



**TOWN OF LARKSPUR
REGULAR COUNCIL MEETING
JULY 18, 2019
Town Hall
8720 Spruce Mountain Road
6:00 PM**

COUNCIL AGENDA

MEETING CALLED TO ORDER/ROLL CALL:

	PRESENT	ABSENT	NONVOTING
Mayor Marvin Cardenas	X		Town Clerk-Present
Tabitha Parks	X		Town Attorney-Absent
Paul Bowers	X		Town Manager-vacant
Isaac Levy	X		
Brian Cook	X		
Jennell Waggle	X		
Mayor Pro-tem Jeremiah Holmes		X	

Staff Present: Dorothy Hise and Lee Staab.

I. PLEDGE OF ALLEGIANCE:

II. INTRODUCTION OF NEW ACCOUNTING MANAGER (Heather McCumiskey)

Cardenas introduced the new accounting manager. Everyone at the meeting welcomed her to the town.

III. NEW APPOINTMENTS:

▪ **Town Council**

Bowers motioned to approve Brian Cook for the vacant town council position. Parks seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED.

Cook was sworn in by Town Clerk.

▪ **Water & Sewer Board**

Parks motioned to approve Carrie Vince to the Water and Sewer Board. Bowers seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

- **Planning Commission**

Parks motioned to appoint Jared Odell to the Planning Commission. Waggle seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

IV. SCHEDULED PUBLIC APPEARANCES:

- **Eagle Scout Project for Front Range Trail (Aiden Euler)**

Euler presented on the Eagle Scout Project for the Front Range Trail.

Waggle motioned to approve the Eagle Scout Project for the Front Range Trail for up to \$600. Parks seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

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

VI. MINUTES:

- **Council Meeting Minutes June 20, 2019**

Waggle motioned to approve the June 20, 2019 minutes. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED. Cook and Parks abstained.

- **Council Meeting Minutes June 27, 2019**

Waggle motioned to approve the June 27, 2019 minutes. Levy seconded the motion. In a five (5) to zero (0) roll call vote, THE MOTION CARRIED. Cook abstained.

VII. ACCOUNTING

- **Bank Account Update (Heather McCumiskey)**

Parks motioned to appoint Heather McCumiskey as the Accounting Manager position. Cook seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

McCumiskey provided an update on the bank accounts of the town. She stated she would like to get comfortable with her position and would then bring forward more detailed information soon. She also gave a status update of bank account balances.

Staab continued the discussion on matters accounting related. He presented the findings of BW Consulting and addressed questions from the town council.

- **Bills to Pay**
 - ✓ General Fund
 - ✓ Water & Sewer Fund

Waggle motioned to pay \$29,321.77 from the General Fund. Parks seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

Motioned to pay Sun Communities \$791,840.78 from the Water and Sewer Fund. Parks seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

VIII. COMMISSION & BOARD REPORTS:

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

Cumsille provided an update on the Planning Commission (PC). He reported the PC has been working on design criteria and has voted unanimously to change Section 16-18-1 which addresses building exterior finishes. He then cited specific code changes that were made. He said all changes will be forwarded to the town council for final approval. Cumsille addressed town council's questions and concerns and said the PC would also be revising the sign code.

Cumsille said the Planning Commission is requesting ~\$5,000 for a project with CSU to sketch and give a vision of Spruce Mountain Road. Cardenas requested the matter be forwarded to the next council meeting. Town Council and Cumsille agreed.

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

Cardenas gave an update on the Water & Sewer Board on behalf of the Chair, Bernhardt, stating the board was provided an update on the campground at their last meeting.

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

Cardenas was unsure whether Parks & Recreation had a meeting this month and was unable to verify as Kramer was on vacation.

IX. CONSTRUCTION & DEVELOPMENT PROJECTS:

- **Jellystone at Larkspur Update** – Lee Staab
 - Phase 2 Planning
 - Contract for Engineering Services (GMS)

Staab provided a brief overview. He suggested the town council address the building moratorium before going any further with the discussion. Cardenas concurred and town council made a motion:

Levy made a motion to lift the building moratorium for the Town of Larkspur. Bowers seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

Bowers made a motion to approve the contract for GMS. Parks seconded the motion. In a six (0) to zero (0) roll call vote, THE MOTION CARRIED.

