

CITY OF CHERRY HILLS VILLAGE

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Quincy Farm Committee Agenda
Regular Meeting
Tuesday, February 19th, 2019
8:15 a.m. - 10:00 a.m.
Joint Public Safety Community Room
2460 E Quincy Ave.

1. Call to Order
2. Roll Call of Members
3. Audience Participation Period (limit 5 minutes per speaker)
4. Consent Agenda
 - a. Approval of minutes – January 15th, 2019
5. Cherry Hills Land Preserve - Susan Maguire
6. Unfinished Business
 - a. Ongoing Projects
 - b. Grant for Master Plan Consultant
7. New Business
 - a. Election of Chair and Vice-Chair
8. Reports
 - a. Chair
 - b. Committee Members
 - c. Council Representative
 - d. City Staff
 - i. Quincy Farm Public Access – Feb. 5th City Council Meeting
9. Adjournment

Minutes of the Quincy Farm Committee
City of Cherry Hills Village, Colorado
Tuesday, January 15th, 2019
at the Joint Public Safety Facility Community Room

Chair Russell Stewart called the meeting to order at 8:15 a.m.

ROLL CALL

Present at the meeting were the following Quincy Farm Committee Members: Lucinda Greene, Melinda Haymons, Chair Russell Stewart, Joel Sydlow, and Klasina Vanderwerf.

Present at the meeting were the following staff members: Parks and Recreation Coordinator Emily Black and Parks Operations Supervisor Jeff Roberts. Councilor Mike Gallagher and Parks, Trails, and Recreation Commission Chair Rob Eber were also present.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Committee Member Vanderwerf motioned to approve the minutes from the October 30th, 2018 and November 27th, 2018 regular meetings, seconded by Committee Member Sydlow. The motion passed unanimously.

UNFINISHED BUSINESS

Ongoing Projects

Parks and Recreation Coordinator Black and Parks Operations Supervisor Roberts updated the group on Ongoing Projects. Tree trimming related to the Arapahoe County Open Spaces Grant will be completed in early 2019. The contract with Butterfly Pavilion for a beehive at the Farm has been signed and the beehive will be installed in March or April. Chair Stewart asked if a location had been determined and if Councilman Gallagher wanted to help choose a site. Councilor Gallagher replied he trusts Butterfly Pavilion to choose.

Ms. Black continued that the quotes for irrigation installation were higher than anticipated, so staff is working with Avocet (who designed the system) to evaluate possibilities to bring the cost down. One possibility is to use water from the pond along with a filtration system. Chair Stewart asked why staff wasn't going with the original plan to get a water tap from Denver Water; Mr. Roberts replied the cost for the tap was \$87,000. Committee Member Greene asked if there would be a consistent water supply from the well. Mr. Roberts replied there are never guarantees with a well, but there had been no problems the previous summer. He also noted that besides the \$87,000, there would be a monthly water cost of approximately \$1,000-1,200. Ms. Greene stated \$87,800 amortized over the next fifty years would not be significant, and she would hate for the property to not have access to irrigation water because the tap fee seems expensive now. Mr. Roberts stated he was still getting costs and would prefer to use reclaimed water to fit with the property. He explained details about the pump and filtration system and estimated costs, and noted it would be great if we could install a tap also, and have the option to use

both. There was discussion about waiting until the negotiation with Denver Water over the High Line Canal water rights, but staff explained the project is grant-funded (and the current irrigation system is struggling) and cannot be postponed that long. Ms. Greene asked if there was documentation on the well, aquifer, etc. There was some discussion of past completed work, and Ms. Black stated the documentation was in the Water Rights folder she had shared with the Committee previously. Chair Stewart stated Kent Denver has water rights that they have asked to store in the pond, so there is potential for cooperation, but he knows that Denver Water is interested in negotiating the High Line Canal Rights. Ms. Greene reiterated the tap cost seems high now, but in 25 years could be much higher. Mr. Roberts reiterated he was still working on gathering costs for multiple options.

Ms. Black stated that the public access recommendation was scheduled for the February 5th City Council meeting, and staff would then send the final proposal to Colorado Open Lands. She continued that the dam investigation was underway and hopefully the city would soon have more information about the dam. She noted there had been a leak in the basement of the Hopkins House that the city's Facilities Maintenance Worker, Thomas Gsell, fixed, and that he had also installed a key code lock on the kitchen door for ease of holding events at the house.

