



**TOWN OF LARKSPUR
MINUTES OF THE
REGULAR COUNCIL MEETING
APRIL 16th, 2009**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 7:25 P.M.

ROLL CALL:

PRESENT	ABSENT	NON-VOTING
Kristin Cutbirth	Eve Curry-Harbison	Town Attorney-Scotty Krob
Joseph Jeske	Sheryl Jones	Town Clerk/Manager-
Mayor Pro-tem	Lana Wagner	Matt Krimmer
Steve Smith		
Mayor Sherilyn West		

PLEDGE OF ALLEGIANCE: Recited.

UNSCHEDULED PUBLIC APPEARANCES: None.

SCHEDULED PUBLIC APPEARANCES: J. Damien – Electronic drop off center at the Town dump. Mr Damien presented Council with a proposal to set up an electronic equipment drop off site at the Town Dump from where he would provide pick up at least once per week and properly recycle the equipment at no cost to the Town. Computer data and hard drives would be cleaned using Department of Defense standards and specifications. Responding to questions he noted that this drop off location should be open to town and non-town residents and his business benefited from salvage and component re-sales. Drop offs could also be scheduled for set days and hours where someone would be present to receive the items. Council expressed concern about liability for property and identity theft and security of the site for items dropped off. Mayor West asked Mr. Damien to visit the dump site and to provide more detail on how to achieve security and manage the site for non-town residents. This topic will be included on the agenda for the May 7, 2009 meeting.

OTHER ATTENDEES: Gary Abel, Laura Kronick, Mike Belsky (dad), Shannon Buss

APPROVE MINUTES: Council reviewed minutes of the April 2nd, 2009 regular council meeting. There was no discussion and no comments or corrections.

A motion to approve the April 2nd, 2009 regular council meeting minutes was made by Stephen Smith and seconded by Joseph Jeske. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

FINANCIALS: Mayor West presented the financial statement and bills to be paid in the amount of \$36,448.89. **Kristin Cutbirth made a motion to approve payment of bills**

totaling \$36,448.89. Joseph Jeske seconded the motion. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

SEMOCOR MONTHLY REPORT: All systems are operating satisfactorily and no issues or problems have surfaced in the last two weeks.

NEWSLETTER: Mayor West presented the draft newsletter. She noted that Gary Craven's name was spelled incorrectly and will be corrected. Joseph Jeske asked about closure status of the rest areas on I25 and was informed that a closure date was being discussed at CDOT and we will be notified when that decision is made. Gary Abel asked several questions regarding use of the property and impact to the Town and was informed that the rest areas were to be used for truck chain up areas only as required and the Town's wastewater facility would no longer be receiving effluent from the sites.

ADVISORY BOARD REPORTS:

Parks and Recreation Board – Minutes of their March 16, 2009 meeting were provided. Matt Krimmer discussed the minutes and clarified items that were discussed at their meeting and presented in the minutes.

Planning Commission – Shannon Buss presented Commission concerns regarding the Annexation petition submission from Barb Cole and asked Council to provide clarification of the Commission role regarding the annexation and PD process. She also asked for clarification of membership appointments to the Planning Commission. Mayor West explained the Ordinance language where it stated the Council could appoint a Council member to the Commission. Mayor West also explained that Barb Cole's PD submission had not yet been reviewed by the applicant and therefore could not be provided to the PC until we are given the applicants approval.

CONTINUING BUSINESS:

Accounting Specialist job description – Mayor West and Matt Krimmer explained the job description has been reviewed by all Council members and comments received have been incorporated. Matt also explained his meeting with Council Members Eve Curry-Harbison and Sheryl Jones and the resultant contact with Mountain States Employers Council and their response. The agreed to conclusion was further action on the job description be referred to Council. After a brief discussion Council agreed to a job description title of "Accounting Administrative Technician" and accept the revised job description as presented.

Kristin Cutbirth made a motion to accept the job description as presented with a title of Accounting Administrative Technician. Joseph Jeske seconded the motion. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

Mayor West noted that all the approved job descriptions would be presented in a Resolution for final acceptance at the next meeting.

County Transfer of Frank Rd. property – Matt reminded Council of the date for presentation to the BOCC for transfer approval of April 28, 2009 at 2:30 PM. It was also noted that a potential title fee of not more than \$500 may be required to be paid by the Town, however Matt informed Council in his latest

communication with the County Planner, that the title company was waiving the fee.

