



**TOWN OF LARKSPUR
MINUTES OF THE
REGULAR COUNCIL MEETING
JUNE 19th, 2008**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 6:04 P.M.

ROLL CALL:

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

UNSCHEDULED PUBLIC APPEARANCES: William Lucero presented Council with a petition to preserve the intersection of Douglas Boulevard and Colorado Avenue with the island triangle in the interest of safety for the citizens of the Pines, their visitors and school buses picking up children. The plot of land has been landscaped by the local residents who consider it an aesthetic part of the Pines. The petition was signed by twenty five people. Mayor West thanked Mr. Lucero noting the petition would be considered by Council when action is taken regarding the roads in the Pines.

SCHEDULED PUBLIC APPEARANCES: None.

OTHER ATTENDEES: Betty Spreen, Laura Kronick, Gary Abel, Rod Flores, Lester Burch, Martin Redeker

APPROVE MINUTES: Council reviewed minutes of the May 15th, 2008 regular council meeting. There was no discussion. **A motion to approve the May 15th, 2008 regular council meeting minutes was made by Sheryl Jones and seconded by Lana Wagner. A roll call vote was taken. Five (5) in favor, zero (0) against; one (1) abstention (Eve Curry-Harbison); motion carried.**

Council reviewed minutes of the June 9th, 2008 special council meeting. There was no discussion. **A motion to approve the June 9th, 2008 special council meeting minutes was made by Sheryl Jones and seconded by Joe Jeske. A roll call vote was taken. Four (4) in favor, zero (0) against; two (2) abstentions (Eve Curry-Harbison, Lana Wagner); motion carried.**

FINANCIALS/BILLS TO BE PAID: Council reviewed the bills to be paid totaling \$31,354.67 plus \$881.64 for Wazee Electric sewer pump repair. Councilmember Eve Curry-Harbison questioned the total mileage for Sharon Roman for a one month period and asked to have information on employee vacation, sick leave, and holiday pay added to the financials packet. Eve Curry-Harbison and Sheryl Jones questioned late sales tax payments from CRF vendors for last year and requested a listing of the vendors involved. All Councilmember questions were satisfactorily answered.

Joe Jeske made a motion to approve and pay all bills totaling \$32,236.31 including \$881.64 for Wazee Electric. The motion was seconded by Sheryl Jones and a roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

ADVISORY BOARD REPORTS: Minutes in packets.

Economic Development Advisory Board (EDAB) – See minutes.

Parks & Recreation (P&R) Board – See minutes.

Water and Sewer Board (W&S) – See minutes.

Planning Commission (PC) – No meetings held.

Councilmember Eve Curry-Harbison requested Chairpersons for each Board advise their board members to honor the 25 mph speed limit on Spruce Mountain Road.

SEMOCOR MONTHLY REPORT: All water and wastewater systems are functioning and water quality remains within acceptable limits. Three of the four sewer pond motors are now operating. The fourth pump motor is being installed tomorrow. Copies of reports are on file in Town Hall.

NEWSLETTER: Draft copies of the Town's new newsletter were provided for review. A brief discussion regarding content was held. Comments, changes and additions should be submitted to Mayor West.

CONTINUING BUSINESS:

- **Service Plan Advisors** – Saranne Maxwell, bond counselor and financial advisor, recommended using Jim Manire as the financial advisor for review of the special district service plan. Ms. Maxwell volunteered to provide support as needed. Chip King, bond counselor, recommended completing financial review before engaging bond counselor review. Scotty Krob explained the review process and when financial and bond council advisors are utilized. Council agreed to wait on hiring bond attorney until financial review of service plan is completed.

A motion to retain Jim Manire as financial advisor to review the Special District Service Plan for financial content as first choice and if he is no longer available to retain Chip King as second choice was made by Eve Curry-Harbison and seconded by Sheryl Jones. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **Road Maintenance** – Potholes have been fixed and Bill Fischer is preparing a road maintenance bid which would include grading roads in the Pines. Road grader rental is very expensive and which roads require grading would have to be identified.

- **General Maintenance Bids** – Several bids were received including one from SEMOCOR. Mayor described the work SEMOCOR has been doing under their water and sewer contract since Mike Burhenn left and which reflect the same tasks proposed in their bid. Their bid using the Town’s equipment is \$1100 per month plus 20 gallons of gas per month. Meter reading is an additional \$100 per month. These costs are guaranteed to the end of the year. Eve has concern about engaging in too much business with one company and using the Town’s equipment. This arrangement is to end of 2008.

A new separate contract would be considered for 2009.

Bids were also received from Brad Haenlein for \$35 per hour and RS Enterprises for \$2000 per month for mowing only.

A motion to continue using SEMOCOR services under their existing contract to provide maintenance support as required for the remainder of 2008 was made by Lana Wagner and seconded by Sheryl Jones. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **Drip System for Park Bids** – Difficult to evaluate. Need someone who understands sprinkler systems to evaluate proposals. Bill Lucero proposed hiring someone to develop specifications for parties to bid against. No conclusions were reached.
- **Roads in Larkspur Heights** – The Town needs to prepare a proposal to offer the Federation to settle the roads issue in Larkspur Heights.
- **Appoint Election Commission** – Two volunteers offered to serve on the commission, Amy Blanchard and Marvin Cardenas.

Joe Jeske made a motion to appoint Amy Blanchard and Marvin Cardenas to the Election Commission. The motion was seconded by Eve Curry-Harbison. A roll call vote was taken. Five (5) in favor, one (1) against (Kristin Cutbirth); motion carried.

