



**TOWN OF LARKSPUR  
MINUTES OF THE  
REGULAR COUNCIL MEETING  
February 21<sup>st</sup>, 2013  
6PM  
Town Hall**

**MEETING CALLED TO ORDER:** Mayor Gerry Been called the meeting to order at 5:50 PM.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>NON-VOTING</b>
Jennelle VanGorder		Town Attorney- Scott Krob
Lester Burch		Town Clerk/Manager-
Sandy McKeown		Matt Krimmer
Matias Cumsille		
Joseph Jeske		
Mayor Pro-tem Shannon Buss		
Mayor Gerry Been		

**PLEDGE OF ALLEGIANCE:** Recited.

**OTHER ATTENDEES:** Florence Burch, Kristin Cutbirth, Sherilyn West, Lt. Dan McMillan, Matt Krob

**UNSCHEDULED PUBLIC APPEARANCES:**

**Lt. Dan McMillan** commented on the new jail expansion at the Justice Center in Castle Rock and stated there was very little law enforcement activity in and around Larkspur. He then asked if anyone had any concerns or questions. There were none.

**SCHEDULED PUBLIC APPEARANCES: Danna Hamling**, Larkspur Historical Society, presented Council with a “Resolution” passed by the Society stating the Society would serve as an advisor to the Town in identifying historical sites/structures and processing applications for obtaining historical designations. She also offered to work with the Town in identifying locations where historical markers could be placed. Matt Krimmer presented draft Resolution 13-01 designating the Larkspur Historical Society to act as the Town’s Historic Board in identifying and certifying historical structures and landmarks.

**A motion was made by Matias Cumsille and seconded by Sandy McKeown to approve Resolution 13-01 designating the Larkspur Historical Society to act as the Town’s Historic Board in identifying and certifying historic structures and landmarks. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**NEW WELL PROJECT:** Following the preceding public hearing the USDA Grant application will be submitted. Leroy Cruz will begin working on the application for DOLA.

**PARK UPDATE:** Matt noted the Park Grand Opening event planning was underway with the Larkspur Area Chamber of Commerce. A planning meeting is scheduled for next Monday, Feb 25, 6 p.m. at the Spur. Matt also informed Council that plans are underway to prepare the Park for Spring and Summer including facility spruce up and readiness and accepting reservations for park facilities. Staff is looking into volunteers to assist Jerry in performing Park maintenance this summer. Matt is working to sign up private partners for sponsorship of the fitness trail. Matt is also continuing discussions with the DCSD for partnering in the joint use of facilities and construction of connecting trails between LES and the Town. Matt mentioned a problem with geese on the ball field and asked for recommendations to keep them away. Suggestions included using a robot to scare them off and a suggestion was made to contact maintenance at Perry Park County Club for advice. Matt presented Council with Resolution 13-02 approving submittal of a grant application to GOCO for new park funding

**A motion was made by Sandy McKeown to approve submission of a grant application to Great Outdoors Colorado (GOCO) for extending park enhancements. The motion was seconded by Joseph Jeske. A roll call vote was taken. Six (6) in favor, one (1) against (Lester Burch); motion carried.**

**COUNCIL COMMENTS:**

**Shannon Buss** asked Matt to send the results of the income survey to the County Assessor. Shannon also asked how the cameras at the dump were working and Matt responded three are not functioning and two are not properly directed to capture vehicles entering and exiting the dump. Security Surveillance Systems is scheduled to come out to restore the cameras next week Wednesday, February 27. **Jennelle VanGorder** thanked the Town for the flowers sent for her stepfathers passing.

**MINUTES: Council meeting January 17<sup>th</sup>**

Matt presented minutes from the January 17<sup>th</sup> Council meeting. Matias requested his comments regarding an Ordinance designating revenues restricted for Water & Sewer Funds only be clarified. Council agreed to defer approval of minutes until the correction was made.

**BILLS TO BE PAID: \$18,644.14**

Matt presented bills to be paid in the amount of \$18,644.14. Matias noted the petty cash summary was missing and requested it be sent to Council by email.

**A motion was made by Jennelle VanGorder and seconded by Shannon Buss to pay bills totaling \$18,644.14. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**SEMOCOR REPORT:** Paul Grant informed Council that sludge removal is being planned for April. He also informed Council of an estimate from Inland Marine of \$2900-3000 to inspect and clean the water tanks. The upper and lower water tanks are in

need of cleaning and cleaning dates will be scheduled in conjunction with the cleaning of Perry Park Water District tanks in order to save money. Semocor will advise the Town when dates have been selected and confirmed.

