



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
APRIL 17<sup>th</sup>, 2008**

**MEETING CALLED TO ORDER:** Mayor Sherilyn West called the meeting to order at 6:08 P.M.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>NON-VOTING</b>
Mayor Sherilyn West		Town Attorney-Scotty Krob
Mayor Pro-tem Steve Smith		Town Clerk/Manager-
Eve Curry-Harbison		Matt Krimmer
Kristin Cutbirth		
Sheryl Jones		
Florence Burch		
Lester Burch		

**NEW COUNCIL MEMBERS:**

Lana Wagner  
Joseph Jeske

**UNSCHEDULED PUBLIC APPEARANCES:**

- 1) Ed Blanchard commented that the condition of Spruce Mountain Road, particularly from the Corner Market running approximately 30 yards south, was deplorable and the Town's lack of action to repair the road correctly was unacceptable. Mayor West explained the Town has gone out for bids to repair the roads and all bids have not yet been received. Until a determination can be made regarding road repair and or replacement, the Town will continue to perform temporary repairs.
- 2) Scott Monroe, SEMOCOR, and his team formally expressed a hearty THANK YOU to the Town for its support to him and his team in maintaining the Town's water and wastewater treatment facilities. He also commented that he was proud of his team and proud, as owner of SEMOCOR, in meeting State water quality standards and maintaining acceptable water quality for five consecutive quarters.

**SCHEDULED PUBLIC APPEARANCES:** None.

**OTHER ATTENDEES:** Betty Spreen, Laura Kronick, Marvin Cardenas, Shannon Buss, Bonnie Schwam-Munoz, Gary Abel, Amy & Ed Blanchard, Rod Flores, Brad Bradford, Mary Ann & Tony Caterina, John & Jeff Arlotti, Tamara Gilida, Alan Matlosz.

**APPROVE MINUTES:** Council reviewed minutes of the March 20<sup>th</sup>, 2008 regular council meeting. There was no discussion. **A motion to approve the March 20<sup>th</sup>, 2008 regular council meeting minutes was made by Sheryl Jones and seconded by Steve**

**Smith. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**FINANCIALS/BILLS TO BE PAID:** Council reviewed the bills to be paid totaling \$15,353.06. Kristin Cutbirth expressed concern about the use of personal and Town vehicles by staff without accountability. Kristin asked why Mike Burhenn was using his personal vehicle for conducting Town business. Mayor West explained that Mike used his personal vehicle because the Town vehicle had the snow blade on it. Sheryl Jones commented that in the future Mike should get written permission before using his personal vehicle. All other Council Member questions were satisfactorily answered. **Florence Burch made a motion to approve and pay all bills totaling \$15,353.06. The motion was seconded by Lester Burch and a roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**ADVISORY BOARD REPORTS:**

**Economic Development Advisory Board (EDAB)** – A brief meeting was held on April 2, 2008 to inform the Board of the status of Redeker and Cardenas commercial development and proposed Campground annexation. EDAB hopes to hear from the Parks and Recreation Board as to their parking recommendations.

**Parks & Recreation (P&R) Board** – P&R Board minutes for the March 31<sup>st</sup> and April 14<sup>th</sup> Board meetings were provided. Bonnie Schwam-Munoz, representing the Board, presented their proposal for the Fourth of July picnic. This included a list of events/activities, budget items, and advertising including a draft press release. Bonnie requested Council approval of the draft press release and proposed budget. After brief discussions the following motions were made:

**A motion to approve the Parks and Recreation Board Fourth of July picnic press release as written was made by Eve Curry-Harbison and seconded by Sheryl Jones. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**A motion to approve the Parks and Recreation Board Fourth of July picnic budget not to exceed \$1700.00 was made by Eve Curry-Harbison and seconded by Sheryl Jones. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**Water and Sewer Board (W&S)** – The board met on April 1<sup>st</sup>, 2008. Review of the Water and Wastewater rate study continued and discussions regarding content were held. The review will be continued at the next meeting.

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

**SEMOCOR MONTHLY REPORT:** All water and wastewater systems are functioning satisfactorily and water quality remains within acceptable limits. Copy on file in Town Hall.

**MONKEY FACE OBSERVER:** Kristin Cutbirth requested suggestions for items. Some offerings were a summary explanation of the ballot issues approved by voters on April 8<sup>th</sup> and a copy of the press release for the Fourth of July picnic.

