



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, August 1, 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 – July 18th, 2024
4. For Possible Action
 - a. Gate Policy Revision
 - b. 2024 Pavement Patching, Crack Sealing & Surface Treatment Bid
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

July 18, 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: Mayor Jones

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

A quorum was present.

Also present were Randi Gallivan, serving as an Administrative Assistant during the transition to a new Town Clerk/Treasurer, and Monica Torres, who has been chosen as the new Town Clerk/Treasurer.

2. Audience Participation

Jim Pike, 6788 S. Richfield, commented on the water retention at Richfield. SEH to review the water drainage.

3. Consent Agenda

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

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
Mayor Jones moved to approve Ordinances 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, seconded by Trustee Schultz. The motion passed by unanimous roll call vote.
- b. Appointment of Town Clerk/Treasurer and Deputy Clerk
Following a competitive interview process, the Selection Committee chose Monica Torres as the new Town Clerk/Treasurer. Kathleen Schmitz will remain as Deputy Clerk during the training of Ms. Torres. Mayor Jones moved to appoint Monica Torres as the new Town Clerk/Treasurer and Kathleen Schmitz as the Deputy Clerk. Trustee Cockrell seconded the motion which passed by unanimous roll call vote.

5. Reports

a. Members of Town Board

- i. Mayor Jones mentioned the July 4th event, noting it was very successful. The shorter parade route was liked by all. Con Frank would like to host the picnic next year.
- ii. Trustee Thompson thanked the 4th of July Committee for all their work in making the event such a success. She noted the playground excavation is close to being finished. She said the repair of the wall at Foxfield Village Center seems to have stalled; SEH will be contacted.
- iii. Trustee Cockrell received notice about construction work on west ramps at Parker/Arapahoe Roads. There is a sign and fence post down at the turn from Arapahoe Road to Buckley Road. The directional arrow sign is also missing. She attended the DRCOG monthly meeting last evening and reported on their evaluation of housing legislation and funding a Light Rail study to evaluate Denver to Boulder transportation.
- iv. Trustee Schultz has received two inquiries from residents about prairie dogs and was informed the Town decided several years ago not to offer remediation. A resident had commented about noxious weeds on the fire station property; this will be passed along to Code Enforcement.
- v. Trustee Hodge inquired about a Municipal Code book. He was informed the Municipal Code is online.

b. Staff

- i. Town Administrator Proctor
 1. Welcomed Monica Torres as the new Town Clerk/Treasurer.
 2. Reported the gates have been working well with the new vendor.
- ii. Town Clerk Schmitz reported on the following:
 1. Thanked the Board for the opportunity to serve as Town Clerk/Treasurer

6. Future Agenda Items

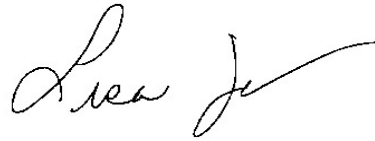
- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Speed mitigation
- e. Culvert follow-up
- f. Engineering RFP for 2025
- g. Study session for code definitions regarding accessory structures and vehicles
- h. Playground equipment

7. Adjournment

Mayor Jones adjourned the meeting at 7:08 p.m.

A handwritten signature in cursive script, appearing to read 'KMS'.

Kathleen Schmitz, Town Clerk

A handwritten signature in cursive script, appearing to read 'Lisa J'.

Lisa Jones, Town Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 1st, 2024

RE: Gate Policy Revision

DISCUSSION:

Staff is seeking approval of a revision to the Gate Policy. The suggested change is shown by redlines in Exhibit A. The change is being made to the section regarding the Carpool Program. It was brought to our attention that it is somewhat common to have 5 families in the carpool so that every family takes 1 day. Our current carpool program only allows 4 families in the carpool- 1 resident, 3 non-residents. This change would allow 4 non-residents.

RECOMMENDED MOTION:

"I move to approve the revised gate policy."

ATTACHMENT:

Exhibit A: Gate Policy-redline

Town of Foxfield Traffic Control Gate Policy

Revised ~~April~~-August 2024

The Town of Foxfield has four (4) traffic control gates. Two (2) at South Richfield Street and Hinsdale Ave and two (2) at East Fremont Avenue and Easter Way. Tags are available to Foxfield residents for a fee.

Foxfield residents may purchase RFID tags on the Town of Foxfield website. A current vehicle registration will be required for each tag purchased. Once the purchase has been completed and property ownership has been verified, tags will be made available to the resident.

The Cherry Creek School District will be provided no more than three (3) RFID tags for their buses to access the bus stops located in the Town.

Our Lady of Loreto and Kingdom Hall of Jehovah's Witnesses will each be provided with no more than two (2) RFID tags issued to non-resident members or employees of those institutions.

