



## REGULAR COUNCIL MEETING

Town Hall  
8720 Spruce Mountain Road  
Larkspur, Colorado 80118

**April 16, 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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Meeting ID: 920 3466 4175

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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:**

**ALL PRESENT**

Mayor Marvin Cardenas,

Mayor Pro-tem Paul Bowers

Shannon Buss

Jennell Waggle

Brian Cook

Sandy McKeown

Isaac Levy

**Posted: 05-08-20 NLH**

William Teague

- II. PLEDGE OF ALLEGIANCE:** The pledge of allegiance was recited by all.
- III. MOTION TO APPROVE AGENDA:** The agenda was amended to Add Resolution 2020-11, a resolution to the extend the disaster emergency order found in section XI. Council Member Shannon Buss motioned to approve the agenda as amended. Council Member Isaac Levy seconded the motion. **In a Six (6) to Zero (0) roll call vote, the Mayor Affirmed. MOTION [CARRIED.**
- IV. SCHEDULED PUBLIC APPEARANCES:** (10 min limit) Mr. Ed Blanchard Municipal Code:

Mr. Blanchard stated he had several questions and would prefer they be answered after he stated all of them. (1) Ed asked about the conflict of interest situation he brought up to the Planning Commission about having a town employee on the Board. He was to receive an answer from the legal counsel and that never happened. (2) Ed stated cabins were moved numerous times and wanted to know if the Town was wasting money. (3) Ed stated he has an issue with one of the cabins moved to a council members property and again was denied access to legal counsel. (4) Ed received a certified letter removing him from the Planning Commission and he stated it was because he disagreed with a decision. (5) Ed stated ordinances were not being complied with by the Town. (6) Ed stated the road mix was not in compliance. (7) Ed wants the police car to be present in the south end of Town as well as the north. (8) Ed has issues with the condition of the Town. Mayor Marvin stated he would address each of these issues in a letter to Ed Blanchard and provide Council with a copy.

- V. UNSCHEDULED PUBLIC APPEARANCES:** (3 min limit):  
There were no unscheduled public appearances.

**VI. CONTINUING BUSINESS:** (1820-1840)

- CFR Vendor Auditing Letter/Tracking Spreadsheets.
  - ✓ Natasha Holland presented an audit letter to CFR Vendors and transaction spreadsheet to help Vendors track their purchases to the Council. She stated the letter would be sent to vendors and they would be provided the spreadsheets with their CRF packets if the Council agreed. There was discussion about whether or not the fair would be allowed to open and it was decided that because of the COVID 19 Orders perhaps this was not a good time to burden the Vendors with an audit. It will be discussed at the Workshop; however, the letter and spreadsheet is on hold for now.
- Motion to approve UC Denver to complete the Streetscape Plan.
  - ✓ **Council Member Jennifer Waggle motioned to approve the payment of \$2,825.00 for the Streetscape Project. Council Member Sandy McKeown seconded the motion. No discussion. In a Six (6) to Zero (0) roll call vote, the**

**Mayor Affirmed. MOTION [CARRIED.]**

- Motion to wait on the decision to review the increase of Water and Sewer Tap Fees.
  - ✓ **In a five (5) yes to one opposed (1). Roll call vote, the Mayor affirmed. MOTION CARRIED.**
- Decision of Town Council to define Lee Staab duties.
  - ✓ Discussion ensued as to what Colonel Staab would be required to do for the Town. Sandy McKeown has an Agreement which states Lee will be responsible for the following: financial issues, development issues, personnel development, contract issues, organizational issues and attendance at Council Meetings to present report of activities. Mayor Cardenas stated he would be using three advisors: Lee Staab, Walt Korinke and Steve Gonzales. Council Members questioned the need for three advisors and the Mayor stated they were all knowledgeable and useful for the Town and would all three be used as the situation dictated. Sandy McKeown mentioned that she could furnish the agreement to Council members and it will be signed by the Mayor, Colonel Staab and Council to have Lee Staab as an advisor for the above-mentioned issues.
  - ✓ **Motion was made by Council Member Sandy McKeown that the responsibilities mentioned earlier (five outlined in the email) will be the responsibilities of Lee Staab. He will be in charge of duties stated in the document, especially with regard to staff, he will help with engineering and contract issues, budgeting, new contracts as stated. We will enter into agreement with him at no charge to the town until further notice. Council member Brian Cook seconded the motion. Discussion: The town clerk will send the verbiage to Counsel for approval. In a Six (6) to Zero (0) roll call vote, the Mayor Affirmed. MOTION CARRIED.**

**VII. New Council Members were sworn into office. Each stood and took the oath of office given by the Town Clerk.**

- ✓ Marvin Cardenas, Mayor: recited oath of office
- ✓ William Teague (Billy), Town Council Member: recited oath of office
- ✓ Isaac Levy, Town Council Member: recited oath of office
- ✓ Brian Cook, Town Council Member: recited oath of office
- Saying goodbye and thank you to Jennell Waggle for her service to the town. Mayor presented her award to her personally at her home. She thanked everyone for their help and was congratulated for her 8 years of service as a council member.

