



TOWN OF LARKSPUR
REGULAR COUNCIL MEETING
June 6, 2019
Town Hall
8720 Spruce Mountain Road
6:00 pm

COUNCIL AGENDA

MEETING CALLED TO ORDER by Mayor Marvin Cardenas at 6 p.m.

<u>PRESENT</u>	<u>ABSENT</u>	<u>NON-VOTING</u>
Paul Bowers	Tabitha Parks	Town Attorney- Scott Krob
Isaac Levy		Town Manager-Vacant
Jennell Waggle		Town Clerk – Lynda Travis
Heather Sanchez		
Jeremiah Holmes		
Mayor Marvin Cardenas		

TOWN STAFF PRESENT: Dorothy Hise, Lynn Pfaff, James Stockstill, Bill Kramer, Walter and Lee Staab.

PLEDGE OF ALLEGIANCE: Recited.
Holmes made a motion to appoint Lynda Travis Town Clerk of the Town of Larkspur. Waggle seconded the motion. **In a five (6) to zero (0) roll call vote, THE MOTION CARRIED.**

Lynda Travis was then sworn in as Town Clerk by Mayor Cardenas.

MAYOR’S COMMENTS:
Mayor Cardenas introduced the new Public Works Manager, James Stockstill and Town Clerk, Lynda Travis. Both gave brief introductions about themselves.

He explained a new agreement through Frontier IT services that if approved would save the town over \$440. He asked for a motion from the Town Council to approve the new agreement.

Levy made a motion to approve the new plan through Frontier IT. Sanchez seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

Mayor Cardenas announced the upcoming Town Clean Up on Saturday, June 29, 2019. Sanchez asked how out of town persons would be able to deal with their trash disposal. Mr. Cardenas said out of town persons could call town hall to have their disposal arranged.

Mayor Cardenas expressed the desire, if agreed by town council, to build two concession stands in the park. Cardenas addressed council's questions and Bowers then said he would like to see public input on the matter. Waggle said she is "not crazy about the idea." Other issues mentioned by council were money implications, health department permits and the food smells attracting wildlife. Mayor Cardenas said he did not expect council to make any decisions tonight but that he wanted to just start the discussion on the topic to get their feedback. Discussion ensued.

Mayor Cardenas expressed concerns regarding recent turkey hunting on New Covenant Church property. The town council discussed the legalities surrounding the incident. Potential solutions were discussed, and Mayor Cardenas requested the town council send a letter to the church stating they were against hunting on the property.

Marvin Cardenas asked town council if they would support Turkey Crossing Signs. Waggle said there was a lot of signage up already. Bowers said posts for signs were expensive. **Sanchez motioned to approve 3 turkey signs. Levy seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.**

Mayor Cardenas discussed wildlife signs on trail. Discussion ensued amongst the town council members.

I. MINUTES:

- **Town Council Meeting Minutes-April 18, 2019**
 - **Holmes motioned to approve the April 18, 2019 town council minutes. Waggle seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.**
- **Town Council Meeting Minutes-May 2, 2019**
 - **Waggle motioned to approve the May 2, 2019 town council minutes. Holmes seconded the motion. A roll call vote was taken. With four (4) in favor, zero (0) against and two (2) abstentions, THE MOTION CARRIED.**
- **Town Council Meeting Minutes-May 16, 2019**
 - **Holmes motioned to approve the May 16, 2019 town council minutes. Waggle seconded the motion. A roll call vote was taken. With five (5) in favor and one (1) abstention, THE MOTION CARRIED.**

- **Town Council Special Meeting Minutes -May 24, 2019**
 - **Holmes motioned to approve the May 24, 2019 town council minutes. Levy seconded the motion.**

II. SCHEDULED PUBLIC APPEARANCES:

- **General Town Business** (Ed Blanchard)
 - Blanchard had clarifying questions regarding billing and urged the residents to abstain from feeding wildlife.

III. ACCOUNTING:

- **Accounting Manager position update** (Lee Staab)
 - Staab stated the status of the position would be discussed during his presentation.
- **Bills to be Paid** (Marvin Cardenas)
 - **Holmes motioned to approve payment of \$22,276.22 out of the General fund. Jennell seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.**
- **Approving relocation expenses for Town Clerk** (Marvin Cardenas)
 - Mayor Cardenas informed council that \$1,500 of relocation expenses were to be reimbursed to the new Town Clerk.
- **\$1500.00 payment to Stephen Gonzales** (Marvin Cardenas)
 - Mayor Cardenas continued to matter to the next regular meeting so that supporting documentation could be provided to the town council.
- **Resolution 2019-08 Increasing the Fee Reimbursement to Employees for Healthcare** (Marvin Cardenas)
 - Town Council requested documentation before voting on the resolution. Mayor Cardenas said he would bring that to the next regular meeting. Bowers and other council members asked if the city requires proof they are using the money for health insurance. Staab replied that requiring documentation is not a common business practice and the discussion concluded with the city attorney, Scott Krob agreeing to amend the resolution.
- **Approving Enterprise Contract with Frontier IT** (Marvin Cardenas)
 - Mayor Cardenas

- **Compensation for Advisory Boards** (Marvin Cardenas)
 - Mayor Cardenas provided background information. City attorney, Scott Krob, referenced the code where it states certain boards cannot be compensated and sought direction on how to proceed from the mayor. Town council had several questions and Mayor Cardenas responded he would put together more information for the upcoming meeting.