TAG PURCHASE AND REQUIREMENTS

- Tags will only be issued to Department of Motor Vehicle Registered vehicles. Temporary registrations may be used for new vehicle applications.
- The vehicle must be either registered to a Town resident, a carpool participant or it may be registered to a company; provide that, the company has submitted an attestation, on company letterhead, stating that the vehicle is to be solely used by the employee and/or any authorized person. The attestation must be presented along with the vehicle registration.
- The Town must be notified when a vehicle or property is sold, or a resident is no longer part of a carpool so that the RFID tags can be inactivated.
- If the RFID tag is not working, please do not remove it. Contact the Town of Foxfield so staff can troubleshoot the problem. If the tag is removed, it will be destroyed, and a replacement will need to be purchased.

CARPOOL PROGRAM

- A maximum of 40 tags will be available to carpool participants
- There will be a \$25 yearly fee and \$8 per RFID tag
- A Foxfield resident must be a participant of the carpool
- A maximum of ~~three~~-four (4) non-resident participants in a single carpool can receive RFID tags.
- The Foxfield resident participating in the carpool, that uses a route affected by the gates, will need to complete a document that lists all carpool participants' (names and addresses) and purpose for carpool (ie. school, work, after school activities). The Foxfield resident will need to attest that the information on the document is correct. They will be responsible for making the payment and delivering RFID tags to the carpool participants.

HOURS OF OPERATION

The gates will be in operation during rush hour from 6:00 A.M. until 9:00 A.M and from 4:00 P.M. until 7:00 P.M. Monday through Friday. The Town may adjust these hours at any time as needed.

Gates may be raised for inclement weather, federal holidays or traffic emergencies.

EMERGENCY ACCESS

The gates have a Fire Strobe system for emergency access. This provides rapid access to the gates and opens them when activated by an emergency vehicle properly equipped. The keypad is for Law Enforcement use only.

ACCESS AND RETENTION OF GATE DATA

The only data recorded in the gate system is an RFID tag number and time the tag was read. The data is retained for approximately 8,000 cycles and then it is overwritten. The data will only be retrieved for Town traffic studies, gate maintenance or if a timely CORA request is received. Data will be downloaded when required by the Town Administrator, Town Clerk, Mayor or a Trustee. Downloaded data will be retained in accordance with the Town's record retention schedule.

ACCESS AND RETENTION OF GATE CAMERA VIDEO

Video will be retained in the camera until the camera storage reaches maximum capacity; at which time it will automatically be overwritten. Camera video storage is approximately six days. Video will only be retrieved and reviewed in the case of a violation, such as but not limited to, the gate being hit, the use of the keypad by an unauthorized user, driving around the gates in the Right-of-Way (ROW), damage to the gate or gate components in any way, traffic studies or a timely CORA request. Video will be downloaded by the Gate Administrator, the Mayor or a Trustee. The Town Administrator and the Town Clerk will have access to the gate camera video. Downloaded video will be retained in accordance with the Town's record retention schedule.

VIOLATION PROCEDURE

A letter will be sent to the vehicle owner in the case of a violation. The letter will detail the date, time, description of damage (if applicable), fine(s) and costs of damage (if applicable). If the fine(s) and costs of the damage (if applicable) is not paid by the due date on the letter, the Town may choose to undertake enforcement action to recover the fine and the cost of damages. The Town may impose fines based solely upon the data obtained from the Town's systems. If a violation of this policy occurs an RFID tag may be revoked by the Town Administrator.

FINES

1. Hitting the gate arm and damaging breakaway components or driving around the gates, and unauthorized use of the keypad but no damage to gate arm, gate system/components or ROW property:

1st violation: \$250
2nd violation: \$300
3rd violation: \$350
4 or more violations: \$500

The number of violations shall be determined by vehicle license plate regardless of driver.

2. Damage to gate arm, gate system/components or ROW property:

\$500.00 fine, in addition to restitution for actual repair costs.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 1, 2024

RE: 2024 Pavement Patching, Crack Sealing & Surface Treatment Bid

DISCUSSION:

Attached as Exhibit A is a spreadsheet showing the original estimate from SEH for the 2024 road work, compared with the bid received from Vance Brothers. In the approved 2024 budget there is \$25,000 for this work in the Roads Maintenance Fund and \$5,000 (total of \$30,000) in the General Fund for SEH's management of the project based on the estimate provided by them during the budget preparation. Therefore, there is an overage of \$24,045.

Traffic Control was one area with a significant difference in the estimate and actual bid. Vance Brothers states that the cost of traffic control has gone up this year due to the nature of this year's work being more mobile and less centrally located than previous years, a single set traffic control won't be possible. A traffic control supervisor as well as 3 flaggers will be required while the work is being completed.

