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**TOWN COUNCIL MEETING AGENDA
THURSDAY, OCTOBER 20, 2016
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 p.m.**

- I. **CALL MEETING TO ORDER**
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **PUBLIC COMMENT** – *Please sign in to make public comment*
- IV. **CONSENT AGENDA**
 1. **Approval of the October 4, 2016 Meeting Minutes**
 2. **Approval of September Financial Statement and Accompanying Payments**
 3. **Liquor Licenses**
 - a. **New Liquor License – Los Dos Charros Mexican Restaurant at 2800 Cornerstone Drive, Bldg #2, Units 3&4**
 - b. **Liquor License Renewal – Mountain Spirits at 135 Country Center Dr Suite B-1**
 - c. **Special Events Liquor Permit – Archuleta County Victim Assistance Program Art Event Benefit at 7 Parelli Way on October 22, 2016**
- V. **REPORTS TO COUNCIL**
 1. **Featured Department Head Reports**
 - a. **Streets Department**
 - b. **Town Clerk Department**
 2. **Sales Tax Brief**
 3. **Lodgers Tax Brief**
- VI. **NEW BUSINESS**
 1. **Ordinance 849, First Reading, Municipal Court Collections**
 2. **CDC 3rd Quarter Update and Invoice**
 3. **Resolution 2016-15 Appointing Peggy Bergon and Larry Garcia to the Historic Preservation Board**
 4. **Ordinance 850, First Reading, Accepting Mill Creek Road Construction Easement**
- VII. **OLD BUSINESS**
 1. **DUST2 Urban Single Track Revised Project Phasing**
 2. **Hudson vs Hessman with Possible Executive Session Pursuant to C.R.S. 24-6-402(4)(b) for Conference with Attorney to Receive Legal Advice**
- VIII. **PUBLIC COMMENT** – *Please sign in to make public comment*
- IX. **COUNCIL IDEAS AND COMMENTS**

X. NEXT TOWN COUNCIL MEETING NOVEMBER 1, 2016 AT 5:00 PM

XI. ADJOURNMENT

**Don Volger
Mayor**



AGENDA DOCUMENTATION

LIQUOR LICENSES: IV.3

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: BILL ROCKENSOCK, POLICE CHIEF

PROJECT: LIQUOR LICENSE RENEWALS

ACTION: DISCUSSION AND POSSIBLE ACTION

BACKGROUND

Businesses granted liquor licenses by the State of Colorado and the Town of Pagosa Springs are required to renew their liquor license annually. The Town Council, as the Local Licensing Authority, has requested that the Police Department provide them with information on police contacts with these businesses in consideration of their renewal application.

Annually, the Police Department works with the Colorado Liquor Enforcement Division to conduct compliance checks on businesses within the Town of Pagosa Springs holding liquor licenses throughout the year. Officers do perform random checks/walk thru of businesses selling liquor in the town limits.

The vendors listed below have requested a renewal of their liquor license. Based upon a local records check, the Police Department has found the following:

Mountain Spirits – Since January 1, 2016, there were no documented liquor violations at Mountain Spirits, located at 135 Country Center Dr. Suite B-1.

Los Dos Charros Mexican Restaurant – There is no history connected with Los Dos Charros, located at 2800 Cornerstone Dr, Bldg #2, Units 3&4, as it is a new business. Background history on the principals shows no liquor-associated violations for either Ramon Sotelo or Araceli Pallares.

With regard to Special Events Liquor Permits:

There were no documented violations associated with any past Special Event Permits for the **Archuleta County Victim Assistance Program**.

ATTACHMENT(S):

None

RECOMMENDATION

It is the recommendation of the Police Chief that the Town Council,

Consider the above information when determining approval of liquor license renewals.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: V.1.A

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: CHRIS GALLEGOS, PUBLIC WORKS DIRECTOR

PROJECT: PUBLIC WORKS DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

STREETS UPDATE

The Streets department has been busy taking care of pot holes and drainage in all ditches, straightening and replacing street signs, and replacing lights on the Hot Springs Blvd Bridge and electrical conduit at Hwy 160 and 2nd Street when CDOT had drilled.

The Town alleys have been bladed and Pagosa Hills at Crestview received a new layer of gravel.

The geothermal system was turned on for the winter and staff encountered two major breaks that were found and repaired. Two connections of the geothermal system were completed on South 8th Street. There was minimal repair for this connection due to 8th Street currently being under construction.

The Streets department has been working on the equipment in preparation for the winter season.

The Pinon Lake fountain was removed from the lake for the winter.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: V.1.B

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: APRIL HESSMAN, CMC, TOWN CLERK

PROJECT: TOWN CLERK DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

CLERK'S OFFICE UPDATE

Budget: The preliminary budget was presented to the Town Council at the October 4th meeting as required by State statute. The Council has scheduled work sessions to review budget requests and revenue projects and to determine goals and objectives which will assist staff in the budgeting process.

Business: Staff is now receiving half the amount of sales tax distribution directly from the Colorado Department of Revenue. Staff has been working with vendors to find a beneficial solution to the Town's need for an agenda management, records management, and work flow process. Webinars have been conducted with Granicus, Novus, Board Sync, and Laserfische. At this time, the Board Sync program looks to be within budget and an agenda management product that will provide efficiency for both Town staff and council. The Board Sync product also provides for public portals with the boards and commissions agendas and minutes. Laserfische, iCompass, and M-Files as well as On-Base are records management products staff has look at, but at this time a decision has not been reached for a product staff feels will move the Town into the future efficiently and within budget. Staff recommendations will be provided to Town Council once an exhausted search has been completed on the options for the products.

Training: The Town Clerk and Deputy Clerk attended a liquor licensing update class in Durango. A change to the definition of a Tavern which had originally been a "catch all" for many licenses has caused an addition of a new license type, L&E Lodging and Entertainment. The Town currently has six tavern licenses and only one that fits the new definition. The other five licenses will need to go through the process to change the license type to either a Hotel & Restaurant or a Lodging and Entertainment class. Staff has contacted the business owners, there is no fee for the change of license type at this time, it is more an administrative action. The Deputy Clerk will attend "Front Desk Safety" class in Durango in October. This is provided through the Fred Pryor training program which the Town is a member.

Property Loss Audit: Larry Cardamone from CIRSA met with Town staff on September 19th to conduct the annual Loss Control Audit. The audit covers training, procedures, and walk thru inspections of facilities and parks. In order to be eligible to receive ½ of available loss control credits, the Town must be certified in the Core Loss Control Standards. This year the Town obtained certification with a score of 93 and a loss ratio of 22%. The remaining ½ of the available loss control credits are earned based upon the final audit score. The Town's final audit score of 101 ensures our eligibility to receive additional credits.

CitizenServe: Staff has worked diligently to review and edit the program to fit the needs of both the citizens of the Town and the Town's employees. We are excited to announce the completion and launch of the new CitizenServe website! The process to integrate all of the current business license, building permit and planning permit information has begun. All business licenses, contractor work permits, building permits and planning permits will now be entered through CitizenServe thus making it easily accessible by all citizens and staff who register online.

PERSONNEL

Recruitment: Interviews for the Police Recruit position were held on September 17th. Staff interviewed five applications and are reviewing each candidates written tests and oral board results to determine the best candidate. The Town is also recruiting to fill a part time position at the Visitor Center that will be vacated on November 1st. Applications are being

accepted through the end of October and staff anticipates scheduling interviews and filling the vacancy by mid-month or sooner.

Insurance: Staff conducted its annual Open Enrollment Meeting for benefits. Representatives from our benefit providers attended to review benefits and discuss any changes to the plans with the Town's employees. The new plan year for most of the Town benefits is November 1st. Staff anticipates processing of changes with vendors and adjustments to payroll to be completed by October 25th.

Policies and Procedures: Review and updates of the Town's Personnel Handbook have been completed. Staff continues to work with each Department to update the Town's Safety Manual to include documented policies for hazardous operations, safety training, accident reporting, and inspections. The approval of the Personnel Handbook will come before Town Council again in November.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: V.2

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: AUGUST 2016 SALES TAX REVENUE REPORT

ACTION: DISCUSSION

CURRENT MONTH SALES TAX & LODGERS TAX REVENUE

This report represents the information for August 2016 for sales tax and shows an *increase* of **21.3%** compared to August 2015. Total sales tax revenue for August 2016 for the Town is \$495,843 with that divided equally between the General Fund and the Capital Improvement Fund (\$247,922 going to each). In August 2015, the total amount received was \$408,626. The sales tax received in August 2016 is \$87,217 more than the same month in 2015.

Usually July is the best sales tax month each year – until now. The revenue received in August 2016 was higher than July 2016. As a reminder, the sales tax received in July 2016 was \$485,115, for a difference of \$10,728. That represents a 2% increase between the 2 months. According to our records, this has never happened before.

Staff is of the opinion this is a result of either a permissible advance sales tax payment by one or more vendor, or part of the revenue received in August 2016 is attributable to another month or period. Certainly August was a busy month, but it is counterintuitive to believe August was, in fact, busier than July.

Also of note is the trend over the past three years, as follows:

- August 2016 is 21% higher than August 2015.
- August 2016 is 39% higher than August 2014.
- August 2016 is 50% higher than August 2013.

Regardless of the reason, August 2016 is now the highest sales tax month ever.

Compared to 2016 Budget

The sales tax projection for the adopted 2016 budget is a total of \$4,352,566 or \$2,176,283 each for the General Fund and the Capital Improvement Fund representing a 7% increase over the estimated year end for 2015. The month of August 2016 yielded \$247,922 for the General Fund and exactly the same amount for the Capital Improvement Fund. Premised upon the 10 year monthly average, the expectation is the Town should have received in August for each Fund about \$204,571. The variance for August 2016 is \$43,451 or 21% *more* than budget. As a result, year to date, we are ahead of budget by approximately \$117,744, or 8%. Please see Exhibit A.

ANALYSIS

Resolution 2016-01 mandates 2016 expenditure reductions if sales tax revenues decline from the average revenue of the past two years. The application of the Resolution requires a monthly analysis that averages several months/years of revenue, to smooth out the impact of significant swings in sales tax collections:

AUGUST 2016 SALES TAX ANALYSIS

OCTOBER 20, 2016

PAGE 2

	<u>2104</u>	<u>2015</u>	<u>Avg.</u>	<u>2016</u>	<u>% Change</u>
June	344,899	413,514	379,207	468,925	+23.6%
July	378,165	459,095	418,630	485,115	+15.6%
August	356,707	408,626	382,667	495,843	+29.6%

Everything continues to be positive. Application of paragraphs 5 and 5(b) of the Council's policy calls for **NO** reduction of budgeted expenditures since the reduction is not more than 5%

ATTACHMENT(S)

Exhibit A

RECOMMENDATION

Informational, no action required.

**Town of Pagosa Springs
2016 Sales Tax Estimate
General Fund**

<u>Month</u>	<u>2016 Estimated</u>	<u>2016 Actual</u>	<u>Variance</u>	<u>10 Year Ave. % Collection</u>	<u>Percent Above Budget</u>
January	145,811	157,611	11,800	6.7%	8%
February	139,282	150,211	10,929	6.4%	8%
March	161,045	193,947	32,902	7.4%	20%
April	134,930	145,731	10,801	6.2%	8%
May	158,869	159,886	1,017	7.3%	0.6%
June	204,571	234,463	29,892	9.4%	15%
July	265,507	242,557	(22,950)	12.2%	-9%
August	204,571	247,922	43,351	9.4%	21%
September	206,747			9.5%	
October	178,455			8.2%	
November	161,045			7.4%	
December	215,452			9.9%	
TOTAL	2,176,283	1,532,328	117,744	100.0%	
Percent Ahead of Estimate	8%				



AGENDA DOCUMENTATION

DEPARTMENT HEAD REPORT: IV.3

PAGOSA SPRINGS TOWN COUNCIL
October 20th, 2016

JENNIFER GREEN
DIRECTOR, PAGOSA SPRINGS AREA TOURISM BOARD

PROJECT: LODGING TAX UPDATE
ACTION: UPDATE AND DISCUSSION

LODGERS TAX FINANCIAL REPORT

The most recent lodging tax report has been provided for review. With all payments received, August 2016 reflected an 8.55% increase over 2015, or \$5,223. Year to date collections reflect an 11.33% increase over 2015, or \$40,523.

VISITOR CENTER UPDATE

Traffic to the visitor center during the month of September is not accurate. Staff learned a valuable lesson to change batteries in door counters in a scheduled period, versus waiting for the batteries to die. Batteries in both doors died a week apart during September, giving us 15 days with inaccurate counts. Batteries will be replaced after a 12 month period, so that this does not occur again. Anecdotally, staff felt as if September was busier than last year.

EVENT FUNDING APPLICATIONS

In order to achieve the key objectives, such as increase number of events and encourage shoulder season events the re-structured event funding program has been drafted:

- Event Funding Application - simple application with no requirement on how funds are used; designed for event held during peak season that may not benefit from additional advertising; event organizers can apply for up to \$2500 per event, or \$5000 in a calendar year
- Marketing Grant - focus is on detailed marketing plan to target niche audience; scorecard designed to award more points for dollar for dollar match, shoulder season timing and marketing plan detail; applicants / event organizers can apply for up to \$15,000.

SOCIAL MEDIA UPDATE

CrowdRiff implementation continues; staff will work with event organizers in 2017 to leverage various hashtags and engage their fan bases to help promote. Staff is developing content management plan for 2017 to combine social media and PR efforts.

- Facebook - www.facebook.com/visitpagosasprings: 14,986 fans
- Instagram - www.instagram.com/visitpagosa: 2,072 followers
- Twitter - www.twitter.com/visitpagosa - 1,191 followers

CTO MARKETING MATCHING GRANTS

The Tourism Board can potentially be involved in two separate grant applications for 2017:

- Historic Hot Springs Loop: 2016 grant focused on product development - brochures, videos, landing page on colorado.com; 95% of media placement has been at no cost to the participating destinations. 2017 Grant applica-

tion is due October 14th; Town Council approved serving as fiscal agent during October 4th meeting. 2017 grant application is focused on marketing and PR - planned advertising through CTO, Sunset Magazine, social media and PR efforts.

- Crafted Beverages of SW Colorado: Durango Area Tourism (DATO) is submitting a grant to create and promote a marketing campaign focused on the independent breweries, wineries, distilleries and cideries located in the SW corner of Colorado, specifically in the four counties of La Plata, Archuleta, Montezuma, and Ouray. The campaign would also include promotion of a calendar of special events that feature the crafted beverage products produced in this same region, and any operators of tours to the same locations. DATO is applying for the CTO grant and requesting no funding from the other participating counties. They hope to extend stays by creating more itineraries; Pagosa will benefit from day trip traffic from Durango.

MTN INITIATIVE

Pagosa Springs has joined 90-plus Colorado DMOs, attractions and resorts to participate the MTN (Mountain Travel Network). The Colorado Tourism Office partnered with Internet Honey to develop a new Colorado industry-wide data analytic tool, of which, google analytics is one layer. Participation is at no cost to the partners, yet we all benefit from the wealth of information being compiled. While the project is new, the MTN has already shown that 1 of 6 visitors start at colorado .com before getting to their partner websites. This goes to the heart of why a statewide promotional campaign is essential for our industry and why Pagosa Springs working closely with the CTO is the most beneficial.

TAX COMPLIANCE EFFORTS

Staff has been evaluating options for ongoing tax compliance given challenges with tax compliance efforts and necessary reconciliation in order to fulfill contractual obligations for commissions to MuniRevs. New data mining companies are gaining traction in the industry to monitor and track online vacation rental listings. Staff is investigating options in order to continue tax compliance efforts and ensure their effectiveness.

