



551 Hot Springs Boulevard
Post Office Box 1859
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Phone: 970.264.4151
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**TOWN COUNCIL MEETING AGENDA
THURSDAY, NOVEMBER 19, 2015
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 3, 2015 Meeting Minutes**
 2. **Approval of October Financial Statement and Accompanying Payments**
 3. **Liquor License**
 - a. **Tavern License Renewal – Bear Creek Saloon at 475 Lewis Street**
 - b. **Brew Pub License Renewal – Wolfe Brewing Company at 2045 Eagle Drive**
 - c. **Retail License Renewal – Mountain Spirits at 135 Country Center Ste B-1**
 - d. **Hotel & Restaurant License Renewal – Thai Chilie Pagosa Springs at 565 Village Dr Ste D**
 - e. **Tavern License Renewal – Pagosa Resort & Spa at 165 Hot Springs Blvd**
 4. **Award Presentation from San Juan Basin Health Department**
 5. **Regional Housing Alliance Letter of Support**
 6. **Sales Tax Report**
 7. **Lodgers Tax Report**
 8. **Continental Divide Trail Gateway Community Letter of Support**
- IV. **NEW BUSINESS**
 1. **2016 Budget**
 2. **Economic Development Funding Request from Downtown Task Force – Shari Pierce**
 3. **2016 Safe Routes to School Infrastructure Grant Opportunity**
 4. **Ordinance 835, First Reading, Designating the Rumbaugh Creek Bridge as a Local Historic Landmark**
 5. **Wind Harp Donation – Ross Barrable**
- V. **OLD BUSINESS**
 1. **Ordinance 833, Second Reading, Adopting Regulations for Electronic Message Center Signs**
- VI. **PUBLIC COMMENT** – *Please sign in to make public comment*
- VII. **EXECUTIVE SESSION**
 1. **Purchase of Real Property Lots 6 & 7 Block 33 with Possible Executive Session Pursuant to C.R.S. Section 24-6-402(4)(a) Concerning the Purchase, Acquisition, Lease, Transfer, or Sale of any Real, Personal, or other Property Interest and C.R.S Section 24-6-402(4)(e) Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators**

VIII. COUNCIL IDEAS AND COMMENTS

IX. NEXT TOWN COUNCIL MEETING DECEMBER 1, 2015 AT 5:00 PM

X. ADJOURNMENT

Don Volger
Mayor



AGENDA DOCUMENTATION

LIQUOR LICENSES:III.3

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: **BILL ROCKENSOCK, POLICE CHIEF**

PROJECT: LIQUOR LICENSE RENEWALS
ACTION: DISCUSSION AND POSSIBLE ACTION

BACKGROUND

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

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

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

Wolfe Brewing Company – Since January 1, 2015, there were no documented liquor violations at the Wolfe Brewing Company, located at 2045 Eagle Dr.

Mountain Spirits Liquors– Since January 1, 2015, there were no documented liquor violations at Mountain Spirits Liquors, located at 135 Country Center Drive, Ste. B-1.

Thai Chilie Restaurant– Since January 1, 2015, there were no documented liquor violations at Thai Chilie Pagosa Springs, located at 565 Village Drive, Ste. D.

Pagosa Resort and Spa – Since January 1, 2015, there were no documented liquor violations at Pagosa Resort and Spa, located at 165 Hot Springs Blvd.

Bear Creek Saloon – Since **May 1, 2015**, the documented Calls for Service resulting in Summons/Arrests at the Bear Creek Saloon, located at 475 Lewis St are as follows:

Date	Charge(s)	Citation/Summons/Arrest
5/3/2015	Menacing-Felony-Agg.-Weapon	Yes
5/14/2015	3rd Degree Assault/DV	No - Prosecution Declined
6/7/2015	DUI	Yes
6/10/2015	3rd Degree Assault/DV/Resist. Arrest	Yes
7/5/2015	Unlawful Sexual Contact	Yes
7/5/2015	Info. Only - Consume Alcohol on Premises	Warning
	During Unlawful Hours	
9/27/2015	Permit Alcohol Consumption/Licensed	Yes

	Premises/Unlawful Hours	
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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

CONSENT AGENDA:III.5

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 19, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: REQUEST FOR LETTER OF SUPPORT FROM THE REGIONAL HOUSING ALLIANCE FOR GRANT FUNDING

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

The Regional Housing Alliance of La Plata County (RHA) was founded in Durango in 2004 with the mission of bringing a multi-faceted approach to affordable housing to citizens of La Plata County. The RHA is a multi-jurisdictional housing authority funded by La Plata County, the City of Durango and the Towns of Bayfield and Ignacio, which leverages local dollars to increase available resources for housing, currently, in La Plata County. The RHA's programs aim to increase resources for housing by filling the gap between what a family can afford and current home prices.

RHA would like to expand their Homebuyers Assistance Program into Archuleta County. To expand that program, RHA is seeking a grant from the State of Colorado Division of Housing. To help bolster their application to the Division of housing, RHA is seeking a letter of support from the Town of Pagosa Springs.

La Plata Homes Fund (Homes Fund) in partnership with the Regional Housing Alliance of La Plata County is requesting \$486,000 in grant funds to provide mortgage assistance loans to families who make less than 80% of Area Median Income in La Plata, Montezuma, Archuleta, San Juan, and Dolores Counties. After a comprehensive strategic planning process, the Homes Fund is launching a strategic initiative to expand the Homebuyer Assistance Program to the five county southwest Colorado region.

Home Buyers Assistance Program

The Homebuyer Education Class is an 8-hour program to help prepare future homebuyers to purchase and own a home. Attending the class is required before receiving mortgage assistance from the RHA or to be able to access special government mortgage products. In the class, they learn how to assess buyer readiness, budget successfully, identify credit issues, understand the underwriting process for a mortgage, select an affordable home, prepare for the closing process, and home maintenance.

Class participants receive either a national homebuyer training manual or local manual. Further, upon completion of the classes, clients receive a Certificate of Completion, which is necessary for obtaining mortgage assistance from RHA. The education program is approved by the Colorado Housing and Finance Authority (CHFA) and the U.S. Department of Agriculture in connection with their first mortgage loans.

Program staff recruits community volunteers such as loan officers, title company closers and real estate brokers to assist in teaching the homebuyer education classes. All volunteers receive training and certification from the Program. The class is offered monthly (3 hours on a weeknight and 5 hours on Saturday morning.)

Pre-Purchase Counseling

RHA staff provides free one-on-one pre-purchase counseling services to prospective homebuyers. Clients meet with one of our expert staff members to explore homeownership opportunities, identify goals and potential obstacles, and create

individualized action plans. Counseling services include: debt management and credit counseling, estimates of loan amounts affordable to the client, pre-qualification and other affordable home purchase loans, and descriptions of those loan products.

FISCAL IMPACT

There is no immediate fiscal impact as the program would be supported by grant funding from the Division of Housing. The grant would be for a finite period of time however. The grant would be for a period of one year. If the program was successful and there is a demonstrated demand for the program, then the Town may be approached for a funding contribution in future years to keep the program in place.

2016 TOWN COUNCIL GOALS & OBJECTIVES

While we are still in calendar year 2016, this initiative is consistent with the 2016 Goals & Objectives. Specifically, this program is consistent with the adopted Objective 3.3: "Energize General Economic Development Efforts" and more specifically the Sub-Task of "Encourage Work Force Housing Development." By assisting would-be homebuyers that might not otherwise qualify, this proposed project directly promotes those goals and objectives.

ATTACHMENTS

- Proposed Letter of Support

RECOMMENDATIONS

Possible actions by the Town Council include:

1. **"Move to authorize the Mayor to sign a letter of support for the Regional Housing Alliance grant application. "**
2. **"Move to decline the request for a letter of support."**
3. **Direct Staff Otherwise.**



Town of Pagosa Springs
551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
Phone: 970.264.4151
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November 19, 2015

Kathryn Grosscup
State of Colorado
Division of Housing
1313 Sherman St. Room 500
Denver, CO 80203

Dear Ms. Grosscup,

The Town of Pagosa Springs is excited that La Plata Homes Fund (LPHF) will be expanding their Homebuyer Assistance Program into Archuleta County and Pagosa Springs. We support their application to the State of Colorado Division of Housing for a Down Payment Assistance Grant so that additional assistance is available for potential homebuyers in Archuleta County and Pagosa Springs.

As the economy has recovered, housing affordability has become a significant issue in Pagosa Springs. In Archuleta County, 36% of homeowners and 46% of renters cannot afford their housing payment. We see a significant need and a great opportunity for this program to assist families in our community.

Sincerely,

Don Volger, Mayor



AGENDA DOCUMENTATION

CONSENT AGENDA:III.6

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: SEPTEMBER 2015 SALES TAX REVENUE REPORT
ACTION: DISCUSSION

CURRENT MONTH SALES TAX & LODGERS TAX REVENUE

This report represents the report for September 2015 for sales tax and the revenue continues to show a good increase of +15% compared to September 2014. Total sales revenue for September 2015 for the Town is \$455,074, with that divided equally between the General Fund and the Capital Improvement Fund (\$227,537 going to each). In September 2014, the total amount received was \$395,609. The 2015 September sales tax received is \$59,465 higher than in 2014.

For only the Town, the collections year to date equals \$3,217,600 for both the General and the Capital Funds. In 2014, the year to date total for the period was \$2,713,860. This represents an 18.6% increase, or \$503,740.

Another interesting indicator is comparing September 2015 with July 2015. September 2015 was only \$2,000 less in collections than July 2015 which is consistently the best month for sales tax collections. From a collections standpoint, September was essentially just as good as July.

However, about 23% of this increase (about \$233,534) is really just collection of back taxes, mostly from 2014 and 2013. Collection of prior year taxes has been occurring all year long, though in decreasing amounts as the year goes by. The amount of funds received from prior periods has been getting progressively less and appears to be stabilizing, as follows:

<u>Prior Year \$</u>	<u>2015 Month Collected</u>
\$98,000	January
\$62,500	February
\$30,000	March
\$11,000	April
\$17,000	May
\$ 6,700	June
\$ 8,195	July
\$ 0	August
<u>\$ 139</u>	September
\$233,534	Total

Last, the State Department of Revenue continues to remit to the County instead of directly to the Town. We're not sure when that will stop.

Compared to 2015 Budget

The sales tax projection for the adopted 2015 budget is a total of \$3,791,242 or \$1,895,621 each for the General Fund and the Capital Improvement Fund, and represents a 6% increase over the year end for 2014. The month of September 2015 yielded \$227,537 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 September for each Fund about

\$180,084. The variance is \$47,453 or an impressive 26% more than budget. Year to date, we are ahead of budget by approximately \$196,562, or 14% ahead of budget. This information is true for the Capital Fund as well.

Here are some year-to-date PERCENT INCREASES provided by the County in sales tax by the most closely watched categories:

- CONSTRUCTION = 0.0% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 3.0%)
- RETAIL TRADE = 20.3% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 20.9%)
- REAL ESTATE/RENTAL = 30.5% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 42.8%)
- ACCOMMODATION/FOOD SERVICE = 9.4% (INCLUDING PRIOR PERIOD ADJUSTMENTS = 15.2%)

ANALYSIS

Resolution 2015-01 mandates 2015 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>2013</u>	<u>2014</u>	<u>Avg.</u>	<u>2015</u>	<u>% Change</u>
July	327,186	378,165	352,676	549,095	+45.2%
August	329,787	356,707	343,247	408,626	+19.04%
September	309,345	395,609	352,477	455,074	+29.1%

Everything is very 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
2015 Sales Tax Estimate
General Fund**

<u>Month</u>	<u>2015 Estimated</u>	<u>2015 Actual</u>	<u>Variance</u>	<u>10 Year Ave. % Collection</u>	<u>Percent Above Budget</u>
January	127,007	155,088	28,081	6.7%	22%
February	121,320	136,674	15,354	6.4%	13%
March	140,276	158,798	18,522	7.4%	13%
April	117,529	129,739	12,210	6.2%	10%
May	138,380	160,646	22,266	7.3%	16%
June	178,188	206,457	28,269	9.4%	16%
July	231,266	229,548	(1,718)	12.2%	-0.7%
August	178,188	204,313	26,125	9.4%	15%
September	180,084	227,537	47,453	9.5%	26%
October	155,441			8.2%	
November	140,276			7.4%	
December	187,666			9.9%	
TOTAL	1,895,621	1,608,800	196,562	100.0%	
Percent Ahead of Estimate	14%				



AGENDA DOCUMENTATION

CONSENT AGENDA:III.7

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19TH, 2015

JENNIFER GREEN
DIRECTOR, PAGOSA SPRINGS AREA TOURISM BOARD

PROJECT: LODGING TAX UPDATE
ACTION: UPDATE AND DISCUSSION

TOURISM BOARD MEETING SCHEDULE

The Tourism Board held its November meeting on Tuesday, November 10th at 4pm at the Visitor Center. Draft minutes have been included for review. A marketing subcommittee has been scheduled for Tuesday, November 17th at 4pm at the Visitor Center. The December meeting is scheduled for Tuesday, December 8th at 4pm at the visitor center.

LODGERS TAX FINANCIAL REPORT

The most recent lodging tax report has been included for review. September 2015 reflects a 14.49% over 2014. In fact, September has grown 29.84% since 2013. Year to date, lodgers tax collections are up 2.28% over 2014. While year to date collections are only slightly up compared to 2014, 6 of the 9 months in 2015 have represented record collections over previous years. June through September represented an increase of \$9,293, or 4.05%, over 2014. More impressively, the same time period reflects an increase of 22.27% over 2013, or \$43,466. The most significant growth since 2008 has been seen in March, June, July, August and September.

