



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
APRIL 7, 2011**

**MEETING CALLED TO ORDER:** Mayor Sherilyn West called the meeting to order at 6:00 P.M.

**ROLL CALL:**

<u>PRESENT</u>	<u>ABSENT</u>	<u>NON-VOTING</u>
Eve Curry-Harbison		Town Attorney-Scotty Krob
Joseph Jeske		Town Clerk/Manager-
Matias Cumsille		Matt Krimmer
Sandy McKeown		
Mayor Pro-tem Shannon Buss		
Mayor Sherilyn West		

**PLEDGE OF ALLEGIANCE:** Recited.

**OTHER ATTENDEES:** Paul Grant, Amy Blanchard, Florence and Lester Burch, Gary Abel, James McVaney

**SCHEDULED PUBLIC APPEARANCES:** None.

**UNSCHEDULED PUBLIC APPEARANCES:** None.

**APPROVE MINUTES:** None.

**BILLS TO BE PAID:** None.

**ADVISORY BOARD REPORTS:** Matt reported the Arts and Wine festival planned for June 4, 2011 has been moved to August 20, 2011 by mutual consent of the Parks and Recreation Board, Larkspur Volunteer Fire Auxiliary, Chamber of Commerce and other volunteers. Matt presented a request for \$150 for supplies to place the ceramic tiles on the planter boxes in the Park this weekend.

**Eve Curry-Harbison made a motion to approve up to \$150 for supplies to mount the ceramic tiles on the planter boxes in the Park. Shannon Buss seconded the motion. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

Matt suggested Council begin thinking about Park flowers and maintenance for this year. He noted Parks and Rec was contacting Kellie Graves who planted and maintained the flower beds last year to submit a proposal to the Town for this year. A discussion followed regarding planned use of the north side of the Park for tennis courts and a skating hockey rink. Shannon Buss wanted to know why decisions are being made regarding placement of Park facilities without the Council being informed. Eve Curry-

Harbison agreed and added she would not like to see the north side be used for tennis courts and skating rink in deference to the wildflower meadow and fitness trail originally planned.

**PARK ENHANCEMENT PROJECT:**

- **Status Report** – Matt reported two bids were received for ball field sod and one more was pending. A little league coach who owns a landscaping company indicated he may be willing to donate the sod or give the Town a discounted price. Mayor West asked Council to consider approving purchase of the sod from the Town’s General Fund such that it can be installed allowing time for it to root and have the field available for play in the summer. She noted that volunteers could be used to install the sod and save the cost of installation.

**Shannon Buss made a motion to approve purchase of sod from Scienturffic Sod Farms not to exceed \$3172.50 delivered or to accept a better offer at a discounted price or donated and provide donation recognition by placing a sign on the backstop of the ball field for one season. The motion was seconded by Matias Cumsille. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

Matt noted infield work was still being done by Fischer and based on playing conditions reservations would be taken for league practice and games as spelled out in draft Ordinance 4.26 regarding fees for use of Park facilities. This Ordinance is on the agenda for approval under “Continuing Business” however since the matter is under discussion it was agreed to discuss and vote on the Ordinance at this time. Scotty Krob suggested adding the word “Business” in the fees table in the column heading for non-Resident.

**A motion was made by Shannon Buss and seconded by Sandy McKeown to approve Ordinance 4.26, An Ordinance Repealing Ordinance 4.23 and Which Establishes New Fees and Regulations for Use of the Larkspur Community Park and Related Facilities with changes. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

Mayor West informed Council of CIRSA’s request to place safety signs at the playground areas regarding age recommendations for use of the playground equipment. She also stated she had found a source for the signs on the web which offered make your own signs at \$35 per sign plus shipping.

**Shannon Buss made a motion which was seconded by Eve Curry-Harbison to purchase Park playground age safety signs for a cost not to exceed \$175. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

**CONTINUING BUSINESS:**

- **Denver Well** – Matt reminded Council of the Town Engineers memorandum and recommendations regarding action on the Denver Well. Council commented they had questions and assumed the Town Engineer would be present at the meeting. Shannon Buss recommended checking a Wright Water Engineering report previously done on the Denver Well. The Town Clerk was instructed to request the Town Engineer’s presence at the next meeting on April 21.

- **Petunia Park tree trimming bids** – Matt presented Council with bids from Angry Squirrel and Affordable Tree Trimming to trim trees on the north end of Petunia Park.

**A motion was made by Sandy McKeown and seconded by Joseph Jeske to approve Angry Squirrel’s bid to trim the trees on the north end of Petunia Park at a cost not to exceed \$550. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

- **Perry Park Water and Sanitation letter and filing** – Scott Krob explained letters had been sent to affected property owners and two responded stating they did not wish to be included in the exclusion. Shannon Buss commented that a meeting needs to be held with all the property owners. Council directed Scotty to proceed with filing the action.
- **Road speed limits, stop signs, crosswalks** – Eve Curry-Harison summarized the meeting held on March 24, 2011 with Carlos Zambrano and Sgt. Robert Rotherham regarding road signage and speed limits. She noted that Mr. Zambrano was going to meet with the County Engineer, Fred Koch, to discuss the issues talked about at the meeting and solicit suggestions for solving the speeding problem. She also noted an agreement to change the yield sign at the Douglas Blvd. entrance to Perry Park Avenue to a stop sign for safety reasons.
- **Emergency Management team meeting** – Mayor West commented no meeting has been called to date due because she felt Fire Chief Bumgarner has been busy supporting other districts in fighting wildfires. She will contact the Chief about scheduling a meeting soon.
- **Spur Construction update** – Matt Krimmer informed Council the gate valve discussed and approved at the last meeting would be paid for and installed by the Spur’s contractor. He also noted an eighteen inch drainage pipe had been uncovered running north and south and along the front of the Spur property which can adequately serve the Spurs needs for drainage. The unknown is how far south and north the pipe runs. The pipe would have to upsized on the north end to the culvert to handle increased flows in the future. Accordingly there is a need to increase the size of the culvert under Spruce Mountain Road near the Ashley property due to the projected added drainage runoff from properties south of the Spur once they connect into the drainage pipe.
- **Bids for Town Property cleanup** – Matt presented bids from MR Hauling and A Better Hauling Company.

