



**REGULAR COUNCIL MEETING  
AUGUST 1, 2019  
Town Hall  
8720 Spruce Mountain Road  
6:00 PM**

**COUNCIL AGENDA**

**MEETING CALLED TO ORDER/ROLL CALL:**

Meeting called to order by Mayor Marvin Cardenas.

<b>PRESENT</b>	<b>ABSENT</b>	<b>NON-VOTING</b>
Tabitha Parks		Town Attorney- Absent
Paul Bowers		Town Clerk – Lynda Travis
Brian Cook		Town Manager – Vacant
	Isaac Levy	
	Jennell Waggle	
	Mayor Pro-tem Jeremiah Holmes (Resigned)	

Mayor Marvin Cardenas

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**TOWN STAFF PRESENT:** Bill Kramer, Heather McCumiskey, Lynn Pfaff, Lee Staab and Walt Korinke.

Cardenas announced Mayor Pro Tem Jeremiah Holmes has recently resigned from his position.

- I. PLEDGE OF ALLEGIANCE:** Recited.
- II. SCHEDULED PUBLIC APPEARANCES:** None.
- III. UNSCHEDULED PUBLIC APPEARANCES: (3 min limit)**

Gerry Been requested Town Council allow a class reunion in the Larkspur Community park for the upcoming Friday, Saturday and Sunday and that attendees be able to park RV's there for the event.

**Bowers motioned to allow the class reunion in the Larkspur Community park for the upcoming Friday, Saturday and Sunday and to allow RV's to park there during the event. Cook seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**IV. MINUTES:**

- **Council Meeting July 18, 2019 DRAFT**

**Bowers motioned to approve the July 18, 2019 regular town council meeting minutes with an amendment to clarify the language on a previous motion, under Bills to Be Paid, to say “motion to pay Sun Communities \$791,840.78. Parks seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**V. ACCOUNTING**

- **Financial Update (Heather McCumiskey)**

**McCumiskey gave a status update on her department including providing financial information for different accounts. She presented challenges and solutions that she planned to implement. She addressed town council’s questions and concerns.**

- **Bills to Pay (Heather McCumiskey)**

- ✓ **General Fund**

**Bowers motioned to approve \$4,370.51 for paying bills from the General Operating Fund. Cook seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

- ✓ **Water & Sewer Fund**

**Parks motioned to approve \$1,077.50 for paying bills from the Water & Sewer Fund. Cook seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**VI. COMMISSION & BOARD REPORTS:**

- **Planning Commission (PC) Report – Matias Cumsille, Chair**
  - Appointment of Board Member

Cardenas stated the appointment would be continued to the next PC meeting. He also reported there was no meeting for July.

- **Water & Sewer Board (W&S) Report – Tricia Bernhardt, Chair**
  - Removal of Board Member
  - Appointment of Board Member

**Parks motioned to remove Eric Waggle from the Water and Sewer board. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

- **Parks & Recreation Board (P&R) Report – Bill Kramer, Staff**

- Review & Seek approval of Park Ordinances

It was decided to bring forward the proposed ordinance changes to the next regular meeting for town council to review.

**VII. CONSTRUCTION & DEVELOPMENT PROJECTS:**

- **Jellystone at Larkspur** (Lee Staab)
- **Water Treatment Plant** (Lee Staab)
- **SAFEbuilt Update** (Lee Staab)
- **Dumler Travel Center**
- **Moltz Constructors**
- **Building Dept. Permit Report**

Mr. Staab presented updates on the above listed and submitted his presentation for the official record. Staab cited the critical items from the developer for the Jellystone project.

Cardenas reported the Jellystone campgrounds gave the town cabins and yurts. He proposed some ideas for how they will be utilized. He said a public hearing would be scheduled during the next regular meeting to discuss the matter further.

**Bowers motioned to pay \$3,750 to transport the 3 cabins by Mr. Jesse Trueblood behind town hall. Cook seconded the motion.**

Discussion ensued amongst the mayor and the audience.

**In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

Staab continued his presentation. He stated he is still awaiting clarification on the entrance fee for the waterpark at Jellystone for town residents.

Staab updated on the water tank and distribution system update. He cited pending and punch list items.

Staab updated on changes to the Building Department permitting process. He referenced the updated organizational chart to explain the reorganization of staff duties, downsizing of administrative staff and of outsourcing with SAFEbuilt for permitting processes.

Travis explained Ordinance 7.36 that would allow the fee structure change to the SAFEbuilt contract to be implemented.

**Cook motioned to approve the SAFEbuilt amended contract as written. Bowers seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**Bowers motioned to approve Ordinance 7.86 an ordinance amending Ordinance 7.85. Cook seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

Mayor Cardenas gave an update on the Dumler Travel Center.

#### **VIII. CONTINUING BUSINESS:**

- **Social Media, Electronic Billboards, news media** (Bill Kramer)
  - **Motion:** To approve use of social media, electronic billboards and news media to advertise and promote businesses and private individuals that help fund, volunteer and support Park & Recreation department events.
  - **Motion:** To use the funds generated from the sale of the ball field banners to go towards the funding to purchase and install the baseball field lights.

Kramer presented background information on the above listed motions. Park and Recreation board members in attendance joined the discussion.

Cardenas stated the second motion listed above (“to use the funds generated from the sale of the ballfield...”) has already been approved. Town council agreed. Cardenas also updated town council that he and administrative staff, Lynn Pfaff, had recently attended a grant writing class and he and staff will continue to learn of the grant process.

Cardenas also confirmed that social media and Facebook can be utilized by staff. He said there have been challenges with using Facebook but there are no formal restrictions to use social media in place.

Parks updated the group regarding the Town’s verified Facebook page and reported she is still working on gaining access.

- **Ordinance 5.35 Lifting the Building Moratorium** (Lee Staab)  
**Bowers motioned to approve Ordinance 5.46. Parks seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**IX. LEGAL UPDATES:**

**X. NEW BUSINESS:**

- **Personnel Manual** (Lee Staab)
- **Procurement Policy** (Lee Staab)

Staab introduced a personnel manual and procurement policy he is drafting.

He explained different areas of the draft personnel manual including, but not limited to, restructuring the mayor's position and compensation to best reflect the town's needs, part time and full-time employee designations, nepotism, FMLA and salary increases. He explained what aspects of the personnel manual would need to be a part of the yearly budget process.

Staab reported the town has no procurement policy. He gave examples to justify the need for one. He discussed approval and bid processes that could be implemented and stated he took into consideration the town's budget when drafting the policy. Departmental personnel policies, credit card policies, buying local vs. not and other related subject areas were addressed during the presentation.

**XI. COUNCIL COMMENTS:**

**Cook motioned to appoint Councilmen Bowers as Mayor pro tem. Parks seconded the motion. In a four (4) to zero (0) roll call vote, THE MOTION CARRIED.**

**XII. MAYOR'S REPORT:**

- **Review of Records: Ordinances**

Cardenas reported the Town Clerk has been reviewing all the hard copy and electronic ordinances and has brought the code book current with Municode.

- **Updates:**

- Cabins, yurt and concession stands
- Public hearing on Concession Stands and Baseball field lights.

Mayor Cardenas provided updates on the above listed during Mr. Staab's presentation.

**XIII. MAYOR'S COMMENTS:**

**XIV. ADJOURN: 8:13 PM**

**Cardenas motioned to adjourn. Parks seconded the motion. In a four (4) to zero (0) voice vote, THE “AYES” CARRIED IT.**

**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.**