



## REGULAR COUNCIL MEETING

Town Hall  
8720 Spruce Mountain Road  
Larkspur, Colorado 80118

**June 04, 2020**

6:00 PM

### **AGENDA**

***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

<https://us02web.zoom.us/j/83176974126>

Meeting ID: 831 7697 4126

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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.**

### ***PLEASE REMEMBER TO RECORD THE MEETING***

#### **I. MEETING CALLED TO ORDER/ROLL CALL:**

	<b><u>PRESENT</u></b>	<b><u>ABSENT</u></b>
Mayor Marvin Cardenas	X	
Mayor Pro-Tem Isaac Levy	X	
Paul Bowers	X	
Shannon Buss	X	

**Posted: 06-18-20 NLH**

William Teague	X
Brian Cook	X
Sandy McKeown	X

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

## **III. MOTION TO APPROVE AGENDA: MOTION TO APPROVE AGENDA:** **Council Member Shannon Buss motioned to approve the agenda for Town Council Meeting of 6-04-2020. Council Member William Teague seconded the motion. In a six (6) approved to zero (0) opposed roll call vote the Mayor affirmed. Motion carried.**

## **IV. MOTION TO APPROVE MINUTES:**

- Meeting Minutes of May 21, 2020 Public Hearing Draft  
**Council Member Shannon Buss motioned to approve the Meeting Minutes for the Public Hearing Town Council Meeting for 21 May 2020. Council Member William Teague seconded the motion. In a Six (6) approved to zero (0) opposed roll call vote the Mayor affirmed. MOTION CARRIED**
- Meeting Minutes of May 21, 2020 Regular Council Meeting Draft  
**Council Member Sandy McKeown motioned to approve the Meeting Minutes for Town Council Meeting for 21 May 2020. Council Member Shannon Buss seconded the motion. In a Six (6) approved to zero (0) opposed roll call vote the Mayor affirmed. MOTION CARRIED**
- Meeting Minutes of May 26, 2020 Special Meeting Draft  
**Council Member Shannon Buss motioned to approve the Meeting Minutes for the Special Town Council Meeting for 26 May 2020. Council Member Sandy McKeown seconded the motion. In a Six (6) approved to zero (0) opposed roll call vote the Mayor affirmed. MOTION CARRIED**

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

- Bill Lucero: Park Trees--Irrigation requests from Bill Lucero for 1) tree on Spruce Mountain Road across from the Pizzeria to reconnect soaker hoses; 2) trees across from liquor store need an irrigation system and should be watered every 2 weeks; 3) Old Town Hall we need to extend the sprinkler system from the crabapple tree to the 4 trees and lilac bush 4) all soaker systems need to be checked to assure they're in good working condition. Mayor thanked Bill and will address all the issues.
- Scott Allen: Youth Baseball league proposal: Scott Allen gave a 5-part proposal for league baseball to the Council and a possible schedule, rules for maintaining social distancing and public health compliance etc. Discussion took place over current scheduling conflicts and Bill Kramer will be contacting the other leagues to help make room. If the

town could not adjust the conflicting dates, there are options to run some practices or single game tournaments. Sandy McKeown asked some questions regarding the use of the field, timing of this request and location. Brian Cook asked about other leagues reserving the field and payment requirements. Bill Kramer noted that refunds were provided for reservations in March because of COVID19. Leagues will pay for the days they do not use the field but had reserved it. Chalking of the field will need to be completed as well as maintenance. Town Council gave a quick consensus that if the conflicts are resolved they could use the field as requested.

**VI. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit)**

No unscheduled appearances.

