

Town of Bayfield

Town Board Meeting – Thursday May 2, 2024

6:00pm Special Meeting

Retreat to Follow Special Meeting

1199 Bayfield Parkway; Bayfield, CO Town Hall Boardroom

Join Zoom Meeting <https://us06web.zoom.us/j/83927602886> Meeting ID: 839 2760 2886

One tap mobile

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Speak up for the Zoom Audience

Special Meeting Agenda:

- 1. Opening Ceremonies** (6:00 – 6:05)
 - a. Call Meeting to Order
 - b. Roll Call
 - c. Pledge of Allegiance
 - d. **Conflict of Interest – Announcement**
 - e. **General Public Input on Special Meeting Agenda Items**
 - 2. Special Use Path (SUP) 23709 / 24004 at Bayfield Center (Awarded \$1,025,070)** (6:05 – 6:15)
 - a. Review Design Engineer KLJ Contract \$89,213
 - b. Conditional Award Construction to Jaynes Corporation \$1,024,540 forward to CDOT HQ
 - c. Qualification Conditional Award to Bechtolt for Construction Management \$96,372.72
 - d. Reapportion approximately \$180,000 from Center Sidewalks to SUP
 - 3. Adjourn Special Meeting** (6:15)
-
- A. Retreat** (6:15 – 6:25)
 1. Ice Breaker – Suggestions to get to know each other.
 2. Triple H – Share a Hero, Hardship or Highlight
 3. Define a moment that made you who you are
 4. Share three things that are meaningful
 - B. Staff Projects** (6:25 – 6:45)

		Complete Design and Reports are at Links below	
1. Town Manager	Page 3	4. Parks & Trails	Pages 11-41 Plan Full Report
2. Community Development Director	Pages 4-9	5. Police Department	Page 42
3. Culture Recreation & Resources	Page 10	6. Public Works	Pages 43-45 Senior Center Pages 46-47
 - C. Board of Trustee Lists & Applicable Staff Response** (6:45 – 8:15)

1. Mayor Au	Page 48	4. Trustee MacLaurin	Page 51
2. Mayor Pro Tem Hartz	Page 49	5. Trustee Morlan	Page 52
3. Trustee Katsos	Page 50	6. Trustee Nyberg	Pg 53
		7. Trustee Snooks	Page 54
 - D. Information and Wrap Up** (8:15 – 8:30)
 1. Formation of a Special District + Pine River Library Special District Example Pages 55-90
 2. Board of Trustees Vision Priority and Strategic Planning Work Sessions
 3. CML Board & Commissions Regarding Public Meetings & Public Involvement Pages 5-10
 - E. May Events/Meetings** (8:30 – (8:35))

1. May 7, 6:30pm Board Regular Meeting	6. May 16, 6:00pm Agriculture Community Info
2. May 9, 2:00pm RHA Meeting in Bayfield	7. May 20, 5:00pm CML District Meeting in Cortez
3. May 14, 8:00am Alliance in Durango	8. May 21, 6:30pm Board Regular Meeting
4. May 14, 6:30pm Planning Commission	9. May 27 – Memorial Day – Town Offices Closed
5. May 15, 5:00pm CIRSA Training in Mancos	10. May 30, 5:30pm Water, Sewer, Stormwater, Trash
 - F. Adjourn** (8:35)

Public Meeting Decorum Policy Resolution 493

In support of and respect for open, fair and informed decision-making process, the Board of Trustees recognize that:

- Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
- Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Town Board decision-making.

Compliance with the meeting protocol is expected and appreciated. A printable version of the Meeting Protocol is available. We encourage citizens familiarize themselves with these protocols prior to offering public comment.

1. Public comment is encouraged and will continue to be listed as an agenda item at every regular Board of Trustees meeting. The public comment period will be held near the beginning of the meeting.
2. The Mayor will open public comment by announcing the allotted time provided for the comment period and for individual speakers. Each individual wishing to be heard during the public comment period, will be given up to 3 minutes to make a comment.
3. Please give your name, address and identify your topic.
4. The public comment period will not be used to air personal grievances, make political endorsements or for political campaign purposes, nor discuss matters which are the subject of public hearings. Speakers shall address all comments to the Trustees as a whole and not to individual Trustees. Discussions between speakers and members of the audience shall not be allowed.
5. This time is for receipt of public comment not debate. The Mayor or Trustees will not enter into a dialogue with citizens. Questions from the Trustees will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for hearing the citizens for informational purposes only.
6. The Board of Trustees may assign staff to provide information requested by a speaker during the public comment period.
7. The Board of Trustees defer public comment on specific issues that appear on the regular agenda until that specific item or specific section comes up on the agenda.
8. Anger, rudeness, ridicule, obscene or profane language, impatience and lack of respect for others and personal attacks are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea are not permitted in the Boardroom or Meeting room. The Mayor is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

MEMORANDUM

TO: THE HONORABLE MAYOR AND BOARD OF TRUSTEES
FROM: KATHLEEN SICKLES, TOWN MANAGER
SUBJECT: TOWN MANAGER
DATE: 4/30/2024

Current Projects & Planning:

1. Support the Board of Trustees in their governance of the Town of Bayfield
2. Complete the About Bayfield Welcome Packet
3. Support Police Department Recruitment of officers
4. Coordinate HR Director Interviews and finalize the hiring including the current temporary transition
5. Considering not rerunning for the CML Executive Board
6. Coordinate Mill Street Middle notifications and initial meetings
7. Commence Art Work to Honor: Joe Stephenson, James Harrmann and Ed Morlan
8. Coordinate options for July 1, 2024 ADA Website Compliance
9. Complete digitizing all historical records and prepare for document management implementation
10. Complete Leadership Training
11. Solidify the process for a Capital Improvement Plan compilation
12. Draft a Strategic Plan with the Comp Plan as a basis, incorporate Leadership Training modules and leadership support for Board input
13. Continue to support all leaders and employees in their operations and continue to envision inexpensive retention provisions.

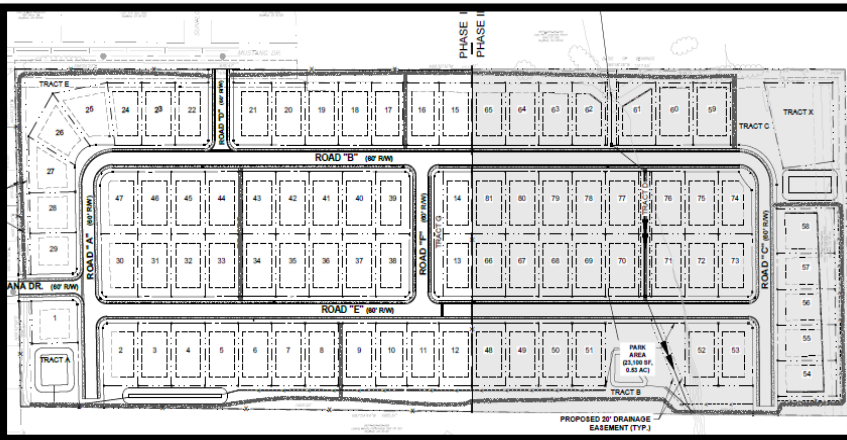
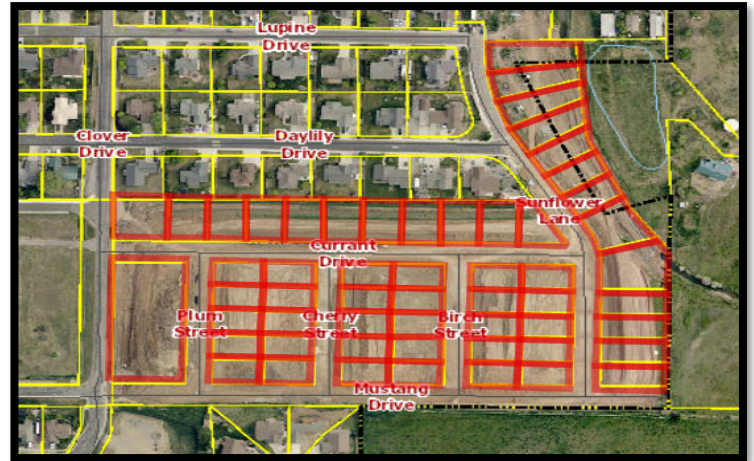
Projects that are of Interest:

1. Transition Town Hall north side turf to water wise landscape to coincide with Growing Water Wise public information and implementation.
2. Recruit a Landscape Architect to prepare conceptual Heritage Farm
3. Combine the individual mail delivery boxes along Bayfield Parkway into a USPS locker box.
4. Continue dialogue with Upper Pine River FPD and the School District regarding a Child Care Facility

Residential Development Projects

Clover Meadows Phase 7

- East of Bayfield Primary School
- Approved in 2020
- 23.3 Acre Parcel
- Zoned High Density Residential (7,5000 sf minimum lot size)
- 54 Single-Family Lots
- Status: Under Construction

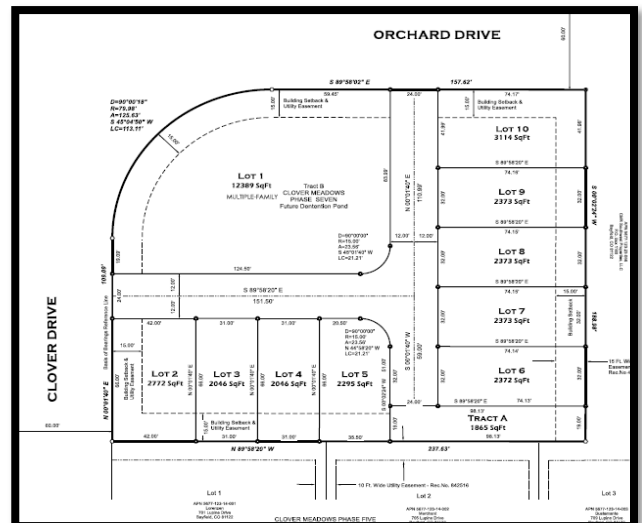


Mustang Crossing Annexation

- East of Mesa Meadows Subdivision & South of Clover Meadows Phase 7
- 35 acre parcel
- Zoned R-10 (10,000 sf minimum lot size)
- 81 Single-Family Lots
- Status: Phase 1A (19 Lots) Under Construction (No Building Permits yet)

Orchard Planned Unit Development

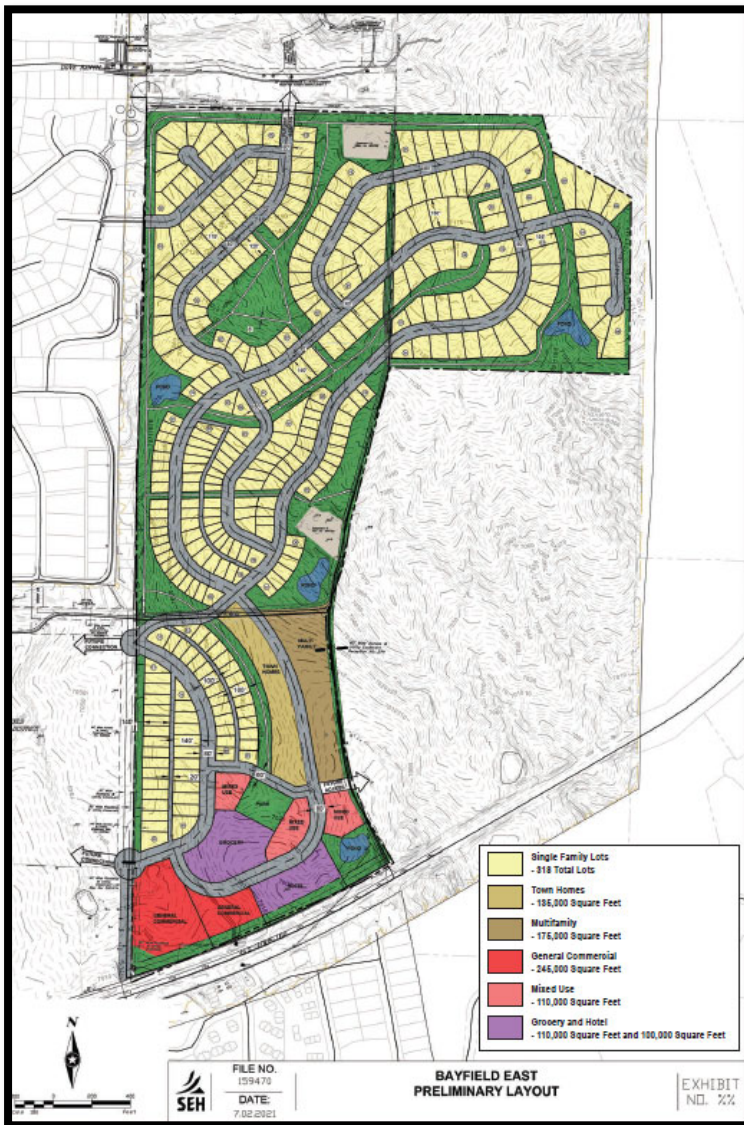
- Corner of Clover Drive and Orchard Drive
- 1 acre parcel
- Zoned Planned Unit Development (PUD)
- 9 Single-Family Lots
- 5 Townhome Units
- Private Road
- Status: Under Construction (2 CO's issued, 2 Active Building Permits)



Residential Development Projects

Marlin Tiny Home Village Annexation

- West of Los Pinos River on Corner of Bayfield Parkway & CR 509
- 1.91 acre parcel
- Zoned Planned Unit Development (PUD)
- 15 Tiny Home Spaces
- Status: Tiny Homes Moving In



Bayfield East Annexation

- East of Town Limits & North of Highway 160
- 153.51 Acres (4 parcels)
- Requested Planned Unit Development (PUD) Zoning
- 318 Single-Family Lots
- 201 Multi-Family units
- 232,500 sf Commercial
 - Mixed-Use
 - Grocery Store
 - Hotel
- Status: Annexation Complete

Residential Development Projects

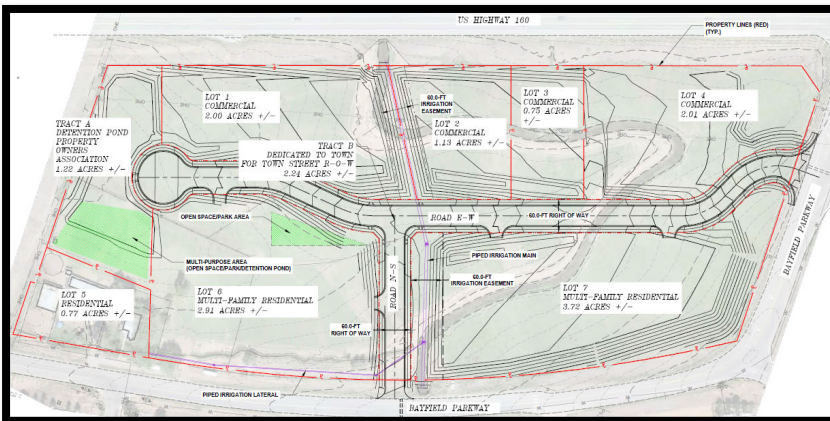
Cinnamon Heights

- East of Conoco/Alta Gas Station next to Sunrise Estates
- 2.6 acres
- Zoned Multi-Family
- 30 Attached Deed-Restricted Townhome Units
- Awarded \$2 Million TAHG Grant from State
- Awarded \$700,000 Grant from County
- Status: RFQ Process for Developer



Pine River Commons

- West of Conoco/Alta Gas Station & South of Highway 160
- 17 Acre Parcel
- Planned Unit Development (PUD) Zoning
- 66 Attached Deed-Restricted Townhome Units
- 128,000 sf Commercial
- Status: Phase 1 Under Construction (33-units) (No Building Permits yet)



Clover Meadows Phase 8

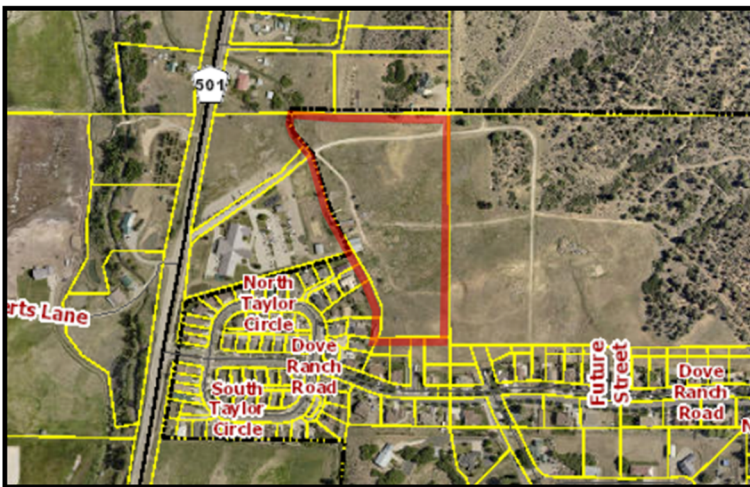
- North of Clover Meadows and East of Orchard PUD
- 5.6 Acres (2 Parcels)
- Rezoned to Multi-Family in 2018 (Average 20 Units/Acre)
- Status: In Discussions with Staff



Commercial Development Projects

Ironton Annexation

- South of Highway 160, West of Buck Highway and Northwest of Bayfield Parkway
- 21.7 Acres
- Requested Transitional (T) Zoning
- 20 Duplex Lots
- 100 RV/Cabin/Tent Sites
- Status: Annexation Complete



Hope Christian School

- East of Pine Valley Church, North of Dove Ranch Subdivision
- 10.28 Acre Parcel
- Rezoned to Community Service (CS) for Private School
- Status: Rezone Complete

Upper Pine River Fire Protection District New Fire Station

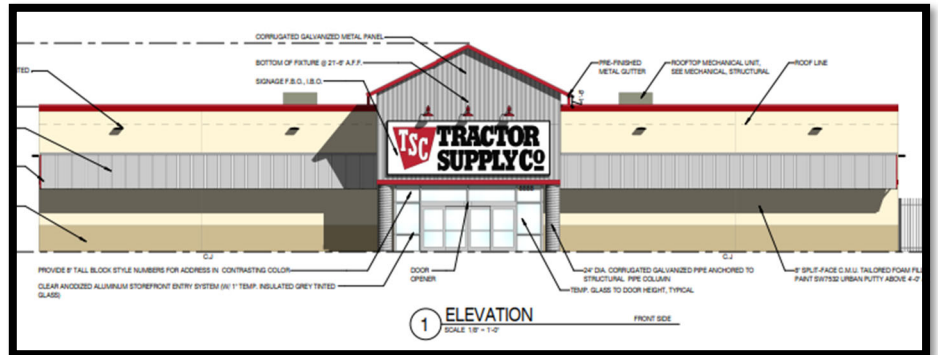
- Southwest Corner of Bayfield Center Drive/Sower Drive across from dollar stores and True Value
- New Fire Station and Medical Clinic
- Status: Site Plan Review Process



Commercial Development Projects

Tractor Supply

- South Side of Bayfield Center Drive behind Grocery Store Property
- 7.66 Acres
- Zoned Business
- Status: Site Plan Review Approved. Building Permit Ready to be Issued.



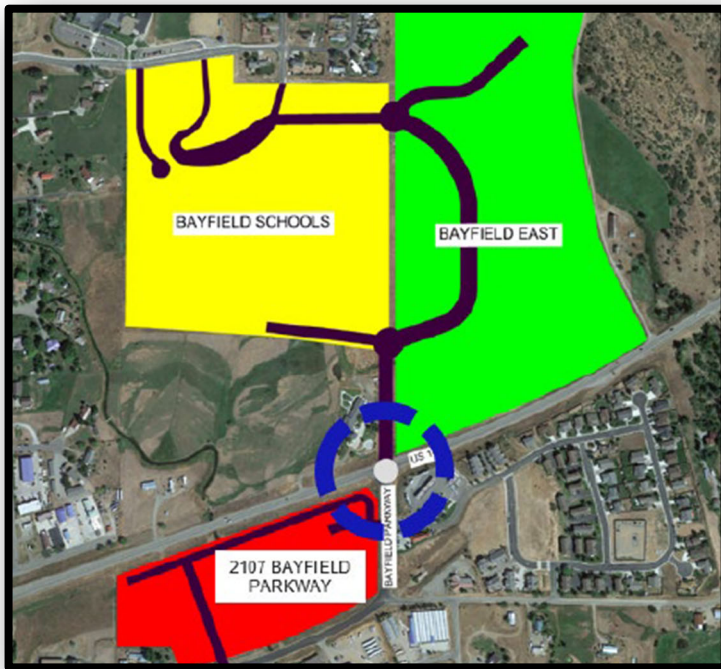
Porky's Smokehouse Restaurant

- Colorado Drive (Old Wells Group Office)
- 0.5 Acre Parcel
- Zoned Business
- Status: Use by Review Approved. Building Permit Issued 1/3/24

Transportation Projects

Mill Street Sidewalks

- Revitalizing Main Street Grants: Received 2 at \$150,000 Each
- Phase 1 Complete: West Mill Street
- Phase 2 Under Construction: East Mill Street
- Central Portion will be Additional Phases



Bayfield East Intersection & East Oak Drive Connection

- Highway 160/Bayfield Parkway East new Traffic Signal
- Awarded \$1.57 Million in Congressionally Directed Spending (CDS)
- Working with Bayfield School District and Town Engineers on East Oak Drive connection
- Status: Engineering Phase. Need to Find Additional Grant Funding.

