



TOWN OF LARKSPUR
REGULAR COUNCIL MEETING
June 20, 2019
Town Hall
8720 Spruce Mountain Road
6:00 pm

COUNCIL AGENDA

MEETING CALLED TO ORDER/ROLL CALL by Mayor Marvin Cardenas at 6 pm.

Table with 3 columns: Present, Absent, Nonvoting. Lists names of council members and staff.

Town Staff Present: Lee Staab.

I. PLEDGE OF ALLEGIANCE: Recited.

II. MINUTES:

- Town Council Meeting Minutes-June 6, 2019

Mayor Cardenas apologized the meeting minutes were not given to town council prior to the meeting. He stated his goal for the future was to provide them beforehand so they may be reviewed prior to the meeting.

Holmes made a motion to approve the town council meeting minutes for the June 6, 2019 regular meeting. Waggle seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED.

III. PRESENTATIONS:

- I-25 South Gap (CDOT Project Manager, Larry Quirk)
CDOT staff provided an update on the I-25 South Gap project and addressed questions and/or concerns from town council and the audience.

IV. SCHEDULED PUBLIC APPEARANCES:

- **General Town Business** (Ed Blanchard)
 - Mr. Blanchard was unable to attend the meeting.

V. CONSTRUCTION & DEVELOPMENT PROJECTS:

- **Water Infrastructure Update** (Lee Staab)
- **Velocity Contract Update** (Lee Staab)
- **Jellystone RV Park Update** (Lee Staab)
- **Personnel and Training Update** (Lee Staab)

Staab summarized the above listed items in a presentation:

- Town of Larkspur Wastewater Treatment Plant is no longer needed. Hence building moratorium can be lifted if town council so desires.
 - Jellystone RV Resort wastewater treatment plant site plan will be submitted for approval from CDPHE.
 - Tap fees of \$781,200 can now be refunded to developers.
 - Sales tax revenue sharing update, including but not limited to, explaining the agreement by citing language within it: “The town shall rebate to the developer 50% of the town’s 4% sales tax up to \$650,000 (known as the ‘sales tax rebate’) and 50% of the town’s 2% lodging tax generated by or in connection with the property of the lodging tax rebate and together with the sales tax called the tax rebates.” The developer must also be current with any monies owed to the town to be eligible for the revenue sharing agreement. Staab, the mayor and council discussed different options for how to proceed with the sales tax sharing agreement. Redrafted agreement to be brought forward by Staab.
- **Building Department Permit Report** (Sherilyn West)
 - Building Department Permit report submitted in the packet by Sherilyn West.

VI. ACCOUNTING:

- **Accounting Manager position update**
 - Staab discussed the following regarding the Accounting Manager position: it was advertised nationally and locally; staff has been receiving Accufund training; emphasized the importance of process standardization; gross inefficiencies in utilities billing; thanked town council for approving a financial consultant to assist with accounting functions until the position is filled; concluded with the water tank and distribution system update for the water treatment plant and an update on the status of invoices.
 - Town Council discussed whether bills could be paid since they were not listed as an agenda item. Cardenas asked the town attorney via telephone whether a motion to pay bills would violate any open meeting laws. Staab informed the town attorney Wright Water and Velocity had submitted

invoices previously but they had never been paid. Town attorney stated posting notice to pay a bill is not necessary. He also stated paying the bills would be allowable since discussion of the contracts is on the agenda.

Holmes made a motion to pay Velocity \$144,375.63. Levy seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED.

Holmes made a motion to pay Wright Water \$117,466.73. Levy seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED.

- **Resolution 2019-08 Increasing the Fee Reimbursement to Employees for Healthcare** (Scot Krob, Continued)

Cardenas continued Resolution 2019-08 to an upcoming regular meeting.

VII. COMMISSION & BOARD REPORT

- **Planning Commission (PC) Report-** (Matias Cumsille, Chair)

Cardenas stated the planning commission did a walk through of the Jellystone campground and no meeting was held for June.

- **Water & Sewer Board (W&S) Report-** (Tricia Bernhardt, Chair)

Bernhard stated the board attended the ground water source meeting.

- **Parks & Recreation Board (P&R) Report-** (Bill Kramer, Staff Liaison)

Cardenas updated town council since Kramer was on vacation. Town council then discussed different options for baseball field lights. Cardenas suggested a field trip to another baseball field so lights can be seen in person. Discussion ensued amongst town council.

VIII. TOWN PROJECTS:

Cardenas reported he is working on the concession stand design for the park and the church letter asking them to ban turkey hunting from their property.

Cardenas announced a commissioner's dinner to be held July 22, 2019.

IX. CONTINUING BUSINESS:

Bowers enquired whether residents were going to receive free Colorado Renaissance Festival tickets. Cardenas stated he would look further into the matter.

Levy stated a "To Do" list was implemented at some point in the past. Levy suggested this be brought back. Cardenas said he would work on reinstating it.

Cardenas updated town council on the status of Municode codifications, ordinances and resolutions. He stated the Municode book has not been updated since 2017. He reported

this as a project the new town clerk, Lynda Travis, would be working on.

Cardenas also discussed Accufund. He stated the program is capable of a lot more than what it is being utilized for and it would be more optimally utilized in the future.

Cardenas stated the town clerk is working on creating policies and procedures for the Colorado Renaissance Festival, staff continues to find monies throughout town hall and operations will become more streamlined as time goes on.

Semacor employee, Paul Grant, updated town council on water treatment plant operations.

X. LEGAL UPDATES: None.

XI. NEW BUSINESS: None.

XII. COUNCIL COMMENTS:

Town council requested an update from the mayor regarding ongoing unemployment claims.

XIII. MAYOR'S REPORT & COMMENTS: None.

XIV. UNSCHEDULED PUBLIC APPEARANCES: (3 min. limit)

XV. ADJOURN-8:03 pm

Waggle motioned to adjourn. Holmes seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED.

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.