



TOWN BOARD REGULAR MEETING AGENDA

Location: Hybrid
South Metro Fire Protection District Station #42
7320 South Parker Road

Or

[Meetings | Town of Foxfield \(colorado.gov\)](https://www.colorado.gov/townoffoxfield/meetings)

Thursday, July 17, 2025: 6:30 p.m.

Call to Order

1. Pledge of Allegiance
2. Roll Call of Board Members
3. Audience Participation Period (limit 4 minutes per speaker)
4. Consent Agenda
 - a. Approval of Minutes – June 19, 2025
 - b. June Financials
5. For Possible Action
 - a. SEH 2025 Traffic Calming Supplemental Agreement
6. Reports
 - a. Members of Town Board
 - b. Staff

7. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD public outreach
- c. Culvert Clean-up
- d. Land Use Code Final Draft
- e. Speed Mitigation
- f. Wards Discussion
- g. Home Rule
- h. Social Committee

8. Adjournment



BOARD OF TRUSTEES MEETING MINUTES

June 19th, 2025

Call to Order

The meeting was called to order at 6:30 p.m. via Microsoft Teams.

1. Pledge of Allegiance

2. Roll Call

The following Trustees were present in person: Mayor Jones, Trustee Cockrell, Trustee Hodge, Trustee Pakanati, Trustee Thompson, and Trustee Schultz.

A quorum was present.

3. Audience Participation

None

4. Consent Agenda

- a. Mayor Jones moved to approve the Consent Agenda as amended, with a second from Trustee Schultz. The motion passed unanimously.

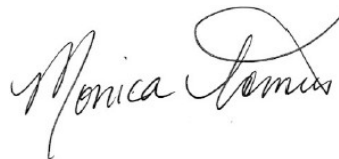
5. Reports

a. Members of Town Board

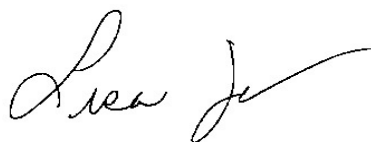
- i. Trustee Thompson mentioned that clean up day went smoothly and residents helped. The chipper was used the whole day and the yard waste dumpster was completely filled.
- ii. Trustee Shultz asked about noxious weeds and was informed that they have been mowed.
- iii. Trustee Cockrell reached out to find out the status of the Easter trail study and was informed that the project is still happening, there are project managers assigned, but the project is moving slowly. She mentioned that RFID tags are not working every so often. Residents will either not attach the tag, or attach and not drive their vehicle and not realize that it is not working. She informed the Board that she will meet residents at the gate when there are issues with gate tags. Trustee Cockrell gave the board a DRCOG update informing them about bike to workday. She informed the board about the conversation surrounding potential HVAC contractor licensing at the state level.

- iv. Trustee Hodge asked if the Town does anything to welcome new residents to town and the board informed him that they currently do not. Trustee Hodge requested permit reports of permits not issued but requested.
 - b. Staff
 - i. Town Administrator Proctor
 - 1. Ms Proctor updated the board on the floodplain letter sent out to residents. She mentioned that SEH is working on the speed mitigation recommendation, but they are waiting on traffic reports. Ms. Proctor reminded the board that the July 3rd meeting will be canceled.
 - ii. Town Clerk Torres
 - 1. Ms. Torres gave the board financial information about the technology update requested by Trustees in a past meeting. Trustees agreed to move forward with this technology update.
- 6. Future Agenda Items
 - a. Tunnel, sidewalk repairs
 - b. MHFD public outreach
 - c. Culvert Clean-up
 - d. Land Use Code Final Draft
 - e. Speed Mitigation
 - f. Ward discussion
 - g. Home Rule
 - h. Social Committee
- 7. Adjournment

Mayor Jones adjourned the meeting at 6:57 pm.



