

**Town of Bayfield
Regular Town Board Meeting
February 16, 2016
1199 Bayfield Parkway, Bayfield CO 81122**

Town Board Members Present: Trustee Davenport, Mayor Pro-Tem Nelson, Trustee Nyberg, Trustee Salka, Trustee Sanders

Town Board Members Absent: Trustee Morlan, Mayor Smith

Staff Present: Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Michael Goldman (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.

Approval of Minutes: Trustee Nyberg made a motion to approve the minutes from February 2, 2016 as presented. Trustee Davenport seconded.

All were in favor.

Motion passed unanimously.

Approval of Bills: Trustee Davenport made a motion to approve the bills dated January 31 through February 16, 2016, including the additional bills presented to the Board this evening. Trustee Salka seconded.

Roll call: 5 – 0

Motion passed unanimously.

General Public Input: No comments.

Town Updates: No comments.

Trustee Davenport made a motion to remove Action Agenda Item #7, Executive Session in accordance with C.R.S. 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiation; and instructing negotiators as it relates to Dove Ranch Drainage, from tonight's agenda. Trustee Nyberg seconded.

Roll call: 5 – 0

Motion passed unanimously.

Action Agenda Item #1: Branding Initiative Introduction – Avant Marketing

Town Manager La May stated that the Town of Bayfield has entered into a contract with Avant Marketing for Branding and Marketing Identity. Representatives from Avant Marketing arrived in town yesterday and have begun their research for this project.

Mr. Paul VandenElzen, Project Manager, and Mr. Mark Vogel, Senior Partner, of Avant Marketing gave a Power Point Presentation outlining the process of the Branding and Marketing Initiative for the Town of Bayfield.

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Action Agenda Item #2: Consideration Of Approval Of Sketch Plan – River Bank Subdivision

Town Manager La May stated that the Town has purchased a tract of property that has been labeled the River Bank Subdivision. We are going through an annexation process, in which we will annex the property just purchased and the Waste Water Treatment Facility property. Once the annexation is complete, we will subdivide the newly purchased property and convey a 0.70 acre parcel back to the School District for continued use as a residential property. The purpose of the Sketch Plan review process is to ensure compliance with the subdivision standards and requirements set forth in the Land Use Code. The subdivision process also includes a Preliminary Plan and a Final Plat. This item was presented to the Planning Commission last Tuesday. The Planning Commission had some recommendations, which are included in tonight's packet. Staff is recommending approval of the Sketch Plan, which will be followed by a Public Hearing in March for the Preliminary Plan then followed by a Final Plat.

Trustee Nyberg made a motion to approve the Sketch Plan for the River Bank Subdivision. Trustee Salka seconded.

Roll call: 5 – 0

Motion passed unanimously.

Action Agenda Item #3: Consideration Of Resolution 357, A Resolution Of The Town Of Bayfield, Colorado Finding Substantial Compliance And Initiating Annexation Proceedings For The Bayfield School District Annexation

Town Manager La May stated that this is the initial step in the annexation process. Once the Town Board accepts the petition for annexation a Public Hearing is set within 30 to 60 days of the adoption of the resolution. Staff is recommending a date of March 15, 2016 for the Public Hearing.

Trustee Davenport made a motion to approve Resolutuion 357, a resolution of the Town of Bayfield, Colorado finding substantial compliance and initiating annexation proceedings for the Bayfield School District 10 JT R Annexation and to hold the Public Hearing on March 15, 2016. Trustee Salka seconded.

Roll call: 5 – 0

Motion passed unanimously.

Action Agenda Item #4: Discussion And Possible Action – Memorandum Of Understanding Between Colorado Department Of Local Affairs – University Of Colorado Denver, Colorado Center For Community Development And Town Of Bayfield For Pine River Library Park Design Concepts

Town Manager La May stated that last summer the Board participated in a discussion with the Pine River Library regarding the possibility of constructing a park on the vacant land next to the library. At that time, the library was inquiring about the Town stepping back from the GOCO application for the next round of grants in November. They are also interested in contracting with the University of Technical Assistance to provide some conceptual plans in preparation of a grant application. Discussions that took place subsequent to this, the library had a couple of other options that they wanted to consider but have since come back to the idea that a public park would be the best use for the property. The library would like to move forward, working with the Town, to bring in the University of Colorado Technical Assistance Student Group. The Architectual Students would do conceptual planning for the property. The benefit would be, that we would have some Architectual

