

**Town of Bayfield
Regular Town Board Meeting
May 7, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

Town Board Members Present: Mayor Smith, Trustee Renfro, Trustee Nyberg, Trustee Davenport, Trustee Nelson

Town Board Members Absent: Trustee Morlan, Trustee Au

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

Media Present: Carol McWilliams with Pine River Times

The meeting was called to order @ 7:02 p.m.

Roll Call: 5 present 2 absent (Trustee Morlan & Trustee Au) (Trustee Au arrived during "Public Input")

Pledge of Allegiance:

Approval of Minutes: Trustee Renfro made a motion to approve the minutes as presented from April 16th, 2013, Trustee Nelson seconded.

All were in favor and motion passed unanimously.

Approval of Bills: Finance Director Dunavant stated that there were two additions to the bills. There was an additional \$5.31 due to the Durango Herald and \$62.94 due to Envirotech. Trustee Davenport made a motion to approve the bills dated April 17th through May 2nd, 2013 including the two additions stated by Finance Director Dunavant, Trustee Renfro seconded.

Roll call 5 – 0

Motion passed unanimously.

General Public Input: Don Wickman (716 Lupine Drive) stated he was concerned that the water restrictions would make it difficult if not impossible to plant or reseed lawns. He believes that the Town is enforcing water restrictions too early in the year and he suggested the Town give classes on xeriscaping. Carol McWilliams stated that she noticed Retail Market Assessment was on the agenda. She hopes that we will use the S.W.O.T. Analysis that was done by Jack McGroder in 2008.

Town Updates: Town Manager La May stated there were 250 R.A.M.P. applications statewide and 15 of those applications were from our region. He also announced that the Town of Bayfield was awarded a \$300,000.00 grant from the Energy and Mineral Impact Assistance Fund for infiltration repairs.

Action Agenda Item #1: Discussion And Possible Action – 550 W. North Street

This item was tabled since the interested party was not in attendance.

Action Agenda Item #2: Discussion And Possible Action Regarding Transit Waste Refuse Collection

Town Manager La May stated that the Town has a five year contract with Transit Waste for residential trash service that will expire this year. We need to decide if we would like to extend that contract or take bids for a new service provider. In doing some research of what other entities are charging for trash service staff is aware that the Town of Bayfield's rates are very competitive.

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Bill Rose, representing Transit Waste, stated that they would like to extend the contract for an additional five years.

Trustee Nelson asked how long the Board has to make the decision on the extension of the contract.

Town Manager La May stated that the contract expires at the end of the year but if we were to take bids there are some time consuming steps that have to be taken so we would need to get started pretty soon.

Trustee Nelson asked what we charge town residents for a second trash container.

Town Manager La May replied, "\$3.30".

Trustee Nelson asked if every resident would be charged for recycling even if they chose not to participate.

Town Manager La May replied, "yes if we choose to have recycling services. We can choose to have refuse collection only".

Mayor Smith asked the Board if they were interested in putting this out to bid.

Trustee Nelson asked if Attorney Nelson had an opinion on this matter.

Attorney Nelson stated that since the Town has an existing contract we can extend that contract and do not have to go through the bidding process.

The Board agreed that staff should pursue the extension of the contract with Transit Waste and also look at the possibilities of curb side recycling.

Action Agenda Item #3: Discussion And Possible Action Regarding Retail Market Assessment

Town Manager La May stated that last year we had a representative from Buxton International present a service for customer analytics. The initial cost of this service was \$25,000.00 with an annual fee of \$15,000.00. In doing some research regarding other options to better understand our retail market in Bayfield, Town Manager La May came across Katy Press, a retail consultant. Ms. Press had provided a scope of services that she would provide to the Town of Bayfield at a cost of \$7,500.00. The scope of services would include identifying threats, strengths, looking at the current national, regional and local trends and trying to identify missing retailers in our market place that might have interest in Bayfield.

Trustee Renfro stated that she would be interested in researching this further.

Trustee Nelson and Trustee Nyberg stated that they think this is a little premature. We should have a few more meetings with our Business Community and gather information internally first.

Mayor Smith stated that he is always interested in pushing the Town forward and the price for this service is very reasonable. He would like to keep this option open for a later time.

Trustee Davenport stated that one potential benefit from this service would be when negotiating with C.D.O.T., it might give us a basis for what we need to accomplish.

Mayor Smith asked if Ms. Press would be willing to wait until the Board was a little more organized and ready to pursue this task.

Town Manager La May replied, yes.

