



## TOWN COUNCIL SPECIAL MEETING

September 6, 2023 at 7pm

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>X</u>	<u>          </u>
Isaac Levy	<u>X</u>	<u>          </u>
Lynn Pfaff	<u>          </u>	<u>X</u>

### 2. PLEDGE OF ALLEGIANCE

### 3. APPROVE AGENDA

**MOTION:** Mindy Kazurova made a motion to approve the agenda. Ruth Ann Arfsten seconded the motion. No discussion. Six (6) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 00:00:57**

### 4. IMPENDING MATTERS

- Discussion Requested by Council Member Mindy Kazurova Regarding Town Hall Staffing  
Heather Yanda read her list of recommendations to the council. The council discussed various aspects of the recommendations. Council members agreed that developing job descriptions for each position is a priority.
- Town Clerk Position: Approve recommendation to offer position to new Town Clerk  
**MOTION:** Sandy McKeown made a motion to approve staff to hire Bruce Buccio as full time salaried at \$29 per hour beginning as soon as possible. Chelsea Dey seconded the motion. Ruth Ann Arfsten asked if he has ever managed staff. The mayor responded that he has managed staff. Three (3) ayes, three (3) opposed – Isaac Levy, Ruth Ann Arfsten, Mindy Kazurova. Motion failed.

**AUDIO TIME STAMP: 1:04:29**

**MOTION:** Isaac Levy made a motion to approve staff to hire Bruce Buccio as full time salaried at \$28 per hour beginning as soon as possible. Mindy Kazurova seconded the motion. No discussion. Five (5) ayes, one (1) opposed - Ruth Ann Arfsten. Motion passed.

**AUDIO TIME STAMP: 1:07:00**

- Approve Heather Yanda to stay on payroll through September 13, 2023

**MOTION:** Sandy McKeown made a motion to approve Heather Yanda to stay on the payroll until September 13, 2023 at her current pay. Ruth Ann Arfsten seconded the motion. Isaac Levy asked for clarification of Heather's final day and for the reason behind needing to vote. The mayor explained that it is necessary because two town clerks will be on payroll at the same time until Heather finishes on the 13<sup>th</sup>. Six (6) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:08:36**

- Approve maximum hours per week for Heather Yanda to stay on hourly payroll to assist with Town Clerk transition.

**MOTION:** Sandy McKeown made a motion to approve 10 hours of time for Heather Yanda to stay on the hours payroll to assist with the town clerk transition through December 31, 2023 at her current pay. Isaac Levy seconded the motion. Ruth Ann Arfsten asked what happens if everything is going fine and the ten hours aren't used up. Heather Yanda responded that if she is not needed, then no time would be charged to the town. The mayor indicated that if Heather uses up the ten hours and more are needed, that she would bring it back to the council to approve more hours. Six (6) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:12:46**

## 5. STAFF COMMENTS

## 6. COUNCIL COMMENTS

## 7. ADJOURN

**MOTION:** Mindy Kazurova made a motion to adjourn. Isaac Levy seconded the motion. No discussion. Six (6) ayes, zero (0) opposed. Motion passed.

**AUDIO TIME STAMP: 1:16:32**