

**Town of Bayfield
Regular Town Board Meeting
April 16, 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 – Absent -(arrived at 7:15)
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

Mayor Tarkington asks for any conflict of interest. None given.

Agenda Item #1 E: General Public Input

Mayor Tarkington opens it up for public input. None Given.

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

Mayor Tarkington opens up public comment on Agenda items.

Agenda Item #1 G: Current Board Approve Agenda

Motion to Approve Agenda: Trustee Zazzaro

Second: Trustee Wolff

Vote:

Trustee Zazzaro_ Yes
Trustee Hartz –
Trustee Morlan – Yes
Trustee Thomas - Yes
Trustee Wolff – Yes
Trustee Au – Yes
Mayor Tarkington- Yes

Agenda Item #2: Community

Agenda Item #2 A: 1st Grade Arbor Day Poster Contest Winners

Mayor Tarkington announces the winners and Town Clerk Hayden gives them their certificate and prize.

Agenda Item #3 Public Hearing

Agenda Item #3 A: 2024 Budget Supplement #1

Mayor Tarkington opens the Public Hearing. Ms. Sickles gives update on supplement. Things that did not get done in 2023 snow storm in November delayed most of these items. Waiting on parts and engineering. Firewall was upgraded. Snowplow came over budget \$2900. Storm water study not complete in 2023. No public input given.

Agenda Item #4: Approval of Minutes and March 2024 Department Reports

Agenda Item #4 A: April 1, 2024 Minutes

Motion to Approve Minutes: Trustee Zazzaro

Second: Trustee Thomas

Vote:

Trustee Zazzaro_ Yes
Trustee Hartz –
Trustee Morlan – Yes
Trustee Thomas - Yes
Trustee Wolff – Yes
Trustee Au – Yes
Mayor Tarkington- Yes

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Agenda Item #4 B: Public Works Director

Jeremy Schulz (Public Works Director) gives report. 72 one call tickets in the month of March. One water leak by Pine River shares dug up and repaired. One sewer back up by Mountain View Dr. during regular hours no OT jetrodder was used. Irrigation ditches will be on May 1st. Putting away snow equipment and getting out weed mitigation equipment. John House and Mr. Schulz were at CRWA conference. Went over a lot of regulations with lead and copper and backflow. Eclipse DOT being used for driver files getting that updated. Need to get the month corrected on water and sewer flows it says January. Put out a map for surface treatment, hopefully put this out to bid and get favorable pricing. Would like to do a chip seal not just a slurry seal.

Agenda Item #4 C: Chief of Police

Police Chief Michael Hoguet gives report. March very busy month for training and installation. Spillman is in place. Utility camera system is working flawlessly. Invites Board to see the new equipment just get with Chief Hoguet if interested. Phase one of the pistol program has started, qualification to follow. Calls for service still trying to get accurate data. Hopefully should be corrected next month. Tested someone on Monday he passed and is in the academy now he will graduate June 2nd and start with us soon after that. He tested very well. Opened up the SRO position since Sgt. Strietzel is very busy and it took him away from the school a lot. SRO needs more attention to the schools and be there all the time. Officers are busy doing lots of investigation and case reports. A lot of things for CDOT on new intersection.

Agenda Item #4 D: Community Development Director Report

Nicol Killian (Community Development Director) gives report. Give a quarterly update. Grant funding East Mill Street Sidewalks \$150,000 from CDOT Revitalizing Main Street Program. Cinnamon Heights Deed-Restricted Housing Project –\$2 Million Transformation Affordable Housing grant (TAHG) from the Division of Housing, and a \$700,000 grant from the La Plata County Board of County Commissioners. Highway 160 Pedestrian Crossing Study - \$30,000 CDOT Multimodal Transportation and Mitigation Options Fund (MMOF) grant. Bayfield East Intersection Project – \$1.57 Million Congressionally Directed Spending Grant. Pine River Commons Project – \$1.1 Million DOLA Grant for first 22 units. Bayfield Center Shared Use Path (SUP) - \$776,392 Federal Transportation Alternatives Program (TAP) Grant, and \$248,678 CDOT Multimodal Transportation and Mitigation Options Fund (MMOF) grant. Dark Skies Certification Mentor Program. Energy Performance Contracting (EPC). Growing Water Smart Metrics Program. International Organization of Standardization (ISO) Insurance Ratings Process. Noxious Weed will be talked about later but need to get in compliance with State regulations.

