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**TOWN COUNCIL MEETING AGENDA  
THURSDAY, NOVEMBER 17, 2016  
Town Hall Council Chambers  
551 Hot Springs Blvd  
5:00 p.m.**

- I. CALL MEETING TO ORDER**
- II. PUBLIC COMMENT** – *Please sign in to make public comment*
- III. CONSENT AGENDA**
  - 1. Approval of the November 1, 2016 Meeting Minutes**
  - 2. Approval of October Financial Statement and Accompanying Payments**
  - 3. Liquor Licenses**
    - a. New L&E Liquor License – Motel SOCO at 1300 W Highway 160**
    - b. Brew Pub License Renewal – Wolfe Brewing Company at 2045 W Highway 160**
- IV. REPORTS TO COUNCIL**
  - 1. Featured Department Head Reports**
    - a. Parks Department**
    - b. Police Department**
  - 2. Sales Tax Brief**
  - 3. Lodgers Tax Brief**
  - 4. 4CORE Solarize Archuleta Report**
- V. NEW BUSINESS**
  - 1. Service Organization Budget Request**
  - 2. Resolution 2016-16, Appointing Jerry Jackson to the Planning Commission**
- VI. PUBLIC COMMENT** – *Please sign in to make public comment*
- VII. COUNCIL IDEAS AND COMMENTS**
- VIII. NEXT TOWN COUNCIL MEETING DECEMBER 6, 2016 AT 5:00 PM**
- IX. ADJOURNMENT**

**Don Volger  
Mayor**



# AGENDA DOCUMENTATION

## LIQUOR LICENSES:III.3

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 17, 2016

**FROM: BILL ROCKENSOCK, POLICE CHIEF**

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**PROJECT: LIQUOR LICENSE RENEWALS**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### **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:

**Wolfe Brewing Company** – Since January 1, 2016, there were no documented liquor violations at Wolfe Brewing Company, located at 2045 W Highway 160.

### **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

## REPORT TO COUNCIL: IV.1A

PAGOSA SPRINGS TOWN COUNCIL  
November 17, 2016

FROM: DARREN LEWIS, PARKS & RECREATION DIRECTOR

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**PROJECT: COMMUNITY CENTER AND PARKS AND RECREATION DEPARTMENT REPORT**

**ACTION: UPDATE**

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### PARKS AND RECREATION COMMISSION UPDATE

There was a meeting Tuesday, November 8, 2016. Attached are October 2016 minutes.

### RECREATION PROGRAMS UPDATE

The last gymnastic class for this year started November 2 thru December 15.

Youth Basketball ages 7-8 season will end November 17.

Accepting registration for 9-12 Youth Basketball until the end of December. Practices begin in January 2017; games start February 2017.

New program – Arts and Crafts held at the Community Center ages 9-13. Classes will be every Tuesday and Thursday, 4 p.m. – 5:30 p.m. November 29 – December 15.

Update Council in regards to programs offered and time frame. (See attachment)

### PARKS UPDATE

South Park and Reservoir Hill bathrooms closed for winter.

Trench completed for electrical and water to assist with ice rink.

All irrigation in all parks have been blown out for the winter.

Climbing boulder at Town Park was installed October 18<sup>th</sup>.

Southwest Conservation Corp. completed thinning on north face of Reservoir Hill.

Yamaguchi Park mulch was added around trees and beds. Two concrete collections chamber drains installed in swales in preparation for pump track and additional park space to be completed in 2017.

New water fountain installed at South Park.

Fertilization of trees at Town Park and Yamaguchi completed.

Centennial Park bathrooms completed.

Christmas lights will be installed in town by Thanksgiving.

Update Council in regards to maintenance at the cemetery. (See attachment)

### Community Center

Halloween event sponsored by the Town held October 22 in Town Park. Very successful event.

Festival of Trees Event will be held December 2 at the Community Center.

Gym floor will be refinished December 10 – December 22.

Two pieces of equipment added to the exercise room funded by CIRSA.

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

## Recreation Department Programs

### **January – February**

- 9-10 Basketball
- 11-12 Basketball

### **March – April**

- 9-10 Volleyball
- 11-12 Volleyball
- Gymnastics

### **May**

- Adult Soccer
- Tee-Ball

### **June – July**

- Coach Pitch
- 9-10 Baseball
- 11-12 Baseball
- Men's Softball
- Coed Softball
- Gymnastics

### **August**

- Pee Wee Soccer
- Adult Coed Sand Volleyball

### **September – October**

- 5-6 Soccer
- 7-8 Soccer
- 9-10 Soccer
- 11-12 Soccer

### **October – November**

- 7-8 Basketball
- Gymnastics

### **December**

- Arts and Crafts Program
- Gymnastics

## **Parks and Recreation Commission Minutes**

**Date October 11, 2016 Tuesday**

Commission Members- - M. Musgrove, J. Highum, A. Gadowski, D. Pettus, E. Simpson

Staff- D. Lewis, Project Manager- Scott

Public—A. Sewell

### **Call to order-5:32 PM**

**Announcements:** M. Musgrove-Skate park ribbon cutting went well

Minutes from September were approved after correction to “spring” bike trail completion on Res. Hill

Motion by A. Gadowski, 2<sup>nd</sup> D. Pettus

### **Department Head Reports: Darren**

#### **Rec Update:**

- 3<sup>rd</sup> session of gymnastics enrollment starts in Nov. and will run for 6weeks
- 7/8 basketball practice started with games held last week of Oct

#### **Parks Update:**

- Staff is set with 3 full time and all seasonal leaving middle of October
- Yamaguchi- working on swells and irrigation with completion scheduled for next week
- Res. Hill- SW Conservation Corp will thin trees on the north side for 2 weeks
- New etiquette/rules signage being installed in all parks

#### **Community Center Update:**

- Oct. 22 is the Town Park Halloween party- looking for volunteers and donations

### **Reports:**

- GGP: S. High not present to report on MOU, tabled to next meeting
- Skate Park: Done, other than signage and shade structure
- 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: pad is poured, Oct. 18 installation, ready for use by Oct. 20 weather dependent

### **New Business (decision item w/vote):**

- Dust II: A. Sewel presented and there was a lengthy discussion of trail revision, connectivity, and budget. Motion by D. Pettus to approve request from Dust II to build the revised trail phase I to phase II of original plan. 2<sup>nd</sup> E. Simpson
- Yamaguchi playground equipment: Darren proposed budget, pending council approval to do 2 new play areas. Motion by A. Gadowski to recommend new playground equipment at Yamaguchi Park, 2<sup>nd</sup> D. Pettus

### **Other business:**

- Overlook Plaza Deck (Scott, Project Manager) Contracted with Reynolds & Ash for new design located at Hwy 160 next to Tequila's. Lengthy discussion regarding the current plan options to update the Overlook.
- Scott also gave an update on the Town to Lakes Trail: 815K from CDOT- Tap Funds 2018-2020 Adjournment by Motion from D. Pettus, 2<sup>nd</sup> E. Simpson @ 6:35pm

## CEMETARY MAINTENANCE

### COST ESTIMATE FOR 2017

RIDING MOWER	13,000
PUSH MOWER	600
WEED EATER (2)	900
TWO P/T EMPLOYEE'S FOR TEN WEEKS (20 HOUR WORK WEEK FOR EACH)	4500
SHED TO HOUSE EQUIPMENT	6000
<b>TOTAL</b>	<b>25,000</b>



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL: IV.B

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

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

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**PROJECT: POLICE DEPARTMENT REPORT**

**ACTION: UPDATE AND DISCUSSION**

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### POLICE DEPARTMENT INCIDENT REPORTING

The Pagosa Springs Police Department Statistics for October, 2016

Officers responded to 286 calls for service.  
Officers responded to 33 agency assist calls  
Officers completed 48 incident / offense reports  
Officers completed 16 accident investigation reports.

### OFFICER TRAINING UPDATE

Training for October 2016

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

The department was awarded a POST grant for Advanced evidence investigation training and Homicide Investigations.

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

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 participated in a community outreach event for Halloween

### CAPITAL IMPROVEMENTS UPDATE

NONE



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL: IV.2

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: SEPTEMBER 2016 SALES TAX REVENUE REPORT

ACTION: DISCUSSION

### CURRENT MONTH SALES TAX & LODGERS TAX REVENUE

This report represents the information for September 2016 for sales tax and shows a **decrease** of **-5.1%** compared to September 2015. Total sales tax revenue for September 2016 for the Town is \$432,043 with that divided equally between the General Fund and the Capital Improvement Fund (\$216,022 going to each). In September 2015, the total amount received was \$455,074. The sales tax received in September 2016 is \$23,031 **less** than the same month in 2015.

We are starting to see some unusual monthly variations in the monthly receipts. As was reported last month, August 2016 was the best month ever reported and was a 21.3% increase compared to August 2015. It was also better than July which has never happened before. As was also stated in the August report, staff is of the opinion the August report was the result of either a permissible advance sales tax payment by one or more vendors, or part of the revenue received in August 2016 is attributable to another month or period. This could explain the extraordinarily high August and the decrease for September.

#### ***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 September 2016 yielded \$216,022 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 \$206,747. The variance for September 2016 is \$9,275 or 4% **more** than budget. As a result, year to date, we are ahead of budget by approximately \$127,019, 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:

	<u>2104</u>	<u>2015</u>	<u>Avg.</u>	<u>2016</u>	<u>% Change</u>
<b>July</b>	378,165	459,095	418,630	485,115	<b>+15.6%</b>
<b>August</b>	356,707	408,626	382,667	495,843	<b>+29.6%</b>
<b>September</b>	395,609	455,074	425,342	432,043	<b>+2.7%</b>

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	216,022	9,275	9.5%	4%
October	178,455			8.2%	
November	161,045			7.4%	
December	215,452			9.9%	
<b>TOTAL</b>	<b>2,176,283</b>	<b>1,748,350</b>	<b>127,019</b>	<b>100.0%</b>	
Percent Ahead of Estimate	8%				



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: IV.3

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 7TH, 2016

### MEETING UPDATE

The regularly scheduled November meeting fell on election day. The meeting was adjusted to Monday, November 7th at 4pm, however we were unable to reach a quorum. The 4 voting members in attendance reviewed new opportunities to consider for the 2017 marketing plan. No minutes were recorded.

### LODGERS TAX FINANCIAL REPORT

The most recent lodging tax report has been included in the packet for review. September 2016 reflects a 3.92% increase over 2015, or \$2,197, with payments outstanding. Year to date, 2016 collections show a 10.32% increase, or \$42,720. Q3 (July - September) reflects a 9.76% increase over Q3 2015, or \$18,332.

### VISITOR CENTER UPDATE

Visitor Center traffic in October was up over 2015. October 2016 showed 7,228 visitors, compared to 6,716 in October 2015; an increase of 512 visitors.

### SOCIAL MEDIA UPDATE

- Facebook - [www.facebook.com/visitpagosasprings](http://www.facebook.com/visitpagosasprings) Facebook: 15,193 fans
- Instagram - [www.instagram.com/visitpagosa](http://www.instagram.com/visitpagosa): 2,099 followers
- Twitter - [www.twitter.com/visitpagosa](http://www.twitter.com/visitpagosa) - 1,202 followers

### SW TRAVEL REGION UPDATE

Pagosa Springs has been a member of the SW travel Region since its inception. We hosted the SW Tourism Summit in April 2016, which the region “adopted” in 2014. Director attended a meeting in Ouray on November 2nd to discuss the Summit and future of the region. The group has been unhappy with the individual “hired” to oversee the organization due to lack of financial insight as well as the difficulty in planning the 2016 Summit. Furthermore, the dues structure and cost have been prohibitive for more destinations to participate. Group discussed structuring region more like the Hot Springs Loop - using it to create itineraries that feature different destinations and seek funding through CTO for promotion. Modest annual dues (less than \$500) would be collected and used to print various maps and itineraries for visitor center distribution. Another meeting is being scheduled with Durango Area Tourism to continue discussions in order to revamp the region.

### CAST MEETING UPDATE

Pagosa hosted the October CAST Meeting on October 27th & 28th. The meeting was well attended (approx-

mately 40 attendees from out of town) and feedback about Pagosa, the Cowboy Fast Draw, dinner at the Alley House, etc were all very positive.