Staab addressed certain areas of the Jellystone Development agreement. He cited language directly out of the agreement: “To the extent the privilege of using such recreational facilities is made available to guests and invitees of the development at no additional charge, such facilities shall be made available to residents of the Town of Larkspur at NO CHARGE.”

Staab further stated the town clerk can provide Larkspur residents proof of identification if they are interested in using the facilities. Discussion regarding the details of the agreement ensued amongst Town Council, the mayor and Staab.

- **Water Treatment Plant Update**
 - Substantial and Final Completion
 - Assessment of Liquidated Damages
 - Invoice Payment
 - Contract Closeout

Staab provided an update on Wright Water Engineering (WWE). He provided possible solutions to town council regarding how to settle with WWE over engineering costs.

Discussion ensued amongst town council and the matter was continued to the next regular town council meeting.

- **Development Services & SAFEbuilt**
- **Dumler Travel Center.** No report.
- **Moltz Constructors**

Cardenas stated the sewage line and the fence are the current focus.

- **Building Dept. Permit Report**

West submitted a Building Department Report which was also included in the packet.

X. PERSONNEL UPDATE (Lee Staab)

Staab presented an organizational chart for the Town of Larkspur including future staffing levels and ways in which the town can manage its planning department activities.

Option 1: Maintain permit process between Town and SAFEbuilt.

Option 2: SAFEbuilt assumes all administrative requirements. They would also train town staff on basic tasks.

Option 3: Develop an Intergovernmental Agreement with Douglas County for all services.

Bowers made a motion to approve Option 2. Levy seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

XI. CONTINUING BUSINESS:

- **Resolution 2019-08 Increasing the Fee Reimbursement for Employees for Healthcare (Marvin Cardenas)**

Levy motioned to approve Resolution 2019-08, a resolution of the Town of Larkspur increasing the fee reimbursement for employees for healthcare. Parks seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

XII. LEGAL UPDATES: None.

XIII. NEW BUSINESS:

- **Social Media, Electronic Billboards, news media-reinstate access (Bill Kramer)**
 - **Motion:** To approve use of social media, electronic billboards and news media to advertise and promote businesses and private individuals that help fund, volunteer and support Park & Recreation department events.
 - **Motion:** To use the funds generated from the sale of the ball field banners to go towards the funding to purchase and install the baseball fields.

Cardenas stated he would like to forward the matter to the next regular meeting since Kramer was not present. Town Council agreed.

Travis provided background information to town council regarding the motions. She stated she received the motions, from Kramer via email, to be considered in his absence during tonight's meeting.

Discussion ensued amongst town council and Cardenas addressed town council's questions and concerns. Cardenas proposed some other ideas in place of the banners such as park benches and stated a public hearing would be held in a few weeks to resolve the matter.

- **Reimbursement of Water and Sewer tap fees (Lee Staab)**
 - **Motion:** To approve reimbursement of water and sewer tap fees to Jellystone.

Motion addressed above during "Bills to be Paid."

- **Motion:** To Consider of Lifting of the Building Moratorium.

Motion addressed above during "Construction and Development Projects."

XIV. COUNCIL COMMENTS:

Cook suggested alternative uses for the sign by the highway. He said using the sign to announce the building moratorium would be a good idea.

Bowers gave an update on the veteran's retreat.

Levy asked when the next Planning Commission meeting will be. Cardenas stated the Planning Commission will be moving to only one meeting per month and provided everyone with the upcoming meeting date.

Levy enquired about a start date for the Financial Advisory Board(FAB). He also asked what happened at a previous Music in the Park incident. Korinke responded regarding the FAB and Cardenas addressed the Music in the park incident.

XV. MAYOR'S REPORT:

- Audit update
Waggle motioned to file for an extension for the audit to September 30, 2019. Parks seconded. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.
- Communications Protocol

Cardenas distributed the Communications protocol to the town council. Walt Korinke elaborated on the matter. The protocol was not voted on but brought forth as an item of discussion.

- **Concession Stands**
Cardenas distributed concession stand design concepts. Town Council gave their opinions and the matter will be discussed at future meetings.

Levy motioned to give the variance for Charitos parking and to waive the \$150 variance fee. Parks seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

XVI. ADJOURN: -8:58 PM

Parks motioned to adjourn. Waggle 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.