VISITOR CENTER UPDATE

Visitor Center traffic continued to be strong through mid October, however, has decreased significantly since. September numbers were stronger than previously reported, with 10,447 visitors. October had 6,716 visitors, which is similar to traffic in May. June - September saw traffic numbers in excess of 10,000 each month. Between March 1st and October 31st, the visitor center has seen 73,534 visitors.

- Winter hours begin next week: Monday - Friday 9am - 4:30pm; Sat & Sun 9am - 3pm; new outdoor / rain / snow "proof" brochure holders (with suction cups) will be added to left window on front deck and possibly window on side door to aid visitors during off hours.
- Given area preparations for the upcoming winter, a new sign is available which states "Hours may vary due to Winter Weather" to place during major storm(s), it is safer to close early or open late.
- The visitor center will be closed Thanksgiving, Christmas and New Years Day. New Years 2015 was extremely slow.

SOCIAL MEDIA UPDATE

- Facebook - www.facebook.com/visitpagosasprings Facebook: 11,745 fans
- Instagram - www.instagram.com/visitpagosa: 1,446 followers
- Twitter - www.twitter.com/visitpagosa - 982 followers

RESEARCH STUDY THROUGH HILLSDALE COLLEGE

Surveys went out week of November 2nd; results expected in mid December

TAX COMPLIANCE

Tax Compliance database is completed - The total number of unique listings, among all four advertisement sites (www.vrbo.com, airbnb.com, homeaway.com and flipkey.com) was **528 Unique Records**. Of those, 114 were matched effectively to Town taxpayer records / property management companies and 414 could not be identified via the Town records and have been contacted to determine compliance

- Of the advertised listings, 87 were added in 2014 and 104 have been added in 2015.
- Outreach has begun on all 414 properties that were identified as possibly not being in compliance
- Database and outreach expenses are slightly more than budgeted in 2015 due to adding two additional website to review and larger number requiring outreach given State's inability to provide tax rolls with those remitting

2016 FULFILLMENT

We have been outsourcing the mailing of visitor guides to the Cassio Group since 2012. With recent staffing additions and the clarification of needed job duties, we will be bringing fulfillment in house beginning 2016, saving us at least \$10k in contract labor expenses. Kim is currently being trained on weekly lead processing and fulfillment. Additional, free assistance through Colorado Workforce is being secured one day each week to aid in the efforts.

BROCHURE /PRINTED MATERIAL OVERVIEW

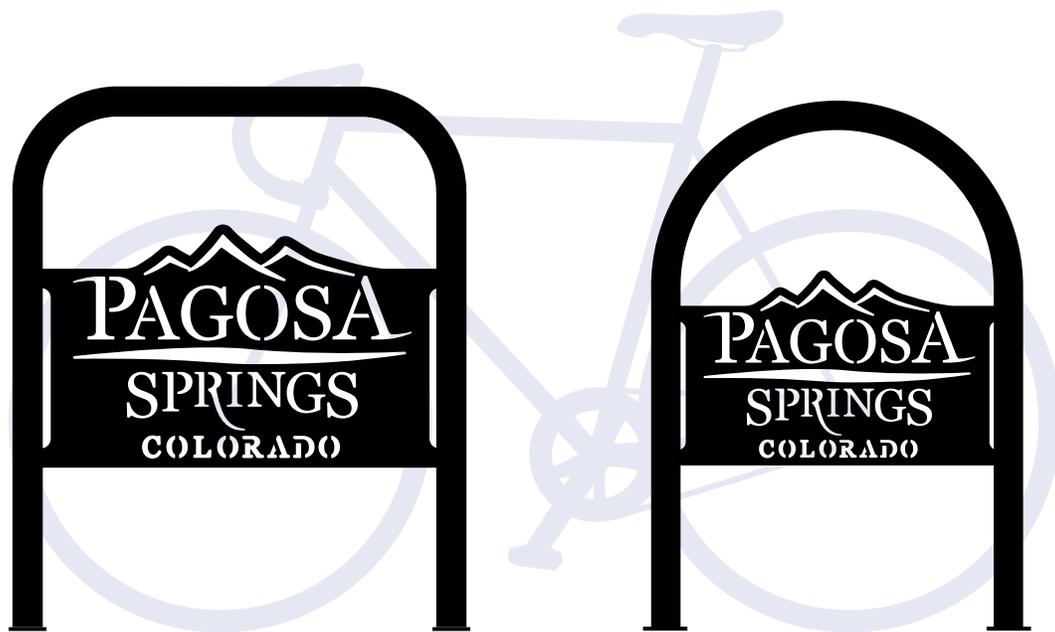
Over the last year, staff has reviewed available materials and frequently asked visitor questions to create helpful, consistent information. All new brochures and updates have included input and review from any necessary groups / organizations (ie forest service, Parks & Rec, Trails Council, area businesses and stakeholders). The feedback from both locals and visitors has been extremely positive. Below is an overview:

- Existing brochures: Hiking / Driving, Heritage, Camping, Fishing, Reservoir Hill, Kid's Activity Book, Travel Planner
- New: Summer and Winter Area Activities Rack Card, Hot Springs Overview & Comparison, Downtown Recreation
- Coming Soon: Turkey Springs Recreation

GROUP TRAVEL

Our first real effort to attract tour operators (domestic and international) began in 2015. In general, results should be measured after 3 years. It takes time to complete site visits, get itinerary worked out with local partners, and then sold to potential clients of tour operator.

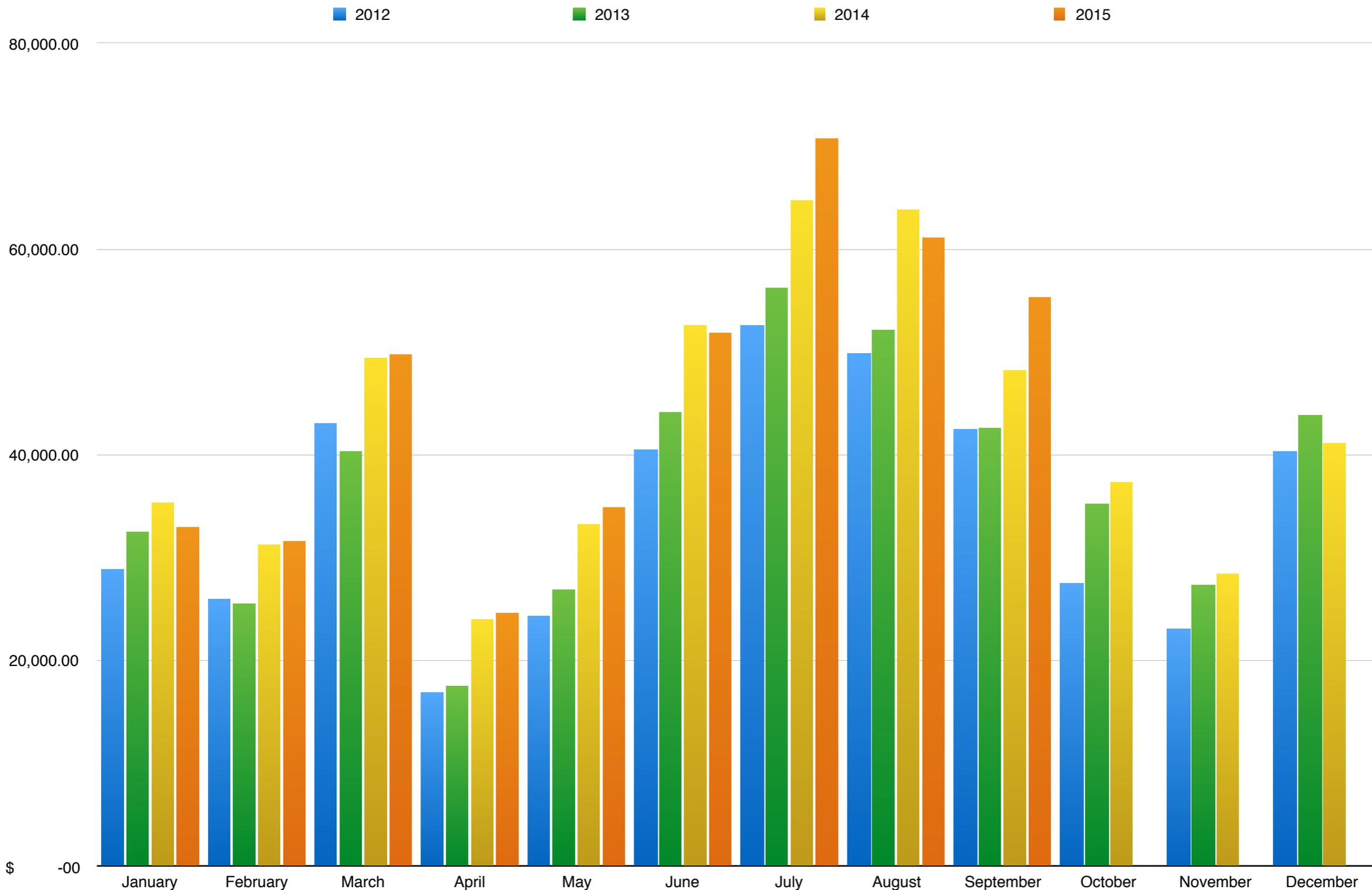
- Immediate impact with Japanese market - two different tour operators are booking visits for 2016 - ATS and ATI. Both companies were hosted after Go West in February and attended the August Japanese Sales Mission.
- Development of Historic Hot Springs Loop places Pagosa on an itinerary that tour operators will easily understand and can sell; strong statewide partnership is huge
- Staff developing Lodging Overview for tour operators, with photos, pricing and receptive
- Director to attend Grand Circle meeting Dec 4th & 5th in Utah



Pagosa Springs Bike Rack
10/22/15



Collections by Month (2012 - 2015)

