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**TOWN COUNCIL MEETING MINUTES
TUESDAY, AUGUST 2, 2011
Town Hall Council Chambers
5:00 P.M.**

- I. **CALL MEETING TO ORDER** – Mayor Aragon, Council Member Cotton, Council Member Hart, Council Member Holt, Council Member Lattin, Council Member Pierce, Council Member Volger
- II. **APPROVAL of MEETING MINUTES FROM JULY 5th & 21st, 2011** – The minutes were approved as read.
- III. **LIQUOR LICENSE**
 1. **Special Events Liquor Permit – Pagosa Springs Chamber of Commerce, RAD Function held August 20, 2011 at Town Park**
 2. **Special Events Liquor Permit – Archuleta Seniors Inc. Oktoberfest held October 22, 2011 at Ross Aragon Community Center 451 Hot Springs Blvd** – Council Member Volger moved to approve the special events liquor permits for the Pagosa Springs Chamber of Commerce RAD function and the Archuleta Seniors Inc Oktoberfest, Council Member Lattin seconded, unanimously approved.
- IV. **DELEGATIONS**
 1. **Harold “Gib” Gibson Recognition Day** – Mr. Harold Gibson has been a Pagosa Springs resident for the past 15 years, he is an active pilot, flight instructor, and distinguished citizen of our community. He is a retired war hero of World War II and the Korean War. Council Member Pierce moved to designate August 16, 2011 as Harold “Gib” Gibson Day in the Town of Pagosa Springs, Council Member Holt seconded, unanimously approved.
 2. **Archuleta County Education Center Update – Dave Richardson & Dr. Lynn Urban** – This item has been tabled until the mid-month meeting.
- V. **NEW BUSINESS**
 1. **Intergovernmental Agreement – Payment of Measure 1A Funds** – The County collects 1A funds through a mill levy per a ballot measure passed in 2007. These funds have been used by the County per ballot measure for general and road and bridge funding. It was recently discovered that the 1A mill funds used for road and bridge should have been shared with the town per C.R.S. 43-2-202 and according to this formula. The County has completed an IGA addressing the monies owed to the town and the payment to the Town for this amount. The Town shall receive the 2011 funds quarterly during this year; the balance of \$195,991 shall be paid in two payments one in September 2011 and the other June 2012. Council Member Holt moved to approve the intergovernmental agreement by and between Archuleta County, Colorado and the Town of Pagosa Springs, Colorado to provide for the payment of funds owed to the Town of Pagosa Springs as a result of Ballot Measure 1A and authorize the mayor to sign the IGA, Council Member Volger seconded, unanimously approved.

2. **Archuleta County Community Economic Development Strategy** – The PSCDC facilitated our community’s effort to respond to Governor Hickenlooper’s Bottom Up Economic Development strategy on behalf of the Town of Pagosa Springs and Archuleta County. The PSCDC, Chamber of Commerce and others have invested considerable time and resources in planning our community’s economic future. The foundation for this investment is sound in that it is based on the 300+ Archuleta County residents/businesses owners who responded to the economic development survey. The plan is due in September which gives staff time to receive comments from the public regarding the plan.
3. **Proposed Direction for 2012 Fulfillment Piece/Visitor Guide** – The TTC desires to produce a guide with no advertising, yet provide all needed information, including all lodging, restaurant, activities and other services using a directory listing format. Currently, the TTC pays \$0.81 per piece to send the existing guide bulk mail which takes 3-4 weeks after requested. The previous versions have cost up to \$1.10 each. Producing a smaller guide would allow the TTC to send the guides via first class mail, at a cost per piece not to exceed \$1.25. The TTC feels that getting the information to possible tourists as quickly as possible will convert a higher number of requests into visitors. The 2012 TTC budget anticipates design and production costs at \$5,000, printing 35,000 guides at an estimated cost of \$15,000 and sending each guide via first class mail at approximately \$1.25 per piece. Additionally, the TTC has received an estimate of \$300 to have the completed guide hosted online with language translations and accompanying phone application. Council Member Pierce has concerns with the timeline for the brochure to have out by January 1st, 2012 and asked if the TTC had completed any research as to what type of fulfillment piece would convert more people to visitors. She said the TTC previously produced a similar brochure and asked if the TTC could show both the piece they are proposing and their current piece to visitors to find out which would be most useful. TTC Director Jennifer Green stated that the guide will not print until it is signed off by the TTC and they have considered other similar brochures from other Towns. The Council provided consensus the TTC proceed in this direction.
4. **Joint Town/County Worksession July 28, 2011**
 - a. **Geothermal Projects Status Update** – The BOCC has allocated \$15,000, the Town \$13,000 plus \$2,000 previously spent and the PGA (Pagosa Geothermal Advocates) raised the remaining \$7,000 for proceeding with the revised resource assessment scope of work. An open forum question and answer with the well owners will happen in the next month after Town legal counsel has reviewed some documents. Staff is working on the REDT (Renewable Energy Development Team) grant for the replacement and expansion of the downtown heating system.
 - b. **Marijuana Committee Recommendations** – At the joint meeting with the County, the County Attorney agreed to formalize the MM committee, fill any vacancies and formalize the work to be done by the committee as needed.
 - c. **Lodgers Tax Compliance RFP Update** – A Request for Information was issued in June, with one vendor responding. Upon reviewing the proposal, town and county staff, with input from the Town Tourism Committee (TTC) and County Tourism Commission (CTC), determined to pursue a contract with Sweetbooks, LLC. The purpose of the lodging tax compliance program will be to educate area property owners about required sales and lodging taxes (and appropriate amount of taxes based on property location), licensing and the benefits of collecting the tax. The TTC will fund all costs in 2011, the County will reimburse the TTC in 2012. The estimated costs will be \$5,000, \$3,000 of which will be reimbursed by the County through the County Tourism Committee. It is estimated the Town and County lose just under \$30,000 per year in un-reported revenue. On-going compliance will be a later decision item. Council Member Pierce moved to approve the proposal from Sweetbooks, approve the Town act as the fiscal agent and serve as contract administrator, Council Member Volger seconded, unanimously approved.
 - d. **Satellite Visitors Center at Country Center Drive** - Mr. Bill Williams addressed council and explained that there are several people who feel there is a need to have a visitor center on the west end of Pagosa Springs to attract visitors who would not otherwise go to the downtown visitor center. The office in the City Market plaza is competitive in price, has great traffic patterns, and provides for ease to tourists

