



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 18, 2024: 6:30 p.m.

Call to Order

1. Roll Call of Board Members
2. Audience Participation Period (limit 4 minutes per speaker)
3. Consent Agenda
 - a. Approval of Minutes – June 20th, 2024
 - b. Financials June 2024
4. For Possible Action
 - a. Ordinance 2024-01 An Ordinance Amending Article 4 of Chapter 11 of the Town of Foxfield Municipal Code by the Addition Thereto of a New Section 11-4-130 Final Reading
 - b. Appointment of Town Clerk/Treasurer and Deputy Clerk
5. Reports
 - a. Members of Town Board
 - b. Staff

6. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Culvert Clean-up
- d. Wards Discussion
- e. Land Use Code Final Draft
- f. Accessibility
- g. Speed Mitigation
- h. Playground Equipment Installation
- i. Study session on Code Definitions regarding accessory structures and vehicles

7. Adjournment



BOARD OF TRUSTEES MEETING MINUTES

June 20, 2024

Call to Order

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

1. Roll Call

The following Trustees were present via Microsoft Teams: Trustee Goddard.

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

Trustee Schultz was absent.

A quorum was present.

2. Audience Participation

None

3. Consent Agenda

Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Thompson. The motion passed unanimously.

4. For Possible Action

- a. First Reading: Ordinance 2024-01 An Ordinance Amending Article 4 of Chapter 11 of the Town of Foxfield Municipal Code by the Addition Thereto of a New Section 11-4-130

Mayor Jones explained that this ordinance was drafted to clarify the responsibilities between the Town and homeowners as it relates to trees in the right-of-way. After discussion, the vote was deferred to allow for further edits.

5. Reports

- a. Members of Town Board

- i. Mayor Jones commented on the complaints about signs in the right-of-way. Staff will contact one of the vendors mentioned to educate them on the Town code. Mayor Jones provided an update on July Fourth restrictions regarding allowable food.
- ii. Trustee Thompson reported that Clean-up Day is set for June 22nd. Trustees Thompson and Hodge will also be doing preliminary playground digging with Xcel on site. Lastly, Trustee Thompson noted that while

airport-noise complaints are at an all time high, there has been some mitigation through the work of committees.

- iii. Trustee Cockrell has been in communication with Ray Winn at Arapahoe County regarding the Easter Trail study. The IGA is expected to be done in the third quarter, with 2025 funding to follow.

b. Staff

i. Town Administrator Proctor

1. The job opening for the Town Clerk has been posted to multiple sites. Ms. Proctor has six interviews already setup. Additionally, former Clerk Randi Gallivan has offered to help on a limited basis, and current Clerk Kathleen Schmitz will continue to help with Treasurer and Accessibility duties on a limited basis.
2. The Town culvert work is on hold until SEH can speak to Terracare and clarify their proposal.
3. The Foxfield Sign is broken again, and it will be moved to prevent ongoing damage.
4. Lastly, Ms. Proctor asked for Land Use comments.

ii. Town Clerk Schmitz reported on the following:

1. The Town has passed the 2024 CIRSA audit. The CIRSA representative noted that they will review the playground next year. While the representative did not have any findings, he did suggest fixing the leaning bollard at the Richfield gate and refreshing the protective coating around the base of the metal posts at the gates to prevent further rust.
2. Ms. Schmitz reported that she has received complaints about prairie dogs.
3. Ms. Schmitz has begun a procedure document to help with the training and transition of a new clerk.
4. The accessibility audit has been completed and a follow-up call will take place next week. Town Clerk Schmitz noted that she will work on the critical issues first, followed by serious issues with high risk.

6. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Speed mitigation
- e. Culvert follow-up
- f. Engineering RFP for 2025
- g. Study session for code definitions regarding accessory structures and vehicles
- h. Playground equipment

7. Adjournment

Mayor Jones adjourned the meeting at 7:49 p.m.