Monica Torres, Town Clerk



Lisa Jones, Town Mayor

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2025

GENERAL FUND

ASSETS

10-10220	CASH ON DEPOSIT - 1ST BANK	20,648.91	
10-10310	CASH - COUNTY TREASURER	5,426.75	
10-10410	INVESTMENT ACCOUNT - COLOTRUST	2,079,638.62	
10-11500	PROPERTY TAX RECEIVABLE	36,084.37	
10-13110	DUE FROM CTF	1,573.61	
10-13190	DUE FROM ARP FUNDS	16,285.58	
	TOTAL ASSETS		2,159,657.84

LIABILITIES AND EQUITY

LIABILITIES

10-20100	ACCOUNTS PAYABLE	(5,096.69)	
10-21110	PAYROLL TAXES PAYABLE	3,779.04	
10-22000	A.C. USE TAX PAYABLE	1,039.82	
10-22210	DEFERRED PROPERTY TAX	36,084.37	
10-22950	LAND USE ESCROW- PHILLIPS	232.50	
10-22960	LAND USE ESCROW-VANSTELLE	(733.50)	
10-22970	LAND USE ESCROW - PATRICK	25.00	
10-22980	STUDER	312.50	
10-23110	DUE TO OTHER FUNDS	2,220.86	
	TOTAL LIABILITIES		37,863.90

FUND EQUITY

10-28970	FUND BAL RESRVD-LAW ENFORCEMNT	21,000.00	
	UNAPPROPRIATED FUND BALANCE:		
10-29800	FUND BALANCE - UNRESTRICTED	1,987,405.14	
	REVENUE OVER EXPENDITURES - YTD	113,388.80	
	BALANCE - CURRENT DATE	2,100,793.94	
	TOTAL FUND EQUITY		2,121,793.94
	TOTAL LIABILITIES AND EQUITY		2,159,657.84

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
10-31-111 CURRENT PROPERTY TAX	8,674.14	101,941.63	138,026.00	36,084.37	73.9
10-31-121 SPECIFIC OWNERSHIP TAX	576.94	3,104.46	7,000.00	3,895.54	44.4
10-31-161 XCEL FRANCHISE FEE	1,010.96	8,217.90	10,000.00	1,782.10	82.2
10-31-162 CORE FRANCHISE FEE	.00	5,361.15	22,000.00	16,638.85	24.4
10-31-163 CABLE TELEVISION FEES	.00	(131.26)	4,800.00	4,931.26	(2.7)
10-31-191 CURRENT PROPERTY TAX INTEREST	14.22	16.20	100.00	83.80	16.2
10-31-311 SALES TAX	47,317.44	186,552.83	570,000.00	383,447.17	32.7
10-31-312 USE TAX	5,862.00	7,962.00	25,000.00	17,038.00	31.9
TOTAL TAXES AND FRANCHISE FEES	63,455.70	313,024.91	776,926.00	463,901.09	40.3
<u>LICENSES AND PERMITS</u>					
10-32-211 LIQUOR LICENSES	.00	400.00	350.00	(50.00)	114.3
10-32-215 BUSINESS LICENSES	.00	175.00	280.00	105.00	62.5
10-32-221 BUILDING PERMITS	6,567.48	16,303.42	40,000.00	23,696.58	40.8
10-32-222 STREET CUT PERMITS/ROW	.00	.00	300.00	300.00	.0
10-32-223 GRADING PERMITS	.00	.00	150.00	150.00	.0
10-32-224 ZONING REVIEW REVENUE	.00	.00	100.00	100.00	.0
10-32-225 ENGINEERING REVIEW REVENUE	.00	.00	500.00	500.00	.0
10-32-226 DRIVEWAY PERMITS	.00	.00	250.00	250.00	.0
TOTAL LICENSES AND PERMITS	6,567.48	16,878.42	41,930.00	25,051.58	40.3
<u>INTERGOVERNMENTAL</u>					
10-33-321 MOTOR VEHICLE REGISTRATN FEES	222.26	1,530.54	3,500.00	1,969.46	43.7
10-33-342 CIGARETTE TAX	71.44	248.02	1,000.00	751.98	24.8
10-33-350 SEVERANCE TAX	.00	.00	600.00	600.00	.0
10-33-352 HIGHWAY USER TAX	3,407.51	16,474.97	25,672.00	9,197.03	64.2
10-33-360 MINERAL LEASE	.00	.00	200.00	200.00	.0
10-33-371 COUNTY ROAD/BRIDGE LEVY	.00	.00	6,500.00	6,500.00	.0
TOTAL INTERGOVERNMENTAL	3,701.21	18,253.53	37,472.00	19,218.47	48.7
<u>CHARGES FOR SERVICES</u>					
10-35-510 TRAFFIC COURT REVENUES	.00	.00	500.00	500.00	.0
10-35-540 CHARGEBACK ADMINISTRATION FEE	.00	.00	150.00	150.00	.0
TOTAL CHARGES FOR SERVICES	.00	.00	650.00	650.00	.0

