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## **TOWN COUNCIL MEETING MINUTES**

### **THURSDAY, AUGUST 18, 2011**

#### **Town Hall Council Chambers**

#### **12:00 P.M.**

- I. **CALL MEETING TO ORDER** – Mayor Aragon, Council Member Cotton, Council Member Hart, Council Member Holt, Council Member Lattin, Council Member Pierce, Council Member Volger
- II. **LIQUOR LICENSE**
  1. **Liquor License Renewal – Western Refining Southwest dba Giant, 2537 W Hwy 160**
  2. **Liquor License Renewal – The Getaway LLC dba The Plaza Grille 27 B Talisman Drive**
  3. **Liquor License Renewal – Super America LLC dba Everyday Store 300 E Pagosa**
  4. **Liquor License Renewal – Ramon’s Restaurant 56 Talisman Drive** – Council Member Volger moved to approve the liquor license renewal for Western Refining Southwest dba Giant, The Getaway LLC dba The Plaza Grille, Super America LLC dba Everyday Store and Ramon’s Restaurant, Council Member Lattin seconded, unanimously approved.
  5. **Special Events Liquor Permit – Pagosa Springs Community Facilities Coalition fundraiser September 16, 2011 at the Ross Aragón Community Center**
  6. **Special Events Liquor Permit – Pagosa Springs Chamber of Commerce Colorfest September 9<sup>th</sup> and 10<sup>th</sup> at Town Park** – Council Member Volger moved to approve the special events liquor permit for Pagosa Springs Community Facilities Coalition and Pagosa Springs Chamber of Commerce, Council Member Lattin seconded, unanimously approved.
- III. **DELEGATIONS**
  1. **Department of Local Affairs (DOLA) –Reeves Brown & Ken Charles** –Mr. Reeves Brown is the executive director for DOLA. Patricia Develda is with DOLA in the division of emergency management out of the Durango office. Mr. Brown is passionate about rural development and is excited to work with the Governor to assist in strengthening local governments.
  2. **Archuleta County Education Center Update – Dave Richardson & Dr. Lynn Urban** – The Town approved funds for the education center match if the education center spent the funds. Mr. Dave Richardson said the center received a \$25,000 donation as well as a \$20,000 grant. Dr. Lynn Urban explained the Archuleta Education Center has partnered with the school district, and Pueblo Community College. They center has been branded in the Southwest Colorado Community College as an extension of the Durango campus of Pueblo Community College. They offer a alternative high school diploma program, college-level courses, and on-site advising, registration and testing. The new technology, provided by a DOLA grant with matching funds from the town and county, has been a terrific advantage for the students and the community. A new program called STEM (Science, Technology, Engineering and Mathematics) is being emphasis at the 5-8<sup>th</sup> grades with hopes to move it into the high schools.
  3. **Poverty Simulation September 9<sup>th</sup> – Pastor Don Ford** – Pastor Don Ford of the Community United Methodist Church is asking Town Council as well as Town staff to attend a poverty simulation on September 9<sup>th</sup> from 1-4pm at the Community Center. He said 12% of Archuleta County lives in poverty.
- IV. **NEW BUSINESS**
  1. ~~**Park User Fee**~~ – Postponed until September 6, 2011 meeting.
  2. **Irrigation Water Rights and Engineering/Construction of River Water Diversion at Centennial Park** – At the July 21<sup>st</sup> meeting, Parks Supervisor, Jim Miller explained the

PAWDS Board was willing to transfer to the Town the irrigation water rights approved for the Town's parks. While the dialog between the Town and PAWSD has been underway, Town staff has been working with the Town's water attorney, Janice Sheftel, to draft an application for its own water right for irrigation of Reservoir Hill, Town parks, the geothermal greenhouse project and the geothermal heating system. Riverbend Engineering, LLC has been engaged to assist in the technical evaluation and development of initial cost estimates for conversion of the Centennial Park, greenhouse project and heating system to river water. Mr. Tom Carosello said this project is estimated to be under the estimated \$44,000 and should be completed before the 2012 irrigation season. A single site diversion will be possible and will save costs. Council Member Holt moved to move the previously approved \$10,000 irrigation appropriation from the General fund reserves to the Capital fund reserves, Council Member Pierce seconded, unanimously approved.