Kathleen Schmitz, Town Clerk

Lisa Jones, Town Mayor

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
10-31-111	37,940.95	137,286.01	136,904.00	(382.01)	100.3
10-31-121	539.27	3,909.06	7,000.00	3,090.94	55.8
10-31-161	764.21	8,648.05	10,000.00	1,351.95	86.5
10-31-162	.00	6,114.69	22,000.00	15,885.31	27.8
10-31-163	.00	1,419.70	4,800.00	3,380.30	29.6
10-31-191	16.48	48.14	100.00	51.86	48.1
10-31-311	45,903.31	233,136.33	450,000.00	216,863.67	51.8
10-31-312	3,617.30	16,750.36	25,000.00	8,249.64	67.0
	<u>88,781.52</u>	<u>407,312.34</u>	<u>655,804.00</u>	<u>248,491.66</u>	<u>62.1</u>
<u>LICENSES AND PERMITS</u>					
10-32-211	.00	322.50	350.00	27.50	92.1
10-32-215	.00	280.00	210.00	(70.00)	133.3
10-32-221	4,662.38	30,517.28	40,000.00	9,482.72	76.3
10-32-222	.00	.00	300.00	300.00	.0
10-32-223	.00	.00	150.00	150.00	.0
10-32-224	.00	.00	100.00	100.00	.0
10-32-225	.00	.00	500.00	500.00	.0
10-32-226	.00	.00	250.00	250.00	.0
	<u>4,662.38</u>	<u>31,119.78</u>	<u>41,860.00</u>	<u>10,740.22</u>	<u>74.3</u>

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL</u>					
10-33-321 MOTOR VEHICLE REGISTRATN FEES	478.88	2,006.03	3,500.00	1,493.97	57.3
10-33-342 CIGARETTE TAX	58.32	301.00	1,000.00	699.00	30.1
10-33-350 SEVERANCE TAX	.00	.00	600.00	600.00	.0
10-33-352 HIGHWAY USER TAX	3,381.85	16,439.88	20,000.00	3,560.12	82.2
10-33-360 MINERAL LEASE	.00	.00	200.00	200.00	.0
10-33-371 COUNTY ROAD/BRIDGE LEVY	.00	1,769.70	6,500.00	4,730.30	27.2
TOTAL INTERGOVERNMENTAL	3,919.05	20,516.61	31,800.00	11,283.39	64.5
<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
<u>MISCELLANEOUS</u>					
10-36-600 GATE VIOLATION	.00	.00	1,500.00	1,500.00	.0
10-36-601 GATE TAG REVENUE	80.00	376.00	800.00	424.00	47.0
10-36-611 INTEREST EARNINGS	7,497.60	42,421.51	60,000.00	17,578.49	70.7
10-36-680 MISCELLANEOUS/OTHER INCOME	.00	65.00	1,000.00	935.00	6.5
10-36-684 COLORADO PLASTIC BAG FEE	.00	4.44	.00	(4.44)	.0
TOTAL MISCELLANEOUS	7,577.60	42,866.95	63,300.00	20,433.05	67.7
TOTAL FUND REVENUE	104,940.55	501,815.68	793,414.00	291,598.32	63.3

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-41-110 PERSONNEL EXPENSES	14,383.16	75,038.32	158,760.00	83,721.68	47.3
10-41-116 PAYROLL TAXES	1,100.33	5,740.42	12,145.00	6,404.58	47.3
10-41-118 WORKERS COMPENSATION INS.	.00	207.00	900.00	693.00	23.0
10-41-120 SUPPLIES/MATERIALS	.00	129.27	1,500.00	1,370.73	8.6
10-41-130 POSTAGE/BULK MAIL CHARGES	.00	524.50	550.00	25.50	95.4
10-41-140 PRINTING	.00	109.50	100.00	(9.50)	109.5
10-41-143 MUNICIPAL CODE SUPPLEMENTS	.00	.00	3,000.00	3,000.00	.0
10-41-144 MUNICIPAL CODE UPDATES	.00	3,370.00	.00	(3,370.00)	.0
10-41-145 LEGAL NOTICES	.00	69.44	250.00	180.56	27.8
10-41-148 RECORDING FEES	.00	.00	50.00	50.00	.0
10-41-151 AUDIT	.00	7,000.00	7,750.00	750.00	90.3
10-41-152 LEGAL	360.00	2,241.22	15,000.00	12,758.78	14.9
10-41-160 COUNTY TREASURER FEES	379.57	1,373.33	1,458.00	84.67	94.2
10-41-170 COMMUNICATIONS/IT	1,077.84	6,028.28	9,000.00	2,971.72	67.0
10-41-171 TELEPHONE/INTERNET	23.99	143.94	1,500.00	1,356.06	9.6
10-41-172 E-MAIL SERVER	57.30	264.80	550.00	285.20	48.2
10-41-180 INSURANCE	2,522.41	7,681.35	10,185.00	2,503.65	75.4
10-41-182 MEMBERSHIP/DUES/TRAINING	.00	1,604.08	5,500.00	3,895.92	29.2
10-41-190 MISCELLANEOUS EXPENSE	.00	250.72	7,000.00	6,749.28	3.6
10-41-192 BANK SERVICE CHARGES	2.00	12.00	24.00	12.00	50.0
TOTAL ADMINISTRATION	19,906.60	111,788.17	235,222.00	123,433.83	47.5
<u>ELECTIONS</u>					
10-42-121 ELECTIONS - JUDGES	.00	.00	300.00	300.00	.0
10-42-131 ELECTION EXPENSES	.00	.00	100.00	100.00	.0
TOTAL ELECTIONS	.00	.00	400.00	400.00	.0