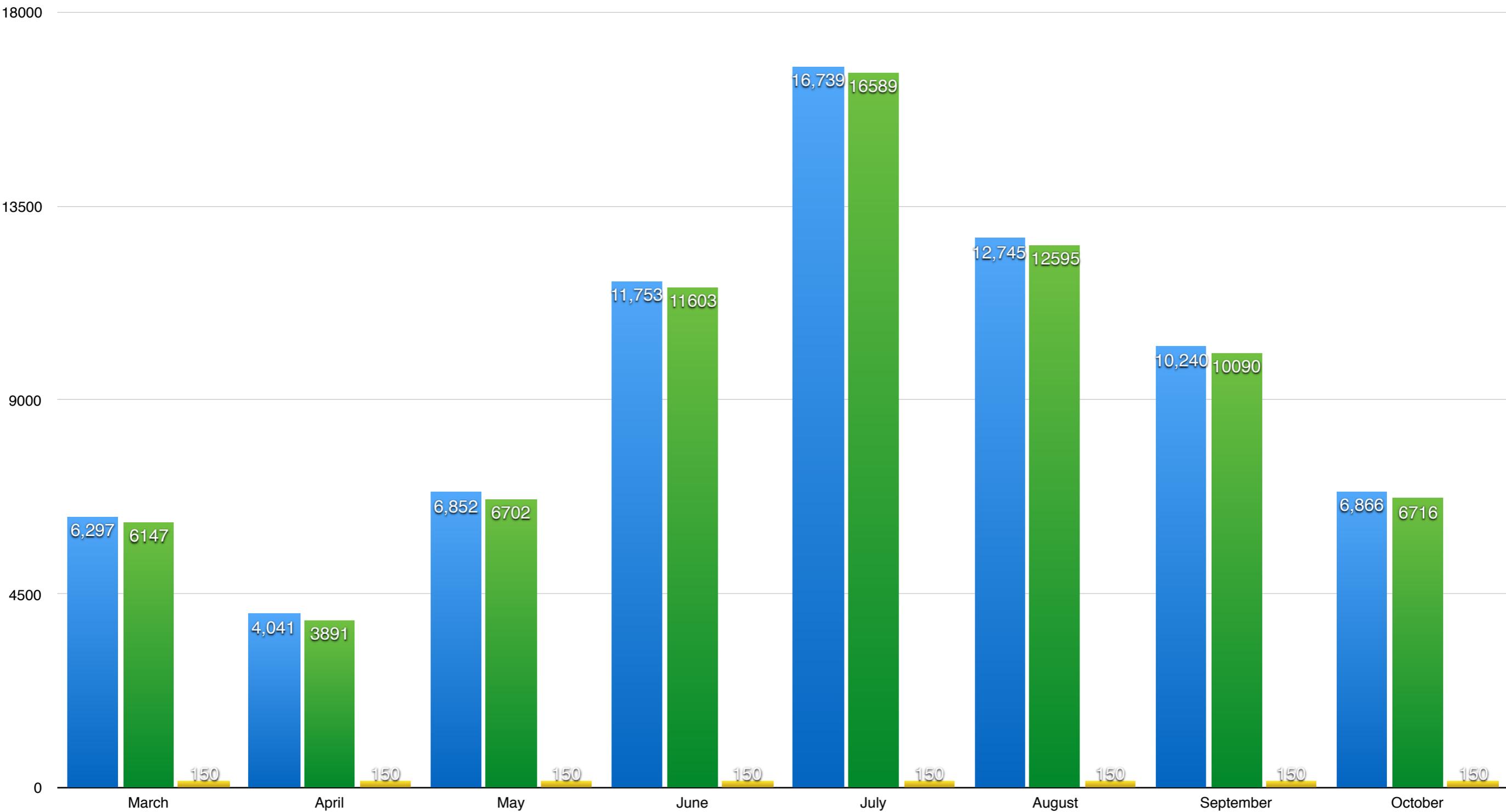


Visitor Center Traffic

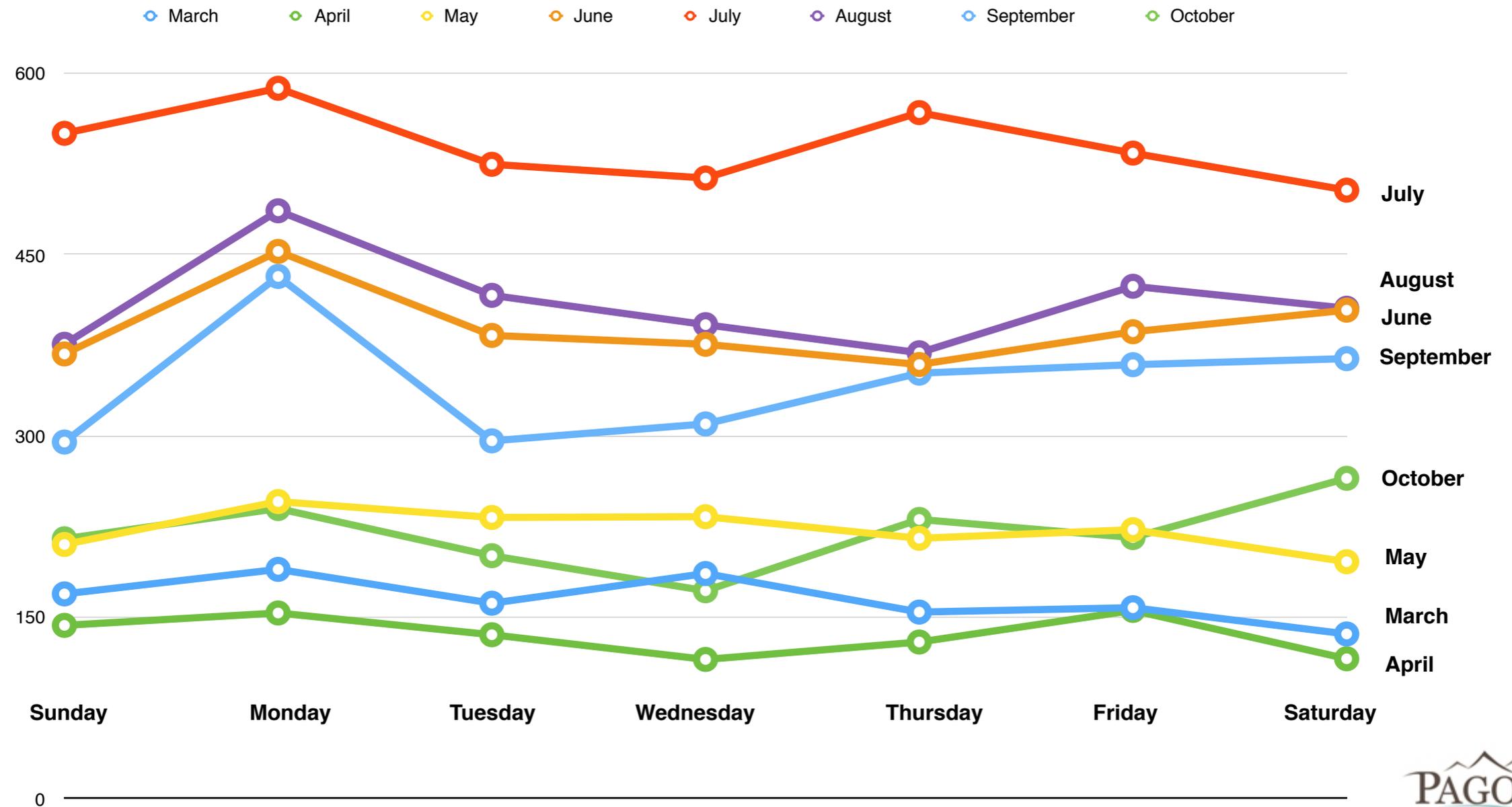
■ Monthly Traffic

■ Traffic less Chamber / Mtgs

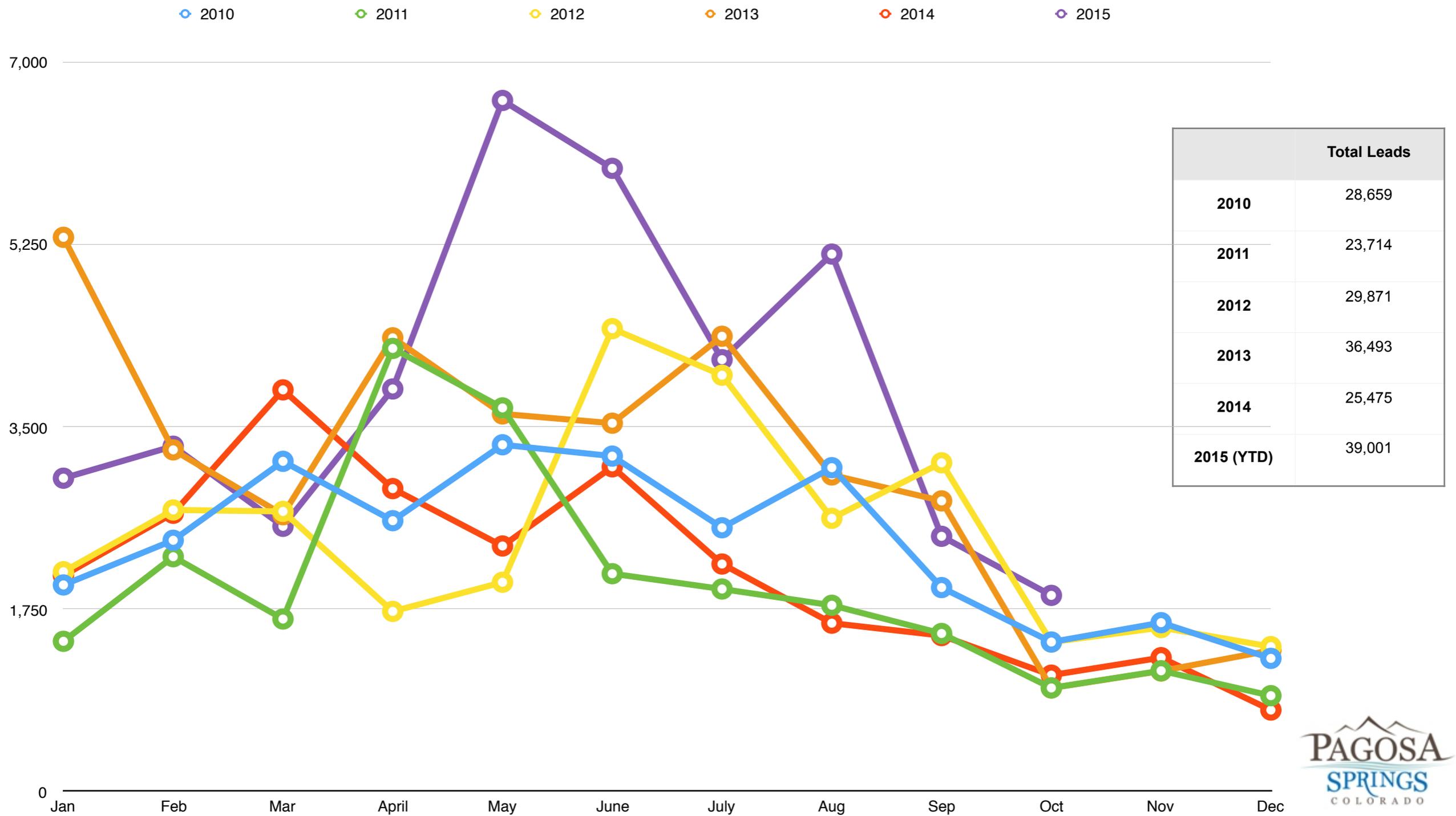
■ Chamber / Mtg Traffic



Average Traffic by Day of Week / Per Month



Vacation Planner Requests by Month



Total Lead Collection by Month

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
2010	1984	2413	3171	2601	3330	3221	2533	3110	1959	1436	1622	1279	28,659
2011	1443	2255	1657	4255	3684	2092	1945	1789	1518	995	1160	921	23,714
2012	2111	2704	2690	1730	2010	4445	3998	2624	3157	1435	1575	1392	29,871
2013	5322	3281	2658	4357	3626	3537	4372	3040	2791	995	1158	1356	36,493
2014	2,074	2,672	3,857	2,909	2,358	3,118	2,185	1,617	1,498	1,118	1286	783	25,475
2015	3,009	3,316	2,547	3,866	6,636	5,894	4,147	5,161	2,451	1,884			39,001



DRAFT Minutes

Pagosa Springs Area Tourism Board

Tuesday, November 10th, 2015

Pagosa Springs Visitor Center

4 pm

Meeting called by: CK Patel

Attendees: Voting Members; CK Patel, Steve Wadley, Larry Fisher, Nick Tallent, Steve McKain, Jon Johnson

Absences: Bob Kudelski, Stephen Durham, Matt Sprowls, Criselda Montoya,

Non Voting Attendees; Jennifer Green, Greg Schulte

Please review: October Meeting Minutes

Please bring: Agenda, Committee reports

1. Call to Order
2. Determination Of Quorum (6)
3. Approval of Minutes – October
 - a. Jon Johnson motioned to approve October minutes, Nick Tallent seconded, all approved
4. Chair Report
 - a. CK Patel invited John Egan to provide an overview of the Mountain Express Transit request for funding for bus monitors; the Board first reviewed the request during the October meeting
 - i. John Egan showed the group new bus stop signs; new buses would have color combination to match bus stop signs – orange and blue
 - ii. 17” monitors on new buses with VCR on board to show video loops, advertisements (events, community events, tourism information)

- iii. Steve Wadley asked how many of the ridership were low income versus tourism; John explained currently very few were tourists, however with future plans, he feels more tourists would use
 - iv. Nick Tallent asked about quotes; he felt estimate was much to high for current prices of 17" TVs
 - v. Nick Tallent asked about a survey about non-local use; John estimated 10-15%
 - vi. CK Patel said we need to have a strong tie for lodger tax use; he mentioned this could be an opportunity for Chamber
 - 1. CK asked about County funding and grant funds; he presented to County Commissioners last week and he felt the commissioners were receptive
 - vii. Steve Wadley did not feel it would be a tourism draw; Nick Tallent felt it could be a value add during existing event; CK pointed out that Pagosa is a drive market
 - viii. Group did not commit, however, John Egan agreed to solicit additional estimates to see if technology prices could be lowered
 - ix. Ed Fincher asked if downtown grocery store was impacting ridership; John Egan felt it had
- b. Michael Killen and Laura Lewis Marchino presented on the Four Corners Film Office
- i. Michael Killen, owner of High Horse Productions, explained that his business produces RFD-TV horse-related shows for two different clients; Laura Lewis Marchino, Deputy Director, Region 9, explained Region 9's role in the Film Office:
 - 1. Film Office is a non-profit; designed to be more economic development versus a business
 - 2. Film Office has 24 hour hotline for inquiries; goal is to provide answers so the production company
 - 3. Hoping to pull NM film crews across the border; they receive huge incentives in NM if 90% of filming is done in NM; allows CO opportunity for 10%
 - 4. Film tourism is a new area to explore and the film industry is tends to be fairly recession proof
 - 5. Film Office is building the support structure to quickly identify resources in communities where needed
 - ii. Laura will send an itemized list of all film opportunities in last two years

- iii. Four Corners Film Office is asking the Pagosa Springs Area Tourism Board to be a financial partner; DATO provides \$2000 / year and other entities provide \$500 / year

5. Tourism Director Report – Jennie Green

a. 2016 Marketing Plan

- i. Jennie provided overview of draft marketing budget
- ii. Steve Wadley introduced request from BoCC for \$25,000 for airport marketing
- iii. Group decided to schedule a meeting for Tuesday, November 17th at 4pm at the Visitor Center to review marketing plan and budget

6. Treasurers Report – Stephen Durham

a. Monthly Town Lodging Receipts report – Update

- i. Through the first 9 months, 2016 is tracking 2.28% higher than 2015; 6 of the 9 months have marked record collections
- ii. Steve Wadley feels 1.9% lodging tax in the County is too low; investigating if County can propose tax increase

7. Subcommittee Reports

a. Budget

- i. 2016 Budget – Jennie explained recent changes to budget – projected revenue was increased based on 9 months worth of collections; Tax Compliance will exceed budgeted amount due to number of properties identified for outreach

b. Marketing

c. Events & Events Infrastructure – Larry Fisher

i. Bike rack options and budget approval

- 1. Jennie provided an overview of the bike racks for consideration; Stephen had solicited quote and designs from Dero, bike racks with metal etched logo

- a. Wayfinding and Signage Subcommittee reviewed options during their meeting last week and recommended the rounded top, least expensive option; cost per bike rack with logo is \$239.50; the bike rack without logo (for multiple in a row) is \$94

2. Larry Fisher motioned to approve up to \$5000 on new bike racks with metal etched logo plates, Jon Johnson seconded, all approved

ii. Available funds for Holiday light replacement / new lights

1. Jennie explained that in the past, the Tourism Board had used funds to help enhance the downtown holiday lights by providing funds to purchase additional lights; Streets Department recently requested funds for holiday light-bulb replacement
2. CK Patel suggested that we continue to expand downtown lighting, but he did not agree with paying for on-going maintenance / replacement for the lights; everyone agreed
3. Steve Wadley motioned to purchase new lights, but not to use funds for light maintenance / replacement, Nick Tallent seconded, all in favor

iii. Final Report: Chimney Rock Interpretive Association

1. Group reviewed final report
 - a. Nick Tallent questioned listing volunteer hours on budget
2. Jon Johnson motioned to approve CRIA final report, Steve McKain seconded, all approved

iv. 2016 Event Funding

1. Interviews with applicants on December 3rd, beginning at 9:30am

d. Wayfinding and Signage – Steve McKain / Jon Johnson

i. 125th Anniversary logo for banners

1. Jennie provided two basic mock ups of possible logos and explained that the logo would be used for the downtown banners, budgeted in Wayfinding / Signage in 2015; Greg had indicated that since the Tourism Board would be funding the banners, they could determine what they looked like; Jennie explained the logos provided were simply mockups to start the discussion somewhere
2. Jon Johnson asked why the 125th anniversary committee was no longer meeting; Jennie explained that the Greg and the Mayor had discussed whether it was truly a tourism event versus a community celebration; the Tourism Board will help promote any events for the an-

niversary, like all events, but is not being tasked with leading the overall efforts

