



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
DECEMBER 20<sup>th</sup>, 2007**

**MEETING CALLED TO ORDER:** Mayor Sherilyn West called the meeting to order at 6:20 P.M. following a Public Hearing.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>NON-VOTING</b>
Mayor Sherilyn West	Sheryl Jones	Town Attorney-Scotty Krob
Mayor Pro-tem Steve Smith		Town Clerk/Manager-
Eve Curry-Harbison		Matt Krimmer
Kristin Cutbirth		
Florence Burch		
Lester Burch		

**UNSCHEDULED PUBLIC APPEARANCES:** None.

**SCHEDULED PUBLIC APPEARANCES:** Sheriff's Deputy Hanavan. Deputy Hanavan arrived at approximately 6:25 P.M., was acknowledged by Mayor West, and introduced by the Town Clerk/Manager. The deputy handed out copies of his power point presentation on the Douglas County Alarm Ordinance and copies of an Alarm Ordinance Overview. He then proceeded to present the information following the power point slide handout. Deputy Hanavan addressed questions from the Council during the presentation and from the audience after the presentation. He read through the Alarms Ordinance Overview and when completed answered additional questions. Everyone thanked the deputy for the information and his coming to Town to make the presentation.

**OTHER ATTENDEES:** Betty Spreen, William Lucero, Marvin Cardenas, Chris Cumsille

**APPROVE MINUTES:** Council reviewed minutes of the November 15<sup>th</sup>, 2007 meeting. **A motion to approve the November 15<sup>th</sup>, 2007 regular council meeting minutes as presented was made by Eve Curry-Harbison and seconded by Lester Burch. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

**FINANCIALS/BILLS TO BE PAID:** Council reviewed the bills to be paid totaling \$32,439.03. Mayor West informed Council employee time sheets were available for review. Eve Curry-Harbison asked if vacation and sick leave hours can be carried over to the following year and if cumulated hours are paid upon termination. Mayor West answered yes to both for hours carried over, however only vacation hours are paid upon termination. The Mayor informed Council that due to donations received for the tree lighting only \$70.11, out of the \$300.00 approved by Council, needed to be paid to Parks

and Recreation Board for expenses. She also noted that after review of the agreement letter and supplemental expense justification from last year's auditor, the Town is paying \$6700.00 and not the \$9200.00 billed. All other Council Member questions were satisfactorily answered.

**Florence Burch made a motion to approve and pay all bills totaling \$32,439.03. The motion was seconded by Steve Smith and a roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

Due to the length of the Douglas County Alarm Ordinance presentation, Mayor West declared a five minute recess at 8:00 P.M. Mayor West called the meeting back to order at 8:06 P.M.

#### **ADVISORY BOARD REPORTS:**

**Economic Development Advisory Board (EDAB)** – Matt Krimmer informed Council of EDAB's decision to study the Town Engineers report on parking recommendations and revise their proposal to the Town Council. Eve Curry-Harbison mentioned Meme Martin's presentation to EDAB, her commitment to Larkspur's EDAB, and her desire to address the Town Council at the January meeting. Ms. Martin is the Economic Development Coordinator for Douglas County.

**Parks & Recreation (P&R) Board** – The Board met on December 3<sup>rd</sup>, 2007 to discuss distribution of gifts remaining from the tree lighting. P&R members decided to donate remaining gifts to Toys for Tots. After some discussion Council decided to distribute gifts to needy families within the Town. Kristine Cutbirth, Eve Curry-Harbison, and Marvin Cardenas volunteered to support identifying families and arranging for delivery.

P&R also reviewed and approved the proposal from Colorado Center for Community Development (CCCD) to support planning and design of park improvements and recommended Council acceptance. The project will be jointly funded by DOLA (\$2,025) and the Town of Larkspur (\$1,350). Since Council Members had received copies of the proposal at the last workshop no discussion was necessary.

**A motion was made by Lester Burch and seconded by Steve Smith to authorize the Mayor to sign a contract with CCCD committing the Town of Larkspur to pay its portion (\$1350.00) of the project to provide planning and design for Town Park improvements. A roll call vote was taken. Five (5) in favor, one (1) against (Florence Burch); motion carried.**

Town Clerk/Manager Krimmer presented an application for membership to the Parks and Recreation Board from Ms. Bonnie Schwam-Munoz. Council reviewed the application and noted her experience and qualifications.

**A motion was made by Lester Burch and seconded by Eve Curry-Harbison to appoint Bonnie Schwam-Munoz to the Parks and Recreation Board effective immediately. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

**Water and Sewer Board (W&S)** – Marvin Cardenas, W & S Chair, presented a brief summary of the W & S boards first meeting on December 13<sup>th</sup>, 2007. Marvin Cardenas was elected Chairperson and Vernice Guthrie was elected Vice-Chairperson. The Board will hold its regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 P.M. Mayor West will provide the W & S Board its initial tasking at the first meeting in January 2008.