3. **Geothermal Resource Assessment MOU with Archuleta County** - The Town, the County and the Pagosa Geothermal Advocate group have contributed funding for the Geothermal Resource Assessment currently ready to start by Geothermal Management Company and Gerry Hutterer. The MOU requires the Town and County to each appoint one individual who will jointly be the project manager for the assessment project. Additionally, a well owner contractual agreement is currently being reviewed that will be presented to well owners soon, which will allow the town to install/repair/replace geothermal well monitoring equipment and the collection of data from the equipment. The mayor has been authorized to sign the MOU.
4. **Ordinance No. 764, First Reading, Amending "The Design Guidelines for the Historic District & Local Landmarks" Section 8.10 Regarding Sandwich Board Sign Size and Placement** - The Historic Preservation Board has recently discussed the merits of allowing an increased size for sandwich board signs within the historic district. After much discussion between the Historic Preservation Board and the Planning Commission a compromise was obtained. Council Member Holt moved to approve the first reading of Ordinance No. 764, amending section 8.10 of the Design Guidelines for the Historic District and Local Landmarks to allow Sandwich Board signs up to 5 sq ft per side, up to 24" in width and limiting the placement to against the business building wall on the sidewalk, Council Member Volger seconded, unanimously approved.
5. **South 8th Street and San Juan Alley Sidewalk Project Re-Alignment** - In 2009, staff applied for a Safe Routes to School (SRTS) sidewalk grant that was awarded fourth place, staff proceeded to repackage the grant and apply for CDOT Transportation Enhancement Funds; this grant has been awarded in the amount of \$238,269.00 available funds starting in July 2011. Since the initial application was submitted many new factors have come to light including the closing of the downtown City Market Store and the official announcement of the funding of a traffic light at 8<sup>th</sup> street and Hwy 160 beginning July 2012 design and 2013 construction. A proposed re-alignment of the original scoped project includes a 6 foot wide sidewalk along the east and west sides of South 8<sup>th</sup> Street north to the future 4-way lighted intersection and a pedestrian crossing at 8<sup>th</sup> Street and Hwy 160, and the installation of a 10 foot wide trail between 8<sup>th</sup> Street west to 10<sup>th</sup> Street as recommended in the Town to Lakes Trail master plan with tree planting strip and a pedestrian crossing across 10<sup>th</sup> Street. This sidewalk should connect into the Town to Lakes master plan as well. Council Member Volger moved to approve the re-alignment of the San Juan Alley Sidewalk Project to along the south side of Hwy 160 between 8th St and 10th St. and direct staff to begin preparing the project re-scoping documentation required by CDOT, Council Member Holt seconded, unanimously approved.

## V. OLD BUSINESS

1. **2012 Visitor Guide/Fulfillment Piece** - Council Member Pierce recused herself from the discussion and motion. Since the August 2<sup>nd</sup> Town Council meeting, the Town Tourism Committee has been presented with a very generous offer from the Pagosa Springs Sun to receive 35,000 copies of the Sun's Official Visitor Guide for distribution for fulfillment requests at no charge to the TTC or Town, this would begin in the summer of 2012. The Town Tourism Committee will save money from all previous years and will only need to pay for postage estimated at \$35,000 Council Member Hart moved to approve the proposal from The Pagosa Springs Sun and Pagosa Springs SUN Publishing, Inc., Council Member Volger seconded, motion carried with one abstention (Council Member Pierce).

Copies of proposed Ordinances and Resolutions are available to the public from the Town Clerk

Mr. Mitchem expressed his appreciation to the Sun for a generous offer and feels a strong sense of community.

2. **2011 Downtown Sidewalk Improvement Initiative** - Staff and the town engineer accessed the town sidewalk system along Hwy 160 and determined the most deteriorated portion as the south side of Hwy 160 between 1st Street and 2nd Street as also determined in the SJM Engineering Capital Improvement sidewalk needs assessment completed in November 2010. During staffs analysis, it was also determined the curb and gutter should also be considered for replacement prior to, or in conjunction with the sidewalk replacement. Improvements proposed by staff and town engineer include; design and engineering, replacement of 600 lineal feet of curb and gutter, replacement of 450 lineal feet of existing 6 foot wide sidewalk, addition of 8 new street lighting fixtures (consistent with the 400 block of Lewis Street) and the addition of 150 lineal feet of 6' wide sidewalk along 140 & 169 Pagosa Street. Engineers estimated total cost of the project is \$148,378.00 requiring an additional \$104,000 (staff to provide excavation costs) allocated to the project. Engineering of 4" sidewalk in most areas and 6" thick in the driveway areas. Chris Pierce, arborist, will be donating his services to save trees without future up heaving issues. Council Member Holt moved to approve the allocation of up to \$104,000.00 from Capital Reserves for the proposed sidewalk improvements along the south side of Hwy 160 between 1st Street and 2nd Street, Council Member Volger seconded, motion carried with one abstention (Council Member Cotton).
3. **Town to Host CML District Meeting September 19<sup>th</sup>** – The Town will host this years Colorado Municipal League meeting on September 19<sup>th</sup>. The Town Council is invited to attend.
4. **August Sales Tax Brief** - In August, the Town of Pagosa Springs' sales tax revenue increased by **+13.16% or +\$37,288** compared to August, 2010 (base on June retail sales). Year-to-date (January through August) sales tax revenue reflects an increase of **+5.25% or +\$97,355**. In calendar year 2010 sales tax revenue was down **-3.56% (-\$109,201)**, compared to 2009. In calendar year 2009 sales tax revenue was down **-7.47% (-\$247,730)**, compared to 2008. The sales tax revenue increase of **+\$51,275** last month and the increase of **+\$36,248** this month resulted from an audit that was performed by the Colorado Department of Revenue.