3. Nick Tallent suggested not including dates in logo, so that the banner could be used for future “anniversaries”
4. Discussion continued
5. Nick Tallent motioned to have the Wayfinding / Signage subcommittee choose a logo, Steve Wadley seconded, all approved

ii. Purchasing landscaping materials for 2016 delivery

1. Jennie provided an overview; Parks & Rec have committed to planting landscaping at the east entrance sign; given that the 2016 budget for Wayfinding & Signage will be used for new directional signs at Piedra Road and given allocated budget in 2015, we can purchase materials in 2015 and take possession and install in Spring 2016, ensuring the project will get completed
2. CK Patel motioned to approve up to \$5000 for landscaping materials for both signs, Steve McKain seconded, all approved

iii. Update on 2015 / 2016 projects

1. Broader update will be provided during December meeting

e. Visitor Center

- i. Winter hours – Beginning Monday, Nov 16th, the visitor center will close at 4:30pm Mon – Fri – new hours will be 9am – 4:30pm M–F and 9am–3pm Sat & Sun.
- ii. Staff has created sign for door in case / when “Bruce Lee” makes an appearance in Town that states, “Due to Winter Storm, Hours May Vary” – therefore, if center needs to close early, or be prepared for a delayed opening.
- iii. New outdoor / weather–proof window cling brochure holders have been purchased to provide visitor information when the visitor center is closed

f. Tax Compliance

i. Update

1. 528 unique vacation rental listings were identified
2. 114 properties were matched through Town tax rolls and /or property management companies

3. 414 properties could not be matched and have been contacted regarding compliance
4. Initial project cost more than budgeted largely due to not being able to obtain state lodging tax rolls; however, staff determined it was more important to complete a thorough review
5. Of the advertised listings, 87 were added in 2014 and 104 have been added in 2015 – therefore the vacation rental inventory increased by 36% in 18 months

8. Old Business

a. CDT Gateway Community

- i. Jennie provided an overview of the draft application
- ii. CDT Coalition provided initial review of the draft and felt it was great
- iii. Staff will write letter of support for Tourism Board, solicit support from Town and County and have application submitted by the end of November

9. New Business

a. Public Comment

b. Tourism Board Ideas and Comments

- i. Nick Tallent asked about absences on the Board; he felt recently we were struggling to obtain quorum and wanted people to resign if no longer able to or interested in attending meetings
 1. Jennie will send out overview of attendance for Board review later this week and will add item to December agenda for discussion

10. Adjournment

- a. Steve McKain motioned to adjourn, Jon Johnson seconded, all approved



AGENDA DOCUMENTATION

CONSENT AGENDA: III.8

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19TH, 2015

FROM: JENNIFER GREEN, TOURISM DIRECTOR

PROJECT: CONTINENTAL DIVIDE TRAIL GATEWAY COMMUNITY DESIGNATION
ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE/BACKGROUND

The Continental Divide Trail Community™ program is designed to recognize communities that promote and protect the Continental Divide Trail (CDT). Towns, counties, and communities along the CDT's corridor are considered assets by all that use the CDT and many of these towns act as good friends and neighbors to the Trail. The program serves to assist communities with sustainable economic development through tourism and outdoor recreation, while preserving and protecting the CDT.

Designation as a Continental Divide Trail Community™ and participation in the program is aimed to:

- Engage community citizens, Trail visitors and stewards
- Recognize and thank communities for their service to the Trail and hikers
- Act as a catalyst for enhancing sustainable economic development
- Aid local municipalities and regional areas with conservation planning
- Help local community members see the Trail as a resource and asset
- National designation network and communication
- Recognition and visibility through signage, press releases, Continental Divide Trail Coalition's website and publications

In September, Teresa Martinez, Director of the CDT Coalition, visited Pagosa Springs and met with a group of stakeholders interested in pursuing the Gateway Community Designation. Teresa was impressed with the number of attendees and encouraged Pagosa to apply.

The Advisory Committee consists of the following members:

- *Town Representative:* Jennifer Green, Pagosa Springs Area Tourism Board sales@visitpagosasprings.com
- *Lead Volunteer:* Stephen Durham, Pagosa Springs Trails Council stephend9@gmail.com
- Matt Sprowls, Pagosa Springs Lodging Association mattysprowls@gmail.com
- Larry Fisher, Owner, Ski & Bow Rack larry@skiandbowrack.com
- Addi Greer, Owner, Summit Ski & Sports anaddi8@yahoo.com
- Nean Bacile, Triple Crowner, CDT Host / Thru-Hiker 504-250-1791
- Matt Roane, Long distance Thru-hiker (AT, PCT) and CDT Host mhroane@gmail.com

- Clint Alley, Director, Chamber of Commerce director@pagosachamber.com
- Jason Cox, President, Community Development Corp jason@riffraffbrewing.com
- Stacy Boone, Triple Crowner, CDT Host, Owner, Step Outdoors, LLC info@stepoutdoorscolorado.com
- Paul Blackman, Recreation Program Manager, San Juan National Forest, Pagosa Ranger District

As part of the application, the advisory committee developed a new event idea that will be launched in 2016. The Pagosa CDT Advisory Committee, led by the Trails Council, will organize and hold an annual event, Pagosa Trails Days, during the 3rd weekend of June. The event will be a celebration of our area trails with live music, food vendors and participation from the 3 local breweries. The event will also include information booths from local outfitters / retail, visitor center, forest service, CDT, Leave no Trace, etc. Stephen Durham, President of the Pagosa Springs Trails Council, will serve as the lead volunteer liaison for the event.

The event will serve as a fundraiser, with proceeds going towards the Continental Divide Trail Coalition. The 1st annual event will be held June 18th & 19th, 2016. Most thru-hikers begin arriving in town from the south in mid to late June. Additionally, there are no other large events held in Pagosa Springs during that weekend, yet the summer tourism season will be well underway. Therefore, the timing of this event will allow us to introduce the CDT to a broader audience.

ATTACHMENT(S):

A draft Letter of Support has been provided, as well as the Letter of Support provided by the Tourism Board.

FISCAL IMPACT

There are no fees associated with the designation. The Trails Council plans to apply for event marketing funds from the Tourism Board. Applications are due December 1st.

RECOMMENDATION

It is staff's recommendation that Town Council consider the following actions:

- a. **Provide letter of support for the application to designate Pagosa Springs as a Continental Divide Trail Gateway Community**



CONTINENTAL DIVIDE TRAIL GATEWAY COMMUNITY APPLICATION

c/o Teresa Ana Martinez, Director
Continental Divide Trail Coalition

November 12th, 2015

To whom it may concern:

On behalf of the Pagosa Springs Area Tourism Board, we fully support the designation of Pages Springs as a Continental Divide Trail Gateway Community. The designation is important to the continued growth and support for our tourism industry.

We look forward to working with the Advisory Committee to assist in organizing the inaugural Trail Days weekend event, volunteering on clean up efforts and expanding the information available about the CDT online and throughout the community to ensure the program's long-term success in Pagosa Springs and the region.

The Tourism Board has been embracing the Continental Divide Trail Community for many years. The designation as a Gateway Community will allow us to expand the understanding and appreciation for this amazing trail. Furthermore, through the visitor center, we will continue to provide information services for through-hikers, as well as create a new hiker services information sheet to assist hikers with easily locating needed services so that they can spend more time relaxing and enjoying our incredible community.

We sincerely appreciate your consideration and support of this important designation and hope that you will approve designating Pagosa Springs as a Continental Divide Gateway Community.

Respectfully,

Jennifer Green
Director, Pagosa Springs Area Tourism Board
105 Hot Springs Blvd.
Pagosa Springs, CO 81147
(970) 903-9728
www.visitpagosasprings.com



AGENDA DOCUMENTATION

NEW BUSINESS:IV.1

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: 2016 BUDGET FUNDING REQUESTS AND COUNCIL INITIATIVES

ACTION: DISCUSSION AND POSSIBLE ACTION

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 2015, Service Organizations was budgeted at \$66,763 which is the result of a formula of 3% of on-going revenues such as taxes. The \$66,763 was allocated to 13 non-profits in 2015. For 2016 the Town has received a total of 14 requests amounting to \$154,100.

The total funding for Economic Development is essentially budgeted at the discretion of the Town Council and in 2015, a total of \$50,000 allocated in 3 categories. For 2016 \$72,000 is proposed with the lion share being allocated towards Economic Incentives (Hometown Food Market) and funding for the CDC.

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 2016, if Council adheres to the policy, the maximum amount available is \$75,000. 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. Any potential increases in either Department beyond what is presently stated will require a reduction in another area or a dipping into reserves to remain structurally balanced.

The request for \$15,000 for a contribution towards a new transit vehicle is one that may be considered as a capital expense if the Council should choose to do so.

2016 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

- 2016 Service Organizations and Economic Development Budget Pages

RECOMMENDATIONS

The Council may consider the proposed budget as presented as the staff recommendation. That version is the one that is structurally balanced but offers the prospect of allocating an additional \$14,000 for Service Organizations in 2016.

SERVICES/SERVICE ORGANIZATIONS							
Account		2014 Budget	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	Requested
County Services							
10-75-399	Nutrition/Seniors	7,000	7,000	7,000	7,000	7,000	12500
10-75-400	Transportation/Seniors	3,500	3,500	3,500	3,500	3,500	4500
	Three New Programs/Seniors	0	0	0	0	0	3000
10-75-430	Mountain Express	20,000	20,000	20,000	20,000	20,000	45000
Education							
10-75-413	Seeds of Learning	5,000	5,000	5,000	5,000	5,000	10000
10-75-434	Pagosa Springs Youth Center	0	0	5,000	2,500	0	0
10-75-437	Archuleta County Crossing Guard	3,000	190	1,500	1,500	1,500	2000
Health/Safety							
10-75-401	Axis/Pagosa Counseling Center	950	950	950	950	950	2000
10-75-410	Southwest Safehouse/Volunteers of America	500	500	500	500	500	600
10-75-417	ACVAP	6,000	6,000	6,000	6,000	6,000	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	500
Community Assistance							
10-75-432	Thingamajig Theatre Company	500	500	500	500	500	10000
	Community ADA Improvements	0	0	0	0	0	15000
Housing							
10-75-436	4CORE (Resource Efficiency)	1,313	1,313	1,313	1,313	1,313	2000
	Habitat For Humanity	0	0	0	0	0	25000
	TOTAL SERVICE FUNDS	63,263	60,453	66,763	64,263	61,763	154100

3% 2016 Tax & Contracts
\$74,648

ECONOMIC DEVELOPMENT						
Account		2014 Budget	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Economic Development						
10-77-511	Southwest Rural Philanthropy Days SWRPD	2,500	2,500	0	0	0
10-77-512	Downtown Development Group	10,000	4,701	0	0	0
10-77-515	Economic Development Incentives	20,000	3,547	5,000	33,000	37,000
10-77-520	General Economic Development Activites	0	0	25,000	12,500	15,000
10-77-525	Economic Development Organization	0	0	20,000	12,500	20,000
TOTAL ECONOMIC DEVELOPMENT		32,500	10,748	50,000	58,000	72,000

a Hometown Market and Tractor Supply

b \$6,250 SWCOG match



AGENDA DOCUMENTATION

NEW BUSINESS:IV.2

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: REQUEST FOR FUNDING FROM THE DOWNTOWN TASK FORCE
ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

TABLED FROM NOVEMBER 3RD MEETING – NEW INFORMATION IS IN BOLD AND ITALICS

Many municipalities are interested in taking those steps they can to help revitalize their downtown core. To further that effort, many municipalities partner with Downtown Colorado, Inc. (DCI) to perform assessments. In partnership with a group known as the Downtown Development Group, the Town of Pagosa Springs allocated \$10,000 to hire DCI to perform the assessment with a focus of exploring the possibility of forming a Downtown Development Authority (DDA). This effort began in 2012 and was completed in 2014.

A grant was received from DoLA in the amount of \$25,000 with our match being \$6,250. We are proceeding with fulfilling the grant scope of work. It has been requested by the Downtown Task Force (DTF) for additional assistance in the amount of ***\$2,251.57*** to pay for a newsletter and mailing to help deliver consistent information to the downtown property owners on this initiative. ***The cost breakdown for the newsletter mailings is as follows:***

<i>November 2015, 8-page newsletter, full color, 320 copies</i>	<i>752.58</i>
<i>December 2015, 8-page newsletter, full color, 320 copies</i>	<i>752.58</i>
<i>Stamps, 960@49 cents each (including SASE in Nov. mailing)</i>	<i>470.40</i>
<i>Envelopes</i>	<i>34.05</i>
<i>Labels</i>	<i>41.66</i>
<i>Website</i>	<i><u>200.00</u></i>
<i>Total</i>	<i>\$2,251.27</i>

The plan is to include a SASE in the November newsletter asking people how they prefer to receive future newsletters – via email or postal service – thus, we do anticipate expenditures for the December newsletter could be lower than the full estimate.

FISCAL IMPACT

If Council were to approve funding for this effort, it would come from the Town Council approved funding under the line item “General Economic Development Activities. The premise for the funding was for unanticipated opportunities or requests for economic development projects or initiatives. Furthermore, the intent of the funding was to leverage other funding sources or efforts in progress. Per Council direction, specific Council authorization is required to spend from this line item. The funding line is: 10-77-520.

2015 TOWN COUNCIL GOALS & OBJECTIVES

Included in the Town Council’s adopted Goals & Objectives is Goal #2 of “Recognizing and valuing downtown as the community’s heart.” Objective 2.3 within that goal is “Help to Re-vitalize and Expand the Downtown Commercial Area.”

