



TOWN BOARD AGENDA

REGULAR MEETING

(All items listed for discussion and possible action)

Hybrid Meeting

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

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

Thursday, January 4, 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 – December 14, 2023
4. For Discussion
 - a. SEH Culvert Assessment Findings
5. For Possible Action
 - a. Resolution 2024-01 Posting of Meeting Notices
 - b. Resolution 2024-02 Mill Levy Certification
6. Reports
 - a. Members of Town Board
 - b. Staff
7. Future Agenda Items
 - a. Tunnel and sidewalk repairs
 - b. MHFD follow-up
 - c. Code Enforcement

8. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

December 14, 2023

1. Call to order:

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

2. Roll Call:

The following Trustees were present via Microsoft Teams: Mayor Jones, and Trustee Farreau. Trustee Goddard was not present for roll call but joined the meeting via Microsoft Teams at 6:32 pm.

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

A quorum was present.

3. Audience Participation

Tom Cox of 7427 S. Richfield voiced concerns about the effects of steel snowplow blades on the roads.

4. Consent Agenda

- a. Approval of Minutes – November 16, 2023
- b. Financial Reports – October 2023

Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Herold. The motion passed by unanimous roll call vote.

5. For Discussion

a. Mayor Jones, as presiding officer, moved to reorder the agenda and open the discussion on snowplow blades ahead of the public hearing.

b. Bill Winfield, of Terracare, presented multiple options for consideration. First, the current steel blades may be flexed to allow more snow and thus more surface area. The potential change will be tested as snowfall allows. Second, a switch to rubber blades. Mr. Winfield noted that the rubber blades cost three times as much as the current steel blade and have a limited-service life of three to four snow events. Additionally, snow removal and safety results should be considered. Rubber blades do not clear as much snow from the road; therefore, the remaining snow on the ground creates a very smooth and slick surface. As a result, more salt treatment will be needed. The extra salt treatment damages landscapes over time.

Mr. Tom Cox spoke to two suppliers who both indicated that polyurethane blades last longer than rubber blades. Conversely, Terracare's three suppliers all indicated that the polyurethane blade had a poor service life and high cost and therefore they do not carry those blades.

Lastly, Trustee Thompson spoke with representatives of another Towns Public Works department. Their department assessed traffic, snow, safety, and liability and ultimately decided to only use steel blades.

6. Public Hearing: 2024 Proposed Budget

Mayor Jones opened the public hearing at 7:00 pm. After receiving no comments, the hearing was closed at 7:01 pm.

- a. Mayor Jones moved to approve the 2024 Proposed Town of Foxfield Budget, with a second from Trustee Schultz. The motions passed unanimously.

7. For Possible Action

- a. Resolution 2023-08 Adopting a Budget and Authorizing Appropriations for Fiscal Year 2024

Mayor Jones moved to approve Resolution 2023-08 Adopting a Budget and Authorizing Appropriations for Fiscal Year 2024, with a second from Trustee Thompson. The motion passed by unanimous roll call vote.

- b. Approval of the 2024 Agreement for Law Enforcement Services

Mayor Jones moved to approve the 2024 Agreement for Law Enforcement Services, with a second from Trustee Thompson. The motion passed by unanimous roll call vote.

8. Reports

- a. Mayor's Report

- i. No report

- b. Members of the Town Board

- ii. Trustee Farreau noted there has been only one gate violation in the last three weeks.

- iii. Trustee Cockrell reported Arapahoe County transportation executive committee recently reallocated unused funds to other projects.

- c. Staff

- i. Ms. Proctor indicated that the gate committee is meeting to discuss the All-Metro proposal and will communicate questions and changes to All Metro. SEH also provided a preliminary culvert inspection report and are working on some changes to a final report.

- ii. Mrs. Schmitz reported that she is preparing for the 2024 election and will be posting nominations packets in the near future. The nomination period will run from January 2, 2024, to January 22, 2024. Mrs. Schmitz also reported that more email servers are blocking town wide emails.

9. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Code Enforcement
- d. Culvert Assessment results

10. Adjournment

Mayor Jones adjourned the meeting at 7:28 p.m.

Kathleen Schmitz, Town Clerk

Lisa Jones, Town Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: January 4, 2024

RE: SEH Culvert Assessment Findings

DISCUSSION:

Per the Board's request, SEH has completed a site inspection and assessment of the driveway and roadway culverts in Town. Attached as Exhibit A is a memorandum from SEH that summarizes their procedures and findings. Staff is seeking approval to move forward with their recommendation for 2024 and would propose using ARP funds for this project.

Erica Olsen from SEH will attend the meeting to answer questions.

ATTACHMENTS:

Exhibit A – SEH Memorandum



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MEMORANDUM

TO: Karen Proctor, Town Administrator

FROM: Erica Olsen, PE
Kyle Boldt, EIT
Abril Gonzalez-Torres

DATE: December 8, 2023

RE: Town of Foxfield
2023 Culvert Assessment
Program SEH No. 126350

SEH has completed a site inspection and assessment of driveway and roadway culverts in the Town of Foxfield. This memo summarizes our procedures and findings for this assessment.