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS</u>					
10-36-600	GATE VIOLATION	250.00	1,250.00	700.00	(550.00)	178.6
10-36-601	GATE TAG REVENUE	84.00	361.00	800.00	439.00	45.1
10-36-611	INTEREST EARNINGS	7,625.93	36,560.74	60,000.00	23,439.26	60.9
10-36-680	MISCELLANEOUS/OTHER INCOME	.00	.00	1,000.00	1,000.00	.0
	TOTAL MISCELLANEOUS	7,959.93	38,171.74	62,500.00	24,328.26	61.1
	TOTAL FUND REVENUE	81,684.32	386,328.60	919,478.00	533,149.40	42.0

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-41-110 PERSONNEL EXPENSES	12,537.07	63,133.28	167,760.00	104,626.72	37.6
10-41-116 PAYROLL TAXES	959.08	4,829.67	12,834.00	8,004.33	37.6
10-41-118 WORKERS COMPENSATION INS.	.00	630.00	900.00	270.00	70.0
10-41-120 SUPPLIES/MATERIALS	.00	87.34	1,500.00	1,412.66	5.8
10-41-130 POSTAGE/BULK MAIL CHARGES	.00	382.00	550.00	168.00	69.5
10-41-140 PRINTING	.00	.00	100.00	100.00	.0
10-41-143 MUNICIPAL CODE SUPPLEMENTS	.00	1,000.00	3,000.00	2,000.00	33.3
10-41-145 LEGAL NOTICES	.00	33.34	250.00	216.66	13.3
10-41-148 RECORDING FEES	.00	.00	50.00	50.00	.0
10-41-151 AUDIT	.00	5,000.00	7,750.00	2,750.00	64.5
10-41-152 LEGAL	.00	12,170.04	15,000.00	2,829.96	81.1
10-41-160 COUNTY TREASURER FEES	86.88	1,019.57	1,380.00	360.43	73.9
10-41-170 COMMUNICATIONS/IT	403.74	5,140.86	9,000.00	3,859.14	57.1
10-41-171 TELEPHONE/INTERNET	24.08	126.73	1,500.00	1,373.27	8.5
10-41-172 E-MAIL SERVER	44.00	220.00	550.00	330.00	40.0
10-41-180 INSURANCE	2,460.45	4,955.62	9,842.00	4,886.38	50.4
10-41-182 MEMBERSHIP/DUES/TRAINING	.00	2,000.96	5,500.00	3,499.04	36.4
10-41-190 MISCELLANEOUS EXPENSE	.00	.00	5,000.00	5,000.00	.0
10-41-192 BANK SERVICE CHARGES	2.00	2.00	24.00	22.00	8.3
TOTAL ADMINISTRATION	16,517.30	100,731.41	242,490.00	141,758.59	41.5
<u>JUDICIAL</u>					
10-44-211 MUNICIPAL JUDGE	250.00	1,250.00	3,000.00	1,750.00	41.7
10-44-220 COURT RELATED EXPENSES	.00	.00	5,000.00	5,000.00	.0
TOTAL JUDICIAL	250.00	1,250.00	8,000.00	6,750.00	15.6
<u>PUBLIC SAFETY</u>					
10-46-311 LAW ENFORCEMENT	.00	138,019.83	138,026.00	6.17	100.0
10-46-314 OFF DUTY OFFICER PATROLS	.00	499.50	10,000.00	9,500.50	5.0
10-46-400 ANIMAL CONTROL	.00	.00	500.00	500.00	.0
TOTAL PUBLIC SAFETY	.00	138,519.33	148,526.00	10,006.67	93.3

