



**TOWN OF LARKSPUR
MINUTES OF THE
REGULAR COUNCIL MEETING
AUGUST 21st, 2008**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 7:40 P.M.

ROLL CALL:

PRESENT	ABSENT	NON-VOTING
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:

UNSCHEDULED PUBLIC APPEARANCES: None.

SCHEDULED PUBLIC APPEARANCES: None.

OTHER ATTENDEES: Gary Abel, Lester Burch, Laura Kronick

APPROVE MINUTES: Council reviewed minutes of the July 17th, 2008 regular council meeting. Sheryl Jones requested the minutes be changed to include the exact verbatim language from the tape regarding the call for a motion to hire Outside the Box to prepare a Park Grant Application. Kristin Cutbirth asked the verbatim response from Scotty Krob be included for the discussion under Council Concerns regarding charges for tape copies of meetings for Council members. Matt Krimmer will make the changes and resubmit the minutes for approval.

Council reviewed minutes of the August 7th, 2008 special council meeting. There was no discussion. **A motion to approve the August 7th, 2008 special council meeting minutes was made by Eve Curry-Harbison and seconded by Joe Jeske. A roll call vote was taken. Five (5) in favor, zero (0) against, two (2) abstained (Steve Smith, Lana Wagner); motion carried.**

FINANCIALS/BILLS TO BE PAID: Council reviewed the bills to be paid totaling \$61,874. 65. Kristin Cutbirth asked if the Information Center in the Town Park had been billed and paid for their electric usage. The Mayor responded the bills were being sent out this week. All other questions were satisfactorily answered. **Lana Wagner made a motion to approve and pay all bills totaling \$61,874.65. The motion was seconded by Joe Jeske and a roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

Lana stated that Parks and Recreation Board would like clarification from Council on how to accept donations and how cash donations could be spent by the Board. Mayor West explained the Board needs to submit a budget for Council approval and cash donations would be used to offset approved budget. Eve stated the Board chair should present budget requests to the Council.

ADVISORY BOARD REPORTS:

Economic Development Advisory Board (EDAB) – August 6, 2008 minutes attached.

Parks & Recreation (P&R) Board – August 4, 2008 minutes attached.

Water and Sewer Board (W&S) – July 8 2008 minutes attached.

Planning Commission (PC) – August 11, 2008 minutes attached.

Matt Krimmer presented an application for primary membership to EDAB and alternate membership to P&R from Larry Horwitz.

Lana Wagner made a motion to approve Larry Horwitz for primary membership to EDAB for two year term and alternate membership to P&R for two year term. The motion was seconded by Joe Jeske and a roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.

Council member Sheryl Jones left the meeting at 8:04 P.M.

Eve Curry-Harbison asked if someone can be removed from a board for disruptive behavior. A brief discussion followed regarding the actions of Bill Lucero at the August 11, 2008 PC meeting. Council agreed that Council member Lana Wagner and community resident Gary Abel would talk to Mr. Lucero about his actions and behavior and no further action would be needed at this time.

Council discussed timeliness of minutes from boards submitted to Town Clerk/Manager and taping of all board meetings to insure accuracy of information provided and provide backup for disputed comments during discussions.

A motion was made by Eve Curry-Harbison to tape all Council appointed board and committee meetings and have the chairperson be responsible for delivering completed minutes and tapes to Town Staff within one week after the meeting date. The motion was seconded by Lana Wagner and a roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.

Eve also thanked Laura Kronick for the professional minutes she submitted from the Underpass Committee meetings.

SEMOCOR MONTHLY REPORT: No report was received.

NEWSLETTER: The Mayor commented that the item in the newsletter regarding approval of July 17th minutes would need correction and a brief summary of the SMD Service Plan would be added.

