

**Town of Bayfield**  
**Regular Town Board Meeting**  
**July 16, 2013**  
**1199 Bayfield Parkway, Bayfield CO 81122**

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

**Town Board Members Absent:** Trustee Nyberg

**Staff Present:** Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Joe McIntyre (Marshal), Erin Dunavant (Finance Director), Dan Abdella (Corporal), Holly Cashwell (Deputy Marshal), Derick Campbell (Deputy Marshal), Gary Cassens (Deputy Marshal), Maureen Cleveland (Marshal Secretary), Dirk Nelson (Attorney)

**Media Present:** Melanie Mazur (Pine River Times)

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

**Roll Call:** 6 present 1 absent

**Pledge of Allegiance:**

**Approval of Minutes:** Trustee Nelson made a motion to approve the minutes from July 2<sup>nd</sup>, 2013 as presented, Trustee Au seconded.

Motion passed unanimously.

**Approval of Bills:** Trustee Au made a motion to approve the bills dated July 3<sup>rd</sup> through July 12<sup>th</sup>, 2013, Trustee Davenport seconded.

**Roll call:** 6 – 0

Motion passed unanimously.

**General Public Input:** None was offered.

**Town Updates:** Trustee Davenport asked about the fireworks update. Town Manager La May stated that we have \$6,000.00 budgeted for fireworks. The switchboard used for launching the fireworks needs replaced at a cost of approximately \$3,000.00. There are not enough funds to replace the switchboard and launch fireworks for both Labor Day and Heritage Days

**Public Hearing: La Plata County Hazard Mitigation Plan**

Town Manager La May stated that this plan was a joint venture spearheaded by firefighting jurisdictions. The plan was prepared in accordance with the Disaster Mitigation Act of 2000. This will make us eligible to receive Federal Emergency Management Agency Hazard Mitigation Grants through various programs. The plan is to be updated every five years to maintain eligibility for F.E.M.A. Grant Programs. The Planning Commission has held a Public Hearing and approved the plan.

Mayor Smith opened the floor to general public comment.

There was no public comment so it was closed.

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**Action Agenda Item #1: Oath Of Office For Deputy Marshal Gary Cassens**

Marshal McIntyre introduced Deputy Marshal Gary Cassens.

Town Clerk Cathcart swore Deputy Gary Cassens into office of Deputy Marshal for the Town of Bayfield.

Deputy Gary Cassens' wife pinned his badge.

**Action Agenda Item #2: Presentation Of Award To Deputy Marshal Derick Campbell For Completion Of Field Officer Training**

Corporal Abdella presented Deputy Derick Campbell with a "Certificate of Completion" for the FTO program.

**Action Agenda Item #3: Consideration Of Resolution #301, A Resolution Of The Town Of Bayfield Board Of Trustees Ratifying The Planning Commission's Adoption Of The La Plata County Hazard Mitigation Plan, April 2013**

Trustee Davenport made a motion approve Resolution #301, Trustee Nelson seconded.

Roll Call: 5 – 1 (Trustee Au against)

Motion carried.

**Action Agenda Item #4: Consideration Of Resolution #302, A Resolution Of The Town Of Bayfield Authorizing The Submission Of An Energy And Mineral Impact Assistance Program Grant Application To The Colorado Department Of Local Affairs**

Town Manager La May states that staff has gone through a design and bid process for the Parks Maintenance Facility in Joe Stephenson Park. The bids came in significantly higher than anticipated. Staff would like to apply for an Energy and Mineral Impact Assistance Grant through the Colorado Department of Local Affairs to help offset the costs of construction. The application requires a resolution verifying the Board of Trustee's support.

Trustee Morlan made a motion to approve Resolution #302, Trustee Au seconded.

Roll call: 6 – 0

Motion passed unanimously.

**Action Agenda Item #5: Public Works Reorganization And Utility Rate Discussion**

Town Manager La May stated that staff is in the process of a Utility Rate Study. In addition to the pending potential costs for water right conversions, that will have to be figured into the utility rates, staff would like to consider a reorganization of the Public Works Department.

Town Manager La May explains three organizational charts for the Public Works Department. The first being the current structure that is in place, second being the optimum structure and the third being the proposed structure. Staff is asking for the Board's permission to take into account the proposed structure when reviewing the Utility Rate Study.

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Trustee Nelson stated that she believed it was important to educate current employees and encourage them to get the licenses needed.

Trustee Davenport asked if there are provisions or restrictions in the Towns I.G.A. with L.A.P.L.A.W.D. regarding the staff needed to run the expanded Water Plant.

