

**Town of Bayfield  
Regular Town Board Meeting  
September 2, 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), Scott Key (Parks and Recreation Director), Jeff Robbins (Town Attorney), Joe McIntyre (Marshal)

**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 Davenport made a motion to approve the minutes from August 19<sup>th</sup>, 2014, as presented. Trustee Nyberg seconded.

All were in favor.

Motion passed unanimously.

**Approval of Bills:** Trustee Nelson made a motion to approve the bills from August 20<sup>th</sup> through August 31<sup>st</sup>, 2014, as presented and include the attached pay order to Crossfire. Trustee Salka seconded.

Roll call: 7 – 0 (Mayor Smith abstained from voting on the bill from Data Safe Services)

Motion passed unanimously.

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

**Town Updates:** Trustee Morlan asked what Town Manager La May was referring to when he stated that the pipe bursting was successful. Town Manager La May stated that there was a section of line on Colorado Drive that was burst. In this process the existing line is expanded as a machine pushes the new line through. This was done to prevent possible contamination from a leaking underground storage tank. Trustee Nyberg asked about the Mexican Jumping Mouse that was referred to in the updates. Town Manager La May stated that there is no evidence of the mouse in the bridge area but there is habitat that could be conducive to the mouse. At this time staff is organizing a meeting with CDOT, Fish and Wildlife, Town of Bayfield's Environmental Consultant and Bechtolt Engineering to discuss the ramifications of this mouse and how it coincides with the Willow Flycatcher habitat. This could cause the project to be postponed until September 2015. Trustee Davenport asked if this delay would cause problems with the funding for this project. Town Manager La May stated that the delay should not affect the funding.

**Action Agenda Item #1: Liquor License Renewal – Chavolo's Mexican Restaurant**

Town Manager La May stated that Chavolo's Mexican Restaurant is asking for approval of their annual liquor license renewal. Staff has had no complaints regarding this business and recommends approval of the renewal.

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Trustee Morlan made a motion to approve the renewal of Chavolo's Mexican Restaurant's liquor license. Trustee Davenport seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #2: Liquor License Renewal – Hongs Garden**

Town Manager La May stated that Hongs Garden is asking for approval of their annual liquor license renewal. Staff has had no complaints regarding this business and recommends approval of the renewal.

Trustee Nelson made a motion to approve the renewal of Hongs Garden's liquor license. Trustee Nyberg seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #3: Consideration Of Approval Of Ordinance 386, An Ordinance Of The Town Of Bayfield, Colorado Amending Article II Of Chapter 14, Which Amendments Would Create An Additional One Percent Town Sales Tax, Pledging Such Additional Sales Tax To The Town Of Bayfield Street Fund Subject To The Approval Of The Amendments Contained Herein By The Registered Electors Of The Town**

Town Manager La May gave a Power Point presentation demonstrating the pros and cons of a 1% Sales Tax increase and the effect that increase would have on the annual budget.

Trustee Morlan asked if the Board had discussed sun setting this proposed tax, for a date in the future.

Town Manager La May stated that a sunset date had not been discussed. He also stated that if the Board of Trustees felt a sunset date would help the measure, it could be added to the ordinance.

Trustee Morlan asked why Town Manager La May felt compelled to tell citizens that the Town of Bayfield has put no Sales Tax dollars into street maintenance.

Town Manager La May stated that people should understand that the money that has been spent on road improvements is not a sustainable source of income. The money that has been used for street maintenance came with the transfer of 160B. When those funds are gone, they are not a renewable source. He also stated that grant funds for road maintenance are non-existent.

Mayor Smith stated that he is a proponent of the proposed increase.

Trustee Davenport asked, if the Sales Tax increase is approved by voters, will staff be obligated to also making the proposed annual transfer from the Capital Fund to the Transportation Fund if those funds are not needed.

Town Manager La May stated that the voters are not being asked about the Capital Fund transfer. That is a Board decision.

Trustee Nelson asked if the Capital Fund transfer would be an annual budget question.

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Town Manager La May stated that the Capital Fund transfer would be a budget question, not only for the current year but for the future years.

Mayor Smith stated that everything that the Board does, with the exception of the 1% Sales Tax increase, would be subject to annual appropriations.

Trustee Morlan stated that Town Manager La May was conservative with his growth estimations that were included in the Power Point presentation.

Town Manager La May stated that he used a 2 or 3% growth factor.

Trustee Morlan made a motion to approve Ordinance #386, an ordinance of the Town of Bayfield, Colorado amending Article II of Chapter 14, which amendments would create an additional one percent Town Sales Tax, pledging such additional Sales Tax to the Town of Bayfield Street Fund subject to approval of the amendments contained herein by the registered electors of the Town. Trustee Davenport seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #4: Consideration Of Approval Of Resolution 324, A Resolution Of The Town Of Bayfield, Colorado Approving The Ballot Question To Be Submitted To The Registered Electors Of The Town Of Bayfield At The Regular Town Election On November 4, 2014 On The Issue Of The Approval Of An Additional One Percent Sales Tax, With Such Amounts To Be Pledged To The Town Of Bayfield Street Fund As Provided In Ordinance No. 386**