### **STAFF UPDATE**

Kim Lund's last day was Thursday, November 3rd. The Visitor Center Coordinator position was advertised most of the month of October; more than 15 applications were received. Interviews were conducted on November 3rd. Tarra Guy will start the week of November 14th. The position handles weekly fulfillment and manages inventory at the visitor center and other distribution points around town.

### **PRESS & MEDIA**

We recently hosted two international groups. On October 18th, we hosted a Japanese FAM tour with 5 Tour Operators represented. The group stayed at High Country Lodge; Director hosted dinner at Pagosa Brewing Company and brought them breakfast the following morning at 6:15am, as they needed to depart before breakfast was available in town. They received a property tour of the Springs Resort and were able to soak after dinner. Two German media writers were hosted on Sunday, October 23rd. They stayed at Fireside Inn. Director hosted them for dinner at Border Rio. They soaked and received a tour of Riff Raff's geothermal system. Staff is coordinating a few requests through the Colorado Tourism Office for winter visits. One writer with Outside Magazine and Wall Street Journal will feature Hot Springs Loop and skiing (Pagosa / Wolf Creek, Telluride / Ouray).

### **WEBSITE**

A soft launch for the new website is anticipated on November 14th. The new site is responsive, which eliminates need for a mobile version of the website. The site includes crowdriif-powered photo galleries, an advanced itinerary building and mapping tool, as well as more detailed descriptions and listings for area trails and landmarks. The MTN script is being added; Chimney Rock is also joining the MTN through CTO.

### **VIDEO UPDATE**

RFPs for video editing and videographer were sent out in October. The goal is to leverage our growing video library to create a variety of videos - visitor center loops, social media, various marketing purposes, etc. Furthermore, locating a videographer locally that can assist in adding to the video library will allow us to capture events and more easily capture missing activities to continue to grow the library. Two responding firms have been identified for video editing Director plans on giving them "test" projects to determine style and fit. Both may be utilized for various projects.

### **HOT SPRINGS LOOP**

The 2016 final report for the Hot Springs Loop grant has been submitted and included in the packet to highlight the extent the project reached. Two new media articles have been released since the final report was written: Dallas Morning News: <http://www.dallasnews.com/life/travel/2016/11/10/need-de-stress-try-healing-waters-colorados-historic-hot-springs> and Ft Collins Style Magazine: [https://issuu.com/lydiasstyle/docs/2016-11\\_style-web/70](https://issuu.com/lydiasstyle/docs/2016-11_style-web/70)

**Town of Pagosa Springs Monthly Lodgers Tax Collections**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	% Change 2016 vs 2015
<b>January</b>	\$ 22,904	\$ 23,544	\$ 24,228	\$ 27,295	\$ 26,944	\$28,916	\$32,500	\$35,390	\$32,822	<b>\$36,191</b>	10.26%
<b>February</b>	\$ 20,543	\$ 17,002	\$ 19,361	\$ 21,960	\$ 21,825	\$26,003	\$25,511	\$31,222	\$31,453	<b>\$36,512</b>	16.08%
<b>March</b>	\$ 33,516	\$ 31,216	\$ 29,925	\$ 34,929	\$ 37,350	\$43,034	\$40,383	\$49,399	\$50,036	<b>\$51,380</b>	2.69%
<b>April</b>	\$ 15,879	\$ 12,500	\$ 15,186	\$ 15,765	\$ 16,831	\$16,912	\$17,607	\$24,064	\$24,692	<b>\$27,562</b>	11.62%
<b>May</b>	\$ 20,590	\$ 19,276	\$ 21,949	\$ 21,049	\$ 21,758	\$24,283	\$26,943	\$33,230	\$34,998	<b>\$36,577</b>	4.51%
<b>June</b>	\$ 31,804	\$ 29,041	\$ 32,622	\$ 37,539	\$ 36,091	\$40,508	\$44,148	\$52,611	\$52,040	<b>\$62,207</b>	19.54%
<b>July</b>	\$ 43,728	\$ 44,693	\$ 50,125	\$ 51,932	\$ 57,317	\$52,572	\$56,191	\$64,681	\$70,696	<b>\$81,608</b>	15.44%
<b>August</b>	\$ 35,610	\$ 38,092	\$ 42,308	\$ 41,714	\$ 44,944	\$49,949	\$52,183	\$63,775	\$61,073	<b>\$66,296</b>	8.55%
<b>September</b>	\$ 36,500	\$ 32,364	\$ 35,610	\$ 41,333	\$ 44,020	\$42,500	\$42,615	\$48,244	\$56,080	<b>\$58,277</b>	3.92%
<b>October</b>	\$ 25,265	\$ 22,041	\$ 25,765	\$ 28,858	\$ 30,662	\$27,483	\$35,282	\$37,304	<b>\$44,219</b>		
<b>November</b>	\$ 14,866	\$ 16,232	\$ 19,816	\$ 21,348	\$ 27,542	\$23,180	\$27,340	\$28,446	<b>\$31,451</b>		
<b>December</b>	\$ 31,652	\$ 31,935	\$ 35,457	\$ 40,198	\$ 41,931	\$40,345	\$43,900	\$41,094	<b>\$47,075</b>		
<b>Total</b>	<b>\$ 332,857</b>	<b>\$ 317,936</b>	<b>\$ 352,350</b>	<b>\$383,919</b>	<b>\$ 407,214</b>	<b>\$415,684</b>	<b>\$444,602</b>	<b>\$509,458</b>	<b>\$536,635</b>	<b>\$456,610</b>	
<b>\$\$ Difference (over previous year)</b>		\$ (14,921)	\$ 34,414	\$ 31,569	\$ 23,295	\$ 8,470	\$ 28,917	\$64,856	\$27,177	\$42,720	
<b>% Difference</b>		-4.48%	10.82%	8.96%	6.07%	2.08%	6.96%	14.59%	5.33%	10.32%	

		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	\$206,181.00	9.76%
	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%	NA		NA
	County	NA	2.34%	-3.53%	0.02%	10.04%	7.18%	-2.81%	23.42%	NA		NA
	Combined	NA	-3.24%	8.07%	7.43%	6.70%	2.92%	5.28%	15.98%	NA		NA



***Outline the activities of your grant project.***

In the fall of 2015, five Colorado destination marketing organizations - Chaffee County Visitors Bureau, Visit Pagosa Springs, Ouray County Chamber Resort Assoc., Glenwood Springs Chamber Resort Assoc., and Steamboat Springs Chamber Resort Assoc. – came together to formulate a plan to promote their thermal hot springs waters. This led to the creation of the Colorado Historic Hot Springs Loop (CHHSL), a 720-mile route that links each of the five resort towns, featuring 19 unique facilities. Each DMO contributed \$5000 and CHHSL successfully secured a \$25,000 CTO Marketing Matching Grant Fund for a \$50,000 total budget.

2016 has been the product development stage. The landing page [Colorado.com/hotspringsloop](http://Colorado.com/hotspringsloop) was created. Videos (2.5 minutes each) were produced in English, Japanese and Chinese. The brochure features a map and showcases each destination, also translated in Japanese and Chinese. Promotional USB cards house the brochures, videos, and photos. Numerous articles have featured CHHSL across the country.

***Readdress the goals, objectives and tactics of the project outlined in your approved grant proposal.***

Primary goals for the CHHSL were to build awareness for this hot springs itinerary, increase visitation to these five destinations and extend length of visitor stays. Much of the first 9 months was devoted to developing this product using these tactics:

**TARGET AUDIENCE**

International: Asian hot springs enthusiasts (Japan and China)

Domestic Drive Market: hot springs enthusiasts in feeder markets (Utah, Arizona, New Mexico, southern California, Texas, etc.)

**COLORADO.COM LANDING PAGE**

Since the phrase “hot springs” is consistently one of the top search terms on Colorado.com, it was decided that creating a new landing page on that website would be an effective way to introduce the CHHSL. The new page [www.colorado.com/hotspringsloop](http://www.colorado.com/hotspringsloop) includes destination descriptions, features the hot springs, a map, images, video, downloadable brochure and contact information. CHHSL also purchased the domain name [www.cohotspringsloop.com](http://www.cohotspringsloop.com) which is redirected to [www.colorado.com/hotspringsloop](http://www.colorado.com/hotspringsloop)

**VIDEOS**

Three 2.5 minute videos feature each destination, highlighting their hot springs. The English, Japanese and Chinese versions will be promoted on Brand USA channels, particularly the new Experience Page in November. The video will also air in the Colorado Welcome Center in Fruita.

**BROCHURES**

Printed collateral was also an important component so a brochure was designed with a descriptive map. This piece is available in English (50,000 printed), Chinese (1000 printed), Japanese (1000 printed) and soon in German (1000 to be printed). These brochures are distributed at each DMO’s visitor center, all

Colorado Welcome Centers, and used as a sales tool at travel trade shows. An electronic version is downloadable from [colorado.com/hotspringsloop](http://colorado.com/hotspringsloop).

#### USB FLIP CARDS

Currently in production are 250 compact business card size USB promotional pieces that contain the brochures, photos and videos. These will be distributed to tour operators, industry professionals, media and travel writers. (This is a preferred alternative to transporting large amounts of heavy printed materials when traveling.)

#### SOCIAL MEDIA CAMPAIGN

CHHSL introduced the hashtag #COHotSpringsLoop to the social media world. In October, CHHSL did the Visit Colorado Instagram Takeover with very positive results. CHHSL attempted to participate in a CTO Facebook campaign, however the video materials were not ready in time. However, CHHSL regularly supplied content to the CTO social media team. One Facebook post was a top performer for CTO in August.

#### PAY-PER-CLICK and BANNER AD CAMPAIGN

CHHSL decided against implementing a pay-per-click campaign using Google Ad Words because CTO and each destination were already buying the primary key words. So it seemed ineffective to compete with those entities.

Instead of buying banner ads on [colorado.com](http://colorado.com) and other websites promoting Colorado travel, CHHSL had the opportunity to participate in a CTO E-blast to out-of-state subscribers. This was implemented in July with very positive results.

#### FAM TOURS: TRAVEL TRADE and MEDIA

In lieu of having tour operators participate in on-sight CHHSL fam tours, destination representatives pitched the CHHSL concept at several travel trade shows including Go West Summit, US Travel Association's IPW, and the CTO sponsored Chinese and Japanese sales missions in Los Angeles. At least 50% of their time was spent discussing CHHSL packaging options with tour operators. Here are the events and the additional dollars that destinations contributed at their own expense:

- Go West Summit – Feb (\$3292.50)
- US Travel Association's IPW – Jun (\$1500)
- CTO Japanese sales mission, Los Angeles – Aug (\$600)
- CTO Chinese sales mission, Los Angeles – Aug (\$600)
- JATA, Tokyo – Sept (\$38 to send materials for CTO booth)

The CTO PR department issued a press release about the CHHSL which generated interest from several editors, travel writers, and social media influencers. This resulted in some fam tours and articles in key publications. The fam costs were paid by CTO and each hosting DMO.

Because there were funds still available in this line item, CHHSL will continue a public relations and media communications effort through the end of the year.

*Report the results and measurements of your efforts. These results could include items such as earned media, overall impressions, web analytics (page views, unique visitors, average length of session), total distribution of printed material, etc...*

#### **CTO out-of-state E-blast in July**

Opens: 58,983

Clicks: 5947  
CPC: \$1.20  
CTR: 10.08%

Colorado.com/hotspringsloop saw a large spike in traffic on July 6, with 2,246 pageviews.

### **Colorado.com/hotspringsloop Stats**

The first phase of Colorado.com/hotspringsloop went live on June 2. Google Analytics through Oct 9 are:  
Pageviews: 7608

#### Traffic type:

Email – 3611  
Referral – 1927  
Organic – 664  
Direct – 340

#### Source:

Colorado\_tourism / email – 3611  
m.facebook referral – 842  
Google / organic – 648  
5280.com / referral – 389  
Direct – 340  
Ironmountainhotsprings.com/referral – 324  
Facebook.com/referral 146

### **Brochure Distribution**

Each destination received 10,000 CHHSL brochures (English version) in May for a total of 50,000. An estimated 5000 have been distributed through their visitor information centers to date. 12,000 were recently shipped to all 10 Colorado Welcome Centers. The five destinations were also provided with 500 of the Chinese and of the Japanese versions to use at international travel trade shows.

