



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
OCTOBER 18<sup>th</sup>, 2007**

**MEETING CALLED TO ORDER:** Mayor Sherilyn West called the meeting to order at 6:03 P.M.

**ROLL CALL:**

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

**UNSCHEDULED PUBLIC APPEARANCES:** None.

**SCHEDULED PUBLIC APPEARANCES:** None.

**OTHER ATTENDEES:** Amy Blanchard - On Agenda under “Continuing Business, Betty Spreen, Vernice Guthrie, William Lucero, Marvin Cardenas

**APPROVE MINUTES:** Council reviewed minutes of the September 20<sup>th</sup>, 2007 meeting. Due to the length and level of detail, Kristin Cutbirth requested minutes of future meetings only reflect a brief description of the subject and results. All Council Members agreed. **A motion to approve the September 20<sup>th</sup>, 2007 regular council meeting minutes as presented was made by Sheryl Jones and seconded by Florence Burch. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**FINANCIALS/BILLS TO BE PAID:** Council reviewed the bills to be paid. Mayor West informed the Council of discussions with Vince Weis regarding location of funds and accounts. All Council Member questions were satisfactorily answered.

**Lester Burch made a motion to approve and pay all bills totaling \$19,514.79. The motion was seconded by Sheryl Jones and a roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**ADVISORY BOARD REPORTS:**

**Economic Development Advisory Board (EDAB)**

- **Parking Recommendation** – Council discussed EDAB’s request to have the Town Engineer evaluate the impact of adding angle parking

spaces on the west side of Park Road facing South Spruce Mountain Road. Marvin Cardenas, Amy Blanchard and William Lucero joined the discussion. Council decided to have EDAB consider other alternative locations in and around the Park and return with a revised proposal before authorizing the Town Engineer's involvement. Matt Krimmer and Marvin Cardenas will inform EDAB at their next meeting.

**Parks & Recreation (P&R)** – Matt Krimmer provided a copy of a memorandum from P&R requesting \$300.00 from the P&R fund for the Christmas Tree Lighting. The event is scheduled for December 1<sup>st</sup>, 2007 beginning at the Larkspur Fire House at 4 PM and moving to the Park at approximately 6 PM. P&R will also be soliciting donations from local businesses.

**A motion was made by Sheryl Jones and seconded by Lester Burch to approve funds in the amount of \$300.00 from the Town's General Fund to support the purchase of items required for the Town's Tree Lighting on December 1<sup>st</sup>, 2007. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**Water and Sewer Board (W&S)** – Applications were received for W&S board membership from the following: William Lucero, Mike Burhenn, Gerry Been, Vernice Gutherie, Jana Medina, and Myrna Been. Each applicant was discussed.

**A motion was made by Florence Burch and seconded by Steve Smith to appoint William Lucero to the Water and Sewer Board effective immediately. A roll call vote was taken. Six (6) in favor, one (1) in favor with stipulation that if he becomes overextended due to his existing membership on other boards he will relinquish his appointment to the W&S Board (Kristine Cutbirth); motion carried.**

**A motion was made by Florence Burch and seconded by Lester Burch to appoint Mike Burhenn to the Water and Sewer Board effective immediately. A roll call vote was taken. Five (5) in favor, two (2) against (Kristine Cutbirth and Sheryl Jones); motion carried.**

**A motion was made by Florence Burch and seconded by Steve Smith to appoint Gerry Been to the Water and Sewer Board effective immediately. A roll call vote was taken. Six (6) in favor, one (1) against (Eve Curry-Harbison); motion carried.**

**A motion was made by Steve Smith and seconded by Sheryl Jones to appoint Vernice Gutherie to the Water and Sewer Board effective immediately. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**A motion was made by Sheryl Jones and seconded by Steve Smith to appoint Jana Medina as an alternate member to the Water and Sewer Board effective immediately. A roll call vote was taken. Six (6) in favor, one (1) against (Kristine Cutbirth); motion carried.**

**A motion was made by Steve Smith to appoint Myrna Been as an alternate to the Water and Sewer Board effective immediately. There was no second to the motion; motion failed.**

Mayor West will prepare letters to each appointee with guidelines for W&S board members outlining their responsibilities and set a meeting time to discuss these responsibilities.

