



**TOWN BOARD AGENDA
REGULAR MEETING**

(All items listed for discussion and possible action)

Hybrid Meeting

South Metro Fire Protection District Station #42
7320 South Parker Road

**Thursday, January 5, 2023
6:30 p.m.**

1. Call to Order
2. Roll Call of Board Members
3. Audience Participation Period (limit 4 minutes per speaker)
4. Consent Agenda
 - a. Approval of Minutes – December 8, 2022
5. For Possible Action
 - a. Resolution 2023-01 Posting of Meeting Notices
6. For Discussion
 - a. MFSD Funds for Youth Programs
 - b. Easter Trail Study Funding
7. Reports
 - a. Correspondence
 - b. Mayor
 - c. Members of Town Board
 - d. Staff
8. Future Agenda Items
9. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

Call to Order/Roll Call

The virtual meeting was called to order at 6:31 p.m. via Microsoft Teams.

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

The following Trustees were present via Microsoft Teams: Mayor Jones, Trustee Farreau, Trustee Cockrell, and Trustee Goddard.

A quorum was present.

Audience Participation

None

Consent Agenda

Mayor Jones moved, seconded by Trustee Thompson, to approve the following items on the Consent Agenda:

- a. Approval of Minutes – November 17, 2022
- b. Treasurer Report- November 2022

The motion passed by unanimous roll call vote.

Public Hearing –2023 Budget

Mayor Jones opened the public hearing at 6:33 pm.

Town Administrator Proctor highlighted that there were small adjustments to the draft budget following the study session. Changes included the addition of gate violation revenue, the reallocation of projected Master Plan cost to the ARP fund, as well as increased judicial, building and snow removal expenses.

Mayor Jones closed the hearing at 6:35 pm.

For Possible Action
2023 proposed Budget

Mayor Jones moved to approve the 2023 proposed budget, seconded by Trustee Goddard. The motion passed by unanimous roll call vote.

Resolution 2022-08 Adopting a Budget, Levying Property Taxes and Authorizing Appropriations for Fiscal Year 2023

Mayor Jones moved to approve Resolution 2022-08 Adopting a Budget, Levying Property Taxes and Authorizing Appropriations for Fiscal Year 2023, seconded by Trustee Thompson.

The motion passed by unanimous roll call vote.

Reports
Mayor

No report.

Members of the Town Board

Trustee Schultz asked for an update on the Geo Dome, as well traffic data from the gates. Town Administrator Proctor will download the gate data and report the results in January. Trustee Thompson will also provide a January report on speed radar results.

Trustee Thompson attended the Centennial Airport Community Noise Roundtable on December 7, 2022. Three members of the FAA were on the call and will be involved with potential noise abatements. Trustee Thompson noted that the flight pattern borders were recently changed, and if they change again Foxfield may be affected.

Trustee Farreau received a resident question about the timeline for the Geo Dome removal. She also reported receiving a new gate sign which has a QR code with a map. After installation of the new sign, the Town will monitor the affect. Lastly, Trustee Farreau reported additional gate violations, including an incident where the gate was broken.

Trustee Cockrell reported that Ray Winn, an Open Space Planner with Arapahoe County, will be drafting Foxfield's application for the trail project. SEH engineering will be involved to help estimate the costs. The county staff reiterated that the application is not a priority for the county, and that the process is competitive. Additionally, she asked for an update on the purchase of traffic barrels. Town Clerk Schmitz responded that the barrels were ordered. Once received, the barrels will be placed on Hinsdale.

Staff

Town Administrator Proctor provided an update on the Geo Dome. After an initial delay, the Town was notified that the contractor would like to modify the structure to comply

with the code. Town Staff and Mayor Jones will meet with SAFEbuilt to discuss current accessory structure square footage. Trustee Farreau stated that the Geo Dome should be removed, and a new application filed. She also opposed the use of Town funds to research options. To date the cost to the Town have exceeded \$32,000 with \$10,000 reimbursed by CIRSA. Trustee Goddard and Trustee Cockrell also agreed that demolition and a new application is the correct course of action.