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

- Community Block Grant Decision to Move Forward with Application. Town is still waiting to have a meeting with Clay Brown and Sandy McKeown.
- The mayor is going to meet with Art Griffith to discuss the \$400,000 for the sidewalk project. Hope to get the contract signed tomorrow so we can move forward.
- CAM SOLAR Update: still waiting on an updated contract.
- Amendment to Dana Fuller Agreement: Ruthie suggested a \$4 million dollar insurance policy to work for the Town under this contract. Both Dana and her husband are opposed to paying this much money and said they would leave if it became a requirement. Town Clerk reworked the contract and got the insurance coverage down to \$1.5 million as recommended by the legal team and the law in exchange for the town to cover 50 percent of the insurance payment for Dana. However, members of the Council thought that was still too much for the work she does in the part. Shannon Buss stated it was overkill as Dana has worked for many years without this burden. She wanted the town to reimburse Dana for the \$750 she paid. William Teague seconded the motion. Sandy McKeown spoke about reverting to the old method of invoicing the Town for services rendered; however, this would be contingent on Dana getting her \$750 returned to her. Town Clerk stated the law requires the insurance for a contract. Isaac Levy stated it is overkill and we should do the invoices same as we always have. Sandy McKeown said we never had a contract before, Dana just invoiced us for work completed and she supported going back to that system. William Teague wants to reimburse Dana but not negate the State's requirement, so he suggested shopping around for a lower rate. Sandy McKeown would like to know if Dana can contact the insurance company and get her money back.
- **Council Member Shannon Buss motioned to pay Dana \$750 for the insurance policy that she was required to purchase unless she can receive a refund. Council member Sandy McKeown seconded the**

**motion. In a six (6) approved to zero (0) opposed roll call vote. Mayor affirmed. MOTIONED CARRIED.**

Sandy McKeown wanted clarification on the use of invoices vs. a contract. The Mayor noted that the invoices have already been approved by the Town Council at a prior meeting.

Town Clerk stated that for expenses over \$10,000 or greater, a contract is required by the procurement policy. To remain compliant with policies and statutes the council will need to reconsider them moving forward.

#### **VIII. ACCOUNTING:**

- Bills to Pay
  - ✓ General Fund: There were questions about Bobcat of the Rockies and Fischer Enterprises bills. It was suspected sabotage of the bobcat that resulted in a greater cost for the town. Shannon Buss wanted to investigate replacing the equipment because the bobcat is costing the town significant amounts of money in maintenance. The Mayor noted that Fischer came in higher than estimated regardless of the donation hours. Discussion took place over the culvert expenses.
  - ✓ **Council Member Shannon Buss motioned to pay the General Fund Bills of \$14,722.11. Council Member Isaac Levy seconded the motion. In a roll call vote of Six (6) approved, zero (0) opposed, Mayor affirmed, MOTION CARRIED.**
  - ✓ Water & Sewer Fund: there were no water and sewer bills to pay; however, two late bills came in to be paid. One from Dana, Moondance Gardens, for an amendment to her invoice and one for the Mayor's Visa which is billed directly to the Mayor's personal credit card. Mayor is working with another bank to get his card assigned to the Town rather than himself. However, since the timing of the bills receipt and payment is causing a 'slow pay' on the Mayor's personal credit card, we would like to have these charges approved at this meeting.
  - ✓ **Council Member Shannon Buss motioned to approve \$2,844.97 but wants to review the credit card receipts that comprise the Visa bill before it is paid. Council Member William Teague seconded the motion. In a roll call vote of Six (6) approved, zero (0) opposed, Mayor affirmed, MOTION CARRIED.**

#### **IX. COMMISSION & BOARD REPORTS:**

- Planning Commission (PC) Report – Matias Cumsille, Chair: No meeting was held.
- Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair: No meeting was held.

- Parks & Recreation Board (P&R) Report – Randy Johnson, Chair: No meeting was held. Mayor will contact Randy Johnson and see if we can resume meetings.

#### **X. NEW BUSINESS:**

- Douglas County Fair and Rodeo – Donation: We had a request to donate to the Fair and Rodeo as we have in the past.  
**Council member Paul Bowers motioned to donate \$200 to the Douglas County Fair and Rodeo. Council member Brian Cook seconded the motion. In a roll call vote of six (6) approved, zero (0) opposed, Mayor affirmed, MOTION CARRIED**
- Regional Air Quality Council – Donation: We had a request for a donation as we have in the past.
- **Council Member Shannon Buss motioned to donate \$100 to improve programs. Council Member William Teague seconded the motion. In a roll call vote of six (6) approved, zero (0) opposed, Mayor affirmed, MOTION CARRIED**

#### **XI. CONSTRUCTION & DEVELOPMENT PROJECTS: (1910-1920)**

- Updates provided by Mayor: Moltz will have their fence up in the next two weeks and they are waiting on the sewer line. The Corner Market looks nice.

