

**Town of Bayfield  
Regular Town Board Meeting  
November 20, 2012  
1199 Bayfield Parkway, Bayfield CO 81122**

**Town Board Members Present:** Trustee Renfro, Trustee Nyberg, Trustee Nelson, Trustee Davenport

**Town Board Members Absent:** Mayor Smith, Trustee Au, Trustee Morlan,

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

**Media Present:** Carol McWilliams (Pine River Times)

The meeting was called to order @ 7:37 p.m.

**Roll Call:** 4 present 3absent

**Pledge of Allegiance:**

**Approval of Minutes:** Trustee Nelson made a motion to approve the minutes of November 5, 2012 as presented, Trustee Renfro seconded. Motion passed unanimously.

**Approval of Bills:** Trustee Nyberg had a question regarding the amount of fuel that is billed to Daryl. Public Works Director explained that his department was getting the trucks and equipment ready in case of a winter storm and that Daryl was the one doing the fueling. Trustee Nelson made a motion to approve the bills dated November 7<sup>th</sup> through November 19<sup>th</sup> as presented Trustee Renfro seconded. Motion passed unanimously.

**Public Input:** None was offered so it was closed.

**Town Updates:** Trustee Nelson asked if there were going to be any more meetings regarding North Street? Town Manager La May stated that the property has closed. It was sold as is. The new owner is suggesting that he wants to move a manufactured home onto the property. There are still issues that are going to have to be resolved. Trustee Davenport asked how they were able to close if the title company had an issue with this easement? Town Attorney Nelson stated that he assumes they closed with the title company taking exception to title.

**Public Hearing:** Opened for public hearing on Infrastructure Design Standards and Construction Specifications. Town Manager La May stated that this is something that has been in the works for some time. The Town has adopted Construction Specifications and it was determined that it was important to have some Infrastructure Design Standards. This will set the standards and guidelines for parties wanting to develop in Town. This protects the Town by guaranteeing that we get good quality infrastructure. The Construction Specifications have been adopted and approved but there are some minor revisions to those documents to make sure that they are consistent with the Infrastructure Design Standards. We are also incorporating these documents into our Land Use Code. Trustee Renfro commented that she believes that the Board should carefully consider the outcome before making changes to the "minor storm" in these documents. This portion of the Public Hearing was closed. The Public Hearing was reopened to discuss the 2013 Charge for Emergency Telephone Services. Town Manager La May stated that this was presented at the last Board Meeting. The Emergency Telephone Service Association would like to go to the PUC and have the surcharge on the E-911 raised on telephone services. There was no public comment on either item.

**Action Agenda Item #1: Consideration of Ordinance 374, An Ordinance Amending sections of the Municipal and Land Use Codes of the town of Bayfield adopting the Town of Bayfield Infrastructure Design Standards and Town of Bayfield Construction Specifications**

**Town of Bayfield  
Regular Town Board Meeting  
November 20, 2012**

**1199 Bayfield Parkway, Bayfield CO 81122**

Town Manager La May stated that the first item before the Board was consideration of the Ordinance #374 regarding the adoption of Infrastructure Design Standards and Construction Specifications.

Trustee Nelson made a motion to continue this item until the next regularly scheduled Board Meeting, Trustee Davenport seconded. Motion passed unanimously.

**Action Agenda Item #2: Consideration of Adopting Resolution 286, A Resolution for the Town of Bayfield Establishing the 2013 Charge for Emergency Telephone Service on exchange access facilities, wireless, and interconnected voice-over-internet protocol communication services**

Trustee Renfro made a motion to approve Resolution #286, Trustee Nelson seconded. Motion passed unanimously.

**Action Agenda Item #3: Discussion and Possible Action – Hydraulic and Structural Evaluation Report Los Pinos River Bridge Crossing**

Before the official meeting was called to order Brent Adams and Dex Lewis from Souder Miller Associates gave a presentation on possible designs for the Los Pinos River Bridge Crossing.

**Action Agenda Item #4: Discussion and Possible Action – Employee Handbook Chapters 8-10**

Town Manager La May goes through chapters 8 through 10 of the new Employee Handbook.

**Action Agenda Item #5: Consideration of Resolution 288, A Resolution Establishing a Travel Policy for The Town of Bayfield**

Town Manager La May stated that this resolution is based on what we will be doing in the new Employee Handbook. This will provide some guidance for employees when they are in travel status. It will define what is covered and what is not. It talks about conduct, reimbursement, participation at some events in things that are not necessarily related to the conference or training. It also discusses having a spouse travel with you and extending your stay after your work related travel is complete.

Trustee Renfro made a motion to approve Resolution #288 Trustee Davenport seconded. Motion passed unanimously.

**Action Agenda Item #6: Consideration of Resolution 287, A Resolution Establishing Employee Training Attendance Policy for The Town of Bayfield**

Town Manager La May stated that this is very similar to the other policy. It discusses attendance, conduct and reimbursement as well.

Trustee Renfro made a motion to approve Resolution #287, Trustee Nelson seconded. Motion passed unanimously.

