

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 1<sup>st</sup>, 2014**  
**1199 Bayfield Parkway, Bayfield CO 81122**

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

**Town Board Members Absent:**

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

**Media Present:** Carol McWilliams with the Pine River Times.

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

**Roll Call:** 7 present

**Pledge of Allegiance:**

**Approval of Minutes:** Trustee Morlan stated that the date referred to in Agenda Item #5 in the minutes from June 17, 2014 should be June 11 not July 11. Trustee Morlan made a motion to approve the minutes from June 17, 2014 as amended. Trustee Nelson seconded.

All were in favor.

Motion passed unanimously.

**Approval of Bills:** Trustee Davenport made a motion to approve the bills dated June 18, 2014 through June 26, 2014 as presented. Trustee Nyberg seconded.

Roll call: 7 – 0

Motion passed unanimously.

**General Public Input:** No comments were offered.

**Town Updates:** Trustee Morlan stated that it seems to be taking a considerable amount of time to finalize the FastTrack Agreement. Town Manager La May stated that the FastTrack Agreement will be in effect for approximately twenty years, so the legal review is taking some time. Trustee Nelson stated that she was pleased to see that the Town of Bayfield now has a Facebook account.

**Action Agenda Item #1: Options Restaurant – Liquor License Renewal**

Town Manager La May stated that this is a standard renewal, for Options Restaurant located at 457 Wolverine Drive. The application and appropriate fees were submitted to the Town Clerk's office in a timely manner. Staff is recommending approval of the renewal application.

Trustee Nelson made a motion to approve the Liquor License renewal application for Options Restaurant LLC. Trustee Salka seconded.

Roll call: 7 - 0

Motion passed unanimously.

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 1<sup>st</sup>, 2014**  
**1199 Bayfield Parkway, Bayfield CO 81122**

**Action Agenda Item #2: Discussion And Possible Action – Bulk Water Rates**

Town Manager La May stated that at the last Board Meeting, there was a desire expressed to have a discussion regarding the rates at the Water Salesman and the possibility of raising those rates. Town Manager La May also stated that he looked at rates charged in other communities, the amount of water being produced and what percentage is being sold through the Water Salesman and the depreciation on the system. Staff is recommending increasing the charge at the Water Salesman to \$10.00 per thousand gallons.

Trustee Morlan stated that it appears the Town is losing money on the Water Salesman.

Town Manager La May stated that if you use straight line depreciation over a twenty year period, it does appear that we are undercharging.

Trustee Morlan asked what the depreciation is strictly for the Water Salesman.

Town Manager La May stated that a depreciation of \$34,135.00 includes the land, the Water Salesman and Plant Investment Fees.

Public Works Director Saba stated that he also has to replace the coin/dollar acceptor every twelve to eighteen months at a cost of approximately \$1,600.00

Trustee Nyberg asked if there had been any vandalism at the Water Salesman.

Public Works Director Saba stated that there is very little vandalism at the Water Salesman.

Trustee Morlan stated that the figures included in the Board packet reflect an annual cost of approximately \$58,000.00 and an annual income of approximately \$35,000.00. This would indicate that the Town is losing money on the Water Salesman.

Town Manager La May stated that Trustee Morlan was correct.

Trustee Davenport stated that it seems reasonable to at least charge enough to cover the costs of operating the Water Salesman.

Trustee Salka asked if \$10.00 per thousand gallons would cover the expenses including the cost of replacing the coin/dollar acceptor.

Trustee Morlan asked if LAPLAWD was going to put in a Water Salesman. If so, does the Town need to continue to have a Water Salesman?

Town Manager La May stated that LAPLAWD has discussed the possibility of opening a Water Salesman, but there are no definite plans at this time.

Trustee Nelson asked if the Town could sell its Water Salesman to LAPLAWD.

Public Works Director Saba stated that even with the proposed increase our rate would be lower than most other communities.

Mayor Smith stated that he would be inclined to at least cover the cost of operations.

Trustee Davenport asked when the coin/dollar acceptor was replaced, last.

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 1<sup>st</sup>, 2014**  
**1199 Bayfield Parkway, Bayfield CO 81122**

Public Works Director Saba stated that the coin/dollar acceptor was replaced last year.

Trustee Nelson made a motion to raise the rates at the Water Salesman to \$10.00 per thousand gallons. Trustee Morlan seconded.

