



Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

AGENDA

Town Council Meeting
Tuesday, September 2, 2025 @ 5:00 PM

1. REMOTE PARTICIPATION

A Zoom link is made available, however, the Town does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as the public meeting will continue in person regardless of the Town's broadcast capability.

Join Zoom Meeting By Computer - <https://zoom.us/j/81091222430>
Dial by Phone - 1-669-900-6833 US - Meeting ID: 810 9122 2430

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. DISCLOSURES AND/OR CONFLICT OF INTEREST

V. PUBLIC COMMENT

VI. CONSENT AGENDA

1. Approval of the August 19, 2025 Meeting Minutes

[Town Council - 19 Aug 2025 - Minutes - Pdf](#)

2. Police Vehicle Purchases

[Agenda Brief - Requesting additional Police Vehicle purchase. - Pdf](#)

VII. UNFINISHED BUSINESS

1. Ordinance 1015, Second Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code

[Agenda Brief - Ordinance 1015, Second Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code - Pdf](#)

VIII. NEW BUSINESS

1. Resolution 2025-15, Authorizing an Expenditure from the General Fund of the Town for Relief of Sanitation Capital Investment Fees for the Ruby M. Sission Library Expansion Project

[Agenda Brief - Resolution 2025-15, Authorizing an Expenditure from the General Fund of the Town for Relief of Sanitation Capital Investment Fees for t - Pdf](#)

2. Ordinance 1017, First Reading, Establishing standards for the issuance and enforcement of Special Events permitting in the Town of Pagosa Springs

[Agenda Brief - Ordinance 1017 Establishing standards for the issuance and enforcement of Special Events permitting in the Town of Pagosa Springs. - Pdf](#)

3. Intergovernmental Agreement with Archuleta County Regarding Administration of Tourism Area Board, Lodgers Tax Funding, and Promoting Tourism

[Agenda Brief - Intergovernmental Agreement with Archuleta County Regarding Administration of Tourism Area Board, Lodgers Tax Funding, and Promoting Tourism - Pdf](#)

[Agenda Brief - Intergovernmental Agreement with Archuleta County Regarding Administration of Tourism Area Board, Lodgers Tax Funding, and Promoting Tourism - Html](#)

[Tourism IGA 082825 final](#)

4. Ordinance 1018, First Reading, an Ordinance Annexing Certain Municipal Owned Property known as 1040 East U.S. Highway 160

[Agenda Brief - Ordinance 1018, First Reading, an Ordinance Annexing Certain Municipal Owned Property known as 1040 East U.S. Highway 160 - Pdf](#)

IX. PUBLIC COMMENT

X. MAYOR, COUNCIL, TOWN MANAGER COMMENTS/UPCOMING AGENDA ITEMS

XI. UPCOMING COUNCIL MEETINGS

- September 16, 2025: Regular Council Meeting
- September 22, 2025: Joint Town-County Work Session
- October 7, 2025: Regular Council Meeting
- October 21, 2025: Regular Council Meeting
- October 27, 2025: Joint Town-County Work Session

XII. ADJOURNMENT

**Shari Pierce
Mayor**



Town Hall 551 Hot Springs Blvd
Pagosa Springs, CO 81147

MINUTES

Town Council Meeting
August 19, 2025 @ 5:00 PM

A regular meeting of the Pagosa Town Council was called to order on August 19, 2025, at 5:00 PM in the Town Hall 551 Hot Springs Blvd.

COUNCIL PRESENT: Mayor Pierce, Council Member deGraaf, Council Member DeGuise, Council Member Lindner, Council Member Martinez, and Council Member Williams

COUNCIL ABSENT: Council Member Bergon

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. DISCLOSURES AND/OR CONFLICT OF INTEREST – None

V. PUBLIC COMMENT – Mr. Eddie Archuleta wants to know what's going on with the speed bumps. Mayor Pierce said they are in process of being engineered. Mr. Archuleta also wanted to know about the jake brake issue. Mayor Pierce said those are CDOT's signs and it would cost the town approximately \$5,000 to \$6,000 to get them moved but there are also regulations on how far apart the signs can be.

VI. CONSENT AGENDA

1. Approval of the August 5, 2025 Meeting Minutes
2. July Financial Statement and Payments
3. Resolution 2025-14, Appointing Roxanne Rickert to Combined Parks and Recreation Advisory Board
4. Addendum to IGA for School Resource Officer with Archuleta School District #50 JT
5. Awarding a contract to Southwest Engineering for Design, Engineering, and Construction of Phase One of the East Gateway River Park

Council Member deGraaf moved to approve the consent agenda, Council Member DeGuise seconded.

Carried.

VII. PRESENTATIONS

1. The Potential Expansion of Reservoir Hill Park

Parks & Recreation Director Darrin Lewis and Recreation Supervisor Amanda Gadomski presented an opportunity to purchase 490 acres on Reservoir Hill. Key opportunities would be more enhanced recreation and protection of the land from development. State and Federal grants are available as well as private funders and private foundations for purchasing. The amount of funding secured will directly determine how many acres can be purchased. Council Member Brooks Lindner thinks this is a once-in-a-lifetime opportunity, and he is very excited about how it will benefit all the generations to come. Council Member Gary Williams would like to thank the staff for the work they have put into this presentation.

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Town Council
August 19, 2025

He wants to see the hill maintain its integrity and character. Mayor Pierce wanted to know if there was a minimum amount of acres we have to purchase in order to seek funding. Mr. Lewis said there are a lot of options out there and staff is currently looking at a grant that fits around 300 acres.

VIII. REPORTS TO COUNCIL

1. Sales Tax Brief

a. Sales Tax Report - June 2025

Sales tax is up 4.7% for June. Marijuana sales tax is down around 16%. Council Member Lindner wants to know what causes the increase in Manufacturing. Town Manager Harris will look into it and let him know. Council Member Lindner is curious to know how the highway project is affecting the downtown businesses and how we might be able to get a more detailed report for these numbers. Council Member Martinez also agrees on the idea, and he would also like to know more.

IX. UNFINISHED BUSINESS

1. Ordinance 1014, Second Reading, Calling the Coordinated Election and Setting the Ballot Language

The sewer system is failing and needs funding for repairs, wastewater treatment plant, and possible reuse system. A sales tax is the most efficient way to obtain the funding needed. Ordinance 1014 addresses a 1% sales tax and other provisions recommended by the Town Attorney.

Council Member Martinez moved to approve an Ordinance 1014, Second Reading, Calling the Coordinated Election and Setting the Ballot Language.

Council Member DeGuise seconded.

Carried.

X. NEW BUSINESS

1. Request to Waive Park Fees

June Marquez has requested a waiver of fees for her event, scheduled to take place at Yamaguchi Park from September 22nd to 25th. The total cost for the four-day event would be \$1,465. Two other community events will be happening before and after her event and she would like to use the tent that will be up for the other events. Ms. Marquez is willing to pay \$100.00 per day for rental and is requesting \$1000.00 off the total rental. Council Member Lindner asked if the organization is a non-profit. Ms. Marquez is not a non-profit. Council Member deGraaf supports the event but wants to be very careful about waiving rental fees for park use. Council Member DeGusie agrees with deGraaf. Council Member Martinez wanted to know attendance numbers from previous years and if most people attending were locals. Mayor Pierce agrees with Council Member deGraaf because of the fee schedule, stress on fields with how dry this year has been, staff time. Council Member Williams sees this as a unique situation because the tent will already be in place and it should be considered. Council Member Martinez suggested reducing the days of the event to fit into Ms. Marquez's budget so she could take advantage of the tent opportunity.

Council Member deGraaf moved not to approve the request to waive the \$1465 park rental fee for the event,

Council Member DeGuise seconded.

Carried with one nay (Council Member Martinez)

2. Ordinance 1015, First Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code

Once adopted, this item will make the declaration of fire restrictions an administrative task, authorizing the Town Manager to declare and rescind various levels of Fire Restrictions within Town Limits. This

Town Council
August 19, 2025

action will be done in consultation with the Sheriff's Office, Fire District Chief, and Police Chief.

Council Member deGraaf moved to approve Ordinance 1015, First Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code. Council Member Lindner seconded.

Carried.

3. Ordinance 1016, An Emergency Ordinance of the Town of Pagosa Springs Continuing the Mayor and Town Manager Order No. 2025-1 Imposing Stage I Fire Restrictions

If approved, this item will continue Emergency Order 2025-1, imposing Stage 1 Fire Restrictions by the Mayor and Town Manager as of August 11, 2025. Staff is recommending continuance of this Order until the Mayor and Town Manager choose to rescind or modify the order.

Council Member DeGuisse moved to approve Ordinance 1016, An Emergency Ordinance of the Town of Pagosa Springs Continuing the Mayor and Town Manager Order No. 2025-1 Imposing Stage I Fire Restrictions. Council Member Martinez seconded.

Carried.

XI. PUBLIC COMMENT – Mr. Eddie Archuleta signed up but left the meeting before comment opened

XII. MAYOR, COUNCIL, TOWN MANAGER COMMENTS/UPCOMING AGENDA ITEMS – Mayor Pierce wants to thank staff and Council members who have all helped with the sales tax issue.

Town Manager Harris said the HWY 160 project is on working day 102, 31% of the project is complete, and the goal is to be at 50% by winter shutdown. There is a big push to finish the work in front of the middle school before this school year starts. Public Works Director Karl Johnson said Roaring Forks will be sending out the plan review for the McCabe Creek crossing, Florida St. to the 7th Street Alley and then down to behind old Sonoco so the Town can review it by the end of this week. Depending on questions and comments from the review, he is planning on going out to bid the Wednesday after Labor Day. The bid will stay out for 2 weeks and they set up site visits with contactors that want to review and walk the sites. Mr. Johnson said Utility Supervisor, Lucian Brewster has a spreadsheet showing the order of urgency on the category fours and the category fives. He plans on getting everything out to bid once all the plans are approved even if it is in the winter so the Town can get on schedules for next spring. Mayor Pierce announced the August 25th joint Town and County meeting has been cancelled.

XIII. EXECUTIVE SESSION

- 1. Executive Session pursuant to section 24-6-402(4)(b), C.R.S. to confer with the Town's water attorney for the purposes of receiving legal advice on specific legal questions and pursuant to section 24-6-402(4)(e), C.R.S. to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, concerning the adjudication of the geothermal well permit issued to McMullen Properties Inc. and the water rights applications filed in Case Nos. 25CW3019 and 25CW3020.**

Council Member deGraaf moved to enter executive session pursuant to section 24-6-402(4)(b), C.R.S. to confer with the Town's water attorney for the purposes of receiving legal advice on specific legal questions and pursuant to section 24-6-402(4)(e), C.R.S. to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, concerning the adjudication of the geothermal well permit issued to McMullen Properties Inc. and the water rights applications filed in Case Nos. 25CW3019 and 25CW3020. Council Member Martinez seconded.

Carried.

Town Council entered executive session at 5:54 pm. Mayor Pierce called the meeting back in regular

Town Council
August 19, 2025

session at 6:45 pm.

XIV. RECONVENE INTO REGULAR SESSION

1. Approve appropriate actions related to the geothermal well permit issued to McMullen Properties Inc. and the water rights applications filed in Case Nos. 25CW3019 and 25CW3020.

Council Member deGraaf moved to authorize Town Staff and Town Attorney to engage with the McMullen property regarding the concerns the Town has about the discharge of the geothermal water and the potential impacts to the Town infrastructure. Council Member DeGuise seconded.

Carried.

Council Member deGraaf moved, that per conversations with staff and our water rights attorney and the information they provided, I would like to authorize Jeff Kane to submit a statement of oppositions to the Springs Water Rights applications case number 25CW3019 and 25CW3020. Council Member Williams seconded.

Carried.

XV. UPCOMING COUNCIL MEETINGS –

- September 2, 2025: Regular Council Meeting
- September 16, 2025: Regular Council Meeting
- September 22, 2025: Joint Town-County Work Session
- October 7, 2025: Regular Council Meeting
- October 21, 2025: Regular Council Meeting
- October 27, 2025: Joint Town-County Work Session

XVI. ADJOURNMENT – Mayor Pierce adjourned meeting at 6:49 pm

**Shari Pierce
Mayor**



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: Karl Johnson, Public Works Director

PROJECT: Requesting additional Police Vehicle purchase.

ACTION: Council action or information

PURPOSE/BACKGROUND:

The 2025 budget was approved with a capital expenditure for two new police patrol vehicles for \$180,000. Around the first of the year Chief Rockensock placed an order for the two vehicles through the State Award vendor. As of August 2025 these vehicles had not even started production. During discussions with staff and the Town Manager about the PD fleet it was determined that the process of ordering from State Award and waiting 12 to 18 months for delivery after upfitting it was determined to explore other purchase options to expedite the delivery of patrol vehicles. Other vendors have been identified that can deliver these vehicles in 3 to 4 months greatly reducing the current vendor turn around time.