Finally, a specific action item within Objective 2.3 is to “Encourage a Downtown Development Authority.” This proposed project directly promotes those goals and objectives.

ATTACHMENTS

- None

RECOMMENDATIONS

Possible actions by the Town Council include:

1. **“Move to authorize the sponsorship of the Downtown Task Force in the amount of \$2,251.27 to be paid from Funding Line 10-77-520.”**
2. **“Move to authorize the sponsorship of the Downtown Task Force in the amount of \$_____ to be paid from Funding Line 10-77-520 for the purposes of paying for the following items _____.”**
3. **“Move to decline the funding request of the Downtown Task Force.”**
4. **Direct Staff Otherwise.**



AGENDA DOCUMENTATION

NEW BUSINESS:IV.3

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 19, 2015

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT OPPORTUNITY

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE

Safe Routes to School (SRTS) has issued a notification of the availability of infrastructure grants for 2016, with a grant deadline of January 8, 2015. Projects can request between \$50,000 and \$350,000 in SRTS grant funding, with a minimum 20% cash match required. There is \$2,000,000 available state wide for this infrastructure grant round. Grant award notifications are expected in late March 2016, and projects must be fully completed before June 30, 2018.

Staff has been working with the local Metro Retro Kids will SRTS coalition, Archuleta County School District, Davis Engineering, CDOT, Colorado's Safe Routes to School Program Manager and the Streets Department to develop the best eligible project for Town Councils' consideration. Staff is looking for direction from Town Council as to moving forward with this grant application or not. If approved to move forward, staff will need to work very diligently to meet the January 8th deadline.

BACKGROUND

Forty-five years ago, walking and biking to school were commonplace – in 1969, roughly half of all 5 to 18 year olds either walked or biked to school. Times changed, and by 2001, nearly 90% of our youth were driven to school either by bus or by individual car. This change in transportation mode has added to traffic congestion, a reduction in air quality and the deterioration of our children's health. While distance to school and safety are the most commonly reported barriers to walking and bicycling, private vehicles still account for half of school trips for children living within 1/2 mile from school—a distance easily covered on foot or bike. In 2009, American families drove 30 billion miles and made 6.5 billion vehicle trips to take their children to and from schools, representing 10-14 percent of traffic on the road during the morning commute.

Safe Routes to School (SRTS) was established in 2005 to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. The Colorado Department of Transportation manages the Colorado SRTS program.

This year, CDOT's Transportation Commission has approved the continuation of the SRTS program by committing to fund the program with \$2 million for infrastructure projects and \$0.5 million for non-infrastructure projects. Grants are awarded through a statewide competitive process. SRTS funds available for FY16 projects will support infrastructure projects and non-infrastructure (education, encouragement, and enforcement) projects (which require a separate application).

Research has shown the most successful way to increase bicycling and walking is through a comprehensive approach that includes the "5 E's" (Education, Encouragement, Enforcement, Engineering and Evaluation). Applicants requesting funding for infrastructure projects are also required to include an educational component in their project. This can be an existing

program, an enhanced program or a new program that highlights the specific infrastructure. The educational component of an infrastructure project does not need to be a separate application.

Strong evidence exists that children will walk and bike to school if communities invest in supportive infrastructure and programs. Engineering improvements associated with Safe Routes to School programs have been shown to have an absolute increase of three percentage points in active travel, which represents a relative increase of 18%. Over a five-year period, education and encouragement programs can lead to a relative increase in active travel of 25%.¹

The following list provides general infrastructure examples:

- ~ Installing Bicycle Parking Facilities
- ~ Street Striping (bicycle lanes, crosswalks)
- ~ Developing Off-Street Bicycle & Pedestrian Facilities
- ~ Installing Signs
- ~ Facilities to Slow Traffic
- ~ Installing Sidewalks
- ~ Increasing Connections Between Locations
- ~ Installing Bike/Pedestrian Counters

The use of SRTS funds is not permitted for projects that reorganize pick-up and drop-off areas primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access. Additionally, improvements to bus stops are not eligible for this funding.

ANALYSIS

The north Pagosa residential neighborhoods are currently underserved as far as sidewalks and trails are concerned. There are only sidewalks around the two Archuleta County Housing locations at S. 7th and Florida and at S. 5th and Juanita St. New sidewalks serving this neighborhood and connectivity with the Eighth Street traffic light and pedestrian crossing facilities would provide a much needed safe route to the elementary school, via the East Phase Trail and 10th Street sidewalk (both to be constructed in early 2016). Providing this type of sidewalk connectivity is a perfect fit for the intent of the SRTS infrastructure grant opportunity.

During the November 6th site visit, we analyzed the sidewalk location options along N. Eighth and Florida Streets. With the first priority being the safest route and the second being the cost, it became apparent that the sidewalk along the east side of N. Eighth Street and then extending east along the south side of Florida Street would be the best scenario. Both sides of each street have their own specific challenges. Given the pedestrian crossing facility at Eighth Street and Hwy 160 intersection, and the push button crossing from the NW corner to the NE corner, allows a safer route for children, rather than have the kids cross Rosita Street.

We are still analyzing the exact and specific details of the project and investigating potential partners. We have received a preliminary project cost estimate from Davis Engineering, explained further under the Fiscal Impact section of this report.

The SRTS grant will cover design, engineering and construction activities. The grant does require an educational component, and the School District and Retro Metro Kids will contribute this component to the project.

FISCAL IMPACT

Davis Engineering developed a cost estimate for approximately 400 lineal feet of sidewalk along the east side of N. Eighth Street and 200 lineal feet along the south side of Florida Street = \$226,8000. This trail section is noted on the attached map as "Proposed SRTS Sidewalk". The pricing includes installation of street lighting.

Since our preference for federal funding is a project cost between \$250 - \$350,000, the following are other options we have considered to include to achieve that project cost range:

- 1) Additional 400 lineal feet of sidewalk along the south side of Florida Street between S. 7th Street and S. 6th Street = \$123,000 (includes street lighting).
- 2) Add Trail (Street) lighting along the east phase trail and the 10th Street sidewalk = \$50,000. The trail project already includes trail lighting infrastructure (pole bases and conduit), so this cost is specific to the purchase of light poles, light fixtures, wire, electrical meter and installation.

- 3) Removing street lighting from the project scope would save \$57,000, however, this is not enough to extend the sidewalk to a logical termination, for example, extending the sidewalk along Florida to 5th Street, between 6th and 5th = \$220,000 OR extending the sidewalk to Loma Street = \$142,000.

With these additional considerations, The Florida Road Sidewalk extension (#1 above) would provide more connectivity to the neighborhood and increase the total estimated project cost to \$349,800. This includes a 20% contingency to help ensure the project does not exceed \$350,000 and project match does not exceed \$70,000.

PROJECT PARTNERS

The Project currently includes the following partners with a brief note of their anticipated contribution:

Our Local Retro Metro Kids SRTS Coalition will be participating in the collection the necessary data, letters of support, and the development of the required educational component for the project with the school district.

Archuleta County Schools will be participating in the collection the necessary data, letters of support, and development of the required educational component for the project with the Retro Metro Kids SRTS Coalition. Possible \$3,500 financial contribution towards the required education component.

Archuleta County BOCC: Staff has inquired about a financial contribution and will work with the County Administrator and BOCC chair in determining an amount they may be able to contribute. Staff will present at a future BOCC meeting to secure financial support.

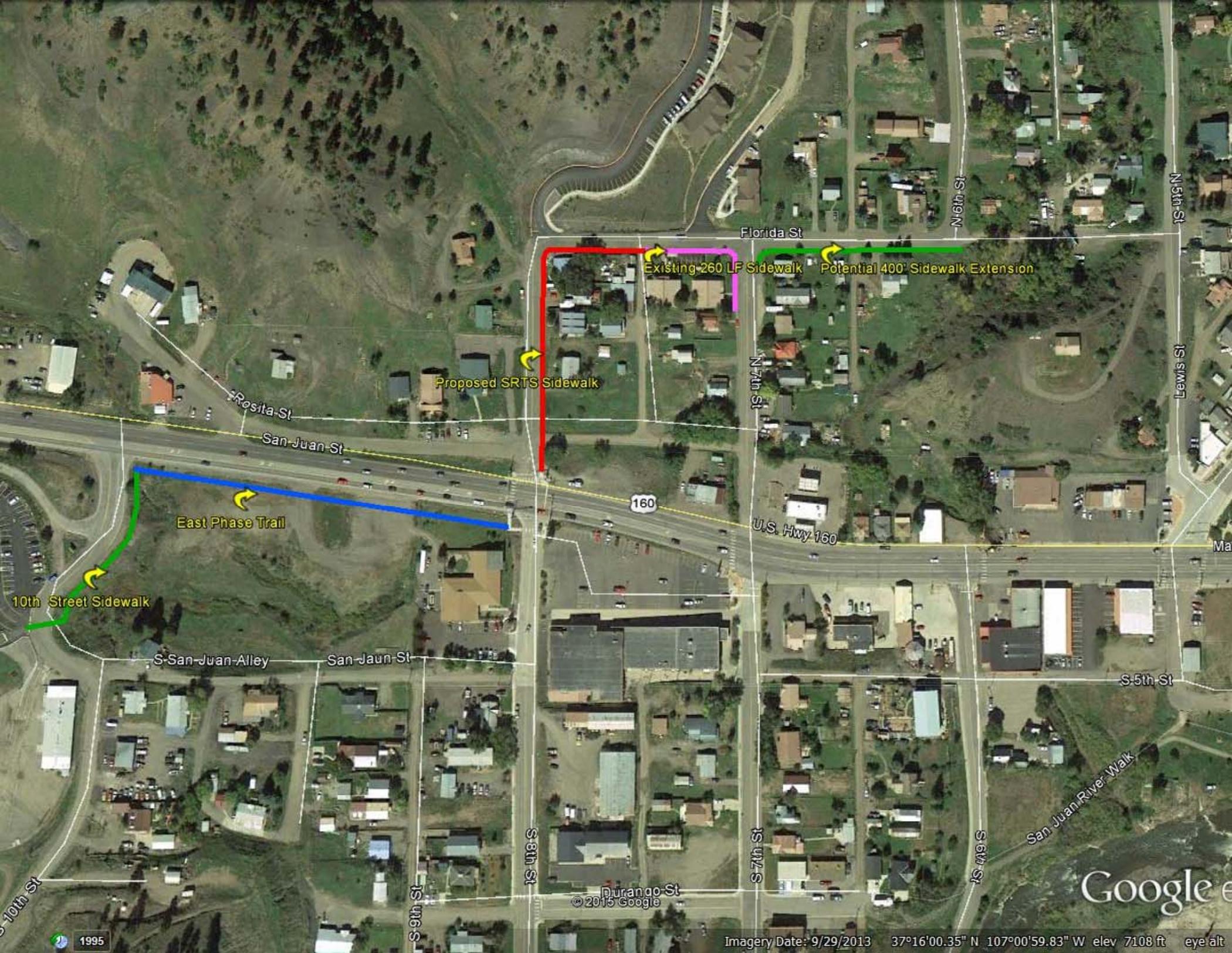
Town of Pagosa Springs will be required to be the grant recipient, manage the project and ensure at least 20% match is secured for the project. For a maximum project total of \$350,000, a minimum of \$70,000 is required. Costs expensed prior to a grant contract are not eligible for the required match. A resolution for TC support will come to TC on December 17th if TC directs staff to move forward.

ATTACHMENTS

Map of the proposed sidewalk route along N. Eighth Street and Florida Street.

ALTERNATIVE ACTIONS

- 1) Direct Staff to proceed with drafting a Safe Routes to School Infrastructure Grant Application for New Sidewalks along North Eighth Street and Florida Street, with a project total not to exceed \$350,000 and Town Grant Match not to exceed \$70,000.
- 2) Direct Staff to proceed with drafting a Safe Routes to School Infrastructure Grant Application for New Sidewalks along North Eighth Street and Florida Street, with a project total not to exceed \$350,000 and Town Grant Match not to exceed \$70,000, with the Additional Following Direction.
- 3) Direct Staff to not apply for a Safe Routes to School Infrastructure Grant Application.



Florida St

N 6th St

N 5th St

Lewis St

N 7th St

Rosita St

San Juan St

160

U.S. Hwy 160

East Phase Trail

10th Street Sidewalk

S San Juan Alley

San Juan St

S 5th St

San Juan River Walk

S 8th St

Durango St
© 2015 Google

S 7th St

S 6th St

Google e



AGENDA DOCUMENTATION

NEW BUSINESS:IV.4

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 19, 2015

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: ORDINANCE 835, AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS DESIGNATING CERTAIN REAL PROPERTY KNOWN AS THE RUMBAUGH CREEK STONE ARCH BRIDGE WITHIN THE TOWN OF PAGOSA SPRINGS, COLORADO AS A LOCAL HISTORIC LANDMARK

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE / BACKGROUND

The Town received notification of a \$166,605 grant award for the restoration of the Rumbaugh Creek Bridge in July 2015. During the processing of our award contract, it was realized that the Bridge was not included in the previous Water Works Facility Local Landmark designation, as was originally thought. The State Historical Fund does require the bridge be designated as a historic Landmark before they can finalize drafting the grant contract for execution with the Town. Town Council approved the expense of \$55,535 for the required cash match.

ANALYSIS

The formal designation requires the Historic Preservation Board to make a recommendation of the designation of a local landmark and Town Council must approve the Historic Landmark Designation in the form of an ordinance, both at publicly notified public hearings. The Town is the owner of the property and bridge. On November 18th the Historic Preservation Board will make a recommendation on this matter, and staff will present their recommendation at the TC meeting. Designation is outlined in the LUDC Article 8, section 8.3.

