



**TOWN OF LARKSPUR  
REGULAR COUNCIL MEETING  
SUMMARY MINUTES  
July 19, 2018  
6 p.m.  
Town Hall**

**MEETING CALLED TO ORDER** by Mayor Gerry Been at 6:03 PM.

<b>PRESENT</b>	<b>ABSENT</b>	<b>NON-VOTING</b>
Tabitha Parks		Town Attorney- Scotty Krob
Paul Bowers		Town Clerk/Manager - Matt Krimmer
	Isaac Levy	
Heather Sanchez		
Jennell Waggle		
Mayor Pro-tem Jeremiah Holmes		
	Mayor Gerry Been	

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**TOWN STAFF PRESENT:** Michelle Wagner, Sherilyn West, Paul Grant (SEMOCOR)

**PLEDGE OF ALLEGIANCE:** Recited.

**PUBLIC ATTENDEES:** Lisa Bowers, Gary Abel, Toni Reynolds, Bill Lucero, Marvin Cardenas

**SCHEDULED PUBLIC APPEARANCES:** None.

**UNSCHEDULED PUBLIC APPEARANCES:**

- Bill Lucero made a statement supporting Ed Blanchard’s application for membership on the Town’s Planning Commission.

**MOTIONS:**

**Jennell Waggle made a motion to approve regular council meeting minutes for June 21<sup>st</sup>, 2018. The motion was seconded by Heather Sanchez. Motion carried by unanimous voice vote 5-0-0.**

**A motion to approve payment of General Fund bills in the amount of \$103,088.71 was made by Jennell Waggle and seconded by Tabitha Parks. A roll call vote was taken. Five (5) in favor, zero (0) against; motion carried.**

**Tabitha Parks made a motion to approve payment of bills for Water and Sewer expenditures totaling \$24, 920.53. Jennell Waggle seconded the motion. A roll call vote was taken. Five (5) in favor, zero (0) against; motion carried.**

**A motion was made by Jennell Waggle and seconded by Paul Bowers to excuse the balance of water and sewer payments owed by Robert Boardman totaling \$295.40, which included late fees and interest, effectively leaving a zero (\$0.00) balance on the account as of Jun 30, 2018. A roll call vote was taken. Five (5) in favor, zero (0) against; motion carried.**

**A motion was made by Tabitha Parks and seconded by Heather Sanchez to accept the resignations of Florence Burch, Danette Burch, Joseph Jeske, and Janet Been from the Planning Commission and appoint Ed Blanchard and Matias Cumsille to the Town's Planning Commission as Regular members for two (2) year terms expiring July 2020; elevate Marvin Cardenas from Alternate member to Regular member for a three (3) year term expiring July 2021; and elevate Brian Cook from Alternate member to Regular member for a two (2) year term expiring July 2020. Motion passed by unanimous voice vote 5-0-0.**

**A motion was made by Mayor Pro-tem Jeremiah Holmes and seconded by Tabitha Parks to approve a Lease-Purchase Agreement with the Larkspur Fire Protection District (LFPD) for the 9.4-acre property at 9180 Spruce Mountain Road for a total of purchase price of \$147,900 with monthly lease payments of \$1000 beginning August 1, 2018 and carrying through December 1, 2026 with a balance of \$46,900 due on or before December 31, 2027. A roll call vote was taken. Five (5) in favor, zero (0) against; motion carried.**

**A motion was made by Mayor Pro-tem Jeremiah Holmes and seconded by Tabitha Parks to adjourn the Council meeting. Motion carried by unanimous voice vote 5-0-0. Mayor Pro-tem Jeremiah Holmes adjourned the Council meeting at 8:09 p.m.**

#### **FINANCE and ACCOUNTING:**

- General Fund and Water & Sewer Fund bills were approved for payment.
- Town Controller, Michelle Wagner, presented the Quarterly Financial Report covering April through June 2018.
- Matt Krimmer announced the hiring of Karen Jackson as the Town's new Accounting Manager. Karen is moving to Colorado from Round Lake, Illinois and will be residing in Castle Rock. Her start date is August 6, 2018.
- Matt also informed Council of a new accounting system being used by Sun-Jelly Campground noting the Town staff will be monitoring tax payments very closely and comparing reporting to previous years during the same time periods.
- Matt presented the delinquent status of Mr. Robert Boardman's water and sewer bills and how the delinquency occurred noting extenuating circumstances. The Council approved writing off the delinquency giving Mr. Boardman a zero-balance effective June 30, 2018.
- Matt also noted the Environmental Protection Agency (EPA) will be meeting with Mr. Boardman on August 7, 2018, to discuss pollution complaints filed by neighbors.

**TOWN OPERATION REPORTS:** Matt Krimmer presented Planning and Building Department reports and status summaries of the development projects:

- **Jellystone at Larkspur** –
  - ✓ New well permit applications were approved and submitted to the State.
  - ✓ WWT lines being installed
  - ✓ Four new buildings are planned for the campground; welcome center, fitness center, clubhouse, grange hall/recreation center,
- **Dumler Travel Center** – Fill dirt and grading work continues on Northeast side of property.
- **Moltz Constructors** – Building construction underway.