Currently the Police Department has three patrol vehicles that are no longer in service for one reason or another ranging from electrical issues to engine or transmission problems. The repair costs for these three vehicle exceeds the value of the vehicles making it prohibitive to perform the repairs. Beyond the three vehicles out of service there are four more that are within a year of replacement due to age, mileage, or condition. Staff is requesting consideration to purchase an additional patrol vehicle in 2025 to replace all three vehicle currently out of service.

ATTACHMENTS:

[2025 PD VEHICLE INVENTORY](#)

[Duval Ford](#)

[Dana Saftey Q5891-43-D](#)

[Digitcom Electronics Q120000892](#)

[Utilitac UTE06865](#)

FISCAL IMPACT:

\$180,000 is already in the 2025 approved budget for two PD vehicles. Additional fiscal impact would be \$90,000.

RECOMMENDATIONS:

1. Approve the additional \$90,000 to purchase three new patrol vehicles at \$270,000.
2. Purchase the two budgeted patrol vehicles for \$180,000.
3. Advise staff.



Police Department Vehicle Inventory

Mar-25					
Unit Number	Model	Year	VIN	Milage	Maintenance/Repairs needed.
Unit 112	Dodge Ram (Community Service Officer)	2016	1C6RR7KG9GS339913	30,254	None
Unit 114	Ford F150 - Patrol Marked (X)	2013	1FTFW1EF4DKG13485	127,201	Significant oil leak, suspension issues
Unit 115	Ford F150 - Unmarked	2013	1FTFW1EF2DKG13484	122,329	Transfer case issues
Unit 116	Ford F150 - Patrol Marked	2014	1FTFW1EF2EKG11137	135,335	No working emergency lights, windshield replaced -OUT of SERVICE
Unit 117	Ford F150 - Patrol Marked (X)	2014	1FTFW1EF4EKG11138	158,400	AC/ Heat control unit issues/ Transmission issues
Unit 118	Ford F150 - Unmarked (X)	2017	1FTFW1EF1HKD27711	108,360	Suspension issues
Unit 119	Ford F150 - Patrol Marked	2018	1FTFW1E55JKE38430	102,567	Engine replacement - OUT of SERVICE
Unit 120	Ford F150 - Patrol Marked	2018	1FTFW1E58JKE38429	114,167	Lifter issues, Electrical issues - OUT of SERVICE
Unit 121	Ford F150 - Patrol Marked (X)	2020	1FTFW1E5XLKE13308	67,393	cracked windshield
Unit 129	Ford F150 - Unmarked	2021	1FTFW1E56M KE70885	52,190	
Unit 136	Ford Interceptor - Patrol Marked (X)	2023	1FM5K8AC8PGB37935	19,562	None
Unit 133	Ford F150 - Patrol Marked	2023	1FTFW1P88PKE22820	15,105	None
Unit 137	Ford F150 - Patrol Marked	2024	1FTFW1P83RRKE02008	New upfit (not in Service)	
Unit ?	(2) Ford F150 - Patrol Marked	2025	UNK	New on order	
Unit 304	Trailer-Speed/radar	2012	1A9S30ESOC1872188	N/A	Rust and damage needs replacement
Indicates vehicle needs to be replaced					
Indicates vehicle to be replaced within a year					
Indicates vehicle no replacement					

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Pagosa Springs CO

Prepared for:		Contract Holder	DATE:
Pagosa Springs CO		DUVAL FORD	8/22/2025
PAT HOPE		Jeff Eason	
QM949		(Work) (904) 219-1475	
		jeff.eason@duvalmotor.com	
		5203 Waterside Dr. Jax, FL 32210	
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>We appreciate your interest and the opportunity to quote. If you have any questions regarding this quote please call!</i>			
Labor	Code	Equipment	Price
0	W1P	New In Stock WHITE 2024 FORD F-150 POLICE RESPONDER 4x4	\$ 54,764.00
0	998.44G	3.5L V6 ECOBOOST GAS ENGINE	INCL
0	150A	POLICE EQUIPMENT GROUP	INCL
0	145WB	145" WHEELBASE 5.5' BED (SHORT BED)	INCL
0	INCL	Running Boards	INCL
0	INCL	Drivers Side LED Spotlight	INCL
0	INCL	Key Fobs	INCL
0			
0	DSS Upfit	Upfit Quote # 589143	\$ 25,345.00
0			
0			
0			
0			
0			
0			
0			
0			
VENDOR COMMENTS		PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST		\$ 80,109.00	
TOTAL QUANTITY		3	TOTAL PURCHASE \$ 240,327.00

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-847-8762

Sales Quote

Sales Quote No.	589143-D
Customer No.	DUVALF

Bill To

DUVAL FORD
 405 Lane Ave N
 Jacksonville, FL 32254

Ship To

(For Pickup)
 Pagosa Springs PD, CO
 CO

Contact: RICHARD TACKETT
Telephone: 904-388-2144
E-mail: RICHARD.TACKETT@DUVALFORD.COM

Contact:
Telephone:
E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/07/25	UPS GROUND FREIGHT		QUOTED FREIGHT		2/10 NET30	
Entered By		Salesperson		Ordered By		Resale Number
Patrick Hope		Patrick Hope - Oklahoma				26-80154997700
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
3	3	N	INFO F150 Police Trucks - pagosasprings.co.gov Warehouse: OKLA		0.0000	0.00

Print Date	08/22/25
Print Time	01:32:37 PM
Page No.	1

Printed By: Patrick Hope

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DANA SAFETY SUPPLY, INC
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Contact:
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E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
08/07/25	UPS GROUND FREIGHT	QUOTED FREIGHT		2/10 NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Patrick Hope		Patrick Hope - Oklahoma		26-80154997700	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
3	3	Y	EVP EMERGENCY VEHICLE PACKAGE Warehouse: OKLA Stalker Dual SL radar HARD FOLDING (3 fold) TONNEAU COVER FOR FORD F150 Decked Storage System Galaxy S9 plus docking station with wireless keyboard 1 - SOUND OFF SIGNAL INTERIOR LED LIGHTBAR DUO COLOR 12 LED PER MODULE 8 MODULES 2 PIECE.RED/WHITE ON DRIVERS SIDE BLUE / WHITE ON PASSENGER SIDE.ENFWBFDE 3 - SOUND OFF MPOWER LB 6" 12LED CLR DUAL MOD B/W PMPLBLD212EC 3 - SOUND OFF MPOWER LB 6" 12LED CLR DUAL MOD R/W PMPLBLD212DC 1 - SOUNDOFF SERIES LINEAR LOW PROFILE LED WARNING LIGHT 48" - need clarification 1 - SOUND OFF INTERSECTOR SURFACE MOUNT BRACKET PASSENGER SIDE FOR F150.PMP2BKUMB2-P 1 - SOUND OFF INTERSECTOR SURFACE MOUNT BRACKET PASSENGER SIDE FOR F150. PMP2BKUMB2-P 2 - SOUND OFF mpower RBW under sideview mirrors 1 - SOUND OFF 8 HEAD LED DUO WARNING BAR RED/BLUE WITH AMBER TRAFFIC ADVISOR. 28" LONG Soundoff ELUC3 RW Light mounted in reverse light Soundoff ELUC3 BW Light mounted in reverse light 2 - SOUND OFF RUNNER LIGHTS RBW 2 - SOUND OFF SIGNAL 100 WATT SIREN SPEAKER. (INCLUDES VEHICLE MOUNTING BRACKET) ETSS100J	25,345.0000	76,035.00

Print Date	08/22/25
Print Time	01:32:37 PM
Page No.	2

Printed By: Patrick Hope

Continued on Next Page

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-847-8762

Sales Quote

Sales Quote No.	589143-D
Customer No.	DUVALF

Bill To
 DUVAL FORD
 405 Lane Ave N
 Jacksonville, FL 32254

Ship To
 (For Pickup)
 Pagosa Springs PD, CO
 CO

Contact: RICHARD TACKETT
Telephone: 904-388-2144
E-mail: RICHARD.TACKETT@DUVALFORD.COM

Contact:
Telephone:
E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
08/07/25	UPS GROUND FREIGHT	QUOTED FREIGHT		2/10 NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Patrick Hope		Patrick Hope - Oklahoma		26-80154997700	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
			1 - SOUND OFF 500 SERIES BLUEPRINT CONTROLLER REMOTE HEAD CONTROLLER 200 WATT DUAL TONE SIREN. ENGSAS200RSP 2 - SOUND OFF REMOTE NODE FOR USE WITH BLUEPRINT. ENGND04101 2 - SOUND OFF NODE HARNESS KIT ENGHNK02 SETINA 10VS-RP UC PRISONER PARTITION FOR FORD F150 / POLICE RESPONDER. PK0439FDT15F150 Gamber Johnson Console, Cup Holder, Arm Rest Setina Dual Universal Gun Rack Installation & Supplies Vehicle Delivery to Customer Approved By: _____ ☐ Approve All Items & Quantities Quote Good for 30 Days		

Print Date	08/22/25
Print Time	01:32:37 PM
Page No.	3

Printed By: Patrick Hope

Subtotal	76,035.00
Freight	0.00
Order Total	76,035.00



P.O.Box 1129
La Junta, CO 81050
Phone: (719) 384-8553
Fax: (719) 384-7583

QUOTATION
120000892

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Bill To:
PAGOSA SPRINGS POLICE DEPARTMENT ☐
PO BOX 1859 ☐
PAGOSA SPRINGS, CO 81147

Ship To:
PAGOSA SPRINGS POLICE DEPARTMENT ☐
PO BOX 1859 ☐
PAGOSA SPRINGS, CO 81147

Date: 08/20/2025		Customer Rep: RENE A KEAHEY		Terms: NET 30 DAYS	
Qty	Item	Description	Unit Price	Extended	
3	SVC-PGM-P25	PROGRAMMING P25 SINGLE BAND	95.00	285.00	
3	C-EB25-XTL-1P	HAVIS FACEPLATE APX/XTL	34.00	102.00	
3	SHOP SUPPLIES	SHOP SUPPLIES	15.00	45.00	
1	INSTALLATION	INSTALL (3) APX 6500 REMOTE MOUNT RADIOS INTO (3) F-150 RESPONDER PACKAGE TRUCKS ON-SITE. ☐ ☐ PRICING INCLUDES TRAVEL TO PAGOSA COUNTY FLEET.	1,860.00	1,860.00	
1	FREIGHT-EST	SHIPPING AND/OR FREIGHT CHARGES WILL BE ADDED AT TIME OF INVOICE Please Note: Information in this document is proprietary and for your internal use only. ☐ ☐ *Plus applicable Taxes, TARIFF FEES & Shipping. Any work performed in addition to Scope of Work Quoted will be Billed in Addition at Time & Materials. ☐ ☐ Vehicle specific, manufacturer frequency tuned, or any other custom made parts are non-cancellable and non- returnable. All other special order items returned are subject to a 30% restocking fee, and subject to the manufacturer return terms. ☐ ☐ This Quote is valid for 30 Days. Please Call for an update.	0.00	0.00	

Subtotal : \$2,292.00
Tax : \$0.00
Total Quote : \$2,292.00



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

America's Commercial Vehicle Source

Quotation # UTE06865



Pagosa Springs CO Police Department
551 Hot Springs Blvd.
Pagosa Springs CO 81147
United States

Quotation Date 07/31/2025	Expiration 08/30/2025	Salesperson Joe Manno	Estimate Type Vehicle + Upfit
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Account Manager Joe (814) 594-3167	Inventory Manager Daulton (412) 636-6056	Shop Manager Jarrod (412) 707-7281
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Line No.	Image	Description	Quantity	Unit Price	Amount
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VEHICLE

1		[25F150-WHITE] 2025 Ford F-150 Responder (White) Cooperative Contract: National	1.00 Units	51,999.00	\$ 51,999.00
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Subtotal \$ 51,999.00

CONSOLE

2		[C-VSW-2400-F150-1] Havis Consoles (2025+ F-150, Console Only, Standard Steel)	1.00 Units	606.54	\$ 606.54
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3		[C-ARM-102] Havis Arm Rests (Side Mount)	1.00 Units	64.02	\$ 64.02
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Office - (844) 288-7348 | Website - <https://www.utilitac.com/> | Monday - Friday 8:00-4:00

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UTILITAC - National
1 Bark Street
Ridgway, PA 15853

