

**Town of Bayfield
Regular Town Board Meeting
October 5, 2021
1199 Bayfield, CO 81122**

Mayor Tarkington called the meeting to order at 6:31pm.

Roll Call: 7 present

Town Board Members Present: Trustee Black, Trustee Dallison, Trustee Joswick, Trustee Morlan, Trustee Polites, Trustee Zazzaro and Mayor Tarkington.

Town Board Members Absent:

Staff Present: Katie Sickles (Town Manager), Kathleen Cathcart (Town Clerk-Finance Director), Becky Eisenbraun (Parks and Recreation Director) Beth Lamberson (Economic and Community Engagement Coordinator), Joe McIntyre (Marshal), Jeremy Schulz (Public Works Director), Corey Griffis (Assistant Public Works Director) and Michael Goldman (Attorney)

Agenda Item #1 D: Conflict Of Interest – Announcement

Trustee Morlan stated that she would recuse herself from Action Item 5 Bi.

Agenda Item #1 E: General Public Input

No comments

Agenda Item #1 G: Approval Of Agenda

Trustee Joswick made a motion to approve the agenda as modified, moving item 5 Bii before 5 Ai. Trustee Black seconded.

Roll call: 7 – 0

Motion passed unanimously.

Agenda Item #2 A i: Approval of Minutes From September 20, 2021 – Regular Meeting

Trustee Polites made a motion to approve the minutes from September 20, 2021 as presented by the Town Clerk. Trustee Morlan seconded.

Roll call 7 – 0

Motion passed unanimously.

Agenda Item #2 Aii: Approval Of Work Session Roll Call/Attendance September 27, 2021

Trustee Polites made a motion to recognize the September 27, 2021 work session roll call attendance. Trustee Black seconded.

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Roll call: 7 – 0

Motion passed unanimously.

Agenda Item #2 B: Department Reports

Department Report from the Public Works Director, Marshal, Town Manager and Economic and Community Engagement Coordinator are included in tonight's packet.

Town Manager Sickles stated that we received four applications for the Judge position. We are currently trying to schedule interviews for next week, with a possible appointment October 19th or one of the meetings in November.

Financial Agenda Items

Agenda Item #3 A: September 2021 Disbursements

Trustee Black made a motion to accept the September disbursements. Trustee Morlan seconded.

Roll call: 7 – 0

Motion passed unanimously.

Agenda Item #3 B: Sales Tax

Town Manager Sickles stated that Sales Tax continues to be up from 2020.

Mayor Proclamation

Agenda Item #4 A: October 2021 Bayfield Breast Cancer Awareness Month

Mayor Tarkington read a proclamation, proclaiming October 2021 Breast Cancer Awareness Month in the Town of Bayfield.

Marshal McIntyre stated that his department will be wearing the pink badge in support of Breast Cancer awareness. His office will also be selling their department patches with the pink ribbon to raise money to be donated to the Susan G. Komen Fund.

2022 Budget Agenda

Mayor Tarkington stated that we would move forward with item #5 Bii.

5 Bii. Accept applications for an additional deputy (No hire until after the budget is adopted)

Marshal McIntyre explained the hiring process for his department, it could take 2 ½ to 3 months. Marshal McIntyre is requesting permission to advertise for a deputy position and accept applications. A position will not be offered until the 2022 Budget and his requested FTE is approved.

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Trustee Zazzaro made a motion to approve the Marshal to proceed with advertising and accepting applications. Trustee Dallison seconded.

Roll call: 7 – 0

Motion passed unanimously.