Ms. Proctor also reported that CDOT has been contacted about cleaning up the tunnel near Parker Road and that discussions have been held with DOLA about the grant to help fund the Master Plan and Code updates.

Town Clerk Schmitz updated the Board on the successful completion of the CBI audit. Ms. Schmitz also provided a follow-up on insurance costs and requirements for any potential natural park. CIRSA provided guidance that a potential natural playground will not increase liability insurance, just property insurance. They did suggest having the risk control group inspect the site once completed.

There was discussion on the Jehovah's Witness Kingdom Hall Meeting times. Trustee Cockrell noted that the times are listed on the website. The Tech Center congregation meets Tuesday at 7:00 p.m., Saturday at 10:30 a.m., the Centennial Congregation meets Wednesday at 7 p.m. and Sunday at 10 a.m., and the Southlands Congregation meets Thursday at 7 p.m. and Sunday at 1 p.m.; smaller meetings (one per congregation) are also allowed but have limits on participation.

Future Agenda Items:

MFDS distribution follow-up

Gate and traffic data reporting

Potential fencing solution for the Chenango property just south of the Richfield gate

Adjournment

Mayor Jones adjourned the meeting at 7:21 pm.



Kathleen Schmitz, Town Clerk



Lisa Jones, Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: January 5, 2023

RE: Resolution 2023-01 Designating Public Places for the Posting of Meeting Notices
as Required by the Colorado Open Meetings Law

DISCUSSION:

Attached for Board consideration is Resolution 2023-01 designating the Town website as the official posting location for meeting notices. The Town may additionally post notices on any Town social media sites and at the three physical bulletin boards but that is not required by state statute.

RECOMMENDED MOTION:

"I move to approve Resolution 2023-01 Designating Public Places for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law".

ATTACHMENT:

Exhibit A: Resolution 2023-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD
DESIGNATING PUBLIC PLACES FOR THE POSTING OF MEETING NOTICES AS
REQUIRED BY THE COLORADO OPEN MEETINGS LAW**

WHEREAS, C.R.S. §24-6-402, the Open Meetings Law, requires that the public place or places for posting notices of public meetings shall be designated annually at the local public body's first regular meeting of each calendar year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD, COLORADO, AS FOLLOWS:

Section 1. The Board of Trustees of the Town of Foxfield, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at <https://townoffoxfield.colorado.gov> as the official place for posting notices. The Town may additionally post notices at any Town social media accounts and the bulletin boards at the following locations:

- a. The east side of East Easter Way at its intersection with East Fremont Avenue.
- b. The east side of South Richfield Street just north of its intersection with East Davies Avenue.
- c. The east side of South Waco Street just south of its intersection with East Davies Avenue.

The Town Clerk shall be responsible for posting the required notices no later than twenty-four (24) hours prior to the holding of the meeting. All meeting notices shall include specific agenda information, where possible.

PASSED ON FIRST AND FINAL READING THIS 5th day of January, 2023.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: January 5, 2023

RE: MFSD Fund Allocation Proposal

DISCUSSION:

The Town of Foxfield, which recently received \$7,222.68 as a result of a sharing amount provided under the terms of the Metropolitan Football Stadium District Act, must allocate the funds to Youth Activity Programs. In previous meetings there was discussion of a possible natural playground. Trustee Thompson researched some options and has provided the attachments to help guide the discussion.

Summary of the Proposal:

Develop a play area located close to the existing paved Norfolk Trail access. The location site would encourage community activity and respect future Open Space development sites. The area for consideration has been mowed and maintained for several years and is located between the existing bench and existing picnic table.

The area west of the existing picnic table concrete pad is currently being maintained for active thistle growth and is approximately 100 feet from the closest playground apparatus with the picnic table acting as a divisional buffer. The distance between the playground apparatus and picnic table is approximately 60 feet unobstructed and may be developed in the future.