America's Commercial Vehicle Source

Quotation # UTE06865

4		[C-LP3-USB-BL1] Havis Console Outlets (3 Lighter Plug + 1 USB / USBC)	1.00 Units	121.44	\$ 121.44
5		[CUP2-1004] Havis Cup Holders (Standard Internal)	1.00 Units	44.22	\$ 44.22
6		[C-MAP-SL] Havis Map Light	1.00 Units	46.86	\$ 46.86
7		[C-MCB] Havis Mic Clip Bracket (Standard)	2.00 Units	13.20	\$ 26.40
8		[MMSU-1] Magnetic Mic	1.00 Units	26.40	\$ 26.40
9		PA Labor (Console)	4.00 Hours	124.00	\$ 496.00
					Subtotal \$ 1,431.88

PARTITION



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

America's Commercial Vehicle Source

Quotation # UTE06865

10		[PRPSP8104FT21A] ProGard Prisoner Transport (2025+ F-150, Partition)	1.00 Units	856.28	\$ 856.28
11		[SC-920-D-5-5] SantaCruz Gun Locks (Dual Gun Partition Mount, Handcuff)	1.00 Units	460.67	\$ 460.67
12		PA Labor (Transport System)	6.00 Hours	124.00	\$ 744.00

Subtotal \$ 2,060.95

CONTROLLER

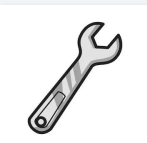
13		[ENGSA5200RSR] SoundOff Smart Siren/Controller (200 Watt, Remote Mount, Rotary Knob)	1.00 Units	688.80	\$ 688.80
14		[ENGLMK013] SoundOff Vehicle Cable (2025+ F-150)	1.00 Units	285.20	\$ 285.20
15		[ETSS100J] SoundOff Siren Speaker	2.00 Units	145.29	\$ 290.58



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

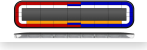
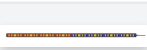
America's Commercial Vehicle Source

Quotation # UTE06865

16		[ETSSVBK14] SoundOff Speaker Brackets (2025+ F-150, Drivers Side)	1.00 Units	38.87	\$ 38.87
17		[ETSSVBK15] SoundOff Speaker Brackets (2025+ F-150, Passenger Side)	1.00 Units	38.87	\$ 38.87
18		PA Labor (Wiring + Electronics)	12.00 Hours	124.00	\$ 1,488.00

Subtotal \$ 2,830.32

LIGHTING

19		[ENNLB0192H-3K7] SoundOff Exterior Lightbar (nForce, 2025+ F-150, Red/Blue)	1.00 Units	1,592.85	\$ 1,592.85
20		[ENFWB01K4K] SoundOff Interior Lightbar (2025+ F-150, Full Windshield, Red/Blue) (1) Mounted in the windshield	1.00 Units	731.85	\$ 731.85
21		[ENT2B3RBW] SoundOff Mirror Light (Under Mirror (Puck), Red/Blue/White) (2) Mounted under the mirrors	2.00 Units	168.15	\$ 336.30
22		[EMPTC01NPG] SoundOff Traffic Advisor (8-Module, Red/Blue/Amber, Clear) (1) Mounted in the rear window	1.00 Units	785.66	\$ 785.66

Office - (844) 288-7348 | Website - <https://www.utilitac.com/> | Monday - Friday 8:00-4:00

Page 4 / 8



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

America's Commercial Vehicle Source

Quotation # UTE06865

23		[EMPS8007Z-6] SoundOff Surface Mount (4" mPower, Red/Blue/Amber, Stud Mount, Data (3-Wire), Clear) (6) Mounted on the tailgate	6.00 Units	126.57	\$ 759.42
24		[ECVDMLTAL00] SoundOff Dome Light (1) Mounted between the driver and passenger seat	1.00 Units	65.09	\$ 65.09
25		PA Labor (Lighting)	14.00 Hours	124.00	\$ 1,736.00
					Subtotal \$ 6,007.17
OTHER					
26		Leer Non-Fiberglass Tonneau Covers (4-Panel Hard Folding) Tonneau Cover Vehicle: Ford F-150 5'6"	1.00 Units	1,199.99	\$ 1,199.99
27		[XF4] Decked Drawer System (2025+ F-150, Extra Short Bed 5' - 6')	1.00 Units	1,232.00	\$ 1,232.00
28		[DSR-2X] Stalker Radar Units (DSR-2X)	1.00 Units	4,398.90	\$ 4,398.90
29		PA Labor (Additional / Other Equipment)	4.00 Hours	124.00	\$ 496.00



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America's Commercial Vehicle Source

Quotation # UTE06865

30		[RBDM-G55WW-17-SSRR-B] Antennas (Cradlepoint / Axon Fleet3)	1.00 Units	262.57	\$ 262.57
31		[MB820] Antenna Mounts (No Connector)	1.00 Units	20.64	\$ 20.64
32		PA Labor (Customer Supplied Equipment) - Radio	1.00 Hours	124.00	\$ 124.00
33		Graphics - Design and Vinyl (Standard Reflective) High quality 3M vinyl Up to 3 free design revisions	1.00 Units	950.00	\$ 950.00
34		PA Labor (Graphics)	4.00 Hours	124.00	\$ 496.00
				Subtotal	\$ 9,180.10

UtiliHarness 2.0

UtiliHarness is our in-house custom built wiring system is made from braided loom, color coded wiring, dedicated constant and ignition fuse blocks, and labeled termination all grouped into your MyUtilitac portal allowing for a lifetime of easy additions, diagnostics, and repairs to your aftermarket equipment.



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

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Quotation # UTE06865

36		[5015B] Fuse Block	1.00 Units	100.00	\$ 100.00
37		[7618B] Ignition Relay / Timer	1.00 Units	100.00	\$ 100.00
38		[5015B] Fuse Block	1.00 Units	100.00	\$ 100.00
39		[2012B] Ground Block	1.00 Units	100.00	\$ 100.00
40		[4703-150B] Circuit Breaker (150 Amp)	1.00 Units	100.00	\$ 100.00
41		[DS-HD10-BLK] Scanstrut Cable Seal (2 Pass Through)	1.00 Units	100.00	\$ 100.00
				Subtotal	\$ 600.00
42		Standard delivery	1.00 Units	450.00	\$ 450.00

Office - (844) 288-7348 | Website - <https://www.utilitac.com/> | Monday - Friday 8:00-4:00

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UTILITAC - National
1 Bark Street
Ridgway, PA 15853

America's Commercial Vehicle Source

Quotation # UTE06865

43		PA Vehicle Transportation - Mileage	1,729.00 mi	2.00	\$ 3,458.00
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Untaxed Amount	\$ 78,017.42
Tax Exempt	\$ 0.00
Total	\$ 78,017.42

Terms & Conditions

To approve, please click accept or sign and return. By approving you are agreeing to all the terms below.

- **Payment:** Unless otherwise specified, account terms require vehicles to be paid NET30 upon acceptance of the proposal and the remainder of the proposal is to be paid NET30 immediately following completion of scheduled work.
- **Limitations:** This is a proposal valid for only 30 days. Truck chassis must come ready to accept the body and any additional work or modifications will be barred by the customer. Additional shipping charges not listed on the proposal may incur.
- **Contracts:** If applicable to this project, National BuyBoard Contract # 698-23 or PA COSTARS contract #012-E22-242 / #025-E22-476 applies.
- **Fees:** Custom orders can not be canceled or returned. Cancellation fee of an approved quote is 5% of the total cost. If the manufacturer charges a restocking fee for any items, the customer is responsible for charges. No returns on any items after 30 days.

Payment terms: 30 Days



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: David Harris, Town Manager

PROJECT:	Ordinance 1015, Second Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code
ACTION:	Consideration and approval

PURPOSE/BACKGROUND:

Once adopted, this item will make the declaration of fire restrictions an administrative task, authorizing the Town Manager to declare and rescind various levels of Fire Restrictions within Town Limits. This action will be done in consultation with the Sheriff's Office, Fire District Chief, and Police Chief. This practice will be consistent with the those of Archuleta County Board of County Commissioners who assigned this authority to the Sheriff's Office. The goal is to send a consistent message from the County and Town when it comes to the various stages of fire restrictions.

If approved, this item will be effective upon second reading which is anticipated for September 2, 2025.

ATTACHMENTS:

[Ordinance 1015 - Authorizing Town Manager to Declare Fire Restrictions](#)

RECOMMENDATIONS:

After a Public Hearing...

1. Move to approve Ordinance 1015, Second Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code
2. Move to approve Ordinance 1015, Second Reading, Authorizing the Declaration of Fire Restrictions and Amending Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code with the following amendments....
3. Provide direction to staff....

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 1015
(SERIES 2025)**

**AN ORDINANCE OF THE TOWN OF PAGOSA
SPRINGS AUTHORIZING THE DECLARATION OF
FIRE RESTRICTIONS AND AMENDING CHAPTER
21, SECTION 6.13.6 OF THE PAGOSA SPRINGS
MUNICIPAL CODE**

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 (“Charter”); and

WHEREAS, pursuant to Section 1.4 of the Charter, the Town has all the 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, the members of the Town Council have been duly elected, chosen and qualified and have the authority under Article XX, Colo. Const. to protect the health, life, property, peace, safety and welfare of the Pagosa Springs community; and

WHEREAS, pursuant to Article XX, Colo. Const. the Town Council of Pagosa Springs has the power to adopt an Ordinance providing a procedure to ban open fires and activities that may start fires to a degree and in a manner that is deemed necessary to reduce the danger of wildfires; and

WHEREAS, by enacting Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code the Town has adopted, the International Fire Code (“IFC”), 2015 Edition, including Appendices Chapters A, B, C, D, F, H, I, and J as published by the International Code Council, and amendments thereto, which among other things regulate open burning, recreational fires, open flames, smoking, use of explosives and fireworks, welding and other hot work, and other activities that could pose a risk of fire; and

WHEREAS, the Town Council desires to put in place a process for the Town Manager, in consultation with the Town of Pagosa Springs Police Chief, the Archuleta County Sheriff, and the Pagosa Fire Protection District Fire Chief, to have the authority to put into place fire restrictions when necessary based on evaluation of the fire danger within Town limits and

WHEREAS, the adoption of this Ordinance is necessary for the protection of the public health, safety, welfare and property within the Town.

Town of Pagosa Springs

Ordinance No. 1015 (Series 2025)

Page 2

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

Section 1. Incorporation of Recitals. The above Recitals are hereby incorporated into this Ordinance by this reference.

Section 2. Adoption of Fire Restrictions. Chapter 21, Section 6.13.6 of the Pagosa Springs Municipal Code regarding adoption and amendments of the International Fire Code is amended by the addition of a Section 104.5.1, to be inserted in numeric order:

Section 104.5.1 Fire restrictions.

Notwithstanding any provision of this code, in order to reduce the danger of uncontrolled fires starting or spreading within the Town, the Town Manager may, based on an evaluation of the fire danger and after consultation with the Pagosa Springs Police Chief, the Archuleta County Sheriff, and the Pagosa Fire Protection District Fire Chief, declare, amend, rescind, or reinstate fire restrictions within the Town. Fire restrictions may restrict, condition, or prohibit any activities determined to pose the risk of starting or aiding the spread of uncontrolled fire. Fire restrictions shall be imposed by an order signed by the Town Manager stating its effective date, which may be immediately upon signature, its duration, which may be until repealed, and all restricted, conditioned, or prohibited activities. The Town Manager's order shall immediately be published on the Town's website and posted at the Town Hall.

Section 3. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 4. 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 5. Public Hearing. A public hearing on this Ordinance shall be held on the _____ day of _____, 2025, at 7:00 p.m. at the Pagosa Springs Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado.

Section 6. Effective Date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED 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

Town of Pagosa Springs

Ordinance No. 1015 (Series 2025)

Page 3

MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING
HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE _____ DAY OF
_____, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

Town of Pagosa Springs

Ordinance No. 1015 (Series 2025)

Page 4

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED
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 _____, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

Town of Pagosa Springs

Ordinance No. 1015 (Series 2025)

Page 5

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. ____ (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the ____ day of _____, 2025, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2025, 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 _____, 2025.

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. ____ (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the ____ day of _____, 2025, 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 _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ____ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: Karl Johnson, Public Works Director

PROJECT:	Resolution 2025-15, Authorizing an Expenditure from the General Fund of the Town for Relief of Sanitation Capital Investment Fees for the Ruby M. Sission Library Expansion Project
ACTION:	Council action or information

PURPOSE/BACKGROUND:

The Upper San Juan Library District has submitted a request, attached, for the exemption of an increase in Capital Investment Fees (CIF) for their remodel and expansion project. T

The total cost of their project is approximately \$5.1 mil with the building structure improvements at approximately \$3.5 mil. The associated Capital Investment Fee increase is based on a re-evaluation of the fixture count increase with the remodel and expansion. The increase is from 1EU to 2 EUs resulting in a charge of \$6520. The GID Board approved revised Rules and Regulations in March of 2021. Included in the Rules is section 1.12 Variances, which reserves the right of the District to waive or modify the provision of the PSSGID Rules and Regulations at its sole discretion. The Library has requested a waiver for the CIF increase. The Library has broken ground for this project.