Highway 160 Pedestrian Crossing Study

- Between Mile Post 102 & 104 at Commerce Drive and N. Appaloosa Lane
- CDOT MMOF Grant: \$30,000
- Status: Preliminary Engineering Phase



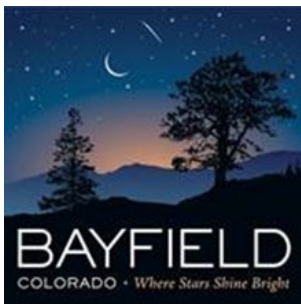


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MEMORANDUM

TO: THE HONORABLE MAYOR AND BOARD OF TRUSTEES
FROM: DUSTIN HAYDEN, TOWN CLERK, DIRECTOR CULTURE AND R&R
SUBJECT: PROJECTS 5/2024
DATE: 4/30/2024

- Youth Soccer kicked off this week. 264 kids registered. Last fall we had 195, an increase of 35% so we are very excited and encouraged by that. Practice schedules are out. Very challenging in the fact that we have 17 teams and two fields. It is very chaotic as we try to accommodate the volunteer coaches' schedules. Our program has out grown our field capacity. None of the volunteers want to schedule practice Fridays and very few want Monday. We need these volunteers to coach the kids they are the backbone of any sports program. Last fall with under 200 kids we had no problems but the addition of 7 more teams it has become frustrating for the coaches. I have reached out to Bayfield Primary just to see what the cost would be to rent their field that used to be a parking lot. The Joe Stephenson master plan has an additional field that is 3.35 acres and would alleviate this issue. This Fall soccer season will be interesting as well when we add Flag Football into the mix as well.
- Recreation is not a revenue driver but we have been working on ways to make it more sustainable. The reusable jersey program was a huge step in the right direction. This program will have paid for itself by fall season. The sponsors have been huge in getting prizes and incentives which helps in sustainability. Huge shout outs to Lewis Mercantile and SWAG.
- Facility Rentals is another way of making recreation cost more sustainable we are out pacing last year on rental income. We have really focused on getting more out of the Old Middle School Gym lease and have seen some results on that. With new sports like pickle ball and doing open gyms for dance classes and citizen driven open gyms for pickle ball and volleyball and basketball camps we have increased revenue by \$1400 dollars this year to date in new revenue and have \$15,000 in revenue with our traditional sports offerings.



Memo

To

Mayor/Board of Trustees

From

Parks & Trails Director Mark Robinson

CC

Katie Sickles

Re

Direction from the Board

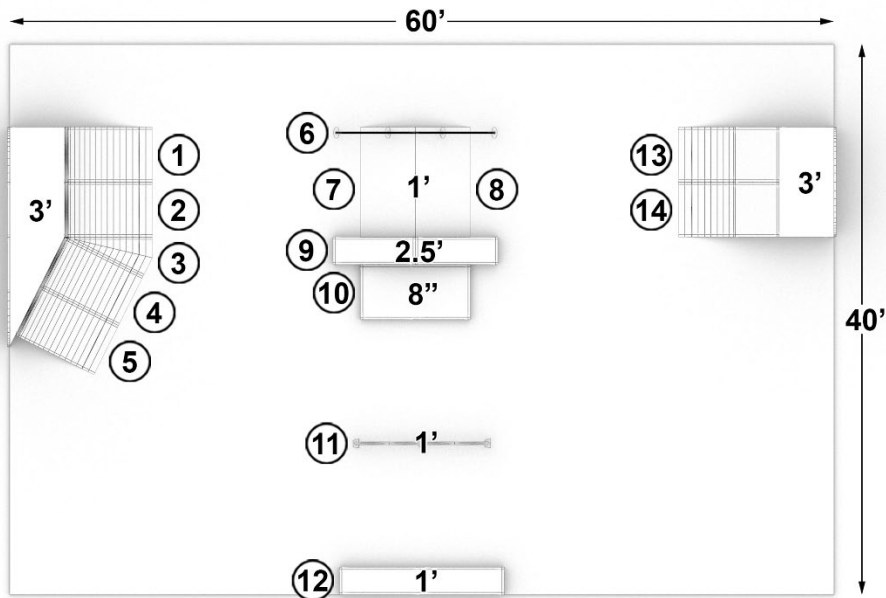
Comments: December of 2023, Groundworks Studios provided a final report of the “Joe Stephenson Park” Master Plan. A few changes were made per our request. The design included a four to five phase construction plan with a preliminary cost of \$19,385,635.01. As you know we had a good community outreach survey telling us what the community wanted in the park. The park plan was designed based on this information. A sales tax increase was presented to the public and was unsuccessful. We have approximately \$1,505,000.00 in the general fund for the master park plan development. Phase one of the project will cost \$6,821,641.15. To apply for a GOCO grant we need matching funds. There are some items that need immediate attention. The skate park is outdated and deemed unsafe by ASTM standards. There are several areas of the park that are not landscaped, which consists of dirt and weeds. The road to the park is eroded and full of pot holes, and the parking lots are not paved, (dirt lots.) It is my recommendation that these items are addressed first. Attached are photos and guidelines for the above issues.

Options:

1. Create a budget for the capital improvements stated above, and maintain these improvements annually. Applying for other grants such as the “Tony Hawk Foundation” grant, may assist with the skate park update.
2. Budget for the GOCO grant, park master plan match, annually and roll the funds over to the following years until we have acquired enough for phase one of the project. Once we’ve acquired enough matching funds, apply for the grant, and if awarded begin phase one of the project. Then repeat this process for the additional phases. (This would be a long process.)
3. Combine option one and two, addressing safety issues first, while compiling funds for the master plan.

There are concerns from the public that this design was created and will be forgotten. The other issue we have is adding new park space, which increases operational cost. Making improvements to the issues described above will help decrease operational cost. The new skate park requires less maintenance. Landscaping undeveloped areas prevents continuous cutting and spraying weeds. Replacing the road means less pot holes to fill every spring. The prior park director did not want to invest in capital improvements to the park if the master plan was initiated.

At this time, my department needs direction from the Board on how to proceed with these pending projects, in a way that is cost efficient and beneficial to the Community.





Standard Guide for Above Ground Public Use Skatepark Facilities¹

This standard is issued under the fixed designation F2334; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide covers safety and performance guidelines pertaining to public skatepark facilities and any element included therein. These guidelines pertain to any elements intended to be used in the performance of the sports including skateboarding, inline skating, and BMX biking. Items such as fencing, lighting, and operational structures are not intended to be a part of this guide.

1.2 This guide applies to above-ground (indoor/outdoor) skatepark elements, intended for recreational use.

1.3 The text of this standard references notes and footnotes which provide explanatory material. These notes and footnotes (excluding those in tables and figures) shall not be considered as requirements of the standard.

1.4 *Tolerances – General Measures, Tolerances, and Conversions*—The general dimensional tolerances for this specification (unless otherwise noted) are as follows:

Dimension	Tolerance
X in. or ft	± 0.5 in. or ft
X.X in. or ft	± 0.05 in. or ft
X.XX in. or ft	± 0.005 in. or ft

NOTE 1—These tolerances still apply to a dimension even when terms like greater than, less than, minimum, or maximum are used.

1.5 The values stated in inch-pound units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.

NOTE 2—The conversion factor from inch-pound to SI units is 1 in. = 25.4 mm, and 1 lb = 0.45359 kg.

1.6 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.7 *This international standard was developed in accordance with internationally recognized principles on standard-*

ization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.

2. Referenced Documents

- 2.1 *ASTM Standards*:²
[F2480 Guide for In-ground Concrete Skatepark](#)
- 2.2 *International Building Codes (IBC)*:³
[2009 IBC Sections 1013.2 and 1013.3](#)

3. Terminology

3.1 *Definitions of Terms Specific to This Standard:*

3.1.1 *access stairs, n*—stairs used to gain access to elements, and not used as performance elements.

3.1.2 *approaches/thresholds, n*—connection or transition component between base and riding surfaces.

3.1.3 *base, n*—concrete, asphalt, or similar rigid, uniform, or stable surface upon which elements are positioned.

3.1.3.1 *Discussion*—For more information on finish, surface flatness, levelness, expansion and control joints for concrete base surfaces, see Guide [F2480](#).

3.1.4 *coping, n*—circular pipe or other material installed on some elements. Pool coping is excluded from this terminology.

3.1.5 *element, n*—sports and recreational equipment having a level, inclined, or curved solid surface on which the user of skateboards, inline skates, and BMX bicycles can maneuver.

3.1.6 *element riding surface, n*—surface on which it is intended the user be in contact with.

3.1.7 *guardrails, n*—barrier designed to keep users and their riding equipment from falling off the rear or sides of resting/roll-out decks.

3.1.8 *performance decks, n*—flat areas found within the skatepark intended for continuous movement and that do not require the use of guardrails.

¹ This guide is under the jurisdiction of ASTM Committee F08 on Sports Equipment, Playing Surfaces, and Facilities and is the direct responsibility of Subcommittee F08.66 on Sports Facilities.

Current edition approved April 1, 2018. Published April 2018. Originally approved in 2009. Last previous edition approved in 2017 as F2334 – 09 (2017). DOI: 10.1520/F2334-18.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from International Code Council (ICC), 500 New Jersey Ave., NW, 6th Floor, Washington, DC 20001-2070, <http://www.iccsafe.org>.

3.1.9 *performance edge, n*—durable material placed on the accessible edge or surface of intersecting and terminating planes on elements used for performance purposes.

3.1.10 *performance stairs, n*—stairs within the skatepark intended to be used as performance elements.

3.1.11 *permanent element, n*—any element not intended to be moved or re-positioned.

3.1.12 *portable element, n*—any element that can be moved and is not anchored.

3.1.13 *protective edging/surface, n*—durable material that protects accessible edges or surfaces of intersecting and terminating planes on the riding surfaces for the purposes of reducing wear.

3.1.14 *resting/roll-out decks, n*—horizontal elements where riding is beginning or terminating.

3.1.15 *semi-permanent element, n*—any element that can be moved and is anchored.

3.1.16 *skatepark, n*—element or group of elements within a defined boundary for use by skateboarders, inline skaters, or BMX bikers.

4. Materials and Manufacture

4.1 General Requirements:

4.1.1 Skatepark elements shall be manufactured, assembled, or constructed, or a combination thereof, using durable materials fit for the use intended as specified by the manufacturer.

4.1.2 Materials shall be tested and documented for durability by the supplier or manufacturer.

4.1.3 Ferrous materials for outdoor use shall be inherently corrosion resistant or be provided with a corrosion resistant coating.

4.1.4 Wooden materials for outdoor or indoor use shall meet the Environmental Protection Agency and State requirements.

5. Performance Requirements

5.1 Guardrails:

5.1.1 Guardrails shall be designed to minimize the likelihood of climbing, shall be a minimum of 42 in. (1067 mm) high and prevent passage of a sphere equal to or greater than 4.0 in. (102 mm) outside diameter. (Reference: 2009 IBC Sections 1013.2 and 1013.3). Guardrails shall be constructed in a manner that does not allow a skateboard underneath and through the opening between the bottom of the rail and the resting deck. Resting/Roll-out decks with an elevation of 38 in. (965 mm) and above shall be equipped with guardrails. An elevated surface is exempt from these requirements if a guardrail would interfere with the intended use of the element. See Fig. 1.

5.1.2 Return guardrails shall terminate a maximum of 24 in. (610 mm) from the leading edge of the resting deck. Corners at the leading edge shall be free of sharp edges and contain a maximum radius or miter of 12 in. (305 mm). See Fig. 1.

5.1.3 *Adjoining Resting Deck Guardrails*—Guardrails spanning adjoining resting decks of different elevations shall be constructed in a manner that shall prevent inadvertent falls from one deck over the adjoining guardrail. See Fig. 2.

5.1.4 If an element (like a bench, box, rail, etc.) is within 42 in. (1067 mm) radius from the top of the guardrail, then the guardrail height needs to be adjusted to maintain the 42 in. (1067 mm) minimum height. See Fig. 3.

5.2 If protective edging/surface is used, it shall extend a minimum of 4.0 in. (102 mm) behind the coping and be flush with the finished riding surface within a tolerance of 0.078 in.

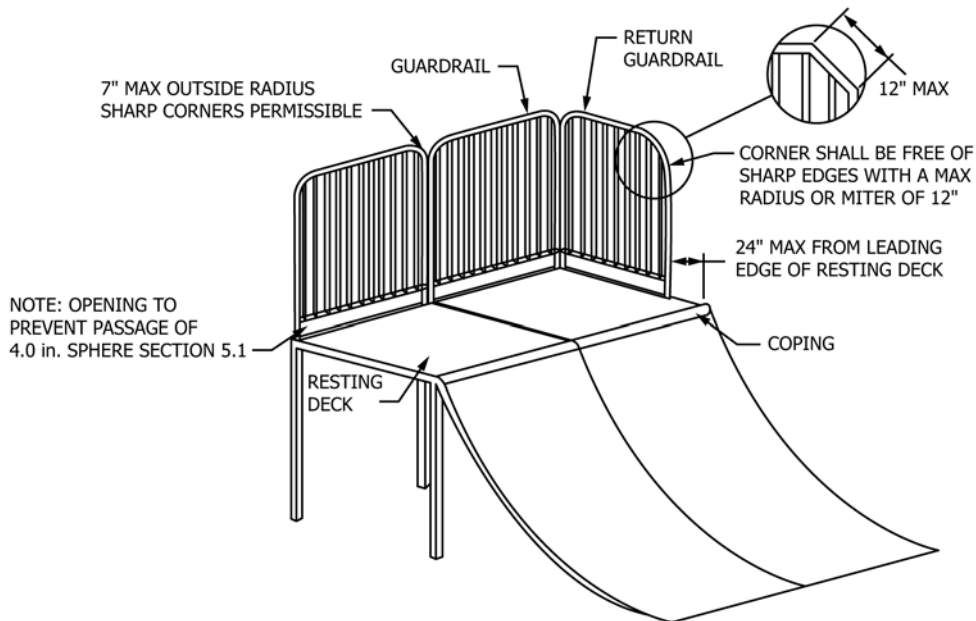


FIG. 1 Guardrail

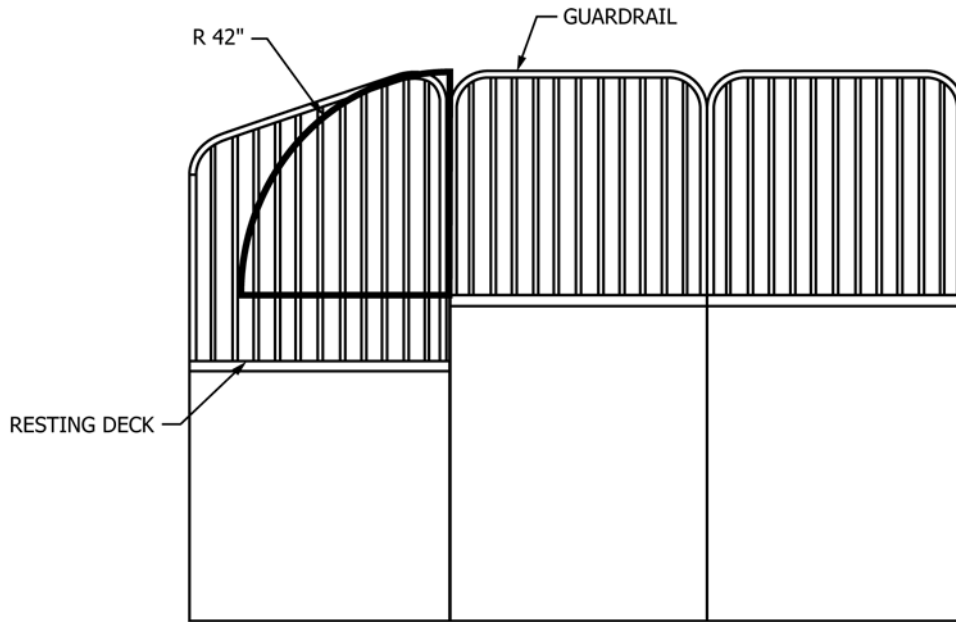


FIG. 2 Adjoining Resting Deck Guardrail

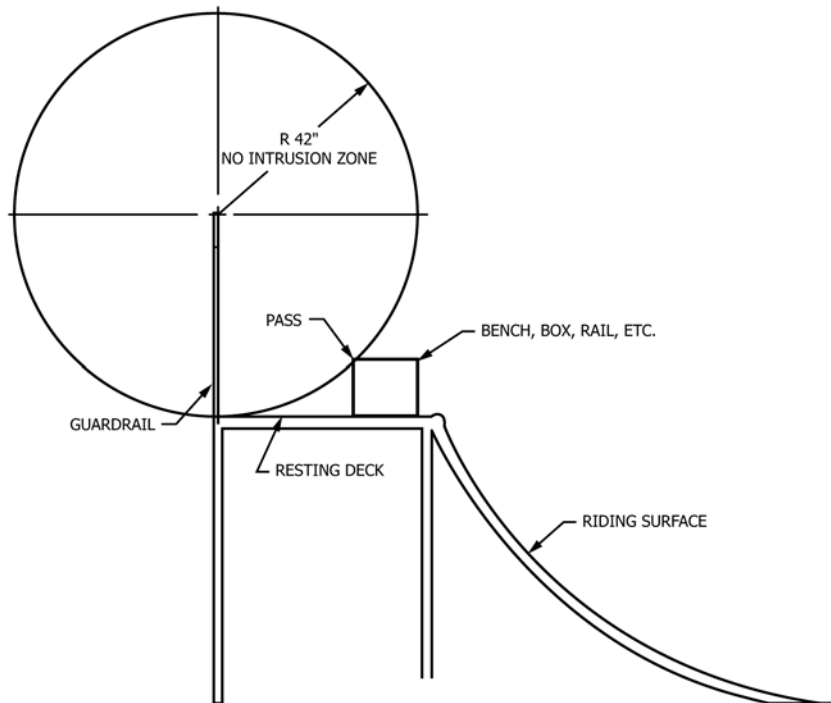


FIG. 3 Guardrail Height

(2 mm), and shall be strong enough to protect the equipment from damage and excessive wear due to prolonged use.

5.3 Riding surfaces in the same plane shall be contiguous and shall be uniform in friction characteristics. The elevation difference between adjoining surfaces shall not exceed 0.188 in. (5 mm).

5.4 Copings:

5.4.1 Coping protrusion shall be consistent along resting deck/riding surface and shall protrude 0.25 ± 0.125 in. (6 ± 3

mm) above the resting deck and $0.25 + 0.25$ in. ($6 + 6$ mm) – 0.125 in. (3 mm) above the riding surface. See Fig. 4.

5.4.2 The outside radius of coping shall be a minimum of 1.18 in. (30 mm).

5.4.3 Adjoining copings shall be contiguous and flush within 0.031 in. (1 mm).

5.5 Gaps between riding surfaces intended to be in the same plane shall not exceed 0.188 in. (5 mm) in any direction.

5.6 Portable Elements shall not move during use.

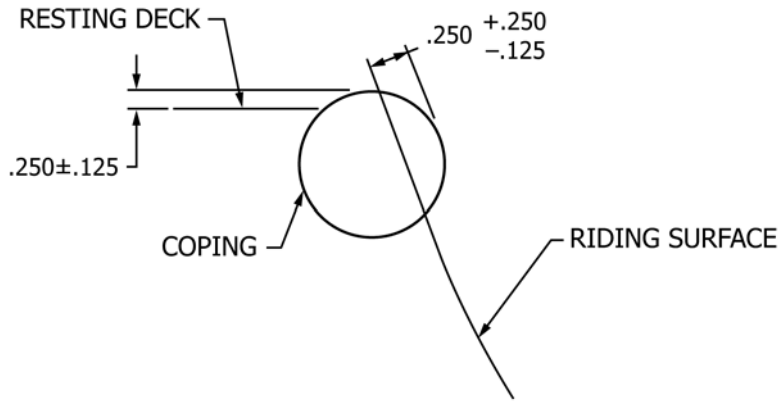


FIG. 4 Coping Protrusion

5.7 Approaches/Thresholds:

5.7.1 Approaches/thresholds shall provide a smooth transition, and shall be no greater than 0.125 in. (3 mm) difference to the riding surface.

5.7.2 Approach/thresholds shall be between 0.12 in. (3 mm) and 0.19 in. (5 mm) from the top of the base surface at the leading edge to the top of the approach/threshold. It is recommended to remove the sharp edge from the top leading edge of the approach/threshold. See Fig. 5.

5.8 Stand-alone elements greater than 48 in. (1219 mm) in height must have equal or greater width. This does not apply to grind rails, ledges, and other similar add-on devices.

5.9 Side openings where elements adjoin shall be fully enclosed. Transition sides shall be fully enclosed. See Figs. 6-8.

5.10 Stairs used as access to elements shall comply with applicable International Building Codes. Performance Stairs are exempt from this requirement.