Potential Costs:

This proposal is for material and shipping costs only. It assumes construction can be completed with volunteer assistance.

Stepping Stumps (set of 4) - 3 each	\$800	Natural Playgrounds Store
Musical Fence	\$1,100	Natural Playgrounds Store
Hollow Log	\$2,200	Natural Playgrounds Store
Logs for Sitting / Balance -2 each	\$575	Natural Playgrounds Store
Magnifying Station	\$250	Natural Playgrounds Store
Teepee 8 foot – open slat	\$800	Natural Playgrounds Store
	\$5,725 Materials Total	
	\$1,300 shipping	
	\$7,025 Total cost	

Exhibit A: Conceptual Open Space Master Plan – Context

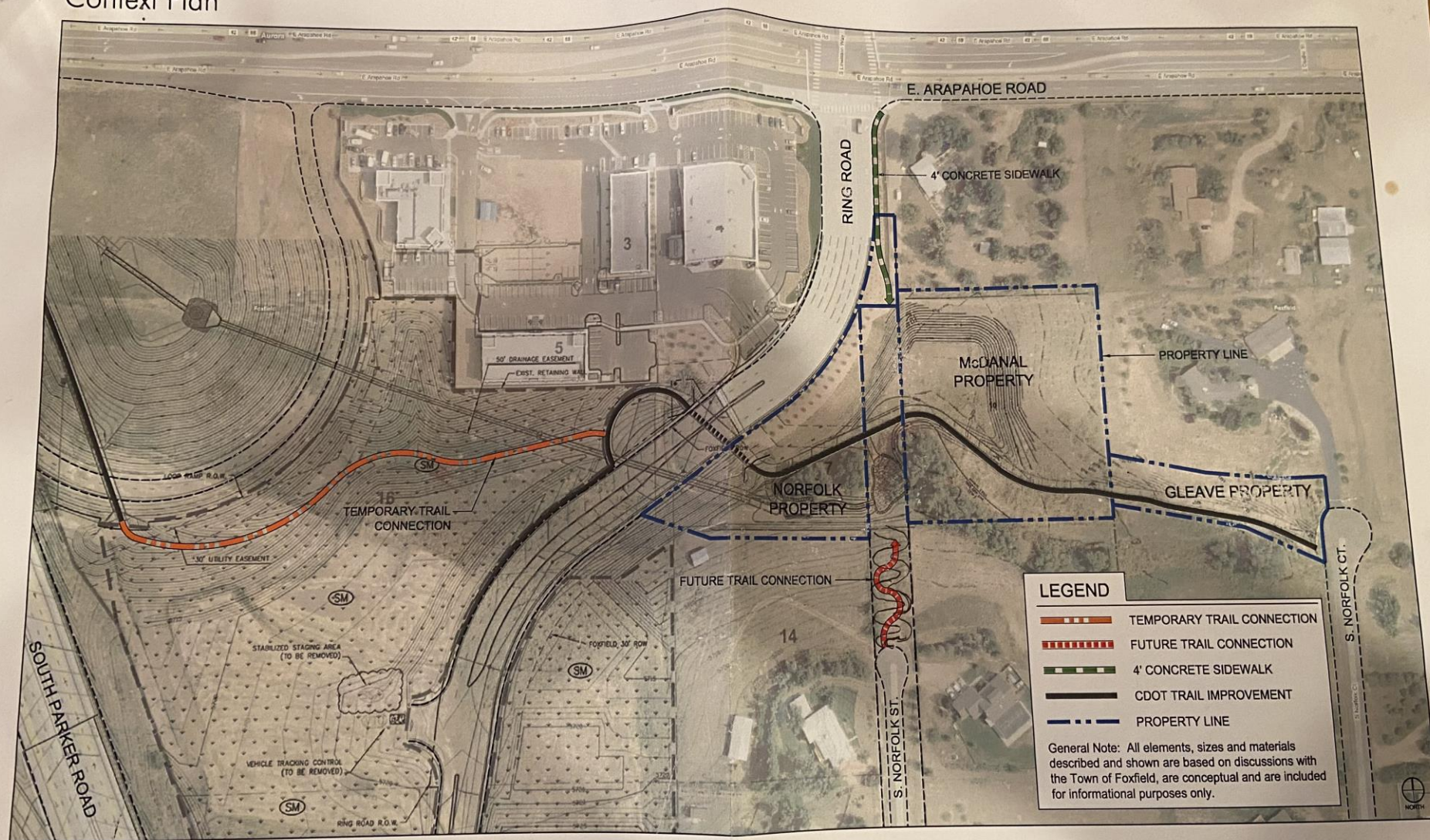
Exhibit B: Conceptual Open Space Master Plan – Option A

