

**Town of Bayfield  
Regular Town Board Meeting  
October 1, 2013  
1199 Bayfield Parkway, Bayfield CO 81122**

**Town Board Members Present:** Mayor Smith, Trustee Au, Trustee Davenport, Trustee Nyberg

**Town Board Members Absent:** Trustee Morlan, Trustee Renfro, Trustee Nelson

**Staff Present:** Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Joe McIntyre (Marshal), Erin Dunavant (Finance Director), Dirk Nelson (Attorney)

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

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

**Roll Call:** 4 present 3 absent

**Pledge of Allegiance:**

**Approval of Minutes:** Trustee Au made a motion to approve the minutes from September 17, 2013 as presented, Trustee Davenport seconded.

Motion passed unanimously.

**Approval of Bills:** Trustee Au made a motion to approve the bills dated September 17 through September 26, 2013 including the bills sent via email from Finance Director Erin Dunavant, Trustee Nyberg seconded.

**Roll call:** 4 – 0

Motion passed unanimously.

**General Public Input:** Carol McWilliams stated that the fireworks display at Heritage Days was awesome. Carol Blatnick (323 S. Pearl) is requesting Board Agendas to be posted at the Post Office.

**Town Updates:** Trustee Davenport asked about the Southwest Winter Guide. Town Manager La May stated that he wanted the Board's opinion on advertising in the publication. Trustee Au asked how the Flood Plain Meeting went. Town Manager La May stated that approximately ten residents that own property in the flood plain attended the meeting. The Town has until January 14, 2014 to update our Flood Plain Regulations so that they meet the State's minimum requirements. The largest impact is what used to be a six -inch threshold is now a twelve- inch threshold for residential properties and two feet for commercial properties. The Town needs to decide if we are going to continue to participate in this program. By updating our regulations to meet the State's minimum requirements keeps us and properties in the flood plain eligible for the NFIP Flood Insurance, which is flood insurance at a reduced rate. The people that were in attendance were reluctant to have the Town participate and update the regulations. There is a process that we will have to follow so we will hold some Public Meetings and the Town Board will be asked to make a decision at a future date.

**Action Agenda Item #1: Liquor License Renewal – AJ's**

Town Manager La May stated that this is an annual renewal for AJ's liquor license. The application along with appropriate fees was received in the Town Clerk's office in a timely fashion. There have been no complaints regarding this business and staff recommends approval.

Trustee Davenport made a motion to approve the liquor license renewal for AJ's Pizza, Trustee Au seconded.

**Town of Bayfield  
Regular Town Board Meeting  
October 1, 2013  
1199 Bayfield Parkway, Bayfield CO 81122**

Roll call: 4 – 0.

Motion passed unanimously.

**Action Agenda Item #2: Consideration of Request for 2014 Funding – Road Runner Transit**

This item was continued until the October 15<sup>th</sup>, 2013 meeting.

**Action Agenda Item #3: Discussion and Possible Action – Fiber Contract**

Town Manager La May stated that the Fiber Project that was funded primarily through a D.O.L.A. Grant is nearing completion. At one point in this project we were allocated some additional funds because some of the communities did not need their dollars. At this point it appears that we will have approximately \$50,000.00 left over in the construction budget. After administration costs there will be an excess of \$25,000.00. DB Technology has given staff a quote of \$43,625.00 to take the fiber from Community Lane to County Road 526, another \$14,233.00 to go on to Highway 160. If we were to extend the fiber from the LPEA substation to the Tri-State substation it would be an additional \$39,325.00. If we choose not to use these funds they will go back to the pool for other communities to use. At the minimum, staff would recommend authorizing the use of \$8,368.00 to install tracer.

Mayor Smith stated that any money that is returned to the pool will also include administrative funds. He also stated that he would agree that we should install the tracer wire but that he was not in favor of extending the fiber at this time.

Trustee Au asked why the tracer wire was not installed during the installation of the fiber.

Town Manager La May stated that staff was under the assumption that the fiber came with tracer wire attached.

Trustee Au stated that we should install the locate wire.

Trustee Nyberg agreed that we should install the locate wire.

Trustee Au made a motion to approve additional funds of \$8,368.00 to DB Technologies for the installation of tracer wire, Trustee Nyberg seconded.

Roll call: 4 – 0

Motion passed unanimously.

