



**TOWN OF LARKSPUR
MINUTES OF THE
SPECIAL COUNCIL MEETING
May 23rd, 2011**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 1 PM.

ROLL CALL:

PRESENT	ABSENT	NON-VOTING
Eve Curry-Harbison		Town Attorney-Scotty Krob
Joseph Jeske		Town Clerk/Manager-
Matias Cumsille		Matt Krimmer
Sandy McKeown		
Gerry Been		
Mayor pro-Tem Shannon Buss		
Mayor Sherilyn West		

PLEDGE OF ALLEGIANCE: Recited.

OTHER ATTENDEES: Florence Burch, Lester Burch, Gary Abel, Kristin Cutbirth, Myrna Been

CONTINUING BUSINESS:

- **Park Flowers** – Gerry Been summarized his meeting and discussion with Kellie Graves and the Mayor regarding withdrawal of her bid to plant and maintain the flowers in the Park flower beds at the Community Park flagpole and around Petunia Park. They asked her about the other bids she had seen and determined they were cost estimates based on information regarding shrubs and bushes which had been talked about for planting around the wooden restroom and at the walkway from the parking lot to the concrete restrooms. Council discussed the inappropriateness of this action based on their not having authorized it. Gerry informed Council Kellie stated she would be willing to plant the flowers as presented in her proposal. Shannon asked why Kellie withdrew her bid and Gerry responded she was frustrated at how she was treated at the last Council meeting. Shannon stated she believed that miscommunication was responsible for Kellie being upset and all could have been avoided if handled properly. A discussion followed regarding the need for resubmission and re-approval of a proposal from Kellie and it was concluded that it would not be necessary. Expected start date to plant flowers is the first week in June. Eve Curry-Harbison asked about using Bid Net for future bids and a short discussion on when Bid Net could be used followed. Kellie will also be asked to submit a revised bid for Park flower maintenance

Matias Cumsille made a motion to accept Kellie Graves bid to plant and maintain flowers in the beds around the Community Park flagpole and at Petunia Park for a cost of \$1200. Shannon Buss seconded the motion. A roll call

vote was taken. Seven (7) in favor, zero (0) against; motion carried.

- **Road Grading** – Mayor West presented a road grading bid from Ken Ashlock to grade the roads in Larkspur Heights for \$1225. Matt noted a bid had not yet been received from Fischer Enterprises. Myrna Been suggested asking Jesse Trueblood for a proposal and Eve Curry-Harbison recommended getting bids from Douglas County Asphalt in Sedalia, Redeker Excavating, and Parker Asphalt and Grading. This topic will be included on the agenda for the June 2 meeting.
- **Bid Procedures** – Eve Curry-Harbison restated her summary of the bid procedure review presented at the last meeting. A discussion followed regarding the most desirable features of each bid process. Eve Curry-Harbison questioned Scotty on the most appropriate way to present a bid process and asked him to explain the difference between a Resolution and an Ordinance. Matias Cumsille favored a three tiered system with tier levels as follows: No bid required if cost range is \$0 to \$500; one bid or quote required if cost range is \$500 to \$1500; minimum three bids required if cost exceeds \$1500 and bids must be sealed for opening by Town Council at Council meeting. Mayor West expressed concern about setting specific thresholds without knowing approximate costs for items or services. A discussion also followed regarding how to advertise for bids and sources to use. Eve Curry-Harbison suggested vendors receiving bid requests be asked to inform the Town if they do not intend to submit bids. Eve asked for examples of “scopes of work” and Matt stated he would provide copies of scopes he has used for projects or work previously done. All bids require a statement of work and deadlines. Town Council will be responsible for preparing scope of work and establishing deadlines. All bids will be reviewed by Town Council. Scott Krob suggested waiving bid requirements if a contractor has been used previously and is on an “approved vendor list” and/or is a local contractor. Bids will be advertised using the local newspaper and other sources deemed appropriate. Use of “Bid Net” was discussed and it was noted that Bid Net is typically used for high dollar value contracts. Mayor West will revise the draft bid document and Town Council will draft a bid procedure in the format of an Ordinance or Resolution. Scotty Krob will finalize the document.
- **Personnel Issues** – The following issues were presented regarding the Town Clerk/Manager’s performance:
 - ✓ Inappropriate delegation of work
 - ✓ Insufficient coordination on projects
 - ✓ Inadequate communication with Council regarding Town business
 - ✓ Attendance at County meetings not directly benefiting Larkspur
 - ✓ Timeliness in following through on requests from CouncilCouncil members presented their concerns and dissatisfaction regarding these issues and requested more information be provided pertaining to each in the form of a bulletized bi-weekly report to be included in Council member meeting packets. Among the items discussed were the flower bid from Corda-Rose Gardening, the location of the information bulletin board at the Park, coordination of Denver well repair/replacement activities, differences of understanding and opinions regarding work in the Park including completion of

the ball field and the remaining Park Enhancement work, directing Parks and Recreation Board in doing a better job meeting their deadlines, dissatisfaction with project management of the Park,

Council concluded it is the Town Manager's responsibility to manage projects and bring action items for decision to the Town Council as stated in the Town Manager's job description.

Matt noted that document filing was a concern and part of the reason for not responding to Council requests in a timely manner. Mayor West added that once the backlog was reduced it would be easier to keep up with daily filing actions. Shannon does not see any benefits to attending County meetings and considers them to be a complete waste of time when other more important work at Town Hall is not getting done such as filing. Mayor West explained the monthly Partnership meeting and the relationship of the Manager's meeting. Scotty Krob identified the steps to prepare a performance remedial action plan to present to Matt. The action plan must identify the issues, specify remedial action, and set a timeline for remedying the issues. The following issues are to be addressed:

- a. Filing – Priority- dedicate time and resources – one afternoon, 4 hours per week plus start with one full day, Monday June 13.
- b. Bid Procedures - In Process
- c. Communication between Town Manager, Mayor, and Council – Bullet point report twice per month
- d. Insufficient Information flowing to Council - Bullet point report twice per month
- e. Project Management – advise Council of any delegation of work or activities

Eve Curry-Harbison asked about performance issue regarding the lawsuit concerning full posting of the annexation Ordinance as an incomplete process. Remedial action is to Flowchart each process and require full posting of all Ordinances.

The discussion continued regarding events at Town Hall following the campground annexation as pertained to locking of the Town Hall doors. During the discussion Eve Curry-Harbison made a motion for a “vote of confidence” to be taken on Mayor West. Scotty Krob informed Council this was not an agenda item for this meeting and such a vote could not be taken. Eve withdrew the motion and asked it be made an agenda item for the Council meeting on June 2.

ADJOURN: Gerry Been made a motion to adjourn the Council meeting. Joseph Jeske seconded the motion. Motion carried by unanimous voice vote. Mayor West adjourned the Council meeting at 3:47 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.