

**Town of Bayfield  
Regular Town Board Meeting  
September 16, 2014  
1199 Bayfield Parkway, Bayfield CO 81122**

**Town Board Members Present:** Trustee Davenport, Trustee Morlan, Trustee Salka, Trustee Sanders, Mayor Smith

**Town Board Members Absent:** Trustee Nelson, Trustee Nyberg

**Staff Present:** Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Erin Dunavant (Finance Director), Jeff Robbins (Town Attorney), Brenda Jones (Senior Center Director)

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

The meeting was called to order @ approximately 7:00 p.m.

**Roll Call:** 5 present 2 absent

**Pledge of Allegiance:**

**Approval of Minutes:** Trustee Davenport made a motion to approve the minutes from September 2<sup>nd</sup>, 2014, as presented. Trustee Salka seconded.

All were in favor.

Motion passed unanimously.

**Approval of Bills:** Trustee Davenport made a motion to approve the bills from September 3<sup>rd</sup> through September 10<sup>th</sup>, 2014, as presented. Trustee Salka seconded.

Roll call: 5 – 0

Motion passed unanimously.

**General Public Input:** Mr. Teddy Jack, at 542 W. North Street, stated that he was concerned about the shooting range that is on private property in Gem Village. He asked if the Marshal's office could check to make sure they were legally permitted. Mayor Smith stated that Gem Village is not within the Town of Bayfield. Gem Village is within the counties jurisdiction.

**Town Updates:** No comments were offered.

**Action Agenda Item #1: Salute To Veterans Presentation And Request For Proclamation**

Town Manager La May introduced Bill Plestid with Salute to Veterans.

Dr. Bill Plestid stated that Salute to Veterans is a volunteer organization, dedicated to assisting veterans in the Four Corners area. The organization is now a formal Colorado corporation with a 501C3 designation. Dr. Plestid gave the Board of Trustees an update on the organizations activities. Dr. Plestid requested that the Town of Bayfield Board of Trustees pass a Proclamation of support of the Salute to Veterans organization.

Trustee Morlan made a motion to pass the Proclamation in support of Salute to Veterans. Trustee Davenport seconded.

Roll call: 5 – 0

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Motion passed unanimously.

Mayor Smith read the Proclamation.

**Action Agenda Item #2: Consideration Of Letter Of Support For ATS Technical Services, Inc. Alternative Fuel Demo And Experience And Emergency Fuel Preparedness Planning Proposals**

Town Manager La May stated that Trustee Davenport will recuse herself to make a presentation on behalf of Alliance Technical Services.

Trustee Davenport stated that the Department of Energy is offering grant funding, for research of implementing alternative fuel vehicles and emergency preparedness planning. Alliance Technical Services, Inc. provides professional technical services and has extensive experience with alternative fuels. The company is based in Maryland and Trustee Davenport is the Colorado representative. ATS, Inc. would like to work with the Town of Bayfield and the Southwest Colorado Council of Governments to implement emergency preparedness planning as it relates to alternative fuel vehicles. This would include analysis of fleets, needs and fuel sources.

Trustee Morlan asked if ATS, Inc. was working with 4CORE on this project.

Trustee Davenport stated that ATS, Inc. has had minimal discussions with 4CORE.

Mayor Smith asked what was needed from the Town of Bayfield, at this point.

Trustee Davenport stated that at this point she was looking for a letter of support from the Town of Bayfield. If the grant funds are approved, some staff time will be required.

Town Manager La May stated that the grant funds have not been approved, at this point. An initial concept paper was submitted. A formal application with a letter of support is the second phase of the grant process. Town Manager La May also stated that he did not believe this project would be time consuming for the staff. If the Board is supportive, staff could handle the work that would be required.

Trustee Morlan asked if ATS, Inc. was a for profit company.

Trustee Davenport stated that ATS, Inc. is a for profit company.

Trustee Morlan made a motion to direct staff to write a letter of support for Alliance Technical Services, Inc. Trustee Salka seconded.

Roll call: 4 – 0 (Trustee Davenport had recused herself)

Motion passed unanimously.

**Action Agenda Item #3: Liquor License Renewal – Tequilas Family Restaurant**

Town Manager La May stated that Tequilas Family Restaurant is asking for approval of their annual liquor license renewal. Staff has had no complaints regarding this business and recommends approval of the renewal.

Trustee Salka made a motion to approve the renewal of Tequilas Family Restaurant's liquor license. Trustee Morlan seconded.

Roll call: 5 – 0

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Motion passed unanimously.

**Action Agenda Item #4: Consideration Of Award Of The 2014 Sunrise Drainage Improvement Contract To Neil's Excavation And General Contracting**

Town Manager La May stated that three bids were received for the Sunrise Drainage Improvement Project. The bids ranged from \$64,020.00 to \$76,613.00. The low bid was submitted by Neil's Excavation and General Contracting. The Town budgeted \$100,000.00 for this project. The engineers estimate was \$67,300.00. Staff recommends awarding the contract to Neil's Excavation and General Contracting, in an amount of \$64,020.00 plus a 10% contingency of \$6,402.00 totaling \$70,422.00.

Trustee Morlan asked how this drainage problem occurred.

Town Manager La May stated that when Sunrise Estates was developed and the Public Improvements were completed, the grade of the drainage ditch on the east side of the subdivision was not appropriate. Because of this and other issues within the subdivision, a settlement agreement was signed and the Town of Bayfield received \$60,000.00 from the developer to resolve and maintain the drainage issues on the east side.

