



## REGULAR COUNCIL MEETING

Town Hall  
8720 Spruce Mountain Road  
Larkspur, Colorado 80118  
June 17, 2021  
6:00 PM

### CORRECTED MINUTES

*Pursuant to the emergency declaration all Town Council members, including the Mayor, and Town Clerk shall be attending the meeting by Zoom Meeting or telephone and members of the public shall have the ability to attend and monitor the meeting by Zoom Meeting or telephone as well.*

Sean Hogan / Town Clerk is inviting you to a scheduled Zoom meeting.

Topic: Regular Town Council Zoom Meeting

Time: Jun 17, 2021, 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82815894270>

Meeting ID: 828 1589 4270

One tap mobile

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**MEETING CALLED TO ORDER/ROLL CALL:** The meeting was called to order at 6:02 pm and all members were present.

	<u>PRESENT</u>	<u>ABSENT</u>
Mayor Isaac Levy	X	
Mayor Pro-tem Sandy McKeown	X	
Sherilyn West	X	
Paul Bowers	X	

**I. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by all present councilmembers.

**II. MOTION TO APPROVE AGENDA:** Councilperson Sandy McKeown made a motion to approve the Agenda for the Regular Council Meeting of June 17, 2021, seconded by Councilperson Paul Bowers. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

**Posted: 7-09-2021 SBH**

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### III. MOTION TO APPROVE MINUTES:

- Meeting Minutes from June 3, 2021, Regular Meeting Draft: A Motion was made by councilperson Sherilyn West to approve the minutes from the Regular Council Meeting of June 3, 2021, seconded by councilperson Sandy McKeown. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion passed.
- Meeting Minutes from the Public Hearing of June 3, 2021, were read A Motion to approve the minutes from the public hearing was made by councilperson Sandy McKeown, seconded by councilperson Paul Bowers. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

### IV. SCHEDULED PUBLIC APPEARANCES: (10 min limit): No scheduled appearances.

### V. ACCOUNTING:

- Finance Update: Donnelle Johnson is still working on the transition of Accufund to QuickBooks. She shared her screen with the Council to show the duties she should be doing and the Accounting Assistant duties that were more than a part-time person could handle. She wants to do the oversight and CPA duties that must be done, work with the auditors, do the monthly reports, prepare budgets, and perform those duties that require separation from the data entry duties. She proposed hiring a full-time person to handle the bookkeeping duties that Reed will be unable to do since he will be returning to school and must cut his workweek to 3 days instead of 4. Additionally, he is pulled off his regular duties to help with other issues in the office and cannot devote his entire time to accounting. Donnelle proposed reducing her pay to \$2500 (16 hours per week) and handling the duties that Reed's position could not handle. The segregation of duties would be maintained, and Reed could put his focus on on-line payments and water and sewer billing. We anticipate receiving a lot of checks from the Renaissance because they do not all have the capability to file on-line. It was discussed that if we hire for the bookkeeper position, we offer it on a part time basis at first (31 hours). If we are satisfied that the person can do a good job, we could offer them full time later. We are still working on past problems but are trying to standardize procedures and things are getting better. A motion to move forward with the proposal D. Nash put together, using Donnelle for \$2500 per month and hiring a part-time/full-time bookkeeper for a probationary period, was made by Councilperson Sherilyn West, seconded by Councilperson Sandy McKeown. Discussion-The Council wants to be part of the interview process and post the vacancy in the newsletter for July if possible. They also want to set up a workshop to discuss staffing. In a roll call vote of Four (4) approved, zero(0) opposed, Mayor affirmed. Motion Carried.

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**VI. COMMISSION AND BOARD REPORTS:**

Planning Commission: The Council will hold off voting on the Planning Commission's recommendations **for use by right for zoning**. They will not have a meeting until July, and we can vote on it after that meeting.

**WATER & SEWER REPORT:** Tricia Bernhardt, Chair: No meeting was held.

**PARK & RECREATION BOARD REPORT:** Last week's meeting was cancelled and will have to be rescheduled. Music in the Park was a success, there were 600+ people in attendance and the next offering on the 25<sup>th</sup> (Dotsero, a jazz band) could bring us close to 800. Bill Kramer is stepping down from his duties with the Town because his wife has health issues. He thanked all the people in Town for their support and assured them Kat could handle the Park & Rec duties. He will tender his formal resignation on Friday. Councilperson Sandy McKeown wants a list of what Bill Kramer's duties were and wanted to know if Kat could be an employee and still serve on the Board. Sean Hogan gave a list of Bill's duties and, basically, he acts as liaison between the Chamber and the ballfield, a part-time job with minimal hours.

**VII. CONTINUING BUSINESS:**

• **SPEED BUMPS:**

Sean Hogan shared a proposal of where they would be located. James wants to place them before the speed limit signs coming into town about 20 to 30 yards before the sign. He said he would put them only on incoming lanes. There was discussion on whether they should be across both lanes, whether they would tear up the roadway taking them off and putting them back on, whether they were the best deterrent to speeders, and whether they would create a traffic jam during heavy traffic. **Councilperson Paul Bowers made a motion to put the speed bumps all the way across the roadway, seconded by Mayor Isaac Levy. Discussion- the Council was deadlocked, so Mayor rescinded the motion until further discussion.** **Councilperson Sandy McKeown made a motion to not put speed bumps in the Town, seconded by Councilperson Sherilyn West. Discussion: Refund of money spent on the speed bumps was discussed. Further information in the Legal Updates.** **In a roll call vote of Two (2) approved Two (2) opposed, Motion failed,** and it was decided to research the prior motion and see if installation was part of the motion.