## VI. DEPARTMENT HEAD REPORTS

1. **Parks and Recreation Department Report** - This year's soccer season begins Sept. 6; registration for this program will end this week. Games will be played Monday through Thursday at the elementary and Yamaguchi Park soccer fields and the season will conclude in mid-October. At least 15 local teams and as many as four from Dulce, N.M. are expected to participate. The parks and streets crew has been heavily engaged in assisting Folk West with preparations for the annual Folk Festival on Reservoir Hill during the coming weeks and is assisting with the preparation of the construction site for the new skate park at Yamaguchi Park. U-Can-Afford Landscaping has been awarded the bid for the skate park (at \$102,355) construction project and has been issued the notice to proceed. The preliminary layout was completed this week and construction is expected to start Aug. 15 or 16. Barring weather delays, this project should be completed in early October. The request for proposals has been issued for the Yamaguchi Park Restrooms and bids are due Aug. 18.
2. **Town Tourism Committee Report** - Lodgers tax collections were down in June 2011, as compared June 2010, with a decrease of 11.7%, with two payments still outstanding. Taxes for June 2011 should be approximately 6% down when all payments are received, or roughly \$2400, however total collections for the year will be slightly up over 2010. June 2011 saw a 35.05% decrease in fulfillment requests for printed materials versus June 2010, largely as the result of spam issue affecting Colorado.com leads. Colorado.com offered the TTC additional banner ads in exchange for the glitch in June. Additionally, traffic in the Visitor Center was up 3.06% in June, as compared to 2010 (or 191 people). The Reservoir Hill Task Force is focused on completing the business plan for Reservoir Hill. The group is aiming for completion by the end of August; after this is completed, public comment and meetings will most likely be scheduled to begin.
3. **Planning Department Report** - Ecosphere Environmental and Davis Engineering are currently coordinating the environmental analysis and engineering required to extend the current river walk from the existing termination point behind the Springs Resort, north

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through the recently acquired Waters property and along the river to just east of the 6th Street river bend. A hydraulic study will also be completed for locating a potential pedestrian bridge, for consideration, to determine the new trail termination location. Staff is working with the Governors Energy Office (GEO) concerning our Renewable Energy Development Team (REDT) grant application. The REDT grant awards 120 hours of technical assistance including financial feasibility, business plan development and expert technical engineering advice. Our application is waiting to enter the second round for REDT grant consideration. The School of Mines has inquired about coming to Pagosa for field work in May 2012; they could possibly help with the testing for the Geothermal Resource Assessment. Staff continues to contact property owners between Pinon Causeway and Piedra Road for possible trail route alignments, as well as the old Durango Trail property. Many commercial property owners are very excited about the prospect of a connecting trail adjacent to their property. Town Planner, James Dickhoff, has also been researching the State Trails Grant for this project. The new vehicular directional sign project located west of the S. Pagosa Blvd intersection with Hwy 160 along the south side of the Hwy will begin on August 12, 2011 and should be complete in early October. The addition of directional signs have been installed along Hot Springs Blvd and on Hwy 160 south of the River Center for the San Juan Motel Reservoir Hill trail head and the River Center Park.

4. **Town Manager Report** - Town Manager Mitchem handed out a letter from Laura Moore with the Pagosa Springs Center for the Arts regarding modifications of the building to meet building codes. This item will come before council at the September 6<sup>th</sup> meeting. Town Manager Mitchem addressed the critical need to thin the trees on Reservoir Hill to fend off the infestation of mountain pine beetle. The PSCDC Board of Directors has chosen Richard Lindblad to be executive director of the Pagosa Springs Community Development Corporation. Mr. Lindblad was chosen from a pool of candidates with strong business experience and leadership skills. In addition to Mr. Lindblad's experience in business, the Board's selection of Rich was partly based on his success of local businesses after being coached by Rich in the concepts of finance, financial management and marketing. Rich will begin work on September 1<sup>st</sup>.

**VII. APPROVAL OF JULY FINANCIAL STATEMENT AND ACCOMPANYING PAYMENTS** – Council Member Hart moved to approve the July financial statement and accompanying payments, Council Member Volger seconded, unanimously approved.

**VIII. NEXT TOWN COUNCIL MEETING SEPTEMBER 6, 2011 AT 5:00PM**

**IX. ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 1:40pm.

**Ross Aragón  
Mayor**