

**Town of Bayfield
Regular Town Board Meeting
November 17, 2015
1199 Bayfield Parkway, Bayfield CO 81122**

Town Board Members Present: Trustee Davenport, Trustee Morlan, Trustee Nelson, Trustee Salka, Trustee Sanders, Mayor Smith

Town Board Members Absent: Trustee Nyberg

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

Media Present:

The meeting was called to order @ approximately 7:05 p.m.

Approval of Minutes: Trustee Salka made a motion to approve the minutes from November 3, 2015 as presented. Trustee Davenport seconded.

All were in favor.

Motion passed unanimously.

Approval of Bills: Trustee Nelson made a motion to approve the bills dated November 4 through November 10, 2015, as presented. Trustee Davenport seconded.

Roll call: 6 – 0

Motion passed unanimously.

General Public Input: No comments

Town Updates: Trustee Davenport asked, if the Town does Deed Restrictions instead of a Conservation Easement on the Bridge Replacement project, who would monitor those restrictions. Town Manager La May stated that the Town would be responsible for the monitoring.

Public Hearing: 2016 Budget

No comments were made.

Action Agenda Item #1: Discussion and Possible Action – Chamber & Visitor Center Building in Roadside Park

Town Manager La May stated that the building in Roadside Park was a joint effort between the Chamber of Commerce and the Town of Bayfield. The intent of the building was a Chamber/Visitors Center with restrooms for the public. The building has been vacant for at least five years. The water line to the building became plagued with leaks and it became problematic to provide water to the facility. The Chamber of Commerce has expressed interest in relocating the building to a private parcel. The building would then become the property of the parcel owner and used for their own purposes. Staff has been told that the Chamber would still be allowed to advertise and provide its literature in the building. The agreement from 2004, between the Town of Bayfield and the Chamber of Commerce, states that if the use is vacated the improvements become the property of the Town. A couple of options would be for the Town to take responsibility for the improvements or allow the Chamber to move forward with relocating the facility. The challenge with keeping the facility at the current site is that it still needs water services. Public Works Director, Ron Saba, has estimated the cost of a new water line at \$80,000.00. Parks and Recreation Director, Scott Key, has expressed an interest in reopening the ice rink at

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Roadside Park and using the building as a warming hut. This project would also require the installation of water services. At this time, Staff is seeking Board direction.

Mrs. Anne Cook, Vice President of the Chamber of Commerce, stated that she and Mrs. Melanie Mazur, President of the Chamber of Commerce, were attending tonight's meeting to represent the interest of the Chamber.

Mayor Smith stated that the Board agreed to the joint effort with the Chamber of Commerce in 2004, with hopes that a Visitor Center with public facilities would encourage people to stop and eventually end up in Bayfield shopping, eating, etc. Mayor Smith asked why the Chamber is interested in moving the building.

Mrs. Cook stated that the Town's inability to provide water to the facility and C.D.O.T.'s proposed road expansion are both reasons that the Chamber would like to move the building.

Mayor Smith asked where the building would be relocated.

Mrs. Cook stated that the interested party is the owner of Riverside RV Park.

After much discussion between the Board, Mrs. Cook, Mrs. Mazur and Mr. Mack Coker, owner of Riverside RV Park, it was decided that the Town would have its attorney look into this matter. This item will be addressed again at the December 1, 2015 Town Board meeting.

Action Agenda Item #2: 2016 Community & Non-Profit Organization Funding Decisions

Town Manager La May stated that staff presented the individual requests for funding in September, when presenting the 2016 Preliminary Budget. This item was postponed pending the November Election. Now that the Sales Tax Increase passed, staff needs to finalize the numbers as they relate to Non-Profit Funding. The proposed budget includes the numbers requested based on the applications. The only application whose number was reduced was La Plata Family Youth Services. This was based on previous discussions with the Board. Town Manager La May went through the list of organizations to receive Non-Profit Funding.

The Board agreed to fund all applications at the amounts requested with the exception of Southwest Colorado Council of Governments and La Plata Youth Services. The membership dues for the SWCCOG will actually be less than what was originally asked for. The Board agreed to fund LPYS at \$7,800.00, which is the amount funded in the past three years.

Action Agenda Item #3: Discussion and Possible Action – Approval of Intergovernmental Agreement for Funding of the Regional Housing Authority (RHA)

Town Manager La May stated that this organization is different from the others, in that we have an Intergovernmental Agreement with the Regional Housing Authority for the programs that are administered through the RHA. Those programs are outlined in tonight's Board Packet. This is one of the larger funding contributions that we make towards an organization outside of the Town of Bayfield. The Town holds two seats on this organization body. The Town has participated at the same level for the past three years. The RHA is moving more towards participating in the development of affordable housing. They have offered to help develop housing policies for La Plata County, City of Durango, Town of Ignacio and Town of Bayfield. Affordable Housing is a challenge that no one has been able to resolve.

Trustee Davenport stated that RHA is helping the Town of Bayfield with the monitoring of Deed Restrictions in Fox Farm Village. A lot of their programs are focused in the Durango area, so they are not as effective in Bayfield as they have been in the past.

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Trustee Salka asked if Trustee Davenport thought it was worth contributing the same amount of funds as contributed last year.

Trustee Davenport stated that the RHA is a benefit and she would support participating in the Intergovernmental Agreement.

Trustee Morlan asked if the RHA was currently monitoring the Deed Restrictions in Fox Farm Village.

Town Manager La May stated that all the documentation, between the Town and RHA, has not be finalized. Once these agreements are finalized, RHA will monitor the Deed Restrictions and do the income qualification for the potential buyers in the Fox Farm Village.