6. Owner’s Responsibility

6.1 Signage:

6.1.1 Skatepark signage shall be provided by the owner/operator for installation on a signboard at the skatepark.

6.1.2 Skatepark signage, free standing or fixed fence, must comply with the following:

6.1.2.1 Convey safety information to the user and to those providing parental or guardian supervision.

6.1.2.2 Indicate that adult supervision of minors is or is not present.

6.1.2.3 Indicate the Owner-Operator Emergency telephone numbers.

6.1.2.4 Indicate Emergency Telephone numbers for Medical, Ambulance and Police.

6.1.2.5 Indicate any applicable regulations regarding the use of safety gear.

6.1.2.6 Indicate there is an inherent risk in the participation of skatepark activities. Users of skateparks, by participation, accept the risks inherent in such participation of which the ordinary prudent person is or should be aware. Users have a duty to exercise good judgment and act in a responsible manner while using the skatepark element and obey all oral, or written warnings, or both, prior to or during participation, or both.

6.1.2.7 Indicate users have a duty not to participate in or on any skatepark, skatepark element or skatepark elements while under the influence of drugs or alcohol.

6.1.2.8 Shall be easily read and readily visible to the intended viewers/users.

6.1.3 Separate signage shall be posted warning anyone in or around the skatepark of inherent risks, including flying skateboards, bikes and sudden elevation changes.

7. Maintenance

7.1 Skatepark Element and Elements—The designer or manufacturer of skatepark element and elements shall provide to the owner/operator clear and concise inspection, maintenance, and repair instructions, including, but not limited to, what, when, and how to inspect maintain, and repair.

7.2 Element Riding and Base Surfaces—The owner/operator shall maintain all riding surfaces within the skatepark free from extraneous materials that could cause injury and eliminate all holes, ruts, or tripping hazards that could cause injury.

7.3 Records—The owner/operator shall establish and maintain detailed installation, inspection, maintenance, and repair records for each skatepark.

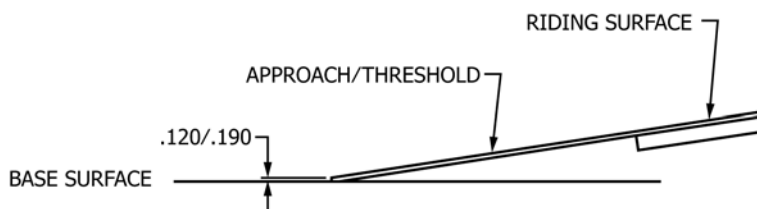


FIG. 5 Approach/Threshold

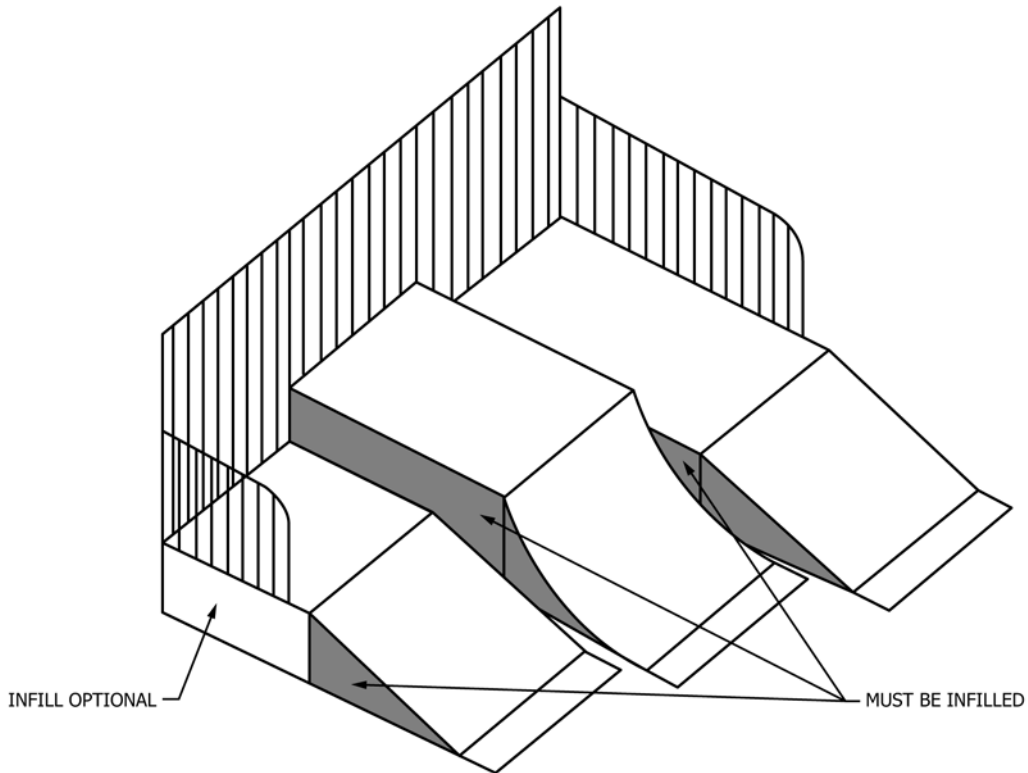


FIG. 6 Side Openings

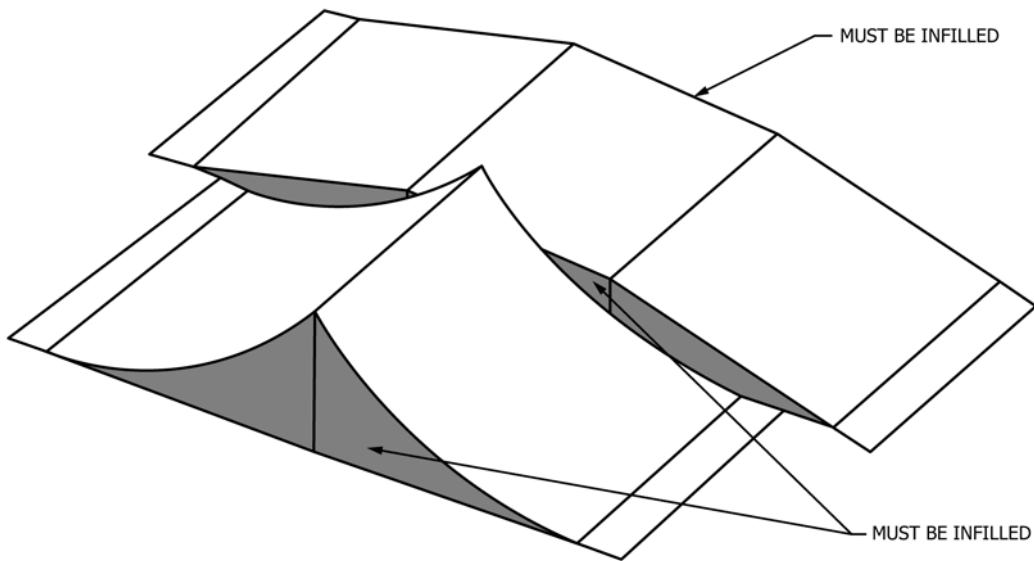


FIG. 7 Side Openings

7.4 *Drains*—Drains/drain covers⁴ should not be placed in points of high impact/landing areas.

⁴The sole source of supply of the apparatus (Zurn 415-B with vandal proof screws) known to the committee at this time is Zurn Industries, 511 W. Freshwater Way, Milwaukee, WI 53204. If you are aware of alternative suppliers, please provide this information to ASTM International Headquarters. Your comments will receive careful consideration at a meeting of the responsible technical committee,¹ which you may attend.

7.5 *Concrete Base Surfaces*—Skateable saw cuts should not be placed in areas of high impact/landing areas.

8. Keywords

8.1 BMX; grind; inline skater; ledges; rails; ramps; skateboard; skateboard park; skatepark; skater

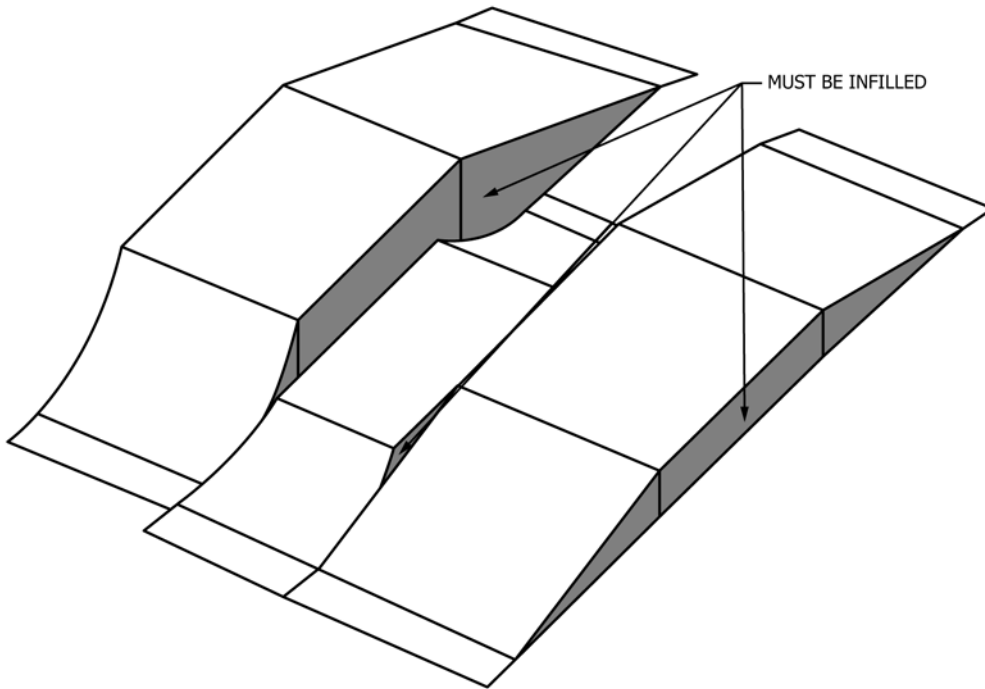


FIG. 8 Side Openings

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GENERAL CONCRETE GUIDELINES FOR A SKATE PARK PAD

- Concrete should be poured to a minimum thickness of 4 inches (100 mm) with thickened 8 inches (200 mm) edges
- Finish: Finish should be smooth, but not slick. 2-3 passes can accomplish this with a power trowel.
- Recommend four inches (100 mm) of subbase compacted to 90% of its maximum unit weight.
- Portland cement shall meet the requirements of ASTM C150.
- Concrete shall be reinforced using wire mesh.
- Air content should be 4-6%
- Slump shall be 1-4 inches (25.4-100 mm) and compressive strength shall be at least 3500 psi (24.13 MPa) (238.16 atm) after 28 days.
- Concrete shall contain at least six sacks of cement per cubic yard of concrete (4 ½ sacks of cement per cubic meter of concrete).
- Soft and yielding soils shall be excavated and replaced with suitable soils.
- Forms shall extend the full depth of the concrete. Forms shall be of sufficient strength and staked to prevent springing or yielding after placement of concrete.
- Concrete shall be deposited to the proper depth and spaded or vibrated to ensure proper consolidation.
- Control Crack Joints: should be sawed approx. every 12 feet (3660 mm) square or as to fit the park
- Joints shall not vary more than 1/4 inch (6.5 mm) from their designated position.
- Concrete should have a 1% grade in one direction. A crowned grade is not acceptable.
- The top edges of the slab and all transverse joints shall be rounded with a finishing tool having a radius of 1/8 inch (3 mm).
- Pavement surfaces shall not vary more than 3/8 inch (9.5 mm) from the alignment and typical cross section.
- Concrete shall not be placed when the air temperature is less than 35 degrees F (1.5 degrees C) or higher than 85 degrees F (29.5 degrees C).
- Concrete shall be protected from damage caused by freezing or rain.
- The Contractor shall provide sufficient barricading and security to protect fresh concrete from accidental damage or vandalism. Damaged concrete shall be removed to a joint and replaced at the Contractor's expense.
- Excavation; grading; filling; replacing unstable soils; furnishing, placing and compacting a sand base (where required); forming; placing and finishing concrete; joint construction, form removal; backfilling; protection of uncured concrete; and barricading; and all included in the work.
- If concrete becomes damaged, including by accident or vandalism, prior to curing; the Contractor at no cost to the Owner shall replace it.

***The above information has been gathered from various municipalities and concrete contractors who have worked on concrete pads for skateparks. Please check with your local contractors and engineers to see if the above recommendations are acceptable for your local soil conditions and building codes.**

BAYFIELD CONCEPTUAL PARK DESIGN UPDATE

FINAL REPORT

PREPARED FOR:

TOWN OF BAYFIELD, COLORADO

PREPARED BY:

groundworkstudio

DECEMBER 2023



ACKNOWLEDGMENTS

TOWN OF BAYFIELD, COLORADO

Town Manager: Katie Sickles

Community Development Director: Nicol Killian

Resources and Recreation Director: Dustin Hayden

Parks Director: Mark Robinson

Cover Image: Baseball dugout at Joe Stephenson Park/Sports Complex. Photo by Groundwork Studio, January 2023.

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INTRODUCTION

In 2018, the town of Bayfield, Colorado (The Town) — in service of the Parks and Recreation Department's mission to provide "all citizens of Bayfield the opportunity to participate in a full range of quality recreational programs and enjoy well-maintained park facilities." — selected Groundwork Studio (GWS) to create a Conceptual Park Plan (The Plan). The Plan was to function as a short to long-range guide for the improvement and development of parks, open space, recreation facilities, and trails along the east side of the Pine River from Bayfield Parkway to the southern town boundary. The Plan was to be phased, matching the maximum Great Outdoors Colorado (GOCO) grant available at that time.

Three major changes prompted The Town to revisit The Plan: Bayfield recently annexed 220 acres of land which will be used mostly for housing, potentially doubling the size of the community; the existing arena property will no longer be relocated south of the Waste Water Treatment Facility (WWTF), it will remain at its current location; and in 2020 GOCO revised their strategic plan, increasing funding for projects by removing maximum grant dollars.

January 2023 marked the beginning of the conceptual design revision process and the creation of a new plan with updated programming and revised phasing. With the Parks and Recreation Department's mission in mind, GWS developed concepts for an improved outdoor recreation area at Joe Stephenson Park/Sports Complex, the Pine River Senior Center, the Rodeo Arena, the 23.8-acre Riverbank parcel, and the WWTF property.

DESIGN PROCESS

The revised Bayfield Parks Conceptual Master Plan evolved through a series of meetings between The Town and GWS from January 2023 through October 2023. In March 2023, The Town gathered community feedback to inform the final outcome of the revised design; in August 2023, the Board of Trustees and Planning Commission approved the revised plan (Figure 1).

Upon approval of the revised plan, GWS developed a five phase construction schedule, and an opinion of probable cost for the entire project.

DESIGN OUTCOMES

The final revision of the new Bayfield Parks Conceptual Master Plan includes improvements to the Joe Stephenson Park/Sports Complex, the Pine River Senior Center, the Rodeo Arena, and the WWTF property. Adjustments to the 2018 Conceptual Park Plan omit the stage, sand volleyball, and improvements at Eagle Park. The 23.8-acre Riverbank Parcel remains unchanged.

Joe Stephenson/Sports Complex and adjacent area renovations increase the playground area incorporating a splash pad and age appropriate play structures, and doubling the area of the tot fields. The skatepark is a larger in-ground park that integrates a pump track. One basketball court is suggested as The Town already offers many options for both indoor and outdoor basketball. The **Rodeo Arena** will remain in its existing location on land granted by the Bayfield School district, with the addition of a clearly defined road and dedicated horse trailer parking. Four pickleball courts, plus bleachers and shaded areas for spectators are proposed near the **Pine River Senior Center**.

Parking spaces were reduced from the previous plan with the increases in area of many of the proposed amenities at, or neighboring, the Joe Stephenson Park/Sports Complex. The original 2018 Conceptual Park Plan offered approximately 229 spaces. The revised plan offers 160, not including the addition of horse trailer parking.

Waste Water Treatment Facility property updates include one recreation field, a public restroom and a dog park. Access to Pine River and perimeter trail around the property remain as designed in the original plan.

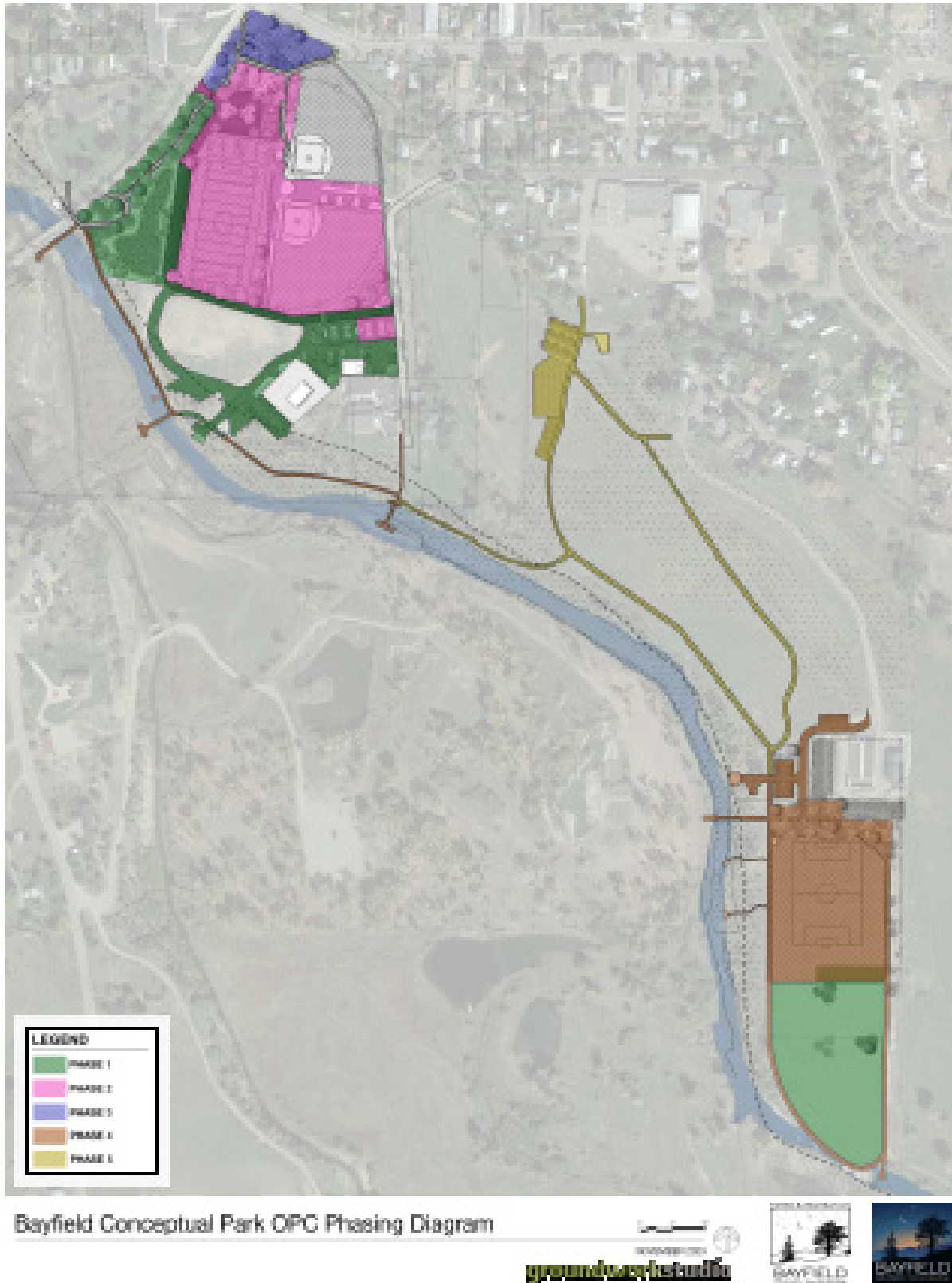


Figure 2: Phasing Diagram

OPINION OF PROBABLE COST AND PHASING

Implementation has been divided into five phases based on The Town's priorities, and logical construction sequence. In 2018, the maximum funding allowable by GOCO meant an estimated 18 project phases were required to reach completion. GOCO's removal of the funding ceiling enabled the reduction of phases from 18 to 5 (Figure 2). Total probable construction cost at the time this report was composed (December 2023) is \$18,086,682.36 (Figure 4). Phase 1 has the highest probable construction cost at \$6.3 million (Figure 5). The proceeding phases continue to decrease with the total probable cost of Phase 5 at \$1.3 million (Figures 6 - 9).

Phase 1 Includes, in order of priority; two pickleball courts near the senior center, adjacent parking improvements for pickleball near the senior center, the Rodeo Arena access road and parking improvements, temporary Dog Park at the WWTF property with a temporary gravel parking lot adjacent to the north side of the dog park fenced area, skate park and pump track with adjacent parking, and a portion of the landscape.

Phase 2 Completes the road through Joe Stephenson Park/Sports Complex, creating a connection between West South Street and Bayfield Parkway with consideration for pedestrian circulation. The Joe Stephenson Park/Sports Complex multi-

use fields, complete with turf and irrigation, are included, as is the basketball court, remaining two pickleball courts, and improvements to the existing playground area. The second phase of landscape will be installed. The priority of projects will be as follows: 2 pickleball courts, existing playground area, road connection to Bayfield Parkway, basketball court and parking lot, and ball fields.

Phase 3 Consists of the following improvements listed by priority; splash pad installation, the toddler playground, and landscape to its north.

Phase 4 Includes parking, landscape, multi-use field, and river access on the WWTF property. Additionally, the multi-use trail around the field and dog park at the WWTF property will be constructed. The trail and boardwalk from Bayfield Parkway south to a new pedestrian river crossing and accessible fishing deck, near the senior center, will be also be built. Priority projects for Phase 4 includes the field, parking, and river access of equal importance.