1.0 Background

The Town of Foxfield is a rural community with large lots and roadways that do not have curb and gutter or piped drainage systems. Drainage is achieved with borrow ditches along the roadways and culverts at drainage crossing locations including driveways and roadways. Individual property owners have typically been responsible for installing and maintaining driveway culverts while the Town maintains culverts which cross roadways. If culverts are not maintained, they can become plugged or damaged which could deteriorate the roadway or result in damage to public and private property.

In the fall of 2023, the Town requested SEH to evaluate existing culverts and adjacent drainage ways in order to determine the extent and cost of required maintenance and replacement to improve drainage and reduce the risk of damage to roadways and property. This assessment follows on the last assessment which was completed in 2014. The intent with this assessment is to provide an update on previously studied culverts, inspect culverts installed since the prior assessment, and develop a repair and replacement plan for the Town's maintenance contractor to follow and provide budget estimates.

2.0 Assessment

In November 2023, SEH staff conducted field visits in order to develop an inventory of the existing state of the Town culverts. Culverts were evaluated in accordance with CDOT and national standards using an evaluation form (example included in the appendix to this report) and taking photographs at each location. This field information was subsequently incorporated into GIS-based inventory and mapping, enabling updates for future assessments.

A total of 445 culverts were inspected and logged over a 2-day period. Fifty-six (56) of the culverts crossed public streets, while the remaining 389 culverts are located at private driveway accesses

within the Town right-of-way. This GIS-based inventory includes an interactive mapping tool that creates the ability for Town Administration and the Board to look up any culvert and see the data associated. Attached to this report are maps published from the inventory that display the Town’s culverts (**See Appendix A**).

In addition, SEH developed a spreadsheet which summarizes the field observations and assessment details. Culverts highlighted in yellow are ones that were mostly or completely plugged while culverts highlighted in red includes ones that are in need of repair or replacement. The spreadsheet includes an identifier (OBJECTID) for each culvert along with data including diameter, length, type of material, headwalls and channel protection, debris extent and type and recommended repair or replacement, along with site specific notes (**See Appendix B**). Each culvert identifier is searchable in the mapping tool.

3.0 Estimated Costs

SEH estimated overall costs for required repairs and replacement based on the latest published unit pricing from CDOT and from past unit prices from the Town’s maintenance contractor. The estimated total cost to clean, repair or replace all culverts in the Town is \$108,017 based on 2023 pricing. This includes both more critical and less critical items.

4.0 Recommendations

Based on the data gathered, we do not see any critical life safety needed repairs that require immediate attention. With this being said, we do recommend that the work involving culvert maintenance and replacement be completed over a three (3) year period to reduce the fiscal impact and disturbance to residents. To help achieve lower costs, most of this work can be completed during the off-season which typically takes places during the colder months between November and March as weather permits. If work were to be completed over three years (155 culverts per year), the estimated cost assuming a conservative 10% inflation rate per year would be:

| Year | Town Cost | Residential Cost | Total Cost |
|--------------------------------------|-----------|------------------|------------|
| Year 1 (2024) | \$14,968 | \$21,038 | \$36,006 |
| Year 2 (2025) | \$16,464 | \$23,142 | \$39,606 |
| Year 3 (2026) | \$18,111 | \$25,456 | \$43,567 |
| Total Cost* (Including Inflation) | \$49,543 | \$69,636 | \$119,179 |

***See Appendix C** for further cost estimate details.

If the work were to be distributed over three years, we recommend the following prioritization ordered from highest to lowest priority:

1. Cleaning or replacing of plugged culverts beneath roadways
2. Cleaning or replacing of plugged driveway culverts
3. Cleaning or replacing remaining culverts crossing roadways beginning at the downstream end of the system (west side of Town)
4. Cleaning or replacing remaining culverts for private driveway beginning at the downstream end of the system (west side of Town)

It is important to consider that costs associated with residential culvert maintenance, repair, and replacement may be able to be addressed by, or back-charged to, those respective residents. This is because the Town doesn’t own residential culverts, so the residents have a responsibility to maintain their individual culverts. If a situation arises where a residential culvert is not being maintained, it is recommended that the Town be able to charge the resident for work related to maintaining their particular culvert.

Town of Foxfield
2023 Culvert Assessment Program

If requested, SEH can develop a more specific annual program that provides details regarding culvert conditions overtime and updated prioritization regarding maintenance and replacement reflecting changes over time. Input from the Town regarding budget allocation would be appreciated in order to effectively prioritize culvert maintenance and replacement.

Thank you for providing us the opportunity to serve the Town of Foxfield.

Please do not hesitate to call with any questions regarding the design and supplemental information.

