



**TOWN OF LARKSPUR
MINUTES OF THE
REGULAR COUNCIL MEETING
DECEMBER 18th, 2008**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 5:05 P.M.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE: Recited.

UNSCHEDULED PUBLIC APPEARANCES: None.

SCHEDULED PUBLIC APPEARANCES: None.

OTHER ATTENDEES: Gary Abel, Martin Redeker

APPROVE MINUTES: Council reviewed minutes of the November 20th, 2008 regular council meeting. Mayor West requested one correction to the motion approving Resolution 08-18. **A motion to approve the November 20th, 2008 regular council meeting minutes with correction was made by Kristin Cutbirth and seconded by Steve Smith. A roll call vote was taken. Five (5) in favor, zero (0) against, one abstention (Eve Curry-Harbison); motion carried.**

Council reviewed minutes of the December 4th, 2008 regular council meeting. There was no discussion. **A motion to approve the December 4th, 2008 regular council meeting minutes was made by Sheryl Jones and seconded by Joseph Jeske. A roll call vote was taken. Five (5) in favor, zero (0) against, one abstention (Eve Curry-Harbison); motion carried.**

Council reviewed minutes of the December 11th, 2008 special council meeting. There was no discussion. **A motion to approve the December 11th, 2008 special council meeting minutes was made by Kristin Cutbirth and seconded by Joseph Jeske. A roll call vote was taken. Five (5) in favor, zero (0) against, one abstention (Steve Smith); motion carried.**

FINANCIALS: Mayor West presented the bills to be paid in the amount of \$22,887 and informed Council of a correction to the billing pertaining to charges for table rentals for the Christmas Tree Lighting event. After the financial report had been prepared Korrie Euler, P & R, receipts were received and it was learned that she had paid for the table rental. Therefore the payment to Castle Rentals for \$156.80 was deleted and reimbursement to Korrie Euler of \$409.88 was added. A brief discussion for clarification followed and the total to be paid was corrected to \$23,140.08. A follow on discussion regarding identification of all donors to the Tree Lighting requested Matt check with Parks and Recreation for a listing.

The following discussion was requested to be placed in the minutes verbatim by Council member Eve Curry-Harbison.

Mayor West: “Any more questions? Kris do you have something?”

Kristin Cutbirth: “I do but I don’t know whether I should even bring it up. Are we charging Tony what’s his name for snow plowing in front of his building?” Mayor West: “We are not charging him for any snow plowing. Did we go in that direction?” Kris: “I know it’s in the Park. Again, that’s a business of his and we don’t plow for any private property for any other business in town so why do we.....I think we should get some kind of reimbursement for that.” Mayor: “Well, I will have to check with Semocor, to see what they did..... cause they’re the ones that plow the Park Road. Semocor does, not Fischer. So I don’t even know that they, they have only plowed, I think, in there once. So I don’t know maybe Tony has somebody that comes.” Kris: “Well I just don’t want to have....” Mayor: “I could see.....” Kris: “other businesses come and say I want my stuff plowed because he.....” Mayor: “So I’ll check with Semocor to see what they’re doing, because really they would go in that driveway and then left all the way through. I think if he wants it done in front of his then he would need to contract to have that done by someone.” Kris: “It’s being plowed.” Mayor: “Have you seen who has done it?” Kris: “No I haven’t, I have seen that it is plowed.” Mayor: “I’ll check with Semocor and see if they did.” Mayor: “Anything else?.....Do I have a motion to approve the bills to be paid?”

Sheryl Jones made a motion to approve the payment of bills totaling \$23,140.08. Steve Smith seconded the motion. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

ADVISORY BOARD REPORTS:

Parks & Recreation Board – No meeting held.

Water & Sewer Board – No meeting held. A discussion regarding this Board’s action items took place. Review of the rate study and a plan to implement a new rate schedule needs to be a priority. Consideration should be given to separate rates for commercial and residential. The Board is required to demonstrate movement on their agenda items. Question was raised if the Water and Sewer Board was or could be monitoring the sewer installation at the OSI property. Mayor West informed Council that Semocor is responsible for performing sewer line installation inspections. She also noted that maintenance of the line in the Town’s right of way to the manhole will be OSI’s responsibility.

