

## MINUTES

### FOXFIELD BOARD OF TRUSTEES REGULAR MEETING

August 5, 2010

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

The meeting was called to order at 6:34 p.m. at South Metro Fire Protection District Station No. 42.

The following Trustees were present:

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

A quorum was present.

The following Staff was present:

Town Attorney, Hilary Graham  
Town Administrator, Cheryl Kuechenmeister

**Sheriff's Report** – Sergeant Gaela Oster gave the July Calls for Service report.

#### **Public Comment**

Jerry Zoellner, of 16915 E. Costilla Avenue, asked if there was a schedule the Town follows when mowing the right-of-ways. Mayor Headley stated it's based on need.

#### **Minutes of the 7-1-10 Meeting**

Mayor Pro Tem Watson moved to approve the 7/1/10 minutes as written, seconded by Trustee Jones. The motion passed unanimously by voice vote.

#### **Presentations**

Code Enforcement Officer, Susie Ellis, gave the Code Enforcement Activity report for June and July. Susie Ellis discussed a barking dog issue she addressed on South Quintero Circle.

Traffic Engineer, Elizabeth Stolfus, gave her report regarding the concerns of cut-through traffic in Foxfield. Ms. Stolfus emphasized the importance of data collection prior to the Parker Road construction beginning and after it is completed. She recommended that the Board partner with the City of Centennial on putting up electronic speed signs and erecting construction signs. Ms. Stolfus also suggested putting up "Local Traffic Only" signs and turn restriction signs at Fremont, as well as continued enforcement of the posted speed limits. The Board decided to obtain seventy-two hour traffic counts at Fremont and Parker, Richfield and Arapahoe, Waco and Arapahoe, Richfield and Hinsdale, and Buckley and Arapahoe Road. The Board also directed Mayor Headley to contact Craig Festler, Traffic Engineer for the City of Centennial to start the process of working together on addressing traffic concerns that impact both communities.

## **Unfinished Business**

### **Public Hearing – to consider the additional designation of noxious weeds of local concern, the management of which weeds shall be made part of the Town’s Noxious Weeds Management Plan.**

Cheryl Kuechenmeister informed the Board that Staff is not recommending the designation of noxious of local concern, but to continue to treat them as nuisance weeds in the Rural Residential Property Standards. Staff recommended that the public hearing be vacated. Mayor Headley opened the public hearing at 8:24 p.m. Trustee Jones moved to vacate the public hearing to consider the additional designation of noxious weeds of local concern, seconded by Trustee Current. The motion passed unanimously by voice vote.

### **Public Hearing – Trustee Bill 4, Series 2010, an Ordinance Providing for the Management and Control of Noxious Weeds and Amending the Rural Residential Property Standards.**

Mayor Headley opened the public hearing at 8:25 p.m. Trustee Jones stated this ordinance would adopt the State’s noxious weed plan into the Rural Residential Property Standards. Mayor Headley opened the floor to comments from the public. Jerry Zoellner of 16915 E. Costilla asked if this ordinance applied to weeds in the right-of-ways. Trustee Jones stated it did apply and that it is the property owner’s responsibility to maintain the right-of-ways unless it is too dangerous to do so. Tom Morrioni of 7130 S. Quintero Street asked if the list of weeds is long. Trustee Jones stated there are nineteen weeds on the list that are found in Town. Mr. Morrioni asked if noxious weeds were mowed how would the Town know if they were present. Mayor Headley responded that it is up to the property owner to control noxious and nuisance weeds prior to them going to seed. Mayor Headley closed the floor to public comment. Trustee Jones moved to close the public hearing, seconded by Trustee Current. The motion passed unanimously by voice vote. Mayor Headley opened the floor to comments from the Board. Town Attorney, Hilary Graham, asked that the Section E., 3) a) of the ordinance be revised to read “the presence of” instead of “the establishment”.

Trustee Jones moved to approve Trustee Bill 4, Series 2010, an Ordinance Providing for the Management and Control of Noxious Weeds and Amending the Rural Residential Property Standards as Amended, seconded by Trustee Easton. The motion passed unanimously by voice vote.

## **New Business**

**Town Clerk/Treasurer** – Cheryl Kuechenmeister informed the Board that the positions of Town Clerk and Town Treasurer are statutory officers appointed by the Town Board and that state statutes require that the job duties and compensation for these positions be adopted by ordinance. She recommended the Board consider

and adopt the ordinances as presented or amended, as well as the job description, and then appoint Ms. Catterall to the positions of Town Clerk and Town Clerk.

Mayor Pro Tem Watson moved to adopt Trustee Bill 6, Series 2010, A Bill for an Ordinance Providing for the Appointment, Duties, Compensation and Removal From Office of the Town Clerk, seconded by Trustee Easton. The motion passed unanimously by voice vote.

