



**TOWN COUNCIL SPECIAL MEETING  
CIP REVIEW, BUDGET ALLOCATION, & IMPEDING MATTERS**

August 31, 2023 at 5pm

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

**MINUTES**

**VIRTUAL MEETING LINK:**

<https://us02web.zoom.us/j/83277479950?pwd=OG8yNklVNytCNXRiMEdURXRLbnR0UT09>

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/83277479950?pwd=OG8yNklVNytCNXRiMEdURXRLbnR0UT09>

**1. CALL TO ORDER / ROLL CALL**

	<b>Present</b>	<b>Absent</b>
Mayor Sherilyn West	<u>X</u>	<u>          </u>
Mayor Pro-Tem Sandy McKeown	<u>X 5:02</u>	<u>          </u>
Ruth Ann Arfsten	<u>X</u>	<u>          </u>
Chelsea Dey	<u>X</u>	<u>          </u>
Mindy Kazurova	<u>X</u>	<u>          </u>
Isaac Levy	<u>X 5:58</u>	<u>          </u>
Lynn Pfaff	<u>X</u>	<u>          </u>

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVE AGENDA**

- August 31, 2023 Special Meeting

**MOTION:** Ruth Ann Arfsten made a motion to approve the minutes from the August 31, 2023 special meeting with a change to approve Heather Yanda to stay on payroll through September 15, 2023 instead of August 15 as it was typed. Mindy Kazurova seconded the motion. No discussion. Six (6) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:06**

**4. CAPITAL IMPROVEMENT PROJECTS DISCUSSION**

Todd Leopold from DOLA gave a presentation on creating a Capital Improvement Plan and led the council through looking at a draft of a capital improvement plan for the town. Todd will add line items to include sidewalk plan phases past phase 1, the second and third phase of the playground equipment, and the park comprehensive plan items.

**5. BUDGET ALLOCATIONS FOR CIP DISCUSSION**

This area was addressed within the presentation above. Todd also presented information on some grant opportunities.

Posted: 9-8-2023 by HLY

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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.

## 6. IMPENDING MATTERS

- Town Clerk Position
    - Approve recommendation to offer position to new Town Clerk
- Heather Yanda presented Bruce Buccio as the recommended choice for the town clerk position. Some discussion ensued about his qualifications and the other two candidates' qualifications. Mindy Kazurova suggested that we hold a workshop to discuss staff needs before making a decision. A special meeting was set for September 6, 2023 at 7pm for Heather Yanda to give a report on staff needs and give recommendations.

**MOTION:** Mindy Kazurova made a motion to hold a special meeting on September 6, 2023 at 7pm. Chelsea Dey seconded the motion. No discussion. Seven (7) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:59:00**

- Approve Heather Yanda to stay on payroll through September 15, 2023 – Tabled until the above-mentioned meeting.
- Approve maximum hours per week for Heather Yanda to stay on hourly payroll to assist with Town Clerk transition – Tabled until the above-mentioned meeting.

## 7. SET SPECIAL JOINT MEETING OF THE PLANNING COMMISSION & TOWN COUNCIL TO HEAR FROM BASELINE ENGINEERING ON TRAVEL CENTER REPORT

The mayor reported that Ben Thurston of Baseline Engineering would like to go over his report on the travel center project with both the planning commission and the council.

**MOTION:** Sandy McKeown made a motion to hold a special joint meeting of the planning commission and town council on September 14, 2023 at 6pm. Isaac Levy seconded the motion. No discussion. Seven (7) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 2:02:15**

## 8. COUNCIL COMMENTS

Isaac Levy asked about the Capital Improvement Project. The mayor let him know that we discussed that prior to his arrival and that we would be talking about it at each of our coming budget meetings. He also inquired about the generator for the water treatment plant, which the mayor indicated we could add that in at a later date. Isaac also inquired about the cars in the river, which the mayor said was done for flood mitigation after the flood in 1965 and that FEMA may not pull them out because it could disturb the flow.

## 9. 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.)

## 10. ADJOURN

**MOTION:** Mindy Kazurova made a motion to adjourn. Lynn Pfaff seconded the motion. No discussion. Seven (7) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 2:08:24**

Posted: 9-8-2023 by HLY

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