### **Videos**

The English, Japanese, and Chinese videos were completed by Brand USA on September 21 and are not posted to the Experience page yet, so no stats are available at this time.

### **Visit Colorado Instagram Takeover**

16 Instagram posts in October  
32,143 engagements  
103,152 total followers

### **Facebook VisitColorado** <https://www.facebook.com/visitcolorado/posts/10154490512239184>

Dave Fluegge at CTO posted the Denver Post story by Josh Berman and it was their top social media post in August.

194,537 people reached  
9858 post clicks  
4030 reactions, comments and shares  
2614 likes  
131 loves  
541 comments

### **STORY PLACEMENT:**

Denver Post

[www.denverpost.com/2016/08/23/colorado-historic-hot-springs-loop/](http://www.denverpost.com/2016/08/23/colorado-historic-hot-springs-loop/)

Grand Junction Daily Sentinel

[www.gjsentinel.com/lifestyle/articles/campaign-creates-tour-of-colorado-hot-springs-to-d](http://www.gjsentinel.com/lifestyle/articles/campaign-creates-tour-of-colorado-hot-springs-to-d)

Leisure Group Travel

<http://leisuregrouptravel.com/19-best-hot-springs-western-colorado/>

[http://vickynash.com/images/LGT\\_CHHSL\\_june\\_2016.pdf](http://vickynash.com/images/LGT_CHHSL_june_2016.pdf)

5280

[www.5280.com/digital/2016/07/only-colorado-historic-hot-springs-loop](http://www.5280.com/digital/2016/07/only-colorado-historic-hot-springs-loop)

Chicago Tribune

[www.chicagotribune.com/lifestyles/travel/ct-midwest-events-fall-cranberry-travel-0925-20160912-story.html](http://www.chicagotribune.com/lifestyles/travel/ct-midwest-events-fall-cranberry-travel-0925-20160912-story.html)

Dallas Morning News

[www.dallasnews.com/life/travel/2016/08/13/go-quirky-next-family-trip-trains-hot-springs-paul-bunyan](http://www.dallasnews.com/life/travel/2016/08/13/go-quirky-next-family-trip-trains-hot-springs-paul-bunyan)

Wall Street Journal

<http://graphics.wsj.com/image-grid/od50-fall2016/2852/because-hot-springs-and-cool-air-mix-nicely>

[http://images.burrellesluce.com/image/23900/23900\\_9869](http://images.burrellesluce.com/image/23900/23900_9869)

Mountain Living

[www.mountainliving.com/The-Heidi-Guide/Colorados-Historic-Hot-Springs-Loop/](http://www.mountainliving.com/The-Heidi-Guide/Colorados-Historic-Hot-Springs-Loop/)

Hotel Executive

[http://hotelexecutive.com/business\\_review/4853/a-look-at-the-american-hot-springs-spa-landscape](http://hotelexecutive.com/business_review/4853/a-look-at-the-american-hot-springs-spa-landscape)

Glenwood Springs Post Independent

[www.postindependent.com/news/local/hot-springs-loop-new-promo-tool-for-glenwood/](http://www.postindependent.com/news/local/hot-springs-loop-new-promo-tool-for-glenwood/)

***Assess your marketing project results and analyze overall effectiveness of your marketing project for your organization.***

Thermal springs are a popular attraction in Colorado. However, not many travelers realize that they can easily visit a wide variety of hot springs facilities on this particular route in the western part of the state. In the past, there have been no efforts to encourage vacationers to visit multiple hot springs as the main focus of their trip. The CHHSL promotional campaign is raising awareness, resulting in increased visitation and extended length of stays. This type of itinerary entices people to visit places that they had not previously considered. The CHHSL motivates visitors to spend one or two nights in each area and have completely unique experiences along the way.

CHHSL has been very well-received so far. The Colorado Tourism Office staff embraced the concept enthusiastically and helped launch the campaign. Domestic and international tour operators are interested in adding this product to their itineraries. Editors and travel writers are very enthusiastic about this new angle and stories are already being published. Visitors want to visit more than one hot springs on their vacations.



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

FROM: ZACH RICHARDSON, DEPARTMENT OF BUILDING & FIRE SAFETY

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PROJECT: DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

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### **BUILDING PROJECTS:**

The Department issued the following building permits:

	<b>SEPT 2016</b>	<b>OCTOBER 2016</b>	<b>YEAR TO DATE</b>
Commercial - Addition			5
Commercial – Improvement	2		17
Commercial – New			1
Misc-Accessory Structures		2	2
Residential – Addition		1	12
Residential – Improvement			5
Residential – New	5	2	16
Permits Issued	7	5	58
Total Project Valuation:	\$1,603,010	\$480,000	\$16,615,735

As of this report, the Department has 146 active building permits.

### **BUILDING/CODE INFRACTIONS:**

The Department continues to work with legal counsel to follow-up on building code and nuisance violations. Several municipal court hearing took place in July and September for nuisance infraction – trash and inoperable vehicles. The owners appeared before the Judge and infraction corrections are in process.

Staff has been very busy with fire code and business license inspections.

### **ADOBE BUILDING:**

Building Official/Fire Marshal Richardson has been very busy with the aftermath of the fire investigation. A formal report will be forthcoming in conjunction with the ATF (alcohol, tobacco and firearm) report.



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL:V

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 17, 2016

FROM: DENNIS FORD, MAINTENANCE SUPERVISOR

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**PROJECT: MAINTENANCE DEPARTMENT REPORT**

**ACTION: UPDATE AND DISCUSSION**

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### MAINTENANCE UPDATE

Staff assisted the streets department with installing a culvert across the San Juan Alley. Staff has also assisted streets department with completion of the crack-filling of parking lots and streets.

Staff continues to complete daily tasks.

### TOWN HALL

The Town Hall air conditioning unit has been winterized by inserting glycol, which will allow the tubing to sustain temperatures of 40 below so they do not burst.

Staff has been working with a local contractor to install a new backflow preventer required by law after the failure of the fifteen year old one.

### COMMUNITY CENTER

All cooling units have been winterized, which includes draining all fluids in the system.

### VISITOR CENTER

A cracked pipe was discovered at the visitor center, the plumbing problem was corrected in the crawl space. A tripping hazard was addressed and corrected, as the trap door to the crawl space had a large metal trim that was not properly installed. The conference room paint has been completed.

### GEOHERMAL

The geothermal system was turned on September 28<sup>th</sup> to charge the system. To date three leaks have been discovered and repaired, the system is now losing under .15 gallons per minutes which is about a coffee cup. The repairs made were at previously repaired sites of failed bands and valves installed in the past ten years. Staff has discovered the soil at the repaired area is referred to as hot soil. The failure is due to electrolysis that has corroded the stainless steel repair bands and bolts. The remedy is to install dielectric bags or rods in the soil around the hot soil so the electrolysis will attack the rods rather than the new bands and bolts installed at the repair sites.

The pump in the water gallery is not functioning and needs replacing. The cost to replace is approximately \$3,500.



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL  
 NOVEMBER 17, 2016

FROM: CANDACE DZIELAK, COURT ADMINISTRATOR

PROJECT: MUNICIPAL COURT, DEPARTMENT REPORT

ACTION: UPDATE

### IN-COURT ACTIVITY UPDATE AND SUPERVISION CASELOAD UPDATE

**COURT SESSIONS** ~ Three (3) court sessions were conducted in October 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 October 2016 Case Characteristics	
Cases Docketed	51
Criminal	30
Adults	15
Juveniles	15
Traffic	21
Adults	19
Juveniles	2

Pagosa Springs Municipal Court Supervision Caseload October 28, 2016			
	Total	Percentage of Caseload	Workload Units
Cases Under Supervision	86		
Criminal	47	54.65%	143.04
Adults	28		
Juveniles	19		
Males	28		
Females	19		
Traffic	39	45.35%	15.90
Adults	39		
Juveniles	0		
Males	19		
Females	20		
<b>TOTAL WORKLOAD UNITS</b>			<b>158.94</b>

### COLLECTIONS

- Ordinance 849 allows Municipal Court staff to refer unpaid monetary amounts, ordered by the Municipal Judge, to collections. Ordinance 849 passed second reading on November 1, 2016. The Court Administrator and Town Manager met on November 7, 2016, to review and discuss the three (3) proposals received for debt recovery services. The Court Administrator has requested a draft service agreement from Integral Recoveries, Inc. Once received, the service agreement will be forwarded to Collins Cockrel & Cole for legal review.

### PROSECUTOR PRO-TEM UPDATE

- The hiring process for prosecutor pro-tem has been delayed. Due to year-end vacation schedules, it is difficult to convene an interview committee and to provide a favorable interview schedule for applicants. The hiring process will begin in January 2017. The Court Administrator will keep Council apprised of the hiring process as it progresses.



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 17, 2016

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

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**PROJECT: PLANNING DEPARTMENT REPORT**

**ACTION: UPDATE AND DISCUSSION**

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### HISTORIC PRESERVATION BOARD (HPB) UPDATE

Meeting Minutes from October 12<sup>th</sup> are attached. The October 26<sup>th</sup> 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 will be inviting the two museums to separate work sessions to better understand their visions for the future as well as how the HPB and Town might be able to assist their future success.

### PLANNING COMMISSION (PC) UPDATE

Meeting Minutes from October 11<sup>th</sup> and 25<sup>th</sup> are attached.

The Planning Commission has recently 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. Staff plans on bringing an ordinance for Town Council's consideration on December 6<sup>th</sup>.

The Planning Commission will also be considering recommendations regarding:

- Accessory Dwelling Units in the R-6, R-A and R-T residential districts,
  - Residential district design criteria regulations and
  - Rezoning considerations for portions of currently zoned R-12 districts to R-18 districts,
- at upcoming PC meetings.

### COMPREHENSIVE PLAN UPDATE

Staff has executed the contract with SE Group, the consultants awarded the Comprehensive Plan Update project. Staff has been working closely with SE Group for setting up Stakeholder meetings to be conducted on November 29<sup>th</sup> and 30<sup>th</sup>. There will be 13 separate stakeholder groups invited to meet for 45 minutes – 1.5 hours each.

The next step is securing a 9-13 member steering committee comprising of a cross sectional group of community individuals willing to reach out to the community throughout the update process and meeting once a month for 5-6 months.

Planning Department staff will provide monthly updates to Town Council on the progress and direction the project is taking.

### RUMBAUGH CREEK BRIDGE UPDATE

We have advertised for construction bids and have conducted an on-site mandatory pre-bid contractor meeting on November 4<sup>th</sup>, with a good turnout of qualified general and sub-contractors.

Request For Proposal (RFP's) responses are due on November 21<sup>st</sup>. After receiving the RFP responses, a small committee will review, short list and conduct interviews. Once the committee has formulated a recommended contractor(s) for the project, their recommendation(s) will be presented to the Historic Preservation Board and then Town Council for consideration of awarding the project.

The majority of the project will occur in 2017 and we will endeavor to ensure the arch and retaining wall supporting structures are placed as soon as possible.

#### **WATER WORKS FACILITY**

The historic water works facility committee continues to meet and consider potential repurposing ideas, ensuring there is some indication from the State Historical Fund (SHF) staff that the potential repurposing ideas are plausible. Their findings will be presented to Town Council when Town Council formally considers accepting the recently awarded \$166,000 SHF restoration grant.

The property is considered an opportunity site given its location along the Pagosa Street, Rumbaugh Creek and the San Juan River and the future pedestrian connectivity with the Riverwalk and future pedestrian bridge over the San Juan River to the River Center river walk.

#### **MAIN STREET MURAL**

The mural artwork replacement project has been advertised and four proposals were received. The RFP review committee has selected one artist to interview for the project. Results of this interview will be presented to the HPB and Town Council for the consideration of the committee's recommendation(s).

#### **WAL-MART PARKING LOT LIGHTS**

Staff has received a compromise for the parking lot shielding violation. In lieu of the seemingly possibility that an additional Town Council appeal hearing could actually overturn my violation determination, which would result in no shielding requirements, I worked with the Wal-Mart team to provide shielding on all lights I determined to be in violation, except the three triple-head parking lot lights directly in front of the store building entrance. These shields have been installed and I have determined that the newly installed shielding does comply with LUDC section 6.11.4 regarding concealing light sources to minimize glare onto adjacent properties.