**CONTINUING BUSINESS:**

- **Rezoning Ordinance Review** – Mayor West has received Council and Planning Commission comments along with recommended changes from Scotty Krob. The mayor will rewrite and submit the draft Ordinance for Council approval at the May meeting.
- **Resolution 08-03 Fischer PD** – The Mayor presented Resolution 08-03 approving a minor change to the Fischer Planned Development amending subsection D, Uses Permitted by Right, to include the manufacture, fabrication, and assembly of materials or goods.

**A motion was made by Lester Burch and seconded by Sheryl Jones to approve Resolution 08-03, A Resolution Approving A Minor Change To The Fischer Planned Development. A roll call vote was taken. Seven (7) in favor, zero (0); motion carried.**

- **Bid selection for Drip system in park** – This is on hold pending scheduling contractors to survey Park watering requirements.
- **Larkspur Information Center** – Tony Caterina requested Council approval to place an Information Center building in the Town Park at a location to be determined by the Town staff. Tony answered all questions asked by Council and audience. Council requested he purchase a Town Business License as a Park concessionaire.

**A motion to authorize the Information Center(IC) as Park concessionaire and allow placing the IC building in the Town Park was made by Sheryl Jones and seconded by Eve Curry-Harbison. A roll call vote was taken. Four (4) in favor, three (3) against (Florence Burch, Lester Burch, Kristin Cutbirth); motion carried.**

- **Early Childhood Coalition Resolution 08-04** – Mayor West presented a proposed resolution indorsing the Douglas County Early Childhood Coalition as a community collaborative, building a comprehensive early childhood system for Douglas County families.

**Steve Smith made a motion to approve Resolution 08-04, A RESOLUTION RECOGNIZING AND ENDORSING THE DOUGLAS COUNTY EARLY CHILDHOOD COALITION. The motion was seconded by Eve Curry-Harbison. A roll call vote was taken. Five (5) in favor, two (2) against (Florence Burch, Lester Burch); motion carried.**

Mayor West declared a five minute break at 7:20 P.M.  
Mayor West called the meeting back to order at 7:28 P.M.

Thank you awards were presented to outgoing Council Members Florence and Lester Burch.

Newly elected Council Members Eve Curry-Harbison, Lana Wagner, and Joseph Jeske were sworn in by Town Clerk/Manager, Matt Krimmer, and were seated to continue the meeting going in to new business.

**NEW BUSINESS:**

- **New Council Orientation** – Mayor West provided all Council Members with information packets including copies of the “original hard copy Town Charter” and a “corrected electronic Town Charter” which corrects spelling errors and omissions in the original. The Mayor asked Council to compare the original to the electronic version to assure corrections made do not change the content or meaning of the original. The Mayor asked for volunteers to serve as Council liaison to the Parks and Recreation Board, Water and Sewer Board, and the CDBG Program. Lana Wagner accepted the Parks and Recreation Board liaison position and Sheryl Jones agreed to serve as the Towns representative for the CDBG Program. No one volunteered for the Water and Sewer Board.
- **Martin Redeker’s Service Plan** – Scotty Krob presented Council with a brief orientation on special districts describing the types of districts, why they are set up, how they function, etc. Martin Redeker introduced his attorney, Tamara Gilida, who presented their Service Plan proposal for creation of a special district to provide the funding mechanism for Spruce Mountain Development to commercially develop the property. Ms. Gilida introduced Alan Matlosz, a special district financial specialist who developed the financial projections in the Service Plan. Mr. Matlosz explained his assumptions and how he arrived at his projections. Ms. Gilida and Mr. Matlosz both answered questions from the Council and the audience. Ms. Gilida requested Council set a Public Hearing for the Service Plan for May 21<sup>st</sup>, 2008.

**Sheryl Jones made a motion to set a Public Hearing to receive public comments on the special district Service Plan presented to the Town by Spruce Mountain Development. The motion was seconded by Lana Wagner. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

- **Ordinance awareness letter to property owners** – Mayor West proposed sending a letter to all property with specific reference to Ordinance 4.13 regarding refuse, abandoned vehicles and weed control. Eve Curry-Harbison commented that enforcement provisions need to be highlighted. Sheryl Jones noted that trash was beginning to accumulate by the new bridge at Fox Farm Road. Lana Wagner mentioned some property owners need to get control of tall grasses and business owners and renters need to be informed as well. Council agreed to have Mayor send out letter.