Chair Stewart noted in the past one of the maintenance items had been repainting the Main House. Ms. Black explained many painters came out to the Farm but said the siding was in too poor shape to repaint, so the house should instead be resided. Chair Stewart asked that be included in the priorities list, and noted the tenants could come to the Committee to ask if they needed maintenance on their homes. Ms. Black explained they communicate directly with Tom, who also checks the buildings on a weekly basis.

Master Plan – Feedback from PTRC and plan for public input

Ms. Black recalled that the Parks, Trails, and Recreation Commission reviewed the Quincy Farm Master Plan at their regular meeting on Thursday, December 13th. She explained that generally, PTRC believed Quincy Farm Committee was on the right track with the plan and its phasing. She walked through possible next steps contained in the staff memo for both the Master Plan and public input, noting that at the last meeting, the Committee had expressed a preference for keeping the two as separate processes. Ms. Black asked for feedback on the next steps for public input.

Ms. Vanderwerf stated she thought having a survey and Open House sounds fine, and asked if that was a lot of work for staff. Ms. Black stated the survey was minimal, the meeting was slightly more, but she would not have suggested it if she did not think it was reasonable.

Ms. Greene asked the content of the survey. Ms. Black stated that was up to the committee, but the idea would be to narrow down programming: whether interest was more for programming for children versus arts, agriculture versus art, etc. Ms. Vanderwerf asked if we could collect demographic information on respondents (ages, whether there are children in the home, etc.). Ms. Black responded yes. Ms. Haymons asked how people would find the survey. Ms. Black stated it could be promoted on the website, Facebook, NextDoor, the Village Crier, and city emails.

Ms. Greene asked if the response would be a large enough sample. Ms. Black stated if it is published in the Crier, there is usually a good response. She continued that if the Committee did not think a survey was worthwhile at this time, that is valid also, it was just a suggestion for another way to engage the public.

Chair Stewart stated consultants are very good at getting public input and it would be very helpful to have a consultant. He stated if it is an OSTAB consultant from Arapahoe County the advantage is that they can suggest changes to the master plan that will help when we go to the county for fundraising. He stated there was no downside for applying for a Planning Grant and that it is “free money”. He noted it would delay the Master Plan until the end of the year but there was no downside to applying.

Ms. Vanderwerf stated one of the advantages of public input that is thoughtfully solicited is that you can educate the public in the process. She asked if the grants were all-consuming to write.

Chair Stewart stated no and that it was totally online.

Ms. Black stated the problem was that another item on the agenda was an application to the State Historical Fund grant, and that the city is also applying for a grant for John Meade Park. She stated that she would have to look at the Planning Grant application to see how complicated it was before making a promise that the city could apply.

Chair Stewart stated Committee members could help with the grant. Ms. Greene asked if the purpose of the grant would be to ask for help educating the community about the property, and getting input about the type of programming they’d like to see. Chair Stewart stated they wouldn’t decide programming, but get a universe of possible uses for the property. Ms. Black asked if the grant would be for a consultant to finish the Master Plan and hold a public input process, or to gather public input to incorporate it into the Master Plan. Chair Stewart said the second, and that he thought the Master Plan was close enough to be the first working draft. He asked PTRC Chair Eber for his thoughts.

Chair Eber stated PTRC had talked about a consultant for Quincy Farm at their meetings. He continued for example that the Committee has suggested that the garage should become a Nature Center, but gathering public input would help inform if it would get the right amount of use.

Chair Stewart stated that that was the advantage of getting a consultant who has experience, and that if the community has a strong desire for a particular thing, that would be important for Council. He continued that the Master Plan itself doesn’t call out how each building would be used, only potential uses.

Chair Eber stated there was a lot of discussion at PTRC about calling out more of the vision of what uses are desired versus just possibilities, and public opinion would help inform what the space should be (e.g. in the case of the Nature Center). He stated he saw a lot of language listing opportunities, but not a plan. He continued that there was a sense that the QFC did not want to use a consultant in the past, and it is a balance of cost.

Ms. Vanderwerf stated she thought bringing the public in at this time would help focus on specifics, but she thinks the Master Plan is still fine being broader. She stated public input could be added to a separate section, since the public opinion could change. She finished that the Master Plan does say “these are the opportunities”, but public input may currently direct us a certain way.

Chair Stewart stated he agreed and that a consultant would help with that. He stated if that was the consensus, he could report to Council tonight.

Ms. Black asked if the group would like to go through other major input from PTRC. Ms. Greene stated yes. Ms. Black reviewed PTRC's recommendations included in the packet, including making the importance of the Farm pond clear in the plan, a suggestion for new organization of the plan, and including a review of the property's water rights.