Trustee Nelson made a motion to approve the Intergovernmental Agreement for Funding of the Regional Housing Authority in the amount of \$14,283.00 for the 2016 Budget Year. Trustee Salka seconded.

Roll call: 6 – 0

Motion passed unanimously.

Action Agenda Item #4: Consideration of Approval of 2016 Employee Health Insurance Plan

Town Manager La May stated that if the Town stays with its current Health Insurance Plan, we will be faced with a 20% increase for the HMO and HSA options. After meeting with our Insurance Broker staff has other options to consider. By choosing one of the other options our increase would be in the neighborhood of 4%. The change in policies will affect the employees with higher out of pocket maximums and deductibles. At this time it is staff's opinion that the Town can sustain a 4% increase. A 20% increase would require us to reconsider the level of the Town's participation in premiums. Staff is recommending to follow the advise of our Insurance Broker and change the policies.

Trustee Salka made a motion to approve the 2016 Employee Health Insurance Plan. Trustee Nelson seconded.

Roll call: 6 – 0

Motion passed unanimously.

Action Agenda Item #5: Consideration of Authorization to Purchase E-Force Records Management System

Town Manager La May stated that this item is in the 2016 Budget. Staff would like to move forward with the purchase in 2015, because of some issues that have come up in the Spillman Reporting System.

Marshal McIntyre stated that the current Spillman System is going through a conversion from a 9.1 to 9.3 version. This started on the morning of November 4th and was to take 4 to 48 hours to complete. The Marshal's Office went without a records management system for 7 days. Eforce is a records management system that I have used in the past. This system is user friendly and the company provides 24/7 customer service. This will allow the Bayfield Marshal's Office to be in control of it's own records management system. The quote for the Server Licenses and User Licenses from Eforce is \$21,199.16. There will be an Annual License and Support Fee of \$2,967.88. The annual fee for Eforce will be an approximate savings of \$2,700.00 per year. compared to our current system. Eforce has agreed to have the Bayfield Marshal's Office up and running on December 1, 2015 and delay billing until 2016.

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Town Manager La May stated that staff would supplement the 2015 Budget and remove the item from the 2016 Budget.

Trustee Morlan made a motion to approve the purchase of the Eforce Records Management System in 2015. Trustee Davenport seconded.

Roll call: 6 – 0

Motion passed unanimously.

Action Agenda Item #6: Consideration of Salary Adjustment for Investigator Position

Town Manager La May stated that when we reviewed our salaries, we did not have a lot of good information on the Investigator position. It has been brought to staff's attention, by the Southwest Drug Task Force, that the contribution the Town of Bayfield makes for the position that we fund is significantly lower than the other organizations involved. The Town of Bayfield has one of the better investigators on the Task Force. Staff would like to see this employee compensated fairly. Staff is recommending a salary adjustment of \$3,502.13. The salary for this position is reimbursed to the Town through the HIDTA Grant.

Trustee Nelson made a motion to approve a change in the salary for the Investigator Position, to \$56,226.59. Trustee Salka seconded.

Roll call: 6 – 0

Motion passed unanimously.

Action Agenda Item #7: Board Reports (SWCCOG, LPCEA, RHA, SWTPR, Region 9, Other)

Trustee Sanders stated that Region 9 will meet in January.

Trustee Morlan stated that the Senior Board had their Annual Craft Bazaar this past weekend.

Mayor Smith stated that the Planning Commission canceled its meeting this month.

Town Manager La May stated that SWTPR will meet in December.

Trustee Davenport stated that what the RHA discussed at their last meeting, was already discussed earlier tonight.

Trustee Salka stated the LPCEA Retreat is December 4th and 5th.

Trustee Nelson stated that the SWCCOG discussed ways to deal with SB152 and how to move forward. It was also decided to reduce membership dues.

Action Agenda Item #8: New/Unfinished Business

Town Manager La May stated that he has received 12 submittals for the Branding and Marketing effort. Staff is looking for volunteers that would like to participate in going through these submittals.

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Town Manager La May stated that Parks and Recreation Director, Scott Key, and Parks Employee, Rick Callies, received a "Thank You" from the Seniors for the landscaping work that they have done at the Senior Center.

Trustee Morlan asked about the issues with the Land Use Planning for the proposed new school.

Town Manager La May stated the School District is deep in planning, for a new school to be located on the 40 acre parcel south of the Middle School. As part of their planning process, they have met with Town Staff, Marshal McIntyre and the Fire Department. There are some issues that cause concern, such as the Bayfield Parkway Intersection North. In order to break that access, we are told by C.D.O.T. that we need to have collector routes. One collector route will be Colorado Drive and the other should be Cedar Drive. At this time the School District is looking at Cedar Drive as an access only to the new school. In Colorado the Land Use Planning Authority for Schools leaves the local governments out of things. This particular parcel of land will need to be annexed into the Town of Bayfield to obtain central water and sewer. Annexation will provide the Town with some leverage to address our concerns.

The Board and staff participated in a discussion regarding the traffic and other concerns of a new school.

Trustee Davenport asked, if the Army Corps of Engineers does not approve the Town using Deed Restrictions instead of a Conservation Easement for the Bridge Project, what will we do?

Town Manager La May stated that La Plata Open Space Conservancy will take it on in March or April. There is precedence for them to accept Deed Restrictions. It could require that the permit be amended.

Trustee Nelson stated that there are a lot of questions regarding the Chamber/Visitor Building that need to be discussed before a decision is made.

The Board and staff participated in a short discussion regarding the possibility of allowing the Chamber to relocate the Chamber/Visitor building.

Meeting was adjourned at 8:54 pm.