**Action Agenda Item #4: Discussion and Possible Action – Bayfield Center Landscaping**

Town Manager La May stated that in the 2013 Budget there is \$5,000.00 to address the landscaping issues in Bayfield Center. Staff has reached out to the business owners and their opinions were varied. One recommendation was to contact CSU Extension. After meeting with Darrin Parmenter from CSU, on site, and speaking with Dave Trautner with Trautner Geotech, it has come to staff's attention that there are some drainage issues that may need to be addressed before installation of landscaping in the center islands. It would be possible to use the budgeted funds to install cobble in the landscaped area along the walk path between Lewis Mercantile and First National Bank.

**Town of Bayfield  
Regular Town Board Meeting  
October 1, 2013  
1199 Bayfield Parkway, Bayfield CO 81122**

Trustee Au stated that at one time the Board discussed an "Adopt a Road" program. Maybe staff should contact the Bayfield Garden Club and see if there is any interest in this type of program.

Mayor Smith stated that he agreed that there may be service organizations interested in this type of project. He also stated that he is in favor of removing the medians with the exception of the one in front of Lewis Mercantile and the one located near Pine River Valley Bank and concentrating on the landscaping on the sides of Bayfield Center Drive.

Trustee Nyberg stated that he did not feel the Town should spend money on landscaping the medians when the asphalt needed repaired.

Trustee Davenport stated that although landscaping the medians is a nice idea, it is not critical given the area is technically industrial business.

Mayor Smith stated that he believes there is a way to make the area attractive without putting money into the medians.

Town Manager La May asked if the Board was in agreement with doing the same type of landscaping that is in front of Lewis Mercantile with the area between Lewis Mercantile and First National Bank.

Mayor Smith stated that he was in favor of installing cobble and concentrating on the areas between the road and bike path.

Town Manager La May stated that staff would move in that direction.

**Action Agenda Item #5: Discussion and Possible Action – Service Line Warranty Program**

Town Manager La May stated that Trustee Nelson, at the last meeting, had mentioned a Service Line Warranty Program offered through the National League of Cities and administered by the Utility Service Partner. This program gives the town resident insurance coverage in the event of a backup or break in the resident's service line. This program offers \$4,000.00 worth of coverage with an additional \$4,000.00 available in the event that the repair includes road cutting. There is no cost to the Town. We would be a conduit between the residents of Bayfield and the Insurance Company.

Trustee Davenport stated that she likes the idea of the Town offering the program.

Trustee Au asked what the cost would be.

Town Manager La May stated that he thought the cost was approximately \$7.00 per month.

Trustee Au asked if the Town decides to participate would the residents have the option to decide for themselves.

Town Manager La May stated that the Town's only responsibility would be to provide the information regarding the program. The residents would contract directly with the insurance company.

Mayor Smith stated that he believes it is a good program and it gives the residents the opportunity to plan ahead.

The Board agreed that this is a program that the Town should support.

**Town of Bayfield  
Regular Town Board Meeting  
October 1, 2013  
1199 Bayfield Parkway, Bayfield CO 81122**

**Action Agenda Item #6: Discussion and Possible Action – US 160 Traffic Feasibility Analysis**

Town Manager La May stated that the Town has entered into an Intergovernmental Agreement with La Plata County and Colorado Department of Transportation in a coordinated effort to evaluate the feasibility of a west intersection at the current location of Bayfield Parkway and Highway 160. There will be a Public Open Forum on October 29, 2013. This is a two phase project, the first phase being the feasibility of a west intersection, and if we come to an agreement that there is a solution, the next phase would be an Access Control Plan from the East side of Bayfield to the West side of Gem Village.

There were no comments from the Board at this time.

**Action Agenda Item #7: Discussion and Possible Action – Curbside Recycling**

Town Manager La May stated that Transit Waste has given the Town a quote of \$2.35 per month per household for curbside recycling. Staff prepared a survey and sent it out last month. Approximately 160 residents participated in the survey and the results were included in the Board Packet. The validity of the survey is questionable considering there is no way to regulate who took the survey or how many times they took it.

Trustee Davenport asked what the current charge for garbage service is.

Town Manager La May stated that currently garbage service is \$11.15 per month.

Mayor Smith stated that in reading the comments from the survey a lot of people are in favor of this service. He also stated that with budget constraints, if we decide to offer this service the residents will have to pay for it.