Phase 5 Concludes the design with Heritage Farm; a community garden and orchard, and Phase 4 boardwalk connection within a 3/4 mile multi-use loop trail, contained by the 23.8-acre Riverbank parcel. The trails are considered highest priority for Phase 5 and will be completed first, followed by Heritage Farm.



Image 4: Pine River west of Rodeo Arena. Photo by Groundwork Studio, January 2023.

OVERALL OPINION OF PROBABLE COST

Bayfield Conceptual Park Plan - Overall, No Phasing - Opinion of Probable Cost - November 2023

Item No.	Item Description	Quantity	Unit	Unit Cost	Item Cost
1	Site Preparation (demolition, grading)	1	LS	\$250,000.00	\$250,000.00
2	Asphalt pavement	850	CY	\$800.00	\$680,000.00
3	Roadway and Parking Striping	1	LS	\$10,000.00	\$10,000.00
4	Accessible Parking	1	LS	\$60,000.00	\$60,000.00
5	Concrete Curb and Gutter	9,100	LF	\$50.00	\$455,000.00
6	Concrete Pavement	950	CY	\$900.00	\$855,000.00
7	Base Course	1,850	CY	\$70.00	\$129,500.00
8	Boardwalk	26,250	SF	\$30.00	\$787,500.00
9	Turf Sod and Irrigation	280,000	SF	\$4.00	\$1,120,000.00
10	6' Chainlink Fence	2,250	LF	\$65.00	\$146,250.00
11	Landscape - trees, shrubs, crusher fines, irrigation	240,000	SF	\$12.00	\$2,880,000.00
12	Splash Pad	1	LS	\$350,000.00	\$350,000.00
13	14" Depth Engineered Wood Fiber for Playground	560	CY	\$40.00	\$22,400.00
14	Dog Park Temporary Gravel Parking	10,000	SF	\$1.50	\$15,000.00
15	10' Chainlink Fence for Pickleball	675	LF	\$75.00	\$50,625.00
16	Gate for Pickleball Courts	4	EA	\$350.00	\$1,400.00
17	Post Tension Concrete Pickleball Court (4)	10,250	SF	\$30.00	\$307,500.00
18	Playground Equipment	1	LS	\$750,000.00	\$750,000.00
19	Skatepark and Pump Track	1	LS	\$1,000,000.00	\$1,000,000.00
20	Basketball Court	4,700	SF	\$15.00	\$70,500.00
21	Community Garden and Orchard	1	LS	\$10,000.00	\$10,000.00
22	Lighting and Electrical	1	LS	\$300,000.00	\$300,000.00
23	Site Furnishings (tables, benches, trash receptacles, bleachers)	1	LS	\$100,000.00	\$100,000.00
24	Hip Roof Shade Structure (3 - park area, 3-pickleball)	1	LS	\$320,000.00	\$320,000.00
25	Restroom	1	LS	\$250,000.00	\$250,000.00
26	Signage	1	LS	\$30,000.00	\$30,000.00
SUBTOTAL, ITEMS 1-26					\$10,950,675.00
30% Contingency					\$3,285,202.50
SUBTOTAL, INCLUDING CONTINGENCY					\$14,235,877.50
10% Mobilization					\$1,423,587.75
SUBTOTAL, INCLUDING MOBILIZATION					\$15,659,465.25
5% Escalation					\$782,973.26
SUBTOTAL, INCLUDING ESCALATION					\$16,442,438.51
10% DESIGN FEE INCLUDING SURVEY, GEOTECH AND CONSTRUCTION ADMINISTRATION					\$1,644,243.85
TOTAL, INCLUDING DESIGN FEE:					\$18,086,682.36

Figure 3: Overall, No Phasing Opinion of Probable Cost

PHASE 1 OPINION OF PROBABLE COST

Bayfield Conceptual Park Plan - Phase 1 - Opinion of Probable Cost - November 2023

Item No.	Item Description	Quantity	Unit	Unit Cost	Item Cost
1	Site Preperation (demolition, grading)	1	LS	\$75,000.00	\$75,000.00
2	Asphalt Pavement	600	CY	\$800.00	\$480,000.00
3	Concrete Curb and Gutter	5,500	LF	\$50.00	\$275,000.00
4	Concrete Pavement	50	CY	\$900.00	\$45,000.00
5	Base Course	1,300	CY	\$70.00	\$91,000.00
6	Accessible Parking	1	LS	\$30,000.00	\$30,000.00
7	Roadway and Parking Striping	1	LS	\$6,000.00	\$6,000.00
8	Landscape - trees, shrubs, crusher fines, irrigation	100,000	SF	\$12.00	\$1,200,000.00
9	Dog Park Temporary Gravel Parking	10,000	SF	\$1.50	\$15,000.00
11	6' Chainlink Fence for Dog Park/Pickleball	1,675	LF	\$65.00	\$108,875.00
12	10' Chainlink Fence for Pickleball	375	LF	\$75.00	\$28,125.00
13	Gate for Pickleball Courts	2	EA	\$350.00	\$700.00
14	Post Tension Concrete Pickleball Court (2)	5,125	SF	\$30.00	\$153,750.00
15	Site Furnishings (trash receptacles, bleachers)	1	LS	\$15,000.00	\$15,000.00
16	Hip Roof Shade Structure (1-pickleball)	1	LS	\$30,000.00	\$30,000.00
17	Skatepark and Pump Track	1	LS	\$1,000,000.00	\$1,000,000.00
18	Lighting and Electrical	1	LS	\$300,000.00	\$300,000.00
SUBTOTAL, ITEMS 1-18					\$3,853,450.00
30% Contingency					\$1,156,035.00
SUBTOTAL, INCLUDING CONTINGENCY					\$5,009,485.00
10% Mobilization					\$500,948.50
SUBTOTAL, INCLUDING MOBILIZATION					\$5,510,433.50
5% Escalation					\$275,521.68
SUBTOTAL, INCLUDING ESCALATION					\$5,785,955.18
10% DESIGN FEE INCLUDING SURVEY, GEOTECH AND CONSTRUCTION ADMINISTRATION					\$578,595.52
TOTAL, INCLUDING DESIGN FEE:					\$6,364,550.69

Figure 4: Phase 1 Opinion of Probable Cost

PHASE 2 OPINION OF PROBABLE COST

Bayfield Conceptual Park Plan - Phase 2 - Opinion of Probable Cost - November 2023

Item No.	Item Description	Quantity	Unit	Unit Cost	Item Cost
1	Site Preperation (demolition, grading)	1	LS	\$100,000.00	\$100,000.00
2	Asphalt Pavement	250	CY	\$800.00	\$200,000.00
3	Concrete Curb and Gutter	1,450	LF	\$50.00	\$72,500.00
4	Concrete Pavement	175	CY	\$900.00	\$157,500.00
5	Accessible Parking	1	LS	\$30,000.00	\$30,000.00
6	Roadway and Parking Striping	1	LS	\$4,000.00	\$4,000.00
7	14" Depth Engineered Wood Fiber for Playground	360	CY	\$40.00	\$14,400.00
8	Playground Equipment	1	LS	\$425,000.00	\$425,000.00
9	10' Chainlink Fence for Pickleball	300	LF	\$75.00	\$22,500.00
10	Gate for Pickleball Courts	2	EA	\$350.00	\$700.00
11	Post Tension Concrete Pickleball Court (4)	5,125	SF	\$30.00	\$153,750.00
12	Site Furnishings (Playground and Pickleball)	1	LS	\$50,000.00	\$50,000.00
13	Hip Roof Shade Structure (2-pickleball, 1 Playground)	1	LS	\$190,000.00	\$190,000.00
14	Basketball Court	4,700	SF	\$15.00	\$70,500.00
15	Landscape - trees, shrubs, crusher fines, irrigation	70,000	SF	\$12.00	\$840,000.00
16	Turf Sod and Irrigation	120,000	SF	\$4.00	\$480,000.00
17	6' Chainlink Fence	575	LF	\$65.00	\$37,375.00
SUBTOTAL, ITEMS 1-17					\$2,848,225.00
30% Contingency					\$854,467.50
SUBTOTAL, INCLUDING CONTINGENCY					\$3,702,692.50
10% Mobilization					\$370,269.25
SUBTOTAL, INCLUDING MOBILIZATION					\$4,072,961.75
5% Escalation					\$203,648.09
SUBTOTAL, INCLUDING ESCALATION					\$4,276,609.84
10% DESIGN FEE INCLUDING SURVEY, GEOTECH AND CONSTRUCTION ADMINISTRATION					\$427,660.98
TOTAL, INCLUDING DESIGN FEE:					\$4,704,270.82

Figure 5: Phase 2 Opinion of Probable Cost

PHASE 3 OPINION OF PROBABLE COST

Bayfield Conceptual Park Plan - Phase 3 - Opinion of Probable Cost - November 2023

Item No.	Item Description	Quantity	Unit	Unit Cost	Item Cost
1	Site Preperation (demolition, grading)	1	LS	\$25,000.00	\$25,000.00
2	Landscape - trees, shrubs, crusher fines, irrigation	30,000	SF	\$12.00	\$360,000.00
3	Splash Pad	1	LS	\$350,000.00	\$350,000.00
4	14" Depth Engineered Wood Fiber for Playground	200	CY	\$40.00	\$8,000.00
5	Playground Equipment	1	LS	\$325,000.00	\$325,000.00
6	Site Furnishings (tables, benches, trash receptacles)	1	LS	\$35,000.00	\$35,000.00
7	Hip Roof Shade Structure (2)	1	LS	\$100,000.00	\$100,000.00
SUBTOTAL, ITEMS 1-7					\$1,203,000.00
30% Contingency					\$360,900.00
SUBTOTAL, INCLUDING CONTINGENCY					\$1,563,900.00
10% Mobilization					\$156,390.00
SUBTOTAL, INCLUDING MOBILIZATION					\$1,720,290.00
5% Escalation					\$86,014.50
SUBTOTAL, INCLUDING ESCALATION					\$1,806,304.50
10% DESIGN FEE INCLUDING SURVEY, GEOTECH AND CONSTRUCTION ADMINISTRATION					\$180,630.45
TOTAL, INCLUDING DESIGN FEE:					\$1,986,934.95

Figure 6: Phase 3 Opinion of Probable Cost

PHASES 4 AND 5 OPINION OF PROBABLE COST

Bayfield Conceptual Park Plan - Phase 4 - Opinion of Probable Cost - November 2023

Item No.	Item Description	Quantity	Unit	Unit Cost	Item Cost
1	Site Preperation (demolition, grading)	1	LS	\$25,000.00	\$25,000.00
2	Base Course	475	CY	\$70.00	\$33,250.00
3	Concrete Curb and Gutter	1,750	LF	\$50.00	\$87,500.00
4	Concrete Pavement	300	CY	\$900.00	\$270,000.00
5	Boardwalk/River Access	15,500	SF	\$30.00	\$465,000.00
6	Turf Sod and Irrigation	160,000	SF	\$4.00	\$640,000.00
7	Landscape - trees, shrubs, crusher fines, irrigation	40,000	SF	\$12.00	\$480,000.00
8	Restroom	1	LS	\$250,000.00	\$250,000.00
SUBTOTAL, ITEMS 1-8					\$2,250,750.00
30% Contingency					\$675,225.00
SUBTOTAL, INCLUDING CONTINGENCY					\$2,925,975.00
10% Mobilization					\$292,597.50
SUBTOTAL, INCLUDING MOBILIZATION					\$3,218,572.50
5% Escalation					\$160,928.63
SUBTOTAL, INCLUDING ESCALATION					\$3,379,501.13
10% DESIGN FEE INCLUDING SURVEY, GEOTECH AND CONSTRUCTION ADMINISTRATION					\$337,950.11
TOTAL, INCLUDING DESIGN FEE:					\$3,717,451.24

Figure 7: Phase 4 Opinion of Probable Cost

Bayfield Conceptual Park Plan - Phase 5 - Opinion of Probable Cost - November 2023

Item No.	Item Description	Quantity	Unit	Unit Cost	Item Cost
1	Site Preperation (demolition, grading)	1	LS	\$25,000.00	\$25,000.00
2	Concrete Pavement	425	CY	\$900.00	\$382,500.00
3	Base Course	75	CY	\$70.00	\$5,250.00
4	Concrete Curb and Gutter	400	LF	\$50.00	\$20,000.00
5	Boardwalk	10,750	SF	\$30.00	\$322,500.00
6	Community Garden and Orchard	1	LS	\$10,000.00	\$10,000.00
7	Signage	1	LS	\$30,000.00	\$30,000.00
SUBTOTAL, ITEMS 1-7					\$795,250.00
30% Contingency					\$238,575.00
SUBTOTAL, INCLUDING CONTINGENCY					\$1,033,825.00
10% Mobilization					\$103,382.50
SUBTOTAL, INCLUDING MOBILIZATION					\$1,137,207.50
5% Escalation					\$56,860.38
SUBTOTAL, INCLUDING ESCALATION					\$1,194,067.88
10% DESIGN FEE INCLUDING SURVEY, GEOTECH AND CONSTRUCTION ADMINISTRATION					\$119,406.79
TOTAL, INCLUDING DESIGN FEE:					\$1,313,474.66

Figure 8: Phase 5 Opinion of Probable Cost

APPENDIX 2

2018 ORIGINAL CONCEPTUAL DESIGN

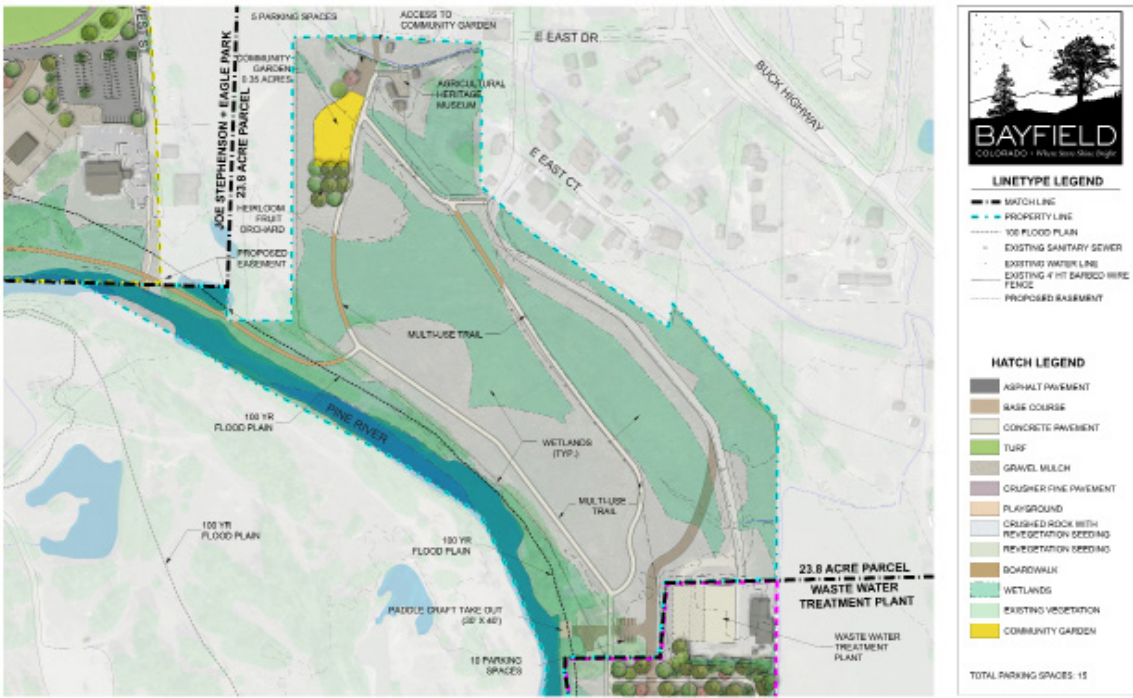
BAYFIELD CONCEPTUAL PARK DESIGN UPDATE



Bayfield Conceptual Park Design
Joe Stephenson Park & Eagle Park



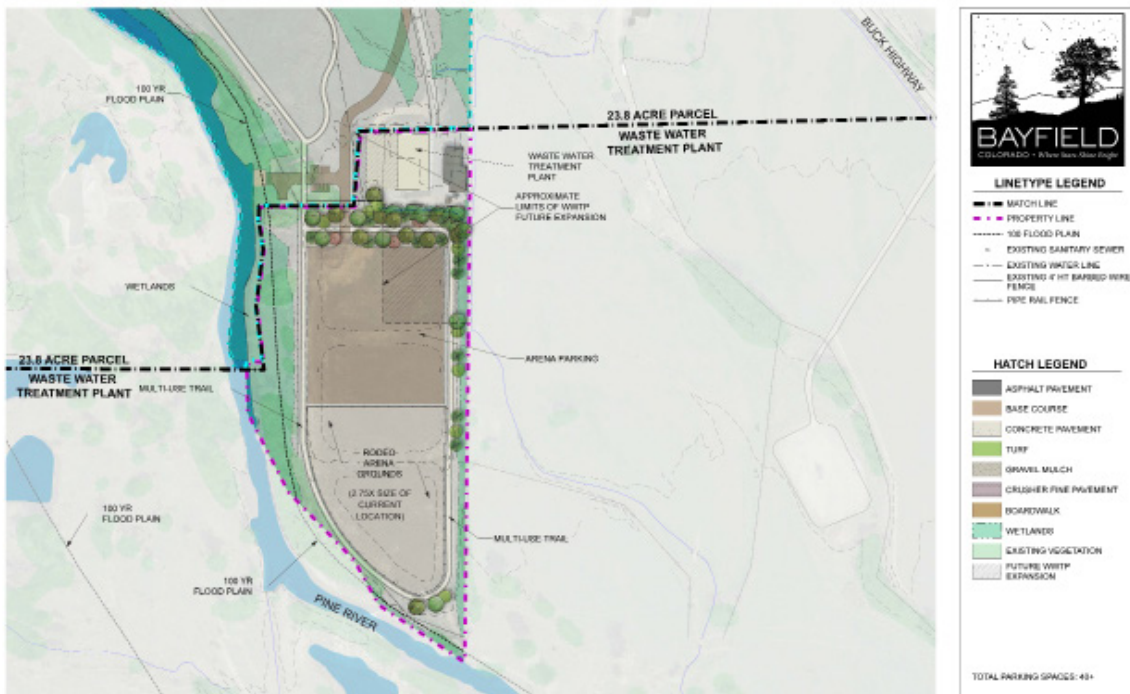
groundworkstudio



Bayfield Conceptual Park Design
23.8 Acre Parcel



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Bayfield Conceptual Park Design
Waste Water Treatment Plant

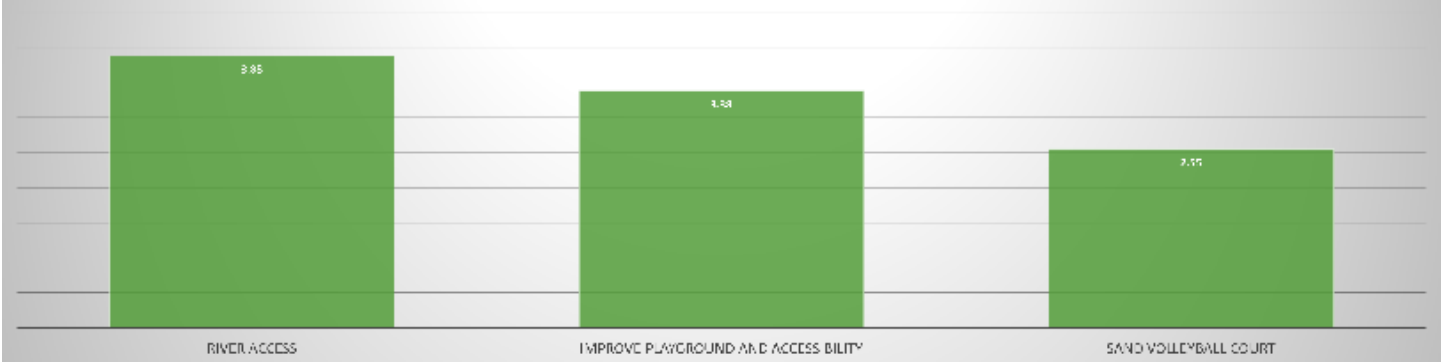


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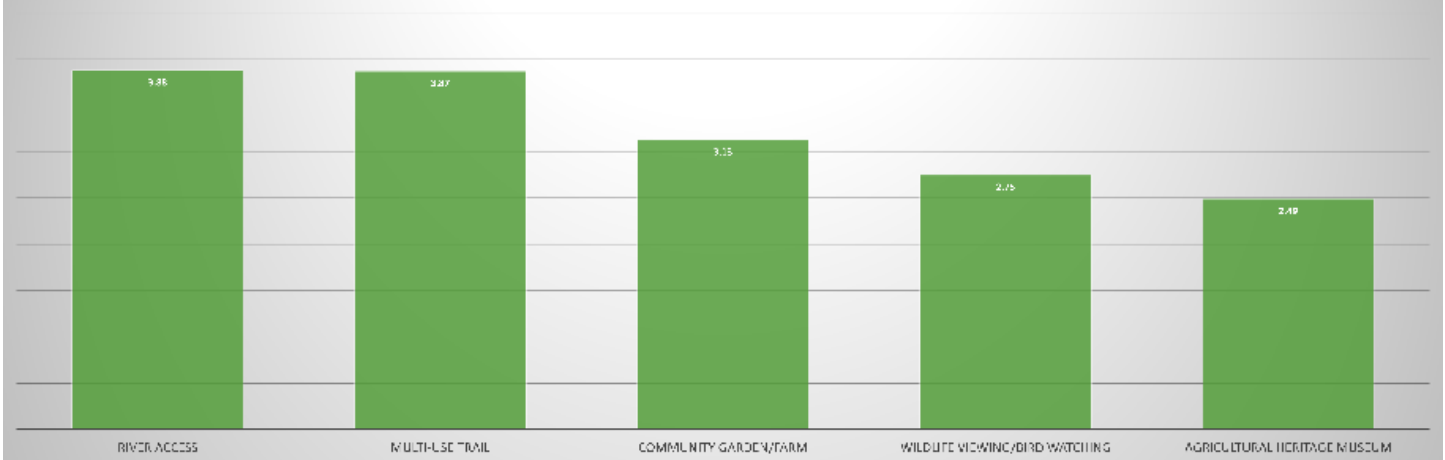
APPENDIX 3