**Planning Commission (PC)** – No items to report.

**SEMOCOR MONTHLY REPORT:** No updates from Semocor this month. Florence Burch asked about the current status of water quality in the Town’s wells. Mayor West responded that radium levels have been within standards for the last five (5) consecutive quarters but noted the possibility of that changing at any time. As of this time there are no restrictions on use of the Town’s water.

**MONKEY FACE OBSERVER:** Kristin Cutbirth asked for input as Les Ashley whom she had intended to feature for the month, declined. Several ideas were presented such as featuring existing businesses and new businesses as they come into town. Also suggested was featuring “Town Teens” acknowledging their accomplishments. Kris will also contact the Larkspur Elementary School to get information on a musical in spring.

**CONTINUING BUSINESS:**

- **Auditor Selection** – Matt Krimmer presented a Memorandum for Record summarizing the findings of the reference checks and the interview of Mr. Russell White. Based on the foregoing, Mayor West, Council Member Eve Curry-Harbison and Matt Krimmer recommend Council approval to hire the firm of Saltzman Hamma Nelson Massaro LLP as the Town’s Auditor for 2007.

**A motion was made by Lester Burch and seconded by Eve Curry-Harbison to accept the proposal of Saltzman Hamma Nelson Massaro LLP and select the firm as Auditor for the Town of Larkspur for 2007 for a sum not to exceed \$15,000 unless unexpected work is required and additional funding is negotiated. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

- **CCCD Park Improvement Proposal** – This agenda item was discussed under Parks and Recreation Board reports and motion was made and passed by Council to approve entering into contract with CCCD.
- **Cumsille property variances** – Mr. Chris Cumsille has requested variances to Ordinance 3.76 from the Town Council to allow construction of an office building on his lot along South Spruce Mountain Road. Upon review of the request was determined variances would be required for the percent of building size to total lot size and for fewer than the minimum required parking spaces. Mayor West informed Mr. Cumsille that the Council can only approve variances not exceeding ten (10) percent and anything in excess must be approved by the Board of

Adjustments by four out of five votes to approve. It was also noted that the railroad should be contacted about new construction near the railroad right of way and what affect, if any, the granting of variances might have on the right of way. Mr. Cumsille agreed to revisit the building plans and address the railroad questions.

- **Sheriff IGA** – Mayor West presented Council with Resolution 07-13 which approves an Intergovernmental Agreement (IGA) between the Town and Douglas County Sheriff’s Department to provide for law enforcement and animal control services.

**A motion was made by Lester Burch and seconded by Eve Curry-Harbison to approve Resolution 07-13, A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF LARKSPUR AND DOUGLAS COUNTY FOR LAW ENFORCEMENT AND ANIMAL CONTROL SERVICES WITHIN THE TOWN OF LARKSPUR. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

- **Funds Transfers** - Mayor West presented Council with Resolution 07-14 which authorizes a transfer of funds from the General Fund to Parks and Recreation account (\$14,000) and Sewer account (\$20,000) to balance the 2007 budget year accounts.

**A motion was made by Florence Burch and seconded by Eve Curry-Harbison to approve Resolution 07-14 A RESOLUTION TRANSFERRING FUNDS FROM THE GENERAL FUND TO THE PARKS AND RECREATION FUND AND THE SEWER FUND FOR THE 2007 BUDGET YEAR. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

- **E911 Emergency Telephone Service** - Mayor West presented Council with Resolution 07-15 approving an INGA with Douglas County and other governmental entities for implementation of E911 emergency telephone service.

**A motion was made by Eve Curry-Harbison and seconded by Lester Burch to approve Resolution 07-15 A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT CONCERNING THE IMPLEMENTATION OF A “E911” EMERGENCY TELEPHONE SERVICE. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

**NEW BUSINESS:**

- **Town Dump** – Mayor West presented Council with issues concerning dump access cards and the Town’s action to remove all access for cards not recorded and belonging to authorized users. This resulted in some residents losing access as some lost cards were reissued and not deleted from the files. We expect all legitimate users to have access once we are notified. Mr. Lucero suggested

cancelling all dump cards and having them recertified for authorized use by a certain date. The Mayor commented that was, in effect, what is being done. Several ideas have been discussed regarding dump improvements; recycling, weekly compacting, larger dumpsters, etc. It was also suggested a new dump ordinance be written which has stiff penalties for dump violations. It was agreed these ideas will be discussed at the next Council workshop.

- **Repairs on Snow Plow** – Matt Krimmer presented Council with information on the need for a new snow plow blade (moldboard). An 8 ft. Meyer Moldboard is available at Layton Truck Equipment in Colorado Springs for between \$1100 - \$1200. The plow motor also needs to be rebuilt which Layton can do for approximately \$750. Councilmember Eve Curry-Harbrison verified the costs as being in line with market prices.

