



**TOWN BOARD AGENDA
REGULAR MEETING**

(All items listed for discussion and possible action)

Virtual Meeting

**Thursday, June 02, 2022
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 – May 19, 2022
5. For Discussion
 - a. Master Plan and Municipal Code Rewrite Update
 - b. ARP Funds
 - c. Stop Signs on S. Norfolk Street
6. Reports
 - a. Correspondence
 - b. Mayor
 - c. Members of Town Board
 - d. Staff
7. Future Agenda Items
8. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

May 19, 2022

Call to Order/Roll Call

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

The following Trustees were present: Tim Schultz, Debby Farreau, Josie Cockrell, Pam Thompson, Joe Herold, Dave Goddard and Mayor Jones. A quorum was present.

Consent Agenda

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

- a. Approval of Minutes – May 5, 2022
- b. Financial Reports – April 2022

The motion passed by unanimous roll call vote.

For Possible Action

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

Mayor Jones moved to approve the appointment of Kathleen Schmitz as Town Clerk/Treasurer contingent upon successfully passing a background and reference check and appointing Randi Gallivan as the Deputy Town Clerk/Treasurer. Following a second by Trustee Cockrell, the motion passed by unanimous voice vote.

Resolution 2022-03 Approving the Intergovernmental Agreement-Opioid Abatement, Establishing the Arapahoe County Regional Council for the Administration of Regional Abatement Funds

The Board of Trustees passed Resolution 2021-09 Approving the Memorandum of Understanding and Other Documents Related to the Colorado Opioids Settlement in November 2021. Upon receipt of the document from the County, Mayor Jones moved to approve Resolution 2022-03 Approving the Intergovernmental Agreement-Opioid Abatement, Establishing the Arapahoe County Regional Council for the Administration of Regional Abatement Funds. Following a second by Trustee Thompson, the motion passed by unanimous voice vote.

For Discussion

Long Range Financial Forecast

Town Administrator Proctor introduced the Long-Range Financial Forecast to the new trustees. The Town is on track to meet or exceed this year's budget.

Warranty Road Work Update

SEH has identified several areas that will need to be repaired under warranty. Administrator Proctor is attempting to get more details, such as a map of locations, from SEH. There was some concern about the Traffic Control last year and that will also be addressed with SEH.

Reports

Mayor

Mayor Jones reported on a resident's concern about homeless people moving nearer Foxfield. Acting Town Clerk Gallivan will reach out to the Sheriff's Department about the camp in the west tunnel. The question of panhandling was raised and the Mayor reminded the Board that Town Attorney Hoffmann said only narrow prohibitions can be implanted and enforcement is very difficult. He recommended not passing an ordinance that could not be enforced.

Members of the Town Board

Trustee Cockrell attended the DRCOG meeting where they discussed a multi-modal hub in Lone Tree and micro mobility.

Trustee Thompson reported that a resident has requested stop signs at Davies and Norfolk in an effort to slow speeding cars in the area. This will be put on the next agenda to allow residents to comment on the proposal.

Trustee Farreau reported the cameras should be installed at the gates in early June. She also noted the Town will need a new maintenance contract for the gates.

Trustee Herold asked about updating the directory and putting it online. He will work with Trustee Thompson and the Town Clerk to facilitate this.

Adjournment

Mayor Jones adjourned the meeting at 7:41 p.m.

Randi Gallivan, Deputy Town Clerk

Lisa Jones, Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: June 2, 2022

RE: Master Plan & Municipal Code Rewrite Update

DISCUSSION:

The Town of Foxfield's Master Plan was last updated in 2008 and the municipal code has not had a full review since 2012. The Board has an extensive list of sections in the code to review and revise. It is recommended that the Master Plan be updated at least every five (5) years and be done in conjunction with an update to the Municipal Code.

Staff found an opportunity for the Town to apply for an Administrative Planning Grant through the Colorado Department of Local Affairs (DOLA) for this project. The Town is eligible to receive up to \$25,000 from DOLA, with a match from the Town of \$25,000.