Trustee Nelson stated that this is something that should be looked at annually during budget discussions.

Town Manager La May stated that he would like to adopt this change by resolution at the next Town Board meeting.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #3: Consideration Of Resolution 318, A Resolution Of The Town Of Bayfield, Colorado Adopting And Creating Guidelines For Naming Town Property**

Town Manager La May stated that Resolution 318 provides guidelines, for the Board of Trustees, to use when considering the naming or renaming of Town owned facilities.

Mayor Smith stated that Resolution 318 establishes the guidelines, and the Board makes the decision based upon those guidelines.

Trustee Davenport stated that the first sentence of the resolution should be changed to read; the Board of Trustees may at its sole discretion name or rename town property. Trustee Davenport also stated that under Criteria D, causes should be changed to cause and under Criteria E, the sentence should read; Is there a person who should appropriately be memorialized by naming Town Property.

Trustee Morlan made a motion to adopt Resolution 318, a resolution of the Town of Bayfield, Colorado adopting and creating guidelines for naming Town Property. Trustee Salka seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #4: Discussion And Possible Action – Street Sales Tax Flyer**

Town Manager La May stated that staff would like to send the Street Sales Tax Flyer to all potential voters in the Town of Bayfield. Staff would also like to schedule some presentations to discuss the flyer with Town's residents. These presentations would be scheduled for July 17<sup>th</sup> and 29<sup>th</sup>.

Mayor Smith stated that we should be pro-active before the ballot language is adopted.

Trustee Salka asked if this could be promoted on the Town's Facebook account.

Town Manager La May stated that staff will get the information sent out next week. He also stated that hopefully as a result of the presentations, a committee of residents is formed to help carry this message forward after the ballot language is adopted.

Trustee Nelson asked if staff could use these meetings as a recruiting tool for the proposed committee.

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 1<sup>st</sup>, 2014**  
**1199 Bayfield Parkway, Bayfield CO 81122**

Town Manager La May stated that he hopes there are some residents with enough interest to help carry this message forward.

Trustee Davenport asked if the plan was to mail the flyer to registered voters within the Town limits.

Town Manager La May stated that he planned on mailing the flyer to property owners and residents within the Town of Bayfield.

Trustee Morlan stated that he agrees with trying to solicit volunteers.

Mayor Smith stated that this is a perfect time to utilize social media.

The Board agreed that staff should mail the flyers to voters within the Town limits and should schedule presentations to educate the public.

**Action Agenda Item #5: Discussion And Possible Action – Non-Profit Funding Application**

Town Manager La May stated that this is something that has been discussed internally for a number of years. As we go through the budget process, we receive a number of requests for funding from non-profit organizations. La Plata County and the City of Durango have these applications and staff feels that the Town should have an application specific to the Town of Bayfield. As part of this application, the applicant would be asked to demonstrate the benefits that they would be bringing to the Town of Bayfield by us helping their organization. This application would establish a clear deadline so that we avoid organizations asking for support after the budget has been adopted.

Trustee Nyberg asked if this application would be required from Roadrunner Transit.

Town Manager La May stated that this application would be required by Roadrunner Transit, Bayfield Family Center, etc. At this time we do not have a lot of these types of requests. This application will establish a process.

Trustee Nelson stated that she liked the idea of having a deadline for applications before the budget is discussed.

Mayor Smith stated that there used to be organizations that always asked for funds after the budget was approved. This is a smart direction to go.

Trustee Morlan stated that Region 9 does this for several communities.

Trustee Davenport stated that she feels this is a good idea. There are not many places that do not have a formal process when an organization is asking for funding. Trustee Davenport also stated that maybe staff should include a note on the application that states a submitted application does not guarantee approval of funds.

Mayor Smith asked if this would come back to the Board in the form of a resolution.

Town Manager La May stated that we are establishing a process, so he does not feel a resolution is required.

Mayor Smith stated that the Board is in agreement, that staff should move forward with establishing a process for non-profit organizations applying for Town funds.

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 1<sup>st</sup>, 2014**  
**1199 Bayfield Parkway, Bayfield CO 81122**

Trustee Morlan stated that number three on the application reads; Please describe how your funding request is consistent with the Town of Bayfield's goals and vision. Are we going to refer applicants to the location of the Town's Vision Statement?

Town Manager La May stated that he could add the Vision Statement to the application.