MISCELLANEOUS PROJECTS

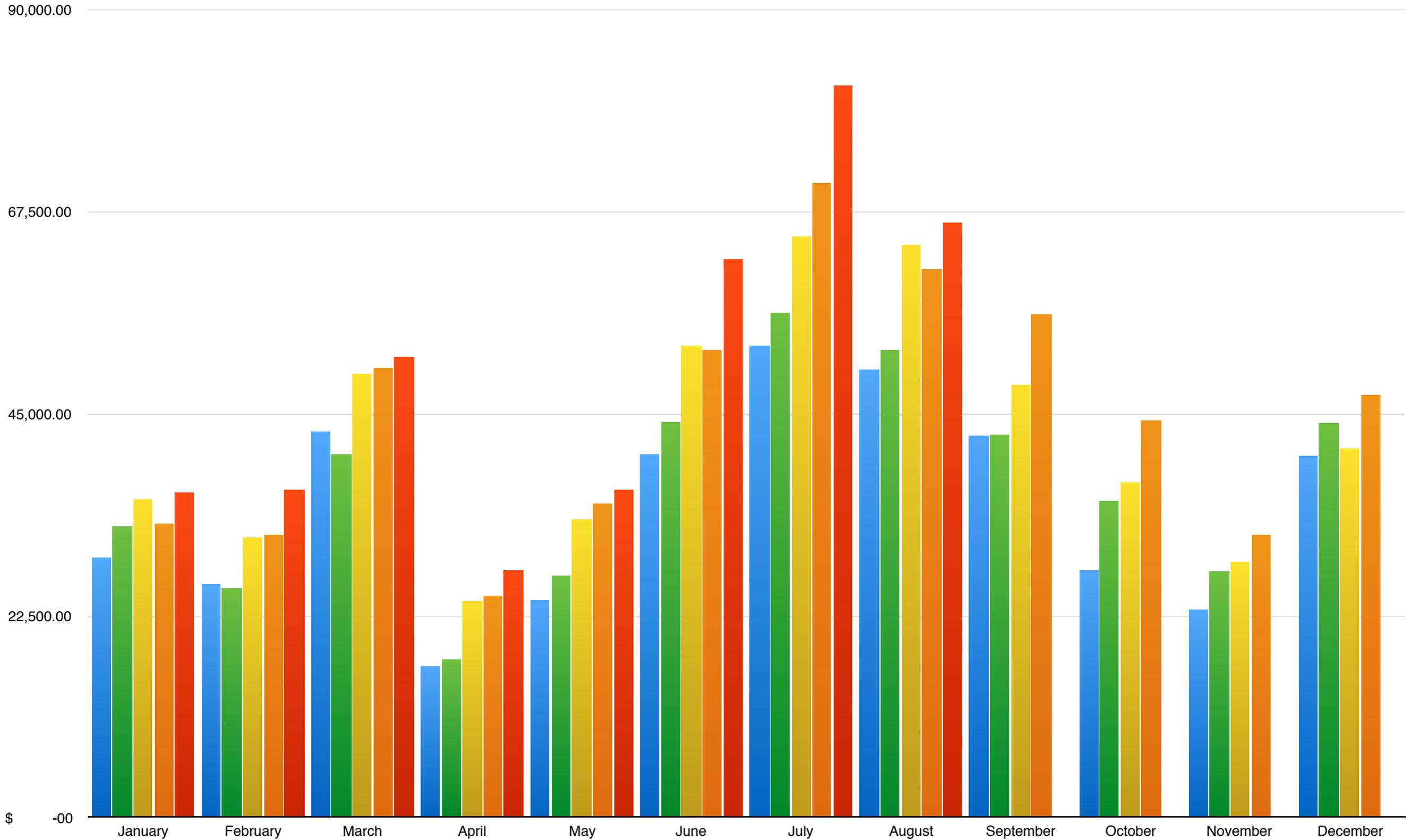
The staff has been focused on multiple projects, besides assisting visitors in town:

- New website - glitches in itinerary builder tool have delayed progress slightly; launch is close
- Travel Planner Update - new Travel Planners should arrive by the end of October
- 2017 Marketing plans - multiple new marketing efforts are being evaluated for 2017, including online video placement, detailed PR strategy to leverage success of Hot Springs Loop and social media efforts; specific event promotion concepts and a new Road Trips segment through Colorado.com
- Video Development - the deadline for video editing and videographer RFPs is October 14th; multiple projects await locating vendors
- Press & Media - hosting German freelance writers updating a Guide Book and writing articles for various newspapers on October 23rd; they visited during a lunch stop FAM in February 2015 for less than 3 hours and requested to stay overnight during this visit; Japanese Group Travel FAM October 18th for overnight visit - group includes 7 tour operators
- Visitor Bags - staff has provided over 250 stuffed bags with brochures, water bottles and other Pagosa-related information for recent firefighter training group, two wedding groups, 3 tour buses and media writers
- Additional Hot Springs Loop win - National Geographic Traveler visited 3 of the 5 destinations on the loop, however writer is including all 5 destinations in piece - Pagosa and Ouray did not host (or cover related expenses), but will receive equal coverage in upcoming article

Town Collections by Month

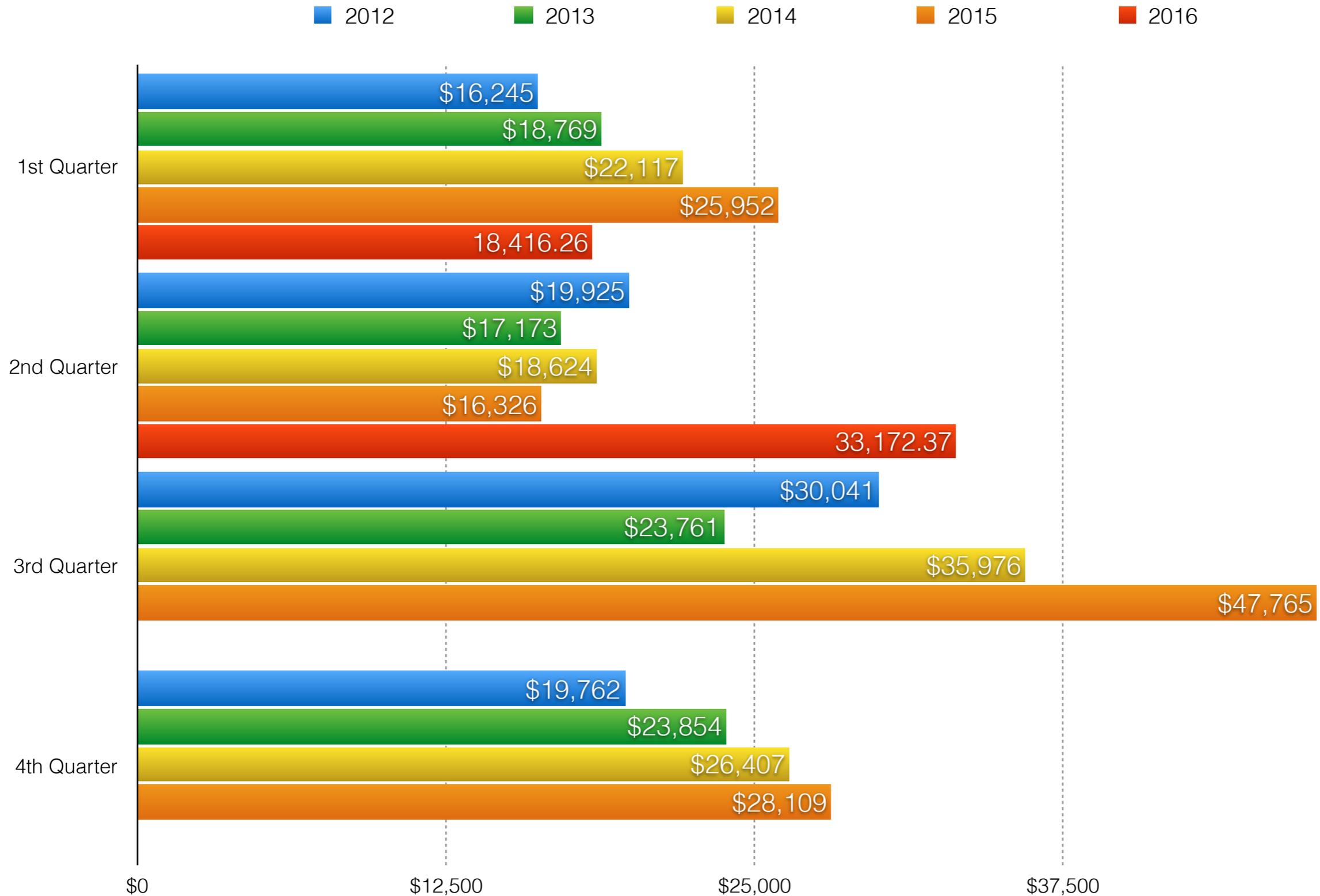
(2012 - 2016)

2012 2013 2014 2015 2016



County Collections by Quarter

(2012 - 2015)

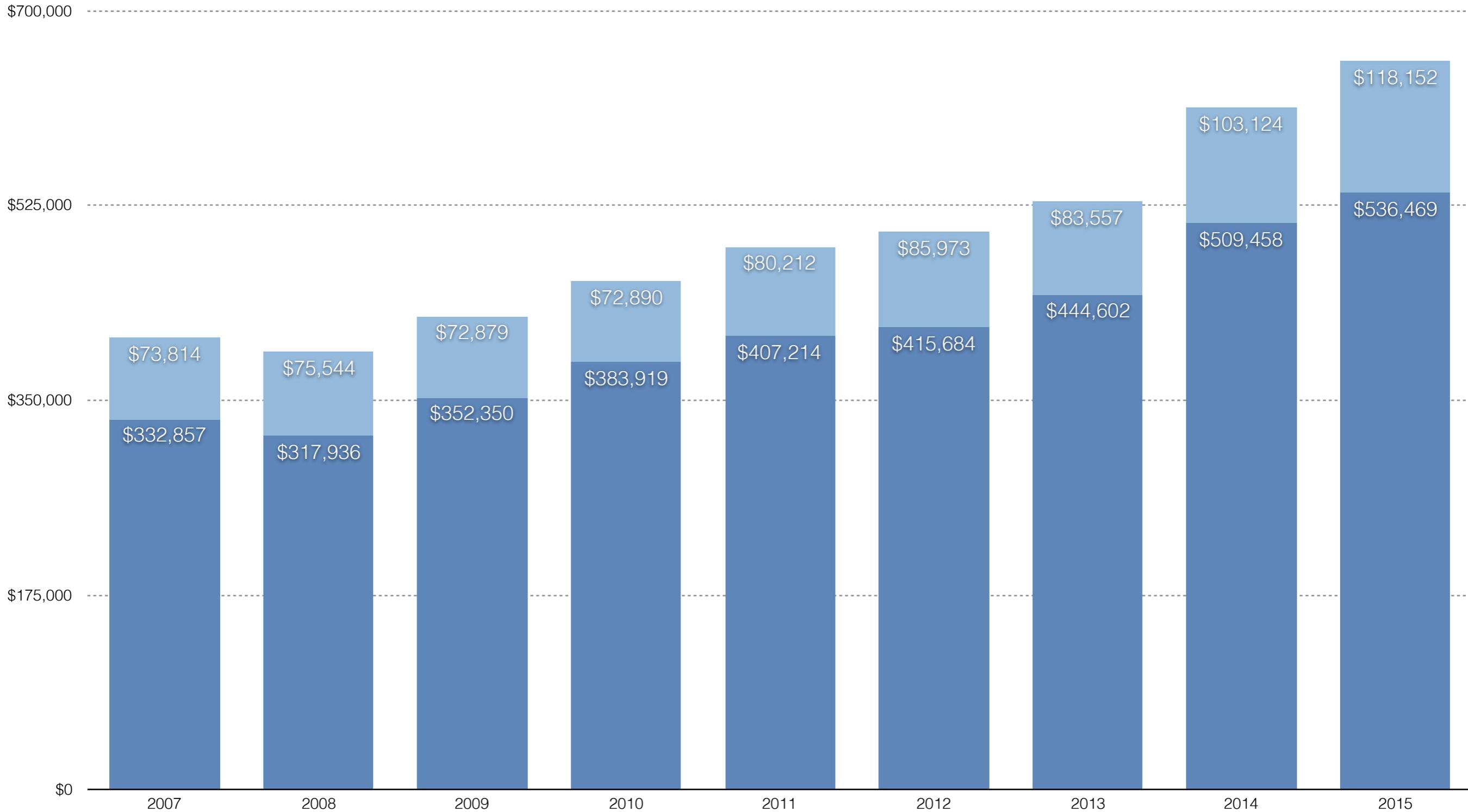


Total Collections by Year

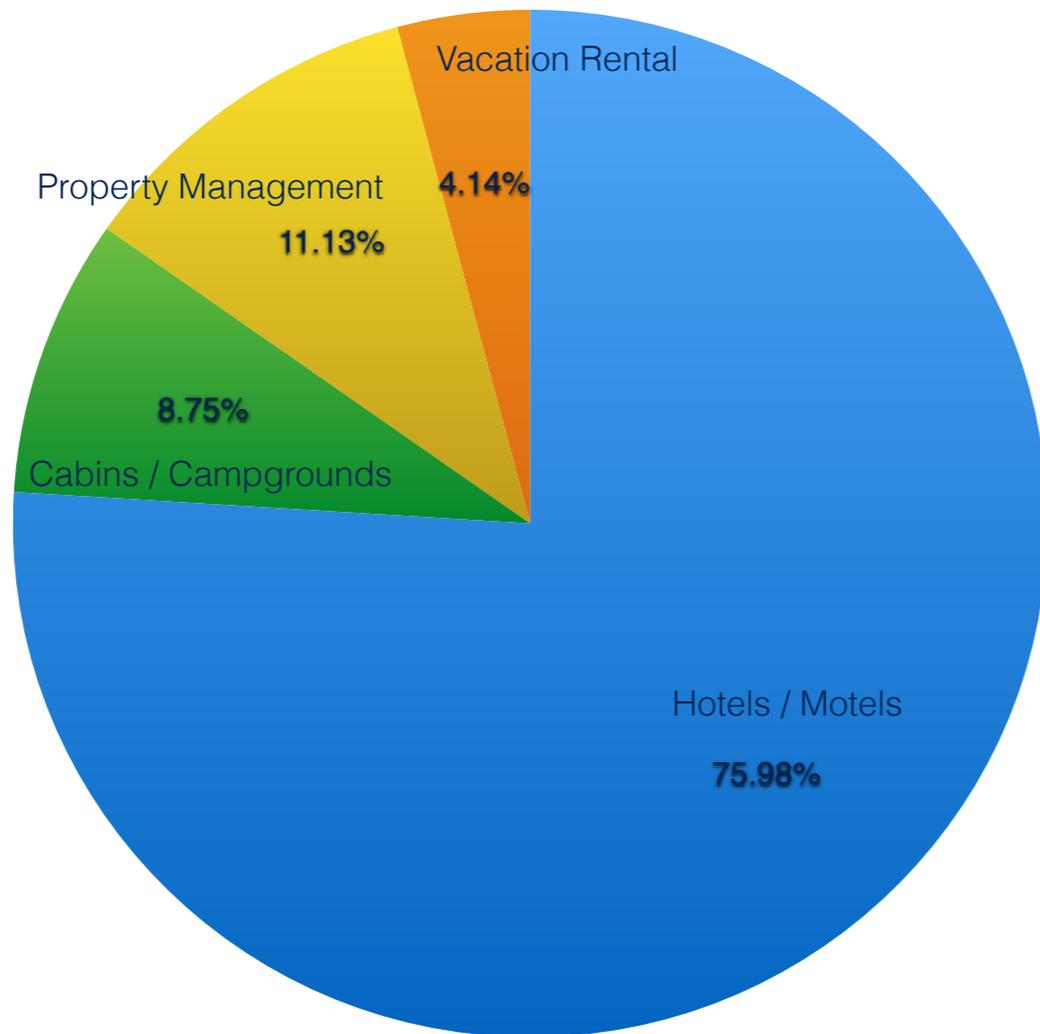
(2007 - 2015)

