



REGULAR COUNCIL MEETING

Town Hall
8720 Spruce Mountain Road
Larkspur, Colorado 80118
July 8, 2021
6:00 PM
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.

MEETING CALLED TO ORDER/ROLL CALL: The meeting was called to order at 6:00 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: Councilmember Paul Bowers made a motion to approve the Agenda for the Regular Council Meeting of July 8, 2021, seconded by Councilmember Sherilyn West. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion Carried.
- III. MOTION TO APPROVE MINUTES:
 - Meeting Minutes from June 17, 2021, Regular Meeting Draft: Councilmember Sherilyn West had some corrections to the minutes and did not want to approve them until she could assure the changes were made to the minutes so they will be presented at the next Council Meeting. The changes included the motion that Councilmember Sandy McKeown made, seconded by Councilmember Sherilyn West to no put speed bumps in Town. Also, it was decided to look for the minutes that approved the speed bumps to see if the location of the bumps was determined. The information about the refund and tabling the decision until we have a full Council was moved to Legal Updates. The motion on Resolution 2010-10 regarding Steve Gonzales was made by councilmember Sandy McKeown rather than councilmember Sherilyn West. Also, the word rezoning was changed to zoning. These corrections will be made and presented at the next Council Meeting.

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IV. SCHEDULED PUBLIC APPEARANCES: Lt Dan McMillan, DC Sheriff's Office presented an update regarding crimes in the area.

- There were no significant findings in the Town, a complaint about transients in the park which turned out to be nothing and a purse taken from a vehicle was reported, family arguments at Jellystone but nothing serious.
- Lt McMillan stressed, "If you see something, say something" and said we should call whenever we have issues without delay.
- Councilmember Paul Bowers had questions about underage drinking at Jellystone, but the sheriff's office has no calls on it.
- Mayor Levy asked if we could have a police cruiser parked in Town as we did before, and he was told if one were available, they could bring it to Town.
- Mayor Levy also wanted to know if there could be a police presence at the parking area by Covenant Church on Perry Park Road as that seems to be a problem area. Again, we were told it was an availability question. Lt McMillan said he would investigate the police car issue and notify the Town.

V. ACCOUNTING:

- Finance Update: Donnelle Johnson wants to reduce her pay from \$3750 to \$2500 per month. She is working on journal voucher entries with the auditors that were not made in 2017, 2018 and 2019. When the audit is done, her and Reed will be doing all those journal entries, so the accounting system actually mirrors what the audit shows. For the past three years there has been some discrepancy between our accounting system and what the audit has been producing, but Donnelle believes it was a lack of training between accountants, but she is determined to get it fixed. Mayor Levy said his goal in the accounting field is that by the time April rolls around all the records will be fixed. He also wants the Park Department to focus on the trail. Bill Kramer was working on it, but he resigned a few meetings ago because of personal reasons, so no one is handling that now.
- General Fund Bills: Donnelle asked for the General Fund spreadsheet to be put on the screen and went through the transactions for the month. She said this month there was a lot of money going out because of 3-months billing for legal (for which Dan Krob took the hit—he has revised billing practices in the office so it won't happen again); there was also a large outlay for Moondance Gardens since it was the beginning of the planting season; and out IT bill was unusually high because of all the surveillance equipment installed in and around Town Hall, and we paid a first installment on the Audit. Overall, we had \$30,000 in expenses we do not usually have which causes the amount of general fund bills to be quite large. The good news is that all the remotes for the dump were covered by the Covid CARES money thanks to James Stock still's suggestion—kudos to James. Councilmember Sherilyn West pointed out an invoice to Colorado Barricade that was not shown on the transactions, Donnelle said she would add it and there was an invoice for parts associated with the speed bumps that was dated after we decided not to decide on them right now. James Stockstill explained the parts were already in process when our decision was made to wait so he will explore the refund procedures and give them to Mayor and the town clerk for review at the next council meeting. The security for the first Music in the Park does not appear and councilmember West wanted to know if we had received one. We have not. She also had a question on the last Music in the Park and the charges for Security. Donnelle will send her the email from Gilad Schwartz saying he will pay for half of the security for the second

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Music in the Park. A motion was made by Councilmember Sherilyn West to approve the outstanding general fund bills in the amount of \$60,064.41, seconded by councilmember Sandy McKeown. No discussion. In a roll call vote of Four (4) approved, Zero (0) opposed, Mayor affirmed. Motion passed.

