



## MINUTES

### BOARD OF TRUSTEES MEETING

August 5, 2021

#### **Call to Order/Roll Call**

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

The following Trustees were present: Amy Snell-Johnson, Debby Farreau, Josie Cockrell, Scott Freas, Pam Thompson, and Mayor Pro Tem Finch. A quorum was present.

#### **Audience Participation**

Tom Meigel, 17917 E. Davies Avenue, voiced his concerns about permits for the gates construction and the lack of a traffic plan for the road resurfacing.

#### **Consent Agenda**

Trustee Cockrell moved, seconded by Trustee Thompson, to approve the following item on the Consent Agenda:

- a. Approval of Minutes – July 15, 2021

The motion passed by unanimous roll call vote.

#### **For Possible Action**

##### **Remote Meeting Participation**

Town Administrator Proctor presented two options for hybrid meetings. The Board decided the Owl Pro camera/microphone system would be better than every Board member bringing a laptop to the meetings and logging into Zoom. Trustee Cockrell moved to approve an expenditure of up to \$3,000 for the Meeting Owl Pro, a new laptop and a Zoom subscription. Following a second by Trustee Snell-Johnson, the motion passed by unanimous roll call vote.

Trustee Thompson brought up the idea of adding mass communications software such as HubSpot to communicate with residents more easily and effectively. Town Clerk Gallivan will reach out to other municipalities for additional suggestions as well.

#### **For Discussion**

##### **Group Homes**

Town Administrator Proctor presented the current code section regarding group homes. Town Attorney Hoffman added that the Town cannot prohibit group homes but can regulate the impact they would have on the neighbors to make sure they look and operate like all residential homes. He suggested that the Town could modify its Group Home regulations to apply the special review use to all group homes, and not just group homes in excess of eight persons. Following some discussion, the Board decided that no change was needed at this time.

### **Master Plan and Municipal Code Update Grant Opportunity**

Town Administrator Proctor stated that the Master Plan was last updated in 2008 and the municipal code has not had a full review since it was adopted in 2012. The Board has an extensive list of sections in the code to review and revise. She stated that the Master Plan should be updated at least every five (5) years and should be done in conjunction with an update to the Municipal Code. Town Administrator Proctor indicated that she has found an opportunity for the Town to apply for an Administrative Planning Grant through the Colorado Department of Local Affairs (DOLA). The Town is eligible to receive up to \$25,000 from DOLA, with a match from the Town of \$25,000. The total project cost is estimated to be approximately \$50,000. The Board would like to see the long-range financial forecast with these funds included before giving final approval to pursue the grant.

### **Draft Amendment to Chapter 7 of the Foxfield Municipal Code Concerning Animals**

Town Administrator Proctor indicated that the Town of Foxfield has a contract with Arapahoe County for Animal Control Services and our Municipal Code section 7-2-10 is for the most part a duplicate of their code regarding animals. Arapahoe County recently updated this section of their code, therefore the Town of Foxfield also must update our code to reflect their changes. The Board will vote on the changes by Ordinance at the next meeting.

### **Reports**

#### **Members of the Town Board**

Trustee Freas reported that he had been contacted about a panhandler in the Town. Attorney Hoffmann stated that other communities have addressed the issue by prohibiting sitting or lying in the right of way. If the panhandler is on private property, the owner can ask them to leave and if they do not leave it would be considered trespassing enforceable by Arapahoe County Sheriff. Someone's belongings cannot be removed, but litter can be. A conversation with the Arapahoe County Sheriff's department was suggested to discuss enforcement. Clerk Gallivan will arrange a meeting with the Sheriff and speak with Terracare about the cleanup of the trash. Trustee Freas asked if the bridle path is being mowed. Town Clerk Gallivan will check with Terracare.

Trustee Farreau asked if the Town has a policy for data security and if we have cyber security insurance. Clerk Gallivan will follow up. She has received a request for an all Q&A meeting where residents can speak on issues. Trustee Farreau would like to add a section in the meeting agendas for residents' comments after the Board discusses items that will be voted on. She asked everyone to remind people about the food drive that will be ending next week.

Trustee Cockrell gave an update on her work with DRCOG for the use of traffic equipment. She has received comments requesting increased social media usage by the Town. She suggested a texting option for urgent notifications. She explained how the agency page works on Nextdoor.

Trustee Thompson shared her disappointment with meeting and event last minute schedule changes. She requested follow up with a resident regarding a variance request for a driveway. She would like to have a discussion on clean up of the Open Space and a Neighborhood Watch program. Trustee Finch may have a contact that would be willing to paint a mural in the tunnel at no cost. Trustee Thompson encouraged people to go to the Town website to report issues with airport noise.

Mayor Pro Tem Finch reported that there were dogs running loose attacking other dogs and killing chickens. She also stated she had been contacted about a resident that is breeding and selling dogs.

#### **Town Staff**

Town Administrator Proctor asked if the Board would agree to cancel tonight's study session based on the discussion to pursue a grant for assistance to update the Town Code. The Board agreed.

Town Administrator Proctor provided responses to Tom Meigel's concerns regarding the gate permits and the traffic control plan for the road resurfacing. She gave an update on the gates. DGO needs to repair a loop and sensor which is expected to take place next week. Then testing will be done by the police, fire and school buses. Following that the RFID tags will be mailed to residents. A list of gate tasks is on the Town website.

Town Clerk Gallivan stated she has the gate tags ready to mail once the testing has been successfully completed. Clean-Up Day is Saturday; wood chipping and scrap metal collection will be available.

**Future Agenda Items**

Update to meeting agendas to allow additional public comment

Social Media

Neighborhood Watch program

Animal Control Ordinance

Financial plan update to reflect grant matching funds

Open Space clean up

**Adjournment**

Mayor Pro Tem Finch adjourned the meeting at 8:29 p.m.

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Randi Gallivan, Town Clerk

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Lisa Jones, Mayor