



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

**TOWN COUNCIL SPECIAL MEETING MINUTES
THURSDAY, JANUARY 28, 2010
Town Hall Council Chambers
12:00 P.M.**

- I. **CALL MEETING TO ORDER** – Mayor Aragon, Council Member Cotton, Council Member Holt, Council Member Pierce, Council Member Volger

- II. **LIQUOR LICENSES**
 1. **Liquor License Renewal – Ho’s Shanghai Corp, dba Shanghai Restaurant, 100 Country Center Dr. Unit A, Pagosa Springs**
 2. **Liquor License Renewal – Pagosa Resort & Spa, Inc., 165 Hot Springs Blvd., Pagosa Springs** – Council Member Pierce moved to approve the liquor license renewals for Ho’s Shanghai Corp dba Shanghai Restaurant and Pagosa Resort and Spa Inc, Council Member Volger seconded, unanimously approved.
 3. **Special Events Liquor License – NRA Foundation Inc. dba Pagosa Springs Friends of the NRA, NRA Banquet at the Ross Aragón Community Center February 20, 2010**
 4. **Special Events Liquor License – Pagosa Springs Public Facilities Coalition, Valentines Dance at the Ross Aragón Community Center February 12, 2010** – Council Member Pierce moved to approve the special events liquor license for NRA Foundation Inc NRA Banquet and the Pagosa Springs Public Facilities Coalition Valentines Dance, Council Member Holt seconded, unanimously approved.

- III. **DELEGATIONS**

- IV. **NEW BUSINESS**
 1. **Town to Lakes Trail update** – James Dickhoff, Town Planner, has been working with Karin Kohake of Archuleta County and Michael Whiting of Southwest Land Alliance to move the first phase of the Town to Lakes trail forward. The Town has secured all but one necessary easement; the County is working on two more. They hope to have the easements secured by late spring or early summer 2010. An RFP for the engineering will be put out in April with completion in October 2010; the Town has secured an engineering grant for the costs. If all is completed by this time, applications to the State Trails grant and GOCO grants using the County 1A Funds may be provided for leverage. Commissioner Clifford Lucero said the project is not moving along as quickly as he would like and would like to charge the Town, County and PROST with a timeline for completion. He said the County is ready to make this project happen. Michael Whiting has been working for several months with Town and County staff. He says the land owners are willing to work with the group to get this first phase completed. He says timing the project with the available grants is important to consider, while continuing to reference the adopted Master Plan the Town and County have adopted. Karin Kohake would like to put out an RFP now to have it back by the end of the summer so she can have the information for the fall grant cycle. She said she has secured funding from different sources including \$20,000 from State Trails, \$47,000 in 1A funds promised by the County, and a previous \$10,000 commitment from the Town, these could be used for the matching funds. Town Manager Mitchem said the easements need to be in place prior to any engineering. He believes a reasonable timeline to secure these easements is by the end of April 2010 and Commissioner Lucero and the Council agrees.