**DUMP REMOTES:**

Our present card system is obsolete, and the new equipment is here, but we will need to post a sign at the dump on when we want to start using the new system. We would put it on the website and the newsletter and on the electronic sign telling residents to bring their dump card and exchange it for a remote. We are looking at mid-July for transferring to the new system. We will require proof of residence to give out the remotes.

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#### VIII. NEW BUSINESS:

- **Repairs to Town Hall Building:** We need to make some repairs to the building – there are birds nesting in the beams, wood is not treated and needs to be power washed and treated. Just a heads up that this expense will be coming.
- **New Town Planner:** We will discuss at the workshop. We need an assistant Town Clerk to shadow Sean. When the town clerk leaves, we need someone to step in his place. We are also looking at a person to get developments going to the Planning Commission and on to the Council. Safebuilt and GMS do these duties now and we need to discuss this at the next workshop. Dan Krob agreed that with the struggle's citizens have we

need to hire someone in this position. He has calls out to contract planners for another option. We need to discuss at the workshop. The Council could not decide on a date for the workshop, so it as suggested that since the Council Meeting is July 8<sup>th</sup>, we combine the workshop with the Council meeting and just make a light agenda. Councilperson Sandy McKeown will check her schedule and let everyone know if she will be available.

#### IX. LEGAL UPDATE:

Sean Hogan found the motion made on the speed bumps and it does not include locations. It was decided to table all discussion until we have a full Council.

- Dan Krob brought up the Small Cell Ordinance Agreement and said it was being adopted unanimously by other communities. He recommended Larkspur adopting it and stated it includes the Master licensing agreement. **A motion was made to adopt Ordinance 2021-05, Small Cell Wireless Ordinance Agreement by Councilperson Sherilyn West, seconded by Councilperson Sandy McKeown. No discussion. In a roll call vote of Four (4) approved Zero (0) opposed, Mayor affirmed. Motion Carried.**

CIRSA Training: We will hold it after the election, August 12 or 26 and Dan would like the Council to email Sean and let him know what date will work.

- Election Commission Extension: Since there was a lapse in the 90-day time period, Sean Hogan will reach out to see if the two judges we used in the last election would be interested in doing the next election—they were Steve Gonzales and Bill Holmes. **A motion was made by Councilperson Sandy McKeown to approve Resolution 2021-10. No second to the motion, Motion failed.** Dan Krob will post the information and ask for applicants for a new commission. We'll use the same resolution and advertise with time for Council to consider each applicant. The cutoff will be July 6<sup>th</sup>. If nobody applies, we will use the previous two.
- It was suggested we wait on the speed bump decision until we have a full Council. Sean found the previous motion and it did not contain information about placement. James was tasked with getting refund information for the Council for the next meeting.

#### X. MAYOR'S REPORT:

- The Renfair Meeting went well. They have a new administrative crew. Mayor Levy asked about the 'no contest' clause and was told it does not exist. Mr. Paradise said they file a traffic plan for the weekends because vendors impede traffic or are too close to the

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roadway and the plan must be mitigated.

- Jellystone: We have nothing to report, still waiting to hear from them. Dan is pressing and will let us know when he hears something.
- Vendor Food Trucks: The way the code reads now if the vendor has a transient license, the clerk sends him to a spot designated in the Town. During special events we allow 3 food trucks. The Council needs to alter the code or decide what should happen. Little Peacock was not happy with the information they received regarding their license. A motion was made by Councilperson Sherilyn West to allow mobile transient vendors to be in the park on any day when there is no special event and to take up to two places we have designated. Seconded by Councilperson Sandy McKeown. Discussion- It was decided that Sean would have a checklist and do the assignment with the Council's direction. In a roll call vote of three (3) approved, one (1) opposed, mayor affirmed. Motion passed.
- Clean up Day: At 8:00 AM the Mayor, James and Jon will drive slowly down the streets and honk or otherwise let residents know they are around. They will pick up items and trash as designated for the slash pile or the dump. Nothing large (like refrigerators) or hazardous waste (such as paint or chemicals).
- Election date is August 3<sup>rd</sup>, and it was discussed to set up a meeting for the debate and questions and answers. We will give everyone 3 minutes to speak and 5 minutes to answer questions.
- Bear Ordinance: Second letters have gone out to area businesses and the Ordinance will be enforced. Dan Krob said he would work with businesses to make sure they comply.

**XI. COUNCIL COMMENTS:** Councilperson Sherilyn West said she looked at the website and the Board member information was erroneous, and she would like to see the minutes from the Boards posted also.

**XII. UNSCHEDULED APPEARANCES:** Ruth Ann Arfsten had questions on voting requirements and Dan Krob said he would research and get information to the Council. Bill Lucero had questions about the large numbers of people in the park during Music in the Park and wanted to know what the Town's saturation point is concerning large crowds. He also asked about a sound wall to block the traffic noise from I-25, do we have one and if not, is it too late to petition for one?

**XIII. ADJOURN:** A motion was made by Councilperson Sandy McKeown to adjourn the meeting at 8:33 pm. All AYES.

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