**MAYOR'S REPORT: (1920-1930)** Jellystone Campground is progressing nicely. Mayor met with the campground manager and he wants to give councilmembers a tour. Let us know what date and time works for you. We can get a golf cart tour of the facilities. Mayor is impressed with the look of the campground. The only people who can use the waterpark and golf facilities are campers who are staying and paying camp fees. However, the Town of Larkspur residents get to use both at no charge. The manager said 20 to 30 people only at a time but as small as Larkspur is, he sees no problem. It was suggested we ask the campground to put up some flyers advertising our local eating establishments and our activities in the park to invite campers to take advantage of what the Town has to offer. Sandy McKeown mentioned the main street Project and suggested the trail system going to the church road should go up to the campground also. Perhaps the campground would be willing to absorb the cost. Since the manager is coming to our next council meeting, maybe we can introduce this at that time.

- The bear ordinance is being enforced and businesses are reinforcing dumpsters and changing pick up times making it harder for bears to access their previous food sources.
- The charter and code changes are ongoing. Review of personnel management, hiring procedures, background checks and other issues are on the list of items that need to be addressed and reviewed by council.

- The town needs assessment completed by Lee Staab puts the town at 4.75 full time equivalent employees which is where the town is right now.
- The tree proposal was kicked back because of high water consumption trees so we have agreed to go with native species.
- There is an Ordinance Violation Procedure in councilperson's packets—please review.

## **XII. COUNCIL COMMENTS:**

- Shannon Buss stated the attorney bills are out of control and wants all to minimize use.
- Council should be aware of rules and requirements regarding new employees. Is it time to open town hall to the public? Let us see what other states are doing as far as safety measures. Shannon says we could have new procedures, suggested taking temperatures, issuing masks with special filters, social distancing lines on the floor. Vulnerable people should remain at home.
- Paul Bowers wants to know the status of the IGA with Castle Rock. It was noted that the town is waiting for a final IGA to come back from Castle Rock. Ruthie will look it over and hope to put it in effect by next meeting.
- William Teague talked about public coming into town hall without proper equipment in place and the need for clean air. Gerry Been says we need to check on air quality and pump out the bad and replace it with good air. William Teague was worried about grading issues as the park dirt piles are leveled out. Sandy McKeown stated that Archer is working from site plan for the park and we should let him do his work first before we address the grading issues. Shannon Buss wanted to know if the dirt piles were being moved. Mayor talked about the need for retention ponds and agreed we should wait until archer completes his work.
- Isaac Levy spoke about the stop sign put up on the street by a Town Resident. He stated we have a strict sign code, and no one should be allowed to put up on stop sign on the road. The sheriff did an assessment and determined the sign is on private property therefore, it is out of our jurisdiction. Possibly the Planning commission can address this situation. Florence Burch suggested we ignore it.
- Shannon Buss proposed changing the council meetings to 2 or 3 a month, developing an employee handbook, looking at the cost of Christmas lighting and Ed Ward's curtain around the RV storage lot.
- Paul Bowers is ready for baseball and wants to see the leagues happen. On the donation issue, he proposed asking for donations to have Joe rocks trees trimmed. Mayor will talk to local businesses to see about getting it done. Go Fund Me was mentioned as an option to raise funds for the rocks.
- Sandy McKeown agreed we have too many council meetings and wants to go to two meetings per month with a special workshop in June only if we need it. William Teague is all in for the leagues in the park. Brian Cook agrees with going to two meetings a month.

- Mayor looks forward to the campground tour.

**ADJOURN: Council Member Shannon Buss motioned to adjourn the Regular Council Meeting. Council Member Brian Cook seconded the motion. In a unanimous vote the meeting was adjourned at 8:02 p.m.**

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.