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**TOWN COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 20, 2014
Town Hall Council Chambers
12:00 P.M.**

- I. **CALL MEETING TO ORDER** – Mayor Aragon, Council Member Alley, Council Member Bunning, Council Member Cotton, Council Member Lattin, Council Member Schanzenbaker, Council Member Volger
- II. **APPROVAL of MEETING MINUTES FROM FEBRUARY 4, 2014** – The minutes were approved as read.
- III. **PUBLIC COMMENT** – None
- IV. **LIQUOR LICENSE**
 1. **Liquor License Renewal – Fore Play at Bogey’s Inc dba Bogey’s Mini Golf at 83 Pike Drive** – Council Member Volger moved to approve the liquor license renewal for Fore Play at Bogey’s Inc dba Bogey’s Mini Golf, Council Member Bunning seconded, unanimously approved.
 2. **Special Events Liquor Permit – Humane Society of Pagosa Springs Inc. Chocolate Auction at the Pagosa Springs Youth Center on March 22, 2014** – Council Member Lattin moved to approve the special events liquor permit for Humane Society of Pagosa Springs chocolate auction March 22, 2014, Council Member Volger seconded, unanimously approved.
- V. **DELEGATIONS**
 1. **2013 Audit – Michael Branch** – Mr. Branch completed the 2013 audit for the Town and Sanitation District in early February. He said the financial standings of the town are in the best position they have been in since 2007. He said there are ten months of operating reserves; the auditor’s recommendation is three months reserve. He said the geothermal department is going to need to be supplemented by the Town’s reserves in the next few years.
 2. **Emergency Management Operations Update – Thad McKain** – This item has been tabled until the March meeting.
- VI. **NEW BUSINESS**
 1. **Resolution 2014-02, Supporting GOCO Application for 6th Street Pedestrian Bridge** – A proposed GOCO application is set to be submitted by the March 3rd deadline with awards expected in July. This new bridge will provide riverwalk trail connectivity from Yamaguchi Park to Town Park, providing a fully connected 1.5 miles of riverwalk. The bridge estimated budget was updated last week with a new total of \$734,000 for the preliminary design details. If awarded, the bridge could be place this year. Council Member Lattin moved to approve Resolution No. 2014-02, supporting and authorizing the

submittal of a GOCO grant application for the construction of the 6th St Pedestrian Bridge, Council Member Schanzenbaker seconded, unanimously approved.

2. **Resolution 2014-03, Appointing Town Tourism Committee Members** - The Town Tourism Committee advertised an open at large seat after the resignation of Bob Hart. Three letters of interest were received for the one open seat. The applicants were Steve McKain, Mark Day and Matthew Boyle. The two applicants that were not recommended at this time have been encouraged to become active in the subcommittees and reapply as soon as another seat is open. The TTC Board voted to recommend Mark Day. The Chamber of Commerce seat has been empty since late summer 2013. The Chamber has nominated Nick Tallent to fill the Chamber of Commerce seat on the TTC. Council Member Volger moved to approve Resolution 2014-03, appointing Nick Tallent and Mark Day to the Town Tourism Committee for a two (2) year term, Council Member Lattin seconded, unanimously approved.
3. **Resolution 2014-04, Re-Appointing Kathie Lattin to the Planning Commission** - On February 11, 2014, the Town Planning Commission unanimously approved a recommendation that Town Council approve the re-appoint of Kathie Lattin to the Planning Commission for another 4 year term. Council Member Volger moved to approve Resolution 2014-04, re-appointing Kathie Lattin as a regular member of the Planning Commission for a four (4) year term commencing on March 1, 2014 and concluding on July 1, 2018, Council Member Bunning seconded, unanimously approved.
4. **Ordinance 805, First Reading, Revising LUDC Section 2.4.13 Regarding Appeals** - The LUDC does not appropriately layout the process for an appeals hearing. Ordinance 805 permanently establishes an order of proceedings for the appeal hearing which allows the appellant and Town (including the Town Planner and staff) to present evidence before the body hearing the appeal. Other items that the ordinance addresses include the appellant's burden of proof, the conduct of the public hearing, what testimony can be excluded, and continuing a public hearing, as well as making a record of the proceedings. Council Member Lattin moved to approve first reading of Ordinance 805, an Ordinance of the Town of Pagosa Springs repealing and readopting section 2.4.13 of the Land Use and Development Code setting forth a process for appealing decisions made pursuant to the Land Use and Development Code, Council Member Volger seconded, unanimously approved.