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

**SEMOCOR MONTHLY REPORT:** Mayor West reported the CORAD meeting was held at the Town Hall on October 12<sup>th</sup>, 2007. She has not yet received feedback from Scott Monroe on the outcome.

All water and wastewater systems are operating without problems at this time.

Power outages have caused some electrical problems and rewiring at the sewer ponds will be addressed next.

**MONKEY FACE OBSERVER:** Mayor West informed Kristin Cutbirth she would like to include a summary of the CDBG meeting held on October 17<sup>th</sup>, 2007. Kristin suggested including Ordinances and Resolutions and Marvin Cardinas suggested an article on rules for use of the Town dump.

Sheryl Jones asked why the Town Attorney, Scotty Krob, was not at the meeting and Mayor West informed Council that he was testifying in a Federal District Court case in Arizona.

**MAYOR WEST declared a five (5) minute break at 7:30 PM.**

**COUNCIL resumed session at 7:40 PM.**

**CONTINUING BUSINESS:**

**Quit Claim Deed on Roads in the Pines**

Mayor West met with Max Cumsille to discuss his concerns about describing the roads to be deeded to the Town. Max wants Curtis Road to end at Glenwalk. He also wants the island triangle at Douglas Blvd. and Colorado Ave. to be removed. Issues regarding safety of vehicles turning at that intersection were discussed. Mayor West and Max will meet with Scotty in an attempt to resolve the issue.

**Perry Park Water & Sanitation IGA Committee**

Mayor West informed the Council the committee completed initial review and revision of the IGA and will have a draft for final review before sending it to the respective attorneys for Larkspur and Perry Park.

**CDBG Meeting Report**

Approximately fifteen (15) people attended the public meeting at the Town Hall on October 17<sup>th</sup>, 2007. County representative informed attendees of the status of the grant program and answered questions. Another meeting will be scheduled. Mayor West will prepare an article for the next Monkey Face Observer.

### **Blanchard's Water Bill**

Amy Blanchard approached the Council at the workshop on October 4<sup>th</sup>, 2007 to request some relief on charges related to excessive water usage in August and September. At her request, the Town investigated and discovered a water leak. The leak was repaired by capping off the water line and adding a new section of water line to her house. Mayor West requested Amy provide the Town with a drawing of where the new water line was placed on her property showing the beginning and ending connecting points. The council agreed to adjust Amy's water account through a credit. A question arose regarding inspections of work of this nature done by the property owners. Mayor West will research Ordinance 5.23 to clarify.

**A motion was made by Sheryl Jones and seconded by Eve Curry-Harbison to credit Amy Blanchard's water account by one-half of the overage amounts paid in August and September for a total of \$126.14 leaving a balance owed of \$110.16. Also, a credit for one-half of the overage would be applied to the October bill once the meter is read and a bill produced. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

### **Resolution on Library Mill Levy**

**A motion was made by Eve Curry-Harbison and seconded by Sheryl Jones to approve Resolution 07-09, A RESOLUTION IN SUPPORT OF THE DOUGLAS COUNTY LIBRARIES MILL LEVY ELECTION IN 2007. A roll call vote was taken. Five (5) in favor, two (2) against (Lester Burch and Kristin Cutbirth); motion carried.**

### **Trail and Parks Grant Contract**

Matt Krimmer presented Council with a copy of a contract from Outside the Box (Margaret Deiotte) to provide grant application writing services for the Town's Trail development and Park enhancement projects. References for Outside the Box were verified with very positive feedback.