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
10-48-451 PLANNING	.00	1,563.75	5,000.00	3,436.25	31.3
10-48-452 ENGINEERING	.00	6,719.00	20,000.00	13,281.00	33.6
10-48-453 CODE ENFORCEMENT	.00	1,916.25	10,000.00	8,083.75	19.2
10-48-454 SNOW REMOVAL	.00	10,430.00	35,000.00	24,570.00	29.8
10-48-455 ROW AND ISLAND MAINTENANCE	.00	5,523.54	80,313.00	74,789.46	6.9
10-48-456 TRAFFIC CONTROL/SIGNAGE	.00	.00	3,810.00	3,810.00	.0
10-48-457 BUILDING PERMIT EXPENSES	.00	3,483.23	35,000.00	31,516.77	10.0
10-48-458 ST. CUT/ROW PERMIT EXPENSES	.00	.00	500.00	500.00	.0
10-48-459 STREET LIGHTS	121.23	597.59	1,400.00	802.41	42.7
10-48-460 ENGINEERING ROAD MAINTENANCE	.00	1,125.00	12,500.00	11,375.00	9.0
10-48-461 GATE ELECTRICITY & MAINTENANCE	60.30	595.70	11,000.00	10,404.30	5.4
10-48-500 COMM EVENTS (PARADE,DIRECTORY)	.00	.00	8,000.00	8,000.00	.0
10-48-600 STORAGE UNIT	97.00	485.00	924.00	439.00	52.5
TOTAL PUBLIC WORKS	278.53	32,439.06	223,447.00	191,007.94	14.5
<u>CAPITAL EXPENDITURES</u>					
10-58-800 CAPITAL EXP > \$5,000.00	.00	.00	86,312.00	86,312.00	.0
TOTAL CAPITAL EXPENDITURES	.00	.00	86,312.00	86,312.00	.0
TOTAL FUND EXPENDITURES	17,045.83	272,939.80	708,775.00	435,835.20	38.5
NET REVENUE OVER EXPENDITURES	64,638.49	113,388.80	210,703.00	97,314.20	53.8

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2025

OPEN SPACE FUND

ASSETS

22-10410	INVESTMENT ACCOUNT - COLOTRUST	327,495.88	
22-13120	DUE TO GENERAL FUND	(3,604.31)	
	TOTAL ASSETS		323,891.57

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
22-29800	FUND BALANCE	289,296.32	
	REVENUE OVER EXPENDITURES - YTD	34,595.25	
	BALANCE - CURRENT DATE	323,891.57	
	TOTAL FUND EQUITY		323,891.57
	TOTAL LIABILITIES AND EQUITY		323,891.57

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

OPEN SPACE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
22-30-130	ARAPAHOE CO OPEN SPACE DISTRIB	28,641.57	29,182.47	25,000.00	(4,182.47)	116.7
22-30-611	INTEREST EARNINGS	1,137.85	5,412.78	10,000.00	4,587.22	54.1
	TOTAL REVENUES	29,779.42	34,595.25	35,000.00	404.75	98.8
	TOTAL FUND REVENUE	29,779.42	34,595.25	35,000.00	404.75	98.8

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

OPEN SPACE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
22-40-511 MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
22-40-530 PLANNING	.00	.00	7,500.00	7,500.00	.0
22-40-620 IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURES	.00	.00	21,500.00	21,500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	21,500.00	21,500.00	.0
NET REVENUE OVER EXPENDITURES	29,779.42	34,595.25	13,500.00	(21,095.25)	256.3

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2025

AMERICAN RESCUE PLAN FUND

ASSETS

23-10410	INVESTMENT ACCOUNT - COLOTRUST	24,668.04	
	TOTAL ASSETS		24,668.04

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
23-29800	FUND BALANCE	24,201.67	
	REVENUE OVER EXPENDITURES - YTD	466.37	
	BALANCE - CURRENT DATE	24,668.04	
	TOTAL FUND EQUITY		24,668.04
	TOTAL LIABILITIES AND EQUITY		24,668.04

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

AMERICAN RESCUE PLAN FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUE</u>					
23-30-611	INTEREST INCOME	91.42	466.37	5,500.00	5,033.63	8.5
	TOTAL REVENUE	91.42	466.37	5,500.00	5,033.63	8.5
	TOTAL FUND REVENUE	91.42	466.37	5,500.00	5,033.63	8.5

