



REGULAR COUNCIL MEETING

Town Hall
8720 Spruce Mountain Road
Larkspur, Colorado 80118

June 18, 2020

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 telephone and members of the public shall have the ability to attend and monitor the meeting by telephone as well.

Join Zoom Meeting

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Please mute your phone by pressing “*6.” Everyone wishing to speak will be afforded the opportunity to do so. Please come prepared with your statements. The public will be allowed to speak during public comment only.

I. MEETING CALLED TO ORDER at 6:03 p.m.

II. ROLL CALL:

Mayor Marvin Cardenas: Present

Mayor Pro-Tem Isaac Levy: Present

Paul Bowers: Present

Shannon Buss: Present

William Teague: Present

Brian Cook: Present

Posted: 06-17-20 NLH

Sandy McKeown: Present

III. PLEDGE OF ALLEGIANCE: Recited.

IV. MOTION TO APPROVE AGENDA:

- Councilmember William Teague motioned to approve the Agenda for the Town Council Regular Meeting for 6-18-2020, seconded by Councilmember Shannon Buss. No discussion. In a Six (6) approved and zero (0) opposed vote Mayor affirmed, MOTION CARRIED.

V. MOTION TO APPROVE MINUTES: (1805-1810)

- Meeting Minutes June 04, 2020 Regular Meeting Draft:
Councilmember Shannon Buss made a motion to approve the Regular Council Meeting minutes of 6-4-2020, seconded by Councilmember William Teague. No discussion. In a six (6) approved and zero (0) opposed vote Mayor affirmed, MOTION CARRIED.
- Meeting Minutes June 12, 2020 Special Meeting Draft Councilmember Sandy McKeown made a motion to approve the Special Meeting minutes of 6-12-2020, seconded by Councilmember Brian Cook. No discussion. In a six (6) approved and zero (0) opposed vote Mayor affirmed, MOTION CARRIED.

VI. SCHEDULED PUBLIC APPEARANCES: (10 min limit):

Jellystone Campground General Manager, Eric Wood, gave an invitation to all Councilmembers to tour the campground. Eric has been in Colorado since 1999 with recreation and hospitality for many years. Jellystone has 100 Acres with 255 camping sites, 89 cabins, water park, mini golf course, pool, hot tub and 3 small restaurants. The water park is not heated. Councilmembers may call Eric if they want a tour of the campground.

VII. CONTINUING BUSINESS: (1820-1840)

- Community Block Grant Decision to Move Forward with Application
 - ✓ Tina Dill and Jennifer Eby
Mayor Cardenas, Councilmember Sandy McKeown and Town Clerk, Natasha Holland met with Clay Brown on the CDBG grant. It was decided to go with the State grant rather than County. The State has \$600,000 in grant money which is more than the County offers. GMS was well recommended to use for our engineering. We officially notified the County we would not be signing up with them. We were assured we were in good hands with the State and GMS. Council all agreed that going through the State was a better option for the town.
- Play-ground Equipment (James Stockstill)
 - ✓ No update provided at this time

VIII. ACCOUNTING: (1840-1850)

Posted: 06-17-20 NLH

- Bills to Pay

Mayor noted that he felt for a final phone call from M.R Hauling for clarification of both Bills.

- ✓ General Fund: Councilmember William Teague made a motion to pay General Fund bills in the amount of \$33,247.38 except for the second bill from MR Hauling, seconded by Councilmember Sandy McKeown. Discussion: Tim Cox asked for payment of bill for diesel fuel—it is overdue. Discussion took place over the replacement of filters for possible Tim Cox, but it was confirmed that the replacement did not need to happen as there was no foul play with the gas tank. Brian Cook and Shannon Buss asked about the Safebuilt bill and whether our portion of the permits have been collected. The clerk and Mayor confirmed the fees were collected. In a six (6) approved zero (0) opposed vote Mayor Affirmed. MOTION CARRIED.
- ✓ Water & Sewer Fund: Councilmember Shannon Buss made a motion to pay Water & Sewer bills in the amount of \$4,311.30 seconded by Councilmember William Teague. No discussion. In a six (6) approved zero (0) opposed vote Mayor affirmed. MOTION CARRIED.