Trustee Davenport stated that she thought it was a minimal cost to offer a service with such good benefits.

Trustee Au asked if the Town decides to offer this service, is there a way to track the number of participants.

Town Manager La May stated that we should be able to track the participants by the number of carts Transit Waste distributes.

Trustee Au asked if there was a way to charge only the residents who chose to participate in curb side recycling.

Town Manager La May stated that he could have a conversation with Transit Waste regarding the charges.

Trustee Nyberg stated that he thought curb side recycling was a good idea. He also stated that maybe the Town should try it for six months and see what kind of participation there is.

Mayor Smith stated that he thought Transit Waste wanted a three to five year contract.

Mayor Smith stated that since three Board Members were absent staff should bring this back to the next meeting on October 15, 2013.

**Action Agenda Item #8: Discussion and Possible Action – Twin Bridge Replacement Project Management**

Town Manager La May stated that the money from the Off System Bridge Program to replace the Twin Bridges will become available July 1, 2014. We have done an evaluation and decided which type of structure is best for the replacement. Staff would like to start this process and bring people in to build a team that is going to manage, design and administer this project. One option is to hire a Project Manager that is independent of the

**Town of Bayfield  
Regular Town Board Meeting  
October 1, 2013  
1199 Bayfield Parkway, Bayfield CO 81122**

Design Engineer and the engineering firm. The other option is to have the Project Manager be from the same firm as the Design Engineer. The question tonight is, are we ready to move forward with this project and if so do we want a Project Manager independent of the team or as a member of the team.

Mayor Smith asked if the Board was comfortable moving forward with the project.

The Board agreed that it was time to move forward.

Mayor Smith asked the Board what type of Project Manager would they prefer.

Trustee Nyberg asked how this was handled in the past.

Mayor Smith stated that the Project Manager was separate from the design firm when the Town Hall was built.

Trustee Au stated that there is probably a limited amount of people with the knowledge to design and build bridges. It would be wise to have the project manager a member of the design team.

Town Manager La May stated that it would probably be cost savings if the manager was built into the team.

The Board agreed to stay within the team for a project manager.

**Action Agenda Item #9: Board Reports (SWCCOG, LPCEA, RHA, SWTPR, REGION 9)**

Mayor Smith stated that the SWCCOG meeting will be on Friday.

Town Manager La May stated that he would be participating in the interview process for the Executive Director of the SWCCOG on Thursday.

Mayor Smith stated that the Alliance meeting is next week.

Trustee Davenport stated that RHA will be meeting tomorrow.

Town Manager La May stated that SWTPR discussed the needs on the front range and the possibility of funneling money from the RAMP program to assist in those efforts. Indications are that will not be happening. Also discussed were the new requirements of ADA accessible ramps on street resurfacing projects. It was announced this will be the last year for the Safe Route to School Program.

Finance Director Dunavant stated that the discussion at Region 9 was regarding the budget.

**Action Agenda Item #10: New/Unfinished Business**

Trustee Davenport asked about the Southwest Winter Guide.

Town Manager La May stated that it is a publication from the Durango Herald advertising Durango and the surrounding communities. The deadline to advertise is tomorrow.

Mayor Smith stated that he would be inclined to stay local when it came to advertising.

Town Manager La May stated that CDOT is hosting a "Listening" tour at 2:00 pm on Thursday.

**Town of Bayfield  
Regular Town Board Meeting  
October 1, 2013  
1199 Bayfield Parkway, Bayfield CO 81122**

Town Manager La May stated that the Community Potluck is on Saturday at the Old Mid School Gym from 4:00 to 8:00 pm.

Town Manager La May reminded the Board of the Budget Workshop on October 10<sup>th</sup> at 6:00 pm.

Trustee Au asked about the school pumping water in a manhole.

Town Manager La May stated that staff did catch the contractor pumping storm water into a newly constructed manhole. Staff has notified the Project Manager.

Mayor Smith thanked staff for hosting the CML Dinner at the Senior Center on September 24<sup>th</sup>.

Meeting was adjourned at approximately 8:32 pm.

**Minutes Were Approved As Presented on October 15<sup>th</sup>, 2013.**

**Approved:**

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**Rick K. Smith  
Mayor**

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**Kathleen Cathcart  
Town Clerk**