CONTINUING BUSINESS:

- **Electronic Charter Review and Approval** – Mayor West noted that Council members Kristin Cutbirth, Lana Wagner, Joe Jeske, and Steve Smith had turned in corrections. Eve Curry-Harbison had no corrections.
- **Spruce Mountain Road parking** – No action at this time. Tabled to later meeting.
- **Spruce Mountain Road Resurfacing** – Tabled to next meeting.
- **Scrub Oak in Park** – Mayor West presented Bill Lucero's complaint that Joey Edge had removed scrub oak trees from Town Park without permission. Joey and Kari Edge were contacted and they admitted the trees were removed under the mistaken notion they were on their property. Council commented that area looked much nicer and no action would be taken.
- **Bill Lucero's request to use his Grandson to help him do work in the Park and provide community service hours credit** – Council discussed the request and concluded it should not be done since the Town is no longer accepting community service referrals.

NEW BUSINESS:

- **Auditor's Engagement Letter** – Mayor West presented the letter from this year's auditor, Saltzman Hamma Nelson Massaro LLP, offering to perform the Town's audit for the year 2008 for a sum not to exceed \$20,000.

A motion was made by Eve Curry-Harbison and seconded by Lana Wagner to accept the proposal from Saltzman Hamma Nelson Massaro LLP to perform the Town of Larkspurs audit for the year 2008 for a sum not to exceed \$20,000.

A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent (Sheryl Jones); motion carried.

- **Auditor's Management letter review** – The Mayor informed Council of receipt of the letter from the Town's auditor with specific recommendations for corrective action. She suggested Council review and discuss the specifics at the next meeting. Council agreed.
- **Discussion on meeting twice a month** – Due to the increased number of Council agenda items requiring action it was agreed that the Council workshop on the first Thursday of the month would retain the workshop agenda format but also be considered a regular meeting with the right to take action on items as needed. This change would be effective immediately

Lana Wagner made a motion to have the Council workshops on the first Thursday of the month be a regular Council meeting while retaining the workshop format to take effect immediately beginning on the next scheduled workshop September 4, 2008. The motion was seconded by Eve Curry-Harbison. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent (Sheryl Jones); motion carried.

MANAGER'S REPORT: Matt Krimmer reminded everyone of the Chamber of Commerce Business Expo set for Saturday, September 6, 2008. He then presented the drafted ballot statement for inclusion on the consolidated election ballot November 4,

2008 and the accompanying IGA with the County Clerk and Recorder for approval of the Town Council.

Lana Wagner made a motion which was seconded by Joe Jeske to approve the ballot language as written and certify same to the County Clerk and Recorder no later than August 26, 2008. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent (Sheryl Jones); motion carried.

Lana Wagner made a motion seconded by Eve Curry-Harbison to approve the IGA with the County Clerk and Recorder to include the Town of Larkspur's ballot question on the county's consolidated election ballot for the November 4, 2008 election. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent (Sheryl Jones); motion carried.

MAYOR'S CONCERNS:

- **30 year anniversary of Town** – Mayor West informed Council that next year, 2009, will be the Town of Larkspurs 30 year anniversary and requested Council begin thinking about whether it should be promoted and how.
- **Storage Retention Shed** – Mayor West informed Council that the roof on the document storage retention shed behind the Town Hall garage was leaking, however none of the documents to be retained after disposal (shredding) were significantly affected. Also the grey tarpaulin will remain in place until the roof is repaired.
- **Document shredding** – The Mayor also informed Council the date for shredding the Town's documents is Thursday October 23, 2008 beginning at 9 AM and any past and present Council members having town government related documents can have them shredded that day. Also, document shredding will be open to the Community on Saturday, October 25, 2008, 10 AM – 12 Noon. The fee for the community is \$5 per box. There is no fee for Council members.

Mayor West also passed out the calendar for preparing the Town's 2009 budget.

COUNCIL CONCERNS:

Kristin Cutbirth commented she objected to Town residents who are remodeling a rental mobile home at the trailer park using the Town dump to dispose of materials and items being removed from the mobile home since as a rental this is considered a business.

ADJOURN:

A motion to adjourn the Regular Council meeting was made by Joe Jeske and seconded by Steve Smith. The meeting was adjourned with unanimous voice vote at 9:41 P.M. by Mayor West.

Respectfully submitted,
Matt Krimmer,
Town Clerk/Manager