Encl

Appendix A – Culvert Maps
Appendix B – Culvert Assessment Spreadsheets
Appendix C – Culvert Cost Estimate Details
Appendix D – FHAD Cherry Creek Minor Tributaries

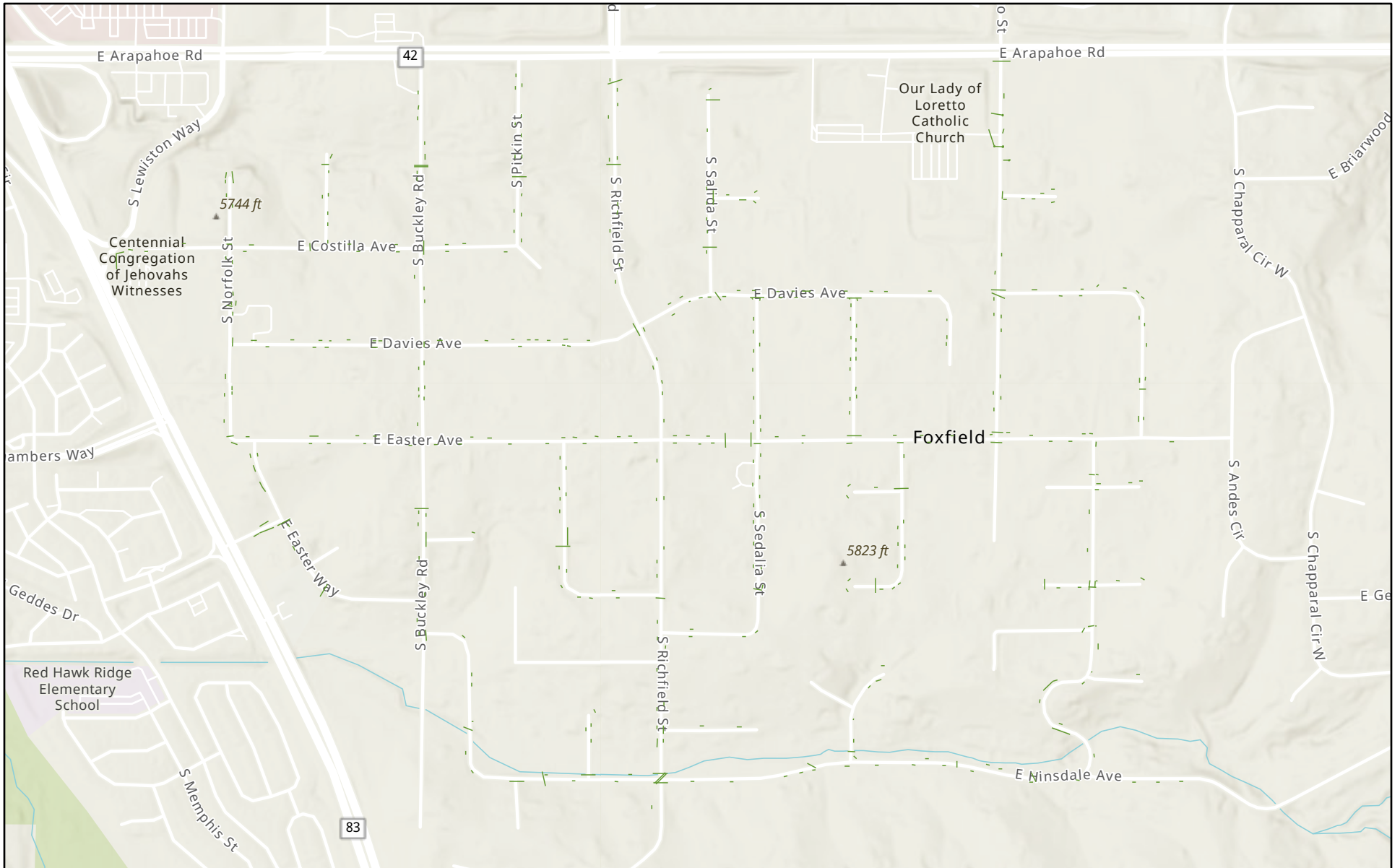
P:\FJ\F\FOXFD\126350\CIP Projects\Culvert Assessment 2023

5.0 References

1. MHFD Report: [MHFD Report](#)
2. FEMA Mapping: [Flood Hazard Area Delineation \(FHAD\) Viewer \(arcgis.com\)](#)
3. GIS-Based Inventory Link for Town Board/Admin: [Map of Culverts, Town of Foxfield \(arcgis.com\)](#)