to stop and get information. Council Member Volger move to proceed with the development of an additional visitor center on the west side and funding information be presented to Council when available, Council Member Hart seconded, unanimously approved.

VI. OLD BUSINESS

- 1. Wayfinding 2011 Vehicular Directional Sign Update** – The wayfinding committee has decided to prioritize the west end of town for the “2011 Vehicular Directional Sign”, to be located just west of the S. Pagosa Blvd intersection along the south side of Hwy 160, directly north of the Doddie Cassidy Medical Building. An RFP was published and the RFP review team recommended the Town Manager has agreed to award PQC Builders the 2011 Vehicular Directional Sign Structure construction contract and the 2011 Vehicular Directional Sign Cabinet Project to Schlosser Signs.
- 2. 2011 Sidewalk Improvement Initiative Funding Request** – The TC approved dedicating \$40,000 from budget to the proposed 2011 downtown sidewalk improvement initiative as a means to begin improving the downtown main street pedestrian sidewalk system. Staff and the town engineer accessed the town sidewalk system along Hwy 160 and determined the most deteriorated portion as the south side of Hwy 160 between 1st Street and 2nd Street, it was also determined the curb and gutter in this area was in bad shape and should be considered for replacement prior to or in conjunction with the sidewalk replacement. Improvements proposed by staff and town engineer include; design and engineering, replacement of 600 lineal feet of curb and gutter, replacement of 450 lineal feet of existing sidewalk (with increased sidewalk width to 6 foot), addition of 12 new street lighting fixtures and the addition of 150 lineal feet of 6’ wide sidewalk along 140 & 169 Pagosa Street. Early estimated cost (excluding the adjacent property owner 50% sidewalk match) is \$100,000. CDOT was contacted regarding the maintenance of the curb and gutters or any grants available, CDOT confirmed the curb and gutter is the Town’s responsibility and there is not CDOT funding for a few years for this project. Council Member Holt would like a firm commitment from the Council that the Town will require the property owner to pay 50% or the town will lien the property for the improvements. Council Member Cotton believes the Town has already set precedence on Lewis Street and can’t require the property owners to pay their share. Council Member Pierce would like a work session to review the capital plan and the priorities, Council Member Volger said maintaining current infrastructure is a priorities and agrees with defining the precedence and discuss changing that practice or the municipal code. A work session will be scheduled for Thursday August 11th at 1:00pm.
- 3. Reservoir Hill Road Improvements Funding Request** – In an ongoing effort to facilitate events on Reservoir Hill, some roadway widening is necessary which will require additional roadway gravel (also needed to accommodate vehicle traffic during wet periods) and a few trees at a sharp corner need to be removed. Council Member Cotton would like to make a real improvement on the hill including improvements to the road. Council Member Holt moved to approve the allocation of up to \$6,000 from the capital fund reserves to purchase gravel for the Reservoir Hill access road maintenance, Council Member Volger seconded, unanimously approved.
- 4. Fire Ban** – The Town Manager will lift the Town fire ban when the fire district lifts their County fire ban proposed for this week.

VII. NEXT TOWN COUNCIL MEETING AUGUST 18, 2011 at 12noon

VIII. ADJOURNMENT – Upon motion duly made, the meeting adjourned at 6:35pm.

**Ross Aragón
Mayor**