2. **River Restoration Project update** – A meeting for public comment of the design developed by Riverbend Engineering for two new whitewater features in Town Park has been scheduled for the Thursday January 28th. The proposed features will require amendments to the current ACOE 4040 permit and the construction of a second gauging station. The costs for the gauging station have been estimated at \$5,000 which is within the 2010 budget. The Colorado Division of Wildlife has indicated they will support the new features. However, the US Army Corps of Engineers has recently indicated they will be requiring a new 404 permit be issued before work in the river may proceed. The review process for a new permit takes at least 120 days which makes it impossible to get into the river this spring as staff had hoped.
3. **Wayfinding and Signage Strategic Plan** – Mr. Jon Johnson, chair of the Wayfinding committee, explained the primary goal of the Wayfinding/Signage subcommittee, which is charged to the Town Tourism Committee, is to develop an implementation and funding plan for the Pagosa Springs Streetscape Furnishings and Signage Plan, formally adopted by the Town Council in August of 2008. The TTC has budgeted \$20,000 and the Town has budgeted \$20,000 to implement the Wayfinding/Signage plan. Additional funds will be sought through grants with PROST, GOCO, CDOT, and Corporate Community Improvement. The subcommittee will determine logistics and prioritize individual phases of the projects. Entry gateways and key downtown anchor locations will be a high priority. The committee would like to connect in a spirit of cooperation with the Town as well as the landowners addressing vacant downtown lots to help beautify those properties. Benchmark dates and timelines as well as RFP and proposal presentations will be developed. Mr. Johnson said the program includes a kick-off set for April 26, Earth Day, to get moving on the project. Commissioner Lucero explained the clean up initiative is important but the County is also looking at clean up and the financial aspect it may have on the County.
4. **Resolution No. 2010-02, Appointing TTC Board Members to New Term** – At the December 15th, 2009 TTC meeting, the board voted to recommend the re-appointment of Bob Hart representing the Builders Association and Daniel Gonzales representing the Lodging Association to additional 2-year terms. Council Member Holt moved to approve Resolution 2010-02, re-appointing Bob Hart and Daniel Gonzales to the Town Tourism Committee, Council Member Volger seconded, unanimously approved.
5. **Sawmill Place Preliminary PUD Plan Extension Request** – The applicant, Schlaefli Family Trust of Sawmill Place, has requested a one year extension of the Preliminary PUD plan previously approved by Town Council on November 5, 2008. The LUDC Section 2.4.3C.b.(i) requires Town Council approval to extend the approval of the Preliminary PUD plan. At the recent Planning Commission meeting on January 12, 2010, the commissioners unanimously recommended that the Town Council approve a one-year extension for the Sawmill Place Preliminary PUD plan. Town Planner, James Dickhoff, explained the CDOT access approvals still need to be completed and some other minor items. Council Member Volger moved to approve a one-year extension of the Sawmill Place Preliminary PUD plan, Council Member Pierce seconded, unanimously approved.
6. **Skate Park Engineering update** – Brad Siedlecki of Pillar Design Studios and Jon King of the Skaters' Coalition have been working on the redesign of the skate park plan. Mr. Siedlecki informed the Town that the northern and western boundaries of the park will require retaining walls of various heights for site stabilization. The estimated cost for these walls pushes the current estimate and project total to approximately \$506,000. To date, the Town has preliminary cash and in-kind pledges amounting to over \$160,000, but will now need to secure additional resources in order to have a grant application in proper order by the GOCO winter deadline of March 2nd. The maximum grant award from GOCO is \$200,000. Karin Kohake and Larry Walton with Archuleta County issued a request for information today to receive preliminary bids from interested contactors which will help to estimate the actual costs/budget.
7. **November Sales Tax Brief** – November sales tax reflects a -7.03% (-16,603) decline compared to November 2008. The Novembers lodgers tax revenue had an increase of 21.81% compared to 2008. In light of the 10% reduction in budgeted sales tax revenue in the approved 2010 budget, no modification to the budgeted expenditures is required in January. However, as implemented last year, department heads will curtail non-essential expenditures and most capital construction expenditures until mid-2010.

V. OLD BUSINESS

VI. Approval of December Financial Statement and Accompanying Payments – Council Member Holt moved to approve the December Financial Statement and accompanying payments, Council Member Volger seconded, unanimously approved.

VII. Discussion of Personnel Matter with possible Executive Session per CRS Section 24-6-402(2)(f) – Council Member Volger moved to go into executive session for discussion of Town Clerk Hessman’s performance, a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session, Council Member Pierce verified that Town Clerk Hessman did indeed want to discuss this matter in executive session, Mrs. Hessman confirmed that request, Council Member Pierce seconded, unanimously approved. Mayor Aragon declared the meeting back in session at 1:36pm. Mayor Aragon asked for feedback on Council Member Weiler’s request to have this item delayed until the February 2nd meeting. Council Member Cotton believes it is inappropriate to delay the action and doesn’t believe that by waiting would change anything, Council Members Holt agrees. Council Member Pierce said that had the meeting occurred last week Council Member Weiler would have been able to attend and that he should be given a chance to participate in the executive session. Council Member Cotton moved to go forward with a vote at this time and that if Council Member Weiler wishes to have another executive session with Town Clerk Hessman that council would accommodate that session, Council Member Holt second, unanimously approved. Council Member Volger moved that a salary adjustment be made for Town Clerk Financial Manager April Hessman to \$48,000 annually, Council Member Holt seconded, unanimously approved.

VIII. Next Town Council Meeting February 2nd, 2010 at 5pm

IX. ADJOURNMENT – Upon motion duly made, the meeting adjourned at 1:44pm

**Ross Aragón
Mayor**