Map of Culverts, Town of Foxfield - Fall 2023

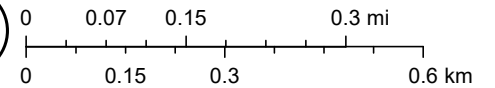
Appendix A



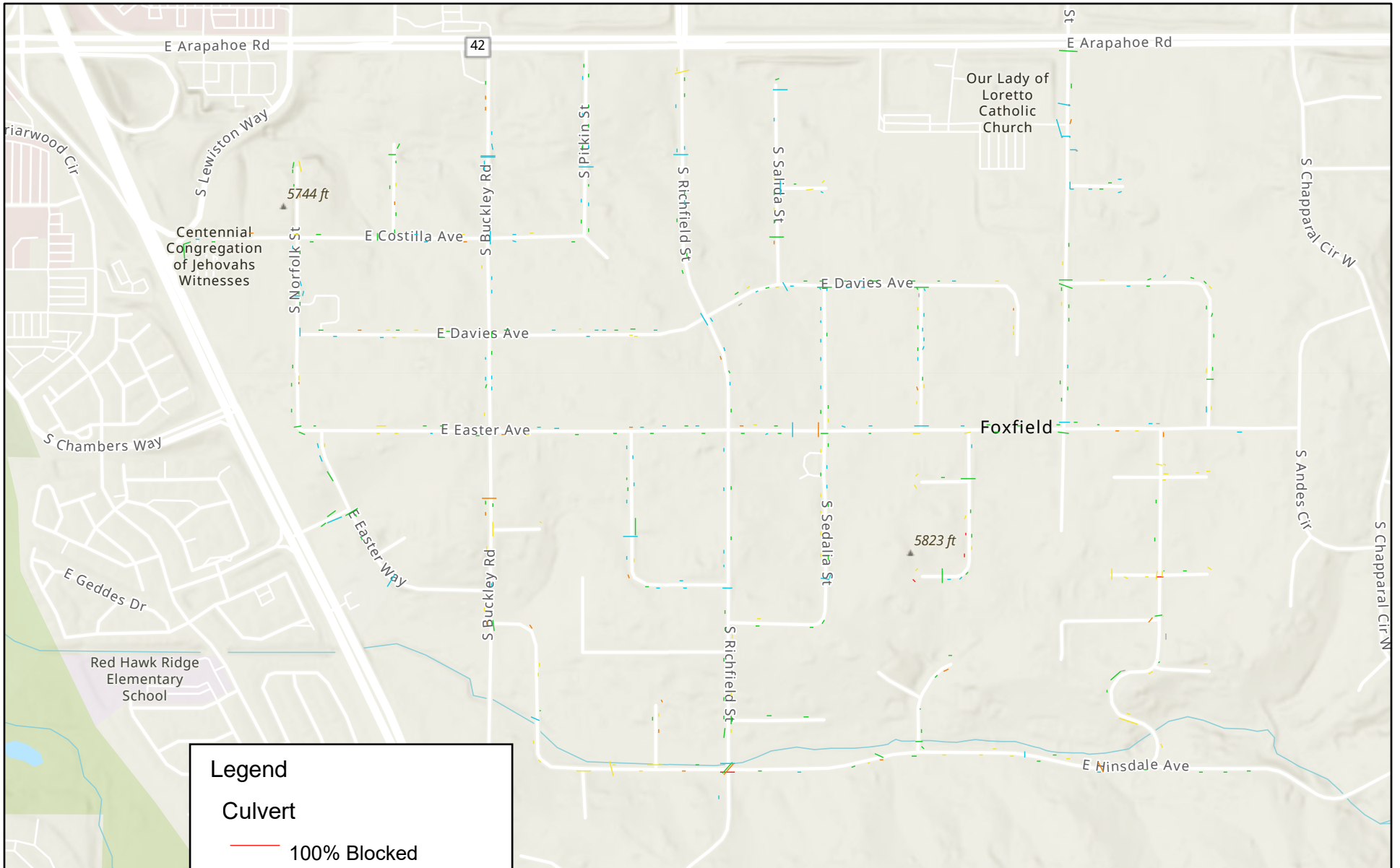
12/8/2023

Legend

— Culvert



Esri, NASA, NGA, USGS, FEMA, Esri Community Maps Contributors, City of Aurora, CO, City of Centennial, County of Arapahoe, Esri, HERE, Garmin,

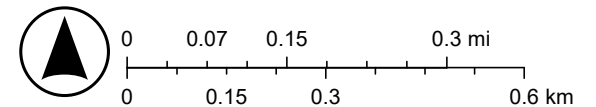


12/8/2023

Legend

Culvert

- 100% Blocked
- 25% Mostly Blocked
- 50% Partly Blocked
- 75% Mostly Clear
- 100% Clear



Esri, NASA, NGA, USGS, FEMA, Esri Community Maps Contributors, City of Aurora, CO, City of Centennial, County of Arapahoe, Esri, HERE, Garmin,