#### **DEVELOPMENT ACTIVITY**

We have been experiencing the busiest development season since late 2008. In addition to the many development projects recently approved and those that are now underway, our office continues to receive numerous inquiries from interested parties regarding future developments. We are expecting a substantial increase in development activity next year, and those in the local design and engineering professions are expressing the same level of interest and activity.



**TOWN OF PAGOSA SPRINGS**  
**Historic Preservation Board**  
**Regularly Scheduled Meeting Agenda**  
**Wednesday, October 12, 2016 @ 6:00p.m.**  
Town Hall, 551 Hot Springs Blvd.

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- I. **Call to Order / Roll Call:** Vice-chair Lindsey Smith calls the meeting to order at 6:00PM. Present were Board members Judy James and Andre Redstone. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.
- II. **Announcements:** Member Judy James needs to leave by 7:00PM and the Board will need to complete this evening's meeting by then to ensure there is a quorum.
- III. **Approval of Minutes:**  
Approval of the September 28, 2016 HPB Regularly Scheduled Meeting Minutes: On discussion item "A" have it say, "The Board" would like to have a work session. Judy James motions to approve the minutes as amended. Andre Redstone seconds. Unanimously approved.
- IV. **Public Comment:** NONE
- V. **Decision Items:**
  - A. Saving Places Conference & National Alliance of Preservation Commissions Training Program: Staff would like at least a few Board members to attend the CAMP training and the conference. Andre Redstone would like to attend both if he is able to. Lindsey Smith will be attending the event already through the Forest Service. Associate Planner Rachel Novak will start an email chain to see who can commit to these events.
  - B. Waterworks Committee as a Permanent Discussion Item: Andre Redstone wants to ensure while it is pertinent, this needs to be a discussion item. Andre Redstone motions to have the Waterworks Committee discussions and relevant material to be on the HPB agenda for as long as it is necessary. Judy James seconds. Unanimously approved.
  - C. Reinventing the Historic House Museum Workshop: Associate Planner Rachel Novak provides a brief overview of the event. Staff has one seat reserved for this event for one HPB member to attend or possibly a museum representative. The Board supports possibly asking Jean and John Taylor to attend the event. Judy James motions to send Jean and John Taylor to the Historic House Museum Workshop and that the Board funds the second seat. Andre Redstone seconds. Unanimously approved.
- VI. **Discussion Items:**
  - A. October 4, 2016 Bus Tour Overlook Historical Talk Update: Associate Planner Rachel Novak provides an update on the event. The event brought in about \$271.00 in donations and overall everyone really appreciated the presentation and enjoyed themselves. Andre Redstone suggests a thank you card for the Taylor's.
  - B. HPB Acting as Museum Liaison: Staff recommends having HPB members attend each of the museum's Board meetings. Lindsey Smith recommends having these meetings on a rotation. Andre Redstone says that each of the museums is going through their own struggles and the Town government needs to help in some form. He feels that the HPB needs a better understanding of what each museum needs, where they see their future, and how the Board and Town government can help. He would like the HPB to be the mechanism to convey these to the Town Manager and Town Council. Lindsey Smith suggests a small presentation at the museum Board's meetings. Andre Redstone recommends a work session outside of the normal meeting time to ensure as many

representatives are present as possible. The Board would like staff to coordinate this endeavor. Andre Redstone has been talking with people throughout the community about their experiences with the museum and what they would like to see if there was an expanded museum. He received some interesting feedback. He says that there is a void regarding a repository of our local history for people to interact with and learn from. There is an opportunity to reach out to private entities for a public-private partnership to potentially fund projects for the museums success. The Board would like to have a formal work session with the museum entities very soon to discuss goals, short/long term plans, budget needs, and space needs. Andre Redstone would like to have on the next agenda to send out letters of inquiry to the respective museum Boards for individually, special meetings for dates that would work for each museum. Staff will draft a letter and send it out for feedback via email. Then on the next agenda this will be a decision item for the Board to sign off on.

**VII. Reports and Updates:**

- A. Planning Director Report: Associate Planner Rachel Novak provides an update on the waterworks grant, comprehensive plan, Smart Growth Technical Assistance Grant, and the Artwork on Main project. Staff provided the documents to receive the contract from SHF staff to review over the next 45-days before officially accepting the grant. SE Group will have an official contract back to us hopefully by next week to finalize the beginning of the project. Staff hopes to have about 5 proposals back on the deadline this Friday for the Artwork on Main project. A review committee with at least one HPB member as a representative. The decision will ultimately come back to the Board and recommendation will be made to Town Council.
- B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB's consideration: NONE
- C. Upcoming Town Meeting Schedules

**VIII. Public Comment:**

- IX. **Adjournment:** Judy James motions to adjourn at 7:00PM. Andre Redstone seconds. Unanimously approved.

**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.



**Planning Commission, Board of Adjustments &  
Design Review Board  
Regular Scheduled Meeting Agenda  
Tuesday, October 11, 2016 at 5:30p.m.  
Town Hall, Council Chambers, 551 Hot Springs Boulevard,  
Pagosa Springs, Colorado 81147**

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- I. **Call to order / Roll Call:** Commission Chair Maez calls the meeting to order at 5:30PM. Present were Commissioner Adams and Commissioner Giles. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.
- II. **Announcements:** Planning Director James Dickhoff says that Commissioner Parker is currently in Haiti and unable to attend today's meeting. Planning Director James Dickhoff will be out of Town during the next meeting and Associate Planner Rachel Novak will staff that meeting as it is a public hearing.
- III. **Approval of Minutes**
  - A. Approval of the September 27, 2016 Planning Commission meeting minutes: Commissioner Giles motions to approve the minutes as presented. Commissioner Adams 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. **Planning Commission**
  - A. Residential District minimum Lot Size and allowable density in R-12 & R-18 districts: Planning Director James Dickhoff says that Town Council requested to wait for recommendations on this until there was a full Council. He suggests the Planning Commission revise some of their recommendation to Town Council for considerations. There have been discussions to have the R-12 district minimum lot size be 3,630sqft for a single family residence, which would be consistent with 12 units per acre. This could even be less to accommodate topographical challenges. Staff has prepared renderings to better represent these suggestions. These represent a range of possibilities, but the overall possibilities are limitless. Each parcel or lot will be assessed on a case-by-case scenario. The Planning Director discusses the various options for an R-12 district. The LUDC states that you must provide off-street/off-ROW parking. Commissioner Adams asks if they were to reduce the 3,630sqft, would that change the R-12 to something else. Planning Director James Dickhoff says potentially yes. If the minimum lot size was reduced, that could bump up the allowable density. The Planning Director discusses the various options for an R-18 district. 1,875sqft lots would push up the density to almost an R-24. This could be achieved by subdividing an R-18 into four lots. The design options are almost endless and guidelines will need to be considered. Commissioner Giles says that his personal home is shotgun style and the space is fully utilized and very doable for a family to live in. Planning Director James Dickhoff says that the smaller lots and smaller homes are a national trend. He discusses the three motions for consideration for the Commission. Commissioner Adams says that the Affordable Housing Workgroup supports all of these decisions. The Chair opens this up to public comment. No comments were received. **1. Commissioner Giles Motions to approve the retraction of previous recommendations to Town Council regarding smaller lot sizes in the R-12 and R-18 districts from the 10/13/15 PC meeting and the 11/24/15 PC meeting. Commissioner Adams seconds. Unanimously approved. 2. Commissioner Adams Motions to approve a recommendation for Town Council to approve amending the LUDC to allow smaller minimum lot sizes in the R-12 and R-18 districts as follows: A) Within the R-12 district: allow a minimum single family, town home, and multi-family dwelling lot size of 3,630sqft. B) Within the R-18 district: allow**

a minimum single family, town home, and multi-family dwelling lot size of 1,875sqft and increasing the allowable density to 24 dwelling units per acre. Commissioner Giles seconds. Unanimously approved. 3. Commissioner Giles Motions to approve a recommendation to Town Council to support the Planning Commission processing of vacation rental application in residential districts under the current LUDC provisions requiring a Conditional Use Permit and public hearing with standard LUDC public notifications. Further, the Planning Commission does not recommend restricting vacation rentals otherwise in residential districts, recognizing the market will naturally ebb and flow over time. Commissioner Adams seconds. Unanimously approved.

- B. Residential District Zoning: Planning Director James Dickhoff discusses a possible rezoning of the R-12 districts into R-18 or now R-24 after Town Council's approval. This will help increase density in the Town's core areas. Most of the properties north of HWY 160 near the Historic Business District is zoned R-18 and it is suggested to increase the density south of HWY 160 to be of a similar zoning. Commissioner Adams provides and updates on this from the Affordable Housing Workgroup. One of the Group's recommendations reflects this idea of carrying the R-18 south of HWY 160. He says that single family residences alone will not get the Town to affordable housing. Construction of Multi-family residences is where the focus needs to be placed. Commissioner Adams says that these efforts will take time and possible incentives to builders were presented to Town Council and the County. Overall, this is really, really needed within Town. Commissioner Adams also says that design standards were a recommendation from the Affordable Housing Workgroup. He says that the Town's infrastructure is a precious commodity and that the Town needs to use what they have right now. Commissioner Giles says that time is not on our side and that a decision needs to be made ASAP. Commissioner Adams talked with a representative from Region 9 and it is projected that Archuleta County's population will boom to over 20,000 people in the year 2035. Commissioner Maez would like the Planning Commission to walk through these neighborhoods and provide their thoughts at the next meeting. Planning Director James Dickhoff says a mobile work session is also an idea.
- C. Accessory Dwelling Units: ADU's are typically a converted garage, shed, carriage house, etc. into a dwelling unit as a rental. This relates to the R-6 and possible the R-A and R-t districts as well. Planning Director James Dickhoff suggests a possible regulation on allowing an ADU in the districts without increasing density. There will need to be LUDC revisions. Currently, an ADU cannot be more than 25% in size of the primary structure. Staff will look into other community example and present these findings at a future meeting.
- D. Residential Design Standards: Planning Director James Dickhoff says that this has been an issue for a number of years. He feels that the Commission should consider starting with basic recommendations. Staff will look into other community example and present these findings at a future meeting. Commissioner Adams asks if a work session will be appropriate. Planning Director James Dickhoff agrees that a future work session would be useful.

#### **VI. Public Comment**

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

#### **VII. Reports and Comments**

A. Staff Report\_ Projects, Updates and Upcoming Development Applications: The HPB has expressed interest in how they can help the museums in Town. The Board has had several discussions on this and eventually at the Town Council level as the Pioneer Museum is requesting \$35,000 for funding. This will be an important discussion to have in the very near future. Commissioner Adams asks if the HPB has a Historic Tree Inventory or regulations. Planning Director James Dickhoff says not currently, but the Town does have some regulations. Commissioner Maez would like to see this be a recommendation instead of a regulation to not prevent a property owner's ability to develop. Commissioner Giles is excited to see the sidewalk project

getting finalized. Planning Director James Dickhoff says that there's a goal to have curb and gutter in place for asphalt before winter. Commissioner Adams asks about the contract with the Town and if there is a deadline for getting asphalt in. Planning Director James Dickhoff says the town executes contracts based on a timeframe rather than hard deadlines. The west phase of the trail will most likely start next year, but some preparation work may start this year. The Harman Hill phase was just awarded a grant from CDOT for over \$800,000 and is one of the largest grants that the Town has received. The 8<sup>th</sup> Street project's main goal is to get curb and gutter in place and the first section of asphalt in before winter. Staff will be receiving proposals back for the Artwork on Main RFP on October 14, 2016 by 5:00PM. The project is open to other mediums besides paint, but it must relate to the Town's history. It is expected that staff will receive four proposals. Staff received the scouring plans for the Rumbaugh Creek Bridge project and its staff's hope to have the support structure in place before winter. The Comprehensive Plan Update is about to be underway and staff is excited to get started. Associate Planner Rachel Novak submitted a grant for free technical assistance from Smartgrowth America. Staff will be notified on November 9, 2016.

B. Planning Commission – Comments, Ideas and Discussion: Commissioner Adams says that the Affordable Housing Workgroup suggested that the old sewer plant site near Yamaguchi Park would be a good location for affordable housing and that the Town should consider decommissioning it. He would like to have the Town Council decide on the Town setting aside land for this project, along with a feasibility study, and that would really help the community. Commissioner Adams would like to evaluate the suggested property by the workgroup to see if the Commission can make a formal recommendation to Town Council.