Agenda Item #5 Financial Agenda

Agenda Item #5 A: March 2024 Financial Statement

Kathy Cathcart (Finance Director) gives report. First Quarter is over. First deposit of sales tax was made as it is two months behind as well as city tax and another round of property tax. Youth sports and facility rentals trending high and expect those to do well. Received first payment of lottery funds. PIF and sewer funds trending well. Overtime in Sewer and Police is trending high. \$46,000 capital improvements funds expended in the General Fund. Police bought their pistols. Parks purchased the shade trees and bear proof trash cans and mower deck. Penalties and interest trending high. Any questions about finance or the budget please stop by and see Kathy.

Motion to Approve: Trustee Zazzaro

Second: Trustee Wolff

Vote:

Trustee Zazzaro_ Yes

Trustee Hartz –

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington- Yes

Agenda Item #5 B: Sales Tax Report

Kathy Cathcart (Finance Director) gives report. Mayor Tarkington notes sales tax is trending positive.

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Agenda Item #5 C: Resolution 611 2024 Budget Supplement #1

Motion to Approve: Trustee Morlan

Second: Trustee Zazzaro

Vote:

Trustee Zazzaro_ Yes

Trustee Hartz –

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington- Yes

Agenda Item #5 D: Shade Structure for Mesa Playground

Mark Robinson (Parks and Trails Director) gives report. Got a bid at budget, covers 75% of playground meeting all setbacks.

Motion to Approve Pro Playground quote: Trustee Morlan

Second: Trustee Thomas

Vote:

Trustee Zazzaro_ Yes

Trustee Hartz –

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington- Yes

Agenda Item #5 E: April 1, 2024 Shared Use Path Re-directed item

Town Manager Katie Sickles gives report. Wanted to have a construction management plan does not have it. Has a qualified engineer but they cannot get a quote from Trautner. Need to move forward on this and get the forms to CDOT to consider awarding it. Can pass on to the next Board. There are sidewalk funds in the budget.

Motion to Table to new Board: Trustee Zazzaro

Second: Trustee Morlan

Vote:

Trustee Zazzaro_ Yes

Trustee Hartz

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington- Yes

Agenda Item # 6 Current Board Action Agenda

Agenda Item # 6 A: Resolution 612 Noxious Weed Management Plan

Mayor Tarkington says she thinks it should go to the new Board.

Motion to Table to new Board: Trustee Morlan

Second: Trustee Wolff

Vote:

Trustee Zazzaro_ Yes

Trustee Hartz –

Trustee Morlan – Yes

Trustee Thomas - Yes

Trustee Wolff – Yes

Trustee Au – Yes

Mayor Tarkington- Yes

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Agenda Item #7A ceremony thanking all departing Elected Officials – Town Manager Sickles Town Manager Sickles gives plaques to departing Mayor and Board members. Thanking them for their service and dedication to the Town of Bayfield.

Agenda Item #8: A ceremony swearing in Candidates Elect – Judge Davlin
Judge Davlin swears in the Candidates Elect.

Agenda Item #8 A: Conflict of Interest – Announcement
Mayor Au asks if the Board has any conflicts of interest. Trustee Snooks recuses from 10B.

Agenda Item #8 B: General Public Input
Mayor Au opens it up to public input. **Luann Wilson 1591 County Rd. 526 asks that Trustees speak loudly in to microphone. Brian Blanchard 627 Louisiana Dr. asks that the Board pays attention to what is best for the town and the citizens in what they do and vote on. Phylis Ludwig welcomes the new Board.**

Agenda Item #8 C: General Public Input on Agenda Items
Mayor Au opens it up to public input on Agenda. **Phylis Ludwig on 9E reads a letter from the Senior Center president. Feels they do not need additional representation to the Board. Carrie Kirkpatrick does a great job filling us in on what the Board has going on.**

Agenda Item #8 D: Arbor Day Proclamation
Mayor Au reads Arbor Day proclamation. Designates Arbor Day as April 25th, 2024. 10 am at Eagle Park with Bayfield kindergartners.