■ Town

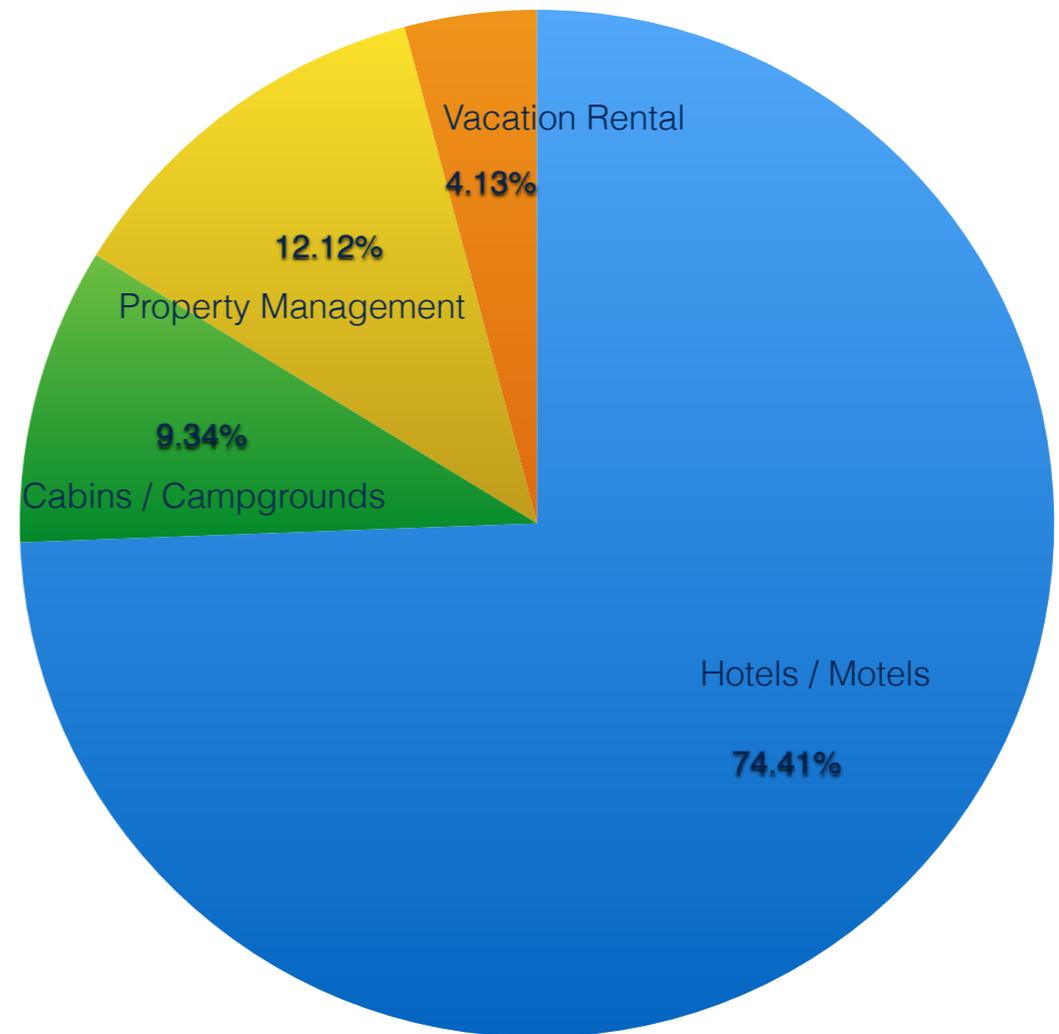
■ County



Collections by Property Type



August 2015

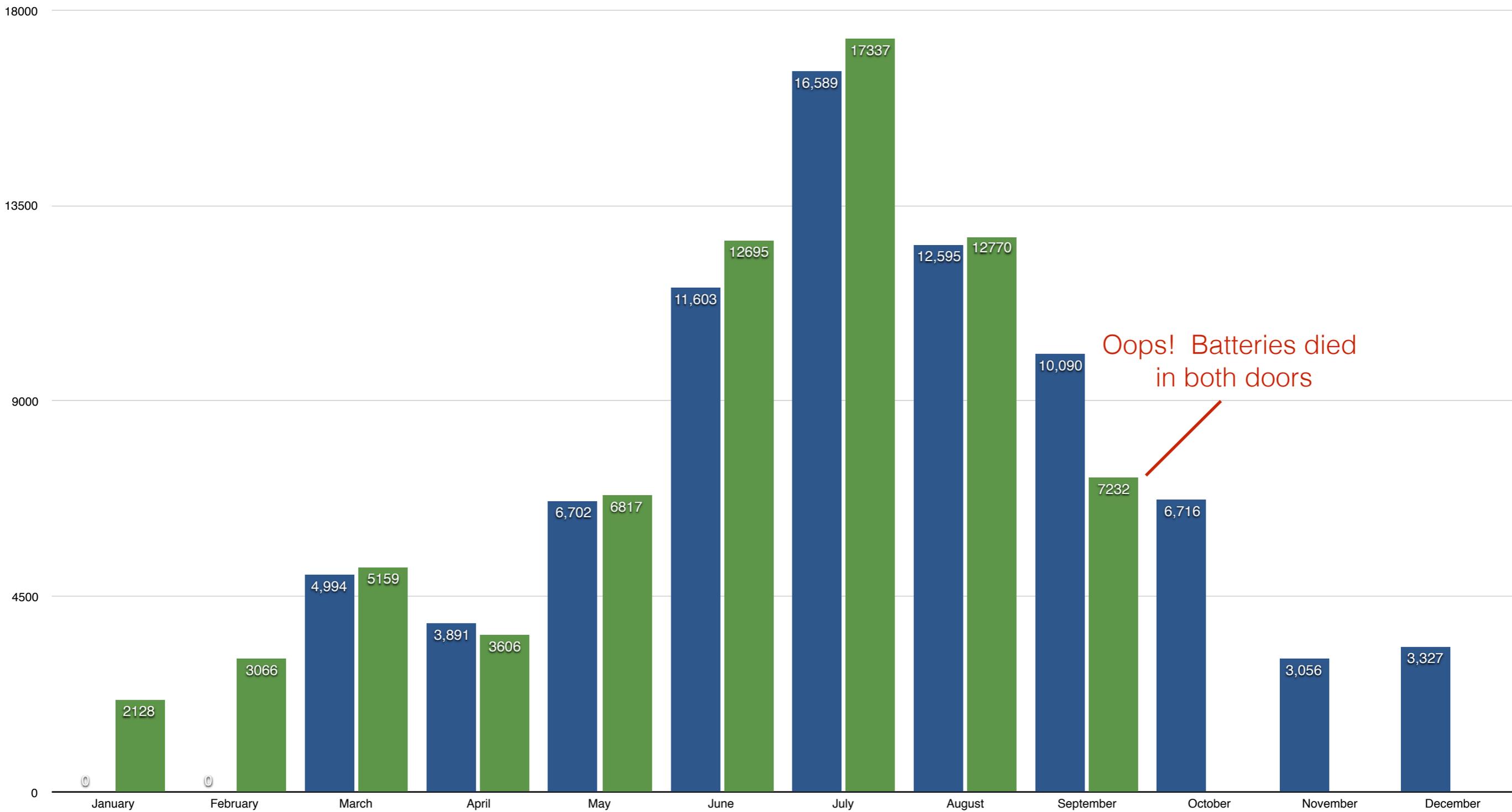


August 2016

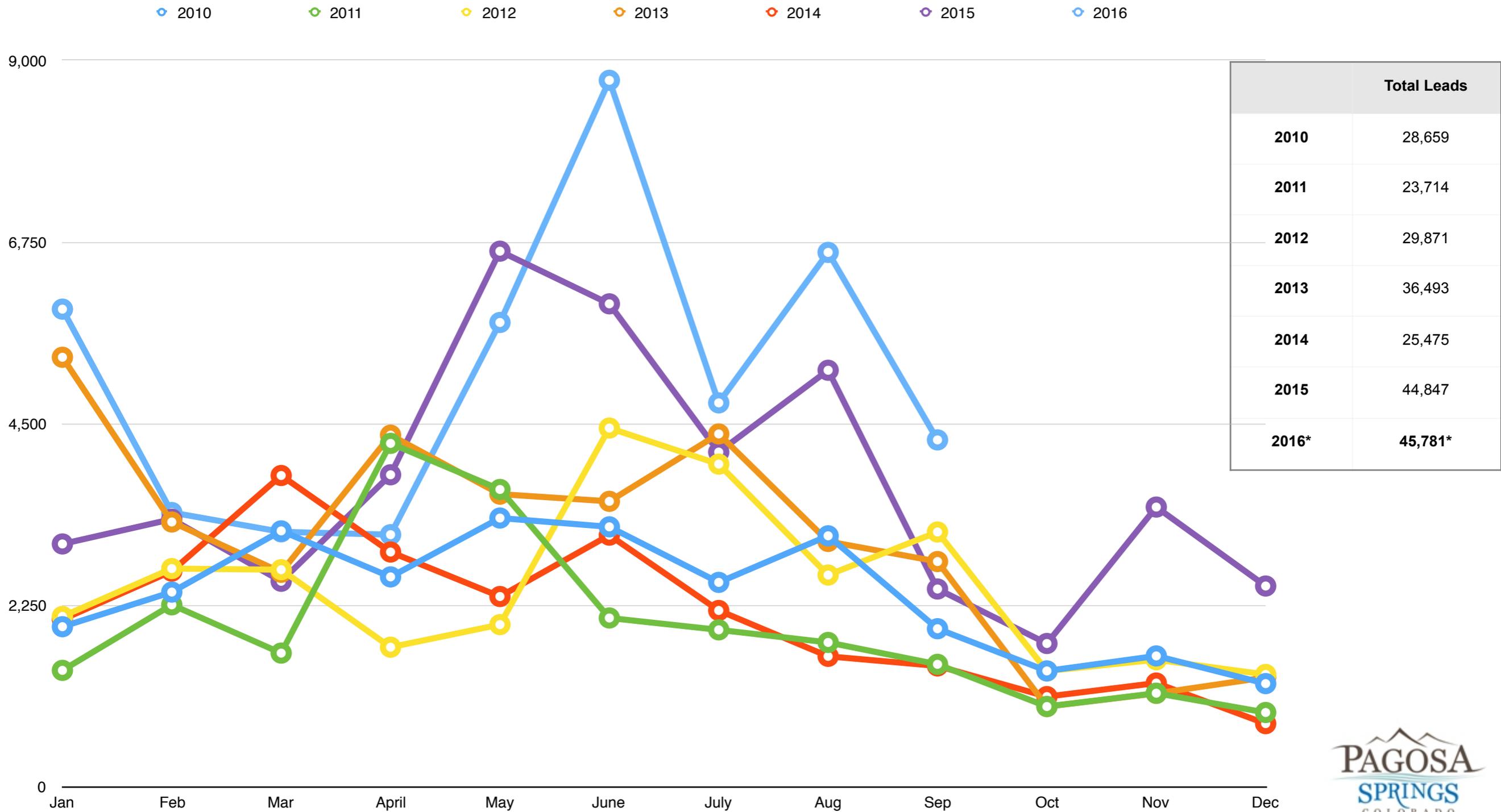
Visitor Center Traffic

■ 2015 (Traffic less Chamber / Mtgs)

■ 2016 (Traffic less Chamber / Mtgs)



Vacation Planner Requests by Month



Total Lead Collection by Month

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
2010	1984	2413	3171	2601	3330	3221	2533	3110	1959	1436	1622	1279	28,659
2011	1443	2255	1657	4255	3684	2092	1945	1789	1518	995	1160	921	23,714
2012	2111	2704	2690	1730	2010	4445	3998	2624	3157	1435	1575	1392	29,871
2013	5322	3281	2658	4357	3626	3537	4372	3040	2791	995	1158	1356	36,493
2014	2,074	2,672	3,857	2,909	2,358	3,118	2,185	1,617	1,498	1,118	1286	783	25,475
2015	3,009	3,316	2,547	3,866	6,636	5,984	4,147	5,161	2,451	1,776	3,466	2,488	44,847
2016	5,918	3,398	3,159	3,124	5,753	8,753	4,757	6,621	4,298				45,781

Town of Pagosa Springs Monthly Lodgers Tax Collections												
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	% Change 2016 vs 2015	% Change since 2007
January	\$ 22,904	\$ 23,544	\$ 24,228	\$ 27,295	\$ 26,944	\$ 28,916	\$ 32,500	\$ 35,390	\$ 32,822	\$ 36,191	10.26%	58.01%
February	\$ 20,543	\$ 17,002	\$ 19,361	\$ 21,960	\$ 21,825	\$ 26,003	\$ 25,511	\$ 31,222	\$ 31,453	\$ 36,512	16.08%	77.73%
March	\$ 33,516	\$ 31,216	\$ 29,925	\$ 34,929	\$ 37,350	\$ 43,034	\$ 40,383	\$ 49,399	\$ 50,036	\$ 51,380	2.69%	53.30%
April	\$ 15,879	\$ 12,500	\$ 15,186	\$ 15,765	\$ 16,831	\$ 16,912	\$ 17,607	\$ 24,064	\$ 24,692	\$ 27,562	11.62%	73.57%
May	\$ 20,590	\$ 19,276	\$ 21,949	\$ 21,049	\$ 21,758	\$ 24,283	\$ 26,943	\$ 33,230	\$ 34,998	\$ 36,577	4.51%	77.64%
June	\$ 31,804	\$ 29,041	\$ 32,622	\$ 37,539	\$ 36,091	\$ 40,508	\$ 44,148	\$ 52,611	\$ 52,040	\$ 62,207	19.54%	95.60%
July	\$ 43,728	\$ 44,693	\$ 50,125	\$ 51,932	\$ 57,317	\$ 52,572	\$ 56,191	\$ 64,681	\$ 70,696	\$ 81,608	15.44%	86.63%
August	\$ 35,610	\$ 38,092	\$ 42,308	\$ 41,714	\$ 44,944	\$ 49,949	\$ 52,183	\$ 63,775	\$ 61,073	\$ 66,296	8.55%	86.17%
September	\$ 36,500	\$ 32,364	\$ 35,610	\$ 41,333	\$ 44,020	\$ 42,500	\$ 42,615	\$ 48,244	\$ 56,080			
October	\$ 25,265	\$ 22,041	\$ 25,765	\$ 28,858	\$ 30,662	\$ 27,483	\$ 35,282	\$ 37,304	\$ 44,219			
November	\$ 14,866	\$ 16,232	\$ 19,816	\$ 21,348	\$ 27,542	\$ 23,180	\$ 27,340	\$ 28,446	\$ 31,451			
December	\$ 31,652	\$ 31,935	\$ 35,457	\$ 40,198	\$ 41,931	\$ 40,345	\$ 43,900	\$ 41,094	\$ 47,075			
Total	\$ 332,857	\$ 317,936	\$ 352,350	\$383,919	\$ 407,214	\$415,684	\$444,602	\$509,458	\$536,635	\$398,333		
\$\$ Difference (over previous year)		\$ (14,921)	\$ 34,414	\$ 31,569	\$ 23,295	\$ 8,470	\$ 28,917	\$64,856	\$67,700	\$40,523		
% Difference		-4.48%	10.82%	8.96%	6.07%	2.08%	6.96%	14.59%	5.33%	11.33%		

		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	% Change
Q1	Town	\$76,963.56	\$71,762.00	\$73,513.78	\$84,183.98	\$86,118.70	\$97,953.00	\$98,393.62	\$116,010.30	\$114,311.00	\$124,083.00	8.55%
	County	NA	NA	NA	NA	NA	\$16,245.23	\$18,769.34	\$22,116.79	\$25,952.02	\$18,416.26	-29.04%
	Combined	NA	NA	NA	NA	NA	\$114,198.23	\$117,162.96	\$138,127.09	\$140,263.02	\$142,499.26	1.59%
Q2	Town	\$68,272.65	\$60,817.00	\$69,757.11	\$74,353.26	\$74,679.71	\$81,703.10	\$88,697.87	\$109,904.75	\$111,730.00	\$126,346.00	13.08%
	County	NA	NA	NA	NA	NA	\$19,925.20	\$17,173.05	\$18,623.89	\$16,326.35	\$33,172.37	103.18%
	Combined	NA	NA	NA	NA	NA	\$101,628.30	\$105,870.92	\$128,528.64	\$128,056.35	\$159,518.37	24.57%
Q3	Town	\$115,838.05	\$115,148.75	\$128,042.61	\$134,978.55	\$146,280.99	\$145,020.43	\$150,988.63	\$176,699.10	\$187,849.00		
	County	NA	NA	NA	NA	NA	\$30,041.11	\$23,760.77	\$35,975.64	\$47,764.82		
	Combined	NA	NA	NA	NA	NA	\$175,061.54	\$174,749.40	\$212,674.74	\$235,613.82		
Q4	Town	\$71,782.55	\$70,208.15	\$81,036.85	\$90,403.58	\$100,134.59	\$91,007.94	\$106,521.65	\$106,843.65	\$122,745.00		
	County	NA	NA	NA	NA	NA	\$19,761.88	\$23,854.14	\$26,407.32	\$28,109.20		
	Combined	NA	NA	NA	NA	NA	\$110,769.82	\$130,375.79	\$133,250.97	\$150,854.20		
Totals	Town	\$332,856.81	\$317,935.90	\$352,350.35	\$383,919.37	\$407,213.99	\$415,684.47	\$444,601.77	\$509,457.80	\$536,635.00		
	County	\$73,813.73	\$75,544.09	\$72,878.61	\$72,890.39	\$80,211.79	\$85,973.42	\$83,557.30	\$103,123.64	\$118,152.39		
	Combined	\$406,670.54	\$393,479.99	\$425,228.96	\$456,809.76	\$487,425.78	\$501,657.89	\$528,159.07	\$612,581.44	\$654,787.39		
% Growth	Town	NA	-4.48%	10.82%	8.96%	6.07%	2.08%	6.96%	14.59%	5.33%		
	County	NA	2.34%	-3.53%	0.02%	10.04%	7.18%	-2.81%	23.42%	14.57%		
	Combined	NA	-3.24%	8.07%	7.43%	6.70%	2.92%	5.28%	15.98%	6.89%		



DRAFT Minutes

Pagosa Springs Area Tourism Board

Tuesday, October 11th, 2016

Pagosa Springs Visitor Center

4 pm

Meeting called by: Steve Wadley

Attendees: Voting Members; Steve Wadley, Mat deGraaf, Larry Fisher, Nick Tallent, Steve McKain, Jon Johnson, Lee Riley

Non Voting Attendees; Jennifer Green, Scott Lewandowski

Absences: Stephen Durham, Criselda Montoya

Please review: August Meeting Minutes

Please bring: Agenda, Committee reports

1. Call to Order
2. Determination Of Quorum (5)
3. Approval of Minutes – September
 - a. Steve McKain motioned to approve September minutes, Nick Tallent seconded, all approved
4. Chair Report
 - a. No update
5. Tourism Director Report – Jennie Green
 - i. 2017 Hot Springs Loop CTO Grant Application
 1. Group began by watching one of 3 new videos, the English version of the Hot Springs Loop video: <https://www.dropbox.com/s/6k8g2x8l3iu86wj/Historic%20Hot%20Springs%20English%202016%20Final.mp4?dl=0>
 - a. Lee Riley asked where the video was currently running; Director explained it was currently on colorado.com, soon to be added to Brand USA and other sites in the near future

- b. Director provided an overview of the accomplishments through the 2016 grant and reviewed plans for 2017 application
 - c. Recent media articles: Hemispheres Magazine, National Geographic Traveler, Wall Street Journal, Dallas Morning News (article soon)
 - 2. 2016 grant focused on product development – brochures, videos, landing page on colorado.com; 95% of media placement has been at no cost to the participating destinations
 - a. 2017 Grant application is due October 14th; Town Council approved serving as fiscal agent during October 4th meeting. 2017 grant application is focused on marketing and PR – planned advertising through CTO, Sunset Magazine, social media and PR efforts. Director is seeking a Letter of Support for the grant application.
 - b. Jon Johnson motioned to provide a letter of support for the Hot Springs Loop 2017 CTO Marketing Matching Grant application, Nick Tallent seconded, all approved
- ii. Durango Area Tourism staff contacted Director on October 10th to request a letter of support for a grant they are submitting; they are submitting a grant to create and promote a marketing campaign focused on the independent breweries, wineries, distilleries and cideries located in the SW corner of Colorado, specifically in the four counties of La Plata, Archuleta, Montezuma, and Ouray. The campaign would also include promotion of a calendar of special events that feature the crafted beverage products produced in this same region, and any operators of tours to the same locations.
 - 1. DATO is requesting no financial assistance to be a part of their campaign; while their focus is extending the stay of visitors to Durango by creating day trip itineraries; Pagosa benefits through increased day trip traffic and the 3 local breweries benefit through a regional promotion
 - 2. Steve McKain motioned to provide a letter of support for the Durango Area Tourism Office CTO Marketing Matching Grant application for the Crafted Beverages Tour of SW Colorado promotion, Jon Johnson seconded, all approved

6. Treasurers Report – Nick Tallent

a. Monthly Town Lodging Receipts report – Update

- 1. August 2016 reflected an 8.55% increase over 2015, or \$5,223. Year to date collections reflect an 11.33% increase over 2015, or \$40,523.

