

**Town of Bayfield
Regular Town Board Meeting
March 5, 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 - Present
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), Corey Griffis (Assistant 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), Kristin Dallison (Administrative Services).

Agenda Item #1 D: Conflict of Interest

No conflicts of interest.

Agenda Item #1 E: General Public Input

Mayor Tarkington opens up public comment. **Kay Phelps 1048 N. Oak Drive wants to ask you to think about what she has to say. She irrigates with a hose. In the last two years it has changed when you can water. She is wondering if that can be changed due to the wind that comes up at that time. She has lost many flowers and cut down three trees. Can't use night times to water is afraid she may fall. Mayor Tarkington adds that you can water in the morning before 9 am. Town Manager Sickles adds that hand watering is not regulated. Jeremy Schulz adds the odd and even schedule.**

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

Mayor Tarkington opens up public comment. None given.

Agenda Item #1 G: Approve Agenda

Motion to approve Agenda: Trustee Zazzaro

Second: Trustee Wolff

Vote:

Trustee Zazzaro_Yes

Trustee Hartz – Yes

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

Agenda Item #2: Approval of Minutes and Department Reports

Agenda Item #2 A: March 5, 2023 Minutes

Motion to approve minutes: Trustee Morlan

Second: Trustee Thomas

Vote:

Trustee Zazzaro_Yes

Trustee Hartz – Yes

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

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Agenda Item #2 B: Town Manager Report

Katie Sickles (Town Manager) gives Report. We had a tabletop 2/22/24. We are starting to be more emergency ready and incident wise. Went to pipeline safety training held by Paradyme. Found a matrix to provide where we are at and point out a lot of things we need to improve on. Like to remind everyone about the ICS training. Typically CIRSA will ask if we have done ICS training. Staff will be required at some point. We had a short busy month, when it started to get warm we have a lot of developers getting ready to go. County Lodging Tax, I got the ballot and information. State of Colorado collects the County's lodging tax. Pine River Senior Citizens having a meeting March 13. Posted the Agenda at Town Hall in the legal posting place in case two or more Trustees are present. Had our kickoff meeting with Plummer for water and sewer rate kick off. We will start looking at the rates in the end of May or June. In garbage collection it has been very frustrating. We had a citizen in Dove Ranch call Republic Services they directed her to call Bloomfield, NM. Got a hold of someone at Republic Services JC and expressed our frustration. Bayfield Outdoorsy got a hold of me and apologized for some previous issues and would like to make up for it and be part of the Bayfield community. Continuing other community impacts with Outdoorsy's neighbors. Trustee Hartz asks about the short busy month is it the builders and developers? Ms. Sickles answers yes.

Agenda Item #2 C: Town Clerk Culture R & R Director Report

Dustin Hayden (Town Clerk) gives report. Youth Volleyball half way through. Old Middle School Gym very packed with spectators. I attended the second week of the program and soft launched the reusable jerseys. \$990 in the first go. Explained program to the parents. Ballots are here and election judges are needed. On boarded two new referees but we need more that are not minors. Adult soccer is in their tournament and Easter buying and planning is under way. Adult Volleyball registration open and season start bumped back a week and pickle ball might need divided into Comp. and Rec.

Agenda Item #2 D: Parks and Trails Director Report

Mark Robinson (Parks and Trails Director) gives report. Done with all the offseason maintenance. All small tools got a change out. Had an issue with the power lines and the shade structure at Mesa Park you have to have eleven and a half feet of clearance. Had Nicol Killian (Community Development Director) reach out to LPEA. Had Rocky Mountain Playground come out to the park to look at it with their equipment. Got an email from Colorado tree Coalition and they got the grant paperwork going hoping to start the project third week of March. Will save the ones for Eagle Park for Arbor Day. I read the State's initiative gas engines. The tools themselves will be a couple hundred bucks. Charging stations for trucks will be the expensive part. We will budget for. Been busy finishing odd things at the Senior Center and Town Hall. Trustee Hartz asks about the grant and breaks down the price of 29 trees costing \$8000 that is \$276 a piece. Mr. Robinson states they are big trees 14-20 foot. Trustee Hartz asks who we got the bid from? Mr. Robinson states that he checked Durango Nursery and one in Cortez but went with Plant World in Albuquerque. Trustee Au and Trustee Hartz states there is a great local grower near Arboles. Mr. Robinson states he is moving forward with the bid and got three quotes and this was the lowest. Mr. Robinson states with the grant the Colorado Tree Coalition changes what trees he wanted.

Agenda Item #2 E: Senior Center Coordinator

Report is in the packet. Carrie is every other month.