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

AMERICAN RESCUE PLAN FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GOVERNMENT SERVICES</u>					
23-41-140 GOVT SERVICES- ADMIN EXP	.00	.00	67,554.00	67,554.00	.0
TOTAL GOVERNMENT SERVICES	.00	.00	67,554.00	67,554.00	.0
TOTAL FUND EXPENDITURES	.00	.00	67,554.00	67,554.00	.0
NET REVENUE OVER EXPENDITURES	91.42	466.37	(62,054.00)	(62,520.37)	.8

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2025

CTF

ASSETS

31-10410	INVESTMENT ACCOUNT - COLOTRUST	20,555.06	
	TOTAL ASSETS		20,555.06

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
31-29800	FUND BALANCE	20,194.52	
	REVENUE OVER EXPENDITURES - YTD	360.54	
	BALANCE - CURRENT DATE	20,555.06	
	TOTAL FUND EQUITY		20,555.06
	TOTAL LIABILITIES AND EQUITY		20,555.06

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

		CTF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
31-30-611	INTEREST EARNINGS	76.16	360.54	1,000.00	639.46	36.1
31-30-634	CTF DISTRIBUTION	.00	.00	7,800.00	7,800.00	.0
TOTAL REVENUES		76.16	360.54	8,800.00	8,439.46	4.1
TOTAL FUND REVENUE		76.16	360.54	8,800.00	8,439.46	4.1

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

		CTF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>						
31-40-550	MAINTENANCE	.00	.00	16,000.00	16,000.00	.0
	TOTAL EXPENDITURES	.00	.00	16,000.00	16,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	16,000.00	16,000.00	.0
	NET REVENUE OVER EXPENDITURES	76.16	360.54	(7,200.00)	(7,560.54)	5.0

Exhibit #3b

June

Treasurer's Report

2025

First Bank Checking			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 22,866.02
Colo Interac - gate tags	\$ 90.00	-	-
Colo Interac - building permits	\$ 2,773.42	-	-
Colo Interac- AC Use Payable Tax	\$ 218.12	-	-
Storquest	-	\$ 97.00	-
Caselle - monthly support	-	\$ 450.00	-
Liquor License	\$ 170.00	-	-
Microsoft Online email hosting	-	\$ 52.92	-
Microsoft Phone	-	\$ 15.26	-
Microsoft Credit	\$ 0.47	-	-
CORE- Irrigation	-	\$ 26.88	-
CORE- Gate electricity Richfield	-	\$ 33.06	-
CORE- Gate electricity Fremont	-	\$ 33.28	-
CORE- Lewiston way lights	-	\$ 35.50	-
HPWC, PC - legal services	-	\$ 675.00	-
HPWC, PC - legal services Overpayment	\$ 5,294.57	-	-
Terracare Assoc - public works	-	\$ 6,581.69	-
SEH-Engineering	-	\$ 3,076.00	-
SafeBuilt - building, CE, P&Z	-	\$ 4,024.19	-
Colorado Mediation & Resolution Service-Municipal Judge	-	\$ 250.00	-
John Cutler & Associates	-	\$ 2500.00	-
ACWWA	-	\$ 144.54	-
CORE - 6806 S Parker Road lights	-	\$ 96.68	-
Transfer from Savings to Checking	\$ 40000.00	-	-
Arapahoe County Animal Control	-	\$ 65.00	-
Wizard Works	-	\$ 2,779.00	-
CMCA Institute	-	\$ 1340.00	-
Arapahoe County Use Tax Payable	-	\$ 270.16	-
The Villager Legals	-	\$ 31.50	-
Adobe	-	\$ 20.74	-
Town of Parker	-	\$ 35.06	-
EFTPS	-	\$ 2,902.99	-
Tim Schultz	-	\$ 554.10	-
Red Rocks Roof and Solar	-	\$ 219.88	-
Debra Farreau	-	\$ 200.00	-
Ryan Tiraschi	-	\$ 230.87	-
Josie Cockrell	-	\$ 554.10	-
George Poggioli	-	\$ 23.09	-
Pamela Thompson	-	\$ 554.10	-
Frank Lawrence	-	\$ 554.10	-
Lisa Jones	-	\$ 554.10	-
Jeffrey Briar	-	\$ 369.40	-
Karen Proctor	-	\$ 5,761.42	-
Jithendar Pakanati	-	\$ 554.10	-
Doug Hodge	-	\$ 554.10	-
J&S Contractors Supply	-	\$ 93.57	-
Monica Torres	-	\$ 3,482.45	-
Ending Balance	\$ 48,546.58	\$ 39,795.83	\$ 31,616.77