| OBJECTID | Shape | Length | Culvert Type | EditDate | Culvert Size | Culvert Material | Condition of Culvert | Culvert Clearance | Existing Orifice Plate | Culvert End Condition | Roadway or Driveway Damage Above Culvert | Culvert Inlet Size | FEMA Floodplain Tributary | Town or Resident | Maintenance Needed | Critical Repairs Needed | Item* | Comments |
|----------|-------|--------|--------------|----------------------|--------------|------------------|----------------------|--------------------|------------------------|-----------------------|--|--------------------|---------------------------|------------------|--------------------|-------------------------|--------------------------|--|
| 457 | | 49.2 | Culvert | 11/15/2023, 1:12 PM | 18" | Concrete | Good | 100% Clear | No | Good | No | | | Town | No | No | Maintenance | |
| 458 | | 8.6 | Culvert | 11/15/2023, 1:12 PM | 18" | CMP | Good | 75% Mostly Clear | No | Fair | No | | | Resident | No | No | Repair | |
| 459 | | 14.9 | Culvert | 11/15/2023, 1:14 PM | 18" | CMP | Good | 50% Partly Blocked | No | Good | No | | | Resident | No | No | Repair | |
| 460 | | 13.4 | Culvert | 11/15/2023, 1:20 PM | 18" | Concrete | Good | 75% Mostly Clear | No | Good | No | | | Resident | No | No | Clean Out | |
| 461 | | 12.8 | Culvert | 11/15/2023, 1:22 PM | 18" | CMP | Good | 50% Partly Blocked | No | Good | No | | | Resident | No | No | Clean Out | |
| 462 | | 19.1 | Culvert | 11/15/2023, 1:24 PM | 24" | Concrete | Good | 75% Mostly Clear | Yes | Good | No | | | Town | No | No | Clean Out | |
| 463 | | 16.6 | Culvert | 11/15/2023, 1:26 PM | < 18" | CMP | Good | 100% Clear | No | Good | No | | | Resident | No | No | Clean Out | 12" CMP |
| 464 | | 9.6 | Culvert | 11/15/2023, 1:29 PM | 18" | CMP | Good | 50% Partly Blocked | No | Good | No | | | Resident | No | No | Clean Out | |
| 26 | | 9.9 | Culvert | 11/15/2023, 10:59 AM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | No | | | Resident | No | Yes | Additional Cover | Top damage to both ends and minimal earth cover |
| 42 | | 9.9 | Culvert | 11/14/2023, 10:22 AM | 18" | CMP | Good | 25% Mostly Blocked | No | Poor | No | | | Resident | Yes | Yes | Clean Out | Clear drainage on South end. North is obstructed and swale is elevated at exit point |
| 53 | | 20.2 | Culvert | 11/14/2023, 2:37 PM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | No | | | Town | No | Yes | Replace | Crushed west opening. |
| 54 | | 23.9 | Culvert | 11/14/2023, 11:09 AM | 18" | CMP | Good | 100% Clear | No | Good | No | | | Town | No | Yes | Replace | Flared end on north opening, crushed south end. |
| 55 | | 9.9 | Culvert | 11/14/2023, 9:58 AM | 18" | CMP | Fair | 50% Partly Blocked | No | Fair | Yes | | | Resident | No | Yes | Replace | Top of culvert exposed towards south end. |
| 76 | | 9.9 | Culvert | 11/14/2023, 10:55 AM | 18" | CMP | Fair | 25% Mostly Blocked | No | Poor | No | | | Resident | Yes | Yes | Drainageway Repair | Blocked on west side (buried) |
| 80 | | 9.9 | Culvert | 11/14/2023, 2:32 PM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | No | | | Resident | No | Yes | Clean Out | Top damage to both ends |
| 88 | | 9.9 | Culvert | 11/14/2023, 3:05 PM | 18" | CMP | Good | 100% Clear | No | Good | Yes | | | Resident | No | Yes | Additional Cover | Top of culvert exposed |
| 121 | | 9.9 | Culvert | 11/14/2023, 3:51 PM | 18" | CMP | Fair | 25% Mostly Blocked | No | Poor | No | | | Resident | Yes | Yes | Drainageway Repair | North end is buried |
| 159 | | 9.9 | Culvert | 11/15/2023, 10:47 AM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | Yes | | | Resident | No | Yes | Additional Cover | Minimal earth cover. Both top ends damaged |
| 161 | | 9.9 | Culvert | 11/15/2023, 10:37 AM | 18" | CMP | Good | 100% Clear | No | Good | No | | | Resident | No | Yes | Clean Out | Culvert end not found (possibly under driveway) |
| 238 | | 9.9 | Culvert | 11/15/2023, 10:08 AM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | No | | | Resident | No | Yes | Clean Out | East end obscured by tree |
| 326 | | 9.9 | Culvert | 11/15/2023, 1:42 PM | < 18" | CMP | Fair | 50% Partly Blocked | No | Fair | No | | | Resident | No | Yes | Additional Cover | Minimal earth cover, top damage, 12" CMP |
| 387 | | 8.3 | Culvert | 11/14/2023, 11:07 AM | 18" | CMP | Poor | 25% Mostly Blocked | No | Fair | Yes | | | Resident | Yes | Yes | Replace | Exposed over surface, crushed south opening. |
| 396 | | 6.9 | Culvert | 11/14/2023, 2:24 PM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | No | | | Resident | No | Yes | Repair | Top damage to both ends |
| 405 | | 7.6 | Culvert | 11/14/2023, 3:02 PM | 18" | CMP | Poor | 100% Clear | No | Fair | Yes | | | Resident | No | Yes | Replace | 6" hole on top of drive |
| 406 | | 7.1 | Culvert | 11/14/2023, 3:08 PM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | Yes | | | Resident | No | Yes | Additional Cover, Repair | top of culvert exposed, damage on top of south end |
| 417 | | 8.5 | Culvert | 11/14/2023, 4:13 PM | 18" | CMP | Fair | 100% Clear | No | Good | Yes | | | Resident | No | Yes | Additional Cover, Repair | Culvert exposed on driveway |
| 418 | | 8.1 | Culvert | 11/14/2023, 4:29 PM | 18" | CMP | Fair | 75% Mostly Clear | No | Fair | Yes | | | Resident | No | Yes | Additional Cover | Top is exposed to driveway, top damage at south end |
| 452 | | 7.0 | Culvert | 11/15/2023, 11:59 AM | 18" | CMP | Fair | 25% Mostly Blocked | No | Fair | No | | | Resident | No | Yes | Drainageway Repair | South end buried |
| 455 | | 12.2 | Culvert | 11/15/2023, 1:07 PM | 18" | CMP | Fair | 25% Mostly Blocked | No | Fair | No | | | Resident | Yes | Yes | Clean Out | Other end most likely buried, not found in field |

