

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

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

Town Board Members Absent:

Staff Present: Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Joe McIntyre (Marshal), Erin Dunavant (Finance Director), Dirk Nelson (Attorney), Ron Saba (Public Works Director), Dan Abdella (Corporal), Derik Campbell (Deputy), Christopher Tonge (Deputy), Holly Cashwell (Deputy), Maureen Cleveland (Marshal's Secretary)

Media Present: Carol McWilliams with the Pine River Times

The meeting was called to order @ approximately 7:10 p.m.

Roll Call: 7 present

Pledge of Allegiance:

Approval of Minutes: Trustee Au made a motion to approve the minutes from October 15, 2013 as presented, Trustee Nelson seconded.

Motion passed unanimously.

Trustee Nelson made a motion to approve the minutes from October 29, 2013 as presented, Trustee Nyberg seconded.

Motion passed unanimously.

Approval of Bills: Trustee Au made a motion to approve the bills dated October 30 through November 4, 2013, Trustee Nyberg seconded.

Roll call: 7 - 0

Motion passed unanimously.

General Public Input: No public input was offered.

Town Updates: Trustee Davenport asked where the Community Potluck was going to be held on November 9th, 2013. Town Manager La May stated that the potluck will be held at the Old Middle School Gym. Trustee Davenport asked if there was money in the budget for upgrades to the Gem Village Lift Station. Town Manager La May stated that the upgrades are accounted for in the Capital Improvement Plan but not in the 2014 budget. Trustee Davenport asked if staff have or plan to send letters to the residents on East Court regarding the need for backflow preventers. Town Manager La May stated that a letter has not been sent to all residents on East Court at this time.

Public Hearing: 2014 Preliminary Budget

Mayor Smith opened the meeting for public comment on the 2014 Preliminary Budget.

No comment was offered. Meeting was closed for public comment.

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

Action Agenda Item #1: Oath of Office Deputy Marshal Christopher Tonge

Marshal McIntyre introduced Christopher Tonge to the Board of Trustees.

Town Clerk Kathy Cathcart swore Christopher Tonge into office of Deputy Marshal for the Bayfield Marshal's Office.

Action Agenda Item #2: Presentation of Award to Deputy Marshal Gary Cassens for Completion of Field Officer Training

This item was continued to a later meeting.

Action Agenda Item #3: Liquor License Renewal – Wells Liquor Store

Town Clerk Cathcart stated that this was a regular renewal. The renewal form and all appropriate fees were submitted to the Clerk's office in a timely manner. This business has had no complaints or violations.

Trustee Au made a motion to approve the liquor license renewal for Wells Liquor, Trustee Nelson seconded.

Roll 7 – 0

Motion passed unanimously.

Action Agenda Item #4: Presentation – Celebrating Healthy Communities Coalition

Town Manager La May introduced Patricia Senecal with San Juan Basin Health Department.

Ms. Senecal gave a Power Point presentation promoting Celebrating Healthy Communities Coalition whose mission is to collaborate, engage, educate and promote addiction-free lifestyles.

Ms. Senecal asked the Board if they had specific concerns or issues they would like addressed.

Mayor Smith stated that funding is always difficult and he would like to see some outside funding help with programs for our youth.

Ms. Senecal stated that her staff is always available to answer questions.

Mayor Smith thanked Ms. Senecal for her presentation.

Action Agenda Item #5: Consideration of Request for 2014 Community Funding Requests

Town Manager La May stated that included in the Board packet was a memo with a list of agencies that have in the past requested community funding. Staff is looking for guidance regarding these requests and whether or not they should be included in the 2014 budget.

Town Manager La May stated La Plata County Economic Alliance is requesting \$4,000.00. This is the same amount the Town of Bayfield has funded in the past two years. The Alliance helps promote economic

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

development and growth in businesses in La Plata County. The Town of Bayfield has a representative on the Executive Committee.

Mayor Smith stated that he would like to see the Town of Bayfield continue its participation with La Plata County Economic Alliance.

The Board of Trustees with the exception of Trustee Au agreed to include this request in the 2014 budget.

Town Manager La May stated that 4 Core is requesting funding of \$2,300.00. This organization focuses on energy efficiency, resource efficiency education and serve as the energy information hub.