7. Subcommittee Reports

a. Budget

1. 2017 Budget – 1st Draft Review

- a. Director provided an overview of the draft 2017 budget; revenue projections for 2017 will be held flat over 2016; staff allocations adjusted for PT person added in 2016.
- b. Group discussed projected reserve balance and possibility to spend up to \$180,000 without impacting required reserves; group discussed scheduling a meeting to discuss, brainstorm and prioritize project ideas

b. Marketing

i. 2017 Marketing Plan – 1st Draft Review

- a. Director requested marketing subcommittee meeting to discuss 2017 options to formalize plan; with reduced focus on
- b. Group asked for doodle poll to be emailed in order to identify date; indicated early November might be preferred

c. Events & Infrastructure – Larry Fisher

1. Revised 2017 Funding Applications

- a. Director provided an overview of new event applications and scorecards
- b. Goals identified through Board survey – increase number of events, encourage shoulder season events
 - i. Director created two new applications – one non marketing and the 2nd marketing specific, which encourages dollar for dollar match and detailed marketing plan
 - ii. New scorecards developed in order to make it easier for applicants to understand how to score higher and to assist board in determining funding allocations based on points scored
 - 1. Board determined some questions were subjective, but felt scorecards were a good step forward and they can amend for future if flaws are identified when reviewing 2017 applications

2. 2016 Event Funding Surveys

- a. Director provided an overview of the new online surveys for 2016; event organizers have received unique links for their surveys
- b. Chimney Rock had over 50 responses in first 24 hours
- c. One concern mentioned by one applicant that their audience did not want to answer household income question and requested it was not a required question
 - i. Board discussed and determined income is an important area to understand; it helps the Board better understand what types of audience the events are attracting to Pagosa
- ii. Update on infrastructure projects – bike racks, climbing rock
 - a. Climbing Rock will be installed on October 18th
 - b. New bike racks are being installed around town
 - i. Nick Tallent expressed disappointment in lack of use for the bike racks already installed
- iii. Update on trail building machine
 - a. Larry Fisher has spoken with forest service, PLPOA, Dust 2 board, town and county representatives – he feels there is a lot of interest in purchasing a machine and potentially multiple agencies / jurisdictions utilizing equipment
 - b. Larry discussed different types and costs; he explained some machines allow trail width to be adjustable
- d. Wayfinding and Signage – Steve McKain / Jon Johnson
 - i. Scenic River Overlook – Review Preliminary Designs
 - 1. Scott Lewandowski provided an overview of the scenic river overlook renderings and cost estimates provided by Reynolds & Ash
 - 2. Renderings were more modern than originally designed in 2012; difference in cost estimates was explained to be steel beams versus wood; railing would be designed to match pedestrian bridges
 - ii. 2017 Beautification
 - 1. Director provided an update on Board's desire to focus on beautification in 2017; Board would like to add flowers and landscaping throughout town in 2017

- i. Greg suggested contractor versus seasonal employee to handle project; Board discussed issues with previous efforts to locate landscapers
- ii. Director indicated that storage for planters could be a challenge; group discussed possible options

e. Visitor Center

i. Update

1. Traffic counts in September were compromised due to dead batteries in the door counters
2. Staff will now change the batteries every 12 months; each door set lasted 17+ months; both door counters died during different weeks in September; providing little or no data for 15 days on one or both of the counters
3. Visitor Center staff felt traffic in September was very busy and would've shown an increase

f. Tax Compliance

i. Update

1. Director provided update on challenges with tax compliance efforts and necessary reconciliation in order to fulfill contractual obligations for commissions to MuniRevs
2. Director has proposed an alternative payment option to MuniRevs based on overall County tax growth versus per new property remitted; awaiting 3rd quarter payment in order to review further
3. Director explained that given issues with County tax reconciliation, staff would investigate data mining companies that are providing similar service

8. Old Business

- a. None

9. New Business

b. Public Comment

1. No public comment; Kevin Metzler was in attendance, but his questions regarding event funding was answered during previous discussion

10. Adjournment

- a. Nick Tallent motioned to adjourn meeting, Larry Fisher seconded, all approve



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:V

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: DENNIS FORD, MAINTENANCE SUPERVISOR

PROJECT: MAINTENANCE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

MAINTENANCE UPDATE

Staff assisted the streets department with installing a culvert across the San Juan Alley. Staff has also assisted streets department with crack-filling parking lots and streets and will continue to help through the week of October 17th.

Staff assisted the parks department with pouring a 10x12 foot concrete pad at base at the new climbing boulder in Town Park.

Staff continues to complete daily tasks.

TOWN HALL

All required annual inspections for the sprinkler suppression system and alarm system have been tested and passed for both the Town Hall and Community Center buildings.

COMMUNITY CENTER

A few minor issues with the heating system have been found at the Community Center and have been resolved at this time.

VISITOR CENTER

New paint has been applied to the ceiling in the conference room. Walls will be completed the week of October 17th.

GEOHERMAL

The geothermal system was turned on September 28th to charge the system. Two leaks were discovered upon startup of the system, both leaks were repaired. A new geothermal customer was connected to the system on 8th Street that required two new tap connections. The customer will be heating his home and his business with the geothermal utility.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL:V

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 20, 2016

FROM: CANDACE DZIELAK, COURT ADMINISTRATOR

PROJECT: MUNICIPAL COURT, DEPARTMENT REPORT
ACTION: UPDATE

IN-COURT ACTIVITY UPDATE AND SUPERVISION CASELOAD UPDATE

COURT SESSIONS ~ Four (4) court sessions were conducted in September 2016.

Deputy Court Clerk Amber Johnson is supervising all traffic cases for compliance. The Deputy Court Clerk and the Court Administrator maintain and compile the data shared with Council every month.

Pagosa Springs Municipal Court Activity September 2016 Case Characteristics	
Cases Docketed	59
Criminal	38
Adults	16
Juveniles	22
Traffic	21
Adults	20
Juveniles	1

Pagosa Springs Municipal Court Supervision Caseload October 10, 2016			
	Total	Percentage of Caseload	Workload Units
Cases Under Supervision	87		
Criminal	49	56.32%	156.40
Adults	26		
Juveniles	23		
Males	32		
Females	17		
Traffic	38	43.68%	12.30
Adults	38		
Juveniles	0		
Males	18		
Females	20		
TOTAL WORKLOAD UNITS			168.7

CONTINUING EDUCATION

- The Court Administrator may attend the 22nd National Symposium on Juvenile Services. The symposium is in Denver and occurs October 30th through November 3rd. The symposium training focuses on innovative program service approaches being implemented within the juvenile justice system throughout the country.

COLLECTIONS

- Collins Cockrel & Cole drafted an ordinance to allow Municipal Court staff to refer unpaid monetary amounts, ordered by the Municipal Judge, to collections. The draft ordinance is before Council this evening for first reading.

PROSECUTOR PRO-TEM UPDATE

- The hiring process for prosecutor pro-tem will begin on October 31, 2016. There will be postings in-house, in the Pagosa Springs Sun, on the Town's website, and by e-Notice. Letters of interest will be accepted through November 25, 2016. Interviews with the candidates will be the week of December 12, 2016. The Court Administrator will bring an appointing resolution to Council when a candidate has been selected for the position. The Court Administrator will keep Council apprised of the hiring process as it progresses.



AGENDA DOCUMENTATION

REPORT TO COUNCIL: V

PAGOSA SPRINGS TOWN COUNCIL
October 20, 2016

FROM: DARREN LEWIS, PARKS & RECREATION DIRECTOR

PROJECT: COMMUNITY CENTER AND PARKS AND RECREATION DEPARTMENT REPORT

ACTION: UPDATE

PARKS AND RECREATION COMMISSION UPDATE

There was a meeting Tuesday, October 11, 2016. Attached are September 2016 minutes.

RECREATION PROGRAMS UPDATE

Gymnastic registration is being accepted for a six-week class beginning November 3rd.

Youth Basketball ages 7-8 season will start October 25th.

PARKS UPDATE

Yamaguchi skate park bowl is completed.

Shade structures have been removed from Town Park and South Park for the winter.

Climbing boulder at Town Park will be installed October 18th.

Irrigation lines in our parks will start being blown out the week of October 24th.

Southwest Conservation Corp. is currently thinning the north side of Reservoir Hill.

New fence was installed at South Park just south of the volleyball courts.

Community Center

Planning Halloween event in Town Park for the kids on Saturday, October 22, 12 p.m. – 2 p.m.

**** Extremely pleased with staff efforts in all three departments****

Parks and Recreation Commission Minutes

Date September 13, 2016 Tuesday

Commission Members- - M. Musgrove, M. deGraff, J. Highum, S. Miller, S. High, A. Gadomski

Staff- D. Lewis

Call to order-5:33 PM

Announcements: Welcome back Jenny Highum who announced she is expecting her 2nd child due in March. Congratulations to M. deGraff on his appointment to Town Council.

Minutes from July were approved after correction from M. Musgrove regarding “skate bowl” work on the skate park not the pump track by Artisan Skateparks. Motion made by S. Miller, 2nd A. Gadomski

Department Head Reports

Rec Update:

- Registration is open for youth ages 7-8 basketball and gymnastics ages 3+ is ongoing
- In August Peewee soccer and adult volleyball was successful and will happen again next year

Parks Update:

- Seasonal staff is dwindling down for the season although there are still projects to be completed in preparation for the fall.
- Darren is looking to get approval from Council at the October meeting for funding to update the irrigation in Yamaguchi Park

Community Center Update:

- Summer Rec program was very successful and received very positive feedback—it will be offered again next summer.
- Darren will be making updates to the community center gym and kitchen to accommodate community and staff recommendations

Reports:

- GGP: presented by S. High: Amphitheatre is operational. Greenhouse is scheduled to operate soon with the help of several school groups. Bathrooms are almost done. Ribbon cutting will be held early October. 2016 offers 3 adult workshops hosted by the GGP. The nonprofit is also still working in compliance with the town to complete the “operating agreement” which will be presented to P&R commission for 1st approval before being submitted to Town Council for final.
- Skate Park: Completion of tiles, caulking and sealing should be completed this week. Ribbon cutting scheduled for early October.

- Pump Track: Irrigation needs to be addressed prior to the pump track installation. Projected to be completed when the snow melts Spring 2017
- Climbing boulder is scheduled to be installed starting October 17.
- Council did approve the erection of the ice rink pavilion at South Park
- Changing back to the old Mutt Mitt style per Darren based on community feedback

New Business (decision item w/vote) : NONE

Other business

- Commissioner J. Highum suggested park entry signage with “park etiquette rules” to remind and encourage park users to clean up after themselves and their pets.
- Gadomski wanted to note the poor condition of the shingles on the terrazzo at Yamaguchi park, to which Darren replied a new roof is in the budget for 2017.
- In support of the new bike trails and maintenance on Reservoir Hill that was presented by T. Richardson we need to address the needs of funding for machine/equipment rental and insurance so that permission can be granted for the project to be completed this fall.
- Dust2K has met their funding goal and Phase I will commence with flagging when the engineer comes next week.

Adjournment by commissioner: Motion by M. deGraff, 2nd by A. Gadomski @ 6:33



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: V

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: PLANNING DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

HISTORIC PRESERVATION BOARD (HPB) UPDATE

Meeting Minutes from September 28 are attached. The September 14 HPB meeting was cancelled.

The HPB has been discussing our area museums and their importance as an educational repository of Pagosa Springs history and artifacts. The HPB is anticipating Town Council discussing museums in the very near future with the expected funding request by the San Juan Historical Museum and the sad news of the recent passing of Fred Harman.

PLANNING COMMISSION (PC) UPDATE

Meeting Minutes from September 13 and 27 are attached.

The Planning Commission conducted a mobile workshop on September 13th, as means to look at zoning districts, Town Boundaries and infrastructure needs. The work session proved beneficial and generated a list of infrastructure gaps and improvements for consideration.

The Planning Commission has recent revised their recommendation for smaller minimum lot sizes in the R-12 and R-18 medium and high density residential districts, including increasing the allowable density in the R-18 district to 24 dwelling units per acre. The recommendations will come before Town Council for consideration on or before the November 17th TC meeting.

The Planning Commission will be considering recommendations regarding accessory Dwelling Units in the R-6, R-A and R-T residential districts and residential district design criteria regulations at upcoming meetings.

COMPREHENSIVE PLAN UPDATE

Staff has initiated a contract for consideration with SE Group, the consultants awarded the Comprehensive Plan Update project. Staff will be working closely with SE Group as the project moves forward. The first public input meetings could occur before the Thanks Giving holiday period. Staff will provide monthly updates to Town Council on the progress and direction the project is taking.

WATER WORKS FACILITY

The historic water works facility committee continues to meet and prepare to present potential repurposing ideas to the public at a public meeting TBD. The intent is to look at the possibilities the opportunity site may have and present their findings to Town Council, prior to Town Council formally accepting the recently awarded \$166,000 SHF restoration grant.

RUMBAUGH CREEK BRIDGE UPDATE

We have received the Final plan documents on September 26, which were forwarded to State Historical Fund (SHF) staff for any comments. These plans will be incorporated into the RFP plan set in preparation for advertising for construction bids. The majority of the project will occur in 2017. We will endeavor to ensure the arch and retaining wall supporting structures are placed in 2016.

MAIN STREET MURAL

The mural artwork replacement is currently being advertised for proposals and bids. Bids are due by October 14. A RFP committee will review the response and provide a recommendation for awarding the project. The recommendation will be present to Town Council on or prior to the November 17 TC meeting.



TOWN OF PAGOSA SPRINGS
Historic Preservation Board
Regularly Scheduled Meeting Agenda
Wednesday, September 28, 2016 @ 5:45p.m.
Town Hall, 551 Hot Springs Blvd.

- I. **Call to Order / Roll Call:** Vice Chair Lindsey Smith calls the meeting to order at 5:42PM. Present were HPB members Andre Redstone, Chrissy Karas, and Judy James. Also present were Associate Planner Rachel Novak, John and Jean Taylor from the San Juan Historical Society, and HPB member of interest Peggy Bergon.
- II. **Announcements:** Associate Planner Rachel Novak discusses the Comprehensive Plan update award and the Smart Growth America technical assistance grant.
- III. **Approval of Minutes:**
Approval of the August 10, 2016 & August 24, 2016 HPB Regularly Scheduled Meeting Minutes: On the August 10, 2016 minutes, Discussion Item "A"- have the sentence towards the bottom read "Scope of ideas" instead of "all of the potential ideas and remove the sentence "He feels that this could change hoe they go to the general public." On the August 24, 2016 minutes, Discussion Item "A" – add a "t" to have "no" read "not." Include the word "deed" after "20year" and include the phrase, "and it has to conform to the 20year deed restrictions" following the word "approval." Judy James motions to approve the August 10, 2016 minutes as amended. Andre Redstone seconds. Unanimously approved. Chrissy Karas motions to approved the August 24, 2016 minutes as amended. Chrissy Karas seconds. Unanimously approved.
- IV. **Public Comment:** John and Jean Taylor discuss some of their ideas for the October 4, 2016 bus tour presentation. This will be discussed further at "Discussion Item D."
- V. **Decision Items:**
 - A. **Appointing of Historic Preservation Chair:** There have been recent changes with the HPB membership and the election of a HPB Chair is necessary. Andre Redstone thinks it would be best to postpone this decision until the new potential members are approved. Andre Redstone motions that the HPB table decision items A and B until there is a full Board represented at the next meeting. Judy James seconds. Unanimously approved.
 - B. **Appointing of Historic Preservation Vice-Chair (If Needed):** Andre Redstone motions that the HPB table decision items A and B until there is a full Board represented at the next meeting. Judy James seconds. Unanimously approved.
 - C. **Larry Garcia Letter of Interest:** Overall, the Board feels his credentials are impressive. Andre Redstone feels that he would make an excellent full time member of the board. The Board currently has one regular seat and one alternate seat available and Larry Garcia has expressed interest in an alternate member seat. Judy James motions to approve Larry Garcia be appointed as an alternate member of the HPB. Andre Redstone seconds. Unanimously approved.
 - D. **Peggy Bergon Letter of Interest:** Peggy Bergon was a regular member and acted as chair, but had to recently excuse herself form the Board. Andre Redstone expressed how concerned the Board was with her departure and they are elated to potentially have her back. He says that she is very passionate about historic preservation and is an asset to the Board. Andre Redstone motions to have Peggy Bergon rejoin the Board as a regular member. Judy James seconds. Unanimously approved.