C. Upcoming Town Meetings Schedule:

VIII. **Adjournment:** Commissioner Adams motions to adjourn at 7:32PM. Commissioner Giles seconds. Unanimously approved.

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Commission Chair, Ron Maez



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

**Regular Scheduled Meeting Agenda**

**Tuesday, October 25, 2016 at 5:30 p.m.**

**Town Hall, Council Chambers, 551 Hot Springs Boulevard,  
Pagosa Springs, Colorado 81147**

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- I. **Call to order / Roll Call:** Commission Chair Maez calls the meeting to order. Present were Commissioner Adams and Commissioner Giles. Also present were Associate Planner Rachel Novak and Deputy Clerk Colleen Richmond.
- II. **Announcements:** Associate Planner Rachel Novak is presenting tonight's meeting on behalf of the Planning Department. Planning Director James Dickhoff will be returning to the office on 11/1/16.
- III. **Approval of Minutes**  
A. *Approval of the October 11, 2016 Planning Commission meeting minutes: Commissioner Adams 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**  
NONE
- VI. **Planning Commission**  
A. *162 J.J. Junction Vacation Rental Conditional Use Permit Application, Public Hearing / Quasi-Judicial Matter: Associate Planner Rachel Novak presents the application to the Planning Commission. The applicant, Clare Romero, was present. Rachel Novak says that the applicant has submitted a business license, lodger's tax application, and conditional use permit application to use as 162 J.J. Junction as a vacation rental. Associate Planner Rachel Novak continues with the staff comments. The applicant was advised of the uses of the property. Commissioner Adams asks how the parking for a conditional use permit for a vacation rental is determined. Associate Planner Rachel Novak says it is based upon the dwelling unit. As this is a single family, detached dwelling unit, they are already required to have at least two (2) off-street parking spots. Claire and Dustin Romero are asked to speak to the board. They are asked what the intent of the rental is. They intend to rent the home when they are not there as a short-term rental. They anticipate coming up twice a month. The applicant will have a management company that will take care of the rental when they are not in Town. The applicant was advised of the terms of the CUP and that it will be revoked if the terms are not met. Ralph Morris, owns property to the north of 162 J.J. Junction, commented in via email. He would like to reject the application for this conditional use due to people possibly staying in the house were seen hunting squirrels and shooting at targets on the property. The Commission advised that the comment of Ralph Morris is a concern for the HOA not the board. Associate Planner Rachel Novak recommends that the applicant work with the HOA to meet the requirement of the set forth within the bylaws. Commissioner Adams motions to approve the Conditional Use Permit for Clare Romero to operate a Vacation Rental at 162 J.J. Junction with the Following Contingencies of approval:*
- 1) **Ample onsite parking shall be maintained to accommodate occupant vehicles, and on site snow removal/plowing shall be maintained to ensure availability of parking areas.**
  - 2) **Sidewalk snow removal shall be conducted in accordance with TOPS Municipal Code.**
  - 3) **Trash shall not be accumulated on site. Regular trash collection is required. All exterior trash containers shall be compliant with the current Town's municipal code requirements.**

- 4) Any signs displayed on the property shall comply with the Town's sign code requirements and require a sign permit application to be submitted.
  - 5) Renewal of your annual Town Business License is required.
  - 6) A Town Lodgers Tax application is required to be issued by the Town and monthly Town lodging tax reporting is required.
  - 7) All exterior lighting shall comply with the Town Exterior Lighting regulations.
  - 8) Occupancy numbers shall not exceed building code limitations.
  - 9) The Conditional Use Permit is not transferable.
  - 10) The Conditional Use Permit shall be deemed invalid upon discontinued use for 180 consecutive days as defined in section 2.4.4.C.5.c of the land use code.
  - 11) The Conditional Use Permit is revocable if conditions of approval are not kept in good standing.
- Commissioner Giles 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: Associate Planner Rachel Novak addresses the Bear Creek fire and advised that the HPB will speak more on the situation. The Rumbaugh Creek Bridge RFP is open for bids and a pre-bid meeting will take place 11/4/16.
- B. Planning Commission – Comments, Ideas and Discussion
- C. Upcoming Town Meetings Schedule

- X. **Adjournment:** Commissioner Giles motions to adjourn. Commissioner Adams seconds. Unanimously approved. The meeting adjourned at 5:56pm

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Ronnie Maez, Commission Chair



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

**FROM: CHRIS GALLEGOS, PUBLIC WORKS DIRECTOR**

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**PROJECT: PUBLIC WORKS DEPARTMENT REPORT**

**ACTION: UPDATE AND DISCUSSION**

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### STREETS UPDATE

The Streets department has been busy taking care of pot holes and drainage in all ditches, straightening and replacing street signs. Road at the cemetery have been finished and gravel applied to Crestview drive is complete.

The snow basket has been prepared and the equipment is being prepared for winter weather. The shop continues to be organized and cleaned.

Staff accompanied sheriff's department staff to Fort Carson Colorado where a new cargo container was obtained. The large container was loaded with new tools useful for all the Town's equipment. The container was free as a part of the 1033 program the sheriff's department participates in.

Lights are being installed at Centennial Park along the new trail and greenhouse area.

Staff assists with the geothermal repairs and recently fixed a leak at North 3<sup>rd</sup> Street.



# AGENDA DOCUMENTATION

## REPORT TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

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PROJECT: TOWN MANAGER'S REPORT

ACTION: UPDATE AND DISCUSSION

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Updated: Nov. 9, 2016

To be as specific as possible, the updates from the Town Manager will be organized by Department and subject area, as follows:

### Administration

- Complete implementation of Town Council direction for re-investment of existing Certificates of Deposit, with a review at least every six months. **At the May 3rd meeting Council directed staff to not invest the funding into CDs with UMB at this juncture so that the funds may be held in a manner to allow for investment into capital projects. Reassess at end of construction season.**
- Continue implementation of performance plans, such that all staff receive annual reviews and Town Manager personally meets with all direct reports at least 3 times per year in reviewing performance plans. **In progress. Final reviews in Nov. and Dec. with direction to be fully complete by Dec. 16th.**
- Review and recommend for Council adoption a revised Town of Pagosa Springs Personnel Manual. Carry over from 2015, Draft is complete. **Presented to Council on Sept. 22nd and Nov. 1st. Questions still remain on marijuana provisions. Returning Dec. 6th.**
- Work with new HR staff member to implement and document regular safety training programs for all staff. **Initial training series complete. Recent trainings for all staff include "Consequences of Unsafe Driving" and "Preventing Sexual Harassment." Town gets extra CIRSA points for these trainings. CIRSA visited on Sept. 19th. Our Audit score is now 93 compared to 64 in 2014. Will always be in progress.**
- Implement new electronic timesheet module through Caselle. **Phase I complete. Staff is trained and everyone is using the module. Phase II is to develop further time code structure.**
- Review legal services options and recommend to Council an approach for 2016. **Complete. Collins Cockrel & Cole retained. Professional services agreement approved on Nov. 1st.**
- Review and recommend to Council appropriate adjustments to staff benefits, if any, effective in 2017. **Comparison research is complete. To be presented to Council in Dec. 2016 or early 2017.**
- Assess possibility of 2 year Budget and, if directed, prepare and complete for 2017/2018 Budget. **Spoke with DOLA budget staff and they do not recommend 2 year budgets for smaller jurisdictions. Their experience is that it takes a full-time budget staff to make it worthwhile.**
- Assist as needed and directed with the new Early Childhood Development Coordinator for Archuleta County. **Town is participating in community discussions and has agreed to help fund a part-time Coordinator. Payment has been made to the Ed Center as fiscal agent for this effort. Progress Report back made at the Oct. 25th Joint Town/County meeting. The Committee will provide policy and financial recommendations to the Town and County in May 2017.**
- Assist as needed and directed with the formation of the Attainable Housing Advisory Committee. **Town is participating with community partners lead by Commissioner Lucero. Potential Housing Needs Assessment update is on hold. Question is whether the consultant for the Comp Plan will be able to do it. Housing Advisory Committee and its sub-groups presented the Town and County with recommendations at the Sept joint meeting. Internally staff will be organizing the recommendations in the following three categories: 1.) Town only; 2.) County only; and 3.) Joint Town & County items. Town staff will be reviewing Town centric items for implementation.**



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL:IV

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2017

FROM: SCOTT LEWANDOWSKI, SPECIAL PROJECTS MANAGER

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**PROJECT: DEPARTMENT REPORT**  
**ACTION: UPDATE AND DISCUSSION**

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### 2016 PROJECT UPDATES

#### **Hot Springs Pedestrian Bridge**

The bridge replacement went smoothly during last week and became ready for use on 11/11. Staff would like to thank local businesses, Jita Contracting, Davis Engineering and Big R for their help on the project.

#### **Centennial Park Restrooms**

The bathrooms were deemed substantially complete on 11/2 and there are various punch list items that the contractor needs to take care of before the site is entirely complete. The Town has until 11/30 to complete site for the DOLA grant.

#### **East Phase Town to Lakes Trail**

The 10<sup>th</sup> Street sidewalk and restriping took place last week and the contractor will now focus on constructing the lower portion of the trail towards 8<sup>th</sup> Street. It is anticipated that project will be complete.

#### **West Phase Town to Lakes Trail**

This portion will be rebid in January 2017.

#### **Safe Routes/ Harman Hill Design and Engineering**

Staff has entered into contract with Bohannon Huston and they have begun preliminary scoping and design with CDOT Region 5.

#### **South 8<sup>th</sup> Street**

Curb and gutter are in and the contractor is awaiting to see if the base will be dry enough over the next few weeks to pour asphalt. Worst case scenario is that the contractor will have to build up the road base with gravel for the winter season to allow the two-block section to be open. In this scenario, there will be delineators in the gutter pan to allow for easy snow removal.

### 2017 Procurement

Upon approval of the 2017 budget, staff will begin the process of formulating RFPS in order to be poised to solicit them in January 2017. Staff will be forth a procurement calendar for your future consideration.

- Assist Regional Housing Solutions to provide home buying classes for Archuleta County. Complete. **First class held in Community Center on June 18th with 28 attendees. Two families under contract with La Plata Homes Fund (LPHF). Five more classes to be held by end of calendar year assuming demand is still there. In progress. In speaking with Karen Iverson of LPHF classes will continue into 2017. LPHF to present progress report in early 2017.**
- Lead the staff effort to bring to Council possible incentives and/or strategies to further attainable / workforce housing. **In progress. See above.**
- Assist in the development and implementation of the ADA Business Assistance program. **In progress. Continuing to work with Access Ability Alliance to conduct program. Executed agreement with Community Connections to be fiscal agent. There have been 10 Accessibility Assessments completed to date for businesses in the Town. To date, 5 business have performed improvements and been reimbursed.**

#### Municipal Court

- Assist in preparing MOU between Town and County for handling and transport of Municipal arrestees. **Complete.**
- Assist with preparing Ordinance for Municipal Court Collections. **Complete**

#### Police Department

- Assist Chief and HR staff in strategizing to successfully filling final officer vacancy. **Still having difficulty is recruiting police officers. Many factors contributing to this include wage competitiveness, remoteness, and limited opportunities for advancement. Council approved the sponsorship of a local cadet in the Mancos academy for the August track on July 5th. Desired person did not pass background. Interviewed 6 candidates and 1 candidate passed the initial interviews and will begin background check on Nov. 14th with the hope of the candidate entering the January class session.**
- In coordination with Chief, implement the additional data tracking module for the speed trailer in downtown. **In progress.**

#### Parks & Recreation

- Assess and possibly reallocate funding from 2015 Skate Park Bowl to replacement of Town Park playground equipment. **Complete. Ribbon Cutting occurred on Oct. 1st.**
- Assist in the implementation of further landscaping improvements for Yamaguchi Park. **Tree planting and further landscaping complete for the season.**
- Assist in the construction of the restrooms at Centennial Park. **In progress. Substantial completion at end of Oct., with the exception of the stainless steel fixtures which are on back order and should be installed by Nov. 30<sup>th</sup>.**
- Assist in oversight of the paving and improvement of River Walk behind River Center. **Complete.**
- Assist in the assessment of the feasibility of the implementation of a pump track for Yamaguchi Park. **To be constructed in 2017.**
- Assist in the possible placement of a bouldering area in the parks (Joint effort with Tourism) Approved by Town with contribution of half cost of area by County. **Complete.**
- Assist in the installation of new red clay at the Yamaguchi ball fields. **Deferred to 2017.**
- Assist in the improvements at South Park (canopy, water fountain, new sand and expanded parking). **Complete with new parking area, volleyball nets, and volleyball area sand. Water fountain on order.**
- Installation of the new bike racks at Town parks and facilities. **Complete. Accomplished with funding from Tourism Fund.**

