



REGULAR COUNCIL MEETING

Town Hall
8720 Spruce Mountain Road
Larkspur, Colorado 80118

October 1, 2020

6:00 PM

Meeting Minutes

Pursuant to the emergency declaration all Town Council members, including the Mayor, and Town Clerk shall be attending the meeting in person while maintaining social distancing standards and members of the public shall have the ability to attend and monitor the meeting through zoom or telephone.

Join Zoom Meeting

<https://us02web.zoom.us/j/87017706393>

Meeting ID: 870 1770 6393

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MANDATORY FACE MASKS FOR COUNCIL MEMBERS

I. MEETING CALLED TO ORDER/ROLL CALL: All members were present.

PRESENT

ABSENT

Mayor Marvin Cardenas

Mayor Pro-Tem Isaac Levy

Paul Bowers

Shannon Buss

William Teague

Brian Cook

Sandy McKeown

Posted: 10-16-20 NLH

- II. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by all.
- III. MOTION TO APPROVE AGENDA:** Motion was made to approve the agenda of the Regular Council Meeting of October 1, 2020 by councilmember Isaac Levy, seconded by councilmember William Teague. No discussion. Roll call vote: six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.
- IV. MOTION TO APPROVE MINUTES:** (1805-1810)
- **Meeting Minutes Sept 17, 2020 Regular Meeting Draft:** Councilmember Shannon Buss wanted to include the reason Ames construction did not appear in the August 6th Town Council Meeting. Motion was made to approve the Minutes of the Regular Council Meeting of September 17, 2020 as amended by Councilmember, Sandy McKeown, seconded by Councilmember Shannon Buss. No discussion. Roll call vote: six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.
 - **Meeting Minutes September 23, 2020 Special TC Meeting Draft:** Motion was made to approve the Minutes of the Special Town Council meeting of September 23, 2020, by Councilmember Shannon Buss, seconded by Councilmember William Teague. No discussion. Roll call vote five (5) approved, zero (0) opposed, one (1) abstained. Mayor affirmed. Motion Carried.
- V. SCHEDULED PUBLIC APPEARANCES:** (10 min limit)
- **Emily Wilfong:** CDOT I25 GAP Project: Paul Nieman with CDOT gave a presentation of how the GAP project is progressing and what we can expect in the near future. Our entrance ramp to northbound I-25 is going to be open in the very near future and the detour through Lake Gulch Road will be closed for rework. First responders will be able to use the additional lanes while the project is ongoing for the next two years. Questions were answered and all Councilmembers were presented with the presentation and thanked him for his time.
 - **Alex Welch:** Multi Use Development Project: Alex Welch and Casey Adragna gave a rendition of what they propose for the multi-use project. Casey explained all his drawings and addressed the fire routing, parking, drainage and grading issues. All members were provided with copies of his proposal. Questions arose regarding the industrial look of the project and it was agreed it should be softened perhaps with wood and stone. Alex was willing to hear the town's objections and agreed to work on them for his next presentation. He still has to complete all application documents for rezoning, site plans and building permits, including the final site plan and zoning and talk to the Planning Commission before he is ready to present to the Town Council and Town residents for input and approval. The goal of this meeting is to have a better understanding of what they are proposing and planning to do after rezoning is approved. Councilmembers would like to see more

of a rustic cabin feel and not as much of a contemporary design. Limited parking, impact on the water and sewer systems, tap fees and possible generated income were noted as concerns of the Council.

- **Barbara Sheldon:** Statement to the Town Council: She wanted the Town to know she considers herself a resident and considers Larkspur her Town as much as anyone else. She would like to see the in-fighting stopped and have the Council get down to the important matters that the Town is facing. She realizes the damages COVID has done to her business and the Town and thinks the water bill subsidy should go away. She is all for growth and looks forward to the new multi-use development that Alex Welch presented tonight. She wants the Council meetings to address issues that affect the whole Town, not as a forum to give pats on the back and complain about damages that happened fifty years ago. She wants to hold a Veterans Memorial Fund Raiser on the 17th of October. She wants the town to move forward and work together.

VI. ACCOUNTING: (1825-1835)

- Finance Update: Donnelle Johnson explained the bills that were included in each councilmembers packet.
- Bills to Pay
 - ✓ General Fund: Motion was made to pay the general fund bills in the amount of \$17,095.02, by Councilmember Sandy McKeown, seconded by Councilmember William Teague. No discussion. In a roll call vote six (6) approved, zero (0) opposed. Mayor affirmed. Motion Carried.
 - ✓ Water & Sewer Fund: Motion was made to pay the water and sewer find bills in the amount of \$4,336.82, by Councilmember Sandy McKeown, seconded by Councilmember, Isaac Levy. No discussion. In a roll call vote six (6) approved zero (0) opposed, Mayor affirmed. Motion Carried.
- Upcoming Budget Dates: Natasha Holland furnished everyone with dates she is proposing for the budget. She will add her changes and have it to the Council by October 15, additionally, she will post them on the Town website. She is proposing a workshop for October 29 to work on employee benefits, right now there is a \$500 stipend for employee health care. The 12th of November will be a workshop, and the 19th of November will be the Public Hearing regarding the 2021 Budget. December 3rd is the goal to have the final approval completed. Clay Brown gave us a heads up and said we are on the right track.

VII. COMMISSION & BOARD REPORTS: (1835-1845)

- Planning Commission (PC) Report – Matias Cumsille, Chair: No meeting.
- Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair: Tricia gave us a proposal for raising tap fees by 50%. The Planning

Commission is also reviewing the Water Taps fees. The Council also reviewed average water usage and water conservation.

