



**REGULAR COUNCIL MEETING**

Town Hall

8720 Spruce Mountain Road

Larkspur, Colorado 80118

December 3<sup>rd</sup>, 2020

06:00 PM

**MINUTES OF REGULAR COUNCIL MEETING**

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

PRESENT      ABSENT

Mayor Marvin Cardenas  
Mayor Pro-tem Isaac Levy  
Shannon Buss  
William Teague  
Brian Cook  
Sandy McKeown  
Paul Bowers

**II. PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited by all.**

**III. MOTION TO APPROVE AGENDA: Motion was made by councilmember Sandy McKeown to approve the agenda for the Regular Council Meeting of December 3, 2020, seconded by councilmember William Teague. No discussion. In a roll call vote, six (6) approved, zero (0) opposed. Mayor affirmed. Motion Carried.**

**IV. MOTION TO APPROVE MINUTES: (1805-1810)**

- **Meeting Minutes from Nov 19<sup>th</sup>, 2020 Regular Meeting Draft: Motion was made by councilmember Sandy McKeown to approve the minutes of the November 19, 2020 Regular Council Meeting, seconded by councilmember Brian Cook. No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.**

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

- No scheduled public appearances.

**VI. GENERAL DISCUSSION:**

- **[To discuss the following topics]**
  - ✓ **Public Comments regarding 2021 Budget**
  - ✓ **Adoption of the 2020 Budget**
  - ✓ **Appropriation of the Funds for the 2020 Budget**

✓ **Certification of mill levy**

**VII.** Donnelle Johnson, Accounting Manager, presented the budget for 2021 and asked for questions from the Councilmembers and residents of the Town of Larkspur. Sandy McKeown wanted clarification on the \$50,000y that was set aside for future use. Donnelle shared her page and pointed out the line item on the Water Fund. She explained each item in depth and answered all questions put forth. It was introduced to use Donnelle's firm, DNash, that she is going to be working for to do the Town of Larkspur budget on a contract basis. This proposition will be explained further in the minutes of the Regular council meeting.

A motion was made by councilmember Sandy McKeown to adopt Ordinance 2020-13 to adopt Option B of the Town of Larkspur 2021 Budget, seconded by councilmember Shannon Buss. No discussion. In a roll call vote Six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

A motion was made by councilmember Sandy McKeown to adopt Ordinance 2020-14, seconded by councilmember William Teague. No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

A motion was made by councilmember Sandy McKeown to appoint the town attorney in a limited capacity to sign on the last two ordinances for the Town Clerk, seconded by councilmember William Teague. No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

A motion was made by councilmember Isaac Levy to adopt Ordinance 2020-30 to certify the Mill Levy as Stated, seconded by councilmember Paul Bower.

Discussion: Motion was withdrawn and restated and made again by councilmember Isaac Levy, seconded by councilmember Paul Bower. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

A later motion was made by councilmember Shannon Buss to appoint the town attorney in a limited capacity to sign on the mill levy ordinance as Town Clerk, seconded by councilmember Paul Bower. No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion carried.

✓

**VIII. ACCOUNTING: (1825-1835)**

- Finance Update: Donnelle Johnson: Donnelle suggested using her new firm to prepare the budget in the future. She has taken a new position with D Nash and will continue to do our accounting as a contractor if the Town Council agrees. Donnelle estimates she will spend 30 hours a week doing the town budget and it will save the Town approximately \$5,000 per year. Her vision is to eventually get rid of the costly Accufund System since it is hard to navigate and we don't use it to its full capability. She would like to go to an Excel program that could be downloaded into QuickBooks to balance. She feels that makes more sense for our Town and it would be easier for someone to track and manipulate.

Motion was made by councilmember Shannon Buss to outsource our accounting

duties to D Nash for one year and retain Donnelle to do what she has in the past to prepare our budget information, seconded by councilmember Paul Bowers, No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.

- Bills to Pay
  - ✓ General Fund: Motion was made by councilmember Shannon Buss to pay general fund bills in the amount of \$16,250.04, seconded by councilmember Brian Cook. No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion carried.
  - ✓ Water & Sewer Fund: A motion was made by councilmember Shannon Buss to pay the Water and Sewer bills in the amount of \$24,700.19, seconded by councilmember William Teague. Discussion: Donnelle will provide more information on the Water Conservation board bill of \$9,517.20 to the Council after she has researched the bill. In a roll call vote of six (6) approved, zero (0) opposed, Mayor affirmed. Motion carried.