This is a companion Resolution to the same item on tonight's PSSGID agenda.

ATTACHMENTS:

[Ruby M Sisson PSSGID Waiver Letter](#)

[Library Remodel App A](#)

[Res 2025-15 Payment of CIF for Library expansion](#)

FISCAL IMPACT:

Waiver of an addition capital investment fee (\$6520 that the District would not collect). Fees are suggested to be reimbursed by the Town's General Fund.

TOWN COUNCIL GOALS & OBJECTIVES:

Continued partnership with successful community organizations.

RECOMMENDATIONS:

1. Move to approve Resolution 2025-15, authorizing an Expenditure from the General Fund of the Town for Relief of Sanitation Capital Investment Fees for the Ruby M. Sission Library Expansion Project.
2. Move to deny Resolution 2025-15.
3. Provide direction to staff and/or applicant.



811 San Juan St
PO Box 849
Pagosa Springs, CO 81147

LIBRARY BOARD

Andrea Cox, President
Katie Cloudman, Vice President
David Hamilton, Treasurer
Marcie Taylor, Secretary
Sherry Spears
Gayle Dixon
Al Northup

Pagosa Springs Sanitation General Improvement District
550 Pirate Drive
P.O. Box 1859
Pagosa Springs, CO 81147

August 7, 2025

Dear PSSGID Board of Directors,

On behalf of the Board of Trustees of the Upper San Juan Library District, Ruby Sisson Library, I am writing to request an exemption from the Multi-Dwelling Account Fees associated with the 2025-2026 expansion and remodel of the Ruby Sisson Library calculated at \$6,520.

The Library Foundation and the Library District staff have been fundraising for this project for the past four years and are still working hard to reach our full funding goal as construction begins this month. We still need to raise \$800,000 to complete all three phases of this project. An exemption from this fee will be an enormous help to us as we strive to pay for our construction costs.

All funds for this project are either private or DOLA funds generated from fees associated with oil and gas development. No taxes have been levied for this project and we would very much like to avoid taxation. The Town of Pagosa has generously waived over \$20,000 in building permit and inspection fees in support of this project and we are asking your board to do the same.

A newly expanded and remodeled library will provide great community benefits for many years to come. We appreciate your consideration of our request.

Sincerely,

Barbara Brattin
Library Director

Pagosa Springs Sanitation General Improvement District
550 Pirate Drive, PO Box 1859, Pagosa Springs, CO 81147
PHONE: (970) 264-4151 FAX: (970) 264-4634
2025 EQUIVALENT UNIT WORKSHEET

By signing, I affirm that the information given is correct and I have the authority to provide it. I acknowledge that the approval for sewer connection and service is not based solely on the information provided above, and such determination is at the discretion of the Pagosa Springs Sanitation General Improvement District. Any deviation that occurs while under construction will require resubmission of this form to reassess the Drainage Fixture Units (DFU). PSSGID staff has the right to inspect the served property to confirm the calculated DFU on this form.

Date Signed:

Page 3 of 5

Instructions for completion of the PSSGID Multi-Dwelling & Commercial Worksheet

Matrix to Determine Sewer Demand Complete the columns of the matrix on page 1 by supplying the quantity and type of fixtures. Accuracy of the fixture count is necessary to determine the appropriate Equivalent Units.	Multi-Dwelling Use Applies to duplexes, apartments, condos, townhomes, or otherwise determined by PSSGID. The first living unit is 1 EU and each additional one is a ½ EU. Each building is assessed separately, the 1st ADU does not result in a change in EU's										
Commercial/Recreational Use Applies to business, commercial, industrial, and assembly occupancies. Included are the public and common areas in hotels, restaurants, schools, churches, multi-unit housing, or otherwise determined by PSSGID. RV Spot = .5 EU's Developed Camping Spot = .2 EU's Car Wash Bay = 2 EU's	GPM (Gallons per Minute) Drainage water sources that are not listed will be assigned a fixture unit count based upon the Colorado Plumbing Code section 709. Drainage fixture unit values for semicontinuous flow into a drainage system shall be computed using the Colorado Plumbing code.										
* Shower (total flow rate through showerheads and body) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Flow Rate:</td> <td style="width: 20%;">FUM:</td> </tr> <tr> <td>5.7 gpm or less</td> <td>2</td> </tr> <tr> <td>Greater than 5.7 gpm to 12.3 gpm</td> <td>3</td> </tr> <tr> <td>Greater than 12.3 gpm to 25.8 gpm</td> <td>5</td> </tr> <tr> <td>Greater than 25.8 gpm to 55.6 gpm</td> <td>6</td> </tr> </table>	Flow Rate:	FUM:	5.7 gpm or less	2	Greater than 5.7 gpm to 12.3 gpm	3	Greater than 12.3 gpm to 25.8 gpm	5	Greater than 25.8 gpm to 55.6 gpm	6	Basis of Calculation The PSSGID relies on the Colorado Plumbing Code as adopted by the State Plumbing Board to determine Fixture Unit Multipliers. This form is using the current Colorado Plumbing Code's Table 709.1 as adopted by the State Plumbing Board of Colorado to determine DFUs.
Flow Rate:	FUM:										
5.7 gpm or less	2										
Greater than 5.7 gpm to 12.3 gpm	3										
Greater than 12.3 gpm to 25.8 gpm	5										
Greater than 25.8 gpm to 55.6 gpm	6										
Hotel/Motel Each lodging room is a ½ EU. FU Worksheet determines the commercial (non-lodging) portion. The total combined EU's determine the assessments.	Mixed-Use The first living unit is 1 EU and each additional one is a ½ EU. FU Worksheet determines the commercial portion. Each building in a development is assessed separately. The total combined EU's determine the assessments.										

2025 MULTI-DWELLING ACCOUNT FEES**This section to be completed by PSSGID staff**

<table border="1" style="width: 100%; border-collapse: collapse;"> <caption>Drainage Equivalent Units and Monthly Rate</caption> <thead> <tr> <th>Fixture Unit Count</th> <th># EU's</th> <th>Monthly Rate</th> </tr> </thead> <tbody> <tr><td>0 - 30</td><td>1</td><td>\$ 71.25</td></tr> <tr><td>30.5-70</td><td>2</td><td>\$142.50</td></tr> <tr><td>70.5-150</td><td>3</td><td>\$213.75</td></tr> <tr><td>150.5-240</td><td>4</td><td>\$285.00</td></tr> <tr><td>240.5-340</td><td>5</td><td>\$356.25</td></tr> <tr><td>340.5-450</td><td>6</td><td>\$427.50</td></tr> <tr><td>450.5-570</td><td>7</td><td>\$498.75</td></tr> <tr><td>570.5-700</td><td>8</td><td>\$570.00</td></tr> <tr><td>700.5-840</td><td>9</td><td>\$641.25</td></tr> <tr><td>840.5-1000</td><td>10</td><td>\$712.50</td></tr> <tr><td>> 1000</td><td>+1EU per 180 FU</td><td></td></tr> </tbody> </table> Updated 12/2024	Fixture Unit Count	# EU's	Monthly Rate	0 - 30	1	\$ 71.25	30.5-70	2	\$142.50	70.5-150	3	\$213.75	150.5-240	4	\$285.00	240.5-340	5	\$356.25	340.5-450	6	\$427.50	450.5-570	7	\$498.75	570.5-700	8	\$570.00	700.5-840	9	\$641.25	840.5-1000	10	\$712.50	> 1000	+1EU per 180 FU		Calculated EU's Based On Categories Above (Hotel/Motel, Multi-Dwelling, Mixed Use) _____ EU Waived by Town Council/PSSGID (If applicable) _____ Total EUs to be Charged: <u>2</u> \$450 Inspection Fee and Sewer Tap Parts Fee: <u>N/A</u> Capital Investment Fee: (\$6,520 x EU's) <u>6,520</u> Monthly Sewer Rate Based on DFU Total (See Table at Left) <u>142.50</u> Total Due to Connect: <u>6,520</u>
Fixture Unit Count	# EU's	Monthly Rate																																			
0 - 30	1	\$ 71.25																																			
30.5-70	2	\$142.50																																			
70.5-150	3	\$213.75																																			
150.5-240	4	\$285.00																																			
240.5-340	5	\$356.25																																			
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570.5-700	8	\$570.00																																			
700.5-840	9	\$641.25																																			
840.5-1000	10	\$712.50																																			
> 1000	+1EU per 180 FU																																				

NOTES / COMMENTS:

Buildings permit approved, to be issued, however, Certificate of Occupancy will not be issued until CIF is paid

Staff Approval: Karl R. John Date: 8/5/25

PLEASE NOTE: FEE SCHEDULES ARE SUBJECT TO CHANGE

TOWN OF PAGOSA SPRINGS

RESOLUTION 2025-15

**A RESOLUTION OF THE TOWN OF PAGOSA SPRINGS,
COLORADO AUTHORIZING AN EXPENDITURE FROM THE
GENERAL FUND OF THE TOWN FOR RELIEF OF SANITATION
CAPITAL INVESTMENT FEES FOR THE RUBY M. SISSON
LIBRARY EXPANSION PROJECT**

WHEREAS, the Town of Pagosa Springs 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 members of the Town Council have been duly elected, chosen and qualified and have the authority under Title XX to protect the health, life, safety and welfare of the Pagosa Springs community; and

WHEREAS, the Upper San Juan Library District, doing business as Ruby M. Sission Library, has made a request to the Town Council for waiver of Capital Investment Fee (tap fee) on the new addition to the Library located at 811 San Juan Street; and

WHEREAS, the Pagosa Springs Sanitation General Improvement District approved PSSGID Resolution 2025-02 granting a waiver of the Capital Investment Fee for one Equivalent Unit at \$6,520.00; and

WHEREAS, the Town Council considers the Library expansion and remodeling project to be beneficial and necessary for the residents and visitors of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF PAGOSA SPRINGS, COLORADO, THAT:

1. The Town Council hereby acknowledges the waiver of tap fees by the Board of the Town of Pagosa Springs Sanitation General Improvement District in the amount of \$6,520.00 for the expansion of the Ruby M. Sission Library.
2. The Town Council hereby authorizes the expenditure of \$6,520.00 from the Town's General Fund for the payment to the Pagosa Springs Sanitation General Improvement District's Sanitation Fund for waived Capital Investment Fees.

ADOPTED THIS ____ DAY OF _____, 2020, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS.

TOWN OF PAGOSA SPRINGS
TOWN COUNCIL

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: Bill Rockensock, Police Chief

PROJECT:	Ordinance 1017, First Reading, Establishing standards for the issuance and enforcement of Special Events permitting in the Town of Pagosa Springs
ACTION:	Council Action

PURPOSE/BACKGROUND:

The Town of Pagosa Springs currently has no standardized special events permitting process.

A standardized permitting process should be required by the Town for a variety of regulatory, legal, liability and safety reasons.

Passage of this ordinance will provide a single point of contact for applicants and provide guidelines for the application process to insure all requirements are met and proper staffing is available.

This includes:

Services Coordination

Sanitation: Ensures trash collection, bathroom facilities, and post-event cleanup are handled.

Town Resources: Allows departments to prepare for extra services like police, parks staff, or public works.

Notification to other public entities: provides situational awareness for EMS, Pagosa Fire Protection District, Sheriff, EOC, etc.

Minimize disruption: Helps coordinate with residents and businesses to avoid unnecessary disruption.

Public Safety

Emergency access: Ensures police, fire, and medical services can still access the area.

Crowd control: Helps plan for large crowds and prevent dangerous situations like overcrowding or stampedes.

Traffic management: Allows the town to manage street closures, reroute traffic, and ensure pedestrian safety.

Legal & Regulatory Compliance

Liability: Permits help define who's responsible if something goes wrong (e.g., injuries, property damage).

Noise and alcohol laws: Ensures the event complies with local ordinances like noise limits or alcohol regulations.

Insurance: Require event organizers to carry insurance as a condition of the permit.

Planning & Communication

Avoid event conflicts: Helps the town manage calendars to prevent overlapping events in the same area.

Community notification: Gives the town time to inform residents and businesses about potential disruptions.

Revenue and Cost Recovery

Permits can include fees that offset town costs for services like police presence or street closures.

