



**REGULAR TOWN COUNCIL MEETING**

May 4, 2023 at 6pm

Town Hall, 8720 Spruce Mountain Road, Larkspur, CO 80118

**MINUTES**

VIRTUAL MEETING LINK: <https://us02web.zoom.us/j/86596928488>

Meeting ID: 865 9692 8488

One tap mobile

+17193594580,,86596928488# US

+13462487799,,86596928488# US (Houston)

Find your local number: <https://us02web.zoom.us/j/86596928488>

**1. CALL TO ORDER / ROLL CALL - Called to order at 6pm.**

	<b>Present</b>	<b>Absent</b>
Mayor Sherilyn West	<b>X</b>	
Mayor Pro-Tem Sandy McKeown		<b>X</b>
Ruth Ann Arfsten	<b>X</b>	
Mindy Kazurova		<b>X</b>
Isaac Levy	<b>X</b>	
Lynn Pfaff	<b>X</b>	

Scott Krob was in attendance in place of Dan Krob, who was unable to attend.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVE AGENDA**

**MOTION:** Ruth Ann Arfsten motioned to approve the May 4, 2023 Regular Meeting agenda.

Seconded by Lynn Pfaff. No discussion. Four (4) ayes, zero (0) opposed. Motion passed

**Audio Time Stamp: 0:59**

**4. APPROVE MINUTES**

**MOTION:** Lynn Pfaff motioned to approve the April 20, 2023 Regular Meeting minutes. Seconded by Isaac Levy. No discussion. Four (4) ayes, zero (0) opposed. Motion passed

**Audio Time Stamp: 1:24**

**5. SCHEDULED PUBLIC APPEARANCES (10 Minute Limit)**

- None scheduled

**6. ACCOUNTING REPORT**

- Payroll report **Audio Time Stamp: 1:54**

## 7. ADVISORY BOARD REPORTS

- Planning Commission - Heather Yanda, Secretary
  - Accessory Dwelling Unit Ordinance Draft for Review and Comment  
Mayor West asked council members to get any comments or corrections to her so that the draft could be passed back to the Planning Commission for further work due to many items that don't fit with our code. **Audio Time Stamp: 2:46**
- Water & Sewer Board – Lynn Pfaff, Council Liaison  
Michael Swearingen has agreed to rewrite the water and sewer portion of the Master Plan. The board plans to meet monthly until their portion of the Master Plan is complete. **Audio Time Stamp: 7:03**
- Parks & Recreation Board – Mindy Kazurova, Council Liaison  
They have not met since the last Council meeting.
- Board of Adjustment update  
We now have two applicants.

## 8. CONTINUING BUSINESS

- Ordinance 2023-03, an ordinance amending section 11-1-20 of the Larkspur town code regarding grading permits

**MOTION:** Isaac Levy motioned to approve Ordinance 2023-03, an ordinance amending section 11-1-20 of the Larkspur town code regarding grading permits. Seconded by Lynn Pfaff. No discussion. Four (4) ayes, zero (0) opposed. Motion passed.

**Audio Time Stamp: 12:27**

- Bids for Town Hall repairs  
There were two bids, one of which was withdrawn because they could not do the construction repairs. It was out on BidNet for over 30 days.

**MOTION:** Isaac Levy motioned to approve the Log Masters bid at \$114,360.00. Seconded by Lynn Pfaff. Four (4) ayes, zero (0) opposed. Discussion: It does not include the stairs. Council will come back to that once they know what needs to be done. Motion passed.

**Audio Time Stamp: 17:15**

- Cabin update  
Cabin #1 – Resource Cabin, Douglas County Aging Resources, Chamber of Commerce, Help & Hope Center  
Cabin #2 – Larkspur Historical Society  
Cabin #4 – Massage therapist  
Cabin #5 – Marvin Cardenas is hoping to be open this weekend  
Cabin #3 – “Nature Cabin” – Marvin is still working on finding someone for this
- Sidewalk project update  
Archer has the project plan “roughed in” and is still working on the engineering to be able put it together to go out to bid. We are still waiting on Pasha Kazmer, the current owner of 103 Perry Park Ave., to get the easement agreement back to us. He has told us verbally that he would get that back to us but hasn't returned phone calls.

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Archer met with Chelsea Dey (89 Perry Park Ave.) and discussed the plan with her since it would go across her property. She was fine with the plan. The sidewalk will stop at the railroad easement, so it will stop before it gets to the driveway of 59 Perry Park Ave.

