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TOWN COUNCIL MEETING MINUTES
TUESDAY, JULY 5, 2016
Town Hall Council Chambers
551 Hot Springs Blvd
5:00 p.m.

- I. **CALL MEETING TO ORDER** – Mayor Volger, Council Member Bunning, Council Member Egan, Council Member Patel, Council Member Schanzenbaker
- II.
- III. **PUBLIC COMMENT** – Mr. Jarrod Smith spoke with the Council regarding service animals and the event where Mr. Smith was denied access to a business due to his need of a service animal in shopping. He asked the Council to consider the use of service animals and education for the community. Ms. Tanele Morris spoke on behalf of Mr. Smith and his service dog Cocoa, awareness and community involvement. Mr. Bill Hudson thanked the town staff for providing a list of Town owned property that might help low income housing. He said the sewer lagoon property was not on the list of available properties, but may be soon.
- IV. **CONSENT AGENDA**
 1. **Approval of the June 23, 2016 Meeting Minutes**
 2. **Letter of Support for Axis Health Systems**
 3. **Liquor License**
 - a. **Liquor License Renewal – Higher Grounds Coffee at 189 Talisman Drive, Suite A**
 - b. **Special Events Liquor Permit – St Patrick’s Episcopal Church Shamrock Festival at 225 S. Pagosa Blvd on August 13, 2016**
 - c. **Special Events Liquor Permit – Pagosa Mountain Morning Rotary Club Wrestlers Fundraiser at the Town Park on July 9, 2016** - Council Member Bunning moved to approve the consent agenda, Council Member Egan seconded, unanimously approved.
- V. **NEW BUSINESS**
 1. **2015 Audit Presentation by Hinton Burdick CPA – Chad Atkinson** – Mr. Michael Branch has been the Town auditor for many years and has retired, Mr. Atkinson with Hinton Burdick was selected to be the Town’s new auditor. The audit was completed at the beginning of June. He said there are new GASB 68 rules related to retirement documentation. There were some material weaknesses related to internal controls and segregation of duties. Accounting adjustments and capital asset accounting were reported. The Town assets were verified and a reporting process put in place to collect

and maintain the list. Separation of duty with control of finances was reported as a weakness and suggested changes to maximize the separation and assist in controls. Mr. Atkinson presented the financials for the council and audience and answered questions.

- 2. Law Enforcement Academy Sponsorship** – Chief Rockensock commented on the statements made by Mr. Smith and service animal issues. He said the Police department is making sure they are following all rules. The Police Department has faced significant challenges in recruiting using traditional methods as is the rest of Colorado. The submission of applications for job openings has decrease exponentially. One method used by other agencies is to sponsor a cadet in a law enforcement academy. The Department would like to recruit locally a candidate to sponsor in the academy for this fall. Sponsorship would mean that we would hire an individual as a civilian employee and pay their wages to attend the academy, as well as, pay academy tuition fees and expenses such as books. The proposed hourly rate is \$15.00 and be eligible for only the health, dental, and vision benefits while they attend the academy. Upon successful completion of the academy and POST certification, his/her employment status would be changed to full-time regular employee and eligible for the standard benefit package. The individual sponsored by the Town would be required to sign a four year agreement to stay employed with the Town of Pagosa Springs Police Department. The agreement is prorated at 25% of tuition fees and equipment costs per year. Council Member Bunning moved to approve staff to pursue recruitment of a candidate for sponsorship in the fall 2016 Law Enforcement Academy to be held by Southwest Colorado Community College in Mancos, Colorado, Council Member Egan seconded, unanimously approved.
 - 3. Resolution 2016-10, Capital Asset Policy** - During the audit process it was noted that the Town has established some budgetary controls over capital asset purchases and the Town had not formally adopted a capitalization threshold. The estimated useful lives in years for depreciable assets are; buildings 50 years and furniture, machinery and equipment 5-10 years. The Town is recommending using the GFOA capital asset guidelines to establishing capitalization thresholds of \$5,000 and 2 years useful life. Councilmember Egan moved to approve Resolution 2016-10 setting thresholds for capital assets at \$5,000 and number of useful years to two (2), Councilmember Schanzenbaker seconded, unanimously approved.
 - 4. Town Council Project Scheduling Update** - There are a multitude of issues and initiatives the Council and Town staff are pursuing for this calendar year. Several of the issues will require input from the Council; these include changes to the marijuana ordinance, Downtown Task Force special election, 2017 goals & objectives, small lot density issues, benefits comparison, personnel manual, LPEA franchise, and development incentives. Council Member Bunning asked to move forward with a work session on the marijuana issues and the DTF. Council Member Schanzenbaker would like to add the issue of the two museums to the goals and objectives.
- VI. PUBLIC COMMENT** – Mr. Bill Hudson said the community would like to work on projects for the council and not sit on the Council. He said the Council should ask the public to participate. Mr. Alan Roth is the new director at the PLPOA and looking for areas to work with the community.

- VII. COUNCIL IDEAS AND COMMENTS** – Town Manager Schulte said he was hoping to have options for financing and should have the information in the next few weeks. He is going to ask the investment subcommittee to discuss the options and gather feedback. Mayor Volger thanked the staff for the wonderful job on the fireworks.
- VIII. NEXT TOWN COUNCIL MEETING JULY 21, 2016 AT 5:00 PM**
- IX. ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 6:37 pm.

Don Volger
Mayor