DOLA advised that the way pricing is fluctuating it would be a good idea to do the RFP first then apply for the grant. This would allow the Town to know what it will cost and decide if we still want to move forward. Administrative grants are typically approved quickly, usually within 4-6 weeks. Therefore, they recommend in our RFP we give 60 days to accept or reject the proposal.

Staff reached out to SafeBuilt as the planning departments of most municipalities typically handle this process. SafeBuilt indicated they recently were closely involved in the Town of Elizabeth's RFP process for their Comprehensive Plan. They provided administrative support in the context of RFP drafting and review, RFP scoring and consultant selection by the Town's steering committee, and DOLA contract administration for reimbursement of funds. SafeBuilt is willing to provide input to any RFP the Town creates or could draft one on behalf of the Town for a Comp Plan and/or code rewrite.

The Town is not required to do an RFP for professional services. Therefore, another option for the Board to consider, which may result in some cost savings, would be to work directly with our current Town Attorney's office for the code rewrite. They have an attorney on staff whose specialty is land use, and whose previous job was helping to rewrite municipal codes. Attorney

Corey Hoffman also informed me that the University of Colorado Denver has a program to help with Master Plans at low to no cost. Attorney Hoffman has worked with them recently on a Master Plan update for Deer Trail and stated they did an amazing job.

How would the Board like to proceed?



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: June 2, 2022

RE: American Rescue Plan (ARP) Funds

DISCUSSION:

On May 10, 2021, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan (ARP) Act of 2021. These funds provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments to help with their response to the COVID-19 emergency and its economic impacts.

The Treasury released a final rule on the use of the ARP funds on January 6, 2022. The most significant change in the Final Rule was regarding using the funds based on revenue loss. The Final Rule allows recipients to use a standard allowance of up to \$10 million in aggregate, not to exceed their award amount, during the program to fund **any "government services"**.

The Town of Foxfield was allocated a total of \$196,555.51 of American Rescue Plan funds. These allocations will occur in two tranches of \$98,277.75 each. The Town received the first allocation on June 28, 2021, and the second tranche is expected to be received by June 28, 2022. \$18,640.30 of these funds has been spent for the water infrastructure, remote meeting equipment and the guardrails at Fremont. In February, the Board approved a maximum of \$40,000 (\$10,000 per application) of these funds to provide grants to Foxfield small businesses. In April, staff sent the parameters and application to all the Foxfield Village Center businesses. In addition, the information was posted on the Town website and sent to all the residents in a Town email. Staff received two applications for a total of \$20,000.

Based on this information following is a breakdown of the receipt and expenditures of the ARP funds:

1st Allocation of Funds 6/21	\$ 98,277.75	
Less Current Expenses:	\$ (12,322.75)	Water Line
	\$ (929.97)	Meeting Owl
	\$ (5,387.58)	Guardrails at Fremont
	\$ (20,000.00)	Small Business Grants
	\$ 59,637.45	Remaining funds from 1st allocation
2nd Allocation of Funds 6/22	\$ 98,277.75	
	\$ 157,915.20	Total funds available after 2nd allocation is received

\$25,387.58 of these expenditures occurred this year (2022). The approved 2022 budget included budgeted expenditures in the ARP fund of \$50,000. Therefore, \$24,612.42 remains for possible use in 2022, or the Board may choose to do a Supplemental Appropriation to increase this amount.

The Board has indicated a desire to allocate these funds to specific expenditures. While the Board can certainly do that, keep in mind that accounting rules indicate that the Town simply cannot spend more than the TOTAL overall approved budgeted expenditures for the year. In addition, it is likely that possible expenditures will come up in the next several months that these funds can be used for. Another recommendation from staff would be to allocate these funds to the Conservation Trust Fund maintenance expense (approximately \$13,000 annually) as the fund balance is quickly being depleted and is forecast to run out by 2027. The total ARP funds must be expended by December 31, 2026.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Pam Thompson, Trustee
Karen Proctor, Town Administrator

