



REGULAR COUNCIL MEETING  
September 5, 2019  
Town Hall  
8720 Spruce Mountain Road  
6:00 PM  
AGENDA

I. MEETING CALLED TO ORDER/ROLL CALL:

	<u>PRESENT</u>	<u>ABSENT</u>
Mayor Marvin Cardenas	X	
Tabitha Parks		X
Isaac Levy	X	
Jennell Waggle	X	
Brian Cook	X	
Sandy McKeown	X	
Mayor Pro-tem Paul Bowers	X	

II. PLEDGE OF ALLEGIANCE: Recited.

III. OATH OF OFFICE:

- Swearing in of newly Elected Official Sandy McKeown  
Town Council woman Sandy McKeown was sworn in by Mayor Cardenas.

IV. SCHEDULED PUBLIC APPEARANCES:

- Elizabeth Dole Presentation (Jacqui Scoggins)  
Scoggins requested support from the Town Council by formalizing a resolution supporting military & veteran caregivers.
- Wildlife Protection and Bear Proof Dumpsters (Sarah Heckathorn, Lisa Brock Warteman, Dr. Cherron Hoppes-Davis, Officer Casey Westbrook, Jim Collier)  
  
Colorado Parks and Wildlife staff and volunteers spoke in favor of bear proof dumpsters. A request was made to pass a bear dumpster ordinance.

V. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit). None.

VI. MINUTES:

- Council Meeting August 15, 2019 *Draft*

Levy motioned to approve the August 15, 2019 public hearing meeting minutes. Bowers seconded the motion. In a five (5) to

zero (0) roll call vote, **THE MOTION CARRIED.** McKeown abstained and Parks was absent.

Bowers motioned to approve the Waggle seconded the motion. In a five (5) to zero (0) roll call vote, **THE MOTION CARRIED.** McKeown abstained and Parks was absent.

**VII. ACCOUNTING**

- **Financial Update** (Heather McCumiskey)

McCumiskey presented on an update on the financial summary of the town and addressed town council's questions and concerns.

- **Bills to Pay** (Heather McCumiskey)

- ✓ **General Fund**

Waggle motioned to approve bills from the general fund in the amount of \$28, 961.13. Levy seconded the motion. In a six(6) to zero (0) roll call vote, **THE MOTION CARRIED.** Parks was absent.

- ✓ **Water & Sewer Fund**

McKeown motioned to approve the payment of the water & sewer bills in the amount of \$10,873.18. Levy seconded the motion. In a six (6) to zero (0) roll call vote, **THE MOTION CARRIED.** Parks was absent.

**VIII. COMMISSION & BOARD REPORTS:**

- **Planning Commission (PC) Report** – (Matias Cumisille, Chair)  
**Motion:** To approve Ordinance No. 3.125 an ordinance creating article 18 in Chapter 16 (zoning) of the Town of Larkspur's Municipal Code, an article that addresses design criteria for buildings within the town.

Cook motioned to approve Ordinance No. 3.125 an ordinance creating article 18 in Chapter 16 (zoning) of the Town of Larkspur's Municipal Code, an article that addresses design criteria for buildings within the town. Bowers seconded the motion. In a six (6) to zero (0)roll call vote, **THE MOTION CARRIED.** Parks was absent.

- **Water & Sewer Board (W&S) Report** – Tricia Bernhardt, Chair
- **Parks & Recreation Board (P&R) Report** – Bill Fischer, Chair  
Bowers motioned to approve **Outside the Box consulting agreement for a maximum of \$4,000 for the base field light grant.**

**Cooks seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED.**

- **Financial Advisory Board (FAB) Report**  
Walt Korinke presented on behalf of the Financial Advisory Board.

**IX. CONSTRUCTION & DEVELOPMENT PROJECTS:**

- **Jellystone at Larkspur** (Lee Staab)
- **Water Treatment Plant** (Lee Staab)
  - **Wright Water Engineering Contract Modification #O** (Lee Staab)

Staab presented on the matter.

**Bowers motioned to approve Wright Water Engineering Contract Modification #O and to authorize the mayor to sign the change order not to exceed the \$60,000 in the change order. Cook seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED. McKeown abstained and Parks was absent.**

- **Dumler Travel Center** (Marvin Cardenas)
- **Moltz Constructors** (Marvin Cardenas)

Cardenas provided updates on both of the above stated projects.

**X. CONTINUING BUSINESS:**

- **Suspense List for Town Council** (Lynda Travis)

Town council greatly appreciated the suspense list and see it as a useful tool for current and future use.

**XI. LEGAL UPDATES:**

**XII. NEW BUSINESS:**

- **Personnel Manual** (continued from 8.15.19, Lee Staab)
  - Motion: To approve and adopt the Personnel manual.

**Levy motioned to approve and adopt the personnel document as a working document that can be revised in the future. Cook seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED. McKeown abstained and Parks was absent.**

- **Procurement Policy** (continued from 8.15.19, Lee Staab)
  - Motion: To approve and adopt the procurement policy.

**Town council agreed by a voice vote to continue to procurement policy to the next regular meeting. In a six (6) to zero (0) voice vote, THE “AYES” CARRIED IT.**

- **GMS Contract Amendment for Building Review Services within Town of Larkspur** (continued from 8.15.19, Lee Staab)

**Levy motioned to approve GMS as the town engineer. Waggle seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED. Parks was absent.**

- **CivicPlus Website-Multi-year Contract** (continued from 8.15.19, Lee Staab)

**Waggle motioned to approve the CivicPlus Website multi-year contract pending discovery of current website contract in the amount of \$4,500. Cooks seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.**

- **Upgrading of Town Computer Hardware and Operating System** (Lynda Travis)

**Town Council approved the purchase of a new computer for the Town Clerk. Mayor Cardenas stated a motion was not required to move forward with the purchase.**

**XIII. COUNCIL COMMENTS:**

- **Trash and slash pile accessibility**  
This item was not discussed by Town Council.

McKeown questioned the placement of a new stop sign in town and provided updates on items she is working on.

**XIV. MAYOR’S REPORT:**

**Bowers motioned to approve a budget of up to \$1,000 for the town barbecue. Cook seconded the motion. In a six (6) to (0) roll call vote, THE MOTION CARRIED.**

**XV. MAYOR’S COMMENTS: None.**

**XVI. ADJOURN:**

**Motioned to adjourn at 9:17 p.m. Cook seconded the motion. In a six(6) to zero (0) voice vote, THE “AYES” CARRIED IT.**

Please note: This agenda may be subject to change. Items may be added or deleted as required. The Town of Larkspur has adopted rules governing the public participation process in Town Council Meetings. All audience members must refrain from commenting during meetings unless recognized to speak. Loud speech and boisterous behavior from audience members is not permitted and constitutes grounds for removal from the meeting. Please deactivate all cell phones during the meeting.

**FINAL**