Agenda Item #3 Financial Action Agenda

Agenda Item #3 A: February 2024 Disbursements

Motion to Approve : Trustee Zazzaro

Second: Trustee Morlan

Vote:

Trustee Zazzaro_Yes

Trustee Hartz –Yes

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

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Trustee Au – Yes
Mayor Tarkington – Yes

Agenda Item #3 B: Town Engineer SGM 2024 Fee Schedule

Town Manager Sickles states that Catherine with SGM is here. The Board selects the Town Engineer. SGM has provided new quotes for 2024. Jeremy Schulz (Public Works Director) gives support for SGM and says they are doing a great job with civil. Nicol Killian (Community Development Director) gives support and she has worked with a lot of engineers and states SGM has the best interest of the Town in mind. They are always willing to work with the developers and answer their questions. Would like them to stay on as Town Engineer. Mayor Tarkington states with so many projects going it might be detrimental to the town to RFP right now. Trustee Morlan asks with the fee changes would it impact the budget we are in now? Ms. Sickles answers it is likely yes. The developers reimburse us directly for things that have to be reviewed.

Motion to Approve 2024 Rates: Trustee Zazzaro

Second: Trustee Morlan

Vote:

Trustee Zazzaro_Yes
Trustee Hartz –No
Trustee Morlan – Yes
Trustee Thomas - Yes
Trustee Wolff – Yes
Trustee Au – No
Mayor Tarkington – Yes

Agenda Item #3 C: Phone System Update Quotes

Kristin Dallison (Administrative Services). Town Hall has some pretty old phones. Have some glitches. Customers having issues getting through to us. We need to link all our phones to the other buildings for transferring. We have Stacie Davis here with FastTrack and Kristine Fraley with Data Safe. Quotes are in packet. A \$10,000 yearly cost. FastTrack cost is higher if we lease the phones. Data Safe will do a discount of the first two months free. Quotes were very comparable. Apps on computer to do more integration. Kristine Fraley Data Safe states the company that they partner with Intermedia also provides the Town's email service. Mayor Tarkington says price is key here. Ms. Fraley states that it is the same company that does the Town's email and the phones would integrate with the email to text. Quote has some things that can be cut out like headsets for Glen, Kristin and Amber Abdella. Ms. Dallison states that headsets were not part of FastTrack's quote. Ms. Sickles asks if the first two month subscription free is just in the first year. Ms. Fraley states yes but there are things that can be cut out for cost savings. Trustee Zazzaro asks staff if they would like the app part so they don't have to give out their personal number. Trustee Hartz asks if this affects this year's budget. Ms. Sickles states that when we lose a phone now it cannot be replaced. We have been looking for a year. Mayor Tarkington asks Mr. Robinson if that will help with the Park Shop problems. Mr. Robinson answers yes. Trustee Wolff asks about the widgets and if they are new ones or replacement and is it what we need? Ms. Dallison answers that she sent facility maps to each vendor. Ms. Sickles states Carrie at the Senior Center has been begging to get rid of Century Link that when it goes down she cannot take lunch reservations. Trustee Zazzaro asks we are currently paying for Century Link services. Ms. Sickles answers yes it is budgeted but we do not have any equipment with them. Trustee Wolff asks what that is? Ms. Dallison states that currently we pay Century Link and FastTrack. Ms. Sickles states that Century Link a month is \$310. Ms. Dallison goes over some of FastTrack's quote since Zoom was not working for their rep. They would like a 36 month contract and with that is a 10 year warranty. Stacie Davis with FastTrack asks if there are any questions. Trustee Wolff asks if it can be transferred to the outlying departments. Ms. Davies states that our old phones do not work with the system. They are 20 percent off for the phones with Cisco phones. Can transfer calls to cell phones but then becomes the carriers call. Waste Water Treatment Plant would have to be off network. Quote includes local engineers with the hosted service. Can set up holiday messages and maintenance. Trustee Wolff asks if there is any benefits to leasing. Town Manager and Ms. Dallison answers no there is no benefit to the Town. Trustee Wolff asks if we get this can we get rid of Century Link? Is there a cost to be saved if we add this? It may be a wash. Ms. Sickles states part of the rush is we have phones failing and took us a year to

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get these quotes. And are we paying for internet. Would like to know what the fees will be if we terminate our contract. Ms. Davies states 50 percent of the value of the contract for early termination. Trustee Wolff wonders if we can eliminate Century Link and it would be a wash if we add FastTrack. Ms. Sickles states the elevator has to have a phone. FastTrack states they can provide that. Trustee Morlan states she feels that we don't have enough information. At this point in time with budget concerns it's hard to make an educated decision. Mayor Tarkington states she wants more staff input as in what they need. Trustee Hartz asks how we will pay for it if it is not in the budget. Mayor Tarkington and Trustee Morlan state some of it is a capital improvement and needed by the Town and each department will pay for a piece out of their budget.

