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**TOWN COUNCIL MEETING MINUTES
THURSDAY, JUNE 19, 2014
Town Hall Council Chambers
12:00 P.M.**

- I. **CALL MEETING TO ORDER** – Mayor Volger, Council Member Bunning, Council Member Egan, Council Member Patel, Council Member Schanzenbaker
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **APPROVAL of MEETING MINUTES FROM JUNE 3, 9 & 11, 2014** – Minutes were approved as read.
- IV. **PUBLIC COMMENT** – Mr. Mark Weiler commented on the council packet being available online and how wonderful it has been received. Mr. Morgan Murri, founder of GECKO, has created a magazine and invites the council to attend any of the many events GECKO puts on during the year. Mr. Weiler said he started running a year ago and was the fastest runner over 60 at the last event. He supports GECKO and the economic development they create.
- V. **LIQUOR LICENSE**
 1. **Liquor License Renewal – The Junction Restaurant at 401 E Pagosa Street**
 2. **Liquor License Renewal – Farrago Market Café LLC dba Farrago Market Café & Back Room Wine Bar at 175 Pagosa Street** – Council Member Lattin moved to approve the liquor license renewals for The Junction Restaurant at 401 E Pagosa Street and Farrago Market Café & Back Room Wine Bar at 175 Pagosa Street, Council Member Bunning seconded, unanimously approved.
- VI. **NEW BUSINESS**
 1. **Issuing Proclamations** – Council Member Egan recently presented a proclamation to Dan Appenzeller and Christa Munroe in appreciation of their hard work in sponsoring the Folk ‘n Bluegrass Festival in June. Mayor Volger said proclamations are a great way to show organizations appreciation for the effort they put into the community. The Mayor presented two proclamations, one for the Makers Tour and another for the Peace Run. He supports recognizing the good things that are going on in the community. He said the Rural Philanthropy Days was a huge success and thanked all those people and organizations who supported that event. Town Manager Schulte said that occasionally proclamations are needed that may not be have time to have a proclamation approved by council prior to a council meeting approval.
 2. **Ordinance 812, First Reading, Lease/Purchase Agreement for Chamber Building** - On June 9th, Town staff forwarded a “Non-Binding Intent for Lease to Purchase” the Chamber of Commerce property at 105 Hot Springs Blvd. Staff received a letter from the Chamber Board accepting the terms delivered on Tuesday, June 10, 2014. At the June 9, 2014 Town Council special meeting, staff presented the above information, at such time the Town Council directed staff to proceed with drafting a “Lease to Purchase” Agreement for the Chamber of Commerce Building. Staff then proceeded with ordering and receiving a Title Policy for the property, and an opinion of market value which has been determined to be \$330,000. At the Chamber’s June 17 board meeting, the board agreed to the lease purchase agreement except for section 8.03, the

board wants the town to pay the property taxes of approximately \$4,404 per year, without a reduction in rent. The Town will provide a \$90,000 payment at the time of executing the Lease Purchase Agreement. The TTC has budgeted \$30,000 to upgrade the building. Property insurance is estimated at \$500 per year, and a new visitor center sign is estimated at \$7,000. The chamber would like to lease back a portion of the building which may generate \$1,170 per month. Mrs. Cindy Gallabotta said the lease agreement looks good, she asked the lease back be for six month and then extended as necessary. Council was in support of extensions in the lease. Council Member Lattin moved to approve the first reading of Ordinance 812, authorizing the execution and deliver by the Town of Pagosa Springs of a lease purchase agreement between the Town, as lessee, and the Pagosa Springs Chamber of Commerce as lessor for the purposes of financing the acquisition of the visitor's center property; authorizing officials of the Town to take all action necessary and carry out the transactions contemplated hereby and providing for related matters, further providing direction to staff to bring a budget amendment to Town Council for the \$90,000 down payment expense prior by the end of the 2014 fiscal year, and approve in concept, a lease back option for the Chamber of Commerce to occupy a portion of the building for a period of up to 6 months after the execution of the lease purchase agreement, Council Member Bunning seconded, unanimously approved.

