

## MINUTES

### FOXFIELD BOARD OF TRUSTEES REGULAR MEETING

June 17, 2010

#### Call to Order/Roll Call

The meeting was called to order at 6:42 p.m. at Parker Fire Protection District Station No. 2, Foxfield, CO, 80016.

The following Trustees were present:

Susan Current, Bob Easton, Lisa Jones, Mayor Pro Tem Watson, and Mayor Headley.

The following Staff was present:

Town Attorney, Hilary Graham

Town Administrator, Cheryl Kuechenmeister

A quorum was present.

#### Public Comment - none

#### **2009 AUDIT REPORT** – John Cutler, Cutler and Associates

Mr. Cutler reported to the Board that he gave the Town an unqualified clean opinion. He stated the Town is doing well financially, with an increase in revenues in 2009. Mr. Cutler informed the Board he would be sending a Management letter suggesting the Town create a capital asset policy. Town Administrator, Cheryl Kuechenmeister, reported that she had reviewed the draft of the audit and made a few clerical revisions. Mr. Cutler stated that once he received the Management, Discussion and Analysis report he would attach it to the audit and Management letter and send the completed report to the Town.

#### **PUBLIC HEARING – Amending the Rural Residential Property Standards for a Weed Management Plan by Including an Ordinance to Comply with the State of Colorado’s Requirement for a Weed Management Plan**

- Mayor Headley opened the public hearing and made a **motion** to continue the public hearing to August 5, 2010. The motion was **seconded** by Trustee Easton. **The motion passed unanimously by voice vote.** Mayor Headley continued the public hearing to August 5, 2010 at 6:30 p.m.

#### Minutes of the 6-3-10 Meeting and Approval

- A **motion** was made by Trustee Current to approve the 6/3/10 minutes as amended. **Seconded** by Mayor Pro Tem Watson. **The motion passed unanimously by voice vote.**

#### Unfinished Business

- A. Animal Control Service Provider** – Town Attorney Hilary Graham discussed a revision made by Arapahoe County to section nine of the Intergovernmental Agreement.

- A **motion** was made by Trustee Current to approve the Intergovernmental Agreement with Arapahoe County for animal control services. **Seconded** by Trustee Easton. **The motion passed unanimously by voice vote.**

**B. Medical Marijuana** – Hilary Graham provided the Board with an ordinance that prohibits the sale of medical marijuana in the Town of Foxfield.

- A **motion** was made by Trustee Current to approve a bill for an ordinance to prohibiting the retail sale, distribution, cultivation and dispensing of medical marijuana. **Seconded** by Trustee Easton. **The motion passed unanimously by voice vote.**

**New Business** - none

**Reports**

**A. Committee**

- a. Trustee Current informed the Board the cost of the Clean Up Days event went over budget as the invoice for chipping was \$5,000, and the cost for the waste bins cost \$825. The Town received \$745 in donations. Trustee Current discussed the status of the July 4<sup>th</sup> event.
- b. Mayor Pro Tem Watson reported she has been tweaking the information on the new website.
- c. Trustee Easton had nothing new to report.
- d. Trustee Jones had nothing new to report

**B. Mayor’s Report** – Mayor Headley informed the Board that a property owner recently took down an accessory structure to comply with Town regulations. Per Code Enforcement officer Susie Ellis, the wrong structure was removed. Mayor Headley has asked that the property owner provide the square footage of the remaining accessory buildings and the Board would make their determination from that information. Mayor Headley attended the opening of the Cherry Creek trail. Mayor Headley discussed reports that he has been working on. Mayor Headley suggested establishing a calendar so he will know when Board members will be gone. At the ground breaking ceremony, Mayor Headley met with the supervisor of the Parker/Arapahoe road construction project, who stated he would provide the Town with a schedule of work to be completed. Mayor Headley spoke with Traffic Engineer, Elizabeth Stolfus, they will meet prior to the July 1<sup>st</sup> meeting to look at Fremont Avenue and key traffic areas. Mayor Headley spoke with a representative regarding placing new stop bars on the roads.

**C. Staff**

The Town Clerk read revisions to the accounts payable.

- i. The Accounts Payable was reported as follows:

R. Catterall – Salary 6-1-10 to 6-15-10 = \$1,265.34  
 Board Salary – 2<sup>nd</sup> Qtr Compensation = \$1,939.35  
 ACWWA – May Water Norf OS = \$68.20

Community Matters – Inv #32341 = \$150.00  
 Safebuilt – Inv #0010432-IN = \$111.40  
 Colorado Code – Codification Inv #FXF1001 = \$3,000.00  
 Qwest – Telephone 5/13 – 6/12/10 = \$64.63  
 Judge Sidel – June Fee = \$ 40.00  
 A.C. – May Animal Control = \$90.00  
 The Villager Legals – Lgl Pub Ntc #1552 = \$11.44  
 Hayes, Phillips, Hoffmann – May Legal Fees = \$2,324.44  
 Solve IT – Email Host Inv #8611 & 8698 = \$312.50  
 J & J Tree Care – Chipping = \$5,000.00  
 Earl McFarland Insurance – Treasurer Bond = \$100.00  
 Foxfire – Planner Inv #0610-2 = \$3,515.30  
 Total Accounts Payable - \$17,990.60  
 Total US Bank Deposits & Transfers = \$24,152.19  
 May COLOTRUST GF Deposits (property tax, etc.) = \$46,185.75  
 Apr COLOTRUST GOB Deposits (Property tax, etc.) = \$55,450.11  
 Reserved Funds for Road Bond Pay down & Repaving = \$271,927.00  
 Total Funds Available after invoices are paid = \$274,556.32

A **motion** was made by Mayor Headley to approve the Treasury Report as amended and pay the accounts payable of \$17,990.60. **Seconded** by Trustee Easton. **The motion passed unanimously by voice vote.**

- ii. Town Administrator, Cheryl Kuechenmeister reviewed the balance sheet and budget versus actual reports provided to the Board. She discussed the New Fund Balance books previously given to each Board member and asked the Board to consider what they feel is a comfortable amount to keep in the fund balance for a town the size of Foxfield.

**D. Town Attorney** – Hilary Graham discussed issues that need to be addressed at future meetings and suggested how to notice them.

Cheryl Kuechenmeister requested an additional five hours of billable time in June to work on the Management Discussion and Analysis report.

- A motion was made by Mayor Headley to approve five more hours of billable time for the Town Administrator for the month of June. Seconded by Trustee Easton. **The motion passed unanimously by voice vote.**

**Correspondence** – none

**Resolutions** - none

**Ordinances for Consideration**

*“A Bill For An Ordinance Prohibiting The Retail Sale, Distribution, Cultivation And Dispensing Of Medical Marijuana”*

- **Passed**

### Executive Session

- At 8:25 a **motion** was made by Mayor Pro Tem Watson pursuant to C.R.S. 24-6-402(4)(b) to hold a conference with the Town's attorney to discuss the statutory requirements for Town personnel. **Seconded** by Trustee Current. **The motion passed unanimously by voice vote.**
- At 9:44 a motion was made by Mayor Headley to adjourn the Executive Session. Seconded by Trustee Easton. **The motion passed unanimously by voice vote.**

### Adjournment

A motion to adjourn the Board Meeting was made by Trustee Jones at 9:45 p.m. Seconded by Trustee Current. **The motion passed unanimously by voice vote.**