



SPECIAL TOWN COUNCIL MEETING

October 26, 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></u>	<u>X</u>
Ruth Ann Arfsten	<u>6:03pm</u>	<u></u>
Chelsea Dey	<u>X</u>	<u></u>
Mindy Kazurova	<u>X</u>	<u></u>
Isaac Levy	<u></u>	<u>X</u>
Lynn Pfaff	<u>X</u>	<u></u>

2. PLEDGE OF ALLEGIANCE

3. APPROVE AGENDA

- October 26, 2023, Special Meeting

MOTION: Mindy Kazurova made a motion to approve the agenda for The Special Town Council Meeting on October 26, 2023. Lynn Pfaff seconded the motion. No discussion. Four (4) ayes, zero (0) opposed. Motion passed.

AUDIO TIME STAMP: 00:01:20

4. STAFFING

- Town Clerk Position
 - Clarify and improve job description.
 - Candidates will shadow staff to get a feel for the position.
 - Candidates will be interviewed with Town Council and Town Hall Staff.
- Time Frame
 - Shasta Thompson to work on the onboarding process and start the process for an Employee Handbook.
 - Each department in Town Hall to list duties and how to perform them to ultimately be combined in an Employee Handbook
 - Once this is underway the job listing will be posted
- Other Staff positions
 - Clarify and improve job descriptions.

5. STAFF COMMENTS

- The Town Clerk is a full-time position

6. COUNCIL COMMENTS

- None

7. 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

8. ADJOURN

MOTION: Ruth Ann Arfsten made a motion to adjourn. Lynn Pfaff seconded the motion. No discussion. Five (5) ayes, zero (0) opposed. Motion passed.

AUDIO TIME STAMP: 00:56:28