DATE: June 2, 2022

RE: Stop Signs

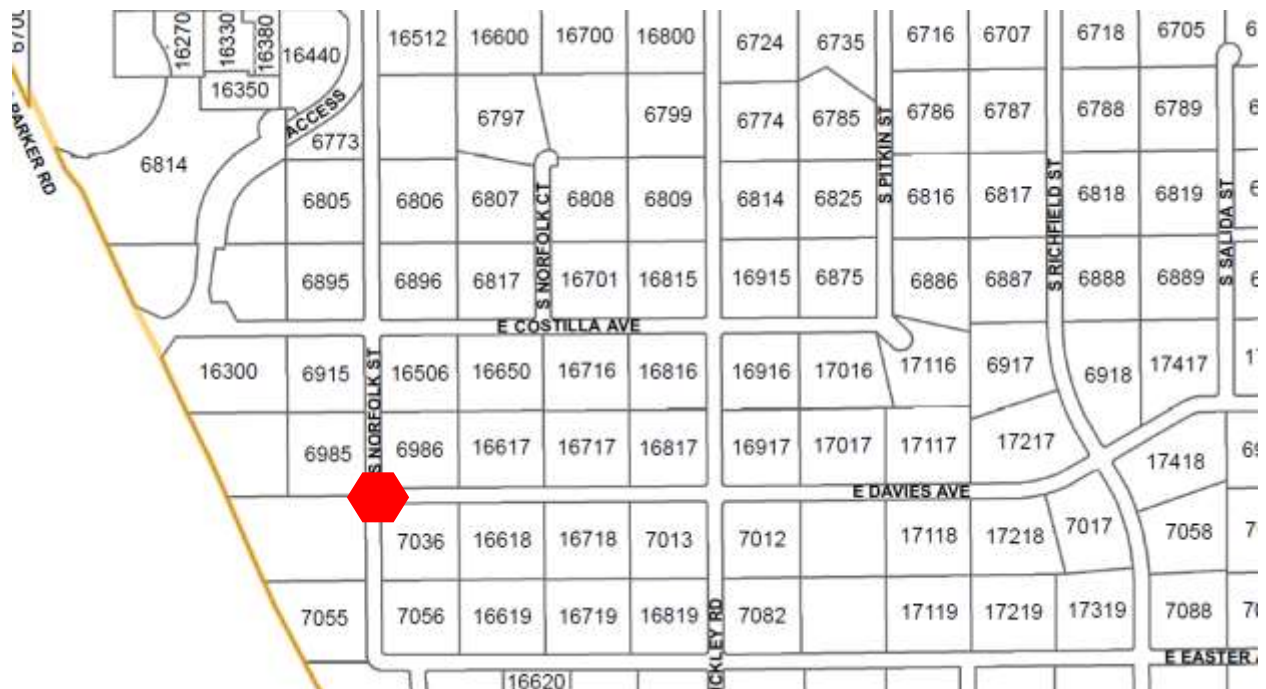
DISCUSSION:

S Norfolk Stop Sign Analysis

Resident requested two (2) stop signs:

One (1) Northbound on S Norfolk Street at the Davies Ave intersection

One (1) Southbound on S Norfolk Street at the Davies Ave intersection



This Ward 1 area is unique in the Town of Foxfield as the Jehovah's Witness Kingdom Hall members must travel within the town limits to reach their destination.

The Kingdom Hall currently has three congregations meeting at this location. Meetings are scheduled for Tuesday, Wednesday and Thursday at 7 PM, Saturday at 10:30 AM, and Sunday at 10 AM and 1 PM. During the three weekday evening meetings, traffic may be reduced due to gate function on entry but overall, 9 of the 12 weekly "to and from" travels to the Kingdom Hall are consistent in volume and speed.

Four of the eight Foxfield Norfolk Street residents residing between Easter Ave and Costilla Ave have displayed signage to encourage safe driving practices. There are other houses with children in the area also.