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL</u>					
10-44-211 MUNICIPAL JUDGE	250.00	1,500.00	3,000.00	1,500.00	50.0
10-44-220 COURT RELATED EXPENSES	.00	145.38	5,000.00	4,854.62	2.9
TOTAL JUDICIAL	250.00	1,645.38	8,000.00	6,354.62	20.6
<u>PUBLIC SAFETY</u>					
10-46-311 LAW ENFORCEMENT	.00	136,904.06	145,762.00	8,857.94	93.9
10-46-314 OFF DUTY OFFICER PATROLS	.00	.00	15,000.00	15,000.00	.0
10-46-400 ANIMAL CONTROL	.00	130.00	500.00	370.00	26.0
TOTAL PUBLIC SAFETY	.00	137,034.06	161,262.00	24,227.94	85.0

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
10-48-451 PLANNING	447.50	2,125.00	5,000.00	2,875.00	42.5
10-48-452 ENGINEERING	.00	6,480.25	20,000.00	13,519.75	32.4
10-48-453 CODE ENFORCEMENT	821.25	3,011.25	10,000.00	6,988.75	30.1
10-48-454 SNOW REMOVAL	.00	13,873.50	35,000.00	21,126.50	39.6
10-48-455 ROW AND ISLAND MAINTENANCE	5,320.73	27,031.69	65,000.00	37,968.31	41.6
10-48-456 TRAFFIC CONTROL/SIGNAGE	.00	.00	1,500.00	1,500.00	.0
10-48-457 BUILDING PERMIT EXPENSES	5,824.71	17,059.41	35,000.00	17,940.59	48.7
10-48-458 ST. CUT/ROW PERMIT EXPENSES	.00	.00	500.00	500.00	.0
10-48-459 STREET LIGHTS	122.05	588.06	1,400.00	811.94	42.0
10-48-460 ENGINEERING ROAD MAINTENANCE	.00	967.50	5,000.00	4,032.50	19.4
10-48-461 GATE ELECTRICITY & MAINTENANCE	3,587.11	8,120.45	11,000.00	2,879.55	73.8
10-48-500 COMM EVENTS (PARADE,DIRECTORY)	937.14	937.14	8,000.00	7,062.86	11.7
10-48-600 STORAGE UNIT	.00	385.00	924.00	539.00	41.7
TOTAL PUBLIC WORKS	17,060.49	80,579.25	198,324.00	117,744.75	40.6
<u>CAPITAL EXPENDITURES</u>					
10-58-800 CAPITAL EXP > \$5,000.00	.00	.00	25,000.00	25,000.00	.0
TOTAL CAPITAL EXPENDITURES	.00	.00	25,000.00	25,000.00	.0
TOTAL FUND EXPENDITURES	37,217.09	331,046.86	628,208.00	297,161.14	52.7
NET REVENUE OVER EXPENDITURES	67,723.46	170,768.82	165,206.00	(5,562.82)	103.4