**Action Agenda Item #6: Discussion And Possible Action – Liquor Tasting Permits**

Town Manager La May stated that staff has received a request to hold a tasting at a local liquor store. There is currently no process in place for this type of activity. In 2004 the Legislature passed a law allowing these tastings but the Town of Bayfield did not opt in at that time. Staff is asking the Board for direction. Would you like staff to prepare an ordinance to allow for tastings or is this something that you wish to prohibit?

Trustee Morlan asked if a tasting would be similar to the events held at the Fox Fire Farm outside of Ignacio.

Town Manager La May stated that this would be a tasting inside of a retail liquor store.

Trustee Nelson stated that Wells Liquor in Ignacio and the liquor store at Elmore's Corner hold tastings.

Trustee Morlan asked what the cost would be for staff and legal counsel to prepare this ordinance.

Town Manager La May stated that he would use another communities ordinance as a guideline and have the attorney look it over to make sure that it would meet the legal threshold. The ordinance would then be brought back to the Board for approval. The preparation of an ordinance should not be time consuming and the overall cost of the preparation should be minimal.

Trustee Davenport stated that this maybe an opportunity to have another event in the Town of Bayfield.

Trustee Morlan made a motion to direct staff to prepare an ordinance establishing an application procedure and fees for a Liquor Tasting Permit. Trustee Nyberg seconded.

Roll call: 7 – 0

Motion passed unanimously.

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

Trustee Nelson stated that SWCCOG will not meet again until August.

Mayor Smith stated that LPCEA will meet next week.

Trustee Davenport stated that RHA will meet tomorrow.

Trustee Salka stated that he attended his first SWTPR meeting. The discussion was centered on the fact that there is only 3.5 million dollars available for projects within Region 9. CDOT will prioritize the different proposals and decide what type of projects will be funded.

Town Manager La May stated that the funds Trustee Salka is referring to, is Regional Priority Project money.

Trustee Sanders stated that Region 9 has not had a meeting.

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 1<sup>st</sup>, 2014**  
**1199 Bayfield Parkway, Bayfield CO 81122**

Trustee Morlan stated that the Senior Board has not had a meeting. He did want to acknowledge that longtime town resident Barb Luebchow has passed away.

Trustee Nyberg stated that the Planning Commission will meet next week.

Trustee Davenport asked if there was any value, in having a Board Trustee attend the LAPLAWD meetings.

Town Manager La May stated that he would ask Ed Tolen, with LAPLAWD, to see if their board feels it necessary for us to attend their meetings.

**Action Agenda Item #8: New/Unfinished Business**

Trustee Nyberg stated that the new Town signs look very nice.

Trustee Morlan stated that the asphalt milling that is being done seems random, in places.

Public Works Director stated that in some areas they are basically taking off high spots.

Trustee Nelson stated that when the contracts were originally approved for the road construction, she asked for the work not to be done around the 4<sup>th</sup> of July. This is the two busiest weeks of the year for all the businesses on the North side of Hwy 160. She feels by having the contractor work during this week, the Town is portraying the opinion that they do not care about their local businesses. Trustee Nelson also stated that Four Corners Materials did not give 48 hours of notice as required in their contract. This should be discussed.

Mayor Smith asked if staff could force the contractor to work at night in the Business District when businesses are closed.

Town Manager La May stated that he did not think we could force the contractor to work at night because of the contract language. It is standard that work is done during daytime hours. There would be additional costs for the work to be done at night.

Trustee Davenport made a motion to adjourn 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 to sell portions of Lot 13A Routledge Boundary Adjustment, Mountain View Subdivision Lots 13 & 14, to include Town Manager La May. Trustee Nelson seconded.

Roll call: 7 – 0

The Board adjourned to Executive Session at 8:02 PM.

The Board came out of Executive Session at approximately 8:15 PM.

Trustee Nelson made a motion to adjourn 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 as it relates to Town right-of-way located in front of 520 W. North Street. Trustee Davenport seconded.

All were in favor. Motion passed unanimously.

The Board came out of Executive Session at approximately 8:25 PM.

Mayor Smith stated that no decisions were made during either of the Executive Sessions.

**Town of Bayfield  
Regular Town Board Meeting  
July 1<sup>st</sup>, 2014  
1199 Bayfield Parkway, Bayfield CO 81122**

The meeting was adjourned at approximately 8:26 PM.