been conducting ongoing fleet readiness meetings for the Lift in preparation for the upcoming winter service season. All buses are operational and ready for winter service.
- Over the summer, Transdev and Town Staff worked to identify parts which are most critically needed throughout winter service and subsequently doubled the number of spare parts which are now being stocked at the transit maintenance facility. Stocking these extra supplies will help to ensure maintenance can get vehicles back in service without having to wait for delays in shipping, specifically during winter weather.

Q3
2025

WINTER PARK COMMUNICATIONS REPORT

slate
COMMUNICATIONS

Q3 HIGHLIGHTS

- 2025 Budget Book
- Housing Communications
- Law Enforcement Recruitment Campaign
- YouTube Channel Setup
- The Lift Video Series
- Sustainability Events Collateral
- URA Collateral

Q4 2025 FOCUSES

- Parks Comp Plan Webpage Buildout
- Law Enforcement Recruitment Campaign
- Refine Snow Removal Collateral
- State of the Town Video
- Town Manager Recruitment

GRAPHICS & DESIGN



DIGITAL STATISTICS



1,781

E-News
Subscribers



68%

Average Email
Open Rate



11

Emails Sent

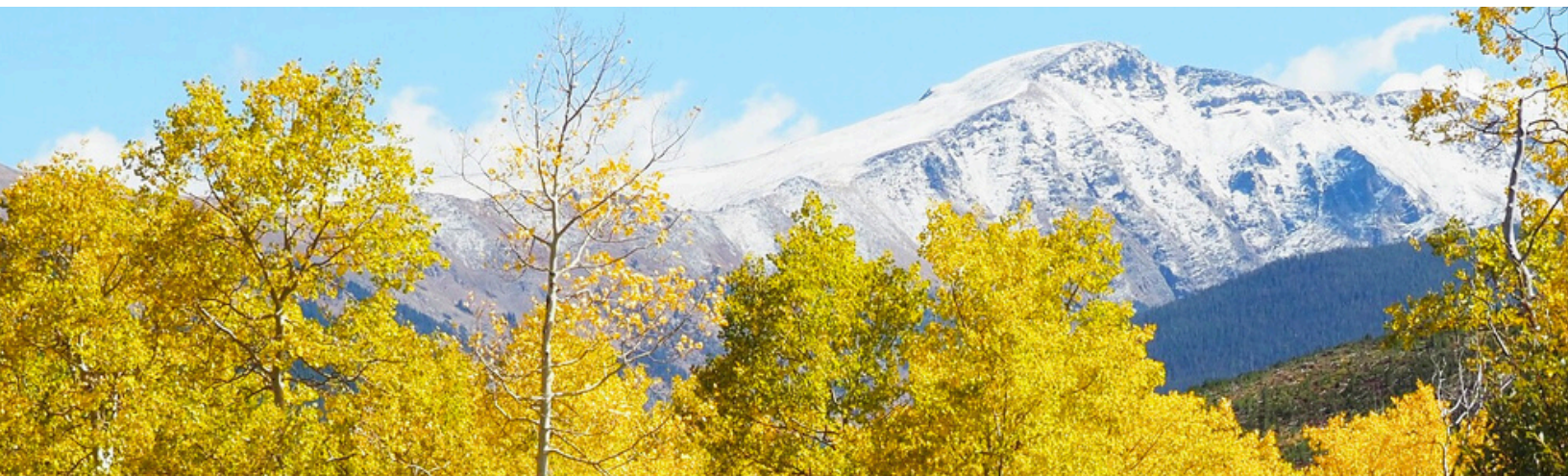
Best Performing Email



Social Media *Analytics*

TOWN OF WINTER PARK

Presented by Local Social



LOCAL SOCIAL

This presentation by Local Social focuses on the social media marketing analytics for each of the Town of Winter Park's online social channels for Q3 2025.