Vendor regulation: If vendors are present, permits help regulate who sells what and where, ensuring fair competition and tax collection.

Enforcement

Allows for permit violations to be declared a public nuisance with applicable penalties.

ATTACHMENTS:

[Ordinance adopting Chapter 17.6 Special Events](#)

[Chapter 17.6 Special Events - Final](#)

FISCAL IMPACT:

Unknown

RECOMMENDATIONS:

1. APPROVE the First Reading of Ordinance 1017, An Ordinance of the Town of Pagosa Springs Colorado, establishing standards for the issuance of a permit for special events in the Town of Pagosa Springs
2. APPROVE the First Reading of Ordinance 1017, An Ordinance of the Town of Pagosa Springs Colorado, establishing standards for the issuance of a permit for special events in the Town of Pagosa Springs, with The Following Additional Conditions of Approval
3. DENY the First Reading of Ordinance 1017

TOWN OF PAGOSA SPRINGS, COLORADO

ORDINANCE NO. 1017
(SERIES 2025)AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS TO ADOPTER
CHAPTER 17.6 OF THE MUNICIPAL CODE – SPECIAL EVENTS

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 (“Charter”); and

WHEREAS, pursuant to Section 1.4 of the Charter, the Town has all the 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, the Town Council of the Town (“Town Council”) desires to provide for the standards for the issuance of a permit for special events in or upon any public street, park or other public grounds in the Town in the Town of Pagosa Springs; and

WHEREAS, the Town Council hereby finds and determines that the addition of Chapter 17.6 to the Municipal Code as described herein, is appropriate and necessary to the function and operation of the Town.

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

Section 1. Incorporation of Recitals. The above Recitals are hereby incorporated into this Ordinance by this reference.

Section 2. Adoption of Chapter 17.6 of the Municipal Code of the Town of Pagosa Springs. Chapter 17.6 of the Municipal Code, as set forth in Exhibit A, attached hereto and incorporated herein, is adopted.

Section 3. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 4. 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 5. Public Hearing. A public hearing on this Ordinance shall be held on the 2nd day of September, 2025, at 5:00 p.m. at the Pagosa Springs Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado.

Town of Pagosa Springs

Ordinance No. 1017 (Series 2025)

Page 2

Section 6. Effective Date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED 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 2ND DAY OF SEPTEMBER, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

Town of Pagosa Springs

Ordinance No. 1017 (Series 2025)

Page 3

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED 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 16TH DAY OF SEPTEMBER, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

EXHIBIT A

[ATTACHED]

Town of Pagosa Springs

Ordinance No. 1017 (Series 2025)

Page 5

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. 1017 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the 2nd day of September, 2025, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 2025, 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 _____, 2025.

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. 1017 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the 16th day of September, 2025, 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 _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ____ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

CHAPTER 17 - STREETS, SIDEWALKS AND PUBLIC PLACES

Article 17.6 - Special Events

Sections:

- 17.6.1 - Purpose
- 17.6.2 - Definitions
- 17.6.3 - Permit Required
- 17.6.4 - Exceptions
- 17.6.5 - Permit Application
- 17.6.6 - Notification of Other Public Entities
- 17.6.7 - Findings Required
- 17.6.8 - Conditions to Permit
- 17.6.9 - Prior Application
- 17.6.10 - Notice of Issuance or Denial
- 17.6.11 - Appeal Procedure
- 17.6.12 - Suspension or Revocation of Permit
- 17.6.13 - Penalties; Nuisance Declared

17.6.1 - Purpose.

This Article establishes the standards for the issuance of a permit for special events in the Town of Pagosa Springs.

17.6.2 - Definitions.

(1) As used in this Article:

(a) “Funeral procession” means a single direct movement from a mortuary or church to the place of burial of a human body, under direction of an authorized funeral director.

(b) “Parade” means a march or procession of any kind upon any public street, park or other public grounds.

(c) “Public meeting or assembly” means a planned or organized gathering of a group of twenty-five or more persons, or any ceremony, show, exhibition or pageant which may reasonably be expected to result in the gathering of a large group of persons, upon any public street, park or other public grounds that would be reasonably expected to impede access to public spaces, impede pedestrian or vehicular traffic, interfere with proper fire and police protection of, or ambulance service in, the area.

(d) “Special event” means a parade or public meeting or assembly.

(e) “Special event coordinator” means the Town Manager or his or her designee.

17.6.3 - Permit required.

(a) It is unlawful for any person to hold, manage, conduct, aid, participate in, form, start or carry on any special event, in or upon any public street, park or other public grounds in the Town unless and until a permit to conduct such special event has been obtained in compliance with the provisions of this Article, except as provided in this Article.

(b) The permit must be displayed or made available if requested by a government official.

(c) Every vendor and exhibitor participating in a scheduled event in the pursuit of selling merchandise, goods, or services must have a business license issued pursuant to Section 6.1.3 of this Code and pay a license fee pursuant to Section 6.3.3 of this Code.

(d) The Town may choose to waive fees for existing businesses that have been issued a business license in the Town, as provided in this Code. Applicant must request a waiver for such fees and licenses.

(e) The special event coordinator may waive fees as provided in this Article.

17.6.4 - Exceptions.

(1) Special event permits shall not be required for the following activities:

(a) Funeral processions;

(b) A governmental agency acting within the scope of its functions;

(c) Students going to and from school classes or participating in educational activities, providing such activity is authorized by the school district and is under the immediate direction and supervision of the school authorities authorized by the school district to approve and supervise such activity.

(d) Events that are sponsored or permitted by a Town department (i.e. Parks & Recreation Department) and are contained within the property owned by the Town.

17.6.5 - Permit application.

(1) Application for special event permits must be filed with the special event coordinator not less than thirty days in advance of the proposed special event. Late applications may be accepted if filed sufficiently in advance of the date of the proposed special event to enable the special event coordinator to determine that the special event will meet the requirements set forth in Section 17.6.7 of this Code.

(2) This application shall be in writing and shall give the following information:

(a) The name, address, telephone number, and proof of identification of the person requesting the permit. If the special event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and the authorized head of such organization shall be stated;

(b) The name, address, telephone number, and proof of identification of the person who will be directly in charge of and responsible for the special event;

(c) The date, time and location or route of the proposed special event;

(d) The approximate number of persons who will participate in the special event and the number and kind of vehicles, equipment and animals which will be used;

(e) A statement as to whether the special event will occupy all or only a portion of the streets proposed to be traversed;

(f) A vicinity map or detailed sketch of the special event location and extent, showing stalls, restrooms and other amenities, as may be applicable;

(g) A statement as to whether a permit has been requested or obtained from any other city or town within which special event shall commence, terminate or occur in part;

(h) Any additional information which the special event coordinator shall find reasonably necessary to determine the findings required by Section 17.6.7 of this Code.

17.6.6 - Notification of Other Public Entities.

(1) Once the application is filed, the special event coordinator may request comments from affected Town departments or agencies, or other public entities as deemed appropriate by the special event coordinator, including but not limited to:

(a) Town Manager – coordination with Town.

- (b) Town Clerk – liquor licensing.
- (c) Finance - sales tax and temporary utility costs.
- (d) Archuleta County Health Department – food safety and permits.
- (e) Public Works – street, traffic and utility services.
- (f) Pagosa Springs Medical Center – ambulance and medical services.
- (g) Pagosa Fire Protection District – fire inspection services.
- (h) Police - law enforcement (security and traffic control).
- (i) Parks & Recreation – park use permits, solid waste, event planning.
- (j) Sheriff – emergency operations planning.
- (k) Community Development – land use and special permits.
- (l) Town Attorney – liability and constitutional issues.
- (m) Property owner/management – confirming use agreement with signature.

(2) Public entities may request additional information related to the proposed special event or require additional permits in their discretion.

(3) An applicant is responsible for obtaining any additional permit or license required for the special event, including, without limitation, a temporary use license, specialty license, special event vendor's license, or liquor license.

17.6.7 - Findings required.

(1) The special event coordinator shall issue a special event permit as provided for under this Article when, from consideration of the application and from such other information as may otherwise be obtained, he or she finds that:

(a) The conduct special event will not substantially interrupt the safe and orderly movement of other traffic, or in the event of a closure of an area, detours will be acceptable;

(b) The concentration of persons, animals and vehicles will not unduly interfere with proper fire and police protection of, or ambulance service to, areas where the special event will take place or areas contiguous to such areas;

(c) The special event will not unduly interfere with the movement of fire fighting equipment enroute to a fire, or the movement of other emergency equipment;

(d) The special event is not reasonably likely to cause injury to persons or property; and

(e) The special event is not to be held for the sole purpose of advertising the goods, wares or merchandise of a particular business establishment or vendor.

17.6.8 - Conditions to permit.

(1) The special event coordinator shall have authority to impose such conditions as are necessary to ensure that all of the findings mentioned in Section 17.6.7 of this Code shall exist during the continuation of the special event. Conditions may include, but are not limited to:

(a) Insurance of at least one million dollars (\$1,000,000.00) per individual claim and two million dollars (\$2,000,000.00) in the aggregate. Such insurance shall name on the policy or by endorsement as additional insureds the Town, its officers, employees and agents;

(b) Agreement to defend the Town against, indemnify and hold the Town harmless from, any liability to any persons resulting from any damage or injury occurring in connection with the special event, except in the event that the Town or another public entity is the applicant;

(c) Provision, satisfactory to the special event coordinator, for security services and emergency services;

(d) Provision of adequate public restrooms, garbage containers, cleanup and restoration of Town property;

(e) Any other condition reasonably necessary to ensure that all of the findings mentioned in Section 17.6.7 of this Code shall be satisfied.

17.6.9 - Prior application.

If a prior permit application shall have been made for a special event proposed to be held at the same time or place, the special event coordinator may refuse approval of the later application. In case of such refusal, the special event coordinator shall send the applicant a written notice that he or she may apply for an alternate time and place.

17.6.10 - Notice of issuance or denial.

The special event coordinator shall act upon the permit application within fourteen days of the filing thereof. If the special event coordinator disapproves the application, the special event coordinator shall mail to the applicant within that fourteen-day period notice of the denial and the reason(s) therefor.

17.6.11 - Appeal procedure.

The applicant shall have the right to appeal the denial of a permit to the Town Manager. A notice of appeal shall be filed with the Town Clerk within two business days.

17.6.12 - Suspension or Revocation of Permit

(1) Any permit issued under this Article may be suspended or revoked by the Town for violation of any of the terms of the permit, violation of any of the terms of this Article; and/or the special event causing a public nuisance or a danger to the public health, safety, or welfare. The special event coordinator or the Chief of Police, or his or her designee, shall have authority to revoke a special event permit due to a public nuisance or an immediate or imminent danger to the public health, safety, or welfare.

(2) Upon suspension or revocation, the special event coordinator shall deliver written notice to the permit holder stating the action taken and the reasons supporting such action. The written notice shall be delivered to the address stated in the application for a special event permit.

17.6.13 - Penalties; Nuisance Declared.

(1) It is unlawful for any person to violate any provision of this Article. Any such violation is hereby declared a criminal offense and any person found guilty of violating any provision of this Article shall, upon conviction thereof, be punished by a fine or imprisonment, or both, pursuant to Section 1.3.3 of this Code. The fines for violations of this Article shall be set to Section 1.3.3 of this Code, but not less than five hundred dollars (\$500). Each day that a violation of any provision of this Article continues to exist shall be deemed a separate and distinct violation.

(2) The conduct of any activity or business in violation of this Article is hereby declared to be a public nuisance, which may be abated pursuant to the provisions for the enforcement of nuisances as provided in Article 2 of Chapter 11 of this Code. All violations of this Article shall be considered an emergency violation as provided in Section 11.2.2 of this Code.

(3) The Town is specifically authorized to seek an injunction, abatement, restitution, or any other remedy necessary to prevent, enjoin, abate, or remove the violation.

(4) Any remedies provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law or in equity.



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: Jennifer Green, Executive Director

PROJECT: Intergovernmental Agreement with Archuleta County Regarding Administration of Tourism Area Board, Lodgers Tax Funding, and Promoting Tourism

ACTION: Council Action

PURPOSE/BACKGROUND:

Town Council and the Board of County Commissioners discussed updating the IGA in early 2025. A small group (one Town Council rep, one County Commissioner, one Tourism Board member and the Director) met to review the existing IGA on March 31st and suggested the following revisions:

- Cleaned up general language
- Changed Board terms to 3 years versus 2 years
- Added additional ways lodging tax can be used
- Added language around visitor education

The draft was reviewed during the May 19th joint Town / County work session. The attached updated IGA has been reviewed by attorneys for both Town Council and the Board of County Commissioners.

