



REGULAR COUNCIL MEETING  
November 21, 2019  
Town Hall  
8720 Spruce Mountain Road  
6:00 PM  
MEETING MINUTES

I. MEETING CALLED TO ORDER/ROLL CALL:

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

II. PLEDGE OF ALLEGIANCE: Recited.

III. SCHEDULED PUBLIC APPEARANCES: (10 min limit). None.

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

V. PRESENTATIONS: None.

VI. MINUTES:

- Council Meeting November 7, 2019 *Draft*

Buss motioned to approve the November 7, 2019 Meeting Minutes. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.

VII. ACCOUNTING (Heather McCumiskey)

- Financial Update
- Bills to Pay
  - ✓ General Fund

Waggle motioned to pay \$14,922.09 from the General Fund. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.

- ✓ Water & Sewer Fund

**Buss motioned to pay \$12,768.85 from the Water & Sewer Fund. Waggle seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**VIII. TOWN CLERK REPORT (Lynda Travis)**

- Progress Report for the last 6 months
- Items to forward to incoming Town Clerk

The 6-month Progress Report and the Items to Forward to the incoming Town Clerk were presented to Town Council by Cardenas and Travis.

Buss requested a progress report on the new website. Travis reported the website will be launched in six weeks. Buss asked if the new website will have the ability to take utility payments online. Travis stated that was currently not an option based on the current credit card vendor the Town contracts with. Staab said he will review the matter further.

Staab proposed entering into a contract with Travis to continue as town clerk until a new town clerk can be hired.

**Waggle motioned to approve the terms and conditions of the contract as defined by Lee Staab. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

Staab agreed to bring forward a contract and Travis agreed to post the position on various job board websites.

**IX. COMMISSION & BOARD REPORTS:**

- **Planning Commission (PC) Report** – Matias Cumsille, Chair
  - No report submitted.
- **Water & Sewer Board (W&S) Report** – Tricia Bernhardt, Chair
  - Cardenas updated on behalf of the Chair. He updated on campground oversight and the review by the engineers. Cardenas also said Staab will discuss the matter with the developers to determine which specific inspections should be done. Staab said any inspections would be reimbursed to the town and conducting inspections also creates some liability for the town.
- **Parks & Recreation Board (P&R) Report** – Randy Johnson, Chair
  - Kramer updated on behalf of the Chair. The Christmas Tree Lighting, Decoration Day, 10 high school volunteers from the ESL class and benches in the park are the current focuses of the board. Kramer further stated the cost of benches would be brought forward to town council; 230K Grant was submitted to

GOCO and Baseball for Tomorrow will be submitted in the future.

**Bowers requested the expenditures for the lighting be monitored because he does not have confidence in how the matter has been managed in prior years. He requested a meeting with Peggy Whalen. Cardenas stated he would schedule a meeting with the Chambers of Commerce and Peggy to address the matter.**

- **Financial Advisory Board (FAB) Report**-Walter Korinke, Chair
  - Town Clerk updated on behalf of the Chair. She reported the next meeting will be in December. November meeting was cancelled due to the weather.

**X. CONSTRUCTION & DEVELOPMENT PROJECTS (Marvin Cardenas):**

- **Jellystone at Larkspur**
  - Cardenas reported an application for Site plan approval for Phases 3 and 4 had recently been submitted.
- **Water Treatment Plant**
  - No report submitted.
- **Dumler Travel Center**
  - Cardenas reported the size of line for the forced main was the current task at hand.
- **Moltz Constructors**
  - Cardenas reported the issues with I.R.E.A. for their fencing have been resolved.

**XI. CONTINUING BUSINESS:**

- **To Do List for Town Council (Lynda Travis)**
  - Travis stated the staff report in the packet highlights what tasks staff are currently working on and which ones have recently been completed.

- **Bear Ordinance X.XX (Marvin Cardenas)**

Who is responsible for a damaged dumpster?

Who will be responsible for code violation enforcement?

Waggle proposed increasing the time to get into compliance to be more than the 72 hours per hour. Cardenas suggested two weeks as Locking key and/or electric fence.

Motion to approve Ordinance 2019-001 amending various.

- **Park Ordinance X.XX**

Park Ordinance was continued to the next Regular Meeting.

**Travis reminded Town Council**

**XII. LEGAL UPDATES: None.**

**XIII. NEW BUSINESS:**

- **Intergovernmental Agreement with Douglas County Sheriff's Department**
  - **Motion:** To approve Douglas County IGA for law enforcement and animal control services.
  - **Cardenas continued the Douglas County IGA so Town Council would have time to review the information.**
- **Accufund Service Agreement**
  - **Motion:** To approve Accufund service agreement.

Paul Gustafson, with Gustotek, discussed the service agreement. He stated he would review the proposed agreement, compare it to the current one and bring back information for Town Council.

- **Defining a salary for the Mayor.**
- **Updating the codification of ordinances and resolutions.**
- **Defining the pay for the Town Council members.**
- **Increasing water rates.**

**The above bulleted items were continued by Cardenas so that Councilmember McKeown could be present.**

**XIV. COUNCIL COMMENTS:**

**Buss expressed dissatisfaction with the 2018 audit. Buss stated she wants a refund for the cost of the audit. Staab said he would review the matter.**

**XV. MAYOR'S REPORT:**

Cardenas stated he continues to work on current Ordinance violations.

Cardenas suggested hiring a new firm. Waggle expressed concern in the manner in which Advisor Korinke addressed legal counsel at the last regular meeting. She stated she thought the matter could have been handled better.

**XVI. MAYOR'S COMMENTS: None.**

**XVII. ADJOURN-7:37 pm**

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.