Mayor Smith asked if this was the same amount budgeted last year.

Town Manager La May stated that the Town of Bayfield did not fund this organization last year.

The Board of Trustees agreed unanimously not to fund this organization in 2014.

Town Manager La May stated that Community Connections is seeking \$1,000.00 in funding for 2014. Their letter of request states that this organization assists twenty individuals and families in Bayfield each year.

Mayor Smith stated that he is inclined to support this organization because of the nature of their services.

Trustee Nelson stated that they are requesting approximately \$50.00 per person that they are supporting in our community.

Trustee Davenport asked if the 20 individuals and families supported by this program actually live inside Bayfield city limits.

Mayor Smith stated that number is probably counted by zip code or the 884 exchange.

Trustee Morlan asked if the Town has a role in social services.

The Board decided with a 4 – 3 vote to include this organizations funding in the 2014 budget.

Town Manager La May stated that Bayfield Family Center provides afterschool enrichment programs and summer camp. This organization has been operating for 17 years and serves approximately 150 children per year. They are requesting \$1,000.00 in funding.

Trustee Nelson asked if we distributed funds to this organization for 2013.

Town Manager La May stated that the Town has not been invoiced from the Bayfield Family Center to collect the money budgeted for 2013.

Trustee Nelson stated that the Bayfield Family Center does allow for inexpensive daycare for employees of businesses in our community.

The Board of Trustees decided, with a 2 – 5 vote. not to include this organization in the 2014 budget.

Town Manager La May stated that La Plata Family Youth Services is the Juvenile Diversion Program that has been in place in La Plata County since 1994. The Town of Bayfield has funded this organization for the past two years at \$7,800.00 per year.

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

The Board of Trustees agreed to leave this organization's request for funding in the 2014 budget but asked Marshal McIntyre to do some research regarding how the amount requested is determined.

Town Manager La May stated that the agreement with La Plata County Mounted Patrol has been ongoing for a number of years. They provide assistance for the Town's 4th of July event and the Town donates \$500.00 to their organization.

Marshal McIntyre stated that this organization also provides services for search and rescue if needed and that is included with the \$500.00 donation.

The Board of Trustees agreed unanimously to include the \$500.00 donation to La Plata County Mounted Patrol in the 2014 budget.

Town Manager La May stated that San Juan Basin Area on Aging provides services for Senior Citizens including assisted transportation, congregate meals, home delivered meals, legal services and in home services. This organization does not have a specific dollar request. The Town has not funded this organization in the past.

Trustee Nelson asked if this organization provides money to the Town of Bayfield's Senior Center.

Town Manager La May stated that this organization provides services for the Seniors not funding to the Town's facility.

The Board of Trustees agreed unanimously to not include this request in the 2014 budget.

Town Manager La May stated that the 2014 budget will be changed to reflect the decisions made tonight.

Action Agenda Item #6: Discussion and Possible Action – Safe Routes to School Grant

Town Manager La May stated that CDOT is offering a Safe Routes to School Grant that will be funded 100% with no match. Staff has met with the Bayfield School Superintendent to discuss possible projects. The first project discussed would be at the Elementary School, providing a sidewalk on the North boundary of the school enabling students access to the Clover Meadows Subdivision and extending the sidewalk between Fox Farm Village and Mustang Drive. The second project discussed was the installation of sidewalks down East Oak Drive to Mountain View Drive at the Bayfield Middle School. The maximum grant is \$300,000.00 and applications need to be turned in by December 6th, 2013.

Trustee Au asked if there was a match for this grant.

Town Manager La May stated that the grant is 100% funded.

Trustee Nelson stated that she is favor of the project proposed for the Elementary School.

Trustee Morlan asked if the School was on board with this project.

Town Manager La May stated that the School Superintendent and he looked at these different areas and agreed on the suggestions.

Trustee Au asked if the school will maintain the sidewalk that would be built on their property.

Town Manager La May stated that would be written into the application.

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

The Board agreed for staff to move forward with the application process.