Trustee Davenport made a motion to approve Resolution #324, a resolution of the Town of Bayfield, Colorado approving the ballot question to be submitted to the registered electors of the Town of Bayfield at the Coordinated General Election on November 4, 2014 on the issue of the approval of an additional one percent Sales Tax, with such amounts to be pledged to the Town of Bayfield Street Fund as provided in Ordinance #386. Trustee Salka seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #5: Parks And Recreation Department – Reorganization**

Town Manager La May stated that in 2012 the Parks and Recreation Department was reorganized to accommodate four positions, a Director, two Program Coordinators and a Parks Facility Worker. One of the two Program Coordinator positions has been vacant since February. Staff would like to reorganize this department back to its original form and eliminate the second Program Coordinator position. With this reorganization, staff would like to adjust the wages of the remaining Parks and Recreation employees to compensate for the additional work incurred. We would use today's budgeted dollars to reconfigure those three positions. This reorganization would still keep the department within its budgeted funds. The salaries that are proposed for these three positions were derived from consistent data that staff will use organizationally wide. This data is accessed through our membership to Mountain States Employers Council, which compares what other organizations pay for similar positions. With this information, staff used a percentage and came up with what is believed to be a mid-point salary for the positions then created a spread for the positions with a minimum and a maximum wage. This reorganization would be getting these positions into the minimum salary range.

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Trustee Davenport asked if the seasonal wages, referred to in the attached spreadsheet, were for more than one employee.

Town Manager La May stated that seasonal wages would be for multiple people. This would include officials, scorekeepers, concession workers and seasonal park help.

Trustee Nelson asked how this change would be handled mid-budget. Would the positions in question be paid retroactively to the time the open position became vacant?

Town Manager La May stated that if this reorganization was approved. The changes would be made and the salaries adjusted moving forward. Nothing would be paid retroactively.

Mayor Smith stated that this reorganization would not affect the budget just the number of employees would change.

Trustee Nelson asked how much of the 2014 seasonal wages have been used, so far.

Town Manager La May stated that since the loss of the employee in February, the department has exceeded its \$10,000.00 seasonal budget by approximately \$2,000.00.

Trustee Davenport asked if staff felt comfortable that the reorganization would leave the department at a sufficient size to handle the workload.

Town Manager La May stated that he felt this department would be of sufficient size to handle the current workload. If programs are expanded in the next few years, changes might need to be considered at that time.

Parks and Recreation Director Key stated that quality of workers within his department has improved over the years. He also stated that he feels confident that his current staff is capable of completing the tasks that are being asked of them.

Trustee Morlan asked what Brenda Jones' job title was.

Parks and Recreation Director Key stated that Brenda Jones is the Senior Center Coordinator.

Trustee Morlan asked if Ms. Jones' position fell under the Parks and Recreation Department.

Parks and Recreation Director Key stated that the Senior Center Coordinator was part of the Parks and Recreation Department. It is currently a part-time position and was not considered in this reorganization.

Trustee Salka made a motion to approve the reorganization and salary changes for the Parks and Recreation Department. Trustee Nyberg seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #6: Discussion – 2015 Salary Plan Structure**

Town Manager La May stated that while he was working on the reorganization plan for the Parks and Recreation Department, he discovered that Mountain States Employer Council also provided data on the other positions within the Town of Bayfield. Staff would like to promote objective salary structures for all positions. Using this data in the same way as we did with the Parks and Recreation salaries, staff has discovered that

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there are positions that fall below the minimum range. When figuring the budget for 2015 staff would like to address as many of these cases as possible. Is the Board comfortable with staff moving forward with salary structures, to add a little more objectivity to the positions and their salaries?

Trustee Nelson stated that the information provided was very good knowledge and staff should move forward.

Trustee Morlan asked if the budget allowed for or if the Town Manager gave employee bonuses.

Town Manager La May stated that he did not give employee bonuses. Giving bonuses after the budget is approved would be contrary to the original plan.

Trustee Nelson stated that she liked seeing the range in salaries. Employees can always be started in the low range and have the opportunity to advance.

Town Manager La May stated that currently a merit increase is available, based on the employees annual review.

Mayor Smith stated that he likes the idea of using data from outside sources to establish a competitive salary structure.

Town Manager La May stated that he would like to see the Town of Bayfield competitive in salaries, keeping in mind that there will be some communities that we just cannot compete with.

Trustee Davenport asked, when looking at this data, is there a comparison that shows what percentage the salary pool is compared to the total budget.

Town Manager La May stated that he could research that information.

Trustee Morlan stated that Industry Averages should be available for Municipal Governments.

Town Manager La May stated that he would consult Mountain States Employers Council and Colorado Municipal League.

The Board agreed that Town Manager La May should move forward with the Salary Plan Structure.

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

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

Trustee Morlan stated that he had nothing new to report from the Senior Board.

Trustee Nelson stated that the SWCCOG will meet Friday in Silverton. Town Manager La May will be attending.

Mayor Smith stated that LPCEA will meet next week.

Trustee Davenport stated that RHA will meet tomorrow.

Trustee Salka stated that SWTPR will meet October 3, 2014.

Trustee Sanders stated that Region 9 will meet on September 25, 2014.

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

Town Manager La May asked that the Board members interested in attending the CML Dinner, in Mancos, send their RSVP to Town Clerk Cathcart.

Trustee Nyberg asked if there was any progress on the grant for Fox Farm Tower.

Town Manager La May stated that he had submitted a draft of the application, and is waiting on comments before he resubmits the application.

Meeting was adjourned at 8:07 PM.