



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
JANUARY 22<sup>nd</sup>, 2009**

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

**ROLL CALL:**

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

**PLEDGE OF ALLEGIANCE:** Recited.

**OTHER ATTENDEES:** Gary Abel, De’Anna Tilley, Bill Teague, Scott Monroe and Clyde Parker (SEMOCOR), Wayne Lorenz and Emily Becker (WWE), Rod Flores (OSI), Kevin Glick (SRK)

**UNSCHEDULED PUBLIC APPEARANCES:** None.

**SCHEDULED PUBLIC APPEARANCES:** Bill Fischer – OSI Construction

Bill Fischer presented Council with a letter addressing concerns about the engineering work performed by Wright Water Engineering (WWE) and the performance of the contractor, SRK Grading and Excavating, on the construction of sewer lines to service the OSI buildings at 8520 South Spruce Mountain Road. As each item was presented it was discussed and responded to by the parties responsible.

De’Anna Tilley questioned the Town Attorney as to why a “conflict of interest” did not exist since the OSI engineering work was performed by the Town Engineer who was also responsible for ensuring the work was properly completed. Scotty Krob responded it is common practice to have a municipal engineer also develop engineering plans for a developer.

Mr. Fischer asked if Change Orders (COs) have been initiated and implemented to which Emily Becker answered “no, however two Requests for Information (RFIs) had been submitted and approved”. Bill asked what the difference between a CO and an RFI was. Wayne Lorenz explained an RFI is a contractor question to engineering addressing a problem or alternative method to the engineered plans which can be approved or disapproved and for which no increase or reduction in cost occurred. A CO is a similar type of request which would require a cost increase or decrease.

Other issues discussed included traffic control and signage, testing, open trenches and holes not adequately being fenced when left open overnight, tree replacement and landscaping, and deficient communication between the owner (OSI), the general contractor (Tandem Enterprises), the excavation contractor (SRK), the Town Engineer

(WWE), the Town's Water and Sewer Operator (SEMOCOR), and Town Administration (Mayor and Manager). Matt Krimmer stated that appropriate communication was essential to this and all development construction projects in Town and that a resolution will be drafted for Council approval specifying required communication points and uniform construction guidelines will be established.

Mayor West declared a rest break at 8:05 PM at which time Council member Sheryl Jones left the meeting for personal reasons.  
The meeting resumed at 8:15 PM.

**APPROVE MINUTES:** Council reviewed minutes of the January 8<sup>th</sup>, 2008 regular council meeting. There was no discussion. **A motion to approve the January 8<sup>th</sup>, 2008 regular council meeting minutes was made by Kristin Cutbirth and seconded by Steve Smith. A roll call vote was taken. Five (5) in favor, zero (0) against; motion carried.**

**FINANCIALS:** Mayor West presented bills to be paid in the amount of \$52,872.39 which includes \$325 for the Pony Express O Café catering of the Partnership of Douglas County breakfast meeting held on January 21<sup>st</sup>, 2009 and which was not included on the statement.

**Kristin Cutbirth made a motion to approve the payment of bills totaling \$52,872.39 which includes \$325 dollars to the Pony Express O Café for catering. Joe Jeske seconded the motion. A roll call vote was taken. Five (5) 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. It was noted that the southbound I 25 rest stop was closed and that the well serving that rest area was out of service.

**NEWSLETTER:** Newsletter content was briefly discussed.

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

##### **Advisory Board Chair terms of office**

Matt Krimmer reminded Council of the need to address terms of office for chairpersons of the Town's boards as requested by council member Wagner at the last meeting. After brief discussion no conclusions were reached.

**Parks & Recreation Board** – Matt Krimmer informed Council that the first Parks and Recreation meeting of 2009 was held on Monday January 19, and Korrie Euler was elected chairperson with Bonnie Schwam-Munoz elected vice-chairperson. He also noted that they would be contacting the Larkspur Chamber of Commerce regarding plans for a Spring event and that they were initiating a recruiting drive for Board membership with the possibility of Council creating a second board to support Park enhancement and trail projects as well as Town events.

**Planning Commission (PC)** – No meetings held.

#### **CONTINUING BUSINESS:**

- **Town Clerk/Manager evaluation criteria** – Matt Krimmer stated that he plans to meet with Eve Curry-Harbison next week to work on evaluation criteria and

Council rating documents for the Town Clerk/Manager position with the intent of having them ready for approval by the next Council meeting, February 5, 2009.

- **Pedestrian and Speed Control Signs**– Matt Krimmer requested Council consider approving installation of additional signage along Spruce Mountain Road and E. Perry Park Avenue to address speeding and pedestrian safety. He stated that updated pricing information for signs would be acquired and provided Council. It was also suggested that in place signs be cleaned following snow storms for better visibility.

**NEW BUSINESS:**

- **2009-10 Town Priority List** – Town Council created a 2009-10 priority list for Council actions required during this year. Number one is to address water and sewer concerns including rate changes. Number two is updating the Town’s Master Plan and number three is implementing Town Park enhancements and trail projects. Council will be provided copies of the Master Plan and Town Charter for reference.

**MANAGER’S REPORT:**

Matt reminded Council of upcoming dates for various meetings and provided a calendar of scheduled meeting for January 26 through February 6. Kristin Cutbirth and Joe Jeske volunteered to attend the first meeting of the Douglas County Sustainability committee on January 26.

Matt also suggested Council consider creating committees or boards comprised of high school age youth and senior citizens to advise Council and support Town activities on items of concern and interest to their peer groups.

A copy of 2009 Eastern Colorado Community Forestry Conference on forming Tree Boards was circulated. The conference is Saturday, March 7, 8:30 AM – 2:45 PM in Erie, Colorado.

Holding an open house or town hall meeting to bring in more community residents was proposed at the Council Strategic Planning Retreat for consideration to stimulate community interest in the Town and its future.

**MAYOR’S CONCERNS:** None.

**COUNCIL COMMENTS:** None.

**ADJOURN:**

**Mayor West called for a motion to adjourn the regular Council meeting. Lana Wagner made a motion which was seconded by Joe Jeske, to adjourn the meeting. The meeting was adjourned with unanimous voice vote at 9:15 P.M. by Mayor West.**

Respectfully submitted,

Matt Krimmer  
Town Clerk/Manager