ATTACHMENTS:

[Tourism IGA 082825 final](#)

FISCAL IMPACT:

The proposed IGA does not have any direct fiscal impact, but clarifies how the lodgers tax funding is administered and its eligible uses.

RECOMMENDATIONS:

The Town Council may consider the following actions:

1. Move to approve the Intergovernmental Agreement between the the Town and County regarding the administration of the Tourism Board and lodgers tax funding
2. Move to approve the Intergovernmental Agreement with the following corrections...
3. Move to deny approval of the Intergovernmental Agreement and direct staff

**INTERGOVERNMENTAL AGREEMENT
BETWEEN ARCHULETA COUNTY, COLORADO AND
THE TOWN OF PAGOSA SPRINGS, COLORADO
REGARDING THE STAFFING OF THE TOURISM DEPARTMENT AND THE
ADMINISTRATION OF THE PAGOSA SPRINGS AREA TOURISM BOARD AND
ADMINISTRATION OF LODGING TAX FUNDING IN A COOPERATIVE EFFORT TO
PROMOTE AND MANAGE PAGOSA SPRINGS AND ARCHULETA COUNTY AS A
TOURISM DESTINATION**

This Intergovernmental Agreement (“Agreement” or “Contract”) is entered into by and between Archuleta County, Colorado (the “County”) and the Town of Pagosa Springs (the “Town”) (collectively referred to as “Parties” and each individually as a “Party”).

RECITALS

WHEREAS,

- A. The Town and County each collect a tax on vacation lodging within their respective jurisdictions (each, the “Lodging Tax”); and,
- B. C.R.S. § 30-11-107.5 pertains to the operation and management of a county lodging tax tourism fund and which restricts the use of the County’s Lodging Tax to only the marketing and advertising of local tourism; and,
- C. Section 16.4 of the Pagosa Springs Municipal Code pertains to the Lodgers’ Tax and the Town’s use of revenues; and
- D. The County adopted Resolution 1987-129 on November 13, 1987, which established a panel to administer tourism funds derived from a Lodging Tax; and,
- E. The County adopted Resolution 2010-3 on January 19, 2010, which restructured the County Tourism Commission; and,
- F. The Parties adopted a Memorandum of Understanding on or about January 1, 2015, regarding the administration of lodging tax funding (the “2015 MOU”); and,
- G. The Parties have agreed to fund the County Tourism Commission, now known as the Pagosa Springs Area Tourism Board (hereinafter, the “Tourism Board”) through Lodging Tax collections for the purpose of promoting Pagosa Springs and Archuleta County as a tourism destination; and,
- H. The County and Town have determined that tourism is an integral part of the local economy and fully support the promotion of Pagosa Springs and Archuleta County as a tourism destination; and,

I. The Town and County agree that managing the destination through visitor education and improvements to infrastructure is critical, and

J. The County and Town have each budgeted their respective Lodging Tax collections to support the efforts of destination tourism in accordance with existing ballot language; and,

K. The County and Town agree that combining funding in a collaborative manner will better serve the community.

NOW, THEREFORE, in consideration of the recitals above and the joint and mutual covenants, conditions and promises contained herein below, the Parties state and agree as follows:

Section 1 – Tourism Department Staffing and Operations.

- 1.1 The staff of the Tourism Board shall be Town employees
- 1.2 The head of the Tourism Department shall be the Executive Director of Tourism (hereinafter, “Executive Director”).
- 1.3 The Executive Director shall report to the Pagosa Springs Town Manager. Other employees of the Tourism Department shall report to the Executive Director.
- 1.4 Compensation for Tourism Department staff shall be funded by the Lodging tax collected by both the Town of Pagosa Springs and Archuleta County.

Section 2 – Pagosa Springs Area Tourism Board

- 2.1 Duties and Authorities of the Pagosa Springs Area Tourism Board. The Tourism Board is a citizen’s advisory Board to the Pagosa Springs Town Council and the Archuleta County Board of County Commissioners. The purpose of the Tourism Board is to make specific recommendations to be presented by the Executive Director of Tourism relative to expenditures of both the Town and County Lodging Tax. The focus of the Board will be the promotion and management of the destination.
- 2.2 Members and Terms of Office.
 - 2.2.1 The Tourism Board shall consist of nine Board Members, all of whom shall be appointed by both the County and Town Council, except as set forth below:
 - 1 County Commissioner (appointed by the County)
 - 1 Town Council Member (appointed by the Town Council)
 - 1 Lodging Association Member (nominated by the Pagosa Lodging Association)
 - 1 Chamber of Commerce Member (nominated by the Pagosa Springs Chamber of Commerce)
 - 1 Board of Realtors Member (nominated by the Pagosa Springs Area Association of Realtors)
 - 1 Short Term Rental Representative (nominated by the Pagosa Springs Area Tourism Board)
 - 1 Hospitality / Recreation Representative (nominated by the Pagosa Springs Area Tourism Board)
 - 2 At-large Members from the general public of Archuleta County (nominated by the Pagosa Springs Area Tourism Board)

2.2.2. The members of the Tourism Board shall serve in such capacity without compensation. The terms of office of the Tourism Board shall be three (3) years, with the exception of the Town and County Representatives. Members may be reappointed to any number of consecutive terms.

2.2.3 Should a vacancy occur, the Executive Director of the Tourism Department will ensure public notification of the vacancy. Interested individuals shall submit a letter to the Executive Director who will submit the letter to the Tourism Board to consider nominating such applicant to the Town Council and/or the County as applicable. The Tourism Board may choose to vote on the recommendation of new members verbally or via paper ballot, as determined by a majority of the Board in advance of the vote. Nominated appointments will be considered for confirmation by Town Council and the Board of County Commissioners.

2.2.4 The Town Council may remove any member of the Tourism Board that the Town Council has appointed for any reason prior to the expiration of their term.

2.2.5 The County may remove any member of the Tourism Board that the County has appointed for any reason prior to the expiration of their term.

2.2.6 The position of any member of the Tourism Board shall be deemed vacant if:

- a. Any member misses three (3) consecutive regular meetings or four (4) meetings in a 12 month period;
- b. The Town Council or County removes a member pursuant to Sections 2.2.4 or 2.2.5, or based on the recommendation of the Tourism Board;
- c. A member submits a written resignation;
- d. A member representing an association no longer is a member of that association for which the member was originally nominated to represent; or,
- e. A member dies or is incapable of performing their duties of a member.

2.3 Officers, Meetings and Public Hearings:

2.3.1 Election of Chairperson and Vice Chairperson. Annually, the Tourism Board shall elect the following officers by majority vote of the Tourism Board membership: Chairperson, Vice-

Chairperson, 2nd Vice Chair. Officer tenure will be for one year with the newly elected officers taking office immediately with each being eligible for re-election, and each serving a one-year term in such a capacity.

- a. The Chairperson of the Tourism Board shall preside at all meetings and public hearings of such board, shall decide all points of order and procedure.
- b. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson and shall act in the capacity of Chairperson for all special commissions created by the Tourism Board. Should the Vice-Chairperson and the Chairperson be absent from a meeting or public hearing, the 2nd Vice Chair shall be the presiding officer.
- c. Any vacancy from the position of Chairperson , Vice-Chairperson or 2nd Vice Chair shall be filled in the same manner as the vacant position was initially filled..

2.3.2 Establishment of Meeting Schedule. The Tourism Board shall also annually establish a meeting schedule to meet regularly. All meetings shall be open to the public, and the agenda for each meeting shall be made available in advance through the approved Town and County notification processes.

2.3.3 Notice of Meetings. The Executive Director upon twenty-four (24) hours notice to all regular members may call special meetings as necessary, and such other notice as required by Section 2.3.2.

2.3.4 Open Meetings. The Tourism Board is subject to the Colorado Open Meetings Law.

2.4 Actions by Members.

2.4.1 The Tourism Board will be administered as follows:

- a. The County and Town shall approve an annual budget for the Tourism Board, prior to the end of each fiscal year for the following fiscal year. Any budget amendments must be approved by both Town Council and the Board of County Commissioners.
- b. The Executive Director will provide written tourism status reports to the County and Town monthly, with verbal presentations provided at the desired frequency of each entity.
- c. The Tourism Board shall comply with the Town's procurement and administrative policies currently in effect and as they may be amended from time to time.

- d. The Tourism Board may appoint subcommittees to provide necessary focus to all areas that tourism impacts in the community.

2.4.2 Quorum. Official meetings will only be held when a quorum is present, determined and defined by a majority of the voting members (at least five of the nine voting members). Attendance is allowed by video. Lack of a quorum will require a rescheduling of the meeting until such a time in which a quorum is achieved and legal meeting notification can be provided as required by Section 2.3.2.

2.4.3 Executive Session. Executive sessions in which the officers of the Board meet to discuss procedural issues may be called at the discretion of the Chairperson in accordance with State Laws.

2.4.4 Voting. The group will review potential expenditures recommendation for approval will be based on a majority affirmative vote. Vote in absentia (a.k.a. proxy votes) are not permissible.

2.4.5 Conflict of Interest. If a Board member has a financial or personal conflict of interest with a vote, they must state their conflict at the beginning of the meeting, in advance of the discussion and they must recuse themselves both in the discussion and vote in the matter.

2.4.6 Withdrawals from Voting.

A member of the Board may be excused from voting on a particular issue only if it has been determined that the member would have a conflict of interest, or if he or she would be violating the State Code of Ethics.

2.4.7 Code of Ethics. The Tourism Board shall comply with the statutory Code of Ethics for local government officials contained in Part 1, Article 18, Title 24, C.R.S. The Code includes prohibited conduct and conflicts regarding personal financial interest.

Section 3 – Administration of Lodging Tax Funding

- 3.1 The Tourism Board shall ensure that all requests for funding from Lodging Tax revenues meet the criteria established by the County and Town as specifically set forth in this Agreement, and in accordance with State Law. For the purpose of the Tourism Board, “tourism” is focused on bringing visitors to our community and increasing the length of their visits for the purpose of increasing both lodging and sales tax revenues. The powers and duties of the Tourism Board include, but are not limited to the following:
- 3.2 The Tourism Board will operate in a prudent manner and expenditures that are recommended by the Tourism Board and approved by the County and Town will be measured and frequently reviewed relative to the expected outcomes.

- 3.3 Measurement standards will be utilized by the Executive Director / Tourism Board to track and evaluate the Tourism Board's efforts.
- 3.4 The Executive Director and / or the Tourism Board may recommend to the Town and County the use of consultants or other professionals as determined to be prudent relative to specific and necessary expertise.
- 3.5 The Tourism Board will attempt to work with other groups, across the State of Colorado, regionally and in the community, to both unify and promote efficiency in the community's tourism efforts.
- 3.6 Capital Expenditure projects may be considered by the Tourism Board, if they are tourism related in that the project will improve the experience of the visitor; however, only the Town's Lodging Tax revenue may be used for such projects as the County's Lodging Tax is restricted by C.R.S. § 30-11-107.5 to only the marketing and advertising of local tourism.
- 3.7 Annual Budget and Expenditures. An annual budget will be created by the Executive Director, with input from the Tourism Board, following consensus from the Town and County to establish tourism priorities for the following year. The majority of annual expenditures will fall into the categories of 1) External Marketing & Visitor Education 2) Visitor Center 3) Event Support and 4) Capital Expenditures. The Executive Director will present the budget to the Board of County Commissioners and the Town Council for approval, annually in October, for funding the following year.
- 3.8 County agrees to remit to Town, on a quarterly basis, the County's Lodging Tax within thirty (30) days of receipt from the State of Colorado.
- 3.9 The Town agrees to account for and track the expenditures of the Town's Lodging Tax and County's Lodging Tax through the Town's Chart of Accounts as recommended by the Government Finance Officers Association (GFOA) and provide quarterly reports to the County on the expenditures and uses of the County's Lodging Tax. The Parties heretofore agree and understand that the County's Lodging Tax may only be used for the marketing and advertising of local tourism and for no other uses without voter approval, all pursuant to C.R.S. § 30-11-107.5.
- 3.10 County and Town Funds disbursed from the Tourism Board shall be restricted to projects specifically identified as tourism-related, including, but not limited to:
- Tourism department staffing
 - Visitor Center operations
 - Promotion and visitor education of the destination

- Parks or Venues (additions, enhancements, upgrades)
- Trails
- Event-specific (festivals, pickleball, ice-skating, nordic skiing, etc.)
- Signage
- Holiday Lighting
- River Access
- Infrastructure
- Support of Workforce Housing
- Support of childcare or early childhood education

3.11 The Parties' obligations are subject to the annual appropriation of funds by their respective governing bodies.

Section 4 – Miscellaneous

- 4.1 Effective Date. This Agreement will commence immediately upon full execution and shall continue until either Party gives at least ninety (90) days written notice of termination to the other Party.
- 4.2 No Third-Party Beneficiaries. This Agreement is not intended to, and will not be construed to, confer a benefit, or create any right on a third party, or the power of right to bring an action to enforce any of its terms.
- 4.3 Modification. This Agreement may be amended only by written instrument duly signed and executed by the County and Town.
- 4.4 Signatory Authority. The persons executing this Agreement on behalf of the Parties hereby affirmatively represent that each has the requisite legal authority to enter into this Agreement on behalf of their respective Party and to bind their respective Party to the terms and conditions of this Agreement and understand that all Parties are relying upon these representations in entering into the Agreement.
- 4.5 Severability. The provisions of this Agreement are severable and the adjudicated invalidity of any provision or portion of this Agreement shall not in and of itself affect the validity of any other provision or portion of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect. If a Court of competent

jurisdiction were to determine that a provision of this Agreement is invalid or unenforceable, then the Parties agree to promptly use good faith efforts to amend this Agreement or reflect the original intent of the Parties in accordance with the applicable law. This Agreement shall be construed and enforced in accordance with the laws of the United States and the State of Colorado.

