

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

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

Town Board Members Absent:

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

Media Present: Carol McWilliams with Pine River Times

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

Roll Call: All Present

Pledge of Allegiance:

Approval of Minutes: Trustee Davenport made a motion to approve the minutes from February 19th, 2013, Trustee Renfro seconded.

All in favor. (Trustee Au abstained)

Motion carried.

Approval of Bills: Trust Nelson made a motion to approve the bills dated February 20 through March 1, 2013 including the additional bill to Comdata, Trustee Nyberg seconded.

Roll call 7 - 0

Motion passed unanimously.

General Public Input: None was offered.

Town Updates: Trustee Morlan asked if the building permit for Amerigas was still waiting to be picked up. Town Manager La May stated that yes we were still waiting.

Action Agenda Item #1: Regional Housing Alliance Presentation – Housing Need Study And Action Plan

Jen Lopez announced that she is leaving RHA to take a job with DOLA. She thanked our Board and stated that it had been an honor for her to serve the Town of Bayfield.

Ms. Lopez gave a presentation about the needs assessment conducted by Regional Housing Alliance. RHA has put together a 5 year action plan with their nonprofit partners. The document is a road map for the community regarding issues with affordable housing and how we can address them with the programs that we have in place. She stated that in this study they found that there is a 2.2 % annual household growth which is about 350 households in La Plata County. There were only 160 building permits issued in all of La Plata County in 2012.

Town Manager La May stated that the Town of Bayfield has had basically one builder in the past year building in Mesa Meadows. This contractor is building about 10 homes per year and at that rate Mesa Meadows will be

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built out in a couple of years. Without any new developments that will leave the bottom section of Dove Ranch as the only available lots.

Ms. Lopez stated that she believes the job market is improving and the housing market will as well.

Mayor Smith thanked Ms. Lopez for her presentation and congratulated her on her new position with DOLA.

Action Agenda Item #2: Consideration Of Ordinance #377, An Ordinance Amending Chapter 7 Of The Town Of Bayfield Municipal Code To Prohibit Storage Of Vehicle Or Other Personal Property On Town Public Rights-Of-Way Or Town Property

Town Manager La May stated that this ordinance gives us the ability to make sure that town rights-of-ways are free of recreational vehicles, snowmobiles, atvs, etc.

Trustee Davenport asked how far off of the road are we discussing?

Town Manager La May stated that it will depend on the circumstance. Technically there are places in town where the rights-of-way include up to 30 feet of someone's front yard. In these instances we will use administrative discretion. When the item in question obstructs traffic or we get complaints from neighbors is when we will refer to this ordinance.

Trustee Au stated that he does not like the time frame of 48 hours.

Trustee Renfro stated that 48 hours is a pretty typical time frame.

Town Manager La May stated that the period of 48 hours came from the Model Traffic Code.

Marshal McIntyre stated that we are not looking to keep people from parking on the streets but we do need the ability to deal with these situations when they arise. The Marshal's office will handle these situations on a case by case basis.

Trustee Nelson asked if this would be granting the Marshal's office the authority to enforce this on everyone within the town.

Marshal McIntyre stated that the way the code is written his department does not have much authority when it comes to enforcing situations within the town's rights-of-way and this ordinance would definitely help.

Trustee Nyberg asked if this ordinance would apply to the trailers parked along the road on Mesa.

Marshal McIntyre stated that if the trailers were left for longer than a period of 48 hours they would be fined under the Model Traffic Code.

Trustee Renfro stated that the language in this ordinance was very typical of what she had seen before in other towns.

Trustee Morlan made a motion to adopt Ordinance #377, Trustee Nyberg seconded.

Roll call 5-2 (Trustee Nelson and Trustee Au voted against)

Motion carried.

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Action Agenda Item #3: Consideration Of Agreement With The Statewide Internet Portal Authority Of The State Of Colorado Enabling Credit/Debit Card Services

Town Manager La May stated that we are trying to get the ability to use credit cards for our services at the Town Hall. We have found a product through SIPA (a state authority). With using SIPA, the transaction fee of seventy five cents and 2.25% of the total transaction will be passed on to the person using the credit card. In order to move forward we have to enter into an agreement stating that we agree to work with each SIPA. It will take about three months to get this done. Staff recommends that we move forward with this agreement.