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

OPEN SPACE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUES</u>					
22-30-130 ARAPAHOE CO OPEN SPACE DISTRIB	.00	28,632.57	25,000.00	(3,632.57)	114.5
22-30-611 INTEREST EARNINGS	1,247.18	6,916.38	10,000.00	3,083.62	69.2
22-30-680 MISCELLANEOUS/OTHER INCOME	.00	56.25	.00	(56.25)	.0
TOTAL REVENUES	1,247.18	35,605.20	35,000.00	(605.20)	101.7
TOTAL FUND REVENUE	1,247.18	35,605.20	35,000.00	(605.20)	101.7
<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	1,247.18	35,605.20	13,500.00	(22,105.20)	263.7

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

AMERICAN RESCUE PLAN FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>						
23-30-611	INTEREST INCOME	427.64	2,662.90	5,500.00	2,837.10	48.4
	TOTAL REVENUE	<u>427.64</u>	<u>2,662.90</u>	<u>5,500.00</u>	<u>2,837.10</u>	<u>48.4</u>
	TOTAL FUND REVENUE	<u>427.64</u>	<u>2,662.90</u>	<u>5,500.00</u>	<u>2,837.10</u>	<u>48.4</u>
<u>GOVERNMENT SERVICES</u>						
23-41-140	GOVT SERVICES- ADMIN EXP	4,000.00	6,768.50	91,381.00	84,612.50	7.4
23-41-148	MUNICIPAL CODE UPDATES	.00	480.00	.00	(480.00)	.0
	TOTAL GOVERNMENT SERVICES	<u>4,000.00</u>	<u>7,248.50</u>	<u>91,381.00</u>	<u>84,132.50</u>	<u>7.9</u>
	TOTAL FUND EXPENDITURES	<u>4,000.00</u>	<u>7,248.50</u>	<u>91,381.00</u>	<u>84,132.50</u>	<u>7.9</u>
	NET REVENUE OVER EXPENDITURES	<u>(3,572.36)</u>	<u>(4,585.60)</u>	<u>(85,881.00)</u>	<u>(81,295.40)</u>	<u>(5.3)</u>

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2024

		CTF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUES</u>						
31-30-611	INTEREST EARNINGS	97.03	613.80	800.00	186.20	76.7
31-30-634	CTF DISTRIBUTION	2,349.21	4,930.79	7,800.00	2,869.21	63.2
	TOTAL REVENUES	<u>2,446.24</u>	<u>5,544.59</u>	<u>8,600.00</u>	<u>3,055.41</u>	<u>64.5</u>
	TOTAL FUND REVENUE	<u>2,446.24</u>	<u>5,544.59</u>	<u>8,600.00</u>	<u>3,055.41</u>	<u>64.5</u>
<u>EXPENDITURES</u>						
31-40-550	MAINTENANCE	1,323.15	5,936.93	13,000.00	7,063.07	45.7
	TOTAL EXPENDITURES	<u>1,323.15</u>	<u>5,936.93</u>	<u>13,000.00</u>	<u>7,063.07</u>	<u>45.7</u>
	TOTAL FUND EXPENDITURES	<u>1,323.15</u>	<u>5,936.93</u>	<u>13,000.00</u>	<u>7,063.07</u>	<u>45.7</u>
	NET REVENUE OVER EXPENDITURES	<u>1,123.09</u>	<u>(392.34)</u>	<u>(4,400.00)</u>	<u>(4,007.66)</u>	<u>(8.9)</u>