Action Agenda Item #7: Discussion and Possible Action – Designated Outside Activity Area

Town Manager La May stated that in February the Colorado Oil and Gas Conservation Commission voted to approve and implement new setback requirements which modified the mitigation of drilling near occupied building units and high occupancy building units. In addition, they provided for designated outside activity area locations. What this means is that if there is a playground, sports field or amphitheater you can request they be designated by the Commission as a Designated Outside Activity Area. Those areas would then be subject to the setback requirements including a 1000' buffer area in addition to a 350' setback. At this point there are no wells in the Town's existing parks. Staff is asking if the Board feels that it would be appropriate to seek these designations for future wells.

Trustee Morlan made a motion to move forward with the request of Designated Outside Activity Areas, Trustee Renfro seconded.

Roll call: 6 – 1 (Trustee Au voted against)

Motion passed.

Action Agenda Item #8: Consideration of Purchase Request for Tables and Chairs

Town Manager La May stated that in the 2013 budget was money for folding tables and chairs. Those have been purchased within that budget. Because of the Community Potluck event that the Town is participating in we have realized the need for an additional 10 tables and 80 chairs. Staff is asking for approval of an additional \$2,500.00 for the purchase of these tables and chairs.

Trustee Au made a motion to approve the purchase of the additional tables and chairs, Trustee Renfro seconded.

Roll call: 7 – 0

Motion passed unanimously.

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

Town Manager La May stated the SWCCOG has not finalized the contract with the new Director. The SWCCOG did approve being the granting conduit from the Department of Local Affairs for a \$25,000.00 grant to provide for a housing specialist that is trying to help identify those who might be well served going through the Fort Lyons Facility on the Front Range, a VA Facility for temporary housing.

Mayor Smith stated that the La Plata County Economic Alliance will meet next week.

Trustee Davenport stated that Regional Housing Alliance will meet tomorrow.

Trustee Renfro stated that Southwest TPR will meet December 6th, 2013.

Finance Director Dunavant stated that Region 9 will meet in January 2014.

Trustee Nyberg stated that the Planning Commission did not meet this past month.

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

Action Agenda Item #10: New/Unfinished Business

Town Manager La May stated that the Christmas Bazaar is at the Senior Center this coming weekend.

Trustee Nyberg asked what the tote was on the back of the Bayfield sign by the green bridges.

Public Works Director Saba stated that the tote holds the battery that runs the light on the sign.

Trustee Au stated that he has noticed "For Rent" signs in the Fox Farm Subdivision. This subdivision was supposed to be for low income housing and the homes were not to be rented.

Town Manager La May stated that he had a meeting with Housing Solutions and RHA. We discussed the deed restrictions and who is monitoring them. This is something we would like to have clarified. He was also informed that there is an allowance by the Home Owners Association for residents to rent their units.

Mayor Smith asked Town Manager La May to do some more research regarding the Fox Farm Subdivision and the renting of units.

Trustee Davenport asked about the gophers in Joe Stephenson Park.

Town Manager La May stated that Parks and Recreation Director Key has someone coming next week to treat the fields for gophers.

Trustee Morlan stated that there was a nice turnout at the benefit dinner for Jim Harrington.

Trustee Davenport made a motion to move to Executive Session in accordance with C.R.S. 24-6-402(4)(a) related to the purchase, acquisition, lease, transfer, or sale of any real or personal property interest for Out Lot Number 1, LPEA Boundary Survey to include Town Manager La May and Town Attorney Nelson, Trustee Nelson seconded.

Roll call 7 – 0

Motion passed unanimously.

Meeting adjourned to Executive Session at 8:53 pm.

Board came out of Executive Session at approximately 9:03 pm.

Trustee Renfro made a motion to move to Executive Session in accordance with C.R.S. 24-6-402(4)(a) related to the purchase, acquisition, lease, transfer, or sale of any real or personal property interest for a portion of Little Pine Park Property, Trustee Davenport seconded.

All were in favor motion passed unanimously.

Meeting adjourned to Executive Session at approximately 9:05 pm.

Board came out of Executive Session at approximately 9:12 pm.

Town Manager La May stated that Tim Karl with the Los Pinos Ditch Company has approached Public Works Director Saba regarding a shareholder wanting to sell 1 share of the ditch for less than \$1,000.00. Staff is recommending that the Board move forward with the purchase of that share.

The Board agreed unanimously to move forward with the purchase of the ditch share.

**Town of Bayfield
Regular Town Board Meeting
November 5, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

The meeting was adjourned at approximately 9:15 pm.