MARCH 2023 PUBLIC FEEDBACK SURVEY RESULTS

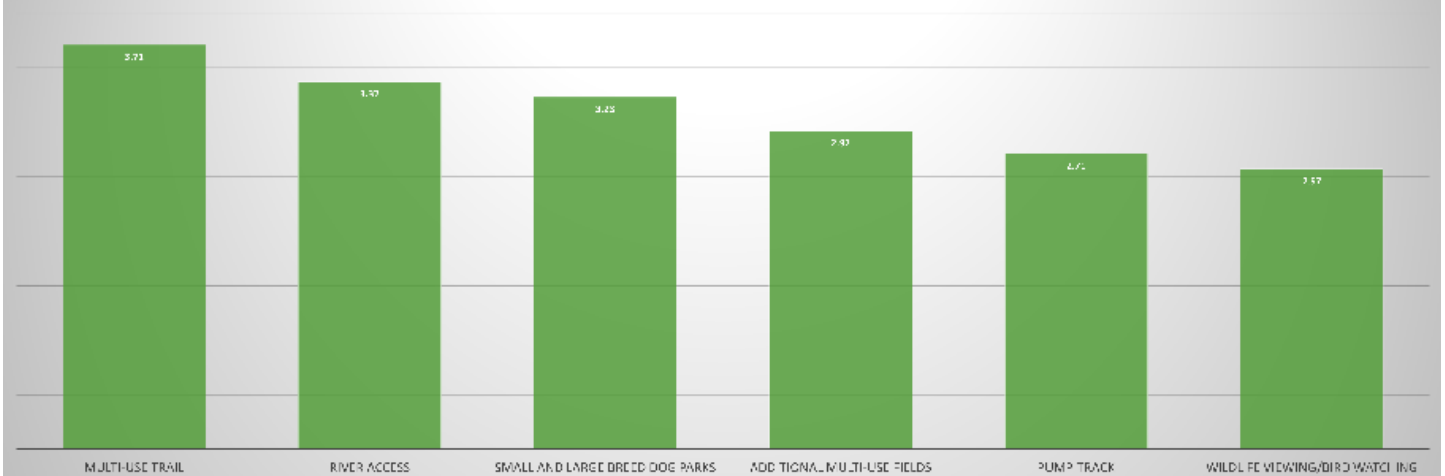
Eagle Park proposed amenities/priorities (ranked on a scale of 1-5, with 5 being most important)

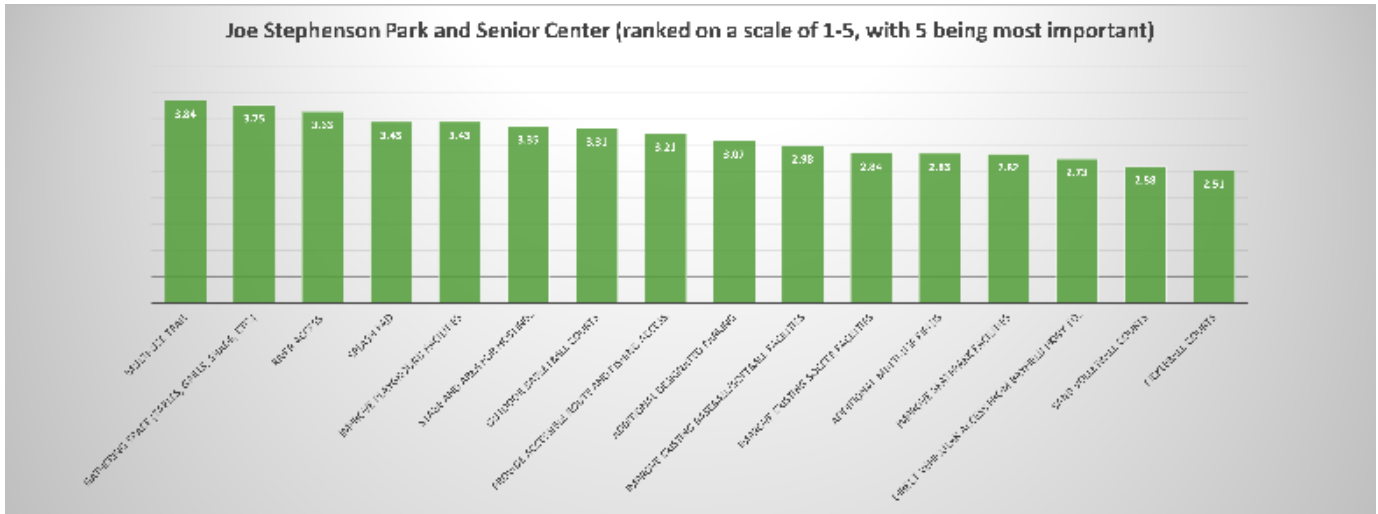


23.8 Acre Riverbank Parcel (ranked on a scale of 1-5, with 5 being most important)



Wastewater Treatment Facility Parcel (ranked on a scale of 1-5, with 5 being most important)





Additional Comments w/ # of Mentions

River access	6
Prefer Option B	5
Trail connectivity	4
Dog park	4
I think access from Bayfield Parkway to the parking facilities at Joe Stephenson Park and the senior center is a must.	3
Splash pad	3
Improve skate park	3
Improve playground accessibility for kids with disabilities. Fall surface other than wood chips or sand.	2
More bicycle options: trails, pump tracks, dirt jumps, would be great!	2
Build something like Yamaguchi Park in Pagosa Springs	2

APPENDIX 4

2023 REVISED CONCEPTUAL DESIGNS A AND B

Chief Hoguet – Police Department

Camera Surveillance

Town Hall

Police Department

Senior Center

Joe Stephenson Park

Water Plant

Sewer Plant

Public Works



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

MEMORANDUM

TO: THE HONORABLE MAYOR AND BOARD OF TRUSTEES
FROM: JEREMY SCHULZ, DIRECTOR OF PUBLIC WORKS
SUBJECT: CURRENT CAPITOL IMPROVEMENT PROJECTS PUBLIC WORKS 2024
DATE: 4/30/2024

Water Fund

Office Space Water Treatment Plant; this project is 90 % complete operations staff is relocating computers to new workstations.

Water Meter Replacement; waiting on meter order.

Water Treatment Plant Backup Generator; schedule to be determined.

Water Strainer Filter 1, 2, 3; schedule to be determined.

Utility Bed Dodge Pickup; received quote will submit purchase request.

Landscaping Water Treatment Plant; schedule to be determined.

Replace Batteries Tank Mixer; schedule to be determined.

Meter Relocation; project is under way. We have two more locations to complete.

Red Lion SCADA Touchscreen; this was a carryover project from 2023. It is scheduled for completion in May.

Sewer Fund

East Court Gravity Realignment; this project is 90% complete, after winter shutdown outstanding items are reseeding and road repair.

Nutrient removal/Diffuser replacement; this project is under way, contractor is completing final basin of diffusers and will be installing new drives and programming thru May.

Sewer Tap camera inspections; this will be scheduled once flow metering is complete.

Red Lion SCADA Touchscreen; this is scheduled for May.

Sidewalks WWTP Basins; this was rescheduled for after the nutrient removal project is complete.

BDP Belt Press Rehabilitation; Schedule to be determined.

Backhoe WWTP; operators are seeking quotes.

WWTP Road resurfacing; this will take place after the diffuser replacement is complete.

Dump Station; schedule to be determined. This will be only for the Town hydrovac truck.

Sewer Tap/I&I repair; flow meters have been installed in for the irrigation season. This will provide the additional data to pinpoint rehabilitation areas.

Street Fund

Lupine Storm Drains; schedule to be determined.

East Mill Gateway; this project is 85% complete, handrail still needs to be installed and ADA ramp on Church St.

Storm Water Study; this should be wrapping up in June.

Crack Seal; would like to complete in May.

Surface treatment; chip seal, SGM is confirming pricing.

Line Striping; will be scheduled after crack seal.

Street Reconstruction Tamarack/LosPinos; drain pans are being installed currently, paving will commence upon their completion.

New Snow Plow; complete.

Drain pan Daylily; schedule to be determined.

Utility Bed Dually; staff is currently gathering quotes.

Air Compressor; complete.

Jumping jack and Vibro plate; complete.

Wayfinding signage; schedule to be determined.

East intersection Signal; schedule to be determined.

Pedestrian Crossing; construction schedule to be determined, traffic counts have been scheduled.

Center Mill St. Sidewalk; schedule to be determined, public outreach would probably be appropriate prior to design.

Historic Walking Tour; schedule to be determined.

Bayfield Center SUP; this project has been bid and project manager has provided quote, start date to be determined.

Notes:

This list is only encompassing the CIP projects the Town has in the 2024 budget for Water, Sewer and Streets.

The Public Works Department is also responsible for daily operations and maintenance of utilities and Town infrastructure in addition to the list above. With limited staff and the potential of inheriting storm water operations and the CIP projects and maintenance associated with that, we have quite a bit of work ahead of us in 2024.

Current Projects/Events at PRSC through 2024

1. Launched Pine River Senior Center Walking Club last week--Mondays, Tuesdays, and Thursdays at 9am. The club meets outside in the parking lot at the Senior Center and walks for about an hour. Healthy refreshments offered on Tuesdays only after the walk. This will run through September-ish (weather dependent). I will put this in the May newsletter to include our whole community of seniors. I will need a small budget for providing healthy refreshments each Tuesday after the walk.
2. "How to be Happy" series with Dr. Ed Fields. This class series is based on the book entitled: How to Stubbornly Refuse to Make Yourself Miserable About Anything, Yes Anything! by Albert Ellis. This will occur in July/August over several sessions. This educational class will be capped at 10 participants and we are close to the cap already.
3. A series of nutrition classes will be offered in September/October with Nicole Clark (CSU Extension Program). Some of the topic choices are Cooking for 1 or 2 people, MIND Diet for Cognitive Health, General Nutrition for Older Adults, How Your Diet Can Impact Osteoarthritis, Supplemental Vitamins and Minerals—Should You Take Them? I am gauging overall interest through a survey and we will then choose 2-3 topics by consensus. As Nicole and I continue to plan for this, I will put the details in our monthly Town newsletter most likely in August. Everybody will be invited to attend, but will need to call the senior center to sign up.
4. I continue to work hand in hand with the Pine River Library with multiple projects, but the latest one being Learn Over Lunch with several engaging topics being presented at the library on the first Thursdays of every month. Lunch is also provided. Folks can sign up through Pine River Senior Center and then the library and I have a shared document with attendees. At this point, these Learn Over Lunch sessions will continue through August, but could possibly run all year long if interest stays high.
5. Pine River Shares and the Pine River Senior Center will provide a fresh veggie program every week on Wednesdays after lunch at the center starting in June and will continue through the growing season. Seniors can pick up a veggie box with recipes each week.

Current Projects/Events at PRSC through 2024

6. Lunch service on Wednesdays and Fridays continues to grow, so figuring out ways to provide a good lunch experience each week is always something to work on. I continue to put together trivia, raffles, etc. to make lunch engaging and fun.
7. Streamlining the rental process for the senior center is always a work in progress. I just spent some time updating all of our rental documents to reflect the new key card system as well as having a key drop box installed on the outside of the senior center for people to drop key cards into after their event. This is one less step (returning the key during operating hours which limits when they can drop their key off) for renters to worry about. Renters can lock up the facility, drop their key into the drop box and await their refundable deposit to be mailed upon facility inspection. So much easier for all!
8. Rivergate Pharmacy and Pine River Senior Center will put on another fall vaccine clinic (October). We have been able to provide a vaccine clinic in the spring and fall for our community and it has been a great benefit to our senior population because it saves them a trip to Durango or elsewhere. Our previous clinic was in March 2024 and we had about 20 folks sign up for various vaccines. With this, I am working with our Town Manager to create some sort of voucher program to provide assistance for the few folks who are not covered for specific vaccines (i.e. shingles, RSV, etc.). Typically these are folks who do not have (or cannot afford) the Medicare Advantage Plan or Part D.
9. And, lastly, in November and December we will host our Thanksgiving and Christmas lunch which always brings in LOTS of folks (typically between 80-90). I will be reaching out for volunteers to serve at both of these lunch services, so stay tuned!

Board Retreat / Workshop Priorities & Goals (in no particular order)

EAST SIDE INTERSECTION - where do we stand

- How can we get CDOT moving?
- This has been on the Board's, developers & CDOT's list for over 10 years - We need to move forward

STORM WATER
Dove Ranch DRAINAGE - Where are we on moving this forward? If we can work with current land owner we should do that now AND NOT WAIT. If this drainage is not a high priority for storm water we should still acquire the land if available

PLANNING & LAND USE - How can we make it more affordable for developers? How can we simplify the process? Affordable housing the way the County & Durango do it are cumbersome, expensive & time consuming, we need a better process.

Agenda - public comment period - answer questions

PARKS & REC - discussion about REC district? or other direction?

From: [Alexis Hartz](#)
To: [Katie Sickles](#)
Subject: Mayor Retreat Goal List
Date: Monday, April 29, 2024 9:23:42 PM

Hi Katie,

Here are my list of goals for discussion at the Mayor's Retreat:

1. Create and assign clear & specific goals and policies for the Town Manager to follow that align with the 2024-2026 Town Board vision and priorities.
2. Increase public participation in meetings (and Town Meetings/Info Sessions) and social media postings/surveys.
3. Use Citizens Task Forces when applicable and within legal guidelines (i.e. Budget Task Force, Home Rule, or Housing Deed Restrictions Task Force to: deep dive into specified accounts (TBD), collect bid info for 2025, make recommendations to staff & board, and assist with community outreach).
4. Explore and evaluate moving from Statutory to Home Rule Municipality.
5. Establish Home Page on Town Website for registered businesses, including directory.
6. Consider/create a Recreation District (including a Rec Center) to take to voters.
7. Build restroom at Little Piney Park near Hunter's Memorial where there is water connection already.
8. Reduce elective Budget Expenses by \$200k in 2025.

A couple other items:

I'm really sorry I wasn't able to stay through the entire Budget Orientation and review of ClearGov. May I have some of your time to finish the Budget Orientation and what's up with ClearGov? I'm available Thursday before 11 or after 3. Would either of those windows work for you? Otherwise it will have to be scheduled next week.

Also, I didn't see anything in my inbox for the training in Mancos. Would you please re-forward the invitation/meeting info?

Thank you.

Alexis
602-882-0882

Kat Katsos

- Understood, can you confirm regarding Eastside Intersection that it's in CDOTs pipeline and therefore we'll know once it has moved through? I'm looking to confirm my information from past meetings.
- What is the status of the Planning Commission vacancies?
- I believe I last heard that the town was waiting on a report regarding the town's coverts, retention pods, etc along with an estimate to repair or upgrade. If I have that right, can you let me know.
- What are the pros and cons to establishing a Special District? I understand it is quite cumbersome. I want to better understand how this process works.
- Do you know what the costs are for the town Waterman? When was the last repair, and what was it? When was a fee last assessed for the water access? Are you aware of what similar towns charge for their Waterman system?

Laura MacLaurin

My list of what I want to see for Bayfield:

- I want to the people who live in Bayfield and surrounds to have more input into the decisions we make.
- I want us to have more Town meetings and more informational meetings open to all citizens.
- I want to see us emphasize our agricultural roots more and encourage local agricultural businesses to come here and have some Agricultural tourism attractions.
- I want the " Harrison farm " to be restored as a Heritage Farm.
- more transparency in the budget process.
- I want housing built that is affordable for people in the Pine River Valley. I DO NOT Want to be a bedroom community or suburb for Durango!

That will do for a start. I Don't have my town tablet up and running yet, so please use my personal email a little longer. [Sent from Yahoo Mail for iPhone](#)

Brenna Morlan

2024 Goals

ID	Priority#	Description	Expenditure	Estimated Exp	Funding Strategy	Staff Burden	Next
A	1	Water Conservation	Rethink Town Hall Turf and map out a water wise plan	\$TBD	Grants	High	Education and How to Start
B	2	Housing	Work Force and Affordable Housing, Cinnamon Heights 12-41 and RHA	\$2,800,000	Federal and State Housing Grants	High	Infrastructure 2024
C	3	Retain & Recruit	Adequate staffing including SRO, Working CAD and retention incentives	Provide Housing Options	General Fund Revenue	High	Strategic Plan
D	4	Implement Joe Stephenson by Engineering Phase I Park Master Plan	Engineering	\$455,775	Rodeo type Foundation Grants/Vendors, General Fund Revenue	High	Coordinate with Arena Association and Apply for GOCO grant
E	5	Stormwater Management	Finalize Plan	\$175,000	Enterprise Fees, USDA and DOLA	High	Fee Structure
F	NA	Evaluate Town Hall & Senior Center HVAC	Replace or Upgrade Heating and Cooling Technology	\$TBD	1st Step Energy Performance Contracting	Low to Medium	TBD
G	NA	Clearnetworx/Deeply Digital Broadband	Finalize Installation	\$TBD	Close DOLA Grant	Medium	2024
H	NA	SGM Finalize Asphalt Management Plan	Street preservation, repair and replacement	\$TBD	Ongoing adequate Street Fund budget	Medium	Ongoing
I	NA	Update Land Use Codes per Comp Plan	Public Meetings and Hearings	\$TBD	Planning Commission and Board of Trustees	Medium	Keep current
J	NA	Mill Street Revitalization,	Start Planning	\$TBD	CDOT Main Street Revitalization	Medium	Ongoing
K	NA	Tree Board Goals	Community Pathways, Tree Inventory, Tree Education Events, Arbor Day	\$TBD	Tree Board, Colorado State Forester Interns, FLC, Parks & Rec	Medium	Ongoing

From: [Matt nyberg](#)
To: [Katie Sickles](#)
Subject: Retreat
Date: Tuesday, April 30, 2024 2:40:49 PM

Good afternoon,

I hope this email finds you well. Listed below are items you can add to your agenda for the retreat.

1. Current Street priorities
2. Working with community non-profits
3. Upcoming summer events
4. Progress working with school district officials on Oak Drive
5. Storm water run-off problems/solutions

If you have any questions feel free to contact me.

Matthew

From: [Cash Snooks](#)
To: [Katie Sickles](#)
Subject: List
Date: Monday, April 29, 2024 3:34:49 PM

1. Is there anything we can do about property tax for the residents of bayfield?
2. update on the plan for cinnamon heights
3. what direction would the board like to see mill street go?



1199 Bayfield Parkway ◦ P.O. Box 80 ◦ Bayfield, CO 81122 ◦ (970) 884-9544

MEMORANDUM

TO: THE HONORABLE MAYOR AND BOARD OF TRUSTEES
FROM: KATHLEEN SICKLES, TOWN MANAGER
SUBJECT: FORMATION OF A SPECIAL DISTRICT + PINE RIVER LIBRARY DISTRICT
DATE: 4/30/2024

Goal of the 2023 Sales Tax Ballot:

Currently a 1% Sales Tax is approximately \$590,000;

- a. 40% - \$236,000 - Expanding Joe Stephenson Park and amenities, Developing a park south of Schiller Street and Creating recreational access to the Los Pinos,
- b. 40% - \$236,000 - Maintaining parks and trails,
- c. 5% - \$29,500 - Supporting the equestrian and livestock arena improvements,
- d. 15% - \$88,500 Assisting with the cost of cultural and community events, Enhancing services at the senior center, and Supplementing the cost of youth and adult recreation,

The 2023 Sales Tax Ordinance and Resolution Ballot Language are attached.

Special District: I attached DOLA’s Special District Formation Document.

La Plata County Assessor Info: I reduced the Assessor Mill Levy Info specific to Bayfield.

- Mill Levies by District
- 2201 or all taxing entities within the Town of Bayfield
- Town of Bayfield Assessed Valuation Certification

42665960	5.9500	0.00595000	\$	253,862.46	Town of Bayfield	9.50%
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Pine River Library District: The Library District is a good comparison model for the Board to understand a Special District and potential revenue. Property Tax (80%) as the major revenue generator and fees (20%) as minor revenue.

- Map of the Pine River Library District
- Pine River Library Assessed Valuation Certification (In Town is provided below.)