**VIII. MOTION TO APPROVE MINUTES: (1850-1855) Meeting Minutes of April 02, 2020 Draft.**

- ✓ **Council Member Shannon Buss motioned to approve the Meeting Minutes for April 02, 2020. Council Member William Teague seconded the motion. Discussion: Sandy McKeown did not receive the Counsel's reply to waiving the water bills. In a five (5) to one (1) abstention roll call vote, the Mayor Affirmed MOTION CARRIED**

**IX. ACCOUNTING: (1855-1900) Heather McCumiskey**

- **Bills to Pay**
  - ✓ **General Fund \$3,721.29**  
**Council Member Sandy McKeown motioned to approve the General Fund Bills in the amount of \$3,721.29. Council Member Brian Cook seconded the motion. No discussion. In a Six (6) to Zero (0) roll call vote, the Mayor Affirmed MOTION CARRIED**
  - ✓ **Water & Sewer Fund \$12,472.68**  
**Council Member Shannon Buss motioned to approve the Water Fund bills in the amount \$12,472.68. Council Member Brian Cook seconded the motion. No discussion. In a Six (6) to Zero (0) roll call vote, the Mayor Affirmed MOTION CARRIED**

It was brought to the Council's attention that we are required to elect a Mayor Pro Tem during this meeting.

- **Motion was made by Council Member Brian Cook to elect Isaac Levy as Mayor Pro Tem. Seconded by William Teague. No discussion. In a six (6) to zero (0) abstained roll call vote, the Mayor Abstained. MOTION CARRIED. Paul Bowers was commended for his outstanding service to the Council as Mayor Pro Tem.**

**X. COMMISSION & BOARD REPORTS: (1900-1920)**

- ✓ **Planning Commission (PC) Report – Matias Cumsille, Chair**  
**Nothing to report as there was no meeting.**
- ✓ **Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair**  
**Tricia has agreed to start up meeting on the zoom platform.**
- ✓ **Parks & Recreation Board (P&R) Report – Randy Johnson, Chair. Nothing to report.**

**XI. NEW BUSINESS: (1920-1940)**

- ✓ **Resolution 2020-11: Extending the Disaster Emergency Order**  
**Council Member Sandy McKeown motioned to approve Resolution 2020-11 a Resolution of the Town Council of the Town of Larkspur Extending the Local Disaster Emergency in and for the Town of Larkspur, Colorado. Council Member Shannon Buss seconded the motion. No discussion. In a Six (6) to Zero (0) roll call vote, the Mayor Affirmed MOTION [CARRIED**

- ✓ Municipal Court  
Judge Gresh, the first judge for the Town of Larkspur, forwarded his documentation to the Town and it will be discussed at the workshop on April 23, 2020. They will also talk about using Castle Rock's court system and will work out the details at the workshop and present a motion at the next Council Meeting. Council Member Paul Bowers suggested we consider an arrangement with the District Attorney. Council Member Shannon Buss stated we had an IGA in the past.

## **XII. CONSTRUCTION & DEVELOPMENT PROJECTS: (1940-1945)**

The Mayor noted that the Town had a preliminary conference with Tim Dumler and was told we should have a site plan from their engineer within 30 days. They are moving forward.

The subdivision paperwork was sent out so they are also moving ahead.

## **XIII. MAYOR'S REPORT: (1945-1955)**

Ames Construction is suspected to be taking water illegally. The town took a deposit check for them to use our meter and evidentially they used their own meter and the check was returned to them. They owe us for 6 truckloads a day. We advised Mr. Dumler they would be taking 3,000 loads a day for \$325 per day weather permitting. Shannon Buss stated Perry Park had the same problem and was issuing a \$500 fine for taking water without a permit. It was suggested we do something along those same lines. Culverts for parking lot extension will be done by Bill Fischer at no charge to the town. He will be using Tim Dumler's tractor. The parking lot will be extended to Town Hall. Council will be furnished with a plan.

## **XIV. COUNCIL COMMENTS: (1955-2010)**

Council Member Paul Bowers: No comments.

Council Member Isaac Levy: We should employ a grant writer to go after all the money that is out there. We are the poorest town in the county, we should be able to get some help.

Council Member Sandy McKeown: Agreed with Isaac and said the Town interviewed a grant writer and she never received a reply from them.

Council Member Brian Cook: Agreed with Isaac and wanted to see the Town re-institute the To Do List. Questioned the savings in the employee wages that were shown in the newsletter. Heather will examine the dollar figure but since it was for the previous management, it is possibly correct.

Council Member William Teague: Would like to have a Council package outlining his duties. Natasha will furnish him with this packet.

Council Member Shannon Buss: Noted the Town Attorney bill was rather high and suggested we follow the protocol set forth and be mindful of costs.

Council Member Isaac Levy: noted again the importance applying for grants, and Accounting Manager Heather McCumiskey is aware but mentioned that

there are no grants currently available for lost revenue, however there are grants for specific projects or expenditures. Town Staff Member Dorothy noted a PPE payroll through the bank and the town could apply. Heather has started to investigate the PPE option. Council Member Sandy McKeown asked about the campground spill. The Mayor stated that the campground self-reported.

**XV. ADJOURN: (1950) Council Member Shannon Buss motioned to adjourn Town Council Meeting for April 16, 2020. Council Member Isaac Levy seconded the motion. All ayes the Mayor Affirmed MOTION CARRIED 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.