#### Streets

- Assist in oversight of implementation of South 8th Street Reconstruction. **Construction in progress. First phase will be from the highway south to Piedra Street and then shut down for the winter. As of this update, curb and gutter installed with asphalt hoped to be poured within 2nd week of Nov. Project to be fully complete in 2017.**
- Assist in the assessment and implementation of the 2016 portion of the 5 Year Street Maintenance Plan. **South 10th Street is the designated project from the Plan for 2016. Due to delay in asphalt availability, this project will have to be delayed until 2017.**
- Assist in assessment of and, if determined necessary, replace 1st St / Lewis St Culvert. **For 2016, a wing wall was installed by Streets crew to assist in channeling the water through the existing culvert. More extensive improvements will need to be assessed for a future year. Complete for now.**

- Assist in the oversight of the replacement of the sidewalk on the north side Pagosa Street between 2nd and 3rd Streets. **Deferred to 2017 as part of analysis of sidewalk planning in conjunction with SRTS Project.**
- Assist in oversight of the renovation of the planter areas between 1st St Bridge and Conoco Station. **Not done. Carry over to 2017?**
- Assist in the oversight in the paving of Trujillo Rd from Town Limits to 8th and Apache in conjunction with County. **Complete.**
- Assist in the installation of the partial sidewalk on west side of 3rd St between Lewis and Hwy 160. **Finally received a bid for this project. Completion is expected prior to Thanksgiving.**

### Community Center

- Completion of renewed lease agreements with ASI, AAA, and the County Veteran Services. **ASI and AAA are done. Vets still to do.**
- Assist Community Center staff with an operational assessment review of the Community Center, to include summer programs, additional adult and youth programs, and weekend hours. **The Summer Youth Program is complete - resounding success. Exercise room and the conversion of the Computer Lab to more versatile storage and office space complete.**

### Tourism

- Continue Lodgers Tax Audit in coordination with County to ensure proper compliance. **In progress. Good results being shown with the increase in the County Lodgers Tax collections. 2nd Quarter up by 103% compared to 1st Quarter. Awaiting 3rd Quarter results from County.**
- Assist in the presentation of the SW Colorado Tourism Summit in Pagosa in April 2016 as well as the CAST Meeting in Pagosa in Oct. 2016. **Both the Tourism Summit and CST meeting were successfully held with very good feedback on both. About 150 participants attended for the Tourism Summit and about 40 attendees for the CAST meeting. Pagosa was very well presented.**
- In coordination with the Parks staff, install landscaping behind the monument signs at the west and east ends of town. **Due to easement issues, this will not be done in 2016. Looking to divert funding to another rehabilitation and expansion project for the overlook deck (See below).**
- Assist with the design and soils report for proposed Overlook Deck. **In progress. RFP complete and Reynold + Ash selected to perform work. Initial design work complete with cost estimate at \$190,000. Budgeted for construction in 2017.**

### Planning / Building / Historic Preservation

- Assist Building staff with the Builders Committee to implement voluntary contractor registration and put into place mechanical contractor training and registration. **In progress. Conducted mechanical training in early May. A bit of a lull with Builders Committee during the construction season.**
- Assist staff and Builders Committee to work with the County to update the IBC to 2015 version. **In progress. Trying to set up meeting with the County to work out acceptance details.**
- Assist in the execution of the IGA between Town and Fire District for fire plan and inspection duties allocation. **Complete.**
- Assist in the implementation of Phase I of the Comprehensive Plan Update. **Consultant interviews conducted and SE Group is recommended consultant. Went to Town Council on Sept. 22nd and contract awarded to SE Group. Currently in progress. Establishing stakeholder groups with first meetings at the end of November.**
- Assist in the implementation of the Historic Stone Arch Bridge. **In progress. Bridge has temporarily been sandbagged for preservation. Design plans complete. Currently out to bid. Due date for bids is Nov. 17th.**
- Monitor progress of implementation of CityWorks. CityWorks discontinued. **Moved to implementing the Citizen Serve software. Citizen Serve is now "live." Complete for this initial phase.**
- Assist staff in pursuing Nuisance Enforcement violations. **Staff has sent out notices to 11 subject properties. We have had acceptable compliance with most properties but there are at least 2 properties that are not making any efforts and they will be cited into Court.**
- Assist Building Department in conducting first ever complete review of annual business license and fire inspections. **In progress.**

## Trails

- Assist in the oversight of the completion of the East and West Phase I of the Town to Lakes Trail. **East Phase has been awarded to UCAL with construction in progress. West Phase bids came back high and Council accepted staff recommendation to reject bids at the Nov. 1st meeting. Will re-bid in early 2017.**
- Assist in the pursuit of easements for the middle section of the Town to Lakes Trail once the alignment is determined. **RFP complete. Contract to Bohannon Huston awarded on Nov. 1st. This work will be for the Harman Hill segment but also for the SRTS project in 2017 since they are both federally based funding.**
- Assist in investigation easements for two probably paths for Riverwalk Trail from Town Park to River Center. **After discussion with staff and Council, direction to staff was to initiate a community meeting to discuss which direction is preferred – along Hermosa St or along the river. Staff recommendation is to hold the community meeting in early January 2017.**
- Assist in the replacement of Hot Springs Pedestrian Bridge. **In progress. Completion estimated on November 11th.**
- In the event of the SRTS Grant award, assist in the development and design of project such that it is ready for construction in 2017. **SRTS Grant awarded in amount of about \$440,000. RFP for engineering services complete and awarded. Design work in progress. Expected completion in January 2017.**
- Assist and lead as necessary in the coordination with the school and DUST2 for the production of the planning document for Phase I of the Urban Single Track. **In progress. Approval by for the revised to the Phase 1 scope of work at the Council meeting of October 20th. Construction work to begin in Spring 2017. Currently budgeted in 2017 Proposed Budget.**

## Geothermal Projects

- Continue to support PAGWAPA on a staff level. **PAGWAPA Board voted to dissolve Pagosa Waters. We have amendments to DOLA grants for extra time and better match ratio. PAGWAPA Board to consider request letter for re-tasking of DOLA funds at the Nov. 14th meeting.**
- Prepare and present the request for funding for the GGP project in March. If awarded, administer funding for the purposes of the project. **Dome is placed and complete although work continues with the bathrooms (see above).**
- Working with Pagosa Verde to conduct assessment of Geothermal Utility System with a \$75,000 grant for Governor's Energy Office. **Cancelled. Funding from state did not materialize.**

## Downtown Projects

- Continue to assist the Downtown Task Force in the possible creation of a Downtown Development Authority (DDA). **Project done. Council voted to not refer this to the ballot.**
- Continue to assess the options for funding for the proposed 5th Street Bridge. **In progress. Traffic and Economic Impact studies are finished. Public presentation is scheduled for Dec. 5th.**
- Work with CDOT on McCabe Creek Project, 8th Street signal, community communication and Downtown traffic circulation. **In progress. See below. Looks like McCabe Creek won't be done until 2018.**
- Assist in working with CDOT to examine the possibility of re-striping and/or re-aligning the downtown core area to improve traffic flow, parking and downtown development. **Complete.**
- Assist in the RFP and replacement of the mural on the 400 block of Pagosa Street next to The Rose. **In progress. 4 responses to the RFP. Selection committee is interviewing finalist on Nov. 10th. If ok to proceed, contract will be awarded. Mural to be installed in 2017.**

## Sanitation

- Provide leadership in completion of the sewer pipeline and act as primary liaison between GID and PAWSD. **Project almost done. Substantial completion has been granted for both PS1/FM1 and PS2/FM2. Lagoon decommissioning is in progress. Issues with Liquidated Damages outstanding.**
- Assist staff in administration of the new Small System Sewer Grant in 2016. **In progress.**
- Assist in oversight of McCabe Creek geothermal line reconstruction. **Will occur in 2017.**
- Assist in providing information and guidance to GID Board for possible implementation of "dormant" account admin and fee structure. **Not done. Will be getting with Gene and to revise a timeline to get back to Council for recommendation of program parameters.**



# AGENDA DOCUMENTATION

## REPORTS TO COUNCIL: IV

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

FROM: APRIL HESSMAN, CMC, TOWN CLERK

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**PROJECT: TOWN CLERK DEPARTMENT REPORT**

**ACTION: UPDATE AND DISCUSSION**

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### CLERK'S OFFICE UPDATE

**Budget:** After the November 17<sup>th</sup> meeting and a decision by Council regarding service organizations and economic development allocations, the 2017 budget will be presented to the public and Town Council at the December 6<sup>th</sup> meeting. The budget must be approved prior to December 31<sup>st</sup> as required by statute. The Town charter provides for approving the annual budget by resolution along with setting the mill levy and appropriating funds for the 2017 year. The estimated 2016 end of year looks on track, and as most departments have kept under budget staff is confident there is no need to amend the 2016 budget in any of the funds. If a budget amendment is required, the resolution will come before council at the December 22<sup>nd</sup> meeting.

**Business:** Staff is 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. Staff participated in a webinar with iCompass who provides both agenda, meeting and records management programs. The system is managed on the cloud reducing the amount of storage needed on the Town server. We are currently waiting on a written quote, but they system appears to be within budget and complete with most items staff is looking for to organize the records and agendas. The new agenda management system will assist staff, council and board members, and the public access the agenda packets.

**CitizenServe:** Staff is working to ensure a smooth operation of the newly launched CitizenServe portal. We have worked to begin entering new business licenses into the portal. We have been sending all types of communication to the citizen through the portal. Staff has started to drive traffic via word of mouth and anticipates posting the link to the portal on the Facebook page and the Town's website within the next two weeks.

### PERSONNEL

**Recruitment:** Interviews for the Visitor Center Coordinator have been completed and an offer of employment extended. The candidate is scheduled to start on November 14<sup>th</sup>. A candidate for the Police Officer position is in the background phase of the hiring process.

**Policies and Procedures:** Review and updates of the Town's Personnel Handbook have been completed pending approval by Town Council. 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.

**Information Technology:** Staff has been working with multiple agencies to update and configure a new server. The new server was purchased with grant money provided through the SWCOG. The new server will be set up as two virtual networks to comply with CBI/FBI security requirements and CIRSA's property loss guidelines as pertains to data security.



# AGENDA DOCUMENTATION

## NEW BUSINESS: V.1

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 17, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

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**PROJECT: 2017 BUDGET FUNDING REQUESTS AND COUNCIL INITIATIVES**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### PURPOSE / BACKGROUND

Every year, the Town budgets in 2 separate "Departments" funding for various social organizations and economic development initiatives. The two departments are "Services/Service Organizations" and "Economic Development."

For 2016, Service Organizations was budgeted at \$77,100 which is the result of a formula of 3% of on-going revenues such as taxes. The \$77,100 was allocated to 11 non-profits in 2016. For 2016 the Town has received a total of 14 requests amounting to \$140,600.

The total funding for Economic Development is essentially budgeted at the discretion of the Town Council and in 2016, a total of \$122,000 allocated. For 2017, \$108,000 is proposed with it being allocated towards Economic Incentives (Hometown Food Market), \$25,000 for an Economic Development Organization (the CDC), and \$50,000 for Early Childhood / Attainable Housing Council Initiatives.

### FISCAL IMPACT

The potential impact to the budget depends on the amount of funding allocated towards each Department. Current Council policy has determined a formula for the amount of funding allocated toward Service Organizations and for 2017, if Council adheres to the policy, the maximum amount available is \$77,138. As the Town's revenues go up, so does the amount for Service Organizations.

The Council needs to be reminded that both Service Organizations and Economic Development are in the General Fund and that Fund, as originally presented, is currently structurally balanced. The meaning of "structurally balanced" is in the sense that on-going revenues are matched with on-going expenses.

### **2017 TOWN COUNCIL GOALS & OBJECTIVES**

More than likely almost all of the requests would be consistent with one or more the adopted Town Council's adopted Goals & Objectives.