TOP INSTAGRAM POSTS BY VIEWS



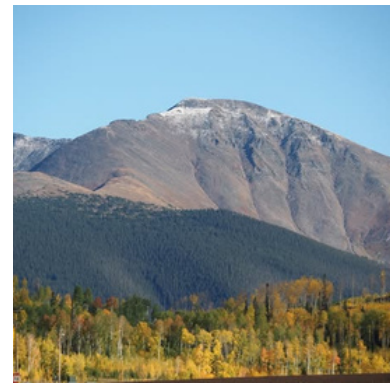
5.2K

Posted on 9/10



4.6K

Posted on 9/18

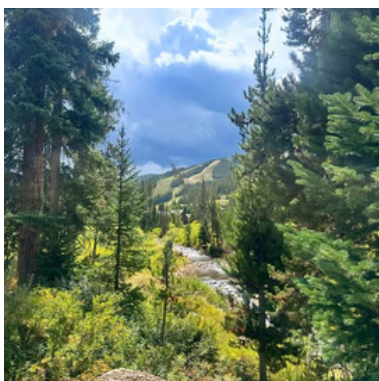


3.8K

Posted on 9/14

Content: A multi-picture post to show current conditions on the Fraser River Trail, tout the new pavement, and remind users of trail etiquette; “Capturing the Continental Divide on a day that feels like Summer, looks like Fall, and reminds us why it’s called Winter Park”; multi-picture post of Fall foliage and first snowfall.

TOP INSTAGRAM POSTS BY ENGAGEMENT



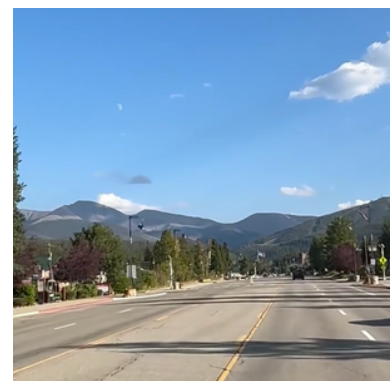
190

Posted on 9/10



162

Posted on 9/18



161

Posted on 9/4

Content: A multi-picture post to show current conditions on the Fraser River Trail, tout the new pavement, and remind users of trail etiquette; “Capturing the Continental Divide on a day that feels like Summer, looks like Fall, and reminds us why it’s called Winter Park”; A reel showing the drive “home”, South on Main Street, on a beautiful September evening.

TOP FACEBOOK POSTS BY REACH

**5.2K**

Posted on 9/8

**4K**

Posted on 8/6

**3.7K**

Posted on 8/18

Content: Photo of classic cars on Berthoud Pass to promote the Colorado Grand Classic that stopped at Rendezvous Event Center and benefitted the Grand Foundation; Reports and information about local fires with emergency information; "Petal Pilfering in Winter Park?!" a post to bring attention to flower bed theft.

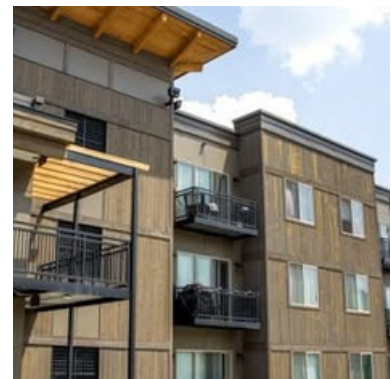
TOP FACEBOOK POSTS BY ENGAGEMENT

**153**

Posted on 9/8

**145**

Posted on 8/18

**694 CLICKS**

Posted on 8/13

Content: Photo of classic cars on Berthoud Pass to promote the Colorado Grand Classic that stopped at Rendezvous Event Center and benefitted the Grand Foundation; "Petal Pilfering in Winter Park?!" a post to bring attention to flower bed theft; Hideaway Place Apartment Rental Lottery announcement.