Exhibit C: Conceptual Open Space Master Plan – Option B

Exhibit D: Open Space Sketch

Exhibit E: Volunteer Guidelines

Context Plan



Landscape Architecture
Master Planning
Urban Design



Site Elements



Habitat Garden



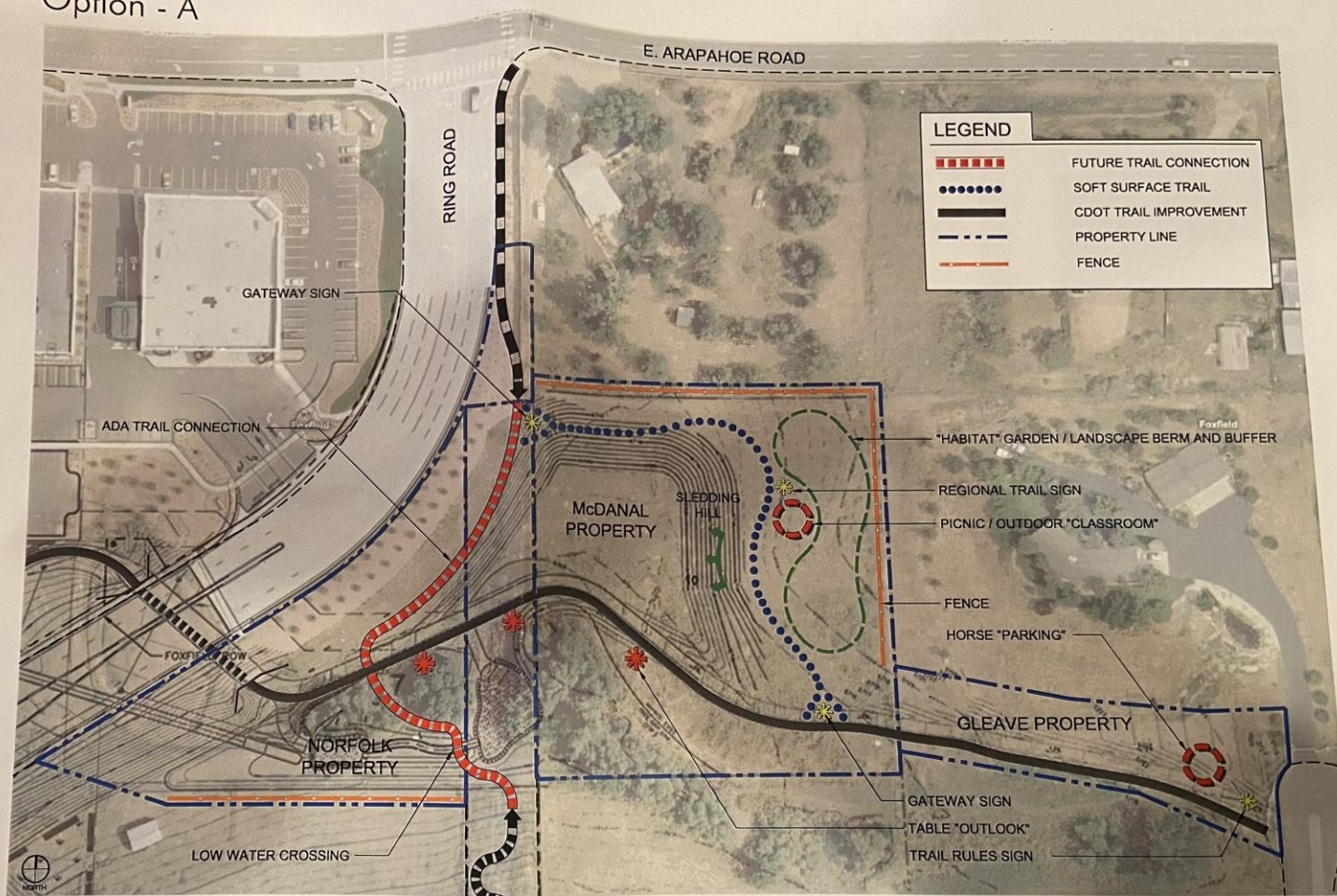
Signage



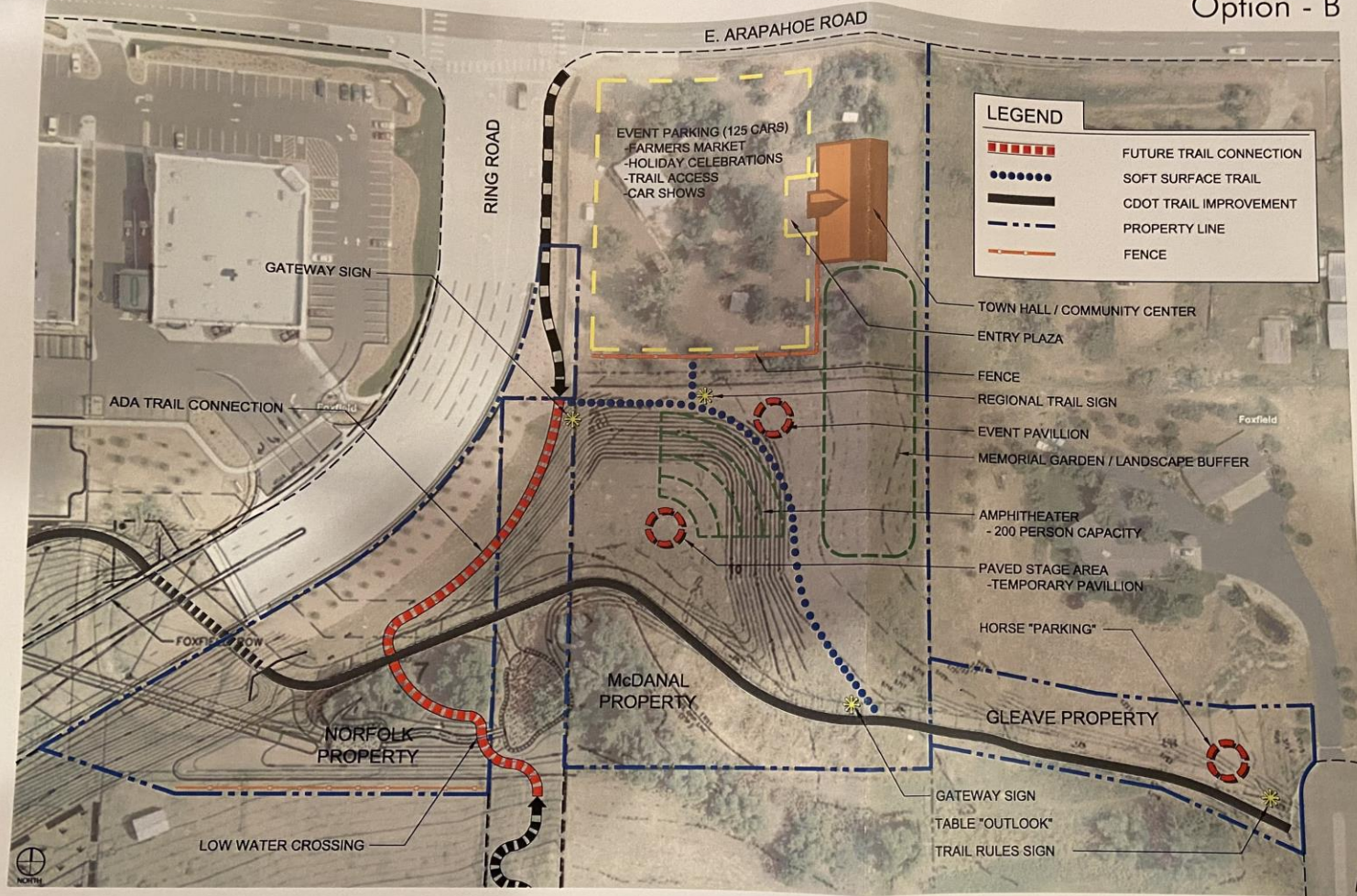
Furnishings



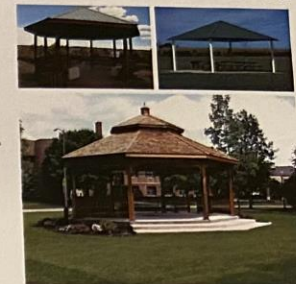
Option - A



Option - B



Site Elements



Shelter / Pavillion

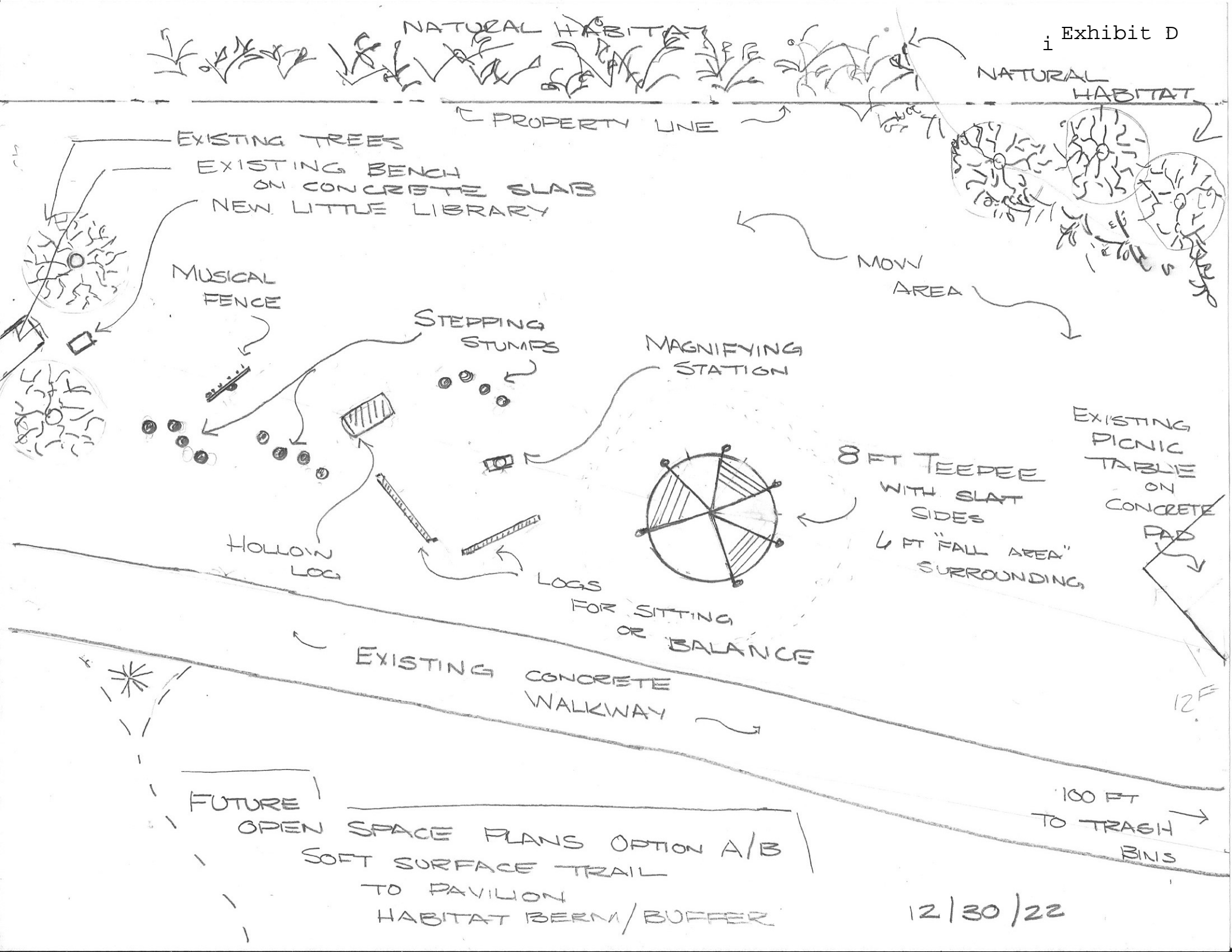


Amphitheater



Furnishings





MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Randi Gallivan, Town Clerk

DATE: August 3, 2017

RE: Use of Volunteers for Town Projects

It has been suggested that the Town could use volunteers to help with Town projects. There is a strict protocol to follow in order to protect the Town and the volunteers. CIRSA has published a 115-page Volunteer Program Handbook which is available online.

The highlights are:

- Appoint a Volunteer Coordinator. This person can be an employee or even a volunteer given some basic training.