VII. OLD BUSINESS

1. **Sales Tax Brief** – Sales tax received in February 2014 for sales in December 2013 was down 4.66% compared to the prior year receipts. This is a decrease of \$15,267. The Archuleta County Treasurer believes she is required by statute to collect a 3% fee for the sales tax received for the Town. The Town and the County has contacted the State of Colorado and agreed to have the Town's sales tax be sent directly to the Town rather than through the County Treasurers Office.

VIII. DEPARTMENT HEAD REPORTS

1. **Community Center Report** - New chairs and carts are being placed, the old chairs and carts were sold for \$550.00. The sixty padded chairs from the east tile room and east conference room were donated to the Pagosa Springs Youth Center. Several events are scheduled including concerts, dances, and business forums.
2. **Parks and Recreation Department Report** - The youth basketball program for ages 9-12 is running smoothly and will end the first week of March, after which adult basketball will begin. Staff is we are working with the community center staff to outline this year's outdoor-education curriculum for ages 4-10. Jim Miller has been working with J.R. Ford to determine the feasibility of the Town's participation in applying for federal funding to enable a large-scale thinning effort on Reservoir Hill. The construction of the Reservoir Hill gazebo is now approximately 90 percent complete. If the weather holds, the structure should be completed before the end of the month. Staff has been working with the Parks and Recreation Commission to determine feasible locations for vaulted restrooms on Reservoir Hill. Preliminary cost estimates indicate that a prefabricated, vaulted restroom

with a single stall can be placed on the hill for \$27,000-\$33,000, depending on style. Two stall unit costs would be approximately \$42,000. The 7th whitewater feature just down from Apache Street Bridge should be completed in two weeks. Council gave direction to staff to look into the size and location of the restrooms with the Parks and Recreation Commission. Council Member Schanzenbaker said that Folkwest would like to see a better drainage grade in the meadow to allow for more utilization. Parks staff will work to re-grade the meadow for better drainage after the gazebo is complete.

3. **Town Tourism Committee Report** - 2013 lodging tax reflects a 6.72% increase over 2012. December 2013 was up 4.87% over 2012. JaNae Christians was hired as the Visitor Center Manager. Over 30 people have committed to helping as ambassadors for the new visitor center. A location for the visitor center has not been determined.
4. **Planning Department Report** - The Planning Commission voted to direct staff to draft and ordinance revising allowable signage in residential zoning districts from up to 24 sq ft to up to 5 sq ft in size and to allow "Home Occupations" in residential zone districts, the same signage allowance. This week Walmart representatives confirmed they are still planning to break ground this spring.
5. **Town Manager Report** – The SWCOG held a retreat on February 7th to discuss regional interests. The group targeted recycling, broadband expansion, grant development, and project management. Also, administrative functions for transportation, aging, and housing were discussed at this retreat. The USDOE has approved the novation to Pagosa Verde for the geothermal utility. Paperwork between the DOE and Pagosa Verde will be processed in the next few weeks.

IX. APPROVAL OF JANUARY FINANCIAL STATEMENT AND ACCOMPANYING PAYMENTS – Council Member Volger moved to approve the January financial statement and accompanying payments, Council Member Lattin seconded, unanimously approved.

X. PUBLIC COMMENT – None

XI. NEXT TOWN COUNCIL MEETING MARCH 4, 2014 AT 5:00PM

XII. ADJOURNMENT – Upon motion duly made, the meeting adjourned at 1:08pm.

**Ross Aragón
Mayor**