June	Treasurer's Report		2025
ColoTrust General Fund			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 2,079,638.62
Sales Tax	\$ 41,391.69	-	-
Transfer to GF		\$ 40,000.00	
AC Property Tax	\$ 9,400.68	-	-
Cigarette Tax	\$ 54.75	-	-
HUTF Distribution	\$ 3,621.30	-	-
DOLA Grant	\$ 608.75		-
CTF Distribution	\$ 2,090.92		
Public Service	\$ 760.01		-
Interest Income	\$ 7,532.48	-	-
Ending Balance	\$ 65,460.58	\$ 40,000.00	\$ 2,105,099.20
ColoTrust CTF Fund			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 20,555.06
Interest Income	\$ 73.89	-	-
Ending Balance	\$ 73.89	\$ 0.00	\$ 20,628.95
ColoTrust Open Space Fund			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 327,495.88
MV Sales Tax			
Open Space Distribution		-	-
Interest Income	\$ 1,176.96	-	-
Ending Balance	\$ 1,176.96	\$ 0.00	328,672.84
ColoTrust American Rescue Plan Fund			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 24,668.04
Interest Income	\$ 88.66	-	-
Ending Balance	\$ 88.66	\$ 0.00	\$ 24,756.70

2022 Town of Foxfield Sales Tax Revenue													
Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	35,322	25,179	18,488	23,894	27,061	22,707	21,535	18,366	21,373	17,317	17,534	16,310	265,086
Remote	12,097	7,822	8,154	11,229	17,329	18,912	18,539	9,342	11,280	10,096	9,500	14,780	149,080
FVC	23,767	18,843	15,448	18,191	10,044	10,627	8,637	17,200	22,278	18,142	17,887	18,659	199,722
Totals	71,185	51,843	42,091	53,314	54,434	52,245	48,711	44,908	54,931	45,555	44,922	49,749	\$ 613,887.62
2023 Town of Foxfield Sales Tax Revenue													
Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	18,032	17,726	15,741	21,479	17,504	19,576	20,521	24,972	16,358	22,882	23,518	20,217	238,526
Remote	11,157	10,836	9,389	10,254	9,137	9,814	10,219	9,738	10,138	13,692	37,948	12,476	154,799
FVC	21,366	17,696	15,181	12,957	13,369	14,164	13,845	17,690	23,338	18,077	17,088	16,572	201,344
Totals	50,555	46,258	40,310	44,691	40,010	43,553	44,585	52,401	49,834	54,651	78,555	49,266	\$ 594,668.90
2024 Town of Foxfield Sales Tax Revenue													
Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	28,432	18,598	17,046	27,273	23,107	18,861	20,127	22,784	27,680	21,615	21,790	27,737	275,051
Remote	11,302	10,141	10,135	9,679	10,679	11,411	12,774	9,325	10,667	10,467	9,620	11,035	127,235
FVC	15,739	12,391	11,505	14,993	12,117	11,819	10,185	12,233	11,346	10,948	12,695	12,409	148,381
Totals	55,473	41,130	38,685	51,945	45,903	42,091	43,086	44,342	49,693	43,030	44,106	51,181	\$ 550,666.14
2025 Town of Foxfield Sales Tax Revenue													
Location	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	25,568	24,992	23,627	23,005	20,946	19,827							137,965
Remote	11,742	9,066	8,904	10,533	9,801	9,764							59,810
FVC	12,896	11,917	10,409	13,779	10,646	11,211							70,858
Totals	50,207	45,976	42,940	47,317	41,392	40,801							\$ 268,633.12



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: July 17, 2025

RE: SEH 2025 Traffic Calming Supplemental Agreement

DISCUSSION:

Attached is the SEH scope and fees for the 2025 Hinsdale Corridor Traffic Calming assessment, design and construction management.

The overall assumption is the design will be speed humps per the discussion with SEH and the Board.

The other main assumption is that the work is for Hinsdale only at this time, but SEH can do evaluations on other corridors at the same time even if the construction would be done in the future. That is included as an "add alternate" in the attached letter.

SEH has included the time for bidding and construction. If the Board would prefer to only do the work for the assessment and recommendation first, they can update the proposal to reflect that.