NEW BUSINESS:

- **Busy Bee Park Concessioner Permission** – Application not received and no one from Busy Bee was present at the meeting. Action postponed pending receipt of application.
- **Quest ROW Permit for temporary firehouse com line relocation** – Request to move com lines from administration building to equipment bay building to minimize disruption when administration building is torn down.

Eve Curry-Harbison made a motion to approve the Quest ROW permit for the firehouse com line relocation with restrictions for Monday through Friday work only and traffic control in place. The motion was seconded by Sheryl Jones. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **OSI Site Plan referral review** – Mayor and Town Clerk/Manager met with OSI team and reviewed building proposal. Wright Water Engineering has also been working with OSI architects and engineers and approves of the proposal as presented. Land use application referral review resulted in no negative feedback. Council raised several questions regarding sewer and water connections, experimental water treatment waste disposal, and access from Spruce Mountain Road which were answered satisfactorily. Rod Flores noted the County electrical

inspector, Wayne Elrod, was being overly restrictive. Council agreed to have Town staff determine approvals for obtaining building permits.

- **Boughton Water Line** – Mayor West presented background on the Boughton water line, the Town’s improper installation and lack of documentation describing the work. The Mayor recommended the Town correct the improper installation and pay for the work and materials. Once correctly installed the Boughtons will be responsible for the water line from the water meter to their house. Council had a brief discussion on the utility locating process used by SEMOCOR. Lana Wagner commented the Town’s entire water and sewer infrastructure needed to be addressed. A consensus was reached to arrange for the work to be done and approval would be given once a cost is determined.
- **Coffee Shop sign permit** – The sign proposal meets all the requirements except the setback for which a variance is being requested.

Sheryl Jones made a motion to approve the Pony Espresso sign permit with a setback variance. The motion was seconded by Eve Curry-Harbison. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

Mayor West declared a five minute break at 8:23 PM. Council session resumed at 8:35 PM.

MANAGER’S REPORT:

- **Pedestrian road signs** – Working with the County Road maintenance department we determined pedestrian signs were needed on the North and South ends of Spruce Mountain Road and on Perry Park Avenue east of the employee entrance to the CRF. A total of six signs have been identified initially. Information on costs has been solicited from three sign providers.
- **Meeting with Larkspur Mother’s Group** – Matt informed Council of presentation he made to the Mother’s Group and received positive feedback in supporting the Town as development occurs for events, park improvements, etc.
- **CCCD final report on Park** – Final Park enhancement proposal is tentatively scheduled June 30. Once date and time has been firmed up Council and P&R will be notified by email.
- **Larkspur Trail** – Working with Cheryl Matthews, DC Trails coordinator, the Town has looked at alternative trail routes for the Douglas County portion of the trail coming into Larkspur from the South in an attempt to reduce the impact of Carpenter Creek on the building of numerous bridges and boardwalk type crossings. After extensive review and contact with potential affected property owners, it was concluded to leave the original route plan in place.
- **New sewer pond motors** – Two new sewer pond motors have been purchased.
- **Location of outhouse in park and speeding on SM road** – Matt Krimmer read email from Renee LaVigne regarding the second outhouse location and speeding on Spruce Mountain Road and his response to her. After discussion, outhouse will be moved behind the visitors center or the behind the willows along Spruce Mountain Road after the Fourth of July event.

MAYOR'S CONCERNS:

- **Auditor findings** – Ordinance 7.03, Section 12 requires sewer rates to be raised yearly for maintenance and operating costs to cover 1.2% times the annual interest of the bond principal. The Town has been out of compliance for the last twenty years. If we attempted to comply our sewer rates would have to be tripled. Approximately \$45,000 is owed on the loan. A variance could be requested, however, if the lender choose not to grant a variance and call in the loan the Town could pay it off. The Mayor will write a letter and wait to see what the response will be.
- **Campground Tour** – The campground tour for the Council has been set for Friday, June 27 at 4 PM. Planning Commission is invited.
- **CDBG** – Douglas County is having problems getting licensed contractors to sign up for the program that are willing to come to Larkspur to perform work.
- **Weed Spraying** – The mayor informed Council that arrangements will be made to spray weeds on Town property and rights of way. Bid has been received for \$600 from AG Weed Pro to perform the spraying.

A motion to authorize the Mayor to have last year's contractor, AG Weed Pro, perform weed spraying of the Town Park and roadway ditches was made by Sheryl Jones and seconded by Lana Wagner. A roll call vote was taken. Six (6) in favor, zero (0) against; motion carried.

- **Town Charter**– Reminder to Council to review electronic version of Town Charter for accuracy in order to accept it as an official version. Council agreed to divide up sections of the charter for review. Mayor will assign sections.

COUNCIL CONCERNS:

Lana Wagner requested an air conditioner for the Town Hall. A brief discussion ensued and it was concluded that effort would be made to open windows. Joe Jeske offered to install a screened door at the rear entrance.

Kristin Cutbirth asked about new construction in the Pines and if the Council needed to be involved. The Mayor explained all plans had been submitted and approved by town staff, water and sewer taps have been paid, and building permits obtained from Douglas County.

The July workshop falls on July 3rd, one day before a holiday. Council briefly discussed the date for possible change and concluded to hold the workshop on its regularly scheduled date.

Lana asked for volunteers to bake pies for the Fourth of July.

ADJOURN:

A motion to adjourn the Regular Council meeting was made by Sheryl Jones and seconded by Joe Jeske. The meeting was adjourned with unanimous voice vote at 9:15 PM by Mayor West.

Respectfully submitted,
Matt Krimmer,
Town Clerk/Manager