- Water and Sewer Bills: A motion was made by Councilperson Sherilyn West to approve water and sewer bills in the amount of \$13,505.29, seconded by Councilperson Sandy McKeown. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion passed.

VI. COMMISSION AND BOARD REPORTS: **We do not have a report this meeting.**

VII. CONTINUING BUSINESS:

Speed Bumps: Wait until we have a full Council to decide on this. James is getting refund information.

Repairs to Town Hall: We will present bids to the Council on the meeting July 22, 2021.

Election commission: We will vote on members at the Council Meeting, July 22, 2021.

VIII. NEW BUSINESS:

- PTO Donation: PTO called about a \$500 donation we were supposed to give them, and we have no record of giving the donation. The town clerk looked back at previous recordings to try to locate the minutes that made the motion but could not find it. It was decided in the interest of expediency we should make a new motion to donate the \$500. A motion was made by Councilmember Sherilyn West to donate \$500 to PTO with the stipulation that we get a written explanation of what the monies will be used for, seconded by councilmember Sandy McKeown. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion passed.
- Ordinance Violations: We will give an update at the Council Meeting on July 22.
- Emergency Declaration Resolution 2021-10: A motion was made by Councilperson Sandy McKeown to adopt Resolution 2021-10, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LARKSPUR EXTENDING THE LOCAL DISASTER EMERGENCY ON AND FOR THE TOWN OF LARKSPUR, COLORADO, seconded by Councilperson Sherilyn West. No discussion. In a roll call vote of Four (4) approved, zero (0) opposed, Mayor affirmed. Motion passed.

IX. MAYORS REPORT:

- We will wait on the speed bump decision until we have a full Council after the election. James will get the refund information to Sean Hogan.
- We will provide information on the Ordinance Violations at the July 22 Council meeting and will probably call an Executive Session to decide how to handle them.

X. COUNCIL COMMENTS:

- Councilmember Paul Bowers said the Ordinance Violations have reached a point where they are criminal, and he is tired of wasting time talking about them and nothing being done. Dan Krob addressed the process that was being taken and told

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the Council there would be action at the Council Meeting on the 22nd. He offered to talk to Paul Bowers one-on-one to explain the delay.

- Councilmember Paul Bowers has not been paid for all his attended meetings so Donnelle will investigate it.

XI. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit):

- Florence Burch wanted to know what was going on at Billy Teague property and if they had pulled a permit. The mayor assured her they had a demolition permit for the building and to remove the concrete.
- Eve Harbison was concerned about the speeding problems on Douglas Boulevard and Spruce Mountain Road. She lives across the street from the fire station and sometimes emergency vehicles have a hard time getting out of the station.
- Florence Burch talked about grooved pavement and emergency lights for the fire station and Eve Harbison was all in for her suggestion.
- Amy Blanchard was concerned about accounting practices and the inability to find information in the system. She said everything was recorded so it should be available.
- Bill Lucero was concerned about possible lawsuits from damages to cars from the speed bumps.
- There were 3 people who were missed during Clean Up weekend and the caller asked if someone could contact them to pick up their items, Mayor told her to call Sean Hogan and give him their names and it would happen.

XII. ADJOURN: A motion was made by Councilperson Sherilyn West, seconded by Councilmember Sandy McKeown to adjourn the meeting at 7:04. All AYEs. Meeting Adjourned.