***Item Notes:**

Additional Cover – Requiring additional material and placement over cover over the existing system

Clear Around – General clearing around each inlet/outlet of a pipe in order for the system to function to its full extent.

Clean Out – Clean out of debris from a culvert pipe (more substantial than maintenance).

Drainageway Repair – Minor grading or repair needed to damaged/eroding drainageways

Maintenance – Cleaning of debris capable with rake or broom (less substantial than cleanout).

Repair – Fixes that are necessary to the culvert structure, wingwalls or headwalls while system remains in place (including reshaping and plugging holes).

Replace – Removal of the current culvert, cost and installation of the new pipe, and asphalt removal and replacement.

Reset – Physically removing the pipe and resetting it in order to function to its full extent (ex. settling pipes).



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Town of Foxfield Total Cost for Culvert Maintenance and Upgrade

Town Culverts

| Item | Unit | Unit Price | Quantity | Total | Notes |
|--------------------------|------|------------|----------|--------------|---|
| Repair | EA | \$ 165.00 | 8 | \$ 1,320.00 | Assumed (majority 18" drainage pipe), Includes SF Asphalt Patch Based on DIA 18"+ either side, 6" depth |
| Replace | LF | \$ 130.00 | 273 | \$ 35,437.19 | |
| Reset | LF | \$ 20.00 | 0 | \$ - | |
| Clean Out | LF | \$ 13.00 | 556 | \$ 7,230.88 | |
| Clear Around | EA | \$ 55.00 | 6 | \$ 330.00 | |
| Additional Cover | CY | \$ 10.00 | 0 | \$ - | |
| Drainageway Repair | EA | \$ 195.00 | 3 | \$ 585.00 | |
| Total (56 Town Culverts) | | | | \$ 44,903.07 | |