3. **Skate Park Phase 2 Funding Request** – The original skate park design included a plaza and bowl area. Due to limited funds, the Town previously helped to support the plaza style phase of the project. The skaters would like to finish phase 2, the bowl area, and have asked the Town participate again with \$32,000 plus assistance with a GOCO grant. Mr. Mike Musgrove with the Skaters' Coalition for Concrete has secured private donations totaling \$21,000 for the second phase of the skate park. The County has also said to support the phase with \$18,000 in 1A funds. The coalition would like Council to consider funding a portion of the estimated total (\$142,027.30) for construction of the second phase and with the Town's help seek a town-sponsored GOCO grant. The GOCO grant cycle is fall, November awarded in March. This could be budgeted in 2015. Council Member Egan asked about the liability, Town Manager Schulte said the Town owns the park and is therefore responsible for the liability within the governmental responsibility. Council Member Schanzenbaker said that getting all the community involved in support is great. Council Member Lattin said she appreciates the group of people who use the park and who are willing to show the younger kids how to skate. A fundraising competition is scheduled for July 12th from 10am-1pm. Planner, James Dickhoff, said that the recent receipt of the bridge grant award, might hinder our ability to get a grant awarded in the fall cycle. Mr. Chris Rapp is a proponent of the expansion of the skate board project. He believes GOCO is a great supporter and if not fall then spring cycle. Mr. Bill Hudson asked about the budgeting in 2015 or when. Town Manager Schulte said the timing would put the expense in 2015 budget cycle. Mr. Mike Kissell said to include the skate park on the google map to show them what is around the skate park area, he said that the park will be broken up for skill level. Council Member Lattin asked the skaters to continue to fundraise and get private investors involved in case a GOCO grant does not get funded immediately. Council Member Egan move to direct town staff to work with the coalition, ask staff to financially plan for a contribution of approximately \$32,000, and direct staff to work in preparing a GOCO grant, Council Member Schanzenbaker, unanimously approved.

4. **Town Manager Hiring Procedure** – The Town Council has many choices when looking for a new town manager. Applications can be obtained from advertising in local, regional, state, and national sites or a recruiter could be hired to find possible candidates. Council Member Egan said there are several people in town that are qualified to be town manager, and believes the council or committee should arrange to hear from those candidates. Council Member Bunning said the recruiter option has not been conducive to finding a right person. Interviewing local applicants as well as statewide and regional advertising would be good. Council Member Lattin has hesitation about recruiters. She said CML, DOLA and local and Four Corner area advertising would be a good start. That gives more people who are familiar with the area. Town Manager Schulte said that advertising to professional publications where managers would look for a job might include CCCMA, IIMCA, CML, ACCA. A recruiter would bring only a half dozen finalist to the table for interview and do all the prep work for the council. Council Member Patel would rather advertise on our own and then if we don't find the right fit, then go

to a recruiter. Ken Charles, with DOLA, can assist with where to advertise. Mayor Volger is willing to work on a committee to determine the process and the ball rolling. Council Member Lattin as well as Council Member Schanzenbaker would like to be involved in the process. A meeting on Tuesday at 9:30am town council will hold a worksession to move forward.

5. **CML Bootcamp July 1st** - Durango is hosting a CML boot camp for elected officials. The town council is encouraged to attend.

VII. OLD BUSINESS

1. **Ordinance 809, Second Reading, Franchise Agreement for Elite Recycling and Disposal, LLC** - On March 17, 2014 a Business License Application was received from "Elite Recycling and Disposal LLC", proposing to start a new rubbish and recycling collection service with in town limits. The Town has three other rubbish collection businesses (currently not providing recycling collection), "Waste Management", "G&I" and "At Your Disposal", all operating on Town Streets and Alleys, under an approved Franchise Agreement. The terms of each Franchise agreement are very similar and each agreement has specific terms for providing the Town with Dumpsters and the weekly collection of such dumpsters and providing roll-off containers for clean up week. The proposed Elite Recycling Carts, instead of the rubbish dumpster requirements Elite will be picking up 4-yard recycle containers at town shop. Council Member Bunning moved to approve the second reading of Ordinance 809, an ordinance of the Town of Pagosa Springs, granting a franchise to ELITE Recycling and Disposal LLC to operate a recycling and refuse collection service in the Town and to use the streets and alleys of the Town for such purpose and setting forth conditions accompanying the granting of this franchise, Council Member Egan seconded, unanimously approved.
2. **Sales Tax Disbursement IGA** - The Town has been notified by the Archuleta County Treasurer that the Treasurer will retain three percent (3%) of all sales tax revenues committed to the Town. Based on the Town's average sales tax revenue over the past three years, the County Treasurer intends to retain over \$96,000 per year. The Town and County are proposing to direct the Colorado Department of Revenue to send the 50% of sales tax approved by the voters for the Town of Pagosa Springs directly to the Town, rather than routing the funds through the County Treasurer's office. This direction will be accomplished through a Town-County Intergovernmental Agreement. Payments made directly to the Town will resolve the matter and lay to rest a potential conflict with the County Treasurer over deducting an administrative fee. Council Member Egan moved to approve the Intergovernmental Agreement with Archuleta County concerning the distribution of sales tax, Council Member Schanzenbaker seconded, unanimously approved.
3. **Sales Tax Brief** - In June, the Town sales tax revenue increased by 7.55% or +\$15,239 compared to June 2013.