Motion to table until next meeting with more information 3/19/24: Trustee Morlan

Second: Trustee Wolff

Vote:

Trustee Zazzaro_Yes

Trustee Hartz –Yes

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

Agenda Item #3 D: Strategic Plan Prep and Leadership Development

Ms. Sickles gives report. Most communities she worked in there has been a strategic plan. With all the development and Comp Plan being done we need a plan. A key part of this is leadership development to have and maintain a strong team. Put the budget together and pay attention to what we should be looking at. Lower end quotes are canned HR presentations. Feels that is not as impactful. Trustee Zazzaro states that we want to provide more training to the staff for their jobs in leadership positions to become better leaders for the Town of Bayfield and helps with retention. Ms. Sickles states #2 and #3 were the ones that asked for the most information. Mayor Tarkington talked to other municipalities that had good things to say about both of these. Trustee Hartz asks that we bring up a strategic plan but what is the main focus of the Strategic Plan. Trustee Hartz suggests maybe we should table it until after the election. Ms. Sickles states leadership is part of the Strategic Plan. It is a two-step process. Mayor Tarkington says this is a big part of the Strategic Plan. Ms. Sickles expresses the importance of having leaders that want to stay and have better facilities and services to the Town. Trustee Thomas asks if Town staff would draft the Strategic Plan not someone for \$25,000 or more. Ms. Sickles states yes and that a big part of it is to put together emergency plans. Mayor Tarkington asks if we need a motion. Ms. Sickles states yes and direction on a dollar amount so the programs can be reviewed and tomorrow's leadership meeting. Trustee Morlan asks what we budgeted for this? Ms. Sickles states this is half of the \$50,000. Trustee Zazzaro asks that since this is half of what was budgeted can we use the other half if these providers have other training we need. Ms. Sickles states that we have a lot of pro bono offers that factor in as well.

Motion to Approve not more than \$25,000: Trustee Morlan

Second: Trustee Zazzaro

Vote:

Trustee Zazzaro_Yes

Trustee Hartz –No

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – No

Trustee Au – No

Mayor Tarkington – Yes

Agenda Item #4 Action Agenda

Mayor Tarkington open it up for public comment. None given.

Agenda Item #4 A: BSB Liquor License Renewal

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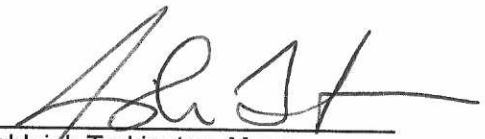
- g. April 16, 6:30pm Board of Trustees Regular Meeting
- h. April 22, 7:30am BOCC Joint Work Session (**Monday**) Breakfast provided

9. Adjourned at 7:49

Approved as presented on 3/5/2024:



Dustin Hayden, Town Clerk



Ashleigh Tarkington, Mayor

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Motion to Approve License: Trustee Zazzaro

Second: Trustee Morlan

Vote:

Trustee Zazzaro_Yes

Trustee Hartz –Yes

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

Agenda Item #4 B: Resolution 609 Employee Policies

Ms. Sickles gives report. Goes over a few highlights such as cell phone stipend and how to code things properly in budget and not to misuse Town Funds. Six things in this Resolution. Drug and alcohol policy is not done. Maybe some minor changes as things evolve from Employers Council.

Motion to Approve : Trustee Morlan

Second: Trustee Wolff

Vote:

Trustee Zazzaro_Yes

Trustee Hartz –No

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

Agenda Item #4 C: Resolution 610 Employee Safety Policies

Ms. Sickles gives report. CIRSA looks favorably when safety policies are in place. Not all drafted at this point but referenced. They will change with changed with state and federal law.

Motion to Approve License: Trustee Thomas

Second: Trustee Zazzaro

Vote:

Trustee Zazzaro_Yes

Trustee Hartz –Yes

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington – Yes

Agenda Item #5 Board of Trustees Reports and Upcoming Dates of Interest

- a. March 12, 6:30pm Planning Commission Meeting
- b. March 19, 6:30pm Board of Trustees Regular Meeting
- c. April 1, 5:30pm Tree Board Meeting (**Monday**) Dinner Provided for staff and Tree Board Members.
- d. April 1, 6:30pm Board of Trustees Regular Meeting (**Monday**)
- e. April 2, 7am to 7pm In Person Election at Town Hall
- f. April 8, 5:30pm Official Training by DOLA Rep. Patrick Rondinelli (**Monday**) Dinner provided