IX. COMMISSION & BOARD REPORTS: (1850-1900)

- Planning Commission (PC) Report – Matias Cumsille, Chair
There were not enough members to form a quorum, so no meeting was held. Marvin said he would issue a letter to board members to urge them to attend meetings or they will be replaced.
- Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair
There were not enough members to form a quorum, so no meeting was held; however, there was a discussion. Marvin will issue a letter to board members to urge them to attend meetings or they will be replaced. Tricia Bernhardt brought up the issue of using Larkspur treated water for construction purposes. Long term this practice is not a wise use of our natural resources. Semocor argued that economically with COVID19 looming, the extra revenue it generated is worth it since we have no problem with water shortages now. Tricia was worried about us draining down our resources faster than necessary. Natasha has been working on a cost analysis of what our treated water costs. At this time, it is coming out to \$14.55 per 1000 gallons but those figures could change with the additional research to be done. Councilmember Isaac Levy agreed we should conserve our water. In May we sold 553,000 gallons of water for \$12.50 per 1000 gallons, total revenue amount of \$9,285.00. With all the extraneous costs to produce our treated water, it was suggested we may need to increase our price. Councilmember Brian Cook said we should either raise the price or stop

selling it—suggested we double the price. Natasha gave a breakdown of her cost analysis of \$14.55 per 1000 gallons but noted there was still a lot of information missing from the preliminary number. Councilmember Sandy McKeown did some research on what other small towns are doing. Hudson does not sell water. They help with construction but are being well compensated. Castle Rock does not use treated water and sells for \$2.07 per 1000 gallons but requires a \$2300 meter deposit and other fees which add up to \$600 extra per month. We need to examine our costs and put something in place. Tricia said if we deplete our water resources there is no water available to us and we would have to haul it in which would be exorbitant. It was discussed not to sell water outside of town. Paul Bower suggested we let the bulk water permits expire and change our operating practices. It was generally agreed that we should stop selling bulk water for construction. Brian Cook asked about the recommendation for selling the bulk water to the Construction company by the W/S Chairwoman Tricia Bernhardt. Tricia said that she did not believe that we should be selling the water to Ames Construction. The Town Clerk found the ordinance that gives authority to the council to revoke a permit at the pleasure of the Town Council. Councilmember Isaac Levy made a motion to stop selling bulk water for construction which was seconded by Brian Cook. Shannon Buss requested that we give Ames Construction notice. William Teague suggested a 30-day notice. Sandy McKeown agreed with the 30-day notice. Further discussion took place over the issue. Council Member Isaac Levey amended the motion to revoke the permit with a 30-day notice. Council Member Brian Cook seconded the amended motion. Council agreed to write an Ordinance about bulk water and specify how it would or would not be sold. Mayor noted that the ordinance should include the ceasing all bulk water sales for construction and for residents only, except for a one-on-one basis to be approved by the Town Council. Brian Cook noted that our responsibility is to the town. Natasha will have the written draft to all Councilmembers before the next Council Meeting. In a six (6) approved to zero (0) opposed roll call vote, the Mayor affirmed the MOTION CARRIED.

- Parks & Recreation Board (P&R) Report – Randy Johnson, Chair: There was no meeting due to quorum not being met. Marvin Cardenas will issue letters to board members urging them to attend or be replaced. There was discussion about trails, bridges, and cancellation of the 5K Veterans race.

X. NEW BUSINESS: (1900-1930)

- Water Issue: Tricia Bernhardt and Will Parker: Discussion is shown above under the Water & Sewer Board.
- **Resolution 2020-21 Disaster Emergency Declaration Extension:**

Town Clerk gave a brief review of the declaration to extend the disaster emergency. Councilmember William Teague made a motion to approve Resolution 2020-21 a resolution extended the disaster emergency declaration. Councilmember Shannon Buss seconded the motion. Brian Cook sought clarification of identifying the lost costs to the town. In a six (6) approved zero (0) opposed vote, Mayor affirmed. MOTION CARRIED.

- **Resolution 2020-22 Resolution Approving the IGA with Douglas County Regarding COVID 19 Funds from the CARES Act:**

The Mayor gave a brief overview of the IGA with Douglas county and the disbursement of the CARES act funding. Councilmember William Teague made a motion to approve Resolution 2020-22 a resolution approving the IGA with Douglas County, seconded by Councilmember Shannon Buss seconded. Councilmember Brian Cook had questions about why they are giving the Town money. The Town Clerk explained it was for COVID19 expenses incurred from March 1 through December 31, 2020. Brian Cook wanted his questions answered by the attorney. In a five (5) approved zero (1) opposed vote (Brian Cook), Mayor affirmed. MOTION CARRIED.

- **Douglas County IGA for COVID 19 Funds:** The IGA is reimbursement vehicle for COVID19 expenses. The Town Clerk noted that we should be able to charge the expense of the moving from the server to the cloud. Without that happening, we would not be able to work from home during this time. We can also ask for expenses for masks, face shields, and gloves and disinfectant for cleaning.

XI. CONSTRUCTION & DEVELOPMENT PROJECTS: (1930-1940)

Updates provided by Mayor: We received an update from the Jellystone Campground manager. Dumler is moving along with his project. Moltz is trying to get the fence contractor to fix his fence. Councilmember Sandy McKeown posed the question why a construction company could not fix their own fence.