Exhibit #3b

June

Treasurer's Report

2024

First Bank Checking			
Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 44,478.63
Colo Interac - gate tags	\$ 80.00	-	-
Colo Interac - building permits	\$ 4,662.38	-	-
Colo Interac- Use tax	\$ 3,617.30	-	-
Arapahoe County Open Space Tax	\$ 432.83	-	-
Colo Trust Transfer	-	-	-
Liquor License	-	-	-
Comcast - franchise fee	-	-	-
Core - franchise fee	-	-	-
Storquest	-	\$ 77.00	-
Caselle - monthly support	-	\$ 383.00	-
Colorado Mediation & Resolution Service-Municipal Judge	-	\$ 250.00	-
Microsoft Online email hosting	-	\$ 63.53	-
Microsoft Phone	-	\$ 17.76	-
First Bank--activity fee	-	\$ 2.00	-
CORE- Irrigation	-	\$ 23.95	-
CORE- Gate electricity Richfield	-	\$ 30.80	-
CORE- Gate electricity Fremont	-	\$ 30.31	-
CORE- Lewiston way lights	-	\$ 32.10	-
HPWC, PC - legal services	-	\$ 360.00	-
Terracare Assoc - public works	-	\$ 6378.88	-
SIPA--accessibility audit	-	\$ 4000.00	-
ACWWA	-	\$ 241.05	-
CORE - 6806 S Parker Road lights	-	\$ 89.95	-
SafeBuilt - building, CE, P&Z	-	\$ 7093.46	-
Countrywide Rental-July 4th	-	\$ 385.00	-
Wizard Works -- gate repair	-	\$ 3526.00	-
CIRSA	-	\$ 2522.41	-
Peak Performance--Laserfiche	-	\$ 674.10	-
Adobe	-	\$ 20.74	-
Butler Rents--tables and chairs rental	-	\$ 552.14	-
Doug Hodge	-	\$ 138.52	-
Hark Herold	-	\$ 138.52	-
Tim Schultz	-	\$ 277.05	-
Kathleen Schmitz	-	\$ 3639.75	-
Ryan Tiraschi	-	\$ 161.61	-
Josie Cockrell	-	\$ 277.05	-
Debby Farreau	-	\$ 138.52	-
Pamela Thompson	-	\$ 277.05	-
David Goddard	-	\$ 277.05	-
Lisa Jones	-	\$ 277.05	-
Jeffrey Briar	-	\$ 369.40	-
Karen Proctor	-	\$ 5592.76	-
Jithendar Pakanati	-	\$ 138.52	-
Doug Hodge	-	\$ 3320.64	-
State of Colorado	-	\$ 1357.00	-
Ending Balance	\$ 8,792.51	\$ 43,134.67	\$ 10,136.47

May

Treasurer's Report

2024

ColoTrust General Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 1,645,898.21
Transfer from CTF	\$ 1,136.14	-	-
Cigarette Tax	\$ 58.32	-	-
Sales Tax	\$ 45,903.31	-	-
Arapahoe County	\$ 8,232.36	-	-
HUTF	\$ 3,381.85	-	-
Public Service	\$ 764.21	-	-
CTF Distribution	\$ 2,349.21	-	-
Interest Income	\$ 7,497.60	-	-
ARP transfer for gate maintenance	\$ 948.50	-	-
Ending Balance	\$ 70,271.50	\$ 0.00	\$ 1,716,169.71

ColoTrust CTF Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 22,571.77
Transfer to General Fund	-	\$ 1,136.14	-
Interest Income	\$ 97.03	-	-
Ending Balance	\$ 97.03	\$ 1,136.14	\$ 21,532.66

ColoTrust Open Space Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 280,695.06
Motor vehicle tax	\$ 231.40	-	-
Interest Income	\$ 1,247.18	-	-
Ending Balance	\$ 1,478.58	\$ 0.00	\$ 282,173.64

ColoTrust American Rescue Plan Fund

Activity	Credit	Debit	Account Balance
Beginning Balance	-	-	\$ 96,889.29
Interest Income	\$ 427.64	-	-
Transfer to General Fund -for Gate Maintenance	-	\$ 948.50	-
Ending Balance	\$ 427.64	\$ 948.50	\$ 96,368.43



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: July 18, 2024

RE: Ordinance 2024-01 A Bill for An Ordinance Amending Article 4 of Chapter 11 of the Town of Foxfield Municipal Code by the Addition Thereto of a New Section 11-4-130 FINAL READING

DISCUSSION:

Attached for discussion is Ordinance 2024-01. This ordinance adds a new section 11-4-130 to chapter 11 of the Municipal Code to clarify responsibilities for trees in the Town rights-of-way.

Based on the Board's discussion at the last meeting, subsection (a) has been removed because vegetation located in the Town rights-of-way is addressed in municipal code section 7-1-20(7)(c)(2). In addition, the word "maintenance" has been removed and clarification was made to state that the Town is responsible for trimming or removal of trees in the rights-of-way that are deemed to be a hazard.

RECOMMENDED MOTION:

"I move to approve Ordinance 2024-01 Amending Article 4 of Chapter 11 of the Town of Foxfield Municipal Code by the Addition Thereto of a New Section 11-4-130 on final reading".

