



## REGULAR COUNCIL MEETING

Town Hall  
8720 Spruce Mountain Road  
Larkspur, Colorado 80118

**August 06, 2020**

6:00 PM

### **Meeting 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/ROLL CALL: Meeting was called to order at 6:03 pm.**

Mayor Marvin Cardenas: Present  
Mayor Pro-Tem Isaac Levy: Present  
Paul Bowers: Present  
Shannon Buss: Present  
William Teague: Present  
Brian Cook: Present

**Posted: 08-31-20 NLH**

Sandy McKeown: Present

**II. PLEDGE OF ALLEGIANCE: Recited.**

**III. MOTION TO APPROVE AGENDA:**

**Councilmember Sandy McKeown made a motion to approve the agenda for the August 6th, 2020 Regular Council Meeting, seconded by William Teague. No discussion. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. MOTION CARRIED.**

**IV. MOTION TO APPROVE MINUTES: (1805-1810)**

- **Meeting Minutes July 16th, 2020 Regular Meeting Draft**  
**Councilmember William Teague made a motion to approve the Minutes from the Regular Council Meeting of July 16th, 2020, seconded by Councilmember Paul Bowers. No discussion. In a five (5) approved, one (1) opposed (Brian Cook), roll call vote, the Mayor affirmed. MOTION CARRIED.**

**V. SCHEDULED PUBLIC APPEARANCES: (10 min limit)**

- **Audrey Starr:** Saving Nature: Not available.
- **Lauren Bloomfield:** Girl Scout Gold Award Project. Proposed a Community Garden in the park as her Gold Project, which is the highest award for girl scouts. She shared some personal information about herself and the fact that she has grown up in Larkspur. Her project included twelve 4 X 6 above ground planter boxes, a SHED and 3 compost bins to be placed above the trail behind the park and would be visible to people walking on the trail. She proposed asking for donations from Lowe's and Home Depot for the lumber to build the boxes and other materials she would need. She will need fencing to keep animals out of the garden and soil testing to make sure the soil is the best possible. She will bring a breakout of costs to the Council prior to approval. The food will be available to residents and volunteers and contributions will be solicited. Council Members thanked Lauren for doing such a great job.
- **Sean Patrick:** ADP HR Information Proposal: Sean Patrick gave a presentation on what services ADP can provide to the Town regarding human resources. They have a legislation package which will provide assistance with managing all COVID 19 changes and ongoing legislation as it happens and a payroll package that addresses all types of COVID 19 absences and required time off associated with each scenario. He also discussed a tax credit, which would not apply to the Town since we do not pay taxes. The price for this service is \$75.00 biweekly and is not a contract and the service can be terminated at any time. The package will be reviewed, and decision made at the next council meeting.
- **Kirk Bergstrom:** Ames Construction Proposal: Did not appear. The Mayor stated that he spoke with Kirk and stopped all withdrawal of

bulk water directly following his announcement that he would not be attending the Town Council meeting. He apologized for his mistake in allowing them to continue to purchase bulk water while waiting for the next Town Council meeting because he felt that it was a safety issue.

#### **VI. ACCOUNTING: (1840-1850)**

- **Sales and Use Tax Software Update:** Donnelle Johnson talked about the new software and how it affects Town administration. It will save many manhours and make the processes easier to track. The training was done at Town Hall and another package from MuniRevs has been put on the table which Natasha, Donnelle and Reed are examining and Donnelle says it is a 'no brainer' that will add a lot to further automate the Town. The State program SUTS (Sales and Use Tax System) is \$1.00 for each day funds are sent to our account, so the price is very reasonable not to exceed \$260. Discussion took place over running a parallel system for Ren Fair vendors that have limited access to the internet and pricing.
- **Bills to Pay**
- **General Fund:** Council members questioned about the credit card expenditures and the Accounting Manager went over the expenses. **Councilmember William Teague made a motion to approve the outstanding bills in the General fund in the amount of \$50,693.38, seconded by Councilmember Sandy McKeown. Paul Bowers had a question about a dual stand for the ballfield. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. MOTION CARRIED.**
- **Water & Sewer Fund:** It was noted that Semocor had a double charge because they were sending the invoices to the wrong account. **Councilmember Sandy McKeown made a motion to approve the outstanding bills in the Water & Sewer fund in the amount of \$18,391.09, seconded by Councilmember William Teague. No discussion. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. MOTION CARRIED.**
  - **SEP Fund:** Councilmember Shannon Buss made a motion to approve the outstanding bills in the amount of \$10,901.10, seconded by Councilmember William Teague. No discussion. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. **MOTION CARRIED.** Council Member Sandy McKeown wants to make sure they are receiving the salary statements, bank statements, credit card list.

