



**TOWN OF LARKSPUR
MINUTES OF THE
REGULAR COUNCIL MEETING
NOVEMBER 5th, 2008**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 5:03 P.M.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE: Recited.

UNSCHEDULED PUBLIC APPEARANCES: None.

SCHEDULED PUBLIC APPEARANCES: None.

OTHER ATTENDEES: Gary Abel, Shannon Buss, Marvin Cardenas, Bonnie Schwam-Munoz, Mike Belsky(dad), Ann Rock, Ryan Parker, Robert Parker

APPROVE MINUTES: Council reviewed minutes of the October 16th, 2008 regular council meeting. Kristin Cutbirth requested correction to a comment attributed to her in a discussion about replacement of Council liaison for EDAB .

A motion to approve the October 16th, 2008 regular council meeting minutes with the correction regarding discussion of EDAB liaison was made by Eve Curry-Harbison and seconded by Sheryl Jones. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

NOTE: October 16, 2008 minutes have been corrected as requested.

BILLS TO PAY: Mayor West presented three bills for payment; \$720 for document shredding, \$1022.42 balance owed to Outside the Box for Park grant, and \$250 medical reimbursement for Sharon Roman. A brief discussion for clarification followed.

Eve Curry-Harbison made a motion to approved bills totaling \$1992.42 for document shredding, grant proposal, and medical reimbursement. Lana Wagner seconded the motion. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

ADVISORY BOARD REPORTS:

EDAB – The EDAB meeting scheduled for tonight was rescheduled to November 12 due to conflict with Town Council meeting.

Parks & Recreation Board - Minutes for the October 20th, 2008 meeting were provided.

Bonnie Schwam-Munoz, representing the Board, presented a proposed budget totaling \$3000 for the 2008 tree lighting event scheduled for December 6, 2008. A discussion regarding various items in the proposal including insurance coverage followed and suggestions were provided regarding food, prize, and supply items.

Eve Curry-Harbison made a motion to approve a budget in the amount of \$2700 to be used by Parks and Recreation Board as needed for food, prizes, supplies, etc. for the 2008 tree lighting event. The motion was seconded by Steve Smith. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

Water & Sewer Board – No meeting held.

Planning Commission (PC) – Minutes of the October 27th, 2008 Public Hearing for the Heather Glenn rezoning and regular Commission meeting are attached. The Commission recommended approval of the Heather Glenn rezoning without conditions. The Council Public Hearing for this rezoning is scheduled for November 20, 2008.

CONTINUING BUSINESS:

- **Annexation Petition** – Scotty Krob informed Council that due to an administrative error by the Town Clerk/Manager regarding notification submission dates the annexation petition submitted on September 16, 2008 has been withdrawn and a new petition submitted on November 5, 2008. This allows the Town to start a new timeline for meeting State of Colorado Statute requirements for the annexation process. Matt Krimmer apologized to Council for his error. Resolution 08-15 to set a new Public Hearing date and time of December 18, 2008 at 7 P.M. was presented. Ryan Parker asked what land area was being proposed for annexation and Mayor West responded with the approximate land area boundaries. Mr. Parker stated he represented Robert and Cindy Parker, owners of the Iron Horse Stables on the east side of I-25 indicating they have had discussions with Ian Steyn regarding purchase of their property and were interested in learning more about what plans were being presented.

A motion to approve Resolution 08-15 setting a Public Hearing date and time for December 18, 2008 at 7 P.M. to consider a Petition for Annexation from Ian I W Steyn Trust and Bear View LLC was made by Lana Wagner and seconded by Eve Curry-Harbison. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

Mayor West then asked for motion to set the start time of the regular Council meeting scheduled for December 18, 2008 to 5 P.M.

