



**TOWN OF LARKSPUR
REGULAR COUNCIL MEETING
SUMMARY MINUTES
May 16, 2019
6 PM
Larkspur Town Hall**

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

PRESENT	ABSENT	NON-VOTING
Tabitha Parks		Town Attorney- Assistant
Paul Bowers		Town Clerk – RESIGNED
Isaac Levy		
Jennell Waggle		
Heather Sanchez		
Jeremiah Holmes		
Mayor Marvin Cardenas		

TOWN STAFF PRESENT: Sherilyn West.

PLEDGE OF ALLEGIANCE: Recited

MAYOR’S COMMENTS:

Marvin Cardenas thanked Steve Gonzales and Walt Korinke for their selfless dedication and time spent helping gather Town resources and formulate a plan for moving forward. He would like to ask the council to appropriate \$1500 for Steve’s countless hours and hard work he has provided during this transition. He would like to do the same for Walt; however, he has refused to be compensated.

Council has copies of accountability reports for all staff which lists the tasks accomplished each week. If you have questions on these reports, direct them to Marvin Cardenas.

Marvin voiced his appreciation for all the board members serving in the Town and he wanted the Council to consider paying them a stipend for their service.

Marvin also introduced his idea for a concession stand in the park. It would be way to introduce a revenue stream into the Town. His proposal was to use recycled or donated materials and donated services where available. All building and set up will be done according to Town requirements and plans will be presented to Council for approval.

Bingo was suggested and the people at the Depot in Palmer Lake have agreed to walk us through the process. Marvin will go through the planning process with them and the Fire station was suggested as a possible place to hold the games.

All offices have been moved from the Annex building and the front office that was formerly occupied by Town staff will become a children's reading and playroom. There will be one phone left there for emergencies and the expansion will be good for the community.

Marvin attended the Douglas County Partnership meeting with Matt Krimmer and the Douglas County library personnel were on board to help with our library plans. They already contribute but offered to help with planning and promoting.

MINUTES:

A **MOTION** was made by Tabitha Parks and seconded by Jeremiah Holmes to approve the May 2, 2019 Regular Council Meeting minutes. A roll call vote was taken Five (5) in favor, zero (0) against, motion passed.

We need a Financial Management person to start immediately. We need someone with institutional knowledge. Leed Staab addressed the audience about the proposed audit this summer and said he was hoping we had rescheduled it. We asked the auditors if they knew someone and they proposed two names. We are waiting for a cost proposal and it will take time to get here and assess things. Lee called his Grand County Finance Manager and spent a day with him to assess our processes. The consultation was at no charge to the Town. We got his views on fiscal status. We have a candidate, Harry Stavens who will be here Tuesday-Thursday to look over the Town practices and decide if this is what he wants to do and where he wants to be. He would be a great asset and has 24 years government experience and 17 years in private enterprise. He is a very seasoned applicant.

A MOTION TO approve \$17,47095 from the general fund Passed 5-0-0.

A MOTION TO approve \$13,849,.42 for Water & Sewer Passed 5-0-0.

SCHEDULED PUBLIC APPEARANCES:

- None.

COMMISSION AND BOARD REPORTS:

- **Planning Commission (PC)** – Matias Cumsille is the new Chair and Sandy McKeown is the Vice Chair. Their priorities are-design criteria, sign code, and conceptual designs of main corridor, and municipal code book. Marvin said they will have the muni code at the June 10th meeting.
- **Water and Sewer Board (W&S)** – Tricia B Bernhard's cited two meetings to attend. May 28, /water and Sewer Meeting where Chris with RCAC will be presenting the rate study. We will present the study to the Council. Also, June 13, Source Water Protection Meeting to address water contamination concerns. It is a series of 3-4 meetings at the Fire station from 10:00 to 12:00.
- There was also a discussion about the third well that is in the Jellystone Campground and under the name of Town of Larkspur.

- **We have no GIS or CAD system to locate pipelines and it is something the Town needs to pursue. Tricia working with School of Mines for ideas.**
- **Parks and Recreation Board (P&R) – Bill Kramer was not available; however, our Public Works person, James Stockstill identified a problem with the sprinkler system and as soon as he is on board, he will fix it. He comes on board May 27,2019.**

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CONSTRUCTION & DEVELOPMENT PROJECTS REPORTS: Matt Krimmer presented Planning and Building Department reports and status summaries of the development projects:

- **Construction & Development Projects**
 - ✓ **Jellystone at Larkspur** – We will have a walk through with one of the Jellystone engineers to see the facility and planned development on Monday, May 20 at 2:00 p. m.
 - ✓ **Dumler Travel Center** – Looks like dirt work is close to completion. He must rework his sewage piping as do all the landowners in the area, but it is good for the Town.
 - ✓ **Moltz Constructors** – Moltz fence does not allow for pulling off. Marvin will talk with them about the issue.
- **Building Department** – No new permits issued

TOWN PROJECTS: Matt provided a status summary:

- **Water Treatment Plant (WTP)** – Water is in the system now and it appears to be clear and without color.
- **Wastewater Treatment Plant (WWTP)** –Discussion above.

CONTINUING BUSINESS:

1. **Sent an offer to the Town Clerk applicant. Hope she accepts the position. She is well qualified and the best candidate who has applied.**
2. **Velocity bill is still pending, and Marvin is waiting for a breakdown from Wright Water to show precise cost breakdown.**
3. **Shredder company came to pick up documentation. Marvin went through the bin and determined they can come back after he has a chance to go through the paperwork.**

LEGAL UPDATES: Scott Krob’s assistant addressed the Velocity bill and suggested we wait to see the breakdown from Wright Water and send the bill to USDA for their comments in the meanwhile.

MOTION TO send the Velocity bill to USDA for their review and comments was made by Jeremiah Holmes and seconded by Tabitha Parks. Five in favor, Zero against. Motion passed 5-0-0.

NEW BUSINESS:

1. Lee Staab spoke on the Strategic Planning Process and the methodology he uses to formulate and develop the Plan. Isaac Levy agreed to help him by furnishing his information gathered thus far for the Strategic Plan. He also invited Lee to join him at the Strategic Planning meetings.
2. The potential of giving \$1000 for services to Steve Gonzales was discussed and Marvin stated he thought it was \$3000. We also discussed the hiring of Lee Staab to review and formalize our standard operating procedures and provide cost-based accounting to the new Finance Manager when he comes on board. The Council was not prepared to vote on that yet.

COUNCIL COMMENTS:

- Isaac Levy:
 - ✓ Strategic Planning committee will be meeting at regular time and all are invited to attend.
 - ✓ A “to do” list includes a book of motions, and municipal code books.

Tabitha Parks: Dump cards need to be reissued.

- Paul Bowers:
 - ✓ What is the status of the household goods moved out of the house on Spruce Mountain Road?
 - ✓ Appreciate Marvin Cardenas’s hard work and presence at town hall
- Jennell Waggle: None.

MAYOR’S REPORT:

ADJOURN: A MOTION was made to adjourn at 8:30 pm and voted unanimously.

MEETING ADJOURNED at 8:30 p.m.

Submitted by,
Dorothy Hise

ATTESTED TO:

OFFICIAL SIGNATURE:

LYNDA TRAVIS, Town /Clerk

MARVIN CARDENAS, Mayor