Construction Management is the other area with a significant difference. SEH states that when they did the budget estimate, they made the assumption for the time in the field and did not include the administrative work necessary for the project. The administrative time for maps, documents, contracting, and coordination were not accounted for and are still necessary even though the field work is significantly less. The field work construction administration time will be \$5000 or less.

The Board could choose to use ARP funds to pay for the increase or the Town could decrease the scope of the work to reduce the total cost. Following are some options provided by SEH to remain with the approved budget:

1. We could remove the crack seal and shoulder repair (aggregate base course) from the scope and include those in next year's pavement maintenance program. This year's emphasis would be placed on the larger cracks that require mastic crack repair. The shoulder repair work could also be sent to Terracare for a quote. The reduced scope should also result in lower traffic control cost.
2. Rather than applying mastic/crack seal throughout the entire Town, we could break out the work that is being done this year in order to stay within the Town's budget. The remaining streets that were not addressed this year would be included in next year's pavement maintenance program.
3. Alternatively, we could reach out to other contractors for quotes, although there are no guarantees that we would receive lower bids without a reduced scope.

Staff is seeking the Board's direction for the 2024 pavement repair and surface treatment.

RECOMMENDED MOTION:

"I move to approve the Vance Brothers Bid for the 2024 Pavement Repair and Surface Treatment Program."

ATTACHMENTS:

Exhibit A – Spreadsheet of Estimated to Actual Bid Costs

Exhibit B – 2024 Roadwork Map



2024 Preliminary Quantity and Construction Cost Estimate
Foxfield, Colorado

Crack Seal

SEH Estimate

Vance Bros. Bid

Difference

ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
Crack Seal	\$ 4,500.00	TON	0.78	\$ 3,510.00
TOTAL				\$ 3,510.00

UNIT PRICE	UNIT	ESTIMAT	ESTIMATED
\$ 5,200.00	TON	0.78	\$ 4,056.00
			\$ 4,056.00

\$ 546.00

Mastic Crack Seal

ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
Mastic Crack Seal	\$ 5,800.00	TON	2.11	\$ 12,238.00
TOTAL				\$ 12,238.00

UNIT PRICE	UNIT	ESTIMAT	ESTIMATED
\$ 6,650.00	TON	2.11	\$ 14,031.50
			\$ 14,031.50

\$ 1,793.50

Traffic Control

ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
Traffic Control	\$ 2,000.00	EA	1.0	\$ 2,000.00
TOTAL				\$ 2,000.00

UNIT PRICE	UNIT	ESTIMAT	ESTIMATED
\$ 12,500.00	EA	1.0	\$ 12,500.00
			\$ 12,500.00

\$ 10,500.00

Contingency/Emergency Repair

ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
Contingency/Emergency Repair	\$ 5,000.00	EA	1.0	\$ 5,000.00
TOTAL				\$ 5,000.00

UNIT PRICE	UNIT	ESTIMAT	ESTIMATED
\$ 5,000.00	EA	1.0	\$ 5,000.00
			\$ 5,000.00

\$ -

Aggregate Base Course

ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
Aggregate Base Course	\$ 90.00	CY	14.0	\$ 1,260.00
TOTAL				\$ 1,260.00

UNIT PRICE	UNIT	ESTIMAT	ESTIMATED
\$ 250.00	CY	14.0	\$ 3,500.00
			\$ 3,500.00

\$ 2,240.00

Construction Administration

ITEM	UNIT PRICE	UNIT	ESTIMATED	ESTIMATED COST
Construction Administration	\$ 12,457.50	EA	1.0	\$ 5,000.00
TOTAL				\$ 5,000.00

