

**Town of Bayfield**  
**Special Town Board Meeting**  
**October 2, 2012**  
**1199 Bayfield Parkway Bayfield, CO 81122**

**Town Board Members Present:** Mayor Smith, Trustee Au, Trustee Morlan, Trustee Renfro  
Trustee Nyberg, Trustee Nelson

**Town Board Members Absent:** Trustee Davenport

**Staff Present:** Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Joe McIntyre (Marshal), Erin Dunavant (Finance Director), Ron Saba (Public Works Director)

**Media Present:** Carol McWilliams (Pine River Times)

The meeting was called to order @ 7:00 p.m.

**Roll Call:** 6 present 1 absent

**Pledge of Allegiance:**

**Approval of Minutes:** Trustee Nyberg made a motion to approve the minutes as presented Trustee Au seconded. All in favor.

**Approval of Bills:** Trustee Nelson made a motion to approve the bills dated September 19<sup>th</sup> through the 27<sup>th</sup>, Trustee Au seconded. All in favor. Trustee Au abstained from voting on the bill to Pinnacle Surveying.

**Public Input:** Carol McWilliams thanked the Town and Scott Key for all of the help with Heritage Days. Mack Coker spoke about the fireworks display and also thanked the Town and Scott Key for the participation in Heritage Days.

**Town Updates:** No comments were offered by the board.

**Action Agenda Item #1: Presentation of 2013 Preliminary Budget.**

Town Manager La May stated that he would like to present the Preliminary Budget to the Board.

Town Manager La May reads through the Preliminary Budget line by line.

Trustee Nelson asked why there are no contingencies in the Preliminary Budget?

Town Manager La May stated that was something that was discussed last year. Last year we budgeted \$40,000.00 that was to be funded from reserves for contingencies. We haven't gone there this year so it was not included in the 2013 Preliminary Budget. It can always be added if the Board desires.

Mayor Smith asked what the next step is regarding the Budget?

Town Manager La May replied that we have tried to address some of the major issues. We can try to do this through regular meetings or if there are items that the Board would like to discuss in more detail we can have a workshop just to work on the Budget.

Mayor Smith stated that in the past we have always had at least two Board Meetings that the Budget was the only item on the agenda.

Town Manager La May suggested that if there are topics to discuss we should have at least one more meeting so that we are prepared to conduct a public hearing by November 15<sup>th</sup>.

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Mayor Smith asked what our next meeting agenda looks like?

Town Manager La May stated that he did not think the agenda was to full.

Mayor Smith asked the Board if there was anything in particular that they wanted to discuss.

Trustee Nelson stated that she noticed an increase in repair and maintenance in all departments and she would like to discuss it.

Trustee Au stated that he would like to discuss the Recycling Center.

Trustee Nyberg would like to discuss Worker's Compensation.

Trustee Nelson stated that we should probably look at the electricity line item for each department.

Trustee Morlan stated that he doesn't think that the Town is receiving much revenue for the work it takes to process liquor license applications.

Mayor Smith asked Town Manager La May if we had an extra meeting on October 23<sup>rd</sup> if that would give him enough time to prepare for the Public Hearing in November?

Town Manager La May responded, yes. He also stated that even after the Public Hearing in November we still have a month before we have to adopt the Budget.

Mayor Smith stated that we should have a meeting on the 23<sup>rd</sup> of October just to discuss the Budget. He also suggested that we change the November 6<sup>th</sup> meeting to November 5<sup>th</sup> to avoid conflict with election day.

Trustee Morlan asked if it was still a possibility that the Town would be helping LAPLAWD apply for a grant?

Town Manager La May responded that there is approximately 20 million dollars in energy impact assistance grants available state wide. LAPLAWD has informally asked if we would sponsor an application for the upgrade to the Water Treatment Plant. Town Manager La May stated that he is not necessarily opposed to this but it would depend on where the Town's priorities are. According to preliminary information from the waste water study we have a sanitary sewer line that comes across Hwy 160 and down Bayfield Parkway that is running at 50% capacity and needs to be replaced. This is probably a \$300,000.00 repair that needs to take place. The thought is that maybe we make this our priority and submit an application to the Energy Impact Assistance for this project instead. We also have to recognize that since there is not a whole lot of money available they will be looking for more regional projects, so the Treatment Plant might be more likely to get funded.

Mayor Smith stated that we should take care of the Town's interests first.

**Action Agenda Item #2: Consideration of Purchase of Police Vehicle.**

Town Manager La May stated that we received a Justice Assistance Grant in the amount of \$24,097.00. \$10,000.00 of the grant is to go towards the purchase of a patrol vehicle. The remainder of the grant is to go towards equipment for the vehicle. Marshal McIntyre is aware of a program that restores vehicles and in this case it would be a vehicle with hail damage. He would like to move forward with purchasing this vehicle. If we move forward with this purchase now we would take the vehicle that is in the 2013 Budget out. The way this grant is structured we have to spend the money by January 31<sup>st</sup>, 2013.

Marshal McIntyre stated that his department has donated the Chevy Avalanche to the Park's and Recreation Department. He still has an older vehicle that needs to be replaced so the thought in applying for this grant was to help offset the cost of a new vehicle. The vehicle that we are asking to purchase is a 2012 Dodge Charger

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with zero miles and a full factory warranty. It has some hail damage but all damage will be repaired before purchase. The price quote for the vehicle is \$24,950.00 including a \$500.00 delivery charge. This will save us approximately \$25,000.00.

Trustee Morlan made a motion to follow staff recommendation and purchase the vehicle now at a price not to exceed \$24,950.00, Trustee Renfro seconded.

Roll Call 6 – 0. Motion passed unanimously.

**Action Agenda Item #3: Discussion and Possible Action Credit Card Transaction Fees.**

Town Manager La May stated that we have talked about being able to accept credit cards and one issue that keeps coming up is the transaction fee. A lot of public entities have made the decision to pass that fee on to the credit card user. What we are asking for is some direction from the Board as to where they stand on this subject. Understanding that if the Town absorbs that fee, then we have to make up that revenue some how.

Trustee Renfro asked if we had any idea what that fee would be?

Town Manager La May replied that on the average it is 2.5% of the purchase.

Mayor Smith stated that he would rather pay the fee to have someone take care of the credit card paperwork and pass that fee on the consumer.

Finance Director Dunavant stated that it is a very common request from customers that we accept credit cards.

Trustee Nelson stated that most people will not mind paying the fee in exchange for the convenience. She also recommended having a set fee regardless of the transaction amount.

**New/Unfinished Business**

No one had anything to add.

**Meeting adjourned at approximately 9:22 pm**

**Minutes Approved As Submitted On October 16<sup>th</sup>, 2012**

**Approved:**

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**Rick K. Smith**

**Mayor**

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**Kathleen Cathcart**

**Town Clerk**

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