

**Town of Bayfield  
Regular Town Board Meeting  
February 6, 2024  
1199 Bayfield Parkway Bayfield, CO 81122**

**Mayor Tarkington called the meeting to order at: 6:30 pm.**

**Town Board Members Attendance:**

Trustee Zazzaro – Present  
Trustee Hartz – Present  
Trustee Morlan – Present  
Trustee Thomas - Absent  
Trustee Wolff – Present  
Trustee Au – Present  
Mayor Tarkington – Present

**Staff Present:** Katie Sickles (Town Manager), Nicol Killian (Community Development Director), Jeremy Schulz (Public Works Director), Chief Michael Hogue (Chief of Police), Michael Goldman (Town Attorney), Mark Robinson (Parks and Trails Director), Dustin Hayden (Town Clerk), Kathy Cathcart (Finance Director), Amber Lamb (Human Resource Director), Corey Griffis (Assistant Public Works Director).

**Agenda Item #1 D: Conflict of Interest**

No conflicts of interest stated.

**Agenda Item #1 E: General Public Input**

Mayor Tarkington opens up public comment. None given.

**Agenda Item #1 F: General Public Input on Agenda Items**

Mayor Tarkington opens up public comment.

**Agenda Item #1 G: Approve Agenda**

Motion to approve Agenda: Trustee Zazzaro

Second motion: Trustee Morlan

Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz – Yes  
Trustee Morlan – Yes  
Trustee Thomas -  
Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #2: Community Reports and Requests**

**Agenda Item #2 A: Tree Board Report**

Ms. Sickles gives report. Our first meeting of 2024 was tonight. We will have five meetings in 2024. Next meeting will be 4/2/24. That is election night. May be here or upstairs and may be at the Senior Center. We talked a lot about Arbor Day. Mark Robinson (Parks and Trails Director) states the event specifics and is hoping to get a tree grant. Dustin Hayden (Town Clerk) states the poster contest theme and has been in touch with Ms. Alderton the Principal of Bayfield Primary School in planning for Eagle Park at 10 or 11 am on April 25<sup>th</sup>. Nicol Killian (Community Development Director) states that the Sonoran Institute Water Wise was discussed and in the data phase. A lot of information will go to the public out of this along with some possible code changes.

**Agenda Item #2 B: WRC Grant Request**

Tammy Tyner 120 County Road 236 Executive Director WRC. Gives background and information for young girls going in to middle school. One day workshop. Pulls in other resources from the County. Stresses eating well and leading a healthy lifestyle. Last year \$1500 was granted. Looking for the same thing this year. Which is fifty girls only \$30 per girl. Manna will be helping with healthy snacks. The hive will do a workshop on conflict resolution. Pine River Library cannot host a workshop however Pine River Shares will be this year. Feedback from participants 100% had fun. Mayor Tarkington asks for Board input for amount given. Trustee Morlan asks if we used all the grant money last year. Ms. Sickles states we did right at the end. Trustee Zazzaro gives support for full amount and applauds them being earlier. Mayor Tarkington asks Town Manager Sickles if it needs to go to a vote? Ms. Sickles answers yes it is for Board approval.

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Motion to approve Grant: Trustee Zazzaro

Second motion: Trustee Wolff

Vote:

Trustee Zazzaro - Yes

Trustee Hartz - Yes

Trustee Morlan - Yes

Trustee Thomas -

Trustee Wolff - Yes

Trustee Au - Yes

Mayor Tarkington - Yes

**Agenda Item #3 Public Hearings**

**Agenda Item #3 A: Land Use Code Amending Table 4, Section 4 and Article 8 Pet Stores Ordinance 496**

Nicol Killian (Community Development Director) gives report and background on staff and Planning Commission input and vote. Would create a specific use for the Land Use Code. Can still work with shelters to help animals. Just can't sell them. No existing stores in town. It would be pre-emptive. Some definitions would have to be added to the Land Use Code. Planning Commission recommended 6-1 vote. Mayor Tarkington adds we wanted to see what other municipalities are doing. Trustee Hartz asks what the input was from the Planning Commission on the one no vote. Ms. Killian states there was not much resistance and the one no vote did not give a reason. Trustee Morlan voices her support. Trustee Zazzaro voices her support. **Joyce Cohen 20 Creekside Drive Durango, CO. Addresses some concerns in passing an ordinance that she has had some experience with. Pets are not farm animals. People do not like to regulate business. Sometimes the government needs to step in and regulate on an ethics standpoint. City of Durango said no to an ordinance due to the city attorney advising they would get sued and there is no case to base off of.** Mayor Tarkington closes this part of the public hearing.