- E. Rumbaugh Creek RFP: Staff provided the RFP to SHF staff and no edits or comments were made. Andre Redstone wants to make sure that staff will reach out to as many entities for this a-typical project and restoration. He also feels that this should be steered by the Board and not by staff. Andre Redstone would like staff clarification on the Board's role for the review of the proposals for this project. Staff is concerned for the bridge and making it through the winter and spring runoff next year. So, it is imperative to make decisions in a timely manner. Staff will discuss how best to incorporate the Board's participation and role throughout this process. Andre Redstone motions to approve the RFP as presented with a follow up confirmation on the scouring plan and reinstallation of vegetation. The Board also requests direct involvement with the review process of any submitted proposals. Chrissy Karas seconds. Unanimously approved.
- F. Chili Cha Cha participation: Associate Planner Rachel Novak updated the Board with these efforts. The Board feels that this may be too late to try and incorporate this into the event. Andre Redstone motions to deny participation in the Chili Cha Cha. Chrissy Karas seconds. Unanimously approved.

VI. Discussion Items:

- A. 2017 Budget Preparations: Peggy Bergon would like to have a work session on this matter. Associate Planner Rachel Novak has update the Board that the 2017 budget has been just about finalized. Andre Redstone would like to make sure staff provides adequate information on issues like this to the Board in the future.
- B. Rural Philanthropy Days: This is currently underway and Jean Taylor was unfortunately unable to attend. Andre Redstone would like to have a better understanding of the philanthropy organizations to identify entities out there to provide aid to the museums.
- C. National Alliance of Preservation Commissions (NAPC) CAMP Training Program: There are budgeted two members to attend the Saving Places Conference from the Board and be part of this program. Andre Redstone would like to really pursue having other Boards and Commissions attend as well.
- D. October 4, 2016 Bus Tour Overlook Historical Talk: John and Jean Taylor will provide a 15-20-minute talk on the Historic Downtown. Staff will provide the Walking Tour Brochures for the talks. Jean Taylor will provide a bag with materials for everyone to take with them after the talks.

VII. Reports and Updates:

- A. Planning Director Report: Associate Planner Rachel Novak provides a brief overview of the Comprehensive Plan update and the Smart Growth Technical Assistance Grant.
- B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB's consideration: Andre Redstone would like to have the Waterworks Committee as a regular discussion item. The Board agrees. Andre Redstone provides a brief update to the Board from today's Waterworks meeting. Associate Planner Rachel Novak provided detailed, conceptual drawings for the Committee and the HPB to review. Uses for having a structure built within the tanks could include a co-op work space, restaurant, or event space. The Committee felt that there should be a cost study approved through Town Council and completed prior to taking these ideas to the general public. Staff will ask our SHF representative if there are a maximum number of days to review the grant contract. Andre Redstone would like to have the museums be a part of a discussion item regularly on the agenda. Lindsey Smith would like to possibly have a museum update where appropriate. Andre Redstone would like the Board consider being the mechanism to facilitate discussions between the museums, their needs, and how the HPB can help. Lindsey Smith recommends that HPB members start attending the museum board meetings. The next meeting for the museum board is set for October 1, 2016 at 4:00PM at the Parelli building. Andre Redstone will try and be in attendance for this building. Lindsey Smith suggests a presentation to Town Council instead of a letter of support that may get overlooked. Andre Redstone would like the

Board to possibly get more involved with the Fred Harman Museum and identify how the HPB can help.

C. Upcoming Town Meeting Schedules

VIII. **Public Comment:** NONE

IX. **Adjournment:** Chrissy Karas motions to adjourn. Andre Redstone seconds. Unanimously approved. The meeting adjourns at 8:09PM.

HPB Board Members

Lindsey Smith: HPB Vice-Chairperson

Chrissy Karas: HPB Regular Member, **Andre Redstone:** HPB Regular Member,

Judy James: HPB Regular Member, **Brad Ash:** Alternate Member

HPB Mission Statement

"Moving Forward While Preserving the Past"

To provide leadership, engage and encourage partnerships within our community of Pagosa Springs and Archuleta County, increase public appreciation by creating awareness, promoting the preservation of our irreplaceable diverse cultural heritage, architecture, and economy *while* sharing the stories of our past with ideas for the future.

By: Lindsey Smith

Historic Preservation Board Vice-Chair



**Planning Commission, Board of Adjustments &
Design Review Board**

Regular Scheduled Meeting Agenda

Tuesday, September 13, 2016 at 5:30p.m.

Town Hall, Council Chambers, 551 Hot Springs Boulevard,

Pagosa Springs, Colorado 81147

- I. **Call to order / Roll Call:** Commission Chair Maez calls the meeting to order at 5:30PM. Present were Commissioners Adams, Parker, and Giles. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.
- II. **Announcements:** NONE
- III. **Approval of Minutes**
 - A. *Approval of the August 23, 2016 Planning Commission meeting minutes:* The minutes were not included the meeting packets and will be presented at the next regularly scheduled meeting. This has been tabled.
- IV. **Public Comment**
 - A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda:* NONE
- V. **Design Review Board**

NONE
- VI. **Planning Commission**
 - A. *Election of Planning Commission Vice Chair:* Commissioner Adams motions to nominate Commissioner Parker as the Vice Chair. Commissioner Giles seconds. Commissioner Parker declines as he cannot commit to this position. Commissioner Giles motions to nominate Commissioner Adams as the Vice Chair. Commissioner Parker seconds. Unanimously approved.
 - B. *Recommendations on Filling Vacant Planning Commission Regular and Alternate Member Seats:* All initial letters of interest have been withdrawn.
 - C. *Recommendation Regarding Awarding Comprehensive Plan Update:* Staff advertised for updating the Town's Comprehensive Plan and received six proposals. The review committee interviewed four teams and staff called all of the references provided. It came down to two teams: SE Group and Sites Southwest. Overall, the committee selected SE Group as the consultant for this project. SE Group had the strongest public involvement outline and included many updates to the planning commission and Town Council. Their references came back great and they specialize in small, mountain Town's. Commissioner Adams is looking forward to working with them. Commissioner Parker is happy to see that the consultant team selected is also the team staff originally was leaning towards. Commissioner Parker motions to approve and/or concur with the selection committee's selection to hire SE Group for the Comprehensive Plan Update. Commissioner Adams seconds. Unanimously approved.

VII. Public Comment

A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda:* NONE

VIII. Reports and Comments

A. *Staff Report_ Projects, Updates and Upcoming Development Applications:* Planning Director James Dickhoff provides a brief update. The South 8th Street construction is underway and the goal this year is to get asphalt down on the ground before winter. Commissioner Adams asks if they are going to be replacing the concrete near the library. Planning Director James Dickhoff says no, that concrete will not be replaced. The east phase of the Town to Lakes Trail is also underway and there will be some overlap of construction. Commissioner Parker asks when CDOT will be done striping. Planning Director James Dickhoff says hopefully next week. He also says that the removal asphalt was not conveyed to Town staff. CDOT will keep the parking on Main Street and will also incorporate a center turn lane, one travel lane each direction, and a bike lane for the 100 and 200 blocks. This should help calm traffic through the downtown area. Staff has also advertised for construction of the west phase of the Town to Lakes Trail. It is unlikely to have extensive construction done on this phase due to the timeframe and winter. This project has taken a very long time, but it will be a great day for the Town when this is completed. Planning Director James Dickhoff is going to be presenting to a subcommittee tomorrow on smaller lot sizes. This should give them a better understanding as to why the Town is pursuing this and ultimately they can formulate a recommendation to Town Council. Town Council does have a full members list and they can now schedule a work session with the Planning Commission on smaller lot issue. Staff is continuing their efforts with the Waterworks Committee and visualizing the future of this site. The Rumbaugh Creek bridge project has been met with delays this summer, but staff hopes to have at least a support structure in place to prevent damage in the spring runoff. Commissioner Adams asks if this committee will be involved in the Comprehensive Plan Update. Planning Director James Dickhoff says he hopes to coordinate all of these efforts into the Comprehensive Plan Update. Commissioner Adams wants to ensure that smaller lot sizes are incorporated into the Comprehensive Plan Update. He is concerned that if the Town does not act soon, the prices of land and construction will only go up. If the Town wants higher density, then multifamily is the way to go. Commissioner Adams wants to ultimately get to affordability and make Pagosa Springs a desirable and attractive area for everyone. He is concerned that waiting for the Comprehensive Plan Update isn't going to be as effective as exploring this issue now and presenting the Town Council with a recommendation. There is a real silent crisis for housing. Commissioner Parker asks if going from R-18 to R-20 would solve the Town's housing problem. He also says that increasing density would cause more people using less resource and would in-turn increase open space. Commissioner Adams says that once the R-18 or R-20 zone comes to the South Side of Main Street, the Town can fit many more units per lot. He would like to create more opportunities to create higher density. Commissioner Maez asks if having R-20 move to the South Side of Main Street should be on a future agenda. Commissioner Adams agrees that this should be on an agenda. Planning Director James Dickhoff says that the Comprehensive Plan process will help provide a professional recommendation could help shorten the process to achieving smaller lots. He supports higher density in the R-12 and R-18, but having the recommendation through the Comprehensive Plan Update will help achieve this through an LUDC amendment. Commissioner Parker asks if a variance can be issued for density. Planning Director James Dickhoff says no, that could not fall under a variance.

B. *Planning Commission – Comments, Ideas and Discussion*: NONE

C. *Upcoming Town Meetings Schedule*: There is a public hearing on 09/27/16 for 1921 Eagle Drive. Planning Director James Dickhoff is compiling his 2017 budget and an update will be presented to the Planning Commission prior to submitting this. He encourages the Commission to email ideas to him.

IX. Adjournment

Commissioner Parker motions to adjourn at 6:20PM. Commissioner Adams seconds. Unanimously approved.

Commission Chair, Ron Maez

DRAFT



**Planning Commission, Board of Adjustments &
Design Review Board
Regular Scheduled Meeting Agenda
Tuesday, September 27, 2016 at 5:30p.m.
Town Hall, Council Chambers, 551 Hot Springs Boulevard,
Pagosa Springs, Colorado 81147**

I. Call to order / Roll Call:

Commissioner Maez calls the meeting to order at 5:38PM. Present were Commissioner Adams, Giles and Parker. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.

II. Announcements: NONE

III. Approval of Minutes

A. *Approval of the August 23, 2016 & September 13, 2016 Planning Commission meeting minutes:* Commissioner Parker motions to approve the minutes as presented. Commissioner Giles seconds. Unanimously approved.

IV. Public Comment

A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda:* NONE

V. Design Review Board

A. Design Review Application for 1921 Eagle Drive, Car Quest Auto Parts Store: Planning Director James Dickhoff introduces the project. Representatives Cody Ross and his design professional Brad Ash are present for the meeting. The meeting was publicly notified on September the 8th including a SUN newspaper article, posting on the property, mailing letters to property owners within 300ft of the subject property, posting the meeting in Town Hall, and emailing out the agenda as well. Architect Brad Ash and engineer Mike Davis discuss the project. Brad Ash says that the applicant is striving to have this be a very nice looking project that will include a detailed four-sided design. The service dock will be located at the furthest north entrance of the building to keep the aesthetics nice. The Building is just under 8,000sqft and it is the applicant's hope to be able to expand in the future. Access for the property will be from Eagle Drive and there is enough space for trucks to make their shipments. Commissioner Giles is looking forward to the new building. He says that the access road to Eagle Drive is a mess and would like to see it paved. Planning Director James Dickhoff says that all accesses to a property need to be paved; however, the applicant is not suggesting access from this point. It is a hardship for a single property owner to have to take this on alone. The applicant Cody Ross will maintain the 60ft ROW to make that extension to Eagle Drive in the future. Commissioner Giles is just concerned about the activity on the road. Commissioner Parker asks Mike Davis about if the drainage from the NW corner will be going to the detention pond. All of the drainage from behind the retaining wall and on the property will be going to the detention pond on the east of the property. Commissioner Parker asks about meeting the minimum parking requirements. Brad Ash says that the parking meets the minimum requirements and the applicant wanted even more parking to accommodate his customers. Commissioner Giles is concerned about the large pine trees on the west

side of the property blocking the signage for his oil change business. Brad Ash says that he is willing to relocate the large pine tree further to the east. Planning Director James Dickhoff says that there is still a clear sightline from HWY 160 if the tree remains where it is currently planned. Planning Director James Dickhoff recommends a site visit for this issue. Applicant Cody Ross is comfortable with Commissioner Giles staying for the meeting, commenting, and making a decision on his application. Commissioner Adams really likes the overall design and appreciates the attention to detail. Commissioner Maez likes how the applicant broke up the roofline and modulated the façade. Commissioner Parker would like to see a bit more landscaping on the front of the property. Brad Ash says that the sidewalk for the property will connect all the way through the eastern driveway. The applicant is concerned about the Town taking the 60ft of ROW without issuing his certificate of occupancy. The Planning Director James Dickhoff says that this is negotiable with Town Council, but it may hold up the applicant. This connection point with Eagle Drive is within the access control plan adopted by the Town, County, and CDOT and will need to be dedicated to the Town. Brad Ash says that the applicant would like to start construction early next year and in the meantime the Town and the applicant can discuss this dedication before breaking ground. Planning Director James Dickhoff is comfortable with how recommendation “d” is worded for the Planning Commission to make a decision: Formalize the 60-foot-wide ROW along the entire eastern edge of the property. Commissioner Maez feels that the applicant is already working with the Town to accommodate the 60ft ROW. Mike Davis feels that the Town should go and design the connection road so that the applicant can determine where their second access should be better located. Commissioner Parker asks if the detention pond on the east side could be sunken down more for when the road goes in. Mike Davis says that the pond is already fairly steep, 3:1, and he would not recommend it. Planning Director James Dickhoff says that it does make sense to look at the design of the road to ensure that the applicant knows where to provide access points to his property. This would need Town Council’s approval with the 2017 budget. If the road is to go in, the Town would be responsible for repairing the applicant’s access point. Commissioner Parker asks why the addition planned for the future is to the west and not to the east. Brad Ash says it’s to best accommodate the loading dock and dumpster area. Commissioner Maez asks Cody Ross how willing he is to work with the Town on this. He says that his plans speak for themselves and he is willing to negotiate this ROW. Planning Director James Dickhoff would like to point out that the north facing wall will be about 75% rusty metal, but this will be facing the retaining wall and he does not have any issues with this. All of the mechanical equipment will be inside, but there may be some exterior units that will be in the rear of the building. The dumpster area will be fully enclosed and away from sight. **Commissioner Parker motions to approve the Car Quest retail store Major Design Review application submitted, finding that the application to be in substantial compliance with the Town’s adopted Land Use Development Code, contingent on the following items: A) Parking lot encroaches into the front 20-foot setback. The applicant shall provide additional landscaping elements along the planting strip. B) All exposed mechanical equipment shall be screened from view. D) Formalize the Eagle Drive ROW along the eastern and southeastern edge of the property. E) Exterior Lighting plan or proposed fixtures were not included in the application submittal. If exterior lighting is to be incorporated, the Applicant shall provide an illumination plan and LUDC compliance will be determined after installation of fixtures. F) Provide proof of a State Storm Water Management Plan Permit prior to building permit issuance. G) Each additional project phase requires the submission of a Major Design Review Application. Commissioner Giles seconds. Unanimously approved.**

VI. Planning Commission
NONE

VII. Public Comment

- A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda: NONE*

VIII. Reports and Comments

A. Staff Report_ Projects, Updates and Upcoming Development Applications: Planning Director James Dickhoff says that the main objective for 8th Street this year is to get curb and gutter installed to get the asphalt down for winter. Staff has advertised for the vacant Planning Commission seats with a deadline of October 28, 2016. Commissioner Parker is concerned that where Lewis Street meets HWY 160 is confusing and misleading for people. CDOT is still in the process of changing the signs, but this should be corrected soon. The two buildings to be demolished by CDOT should be scheduled for demolition in November.

B. Planning Commission – Comments, Ideas and Discussion

C. Upcoming Town Meetings Schedule

IX. Adjournment:

Commissioner Adams motions to adjourn. Commissioner Gils seconds. Unanimously approved. The meeting is adjourned at 7:06PM.