TOP-PERFORMING INSTAGRAM POSTS



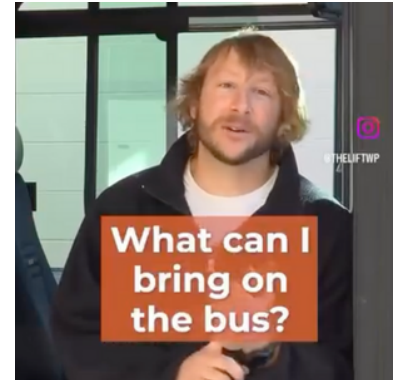
3.1K VIEWS, 65 LIKES

Posted on 7/24



2K VIEWS

Posted on 7/7

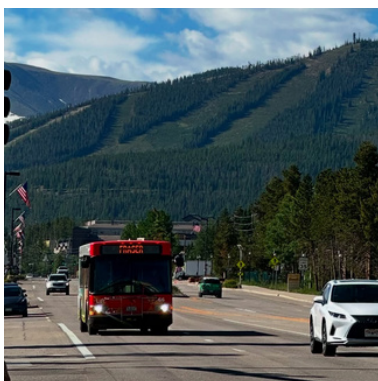


1.5K VIEWS

Posted on 7/13

Content: Caption mentions local events where one might have alcoholic drinks with the message: "With a Free, safe bus ride home, there's no excuse for driving buzzed!"; Summer Service hours and route locations; Charles explains in a video what is allowed on The Lift buses accompanied by a list allowed vs not allowed in the caption.

TOP-PERFORMING FACEBOOK POSTS



**807 REACH
23 REACTIONS**

Posted on 7/24



**113 REACH
10 ENGAGEMENTS**

Posted on 7/31



114 VIDEO VIEWS

Posted on 7/29

Content: Caption mentions local events where one might have alcoholic drinks with the message: "With a Free, safe bus ride home, there's no excuse for driving buzzed!"; "Come catch a ride with The Lift this weekend!" with late night hours; video of Charles explaining the bike racks and bike etiquette on The Lift.

TOP-PERFORMING FACEBOOK POSTS



41.2K REACH
2.6K CLICKS

Posted on 6/2



9K REACH
4.2K CLICKS

Posted on 9/18



1.8K REACH
159 ENGAGEMENTS

Posted on 5/6

Content: A picture from the East Grand Fire Chief to show a small fire at Winter Park Resort; A post to help police identify a suspect in the theft of two high-end bicycles; A post welcoming Chris, the newest member of the Fraser Winter Park Police Department.

TOP-PERFORMING POSTS



219 IMPRESSIONS
44 CLICKS

Posted on 9/24



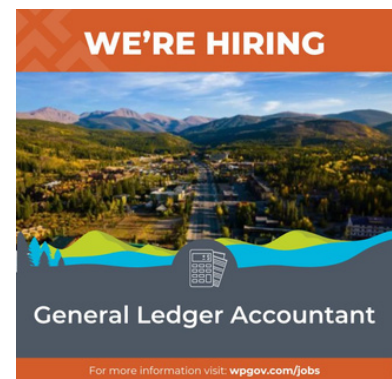
Winter Park Town Manager Keith Riesberg has announced his planned resignation after nearly seven years of leading the Town of Winter Park organization.



"Keith's leadership over the past five years during my time as Mayor has been nothing short of transformative for Winter Park," said Mayor Nick Kutumbos. "He brought vision, professionalism, and a deep commitment to our community, guiding us through a time of tremendous opportunity. While we're sad to see him go, we're incredibly grateful for the strong foundation he's helped build. His impact will be felt in Winter Park for many years to come."

