



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
JANUARY 8<sup>th</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		Town Attorney-Scotty Krob
Eve Curry-Harbison		Town Clerk/Manager-
Sheryl Jones		Matt Krimmer
Lana Wagner		
Joseph Jeske		
Mayor Pro-tem Steve Smith		
Mayor Sherilyn West		

**PLEDGE OF ALLEGIANCE:** Recited.

**UNSCHEDULED PUBLIC APPEARANCES:** None.

**SCHEDULED PUBLIC APPEARANCES:** None.

**OTHER ATTENDEES:** None.

**APPROVE MINUTES:** Council reviewed minutes of the December 18<sup>th</sup>, 2008 regular council meeting. Matt informed Council that changes requested to the minutes by Council members had been made. There was no further discussion. **A motion to approve the December 18<sup>th</sup>, 2008 regular council meeting minutes with changes was made by Steve Smith and seconded by Eve Curry-Harbison. A roll call vote was taken. Six (6) in favor, zero (0) against, one abstention (Lana Wagner); motion carried.**

**FINANCIALS:** None.

**ADVISORY BOARD REPORTS:**

**Parks & Recreation Board** – No meeting held. Next scheduled meeting is January 19, 2009. Matt Krimmer informed Council of resignations of Nancy Manning, Parks and Recreation Board chairperson and Board alternate Danielle Kelley, both for personal reasons. He also informed Council that vice chairperson Korrie Euler was acting chairperson until the Board meets and selects a new chairperson on January 19<sup>th</sup>. Matt also suggested splitting the Parks and Recreation Board into two boards, one for events and one for projects. A short discussion followed and Matt will prepare a proposal. Rotating board chair terms

in order to take advantage of personal energies and experiences was also discussed.

**Water & Sewer Board** – No meeting held. Based on apparent lack of interest and no meetings having been held for three consecutive months, Matt Krimmer recommended Council dismiss all current Water and Sewer Board members effective immediately and open membership for new applicants for a period of three months after which if the Board is not staffed it be placed in an inactive status. Mayor West noted that Council members may have to pick up some of the actions that had been charged to the Water and Sewer Board, in particular, complete review of the water rate study and recommend rate changes.

**Lana Wagner made a motion to dismiss all current Water and Sewer Board members effective immediately due to non-performance and open membership for new applicants for a period of three months after which if the Board is not staffed it be placed in an inactive status. Sheryl Jones seconded the motion. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) abstention (Joseph Jeske); motion carried.**

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

#### **CONTINUING BUSINESS:**

- **Speed Control Signs**– Matt Krimmer informed Council there has been no action on speed control signs. Mayor West noted that the Douglas County Sheriff is planning on setting up truck control check points in the near future.
- **Strategic Planning Session** – Agenda for the Strategic Planning Session was provided and Matt Krimmer briefly described the methodology for conducting the session. Matt also requested approval for the costs of the session to be held at the Inn at Palmer Divide which will include a Continental Breakfast, drinks all day, and lunch.

**Eve Curry-Harbison made a motion to authorize the Town Staff to enact a contract with the Inn at Palmer Divide for the Council Strategic Planning Retreat on January 17, 2009. Sheryl Jones seconded the motion. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

- **Fire Code Ordinance adoption** – Mayor West requested Council approve Resolution 09-01 (previously 08-21 draft) adopting the 2003 International Fire Code.

**Sheryl Jones made a motion to repeal Resolution 03-04B and adopt Resolution 09-01 approving the application of the 2003 International Fire Code within the Town of Larkspur wholly located within the Larkspur Fire Protection District. Lana Wagner seconded the motion. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

#### **NEW BUSINESS:**

- **Partnership Breakfast January 21** – Mayor West informed Council of the partnership breakfast which will be hosted by the Town at the Pony ExpressO Café on January 21. Matt Krimmer provided information regarding the menu and cost.

**A motion to approve the bid of \$325 from the Pony ExpressO Café for catering the Douglas County Partnership Breakfast on January 21 was made by Eve Curry-Harbison and seconded by Lana Wagner. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

- **Town Park Design and Engineering** – Matt Krimmer informed Council of a meeting set for January 15 at the Town Hall at 3 PM with WWE to discuss the water, sewer, and drainage requirements and to begin the engineering. Matt provided Council with a copy of the surveyed placement of Park enhancement features and described the changes made after meeting held on site with Parks and Recreation Board members Korrie Euler and Bill Kramer and Archer & Associates. He also reminded everyone that Park maintenance will have to be addressed as the features are put in place. Mayor West added that insurance considerations would also have to be addressed.
- **CDBG: Letter of Interest** – Mayor West informed Council of her conversation with Douglas County regarding eligibility for low income grant money and that the letter of interest is prepared and submitted by the County. The Town did submit a letter of support for the Smart Water project which provides water conservation facilities for low income families. She also clarified with the County that grant money is available for infrastructure such as sewer line repairs or replacement and road repairs. Safety is of primary consideration.
- **Union Pacific/IREA Right of Way Easement** – Matt Krimmer presented and explained a request from Union Pacific/IREA to install a utility pole on Town property and run an overhead line to railroad property for a new signal installation approximately 100 yards north of the Town’s wastewater treatment plant.

**A motion to approve an overhead Right of Way Easement Permit for Union Pacific/IREA was made by Lana Wagner and seconded by Sheryl Jones. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**MANAGER’S REPORT:**

Matt informed Council of the teleconference with GOCO regarding grant administration and accounting process. Bill and Kathy Kramer, Sharon Roman, and Matt participated and Matt informed Council that he is going to use Kathy and Sharon to administer the grant funding and provide accountability. Matt also informed Council of a refund from Douglas County Elections for \$1933.40 due to miscalculations in the original billing.

**MAYOR’S CONCERNS:** None.

**COUNCIL CONCERNS:** Sheryl Jones asked about status of performance evaluation review form for the Town Clerk/Manager position and the job description for Sharon Roman. Mayor West explained that due to the holidays, no activity has occurred and Matt Krimmer, Council member Harbison, and Mayor West expect to complete action on the performance evaluation and Council evaluation feedback forms by the end of January. Sharon Roman’s job description will be addressed immediately following these actions.

Lana Wagner proposed Council consider taking personality profile tests to help understand each other and help in understanding member strengths and weaknesses. A discussion followed and Mayor West suggested Lana prepare a proposal for Council to consider.

**ADJOURN:**

**Mayor West called for a motion to adjourn the regular Council meeting. Lana Wagner made a motion which was seconded by Sheryl Jones, to adjourn the meeting.**

**The meeting was adjourned with unanimous voice vote at 7:20 P.M. by Mayor West.**

Respectfully submitted,

Matt Krimmer  
Town Clerk/Manager