



## REGULAR TOWN COUNCIL MEETING

December 7, 2023, at 6pm

Town Hall, 8720 Spruce Mountain Road, Larkspur, CO 80118

## MINUTES

### 1. CALL TO ORDER / ROLL CALL

	Present	Absent
Mayor Sherilyn West	<u>X</u>	<u>          </u>
Mayor Pro-Tem Sandy McKeown	<u>X</u>	<u>          </u>
Ruth Ann Arfsten	<u>X</u>	<u>          </u>
Chelsea Dey	<u>X</u>	<u>          </u>
Mindy Kazurova	<u>          </u>	<u>X</u>
Isaac Levy	<u>X</u>	<u>          </u>
Lynn Pfaff	<u>          </u>	<u>X</u>

### 2. PLEDGE OF ALLEGIANCE

### 3. APPROVE AGENDA

- December 7, 2023, Regular Meeting

**MOTION:** Sandy McKeown made a motion to approve the December 7, 2023 Regular Meeting Agenda. Ruth Ann Arfsten seconded. Four(4) ayes, zero(0) opposed. Motion Passed.

**AUDIO TIME STAMP:** 00:01:05

### 4. APPROVE MINUTES

- November 16, 2023, Regular Meeting

**MOTION:** Sandy McKeown made a motion to approve the November 16, 2023 Minutes. Ruth Ann Arfsten seconded. Four(4) ayes, zero(0) opposed. Motion Passed.

**AUDIO TIME STAMP:** 00:02:00

- November 16, 2023 2024 Budget Public Hearing

**MOTION:** Sandy McKeown made a motion to approve the November 16, 2023 2024 Budget Public Hearing. Chelsea Dey seconded. Five(5) ayes, zero(0) opposed. Motion Passed.

**AUDIO TIME STAMP:** 00:03:20

### 5. SCHEDULED PUBLIC APPEARANCES (10 Minute Limit)

- None

### 6. ACCOUNTING REPORT

- Payroll Report
- 2023 Annual Audit : Jim Hinkle

**MOTION:** Sandy McKeown made a motion to approve Resolution 2023-13, a resolution adopting the Annual Financial Audit Report for the year ended December 31, 2022. Isaac Levy seconded. Five(5) ayes, zero(0) opposed. Motion Passed.

**AUDIO TIME STAMP:** 00:24:30

## **7. ADVISORY BOARD REPORTS**

- Planning Commission – Sandy McKeown, Council Liaison
  - Public Hearing 12/12/23: Defining a Travel Center. Regular Meeting to follow.
  - Public Hearing will also be set for ADU at this meeting.
- Water & Sewer Board – Chelsea Dey
  - Will meet on January 9<sup>th</sup>, 2024
- Parks & Recreation Board – Mindy Kazurova, Council Liaison
  - Presentation from the Board: Randy Johnson & Bill Fischer - Request to fund a sketch of the proposed Master Plan by Archer.

**MOTION:** Isaac Levy made a motion to authorize \$600.00 to Archer to make additions to the Master Plan and Park Survey Conceptual Drawing, and to include the South Park area. Ruth Ann Arfsten seconded. Five(5) ayes, zero(0) opposed. Motion passed.

**AUDIO TIME STAMP:** 1:06:00

- Board of Adjustments – Shasta Thompson, Secretary
  - Have not met; nothing is scheduled.

## **8. ONGOING CONTINUING BUSINESS**

- Sidewalk Project: Out to bid
- Cabins: no interest to date
- Water Smart grant: Meters have been shipped. Some have been delivered.
- Water Treatment upgrade: CDPHE is requesting a meeting with GMS.
- Concession Stand lease review.
- Job openings update
  - Two Candidates to interview next week for Town Clerk
  - No Interest in Director of Public Works to date
- SEMOCOR report for October
  - Replace a pump in the affluent building with a submersible pump.
  - Start installing new meters January 2024

## **9. NEW BUSINESS**

- **Ordinance 2023-06**

**MOTION:** Sandy McKeown made a motion to approve Ordinance 2023-06, an ordinance of the Town of Larkspur, Colorado summarizing expenditures and revenues for each fund and adopting a budget for the Town of Larkspur, Colorado for the calendar year beginning on the first day of January 2024, and ending on the last day of December 2024. Chelsea Dey seconded the motion. Discussion: Sandy McKeown would like to know how much cash the Town has as well as how much debt. Ruth Ann

Arfsten had a question about how raises will work. Ken Messinger also asked if the raise would be a bonus or a raise. Roll call vote, four(4) ayes, one(1) Isaac Levy opposed. Motion passes.