**IX. COMMISSION & BOARD REPORTS: (1835-1845)**

- Planning Commission (PC) Report – Matias Cumsille, Chair: No meeting was held as there was no quorum.
- Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair: meeting was held but no quorum, so notes were taken.
- Parks & Recreation Board (P&R) Report – Randy Johnson, Chair: No meeting was held.

**X. CONTINUING BUSINESS: (1845-1855): Nothing to report.**

**XI. NEW BUSINESS: (1855-1920)**

- **Setup Election Hearing date prior to December 14<sup>th</sup> according to the statute. Two recall petitions have been received and both were protested. Would like to schedule a public hearing to answer the protests on December 11, 2020. Once a date is set a letter must be sent out to all persons involved. It will be a remote hearing and the Council will set the date for the hearing. Motion to set public hearing for December 11, 2020 at 9:00 a.m. Recalled personnel and protesters should all be present. Karen does not see the need for an attorney to be present and will send the procedures and information to all concerned parties and the attorney. Legal counsel said she would be available if needed. Motion was made by councilmember Paul Bowers to have Ruthie (Legal Counsel) attend if she deems it necessary, seconded by councilmember William Teague. No discussion. In a roll call vote six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.**  
**Motion was made to set the Public Protest Hearing for December 11, 2020 by councilmember Shannon Buss, seconded by councilmember Brian Cook. No discussion. In a roll call vote six (6) approved, zero (0)**

**opposed, Mayor affirmed. Motion Carried.**

**Motion was made to hire Sean Hogan at the rate of \$60,000 per year to be the Town Clerk by councilmember Shannon Buss, seconded by councilmember William Teague. No discussion. In a roll call vote, six (6) approved, zero (0) opposed, Mayor affirmed. Motion carried.**

**Motion was made by councilmember Shannon Buss, seconded by councilmember William Teague to appoint Sean Hogan as Town Administrator as well as town clerk. No discussion. In a roll call vote six (6) approved, zero (0) opposed, Mayor affirmed. Motion Carried.**

- **Hire Natasha Holland and Donnelle Johnson as consultants as available until new hires are trained: Since Donnelle will be working on a contract basis, Natasha could work 10 hours a week to train Sean on the Town duties. A motion was made to bring Natasha back to train Sean Hogan by councilmember Isaac Levy, seconded by councilmember William Teague. Discussion: Councilmember McKeown wants Sean to start fresh with someone from CML training him, Councilmember Buss disagreed since Natasha is schooled in Larkspur issues and comes well recommended. In a roll call vote, three (3) approved, four (4) opposed. Motion Failed.**
- **Gustotek's hourly rate will increase to \$100/hour, effective January 1, 2021. We only pay Paul when we need him and maybe Sean can help with some of the IT issues. The contract will be reviewed in 2021.**

**XII. CONSTRUCTION & DEVELOPMENT PROJECTS: (1920-1925):** Nothing to report.

**XIII. MAYOR'S REPORT: (1925-1935):** The GMS bill is for a year's worth of work and was billed in one lump sum. It was for the lift station agreement and we paid the bill since it was the Town's bill. In the future, we will get monthly bills. We received a water violation notice from CDPHE and Will Parker corrected the issue on the spot. He said he had a person quit and he dropped the ball. Will assured us it won't happen again. The FEP paperwork was completed and all funding on the grant has been spent. The COVID testing went well today and they will return on Thursday, December 10<sup>th</sup>.

**XIV. COUNCIL COMMENTS: (1935-1940):** Councilmember Isaac Levy asked for an explanation why autopay was no longer working, he was told it was not safe. He was told he could pay by check. Councilmembers thanked Donnelle for the job she has done and her proposal. The ordinance violation issue was brought up and Mayor said he thought we could use Douglas County enforcement personnel, but the County did not want to get involved. Marvin will send all the violations to our Legal Counsel and hopefully they can be sent out next week. There is a timer problem with the trees being lit and it is being worked on.

**XV. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit):** None.

**XVI. ADJOURN: (1950):** A motion was made by councilmember Shannon Buss to

adjourn the council meeting at 7:48 p.m., seconded by councilmember Paul Bowers.  
All Ayes. Meeting adjourned.

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.

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