UNIT PRICE	UNIT	ESTIMAT	ESTIMATED
\$ 2,500.00	EA	1.0	\$ 14,957.50
			\$ 14,957.50

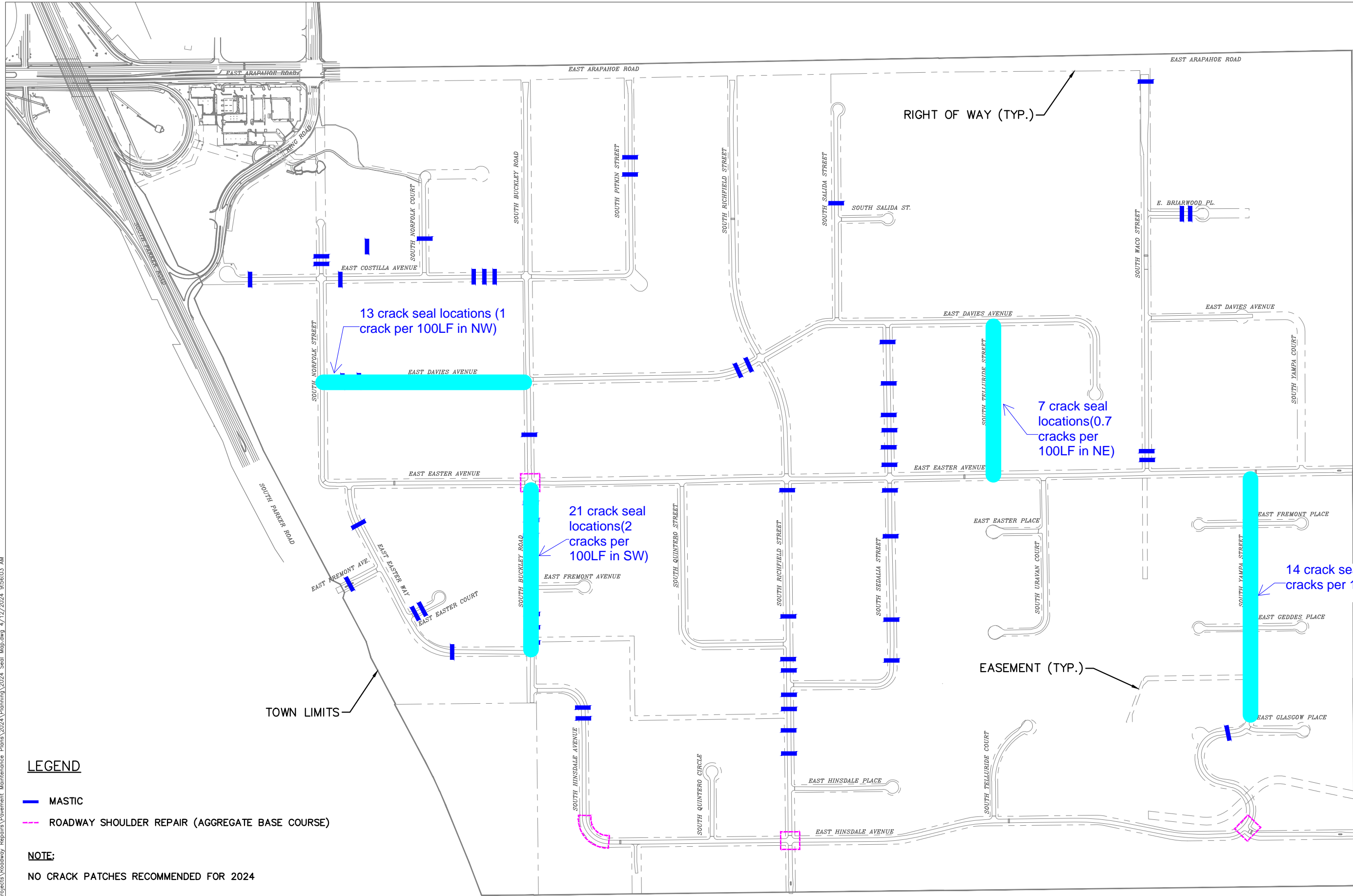
\$ 9,957.50

Overall Total	\$			29,008.00
----------------------	----	--	--	------------------

\$			54,045.00
----	--	--	------------------

\$ 25,037.00

P:\N\F\FOXFIELD\202350\CIP Projects\Roadway Repairs\ Pavement Maintenance Plans\2024\Planning\2024 Seal Map.dwg 4/12/2024 9:56:03 AM



LEGEND

- MASTIC
- ROADWAY SHOULDER REPAIR (AGGREGATE BASE COURSE)

NOTE:
NO CRACK PATCHES RECOMMENDED FOR 2024

NO.	REVISIONS	DATE	BY
1			
2			
3			
4			
5			

COLORADO LAW (SENATE BILL 93-155) REQUIRES PERSONS TO NOTIFY THE UTILITY NOTIFICATION CENTER OF COLORADO 2 BUSINESS DAYS PRIOR TO MAKING OR BEGINNING AN EXCAVATION. NOTIFICATION MAY BE MADE BY CALLING:
811

DESIGNED BR DATE 4/11/24
DRAWN BR DATE 4/11/24
CHECKED SJ DATE 4/11/24



PHONE: 720.540.6800
2000 S. COLORADO BLVD.
TOWER ONE, SUITE 6000
DENVER, CO 80222-7938

TOWN OF FOXFIELD

2024 PAVEMENT MAINTENANCE IMPROVEMENT LOCATIONS

SEH PROJECT NO. 149576 DATE ISSUED APRIL 12, 2024

SHEET NO. 1
SHEET