- Parks & Recreation Board (P&R) Report – Randy Johnson, Chair: No meeting.

VIII. CONTINUING BUSINESS: (1845-1855)

- **Town Survey Approval: Natasha reached out to find someone to do the survey and the sources were scarce. She did get one quote for the subscription but to write the survey would cost between 2,000 to 3,000 dollars. The Council agreed in a 6 to 7 hand raise vote to use the proposed questions. Isaac Levy and Brian Cook volunteered to place surveys in envelopes and the Town Council will tally the votes together.**
- Maintenance Building Surveillance System Request
 - ✓ Internet requirement and Camera set up: Paul Gustafson with Gustotek recommended a camera and Natasha provided a break down of costs in each packet. The cameras in place now do not work-they are nine years old. Council would like Paul to come to the next meeting to ask questions of the needs of the surveillance in the Maintenance areas.

IX. NEW BUSINESS: (1855-1920)

- CIRSA Insurance Renewal Motion: Natasha wants to renew our CIRSA insurance. It is about the same as last year. **Motion was made by Councilmember Isaac Levy to renew the CIRSA Policy for Property Casualty for \$10,806.80, seconded by Councilmember Sandy McKeown. No discussion. In a six (6) to zero (0) roll call vote, Mayor affirmed. Motion carried.**
Motion was made by Councilmember Isaac Levy to renew the CIRSA Policy for Workers Compensation for \$3,177.00, seconded by Councilmember Shannon Buss. No discussion. In a six (6) to zero (0) roll call vote, Mayor affirmed. Motion carried.
- Brinks Security System Switch: The company that does our security, Spring Security is moving out of state, so we want to go with Brinks. The town clerk requested council's approval to move forward with switch from Security Pro to Brinks Security for monitoring the security of the Town Hall. There is a 25-dollar savings. All AYES the town will switch companies.
- Vendors in the Park (Shannon Buss): Councilmember Shannon Buss addressed the council about creating an Ordinance that would only allow outside vendors in the park for special events only. Councilmember Paul Bowers would like to protect the local business owners. It was noted that the Harvest Fest vendors paid for one business license for everyone. She thinks each vendor should be required to have a license. She will look into this for next years event. Food trucks in the park are required to get a business license before they can sell.
- Department of Administration: declaration of understanding (Sandy McKeown). Councilmember Sandy McKeown addressed the council

regarding the new Head of Administration position that was established by the Town Council in August 2020, which is being fulfilled by the Town Clerk, this would ensure a shared responsibility, accountability and move to a more council driven model. She went over the new organizational chart and duties assigned to the Head of Administration, which would address the Town Manager position.

- Future Charter Change: (Sandy McKeown) Sandy McKeown would like to take the time to fully study the charter to address the Town Manager position as it is currently being fulfilled by the Town Manager position. Discussion took place regarding staff issues and Town Council procedure.

X. CONSTRUCTION & DEVELOPMENT PROJECTS: (1920-1925)

XI. MAYOR'S REPORT: (1925-1935)

- Council To-Do List: The Town Staff has been working on budget and items on the Council To-Do List did not change.
- Community Volunteer of the Month Idea: James Stockstill proposed a Volunteer Recognition Program where each volunteer would be mentioned on the electronic sign in front of Town Hall. We would also put a placard up in the office and annually we would have a recognition for all volunteers and choose one to be awarded a prize like a gift certificate for dinner something to recognize their value to the community.
- Cindy Kramer Memorial Location: the Parks and Recreation Board approved the site that Cindy Kramer would like to set her memorial. **A motion to allow Cindy Kramer to place the sundial memorial for Russ Kramer where she picked was made by Councilmember Shannon Buss, seconded by Isaac Levy. No discussion. In a six (6) approved to zero (0) opposed the Mayor affirmed. Motion Passed.**
- Parking Lot Update: County personnel are helping with the road base and leveling the parking lot in the park. The County is also helping in providing recycled asphalt for free to help us with shouldering the roads.
- Request for Cabin to use for the Larkspur Elementary School Fundraiser: An event is scheduled for Saturday Oct 24th for the Larkspur Elementary School. The Mayor read their plan for the use of the cabins in the park. They are planning to go to Tri-County Health. A motion was made to approve the event assuming that they meet all requirements by Councilmember Isaac Levy which did not get a second. Further discussion took place over the event. Councilmembers voiced concerns of CIRSA requirements, safety and COVID19 adherence. Town Clerk recommended a Trunk or Treat alternative, in the event they cannot get the cabins set up. More information at next meeting is required.

XII. COUNCIL COMMENTS: (1935-1940)

- Councilmember Brian Cook asked about a letter that was being

circulated. The Mayor discussed the letter to address some of the rumors that are being discussed in town. Discussion took place over the rumors. The Mayor noted that we need to work together and work on issues instead of fighting.

- Councilmember Sandy McKeown would like the magnesium chloride on the roads.
- Councilmember William Teague would like to honor a local resident living in the surrounding area who went through a significant medical procedure and his return home. Ordinance violation letters were also on concern.
- Councilmember Shannon Buss asked about the abandoned van in town. Mayor noted that he is already in contact with the Sheriff's Office regarding the issue.

XIII. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit): No unscheduled public appearance.

XIV. ADJOURN: (1950) Councilmember Brian Cook made the motion to adjourn, seconded by Councilmember Isaac Levy, All Ayes. Meeting was adjourned by unanimous consent at 7:49 p.m.

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.

Town Council meetings can be adjusted plus or minus 15 minutes from the timelines outlined within the Agenda.