A motion to pay a title fee not to exceed \$500 for the transfer of the County maintenance site property to the Town of Larkspur was made by Kristin Cutbirth and seconded by Stephen Smith. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

Park Enhancement bid process – Copies of the Invitation for Bid (IFB) were provided and Matt explained the bid process and timeline. Matt restated his desire to have a bid opening committee to sort and categorize the bids before presentation to the Council. He has received numerous phone calls and emails regarding the IFB since its release and expectations are no less than six bid proposals. Council discussed the committee's role and Joseph Jeske volunteered to participate. Bill Kramer, Larry Horwitz, and Korrie Euler from Parks and Recreation have volunteered for the committee and any Council members have the option of participating.

A motion to have a committee consisting of four persons , including Bill Kramer, Larry Horwitz, Korrie Euler, Joseph Jeske and any other Council members wishing to participate be established to open and categorize bids beginning at 4:30 PM on the bid closing day and until such time as all bids received have been categorized was made by Joseph Jeske and seconded by Kristin Cutbirth. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

NEW BUSINESS:

Bid for Phase Protection for Sewer Plant – Mayor West presented a brief summary of the power problems at the sewer plant and PD Electric's bid of \$4778.93 for providing phase protection. After some discussion regarding the work to be done, identifying labor and material costs, and Matt's recollection of a bid received from PD Electric last year for the same work being much less it was agreed to have Mayor West request PD Electric provide a more detailed breakdown of their bid and take no action at this time.

At this time Mayor West acknowledged Mike Burhenn, who earlier in the day provided hard copies of a proposal to manage the town dump. Mike presented a **Trash and Refuse Recycling proposal** for Larkspur and surrounding areas whereby he would staff the Town dump site, provide disposal and recycling bins, maintain the dump site, pick up trash and maintain the Town Parks, and support clean-up projects within the Town for residents and Town property. Dump access and use for town residents will not change however on specified days and hours to be determined, the dump would be open to non-residents and businesses for a fee. There will be no cost to the Town for this service as Mike expects recycling materials and fees from non-residents to cover his expenses plus earn him a profit. After discussion, it was agreed the Mayor will check on liabilities with CIRSA and if acceptable, a trial contract period would be considered and contractual requirements would be established. This will be on the agenda for action at the next Council meeting on May 7, 2009.

Marty Crayhall Grela and David Koerner asked about making a presentation to Council to allow **Geocaching in the Town Park**. They had presented their proposal to the Parks and Recreation Board who had no objections and directed them to the Town Council for approval. After some discussion and education on what “geocaching” was, Council requested rules and guidelines be provided before approval would be given. Marty and David agreed to provide more information and Mayor West agreed to research what other agencies were doing. This will be an agenda item for action at the next Council meeting, May 7, 2009.

Joseph Jeske made a motion to prepare and submit a resolution with guidelines to allow Geocaching in the Town Parks. Stephen Smith seconded the motion. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

Mayor West declared a 5 minute break at 8:28 PM. Council meeting resumed at 8:35 PM.

IREA ROW Permit – Matt explained the “after the fact” ROW permit for IREA work being done at the LFPD. Once again they received a permit from Douglas County and assumed that was all they needed. After phone calls with IREA and Douglas County the corrected information was conveyed and IREA submitted an application to the Town.

Kristin Cutbirth made a motion to approve the belated IREA ROW permit. Joseph Jeske seconded the motion. A roll call vote was taken. Four (4) in favor, zero (0) against; motion carried.

MANAGER’S REPORT: Matt presented Council a summary of items (attached).

MAYOR’S COMMENTS: Mayor West informed Council of her informational visit to the Mill Creek Ranch RV Park and Resort in Canton, Texas this past weekend. This resort is being used as a model for the Bear View Campground proposed by Ian Steyn. The Mayor noted the maximum size of casitas is 400 sq. ft. and lots and buildings are all individually owned. The units are rented out when owners are not using them and lodging tax is collected. They have a 28 day maximum for occupancy and RV parking. If guests stay longer they have to move to another unit or RV space.

COUNCIL COMMENTS: None.

ADJOURN: Stephen Smith made a motion to adjourn the Council meeting. Joseph Jeske seconded the motion. Motion carried by unanimous voice vote, Four (4) in favor, zero (0) against.

Mayor West adjourned the Council meeting at 9:00 PM.

Respectfully submitted,

Matt Krimmer
Town Clerk/Manager

Attachment to Council minutes Apr 16 2009

MANAGER'S REPORT:

- **Town Hall Calendar and Scheduled Meetings Apr 20 – May 5**
- **DC Youth Congress April 18, Phillip S. Miller Building
Commissioners Hearing Room – Elected Officials needed**
- **Commissioners Hearing for transfer of property at Frank Rd.
and Plum Creek Ave. from County to Town is scheduled for
April 28 at 2:30 PM.**

**I will be on vacation April 22 -27 but will be available by cell phone,
720-320-0429 and by email, mattkrimmer@netzeto.net.**