42665960	4.0000	0.00400000	\$	170,663.84	Pine River Library District	6.38%
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- Pine River Library Budget that outlines Property Tax Revenue

Property Tax VS Sales Tax: I am aware of the discussion regarding a Recreation District verses a Sales Tax within the community. The key ingredient to a District is a Service Plan and Property Tax that provides revenue to fulfill the Service Plan. Although the Sales Tax was initiated for Bayfield specific recreation, a service plan acceptable to a region similar to the library district may involve additional recreation and park amenities outside of Bayfield. The Special District would have a separate board from the Town Board of Trustees. In my experience sales tax is usually easier for the public to consider. Property tax on the other hand, especially reducing property tax has been the focus of the Colorado legislature and is usually more difficult for the public considering it is one or two large amounts a year versus the small percentage on purchases throughout the year. I have worked with two successful Special District formation groups and I felt that this information would be valuable for the Board and public.

ORDINANCE 494

AN ORDINANCE OF THE TOWN OF BAYFIELD, COLORADO AMENDING ARTICLE II OF CHAPTER 14 CREATING AN ADDITIONAL ONE PERCENT TOWN SALES TAX AND PLEDGING SUCH ADDITIONAL SALES TAX TO THE TOWN OF BAYFIELD ONE PERCENT SALES TAX WITH SUCH AMOUNTS TO BE PLEDGED TO THE GENERAL FUND FOR PARKS, CULTURE AND HERITAGE, SUBJECT TO THE APPROVAL OF THE AMENDMENTS CONTAINED HEREIN BY THE REGISTERED ELECTORS OF THE TOWN.

WHEREAS, the Board of Trustees have determined that Parks, Culture and Heritage are important to the community; and

WHEREAS, the Board of Trustees have recognized;

- a. Expanding Joe Stephenson Park and amenities,
- b. Developing a park south of Schiller Street,
- c. Creating recreational access to the Los Pinos,
- d. Maintaining parks and trails,
- e. Supporting the equestrian and livestock arena improvements,
- f. Assisting with the cost of cultural and community events,
- g. Enhancing services at the senior center, and
- h. Supplementing the cost of youth and adult recreation,

is beneficial to the health and well-being of the Bayfield community.

WHEREAS, the Board of Trustees have adopted the latest Park Master Plan that illustrates several recreational amenities that is desired by the community; and

WHEREAS, the arena adjacent to the Park development is significant to Bayfield's ranching heritage; and

WHEREAS, senior service and recreation revenue and cultural and heritage event fees do not cover expenditures of the Town; and

WHEREAS, the Board of Trustees has determined that a one percent increase in the Town's sales tax will generate park, cultural and heritage resources per the community's desire; and

WHEREAS, the Board of Trustees desires to pledge the funds generated from the sales tax increase proposed herein to the general fund to be used solely for parks, culture and heritage; and

WHEREAS, the provisions of this Ordinance shall not become effective unless and until this Ordinance is approved by the registered electors of the Town; and

WHEREAS, the Board desires to submit the question of the approval or disapproval of

the provisions of this Ordinance to the registered electors of the Town at the Coordinated La Plata County election scheduled for November 7, 2023.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD COLORADO AS FOLLOWS:

Article II, of Chapter 14 of the Code of the Town of Bayfield is amended as follows:

Section 14-18 is amended to read as follows: Section 14-18.

Imposition of sales tax.

There is hereby imposed on all sales of tangible property or taxable services a tax equal to four percent of the gross receipts, which four percent shall be the total of the one percent sales tax imposed by Ordinance no. 69, the one percent sales tax imposed by Ordinance no. 240, the one percent sales tax imposed by Ordinance no. 391 and the one percent sales tax imposed herein. The imposition of the sales tax on individual sales shall be administered and collected with schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.

Section 14-19 is amended to read as follows:

Section 14-19. Pledge of Revenues.

- (a) The revenues generated by the one percent sales tax imposed herein are hereby pledged to the Town of Bayfield Street Fund in section 14-20 (a), and such amounts shall be used for the purposes for which the Town of Bayfield Street Fund established by Ordinance no. 391.
- (b) Fifty percent of the revenues generated by the two percent sales tax that was in effect prior to the increase imposed herein shall continue to be pledged to the Town of Bayfield Sales Tax Capital Improvement Fund, which fund was established by Ordinance no. 162 of the Town of Bayfield, and such amounts shall be used for the purposes for which the Bayfield Sales Tax Capital Improvement Fund was established.
- (c) The revenues generated by the additional one percent sales tax imposed herein are hereby pledged to the Town of Bayfield General Fund created in section 14-20 (b) solely for Parks, Culture and Heritage.

Section 14-20 is amended to read as follows:

Section 14-20. Bayfield Street Fund and Parks, Culture and Heritage within the General Fund.

- (a) The Town of Bayfield Street Fund is established as a special fund of the Town for the purposes of receiving funds from the one percent sales tax imposed herein as provided in Section 14-19(a), or for receiving funds from any other source deemed appropriate from time to time by the Board of Trustees, and such funds shall be used solely for the purposes of street, traffic and transportation purposes, which shall include but not be limited to planning, designing, engineering, improving, paving, maintaining, and


constructing streets, roads, alleys, pedestrian and bicycle paths, parking areas or other similar street, traffic or transportation related projects. Funds may be expended from the Town of Bayfield Street Fund for any purpose which directly or indirectly benefits or supports any street, traffic or transportation project or improvement, including but not limited to expenditures for infrastructure or improvements of any kind; for administrative or support costs; for management, engineering, surveying, geotechnical, legal or other expert costs; for costs to acquire any property, easement or right of way; for costs to install or extend utilities or telecommunications; for costs for signage, lights, storm water and drainage improvements; for costs for landscaping or other similar improvements; and for public transit or transportation provided by the Town or a third party. The funds pledged to the Town of Bayfield Street Fund may also be used to finance the above described improvements by the issuance of bonds or other obligations of the Town, with the bonds or other obligations of the Town to be payable from the fund.

- (b) The Town of Bayfield General Fund Parks category is established as restricted revenues and expenditures for the purposes of receiving funds from the additional one percent sales tax imposed herein as provided in 14-19 (c), or for receiving funds from any other source deemed appropriate from time to time by the Board of Trustees, and such funds shall be allocated and used solely for the following distribution purposes,
- (1) Forty percent (40%) Expanding Joe Stephenson Park and amenities, developing a park south Schiller Street and creating recreational access to the Los Pinos,
 - (2) Forty percent (40%) Maintaining parks and trails,
 - (3) Five percent (5%) Supporting the equestrian and livestock arena improvements, and
 - (4) Fifteen percent (15%) Assisting with the cost of cultural and community events, enhancing senior services at the Pine River Senior Center, and supplementing the cost of youth and adult recreation.

Following approval by the registered electors as provided herein, the provisions of this Ordinance shall be effective on January 1, 2024.

ADOPTED AND TITLE ORDERED PUBLISHED THIS 5TH DAY OF SEPTEMBER 2023 AND APPROVED/DISAPPROVED BY THE VOTERS ON NOVEMBER 7, 2023.

Mayor:



Ashleigh Farkington

Attest:



Dustin Hayden, Town Clerk

RESOLUTION 584

A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO APPROVING THE BALLOT QUESTION TO BE SUBMITTED TO THE REGISTERED ELECTORS OF THE TOWN OF BAYFIELD COORDINATED LA PLATA COUNTY ELECTION ON NOVEMBER 7, 2023 ON THE ISSUE OF THE APPROVAL OF AN ADDITIONAL ONE PERCENT SALES TAX WITH SUCH AMOUNTS TO BE PLEDGED TO THE GENERAL FUND FOR PARKS, CULTURE AND HERITAGE.

WHEREAS, the Board of Trustees has adopted Ordinance number 494 at its regular meeting on September 5, 2023 regarding an additional one percent sales tax and the pledge of the proceeds of that additional sales tax to the Town of Bayfield General Fund; and

WHEREAS, the provisions of Ordinance number 494 shall not become effective until approved by the registered electors of the Town of Bayfield; and

WHEREAS, the Board of Trustees desires to submit the question of the approval of the provisions of Ordinance number 494 to the registered electors of the Town at the Coordinated La Plata County election on November 7, 2023; and

WHEREAS, the Board of Trustees desires to approve the specific ballot language to be submitted to the registered electors of the Town;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD, COLORADO AS FOLLOWS:

The following ballot question is hereby approved by the Board of Trustees and the ballot question shall be submitted to the registered electors of the Town of Bayfield at the Coordinated La Plata County election on November 7, 2023:

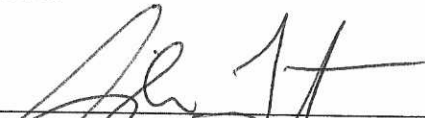
BALLOT QUESTION 1.A

“SHALL THE TOWN OF BAYFIELD'S TAXES BE INCREASED \$600,000.00 ANNUALLY FOR TWENTY YEARS (FIRST FULL FISCAL YEAR DOLLAR INCREASE) AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER BY AN ADDITIONAL ONE PERCENT (1%) SALES TAX, BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2043; PROVIDED THAT THE ADDITIONAL SALES TAX AUTHORIZED HEREIN SHALL BE APPROVED AND PLEDGED TO THE TOWN OF BAYFIELD GENERAL FUND TERMS STATED IN TOWN OF BAYFIELD ORDINANCE NO. 494, TO BE USED SOLELY FOR PARKS, CULTURE AND HERITAGE, AND SHALL SUCH INCREASE IN REVENUES AND ANY INVESTMENT INCOME THEREON BE COLLECTED, SPENT AND RETAINED AS A VOTER APPROVED REVENUE AND SPENDING CHANGE NOTWITHSTANDING THE LIMITATIONS OF ARTICLE X, SECTION 20 OF THE

COLORADO CONSTITUTION OR ANY OTHER LAW?


YES
NO”

INTRODUCED, APPROVED, and ADOPTED this 5th day of September, 2023, by the Board of Trustees of the Town of Bayfield, Colorado.



Ashleigh Tarkington, Mayor

ATTEST:



Dustin Hayden, Town Clerk

FORMATION AND STATUTORY RESPONSIBILITIES



COLORADO

Department of Local Affairs

Division of Local Government

SPECIAL DISTRICT ASSISTANCE

Department of Local Affairs
1313 Sherman Street, Room 521
Denver, Colorado 80203
303-864-7720
www.dola.colorado.gov

FORMATION AND STATUTORY RESPONSIBILITIES

Colorado Department of Local Affairs
1313 Sherman Street, Room 521
Denver, Colorado 80203
(303) 866-2156
www.dola.colorado.gov

INTRODUCTION

The following information is intended as general guidance on formation and subsequent reporting requirements of most special districts organized pursuant to Title 32, Article 1 of the Colorado Revised Statutes. **This is not a complete review of the Special District Act, and is not to be construed as legal advice. Any person considering the organization and ongoing responsibilities of a special district should obtain competent legal counsel.** All statutory citations refer to the most recent copy of the Colorado Revised Statutes, as amended in 2022 (with reference made to an Act signed in 2023, below).

Special Districts are often created to provide services outside a municipality, or within a municipality which does not provide certain services. Historically the majority of special districts were organized in unincorporated county land, but municipal special districts – particularly metropolitan districts -- have become more common.

This document provides general guidance regarding the formation of the following types of Special Districts.

Types of Title 32 Special Districts
<ul style="list-style-type: none">• Ambulance• Fire Protection• Health Assurance• Health Service• Metropolitan• Park and Recreation• Sanitation• Water• Water & Sanitation

FORMATION

COUNTY or MUNICIPAL APPROVAL

1. The organizers of a special district (petitioners) file a Service Plan with the county commissioners and the county clerk and recorder of each county in which the proposed district is located at least ten days prior to a regular meeting of the board of commissioners, as well as with the Division of Local Government and state auditor. A processing fee of no more than \$500.00 may be required to accompany the filing of the service plan to cover county costs. If the board of county commissioners determines a special review of the service plan is required, the board may impose an additional fee.

C.R.S. § 32-1-202(1) and (3)

If the proposed district is contained entirely within the boundaries of a municipality or municipalities (usually a single municipality), then a resolution of approval by the governing body of each municipality is required. All approval authority for the organization of such a district rests with the governing bodies of the municipalities in which the district is located rather than with the board of county commissioners.

C.R.S. § 32-1-203, 204.5; 204.7, 205; 207 and 208

2. The clerk and recorder must notify the Division of Local Government of the name and type of special district for which the plan has been received using the "Notice of Filing a Service Plan" (Form DLG 60) within five days after the filing of the plan.

C.R.S. § 32-1-202(1)

3. The board of county commissioners, at the next regular meeting, must set a date, within thirty days from that meeting date, for a public hearing on the plan. The board also must notify in writing the Division of Local Government, and each municipality and special district which has levied an ad valorem tax within the next preceding year and is within a radius of three miles of the proposed district ("interested parties"), of the date, time and place of the hearing.

C.R.S. § 32-1-202(1) and 204(1)

4. The Service Plan must include:
 - A description of the proposed services;
 - A financial plan showing how the proposed services are to be financed, including the proposed operating revenue from property taxes for the first budget year;
 - All proposed indebtedness for the district shall be displayed in a schedule showing the years in which the debt will be issued;
 - Preliminary engineering or architectural survey (if applicable);
 - A map of the district's boundaries;
 - An estimate of population and valuation for assessment;
 - Description of facilities to be constructed;
 - The standards of construction and service and their compatibility with such standards of nearby local governments;

- An estimate of costs (land acquisition, engineering and legal services, administrative services, proposed debt and interest rates, and other organizational and operational expenses);
- Any proposed intergovernmental agreements for services;
- Information showing that the criteria set out in C.R.S. § 32-1-203, are met, or such additional information as the Board of County Commissioners may require so as to meet those criteria; and
- For metropolitan districts, a maximum mill levy for any general obligation (G.O.) debt; and the maximum debt that may be issued by the district, as approved by the BOCC or municipality.¹

C.R.S. § 32-1-202(2)/204.5(3)

5. If there is a county (or municipal), or regional planning commission, review and comment is necessary before the board of county commissioners holds the public hearing.²

C.R.S. §32-1-204(2)

6. The county or municipality must publish notice of its hearing in a newspaper having general circulation within the proposed district, at least twenty days before the hearing, including a general description of the proposed district and an outline of the methods and procedures by which a property owner may petition for exclusion from the district.³

C.R.S. § 32-1-204(1)

7. The petitioners must send a letter notification of the hearing to all property owners in the proposed district not more than 30 days prior but not less than 20 days prior to the hearing. The notification must indicate date, time, and location, type of district and purpose of the hearing. The maximum mill levy, if any, which may be imposed by the proposed district, and procedures for the filing of a petition for exclusion. Exception to this mailing requirement may be made when the petitioners represent one hundred percent of the property owners.

C.R.S. § 32-1-204(1.5)

8. The board of county commissioners or municipal governing body may exclude territory from a proposed district prior to approval of the service plan. The petitioners shall have the burden of proving that such exclusion is not in the best interest of the proposed district. Any person desiring exclusion of property shall submit a request to the board of county commissioners no later than 10 days prior to the hearing on the service plan.⁴ The board of commissioners shall not

¹ Per SB23-110, this requirement goes into effect January 1, 2024.

² Health service, health assurance, and early childhood services districts shall not be delivered to the planning commission.

³ Except in the cases of health service, health assurance, or early childhood development service districts: The notice shall not include information regarding filing a petition for exclusion of territory

⁴ Except in the cases of health service, health assurance, or early childhood development service districts: The BOCC or municipal board shall not consider exclusion of property.

be limited in its action with respect to exclusion of territory based upon such requests.

C.R.S. § 32-1-203(3.5)

9. Within 20 days after completion of the hearing, the board of county commissioners or municipal governing body must notify the petitioners in writing of its action, which may include:

- Full approval of the service plan;
- Disapproval with specific, detailed reasons for the disapproval; and
- Conditional approval, subject to the submission of changes, modifications or additional information, including the reasons for the conditions.

C.R.S. § 32-1-203(1); 204(4)

10. The board of county commissioners or municipal governing body shall disapprove the service plan unless evidence satisfactory to the board of each of the following is presented:

- There is sufficient existing and projected need for organized service in the area to be serviced by the proposed special district;
- The existing service in the area to be served by the proposed district is inadequate for the present and projected needs;
- The proposed special district is capable of providing economical and sufficient service to the area within its proposed boundaries; and
- The area to be included in the proposed district has, or will have, the financial ability to discharge the proposed indebtedness on a reasonable basis.

C.R.S. § 32-1-203(2)

11. In addition, the board of county commissioners or municipal governing body may disapprove a service plan if evidence satisfactory to the board is not presented for any of the following:

- Adequate comparable service is not, or will not be, available to the area through other existing local governments within a reasonable time;
- The facilities and service standards of the proposed district are compatible with those of the county where the district is located and with those of each municipality identified as an "interested party";
- The proposal is in substantial compliance with a county master plan;
- The proposal is in compliance with any water quality management plan for the area; or
- The creation of the district will be in the best interest of the area to be served.

C.R.S. § 32-1-203(2.5)

12. If the service plan is approved, the board of commissioners or municipal governing body shall issue a resolution of approval. A resolution of approval of the service plan is required from each county in which the proposed district is located, or each municipality in which the district is wholly contained.

C.R.S. § 32-1-205

13. If the board of county commissioners or municipal governing body fails to approve the service plan, the petitioners may request judicial review. If the court determines that the county action was arbitrary, capricious or unreasonable, the court shall remand the matter back to the board of county commissioners or the governing body of the municipality for further action with specific direction. Interested parties can also request such review if the county does approve the service plan.

C.R.S. § 32-1-206

14. After approval of a district's service plan, any material modifications to that plan must be approved by the board of county commissioners before such modifications can be effected.

C.R.S. § 32-1-207(2)

15. No legal action may be brought to prohibit any activity as a material departure from the service plan of the district unless such action is brought within 45 days of the district's publication of notice of intent to undertake such activity.

C.R.S. § 32-1-207(3)(b)

DISTRICT COURT

1. After approval of the service plan by the board of county commissioners or municipal governing body, the petitioners file a petition for organization signed by not less than thirty percent or two hundred (whichever is less) of the taxpaying electors of the proposed district in district court. The petition must include:

- The type(s) of service(s) to be provided by the proposed special district;
- The name of the district;
- A description of the facilities and improvements to be constructed, installed or purchased for the district;
- A statement as to whether or not the proposed district lies wholly or partly within another district or municipality;
- The estimated cost of the proposed facilities and improvements;
- The estimated property tax revenues for the district's first budget year;
- A general description of the boundaries with such certainty as to enable a property owner to determine whether or not his property is within the district;
- If selected by the petitioners, a general description of the boundaries of director districts;
- The petition must be accompanied by a resolution approving the service plan (see above # 11), unless the service plan has been approved by the court;
- A request for the organization of the district; and
- Any proposition to issue general obligation bonded indebtedness or questions to implement section 20 of Article X of the Colorado Constitution. The petition must be accompanied by the resolution approving the service plan, see #1 and #12 under "county approval."

C.R.S. § 32-1-301

2. The petitioners must file a bond or cash deposit with the court sufficient to pay all expenses of the proceedings if the district is not successfully organized. During the proceedings, the court may determine that additional bond/cash deposit amounts will be required.

C.R.S. § 32-1-302

3. Upon receipt of a petition for organization, the court must set a date and place (between twenty-one and forty-two days after the filing) for a hearing thereon. The clerk of the court must publish notice of the hearing in a newspaper having general circulation within the proposed district; the notice must indicate the boundaries and purposes of the district and the time and place of the hearings of the petition. A copy of that notice must be mailed to the board of county commissioners in each county in which the proposed district is located and to the "interested parties" who were eligible for notice of judicial review provision (see #11 under county approval).

C.R.S. § 32-1-304

4. No later than ten days before the hearing day any owner of real property may file a petition with the court to have his/her property excluded from the district. Upon hearing the petition for organization, the court shall consider all petitions for exclusion and objections thereto and may then order the exclusion of petitioned property.⁵

C.R.S. § 32-1-305(3)

5. If the petition for organization is found to have conformed to all legal requirements, then the court shall order an election held on the question of organization of the proposed district, in accordance with the Uniform Election Code.

C.R.S. § 32-1-305(4), 32-1-304.5(5)

6. At such election each voter shall vote on the question of organization and for five, or seven, electors of the district who will constitute the board of the district, if organized.

C.R.S. § 32-1-305(5)

At any election for the organization of a new special district, the court shall also order the submission of the proposition of issuing general obligation bonds or creating other general obligation indebtedness or any question or questions necessary to implement section 20 of article X of the state constitution as applied to the new special district, if the petition filed pursuant to section 32-1-301 requests that such questions be submitted at the organizational election.⁶

⁵ Except the court shall not hold a hearing or provide this notice for health service or health assurance districts.

⁶ If the organizational election includes ballot issues concerning the creation of any debt or other financial obligation, C.R.S § 1-7-908 details mandatory notice requirements. In addition, C.R.S. § 1-13.5-1408 provides for the contesting of such elections where the notice is not properly given or if it contains any material misstatement of the information statutorily required.

7. If the voters approve the organization of the district, the court shall declare the district organized (

C.R.S. § 32-1-305(6).