IV. COMMISSION & BOARD REPORTS:

- **Planning Commission (PC) Report** (Matias Cumsille, Chair). **None.**
- **Water & Sewer Board (W&S) Report** (Tricia Bernhardt, Chair).
 - Mayor Cardenas said no report was submitted but gave a quick summary of the previous meeting. He also said no actions were taken.
- **Parks & Recreation Board (P&R) Report** (Bill Kramer, Staff Liaison).
 - Kramer apologized to Councilmen Bowers for his behavior the previous week. He provided a summary of all the activities going on in his department. He offered to send the information he presented to town council, or everyone interested via email. Some topics discussed were music in the park, banners, lighting, etc. Town council and a member of the park and recreation committee were included in the discussion.
- **Strategic Planning** (Isaac Levy)
 - Levy said he emailed the report to Mr. Staab.

V. CONSTRUCTION & DEVELOPMENT PROJECTS:

- **Jellystone at Larkspur update** (Lee Staab)
 - Staab gave an update on the Jellystone project and answered town council's questions. Town Council thanked Staab for working on the project.
- **Personnel Status** (Lee Staab)
 - Staab said he would be starting over with the recruitment process of the Accounting Manager. He gave a presentation on the changes that have taken place within personnel and showed how much money has been saved in salary costs. Other items discussed were the lack of finance and accounting personnel and procedures, basic accounting procedures of current staff, and he requested approval from town council for financial services from BW Consulting.
 - **Made a motion, based on an emergency of being without any accounting staff soon, to approve a contract not to exceed \$5,000 for financial support services from BW Consulting. Levy seconded the**

motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.

- **Water Treatment Plant (WTP)** (Lee Staab)
 - Staab went through additional service requests that were made since the original contract was signed and said it caused the town to incur additional costs. The additional costs incurred greatly increased the original contract of \$487,000 to \$880,000. In short, Staab went through several figures and said he and the mayor would be meeting with Wright Water and Velocity in the coming days to determine the cause of all the additional charges and for the purpose of coming to a solution for all parties involved.

Bowers asked if there were any monies owed to any of these companies. Staab said he did not know but would find out.

- **Dumler Travel Center** (Marvin Cardenas). **No report.**
- **Moltz Construction** (Marvin Cardenas). **No report.**
- **Building Department Permit Report** (Lynda Travis)
 - Staff member, Sherilyn West submitted a building department report for the town council packet.

VI. TOWN PROJECTS:

- **Wastewater Treatment Plant (WWTP)** (Semocor, Inc.)
 - Staff reported they are still waiting on lab results so that they can give a report.
- **Front Range Trail** (Marvin Cardenas)
 - Mayor Cardenas said he is working with the county regarding grants for bridges. Holmes offered to help by contacting people he knows who might be helpful.

VII. CONTINUING BUSINESS:

- **Town Clerk Report** (Lynda Travis)
 - Travis said she is reviewing and cleaning up town records (ordinances, resolutions, etc.), working with staff on cross training and reviewing job descriptions for the purpose of meeting the town's needs.
- **Public Works Manager Report** (James Stockstill)
 - Stockstill is focusing on irrigation and getting a list together on department needs. He gave a short introduction of himself and said he is happy to be part of the team. He mentioned some tasks that had not been

addressed since 2017 and said he would work on getting those taken care of.

Stockstill also reported opened sewer lines he found under town hall. He said he capped them.

VIII. LEGAL UPDATES:

- **Velocity Constructors Contract Penalty Assessment** (Lee Staab)
 - Mayor Cardenas reported Mr. Staab is still working on this.

IX. NEW BUSINESS:

- **CDOT Temporary Easements** (Marvin Cardenas)
 - **Levy motioned to approve the CDOT easement for the I-25 project not to exceed a year. Holmes seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.**
- **Code of Conduct-Action** (Marvin Cardenas)
 - **Holmes motioned to approve the Code of Conduct. Levy seconded the motion. In a six (6) to zero (0) roll call vote, THE MOTION CARRIED.**

X. COUNCIL COMMENTS:

Bowers said the bears are out. Holmes added to watch your dumpsters.

Levy said he will be out of town for the upcoming meet and greet. He requested an update on the May 16, 2019 town council regular meeting “to do” list. He went over some of the items of discussion. Mayor Cardenas said he would bring forward an update on those matters at the next regular meeting. Levy asked for confirmation from Staab regarding total engineering costs paid to date for the water treatment plant.

Mayor Cardenas said the town is considering entering an IGA with Douglas County for planning needs.

Sanchez apologized for missing meetings due to a terminal illness in the family. She said she would most likely have to miss meetings in the future, but she would apprise Mayor Cardenas prior to doing so.

Waggle asked what happened with gazebos that were supposed to be donated. She also addressed some concerns regarding the order of the Agenda items.

XI. MAYOR’S REPORT: None.

XII. UNSCHEDULED PUBLIC APPEARANCES: (3 min. limit). None.

XIII. ADJOURN-8:39:32 PM

Bowers motioned to adjourn. Levy seconded the motion. In a six (6) to zero (0) voice vote, THE MOTION CARRIED.

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.

Posted 6.4.19 LHT.