**Agenda Item #3 B: Municipal Code Amending Article II Section 3; Definitions, Dog License and Kennels Ordinance**

Ms. Killian gives report. Wants to remove the fees from the code and put it in a resolution. Wanted to look at the dog license process. Planning Commission wanted to know how other communities were doing this. Staff reached out and all local authorities have processes and we fall in line with the County. Wants to define some of the language in the ordinance. Discounts for licensing for senior citizens and spayed or neutered. Fees will now be approved through a resolution. Looked at limits for other local communities. Another discussion point was the length of time. Rabies vaccines are all done at different times. Wanted to keep it simple and follow the business license models. Have until February 1. Easier for staff and tracking. Trustee Zazzaro asks how the licenses help? Ms. Killian states it helps The Police Department with dogs at houses and dogs at large to get them home. Ms. Sickles clarifies we have been pulling fees out of the municipal code and putting them in to resolutions. We are taking the fee structure out of the ordinance and in to a resolution to adopt them together. Trustee Hartz states this is a three hundred percent increase in the fee. Ms. Killian states the fee was from 1989. Wants to be consistent with the county. Trustee Hartz states that she has a concern that it might be too much of an increase right away. Chief Hoguet states all dogs found are posted on Facebook. Trustee Wolff states that he feels that a fee might make registration less effective. Mayor Tarkington states there needs to be education. Ms. Sickles states in a past community she worked in she got a call from Aurora that they had a dog with a tag in the town she was working in and they got their dog back. Trustee Zazzaro asks if there is code enforcement if a dog is picked up without a tag. Ms. Sickles states yes if we had a Code Enforcement Officer. Trustee Zazzaro asks that for people who are already licensed will they have to renew now? Ms. Killian states no that they will when their rabies vaccines are up. Lauren MacLaurin 32 W. North St. trying to look up how common rabies is around here but states that it is important to vaccinate for rabies. Rabies is very common back east and it would be nice to know if a dog is vaccinated if you get bit. Mayor Tarkington closes the public hearing.

**Agenda Item #4 Approval of Minutes and Department Reports**

**Agenda Item #4 A: Approval of Minutes-January 16, 2024**

Motion to approve: Trustee Morlan

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Second motion: Trustee Hartz

Vote:

Trustee Zazzaro \_Yes

Trustee Hartz – Yes

Trustee Morlan – Yes

Trustee Thomas -

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

**Agenda Item #4 B: Town Manager Report**

Katie Sickles (Town Manager) gives report. PRID meeting attended by me and Mr. Schulz and Ms. Killian. They are getting ready for adopting their Draft Recreation Plan. Final review will be 16<sup>th</sup> of February. Probably will adopt it a week later. Election will be April 2nd and will be here and in person only. 7am to 7pm. Has reached out to League of Women Voters for holding a forum. Maybe after the Primary. Trustee Hartz has joined a leadership meeting and the Mayor and invitation is open to any other interested Trustee. Phone system has been very hard to get fixed. Has turned it over to Kristin Dallison. We really need a better office phone system between the different departments. 59 million dollars awarded from U.S. Department of Transportation for Highway 160 between Durango and Bayfield. ICS training for elected officials encouraged.

**Agenda Item #4 C: Town Clerk Culture R & R Director Report**

Dustin Hayden (Town Clerk) gives report. All election packets are out and back in and have been checked with the Secretary of State's office. I have reached out to the County Clerk for election supplies. Reusable shirts in print this week. 2/3 of order fulfilled the rest on back order until July. Good crowds for youth basketball as it has ended. We need more referees. Scheduling the gym as full as we can while keeping priority on youth sports.

