

**Town of Bayfield**  
**Regular Town Board Meeting**  
**January 6, 2015**  
**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), Erin Dunavant (Finance Director), Ron Saba (Public Works Director), Jeff Robbins (Town Attorney)

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

The meeting was called to order @ approximately 7:03 p.m.

**Approval of Minutes:** Trustee Morlan stated that Town Attorney Robbins was referred to as Trustee Robbins in paragraph 5 under Action Agenda Item #2, in the minutes from December 16, 2014. Trustee Davenport made a motion to approve the minutes from December 16, 2014, with the correction mentioned by Trustee Morlan. Trustee Salka seconded.

All were in favor.

Motion passed unanimously.

**Approval of Bills:** Trustee Nelson made a motion to approve the bills dated December 17, 2014 through December 31, 2014, as presented. Trustee Davenport seconded.

Roll call: 7 – 0

Motion passed unanimously.

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

**Town Updates:** Trustee Davenport asked when Town Manager La May thought he would hear back from C.D.O.T. regarding the bridge replacement and the wildlife species that are in that area. Town Manager La May stated that the Town will submit a Biological Evaluation, with the items that our consultant has identified, to the Army Corps of Engineers. The Army Corps of Engineers will consult with US Fish and Wildlife Service and Colorado Parks and Wildlife. Those agencies will respond with requirements for mitigation.

**Action Agenda Item #1: Consideration of Resolution 328, A Resolution of the Town of Bayfield, Colorado Authorizing the Continuation of the Emergency Telephone Charge Under the Provisions of C.R.S. 29-11-102 and 29-11-103**

Marshal McIntyre stated that the 911 Authority Board increased the 911 Surcharge last year on land lines and cell phones. It is required by State Statute that the 911 Authority Board has the approval of each entity, on an annual basis, by resolution. There are no changes to the surcharge it is the same as approved for 2014.

Trustee Morlan asked if Marshal McIntyre held a seat on the 911 Authority Board and if he was aware how the money was spent in the organization.

Marshal McIntyre stated that he had been appointed by the Town of Bayfield Board of Trustees to sit on the 911 Authority Board. He also stated that he would provide the Board with the latest financial statements from the 911 Authority Board.

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Trustee Davenport made a motion to approve Resolution 328, a resolution of the Town of Bayfield authorizing the continuation of the Emergency Telephone Charge under the provisions of C.R.S. 29-11-102 and 29-11-103. Trustee Nelson seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #2: Consideration of Approval of Resolution 329, A Resolution of the Town of Bayfield, Colorado Setting the Official Posting Place for Town Board Meeting Agendas**

Town Manager La May stated that the Town is required to annually establish the posting location for Town Board Meeting agendas. This has typically been the Town Hall so the resolution is prepared in that manner.

Trustee Nelson made a motion to approve Resolution 329, a resolution of the Town of Bayfield, Colorado setting the official posting place for Town Board Meeting agendas. Trustee Salka seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #3: Consideration of Approval of Second Amendment to Souder, Miller & Associates Task Order No. 7 – Sewer Rehabilitation Project**

Town Manager La May stated that the original contract with Souder, Miller and Associates for the Sewer Rehabilitation and Replacement Project was amended to divide the project into two separate projects. Those projects were then advertised for bid. We received one bid on the Rehabilitation Project and no bids on the Replacement Project. The projects were then reorganized and some of the excavation work was transferred to the Replacement Project. These changes required additional engineering expense associated with preparing another bid packet and rebidding the two projects. Souder, Miller and Associates are requesting an amendment at this time to reimburse them for the additional time and material.

Trustee Davenport made a motion to approve the second amendment to Task Order No. 7 for the 2014 Sewer Rehabilitation Project, with an amended total fee not to exceed \$59,654.00. Trustee Salka seconded.

Trustee Nelson stated that the Board should have the information regarding increases in fees up front, before the work is completed.

The Board agreed that they would like to have this information before work is completed.

Roll call: 6 – 1 (Trustee Nyberg voted against)

Motion passed.