- Develop written policies and procedures for the volunteer program, including a Volunteer Program Manual and written Safety Checklist.
- Require Volunteer Indemnification Forms from all authorized volunteers.
- Provide training and safety equipment as required.
- Provide adequate supervision of all volunteers.
- All authorized volunteers should be covered by the Volunteer Accident Medical Plan (VAMP) through CIRSA.

The use of volunteers is a time-honored tradition in municipalities of all sizes. It can provide many benefits to the volunteers and the Town. It is important, however, to formalize a volunteer program and follow the rules whenever volunteers are utilized.

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: January 5, 2023

RE: Easter Trail Study Funding

Arapahoe County is leading the application process. They believe the Easter Trail project needs to be classified as a study so we can get all the information needed to start design like ROW needed, bike/ped count data, etc. This study will also be a powerful tool to go after funding for design and construction by identifying the need/desire, bike/ped counts, anticipated ROW costs and a ballpark cost estimate for the project to be constructed.

Once the study has been completed, we will go through a new process for funding the design and the construction. Neither must be done through TIP necessarily. Since it would be a grade separated path versus a sidewalk, we may be able to go through the county open spaces grants or some other funding options. Arapahoe County would help us figure out how to move forward if we get through this step.

We had a great response to the survey- 100 households. Attached are the survey results for your review. We did not specifically ask for comments on support/opposition because the purpose was just to gather the pedestrian data the engineers needed for application. In the county's bike and ped master plan, it shows Foxfield as a low to no pedestrian activity zone, so we needed some data to support a need for a pedestrian project.

Arapahoe County anticipates the cost for the study to be around \$200,000. The local match for the TIP application requires 10.1% as the minimum, but 20% (\$40,000) would give us an additional scoring point, which is their preference.

The County has asked how much of the local match funding would Foxfield be able contribute to the \$40,000 match? Staff is recommending between \$5,000-\$10,000. The Open Space currently has a fund balance of approximately \$210,000. The 2023 Open Space budget included approved expenditures of \$14,000 which could be used towards this match, or a supplemental appropriation can be done. The Town also has approximately \$150,000 of remaining ARP funds that could also be used for this study.

ATTACHMENT:

Exhibit A: Survey Results

Survey Results

Total # of Walkers	235	Total Walks/Week	830
Total # Bikers	144	Total Rides/Week	360

Do members of your household currently use the Cherry Creek Trail?	Yes	48
	No	20
	No but more likely to if proposed project were built	26
	Other	5