**Shannon Buss made a motion to approve up to \$3000 for Inland Marine to inspect and clean the upper and lower tanks and have Semocor coordinate when the work is performed. Lester Burch seconded the motion. A roll call vote was taken. Seven (7) in favor, zero against; motion carried.**

#### **CONTINUING BUSINESS:**

- **Marketing Letter to Oil Companies** – Matt had previously provided a draft letter to oil companies to market the Pueblo Bank and Trust property on the North end of Spruce Mountain Road as a truck stop. The letter as drafted was about 1 ½ pages and Council requested it be reduced to no more than one page.
- **Economic Development Business Incentives** – The subject of incentives to stimulate economic development was discussed including tax rebates and share backs, speed of obtaining approvals for development activities, and fee waivers. These items will continue to be addressed by staff and Council.
- **Town Web Site** – Matt presented a spreadsheet showing proposals for the new web site development and recommended Simple Website Tuneups (Victor Torrez) proposal for \$3400 with a monthly off site hosting fee of \$3.95. The estimated development time is projected to be 3-4 weeks based upon staff availability to support the development. Council requested 10% of the total project cost be withheld for 90 days following completion of the work to assure post development corrections and an acceptable final product.

**A motion was made by Matias Cumsille and seconded by Shannon Buss to approve Simple Website Tuneups' proposal of \$3400 to develop a new Town website with a monthly off site hosting fee of \$3.95 with the condition that approximately 10% (\$350) be withheld for 90 days pending final acceptance of the delivered product. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

**LEGAL UPDATES:** Scotty Krob provided an update on the Perry Park Exclusion Plan informing Council he was still waiting to hear from Perry Park W & S district's attorney regarding the Town's request to PPW&S to give up 13 acre feet of water per year, valued at somewhere between \$15,000 and \$25,000 per acre foot, and \$38,000 or their capital reserve. Scotty also mentioned he is working on an Ordinance directing a percentage of surplus money automatically be placed in a restricted water fund.

#### **NEW BUSINESS:**

- **Pay Raises** – Matt informed Council that both Becky Mobley and Jerry Perkins have successfully completed their probationary periods and recommended they be given a \$0.50 per hour raise. Mayor Been also recommended Sharon Roman for a \$0.50 raise in light of the fact she has not had a raise in five years.

**A motion was made by Matias Cumsille and seconded by Lester Burch to raise the hourly salaries of Becky Mobley, Jerry Perkins, and Sharon Roman by \$0.50 per hour effective the next full pay period. A roll call vote was taken. Seven (7) in favor, zero (0) against; motion carried.**

- **Theft and Vandalism at CRF/New Access Gate Lock** – Matt informed Council of the theft of batteries and other tools from the CRF’s maintenance building and that CRF has added a new lock to the access gate on the road leading to the Town’s wells and water tanks from the Federation property on to the CRF property.

**MANAGERS REPORT:**

- **Payroll conversion to ADP**– Matt informed Council that payroll processing with ADP is working very well, is much easier for Sharon to process and takes less time.
- **Video Cameras and COMCAST** – Matt has requested a proposal from Comcast to install a cable line into the Park to the concrete restroom building in order to consider installing security surveillance cameras.
- **Credit Card Processing** – An application is being prepared for credit card processing services for Town staff to accept credit cards for payment of taxes and water bills.
- **Volunteer Coordination Program** – Matt informed Council of the Volunteer Coordination Program started by the Douglas County Library and the opportunity to obtain volunteers from the program to help in park maintenance, clerical support, economic development, and other services as may be available.

**MAYORS COMMENTS:** Mayor Been informed Council of a “cool dumpster” which compacts trash. It is located at the Treasurers Task Force in Castle Rock. Council asked him to get pictures for the next meeting. Mayor Been also informed Council he has a new phone number, 720-202-3889. Matias suggested changing the Council meeting schedule to one meeting a month since there does not seem to be enough business to hold two meetings. Mayor Been and other Council members did not think it was appropriate at this time and agreed to revisit the suggestion at a later time.

**ADJOURN: Jennelle VanGorder made a motion to adjourn the regular Council meeting. Matias Cumsille seconded the motion. Motion carried by unanimous voice vote. Mayor Been adjourned the Council meeting at 7:20 PM.**

Respectfully submitted,  
 Matt Krimmer  
 Town Clerk/Manager

These minutes are only a summary of the proceedings of the meeting. They are not intended to be comprehensive or to include each statement, person speaking or to portray with complete accuracy. The most accurate record of the meeting is the audiotape of the meeting, maintained in the office of the Town Clerk.