

**Town of Bayfield  
Regular Town Board Meeting  
November 15, 2016  
1199 Bayfield Parkway, CO 81122**

**Town Board Members Present:** Trustee Dallison, Trustee Davenport, Trustee Nyberg, Trustee Polites, Trustee Sanders, Trustee Yost, Mayor Salka

**Town Board Members Absent:**

**Staff Present:** Chris La May (Town Manager), Jeff Robbins (Town Attorney), Kathleen Cathcart (Town Clerk), Erin Dunavant (Finance Director), Joe McIntyre (Marshal)

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

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

Mayor Salka asked for a moment of silence in honor of Mr. Ed Morlan.

**Approval of Minutes:** Trustee Nyberg made a motion to approve the minutes from November 1, 2016 as presented. Trustee Dallison seconded.

All were in favor.

Motion passed unanimously.

**Approval of Bills:** Trustee Yost made a motion to approve the bills dated November 2 through November 9, 2016 including the bill that was emailed to the Board yesterday. Trustee Polites seconded.

Roll call: 7 – 0 (Trustee Yost abstained on the payment to Bayfield Auto Care)

Motion passed unanimously.

**General Public Input:** There were no comments.

**Town Updates:** There were no comments.

**Public Hearing:**

**1. 2017 Budget**

Town Manager La May stated that in accordance with State Statute the Board of Trustees are required to hold a public hearing before adopting the 2017 Budget. The preliminary budget was presented to the Board on October 4<sup>th</sup>, 2016. A spreadsheet was provided, giving a broad overview of beginning fund balances, revenues, expenditures, transfers out, ending fund balances and changes in the fund balances.

There were no comments from the public

The public hearing was closed.

**2. Vacation Rental Signage In Town Center And Mill Street Land Use Classifications**

Town Manager La May stated that at the August 9, 2016 Planning Commission meeting, the Planning Commission approved a vacation rental unit as a use by review at 158 W. North Street. During deliberations on the vacation rental, the applicant expressed interest in placing signage for the vacation rental unit as

**Town of Bayfield  
Regular Town Board Meeting  
November 15, 2016  
1199 Bayfield Parkway, CO 81122**

well as signage for vehicle parking. The Town adopted Vacation Rental Standards through Ordinance 396 on April 5, 2016. The standards specifically prohibit any signage related to vacation rentals. After discussion, the Planning Commission requested staff prepare a draft of ordinance that would provide for signage associated with vacation rentals in the Town Center (TC) and Mill Street (MS) land use classifications (Downtown). At the September 13, 2016 Planning Commission meeting, the Planning Commission was presented with a draft of an ordinance allowing signage in Town Center and Mill Street land use classifications. The Planning Commission was generally supportive of allowing signage for Vacation Rentals in the Town Center and Mill Street land use classifications; however, the challenge was how much signage should be allowed? The Planning Commission agreed upon fifteen (15) square feet area to provide flexibility without negatively impacting the area.

There were no comments from the public

The public hearing was closed.

**Action Agenda Item #1: La Plata Electric Association (LPEA) - Presentation**

Mr. Mike Dreyspring, Chief Executive Officer at La Plata Electric, introduced Justin Talbot, Manager of Operations, Dennis Svanes, Chief Financial Officer and Sue Maxwell, Project Specialist. Mr. Dreyspring gave a power point presentation and described to the Board, La Plata Electric's current analysis of accounts, strategic objectives, currently active, pending and completed projects and explained the "Time of Use" rates that will be implemented in 2017.

Trustee Polites asked if the Time of Use rate was similar to the Watt Watcher program.

Mr. Svanes stated that Time of Use is LPEA's version of Watt Watcher.

Trustee Davenport asked if the Time of Use rate program would require new electric meters.

Mr. Dreyspring stated that advanced meters have been installed for all members, with the exception of approximately 200 members that have opted out.

Mr. Dreyspring concluded his presentation with an invitation to the Board to attend a La Plata Electric Board Meeting.

**Action Agenda Item #2: Consideration Of Approval Of Ordinance 403, An Ordinance Of The Board Of Trustees Of The Town Of Bayfield, Colorado Amending A Section Of The Land Use Code To Provide For Signage For Short Term Rentals In Certain Land Use Classifications In The Town Of Bayfield**

Trustee Yost made a motion to approve Ordinance 403, an ordinance of the Board of Trustees of the Town of Bayfield, Colorado amending a section of the Land Use Code to provide for signage for Short Term Rentals in certain land use classifications in the Town of Bayfield. Trustee Sanders seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Town of Bayfield  
Regular Town Board Meeting  
November 15, 2016  
1199 Bayfield Parkway, CO 81122**

**Action Agenda Item #3: Consideration Of Approval Of Resolution 373, A Resolution Of The Board Of Trustees For The Town Of Bayfield Supporting The Grant Application For A Local Government Parks And Recreation Grant From The State Board Of The Great Outdoors Colorado Trust Fund For Library Park**

Town Manager La May stated that Resolution 373, is a resolution of the Board of Trustees supporting a grant application for a Local Government Parks and Recreation Grant from the State Board of the Great Outdoors Colorado Trust Fund (GOCO). This is specifically for the Library Park.

