



**TOWN OF LARKSPUR
MINUTES OF THE
SPECIAL COUNCIL MEETING
OCTOBER 12, 2009**

MEETING CALLED TO ORDER: Mayor Sherilyn West called the meeting to order at 6:45 P.M.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE: Recited.

OTHER ATTENDEES: Gary Abel, Lorelei LaFortune, Mr and Mrs. Charles Hickey, Ian Steyn, Cameron Fitch, Jack Reutzel, Wayne Lorenz, and other unknown persons.

CONTINUING BUSINESS:

Bear View Invoicing – Ian Steyn stated his purpose for requesting this meeting. First is billing versus expectations to date and second what the coordinated expectations are from this point forward including a timeline to completion. Ian then briefly summarized the project as a joint collaborative effort between himself, the Town of Larkspur, Douglas County, and other non-governmental entities, including non-profit organizations.

Ian requested a one on one meeting with Wayne Lorenz to discuss billing from Wright Water Engineering which Wayne agreed to schedule with him.

Eve Curry-Harbison questioned Wayne on several billed items which he responded to. Mayor West asked what deliverables have been provided by Wright Water to date which Wayne addressed without specifics. Wayne agreed to provide a detailed list to Ian.

Ian asked Wayne what remaining work he expected was left to do and Wayne stated he believed the annexation agreement was close to completion and very little work was remaining.

Mayor West suggested Ian schedule a one on one meeting with Barb Cole to discuss her billing upon return from her Mother’s funeral.

A discussion followed regarding deliverables distribution, their use, and duplication of efforts as a result of ineffective coordination.

Sheryl Jones commented that all contractor/consultant invoices for major projects be detailed as to work performed and made available to Council for review and understanding of deliverables produced. Eve suggested a change in procedures for the staff and consultant billing to provide more timely and complete information to Council and project applicants.

A discussion on current state of the annexation agreement was held and Eve suggested numbered copies of the agreement be provided the audience at the next Council public hearing. Mayor West suggested clearly labeling the annexation agreement as “draft” and passing them out to the public for their review prior to opening public comment.

Eve asked if a call log was kept by the town manager on projects and suggested it be done to provide some insight to Council on the amount of time spent by town manager on the phone coordinating project items with the applicant, town attorney, town planner, town engineer and others. Scott Krob asked if the applicant believed costs associated with this project were excessive to which Ian stated information he received from knowledgeable professionals at the outset of the project indicated costs would be less than half of what has been expended to date. Scott responded that he believed this project’s costs were under what is normally expended for projects of this size.

In conclusion it was agreed that project costs would be estimated monthly in advance, monthly billing “not to exceed” limits would be agreed to and changes negotiated before continuing work beyond the limit, copies of contractor/consultant bills be made available to applicant before invoicing, and Town invoicing to applicant be accomplished monthly.

Jack Reutzel stated he would provide a status of action items he is working on and Scott Krob agreed to provide an updated draft annexation agreement before the next public hearing on Oct 15, 2009.

ADJOURN:

Eve Curry-Harbison made a motion to adjourn the regular Council meeting which was seconded by Lana Wagner and approved by unanimous voice vote. The meeting was adjourned by Mayor West at 7:35 PM.

Respectfully submitted,

Matt Krimmer
Town Clerk/Manager