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TOWN COUNCIL WORKSHOP

Town Hall
8720 Spruce Mountain Road
Larkspur, Colorado 80118
July 8, 2018
Following Regular Council Meeting

MINUTES

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MEETING CALLED TO ORDER/ROLL CALL: The meeting was called to order at 7: 05 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. GENERAL DISCUSSION:

- To discuss the filling of the proposed positions: We want to make sure we are all on the same page concerning staffing needs. Do we need people?
- Accounting Assistant: Donnelle is doing fixes for the audit and CPA duties and needs a bookkeeper to handle the small things. She will be reducing her hours and pay from \$3750 to \$2500 so she can do more CPA work and leave the routine work to lower paid employees. She is working with Hinkle & Associates on years 2017, 2018 and 2019 on journal voucher entries. When they are finished, she will put the entries in Accufund and make it match the audits. Reed is cutting his hours to two days a week, so we need someone to come in and do the work he has been doing. We are \$2400 under budget so we have a savings. Donnelle will put a cost analysis of how much money we can free up for salaries.
- Park Department and trail management. This is not a new position; we just need to hire someone to manage the park and trail duties. We will announce our decision on this position at the next Council Meeting. Bill's position was seasonal, and we used him during the summer and around the Christmas Event the first Saturday in December. He

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did not have enough hours to do everything at 10 hours a week, so we need to revisit that. His old job description was for 20 hours a week. We might be able to use James's assistant year around to do part of the trail stuff and some of the Park work.

- The bridge on Upper Lake Gulch Road was discussed and it appears there is no signage and safety are a concern. The trail would go under the bridge. Marvin had talked to all the landowners about the trail, but it was all verbal, so we need to get it in writing. He had agreements with three people and the State and County and then he got recalled. We need to meet with those people, get written agreements and contact Archer and get Dave Gardner to do a valuation. We have to make sure the trail can go under the bridge and now is the time to get it going. Mayor Levy will reach out and get things in writing to get it started.
- Assistant Town Clerk/Town Planner: Mayor is working with Sean on personnel and Human Resources but there is no one on staff to handle Sean's duties should he leave or become incapacitated. We also have no one to do Planning for the town. Safebuilt handles our permitting and inspections and GMS handles engineering below ground, but they are both expensive and we can't expect them to do everything for us. \$40,000 was suggested as a salary for a beginning position until they take on more responsibility. We need a planner who knows what to do when people come in and tell him they want to develop property etc. to show them the process and guide them in the right direction.
- Archive Assistant: We have a lot of files piling up in town hall that need to be put on the cloud and assigned proper file designations so anyone coming into the office can look at the file index and find the files on the Cloud. Right now, we have permanent files stored in file cabinets in no specific order except a general heading. We need to put the files in two categories—permanent and temporary. The temporary files (usually financial) can be destroyed usually after 7 years, but we want to scan them into the cloud, so no one has to rummage through boxes to find information. The permanent files need to be scanned and stored in the cloud in an orderly manner that anyone can follow. The originals can then be put in permanent boxes and sealed from the weather and other damaging forces. This is a big project and Dorothy needs someone to scan the documents so she can organize them on the cloud. Mayor does not like the idea of using volunteers because of the value of the records and sometimes volunteers are not dependable. It was suggested the Planner could help when there was not work to be done. Records must have disposition instructions anyone can follow so records can be destroyed/shredded when they are past their retention period.
- We need to sift out needs and decide what we want to accomplish and figure out what we need to make it happen. This is only a workshop so we cannot decide anything right now. So, we have two people proposed for new positions, a full-time accountant and a part time deputy/planner, and a park position to fill.

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- The To Do List was shared on screen and the sidewalk project will be discussed at a meeting Mayor has next Thursday. Charter changes was on the list as well as annexations and zoning changes. We also need to assign someone to attend meetings with DC and State entities. Sherilyn West volunteered to create a list of dates and meetings. The mayor's salary was discussed and whether changes were done before or after the election. Dan Krob said we should tie it to some event, and he will draw up a resolution, we should do it before the beginning of the year. Grant money for Covid impact and energy efficiency are available. Dan will research and give into to Mayor. The Mayor will tackle this and get something going.
- We also need to make some code changes—things are not making sense and since our code was adopted from another municipality, it probably does need to be updated.

II. ADJOURN:

A motion was made by Councilmember Paul Bowers to adjourn the workshop, seconded by councilmember Sherilyn West. All AYEs. Workshop adjourned.

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