Trustee Nelson stated that this sounds like a great idea and she likes that this company will do the PCI Compliance for us.

Town Manager La May stated that this company will also host web pages for local governments at no cost. This may be a direction we look at in the future.

Trustee Davenport asked if this company would host the entire website or only the forms associated with online payments.

Town Manager La May stated that they will host the entire website. They will provide a generic template for free. They do require that they get a small amount of space on our webpage for links to the Motor Vehicle Department and a couple other state agencies.

Mayor Smith asked if they would host our webpage as it is.

Town Manager La May stated that our website would be custom so there would be a charge for that.

Mayor Smith asked about a time commitment.

Town Manager La May stated that the term would be indefinite, but we can terminate at any time.

Mayor Smith suggested that staff contact Ignacio and Silverton to ask about the ease of the software, since they both use SIPA.

Town Manager La May stated that he had already spoken to people in Ignacio and they have experienced some problems but they have different financial software than we do.

Mayor Smith stated that he thinks this is exactly what we have been looking for.

Trustee Davenport asked if this software would allow staff to pull reports.

Town Manager La May stated that staff can get daily reports and download them to an excel spreadsheet or txt format which in turn will be downloaded into our Caselle Financial Software. The intention would be that we do this on a daily basis.

Trustee Nelson made a motion to approve the agreement with The Statewide Internet Portal Authority of The State of Colorado, Trustee Nyberg seconded.

Roll call 7 – 0

Motion passed unanimously.

Action Agenda Item #4: Discussion And Possible Action – Town Vision Statement

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Town Manager La May stated that he wanted to update the Board and maybe discuss the next steps to take in regards to the open forum that the town hosted. Approximately 30 people attended the meeting that was held at the Senior Center. Attached to the Board Packet is a spreadsheet outlining the different ideas that the participating residents felt were important. The thought is that we would eventually incorporate these ideas into a vision statement for the Town of Bayfield. Staff is considering including a survey in the Spring Newsletter for those residents that did not have the opportunity to participate in the open forum. Then form a committee to take all of the information collected and create a vision statement for the town

Mayor Smith stated that the more public participation the stronger the statement will be.

Trustee Morlan suggested that we do not include the ideas already collected, in the survey that will be included in the newsletter.

Trustee Davenport suggested that in addition to including the survey in the newsletter, we also put a link on the town website.

Town Manager La May stated that we could create a survey link on our website as well as send it to everyone that has signed up for email notifications through the Town Hall.

Trustee Davenport also suggested a press release regarding the survey.

Trustee Nelson stated that she thinks is a good move for the town.

Trustee Davenport stated that she was at the Chamber's Business Afterhours and heard a lot of the same suggestions that the town has heard. Is there a way to draw the Chamber into our discussion.

Mayor Smith stated that the Alliance is helping the Chamber of Commerce get organized so that they can start promoting Bayfield. He also thinks it is a good idea to keep pushing to get the community involved.

Board agreed for staff to move forward.

Action Agenda Item # 5 New/Unfinished Business

Mayor Smith stated that he would like the individual Board Members that sit on other boards representing the Town of Bayfield, to start giving a monthly report regarding those other organizations.

It was decided that Board Members would give these reports starting the second meeting of this month.

Town Manager La May stated that the water line is still moving along.

Trustee Au stated that he believes that our Town Code states that no construction can begin before 7:00 am or continue after 7:00 pm. He has noticed that Crossfire has been starting equipment before 7:00 am.

Trustee Renfro wanted to let everyone know that Saturday is "Second Saturday" and this will be the last one held at the Old Middle School Gym until fall. They are returning to the Library for the spring and summer months.

Trustee Davenport asked how everyone felt about the Town Board having a representative at the Chamber meetings.

Mayor Smith stated that he thought that was a good idea.

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Trustee Davenport asked if the issue with the access for the Life Church had been resolved.

Town Manager La May replied that the issues had been resolved.

Mayor Smith asked about the progress of getting the Town Seal on all vehicles.

Town Manager La May stated that we are making progress.

Meeting was adjourned at 8:14 pm.

Minutes Were Approved As Presented On March 19th, 2013.

Approved:

Rick K. Smith
Mayor

Kathleen Cathcart
Town Clerk