

**Town of Bayfield
Regular Town Board Meeting
October 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), Erin Dunavant (Finance Director), Joe McIntyre (Marshal), Jeff Robbins (Attorney)

Media Present: No media present.

The meeting was called to order @ approximately 6:59 p.m.

Approval of Minutes: Trustee Nelson made a motion to approve the minutes from September 15, 2015 as presented. Trustee Salka seconded.

All were in favor.

Motion passed unanimously.

Approval of Bills: Trustee Davenport made a motion to approve the bills dated September 16 through October 1, 2015, as presented. Trustee Nelson 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 made.

Town Updates: Trustee Morlan asked if there would be a walking trail underneath the new bridges, once they are constructed. Town Manager La May explained that a walking trail will be constructed as part of the Bridge Replacement Project.

Action Agenda Item #1: Consideration Of License Agreement Between The Town Of Bayfield And Community Banks Of Colorado, A Division Of NBH Bank For Use Of Town Right-Of-Way For Signage And Landscaping

Town Manager La May stated that Pine River Valley Bank has been acquired by National Bank Holdings Corporation, the parent company of NBH Bank, N.A. and will be operating as Community Banks of Colorado. When completing our Sign Permit Application to replace the existing signage, it was discovered that the existing sign is partially located in Town right-of-way. The bank would prefer not to move the sign. One solution would be to enter into a License Agreement stipulating that the Town will allow the use of the right-of-way but memorializing the Town's ownership to the right-of-way in the event that the Town needs the property for future road expansion. Staff recommends executing a License Agreement to allow the use of the right-of-way.

Trustee Davenport asked if this sign has been an issue.

Town Manager La May stated that this has not been an issue. The risk is low that the Town will need that portion of the right-of-way.

**Town of Bayfield
Regular Town Board Meeting
October 6, 2015
1199 Bayfield Parkway, Bayfield CO 81122**

Attorney Robbins stated that in the event the Town needs the property the Town can cancel the license and the sign will be moved.

Trustee Morlan made a motion to approve the License Agreement between the Town of Bayfield and Community Banks of Colorado, a division of NBH Bank, N.A. Trustee Nyberg seconded.

Roll call: 7 – 0

Motion passed unanimously.

Action Agenda Item #2: Consideration Of Approval Of Dark Fiber Lease (DFL) Agreement Between Town Of Bayfield And Cedar Networks

Town Manager La May stated that Cedar Networks would like to lease one fiber throughout the Town's system. The proposed agreement specifies that a third party will complete the splicing and manage the network.

Trustee Morlan asked, if the Board waited until the ballot measure opting out of SB152 passed, would we do anything different?

Town Manager La May stated that nothing would be done differently, if we waited.

Trustee Salka made a motion to approve a Dark Fiber Lease Agreement with Cedar Networks. Trustee Morlan seconded.

Roll call 7 – 0

Motion passed unanimously.

Trustee Morlan asked if the Town would be doing the billing for the fiber lease.

Town Manager stated that the Town would be doing the billing.

Action Agenda Item #3: Consideration Of Approval Of Agreement For Fiber Network Maintenance And Repair Services Between The Town Of Bayfield And DB Technologies, Inc.

Town Manager La May stated that DB Technologies, Inc. is the vendor that staff would like to use for third party services. DB Technologies, Inc. is the company that originally installed the fiber in the Town of Bayfield.

Trustee Nelson made a motion to approve, with attorney review, an agreement for Fiber Network maintenance and repair services between the Town of Bayfield and DB Technologies, Inc. Trustee Davenport seconded.

Roll call: 7 – 0

Motion passed unanimously.

Action Agenda Item #4: Consideration Of Memorandum Of Understanding Between Town Of Bayfield And Southwest Colorado Council Of Governments Regarding Department Of Local Affairs, Main Street Redevelopment Grant Award

**Town of Bayfield
Regular Town Board Meeting
October 6, 2015
1199 Bayfield Parkway, Bayfield CO 81122**

Town Manager La May stated that the Colorado Department of Local Affairs, through its Energy and Mineral Impact Assistance Program, awarded a regional grant to the Southwest Colorado Council of Governments for "Main Street Redevelopment". The \$125,000.00 grant is allocated to the four communities of Silverton, Ignacio, Pagosa Springs and Bayfield for \$31,250.00 with \$18,750.00 local match over a two year period. The SWCCOG will be the Responsible Administrator and Fiscal Agent for the grant. The SWCCOG will retain 10% for their services. The purpose of the grant is for each community to implement items identified in their Community Assessments that were completed by Downtown Colorado, Inc.

Trustee Morlan asked what the Town would be doing with the grant funds.

Town Manager La May stated that requests for proposals for Branding is the direction that has been discussed.

Trustee Davenport asked if SWCCOG would receive 10% of both grant and match funds.

Town Manager La May stated that yes they would receive 10% of both funds.