### ATTACHMENTS

- 2017 Service Organizations and Economic Development Budget Pages

### RECOMMENDATIONS

The Council may consider the proposed budget as presented as the staff recommendation.

SERVICES/SERVICE ORGANIZATIONS							
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget	Requested
<b>County Services</b>							
10-75-399	Nutrition/Seniors	7,000	7,000	12,500	12,500	12,500	12500
10-75-400	Transportation/Seniors	3,500	3,500	4,500	4,500	4,500	4500
10-75-438	Three New Programs/Seniors	0	0	3,000	3,000	3,000	3000
10-75-430	Mountain Express	20,000	20,000	20,000	20,000	20,000	35000
<b>Education</b>							
10-75-413	Seeds of Learning	5,000	5,000	0	0	0	10000
10-75-434	Pagosa Springs Youth Center	5,000	2,500	0	0	0	0
10-75-437	Archuleta County Crossing Guard	1,500	977	2,000	2,000	2,000	2000
<b>Health/Safety</b>							
10-75-401	Axis/Pagosa Counseling Center	950	950	2,000	2,000	2,000	2000
10-75-410	Southwest Safehouse/Volunteers of America	500	500	600	600	600	600
10-75-417	ACVAP	6,000	6,000	7,000	7,000	7,000	7000
10-75-428	Axis/Acute Treatment Unit	15,000	15,000	15,000	15,000	15,000	15,000
10-75-398	San Juan Basin Area Agency on Aging	500	500	500	500	500	4000
<b>Community Assistance</b>							
10-75-432	Thingamajig Theatre Company	500	500	10,000	10,000	10,000	10000
10-75-	San Juan Historical Museum	0	0	0	0	0	30000
10-75-	Ruby Sisson Library	0	0	0	0	0	5000
<b>Housing</b>							
10-75-436	4CORE (Resource Efficiency)	1,313	1,313	0	0	0	0
<b>TOTAL SERVICE FUNDS</b>		<b>66,763</b>	<b>63,740</b>	<b>77,100</b>	<b>77,100</b>	<b>77,100</b>	<b>140,600</b>

3% 2017 Tax & Contracts  
\$77,378

ECONOMIC DEVELOPMENT						
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>Economic Development</b>						
10-77-515	Economic Development Incentives	5,000	30,486	37,000	47,000	33,000
10-77-520	General Economic Development Activites	25,000	5,243	15,000	17,625	0
10-77-525	Economic Development Organization	20,000	6,810	20,000	20,000	25,000
10-77-510	Early Childhood Care/Attainable Housing Council Initiatives	0	0	50,000	35,000	50,000
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>50,000</b>	<b>42,539</b>	<b>122,000</b>	<b>119,625</b>	<b>108,000</b>



# AGENDA DOCUMENTATION

## NEW BUSINESS: V.2

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 17, 2016

FROM: JAMES DICKHOFF, PLANNING DEPARTMENT

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**PROJECT: RESOLUTION 2016-16, A RESOLUTION OF THE TOWN OF PAGOSA SPRINGS, COLORADO, APPOINTING MR. JERRY JACKSON TO THE PLANNING COMMISSION.**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### PURPOSE/BACKGROUND

The Planning Commission currently has one regular member seat open and one alternate member seat open. One seat is open for an Archuleta County Resident that owns real property and owns a business within Town limits. On October 6, 2016, the Town Planning Department received a letter of interest from Jerry Jackson to serve on the Planning Commission.

On November 8, 2016, The Planning Commission unanimously approved a recommendation that Town Council Approve the Appointment of Jerry Jackson as a regular member of the Planning Commission for a 4 YEAR TERM BEGINNING ON November 18, 2016 and ending on November 17, 2020, with the understanding that Mr. Jackson maintain a town business license.

### ANALYSIS:

**The Planning Commission eligibility requirements from LUDC section 2.5.2.**

***B. Members and Terms of Office***

*1. The Planning Commission shall consist of five (5) regular members and two (2) alternate members, who shall be appointed by the Town Council by resolution. All members shall be either (a) a Town Resident; or (b) an owner of a business located within the Town which business or owner also owns real property within the Town, and which owner is a resident of Archuleta County, (c) the Chair or Co-Chair of the Archuleta County Planning Commission. An owner of a business includes a sole proprietor and the majority owner of a business entity such as a corporation, a limited liability company or a partnership. Non-Town residents shall be limited to two members at any one time. (AMENDED by ORDINANCE 757).*

The Planning Commission currently consists of:

**Ron Maez** (chair): Regular member term expires on July 1, 2019 (Resolution 2015-10)

**Peter Adams** (vice-chair): Regular member term expires on July 01, 2017 (Resolution 2013-14)

**Cameron Parker**: Regular member term expires December 02, 2019 (Resolution 2015-18)

**Greg Giles**: Regular member term expires July 1, 2019 (Resolution 2015-08)

Mr. Jackson is eligible under LUDC section 2.5.2. B.1. (b), being an Archuleta County Resident, owning real property within the Town (232 Hermosa Street) and Owning a business within Town limits (232 Hermosa Street has 3 long term rentals owned and operated by Pagosa Colorado Properties, LLC, owned and managed by Mr. Jerry Jackson).

### ATTACHMENT(S):

- 1) Resolution No. 2016-16, A Resolution of the Town of Pagosa Springs, Appointing Mr. Jerry Jackson to the Planning Commission.
- 2) Letter of Interest from Mr. Jerry Jackson.

### RECOMMENDATION

It is the recommendation of the Planning Commission that the Town Council by motion:

**Approve Resolution No. 2016-16, A Resolution of the Town of Pagosa Springs, Appointing Mr. Jerry Jackson to the Planning Commission as a regular member for a four (4) year term commencing on November 18, 2016 and concluding on November 17, 2020.**

**TOWN OF PAGOSA SPRINGS, STATE OF COLORADO**

**RESOLUTION NO. 2016-16**

**A RESOLUTION OF THE TOWN OF PAGOSA SPRINGS,  
COLORADO APPOINTING JERRY JACKSON  
TO THE PLANNING COMMISSION.**

**WHEREAS**, Town Ordinance No. 745 adopting the Land Use Development Code which establishes powers and duties, qualifications, and terms for members of the Planning Commission; and

**WHEREAS**, Section 2.5.2.B.1 (amended on January 4, 2011) of the Town of Pagosa Springs Land Use Development Code states that the “The Planning Commission shall consist of five (5) regular members and two (2) alternate members, who shall be appointed by the Town Council by resolution. All members shall be either (a) a Town Resident; or (b) an owner of a business located within the Town which business or owner also owns real property within the Town, and which owner is a resident of Archuleta County; or (c) the Chair or Co-Chair of the Archuleta County Planning Commission. An owner of a business includes a sole proprietor and the majority owner of a business entity such as a corporation, a limited liability company or a partnership. Non-Town residents shall be limited to two members at any one time.”

**WHEREAS**, Jerry Jackson is a resident of Archuleta County, owns real property located at 232 Hermosa Street and Operates a long term rental business and Real Estate Business within Town limits, complying with the eligibility requirements as stated in Municipal Code Chapter 21, Article 2, section 2.5.2. B.1. (b); and

**WHEREAS**, each member of the planning commission shall serve for terms of (4) years;  
THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS,

1. **Appointment of Town Planning Commissioner:** Jerry Jackson is hereby appointed to serve as a regular member of the Town Planning Commission to a four (4) year term, commencing on November 18, 2016 and concluding on November 17, 2020.
2. **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.
3. **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

October 6, 2016

To Whom It May Concern: Thank you James, for responding to my request for information about serving on the Town Planning Commission. I am a resident of Archuleta County, living at 1040 E. McCabe St. in Alpha Subdivision and I own a rental property at 232 Hermosa St., Pagosa Springs, CO.

Qualifications: I have served 2 partial terms on the Town Council, approximately 3 years each. One was when I replaced a resigning council member and the next 3-year term ended when I moved out of the town limits of Pagosa Springs. During my second term I served on the committee which wrote the town charter. At one point I served a short time on the Town Planning Commission before moving into a councilman position. I also served a two-year term, as the representative from the Town of Pagosa Springs, on the Archuleta County Planning Commission.

I have a 38-year love affair with Archuleta County, and more especially, the town of Pagosa Springs. I have a love/hate relationship with governmental bodies, in general. I know that if a community isn't growing, it is dying, and that governmental control of growth is about balance!

I have always done my best to represent the multi-facet populations of individuals who live in the town. I very much like the direction the Town is moving toward at this time and feel the Planning Commission, Town Council and Staff are doing an excellent job!

Respectively submitted,

Jerry Jackson  
INDEPENDENT BROKER  
970 946-4755



551 Hot Springs Boulevard  
Post Office Box 1859  
Pagosa Springs, CO 81147  
Phone: 970.264.4151  
Fax: 970.264.4634

**PAGOSA SPRINGS SANITATION  
GENERAL IMPROVEMENT DISTRICT  
MEETING AGENDA  
THURSDAY, NOVEMBER 17, 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 October 4, 2016 Meeting Minutes**
  - 2. Approval of August, September, October Financial Statement and Accompanying Payments**
- V. REPORTS TO COUNCIL**
  - 1. Pipeline Update**
- VI. NEW BUSINESS**
  - 1. Resolution 2016-03, Certifying Delinquent Accounts to the County Treasurer**
  - 2. Adobe Building Dormant Account Request**
- VII. NEXT BOARD MEETING DECEMBER 6, 2016 AT 5:00PM**
- VIII. ADJOURNMENT**



# AGENDA DOCUMENTATION

## REPORTS TO BOARD: V.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS  
NOVEMBER 17, 2016

FROM: GENE TAUTGES, SANITATION SUPERVISOR

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**PROJECT: PIPELINE UPDATE**

**ACTION: DISCUSSION**

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### UPDATE

As of this writing, it looks as though the final work to complete the contract for pump station #1 and force main #1 (PS 1/FM 1) will occur this week. As you recall, the separate contract for pump station #2 and force main #2 (PS 2/FM 2) was completed earlier this summer. PS 1 /FM 1 have been functioning fairly well now for several months. The only remaining task is the de-commissioning of the old lagoons which was added to the construction contract just before it went out to bid in 2013.

On the positive side, the two contracts, one for each pump station and force main, are unit price contracts. This simply means that the contractor will be paid for what actually is installed. The main aspect of the construction that was overestimated, was the amount of blasting that would need to be done. It looks as though the final costs will come in approximately \$100,000 below the contract bid for each of the contracts.

One lingering issue we have been trying to deal with since the pump stations started this summer, is the odor being noticed at both pump stations, especially pump station #2 in the Colorado Timber Ridge subdivision. Due to the fact that the pipeline is so long, the wastewater ages in the pipe and when it gets to pump station #2 and any of the numerous air/vacuum valves along the 7.5 mile route, there is a noticeable odor. We are hoping that once removal of the Biosolids from the old lagoon cells is complete, the odor will be greatly reduced or possibly go away. Staff has adjusted several of the air/vacuum valves already which has helped in some areas. Another solution we have used is to adjust the variable frequency drives (VFD's) to keep the pumps running as often as possible, keeping the wastewater age lower, but matching the day and night flows along with levels in the storage vaults is a challenge. If the problem persists, staff will look into the possibility of including an odor reduction design into the Small Community Grant project in 2017. I have been asked to attend the Colorado Timber Ridge HOA meeting next week to explain our good faith efforts regarding this issue.

Hammerlund Construction LLC has been working extra hours to pump the remaining contents of the old lagoons up to the PAWSD Vista treatment facility now for several months. In the revised IGA between the PSSGID and PAWSD, it was agreed to leave the smallest cell, cell #3, intact to act as an overflow basin until the new concrete overflow vault can be constructed near pump station #1 in 2017 to better serve that purpose. To keep the hypalon lagoon liner from floating as ground water rises this spring, approximately 100,000 gallons of wastewater will remain in cell #3 throughout the winter which will be pumped to the Vista treatment plant by the new contractor in the spring.

The new concrete overflow vault will be constructed with the \$442,765 grant awarded from the Small Community Grant Program and some matching funds from District reserves. Final design drawings are currently being reviewed by staff and are anticipated to be sent to the state health department for their approval next week. Staff anticipates a bid package to be ready by February and construction to possibly begin in April of 2017. Once the overflow vault is completed and functional, the contract with the new contractor will include final removal and disposal of the remaining wastewater and liner in cell #3 and the project will be 100% complete.