Agenda Item #5 A: Discussion

i.Complete Board of Trustees 2022 Priority List – Town Manager Sickles shared her spreadsheet outlining the Board of Trustees priority list. Trustee Joswick explained that he would like to change his priority in regards to the School Resource Officer. Trustee Joswick feels that this is in the School Districts court and that he hates to see us budget for something that could possibly happen in August. Trustees Black and Dallison agreed. Trustee Black explained that he spent some time with grandkids this summer at Roadside Park and would like to see those restrooms enhanced. The Board agreed to leave the School Resource Officer in the budget, just not as a highlighted priority.

ii.Broadband throughout Town – Town Manager Sickles explained the proposal that Clearnetworx will be bringing to the Board of Trustees, requesting a loan to build out the broadband throughout Town. This proposal could get the broadband completed in 12 to 24 months, rather than a 12 year plan. Mayor Tarkington thinks this is something we should seriously consider. Attorney Goldman stated that when listening to the proposal the Board should look for adequate security and or bonding so that you can insure the work is done.

iii.Housing Development Options Cinnamon Heights Lots 12-41 – Town Manager Sickles gave a presentation on Cinnamon Heights Lots 12-41, giving three options for completing this housing project. Option 1 is for full design and infrastructure, Option 2 is for infrastructure only and Option 3 is for Site Plan, lot and irrigation. Ms. Lisa Bloomquist Palmer, Executive Director of HomesFund, stated that all three options include deed restrictions and are all public private partnerships. We need to be talking to builders to insure that they can build for these amounts. Mr. Mike Segrest, La Plata County speaking personally, stated that he thinks Town Manager Sickles has lined out a good approach for this project. Partnering with HomesFund is the right way to go. Mr. Segrest complimented to the Board for taking on this project and buying this site. It is a great opportunity. Town Manager Sickles stated that she spoke with Chris Lopez with CHFA and there are loans available to builders specifically for work force housing. Mr. Lopez is very interested in meeting with the Board of Trustees. The Board of Trustees participated in a discussion regarding the options. Town Manager Sickles stated that she has to present the 2022 Budget to the Board on October 15, 2021. The numbers in Option 2 will be reflected in the budget.

iv.Modifications to Economic and Community Engagement Coordinator proposal – Ms. Beth Lamberson gave her presentation outlining the nature of work, duties and responsibilities of her contract position. Mayor Tarkington stated that she realizes we threw Ms. Lamberson in all directions. The Board is curious to see what this position morphs into and what it will look like. Mayor Tarkington suggested that we move forward with another six months trial and then go from there. The Board agreed that Ms. Lamberson has done a wonderful job. Town Manager Sickles stated that the amount in Other Consulting has been reduced in the budget, from the first proposal to this proposal. The Board will need to review a 6 month contract in December. There is a deadline for the BEACH website to incorporate Bayfield businesses, as well.

v.Additions, Deletions and Modifications – Town Manager Sickles went through her memo, included in the packet, describing the modications made to the 2022 Budget regarding the CDOT Grant, Bayfield Center Trail Project, CIRSA Insurance Quote, Motorola Equipment, CTF, Other Consulting Parks and Recreation IT, Meter Relocation, Recycling, Natural Gas Franchise Fee, Broadband and Housing. Mayor Tarkington asked if the Canine requested by the Marshals Office was still included ink the budget. Town Manager Sickles stated that it won't hurt Marshal McIntyres feelings to remove this from the budget. Town Manager Sickles has some concerns

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about this item and believes it is beneficial to remove it from the budget and have a presentation later in the year and involve the public. The Board agreed to remove the Canine and revisit this at a later time.

Agenda Item #5 B: Action Items (Contingent On The Public Hearing And Budget Adoption)

i.Employee 2022 COLA/Merit – Trustee Morlan recused herself and left the room. Town Manager Sickles stated that Trustee Zazzaro would like to see the COLA start after the employee has been here for 12 months. This is an important issue for the Board to make action on. Nothing will be provided to any employee until 2022, after a Public Hearing and after the 2022 Budget is adopted. COLA is the ability for housing, groceries, fuel and things that you do for your household. Five options are being presented: Option #1: Approve a 2% COLA for all employees beginning the first full pay period of 2022 and a 3% Merit Pool. Options #2: Approve a 2% COLA for employees that have worked a minimum of one year, apply a 2% COLA to the remaining employees at their one year anniversary and a 3% Merit Pool. Option #3: With no COLA approve a 3% Merit Pool. Option #4: Deny both COLA and a 3% Merit Pool. Option #5: TBD Motion. The Board participated in a discussion.