VIII. DEPARTMENT HEAD REPORTS

1. **Community Center Report** - Friday July 25, 2014, The Hazel Miller Band Summer Jam Concert will be hosted at our center. This is the 3rd time we have hosted HMB and are excited to see our new marketing strategy implemented. Shane Lucero was hired as the Facility Director and started on June 2nd. Traci and Laurie have been busy training, making introductions to program facilitators, key volunteers, and showing him the ropes. June 9-13th Rural Philanthropy Days used the Community Center Multi-Purpose Room starting on Monday June 9th for the initial prepping of the welcome bags. Girls Circle was started with 17 girls between the ages of 9-18 years. This program integrates relational theory, resiliency practices, and skills training in a specific format designed to increase positive connection, personal and collective strengths, and competence in girls.
2. **Town Tourism Committee Report** - Lodgers tax collections reflected a 35.24% increase over 2013. Year to date collections are up 20.13% over the same period in 2013. The Visitor Center staff is focusing on recruiting volunteers. A volunteer is scheduled on every shift at this time. The outdoor ambassador program has begun with service 10am-2pm on Sundays. B-roll video is being captured by the TTC Directors for potential options for the 2015 budget.

3. **Planning Department Report** – The HPB is looking at a Mary Fisher Recognition project at the park. The San Juan Historical Museum is owned by the Town leased to the Society. There are some potential safety hazards of the property and staff has put up some fencing. They are looking for grant funding to get the hazards repaired. Staff has talked about in-house maintenance; a mason’s opinion will be received before further work. Staff will work with the streets department to determine if there is a decorative fence that is visually pleasing to replace the current bright fencing. Easement donations on the west phase of the trail project have been favorable and should start in 2015. Pagosa Springs is substantially the only town eligible for CMAQ funds, a 20% match is required. The east approach of Majestic Drive and Crestview may be eligible for this grant. Staff will bring additional information on CMAQ funding. BIG R Bridge Company was contact regarding the new pedestrian bridge with a higher figure then what was originally bid. Apparently they had bid a train trestle type bridge instead of one similar to our current pedestrian bridges. The cost for a similar bridge may be \$21,000 more. Council Member Lattin does not like the look of the train-trestle style, Council Member Bunning agrees. More information will be gather and brought to the July 1st meeting. The bank owns the Golf Course and they have stated the bank is considering closing the golf course if an appropriate offer is not made. The current asking price is \$1,900,000. CDOT has agreed to install a 6 foot sidewalk along side of the McCabe Creek Bridge. Walmart hired Shames Construction to build the new Walmart. Fill materials will be staged at the former town dump on Trujillo Road for future town needs. Staff will bring forward consideration for the vendor processes items in order to make it a bit easier. The 8th Street project is moving forward. A possible redesign of the lanes to include a bike lane on the west side, two drive lanes, and a parking and bike lane along the east side has been considered. More information will be brought to the next town council meeting.
4. **Town Manager Report** – Town Manager Schulte thanked the council and staff for a great welcome. The fireworks were delivered to the Town. Fire levels are at stage 1 and staff is in hopes that fireworks will occur. A follow up in mid-July for the retreat is in process.

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

X. PUBLIC COMMENT – None

XI. NEXT TOWN COUNCIL MEETING JULY 1, 2014 AT 5:00PM

XII. ADJOURNMENT – Upon motion duly made, the meeting adjourned at 2:19pm.

**Don Volger
Mayor**