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Action Agenda Item #4: Consideration Of Resolution 299, A Resolution Of The Board Of Trustees Of The Town Of Bayfield Adopting A Policy Regarding Access To Public Records And Adopting Fees In Association Therewith

Town Manager La May stated that staff had received an open records request a couple of weeks ago. One of the requests was for our Open Records Policy. At this time the Town of Bayfield does not have an official Open Records Policy. An official policy is not a requirement by State statute. State statute does establish what an open record is and how much you can charge for the collection of these records. This resolution would adopt a formal policy for the Town so that staff has some guidance.

Trustee Au made a motion to adopt Resolution #299, Trustee Nyberg seconded.

Roll call 6 – 0

Motion passed unanimously.

Action Agenda Item #5: Consideration Of Agreement With Colorado Mosquito Control, Inc. For Adult Mosquito Control Services

Town Manager La May stated that the Town of Bayfield typically contracts with Colorado Mosquito Control, Inc. on an annual basis. We did have an incident last year when they sprayed on Mill Street while there were residents still out. We have discussed this incident with the company and they are aware that they need to be cautious as to when they are spraying. Colorado Mosquito Control, Inc. is offering to give the Town of Bayfield pricing on a three year basis. Staff would recommend moving forward with this contract, not to exceed \$15,000.00 for mosquito control over the next three years.

Trustee Nyberg asked what incident occurred last year.

Town Manager La May stated that they sprayed Mill Street while customers were eating dinner on the patio at Tequilas.

Trustee Nyberg asked what the remedy was to the incident last year.

Mayor Smith stated that staff contacted Chief Evans at Upper Pine Fire.

Town Manager La May stated that Colorado Department of Agriculture did do an investigation.

Mayor Smith asked if the \$15,000.00 was per year or for the three year period.

Town Manager La May stated the \$15,000.00 was to cover the three year period.

Trustee Renfro made a motion for the Town of Bayfield to enter into a three year contract subject to appropriations with Colorado Mosquito Control Inc., not to exceed \$15,000.00, Trustee Davenport seconded.

Roll call 6 – 0

Motion passed unanimously.

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Action Agenda Item #6: Discussion And Possible Action For COPS Grant Application

Marshal McIntyre stated that two weeks ago his department was notified that the COPS grant was going to be funded for 2013. This grant will pay for law enforcement personnel for a three year cycle. The grant pays 75% requiring a 25% match by the Town. Once the funding cycle ends the agency is required to maintain that law enforcement position for an additional year at its own cost. The Marshal's office has also applied for a JAG grant and should know if the department will receive that funding by the first of June. Marshal McIntyre's goal is to make his department a more self-sufficient department that is open to the public from 8:00 to 5:00. He is asking the Board if they are in favor of him applying for this grant and how many positions should he apply for.

Town Manager La May stated that the fourth year would be a strain on the Town's budget.

Trustee Renfro asked when this grant application was due.

Marshal McIntyre replied it is due on May 22, 2013.

Mayor Smith stated that we should consider the level of expectation for service to the Town's residents.

The Board directed Marshal McIntyre to prepare the COPS grant application and it would be decided at the May 21st as to submit the application or not.

Action Agenda Item #7: Board Reports

Trustee Nelson stated that at the last SWCCOG meeting they had a phone conference with Mike Ryan, president of Eagle Net. There was also a presentation by Four Core regarding solar energy and a presentation by Healthy Community Solutions. The board of SWCCOG also adopted a CORA policy

Mayor Smith stated that the Alliance will meet next week.

Trustee Davenport stated that RHA has hired a new Executive Director that will start on June 3, 2013.

Trustee Nelson stated that she was proud of the representation from the Town of Bayfield at the Planning Refresher Workshop.

Action Agenda Item #8: New/Unfinished Business

Town Manager La May stated that staff would like to schedule a workshop with the Board to discuss the road inventory and other projects.

The Board agreed to schedule a workshop for Thursday, May 30th from 6:00pm to 9:00pm

Town Manager La May stated that there was a group gathering signatures for a recall petition in Joe Stephenson Park this past weekend.

Trustee Nelson stated that she noticed the "Town of Bayfield" sign in Joe Stephenson Park is in bad shape.

Town Manager La May stated that he was aware of the condition of the sign and that staff was looking into replacing it and others in town.

Trustee Renfro stated that this coming Saturday is the "Second Saturday" and they are meeting at the library. Also the Adult Role Model Recognition will be at our next Town Board meeting.

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Trustee Davenport asked if there were any complaints with our trash service provider.

Town Manager La May stated that staff has reported having less complaints with this provider than with our previous provider.

Meeting was adjourned at 8:14 pm.

Minutes Were Approved As Presented On May 21st, 2013.

Approved:

**Rick K. Smith
Mayor**

**Kathleen Cathcart
Town Clerk**