**AUDIO TIME STAMP:** 01:32:00

- **Ordinance 2023-07**

**MOTION:** Sandy McKeown made a motion to approve the 2023-07 Ordinance of the Town of Larkspur, Colorado appropriating sums of money to approve 29-1-108 CRS the appropriating funds and spending agencies in the above and for the purpose as set forth below for the Town of Larkspur, Colorado, for the 2024 budget year. Chelsea Dey seconded the motion. Roll call vote, four(4) ayes, one(1) opposed, Isaac Levy. Motion passed.

**AUDIO TIME STAMP:** 01:37:00

- **Resolution 2023.10**

**MOTION:** Sandy McKeown made a motion to approve Resolution 2023-10, a resolution of the Town council for the Town of Larkspur, Colorado designating annually the place for the posting of public notices for town council meetings and other town business for 2024. Isaac Levy seconded. Five(5) ayes, zero(0) opposed, motion passed.

**AUDIO TIME STAMP:** 01:41:08

- **Resolution 2023-11**

**MOTION:** Ruth Ann Arfsten made a motion to approve Resolution 2023-11; a resolution of the town council for the Town of Larkspur, Colorado to approve town council meeting schedule for 2024. Sandy McKeown seconded. Five(5) ayes, zero(0) opposed. Motion passed.

**AUDIO TIME STAMP:** 01:43:00

- **Resolution 2023-12**

**MOTION:** Sandy McKeown made a motion to approve Resolution 2023-12; a resolution of the town council of the Town of Larkspur approving the renewal of current agreements for services in and for the Town of Larkspur. Ruth Ann Arfsten seconded the motion. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP:** 01:44:32

- **Ordinance 2023-08**

**AN ORDINANCE AMENDING ARTICLE 6 OF CHAPTER 16 OF THE LARKSPUR TOWN CODE REGARDING SITE PLANS**

- Planning Commission is reviewing this on December 12, 2023

- **Ordinance2023-09**

**MOTION:** Sandy McKeown made a motion to approve Ordinance 2023-09; an ordinance for safe use of public property to limit public camping and prohibit temporary structures on public property within the Town of Larkspur, Colorado. Isaac Levy seconded. Roll call vote, five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP:** 01:48:01

- **Easement Approval**

**MOTION:** Isaac Levy made a motion to approve the Grant of Easement for the Colorado Front Range

Trail through the Town of Larkspur, Colorado. Sandy McKeown seconded. Roll call vote, five (5) ayes, zero (0) opposed. Motion passes.

**AUDIO TIME STAMP:** 01:51:12

## **10. CONSTRUCTION & DEVELOPMENT PROJECTS**

- 9138 Spruce Mountain Road: Memo to applicant from Planner
- 9181 Spruce Mountain Road – Request for information from planner
- Fox Farm Road Annexation: new concept review has been requested and placed on Planning Commissions agenda in January 2024.

## **11. LEGAL UPDATE**

- Legal Complaint update – Dan Krob
  - CIRSA will cover the Town of Larkspur for the complaint and have asked to review some documents and minutes from town council meetings.
  - Extended time for answer to the complaint, now due January 4, 2024

## **12. STAFF COMMENTS**

- None

## **13. MAYOR'S REPORT**

- Shooting – the State Patrol have been holding training sessions at night and will let us know when they will be doing this in the future, but there is no documentation for this. No limit to how much they can shoot.
- Testing water for drugs – no we do not do it. (We do not reuse wastewater. The articles on this do reuse wastewater.
- Town Clerk position is the only position exempt from state overtime and minimum wage laws; do not get paid overtime for working over 40 hours a week.
  - Matt Dean will be an hourly full-time employee in 2024.
- Lynn Pfaff has given her resignation letter to the town council.

## **14. COUNCIL COMMENTS**

- Chelsea Dey – Douglas County Economic Collaborative Project would like ideas for iconic art images to represent each community. Chelsea Dey will suggest: Renaissance Festival, Larkspur Community Park, wildlife, Jellystone, buttes, mountains, trails, Town Hall.
- Ruth Ann Arfsten – Remind the chamber that Aging Resources is using the Cabin on Monday's.
- Isaac Levy
  - Voiced his concerns over the Town needing ideas to make another million dollars in order to pay for improvements.
  - Admission tax increase will take effect in 2025 if voted in. Ren Fest and their vendors are the only ones who pay admission tax. Need to get wording for the April 2024 ballot to take effect in 2025. Currently it is 6% , Isaac Levy suggested double it, but the rest of council would like to see what surrounding areas admission tax rates are.
  - Dan Krob to draft a charter amendment for the next meeting, for July 31 Audit to be in compliance.

**15. UNSCHEDULED PUBLIC APPEARANCES** (Per Resolution 2022-27, each person will have 3 minutes to speak. If there are more than 15 people signed up to speak, the time limit may be lowered to 90 seconds per person.)

- None

**16. ADJOURN**

**MOTION:** Isaac Levy made a motion to adjourn the meeting. Ruth Ann Arfsten seconded. Five (5) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP:** 02:29:00