**A motion was made by Florence Burch and seconded by Lester Burch to authorize Town Hall staff to have Layton Truck Equipment rebuild the snow plow motor and to purchase a new 8 ft. plow blade for the Town's snow plow for a cost not to exceed \$2000. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

#### **MANAGER'S REPORT:**

- **2008 Elections** – Possible ballot items include lodging tax. Per Scotty Krob this may have to go to a vote for approval. Matt Krimmer will research further.
- **Town Hall Meeting** – Douglas County Commissioners have scheduled a Town Hall meeting for Larkspur on February 21<sup>st</sup>, 2008 at 6:30 P.M. at the Larkspur Firehouse. This falls on the same date as a regularly scheduled Council meeting. After a brief discussion Council felt it needed to be available for the Town Hall meeting and agreed to move the Council workshop up one week from February 7<sup>th</sup>, 2008 to January 31<sup>st</sup>, 2008 and to move the regular Council meeting from February 21<sup>st</sup>, 2008 to February 14<sup>th</sup>, 2008.

**A motion was made by Florence Burch and seconded by Lester Burch to authorize Town Hall staff to move the Council workshop up one week from February 7<sup>th</sup>, 2008 to January 31<sup>st</sup>, 2008 and to move the regular Council meeting from February 21<sup>st</sup>, 2008 to February 14<sup>th</sup>, 2008. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

- **LFPD Annual Safety Inspection** – Randy Johnson from the LFPD conducted the annual safety inspection of the Town Hall, town's maintenance building, sewer pond outbuildings, and well site pump house on December 11<sup>th</sup>, 2007. The following deficiencies were noted:
  - 1) Fire extinguisher certifications required by December 31 at all locations.
  - 2) Town Hall front and rear doors require sign stating "THIS EXIT MUST REMAIN OPEN AT ALL TIMES DURING NORMAL BUSINESS HOURS".
  - 3) Well site pump house needs lock box for keys.
  - 4) Cylinders stored in sewer pond outbuilding need to be chained to wall.Fire extinguisher certifications scheduled for December 28, 2007. Signs for town hall doors will be made by Sharon Roman. Lock box for well pump house has been ordered. Cylinder chains will be installed by end of December.

- **Campground update** – A campground update meeting has been scheduled with Ian Steyne and Commissioner Board for January 14<sup>th</sup>, 2008 at 9 A.M. at the Douglas County Building, Castle Rock, in the Commissioner’s conference room. All Council and Economic Development Board members are invited to attend.
- **CR Building Department IGA** – A meeting was held with Castle Rock Building Department manager, Rick Mendez, and his staff on December 18<sup>th</sup>, 2007 to discuss the potential of having them issue building permits and perform building inspections for the Town of Larkspur. Castle Rock uses the 2006 International Building Codes (latest version) and the Federal and State mandated Energy codes. Castle Rock has lower permitting fees than Douglas County and can process permits and complete inspections in less time than Douglas County. A copy of the current Larkspur/ Douglas County IGA was given to Mr. Mendez who believed it could be adapted for Castle Rock. A copy will be given to Castle Rock’s attorney for review and comments. Another meeting will be held in January to proceed on an agreement.
- **Dump Truck Liner** – A dump truck bed liner has been located and is available from Aero Industries, Fort Wayne, Indiana. It is a polymer liner available in ¼”, 3/8”, and ½” thicknesses and comes in a kit sized to fit any truck. Estimated cost including shipping is \$2500.

**A motion was made by Lester Burch and seconded by Florence Burch to authorize the Town Clerk/Manager, upon verification of meeting the Town’s requirements, to purchase a dump truck liner from Aero Industries for a cost not to exceed \$2500. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

**MAYOR’S CONCERNS:**

- **Planning for 2008** – New and continuing items for action including Board assignments and projects need to be discussed at the next Council workshop. This includes dump and lodging tax ordinances.

**COUNCIL CONCERNS:**

Eve Curry-Harbison asked about the status of the Quit Claim Deed action with AFHR. Mayor West noted no new information was available and Mr. Lucero commented that he had nothing to report. The Mayor suggested this may be a “dead issue” as it would be expensive for the Town to pursue legal action. Eve also asked about paving bids for the roads. Matt Krimmer informed Council request for bids has been made to four paving firms but due to weather conditions they have not been able to perform the work to provide estimates.

Kristin Cutbirth told Council members that recent email traffic with negative comments was very unprofessional and should not be permitted. Steve Smith informed Council he was preparing guidelines for email etiquette. Several Council members noted that training in proper elected officials conduct should be provided and all Council members should attend. Matt Krimmer noted that such training is available through CML.

**ADJOURN:**

**A motion to adjourn the Regular Council meeting was made by Lester Burch and seconded by Eve Curry-Harbison. The meeting was adjourned with unanimous voice vote at 10:30 PM by Mayor West.**

Respectfully submitted,

Matt Krimmer  
Town Clerk/Manager