**TOWN PROJECTS:** Matt provided a status summary:

- **Water Treatment Plant (WTP)**
  - ✓ Structural skeleton is up.
  - ✓ Wall panels are delayed from manufacturer
  - ✓ Target completion month October 2018
- **Wastewater Treatment Plant (WWTP)**
  - ✓ Preliminary needs assessment (PNA) draft has been completed and is being reviewed.
- **Front Range Trail**
  - ✓ Fence separating trail/open space from private properties to be installed within the next 2-3 weeks.
  - ✓ Joint Trail/Trailhead grand opening with Douglas County being planned for October.

**CONTINUING BUSINESS:**

- CDOT I-25 GAP Project update
  - ✓ 90% Engineering Design Review completed
  - ✓ CDOT to provide traffic control in Larkspur during construction
  - ✓ Construction on South end to begin December 1, 2018
  - ✓ Bridge replacement construction to begin mid-2019 will include four bridges; Exit 274 (Sky View Lane), Exit 273 (Spruce Mountain Road), Exit 272 (Upper Lake Gulch Road), and East Plum Creek overpass
- Two new and two Alternate members appointed to Planning Commission
- Two Volunteer Consultants approved to work with Planning Commission and Town staff on Comprehensive Master Plan and other projects
- Land parcel acquisition from LFPD agreement approved
- Gravel road grading and dust suppression application to begin next week, approximately July 25-27
- Awaiting response from Douglas County on crosswalk and stop bar striping
- Sprinkler system at Town Hall Annex installation has been completed
- Fire mitigation work started July 16
- Waiting to receive pole for new radar speed sign.

- Fence installation at 410 Plum Creek Avenue to be completed upon owner's return for vacation

**NEW BUSINESS:**

- Douglas County Library Director has offered DC Libraries equipment, financial, technical, and volunteer support to the Book Exchange. We will be engaging with the Library help in its operation.
- Matt informed Council of a job announcement having been placed for a Deputy Town Manager. Applications/resumes must be received by close of business, August 8<sup>th</sup>.
- The North park restroom pump had to be cleaned out due to someone flushing men underwear in the toilet. Cost \$350.

**LEGAL UPDATES:** Town Attorney Scotty Krob presented a draft letter to the Douglas County Attorney presenting Larkspur's position on the uncollected "use tax" matter which requested the County Commissioners waive the uncollected tax and proceed completing the IGA with the Town for current and future tax collection. The Council directed the Town Attorney to send the letter, as presented, as soon as possible.

**MANAGER UPDATES:**

- **The number of suspicious small fires set along Hwy 105 near Perry Park have increased from five (5) to thirteen (13)**
- **Music in the Park July 13 with the Country Music Project estimated attendance was near 500 and the band proved to be very well received**
- **Next PC Meeting – July 23, 2018, 2 p.m. at Town Hall Annex**
- **Next Music in the Park will be July 27 at 6:30 p.m. will feature Rascal Martinez**
- **County Commissioners-Town Council Dinner, July 31, Third Floor County Bldg., 100 Third Street, Castle Rock, at 6 p.m.**
- **Next Council meeting will be August 2, Town Hall, 6 p.m.**
- **Elected Officials and Staff members invited to 100<sup>th</sup> Douglas County Fair, August 2 – 5, at the DC County Fairgrounds**

**COUNCIL COMMENTS:**

**Paul Bowers** – Asked about the status of Myrna Been's property with regard to occupants, health and safety, and disposition. Commented on the inadequacy of the fence installed at the Look property, noting it was supposed to enclose the property on all four sides and include a gate.

**Jennell Waggle** – Took issue with a sticky note on her water bill regarding late payment. Commented on use of the Park restrooms at events. Suggested right of way areas on the West side of Spruce Mountain Road disturbed by Moltz construction be seeded as soon as possible. Informed the Council and public of bears at her property near the Spruce Mountain Road and Perry Park Avenue intersection.

**MAYOR PRO TEM's COMMENTS:**

**Jeremiah Holmes** – Post and send out notice to citizens about trash control. Notices should be placed on Town's electronic board and fakebook. Asked about status of concrete dumped behind Pur Essential building and if permits have been applied for. If response from property owner regarding disposition is not received by tomorrow have letter sent to remove concrete within two weeks of receiving letter.

**MEETING ADJOURNED at 8:09 p.m.**

**Respectfully submitted,  
Matt Krimmer  
Town Clerk/Manager**

These minutes are only a summary of the proceedings of the meeting. They are not intended to be comprehensive or to include each statement, person speaking or to portray with complete accuracy. The most accurate record of the meeting is the audiotape recording maintained in the office of the Town Clerk.