In The Town of Foxfield approved 2025 budget, there is \$40,000 for traffic calming.

SUGGESTED MOTION:

"I move to approve the 2025 Supplemental Letter Agreement for the 2025 Hinsdale Corridor Traffic Calming Recommendations and Design"

ATTACHMENT:

Exhibit A – SEH 2025 Supplemental Letter Agreement

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Foxfield (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 1, 2015, and the 2025 Contract Amendment, this Supplemental Letter Agreement dated July , 2025 authorizes and describes the scope, schedule, and payment conditions for the Consultant’s work on the Project described as: **2025 Hinsdale Corridor Traffic Calming Recommendations and Design**

Client’s Authorized Karen Proctor, Town Administrator

Address: P.O. Box 461450
Foxfield, Colorado 80046-1450

Telephone: 303.905.9339 **e-mail:** kproctor@townoffoxfield.com

Project Manager: Erica Olsen

Address: 2000 S. Colorado Blvd. Tower 2, Suite 1200
Denver, CO 80222

Telephone: 303.586.5828 **e-mail:** eolsen@sehinc.com

The Basic Services to be provided by the Consultant as set forth herein is provided subject to the General Conditions and Exhibits attached to this Agreement.

Understanding: SEH has developed this scope and fee to address the request for recommendations for traffic calming for the Town of Foxfield.

SEH’s project team will consist of Erica Olsen, PE, who will serve as Project Manager and Professional Engineer, Ken Brubaker, PE, senior technical advisor, Mitch Wagner, PE, traffic engineer/designer and Blayne Risk, PE bid and construction field support.

Project History: In 2016, SEH evaluated the traffic conditions in Foxfield. Many calming options were evaluated and as a result the Town installed the traffic gates at Richfield and Fremont. The gates have significantly reduced cut through traffic but based on speed data there is a continuing issue with speeding on some roads in Town. The Town Board and Traffic Committee have asked SEH to review the data and make recommendations for spacing and design of speed humps along Hinsdale Ave. The Town is also open to other recommendations.

SEH will develop recommendations based on the discussion at the June 5, 2025 Board meeting. The potential traffic calming alternatives included speed humps, chicanes, choke/pinch points, medians, and signage. SEH will also utilize the 2025 Arapahoe County Neighborhood Traffic Management Program as a reference document. The Town has a \$40,000 budget in 2025 for installation of traffic calming.

Scope of Services:

Proposed services include the following:

Task 1 – Administration

- Project task set up and close-out
- Miscellaneous task coordination with Town staff.

Task 2– Program Development

- Review data and outline recommendations within Town budget
 - Assess Hinsdale corridor for standard potential traffic calming options.
 - Town to provide most recent available traffic counts and speed data to SEH.
 - SEH will recommend spacing and typical design for selected option. (assumed to be speed hump)
 - SEH will prepare a memo of recommendations for Town review prior to bid package.

Task 3 - Bid Document Preparation and Assistance (after Town Board Acceptance)

- Provide design detail and necessary project specifications.
- Provide location exhibit on Town mapping/aerial image.
- Prepare bid forms and opinion of probable construction costs.
- Work with the Town Attorney and Administrator to develop contract documents for the Project Manual.
- Answer up to 3 bidder questions and prepare up to 2 addenda as required.
- Conduct bid review for accuracy and completeness.

Task 4 – Construction Services

- Conduct pre-construction meeting with contractor.
- Review material submittals within three business days of receipt.
- Conduct two half-day field observations.
- At the completion of work the inspector will measure quantities and meet with the contractor to confirm.
- SEH will conduct a substantial completion walk through with the contractor and develop a punch-list of items to be completed.
- When the punch-list has been completed, SEH will field verify punch-list items have been addressed, and we will prepare a notice of final acceptance.

Scope Exclusions

The proposed work does not include:

- Field Survey
- Utility Locates
- Fees for posting or advertising
- Material testing
- Preparation of construction traffic control or MHT plans
- Services include no more than two reviews of contractor submittals
- Daily construction observation
- Title commitments
- Legal descriptions and exhibits
- Construction survey staking
- An item of work that is not specifically included and identified as a "Task" within the Scope of Work is specifically excluded from the Scope of Work.