Commission Chair, Ron Maez



AGENDA DOCUMENTATION

REPORTS TO COUNCIL: V

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: **WILLIAM ROCKENSOCK, CHIEF OF POLICE**

PROJECT: POLICE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

POLICE DEPARTMENT INCIDENT REPORTING

The Pagosa Springs Police Department Statistics for September, 2016

Officers responded to 345 calls for service.
Officers responded to 40 agency assist calls
Officers completed 40 incident / offense reports
Officers completed 17 accident investigation reports.

OFFICER TRAINING UPDATE

Training for September 2016

Daily training bulletins are administered to each officer by Lexipol to keep current on Police Department Policy and Procedure.

Officers are provided with online training 24 hours a day with Policeone Academy.

All officers completed the following training in September:

Winter Driving
Survival Skills for Law enforcement Drivers
P.U.R.S.U.E vehicle training
Arrest, Search & Seizure (Fourth Amendment) Law
Report Writing I & II
Low light Firearms Certification

YTD all officers have completed required POST training hours for 2016

RECRUITING UPDATE

The police department, currently, has one full time opening for a patrol officer.

The department is advertising and in the process of hiring for a police recruit to send to the fall law enforcement academy.

COMMUNITY EVENTS UPDATE

The police department has been awarded **\$8,820.00** for the law Enforcement Assistance Funding (LEAF) grant from CDOT for 2016 – 2017 state fiscal year. The police department has been awarded **\$ 8,820.00** for the High Visibility Enforcement (HVE) campaign for the 2016 – 2017 state fiscal year.

Department is planning a community outreach event for Halloween

CAPITAL IMPROVEMENTS UPDATE

NONE



AGENDA DOCUMENTATION

NEW BUSINESS: VI.1.

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: CANDACE DZIELAK, COURT ADMINISTRATOR

PROJECT: ORDINANCE 849, MUNICIPAL COURT MONETARY COLLECTIONS

ACTION: PUBLIC HEARING, DISCUSSION, AND POSSIBLE ACTION

PURPOSE/BACKGROUND

Ordinance 849 allows the presiding municipal court judge to refer, or cause the Court Clerk(s) to refer, unpaid monetary amounts to collections. The ordinance applies to all Municipal Court fines, fees, costs, restitution, and other amounts imposed by the Municipal Judge permitted by Section 1.3.3 and/or Chapter 10 of the Municipal Code.

The passage of HB 16-1311 has made it difficult for the Court to enforce its sentences which include fines, fees, costs, restitution, or any monetary amounts. The Court cannot find a person in contempt for failure to pay unless the Court determines the defendant has an ability to pay; HB 16-1311 established guidelines defining the ability to pay, and such a determination will be difficult to meet in our jurisdiction. Therefore, the only recourse to assure the accountability of the defendant, is to refer unpaid monetary amounts to collections as allowed by HB 16-1311.

Per Municipal Code Section 2.5.3(3), Municipal Court staff will acquire three (3) proposals for debt recovery services. Costs of collections will be assessed against the defendants at the time accounts are referred for collections. Municipal Court will not incur any costs, therefore contracting for debt recovery services does not require a formal bidding process per Section 2.5.4 of the Municipal Code.

ATTACHMENT(S):

Counsel Memorandum
Ordinance 849

FISCAL IMPACT

Ordinance 849 assesses all reasonable costs of collection, not to exceed 25% of the amount assigned to collection, upon the defendant. The collection costs will be added to the existing fines, fees, costs, and restitution at the time the accounts are referred for debt collection services. Upon collection, the collections costs are retained by the debt recovery service, and Municipal Court receives the full balance of fines, fees, costs, and restitution owed prior to the assessment of collection fees.

RECOMMENDATION

It is the recommendation of the Court Administrator that the Town Council, by motion,

1. **Approve the first reading of Ordinance 849, allowing the presiding municipal judge to refer, or cause the Court Clerk(s) to refer, unpaid monetary amounts to collections.**
2. **Move to Deny the First Reading of Ordinance 849.**
3. **Direct Staff Otherwise.**

TOWN OF PAGOSA SPRINGS, COLORADO

ORDINANCE NO. 849 (SERIES 2016)

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
ADOPTING A NEW SECTION 10.3.11 OF THE PAGOSA
SPRINGS MUNICIPAL CODE FOR THE COLLECTION
OF UNPAID COSTS, FINES, FEES, RESTITUTION AND
OTHER AMOUNTS ORDERED BY THE MUNICIPAL
COURT**

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003, as amended on April 3, 2012, April 23, 2013 and April 22, 2014 (the “Charter”); and

WHEREAS, pursuant to Section 1.3.3 of the Pagosa Springs Municipal Code (“Code”), the Municipal Judge may adopt and publish a schedule of fines for violations of the Code; and

WHEREAS, pursuant to Section 10.1.9 of the Code, the Municipal Judge has, among other powers, the power to adopt and amend a schedule of fines to be assessed for violations of the Charter, the Code and Town ordinances, rules and regulations, technical standard, permits and adopted codes; to adopt a schedule of fees for access to or use of services of the Municipal Court; and to assess and collect civil penalties; and

WHEREAS, pursuant to Section 10.3.5 of the Code, the Municipal Judge is empowered to assess fees and costs against any defendant, which fees and costs may include, but are not limited to, court costs, warrant fees, actual costs for probationary or other services, letter fees, jail costs, jury fees, and a financial affidavit fee; and

WHEREAS, pursuant to Section 10.3.6 of the Code, the Municipal Judge is empowered to order a defendant who is found guilty of violating any provision of the Code or any ordinance of the Town, or who is granted a deferred prosecution or deferred sentence, to make restitution or reparation; and

WHEREAS, the Town wishes to allow for the collection by a collection agency of any unpaid fines, fees, costs, restitution or other amounts imposed by the Municipal Judge and permitted by Section 1.3.3 and/or Chapter 10 of the Code; and

WHEREAS, the Town Council hereby finds and determines that collection by a collection agency of unpaid Municipal Court fines, fees, costs, restitution and any other

amounts imposed by the Municipal Judge is appropriate and necessary to the function and operation of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, as follows:

I. Adoption of Section 10.3.11 of the Pagosa Springs Municipal Code. A new Section 10.3.11 of the Pagosa Springs Municipal Code is hereby adopted to read as follows:

Sec. 10.3.11 Collection of Unpaid Municipal Court Costs, Fines, Fees, Restitution, and Other Amounts

In the event a defendant fails to pay any fines, costs, fees, restitution, or other amounts authorized by this Chapter 10 or Section 1.3.3 of the Code and ordered by the Municipal Judge, the Municipal Judge may refer, or may cause the Court Clerk or Court Administrator to refer, a portion or all of the unpaid amounts along with the reasonable costs of collection to a collection agency for collection. Reasonable costs of collection shall include, without limitation, the fees and costs of the Town Attorney, of private counsel, or of a collection agency, but such fees and costs shall not exceed twenty-five percent (25%) of the amount assigned for collection.

II. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

III. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

IV. Effective Date. This Ordinance shall become effective and be in force immediately upon final passage at second reading and shall apply to all Municipal Court orders and judgments occurring after second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED BY TITLE ONLY
PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE
CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS,
COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS
REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE
____ DAY OF _____, 2016.

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED BY
TITLE ONLY PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME
RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA
SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND
PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA
SPRINGS, ON THE ____ DAY OF _____, 2016.

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. ____ (Series 2016) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the ____ day of _____, 2016, and was published by title only, along with a statement indicating the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2016, which date was at least ten (10) days prior to the date of Town Council consideration on second reading..

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ____ day of _____, 2016.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. ____ (Series 2016) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the ____ day of _____, 2016, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ____ day of _____, 2016.

April Hessman, Town Clerk

(S E A L)



AGENDA DOCUMENTATION

NEW BUSINESS: VI.2

PAGOSA SPRINGS TOWN COUNCIL
OCTOBER 20, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: PAGOSA SPRINGS COMMUNITY DEVELOPMENT CORPORATION (CDC) UPDATE AND 3RD QUARTER INVOICE
ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE/BACKGROUND

In 2015 the Town Council approved the sponsorship of the CDC in an amount not to exceed \$20,000. It was requested that the CDC come to the Council on a quarterly basis for progress reports and invoicing. The Town Council continued the support of the CDC in the 2016 budget under Economic Development Organizations for an amount not to exceed \$20,000. The invoices presented to the Town Council include all expenses for the quarter and are split with the County.

The invoice for the 3rd Quarter in the amount of \$4,782.36 is attached.

ATTACHMENTS:

- 3rd Quarter Invoice

FISCAL IMPACT

The Town Council approved budgeting \$20,000 in 2016 for participation in the CDC. The funding line item is: 10-77-525. The financial information is as follows:

- 1 st Quarter Invoice:	\$3,396.29
- 2 nd Quarter Invoice:	6,835.70
- <u>3rd Quarter Invoice:</u>	<u>4,782.36</u>
Total To Date:	\$15,014.35

Remaining Balance: \$4,985.65

RECOMMENDATION:

Possible motions for the Town Council to consider are:

1. "Move to ACCEPT the CDC 3rd Quarter report and APPROVE payment of the 3rd Quarter invoice in the amount of \$4,782.56."
2. "Move to DENY payment of the CDC 3rd Quarter invoice."
3. Direct staff otherwise.

Pagosa Springs Community Development Corporation

PO Box 1183

Pagosa Springs, CO 81147

Invoice

Date	Invoice #
10/12/2016	1021

Bill To:

Town of Pagosa Springs
 Attention: Greg Schulte
 PO Box 1859
 Pagosa Springs, CO 81147

Due and payable upon receipt

DESCRIPTION	QUANTITY	Unit Price	AMOUNT
Pagosa Chamber - Contract Fee for July 2016 & Reimbursements	1		\$ 2,500.00
Pagosa Chamber - Contract Fee for August 2016 & Reimbursements	1		\$ 2,586.96
Pagosa Chamber - Contract Fee for September 2016 & Reimbursements	1		\$ 2,653.65
US Postal Service - P.O. Box Rental	1		\$ 60.00
PS Sun - Relocation Guide Advertisement	1		\$ 375.00
Region 9 - Loan Servicing Quarterly Payment	1		\$ 50.00
UPS Store - Postage for Past Employee Tax Information (Mary Tighe)	1		\$ 15.45
Region 9 - 1st Payment for 2016 Services	1		\$ 1,000.00
Cindi Galabota Reimbursement - Meetings	1		\$ 60.45
Region 9 - Sponsorship Ed Morlan Party	1		\$ 250.00
Mary Jo - Lunch Reimbursement - Meetings	1		\$ 13.21
		<i>Total expenses</i>	\$ 9,564.72
		TOWN TOTAL	\$ 4,782.36 *

*Total billed to Town from PSCDC for Third Quarter is \$ 4,782.36.

The total billed to the Town of Pagosa Springs for the Third Quarter is HALF of the \$9,564.72.

If you would like detailed receipts for the above, please let us know.

Paid Ck #/ Received



AGENDA DOCUMENTATION

NEW BUSINESS: VI.3

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: JAMES DICKHOFF, PLANNING DEPARTMENT

PROJECT: RESOLUTION 2016-15, A RESOLUTION OF THE TOWN OF PAGOSA SPRINGS, COLORADO, APPOINTING PEGGY BERGON AND LARRY GARCIA TO THE HISTORIC PRESERVATION BOARD.

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE/BACKGROUND

Resolution 2016-15, appoints Peggy Bergon as a regular member to complete her original term until June 30, 2017 and appoints Larry Garcia as an alternate member from November 1, 2016 till October 31, 2020.

Peggy Bergon had been serving as a regular member and was serving as the HPB Chair in 2016 until personal reasons forced her to resign. Fortunately, her situation has changed and she has asked to be re-appointed to the HPB to fulfill the remaining portion of her year her term expiring on June 30, 2017.

Larry Garcia has attended a number of HPB meetings in 2016 prior to submitting his letter of interest.

At the Regularly scheduled Historic Preservation Board meeting on September 28, 2016, the Historic Preservation Board (HPB) unanimously approved a recommendation for Town Council to Re-Appoint Peggy Bergon as a regular member and appoint Larry Garcia as an alternate member.

ATTACHMENT:

Resolution 2016-15, A Resolution of the Town of Pagosa Springs, Colorado, Appointing Peggy Bergon as a regular member and Larry Garcia as an alternate member.

APPLICABILITY TO COMPREHENSIVE PLAN AND GOALS

Input from all segments of our community, Town and County residents, was essential in the development of the Town's LUDC including Article 8, Historic Preservation and the Town's Comprehensive Plan & Goals including Chapter 8, Historic Preservation and Community Heritage. Continued involvement and participation from interested and qualified members of the community will further benefit the implementation of the Town's codes and plans.

ATTACHMENTS

Letter of Interest from Peggy Bergon.

Letter of Interest from Larry Garcia.

RECOMMENDATION

It is the recommendation of the Historic Preservation Board that the Council by motion;

**Approve Resolution 2016-15, a Resolution of the Town of Pagosa Springs, Colorado,
Appointing Peggy Bergon and Larry Garcia to the Historic Preservation Board.**

TOWN OF PAGOSA SPRINGS, STATE OF COLORADO

RESOLUTION NO. 2016-15

**A RESOLUTION OF THE TOWN OF PAGOSA SPRINGS,
COLORADO, APPOINTING LARRY GARCIA AND PEGGY
BERGON TO THE HISTORIC PRESERVATION BOARD;**

WHEREAS, Town Ordinance No. 520 establishes powers and duties, qualifications, and terms for members of the Historic Preservation Board; and

WHEREAS, Section 2.5.5 of the Town of Pagosa Springs Land Use Development Code states that the Historic Preservation Board shall consist of five (5) regular members and two (2) alternate members who shall be appointed by the Town Council by resolution; and

WHEREAS, the Historic Preservation Board recommends appointing Peggy Bergon as a regular member and Larry Garcia as an alternate member of the Historic Preservation Board; and

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS,

- Appointment of Historic Preservation Board Members:** PEGGY BERGON is hereby appointed to serve as a regular member of the Historic Preservation Board, to complete her original term until July 01, 2017. Larry Garcia is hereby appointed to serve as an alternate member of the Historic Preservation Board whose 4-year term begins on November 1, 2016 and expires on October 31, 2020.
- Severability:** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
- Effective Date:** This Resolution shall take effect and be enforced immediately upon its approval by the Town Council.

ADOPTED THIS ____ DAY OF _____, 2016, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, BY A VOTE OF ___ IN FAVOR, ___ AGAINST.

TOWN OF PAGOSA SPRINGS

By: _____
Don Volger, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

Mr. James Dickhoff
Planning Director
Town of Pagosa Springs

Sept 13, 2016

Re: Historic Preservation Board

I am submitting a request to be considered for being re-appointed to the Historic Preservation Board. I recently submitted my resignation as Chairperson of the HPB due to health concerns, that fortunately are no longer a concern that will prohibit my participation on the board.

I have served on the HPB since May of 2013 and am a 40 year resident of Archuleta County and have a strong interest in local history. For many years I have been documenting the arborglyphs left by Hispanic shepherders. These are cultural treasures we are lucky to have in our surrounding mountains.

My experience includes leading a three mile walk for the Forest Service Interpretive Association and having a special display of photographs at the local museum. I am a seasoned and popular public speaker.

I would enjoy the opportunity to share my experience and skills with the Board.

Thank you for your consideration,

Peggy Bergon
376 Hummingbird Place
Pagosa Springs, CO 81147
731-6757

August 29, 2016

Ms. Rachel Novak
Associate Planner
551 Hot Springs Blvd.
P.O. Box 559
Pagosa Springs, CO 81147

Hi Rachel,

I would like to express my interest to be considered as an alternate member of the Historical Preservation Board.

I've attached a copy of my resume that goes into greater detail listing my employment history and work related experience.

Briefly, I retired from the Colorado Division of Wildlife as a District Wildlife Manager/Tribal Liaison for the towns of Ignacio, Pagosa Springs and Archuleta County. My duties and responsibilities are outlined in my resume.

As a Special Deputy I headed and developed a new program (Ranch Watch) for Archuleta County S.O. which is based on a very successful Neighborhood Watch crime prevention program.

I also have experience as a member and chairman of the Archuleta County Planning Commission from 2003-2007. We worked closely with The Town Planning Department on issues that pertained to both the town and county. We were instrumental in developing a Comprehensive Land Use Plan that is being implemented today. The Plan incorporated public, private, local, State, Federal and Tribal government input. As a member of the Planning Commission we were fortunate to participate in workshops and training opportunities that encourage community building. The partnerships with these entities were very important and played an important part in the development of the Plan. I have experience in developing important partnerships and facilitating the sharing of resources to accomplish our goals. I developed and implemented successful youth programs such as "Fishing is Fun" for youth which was a partnership with the city of Denver and throughout the state.

I'm excited at the opportunity to be involved with a progressive group of people who want to preserve and protect our valuable historical resources. I've always had an appreciation for history and the preservation of historical buildings. I value the dedication and energy not to mention the craftsmanship that went into the buildings. They are a link to our past and represent our communities. Archuleta County and the Town of Pagosa Springs are unique because they have these valuable resources. I would be honored to serve on this board and to be a part of preserving a part of our historical history. Thank you for the opportunity to be considered for this position.