XII. TOWN CLERK UPDATE:

The cost analysis needs to be addressed by the Account Manager when she comes on board. We found reports missing information and it was hard to capture all the data. It will take some time to figure out and make sure the next account manager is able to follow the data. The general ledger was not updated. Could not find actual budget tracking for 2020, just rough estimates of expenditures—however the expenditures have errors. Home Depot has charged us sales tax and should not have been—this goes all the way back to 2014—hopefully, we can recoup those dollars. We were paying for library internet and had it shut off. There is no tracking for sales tax reporting. Tracking for COVID19 expenditures was not being done by the prior accounting manager. The town will have to review expenditures to see what we can recoup for the CARES Act. Council Member Sandy McKeown noted that Hudson has its sales tax collection being done through the state. The Town will investigate this

program. The Town Clerk noted that we are in the process of gaining the capability to pay business licenses and sales tax online.

XIII. MAYOR'S REPORT: (1940-1950)

- Council To-Do List:
- Waiting on the IGA to set up the court system. We will pay \$100 per hour.
- Playground equipment: James has made recommendations and procured quotes, now it is up to the Park & Rec Board to approve the purchases.
- Natasha and Reed are looking into getting water/sewer bills, sales tax ready to make on-line payments.
- We are currently reviewing Contract requirements for vendors: i.e., Dana Fuller.
- Charter code changes— Council Member Sandy McKeown about the canceling of a meeting. The Mayor expressed his disapproval of the billing. Cory wants to meet with Councilmembers in a workshop. Wednesday was the day recommended for the workshop. Brian Cook scheduled meeting with Ruthie and it was cancelled, and we asked for a bill review. Councilmembers Brian Cook and Sandy McKeown did not feel the advice they got from Ruthie was very helpful. When asking questions, they were given homework to do research and do not feel like we are getting their money's worth. Sandy McKeown noted that some other municipalities have a town manager/town council form of government. Workshop should be scheduled if Council agrees.
- Paul Bowers thanked Natasha for her research and wants to look at which town residents have meters. The Town Clerk noted that she could send that information over to Paul Bowers.
- Mayor wants the personnel manual reviewed by Councilmembers.
- SEP Project for tree planting is set for the end of July.
- SEP Solar had to get a contract. The Town Hall layout for the installation and permitting process is set for 9:00am Friday and is permitted through IREA. They may use us as a pilot.
- CDBG – Going to use State funding. GMS to do the Capital Improvement Plan. The infrastructure should be fixed 2023/2024.
- Shannon Buss brought up other items to discuss later: tree lighting, Ed Ward's fence covering.
- Mayor thanked the Town Clerk for all her research and training of new personnel, we want to consider giving Natasha the same salary as Lynda Travis made. We will do employee evaluations next week. We are moving forward and following policies and procedures.
- We need to consider paying a new employee stipend for anything over 32 hours a week. We need to figure it out per pay period since the tasks to be done and training needed will cause employees to have to work more than 32 hours a week. There was some discussion from Councilmembers about limiting hours to work or putting off the discussion to another time. Altogether, no one seemed to have problems with the stipend. Paul Bowers wanted us to institute a 90-day probation period before benefits are paid out. Paul Bowers wanted a weekly

review of the hours and to ensure that we are not turning in hours that require overtime without the approval of the Mayor.

XIV. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit)

- Bill Fischer made a statement regarding his frustration with being accused of stealing from the town. He stated his disappointment because he has donated so much time and work to the town. Mayor noted that he wished Bill would comeback. This sentiment was shared by Paul Bowers, Shannon Buss and William Teague.

XV. COUNCIL COMMENTS: (1950-2000)

Isaac Levy: He wanted to know how we can bring the town together to create unit and not divisiveness and wants to do something to promote peace and harmony. Brian Cook mentioned “Better Together”. Further discussion took place over what options could help bring the town together. Florence Burch was hoping we could use the word T.E.A.M together each achieve more.

Paul Bowers: He thought Isaac Levy’s idea in bringing the community together. He also thanked Natasha for all her work and helping the town out so well. The Mayor also noted how hard she has been working and her dedication to the town as being more than what is required of her. Paul Bowers wanted to go on record stating that Natasha is one of the best town employees we have had.

Shannon Buss: She brought up the issue of the bobcat and how is it no longer under warranty and wanted to review purchasing a new one. She stated she would like to do a team building exercise at the new Jellystone and was able to tour the new facility. She also wanted to thank the town.

William Teague: He noted his disappointment in the prior accounting practices and believes we are on the right track to turn it around. He also expressed the importance of the CML guidance training to help him find his place on council.

Brian Cook: None

Sandy McKeown: None

Mayor wanted to make sure to thank the council for their hard work.

XVI. ADJOURN: (2000) Council Member Brian Cook made the motion to adjourn. Council Member William Teague seconded the motion. All ayes Meeting Adjourned at 2009 hours.

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.