Planning Commission (PC) – No meeting held.

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

NEWSLETTER: Newsletter content was briefly discussed.

CONTINUING BUSINESS:

- **Speed Control Signs**– Matt Krimmer informed Council of the speed control sign demonstration and briefing he and Councilman Joe Jeske attended on December 16 in Golden, CO. Matt had Council view a 15 minute video describing the signs and their options and noted the Town was offered a \$5000 discount for the purchase of a Speed Alert floor model. Following a short discussion no decisions were made pending consideration of alternative solutions.
- **Job Descriptions/Salaried discussion** – Eve Curry-Harbison presented Council with final draft job descriptions for Town Manager, Town Clerk, and Town Clerk/Manager (hybrid). She noted that feedback had been received from Council member Sheryl Jones and Mountain States Employers Council (MSEC) and the suggested changes were made to the job descriptions. Mayor West and Council member Curry-Harbison recommended Council approval of all three job descriptions and immediate implementation of the Town Clerk/Manager (hybrid) job description for Matt Krimmer.

Sheryl Jones made a motion to approve job descriptions for Town Clerk/Manager (hybrid), Town Manager, and Town Clerk to be effective immediately and the Town Clerk/Manager (hybrid) to take effect immediately for Matt Krimmer. Joseph Jeske seconded the motion. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

Eve Curry-Harbison and Mayor West requested Council take immediate action on implementing the salaried Town Clerk/Manager position. Council member Curry-Harbison recommended an annual salary of \$51,480 based on the current hourly rate \$22 per hour at 45 hours per week for 52 weeks per year using guidelines received from MSEC and that supervisory duties have been added, that Matt be given five vacation days retroactive for 2008, and that performance reviews be given in January and July at which time a salary increase would be considered. Matt will determine his own work schedule as required.

Sheryl Jones made a motion to change the pay schedule for Matt Krimmer from hourly to salaried, per the Town Clerk/Manager (hybrid) job description, for an annual salary of \$51,480 to take effect the first pay period in 2009 and to grant him five vacation days entering 2009 and to hold performance reviews in January and July which would include consideration of salary increases. Vacation leave accrual will be five days per year up to five years after which accrual becomes ten days per year and sick leave accrual will be four hours per month up to a maximum of thirty days. Eve Curry-Harbison seconded the motion. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **Set date for Strategic Planning Session** – Mayor West requested Council select a date acceptable to everyone for attendance at the Strategic Planning Session. After short discussion, Saturday January 17, 2009 was agreed upon with hours to be 8 AM to approximately 4 PM. Several possible locations were offered as

suggestions for event. Matt Krimmer will make inquiries and obtain information regarding sites for the event.

NEW BUSINESS:

- **Fire Code adoption Ordinance** – Action postponed to January 8, 2009 meeting.
- **2008 Budget amendment for road resurfacing** – Mayor West presented Ordinance 08-20 approving a budget amendment to reflect the cost of resurfacing a portion of Spruce Mountain Road.

A motion to approve Resolution 08-20 amending the 2008 Budget for the Town of Larkspur was made by Sheryl Jones and seconded by Joseph Jeske. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **ROW Permit for SRK to install OSI sewer line** – Mayor West presented a Right of Way permit application from SRK Grading and Excavating, Inc. to bore under Spruce Mountain Road and install 5700 feet of sewer line along Spruce Mountain Road to service the OSI property at 8520 Spruce Mountain Road.

A motion to approve a Right of Way Permit for SRK Grading and Excavating, Inc. was made by Steve Smith and seconded by Joseph Jeske. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **30 year anniversary seals** – The Mayor circulated a pamphlet with designs and colors for Council to consider.

MANAGER’S REPORT: Park Enhancement grant received from GOCO to start Phase 1 and a portion of Phase 2. Domain name addition for the Town’s website has been registered and is active.

MAYOR’S CONCERNS: None.

COUNCIL CONCERNS: None.

ADJOURN:

Mayor West called for a motion to adjourn the regular Council meeting. Sheryl Jones made a motion which was seconded by Eve Curry-Harbison, to adjourn the meeting.

The meeting was adjourned with unanimous voice vote at 7:04 P.M. by Mayor West.

Respectfully submitted,

Matt Krimmer
Town Clerk/Manager