Respectfully submitted,  
Gene Tautges  
Sanitation Supervisor



# AGENDA DOCUMENTATION

## NEW BUSINESS:VI.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

NOVEMBER 17, 2016

FROM: APRIL HESSMAN, SECRETARY

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**PROJECT: RESOLUTION 2016-03, CERTIFYING DELINQUENT SANITATION ACCOUNTS**

**ACTION: REVIEW AND POSSIBLE ACTION**

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### PURPOSE/BACKGROUND

The District regulations allow the certification of delinquent sewer fees to the County Treasurer for collection with property taxes. This process has been a great success in the District's ability to collect delinquent fees. The 2016 delinquent fees have almost doubled from 2015. Staff has strived to assist customers in setting up recurring payments through our online bill pay system with 66 customers signing up since November of 2015. Currently approximately 240 out of the 902 customers are set up to pay online. The certification to the County Treasurer guarantees the District will recoup the service fees the properties have been provided along with any penalties.

### ATTACHMENT(S):

Resolution 2016-03 (Exhibit A update to be delivered to Council prior to meeting)

### FISCAL IMPACT

The Sanitation District will receive delinquent fees and charges within one year of certifying the amount due to the County Treasurer.

### RECOMMENDED ACTIONS

It is the recommendation of the Sanitation District Supervisor and Sanitation District Secretary that the Board of Directors, by motion

**Approve Resolution 2016-03, Certifying delinquent wastewater fees and charges to the County Treasurer**

**TOWN OF PAGOSA SPRINGS**

**SANITATION GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION NO. 2016-03**

**A RESOLUTION AUTHORIZING CERTIFICATION OF DELINQUENT ACCOUNTS FOR COLLECTION BY THE COUNTY TREASURER**

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 Town’s home rule charter; and

WHEREAS, the Town of Pagosa Springs Sanitation General Improvement District (“Sanitation GID”) was organized to provide sanitary sewer service; and

WHEREAS, on behalf of the Sanitation GID, the Town Council, acting as the ex officio Board of Directors (“Sanitation GID Board”) has the power to manage, control and supervise all the business and affairs of the Sanitation GID, and pursuant to Section 31-25-611 (1)(k), C.R.S., to fix and from time to time to increase or decrease rates, tolls, and charges for services furnished by the Sanitation GID; and

WHEREAS, the Town is authorized by Section 31-20-105, C.R.S., and the Sanitation GID’s Rules and Regulations to collect such delinquent fees and charges by certification to the County Treasurer; and

WHEREAS, proper notice of the public meeting at which this Resolution is being adopted has been given to the property owner or owners and all affected parties; and

WHEREAS, the adoption of this Resolution will serve a public purpose and promote the health, safety and general welfare of the inhabitants of the District and the people of the State of Colorado.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council, acting as the ex officio Board of Directors of the Town of Pagosa Springs Sanitation General Improvement District, Archuleta County, Colorado that:

Section 1. The Town hereby certifies to the Archuleta County Treasurer that the delinquent accounts listed on Exhibit A (as attached hereto and incorporated herein by this reference) are fees, rates, tolls, penalties, charges or assessments levied solely for sewer service, including availability of such service, if applicable, and that each account has been delinquent for at least six (6) months and is in excess of \$150 per account.

Section 2. 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.

Section 3. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Sanitation GID Board.

ADOPTED this 17<sup>th</sup> day of November, 2016.

TOWN OF PAGOSA SPRINGS  
SANITATION GENERAL IMPROVEMENT  
DISTRICT

By \_\_\_\_\_  
Don Volger, Board President

Attest:

\_\_\_\_\_  
April Hessman, Secretary

## EXHIBIT A

- 1. OWNER:** Archuleta, Monica (1.057.0)  
**PROPERTY:** PS B18 L10,  
Archuleta County, Colorado.  
Also known as 524 Florida St.  
**AMOUNT:** \$615.29
- 2. OWNER:** Condon, Troy (4.727.0)  
**PROPERTY:** PS B19 L17,  
Archuleta County, Colorado.  
Also known as 188 N 5<sup>th</sup> St.  
**AMOUNT:** \$615.29
- 3. OWNER:** Crouse, Stephen & Sydney (2.249.0)  
**PROPERTY:** PS B44 L10X,  
Archuleta County, Colorado.  
Also known as 275 S 7<sup>th</sup> St.  
**AMOUNT:** \$615.29
- 4. OWNER:** Jessen, Julie (3.396.0)  
**PROPERTY:** PS GARV AD B1 L4,  
Archuleta County, Colorado.  
Also known as 513 S 10<sup>th</sup> St.  
**AMOUNT:** \$615.29
- 5. OWNER:** Lucero, Joshua (4.773.1)  
**PROPERTY:** PH 3 L60,  
Archuleta County, Colorado.  
Also known as 487 Rainbow Dr.  
**AMOUNT:** \$559.71
- 6. OWNER:** Lynn, Helen (1.090.0)  
**PROPERTY:** PS B84 L1,  
Archuleta County, Colorado.  
Also known as 334 Hot Springs Blvd.  
**AMOUNT:** \$389.11
- 7. OWNER:** Lynn, Helen (4.870.0)  
**PROPERTY:** PS B60 L13,  
Archuleta County, Colorado.  
Also known as 558 S 7<sup>th</sup> St.  
**AMOUNT:** \$502.29

8. **OWNER:** Martinez, Celia Sanchez & Kathryn (1.058.0)  
**PROPERTY:** PS B18 L11-12,  
Archuleta County, Colorado.  
Also known as 210 N 6<sup>th</sup> St.  
**AMOUNT:** \$1,217.57
9. **OWNER:** Martinez, John & Mary (2.207.0)  
**PROPERTY:** PS B34 L20,  
Archuleta County, Colorado.  
Also known as 188 N 8<sup>th</sup> St.  
**AMOUNT:** \$615.29
10. **OWNER:** Martinez, Thomas R & Tommy Joe (2.245.0)  
**PROPERTY:** PS B44 L3,  
Archuleta County, Colorado.  
Also known as 219 S 7<sup>th</sup> St.  
**AMOUNT:** \$372.65
11. **OWNER:** Martinez, Walter (2.314.0)  
**PROPERTY:** PS B55 L3,  
Archuleta County, Colorado.  
Also known as 419 S 8<sup>th</sup> St.  
**AMOUNT:** \$678.74
12. **OWNER:** Martinez, Walter (4.715.0)  
**PROPERTY:** PS B55 L4,  
Archuleta County, Colorado.  
Also known as 427 S 8<sup>th</sup> St.  
**AMOUNT:** \$508.68
13. **OWNER:** Miller, Patricia (4.584.0)  
**PROPERTY:** PS B60 L14,  
Archuleta County, Colorado.  
Also known as 550 S 7<sup>th</sup> St.  
**AMOUNT:** \$391.86
14. **OWNER:** Mylius, Joshua (2.232.1)  
**PROPERTY:** PS B40 L16,  
Archuleta County, Colorado.  
Also known as 172 S 7<sup>th</sup> St.  
**AMOUNT:** \$691.66

15. **OWNER:** Ortega, Joaquin Tucson & Delilah(3.327.0)  
**PROPERTY:** PS B56 L11-14,  
Archuleta County, Colorado  
Also known as 474 S 10<sup>th</sup> St.  
**AMOUNT:** \$615.29
16. **OWNER:** Reeves, Margaret (3.392.0)  
**PROPERTY:** PS MH B4 L10,  
Archuleta County, Colorado.  
Also known as 313 N 3<sup>rd</sup> St.  
**AMOUNT:** \$550.97
17. **OWNER:** Rivas, Joseph (1.064.0)  
**PROPERTY:** PS B18 LE2 of N2 of L19&E2 of L20,  
Archuleta County, Colorado.  
Also known as 278 Loma St.  
**AMOUNT:** \$465.29
18. **OWNER:** Rivera, Daniel (4.684.0)  
**PROPERTY:** PS B68 L14-15,  
Archuleta County, Colorado  
Also known as 634 S 5<sup>th</sup> St.  
**AMOUNT:** \$615.29
19. **OWNER:** S&S Investments Inc (3.401.0)  
**PROPERTY:** PS GARV AD B1 L9,  
Archuleta County, Colorado  
Also known as 516 S 11<sup>th</sup> St.  
**AMOUNT:** \$429.65
20. **OWNER:** Segura, Joe Ben Jr & Jennifer (2.247.0)  
**PROPERTY:** PS B44 L5,  
Archuleta County, Colorado  
Also known as 235 S 7<sup>th</sup> St.  
**AMOUNT:** \$372.65



# AGENDA DOCUMENTATION

## NEW BUSINESS: VI.2

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

NOVEMBER 17, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

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**PROJECT: ADOBE BUILDING DORMANT ACCOUNT REQUEST**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### BACKGROUND

The Adobe Building caught fire the weekend of October 22-23, 2016 and burned down such that the building is uninhabitable and not usable in any way. There is an Adobe Condo Owner's Association and it is staff's understanding there are 16 owners in the association and 12 tenants of the building. The building is assessed 9 Equivalent Units (EUs) by the Sanitation District. The monthly sanitation bill is \$337.50 per month and is, presumably, split among the owners.

The Sanitation District has received a request to transfer the Adobe Building sewer account into a dormant status. The portions of the District's Rules and Regulations that may address this issue is as follows:

#### **5.16 Dormant Accounts**

***Residential Accounts are not permitted an inactive or dormant status. Commercial users are permitted seasonal closures or dormancy of accounts only if seasonal dates are submitted and there is 100% closure of the facility during that period. Penalties could apply if closure dates are not adhered to (Section 9 – VIOLATIONS, PENALTIES AND APPEALS)***

#### **5.17 Voluntary Termination of Sewer Service**

***Any tap owner may request a voluntary termination of service and that the District "void" the tap providing such service. Any such action will be at the discretion of the District and in accordance with these Rules and Regulations as well as San Juan Basin Health Department and the Colorado Department of Public Health and Environment. If such a termination is accepted, the following conditions shall apply:***

***1) All current and past due fees and charges must be paid.***

***2 )Previously paid tap and PIF fees shall be non-refundable.***

***3 )Any connection to the system that is to be "voided" or terminated shall be capped at the sole expense of the tap or property owner. All work relating to the disconnection and capping shall be inspected by the District duly authorized representative. Failure of the property owner to comply with this action will subject the owner to penalties and additional costs incurred to excavate the tap for inspection by the District as provided for in Section 9 – VIOLATIONS, PENALTIES AND APPEALS of these Rules and Regulations.***

***4) If the property owner desires to reconnect the "voided" tap to the system at some point following the disconnection, the property owner must make a formal application with the District according to the tap purchase procedure and remit to the District all applicable fees in effect at the time the reconnection application is requested.***

To clarify the commercial dormant accounts, this is for those businesses that are "seasonal." Currently, Cool Pines RV and Wolf Creek Run RV are the only seasonal businesses that close during the winter months and receive dormancy status. We do not currently allow residential properties to go into a dormant status.

## **Attachments**

- Request Letter

## **Financial Considerations**

If the Board determines to grant the dormant account status, the Association will still pay for 1.0 EU or \$37.50 per month. This will result in a monthly reduction in revenue of approximately \$300, or about \$3,600 on an annual basis.

## **Possible Board Actions**

Possible actions by the Board include:

1. Move to approve granting the Adobe Condo Owner's Association request for dormancy status.
2. Move to NOT approve the Adobe Condo Owner's Association request for dormancy status.
3. Direct Staff

November 9, 2016

TO: Pagosa Springs Town Council

FR: Adobe Condo Owner's Association  
475 Lewis St.  
Pagosa Springs, CO 81147

RE: Special Consideration for a dormancy request

Council Members:

The Adobe Building, at 475 Lewis Street, has an account for nine equivalent units with the town. As you know, the building was recently destroyed in a fire. On behalf of the Adobe Condo Owner's Association, I am requesting that you grant these equivalent units a dormancy status until the time that we are able to rebuild the building. It is my understanding that we would pay the fee of one unit (\$37.50) per month during the dormancy period.

Thank you for your consideration in this matter.

Sincerely,

Brooks Lindner  
Adobe Condo Owner's Association member  
970-946-9780  
brooks@sonrisasspanishschool.com