



**Town of Larkspur
Town Council Special Meeting
Town Hall
8720 Spruce Mountain Road
Friday, 12 June 2020
5:00 P.M.**

MEETING MINUTES

RE: Hiring of the Accounting Manager Position

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/82053817703?pwd=ZXozam56c2NXN2lxaTlVR214S0FUZz09>

Meeting ID: 820 5381 7703

Password: 823396

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1. Special Meeting called to order: Mayor called the meeting to order

2. Pledge of Allegiance: RECITED

3. Roll Call:

Paul Bowers

Present

X

Absent

Sandy McKeown	X
William Teague	X
Brian Cook	X
Shannon Buss	X
Isaac Levy, Mayor Pro-Tem	X
Marvin Cardenas, Mayor	X

4. Approval of the Agenda

Council Member Sandy McKeown motioned to approve the Town Council Special Meeting Agenda for June 12, 2020. Council Member Isaac Levy seconded the motion. In a six (6) approved to zero (0) opposed roll call vote, the Mayor affirmed. MOTION CARRIED.

5. Candidate Options

- a. Mayor's Recommendation: the mayor made his recommendation to hire candidate Donnelle Johnson and believes that she would be the best fit for the town not only because of her experience and credentials but also her personality, strength of references and willingness to come in, do her job and go home.
- b. Council Member Isaac Levy wanted clarification of the role of Donnelle Johnson, Helen Kellogg and Reed Lutter. The Mayor reported that Donnelle Johnson will be helping the town on a part-time roll with the ability to increase hours as the position dictates. Helen Kellogg will help with training and will be here to provide additional support to Donnelle Johnson if needed. Reed Lutter will be completing the work that the previous accounting assistant performed as well as additional projects as assigned.
- c. Town Clerk mentioned some of the projects and discrepancies that have been found. Shannon Buss asked for clarification about the tracking that has not been completed. The Town Clerk noted that there is not a document that overseas expenditures that have and have not been paid, sales tax tracking, tracking of what has been paid to the town and what is still pending, as well as the cost analysis piece that is still in the works.

6. Council's Confirmation

Council Member William Teague motioned to approve the hiring of the hourly position for Donnelle Johnson pending the final outcome of the background check. Council Member Brian Cook seconded the motion. Council Member Isaac Levy asked why she was picked over the other interviewed. Town Clerk noted the reason why she believed Donnelle Johnson the choice came down to her personality,

willingness to work the hours necessary to perform the job and leave. Council Member Sandy McKeown noted her impression of the candidate being vibrant, hardworking, experienced background and ability to work with the team. **In a six (6) approved to zero (0) opposed roll call vote, the Mayor affirmed. MOTION CARRIED.**

The Mayor asked about whether we should have a backup as a possible option and not have a second meeting if Donnelle Johnson backed out. Council Member Brian Cook noted that she will be a great fit and believed it was not necessary. Town Clerk noted that the salary offer for the position would be the hourly equivalent of what the previous Accounting Manager made at \$26.44 per hour. The Town Council all gave their consensus in agreement of the wage. Council Member Paul Bowers asked a question regarding the response from the education institution. Town Clerk noted that there is a difference between the institution itself and a professor providing a reference. Town Clerk also stated that she was able to confirm Donnelle Johnson's CPA certification with the state.

- 7. Adjourn: Council Member Paul Bowers motioned to adjourn the meeting. Council Member Brian Cook seconded the motion. All ayes, the Mayor affirmed, the meeting adjourned.**

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.