#### **VII. COMMISSION & BOARD REPORTS: (1850-1900)**

- **Planning Commission (PC) Report** – Matias Cumsille, Chair: Meeting is scheduled for Tuesday, August 11, 2020. No report tonight.
- **Water & Sewer Board (W&S) Report** – Tricia Bernhardt, Chair:

Meeting is scheduled for Tuesday, August 11, 2020. No report tonight.

- Parks & Recreation Board (P&R) Report – Randy Johnson, Chair: Bill Kramer gave a rundown of all the league play going on in the park and the tournaments scheduled through the end of the year. The leagues are ramping up for 2021 and will begin putting together their schedule for next year. Scott sent an email to all members of the Council and Randy to answer all the questions they presented to him and will begin booking for the 2021 season. Bill Kramer would like to know if there are any boys between 9-13 that would like to play baseball to please let them know.

#### **VIII. CONTINUING BUSINESS: (1830-1840)**

- **Ordinance 2020-08:** An Ordinance Concerning the Sale of Bulk Water to Non-Residents. There was a question about the Variance clause, which gives the Town Council the authority to approve a request for a variance on a case-by-case basis. Council Member Shannon Buss wanted to make sure that the Ordinance was passed out to the Larkspur Fire District Authority. The Town Clerk will be forwarding the ordinance.

**Councilmember Sandy McKeown made a motion to approve Ordinance 2020-08, seconded by Councilmember William Teague. No discussion. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. MOTION CARRIED.**

- **Resolution 2020-20:** A Resolution approving the Agreement with Gustotek LLC to provide Informational Technology Services  
**Councilmember William Teague made a motion to approve Resolution 2020-20, seconded by Councilmember Brian Cook. No discussion. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. MOTION CARRIED.**
- **Approval of the Baseball Field use by Front Range Baseball** (Scott Allen): happened under the Parks and Recreation Board update
- **Resolution 2020-24:** A Resolution approving the Agreement with GMS to provide GIS mapping of the town.

**Councilmember Sandy McKeown made a motion to approve Resolution 2020-24, seconded by Councilmember Shannon Buss. Discussion: Council wants a contingency that a grant will pick up 50% of the cost. In a Six (6) approved, zero (0) opposed, roll call vote, the Mayor affirmed. MOTION CARRIED.**

#### **IX. NEW BUSINESS: (1900-1910): No new business**

#### **X. CONSTRUCTION & DEVELOPMENT PROJECTS: (1910-1915)**

- Updates provided by Mayor: Moltz got the fence fixed and is now working on the front of the building, they still have a lot to do but they are beginning to do the things people have complained about and its starting to show. All the trees have been planted in the park and Douglas County has agreed to pay for the rest of the renovation. All sales of bulk water have been stopped.

