



**Town of Larkspur
Town Council Special Meeting
Town Hall
8720 Spruce Mountain Road
Tuesday, 26 May 2020
6:00 P.M.**

MEETING MINUTES

RE: Confirmation of the Hiring of Mr. Reed Lutter

Join Zoom Meeting

<https://us02web.zoom.us/j/87531936629?pwd=S1dXTDVXdDVKRFIUcTNML3pvc2YzQT09>

Meeting ID: 875 3193 6629

Password: 304371

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1. Special Meeting called to order:

2. Pledge of Allegiance:

3. Roll Call:

Present

Absent

Paul Bowers: Present (late arrive at 1810)

Sandy McKeown: Present

Isaac Levy, Mayor Pro-Tem: Present

William Teague: Present

Brian Cook: Present
Shannon Buss: Present
Marvin Cardenas, Mayor

Mayor inquired if Council Members had reviewed the resumes. Council Member Sandy McKeown wanted to ensure references were checked.

Council Member Isaac Levy gave a brief overview of what he drafted as a checklist for the hiring of employees. He outlined four phases of the application process: gathering of applications and review of those applications; then first interviewing, with council members and second with the mayor; evaluation interview, phase three is when you conduct background checks, reference checks, etc.; phase four consists of presenting choices to council and then the job offer is extended. Isaac wants to ensure job postings are open long enough to ensure adequate candidates. We should, retain the information for one year for transparency and to ensure proper procedures are in place and being followed.

Council Member Brian Cook liked the outline and wants to make sure that background checks are completed prior to council's involvement in the decision making. Any person refusing to submit to a background check should be passed over

Council Member Shannon Buss noted that there is a difference between a reference check and background check.

Council Member Paul Bowers noted that there is a separate process for the background check requiring the applicant to fill out a form authorizing a background check.

Council Member Shannon Buss asked about moving forward with the offer contingent upon a successful background check. Town Clerk noted that it was the plan to have council move forward with said candidate and make an offer contingent on the background check.

Council Member Isaac Levy agreed with Council Member Brian Cook regarding his comment on passing persons not willing to submit to a background check for an accounting manager position.

Mayor Cardenas wanted to move forward with Reed Lutter providing the background check and completed reference check came back positive. He noted his experience and stated he believed Mr. Lutter would fulfil the duties of the position. Mayor Marvin Cardenas stated that Reed Lutter will be compensated \$16.00 per hour for a 24 hours week.

Council Member Brian Cook asked about unemployment benefits.

Mayor Marvin Cardenas indicated a 90-day probationary period with the possibility of a pay increase after that probationary period is complete.

4. **The hiring of Mr. Reed Lutter was confirmed.**
5. **Council Member Shannon Buss motioned to approve the hiring of Reed Lutter for the Accounting Assistant position at compensation of \$16.00 per hour with a 90-day probationary period provided that the background and reference check both pass. Council Member William Teague seconded the motion. He mentioned that Reed Lutter scored 19 out of possible 22 on his interview evaluation. In a six (6) to zero (0) roll call vote, the mayor affirmed, the MOTION CARRIED. Reed Lutter has been hired under a conditional employment offer. Mayor Marvin Cardenas thanked the council for their vote.**

Council Member Brian Cook asked about any additional topics of discussion. The mayor wanted to discuss the Accounting Manager Position. The Town Clerk mentioned about using a staffing firm for the hiring of the position. Council Member Isaac Levy noted that we should open this position up to multiple platforms, specifically Monster. He also wanted to make sure that we watch out for each other and put a process in place.

Council Member Shannon Buss wanted to discuss the full time / part time issue. She discussed that full time is considered 32 hours. Mayor Marvin Cardenas stated that in the past, the Colonel noted that the accounting manager would be considered a part-time job. Council Member Paul Bowers noted that the town eliminated part time jobs so that full time employees could pick up other responsibilities.

Council Member Brian Cook noted an issue with having two persons overseeing accounting functions. Town Clerk noted that CIRSA requires financial controls in place to mitigate the high risk of financial crimes that are often seen in towns our size. Council Member Brian Cook noted that the two new employees would be doing transfers and double checking each other. Council Member Shannon Buss noted that the Town Clerk could oversee some of the transfers. Council Member Brian Cook believe that the Mayor has the last word when it comes to transfers. He sees the transfers being a high risk. Council Member Sandy McKeown noted that she read the charter and does not believe it will be a major issue.

Town's person Florence Burch made a statement about the hiring process and noted that changing the charter has been tried before and failed. Council Member Shannon Buss noted that a discrepancy in an audit finding where employees were being paid more than what was stated in their contracts and wants to make sure those types of things do not occur. Council Member Sandy McKeown noted that it is the council's job to check for those changes and require corrections. Council Member Brian Cook

brought up the embezzlement issue again. Discussion took place over the process. Council Member Isaac Levy provided an analogy to help clarify some thoughts and noted that there needs to be a procedure for transfers. Further discussion took place about a procedure regarding transfers. The topic of policy changes regarding the immediate firing of employees that are caught doing certain activities should be implemented into the personnel policies as well.

Adjourn: Council Member William Teague motioned to adjourn the meeting. Council Member Isaac Levy seconded the motion. All ayes, 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.