Data Collection - S Norfolk Street

		# Days	Cars/day	85% Speed	<----- vehicles sorted by speed group ----->					Max.
					=<25	=<30	=<35	=<40	cars >40	mph
Norfolk St SB, 7055 (near Easter)(JW)										
	YEARLY AVERAGE	2015		174	26	85%	97%	100.0%	100.0%	0 38
		2016		133	26	84%	97%	99.3%	100.0%	0 38
	2017, 2018, 2019, 2020, 2021 NO DATA COLLECTED									

Comparison – S Norfolk Street vs S Buckley Road / Hinsdale Ave / Easter Ave

Discussion began November of 2016 regarding these additional stop signs. Installation began in November / December 2017 by action of the Board of Trustees to reduce speeds on Easter Ave and Hinsdale Ave. January 2018 the Board requested and approved installation of stop signs at the intersection of S Buckley Road and E Davies Ave.



Traffic Radar is not collected near the stop signs Buckley and Davies to determine success. (625 feet stop to stop)

[illegible]

Note: Traffic Radar sign is located at the base of the downward slope of S Buckley Road – speeds may be a result of such.

Data collected from Foxfield's traffic radar system showed that the installation of stop signs on E Easter Ave did reduce speeding. (981 feet and 500 feet stop to stop)

		# Days	Cars/day	85% Speed		Max.
<u>Easter WB, 7091 (near Sedalia St)</u>					cars >40	mph
	YEARLY AVERAGE	2014	471	27	4	43
		2015	379	29	5	43
		2016	330	28	8	42
		2017	598	29	7	43
		2018	503	28	4	42
		2019	11	445	28	13
	2020, 2021 NO DATA COLLECTED					
	1/20/22 - 2/5/22**	15	358	26	1	41
	2/7/22 - 3/1/22 **	22	355	28	3	42

			Cars/day	85% Speed		Max.
Easter EB 7130 (near Quintero St)					cars >40	mph
	YEARLY AVERAGE	2014	411	28	2	42
		2015	360	28	5	42
		2016	567	27	6	42
		2017	430	29	19	46
		2018	419	30	10	45
2019, 2020, 2021 NO DATA COLLECTED						

Unfortunately, the stop signs installed at Hinsdale were not effective. (1,291 and 1600 feet to stop)

		# Days	Cars/day	85% Speed		Max.
Hinsdale WB 17544 (near Richfield)			aka 17644		cars >40	mph
YEARLY AVERAGE	2014		240	31	8	43
	2015		311	32	15	46
	2016		215	32	17	44
	2017		263	33	16	45
	2018		241	33	18	46
	2019	12.5	300	32	26	45
	2020	13.5	263.5	30	22	45
	2021	20.5	236.5	29	18	45
	1/1/20 - 1/17/20	16	262	29	16	45
	1/22/20 - 2/9/20	8	200	29	5	44
	2/10/20 - 2/21/20	4	258	32	9	44
	6/1/20 - 6/27/20	25	264	32	55	46
	6/28/20 - 7/18/20	18	276	32	44	46
	7/21/20 - 8/1/20	10	321	28	3	42
	YEARLY AVERAGE 2020	13.5	263.5	30	22	45
	6/16/21 - 7/4/21**	18	279	28	11	44
	10/16/21 - 11/7/21**	23	194	30	25	46
	YEARLY AVERAGE 2021	20.5	236.5	29	18	45
		# Days	Cars/day	85% Speed		Max.
Hinsdale EB, 18058 (west of Yampa St)			aka 18150		cars >40	mph
YEARLY AVERAGE	2014		253	29	6	44
	2015		311	29	9	44
	2016		229	30	7	43
	2017		256	30	8	44
	2018		274	29	9	44
	2019	12	266	29	12	45
	4/19/20 - 5/9/20	19	193	28	18	45
	5/10/20 - 5/30/20	20	236	28	10	45
	YEARLY AVERAGE 2020	19.5	214.5	28	14	45
	12/24/20 - 1/3/21	10	148	29	6	43
	1/13/21 - 1/30/21**	17	200	29	14	45
	11/11/21 - 11/27/21**	19	203	29	14	45
	11/29/21 - 12/23/21**	24	187	30	19	45
	YEARLY AVERAGE 2021	17.5	184.5	29.25	13.25	44.5

TOWN OF FOXFIELD