Sincerely,

Larry J. Garcia

7331 Hwy. 151, Pagosa Springs, CO 81147
P.O. Box 1711, Arboles, CO 81121
Phone: (970) 883-5581 Fax: (970) 883-5581
E-Mail: ljpgagosa@hotmail.com

Larry J. Garcia

Experience:

POST Certified

2010 Reserve Officer La Plata County Sheriff's Office , LaPlata County , CO.
2004-2007 Special Reserve Deputy with Archuleta County Sheriff's Department
Ranch Watch Coordinator

Ranch Watch is a law enforcement program that is specific to rural and ranching communities. It is based on the well known Neighborhood Watch Program.

Duties: As coordinator I was responsible for providing law enforcement and crime prevention training, and public safety information to our community. I coordinated joint law enforcement efforts with state, county, local and tribal law enforcement agencies. I managed a ten member volunteer horse and vehicle patrol team.

08/1988 - 09/2003 Colorado Division of Wildlife 6060 Broadway Denver, CO
Wildlife Manager III & Tribal Liaison

Standard duties in the following districts: Denver, Brighton & Pagosa Springs

Formulated decisions on game management processes, handled complaints and investigations on access or hunting/fishing violations, developed plans for threatened or endangered species and developed programs for wildlife activities such as licensing, community relations, watchable wildlife, etc. Responsible for resolving landowner disputes, environmental impact assessments and mitigation negotiations. Accomplished public relation assessments and mitigated negotiations. Worked with the general public, local organizations such as special interest groups, Native Americans, planning boards or commissions, environmental agencies; federal and state natural resource agencies; commercial land developers, farmers, ranchers, and sportsmen.. Analyzed appropriate species enhancement methods based on biological and habitat principles. Handled game damage claims submitted by landowners to determine extent of losses and negotiates settlements for game damage or negotiate wildlife or habitat mitigation proposals. Advised developers on habitat mitigation measures to use or advise landowners on methods of limiting conflicts with wildlife. Developed plans to protect and control species in a district by obtaining, information on game management units, harvest data and recommending habitat changes. Planned, conducted and evaluated wildlife program efforts and enforced applicable regulations and laws. Responsible for youth educational programs which included hunting, fishing and environmental instruction. Planned and conducted data collection and testing methods to understand a wildlife problem, its cause and the means to comply with program and regulatory standards and requirements. Prepared briefings, wrote reports or presentations explaining the use, analysis and results of their work concerning the applicability, efficiency, and accuracy of methods of utilizing wildlife theories and models on wildlife issues in the state. I held a peace officer status with specific authorities found in supporting wildlife statutes and appointing authority delegations. Responded to complaints of illegal hunting, fishing or trapping and evaluate applications for access permits. Physically restrained and arrested citizens as peace officer enforcing the law.

Tribal Liaison: Liaison to the Southern Ute and Ute Mountain Indian Tribes. As Tribal Liaison Assisted both tribes with wildlife management and law enforcement on Tribal land's Facilitated meetings with the Tribal Councils and Colorado Division of Wildlife staff to Mitigate issues regarding State and Tribal treaty obligations (Brunot Treaty 1876) and Jurisdictional issues related to Indian hunting and fishing rights on public (Brunot Agreement Area) and private land. I worked closely with both Tribes to develop and instruct Tribal youth on angler/hunting and environmental educational programs.

08/1978 - 06/1984

Colorado Division of Wildlife
Wildlife Technician Fisheries

Almont, CO

Assisted in the propagation and rearing of various trout species and kokanee salmon from eggs to fingerling size. Transported and stocked fish by plane and truck in various lakes and rivers throughout Colorado. I maintained building, grounds, equipment and vehicles. I have experience working in warm and cold water fish hatcheries.

04/1984 – 07/1988

Brother of the Son Ministries, Inc. Almont, CO
Concert & Marketing Manager/ Sound Engineer

Managed and promoted concerts throughout the United States and Canada for an internationally known Christian musician. (Don Francisco).

Duties: Responsible for the advertising, marketing, telemarketing, brochures and purchasing radio and newspaper ads. Coordinated all concert events and travel arrangements, wrote articles for publication in Christian Magazines. Managed all finances acquired at concerts and concessions. Set up all the P.A. and lighting systems and monitored the sound lighting during the concerts. I designed all our tee-shirts and promotional items to be sold during concerts.

Special Projects:

City of Denver:

- Developed and implemented a very successful youth angler educational *program* (Pathways to Fishing) with Denver Parks & Recreation and Denver Mayor Wellington Webb and Colorado Division of Wildlife.
- Developed and implemented environmental/wildlife educational programs to the Denver Public Schools and the Denver Zoo.

Barr Lake:

- Monitored banded nesting bald eagles.
- Assisted Barr Lake Park staff and Colorado Bird Observatory with monitoring data collection on nesting birds and migratory bird species that inhabit Barr Lake.
- As District Wildlife -Manager represented Colorado Division of Wildlife in the Acquisition and development of the 400 acre Barr Lake Buffer Zone and Wetlands Conservation /Wildlife area. I Assisted with the design and construction of wetlands.
- Developed a youth waterfowl hunting mentoring program.
- Adams County Trails : Assisted Adams County Parks and Recreation with the Development of an award winning trail system along the South Platte River.

Denver International Airport

- Assisted DIA with wildlife management and mitigation during construction process i.e. big game, small game and raptors.
- Assisted the City of Denver with wildlife management, i.e. relocation of resident Pronghorn population.
- Assisted with wildlife management conflict issues.

Rocky Mountain Arsenal:

- Involved in the conceptual and development of a national recognized watchable wildlife program.

Navajo Lake Park:

- Assisted Part Manager with development of an outdoor environmental educational facility and curriculum at the Sambrito wetlands area. Provided park visitors with wildlife education programs during summer visitation.
- Assisted Navajo Park and Bureau of Reclamation with wildlife/habitat management.
- Developed and implement Wildlife/habitat/fishing/hunting programs with the Navajo State Park Manager.
- Assisted Navajo State Park with law enforcement efforts during peak visitation.

Community Involvements:

2008-2003 Archuleta County Planning Commissioner/Chair
Gas & Oil Landowner Relations Representative for Archuleta County
Land Use Consulting, Land Planning & Permitting and Right of Way Access
Member of the Southwest Wetlands Alliance,

2007

Get Hooked on Fishing Coordinator

Summer youth program that teaches kids how to fish. Curriculum included class room instruction, where ethics, biology, and various fishing techniques were taught

2003-2008 Planning Commissioner for Archuleta County, Chairman

I Assisted County Planning Department staff in planning and development decisions. As a member of the Planning Commission we developed long range county comprehensive land use plan. As Chair of the Planning Commission I facilitated public meetings and joint planning work sessions with the public, special interest groups and the Archuleta Board of County Commissioners.

Conservationist of the Year 2005

I was awarded this honor for restoration and rehabilitation of Stollsteimer Creek which flows through our historical ranch property (1913). The San Juan Conservation District yearly select's individual landowners for their contribution they have made to improve agricultural and natural resources on their properties. We installed over one mile of riparian fence, constructed a half acre irrigation/wildlife pond and improved the water quality of the creek through the building of rock structures creating pools and riffles. We replanted willows and native vegetation along creek banks and worked and provided environmental education to local youth groups.

Education:

Westminster High School Graduated: 06/1966

Metro State College

1973-1974

Front Range College

1974--1978

Major: Biology

References:

Provided upon Request



AGENDA DOCUMENTATION

NEW BUSINESS: VI.4

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: JAMES DICKHOFF, PLANNING DEPARTMENT

PROJECT: ORDINANCE 850, AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS ACCEPTING A TEMPORARY CONSTRUCTION EASEMENT FOR THE WESTERLY 1800 LINEAL FEET OF MILL CREEK ROAD FROM THE ARCHULETA COUNTY BOARD OF COMMISSIONERS

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

The Town Council approved the Mountain Crossing Subdivision Preliminary subdivision application on December 4, 2012, with the following conditions of approval:

- 1) Complete annexation and zoning process for Strohecker Minor Subdivision Lot IIB, and combine this lot into the final MC plat.
- 2) Provide a Geotechnical Report, wet stamped and signed by a Colorado licensed engineer.
- 3) Provide Drainage Report, wet stamped and signed by a Colorado licensed engineer.
- 4) Provide proof of CDOT access permit approval.
- 5) Provide evidence that any required USACE permits have been submitted and have been approved or that permits are not required.
- 6) Provide 20 foot wide utility easements as requested by and negotiated with utility providers.
- 7) Provide Trail Dedication Language and all other corrections to the Preliminary Plat as directed by the Planning Director to be incorporated on the Final Plat.
- 8) Town shall hire a Third Party engineering firm for engineering plan review to be reimbursed by the applicant and the applicant shall incorporate engineering comments into the final plat/plan such.
- 9) Mountain Crossing Codes, Covenants and Restrictions (CC&R's) shall be recorded and provided to Town.
- 10) **Proceed with annexation petition for the first 1800 lineal feet of Mill Creek Road and Provide engineering plans for required ROW improvements.**
- 11) Submit proposed signage plan permit for review.
- 12) Other conditions as determined by the PC.

ANALYSIS

Staff has been working with the client as they finalize road improvement plans for the western 1800 lineal feet of the Mill Creek Road roadway, that will include: On street bike lanes, sidewalk along north side of roadway, drainage facilities, curb and gutter along north side of road, one vehicle drive lane each way and a center turn lane. The intersection Mill Creek Road approach with Hwy 84 will be improved with asphalt, however, the current improvement will not be a full width improvement 150 feet east of the intersection, until the intersection improvement is identified by CDOT and triggered for installation by a CDOT traffic count threshold. The developer will be responsible for constructing this intersection improvement.

The proposed improvements are currently estimated at just under \$400,000 which will be deeded to the Town once the Town accepts the completed improvements completed. The roadway is contemplated for annexation into the Town, however, roadway ownership is still being researched with title searches expected to be completed in the next month or so. The next step will be to contact entities identified as having an ownership interest in portions of the existing roadway alignment. This temporary construction easement allows the town to move forward with the client, prior to official annexation, for road design approvals, Developer Improvement Agreement (DIA) and construction of the actual improvements. The DIA will layout the requirements of the developer for the road improvements, requires 100% financial

security in the form of a bond and requires a 25% 3-year warranty bond to be posted once the project is completed and accepted by the Town.

The Applicant would like to move forward with the required Mill Creek Road public road improvements as soon as possible, however, the annexation process will be delayed as ownership is identified and conveyed. Accepting the Temporary Easement will provide Town Staff the authority to review and approve road design plans and to allow and oversee road construction activities, while the annexation process is underway.

Given the time of year an availability of temperature specified asphalt, staff has notified the developer that construction in 2016 will not be approved. With the acceptance of the temporary construction easement or annexation, construction will be permitted to begin early in 2017.

FISCAL IMPACT

There are some Town financial expenses associated with the annexation process, above the reimbursable expenses that will be billed to the developer. Staff has a budget line for annexation expenses. Although the exact town financial commitment is not known, it is estimated to be approximately \$1,500 - \$2,000.

ATTACHMENTS

- 1) Ordinance 850
- 2) Temporary Construction Easement.

ALTERNATIVE ACTIONS

- 1) APPROVE Ordinance 850, An Ordinance of the Town of Pagosa Springs Accepting A Temporary Construction Easement for the westerly 1800 lineal feet of Mill Creek Road from the Archuleta County Board of Commissioners.
- 2) APPROVE Ordinance 850, An Ordinance of the Town of Pagosa Springs Accepting A Temporary Construction Easement for the westerly 1800 lineal feet of Mill Creek Road from the Archuleta County Board of Commissioners, with the following additional provisions.
- 3) DENY Ordinance 850, An Ordinance of the Town of Pagosa Springs Accepting A Temporary Construction Easement for the westerly 1800 lineal feet of Mill Creek Road from the Archuleta County Board of Commissioners.

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 850
(SERIES 2016)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
ACCEPTING A TEMPORARY CONSTRUCTION
EASEMENT FOR MILL CREEK ROAD FROM THE
ARCHULETA COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003; and

WHEREAS, pursuant to Section 10.6 of the Pagosa Springs Home Rule Charter of 2003, the Town has full authority, power and control over all Town owned property, including streets, and including but not limited to, all power and authority to purchase such property, and section 12.19 of the Charter provides for the acquisition of property by Ordinance; and

WHEREAS, the Town Council hereby finds and determines that it is appropriate and necessary to the function and operation of the Town to accept the Temporary Construction Easement for the certain real property known the westerly 1800 lineal feet of Mill Creek Road as described in **Exhibit A** attached herein, to accommodate the required Mountain Crossing subdivision improvements to the roadway by Mountain Crossing, LLC;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, as follows:

I. Acceptance of Easement. The Temporary Construction Easement, in the form attached hereto as **Exhibit A**, are in all respects approved and accepted by the Town.

II. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

III. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

IV. Second Reading. Second reading of this Ordinance shall be held on the ___ day of _____, 2016, at __:00 p.m. at the Pagosa Springs Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado.uments

V. **Effective date.** This Ordinance shall become effective and be in force thirty days after final approval.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF _____, 201__.

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF _____, 201__.

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No.850 (Series 2016) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the ____ day of _____, 201__, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 201__, which date was at least ten (10) days prior to the date of Town Council consideration on second reading.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 201__.

April Hessman, Town Clerk

(S E A L)

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 850 (Series 2016) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the ____ day of _____, 201__, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 201__.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 201__.

April Hessman, Town Clerk

(S E A L)

TEMPORARY CONSTRUCTION EASEMENT (PUBLIC ROADWAY)

THIS EASEMENT is made and entered into as of the 5th day of October, 2016, by the BOARD OF COUNTY COMMISSIONERS FOR ARCHULETA COUNTY, COLORADO, whose address is 398 Lewis St., Pagosa Springs, Colorado 81147 (the "Grantor") as the responsible party of that certain real property described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Easement Area") and generally depicted on **Exhibit B**, attached hereto and incorporated herein by this reference, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, does hereby grant, and confirm unto the TOWN OF PAGOSA SPRINGS, COLORADO, a home rule municipality and political subdivision of the State of Colorado, whose address is 551 Hot Springs Blvd., Pagosa Springs, Colorado, its successors and assigns (the "Town") a construction and development improvements easement (the "Easement"). This easement shall authorize the Town to enter, re-enter, occupy, and use the Easement Area to construct, operate, use, maintain, repair, improve, and replace the public road and roadway within the Easement Area (collectively, the "Roadway"), as well as any other municipal improvements as may be owned, operated or authorized by the Town including, without limitation, curb, gutter, sidewalk and other storm drainage improvements, water and/or sanitary sewer pipelines and other utilities such as gas lines, telephone, electrical and cable lines, together with all surface and subsurface appurtenances thereto (collectively, the "Facilities"). The Town may authorize third parties including, without limitation, Mountain Crossing, LLC, a Colorado limited liability company (the "Developer") and its contractors and subcontractors to make improvements to the Roadway in accordance with the requirements and standards set forth in the Development Improvement Agreement between the Town and the Developer (collectively, the "Standards"). The Town shall oversee all such improvements to confirm that the Standards are satisfied. The Roadway shall remain open to the public, except when temporary, construction-related closures are necessary. The Easement shall extend in, to, through, over, under and across the Easement Area. All provisions of this Easement Deed, including all benefits and burdens, shall inure to and be binding upon the respective legal representatives, heirs, executors, administrators, successors and assigns of the parties hereto. Provided, however, Grantor makes no representation as to its ownership of the real property affected hereby. This Easement shall expire effective upon the earlier of either full acceptance of all of the improvements by the Town, or upon execution and recordation of the annexation of the Roadway. In the event the improvements contemplated herein are not effected and accepted within three years of the effective date of this easement, this easement shall expire.

ACCEPTED by the Town of Pagosa Springs, Colorado, a home rule municipality and political subdivision of the State of Colorado, this ____ day of October, 2016.

TOWN OF PAGOSA SPRINGS,
COLORADO, a home rule municipality and
political subdivision of the State of Colorado

By: _____
Name: _____
Title: _____

Attest:

April Hessman, Town Clerk

EXHIBIT A
LEGAL DESCRIPTION OF EASEMENT AREA

That portion of Mill Creek Road within the public right of way and approximately 60 feet in width commencing at State Highway 84 and extending east 1,800 lineal feet, County of Archuleta, State of Colorado.

EXHIBIT B DEPICTION OF EASEMENT AREA



Archuleta, Colorado
Date Printed: May 5, 2010

This map is for illustrative purposes only and does not represent a survey. It is provided as is without warranty of accuracy, timeliness or completeness. The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. The liability is assumed by Archuleta County, as to the accuracy of the data delineated herein.



AGENDA DOCUMENTATION

OLD BUSINESS:VII.1

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 20, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: DUST 2 URBAN SINGLE TRACK REVISED PROPOSAL

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

Developing Urban Single-track Trails and Teams (DUST2) is Pagosa's first non-profit dedicated to the promotion of active lifestyles in Archuleta County youth through the development of a student mountain bike team and championing the construction of an urban trail system connecting community schools and parks.