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Renderings to take to the Granting Agency, giving them a better picture of what wants to be achieved. The Town was prepared to do this last year, are we still prepared to move forward? If the Town submits a GOCO grant application for the Library Park, the Town would likely not apply or receive funding for a Park, Open Space, and Trail Planning grant that is included in the 2016 Budget, utilizing Conservation Trust Fund dollars. The Town intended to apply for a \$75,000 GOCO grant for \$100,000 planning effort. Additionally, GOCO has also recently changed their grant cycle for the Local Parks and Outdoor Recreation (LPOR) grants to one cycle per year. The Park, Open Space, and Trail Planning effort has been discussed for a number of years and with the acquisition of additional property and potential future development, there is a strong desire of staff to initiate this effort sooner rather than later. The Town does have a two year Department of Local Affairs, Energy and Mineral Impact Assistance Grant for implementation of items in the Downtown Community Assessment. The Town has contracted with Avant Marketing for the initial year Branding project. The Downtown Community Assessment includes a recommendation to develop a Parks, Open Space and Trails Master Plan. \$12,500 remains available for a second year project, which could be applied toward a Parks, Trails, and Open Space Planning effort. The Town also has the option of applying for a \$25,000 administrative grant from the Department of Local Affairs, Energy and Mineral Impact Assistance Program. Application requires a letter to the DOLA Regional Manager. The grant requires a dollar for dollar match and anything above would be the Town's responsibility. Project cannot exceed \$100,000. Administrative grants may be applied for at any time throughout the year. The Town could also apply for up to \$200,000 a Tier I Energy and Mineral Impact Assistance Grant. Tier I grants are competitive and in accordance with the grant cycle which is application on April 1, July hearings, August award and contract in September. Staff is recommending moving forward with the UTA services for conceptual planning and cost estimate for a Library Park. The Board does not need to make a commitment to forego the GOCO Grant Cycle at this point. Staff also recommends moving forward with a Tier I, Energy and Mineral Impact Assistance Grant application for the April 1, 2016 submittal deadline. If this application is unsuccessful, we can reconsider other available options at that time.

The Board voiced their concerns regarding things such as future maintenance costs of a new park.

Marshal McIntyre stated that he believed the project would be a benefit to the library and the teen population.

Parks and Recreation Director, Scott Key, stated that the Town should at least be part of the planning process.

Town Manager La May stated that the library has committed to paying for one half of the match.

Parks and Recreation Director, Scott Key, stated that the most needed item for his department is the Park Planning Master Plan. There are grant opportunities that could allow the Town to do both, be a conduit for the Library Park and complete our Master Plan.

After more discussion, the Board agreed that staff should move forward with the Conceptual Planning with the library, with the understanding that the Park Master Plan is the Town's top priority. The Board also agreed that staff should move forward with a Tier I, Energy and Mineral Impact Assistance Grant application for the Park Planning Master Plan.

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Action Agenda Item #5: Board Reports (SWCCOG, LPCEA, RHA, SWTPR, Region 9, Other)

Trustee Nyberg stated that the Planning Commission had discussed the River Bank Subdivision.

Trustee Sanders stated that Region 9 will meet in April.

Trustee Davenport stated that RHA discussed some of their projects that are already in process. Julie Westendorf offered some concerns, that RHA should consider, regarding the future housing market and job losses in the Oil and Gas Industry.

Trustee Salka stated that LPCEA will meet in March.

Mayor Pro-Tem Nelson stated that the SWCCOG hosted a presentation from the Airport, the City of Durango and La Plata County.

Action Agenda Item #6: New/Unfinished Business

There were no comments.

Trustee Davenport made a motion to move to Executive Session, in accordance with C.R.S. 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators related to the School District Annexation Agreement, to include Attorney Michael Goldman and Town Manager La May. Trustee Salka seconded.

Roll call: 5 – 0

Motion passed unanimously.

The Board adjourned to Executive Session at 7:58 pm.

The Board came out of Executive Session at approximately 9:00 pm.

Mayor Pro-Tem Nelson stated that no decisions were made during tonight's Executive Session.

Meeting was adjourned at approximately 9:01 pm.