## **XI. MAYOR'S REPORT: (1920-1940)**

- Council To-Do List: Marvin went over the To Do List item by item. Councilperson Sandy McKeown talked about the Charter changes and some requirements that need to be addressed to get the charter change on the ballots. She is willing to meet with Natasha to go over the requirements. Councilmember Shannon Buss asked the Council to be furnished a copy of what was proposed so they could make changes. Sandy McKeown requested a workshop to iron out the language. Further discussion took place on the requirements. **A motion was made by Councilmember Sandy McKeown for a workshop next Thursday, August 13<sup>th</sup> at 6:00 pm, seconded by Brian Cook. In a Six (6) approved, zero (0) opposed roll call vote, Mayor Affirmed. MOTION CARRIED. Natasha would like the drafted language by August 20, 2020.** Marvin said he would get with him and go over ordinances covering this type violation. The Town Attorney offered to send a sample Ordinance Violation letter to the Town Clerk. Councilmember Sandy McKeown suggested the Town do a Budget Planning meeting in September and suggested a moderator be present to create goals. Donnelle was suggested by the Council.
- Deferred Payment Update: Natasha gave a report on the USDA deferral and the CWRPDA deferral, the prospect of getting this done is promising.
- Salary Correction for Town Clerk: New salary was approved for Natasha after the duties of the position were outlined. Paul Bowers thanked Natasha again for all her hard work and professionalism **Motion to approve the salary of 65,000 to the Town Clerk was made by Councilmember William Teague, seconded by Paul Bowers. In a Six (6) approved, zero (0) opposed roll call vote, the Mayor affirmed. MOTION CARRIED.**
  - **Park Bench for Gerry Been:** The park bench for Gerry Been was discussed and a picture of the new bench selected by Janet Been was shown to the Council. Concrete footings and bolting down would be used. Paul Bowers volunteered to do some of the installation work. **Motion was made by Councilmember Paul Bowers to spend no more than \$500 on the memorial park bench for Gerry Been, seconded by William Teague. In a Six (6) approved, zero (0) Opposed roll call vote, Mayor affirmed. MOTION CARRIED.**

## **XII. COUNCIL COMMENTS: (1940-1950):**

Councilmember Paul Bowers voiced a concern about small buildings and a garage going up in Town and wants to know if they are permitted, as well as RVs parked on properties with people living in them. The Mayor will review the Ordinances.

Councilmember Sandy McKeown provided an update at the UC Denver streetscape project. The Planning Commission recommended the final revisions which are being completed now. Councilmember Sandy McKeown would also like to have a moderator help the town in development of the goals for the 2021

Budget and would like to have a hearing in September.

Isaac Levy made a statement about phone votes being illegal and voiced his deep concerns about the sale of water after the Council moved to stop water sales after a specific date and believes that the decision was illegal. The Mayor stated the reason for the continued sale was a safety concern and believed it was in the best interest of the Town to continue the sale. Councilmember William Teague reinforced the fact that CDOT stated in their meeting the safety concern of blowing dirt across the highway. Councilmember Sandy McKeown said Ames received a letter of notification that water sales were being discontinued and no comment was made at that time so she believes that it must not have been significant to them at the time they received the letter. Mayor again stated that the sale of water has been discontinued.

Councilmember Shannon Buss thanked the Mayor, Bill Lucero and William Teague for all his hard work in the park. She also noted how amazing the flowers in the park look. Councilmember Shannon Buss reminded the Mayor that the council needs to approve the site plan for the park renovations and Douglas County has agreed to finish the renovation using gravel and road base from our gravel pit. **A motion was made by Councilmember Brian Cook to approve the site plan using our sand and gravel from the Larkspur Pit, seconded by Shannon Buss. In a Six (6) approved, zero (0) opposed roll call vote, Mayor affirmed. MOTION CARRIED.**

Council Member Isaac Levy wanted to know if the Town Clerk had a discussion with the Mayor regarding the sale of bulk water and what was stated. The Town Clerk noted that she did have a conversation with the Mayor, and she voiced her concern about the continued sale of bulk water following the June 18th council vote and advised him to discontinue the sale of the bulk water until council approval. The Town Clerk stated that the Mayor's concern for the safety of the community was given as a reason to continue until the Council could hear from Ames Construction directly.

Councilmember William Teague wanted to offer his condolences to Dorothy who lost her son. The Town bought her flowers and a card and delivered them to Dorothy. Councilmember Paul Bowers wanted to make sure she received some paid time off, which she can receive. We love you Dorothy.

**XIII. UNSCHEDULED PUBLIC APPEARANCES:** (3 min limit): None

**XIV. ADJOURN:** (2009): Motion was made by Councilmember Paul Bowers to adjourn the meeting, seconded by Councilmember Brian Cook. All Ayes, meeting adjourned.

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.

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