Agenda Item #9 Orientation and Onboarding
Agenda Item #9 A: Town Attorney Review of Executive Session Procedures
Town Attorney Michael Goldman addresses the Board. Almost everything we do is public. The law requires that when you are there as a body discussing and making policy it is public. There are very rare exceptions. Those are executive sessions. When you meet in executive session those are not public. To receive legal advice from your attorney, discuss personnel matter with a Town employee and even then the employee must be noticed and given the option to be public. Have to notice employee to decide if they want public or not. Discuss negotiating strategies real estate or other to give some leadership or direction to your Town Manager. It is very rare to go in to executive session. I have gone to executive session maybe four time since he has been the Town Attorney the last four or five years. Executive session does not happen on the fly. It has to be noticed. Gives the Town Manager and Town Attorney a heads up so it can be noticed and put on the agenda. Gives the public a bit of information about what the session is for but not give specifics. Sometimes during meetings there may be a need arise to go in to executive session. It must be motioned seconded and majority of the quorum must vote to go. All decisions and policy should be made in public. Cautions using executive session as a tool. If a consensus of view is reached in the session it must be announced to the public when you come out of executive session.

Agenda Item #9 B: CIRSA
Katie Sickles (Town Manager) states Sam Light does a 17 minute video of what elected officials should and should not be doing. Mancos will be hosting Sam Light to let her know so she can let Mancos know. Attorney Goldman says he is a great resource and worth the trip.
<https://www.youtube.com/playlist?list=PLoHaMZTk4SyY97tuUcglNwy3pmfsHQhnf>

Agenda Item #9 C: Colorado Municipal League (CML) Conference June 18-21
Mayor Au asks if anyone is interested in going. Mayor Au is a maybe, Trustee Hartz states she will go as does Trustee MacLaurin. Others interested please get confirmations to Town Manager Sickles. If there is enough going the Board meeting would be moved to Monday night. Trustee MacLaurin asks when the Mancos meeting is? Town Manager Sickles states it is the 15th of May. A Monday night. Trustee Katsos asks what is the latest to let Katie know about the CML conference. Ms. Sickles states that hotels are the toughest and if you go with just a week notice you may be commuting further from a hotel.

Agenda Item #9 D: Name Tags, Desk Name Plates, Etc
Ms. Sickles states please give name to Town Clerk Hayden. As you want it on your name tag and plates.

Agenda Item #9 E: Committees-Vacancies need to be filled, Liaison Positions-June 2024, Assignments, etc.

Ms. Sickles goes over vacancies who was on each and who the staff alternative is. Ms. Sickles states she hears the Senior Center does not want a liaison. Ms. Sickles states she would like a committee together for Mill St. as that project is going to be difficult. Wants Board, citizen and business owner input. Trustee Hartz asks if

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several members are at the Senior Center can they talk. Town Attorney Goldman states that as long as it is social and not business. Mayor Au states he was taught it was good practice to not have three or more present for perception. Trustee Hartz feels that the Board should have more of a presence at these meetings to add a different perspective then the staff has. Mayor Au states he will take Southwest Transportation Planning. Trustee MacLaurin will take Mill St. Trustee Hartz will take the Economic Alliance. Trustee Katsos will take Region 9. Trustee Nyberg asks what about the Planning Commission? Ms. Sickles states that the Mayor is the ex officio as stated in the Municipal Code. Trustee Nyberg will take Southwest TPR since the Mayor has Planning Commission. Trustee Snooks wants to join in on Mill St. Trustee Hartz will take the Tree Board. Trustee Morlan will stay on with RHA. Mayor Au asks if we should look at the liaison program to Town Staff. Trustee Hartz states she feels there should be one. Trustee Morlan states she was at one point she gave financial information for the Town looking in to an Intrafi. Town Manager Sickles states that we can stay with a financial liaison for now and as things come up if something interests them they can. Trustee Morlan states they agree that she will remain as the financial liaison until other interests come up for projects.