383 IMPRESSIONS
4 COMMENTS

Posted on 7/27



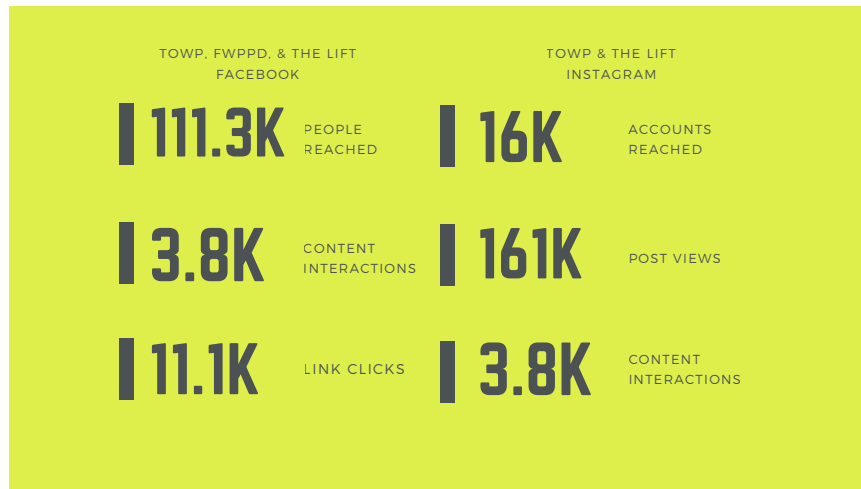
151 IMPRESSIONS
18 CLICKS

Posted on 7/11

Content: A multi-picture post showing current Climate Action related events, encouraging people to sign up for the Town's Sustainability email newsletter ; Keith's resignation announcement; Exciting Career Opportunity in Winter Park with link to apply.

Instagram, Facebook, LinkedIn

AT A GLANCE



TOPICS COVERED:



LINKEDIN:

1355 impressions
203 clicks
5 posts
+33 New followers

INSTAGRAM: (TOWP + LIFT)

78 feed posts
283 total content shared
108 pictures
16 reels
300 shares
+360 followers =
3,139 TOWP Instagram followers
+33 followers=
1,659 Lift followers

FACEBOOK: (TOWP + FWPPD + LIFT)

148 TOWP posts
34 FWPPD posts
39 Lift posts
221 Total Facebook Content
+144 followers =
2,933 TOWP followers
+111 followers =
4,971 FWPPD followers
+9 followers=
667 Lift followers

Observations

WHAT WE SAW

- Updates on town programs and local happenings
- Convenient links to local resources
- Travel and community alerts
- Community Sustainability Events
- Current conditions highlighting summer weather, autumn foliage, and the season's first snowfall
- Town Staff Shoutouts
- Wildlife Awareness
- Lift service announcements
- Showcasing community involvement from the FWPPD

WHAT WE HOPE TO SEE

- Sharing local events to show a vibrant Winter Park community
- Provide updates and insights on current and future development projects that improve Winter Park's infrastructure and services.
- Offer real-time information on events, conditions, and alerts.
- More visibility for programs like Fire & Life Safety Inspections, Climate Action Program, and Building Hope Grand
- Increase Police recruitment efforts- utilize new recruitment videos
- Share local resources on Good Neighbor Policy including Wildfire Safety/prevention, living with wildlife, etc.

WHAT WE'RE IMPLEMENTING

I will maintain an active presence on your Town platforms to keep both residents and visitors informed about important updates and local events. Regular posts will feature local conditions, showcase the hard work of Town staff, and offer valuable resources to the community.

The social media accounts for the Town of Winter Park, Fraser Winter Park Police Department, and The Lift will be utilized as key tools for connection and engagement, ensuring that everyone in Winter Park feels informed and involved.

Overall



During the third quarter, the Town of Winter Park, The Lift, and the Fraser Winter Park Police Department effectively utilized social media to engage and inform the community.

The Town of Winter Park's social media platforms played a vital role in sharing local resources, ensuring transparency regarding local construction projects, and highlighting town programs. Key updates on new trail improvements and current conditions kept residents well-informed and engaged. Additionally, the town showcased local events and town staff, encouraging community participation and celebrating the vibrant local culture.

The Lift kept things lively on social media by sharing route info and fun FAQ videos. This approach was beneficial in promoting safe and convenient transportation options.

The Fraser Winter Park Police Department utilized their social media to disseminate local resources, travel alerts, and mountain life safety tips. In Q3, they experienced a remarkable increase in engagement, with link clicks on their Facebook page rising by 244% vs Q2. This significant surge indicates that we successfully shared content that resonated with the audience, offering easily accessible links for followers to receive updates and additional information quickly.

Overall, the social media strategies employed in Q3 effectively strengthened community connections, enhanced transparency, and promoted local initiatives. Each account played a crucial role in keeping the community informed, engaged, and safe.

Thank you!

Local Social