The group discussed a new organization but was not interested in reorganizing the entire document. Ms. Black suggested an alternative to reorganization by using symbols in the plan showing the different goals that align with recommended steps.

Ms. Black noted a final suggestion was to move the list of partners to the appendix; Ms. Vanderwerf also suggested that since the partners are only potential partners.

The Committee discussed the kitchen. Committee Member Sydlow recommended keeping the kitchen simple based on other projects he has seen rather than creating a full commercial kitchen; the group agreed. Mr. Sydlow continued there may also be advantage to leaving the kitchen alone depending on the period of significance for the house. Chair Stewart asked if the Master Plan had decided on a period of significance. Ms. Black explained the HSAs would inform that decision. Chair Stewart stated that was a good reason to take a break with the Master Plan. Mr. Sydlow replied the period of significance does not necessarily have to be decided in the plan and agreed it tied back to the HSA. He returned the discussion to the reorganization of the plan and did not think the plan should be completely reorganized.

Chair Eber reiterated PTRC's comments about the intended use of the property not being clear in the Master Plan, using the example of whether weddings could be allowed. He noted the current use policy did not allow large groups, but that isn't clear in the Master Plan.

Ms. Vanderwerf stated there was an easy way to regulate that by saying the property is available for these types of gatherings on these four days in the summer, they would be signed for quickly, and it would be over. She continued that she thought the Committee could come up with these constraints on the property.

Ms. Greene asked Chair Eber if he would like the Committee to interpret the Conservation Easement in a manner that the Committee would like to see it or is it designed to reiterate the language of the Conservation Easement according to Cat's wishes and allow staff to interpret, because she worries about getting too specific where it lends itself to unequal interpretation. She questioned where the maximum number of people that Chair Eber referenced existed. Ms. Black explained that number comes from the Quincy Farm Use Regulations that are part of the event permit. She continued that that was a better place than the Master Plan to manage the specifics of what is and is not allowed, and it can develop and change. Ms. Greene stated she respects what Chair Eber says and she also doesn't want it to become wedding central, and that she would hope Council would pass policies limiting those things, but she didn't think it was the Committee's job. Ms. Haymons asked if the number could be capped for private events. Ms. Black explained it was currently capped at 40 attendees inside the Anderson House, and she explained events were still subject to staff approval and also City Manager approval in certain cases.

Ms. Greene asked about the Guiding Principles versus PTRC's proposed reorganization. Ms. Black explained she thought it was a difference between putting emphasis on the Guiding Principles and the plan's goals, and that the Plan could do a better job of connecting the programming plans to the goals. Chair Stewart stated he liked an emphasis on the easement and that they weren't goals, but limitations. He thought reorganizing it would be redundant, but the plan should emphasize wherever possible that these are the goals.

Ms. Haymons asked what would happen if someone asked if they could donate a large sum of money so that they could have their wedding at Quincy Farm. Ms. Black explained the city could not and would not bargain like that or have even the appearance of donations being transactional. She continued that all donations must be approved by City Council.

Ms. Greene noted Education missing as one of the conservation values goals. Ms. Black explained that it was not one of the major goals of the conservation values, but it is one of the Committee's major goals, and she could highlight it when she edited the plan to better highlight all of the goals. Ms. Greene noted education was one of the preservation goals, and that she supported using graphics to organize and reinforce what the text says.

NEW BUSINESS

Competitive Mini-Grant for Historic Structure Assessments

Ms. Black explained that she and Committee Member Sydlow had met to discuss State Historic Fund grants and concluded it would be advantageous to apply for a competitive mini-grant to do HSAs on all structures rather than a noncompetitive grant for a single HSA. She reminded the Committee that any grant received would come with property protections since the city already received a \$10,000 archaeology grant.

Chair Stewart asked if after 5 years the protections drop away; Ms. Black stated yes provided the city does not receive more grant funding. She showed the different tiers included in the Committee packet. Committee Member Sydlow explained that once the City gets into actual construction projects funded by SHF, there becomes a requirement for a perpetual easement on the Farm, but that wouldn't go against anything in the Conservation Easement. Chair Stewart expressed concern that that ties everything on the property down. Ms. Black explained it does not affect the non-contributing buildings, but it does bind all contributing buildings even if only one is being worked on through the grant. Chair Stewart expressed concern that that would be too much restriction that wouldn't be the case with other types of grants. Ms. Greene asked if it was likely that the City would be ready to work on other buildings in the next five years. Ms. Black noted for larger awards, there would be a 10-year protection, and she would check on whether it was including the previous grant amount.