**Action Agenda Item #4: Discussion and Possible Action – Downtown Colorado, Inc. Assessment**

Town Manager La May stated that we have discussed bringing out Downtown Colorado, Inc. to do an assessment and meet with local community and stake holders. They will gather information and create a report that will have a work plan for making improvements to the downtown area. They will identify some projects that can be easily achieved and also identify bigger picture, longer term issues that may need to be resolved by

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other means. When staff applied for the grant, we were not aware that it would take six months to process. Staff has been working with Downtown Colorado, Inc. to see what a proposal for services would like and to prepare a cost estimate. That proposal for an \$18,000.00 project is included in tonight's packet. Staff has had a discussion with the Department of Local Affairs regarding the potential for a DOLA Energy Impact Administrative Grant with a 50/50 split to help with funding this project. There is \$5,000.00 included in the 2015 Budget for this project. Downtown Colorado, Inc. is holding its annual conference in Durango this year. We could save on travel costs if we moved forward with the Technical Assessment Visit during the time they are in Durango. Staff is asking if the Board wants to move forward with this project and in what capacity. Should the project be funded out of one year's budget or two years?

Trustee Morlan stated that he has been involved in these projects in Ignacio and Silverton. It is a very valuable process but the Town needs to be dedicated to commit resources to the project.

Town Manager La May stated that he spoke with Ken Charles from the Department of Local Affairs. Mr. Charles stated that DOLA may be putting together a grant that would be available to local communities to implement their Downtown Projects.

Trustee Morlan suggested that someone speak to the Chamber of Commerce regarding this project.

Town Manager La May stated that the Chamber of Commerce is definitely a stakeholder.

Trustee Nelson asked how this project would affect the Economic Development Visioning that staff is working on.

Town Manager La May stated that as part of the Visioning Process, revitalizing the downtown area is one item that was mentioned.

Mayor Smith stated that the Downtown is the showcase. In looking at other communities, those that are successful in helping their downtown sector improve their business through any effort or beautification, spark an economic boost. He also stated that he believes that it is in the best interest of the Town to help the Downtown area.

Trustee Nelson stated that she does not believe that we should concentrate all of the Economic Development on the Downtown area. We should be looking at the overall picture.

Trustee Morlan stated that part of the process is defining the Downtown. What are we defining the Downtown to be?

Town Manager La May stated the he sees the Downtown as the area in the triangle between Buck Highway, Bayfield Parkway and Mill Street, the older part of town.

Mayor Smith stated that we have a great resource in Trustee Morlan, since he has done these projects before. We should be taking advantage of the help that is being offered.

Trustee Davenport stated that she feels that the Chamber of Commerce is possibly in a good position to help with this project.

Mayor Smith stated that he would venture to say this project would not be possible without the Chamber of Commerce.

The Board agreed that if they were to move forward with this project they would like to see it funded out of this year's budget.

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Trustee Morlan made a motion to apply to the Downtown Colorado, Inc. program, contingent on the approval of the DOLA Grant and commitment from the Chamber of Commerce for their participation. Trustee Nelson seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #5: Discussion and Possible Action – Street Funding**

Town Manager La May gave a Power Point presentation regarding street maintenance funding.

The Board and staff participated in general discussion concerning revenue sources to help fund street maintenance.

**Action Agenda Item #6: Board Reports (SWCCOG, LPCEA, RHA, SWTPR, Region 9, Other)**

Trustee Nyberg stated that the Planning Commission meets next week.

Trustee Morlan stated that the Senior Board will meet next Wednesday.

Trustee Sanders stated that the Region 9 Board will meet January 29, 2015.

Trustee Salka stated that SWTPR will meet February 6, 2015.

Trustee Davenport stated that RHA will meet tomorrow.

Mayor Smith stated that LPCEA will meet next Tuesday.

Trustee Nelson stated that SWCCOG will meet tomorrow.

**Action Agenda Item #7: New/Unfinished Business**

Trustee Sanders stated that he would like to thank the Public Works Department for their efforts in snowplowing. He also stated that he would be meeting with residents at the library next week.

Trustee Davenport stated that the Chamber of Commerce had invited the Town Manager and the Town Board to their meeting on Thursday.

Trustee Salka stated that he would like to attend the CML Conference. To save the Town the expense he would like to apply for a scholarship through CML. The scholarship application requires a letter of recommendation from the Town.

Trustee Nelson made a motion to direct staff to write a letter of recommendation for Matt Salka to attend the CML Conference on behalf of the Town of Bayfield. Trustee Morlan seconded.

Roll call: 7 – 0

Motion passed unanimously.

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Meeting was adjourned at 9:09 pm.