**A motion was made by Sheryl Jones and seconded by Lester Burch to accept the contract with Outside the Box for grant application writing services for the Town's Trail development and Park enhancement projects. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

### **Bid for Work on Basement mold and Heating problems**

Mayor West presented Council with the bid proposal from Balfor for mold cleanup and abatement in the Town Hall basement in the amount of \$652.00. She also informed Council of a bid received from One Hour Heating and Air Conditioning for installing an air flow fan, new filtering system, and replacing old venting pipes. Another bid for the same work has been requested from Allied Heating and Air Conditioning.

**A motion was made by Sheryl Jones and seconded by Florence Burch to accept the bid from Balfor in the amount of \$652.00 for mold cleanup and abatement in the Town Hall basement and to approve an amount not less than \$3000.00 or more than \$4000.00 for installation of an air flow fan, new filtering system, and pipe**

**replacement to the Town Hall heating system. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

#### **Taping of Workshops**

Based upon topics and discussions at the Council Workshop on October 4<sup>th</sup>, 2007 it was agreed by all Council members that future Council Workshops will be recorded in order to have a record of the proceedings. Mayor West will prepare a resolution to implement this requirement.

#### **NEW BUSINESS:**

**Ordinance 3.95 - AN ORDINANCE ASSIGNING A NEW NUMBER TO A DUPLICATE ORDINANCE ORIGINALLY NUMBERED 3.79 AND TITLED AN ORDINANCE REZONING CERTAIN PROPERTY AND AMENDING THE ZONING DISTRICT MAP OF THE TOWN OF LARKSPUR, COLORADO (BLANCHARD REZONING) ON MARCH 18 2004.** Mayor West presented Ordinance 3.95 to Council for approval.

**Lester Burch made a motion to approve Ordinance 3.95 as presented and replacing Ordinance 3.79 to correct a duplication of ordinances. The motion was seconded by Sheryl Jones. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

Eve Curry-Harbison presented Council with a draft narrative regarding design criteria language (attached) for a new Ordinance to address town building design criteria.

Eve and Sheryl Jones each reviewed criteria collected from other towns and agreed Larkspurs building design criteria should simply match existing designs.

#### **Resolution to change full time employees from 32 hours to 40 hours**

Mayor West presented Council with a proposed Resolution 07-08 changing full time employees hours from 32 to 40.

**Sheryl Jones made a motion to approve Resolution 07-08 as presented which changes full time employee hours from thirty two (32) hours per week to forty (40) hours per week. The motion was seconded by Eve Curry-Harbison. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

#### **Lodging Tax**

A survey of surrounding communities was undertaken by the mayor and town clerk/manager to identify lodging tax rates as a basis for comparison in determining a possible lodging tax for the Town of Larkspur. Sheryl Jones noted a website, [www.taxview.state.co.us](http://www.taxview.state.co.us), contained that information for cities and towns in Colorado. Castle Rock and Monument do not have a lodging tax and Parker has a 3% tax. Marvin Cardenas suggested a 4% tax for Larkspur. Mayor West will draft an Ordinance to establish a lodging tax for Larkspur.

**BUDGET:** Mayor West briefed Council on proposed 2008 budget development. Items of concern include water and sewer, road resurfacing and maintenance, and mayor,

council, and town staff salaries. A draft proposed 2008 budget will be presented for public hearing preceding the Council workshop in November 1<sup>st</sup>, 2007 at 6 P.M.

**MANAGER'S REPORT:** A request has been received from the Larkspur Elementary School PTO for sponsorship of a trampoline for their Fall Festival event on October 27<sup>th</sup>, 2007.

**Lester Burch made a motion to allocate one hundred dollars (\$100.00) to the Larkspur elementary School PTO in support of their Fall Festival. The motion was seconded by Sheryl Jones. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**MAYOR CONCERNS:**

Mayor West informed Council that the claim for water damage in the mobile home park was denied by CIRSA . The Town has no further liability.

**COUNCIL CONCERNS:** None.

**ADJOURN:**

**A motion to adjourn the Regular Council meeting was made by Florence Burch and seconded by Lester Burch. The meeting was adjourned by unanimous voice vote at 10:27 PM by Mayor West.**

Respectfully submitted,

Matt Krimmer  
Town Clerk/Manager