Trustee Black made a motion to adopt Option #2: A 2% COLA for employees that have worked a minimum of one year, apply a 2% COLA to the remaining employees at their one year anniversary and a 3% Merit Pool. Trustee Dallison seconded.

Roll call: 5 -1 (Mayor Tarkington voted against)

Motion carried.

iii.Non-Profit Requests – The Board of Trustees and Town Manager Sickles participated in a discussion regarding options for funding the non-profit requests, including a cap on the amounts given, donating time at Town events in exchange for funding or creating a grant pool. It was decided to move La Plata Youth Services and Road Runner Public Transportation out of non-profit funding and include those dollars in the Partnership Contributions. The Board of Trustees directed staff to reduce all requests by ½ with a minimum of \$1,000.00, unless their request was for less than \$1,000.00 then they would receive the amount requested for this budget year. This will increase the 2022 Budget Partnership Contributions to \$51,662.00 and reduce Non-Profit Requests to \$11,200.00.

Land Use Action Agenda

Action Agenda Item #6: Resolution 495 Marlin Village Annexation Consideration Of A Resolution Finding Substantial Compliance With CRS 37-12-107(1), And Initiating Annexation Proceedings For The Marlin Village Annexation A Parcel Of Land Located In SE1/4SW1/4 Of Section 11, Township 34 North, Range 7 West Of The New Mexico Principal Meridian, La Plata County, Colorado, Being The Exterior Perimeter Of Three Contiguous Tracts Of Land As Described In Warranty Deed Filed May 8, 2013 In The Office Of The La Plata County Clerk And Recorder Under Reception Number 1064837, La Plata County, CO

Town Manager Sickles stated that we are required by State Statute to adopt a resolution setting the Public Hearing for the annexation and also concurrently setting the time for a Public Hearing regarding the zoning for the proposed annexation. The Public Hearing is set for November 9, 2021 for the Planning Commission regarding zoning. On November 16, 2021 there will be a Public Hearing on the Marlin Village Annexation. Everything is in order at this time for this request.

Trustee Black made a motion to approve Resolution 495 and set the public hearing on the annexation for November 16, 2021 concurrent with a Public Hearing on November 9, 2021 for the Planning Commission to consider action on the zoning proposed for the annexation. Trustee Morlan seconded.

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Motion passed unanimously.

New Business

Action Agenda Item #7 A: Trautner Geo-Tech LLC – Cinnamon Heights Lots 12-41

Town Manager Sickles stated that during our review of Cinnamon Heights, two engineers came to take a look at the site. They have concerns that the overburden from the constructed lots may have been moved to the undeveloped lots 12-41. They refer to this as fluffy soil. We have received a quote from Trautner for a geotechnical engineering study in the amount of \$8,940.00.

Trustee Black made a motion to approve the Trautner Geo-Technical quote for \$8,940.00. Trustee Joswick seconded.

Roll call: 7 – 0

Motion passed unanimously.

Action Agenda Item #7 B: Architectural Review Regarding ADA And Preliminary Design With Side Engineering Cinnamon Heights Lots 12-41

Town Manager Sickles stated that when we discussed this project with SGM they thought it was important to look at the option of having an ADA compliant unit. This \$2,000.00 will save us from being unprepared.

Trustee Zazzaro made a motion to approve \$2,000.00 for architectural expenditures related to the Engineer conferring with an architect to obtain their opinion regarding the site plan development and ADA accessibility. Trustee Morlan seconded.

Roll call: 7 – 0

Motion passed unanimously.

Board Of Trustee Reports

Trustee Polites gave an update on the Tree Board and the tree inventory that they worked on last weekend. The next Tree Board meeting will be in November.

Trustee Zazzaro stated that she would be meeting with Marshal McIntyre to discuss the Emergency Operations Plan.

Mayor Tarkington adjourned the meeting at 8:45 pm.