Trustee Morlan made a motion to approve the Memorandum of Understanding between the Town of Bayfield and Southwest Colorado Council of Governments regarding Department of Local Affairs, Main Street Redevelopment Grant Award, upon review and approval of the Town Attorney. Trustee Davenport seconded.

Roll call: 7 – 0

Motion passed unanimously.

Action Agenda Item #5: Discussion And Possible Action – Branding Request For Proposals

Town Manager La May stated that he has put together a Request for Proposal for Research, Development of a Brand, Positioning Statement, a Visual Logo and prepare a plan of implementation and provide some incremental costs for marketing the new brand via various strategies. Also to be included in the proposal would be a wayfinding signage plan directing people to and through the Town of Bayfield.

Trustee Salka asked if this would include Entrance Signs to the Town of Bayfield.

Town Manager La May stated that this would include Entrance Signage as well as Directional Signage throughout Town.

Trustee Nelson asked if this grant was for consulting only.

Town Manager La May stated that the grant dollars cannot be used for Capital Improvements.

Trustee Morlan asked what the Town's match would be.

Town Manager La May stated that the grant is structured for two years. The first years match would be \$6,250.00. The second years match is \$12,500.00.

Trustee Morlan asked who in the Town's staff is going to be dedicated to lead this project.

Town Manager La May stated that he would be leading this project in the beginning. The idea is that the consultant will do the bulk of the work

Trustee Davenport asked how this project fits in with what Region 9 did earlier for the Town.

**Town of Bayfield
Regular Town Board Meeting
October 6, 2015
1199 Bayfield Parkway, Bayfield CO 81122**

Town Manager La May stated that Region 9 assisted in Visioning Exercises that resulted in a Vision Statement. There was a lot of information collected in those exercises that will be useful in this project.

Town Manager La May stated that the intent of this grant is to start implementing projects that were identified in our Downtown Assessment. The grant funds cannot be used for Capital Improvements, only Professional Services.

Trustee Nelson stated that at the end of this project the Town should have a Brand, along with a plan on where to begin promoting that Brand.

Town Manager La May stated that at the end of this project there should be a document that lays out some strategies for getting the Brand out and marketing our community.

Trustee Morlan asked if the Town of Bayfield would be cooperating with the other communities on this project.

Town Manager La May stated that Ignacio and Silverton have talked about doing a Branding Initiative. Pagosa Springs are going to use their dollars to try and form a Downtown Development Authority. Staff feels that it might be to our advantage to move forward on our own project.

Trustee Nelson stated that if the other communities were exploring Branding, it might be advantageous to have different consultants.

The Board agreed that staff should proceed with the Request for Proposal.

Action Agenda Item #6: Consideration Of Resolution 344, A Resolution Of The Town Of Bayfield Authorizing The Continuation Of The Emergency Telephone Charge Under The Provisions Of CRS 29-11-102 & 29-11-103

Town Manager La May stated that the Emergency Telephone Association requests every year that we, as a member of the organization, adopt a resolution establishing the surcharge on telephone calls in order to help fund the E911 Emergency Telephone Service. The surcharge was increased in 2014, from .70 cents to \$1.30 per month. The rate is to remain at the current rate of \$1.30 per month.

Trustee Morlan asked if the Town residents had Reverse 911.

Town Manager La May stated that we do have Reverse 911.

Trustee Nelson asked if the funds collected were going to help get the technology to accept 911 calls via text message.

Marshal McIntyre stated that the organization is very close to having that technology in place and that these funds do support that effort.

Trustee Davenport made a motion to approve Resolution 344, a resolution of the Town of Bayfield authorizing the continuation of the Emergency Telephone Charge under the provisions of CRS 29-11-102 & 29-11-103. Trustee Nelson seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Town of Bayfield
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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 will speaking, as a private citizen, to the Seniors on Friday to promote ballot question 2D.

Trustee Nelson stated that a Public Hearing was held at the SWCCOG meeting for the 2016 Budget.

Trustee Salka stated that LPCEA Board Elections are October 13, 2015.

Trustee Davenport stated that RHA will meet tomorrow.

Town Manager La May stated that he did not have a report on SWTPR.

Trustee Sanders stated that Region 9 discussed the 2016 Budget, Election of Officers and the Confidentiality Agreement.

Action Agenda Item #8: New/Unfinished Business

Town Manager La May stated that he had received an email from the City Manager of Durango, informing us that Durango is going to adopt a resolution in support of the County's Property Tax Mill Levy Increase. The email is encouraging Bayfield and Ignacio to do the same.

The Board agreed to discuss this matter next Thursday during their breakfast with the County Commissioners.

Town Manager La May stated he was going to follow the same process as last year, regarding his annual evaluation.

Town Manager La May stated that there is a Civics Engagement that is being held at the library on November 5, 2015. This event is to engage and educate local youth on Civics.

Trustee Salka stated that he would like to thank staff for keeping the public updated on Facebook.

Meeting was adjourned at 8:11 pm.