The declaration of organization of a special district is final and not subject to appeal, except by the State of Colorado. The attorney general may, within thirty-five days, file a "quo warranto" action to appeal the organization of such a district

C.R.S. § 32-1-305(7)

8. Within thirty (30) days of organization, the district must file certified copies of the court order organizing the district and a copy of the approved service plan with the county clerk and recorder of each county in which the district is located. The court order, approved service plan and a map of the special district must be filed with the **Division of Local Government**. A map of the special district must be filed with the county assessor of each county in which the district extends. Thereafter, a current, accurate map must be on file with the division and county assessor(s) on or before January 1, of each year.

C.R.S. § 32-1-306

9. No organization is effective until the court order is recorded by the county clerk and recorder(s). A certified copy of notice of such action to the assessor must be filed with the Division of Local Government.

C.R.S. § 32-1-105

PROPERTY TAXATION REQUIREMENTS

1. If the district intends to levy a tax for the calendar year in which it is organized, evidenced by court order creating the district, then the district must provide by July 1 the following to the assessor and Board of County Commissioners in each county in which the district is located:
 - A notice of organization;
 - An official notice that a tax will be levied that year;
 - A copy of the legal description of the district; and
 - A map of the district.

C.R.S. § 39-1-110

REPORTING AND COMPLIANCE: See annual [Compliance Calendar](#)

- OFFICIAL CONTACT
 - For filing and compliance purposes, each district must identify to the division:
 - The name of the district's contact person;
 - The business address; and
 - The telephone number;

BUDGET

1. Each district must adopt a budget subsequent to public notice of, and public hearing on, such budget by December 31st of each year. If levying a tax, the board of directors must adopt a budget before certification of the mill levy (December 15). Failure to adopt the budget by the deadline results in 90% of the current year appropriation for operation and maintenance purposes is deemed appropriated.

C.R.S. § 29-1-108(2) and 29-1-108(3)

2. A certified copy of such adopted budget must be submitted to the Division of Local Government by January 31st of the budget year. Failure to file a certified copy of the adopted budget may result in the Division authorizing the county treasurer to withhold tax revenue until it is filed.

C.R.S. § 29-1-113

3. The budget must conform to a number of statutory requirements. A summary of these requirements are provided in the document titled Budget Requirements [linked here](#).

4. After adoption, the budget must be used in conjunction with regular financial reports for comparison to actual revenues and expenditures. The budget officer or staff must keep records of all expenditures and file copies of resolutions or ordinances that affect appropriations.

C.R.S. § 29-1-114

5. The State of Colorado's Constitution was amended November 4, 1992 to incorporate the Taxpayer's Bill of Rights, which causes local governments to be limited in spending and revenue activities. It is prudent that local governments do long range planning concerning budgeting and finance which includes the requirements specified in TABOR, Art. X Sec. 20 of the State Constitution.

AUDITS

1. An annual audit of the financial affairs of the district must be completed by every District by June 30 and filed with the Office of the State Auditor by July 31.

C.R.S. § 29-1-603

2. A district that has annual revenues or expenditures of less than \$750,000 may apply to the Office of the State Auditor for an **exemption** from audit. The exemption is not automatic, it must be granted. Such request for exemption must be filed by March 31. Such application is in the form of a financial report, and failure to file this report causes the district to lose its exemption for that year and the following year. Contact the State Auditor at 303-869-2800.

C.R.S. § 29-1-604

3. Failure to file a certified copy of the audit can result in the state auditor authorizing the county treasurer to withhold tax revenues or an audit to be made at the expense of the local government.

C.R.S. § 29-1-606(5)

NOTICE TO ELECTORS (a.k.a. TRANSPARENCY NOTICE)

1. An annual notice to electors must be provided within the 60 days proceeding January 15th of each year. The notice is required to include the following:
 - The address and telephone number of the business office of the special district.
 - The name and business number of the manager or other primary contact person for the special district.
 - The names of board members including designation which offices will be on the next regular election ballot.
 - The times and places designated for regularly scheduled board meetings for the year.
 - The current mill levy of the special district and the property tax revenue received by the district during the last year.
 - The date of the next regular special district election for district board members.
 - Information on the procedure and time for an eligible elector to submit a self-nomination form for the next regular election.
 - A statement explaining that a request for permanent mail-in voter status can be obtained by the county clerk and recorder, or online from the Colorado Secretary of State, and that the form can be returned to the clerk and recorder of the county in which the district is located.
 - The address of any website on which the district's election results will be posted.
2. The notice must be provided in accordance with 32-1-809(2), and
3. Filed with the BOCC, county assessor, county treasurer, county clerk and recorder, any municipality wherein the district is located, and the division of local government.

§32-1-809, §32-1-104(2)

ELECTIONS

1. Organizational elections for districts are ordered by the court. The first board of directors is elected if the question for the organization is approved.

C.R.S. § 32-1-305.5(5).

2. For a five-director district, two (2) directors terms last until the subsequent regular election, and the other three (3) directors' terms will expire at the second regular election date. For seven member districts, it is three (3) at the first, four (4) at the second.

C.R.S. § 32-1-305.5(2)

3. The organizational election is court-ordered, but generally will fall on regular or special election dates set in statute. However, TABOR issues may only be posed to voters at the time of the biennial May election in odd-numbered years, or at the date of any November election (see #4 & 5).

C.R.S. § 32-1-805

4. Regular special district elections must be held on the Tuesday succeeding the first Monday of May in every odd-numbered year.⁷

C.R.S. § 1-13.5-111(1)

5. Special elections may be held only on the first Tuesday after the first Monday in February, May, October, or December of any year; except that ballot issue elections may be held only on the date of a state general election, biennial local district election, or on the first Tuesday in November of odd-numbered years. A ballot issue election that is not part of an organizational election must be conducted either as part of a coordinated election or in accordance with part 11 of this article.

C.R.S. 1-13.5-111(2)

6. After a district is formed, an election manual for special districts is published biennially by the Division of Local Government and made available to each special district no later than January 15th in odd numbered years. This is found on the election webpage at dola.colorado.gov/sd-elections.⁸

C.R.S. § 1-1-108

MAPS

1. Each special district must maintain a current, accurate map of the boundaries of the district, and shall provide for such map to be on file with the county assessor in each county in which the special district extends, and with the Division of Local Government on or before January 1 of each year.

C.R.S. § 32-1-306

ANNUAL REPORT

Commencing 2023 for the 2022 calendar year, any special district created after July 1, 2000, shall file an annual report not later than October 1 of each year unless waived or requested at an earlier date by the governing body that approved the service plan.

The annual report must be filed electronically with the district's governing body, the, service plan-approving body or new jurisdiction if this has changed due to municipal

⁷ Beginning May 2, 2023. Prior to that year, regular elections were May of even-numbered years.

⁸ The Uniform Election Code statute has not been updated to reflect odd year regular elections.

annexation, county clerk and recorder, county assessor, the division of local government, and the state auditor, The annual report must also posted to the district's website.

The annual report must include, but is not limited to:

- Boundary changes made;
- Intergovernmental agreements entered into or terminated with other governmental entities;
- Access information to obtain a copy of rules and regulations adopted by the board;
- A summary of litigation involving public improvements owned by the special district;
- The status of the construction of public improvements by the special district;
- A list of facilities or improvements constructed by the special district that were conveyed or dedicated to the county or municipality;
- The final assessed valuation of the special district as of December 31 of the reporting year;
- A copy of the current year's budget;
- A copy of the audited financial statements, if required by the "Colorado Local Government Audit Law", part 6 of article 1 of title 29, or the application for exemption from audit, as applicable;
- Notice of any uncured defaults existing for more than ninety days under any debt instrument of the special district; and
- Any inability of the special district to pay its obligations as they come due under any obligation which continues beyond a ninety-day period.

C.R.S. § 32-1-207(3)(c)

The State Auditor shall review the annual report and report any apparent decrease in the financial ability of the district to discharge its existing or proposed indebtedness in accordance with the service plan to the Division which shall confer with the district and the county or municipal governing body.

C.R.S. § 32-1-207(3)(d)

If the district fails to submit the requested annual report within nine months of the date of the request, the board of county commissioners of the governing body of any municipality in which the district is located may notify any county treasurer holding moneys of the district to prohibit release of such moneys until the report is submitted.

C.R.S. § 32-1-209

DEBT

NON-RATED SECURITIES REPORTING REQUIREMENTS

If a special district has securities outstanding which are non-rated and which were issued to the public, for an amount of not less than \$1 million, and for a term of more than one year payable beyond the next year, then that district must file an annual report

with the Division of Local Government using its Form DLG 30. This report must be filed within sixty days following the end of the fiscal year.

C.R.S. § 11-58-101, et seq.

LIMITATION ON GENERAL OBLIGATION DEBT

A special district shall not issue general obligation debt in a principal amount that exceeds, at the time of issuance, the greater of two million dollars or fifty percent of the assessed valuation of the taxable property in the district, except for debt which is:

- Rated in one of the four highest investment grade rating categories by one or more nationally recognized rating agencies;
- Specifically ordered by a federal or state regulatory agency to bring the district into compliance with applicable laws or regulations for the protection of the public health or the environment;
- Secured as to payment by a letter of credit, line of credit or other credit enhancement issued by a depository institution meeting specific criteria; or
- Issued to financial institutions or institutional investors.

C.R.S. 32-1-1101(6)(a)

ISSUANCE OF GENERAL OBLIGATION BONDS

If the issuance of general obligation bonds is approved at an election, the board shall be authorized to issue such bonds for a period not to exceed the later of five years following the date of the election or, for a period not to exceed twenty years following the date of the election if the issuance of such bonds is in material compliance with the financial plan set forth in the service plan, as that plan may be amended from time to time, or in material compliance with the statement of purposes of the special district.

After the specific period has expired, the board shall not be authorized to issue bonds which were authorized but not issued after the initial election unless the issuance is approved at a subsequent election.

C. R. S. § 32-1-1101(2)

RECORDING NOTICE OF AUTHORIZATION OR INCURRANCE

A special district shall record with the county clerk and recorder in each county in which the district is located a notice of having authorized or incurred debt. The notice is on a form prescribed by the Division of Local Government (Form DLG 32) and must be recorded within thirty days after authorizing or incurring the debt. The division requests a copy of the form.

C.R.S. § 32-1-1604

QUINQUENNIAL FINDING OF REASONABLE DILIGENCE

In every fifth calendar year after the year in which a special district's voters approved incurrence of general obligation indebtedness, the board of county commissioners or municipal governing body **may** require the district to file an application for a quinquennial (five-year) finding of reasonable diligence. The application shall set forth the district's authorized and unissued general obligation (g.o.) debt, current or anticipated plan to issue such debt, a copy of the district's audit or audit exemption application, and any information the county or municipal governing body requires relevant to making the following determinations:

- a. the implementation of the service plan or the financial plan **will result** in the timely and reasonable discharge of the district's general obligation debt. Upon such a finding, the county or municipal governing body **shall grant** a continuation of the authority for the board to issue any remaining authorized g.o. debt.
- b. the implementation of the service plan or the financial plan **will not result** in the timely and reasonable discharge of the district's g.o. debt and that such implementation will place property owners at risk for excessive tax burdens to support the debt service. Upon such a finding, the county or municipal governing body **shall deny** a continuation of the authority of the board to issue any remaining authorized g.o. debt.
- c. the implementation of the service plan or the financial plan **will not result** in the timely and reasonable discharge of the district's g.o. debt. Upon such finding, the county or municipal governing body **shall require** the district to submit amendments or modifications to such plans as a precondition to a finding of reasonable diligence.

C.R.S. § 32-1-1101.5 (1.5), (2)

2023 La Plata County Mill Levies by Tax Authority

AuthID	Name	Net Levy
11	ANIMAS MOSQUITO CONTROL	1.400
38	ANIMAS-LA PLATA WATER CON	0.353
70	ASPEN TRAILS METRO DIST BOND	0.000
67	ASPEN TRAILS METRO DISTRICT	5.000
7	BAYFIELD (TOWN OF)	5.950
60	BAYFIELD SCHOOL DIST BOND	12.470
5	BAYFIELD SCHOOL DISTRICT	19.107
55	DGO CONF CENTER BID	2.000
52	DGO HILLS ROAD IMPROV DIS	17.765
14	DGO WEST METRO #2 BOND	0.000
78	DGO WEST METRO #2 OPERATING	0.000
8	DURANGO (CITY OF)	5.007
77	DURANGO FIRE PROTECTION DIST	8.200
59	DURANGO SCHOOL DIST BOND	5.776
4	DURANGO SCHOOL DISTRICT	18.809
13	DURANGO WEST METRO #1	0.000
41	EDGEMONT RANCH METRO	7.874
72	EDGEMONT RANCH METRO BOND	0.609
47	EL RANCHO FLORIDA METRO	19.943
82	EL RANCHO FLORIDA METRO BOND	0.000
98	ELEVATION PARK METRO DIST	18.000
100	ELEVATION PARK METRO DIST BOND	53.000
935	FLORIDA A WATER MISC FEE	96.099
933	FLORIDA A WATER SPEC ASMT	3.901
936	FLORIDA B WATER MISC FEE	87.949
934	FLORIDA B WATER SPEC ASMT	12.051
15	FLORIDA MOSQUITO CONTROL	0.700
16	FLORIDA WATER CONSERVANCY	0.053
17	FOREST LAKES METRO DISTRICT	35.524
102	FOX FIRE SUBDISTRICT OF THE LA PLATA ARCHULETA WATER DISTRICT	0.000
103	FOX FIRE SUBDISTRICT OF THE LA PLATA ARCHULETA WATER DISTRICT BOND	31.500
39	FT. LEWIS MESA FIRE PROTECTION	11.796
40	HERMOSA SANITATION	0.000
9	IGNACIO (TOWN OF)	4.841
53	IGNACIO COMM LIBRARY DIS	1.500
83	IGNACIO SCHOOL DIST BOND	9.000
6	IGNACIO SCHOOL DISTRICT	8.404
20	IGN-OX-ALLISON CEMETERY	0.244
109	L & M SUBDISTRICT BOND OF TAMARRON METRO DIST	0.000
108	L & M SUBDISTRICT OF TAMARRON METRO DIST	0.000
84	LA PLATA ARCHULETA WATER DIST BOND	0.000
79	LA PLATA ARCHULETA WATER DISTRICT	5.000
1	LA PLATA COUNTY GENERAL	7.115
57	LA PLATA COUNTY HUMAN SVS	0.675
56	LA PLATA COUNTY R & B	0.710

21 LA PLATA WATER CONSERVANC	0.295
46 LOMA LINDA SANITATION	0.000
45 LOS PINOS FIRE PROTECTION	9.500
90 LPC PALO VERDE PUB IMP DIST NO 3	0.057
91 LPC PALO VERDE PUB IMP DIST NO 3 BOND	10.151
37 MONTEZUMA DOLORES COUNTY METROPOLITAN REC DIST	0.777
24 PINE RIVER CEMETERY	0.150
25 PINE RIVER LIBRARY	4.000
26 PURGATORY METRO	27.313
62 PURGATORY METRO BOND	0.000
80 PURGATORY METRO SUBDIST	15.000
81 PURGATORY METRO SUBDIST BOND	0.000
104 SKYVIEW SUBDISTRICT OF THE LA PLATA ARCHULETA WATER DISTRICT	0.000
105 SKYVIEW SUBDISTRICT OF THE LA PLATA ARCHULETA WATER DISTRICT BOND	0.000
42 SOUTH DURANGO SANITATION	0.000
99 SOUTHWEST LA PLATA LIBRARY DISTRICT	1.500
3 SOUTHWESTERN WATER CONSV	0.347
95 SUNDANCE/FARRADAY SUBDIST NO 1 OF LA PLATA ARCH WATER DIST	0.000
97 SUNDANCE/FARRADAY SUBDIST NO 1 OF LA PLATA ARCH WATER DIST BOND	14.040
76 TAMARRON METRO BOND	42.152
66 TAMARRON METRO DISTRICT	14.810
73 THREE SPRINGS METRO DIST NO 1	6.056
85 THREE SPRINGS METRO DIST NO 1 BOND	54.502
74 THREE SPRINGS METRO DIST NO 2	51.067
75 THREE SPRINGS METRO DIST NO 3	0.000
93 THREE SPRINGS METRO DIST NO 4	5.209
101 THREE SPRINGS METRO DIST NO 4 BOND	46.884
86 TWIN BUTTES METRO DIST NO 1	0.000
87 TWIN BUTTES METRO DIST NO 2	20.000
92 TWIN BUTTES METRO DIST NO 2 BOND	50.000
88 TWIN BUTTES METRO DIST NO 3	20.000
96 TWIN BUTTES METRO DIST NO 3 BOND	50.000
89 TWIN BUTTES METRO DIST NO 4	60.000
94 TWIN BUTTES METRO DIST NO 4 BOND	50.000
29 UPPER PINE RIVER FIRE	10.900
71 UPPER PINE RIVER FIRE BOND	1.238
107 UTE PASS WATER DIST BOND	6.816
106 UTE PASS WATER DISTRICT	0.000
69 VAN DEN BERG METRO DIST	0.000

Mill Levies by District

As of 12/31/2023

Tax Districts

1323 - TAX AREA 1323

Authority	Mill Levy
001 - LA PLATA COUNTY GENERAL	7.1150
003 - SOUTHWESTERN WATER CONSV	0.3470
004 - DURANGO SCHOOL DISTRICT	18.8090
038 - ANIMAS-LA PLATA WATER CON	0.3530
056 - LA PLATA COUNTY R & B	0.7100
057 - LA PLATA COUNTY HUMAN SVS	0.6750
059 - DURANGO SCHOOL DIST BOND	5.7760
066 - TAMARRON METRO DISTRICT	14.8100
076 - TAMARRON METRO BOND	42.1520
077 - DURANGO FIRE PROTECTION DIST	8.2000
108 - L & M SUBDISTRICT OF TAMARRON METRO DIST	0.0000
109 - L & M SUBDISTRICT BOND OF TAMARRON METRO DIST	0.0000
	98.9470

2201 - TAX AREA 2201

Authority	Mill Levy
001 - LA PLATA COUNTY GENERAL	7.1150
003 - SOUTHWESTERN WATER CONSV	0.3470
005 - BAYFIELD SCHOOL DISTRICT	19.1070
007 - BAYFIELD (TOWN OF)	5.9500
024 - PINE RIVER CEMETERY	0.1500
025 - PINE RIVER LIBRARY	4.0000
029 - UPPER PINE RIVER FIRE	10.9000
056 - LA PLATA COUNTY R & B	0.7100
057 - LA PLATA COUNTY HUMAN SVS	0.6750
060 - BAYFIELD SCHOOL DIST BOND	12.4700
071 - UPPER PINE RIVER FIRE BOND	1.2380
	62.6620

INFORMATION ONLY

Assessed Value In Town	Mill	Multiplier	Tax Revenue	Authority	Percent
\$42,665,960	7.1150	0.00711500	\$ 303,568.31	La Plata County General	11.35%
\$42,665,960	0.3470	0.00034700	\$ 14,805.09	Southwestern Water Conservation District	0.55%
\$42,665,960	19.1070	0.01910700	\$ 815,218.50	Bayfield School District	30.49%
\$42,665,960	5.9500	0.00595000	\$ 253,862.46	Town of Bayfield	9.50%
\$42,665,960	0.1500	0.00015000	\$ 6,399.89	Pine River Cemetery District	0.24%
\$42,665,960	4.0000	0.00400000	\$ 170,663.84	Pine River Library District	6.38%
\$42,665,960	10.9000	0.01090000	\$ 465,058.96	Upper Pine River Fire Protection District	17.39%
\$42,665,960	0.7100	0.00071000	\$ 30,292.83	La Plata County R & B	1.13%
\$42,665,960	0.6750	0.00067500	\$ 28,799.52	La Plata County Human Services	1.08%
\$42,665,960	12.4700	0.01247000	\$ 532,044.52	Bayfield School District Bond	19.90%
\$42,665,960	1.2380	0.00123800	\$ 52,820.46	Upper Pine River Fire Bond	1.98%
			\$ 2,673,534.39		100.00%

CERTIFICATION OF VALUATION BY
LA PLATA County COUNTY ASSESSOR

New Tax Entity? YES NO

Date 08/25/2023

NAME OF TAX ENTITY: BAYFIELD (TOWN OF)

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023 :

1.	PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$ 38,945,980
2.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$ 45,738,710
3.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$ 0
4.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$ 45,738,710
5.	NEW CONSTRUCTION: *	5.	\$ 755,670
6.	INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$ 0
7.	ANNEXATIONS/INCLUSIONS:	7.	\$ 132,670
8.	PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$ 0
9.	NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Φ	9.	\$ 0
10.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$ 0
11.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$ 79

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE LA PLATA County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023 :

1.	CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$ 455,516,300
ADDITIONS TO TAXABLE REAL PROPERTY			
2.	CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2.	\$ 7,003,100
3.	ANNEXATIONS/INCLUSIONS:	3.	\$ 185,660
4.	INCREASED MINING PRODUCTION: §	4.	\$ 0
5.	PREVIOUSLY EXEMPT PROPERTY:	5.	\$ 190,110
6.	OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$ 0
7.	TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$ 0

DELETIONS FROM TAXABLE REAL PROPERTY

8.	DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$ 0
9.	DISCONNECTIONS/EXCLUSIONS:	9.	\$ 0
10.	PREVIOUSLY TAXABLE PROPERTY:	10.	\$ 0