Town of Foxfield Total Cost for Culvert Maintenance and Upgrade

Residential Culverts

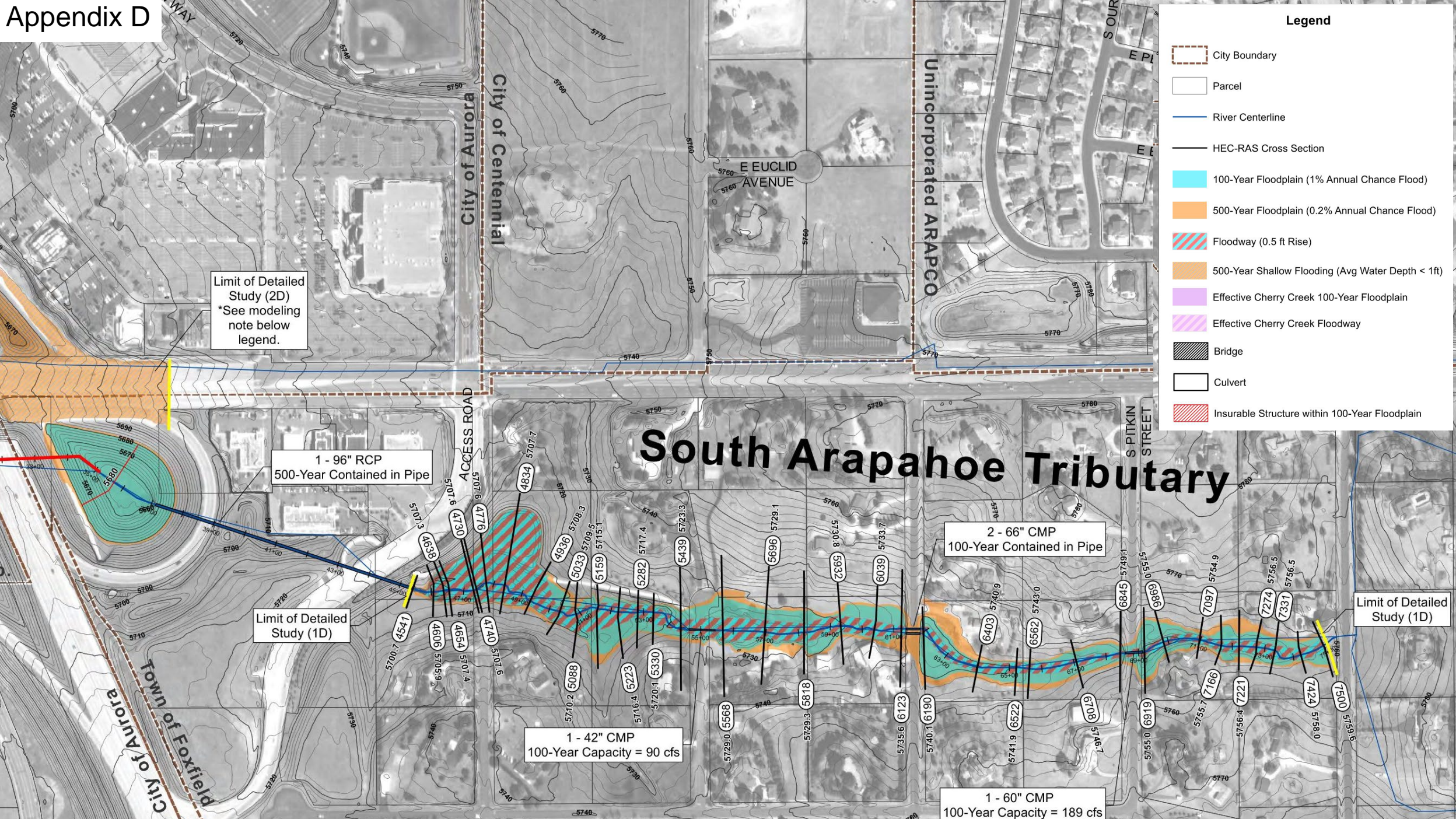
| Item | Unit | Unit Price | Quantity | Total | Notes |
|----------------------------------|------|------------|----------|--------------|---|
| Repair | EA | \$ 165.00 | 68 | \$ 11,220.00 | Assumed (majority 18" drainage pipe), Includes SF Asphalt Patch Based on DIA 18"+ either side, 6" depth |
| Replace | LF | \$ 130.00 | 65 | \$ 8,500.22 | |
| Reset | LF | \$ 20.00 | 0 | \$ - | |
| Clean Out | LF | \$ 13.00 | 2892 | \$ 37,602.02 | |
| Clear Around | EA | \$ 55.00 | 16 | \$ 880.00 | |
| Additional Cover | CY | \$ 10.00 | 4 | \$ 36.67 | |
| Drainageway Repair | EA | \$ 195.00 | 25 | \$ 4,875.00 | |
| Total (389 Residential Culverts) | | | | \$ 63,113.91 | |
| Cost per Residential Culvert | | | | \$ 162.25 | |

3 Year Program Projected Cost (148 Culverts Per Year)

| | Total | Town | Residential |
|---|-------------------|------------------|--------------------|
| Year 1 (2024) | \$ 36,006 | \$ 14,968 | \$ 21,038 |
| Year 2 (2025) (Year 1 + 10% inflation) | \$ 39,606 | \$ 16,464 | \$ 23,142 |
| Year 3 (2026) (Year 2 + 10% inflation) | \$ 43,567 | \$ 18,111 | \$ 25,456 |
| Total | \$ 119,179 | \$ 49,543 | \$ 69,636 |

Notes:

- Repair** – Cost shall apply to any repair necessary to the culvert structure, wingwalls or headwalls while system remains in place (including reshaping and plugging holes).
- Replace** – Cost shall include the removal of the current culvert, cost and installation of the new pipe, and asphalt removal and replacement (unit cost can vary depending on surface type (asphalt, gravel, concrete)).
- Reset** – Cost shall include physically removing the pipe and resetting it in order to function to its full extent (ex. settling pipes).
- Clean Out** – Cost shall include the clean out of any debris from a culvert pipe.
- Clear Around** – Cost shall include the general clearing around each inlet/outlet of a pipe in order for the system to function to its full extent.
- Additional Cover** – Cost shall include the cost of embankment material and placement over cover over the existing system
- Drainageway Repair** – Cost shall include all minor grading or repair needed to damaged/eroding drainageways
- Maintenance** – Not included in cost. Condition of culvert is at a point where minimal care is needed. Residents can choose to sweep or rake around culvert.



Legend

- City Boundary
- Parcel
- River Centerline
- HEC-RAS Cross Section
- 100-Year Floodplain (1% Annual Chance Flood)
- 500-Year Floodplain (0.2% Annual Chance Flood)
- Floodway (0.5 ft Rise)
- 500-Year Shallow Flooding (Avg Water Depth < 1ft)
- Effective Cherry Creek 100-Year Floodplain
- Effective Cherry Creek Floodway
- Bridge
- Culvert
- Insurable Structure within 100-Year Floodplain

Limit of Detailed Study (2D)
*See modeling note below legend.