8.3.1. Requirements for Designation of Local Historic Landmarks

In order to qualify for designation as a Local Historic Landmark the following criteria must be met.

- A. The property, building, structure, feature, object, and/or area must be 50 years old or older. The Historic Preservation Board and Town Council reserve the right to waive this requirement.
- B. The property, building, structure, feature, object, and/or area retains structural integrity, which for the purpose of this article shall mean that it does not present an imminent hazard to public health and safety, as determined by a licensed structural engineer.
- C. One or more of the following criteria for architectural, social or geographic/environmental significance applies to the property:
 1. **Architectural**
 - a. It is a portrayal of the environment or a group of people in an era of history characterized by a distinctive architectural style.
 - b. It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or the use of indigenous materials.
 - c. It embodies elements of architectural design, materials or craftsmanship that represent a significant architectural or structural innovation.
 2. **Social**
 - a. It retains character, interest or value as part of the development, heritage or cultural characteristics of local, regional or national significance.
 - b. It is the location of a site of a significant local, state or national historic event.
 - c. It is identified with a person or persons who significantly contributed to the culture and development of the Town.
 3. **Geographical/Environmental**

- a. Its unique location or singular geological, archaeological, or physical characteristic represents an established and familiar visual feature of a neighborhood.
- b. Its relationship in terms of size, location and architectural similarity to other structures or sites of historic or architectural significance, makes the structure or site critical to the preservation of the character and identity of the local community or to a historically significant neighborhood.

FISCAL IMPACT

Recordation fees associated with recording the ordinance with the County Clerk: \$50 - \$75.

Surveying and Legal description preparation: \$1,000.

Public Notification: \$50.

ATTACHMENTS

Ordinance 835, An Ordinance of the Town of Pagosa Springs Designating Certain Real Property Known As The Rumbaugh Creek Stone Arch Bridge within the Town of Pagosa Springs, Colorado As a Local Historic Landmark.

PLEASE NOTE: Exhibit A was not ready at the time this staff report was prepared. Once we receive the exhibit, we will email a copy to your and provide a hard copy at the meeting.

PUBLIC NOTIFICATION

Public Notification is required and has been satisfied, identifying the November 18th HPB public hearing, November 19th and December 1st TC public hearings, as described below.

- 1) Published in the SUN Newspaper on October 22, 2015.
- 2) Posted on the Property on October 22, 2015.
- 3) Mailed to property owners within 300 feet of the subject property on October 22, 2015.
- 4) Posted at Town Hall on October 22, 2015.

ALTERNATIVE ACTIONS

- 1) APPROVE the First Reading of Ordinance 835, An Ordinance of the Town of Pagosa Springs, Designating Certain Real Property Known As The Rumbaugh Creek Stone Arch Bridge within the Town of Pagosa Springs, Colorado, As a Local Historic Landmark.
- 2) APPROVE the First Reading of Ordinance 835, An Ordinance of the Town of Pagosa Springs, Designating Certain Real Property Known as the Rumbaugh Creek Stone Arch Bridge within the Town of Pagosa Springs, Colorado, As a Local Historic Landmark, with the following additional contingencies.....
- 3) DENY the First Reading of Ordinance 835, An Ordinance of the Town of Pagosa Springs, Designating Certain Real Property Known As The Rumbaugh Creek Stone Arch Bridge within the Town of Pagosa Springs, Colorado, As a Local Historic Landmark.

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 835
(2015 series)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
DESIGNATING CERTAIN PROPERTY KNOWN AS THE
RUMBAUGH CREEK STONE ARCH BRIDGE
WITHIN THE TOWN OF PAGOSA SPRINGS, COLORADO
AS A LOCAL HISTORIC LANDMARK**

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

WHEREAS, pursuant to Section 1.4 (A) of the Charter, the Town has all power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, pursuant to Section 31-23-301, *et seq.*, C.R.S., and Article XII of Chapter 21 and Appendix A, Article V of the Town of Pagosa Springs, Colorado (“Town”) Municipal Code, Ordinance No. 396, and the Town Zoning Ordinance No. 513, the Board of Trustees (“Board”) of the Town has authority over zoning matters within the Town; and

WHEREAS, the Colorado General Assembly has recognized the value of protecting areas and properties of historical significance, and has established the Colorado State Historical Society, §24-80-201, C.R.S.; authorized establishment of county historical societies, §24-80-301, C.R.S.; provided for the registration of historic places, §§24-80.1-102, *et. seq.* C.R.S.; and established certain tax credits for rehabilitating historic property, §39-22-514, C.R.S.; and

WHEREAS, the Town Council adopted the Land Use Development Code (LUDC) embodied within the Municipal Code, and Article 8 of the LUDC regarding Historic Preservation and section 8.3 regarding Designating Historic Landmarks; and

WHEREAS, the Pagosa Springs Historic Preservation Board has recommended the designation of certain property known as the Rumbaugh Creek Stone Arch Bridge as a local historic landmark, which local historic landmark may in the future be subjected to additional use restrictions to ensure the reasonable and appropriate preservation of such landmark’s historic values; and

WHEREAS, The Rumbaugh Creek Stone Arch Bridge and the adjacent surrounding property, as described in Exhibit A, is owned by Town of Pagosa Springs and the Town Council consents to the historic landmark designation of the property and bridge structure; and

WHEREAS, the Town Council hereby determines that for the preservation and protection of the historic Rumbaugh Creek Stone Arch Bridge structure and surrounding area, it is in the best interest of the residents and visitors of the Town to designate the bridge as a local historic landmark; and

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

SECTION 1 - Findings of Historic Value. The structure known as the Rumbaugh Creek Stone Arch Bridge and the adjacent surrounding land, as legally described in Exhibit A, (collectively the “Property”), is located within the eastern end of the unimproved Lewis Street platted public right-of-way within the Town of Pagosa Springs Pagosa Springs. The “Property” and the structure located thereon are owned by the Town of Pagosa Springs, and are found to have the following historic values as set forth in Section 8.3 of the Land Use Development Code:

1. The Rumbaugh Creek Stone Arch Bridge is at least 50 years old, estimated to have been constructed in approximately 1938 as part of the W.P.A. program that constructed the adjacent Old Pagosa Springs Water Treatment Plant, a local historic landmark.
2. The Rumbaugh Creek Stone Arch Bridge has been determined to be in imminent danger of collapsing, however, the structure retains enough structural integrity to allow for the restoration and preservation of the bridge.
3. The Property is a portrayal of the environment or a group of people in an era of history characterized by a distinctive stone arch architectural style.
4. The Bridge embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or the use of indigenous materials.
5. The Bridge embodies elements of architectural design, materials or craftsmanship that represent a significant architectural and structural innovation.
6. The Property is associated with events that have made a significant contribution to the history of the Town of Pagosa Springs;
7. The Property is associated with persons significant in the history of the Town of Pagosa Springs;
8. The Bridge retains character, interest or value as part of the development, heritage or cultural characteristics of local, regional or national significance.
9. The Property is the location of a site of a significant local, state or national historic event.
10. The Property is identified with persons who significantly contributed to the culture and development of the Town.

11. The Bridge's unique location or singular geological, archaeological, or physical characteristic represents an established and familiar visual feature of a neighborhood.
12. The Bridge's relationship in terms of size, location and architectural similarity to other structures or sites of historic or architectural significance, makes the structure or site critical to the preservation of the character and identity of the local community or to a historically significant neighborhood.

SECTION 2 - Designation of Historic Landmark. The Property and the Rumbaugh Creek Stone Arch Bridge are designated as a local historic landmark. The Property shall be subject to such specific and general provisions of the Pagosa Springs Zoning Code, including reasonable and appropriate restrictions, which currently exist and as may be adopted and amended by the Town Council from time to time, designed to preserve such landmark's historic values.

SECTION 3 - Zoning Code Amendment. The provisions of Section 2 of this Ordinance shall be deemed an amendment of the Town of Pagosa Springs Zoning Map, and shall be codified in the Town of Pagosa Land Use Development Code within the Pagosa Springs Municipal Code.

SECTION 4 - Finding of Emergency. The Town Council finds that the immediate adoption and effectiveness of this ordinance is necessary to allow the application and receipt of grant funds critical to ensure the preservation of the Property and the Rumbaugh Creek Stone Arch Bridge structure, and that such preservation will protect and enhance the Town's cultural heritage, enhance area property values, stabilize historic neighborhoods, increase economic and financial benefits to the Town and its business associated with tourism, and protect and enhance educational opportunities regarding the Town's unique heritage.

SECTION 5 - Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

SECTION 6 - Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

SECTION 7 - Effective date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ___ DAY OF _____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE _____ DAY OF _____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 835 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the ____ day of _____, 2015, and was published by title only, along with a statement indicating that a violation of the Ordinance is subject to enforcement and punishment pursuant to Article 3, Chapter 1 of the Pagosa Springs Municipal Code, and specifically, Section 1.3.3 which provides for a fine not exceeding \$2,650 or incarceration not to exceed one year, or both, and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2015, which date was at least ten (10) days prior to the date of Town Council consideration on second reading.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 835 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the ____ day of _____, 2015, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)



AGENDA DOCUMENTATION

NEW BUSINESS:IV.5

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 19, 2015

FROM: DARREN LEWIS , PARKS & RECREATION DIRECTOR

PROJECT: WIND HARP

ACTION: DISCUSSION AND POSSIBLE ACTION

BACKGROUND

Ross Barrable has generously offered a donation of a wind harp to be installed on one of our pedestrian bridges. Mr. Barrable has presented this idea to the Pagosa Area Tourism Board and the Parks and Recreation Commission resulting in strong support from both groups.

Fiscal Impact

This recommendation is based off a donation to the Town of Pagosa Springs.

Parks & Recreation Commission

On October 13th the commission did not have a quorum, however, four board members unanimously recommended the acceptance of the wind harp as a donation to the Town of Pagosa Springs.

ADOPTED 2015 COUNCIL GOALS & OBJECTIVES

While the Council's Goals & Objective don't speak directly to this effort, it may be inferred this initiative is consistent with "Goal 2: Objective 2.3 Beautification of Downtown core

RECOMMENDATION

Possible motions for the Town Council to consider are:

- 1. Move to approve the donation to the Town of Pagosa Springs the wind harp from Ross Barrable**
- 2. Move to decline the donation to the Town of Pagosa Springs the wind harp from Ross Barrable**
- 3. Direct Staff Otherwise**



AGENDA DOCUMENTATION

OLD BUSINESS: V.1

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: JAMES DICKHOFF, TOWN PLANNING DIRECTOR

PROJECT: SECOND READING OF ORDINANCE 833, AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS AMENDING THE LAND USE DEVELOPMENT CODE FOR ESTABLISHING REGULATIONS REGARDING ELECTRONIC MESSAGE CENTER SIGNS.

ACTION: DISCUSSION AND POSSIBLE ACTION

PURPOSE

The Town Council approved the first reading of Ordinance 833 at their meeting held October 22, 2015 by a vote of five in favor and two against. During their November 3, 2015 meeting, the Town Council approved the following:

BACKGROUND

The Planning Commission considered regulations for Electronic Message Center (EMC's) signs for some time. On April 28, 2015, the PC approved a set of EMC sign regulations for Town Councils consideration.

The Historic Preservation Board had also consider this matter early in 2015. The downtown district contains a number of locally listed historic landmark properties outside the historic district, and has many properties that would be eligible for local landmark designations. *The HPB recommended to prohibit EMC signs within Sign Zone 1 and within the historic district (which currently would not allow EMC signs).*

Town Council October 22, 2015 meeting minutes:

Agenda Item V.2: Ordinance 833, First Reading, Adopting Regulations for Electronic Message Center Signs – Council Member Lattin moved to approve the first reading of Ordinance 833, an ordinance of the Town of Pagosa Springs amending the Land Use Development Code for establishing regulations regarding electronic message center signs, Council Member Bunning seconded, Council Member Schanzenbaker is not comfortable with allowing these signs in Sign Zone 1 because it is too dense, but is okay with them in the uptown area, motion passed with two nays (Council Members Patel and Schanzenbaker).

Town Council November 03, 2015 meeting minutes:

Agenda Item V.1. Ordinance 833, Second Reading, Adopting Regulations for Electronic Message Center Signs - After the first EMC sign was installed at an uptown lodging establishment, it became apparent the Town may need to revise the LUDC to clarify and define the allowable operation of such EMC signs to ensure compliance with the intent of the existing LUDC sign regulations. The Town's sign code could be interpreted as allowing EMC's with restrictions. It is prudent to adopt specific regulations for EMC's to ensure their installation does not negatively affect neighboring property owners or motorists and to ensure that electronic message center sign owners understand the allowable operation of such signs. At the first reading on October 22nd, Council Member Schanzenbaker disagreed with the location of the signage and did not want them in the downtown area. Council Member Patel did not agree with the restriction to one message change every five minute time period and suggested a minute or two change time as more appropriate. The ordinance is worded to reduce the possibility of a rapid change which may have the flashing effect. Council Member Alley doesn't agree with sign zone one and may be a reduced time change would be appropriate. Town Planner Dickhoff said other communities had adopted change times of one per day to several. The Planning Commission had said that by allowing two messages for a driver would create a flashing effect. Council Member Patel said that his sign uptown was on a two to three minute interval and does not create a flashing effect. Council Member Schanzenbaker doesn't want signage in sign zone one which is downtown. Council Member Schanzenbaker moved to approve the second reading of ordinance 833, an ordinance of the Town of Pagosa Springs amending the Land Use Development Code for establishing regulations regarding electronic message center signs, with the following revisions Section g.i. EMC shall be allowed in sign zone 2, and, vi. Limit of no

more than one message change each 3 minutes, Council Member Egan seconded, motion passed with three nays (Council Members Lattin, Bunning, Patel).