**Agenda Item #4 D: Parks and Trails Report**

Mark Robinson (Parks and Trails Director) gives report. Parks staff busy on maintenance. Almost done with maintenance on big stuff just handheld tools left to go. Broke Snow ex plow Southwest AG fixing it. Seeking quotes for shade structure at Mesa Park. Needs to be large enough to be up to safety and code. Minor facility maintenance trying to fix Town Hall east door. Welcomed Joe Ouellette as his new hire with a lot of experience.

**Agenda Item #5: Action Agenda**

**Agenda Item #5 A: The Grocery Store at Bayfield Liquor License Renewal**

Motion to approve: Trustee Morlan

Second motion: Trustee Zazzaro

Vote:

Trustee Zazzaro \_Yes

Trustee Hartz – Yes

Trustee Morlan – Yes

Trustee Thomas -

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

**Agenda Item #5 B: Ordinance 496 Land Use Code Amending Table 4, Section 4 and Article 8 Pet Stores**

Trustee Hartz asks if there is ever really a need for a pet store since dogs and cats are on social media all the time. Ms. Killian states her guess is they aren't getting them from puppy mills. Home breeders.

Motion to approve: Trustee Morlan

Second motion: Trustee Au

Vote:

Trustee Zazzaro \_Yes

Trustee Hartz – Yes

Trustee Morlan – Yes

Trustee Thomas -

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Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #5 C: Ordinance 497 Municipal Code Amending Article II Section 3; Definitions, Dog License and Kennels**

Motion to approve Agenda: Trustee Zazzaro

Second motion: Trustee Morlan

Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz – Yes  
Trustee Morlan – Yes  
Trustee Thomas -  
Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #5 D: Resolution 606 Dog License Fee**

Motion to approve: Trustee Zazzaro

Second motion: Trustee Morlan

Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz – Yes  
Trustee Morlan – Yes  
Trustee Thomas -  
Trustee Wolff – Yes  
Trustee Au – No  
Mayor Tarkington – Yes

**Agenda Item #5 E: Resolution 607 HUTF Street Inventory**

Ms. Sickles gives report. Report is looked at every year. 2023 no changes that were eligible. List is always important for transparency shows amount of tax and inventory. Trustee Au asks under conditions of the roads it is listed P,G or F. Ms. Sickles answers it is poor, good and fair. Trustee Au surprised that some roads passed.

Motion to approve: Trustee Morlan

Second motion: Trustee Au

Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz – Yes  
Trustee Morlan – Yes  
Trustee Thomas -  
Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #6: Financial Action Agenda**

**Agenda Item #6 A: December 2023 Financial Statements**

Ms. Cathcart gives report. Nothing to add to report. Year ended as expected. Will get sales tax in the next couple of months. Equipment replacement fund has been transferred in to Capital Improvement Fund per resolution #591. ColoTrust interest \$49,000 a little over \$500,000 for the year.

Motion to approve: Trustee Morlan

Second motion: Trustee Zazzaro

Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz – Yes  
Trustee Morlan – Yes  
Trustee Thomas -

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Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #6 B: January 2024 Disbursements**

Motion to approve: Trustee Zazzaro  
Second motion: Trustee Morlan  
Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz – Yes  
Trustee Morlan – Yes  
Trustee Thomas -  
Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #6 C: 6.c.i. Senior Center Hot Water Heater \$21,000 6.c.ii. Senior Center & Parks Shop Network \$3,384.72**

Ms. Sickles gives report. Tough budget season and got to November and thought we had most everything. Items not budgeted for 2024. Ms. Sickles gives dollar breakdown for what is in each fund. Probably will have to have a budget supplement hearing on April 2<sup>nd</sup>. You can motion approve or deny all of them together or separately. Trustee Zazzaro asks if the hot water heater effects food preparation. Ms. Sickles answers that you need it to run the dishwasher. Trustee Au asks the size of the hot water heater. Mr. Robinson states 100 gallons. Trustee Au asks why the Senior Center needs a 100 gallon heater with a mother board. Mr. Robinson assumes it is the code for a commercial kitchen. Trustee Au states he can get one at his house for under \$2000. Board is very concerned that the price is way too high. Mr. Robinson states he might be able to install it. There is some question as too if this will be up to code. Ms. Killian states she thinks a licensed plumber has to do a commercial building. Elevate Plumbing did it and first quote was even higher. Staff will do more research and reach out to some other plumbing contacts and Dan the Building Inspector. And get more quotes.