A motion was made by Eve Curry-Harbison and seconded by Lana Wagner to start the next Town Council meeting on December 18th, 2008 at 5 P.M. to allow time to complete Council business before the Public Hearing at 7 PM. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

- **Budget** – Mayor West asked if anyone had changes to the budget other than salary and if a sum for Parks and Recreation should be identified separately. Several questions regarding Park maintenance and setting mil levy were asked and answered. Options for setting aside various dollar amounts for P&R events were discussed and it was noted that P&R should find ways to help fund events. Mayor West stated she would set aside \$7000 in the budget for P&R events which could be changed if P&R provided additional information before the budget hearing on November 20, 2008.
- **Mountain States Employers Council (MSEC)** – Mayor West presented Council with documentation from MSEC including information regarding exempt employee eligibility, pay determination for salaried employees, pay comparisons for city manager, city clerk, payroll clerk, and accounting clerk, and projected 2009 pay increase rates for cost of living, merit pay, and salary adjustments. Council discussion followed and concern about having job descriptions was expressed. A discussion followed regarding Matt Krimmer’s duties and his failure to meet required dates in the campground annexation process. Accordingly salary discussions would be deferred until a clear description of Matt’s duties have been defined in a job description. Lana Wagner asked and Eve Curry-Harbison agreed to work with the Mayor and town staff in developing job descriptions for the town staff positions.
- **Publisher Software for MFO Issue** – Council member Lana Wagner asked Council member Kristin Cutbirth to confirm that software paid for by the town and used in publication of the Monkey Face Observer had been removed. Kristin provided a receipt for new software purchased by her as evidence of removal.

NEW BUSINESS:

- **Draft Resolution 08-14 regarding advertising on Town property** – Mayor West presented a draft of a resolution addressing advertising on Town property, requested Council review the draft, and provide feedback in order to vote on its passage at the next Council meeting. A discussion followed regarding pros and cons for allowing non Town sponsored signage on Town property and better ways to use and display banners.
- **IGA for Sheriff and Animal Control** – Mayor West presented Council with an IGA between the Douglas County Sheriff and the Town of Larkspur extending law enforcement and animal control services within the boundaries of Larkspur for 2009.

Sheryl Jones made a motion to approve an IGA with the Douglas County Sheriff’s Department to provide law enforcement and animal control services within the boundaries of Larkspur for 2009. The motion was seconded by Eve Curry-Harbison. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

A motion was made by Lana Wagner and seconded by Steve Smith to suspend the Town Council meeting until conclusion of the scheduled Bear View annexation petition Public Hearing. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) absent; motion carried.

Mayor West suspended the Council meeting at 7:03 P.M.
Mayor West called the Council meeting back to order at 7:10 P.M.

MANAGER'S REPORT: Matt offered reminders for the following; Elected Officials Caucus November 6, 2008 at 5:30 P.M., Town Hall closure for Veterans Day November 11, 2008 and Thanksgiving November 27-28, 2008, Public Hearings for Budget and Bed and Breakfast rezoning November 20, 2008, and CIRSA Property Inspection November 20, 2008. Council was informed that an appointment would be scheduled to get information on speed control signs after Council member Joe Jeske returns. Park Enhancement survey by Archer almost completed. Matt also noted that a rumor regarding the Pizzeria going out of business has been circulating which he believed to be false since the Pizzeria owner recently submitted a renewal application for his liquor license.

MAYOR'S CONCERNS: Mayor West noted that a number of businesses and residents are consistently late in paying their water bills. The cost to the Town far exceeds any recoupment for turning the water off and back on. Can the Town legally do anything to discourage this pattern of late payments? A discussion followed about penalties and pre-payment deposits. It was agreed that Ordinance 5.23 needs to be re-written.

Sheryl Jones informed Council of a water conservation effort for households underway by Western Institute. The group will be contacting municipalities to disseminate information.

COUNCIL CONCERNS: Eve Curry-Harbison mentioned that Ed Blanchard informed her that a water valve control box in the vicinity of the fire hydrant and turn lane to the mobile home park may have been paved over by the paving company. Matt stated he would contact LaFarge and have it investigated.

Lana Wagner asked if dates had been set to close the Town Hall for administrative filing. Mayor West stated it would be a couple of days the first week of December.

Mayor West also informed Council that SEMOCOR proposed installing utility marker posts throughout Town for all the water and sewer utility boxes and manholes for a cost of approximately \$900. After short discussion everyone agreed it would benefit the Town to locate the utilities and the Mayor stated she would get a written proposal from Scott Monroe to do the work.

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 7:30 P.M. by Mayor West.

Respectfully submitted,
Matt Krimmer
Town Clerk/Manager