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**TOWN COUNCIL SPECIAL MEETING MINUTES  
TUESDAY MARCH 4, 2014  
Town Hall Council Chambers  
551 Hot Springs Blvd  
4:00 p.m.**

- I. CALL MEETING TO ORDER** – Mayor Aragon, Council Member Bunning, Council Member Cotton, Council Member Lattin, Council Member Schanzenbaker, Council Member Volger
- II. APPROVAL of MEETING MINUTES FROM FEBRUARY 20, 2014** - The minutes were approved as read.
- III. PUBLIC COMMENT** – Mr. Bill Hudson asked about public comment during the recreation center item, Mayor Aragon said he would accept public comment during the recreation center update.
- IV. DELEGATIONS**
  - 1. Rural Philanthropy Days – Mary Jo Coulehan and Lynne Bridges** – The Town is hosting the RPD Conference on June 11, 12 and 13, 2014. They are gearing up for over 400 participants. They invited the town council to sit with the funders to hear the applications for funding and help the funders decide on contributions. Transportation, early childhood, senior services and economic development are all very important needs of the southwest counties.
- V. NEW BUSINESS**
  - 1. Continuity of Operations Plan (COOP)** - The purpose of a Continuity of Operations Plan (COOP) is to describe how the Town of Pagosa Springs will operate in the event that an emergency threatens or incapacitates operations. The document identifies lines of succession; provides for the maintenance or re-establishment of the control and direction, including relocation of key personnel, as necessary; for reconstitution of key staff positions with successor personnel; and for regeneration of full organizational functions. The COOP, which is applicable to all-hazards threats, ensures preparedness to provide critical services in an environment that is threatened, diminished, or incapacitated. Staff will work closely with Archuleta County Emergency Operations Center in the planning and implementation of a current emergency operations plan and the implementation of a municipal COOP.
  - 2. Ordinance 806, First Reading, Refinancing of Dispatch Center Equipment** - Ordinance 806 calls for the refinancing of the Archuleta County Consolidated Emergency Dispatch communications equipment. The current loan with Wells Fargo is up for renewal or replacement. A bidding process has taken place and the low interest rate bidder is Bank of the San Juans, a division of Glacier Bank. The loan principal amount is \$356,356.31, with an interest rate of 3.50% per annum and 83 monthly payments of \$4,789.22 and a final payment of \$4,788.84. There is no prepayment penalty. Collateral for the loan includes all Archuleta County Consolidated Emergency Communication Dispatch equipment. Council Member Volger moved to approve Ordinance 806 on first reading, an ordinance authorizing the refinance of the Archuleta County consolidated emergency communication equipment loan, Council Member Lattin seconded, unanimously approved.
  - 3. Letter of Support for Colorado Department of Natural Resources Grant** – The Town of

Pagosa Springs has been invited to participate in an application to be submitted by the San Juan Headwaters Forest Health Partnership. Staff proposes that 50 acres be slated for thinning in 2015 using equipment and personnel provided by JR Ford and grant funding acquired through SB13-269. The projected cost to the Town would not exceed \$20,000 if the grant were awarded. The wood generated would be available to the Town in the form of mulch, firewood for citizens, and saw logs to be milled and used for future Town construction projects. The thinning would be overseen by a certified arborist who has stated his willingness to participate in the project on a pro bono basis. Funds for the 50% match would not need to be appropriated until 2015 budget, after the grant awards are announced in June of this year. A letter of support for the grant application is requested from Council at this time.

## **VI. OLD BUSINESS**

- 1. Ordinance 805, Second Reading, Revising LUDC Section 2.4.13 Regarding Appeals** - As currently in effect, Section 2.4.13 does not establish any procedures for the appeals hearing. While it is not believed this approach is legally defective, as we learned in the past big-box retailer Design Review appeal, the Design Review Boards decision can lead to uncertainty requiring a Council-approved temporary procedural order. 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. Council Member Lattin moved to approve Ordinance 805, second reading, 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 Bunning seconded, unanimously approved.
- 2. Recreation Center Update** – Council Member Lattin invited the town council to attend a public meeting on March 20<sup>th</sup> from 6-8 pm at the Community Center. Mr. Bill Hudson said he emailed questions to the town council members on March 3<sup>rd</sup>, he thanked Council Member Schanzenbaker for replying to his email. Mr. Albert Jenab asked about the cost proposal and financing of the center. He asked if the recent financial information received has changed the minds of the town council at this time. Council Member Volger said he will not actively campaign for or against the recreation center, he said his vote is a personal matter but will probably vote no. Mr. Jenab asked about the numbers presented at this time, the 78% number. Town Manager Mitchem said bond counsel will reassess the bond schedule if the town council desires. Mr. Jenab said it has been difficult to get good information regarding the numbers. He said the citizen’s group advocating the issue has a tight relationship with the bank issuing the bonds; he would like to see more public communication with bond counsel. Mr. Walsh complimented the parks and recreation department for their efforts to the community-wide programs offered by the Town. He said the bond information presented two-weeks before the election is not enough time to get the information to the public. He would like to see a sales tax increase that will be used on the trails and streets. Mr. Mark Weiler, responding to Mr. Janab’s comment about banks and bond counsel, said First Southwest Bank will have no financial interest in this bond issue. Mr. Cappy White said the recreation center is a good idea and agrees with the 1 penny sales tax; however he doesn’t believe the time is right for a recreation center. He suggests the 1 penny goes toward the downtown business area to increase economic development.
- 3. New Visitor Center Location** - The visitor center task force determined to move forward on the old downtown City Market location since the Chamber space is no longer available. The City Market space is 1,500 square feet and the property owner has offered the town a monthly rental fee of \$1 square foot. The proposed site would provide ample parking, Hwy 160 visibility and opportunity for good signage. The exterior of the building is being remodeled by the property owner. The proposed interior remodel includes adding two ADA compliant restrooms, new flooring, ceiling and lighting. The space has a large work room which will be used for storage and fulfillment work. There is significant wall space for large photo display, brochure racks and flat screen monitors. Additionally, there is space on an exterior wall, next to the front entrance, that could be utilized for an exterior facing touch screen, available to visitors 24/7. Remodeling the interior is estimated to cost \$30,000 with reduction in rents to offset the upgrade costs. Council Member Bunning said the location is very good as well as parking. Council Member Schanzenbaker asked why they chose this location. Council Member Lattin said this is the only location that will accommodate the future vision. Bus access is very important as well as RV’s and truck/trailers. This location also keeps the center downtown, gives the empty parking area a

boost, and is visible from the Hwy. Council Member Volger said this fills in some gaps in our downtown. Council Member Volger moved to take the TTC recommendation to procure the downtown City Market location for the visitors center, Council Member Bunning seconded, unanimously approved.

**VII. PUBLIC COMMENT** – None

**VIII. NEXT TOWN COUNCIL MEETING MARCH 20, 2014 AT 12:00PM**

**IX. ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 5:10pm.

**Ross Aragón**  
**Mayor**