**Matias Cumsille made a motion to approve the proposal from MR Hauling to clean up the area north of the sewer ponds at \$481 per load for up to five (5) loads. The motion was seconded by Joseph Jeske. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

- **Dump Truck sale** – Mayor West and Joe Jeske will get price estimates as to the value of the truck and/or parts. Joe believes certain parts are of significant value. Florence Burch suggested contacting the County to determine the trucks value.
- **Dump gate issues** – Matt explained the issues with the malfunctioning dump gate and information received from Larry Armbruster through Matthew Barboa regarding possible replacement of the control panel and hardware components

which are old. Council directed Matt to get a proposal from Larry regarding his recommendations to solve the gate problem.

- **Water Conservation Resolution 11-03** – Mayor West presented Resolution 11-03 approving and setting a review schedule for the Town’s Water Conservation Plan. Shannon Buss asked for the word “non-binding” to be inserted into the resolution where the Water Conservation Plan is referenced following the NOW, THEREFORE statement.

**A motion was made by Eve Curry-Harbison to approve Resolution 11-03 with changes. The motion was seconded by Sandy McKeown. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.**

#### **NEW BUSINESS:**

- **New Computer Server and backup proposal for Town Hall/Email** – Mayor West presented a proposal from Trusted Consulting Group (TCG) to replace the Town Hall server hardware and software adding some new features and include email. During discussion Councilman Matias Cumsille’s commented he felt the proposed price was too high and he believed it was not necessary to replace the equipment. Council agreed to have Matias review the current hardware and software and make a recommendation to the Council. Matias will also solicit proposals from other vendors.
- **Expired Business Licenses/Cease and Desist Order** – Mayor West introduced a Cease and Desist Order template prepared by Attorney Scotty Krob to be completed by the Town Clerk and sent to the Little Flower Shop and Larkspur Herbal Services as appropriate. Council directed the Town Clerk to contact John Cathey of Larkspur Herbal Service to determine the status of the business before preparing and sending a Cease and Desist Order. Council also directed the Cease and Desist Order be sent to The Little Flower Shop.

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

- **Bid Procedures** – Matt presented feedback from three municipalities responding to the call for bid process procedures. Eve Curry-Harbison stated she believes Town procedures should include a scope of work, timelines, posting of bids, and bid levels stating which are to be opened before the Town Council. Eve volunteered to review the documents and make recommendation to Town Staff and Council regarding preparation of a procedures document for Larkspur.
- **Larkspur Heights Road Survey** – Matt reported bid requests were sent April 6, 2011.
- **Shannon Buss** asked about decisions being made about the Park project including number of tennis courts and location along with the hockey skating rink. A discussion followed regarding Phase V. Eve Curry Harbison commented on the preference for the wildflower meadow and its location. Shannon asked that minutes be taken at the Park Status meeting so that Council can be better informed. Mayor West suggested delaying discussion on these issues until we know if grant funding is awarded. She also suggested a special meeting be called at that time to have discussions on the remaining Park enhancements. At the request of Eve and Shannon Mayor West agreed to take notes at the Monday

morning Park Status meetings. There was also a discussion regarding location of the Information Center in the Park.

- **County ED Forum** – Matt reported there was no Larkspur business representation at the County ED Forum on April 5, 2011 and noted one of the major issues mentioned was the inequities of the County’s property taxes. He also noted there was a call for local participation in the Governors Economic Plan.

**MAYOR’S COMMENTS:** None.

**COUNCIL COMMENTS:** **Eve Curry-Harbison** asked what was to be done with the “letter of intent” threatening legal action from James McVaney and Scotty Krob replied it is to be sent to the Town’s insurance company, CIRSA. **Eve** asked about disclosure of email addresses and Scotty stated it should be treated as personal email and not disclosed to the public. Separate email addresses could be provided for Council through the Town or emails could automatically be forwarded through the Town computer. **Shannon Buss** asked how fire ban rules applied to the campground. Council discussed several ideas on how to enforce a fire ban within Town limits. Scotty stated the Council needs to take action to implement and enforce a fire ban. Mayor West will draft a fire ban resolution for adoption at the next meeting. **Shannon** also discussed items on a list she had prepared and sent to the Mayor and other Council members.

**WATER AND SEWER ORDINANCE WORKSHOP** – Due to the length of the Council meeting it was agreed to postpone discussions. Mayor West suggested scheduling a separate workshop or assigning the task to a subcommittee. Council agreed.

**ADJOURN:**

**Eve Curry-Harbison made a motion to adjourn the regular Council meeting which was seconded by Matias Cumsille and approved by unanimous voice vote. The meeting was adjourned by Mayor West at 8:57 PM.**

Respectfully submitted,  
Matt Krimmer  
Town Clerk/Manager

These minutes are only a summary of the proceedings of the meeting. They are not intended to be comprehensive or to include each statement, person speaking or to portray with complete accuracy. The most accurate record of the meeting is the audiotape of the meeting, maintained in the office of the Town Clerk.