Town Manager La May stated that the I.G.A. does stipulate that we will discuss staffing for the Water Plant. Currently we are required to have a B Operator at the plant; after expansion we will be required to have an A Operator. The Public Works Director, Ron Saba, is an A Operator

Trustee Davenport asked if L.A.P.L.A.W.D. would help fund education costs or salaries.

Town Manager La May stated that as part of the agreement L.A.P.L.A.W.D. will be paying for water that we distribute at a rate based on our annual budget and they will be paying a percentage of all operating costs.

Trustee Davenport asked how long it takes for the operators to acquire the next license level.

Town Manager La May replied at least a year.

Mayor Smith stated that as the Town grows and with our new relationship with L.A.P.L.A.W.D. he believes we would be wise to educate and encourage staff to acquire the licenses needed to operate our water and sewer plants.

The Board agreed that staff should consider the proposed structure when reviewing the Utility Rate Study and in the preparation of the 2014 budget.

**Action Agenda Item #6: Liquor License Renewal – La Casita Mexican Restaurant**

Town Manager La May stated that the past owners of La Casita would like to renew their liquor license so that they can transfer the license to the new owner.

Trustee Nelson asked if the renewal was presented to the Clerk's office by the due date.

Town Clerk Cathcart stated that the license has expired but there is a ninety day grace period to apply for renewal.

Trustee Nelson made a motion to approve the renewal application, Trustee Au seconded.

Roll call: 4 – 1 (Trustee Davenport voted no, Trustee Morlan abstained)

Motion carried.

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

Trustee Nelson stated that the main discussion at the last meeting was the sustainability of the S.W.C.C.O.G. moving forward. At this point the S.W.C.C.O.G. cannot sustain itself so they will be looking towards the communities for financial help along with other possibilities such as opportunities for shared staff.

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Mayor Smith stated that at the Alliance meeting the focus was on the Accelerator. A group that is taking three startup companies and giving them four months of intense assistance and guidance along with \$30,000.00 in the hope that they become successful businesses

Trustee Davenport stated that at the R.H.A. meeting they discussed Ignacio's 100 Year Celebration that is on the same day as our Heritage Days Event. The Regional Director of the U.S.D.A. gave a presentation on the programs available to help new homeowners.

Trustee Renfro stated that at the S.W.T.P.R. meeting transportation priorities were discussed and additional passing lanes between Bayfield and Durango were on top of that list. Sidney Zink received the Governor's appointment to the S.W.T.P.R.

Trustee Au stated that Region 9 will meet next week in Cortez.

Trustee Morlan stated that he had attended the Senior Board meeting. The cost of bus maintenance and the possibility of raising the transportation fair from \$5.00 to \$7.00 were discussed.

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

Town Manager La May stated that he had spoken with a representative of Cobblestone Hotels and the information was included with the packet for the Board's review.

Town Manager La May stated that he had received a notice from La Plata County regarding a road vacation on County Road 516. This will not impact the Town of Bayfield.

Town Manager La May stated that it has been brought to his attention that there is interest in renaming Eagle Park to Dylan Redwine Memorial Park. Staff would suggest that we build a memorial in the park instead of renaming the park.

The Board agreed that a memorial of some kind could be built in the park but they would rather not rename the park.

Trustee Nelson would like an update regarding the landscaping in Bayfield Center and she also asked if the Town would be watering the roundabout this summer.

Town Manager La May stated that at some point he would like staff to have a discussion with the property owners in Bayfield Center and make a plan that will accommodate everyone. He would like to complete this project this fall. The water to the roundabout was cut during boring and at this time staff is trying to decide on a resolution.

Trustee Davenport asked if we had experienced any problems at the Sewer Plant because of the rain on Monday.

Town Manager La May stated that he was not aware of any problems.

Trustee Davenport asked about the Fox Farm Tower.

Town Manager La May stated that he had provided input to Dean Brookie, regarding the tower.

Trustee Morlan asked about depreciation on the monthly financial reports.

Town Manager La May stated that depreciation is not shown on the monthly reports.

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Mayor Smith asked about the issue in front of Mr. Jack's home on North Street.

Town Manager La May stated that the Public Works Director thought the issue could be repaired for approximately \$1,500.00.

Mayor Smith stated that he thought staff should consult Crossfire about having them do the repair while they are making other repairs in town.

Town Manager La May stated that since the current contract with Crossfire belongs to L.A.P.L.A.W.D. they would need to agree to the additional repair also.

Meeting was adjourned at 8:09 pm.

**Minutes Were Approved As Presented On August 6<sup>th</sup>, 2013.**

**Approved:**

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**Rick K. Smith**  
Mayor

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**Kathleen Cathcart**  
Town Clerk