Ms. Greene stated they had been considering private funding for some projects that would not come with restrictions and Chair Stewart agreed and added the group could apply for other grants. He asked what the City would receive from this grant. Ms. Black explained that Historic Structure Assessments go through the interior and exterior finishes of the house and identify time periods, can suggest a period of significance, and treatments for the house. Mr. Sydlow explained it gives all the deficiencies of the building and categorizes maintenance. Chair Stewart stated the City had completed engineering studies and asked if Mr. Sydlow had read them. Mr. Sydlow explained that he had, and that the grant would

bring in engineers who understand historic buildings and know what to look for. He explained issues with a recent milk and ice house he was working on. Chair Stewart asked if the HSA would be for all of the structures on the property. Ms. Black confirmed and explained this would identify major issues and help prioritize work.

Ms. Greene asked if this service was available without the grant. Ms. Black stated yes, the City could just hire a contractor. Mr. Sydlow explained once the project was in the State Historic Fund system, they want to follow through and help provide funding to complete the project; they do not want to leave projects half done, but rather see them through. He concluded perhaps the best next step was to find out what the costs would be to complete the work before deciding to complete the grant. Mr. Sydlow explained he thought it was important to look at all the structures together rather than individually. Chair Stewart asked if the next step was to get bids, and the Committee agreed.

REPORTS

Chair Stewart stated he was off the Committee and asked if the position was being advertised. Ms. Black confirmed. Ms. Greene asked the residency requirement; Ms. Black replied three years. She noted there was discussion at Council that committee members need to have lived in the City for three years but Council members are required to have lived here one year, and that is something being discussed. Chair Stewart asked if the application is on the website. Ms. Black confirmed and said it was also in the Crier.

Ms. Haymons stated St. Gabriel's Church had asked if they could use the Farm for their retreat. Ms. Black replied Ms. Haymons could share her email address with the church. Chair Stewart asked for a name; Ms. Haymons replied it was Father Chris Ditzinger. She noted it would probably be a very tame event. Chair Stewart asked when it would be held and she replied she thought March. Chair Stewart stated they were also welcome to use Buell Mansion and asked how many would attend. Ms. Haymons replied it would be very small. Chair Stewart stated they could also use Buell and he could sponsor them.

Chair Stewart said it was time to choose a new chair; Ms. Black explained it needed to be on the agenda and would be for the next meeting.

Huber Foundation

Ms. Black reported she did hear back from Natalie Anderson and Quincy Farm was not selected for the Huber Foundation grant. The grant reached \$30,000 and went to the nonprofit Sister Song. Ms. Anderson had asked for information to send to the rest of the family if they wished to donate; Ms. Black shared that information with her. Ms. Anderson also asked about the possibility of donating online, which Ms. Black will look into.

ADJOURNMENT

The meeting was adjourned at 9:42 a.m.

Russell Stewart, Chair

Emily Black, Parks and Recreation Coordinator

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ITEM: 6A

MEMORANDUM

TO: MEMBERS OF THE QUINCY FARM COMMITTEE
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: ONGOING PROJECT UPDATES
DATE: FEBRUARY 19, 2019

ISSUE

To update the Committee on all projects taking place at Quincy Farm.

DISCUSSION

The attached chart contains updates on all ongoing projects happening at Quincy Farm. It is updated each month to keep the Committee informed.

EXHIBITS

Exhibit A – Ongoing Projects at Quincy Farm (February 2019)

Quincy Farm Projects - Feb. 2019

Project	Status	Next Step	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Tree Trimming	Work almost complete as of 2/15	None												
Beehive	Contract signed	Butterfly Pavilion will bring beehive in the spring												
Sewer installation	Pre-construction meeting held, construction starting this week (2/11)	Continue construction; will notify Jeri when ready to be connected												
Irrigation (West side)	Staff evaluating/ costing different designs and water options	Will bring proposal to Council once finalized												
Assessment of Main House	Getting quotes for assessment of entire property	Decide whether to apply for a grant or use budgeted funds												
Public Access	Proposal sent to CO Open Lands	Install signs, stanchions, gate												
Pond (Dam Investigation)	Contractor's draft report delivered to city engineer for review	Staff review; staff can share report with Committee												

Miscellaneous Property Maintenance	Working on replacing electrical box for the well pump

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ITEM: 6B

MEMORANDUM

TO: MEMBERS OF THE QUINCY FARM COMMITTEE

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: HIRING A CONSULTANT TO FACILITATE THE FINALIZATION OF THE QUINCY FARM MASTER PLAN AND POTENTIAL TO APPLY FOR AN ARAPAHOE COUNTY OPEN SPACE PLANNING GRANT

DATE: FEBRUARY 19, 2019

ISSUE

Would the Quincy Farm Committee prefer to hire a consultant to facilitate the finalization, formatting and public outreach of the Quincy Farm Master Plan and if so, should the City apply for an Arapahoe County Open Space Planning Grant?