- Administrative Coordinator/Deputy Town Clerk position search update  
Three people have applied. Those applicants will be doing a Computer Skills Test prior to a sit-down interview to assess where their computer skills are. The job has only been posted on our website and social media. Monday, 5/8 is two weeks since we posted the job within the community, so we will post the job on Indeed if needed after interviewing the three local candidates.

## 9. ONGOING CONTINUING BUSINESS

- Sidewalk Project
- Cabins – revisit September 2023
- Gazebo/Concession Stand – permit issued, construction underway
- Water Alarm Install – alarm is installed; call with Comcast on 5/3/23
- Trees in Park and Town ROW Maintenance – in progress
- Tree Stump Carving/Bear Repair – Grizzly Andrew scheduled to do work on May 27, 28, 29
- Survey Glen Walk Property Line – Survey completed; mayor meeting with property owners to review and come up with solutions and then will bring to Council
- Survey Park for New Park Map - Kevin Archer completed survey 4/17
- Planner Search – Developed RFP with Sam Doyle; made list of planners to send RFP  
Town has met with Sam Doyle several times. He and Tricia Bernhardt have developed an RFP. Heather will send out RFPs and interviews will begin with the three existing applicants – Baseline, NES, and SAFEbuilt.

Scott Krob expressed concern that Sam Doyle has expressed opposition to the project and that he believes only unbiased Town representatives should be conducting interviews. Planner selection should be done by the Council or mayor or neutral party to the application. It protects the Town for Mr. Doyle not to be involved. The appropriate time for him to be involved is after the interviews have been completed and the Town asks for public comment.

The Town will record the interviews.

A member of the audience, Carl Evans, suggested that we have the applicants do a presentation at a public meeting. Heather Yanda expressed that we may not get anyone doing it that way. Scott Krob stated that as long as it's an equal process, we could do it that way.

Scott Krob suggested that we choose a planner sooner than later. Sam Doyle asked for explanation. Scott Krob explained.

Heather Yanda read RFP into the record. Council looked at RFP. Scott Krob suggested edit to it.

Heather to send out RFPs tomorrow. Interview team will narrow applicants down to top three or five. Heather will look into using church or fire department space for special meeting on June 8<sup>th</sup> meeting to hear presentations.

## 10. NEW BUSINESS

- Declare vacancy of Jim Landon's board position; Candidates will be reviewed on June 15, 2023.

**MOTION:** Isaac Levy motioned to declare Jim Landon's Council position open. Seconded by

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Ruth Ann. No discussion. Four (4) ayes, zero (0) opposed. Motion passed.  
**Audio Time Stamp: 1:09:05**

## 11. CONSTRUCTION & DEVELOPMENT PROJECTS

- 233 Perry Park Ave – no new update
- 9138 Spruce Mountain Road – no new update
- Travel Center – GMS said that once they have completed their rough overlot grading, they would come in and do an inspection. Mayor talked with Tim Dumler and they are done with the rough overlot grading. MEQ has had a third party inspect. Mayor asked if they could provide that to our engineers, but our engineers would also go out and inspect.

Isaac Levy inquired about previous drainage variance request. Mayor explained that we want a planner to look at it rather than it coming to the Council for approval. Planner can only approve a variance up to 10%. MEQ withdrew some of their variance requests.

- Jellystone/Stein – update on home status  
The house discussed at last meeting was not torn down as was rumored. There was a flood, but the house is still there.

Regarding noise, Jellystone has quiet hours from 11pm to 7am and all concerts finish at 9:30pm.

## 12. LEGAL UPDATE

Scott Krob gave update on Senate Bill 23-213.

## 13. STAFF COMMENTS

## 14. MAYOR'S REPORT

**MOTION:** Ruth Ann Arfsten motioned to employ Dana Fuller [of Moondance Gardens] to provide four full hanging baskets at \$350 each. Seconded by Lynn Pfaff. No discussion. Four (4) ayes, zero (0) opposed. Motion passed.

**Audio Time Stamp: 1:17:03**

## 15. COUNCIL COMMENTS

## 16. UNSCHEDULED PUBLIC APPEARANCES (Per Resolution 2022-27, each person will have 3 minutes to speak. If there are more than 15 people signed up to speak, the time limit may be lowered to 90 seconds per person.)

## 17. ADJOURN

**MOTION:** Isaac Levy motioned to adjourn. Seconded by Lynn Pfaff. No discussion. Four (4) ayes, zero (0) opposed. Motion passed.

**Audio Time Stamp: 1:18:41**