Mayor Pro Tem Watson moved to adopt Trustee Bill 7, Series 2010, A Bill for an Ordinance Providing for the Appointment, Duties, Compensation and Removal From Office of the Town Treasurer, seconded by Trustee Jones. The motion passed unanimously by voice vote.

Mayor Headley moved to approve the Town Clerk/Treasurer job description as written, seconded by Trustee Jones. The motion passed unanimously by voice vote.

Mayor Pro Tem Watson moved to appoint Becky Catterall as Town Clerk and Town Treasurer, seconded by Trustee Current. The motion passed unanimously by voice vote.

Mayor Headley moved to approve the Employment Agreement between the Town of Foxfield and Rebecca Catterall, seconded by Trustee Easton. The motion passed unanimously by voice vote.

**Town Attorney** - Cheryl Kuechenmeister informed the Board that the position of Town Attorney is a statutory officer appointed by the Town Board and that state statutes require that the job duties and compensation for this position be adopted by ordinance.

Mayor Pro Tem Watson moved to adopt Trustee Bill 8, Series 2010, A Bill for an Ordinance Providing for the Appointment, Duties, Compensation and Removal From Office of the Town Attorney, seconded by Trustee Current. The motion passed unanimously by voice vote.

Mayor Headley moved to appoint Corey Hoffmann at Town Attorney, seconded by Trustee Current. The motion passed unanimously by voice vote.

**Town Hours of Operation** – Ms. Kuechenmeister proposed that the Board consider and approve the Town office location at 18896 E. Powers Drive, Aurora, CO will be open from 8:30 am until 12:00 noon Monday through Friday, except the office will be closed for the holidays of New Year's Eve, New Year's Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Friday following Thanksgiving Day, Christmas Eve and Christmas Day. The clerk will be available by appointment from 1:00 pm until 4:30 pm Monday through Friday, except for the holidays identified above. The Board approved the Town hours of operation as detailed in Ms. Kuechenmeister's memo.

**Amending the Accounts Payable Procedure** – Ms. Kuechenmeister informed the Board she would like to amend the accounts payable procedure to allow the Mayor or Town Administrator to approve invoices so the Town can pay its bill in a timely and efficient manner and to avoid the imposition of late fees or penalties by its vendors. The Mayor or Administrator may refer any invoice to the Board and the Board shall have final authority over all referred invoices. The Town Treasurer shall present the Treasurer’s report which includes a list of expenditures to the Board on a monthly basis.

Mayor Pro Tem Watson moved to amend the Accounts Payable policy as recommended by the Town Administrator, seconded by Trustee Easton. The motion passed unanimously by voice vote

### **Reports**

**Mayor’s Report** – Mayor Headley gave an update on the construction of the Ring Road.

Mayor Headley discussed the grading phases on the Worsham property.

### **Committee**

Trustee Jones had nothing new to report.

Mayor Pro Tem Watson stated she has been maintaining the website.

Trustee Current reported the July 4<sup>th</sup> event went well and came in under budget.

Trustee Easton stated he has not been able to attend the Centennial Roundtable on noise and asked for an alternate. Trustee Current agreed to act as the alternate.

Trustee Zoellner stated she had been approached by a manager from the Dusty Boot regarding getting new signage. Ms. Kuechenmeister suggested they should follow the permit process for signage. Mayor Pro Tem stated ServiceStar may have to initiate the process as it would require amending the Final Development Plan.

### **Staff**

Ms. Catterall discussed the Treasurer’s report and monthly financial reports for June, 2010. The motion passed unanimously by voice vote

Trustee Easton moved to accept all financial reports for June, 2010, seconded by Mayor Pro Tem Watson. The motion passed unanimously by voice vote.

Ms. Catterall discussed a two day webinar she attended on records retention.

Ms. Kuechenmeister gave her monthly report on projects she worked on in July and her goals for August.

### **Town Attorney**

Hilary Graham discussed a letter from Our Lady of Loreto regarding condition number 5 from the Final List of Condition of Approval FDP Amendment No. 5 – Parish Hall and School Phase I. She informed the Board the church has met the requirements of condition number 5 and recommended that the Board approve a resolution, stating the condition has been met, at the August 19<sup>th</sup> meeting. Ms. Graham asked the Board to direct her office to draft a resolution stating the condition is met. The Board directed her to do so.

### **Correspondence**

Trustee Jones discussed the history of title search issues associated with the Town's Special Improvement District Assessment. Ms. Kuechenmeister stated she is investigating alternatives to the collection of the assessment and will report back to the Board at a later date.

### **Adjournment**

Mayor Headley adjourned the Board Meeting at 9:39 p.m.