Agenda Item #9 F: Bio for Website w/photo

Ms. Sickles states she would like she would like to get this now that the Town website is running good now.

Agenda Item #9 G: Mail Box, CML emails, CIRSA Training, Materials, etc.

Ms. Sickles goes over the location of the mailbox. Uriah will set up Town email and tablets. Will have him add it to your phone if you want it. Has a letter that goes to the Board she will give paper copies or Bcc in an email.

Agenda Item #10 New Board Action Agenda

Agenda Item #10 A: Shade Structure for Mesa Playground

Approved by previous Board.

Agenda Item #10 B: Shared Use Path

Trustee Snooks recuses. Ms. Sickles states we have a lowest bidder it is \$1,025,000. \$90,000 will come out of the sidewalk funds. We have almost \$1,250,000 grant money but you have roughly \$90,000 spent on engineering. You do have a budget under Streets. Page 42 on the budget. Center Mill St. \$525,000 budgeted for this and there is no way that construction will happen in 2024 especially in the center and may not even happen in 2025. Does not have a construction management plan. Bechtel is an engineering firm that I am seeking a proposal from. Jaynes is the lowest bidder and if we don't move the may pull out of the project. We need to know if you are willing to move forward. Trautner is the hold up in the engineering. There is a plan and the plans have been bid on. Public Works Director Schulz adds they used a different geotech company out of Albuquerque for East Mill St because we could not get Trautner or a local one to come. Trustee Morlan asks if it is \$90,000 that would need to be covered that was not budgeted, when will Mill St. Ms. Sickles states we do not meet again not until May 7th and the contractor or engineer may pull out by then and Mill St. will probably not start until maybe 2026. Southwest TPR gives the extension on the grant money. Trustee Katsos asks is money out of that fund is used to cover accidents on the sidewalks or repairs. Ms. Sickles states that this wouldn't be funds for repair but for bigger projects. The \$525,000 will stay in the street fund until another capital project comes along. Trustee Katsos asks that if there is no downfall. Ms. Sickles states that there is a decision to be made that you take the money from one project and move it to another that won't get done until late 2025. Trustee Katsos states that she feels it needs to be done she walks it almost daily. Ms. Sickles asks if that includes the construction management plan and that you will still get to approve the plans. Trustee Hartz asks if there is any idea what the number will be? Ms. Sickles answers she does not.

Motion to Reappoint \$90,000 from the one sidewalk project to the shared use path and add Construction Plan:

Trustee Katsos

Second: Trustee Morlan

Vote:

Trustee Nyberg_Yes

Trustee Hartz -Yes

Trustee Katsos - Yes

Trustee Snooks - Recused

Trustee Morlan - Yes

Trustee MacLaurin - Yes

Mayor Au- Yes

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Agenda Item #10 C: Resolution 612 Noxious Weed Management Plan

Nicol Killian (Community Development Director). Our code does not comply with the State so it needs changed. First step was to address the nuisances. Resolutions are easier to amend and add too. State list A and B we need to comply with and weeds may need to be added at certain points. Wants to concentrate on an education piece and not be heavy handed and provide resources to help citizens. Public land needs to be more diligent to control weeds on our property, parks and right of ways.

Motion to Approve with findings A and B from staff report: Trustee Nyberg

Second: Trustee Snooks

Vote:

Trustee Nyberg_ Yes

Trustee Hartz –Yes

Trustee Katsos – Yes

Trustee Snooks - Yes

Trustee Morlan – Yes

Trustee MacLaurin – Yes

Mayor Au- Yes

Agenda Item #10 D: Wells Liquor 2024 Renewal

Town Clerk Hayden states he reached out to leadership team and had no negative feedback.