ATTACHMENT:

Exhibit A: Ordinance 2024-01

**A BILL FOR AN ORDINANCE AMENDING ARTICLE 4 OF CHAPTER 11 OF
THE TOWN OF FOXFIELD MUNICIPAL CODE BY THE ADDITION
THEREOF OF A NEW SECTION 11-4-130**

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
FOXFIELD, COLORADO:

Section 1. The Town of Foxfield Municipal Code is amended by the addition thereto of a
new Section 11-4-130 to read as follows:

Sec. 11-4-130. Tress in Town Rights-of-Way

The Town shall be responsible for the removal or trimming of trees
located in the Town rights-of-way that are deemed to be a hazard. Provided
however, nothing in this section shall be deemed to preclude a property owner from
removing a tree located in the Town right-of-way adjacent to such property owner's
property. Such property owner shall obtain a right-of-way permit pursuant to
Section 11-4-20 to remove such a tree.

Section 2. The Town Board of Trustees hereby finds, determines, and declares that this
Ordinance is promulgated under the general police powers of the Town of Foxfield, that it is
promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary
for the preservation of health and safety and for the protection of public convenience and welfare.

Section 3. If any clause, sentence, paragraph, or part of this Ordinance or the application
thereof to any person or circumstances shall for any reason be adjudged by a court of competent
jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. This ordinance shall become effective thirty (30) days after final publication.

Adopted as Ordinance No. _____ Series of 2024, by the Board of Trustees of Foxfield, Colorado, and signed and approved by its Mayor or presiding officers this _____ day of _____, 2024.

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk

Town Seal

Corey Y. Hoffmann, Town Attorney
(Approved as to Form)

**A BILL FOR AN ORDINANCE AMENDING ARTICLE 4 OF CHAPTER 11 OF
THE TOWN OF FOXFIELD MUNICIPAL CODE BY THE ADDITION
THERE TO OF A NEW SECTION 11-4-130**

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
FOXFIELD, COLORADO:

Section 1. The Town of Foxfield Municipal Code is amended by the addition thereto of a
new Section 11-4-130 to read as follows:

Sec. 11-4-130. Trees in Rights-of-Way ~~maintenance.~~

~~(a) — Except as set forth in subsection (b) of this Section 11-4-130, all
improvements, native grasses and landscaping located in the Town right of way
and authorized by this Article 4 of Chapter 11 shall be maintained by property
owner adjacent to said rights-of-way.~~

~~(b) — The Town shall be responsible for the maintenance, care and
removal or trimming of trees located in the Town rights-of-way that are deemed to
be a hazard. ~~Provided however, n~~Nothing in this ~~subsection (b)~~ shall be deemed to
preclude a property owner from removing a tree located in the Town right-of-way
adjacent to such ~~property~~ owner's property. Such property owner shall obtain a
right-of-way permit pursuant to Section 11-4-20 to remove such a tree.~~

Section 2. The Town Board of Trustees hereby finds, determines, and declares that this
Ordinance is promulgated under the general police powers of the Town of Foxfield, that it is
promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary
for the preservation of health and safety and for the protection of public convenience and welfare.

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jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

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Adopted as Ordinance No. ____ Series of 2024, by the Board of Trustees of Foxfield, Colorado, and signed and approved by its Mayor or presiding officers this ____ day of _____, 2024.

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk

Town Seal

Corey Y. Hoffmann, Town Attorney
(Approved as to Form)



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: July 18th, 2024

RE: Appointment of Town Clerk/Treasurer and Deputy Town Clerk/Treasurer

Town Administrator Proctor, Mayor Jones, Trustee Cockrell and Trustee Hodge, interviewed Ms. Monica Torres and are excited to present her to the Board as our recommendation for appointment as the new Town Clerk/Treasurer for the Town of Foxfield. She has great customer service and municipal experience that we feel will help make her successful in this position. In addition, she is a dedicated and hardworking individual with a strong skill set and desire to learn new things.

In addition, staff recommends that the Board appoint Ms. Kathleen Schmitz as the Deputy Town Clerk/Treasurer while she continues to assist the Town with some Clerk duties and helps to train Monica.

RECOMMENDED MOTION:

“I move to approve the appointment of Monica Torres as Town Clerk/Treasurer contingent upon successfully passing a background check and appointing Kathleen Schmitz as the Deputy Town Clerk/Treasurer.”