Trustee Polites made a motion to approve Resolution 373, a resolution of the Board of Trustees for the Town of Bayfield supporting the grant application for a Local Government Parks and Recreation Grant from the State Board of the Great Outdoors Colorado Trust Fund for Library Park. Trustee Sanders seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #4: Consideration Of Approval Of As To Form Of Memorandum Of Understanding (MOU) Between The Town Of Bayfield And Pine River Library District For Library Park**

Town Manager La May stated that this Memorandum of Understanding demonstrates to COGO that there is an arrangement between the Town of Bayfield and the Library District.

Trustee Yost made a motion to approve the form of the Memorandum of Understanding (MOU) between the Town of Bayfield and Pine River Library District for the Library Park. Trustee Sanders seconded.

Roll call: 7 – 0

Motion passed unanimously.

**Action Agenda Item #5: Consideration Of Approval Of Professional Services Agreement Between The Town Of Bayfield And Tangram LLC For Wayfinding Planning And Design**

Town Manager La May stated that the Town of Bayfield completed a visioning exercise in 2014, which helped identify many of the values community members cherish. In March of 2015, Downtown Colorado Inc. (DCI) conducted a two day Community Assessment for the Town of Bayfield and prepared a final report with recommendations, including a recommendation to develop an overall system for directing people to destinations within Bayfield. In September of 2015, the Colorado Department of Local Affairs (DOLA) awarded a regional energy and mineral impact assistance grant to the Southwest Colorado Council of Governments (SWCCOG) for "Main Street Redevelopment". The \$125,000 grant is allocated to four communities (Silverton, Ignacio, Pagosa Springs, and Bayfield). Each community is awarded \$31,250 with an \$18,750 local match over a two year period. The SWCCOG will be the Responsible Administrator and Fiscal Agent for the grant. The SWCCOG retains 10% for those services. The purpose of the grant is for each community to implement items identified in their Community Assessment completed by DCI. The Town of Bayfield, as a second year project has decided to seek consultant assistance with a Wayfinding Planning and Design. The Town advertised a Request for Proposals (RFP) for consultant services for Wayfinding Planning and Design in the Durango Herald and through DCI website. Proposals were due in electronic form by 5:00 p.m. (Local Time), September 9, 2016. The Town received 8 proposals prior to that date and time including proposals from:

1. Anza environments
2. C & B Design LLC

**Town of Bayfield  
Regular Town Board Meeting  
November 15, 2016  
1199 Bayfield Parkway, CO 81122**

3. DDG Design Services
4. Design Concerns US
5. DHM Designs
6. KMA Designs
7. Sea Reach LTD
8. Tangram Design LLC

Members of the selection committee reviewed the proposals and met on October 6, 2016 to discuss pros and cons of the various proposals. Thanks to Jackie Morlan, Mayor Matt Salka, Trustee Rachel Davenport, Trustee Kristin Dallison, and Erin Dunavant. The selection committee deliberated and narrowed the list to two firms: DHM Design and Tangram Design LLC. The selection committee met again on Tuesday, October 18, 2016 to interview both firms. Upon conclusion of the interviews, the selection committee agreed that Tangram LLC was a good fit for the project. Tangram LLC was provided a copy of the professional services agreement for the project. They reviewed and returned with request for minor amendments. Town Attorney Jeff Robbins and I reviewed the requested changes and are of opinion that changes are inconsequential and the agreement still protects the Town. Staff recommends approval of the professional services agreement between the Town of Bayfield and Tangram LLC for Wayfinding Planning and Design Project.

Trustee Polites made a motion to approve the Professional Services Agreement between the Town of Bayfield and Tangram LLC for Wayfinding Planning and Design. Trustee Dallison seconded.

Roll call: 7 – 0

Motion passed unanimously.

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

Trustee Yost stated that the SWCCOG update is included in tonight's packet.

Trustee Davenport stated that RHA will meet next month.

Town Manager La May stated that SWTPR will meet next month.

Trustee Sanders stated that Region 9 will meet next month.

Trustee Dallison stated that the Senior Board met last week. They have held their Board elections and Carol McWilliams has been voted on to the Senior Board. The Annual Christmas Bazaar was a success.

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

Mayor Salka stated that LPCEA will meet next month.

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

Town Manager La May stated that Sales Tax for September was up 8%.

Town Manager La May stated that the Board will be asked to approve the 2017 Budget at the next regular meeting. He asked if the Board was comfortable with where things stood or did they feel that they needed an additional workshop.

The Board agreed that they did not feel the need for an additional workshop.

**Town of Bayfield  
Regular Town Board Meeting  
November 15, 2016  
1199 Bayfield Parkway, CO 81122**

Trustee Nyberg stated that he thought that the Board had agreed to start reviewing some of the individual contracts that the Town has for services.

Town Manager La May stated that he is working on the contract for the Building Inspector and the HVAC Contractor. A request for proposals for IT Services will be done next. Staff is working on this project one at a time.

Trustee Yost asked for some clarification on the Building Code meeting to be held on November 29<sup>th</sup>.

Town Manager La May stated that the Building Inspector and the Fire Marshal would be attending this meeting to discuss making the transition to the 2015 Code update.

Meeting was adjourned at 7:53 pm.