1 - 96" RCP
500-Year Contained in Pipe

Limit of Detailed Study (1D)

1 - 42" CMP
100-Year Capacity = 90 cfs

South Arapahoe Tributary

2 - 66" CMP
100-Year Contained in Pipe

Limit of Detailed Study (1D)

1 - 60" CMP
100-Year Capacity = 189 cfs

City of Aurora
Town of Foxfield

City of Centennial

Unincorporated ARAPCO

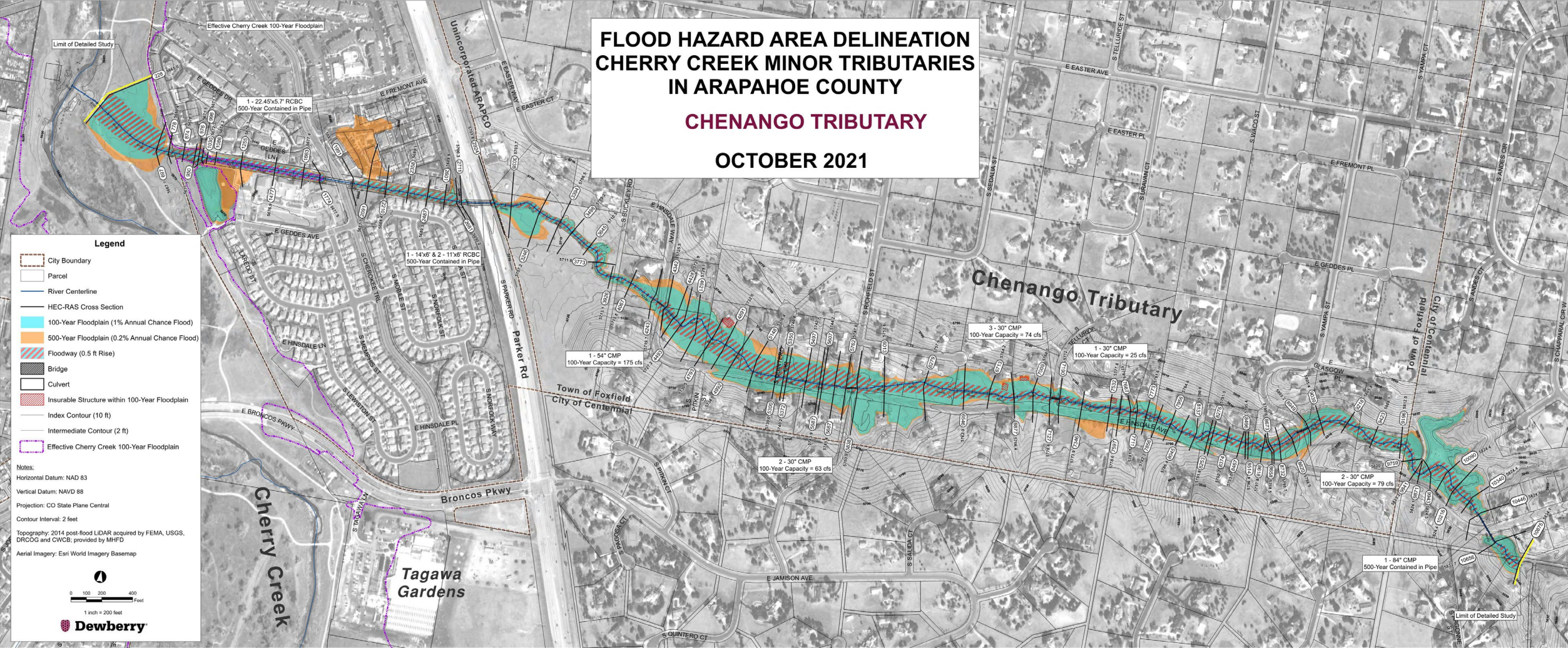
E EUCLID AVENUE

ACCESS ROAD

S PITKIN STREET

- 4834
- 4936
- 5033
- 5159
- 5282
- 5439
- 5699
- 5730.8
- 6039
- 6403
- 6562
- 6845
- 6966
- 7097
- 7214
- 7331
- 7424
- 7500
- 4541
- 4606
- 4654
- 4740
- 5088
- 5223
- 5330
- 5568
- 5818
- 6123
- 6199
- 6522
- 6708
- 6969
- 7166
- 7221
- 7424
- 7500

Appendix D



*When these Flood Hazard Areas are finalized, they will be added to the map of culverts for the Town of Foxfield.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: January 4, 2024

RE: Resolution 2024-01 Designating Public Places for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law

DISCUSSION:

Attached for Board consideration is Resolution 2024-01 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 2024-01 Designating Public Places for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law".

ATTACHMENT:

Exhibit A: Resolution 2024-01

**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 4th day of January 2024.

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: Karen Proctor, Town Administrator

DATE: January 4, 2024

RE: Resolution 02; Series 2024 – Adopting a Property Tax Mill Levy

DISCUSSION:

The attached resolution is the certification of the Town of Foxfield’s mill levy of 4.982 mills to Arapahoe County.

RECOMMENDED MOTION:

“I move to approve Resolution 02, Series 2024, authorizing the property tax levy for fiscal year 2024”.

ATTACHMENTS:

Resolution 02, Series 2024- A Resolution of the Board of Trustees of the Town of Foxfield
“Authorizing the Property Tax Levy for Fiscal Year 2024”.