Motion to Approve with attempting to save on the cost with more research not to exceed \$21,000 and rest of 6.c.ii.-

6.H: Trustee Morlan

Second: Trustee Au

Vote:

Trustee Zazzaro\_Yes  
Trustee Hartz –Yes  
Trustee Morlan – Yes  
Trustee Thomas -  
Trustee Wolff – Yes  
Trustee Au – Yes  
Mayor Tarkington – Yes

**Agenda Item #6 D: 6.d.i. PD Decommission Vehicles 2nd Vehicle \$20,000 6.d.iii. Spillman Impl \$35,120.54**

Chief Hoguet gives report. Had a vehicle breakdown. \$2000 to fix it. Key doesn't work can use your finger. With Utility doesn't want to put an expensive system in a broke down vehicle. With Kansas Highway Patrol you can get an equipped car for \$30,000 equipped \$45,000 versus \$90,000 all new. Trustee Au asks if vehicles only last 3 years or so are we going to have the whole lot that will need to be updated. Chief Hoguet states he is trying to get newer cars and not fix old ones. We are also putting a list of vehicles and when they are to be decommissioned. Trustee Wolff asks if we can get a buy bid and can we put that money back in to the fund. Ms. Sickles states yes. Corey Griffis states how Public Surplus Auction works. Mr. Schulz states we have got a lot of money at times when we thought we would not. Trustee Wolff states that it will look to the public that we asked for money and now we are adding things. Trustee Morlan states we will always have that issue with the public as they don't understand government budgets and funds. Trustee Zazzaro looks to gain understanding of the funds being appropriated in 2023 but spent in 2024.



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**Agenda Item #6 E: 6.e.i. Parks & Trails 90" Mower Deck \$6,529.92 6.e.ii. Material Lift Basket \$4,900.00**

**Agenda Item #6 F: Culture Resources and Recreation Reusable Shirts \$8,000.00**

**Agenda Item #6 G: Public Works 6.g.i., 6.g.ii., 6.g.iii., 6.g.iv., 6.g.v., 6.g.vi., and 6.g.vii.**

**Agenda Item #6 H: Firewall and Switching Unified Threat Prevention Three-Year \$10,987.68**

**Agenda Item #6 I: Sewer and Water Rate Study Update Plummer Budget \$50,000 – Proposal \$37,000  
S&W Split**

Ms. Sickles gives report. This one came in under budget. Budgeted \$25,000 in the Water Fund and \$25,000 in the Sewer Fund. Did a rate study in 2019. We want to do another study. Mr. Schulz states that with Plummer they have done great work for us and know us well. Ms. Sickles states who would authorize the PSA.

Motion to Approve with Staff signing authority: Trustee Morlan

Second: Trustee Zazzaro

Vote:

Trustee Zazzaro\_Yes

Trustee Hartz –Yes

Trustee Morlan – Yes

Trustee Thomas -

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington- Yes

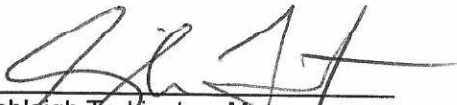
**Agenda Item #7 Board of Trustees Reports and Upcoming Dates of Interest**

- a. February 13, 6:30pm Planning Commission Meeting
- b. February 19 – Town Offices Closed in Observance of Presidents Day
- c. February 20, 6:30pm Board of Trustees Regular Meeting

**9. Adjourned at 8:10 pm**

Approved as presented on 2/06/2024:

  
\_\_\_\_\_  
Dustin Hayden, Town Clerk

  
\_\_\_\_\_  
Ashleigh Tarkington, Mayor