- 4.6 Entire Agreement. This Agreement constitutes the entire agreement between the Town and County, and supersedes all prior negotiations, representations, or other agreements, whether written or oral. These include County Resolutions 1987-129 and 2010-3 and the 2015 MOU.
- 4.7 Interpretation. In the event of a dispute between the Parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement will be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.
- 4.8 No Waiver of Governmental Immunity Act. The Parties hereto understand and agree that the County, the Town, their commissioners, council members, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the County and/or the Town.

IN WITNESS WHEREOF, the Parties have executed this Intergovernmental Agreement as of the date so indicated in the signature blocks.

BOARD OF COUNTY
COMMISSIONERS OF ARCHULETA
COUNTY, COLORADO

TOWN OF PAGOSA SPRINGS,
COLORADO

By:

By:

Veronica Medina, Chair

Shari Pierce, Mayor

Date:

Date:

ATTEST:

ATTEST:

Kristy Archuleta
County Clerk & Recorder

April Hessman
Town Clerk



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: Jennifer Green, Executive Director

PROJECT:	Intergovernmental Agreement with Archuleta County Regarding Administration of Tourism Area Board, Lodgers Tax Funding, and Promoting Tourism
ACTION:	Council Action

PURPOSE/BACKGROUND:

Town Council and the Board of County Commissioners discussed updating the IGA in early 2025. A small group (one Town Council rep, one County Commissioner, one Tourism Board member and the Director) met to review the existing IGA on March 31st and suggested the following revisions:

- Cleaned up general language
- Changed Board terms to 3 years versus 2 years
- Added additional ways lodging tax can be used
- Added language around visitor education

The draft was reviewed during the May 19th joint Town / County work session. The attached updated IGA has been reviewed by attorneys for both Town Council and the Board of County Commissioners.

ATTACHMENTS:

[Tourism IGA 082825 final](#)

FISCAL IMPACT:

The proposed IGA does not have any direct fiscal impact, but clarifies how the lodgers tax funding is administered and its eligible uses.

RECOMMENDATIONS:

The Town Council may consider the following actions:

1. Move to approve the Intergovernmental Agreement between the the Town and County regarding the administration of the Tourism Board and lodgers tax funding
2. Move to approve the Intergovernmental Agreement with the following corrections...
3. Move to deny approval of the Intergovernmental Agreement and direct staff

**INTERGOVERNMENTAL AGREEMENT
BETWEEN ARCHULETA COUNTY, COLORADO AND
THE TOWN OF PAGOSA SPRINGS, COLORADO
REGARDING THE STAFFING OF THE TOURISM DEPARTMENT AND THE
ADMINISTRATION OF THE PAGOSA SPRINGS AREA TOURISM BOARD AND
ADMINISTRATION OF LODGING TAX FUNDING IN A COOPERATIVE EFFORT TO
PROMOTE AND MANAGE PAGOSA SPRINGS AND ARCHULETA COUNTY AS A
TOURISM DESTINATION**

This Intergovernmental Agreement (“Agreement” or “Contract”) is entered into by and between Archuleta County, Colorado (the “County”) and the Town of Pagosa Springs (the “Town”) (collectively referred to as “Parties” and each individually as a “Party”).

RECITALS

WHEREAS,

- A. The Town and County each collect a tax on vacation lodging within their respective jurisdictions (each, the “Lodging Tax”); and,
- B. C.R.S. § 30-11-107.5 pertains to the operation and management of a county lodging tax tourism fund and which restricts the use of the County’s Lodging Tax to only the marketing and advertising of local tourism; and,
- C. Section 16.4 of the Pagosa Springs Municipal Code pertains to the Lodgers’ Tax and the Town’s use of revenues; and
- D. The County adopted Resolution 1987-129 on November 13, 1987, which established a panel to administer tourism funds derived from a Lodging Tax; and,
- E. The County adopted Resolution 2010-3 on January 19, 2010, which restructured the County Tourism Commission; and,
- F. The Parties adopted a Memorandum of Understanding on or about January 1, 2015, regarding the administration of lodging tax funding (the “2015 MOU”); and,
- G. The Parties have agreed to fund the County Tourism Commission, now known as the Pagosa Springs Area Tourism Board (hereinafter, the “Tourism Board”) through Lodging Tax collections for the purpose of promoting Pagosa Springs and Archuleta County as a tourism destination; and,
- H. The County and Town have determined that tourism is an integral part of the local economy and fully support the promotion of Pagosa Springs and Archuleta County as a tourism destination; and,

I. The Town and County agree that managing the destination through visitor education and improvements to infrastructure is critical, and

J. The County and Town have each budgeted their respective Lodging Tax collections to support the efforts of destination tourism in accordance with existing ballot language; and,

K. The County and Town agree that combining funding in a collaborative manner will better serve the community.

NOW, THEREFORE, in consideration of the recitals above and the joint and mutual covenants, conditions and promises contained herein below, the Parties state and agree as follows:

Section 1 – Tourism Department Staffing and Operations.

- 1.1 The staff of the Tourism Board shall be Town employees
- 1.2 The head of the Tourism Department shall be the Executive Director of Tourism (hereinafter, “Executive Director”).
- 1.3 The Executive Director shall report to the Pagosa Springs Town Manager. Other employees of the Tourism Department shall report to the Executive Director.
- 1.4 Compensation for Tourism Department staff shall be funded by the Lodging tax collected by both the Town of Pagosa Springs and Archuleta County.

Section 2 – Pagosa Springs Area Tourism Board

2.1 Duties and Authorities of the Pagosa Springs Area Tourism Board. The Tourism Board is a citizen’s advisory Board to the Pagosa Springs Town Council and the Archuleta County Board of County Commissioners. The purpose of the Tourism Board is to make specific recommendations to be presented by the Executive Director of Tourism relative to expenditures of both the Town and County Lodging Tax. The focus of the Board will be the promotion and management of the destination.

2.2 Members and Terms of Office.

- 2.2.1 The Tourism Board shall consist of nine Board Members, all of whom shall be appointed by both the County and Town Council, except as set forth below:
 - 1 County Commissioner (appointed by the County)
 - 1 Town Council Member (appointed by the Town Council)
 - 1 Lodging Association Member (nominated by the Pagosa Lodging Association)
 - 1 Chamber of Commerce Member (nominated by the Pagosa Springs Chamber of Commerce)
 - 1 Board of Realtors Member (nominated by the Pagosa Springs Area Association of Realtors)
 - 1 Short Term Rental Representative (nominated by the Pagosa Springs Area Tourism Board)
 - 1 Hospitality / Recreation Representative (nominated by the Pagosa Springs Area Tourism Board)
 - 2 At-large Members from the general public of Archuleta County (nominated by the Pagosa Springs Area Tourism Board)

2.2.2. The members of the Tourism Board shall serve in such capacity without compensation. The terms of office of the Tourism Board shall be three (3) years, with the exception of the Town and County Representatives. Members may be reappointed to any number of consecutive terms.

2.2.3 Should a vacancy occur, the Executive Director of the Tourism Department will ensure public notification of the vacancy. Interested individuals shall submit a letter to the Executive Director who will submit the letter to the Tourism Board to consider nominating such applicant to the Town Council and/or the County as applicable. The Tourism Board may choose to vote on the recommendation of new members verbally or via paper ballot, as determined by a majority of the Board in advance of the vote. Nominated appointments will be considered for confirmation by Town Council and the Board of County Commissioners.

2.2.4 The Town Council may remove any member of the Tourism Board that the Town Council has appointed for any reason prior to the expiration of their term.

2.2.5 The County may remove any member of the Tourism Board that the County has appointed for any reason prior to the expiration of their term.

2.2.6 The position of any member of the Tourism Board shall be deemed vacant if:

- a. Any member misses three (3) consecutive regular meetings or four (4) meetings in a 12 month period;
- b. The Town Council or County removes a member pursuant to Sections 2.2.4 or 2.2.5, or based on the recommendation of the Tourism Board;
- c. A member submits a written resignation;
- d. A member representing an association no longer is a member of that association for which the member was originally nominated to represent; or,
- e. A member dies or is incapable of performing their duties of a member.

2.3 Officers, Meetings and Public Hearings:

2.3.1 Election of Chairperson and Vice Chairperson. Annually, the Tourism Board shall elect the following officers by majority vote of the Tourism Board membership: Chairperson, Vice-

Chairperson, 2nd Vice Chair. Officer tenure will be for one year with the newly elected officers taking office immediately with each being eligible for re-election, and each serving a one-year term in such a capacity.

- a. The Chairperson of the Tourism Board shall preside at all meetings and public hearings of such board, shall decide all points of order and procedure.
- b. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson and shall act in the capacity of Chairperson for all special commissions created by the Tourism Board. Should the Vice-Chairperson and the Chairperson be absent from a meeting or public hearing, the 2nd Vice Chair shall be the presiding officer.
- c. Any vacancy from the position of Chairperson , Vice-Chairperson or 2nd Vice Chair shall be filled in the same manner as the vacant position was initially filled..

2.3.2 Establishment of Meeting Schedule. The Tourism Board shall also annually establish a meeting schedule to meet regularly. All meetings shall be open to the public, and the agenda for each meeting shall be made available in advance through the approved Town and County notification processes.

2.3.3 Notice of Meetings. The Executive Director upon twenty-four (24) hours notice to all regular members may call special meetings as necessary, and such other notice as required by Section 2.3.2.

2.3.4 Open Meetings. The Tourism Board is subject to the Colorado Open Meetings Law.

2.4 Actions by Members.

2.4.1 The Tourism Board will be administered as follows:

- a. The County and Town shall approve an annual budget for the Tourism Board, prior to the end of each fiscal year for the following fiscal year. Any budget amendments must be approved by both Town Council and the Board of County Commissioners.
- b. The Executive Director will provide written tourism status reports to the County and Town monthly, with verbal presentations provided at the desired frequency of each entity.

c. The Tourism Board shall comply with the Town's procurement and administrative policies currently in effect and as they may be amended from time to time.

d. The Tourism Board may appoint subcommittees to provide necessary focus to all areas that tourism impacts in the community.

2.4.2 Quorum. Official meetings will only be held when a quorum is present, determined and defined by a majority of the voting members (at least five of the nine voting members). Attendance is allowed by video. Lack of a quorum will require a rescheduling of the meeting until such a time in which a quorum is achieved and legal meeting notification can be provided as required by Section 2.3.2.

2.4.3 Executive Session. Executive sessions in which the officers of the Board meet to discuss procedural issues may be called at the discretion of the Chairperson in accordance with State Laws.

2.4.4 Voting. The group will review potential expenditures recommendation for approval will be based on a majority affirmative vote. Vote in absentia (a.k.a. proxy votes) are not permissible.

2.4.5 Conflict of Interest. If a Board member has a financial or personal conflict of interest with a vote, they must state their conflict at the beginning of the meeting, in advance of the discussion and they must recuse themselves both in the discussion and vote in the matter.

2.4.6 Withdrawals from Voting.

A member of the Board may be excused from voting on a particular issue only if it has been determined that the member would have a conflict of interest, or if he or she would be violating the State Code of Ethics.

2.4.7 Code of Ethics. The Tourism Board shall comply with the statutory Code of Ethics for local government officials contained in Part 1, Article 18, Title 24, C.R.S. The Code includes prohibited conduct and conflicts regarding personal financial interest.