DISCUSSION

At the January 15, 2019 regular meeting of the Quincy Farm Committee, it was recommended that a consultant be hired to facilitate the finalization and public outreach related to the Quincy Farm Master Plan, but a formal motion was not made.

If the Committee wishes to hire a consultant to help complete the Master Plan and gather public input, then there are two options that City Council could proceed to fund the consultant:

1. Utilize existing budgeted Quincy Farm consulting funds, or
2. Apply for an Arapahoe County Open Space Planning Grant

1. Existing Quincy Farm funds

Currently there is \$50,000 budgeted for consulting expenses within the existing 2019 Quincy Farm budget. Staff believes that these funds would be sufficient to pay for a Master Plan consultant. The advantage of utilizing existing budgeted funds would be that it allows the consultant to be hired immediately after a procurement process and ensure that the work will be completed in 2019.

2. Arapahoe County Open Space (ACOS) Planning Grant

Should the City Council desire to seek an ACOS Planning Grant, if the grant is awarded to the City, it is likely the award would fully cover the cost of the consultant. However, it is noted that

it is estimated that the grant application will take approximately 40 hours of staff time to prepare and the application draft is due on March 25, 2019 and the award is not guaranteed. Once the application is submitted, the City will be notified of the potential award of the grant in August 2019. If the City is awarded the grant, we would then begin the procurement process of a consultant. It is expected that we would begin the final Master Plan process with a consultant no earlier than October 2019. This will significantly delay the completion of the Master Plan, versus hiring a consultant to begin work sooner with budgeted funds.

In either case, to move forward with a consultant, staff will need to put together a detailed scope of work and RFP to get an accurate cost for the desired work.

BUDGET IMPACT

In the 2019 budget, \$50,000.00 has been earmarked in the Catherine H. Anderson Land Donation Fund (Fund 08) for miscellaneous consultants related to the Quincy Farm effort. Total cost for this request is expected to be approximately \$25,000.00. Should an ACOS Planning grant be applied for and is successful, there would be no anticipated expenditures for Master Plan consultants from Fund 08. Other possibilities for this money include hiring consultants to complete a Historic Structure Assessment on one or all of the buildings on the property.

ATTACHMENTS

None

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ITEM: 7A

MEMORANDUM

TO: MEMBERS OF THE QUINCY FARM COMMITTEE

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: ELECTION OF CHAIR AND VICE-CHAIR

DATE: FEBRUARY 19, 2019

ISSUE

Electing a Chair and Vice-Chair for the Quincy Farm Committee.

DISCUSSION

Resolution 12-15 states that “City Council may appoint the inaugural chairperson of the QFC. If not previously appointed by City Council, the QFC members shall appoint a chairperson, vice-chairperson and any other positions as the QFC may deem appropriate.” Now that Mayor Stewart has taken office, there is no chairperson for the Quincy Farm Committee.

The Quincy Farm Committee does not have Rules of Procedure to guide the appointment of a chair and vice-chair. Staff has included the relevant section of the Parks, Trails, and Recreation’s rules below in case Committee members would like guidance on how other commissions appoint chairperson, but there is no requirement that the Committee follow this procedure.

Article IV. Officers

- a) The members of the Committee shall annually elect from their membership a Chair and a Vice Chair. The election of a Chair and Vice Chair shall be held at the first regular meeting following the third Tuesday of May. No member of the Board shall hold the same office for more than two successive years (24 months).
- b) Upon nomination and second by any Commission member, a nomination for Chair shall be considered. A majority voice vote of members present and constituting a quorum shall be required to elect a Chair. If the prevailing candidate is present and does not

decline, the new Chair will assume office immediately. The same procedure will be utilized in the election of the Vice Chair.

- c) In the election of officers, each Commission member shall be entitled to only one vote. There shall be no proxy voting. “

STAFF RECOMMENDATION

Due to the low expected attendance for this meeting, staff recommends waiting until the March meeting to elect a Chair and Vice-Chair. A unanimous vote of all present would be necessary to appoint a chair and vicechair, and the nominated person would have to vote for themselves in order to have a majority vote of the Committee. Staff recommends the Committee vote on a chair and vice chair at a meeting with fuller attendance.

EXHIBITS

None