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

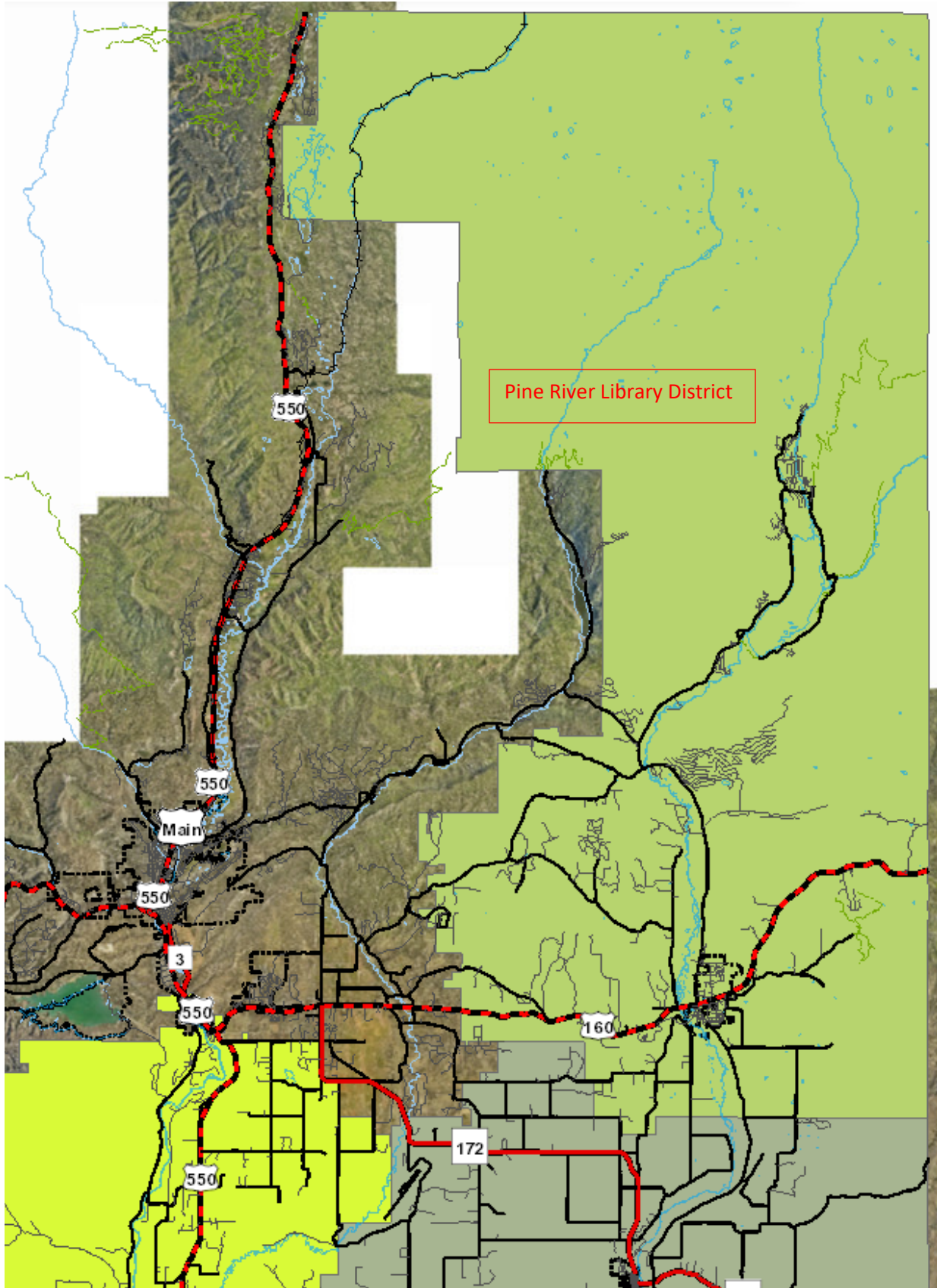
TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY **\$ 453,052,420**

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** **\$ 182,864**

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.



CERTIFICATION OF VALUATION BY LA PLATA County COUNTY ASSESSOR

New Tax Entity? [] YES [X] NO

Date 08/25/2023

NAME OF TAX ENTITY: PINE RIVER LIBRARY DISTRICT

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023 :

Table with 11 rows of valuation items and amounts, including Previous Year's Net Total Taxable Assessed Valuation, Current Year's Gross Total Taxable Assessed Valuation, Less Total TIF Area Increments, etc.

- † This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
~ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE LA PLATA County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023 :

Table with 7 rows of actual valuation items and amounts, including Current Year's Total Actual Value of All Real Property, Construction of Taxable Real Property Improvements, Annexations/Inclusions, etc.

DELETIONS FROM TAXABLE REAL PROPERTY

Table with 3 rows of deletion items and amounts, including Destruction of Taxable Real Property Improvements, Disconnections/Exclusions, Previously Taxable Property.

- † This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
* Construction is defined as newly constructed taxable real property structures.
§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$2,346,184,760

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** \$440,923

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

**Pine River Public Library District
Management's Discussion and Analysis
January 2024**

History and Background

In 1930, six members of the Bayfield Study Club formed the first Board of Directors of the Bayfield Public Library. In 1934, the Board purchased the old bank building on Mill Street for \$1,500 and began raising money to furnish the building and buy books. The Library ran solely on the efforts of volunteers until 1941 when the Town Clerk was paid to also act as Town Librarian. In 1972 the Pine River Public Library District was formed and property tax revenues were available to fund operations and services, and in 1976, a full-time librarian was hired. The Library operated in the old bank building on Mill Street in Bayfield until it moved to its present location on Bayfield Center Drive in March 2004. In 2010, the Board of Trustees voted to expand the facility. The project started in July of 2012 and was completed in February 2013. A garden and outdoor learning area was also added during 2013. In February 2014, the Pine River Public Library was named "Best Small Library in America" by *Library Journal*. In 2017, the Library partnered with the Town of Bayfield to build the Bayfield Library Park on the Library's one-acre parcel to the west of the library. The park was 86% financed through Grants from GOCO and the Colorado Health Foundation.

In 2018, the Library went to the District's voters for a 2.0 mill increase in property taxes to cover shortfalls in revenues due to increased operating costs and reduced production in oil and gas, this request failed.

In 2019, the Library went back to the District's voters for a 1.5 mill increase in property taxes and the issue passed bringing the total current mills to 4.0.

Today's 12,000 square foot Pine River Library is home to almost 40,000 items including books, audiobooks, public access computers, tablets, and more. The library includes more than 80 public computers, a Community Room, two smaller meeting rooms, a media hub, a children's imagination room, comfortable chairs for reading, and a large selection of books, magazines, audio and video materials, online databases, and downloadable media including audio, video, music, and e-books. Library staff also provide additional services such as: passport applications, notary services, hunting and fishing license applications, etc.

The management of the Pine River Library Public District offers readers this narrative overview and analysis of the financial activities of the Library for the fiscal year that ended December 31, 2023. The following information references preliminary figures. The Library's 2023 audit will be completed by July 31, 2024. Please read it in conjunction with the Library's financial statements, which are available on our website – www.prlibrary.org.

Financial Highlights for 2023

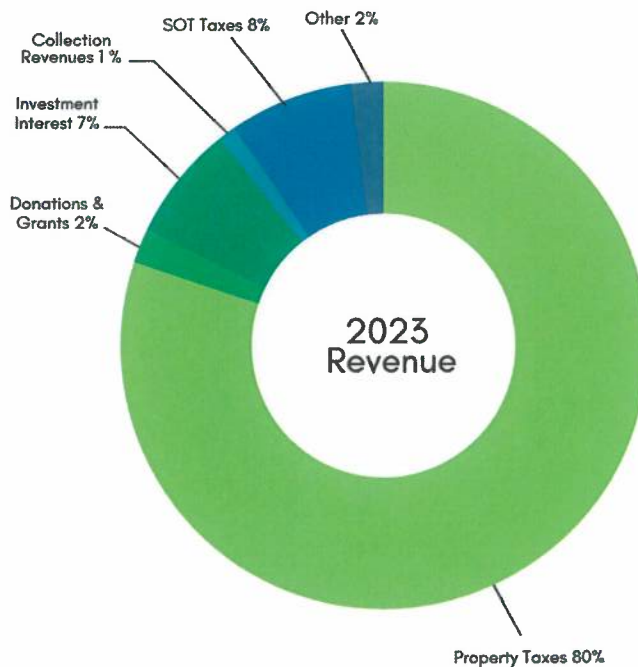
- The Library received \$22,740 in grants & donations
- Following some successful fundraisers by the Friends of the Library Pine River added a comprehensive Library of Things in 2023. The Friends made a donation of \$12,500 to launch this popular resource
- Reserves increased by \$251,607
- The Library spent \$5,400 on exterior painting of the property and a further \$17,871 on resurfacing the parking lot

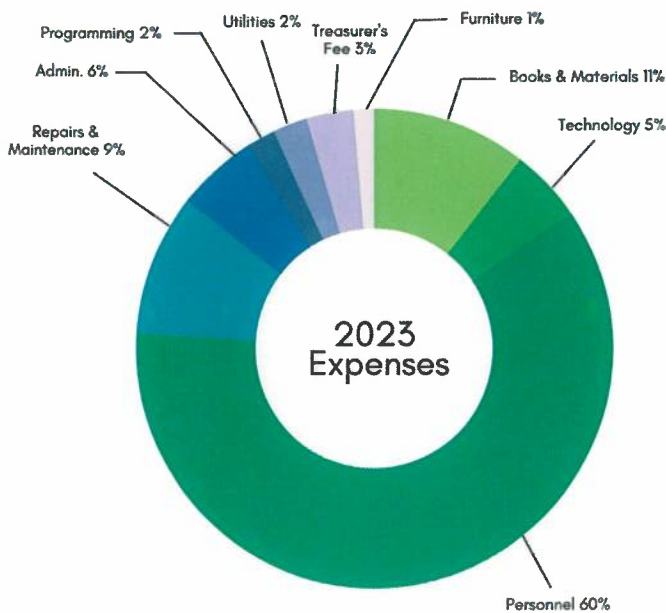
Government-wide Financial Analysis:

Most of the Library’s revenue is from property taxes. The Library’s assets are reflected in the investment in capital assets (buildings, books, furniture, fixtures, and equipment), a certificate of deposit, and COLOTRUST funds. The Library has the majority of its funds invested in COLOTRUST. The cash assets have helped to supplement revenue shortfalls and ensure the future financial health of the Library, but the funds should not be a regular resource for operational expenses. The Library sets aside: (1) 3% of the annual budget as required by TABOR law, (2) approximately 50% of its annual operating budget for emergency purposes, (3) \$700,000 for facility repair and improvement, (4) \$25,000 for staff educational funds, (5) \$300,000 as an inflationary reserve.

Revenue Sources

Property taxes are the most significant source of general revenues for the Pine River Library. Property taxes (\$860,244) accounted for 80% of total revenues (\$1,073,249). Specific ownership taxes (\$81,761), which are a type of property tax that consist of vehicle taxes collected by La Plata County were also a significant source of revenue, accounting for about 8% of total revenues. Grants and donations (\$22,740) made up 2% of the District’s income – and the remaining funds came from investment interest (7%), other taxes, and collection revenues.





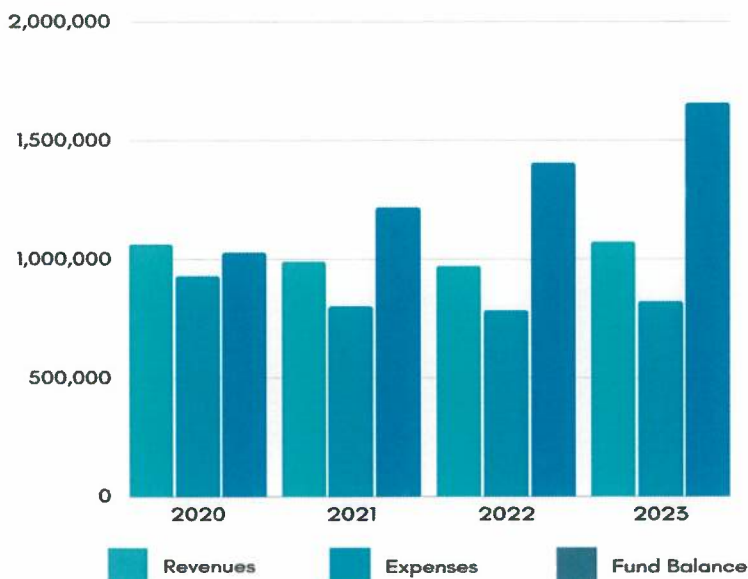
Library Expenditures

The largest proportion (60%) of the Library's expenditures consisted of personnel costs (wages, retirement, employee benefits, payroll taxes, etc.). Total expenditures in 2023 was \$821,642. This chart excludes depreciation expenses.

Financial Analysis of the Library's Funds

The Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Library revenues over the past year reflected an increase in property taxes due to increased property values in La Plata County and an increase in interest rates. In 2023, total revenues were \$1,073,249. The Library board is deliberately building up the fund balance to accumulate funds for future capital needs and to ensure adequate funding for years when income is projected to fall and expenses rise.

Revenues, Expenses and Fund Balance 2020-2023



2024 Budget

Since the Library derives nearly all its revenues from property taxes, any change in assessed property values or oil and gas production has a significant impact on the Library's budget. A voter approved mill levy increase in 2019 raised library property tax revenue to \$901,460 in 2020. Property tax decreased through 2022 to \$796,746 due largely to a decrease in oil and gas production. 2023 brought an increase to \$860,244 and a further increase is predicted for 2024 to \$1,044,026. There was a statewide change to the assessment rate this year. The library had voter approval to increase the general operating levy to account for changes but the board of trustees chose not to pursue that option. There were further legislative changes reducing residential assessment rates by \$50,000 and other reductions for commercial properties. Despite those reductions Pine River Library is expected to receive 21% more than in 2023. The predicted Library expenditures for 2024 is \$978,821 which represents a 19% overall increase. Plus an additional \$20,000 is budgeted for furniture, a capital improvement. Bringing the total budgeted expenses to \$998,821.

Request for Information

This financial overview is designed to provide a general overview of the Library's finances for all those with an interest in the government's finances. The Library has its annual audit on its website – www.prlibrary.org. Please address any questions or requests for additional financial information to: Pine River Public Library District, P.O. Box 227, Bayfield, CO 81122, or you may call 970-884-2222.

PINE RIVER PUBLIC LIBRARY DISTRICT

Resolution to Set the Mill Levy
Resolution 2024-101

A resolution levying general property taxes for the year 2023, to help defray the costs of providing library services to the Pine River Public Library District for the 2024 budget year.

WHEREAS, the Board of Trustees of the Pine River Public Library District has adopted the annual budget in accordance with the Local Government Budget Law on January 10, 2024, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$1,065,333 and;

WHEREAS, the 2023 net assessed valuation for the Pine River Public Library District as certified by the County Assessor on January 3rd, 2024, is \$266,333,200

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PINE RIVER PUBLIC LIBRARY DISTRICT:

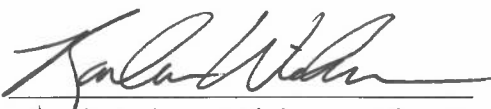
Section 1. That for the purpose of meeting all general operating expenses of the Pine River Public Library District during the 2024 budget year, there is hereby levied a tax of 4.000 mills upon each dollar of the total valuation for assessment of all taxable property within La Plata County for the year 2023.

Section 2. That the Executive Director is hereby authorized and directed to immediately certify to the County Commissioners of La Plata County, Colorado, the mill levy for the Pine River Public Library District as determined above.

ADOPTED, this 10th day of January, 2024



Lisa Isenberg, President, Pine River Public Library District Board of Trustees



Attest: Barbara Wickman, Vice President, Pine River Public Library District Board of Trustees

Pine River Public Library District

Resolution/Ordinance to Adopt Budget

Resolution 2024-102

A RESOLUTION/ORDINANCE SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE PINE RIVER PUBLIC LIBRARY DISTRICT, BAYFIELD, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the Board of Trustees of the Pine River Public Library District has appointed the Executive Director to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the Executive Director, has submitted a proposed budget to this governing body on October 11, 2023, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 15, 2023, and interested taxpayers were given the opportunity to file or register any objection to said proposed budget, and;

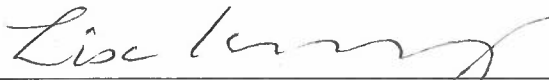
WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PINE RIVER PUBLIC LIBRARY DISTRICT, BAYFIELD, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Pine River Public Library District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President of the Board of Trustees and Director of the Pine River Public Library and made a part of the public records of the Pine River Public Library District.

Adopted, this 10th day of January, 2024.



Lisa Isenberg, President, Pine River Public Library District Board of Trustees



Attest: Barbara Wickman, Vice President, Pine River Public Library District Board of Trustees

PINE RIVER PUBLIC LIBRARY DISTRICT

Resolution to Appropriate Sums of Money

Resolution 2024-103

A RESOLUTION/ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE PINE RIVER PUBLIC LIBRARY DISTRICT, BAYFIELD, COLORADO, FOR THE 2024 BUDGET YEAR.

Whereas, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on January 10th, 2024, and;

Whereas, the Board of Trustees has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

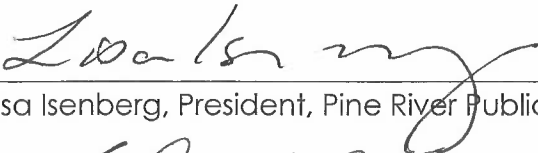
Whereas, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Pine River Public Library District.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE BOARD OF TRUSTEES OF THE PINE RIVER PUBLIC LIBRARY DISTRICT, BAYFIELD, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

General Fund	
Current Operating Expenses	\$ 1,048,867
Capital Outlay	\$
Debt Service	\$ -0-
TOTAL GENERAL FUND	\$ 1,048,867

Adopted this 10th day of January, 2024.



Lisa Isenberg, President, Pine River Public Library District Board of Trustees



Attest: Barbara Wickman, Vice President, Pine River Public Library District Board of Trustees

RESOLUTION TO COMMIT FUND BALANCE

Resolution 2024-104

A RESOLUTION TO COMMIT FUND BALANCE, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE PINE RIVER PUBLIC LIBRARY DISTRICT, LA PLATA, COLORADO, FOR THE YEAR ENDING DECEMBER 31, 2024.

Whereas, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

Whereas, the Board of Trustees is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

Whereas, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Board of Trustees; and

Whereas, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Board of Trustees prior to redirecting the funds for other purposes; and

Whereas, the Board of Trustees has determined it will commit \$1,514,410 of general fund balance for the year ending December 31, 2024, for the following amounts for future spending:

Six months emergency operating expenses	\$ 489,410
Educational fund	25,000
Facility repair and improvement	700,000
Reserve Fund	<u>300,000</u>
Total committed fund balance	<u>\$1,514,410</u>

ADOPTED this the 10th day of January, 2024.

PINE RIVER PUBLIC LIBRARY DISTRICT



Lisa Isenberg, President, Pine River Public Library District Board of Trustees



Attest: Barbara Wickman, Vice President, Pine River Public Library District Board of Trustees

2024 Budget				
	Audited Budget 2022	Original Budget 2023	Amended Budget Dec. 2023	Budget 2024
REVENUE				
Property tax	796,746	873,576	856,104	1,044,026
Other Taxes	17,415	18,000	20,000	20,000
Specific Ownership Tax	90,786	80,000	80,000	80,000
Service Charges & Fees	10,876	7,500	10,000	10,000
Interest	25,261	5,000	70,000	20,000
Friends Contributions	11,500	4,000	14,500	6,000
Donations/grants	18,753	10,000	6,500	10,000
Annual Available Resources	<u>971,337</u>	<u>998,076</u>	<u>1,057,104</u>	<u>1,190,026</u>
EXPENDITURES				
Books and Materials	83,888	89,600	94,800	100,500
Programming	17,594	16,100	16,100	22,500
Repairs and Maintenance	74,408	69,900	83,700	74,000
Facility Fees	4,577	4,500	4,500	5,500
Utilities	16,512	19,500	19,500	22,500
Technology	36,843	40,000	40,000	56,000
Small Furniture/Equipmen	3,102	5,000	11,000	2,500
Treasurer's Fee	24,028	26,210	26,210	31,321
Administration				
Operations	33,875	39,200	46,600	49,000
Personnel	474,273	588,543	531,745	615,000
LIBRARY OPERATIONS	<u>769,100</u>	<u>898,553</u>	<u>874,155</u>	<u>978,821</u>
Capital Outlay	14,844	15,000	0	20,000
TOTAL EXPENDITURES	<u>783,944</u>	<u>913,553</u>	<u>874,155</u>	<u>998,821</u>
Beginning Fund Balance	1,218,064	1,405,457	1,405,457	1,588,406
Add to reserve	187,393	84,523	182,949	191,205
Ending Fund Balance	1,405,457	1,489,980	1,588,406	1,779,611
Committed Funds:				
6 Month Prudent Reserve		436,788	436,788	489,410
Educational Fund		16,000	16,000	25,000
Facility Repair & Improvement		450,000	450,000	700,000
Tabor		27,407	27,407	29,965
Inflationary Reserve		300,000	300,000	300,000