- **OSI Request Access culvert and temporary storage building (Tuff Shed approximately 12’X20’)** – Office Space Investments (OSI), new owners of the property at 8520 Spruce Mountain Road, are requesting approval to install a temporary driveway access with culvert off of Spruce Mountain Road to allow for vehicular access for construction. OSI is also requesting permission to place a temporary “tuff shed” on the property for storage of construction materials. Mr. Rod Flores answered Council questions regarding this request.

**Sheryl Jones made a motion to allow OSI to install a temporary driveway with culvert on to the property at 8520 Spruce Mountain Road and place a temporary “Tuff Shed” on the property. The motion was seconded by Joe Jeske. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**MANAGER’S REPORT:**

- **CML’s Newly Elected Officials Workshop** – Matt Krimmer reminded Council of the May 9-10, 2008 scheduled workshop for newly elected officials which is open to all elected officials and recommended as many Council members attend as possible. Registrations must be submitted no later than May 2<sup>nd</sup>.
- **Trail Grant Award** – Matt informed Council that \$20,000 in grant money for the planning of the Larkspur Trail was approved.
- **PDCG meeting in Larkspur** – Reminder of the PDCG breakfast meeting in Larkspur on May 21<sup>st</sup>. Matt will request catering information from Town restaurants and caterers used by other partnership members to compare food offerings and prices.

**MAYOR’S CONCERNS:**

- **Port-a-Potti location in Park** – The Mayor informed Council of delivery of a second port-a-potti for the Town Park and requested suggestion for its location. Matt suggested the southwest corner near the ball field. Location was agreed upon after brief discussion.
- **Park Sign Location** – Location of the Park sign was put on hold pending decision on Park enhancements which may affect the landscaping.
- **April 22 dinner with Commissioners** – Council was reminded of the dinner meeting with the County Commissioners on April 22<sup>nd</sup>, 6 P.M., at the County building, 100 Third Street, Castle Rock.
- **Spray Weeds** – The mayor informed Council that arrangements will be made to spray weeds on Town property and rights of way.
- **Banking** – Per recommendation of Vince Weiss, Town Accountant, the Mayor requested Council approval to transfer funds from Guaranty Bank to Colorado Trust.

**A motion to prepare a resolution authorizing the Mayor to set up an account with Colorado Trust and transfer funds from Guaranty Bank to Colorado Trust 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.**

The Mayor also informed Council of improved CIRSA scores for Worker's Compensation (WC) claims and Property/Casualty (PC) claims from 2007 to 2008 based upon the annual Loss Control Standards Audit.

**COUNCIL CONCERNS:**

Kristin Cutbirth asked about activity on the property owned by Chris and Matias Cumsille on Spruce Mountain Road. Matt explained that due to turn down in their business, they have delayed moving ahead with building plans.

Kristin also asked about the Bed and Breakfast property on the east side of Town. Matt explained that they did not plan on any activity until 2009 or 2010.

A recommendation was made by Marvin Cardenas that Council consider holding a post election party for the new Council members.

**Eve curry-Harbison made a motion to allocate \$300.00 for appetizers and soft drinks at the Spur of the Moment after the May 1<sup>st</sup> Council Workshop for the residents of Larkspur to celebrate the election of new Council Members. The motion was seconded by Sheryl Jones and a roll call vote was taken. Six (6) in favor, one (1) against (Kristin Cutbirth); motion carried.**

Mayor West requested Council approve the appointment of Council Member Steve Smith as Mayor Pro-tem for the next two years.

**A motion to appoint Steve Smith as Mayor Pro-tem for the next two years was made by Kristin Cutbirth and seconded by Joe Jeske. A roll call vote was taken. Six (6) in favor, zero (0) against, one (1) abstained (Steve Smith); motion carried.**

**ADJOURN:**

**A motion to adjourn the Regular Council meeting was made by Sheryl Jones and seconded by Lana Wagner. The meeting was adjourned with unanimous voice vote at 10:30 PM by Mayor West.**

Respectfully submitted,

Matt Krimmer  
Town Clerk/Manager