



**REGULAR COUNCIL MEETING**

Town Hall  
8720 Spruce Mountain Road  
Larkspur, Colorado 80118  
**December 19, 2019**  
6:00 PM

**MEETING MINUTES**

**I. MEETING CALLED TO ORDER/ROLL CALL:**

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

**II. PLEDGE OF ALLEGIANCE:** Recited.

**III. SCHEDULED PUBLIC APPEARANCES:** (10 min limit)

**IV. UNSCHEDULED PUBLIC APPEARANCES:** (3 min limit)

Florence Burch requested more sand or dirt on their drive.

**V. MINUTES:**

- Meeting Minutes-December 5, 2019 *Draft*

**McKeown motioned to approve the December 5, 2019 Meeting Minutes. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

- Special Meeting Minutes (Adoption of 2020 Budget)-December 12, 2019 *Draft*

**McKeown motioned to approve the December 12, 2019 Special Meeting Minutes. Levy seconded the motion. In a four (4) to zero (0) roll call vote,**

**THE MOTION CARRIED.**

**VI. COMMISSION & BOARD REPORTS:**

- Planning Commission (PC) Report – Matias Cumsille, Chair
  - Nothing to report.
- Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair
  - Nothing to report.
- Parks & Recreation Board (P&R) Report – Randy Johnson, Chair
  - Johnson reported that the board is considering a memorial/monument for veterans. Discussion included how to get funding for the project. Public reach out for donations and fund raising is being considered. Discussion also included reaching out to local artists to design the memorial. Cardenas mentioned that Todd Deveau has resources for funding. Johnson also mentioned that they have talked with Lee and Douglas County about the trails and what kind of funding might be available. Johnson briefly spoke about the need for restroom facilities near the baseball field. Kramer briefly mentioned Bill Fischer’s plans to finance and construct the concession stand for the ball field.
- Financial Advisory Board (FAB) Report-Walter Korinke, Chair
  - Korinke reported that they had 10 potential members and that 2 members have not been able attend: Tim Dumler & Barb \_\_\_\_\_. Korinke mentioned that the board has 8 solid members now. Korinke praised Calderon for her value to the board relating to the Colorado Renaissance Festival. Korinke mentioned that discussion was had regarding running the board and that he would still be in charge for the time being. Discussion about the budget was brief as McCumiskey was not present. Other discussion items were the well that needs to be replaced, potential for plan to replace water & sewer system, employee benefits for employee retention and a few other items. Korinke thanked Abel for being an unofficial member of the board.

**I. CONSTRUCTION & DEVELOPMENT PROJECTS:**

- Jellystone at Larkspur
  - Cardenas reported Jellystone will soon submit a site plan to the Town Council for Phase 3 and 4.

- Water Treatment Plant
  - Grant reported that the heater is going to be looked at for the water treatment plant and a few other maintenance items are being addressed. Grant also mentioned Jellystone water treatment plant is ready to go.
- Dumler Travel Center
  - Cardenas reported they are still working on a site plan.
- Moltz Constructors
  - Nothing to report.

**II. CONTINUING BUSINESS:**

- **Park Ordinance 2019-02** (Continued from 12-5-19 RM)

**Town Council continued Park Ordinance 2019-02 to the next regular meeting. Town Council requested that Randy Johnson review before they make decisions.**

- **Resolution 2019-12-Increase Water and Wastewater Rates**

**Town Council continued Resolution 2019-12 to the next regular meeting. Town Council requested that the language is changed to reflect the 5% increase over the next 5 years.**

- **Resolution 2019-13-Gate Card Procedure** (Continued from 12-5-19 RM)

**Levy made the motion to adopt Resolution 2019-13, a Resolution amending policies and procedures regarding the use of the Town dump for Town residents. Buss seconded. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**McKeown mentioned that the dump card renewal form needs to be**

updated to reflect the change.

III. LEGAL UPDATES: None.

• NEW BUSINESS:

- Town of Larkspur Staffing Plan (Lee Staab)
- 2020 Budget-Salaries (Lee Staab)
  - **McKeown motioned to approve the rate increase for the Town's Administrative Assistant's from \$15 to \$16.96 beginning the first full pay period of 2020. Levy seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**
- 2020 Budget-Council Salaries (Lee Staab)
- Town Clerk Hiring Update (Lee Staab)
- 2020 Audit RFP (Lee Staab)
- Legal Counsel RFP (Lee Staab)
- USDA Refinance Update (Lee Staab)

• ACCOUNTING (Heather McCumiskey)

- Bills to Pay
  - General Fund

**Buss motioned to pay \$14,858.65 from the General Fund. Levy seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

- Water & Sewer Fund

**Buss motioned to pay \$15,016.96 from the Water & Sewer Fund. McKeown seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

• COUNCIL COMMENTS:

- **McKeown brought up there needs to be a follow through and communication for committees and boards. McKeown discussed the meeting with UC Denver. There were plans presented about the options for the Town sidewalk project. McKeown mentioned that the project is moving forward.**

- **Buss asked about the website launch date. Staab mentioned he asked Lynda Travis to talk to CivicPlus about pushing the website launch back. Buss also asked about the ordinance violations. Cardenas updated on the status of the 5 current violations. Cardenas mentioned writing a legal letter to Vance and Trueblood. Buss mentioned that the Town’s credit card is in Cardenas’ personal name and is affecting his credit. Buss concluded by saying she thinks that the Town is in a good shape and people are on board to help and come together.**
- **Bowers mentioned concern about the house demolished by his house. He mentioned he was told homes of a certain size do not require a demolition permit. He wants to know what the Town’s ordinance is regarding this issue. Bowers mentioned that Town’s of similar size have 2 to 3 employees and was concerned that the Town of Larkspur is not at that level of employees. Brief discussion was had referring to Staab’s presentation and the changes proposed, as well as the fact that the Activities Committee position will be self-sustaining. Bowers asked about the bill that was meant for Chamber of Commerce to pay.**
- **MAYOR’S REPORT: None.**
- **ADJOURN: 8:36 PM**  
**Buss motioned to adjourn. All Council Members seconded the motion. In a four (4) 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.