Urban Single-track is a dirt trail system in a town or city setting. The vision of DUST2 initially for Pagosa Springs is build an engineered trail system so that students and teachers can safely walk, ride, or run between the Elementary School and the High School (Phase I). However, DUST2 also believes this trail system will be an asset to the community of Pagosa Springs connecting multiple points of interest and beckoning a variety of users, particularly children, to get outside and be active (see attached Letter to Council).

At the February 2, 2016 meeting, the Town Council, by motion, agreed to enter into a partnership with DUST2 to develop a trail network with Phase I being a segment of trail that connected the elementary school to the high school, as noted above. The DUST2 members worked to secure the easements needed to make that connection but were not successful. As a result, the DUST2 organization is proposing to move to the next phase which would establish a trail behind the high school and come down the hill to connect to Yamaguchi Park (see attached Map).

Parks & Recreation Commission Action

At the August 11, 2015 Parks & Recreation Commission meeting, the Commission determined the implementation of the Urban Single Track concept to be the #1 short term priority for the Town and the Parks & Recreation staff. At the October 11th Parks & Recreation Commission meeting, the Revised Phase I was approved and recommended to Council.

ATTACHMENTS

- Letter to Council from DUST2
- Map of Revised Phase 1
- Quote for work by Tony Boone

FISCAL IMPACT

The fiscal impact for the Town occurs in 2017. At this juncture, there is \$80,000 that is earmarked for the project. The quote from Tony Boone is approximately \$29,000. There is still the cost of the crosswalk at is still an unknown and we are awaiting a cost estimate, but we should more than enough funding for this Revised Phase 1.

If the Town continues with additional segments, then there will be additional costs, although that could be off-set by grant opportunities. The real unknown from a cost standpoint is what the Town's obligation might be for trail maintenance on an on-going basis. It is hoped that most, if not all, of the maintenance can be done by volunteers, but the Town has to mindful of having the ultimate responsibility.

2016 TOWN COUNCIL GOALS & OBJECTIVES

Included in the Town Council's adopted 2016 Goals & Objectives is Goal #1 of "Define and Foster Pagosa's Unique Character and Sense of Place." In addition, Objective 1.1 is "Complete Planned Trail System" which was referring to the Town to Lakes Trail. This is not part of the planned Town to Lakes Trail but would connect to it and, arguably, promotes Goal #1 as well. Furthermore, the urban single track network also is consistent with Goal #3 of "Promoting a Vital Local Economy by Supporting Economic Development and Tourism" as this trail network could be a visitor attraction as well.

RECOMMENDATIONS

Possible actions by the Town Council include:

1. **"Move to approve the Revised Phase 1 proposal."**
2. **"Move to decline the Town's participation in the Revised Phase I of the urban single track trail network."**
3. **Direct staff otherwise.**

To: The Members of Pagosa Springs Town Council.

My name is Annie Sewell and I am the president of DUST2, Developing Urban Single Track Trails and Teams, a nonprofit dedicated to the construction of an urban single track trail system and the creation of a youth cycling team in Pagosa Springs. I have put together a brief packet of information that outlines our proposed Urban Single Track Initiative.

Urban Single Track Trails: The Project

I. What is an urban single track?

In short, an urban single track is a professionally designed and engineered, dirt trail system within a town or city setting that not only provides connectivity to schools, parks, businesses and neighborhoods, but also offers fun and a sense of adventure for those who choose to commute by foot or bike beckoning a variety of users throughout Pagosa Springs.

II. Revised Phase 1:

DUST2 had originally planned to begin this multi-phase urban single track trail project with a 1 mile trail that would have connected the Elementary School to the High School. This simple and inexpensive project would have included two road crossings, providing a safe and fun route for cyclists, pedestrians and skiers between the schools. However, due to an inability to secure a private property easement, DUST2 went to both the school district and the Town Of Pagosa Springs to request that we begin construction of our proposed urban single track trail with Phase 2 (Revised Phase 1), a 2.5 mile trail system on Archuleta School District land west of the High School. This Revised Phase 1 will also be used by the cross country team, middle school mountain bike elective, youth cycling team, and the CATCH On! after school program.

III. Greater Urban Single Track Cycling District:

To achieve the goal of complete connectivity, sustainability and safety, the Urban Single Track Trail System will need to be built in several phases. DUST2 has mapped out a tentative route using town easements and properties. This route connects points of interest while creating a fully connected perimeter trail around the town, ideally beginning and ending at the Elementary School. This proposed trail will not only offer utilitarian routes for commuting by bike or foot, but will include fun features and alternate routes that will offer a variety of experiences for cyclists and pedestrians of all abilities and fitness levels.

IV. Low Cost, Low Maintenance

The estimated project cost for the original Phase 1 was \$40,000.00. As you will notice on the attached map and estimate from Tony Boone, the revised Phase 1 trail with connector route is estimated to cost \$29,790.00 to construct. DUST2, in collaboration with several organizations in Pagosa Springs will work to provide volunteer support which, according to Tony Boone's bid, will reduce construction and maintenance costs by \$7.50/volunteer hour. When properly engineered and constructed, single track trail is very low maintenance and therefore inexpensive to maintain.

The Partnership:

I. DUST2

- DUST2 will serve as the coordination and partner organization for the
- Urban Single Track Trail, both for Phase 1 and for all ensuing phases of the Greater Cycling District.
- DUST2 will raise the funds needed to hire Tony Boone to generate a Revised Phase 1 trail plan and cost estimate **(Satisfied)**
- DUST2 will perform on-going trail maintenance
- DUST2 will serve as lead organizer of volunteer labor
- DUST2 will assist in the development and construction of future phases
- DUST2 will partner with the town and other parties to pursue grant funding to construct ensuing phases and improve/maintain existing phases **(DUST2 will be submitting it's 1023 in November)**

II. Town of Pagosa Springs

In order to achieve complete connectivity for the Greater Cycling District, DUST2 requests:

- That the town not vacate any easement, rights of way or property that might be used as part of a single track trail within the town.
- That the town permit DUST2 the use of town property for the construction of Revised Phase 1.
- That the town be the recipient of an easement for any private property that may be used for the construction of Revised Phase 1
- **That the Town assist DUST2 in securing private property easements for the ensuing phases**
- That DUST2 be put on the 2017 budget cycle for:
- The cost to build Revised Phase 1, which is estimated to be \$29790.00, less \$7.50/hour for volunteer labor
- The cost to build one pedestrian cross walk: **Estimates to be provided by Davis Engineering**
- That the Town perform on-going maintenance not provided by DUST2, as needed.

III. Archuleta School District

DUST2 received endorsement and permission from the school district to allow construction for the Revised Phase 1 on school property. Revised Phase 1 which is a 2.5 mile loop trail with connector route to Yamaguchi Park.

The School district is eager to engage students in the construction and on-going maintenance of the single track trails.

IV. Parks and Rec Commission Action

- In April, the parks and rec commission determined the urban single track project to be a top short term priority to the town parks and rec staff.
- October 11, 2016, the Parks and Rec Commission approved a recommendation to Town Council for the Revised Phase 1 urban single track trail based on the map provided by Tony Boone.

The Trail Designer

I. Tony Boone

DUST2 has researched and received bid proposals from 6 professional trail designers. The most promising proposal was from Tony Boone Trails out of Salida, Colorado. His was the lowest bid and his references were impeccable. Also, he has ties to our community. Mr. Boone traveled to Pagosa to meet with our Board members for a site visit free of charge, during which time we were able to walk the Dakota Springs property with him to discuss design possibilities and construction costs. September 23, Tony Boone came to Pagosa Springs to design, map and generate a cost estimate for the revised Phase 1 trail.

Tony Boone has built over 500 miles of shared-use and purpose-built trails. His references included Parks, Rec and open-space managers from Highlands Ranch, Castle Rock, Douglas County, Colorado Springs, Aspen, Snowmass, Air Force Academy, and the City of Boulder. I called and spoke with all ten of his references and every one of them stated that Tony's trails were by far the lowest-maintenance, and most sustainable trails that they have had built.

The Benefits

I. Health and Wellness

- Colorado youth exhibit a growing obesity rate, this is not a sustainable future for Colorado. There is a directive from Governor Hickenlooper and the Colorado Health Foundation to implement measures on a local level that will get children actively engaged with the outdoors.
- The Archuleta school District has answered the call by funding the creation of an after school fitness program that will teach kids a variety of outdoor activities. This elective will include a two week mountain biking course.
- The Safe Routes To School program, which is in its second year, will be providing a bike and traffic safety elective at the elementary school.
- The middle school will continue to offer its successful mountain bike elective taught by Andy Guinn.
- Pagosa Ranger District Trails Manager, Tyler Albers, has established an annual community service project with the 8th grade class of Pagosa Springs Middle School to complete a trail maintenance project on local Forest Service trails.

II. Economic

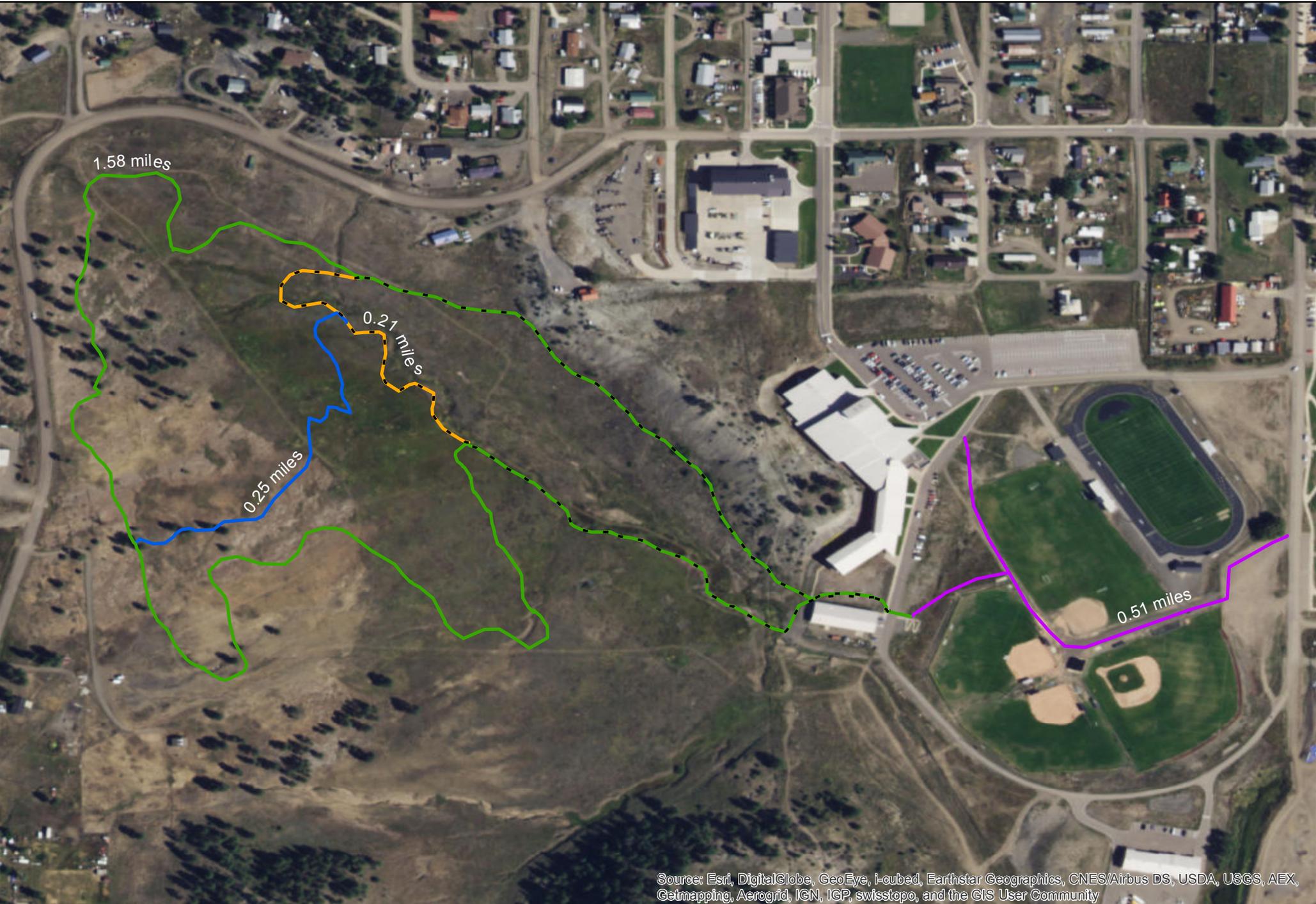
- The Town Of Eagle Colorado, whose single track sidewalk trails we chose to model our Urban Single Track after, states in a recent Bike Magazine article, titled, Raptor Speed, that their [single track sidewalk] program "is a prime example of Eagle's recent efforts to establish itself as Colorado's one-stop bike town. With thoughtful, user friendly trail development, cycling-centric city planning, the town of 6500 is gaining national attention for using mountain biking as an economic driver. Case in point,
- "During the high school championships, several Eagle restaurants and breweries pulled their busiest days ever."
- and from the same article: **"Though Eagle Ranch was built as a golf course community, real estate agents now advertise the trail system as it's No. 1**

amenity. The town budgeted \$125,000 for recreation-based tourism in 2015, up from \$80,000 last year”

- A Quote from one of the many National Association of Realtors articles about the value of trails to a community states that: “Interviews with economic development officials echo what researchers found from trail users: **Trails provide value to communities, increase connectivity and access to destinations, help attract and retain talent, and contribute to the economic vitality and health of the region.”**
- From PinkBike article, *Economic Impacts of Mountain Biking Tourism*: “**Tourists don't come to places unless these unquantifiable things exist; that healthy local scene, trail system and culture is basically a prerequisite. Unfortunately, for the most part, governments take the volunteer effort for granted. It is hoped that this article will show that some (any) investment in supporting local trail groups will return dividends not just in quality of life for a local community but also in terms of hard economic impacts.”**
- From an article in PinkBike, *Economic Impacts of Mountain Biking Tourism - 2016 Update*, “**The very existence of trails, of outdoors recreation and of the possibility of sharing mountain biking with their kids draws people to a community. Indeed a thriving local scene with good trails and outstanding local community doesn't just add quality-of-life for locals, but also tends to attract people who want to relocate to the region. This 2016 update confirms these immeasurable impacts; indeed the Northern BC, Revelstoke and Oakridge, Oregon studies specifically make mention of this fact, on which you cannot put a \$/CHF/EUR value.”**
- Director of ORIC, Luis Benitez, stated that “Outdoor recreation is the foundation of the quality of life for the state, and a key attraction point for companies within the outdoors industries calling Colorado home. **The businesses comprising Colorado's outdoor recreation industry are major economic drivers in the state, creating \$13.2 billion annually in consumer spending, 125,000 Colorado-based jobs and \$994 million in state and local tax revenue. Colorado's outdoor recreation industry is a growth engine for cities, rural and mountain communities alike.** Leaders of the colorado beautiful initiative are currently building a database of all the trails in colorado and the gaps in trails throughout the state.

III. Quality of Life

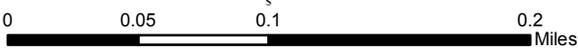
- From a Dirt Rag article featuring single track sidewalk in Bentonville Arkansas: “By elevating bikes at an early age to something beyond “toy” status and into something that expands horizons, communities have a chance to create a self-sufficiency that seems to be vanishing in America.”
- Andy Guinn, Pagosa Springs Middle School Mountain Bike Elective creator and coach sated in his letter of support for urban single track that: “The enthusiasm about mountain biking in our schools is at a critical point. If we continue to build on this and provide students with more opportunities to ride, we can create something special that will connect kids to school, provide them with healthy alternatives to screen time and drug use, and be an important part of their whole child education.”



Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Legend

- Weeping Earth
- Running Elk
- - - Queshegut
- Ball Fields
- - - Cross Country Loop (.95 mile)



**Urban Singletrack Phase 1
Pagosa Springs High School**

September, 2016

Numbers
100%
125%
SUM
AVG
MIN
MAX
COU
Edit

BID PROPOSAL

Professional Trailbuilders Association since 1994
Certified Trail Dozer Operator and Instructor
Sales of Sutter 300 & 500 Trail Dozers

1240 F. Street

Salida, Colorado, USA

81201-2510

719-221-3421

www.tonyboonetrailers.com

dirtfarmerz@yahoo.com

EIN: 27-3102398

Project Name: DUSTPH1 Build
Project Date: Spring 2017
To: Annie Sewell
Developing Urban Single track
Team
(DUST)

Address: Pagosa Springs, CO

Phone: 970-398-1168

E-mail: southsanjuan@me.com

Description	Amount	Unit Cost (USD)	Total
30-36" wide Finished Trail Construction (2 miles)	10,560 LF	2.75/LF	\$29,040.00
Mobilization (Salida to Pagosa RT- 2 TRIPS)	560 miles	LUMP SUM	\$750.00
Lodging/Meals		comp	N/C
Total Estimated Cost			\$29,790.00

Credit will be given for DUST2 volunteers hours at a rate of \$7.50/hr during the construction phase

Additional credit will be considered for student volunteers as well if applicable

Select an object to format.

Find

Replace

Replace

Done