**Action Agenda Item #7: Discussion and Possible Action regarding Use of Marshal's Office K-9 Program Reserve Funds**

**Town of Bayfield  
Regular Town Board Meeting  
November 20, 2012**

**1199 Bayfield Parkway, Bayfield CO 81122**

Marshal McIntyre stated that in our budget we have been carrying over a line item for the K9 fund. The money in this fund came from Community donations and fundraisers. In 2010 Deputy Lawson and the K9 left the Bayfield Marshals Office and went to the U.S. Marshals. Since we no longer have a K9 Unit we have been carrying approximately \$2,800.00 in this fund. It is the Marshal's recommendation that we give this money back to the community in some way. We could make a donation to the schools to help purchase supplies, we could make a donation to another Law Enforcement Agency's K9 Unit. The Bayfield Marshals Office is in the process of setting up a scholarship fund for graduating seniors. We could contribute that money to the scholarship fund. We have received a \$1,000.00 donation for this scholarship fund already and with this extra money we could possibly offer more than one scholarship.

Trustee Nelson stated that she likes the idea of the scholarship fund and or donating to another K9 Unit.

Trustee Renfro agreed.

Trustee Nyberg stated that he likes the idea of the scholarship fund.

Trustee Renfro made a motion to allocate the money to the Scholarship Fund being set up by the Bayfield Marshals Office, Trustee Nelson seconded. Motion passed 3 – 1 (Trustee Davenport voted against)

**Action Agenda Item #8: Discussion and Possible Action Regarding Street Maintenance Projects**

Town Manager La May stated that at the last Board Meeting Trustee Renfro had asked about the lack of street maintenance in the 2013 Budget. Since then Public Works Director Saba has gone out and identified the potential for some projects that are likely necessary in the near future. We also have in the proposed budget a Road Inventory and Street Maintenance Plan. Staff feels that it would be a good option to go ahead and get the Engineer under contract to do the road inventory and the maintenance plan so that we will have a plan for those potential projects. The money for this is going to come from either the Capital Improvement Fund or the Transportation Fund. The question tonight is: Is the Board comfortable with staff moving forward with the Street Maintenance Plan?

Trustee Renfro asked if this would be approved in the budget and all that was being asked for tonight was approval to go ahead with the engineering?

Town Manager La May replied yes. Tonight staff is only looking for direction. We will ask for approval when more of the Board is in attendance.

The Board agreed that they were comfortable with that direction.

**Action Agenda Item #9: Discussion and Possible Action regarding the Fox Farm Tower, Lot 8**

Town Manager La May stated that when Fox Farm Village was developed there was a lot of discussion as what to do with the Fox Farm Tower. There was some thought that it might have some historical significance. It was discussed that it might be converted into an apartment or potentially used as public space for the HOA. They have done some initial analysis and it was determined that it would not make good use as public space. They then decided that they wanted to convert it to a marketable lot. This was approved by the Planning Commission and the Board. At the time of development there was a park in lieu fee of \$38,800.00. In exchange for this fee the developer gave a deed of trust to the Town for this lot. They later made this payment to the Town and the lien was released on the property. Reid Ross, representing the La Plata County CDC has sent correspondence wanting to convey this property to the Town. It is suspected that one reason they want to convey this property to the Town is because it has become an unattractive nuisance. The question is, what is the long term picture for the Town and this property. If the Town is interested in the property there will be some significant costs associated with it.

**Town of Bayfield  
Regular Town Board Meeting  
November 20, 2012**

**1199 Bayfield Parkway, Bayfield CO 81122**

Trustee Renfro asked how many square feet is the Tower and can she go look at it?

Trustee Nelson replied that it was right next to the bike path and you could definitely look through the windows.

Town Manager La May stated that there might also be other parties that could be interested in the Tower as well.

It was decided to table this discussion until the next meeting.

**Action Agenda Item #10: Discussion and Possible Action regarding Winter Closure of Little Pine and Roadside Parks**

Town Manager La May stated that the Public Works Department has repaired the gates on these parks off of Hwy 160. Staff is recommending that we close these parks for the winter to avoid having them damaged while the ground is wet. There will still be access through North Street for those who want to use the trails.

Trustee Nelson stated that she does not see a problem in closing the parks when conditions warrant it. But she thinks that we should let the public have access as long as possible.

Town Manager La May stated that he does not need a motion, just direction.

**Action Agenda Item #11: Discussion and Possible Action regarding the Recycle Center**

It was decided that this would be tabled until the next Board Meeting.

**New/Unfinished Business**

Trustee Davenport asked if we could move the meetings back a week in January so that they will be on the 8<sup>th</sup> and 22<sup>nd</sup>?

Trustee Nelson stated that would conflict with the Planning Commission.

Town Manager La May stated that we could potentially move all meetings.

Town Manager La May stated that December 1<sup>st</sup> is the Old Fashioned Christmas at the Senior Center from 4:00 to 6:00 pm.

Town Manager La May stated that the staff's holiday party is December 15<sup>th</sup> at the Senior Center from 6:00 to 9:00 pm and all Board Members and families are invited.

Trustee Renfro asked if we are sending letters to the Dove Ranch homeowners regarding the tree trimming.

Town Manager La May responded that he had wrote that letter today and that they would be in the mail in the next couple of days.

Meeting was adjourned at 8:40pm

**Town of Bayfield  
Regular Town Board Meeting  
November 20, 2012  
1199 Bayfield Parkway, Bayfield CO 81122**

**Minutes Were Approved As Presented On December 4<sup>th</sup>, 2012.**

**Approved:**

\_\_\_\_\_

**Rick K. Smith**

**Mayor**

.

.

\_\_\_\_\_

**Kathleen Cathcart**

**Town Clerk**