Section 3 – Administration of Lodging Tax Funding

3.1 The Tourism Board shall ensure that all requests for funding from Lodging Tax revenues meet the criteria established by the County and Town as specifically set forth in this Agreement, and in accordance with State Law. For the purpose of the Tourism Board, "tourism" is focused on bringing visitors to our community and increasing the length of their visits for the purpose of increasing both lodging and sales tax revenues. The powers and duties of the Tourism Board include, but are not limited to the following:

- 3.2. The Tourism Board will operate in a prudent manner and expenditures that are recommended by the Tourism Board and approved by the County and Town will be measured and frequently reviewed relative to the expected outcomes.
- 3.3. Measurement standards will be utilized by the Executive Director / Tourism Board to track and evaluate the Tourism Board's efforts.
- 3.4. The Executive Director and / or the Tourism Board may recommend to the Town and County the use of consultants or other professionals as determined to be prudent relative to specific and necessary expertise.
- 3.5. The Tourism Board will attempt to work with other groups, across the State of Colorado, regionally and in the community, to both unify and promote efficiency in the community's tourism efforts.
- 3.6. Capital Expenditure projects may be considered by the Tourism Board, if they are tourism related in that the project will improve the experience of the visitor; however, only the Town's Lodging Tax revenue may be used for such projects as the County's Lodging Tax is restricted by C.R.S. § 30-11-107.5 to only the marketing and advertising of local tourism.
- 3.7. Annual Budget and Expenditures. An annual budget will be created by the Executive Director, with input from the Tourism Board, following consensus from the Town and County to establish tourism priorities for the following year. The majority of annual expenditures will fall into the categories of 1) External Marketing & Visitor Education 2) Visitor Center 3) Event Support and 4) Capital Expenditures. The Executive Director will present the budget to the Board of County Commissioners and the Town Council for approval, annually in October, for funding the following year.
- 3.8. County agrees to remit to Town, on a quarterly basis, the County's Lodging Tax within thirty (30) days of receipt from the State of Colorado.
- 3.9. The Town agrees to account for and track the expenditures of the Town's Lodging Tax and County's Lodging Tax through the Town's Chart of Accounts as recommended by the Government Finance Officers Association (GFOA) and provide quarterly reports to the County on the expenditures and uses of the County's Lodging Tax. The Parties heretofore agree and understand that the County's Lodging Tax may only be used for the marketing and advertising of local tourism and for no other uses without voter approval, all pursuant to C.R.S. § 30-11-107.5.
- 3.10. County and Town Funds disbursed from the Tourism Board shall be restricted to projects specifically identified as tourism-related, including, but not limited to:
 - Tourism department staffing

- Visitor Center operations
- Promotion and visitor education of the destination
- Parks or Venues (additions, enhancements, upgrades)
- Trails
- Event-specific (festivals, pickleball, ice-skating, nordic skiing, etc.)
- Signage
- Holiday Lighting
- River Access
- Infrastructure
- Support of Workforce Housing
- Support of childcare or early childhood education

3.11 The Parties' obligations are subject to the annual appropriation of funds by their respective governing bodies.

Section 4 – Miscellaneous

- 4.1 Effective Date. This Agreement will commence immediately upon full execution and shall continue until either Party gives at least ninety (90) days written notice of termination to the other Party.
- 4.2 No Third-Party Beneficiaries. This Agreement is not intended to, and will not be construed to, confer a benefit, or create any right on a third party, or the power of right to bring an action to enforce any of its terms.
- 4.3 Modification. This Agreement may be amended only by written instrument duly signed and executed by the County and Town.
- 4.4 Signatory Authority. The persons executing this Agreement on behalf of the Parties hereby affirmatively represent that each has the requisite legal authority to enter into this Agreement on behalf of their respective Party and to bind their respective Party to the terms and conditions of this Agreement and understand that all Parties are relying upon these representations in entering into the Agreement.

- 4.5 Severability. The provisions of this Agreement are severable and the adjudicated invalidity of any provision or portion of this Agreement shall not in and of itself affect the validity of any other provision or portion of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect. If a Court of competent jurisdiction were to determine that a provision of this Agreement is invalid or unenforceable, then the Parties agree to promptly use good faith efforts to amend this Agreement or reflect the original intent of the Parties in accordance with the applicable law. This Agreement shall be construed and enforced in accordance with the laws of the United States and the State of Colorado.
- 4.6 Entire Agreement. This Agreement constitutes the entire agreement between the Town and County, and supersedes all prior negotiations, representations, or other agreements, whether written or oral. These include County Resolutions 1987-129 and 2010-3 and the 2015 MOU.
- 4.7 Interpretation. In the event of a dispute between the Parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement will be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.
- 4.8 No Waiver of Governmental Immunity Act: The Parties hereto understand and agree that the County, the Town, their commissioners, council members, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the County and/or the Town.

IN WITNESS WHEREOF, the Parties have executed this Intergovernmental Agreement as of the date so indicated in the signature blocks.

BOARD OF COUNTY
COMMISSIONERS OF

TOWN OF PAGOSA SPRINGS,
COLORADO

By:

By:

Veronica Medina, Chair

Shari Pierce, Mayor

Date:

Date:

ATTEST:

Kristy Archuleta
County Clerk & Recorder

ATTEST:

April Hessman
Town Clerk



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: James Dickhoff, Development Director

PROJECT: Ordinance 1018, First Reading, an Ordinance Annexing Certain Municipal Owned Property known as 1040 East U.S. Highway 160

ACTION: Council action

PURPOSE/BACKGROUND:

On May 05, 2025, the Town purchased 1040 E. Hwy 160 for the development of a new public river access park.

The property is within the Archuleta County's jurisdiction and is eligible for annexation into the Town's boundary, as an "Unilateral Annexation" process pursuant to C.R.S. 31-12-106, allowing annexation without the need for the petitioning process since the Town is the property owner. The remaining annexation requirements still apply.

CRS 31-12-106(3) Annexation of unincorporated municipally owned land.

C.R.S. 31-12-106 statute expressly permits annexation of unincorporated land owned by the annexing municipality, by ordinance, without notice and hearing. The property still must have the required one-sixth contiguity under Colorado Revised Statute § 31-12-104 and meet the requirements of Colorado Revised Statute § 31-12-105 and section 30(1)(c) of Article II of the Colorado Constitution. The annexing ordinance must state that the area proposed to be annexed is owned by the annexing municipality and is not solely a public street or right-of-way.

Subsequent to the approval of the Annexation Ordinance process, staff will bring forward consideration for assigning a Town zoning designation to the Planning Commission and then to Town Council's for consideration. Given the property has a perpetual deed restriction for use only as a public park/open space, pursuant to our grant award agreements, staff believes the best zoning designation for consideration is Open Space/Parks (OS), defined as *"The OS district is intended for open space and parks. The district is intended for public or quasi-public facilities and private facilities of a non-commercial character serving the general public."*

ATTACHMENTS:

[Ordinance 1018 Annexing 1040 E. Hwy 160 - TC 09.03.25](#)

FISCAL IMPACT:

Preparation of Annexation Plat and Recordation Fees will be approximately \$1,500.

RECOMMENDATIONS:

1. Move to Approve the First Reading of Ordinance 1018, Annexing Certain Municipal Owned Property known as 1040 East U.S. Highway 160.
2. Move to Deny Ordinance 1018, Providing Direction to Staff.

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 1018
(SERIES 2025)**

**AN ORDINANCE ANNEXING CERTAIN MUNICIPAL OWNED PROPERTY
KNOWN AS 1040 E. U.S. HWY 160
TO THE TOWN OF PAGOSA SPRINGS, COLORADO**

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; and

WHEREAS, Section 11.2.A. of the Charter provides that the Town Council may adopt land use and development ordinances, including but not limited to zoning ordinances, subdivision ordinances, annexation processes and an official map of the Town; and

WHEREAS, the Town has provided in the Pagosa Springs Municipal Code (“Code”), within Chapter 21 (“Land Use Development Code”), Article 11, regulations for annexing property into the town boundaries, for the purpose of promoting the health, safety, and general welfare of the Town; and

WHEREAS, on May 5, 2025 the Town of Pagosa Springs purchased 1040 E. U.S. Hwy 160 (“Property”) for the purpose of developing a public river access park; and

WHEREAS, the Property is owned by the annexing municipality, the Town of Pagosa Springs, and is not a public street or right-of-way; and

WHEREAS, the Property is eligible for “Unilateral Annexation” pursuant to Colorado Revised Statutes (C.R.S.) 31-12-106, allowing the annexation solely by Ordinance; and

WHEREAS, all applicable eligibility requirements for Unilateral Annexation are in compliance with the Municipal Annexation Act of 1965 and the Pagosa Springs Municipal Code including but not limited to; Not less than one sixth (1/6th) of the perimeter of the Property is contiguous with the Town and a community interest exists between the Property and the Town; and

WHEREAS, the Town Council does hereby find and determines that it is in the best interests of the Town to annex the Property into the Town’s boundary.

Ordinance 1018

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

Section 1. Incorporation. The recitals set forth above are incorporated and ordained as if set forth in this section in full.

Section 2. Annexation. The Property, legal description herein attached as Exhibit A, and Plat Map herein attached as Exhibit B, is hereby annexed to the Town of Pagosa Springs, Colorado, and made a part of said Town.

Section 3. Filings. Within thirty (30) days after the effective date of this Ordinance, the Town Clerk shall:

- a. File one copy of the annexation plat map with the original of this Annexation Ordinance in the office of the Clerk of the Town of Pagosa Springs, Colorado.
- b. File for recording this Annexation Ordinance and plat map of the area annexed containing a legal description of such area with the County Clerk and Recorder, with a written request that the Clerk and Recorder file one certified copy of such Annexation Ordinance and map with the Division of Local Government of the Department of Local Affairs and one certified copy of such Annexation Ordinance and Map with the Department of Revenue.

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

Section 5. 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.

Ordinance 1018

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO
SECTION 3.10, A) AND 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 , 20 .

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Shari Pierce, Mayor

Attest:

April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED
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 , 20 .

TOWN OF PAGOSA SPRINGS,
COLORADO

By: _____
Shari Pierce, Mayor

Attest:

April Hessman, Town Clerk

EXHIBIT A
LEGAL DESCRIPTION

1040 E. U.S. Highway 160

The Land is located in the County of Archuleta, State of Colorado and described as follows:

A tract of land lying and being in the SE1/4NW1/4 and NE1/4SW1/4 of Section 18, Township 35 North, Range 1 West, N.M.P.M., Archuleta County, Colorado, being a tract of land lying South of the center-line of the San Juan River and North of the North right-of-way line of U.S. Highway No. 160, and being more particularly described as follows, to-wit:

BEGINNING at the point where the West Boundary line of the said NE1/4SW1/4 of Section 18 intersects the North right-of-way line of said U.S. Highway No. 160, whence the Northeast corner of the Townsite of Pagosa Springs bears North 64° 44' West, 1479.09 feet;

Thence running from said point of beginning along the West boundary line of the said NE1/4SW1/4 and the SE1/4NW1/4, Northerly, 110.34 feet, more or less to the center of the said San Juan River;

- " up the center of the San Juan River, South 73° 23' East, 197.42 feet;
- " up the center of the San Juan River, South 89° 45' East, 447.3 feet;
- " up the center of the San Juan River, North 71° 22' East, 211.9 feet;
- " up the center of the San Juan River, North 57° 46' East, 570 feet, more or less to the East boundary line of the said SE1/4NW1/4;
- " along said East boundary line of the SE1/4NW1/4, Southerly, 160 feet, more or less, to the said North right-of-way line of U.S. Highway No. 160 (the Colorado Department of Highways R/W Map shows that the North 1/4 corner of said Section 18 bears North, 2489.9 feet, from this point);
- " along the arc of a curve to the right in a westerly direction, 806.8 feet, to P.S.C. at Sta. 19/89.1 of said Highway No. 160;
- " along said North right-of-way line, North 88° 32' West, 389.2 feet;
- " along said North right-of-way line, North 71° 23' West, 103.48 feet;
- " along said North right-of-way line, approximately North 88° 54' West, 88 feet, more or less, to the point of beginning.

LESS AND EXCEPT that tract of land as conveyed to Bi-State Financial Services in Warranty Deed recorded June 12, 1990 as Reception No. 172154.

Ordinance 1018

**EXHIBIT B
ANNEXATION MAP**

CERTIFICATE OF PUBLICATION

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1018 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on first reading at its **regular** meeting held on the ____ day of _____, 20__, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town's official website, on _____, 20__, 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 _____, 20__.

April Hessman, Town Clerk

(S E A L)

I, the duly elected, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1018 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its **regular** meeting held on the ____ day of _____, 20__, 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 _____, 20__.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ____ day of _____, 20__.

April Hessman, Town Clerk

(S E A L)