Trustee Morlan made a motion to award the contract for the 2014 Sunrise Drainage Improvement Project to Neil's Excavation and General Contracting, in an amount of \$64,020.00 plus a 10% contingency of \$6,402.00 not to exceed a total of \$70,422.00. Trustee Davenport seconded.

Roll call: 5 – 0

Motion passed unanimously.

**Action Agenda Item #5: Discussion – Building Official**

Town Manager La May stated that Trustee Nelson had contacted him regarding a couple of complaints that she had received about the Building Official. Town Manager La May also stated that when someone has concerns about the way the Town Code is being enforced or interpreted, there is a formal appeal process that should be followed. If the complaints are regarding conduct those should be brought to the Town Manager. The Town of Bayfield's Building Official is contracted through a Professional Services Agreement.

Trustee Davenport asked if a complaint regarding the application of the Town Code would start at the Town Manager's office.

Mayor Smith stated that the complaint for enforcement would start at the Town Manager's office. The Town Manager would convene an Appeals Board to review the complaint.

Trustee Morlan asked who sat on the Board of Appeals.

Town Manager La May stated that the Town of Bayfield does not currently have a Board of Appeals. There have never been any formal complaints that required the attention of a Board of Appeals.

Trustee Morlan asked if the current problems have been handled.

Town Manager La May stated that depending on the issue, problems are usually handled by a phone call or via email.

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Mayor Smith stated that the bottom line is that there is a process that needs to be followed when filing a complaint.

**Action Agenda Item #6: Review And Update 2013 Desired Long Term Projects**

Town Manager La May stated that the list of long term projects was established in 2011. The list has been revisited annually, striking items that have been completed. In preparing the 2015 Budget, it would be appropriate for the Board to make adjustments to items that they would like to see added or deleted from the project list.

Trustee Davenport asked if there was any prioritization in the list.

Town Manager La May stated that after discussion last year, the list has been left un-prioritized so that when opportunities present themselves we can move forward at that time.

Mayor Smith suggested that this list be discussed at the Budget Workshops.

**Action Agenda Item #7: Presentation 2015 Preliminary Budget**

Town Manager La May stated that the 2015 Preliminary Budget was included in tonight's packet. At this time staff would like to schedule a workshop to discuss the Preliminary Budget in detail. A Public Hearing for the budget will need to be held by November 15<sup>th</sup>. The budget will be adopted in December.

After some discussion, regarding dates, the Board decided to hold a Budget Workshop on September 23<sup>rd</sup> at 6:00 pm.

**Action Agenda Item #8: Board Reports (SWCCOG, LPCEA, RHA, SWTPR, Region 9, Other)**

Mayor Smith stated that the SWCCOG Report was included in the Board Packet.

Trustee Morlan stated that the Senior Board discussion had two main topics. The first being their accumulated capital and what they plan to do with the funds. The second topic was the issue of Flu Shots and how best to help the seniors obtain them.

Senior Center Director, Brenda Jones, stated that at this time she does not have a definite answer from San Juan Basin Health as to whether or not they will provide the seniors with the Flu Shots. Rite Aid Pharmacy is willing to come to the Senior Center to provide the shots and process the appropriate insurance paper work. Flu Shots are available at Mill Street Drug, but they have to be paid for in advance and the patient would receive reimbursement from their insurance plan.

Town Manager La May stated that the Planning Commission approved a variance for a side yard setback in the East Court neighborhood.

Trustee Davenport stated that RHA received \$550,000.00 from CDFI so that they can work on the waiting list of people that have applied for loans. In the past the grant from CDFI did not require a match. This year's grant will require the Homes Fund and RHA to provide a match for those funds. RHA will be hosting a 10 year anniversary celebration on October 4<sup>th</sup> from 4:00 pm to 6:00 pm at Sorrel Sky.

Trustee Sanders stated that Region will meet next week.

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Trustee Salka stated that SWTPR will meet October 3, 2014.

Mayor Smith stated that LPCEA is discussing the Summit.

**Action Agenda Item #9: New/Unfinished Business**

Town Manager La May stated the Town of Bayfield staff received an award from CIRSA's Workers Compensation Pool for the outstanding accomplishment in the management of a successful loss control program in 2013.

Town Manager La May stated that the Household Hazardous Waste Collection Event will be held on Saturday October 4, 2014 at the La Plata County Fairgrounds. That organization has asked if the Town of Bayfield would like to help sponsor the event, at a cost of \$500.00.

The Board of Trustees agreed that they did not want to donate to this event.

Town Manager La May stated that Operation Second Chance is requesting that the parade entry fees and vendor booth fees, on the 4<sup>th</sup> of July, be waived for Veteran organizations.

The Board of Trustees agreed to waive the fees for Veteran organizations on the 4<sup>th</sup> of July.

Town Manager La May stated that staff has received a request for a Special Event on Mill Street. This event will require the installation of barricades on a Saturday afternoon. This will require some staff time to set up and remove the barricades. The Town will incur some costs for overtime hours accumulated by the employee designated to install and remove barricades. Keeping in mind, we would like to promote activities in the downtown area. Does the Board want the staff to charge the event holder for the costs incurred.

The Board agreed to not charge for the incurred costs, for this proposed event. The Board directed staff to establish procedures for this type of request, and bring those procedures back to the Board for approval.

Town Manager La May stated that he received an informal conformation that the Town of Bayfield was awarded a TAP Grant for the Bike Path to tie Eagle Park and Joe Stephenson Park together underneath the bridge along the river. This will be done as part of the Bridge Replacement Project.

Trustee Davenport asked if there were any issues with the water restrictions this year.

Town Manager La May stated that staff issued a couple of warnings, but no major problems.

Meeting was adjourned at 8:33 pm.