Please Note: After discussions with the Town's Legal Counsel, Bob Cole, the more restrictive reduction of prohibiting EMC signs in sign zone one, is considered a substantive change, dictating the ordinance be read for second reading again. Thus, the motion and approval on November 3rd is consider the first reading and tonight's consideration is considered the second reading of Ordinance 833.

ANALYSIS

During the previous HPB, PC and TC meetings, staff referred to the Comprehensive Plan, Downtown Master Plan and stated purposes within the LUDC for guidance in developing specific regulations for Electronic Message Center signs. Generally these plans want to ensure that:

- 1) The Town maintains its small town character.
- 2) Implement the comprehensive plan vision for a more attractive, efficient, and livable community.
- 3) Achieve compatibility of future developments with the surrounding areas.
- 4) Fosters a more human scale and attractive street fronts, project a positive image to encourage economic development in the Town, and protect property values of both the subject property and surrounding areas.

In addition, based on the most current discussions regarding prohibiting in sign zone 1 and shortening the frequency of time a message maybe changed, the following applies.

- 1) Of all of the Colorado Town we surveyed, most prohibit EMC signs within the main core downtown or Historic areas.
- 2) The intent of requiring messages to change no more frequently than 5, 3 or even 1 minute, is to prevent the flashing effect created when a message changes from one to another message There does not appear to be any evidence that a shorted frequency of displayed messages leads to increased traffic accidents.

FISCAL IMPACT

There will be expenses associated with the review of proposed LUDC revisions by the Town's attorney.

ATTACHMENTS:

- 1) Ordinance 833, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code for Establishing Regulations Regarding Electronic Message Center Signs.

ALTERNATIVE ACTIONS

- 1) APPROVE the Second Reading of Ordinance 833, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code for Establishing Regulations Regarding Electronic Message Center Signs.
- 2) APPROVE the Second Reading of Ordinance 833, An Ordinance of the Town of Pagosa Springs Amending the Land Use Development Code for Establishing Regulations Regarding Electronic Message Center Signs, with the following revisions.....
- 3) DENY the Second Reading of Ordinance 833, and provide the following direction to staff.....

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 833
(SERIES 2015)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS
AMENDING THE LAND USE DEVELOPMENT CODE FOR
ESTABLISHING REGULATIONS REGARDING ELECTRONIC
MESSAGE CENTER SIGNS**

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

WHEREAS, pursuant to Section 1.4 (A) of the Charter, the Town has all power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, pursuant to Article XX, Section 6 of the Colorado Constitution and Section 11.2 of the Charter the Town has the power to adopt and amend land use and development ordinances; and

WHEREAS, the Town Council has, by Ordinance, adopted the Pagosa Springs Land Use and Development Code, including Article 6 regarding “Development Standards”, section 6.12 Sign Code, and Article 12 regarding “definitions”; and

WHEREAS, the Town Council hereby determines that for the protection of the health, safety and welfare of the Town, it is in the best interest of the residents and visitors of the Town to amend the Land Use Development Code regarding the regulations for allowable locations and operation of Electronic Message Center signs.

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

Section 1. Amend the Land Use and Development Code to include the following additions:

LUDC Article 12, Definitions:

Addition of the following Definitions:

Sign, Electronic Message Center: A sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means.

Sign, Dissolve: A mode of message transition on an Electronic Message Center accomplished by varying the light intensity or pattern, where the first message gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second message.

Sign, Fade: A mode of message transition on an Electronic Message Display accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Addition of LUDC section 6.12.4.A.4.g.

- g. Electronic Message Center (EMC) Sign operation shall adhere to the following rules and standards.
 - i. EMC’s shall be allowed in sign zone 2.
 - ii. Exterior EMC’s shall be prohibited in the Historic District and on local listed historic landmark properties.
 - iii. EMC’s shall be prohibited in residential districts and sign zone 1.

- iv. EMC's are restricted to monument and wall signs only, and shall make up no more than 30% of such total sign area, and shall not be the predominant element of any sign.
- v. No more than one EMC sign is allowed per property.
- vi. Limit of no more than one message change each 3 minutes.
- vii. Message transition shall occur through a minimum 5 second gradual dissolve or fade-in / fade-out.
- viii. EMC messages shall be static. Moving messages, animation and effects described in LUDC section 6.12.3.C and 6.12.4.A.4.d are prohibited.
- ix. EMC light level output shall be a maximum of 0.3 Foot-candles, measured in front of the sign.
- x. EMC signs shall be equipped with automatic dimming software or solar sensors to control brightness for nighttime viewing and variations in ambient light. Manufactures verification is required.
- xi. Text shall be the lighter color and the background shall be the darker color.
- xii. EMC sign regulations shall apply to all EMC signs located inside a building and visible from a public sidewalk or public street.
- xiii. Temporary signage is prohibited for businesses that have an EMC sign installed.

Section 2. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 3. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

Section 4. Effective date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 22 DAY OF OCTOBER, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED BY TITLE ONLY PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE ____ DAY OF _____, 2015.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Don Volger, Mayor

Attest:

April Hessman, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 833 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the 22nd day of October, 2015, and was published by title only, along with a statement indicating that a violation of the Ordinance is subject to enforcement and punishment pursuant to Article 3, Chapter 1 of the Pagosa Springs Municipal Code, and specifically, Section 1.3.3 which provides for a fine not exceeding \$2,650 or incarceration not to exceed one year, or both, and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2015, which date was at least ten (10) days prior to the date of Town Council consideration on second reading.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 833 (Series 2015) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the ____ day of _____, 2015, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this __ day of _____, 2015.

April Hessman, Town Clerk

(S E A L)



AGENDA DOCUMENTATION

REPORTS TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL NOVEMBER 19, 2015

FROM: ZACH RICHARDSON, TOWN BUILDING OFFICIAL

PROJECT: DEPARTMENT OF BUILDING & FIRE SAFETY REPORT

ACTION: UPDATE AND DISCUSSION

COMMERCIAL BUILDING ACTIVITY:

Walmart received an additional extension on its temporary Certificate of Occupancy (CO) for 90 days, until December 17, 2015. Prior to issuance of a final CO, the following issues shall be completed: landscaping, fire issues, and parking lot lighting.

BUILDING PROJECTS:

The Department issued the following building permits:

	AUGUST	SEPT	OCTOBER	YEAR TO DATE
Commercial - Addition	0	0	1	8
Commercial – Improvement	0	0	1	8
Commercial – New	0	1	0	1
Misc-Accessory Structures	0	1	0	2
Residential – Addition	2	0	1	8
Residential – Improvement	0	1	0	4
Residential – New	0	1	0	12
Permits Issued	2	3	3	43
Total Project Valuation:	\$12,450.00	\$3,173,1000.00	\$28,374.00	\$9,307,161.02

During the month of October, the following building files were closed/completed in accordance with the approved plans:

- Two Single Family Residence, Storage Building – Bienvenido and N 14th Street
- Hometown Market – San Juan Street
- City Market Interior Remodel/New Roof – Country Center Drive

As of this report, the Department has 94 active building permits.

BUILDING DEPARTMENT TRAINING AND CONTINUED EDUCATION:

Building Official/Fire Marshal is not planning any training during the month of November. Certified Permit Technician/Associate Planner Margaret Gallegos is preparing for the Residential Plans Examiner certification and will attend a weeklong class in Denver in preparation for the written exam.

BUILDING INFRACTIONS:

Legal Issues: The Department continues to work with legal counsel to follow-up on building code violations, including several businesses operating without an approved Town business license/contractor work permit.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: CANDACE DZIELAK, COURT ADMINISTRATOR

PROJECT: MUNICIPAL COURT, DEPARTMENT REPORT
ACTION: UPDATE

IN-COURT ACTIVITY UPDATE AND SUPERVISION CASELOAD UPDATE

COURT SESSIONS ~ Four (4) court sessions were conducted in October 2015.

Pagosa Springs Municipal Court October 2015 Case Characteristics				Pagosa Springs Municipal Court Current Supervision Caseload November 9, 2015		
Total Cases Docketed	101				Total	% of Caseload
Traffic	28			Cases Under Supervision	83	—
Adults		27		Juveniles	20	24.10%
Juveniles		1		Adults	63	75.90%
Criminal	73			Males	45	54.22%
Adults		59		Females	38	45.78%
Juveniles		14		TOTAL WORKLOAD UNITS	177.79	

STAFFING

- 1) **Deputy Court Clerk** ~ On November 5, 2015, an offer of employment was made, and accepted, for the position of Deputy Court Clerk. Amber Johnson will be assuming the role of Deputy Court Clerk on December 14, 2015. Twenty-five (25) applications were received for the position of Deputy Court Clerk, and five (5) individuals were selected for interviews.

2016 COURT CALENDAR

- 1) In 2016, Municipal Court will be in session a minimum of four (4) days per month. With the exception of November and December, Court will be conducted on Wednesdays and Thursdays during the 2nd and 4th weeks of every month. A schedule of 2016 court dates is attached for your review.

Pagosa Springs Municipal Court 2016 Court Schedule

The Municipal Courtroom is reserved from 8:00am through 5:30pm on the highlighted dates.

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Traffic Court Dates for all Traffic Summonses and Penalty Assessments at 9:00am

Criminal Court Dates at 9:00am



AGENDA DOCUMENTATION

REPORTS TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL
November 19th, 2015

FROM: DARREN LEWIS, PARKS & RECREATION DIRECTOR

PROJECT: COMMUNITY CENTER AND PARKS AND RECREATION DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

PARKS AND RECREATION COMMISSION UPDATE

The latest Parks and Recreation Commission (PRC) meeting was held November 10th; the minutes from this meeting are attached for your review. The next PRC meeting will be held Tuesday, December 8th at 5:30 p.m. in Town Hall if needed.

RECREATION PROGRAMS UPDATE

Youth basketball for ages 7-8 started October 12th and is scheduled to end November 19th. Gymnastics started November 9th for four weeks. There will be one more session offered before the end of the year. The current Gymnastic session will be the last one offered for this year.

PARKS UPDATE

The correct decking for the playground equipment at Town Park has been shipped. The installer is hopeful he can be here the week of November 16th for installation.

Community Center

November 11th the Veterans Day breakfast was held.

First week of December the gym is reserved for Festival of Trees.

V.2

Parks and Recreation Commission Minutes

Date- 10 November 2015

Commission Members- - M. Musgrove, M. DeGraff, A. Gadomski, J. Highum, D. Pettus, A. Simpson

Staff- D. Lewis

Public- Jennifer Green

Call to order-5:42 PM

Minutes from September and October 2015 were approved

Department Head Reports-

- Rec Update: Darren announced that the Parks and Rec offices had officially moved over to the Ross Aragon Community Center. He will begin reviewing and rewriting policies, procedures, fees, and hours to restructure and get the maximum usage of the building which will be utilized as a multi-use space to the public.
- Park Update: Darren also informed the commissioners of the delay in the installation of the new playground equipment for Town Park due to incorrect decking that was delivered. The delay should only take up to an additional week.

Other Reports- Sally High was not present so there was no update on the GGP project.

New Business-

- Tree thinning will continue in 2016 on Reservoir Hill.
- Per M. Musgrove; signage for the new bike trails on Res. Hill is still ongoing and in process with the design company.
- Commissioner Pettus asked about current grievances from the Pickle Ball players at the Community Center. Staff member D. Lewis stated that in order for the new floor to keep its value and condition the current agreement for use of the court is that the players can put down temporary tape lines. The tape has to be taken up after play, otherwise if left on the tape takes off the finish of the new floor.
- X-country ski trail grooming should commence as soon as there is enough snow

Other Business-

- Jennifer Green from the Pagosa Area Tourism Board stated that they were only allocating \$5,000 to purchase new bike racks instead of the original \$10,000 that Stephen Durham presented at the October 2015 meeting. The group had looked into 3 design concepts for the new bike racks. She offered that the least expensive of the options was a sufficient choice. It was agreed by the commissioners that the more that can be purchased the better and to be placed in highly visible locations; including the downtown business district, offering a more "bike friendly community". The bike rack order needs to be placed before Dec. 31, 2015
- It was noted that although there was not a quorum at the October meeting, there was unanimous agreement by the commissioners present to send a recommendation to council via Darren that the presentations by Ross Barrable and his wind harp donation as well as the Ice Rink placement and request for temporary poles for shade was well received by Town Council.
- There will be no December P&R meeting unless necessary. The next scheduled meeting will be at 5:30 on Tuesday, January 12, 2016 at the Pagosa Springs Town Hall.

Adjournment-6:30



AGENDA DOCUMENTATION

REPORTS TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 19, 2015

FROM: JAMES DICKHOFF, PLANNING DIRECTOR

PROJECT: PLANNING DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

HISTORIC PRESERVATION BOARD (HPB) UPDATE

Due to the Veterans Day holiday, the next regular HPB meeting will be held on November 18, 2015 at 5:15 pm. These meeting minutes will be included in next month's Planning Departments Report to Town Council.

PLANNING COMMISSION (PC) UPDATE

The November 10, 2015 PC meeting was cancelled.

The Next Regularly scheduled PC meeting will be conducted on November 24, 2015 at 5:30pm in Town Hall.

GEOHERMAL GREENHOUSE PROJECT

The Geothermal Greenhouse partnership project site work is wrapping up for the season due to snow and cold temperatures. It is still planned to pour the riverwalk trail through the project site before shutting the project down for the winter. Portions of the GGP site improvements and reseeding the disturbed ground will occur in the spring of 2016. Portions of the site will require construction fencing maintained by the contractor until the spring.