Motion to Approve: Trustee Hartz

Second: Trustee Morlan

Vote:

Trustee Nyberg_ Yes

Trustee Hartz –Yes

Trustee Katsos – Yes

Trustee Snooks - Yes

Trustee Morlan – Yes

Trustee MacLaurin – Yes

Mayor Au- Yes

Agenda Item #10 E: Tamarack Concrete Bid Award

Corey Griffis (Assistant Public Works Director) states that we are getting ready to pave Los Pinos and Tamarack and there is some concrete work that needs to be done a couple gutter pans that will not drain. Went out to bid came back at \$51,035. It leaves about \$25,000 left for compaction testing. Mayor Au asks if the \$50,000 is included in the \$479,000. Mr. Griffis states yes that it includes everything except the compaction testing as that is not known yet. Trustee MacLaurin asks if it is a local company. Mr. Griffis says yes. Trustee Katsos asks if the repair is due to poor storm water and erosion control. Mr. Griffis states he believes it is because the concrete is old and hit by plows. Trustee Katsos asks if it is a repair that will deteriorate the same down the road. Mr. Griffis states that with the new concrete and asphalt it should last roughly 20-30 years. Town Manager Sickles states it is a complete reconstruction not a repair. Mr. Griffis states it is a complete mill of the street. Trustee Katsos asks about the site restoration and re-vegetation. Mr. Griffis states it will be a very minimal vegetation disruption as the gutter pans are all on the street.

Motion to Award CPC Construction the concrete flat work \$51,035: Trustee Hartz

Second: Trustee Morlan

Vote:

Trustee Nyberg_ Yes

Trustee Hartz –Yes

Trustee Katsos – Yes

Trustee Snooks - Yes

Trustee Morlan – Yes

Trustee MacLaurin – Yes

Mayor Au- Yes

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Agenda Item #10 F: Datasafe Discussion regarding IT

Ms. Sickles states we paid for 1 gig of internet service to Town. The dinosaur phones bottlenecks because it only allows 100mgs through them. Anywhere there is a computer and a phone it is a bottleneck. It was simpler than we thought and we are glad we have new phones on the way. Chief Hoguet states Spillman initiated the look in to this and with the data going to Cortez and back and the bottleneck of the phones. Found this out last Thursday and the result is the phone. Trustee Morlan asks is there a charge for the switch. Chief Hoguet states they got us a used one for \$75.

Agenda Item #10 G: Resolution 613 Appointments

Motion to Appoint Alexis Hartz Mayor ProTem and approve Kristin Dallison to approve the minutes of the Planning Commission and the recommended appointees: Trustee Nyberg

Second: Trustee MacLaurin

Vote:

Trustee Nyberg_Yes

Trustee Hartz -Yes

Trustee Katsos - Yes

Trustee Snooks - Yes

Trustee Morlan - Yes

Trustee MacLaurin - Yes

Mayor Au- Yes

Agenda Item #10 H: Resolution 614 Authorized Bank Signors

Mayor Au states that it should be a Trustee close and around Town a lot. Trustee Katsos states she as a bookkeeper has the bank and tech knowledge.

Motion to Approve Trustee Kat Katsos, Mayor Au, Town Manager Sickles and Public Works Director Schulz: Trustee Hartz

Second: Trustee MacLaurin

Vote:

Trustee Nyberg_Yes

Trustee Hartz -Yes

Trustee Katsos - Yes

Trustee Snooks - Yes

Trustee Morlan - Yes

Trustee MacLaurin - Yes

Mayor Au- Yes

Agenda Item #11 Board of Trustees Reports and Upcoming Dates of Interest

- a. April 22, 7:30am BOCC Joint Work Session (Monday)
- b. April 25, 10:00am Arbor Day Celebration at Eagle Park
- c. April 30 - Housing Summit in Durango
- d. May 2, 6:00pm - Board of Trustees Retreat - Board members are asked to bring a list. Board members will review Land Use status of Applications and Town Projects.
- e. May 3, 8:00pm - Dark Sky Event at Pine River Library
- f. May 7, 6:30pm - Board of Trustees Regular Meeting
- g. May 14, 6:30pm - Planning Commission Meeting
- h. May 15, 5:00pm - CIRSA Training in Mancos Invitation
- i. May 20, CML Spring District Meeting at Cortez
- j. May 21, 6:30pm - Board of Trustees Regular Meeting

8. Adjourned at 8:12

Approved as presented on 4/16/2024:



Dustin Hayden, Town Clerk



Thomas E. Au, Mayor