Schedule:

Data review to begin after Notice to Proceed and speed/count data received by SEH.

Initial recommendation and draft memo within 3 weeks of NTP.

Review by Town – 1 week

Final details and construction package – 2 weeks
Construction anticipated for late summer/fall 2025.

**Note: Town should be aware that placement of asphalt materials is recommended with temperatures of 50 deg F and raising. Availability of materials will be subject to plant operating schedule and available mix designs.*

Payment:

Attached is a spreadsheet with estimated hours for each task based on the hourly rates in our 2025 on-call contract amendment. The total, not-to-exceed, fee for this proposal is **\$9,870.50**. These fees include labor, expenses, mileage and materials. Additional work, if requested, shall be compensated in accordance with the contracted 2025 rates.

1	Administration	\$ 645.00
2	Program Development	\$3,400.00
3	Bid Assistance	\$1,710.50
4	Construction Services	\$4,048.00
	Expenses	\$67.00
	Total =	\$9,870.50

Add Alternate:

If the Town would like to add any additional corridors for study of recommendations the cost would be \$650/corridor. This is for study and inclusion in the recommendations memo only and does not include any design or construction for additional locations. Based on the Town budget we anticipate the construction for 2025 will be limited to the Hinsdale corridor only. These additional services will be added as an amendment if requested.

Other Terms and Conditions:

SEH will not proceed with this work without prior approval from the Town of Foxfield. If this proposal is accepted, please sign below and return a pdf copy to SEH. Please feel free to call Erica Olsen or Scott Jardine with any questions.

Thank you for providing SEH this opportunity to assist you with this important project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Erica Olsen, P.E. CO
Project Manager
720.280.3695

Accepted for the Town of Foxfield

By: _____

Title: _____

Date: _____

2025 Hinsdale Traffic Calming Plan, Bid and Construction Assistance								
July 3, 2025								
Task	Description	Senior Project Manager	Senior Technical Lead	Professional Engineer I	Professional Engineer II	Senior Accountant	Sub Consultant	Expenses
2025 Hourly Rates		\$250.00	\$250.00	\$167.00	\$200.00	\$145.00		Task Subtotal
			Traffic		Traffic			
								\$645.00
1	Administration	2				1	\$0.00	\$645.00
2	Program Development							\$3,400.00
2.1	Review data and assess corridor	1	1		4		\$0.00	\$1,300.00
2.2	Recommendation memo	1	1		8		\$0.00	\$2,100.00
3	Bid Assistance							\$1,710.50
3.1	Update specifications			1			\$0.00	\$167.00
3.2	Update typical details			0.5			\$0.00	\$83.50
3.3	Street map	1		1			\$0.00	\$417.00
3.4	Bid forms	0.5		1			\$0.00	\$292.00
3.5	Contract documents	1		1			\$0.00	\$417.00
3.6	Coordinate with potential bidder (does not include public bid process)			1			\$0.00	\$167.00
3.7	Bid review			1			\$0.00	\$167.00
4	Construction Services							\$4,048.00
4.1	Conduct pre-construction meeting	2		2			\$0.00	\$834.00
4.2	Review submittals	0.5		2			\$0.00	\$459.00
4.3	On-site observation (2 half days)			8			\$0.00	\$1,336.00
4.4	Measure quantities and prepare substantial completion punch-list	1		2			\$0.00	\$584.00
4.5	Final walk through			3			\$0.00	\$501.00
4.6	Notice of acceptance			1			\$0.00	\$167.00
4.7	Review pay request			1			\$0.00	\$167.00
	Subtotal Hours	10	2	25.5	12	1		
	Subtotal Fees	\$2,500.00	\$500.00	\$4,258.50	\$2,400.00	\$145.00	\$0.00	\$0.00
	Total Project Estimated Labor							\$9,803.50
	Expenses 5 trips @ 20 miles @ \$0.70/miles (total 100 miles)							\$67.00
	Total Time & Materials Not-to-Exceed Fee							\$9,870.50

Notes:

Data collection to be done by Town

0	Add Alternate - Additional corridors. Cost is per corridor						Total =	\$650.00
0.1	Review data and assess corridor				1		\$0.00	\$200.00
0.2	Recommendation memo	0.5	0.5		1		\$0.00	\$450.00