EIGHTH STREET IMPROVEMENTS

Town Council will be considering the approval of the proposed 2016 budget in the near future. We currently have a placeholder of \$1,750,000 for 8th Street re-construction. Davis engineering is currently working on cost estimates for 4 different road improvement options for comparisons and Town Councils consideration, that include:

- 1) Reconstruction of the asphalt only, maintaining existing curb and gutter.
- 2) Widening the roadway to accommodate on-street bike lanes/maintain on-street parking both sides of street/sidewalk along west side/maintaining east side curb/gutter/sidewalk.
- 3) Widening roadway to accommodate on-street parking both sides of road/sidewalk on west side/maintaining east side curb/gutter/sidewalk.
- 4) Widening roadway to accommodate on-street parking both sides of road/ bike path on west side/maintaining east side curb/gutter/sidewalk.

SMALLER RESIDENTIAL LOTS

On October , 2015, Town Council directed the planning director to bring back additional information for their consideration of allowing smaller lots sizes for single family homes within the R-12 (Residential medium density 12 dwelling units per acre) and R-18 (residential-high density-18 dwelling units per acre) districts. Staff intends on bringing the additional requested information back for Town Councils consideration by the January, 5th meeting.

AERIAL TOPOGRAPHY SURVEY

Staff has recently received 3 written quotes for conducting an Aerial Survey. We have hired Olympus Aerial Surveying, as they responded with the low bid of \$21,740. Olympus Aerial Surveying has conducted aerial surveying of Reservoir Hill in 2011. The Aerial Survey will provide 1 foot interval topography mapping that can be utilized in planning future riverwalk trails, Town to Pagosa Lakes trail segments, and access control plan secondary road alignments.

The actual date of the flyover will be determined based on snow coverage and remaining leaves on trees. The fall season typically has very short windows of opportunities to conduct accurate data collection since the best time is between the time the leaves fall and before snow is remaining on the ground. It is our preference to conduct the flyover this fall, however, if conditions do not permit, we will schedule in the spring as soon as snow is melted.

NEW ASSOCIATE PLANNER POSITION

Staff will be conducting interviews for the Associate Planner position on November 16th. We received 25 applications and will interview 5-6 finalists.



AGENDA DOCUMENTATION

REPORTS TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

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

PROJECT: POLICE DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

POLICE DEPARTMENT INCIDENT REPORTING

The Pagosa Springs Police Department Statistics for October, 2015

Officers responded to 364 calls for service.
Officers responded to 22 agency assist calls for service
Officers completed 50 incident / offense reports
Officers completed 19 accident investigation reports.

OFFICER TRAINING UPDATE

October 2015

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

Officer completed CPR re-certification training

All officers are receiving online training for various POST standard classes through policeone virtual academy.

All officer are receiving online CIRSA training

RECRUITING UPDATE

The police department, currently, has two full time opening(s) for patrol officer. One of the positions is occupied by a part time officer. The department tested and interviewed two applicants, currently in the background phase

The department is currently increasing recruiting efforts and has distributed hiring posters to Colorado law enforcement training academies throughout the state.

COMMUNITY EVENTS UPDATE

The police department has is applying for a law Enforcement Assistance Funding (LEAF) grant from CDOT for the first half 2016, this grant pays overtime compensation for officer to conduct designated DUI enforcement.

The police department has received POST grant funding, to provide online POST certified classes to officers 24 Hours a day.

Chief Rockensock provided De-escalation training for the Pagosa Medical Center



AGENDA DOCUMENTATION

REPORTS TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 19, 2015

FROM: APRIL HESSMAN, CMC, TOWN CLERK

PROJECT: TOWN CLERK DEPARTMENT REPORT

ACTION: UPDATE AND DISCUSSION

CLERK'S OFFICE UPDATE

The Clerk is expecting to receive three audit services proposals from interested auditing companies. The Town Clerk and Town Manager will review and provide the council with information regarding our selection.

The clerk's office is assisting departments with use of the new employee performance evaluation forms. This form should assist in a uniform approach in evaluating employees and make it easier to address goals and improvement areas.

The Town will hold the Christmas party on Thursday December 10th at DSP Pizzeria beginning at 6pm. The Town Council is encouraged to attend the party. Last year's Christmas party was a lot of fun and the employees enjoyed the gift exchange. Once again we will have a white elephant gift exchange and Greg Schulte has once again agreed to moderate. If you bring a gift for the exchange please keep the price \$10 or less and bring one per person.

BENEFITS

As November comes to a close, staff is finishing the processing of open enrollment documentation and 2016 insurance renewal data. Staff is working with Lincoln Life to provide employees the option to purchase voluntary term life insurance through payroll deductions. This benefit provides employees with competitive group rates and the convenience of paying premiums through payroll deductions. This employee benefit will be provided at no additional costs to the Town.

This year the Town has applied a total of \$6,310.98 in CCOERA forfeitures to offset the employer portions of 401(a) contributions for the payrolls on 06/05, 06/19 and 10/23 payroll. Forfeitures result when employees leave the Town with unvested balances.

PERSONNEL

A new Volunteer Coordinator was hired for the Visitor Center on November 2nd as a result of the resignation of the previous coordinator effective October 30th. An offer has been accepted for the Deputy Court Clerk position with her scheduled to begin work on December 14th. One police officer resigned effective November 13th. Two police officer candidates are in background which should be completed the week of November 16th. An interview has been scheduled for November 19th for another officer candidate who visited Pagosa Springs for a ride along on November 7th. Interviews of five candidates (out of 25 applications) were held on Monday, November 16th for the Associate Planner position. Staff is revisiting our 2nd and 3rd choices for the Special Projects Manager position as a result of our first pick dropping out of the hiring process.

RECORDS

As the end of 2015 approaches, Staff has been reviewing the Colorado Municipal Records Retention Manual to identify records that can be destroyed per the retention schedule.



AGENDA DOCUMENTATION

REPORT TO COUNCIL

PAGOSA SPRINGS TOWN COUNCIL
NOVEMBER 19, 2015

FROM: GREGORY J. SCHULTE, TOWN MANAGER

PROJECT: TOWN MANAGER'S REPORT

ACTION: UPDATE AND DISCUSSION

CIVIL PROSECUTIONS

The Town staff spent considerable amount of time serving and processing the fire and building code violations for the Sky View Motel. Staff involved included Building Official, Town Clerk, Town Manager, and Town Attorney, Police Detective, and Court Staff on various levels. This was the first time that this has occurred in the Town where a lodging establishment had to be closed for safety reasons.

Geothermal Authority Update

The Geothermal Authority met on Nov. 9th and at that meeting there was the decision to seek an 2nd opinion on whether there should be a verification on the assertion that there is a 70-80% likelihood the temperature will be approx. 125 degrees at the 2,500 feet.

Energy Audit Update

On Oct. 15th, 2 specialists from the CS Extension Office of the Rural Energy Center visited Pagosa Springs and we held and energy assessment for the different Town facilities. A report on possible options will be presented to Council probably in December or January.

Personnel Updates

The Admin staff is in the middle of several recruitments as follows:

- Special Project Manager (First Candidate declined and we are looking at other candidates)
- Associate Planner (Interviews: 11-17-15)
- Deputy Court Clerk Amber starts Nov. 2015)
- Police Officer: (Interviews: 10-28-15)
- Visitor Center Coordinator (Kim Lund hired 1-12-15)
- Visitor Center Volunteer Coordinator (Pam Hotchkiss hired 11-2-15)

Open Enrollment Update

On October 20th, an Open Enrollment meeting was held for all staff and presentations were given by Benefits Health, AFLAC, United Way, and CCOERA. We had a very successful event and had good attendance by staff. The tickets to the Nuggets were given away to Tye Davidson. In addition, Branden Lattin, Anthony Maestas, and Brooks Brown were recognized with gift cards for their recent respective accomplishments.

2016 BUDGET PREP

The staff will be preparing for the 2016 Budget. The Budget Calendar is as follows:

- | | |
|-------------------------------|---|
| - Budget Work Sessions: | October 23rd & 29 th (both at 7:30 am) |
| - Public Budget Work Session: | November 19th |
| - Final Budget Adoption: | December 1 st |



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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 19, 2015
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 November 3, 2015 Meeting Minutes**
 2. **Approval of October Financial Statement and Accompanying Payments**
- V. **REPORTS TO BOARD**
 1. **Sanitation District Report**
 2. **PAWSD/Pipeline Update Report**
- VI. **NEW BUSINESS**
 1. **Resolution 2015-05, Certifying Delinquent Accounts to the County Treasurer**
- VII. **NEXT BOARD MEETING DECEMBER 1, 2015 AT 5:00PM**
- VIII. **ADJOURNMENT**



AGENDA DOCUMENTATION

REPORTS TO BOARD:V.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS
NOVEMBER 19, 2015

FROM: GENE TAUTGES, SANITATION SUPERVISOR

PROJECT: SANITATION DISTRICT REPORT
ACTION: DISCUSSION

ADMINISTRATIVE

The Small Community Grant application for a larger storage vault at pump station #1 has been submitted to CDPHE. Now we must wait until around March 1st 2016 to see if we get funded, so please keep your fingers crossed. All line locate requests and monthly discharge monitoring reports have been completed on time.

COLLECTION SYSTEM

I was able to locate the data that went into the making of the PSSGID AutoCAD map system which will prove to be very valuable in our future rehabilitation efforts. I am in the process of changing old check valves in the KOA lift station which are nearing failure. I have also winterized all lift stations for cold weather operation. Also, on November 9th we completed 3 road repairs and paving on sites that had been previously flow filled due to sewer work.

WASTEWATER TREATMENT PLANT

The average daily flow to the lagoon system in October was 275,000 gallons per day with no violations reported. I continue to prepare the old lagoon site for decommissioning as time permits as well as doing 3rd quarter maintenance and winterization procedures. All monthly and quarterly maintenance has been performed at the lagoons.

MISC.

I have prepared and maintained all equipment for snow plowing this winter with the possibility of needing to keep the pump stations cleared as well.

Geothermal

I recently installed and programmed a new Variable Frequency Drive (VFD) in the geothermal building. The monthly readings from 7 privately owned wells have been downloaded, uploaded, and sent to the appropriate entities.



AGENDA DOCUMENTATION

REPORTS TO BOARD:V.2

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS
NOVEMBER 19, 2015

FROM: GENE TAUTGES, SANITATION SUPERVISOR

PROJECT: PAWSD/PIPELINE UPDATE REPORT

ACTION: DISCUSSION

The contractor has found two more leaks on force main #1 which are expected to be repaired by November 12th. Crews have finished all painting per specifications and the electricians are expected to finish wiring between the VFD's and the control panel by the week of November 23rd. Site grading at both pump stations is ongoing and the water meters should be installed the week of November 16th. The contractor will be installing gravel on the extension of south 5th street down to pump station #1 soon so it is passable and able to be plowed this winter. I anticipate Horizon Environmental will complete work on restoring the areas where Pagosa Skyrocket was present and all other weed and wetland mitigation was required this week. Once that is done, Ecosphere Environmental will take final photos and report to the US Army Corp of Engineers that we are certifying we have meet the requirements of our nationwide permit.

There have been several questions regarding the paving of Trujillo Road which will not occur this year. This task has almost no bearing on the PSSGID project as there is only a small road crossing regarding the sewer force main. The rest of the paving project (approximately 95%) has to do with the installation of the water line. PAWSD, the contractor, and Archuleta County are currently in discussion on what needs to be done there to make the road ready for winter travel. The two issues mentioned by Board member Lattin on the town/county portion of the project have been resolved.

We have encountered some challenges on finding good line of sight radio paths for the SCADA system. I have applied to LPEA for power to a high point site just downstream from the county transfer station. LPEA has required a small easement to be obtained there for the distribution of power as they don't feel the language in their existing easement is adequate. I have contacted the owner of the property with the LPEA requested easement language and it is currently being reviewed by their attorney. I anticipate a response back hopefully before thanksgiving.

Our SCADA contractor is looking into different radios on a lower frequency which allows more bending of the radio waves, so absolute line of site is not as critical. The radio placement on a site up near the cell phone towers on Reservoir Hill turned out to be inadequate, so we are investigating other options.

January 4th, 2016 is still the date that all of the manufacturer's representatives will be here to certify their equipment which is expected to take several days. Then, the actual first run of the equipment will take place with water, not sewage, being pumped. That way, in the event of an unanticipated line break, only water would spill onto the ground not wastewater. After that, a seven day functionality test would begin with wastewater from the town being pumped to PAWSD for the first time. If all of the aforementioned goes as planned, the final task of lagoon decommissioning is all that remains. We still haven't heard what the contractor's decision will be on the lagoon decommissioning project and the anticipated time frame.

Knowing that the beginning of the pumping is of great concern to the board and that these dates are somewhat of a moving target, our best guess on the date to start pumping currently is mid to late January 2016. I will keep the board appraised on the decommissioning process as information becomes available.

Respectfully submitted,
Gene Tautges
Sanitation Supervisor



AGENDA DOCUMENTATION

NEW BUSINESS:VI.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

NOVEMBER 19, 2015

FROM: APRIL HESSMAN, SECRETARY

PROJECT: RESOLUTION 2015-05, CERTIFYING DELINQUENT SANITATION ACCOUNTS

ACTION: REVIEW AND POSSIBLE ACTION

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 Board approved Resolution 2015-03, certifying several accounts to the treasurer at the November 3rd meeting. One account was overlooked and the secretary desires that this account also be included in the certification to the treasurer prior to the December 1st deadline. 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 2015-05

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 2015-05, Certifying delinquent wastewater fees and charges to the County Treasurer

TOWN OF PAGOSA SPRINGS
SANITATION GENERAL IMPROVEMENT DISTRICT
RESOLUTION NO. 2015-05

**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 19th day of November, 2015.

TOWN OF PAGOSA SPRINGS
SANITATION GENERAL IMPROVEMENT
DISTRICT

By _____
Don Volger, Board President

Attest:

April Hessman, Secretary

EXHIBIT A

1. **OWNER:** Jessen, Julie (3.396.0)
 PROPERTY: PS GARV AD B1 L4 _____,
 Archuleta County, Colorado.
 Also known as 513 S 10th St _____.
 AMOUNT: \$372.65