

CITY OF CHERRY HILLS VILLAGE

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

Quincy Farm Committee Agenda
Regular Meeting
Tuesday, May 21st, 2019
8:15 a.m. - 10:00 a.m.
City Hall
2450 E. Quincy Ave.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Audience Participation Period (limit 5 minutes per speaker)
5. Consent Agenda
 - a. Approval of minutes – April 16th, 2019
6. Unfinished Business
 - a. Ongoing Projects and Budget
 - b. Cherry Hills Land Preserve Programming Update
 - c. Update on response to Colorado Open Lands (Public Access Plan)
7. New Business
8. Reports
 - a. Chair
 - b. Committee Members
 - c. City Staff
 - i. City Council study sessions
 1. May 21st at 5:30pm – topics
 2. August 6th (tentative)
9. Adjournment

Minutes of the Quincy Farm Committee
City of Cherry Hills Village, Colorado
Tuesday, April 16th, 2019
at City Hall

Committee Member Lucinda Greene 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, Earl Hoellen, Gordon Rockafellow, and Joel Sydlow.

Absent were Dale De Leo and Klasina Vanderwerf.

Present at the meeting were the following staff members: Public Works Director Jay Goldie, Parks and Recreation Coordinator Emily Black and Parks Operations Supervisor Jeff Roberts.

AUDIENCE PARTICIPATION

None

CONSENT AGENDA

Committee Member Hoellen clarified his own statement on page 2 of the draft March 19, 2019 minutes and provided a written correction to staff. Committee Member Hoellen motioned to approve the amended minutes from the March 19th, 2019 regular meeting, seconded by Committee Member Sydlow. The motion passed unanimously.

PRESENTATION BY THE AUDUBON SOCIETY

Karl Brummert, Executive Director of the Denver Audubon Society, explained that the nonprofit is a chapter of the larger National Audubon Society which covers the entire Denver Metro area. He summarized that they hold programs for all ages, conduct birding field trips, and partner with different Parks departments. Mr. Brummert detailed upcoming events on bird banding, habitat garden tours, and other events at their Nature Center near Chatfield State Park.

Kate Hogan, Outreach Coordinator for Denver Audubon Society, noted they had worked with the High Line Canal Conservancy and Cherry Hills Land Preserve to help people experience the wildlife in Cherry Hills Village within the last year. She stated the goal was to connect people to the wildlife around them in their neighborhoods. Ms. Hogan stated they could provide specific programming about Great Horned Owls, general bird walks, or other general programming. She explained that the group provides programming for children, families, adults, and adults with disabilities.

Chair Greene asked if the Committee had any questions. She asked what causes timing about when Great Horned Owls fledge.

Ms. Hogan answered weather patterns and food availability play a role. She said some start nesting as early as January; they are the earliest raptor to nest in Colorado. She stated their favorite food is skunks, so they are useful to have around.

Chair Greene asked for further questions, and hearing none, thanked the Audubon Society for coming to the meeting.

UNFINISHED BUSINESS

Ongoing Projects and Budget

Parks and Recreation Coordinator Black updated the group on ongoing projects. She stated that the Butterfly Pavilion would install the beehive at the Farm the following Tuesday, so staff would work with the entomologist to choose a location. She continued that the sewer project was complete, and the irrigation project is out to bid with the updated plans, with the bid opening scheduled for May 7th.

Committee Member Rockafellow asked the water source for the updated irrigation plans.

Ms. Black explained the plans use the existing water taps that the City has, plus a new line that will run from the pond, so there would be the option to use either pond water or the existing water.

Committee Member Rockafellow stated that was how his irrigation is set up, and they have had to use the city water within the last two weeks, so it is good to have as a backup.

Ms. Black continued that the assessment for the Main House was on hold, and she hoped to continue that to May. She explained for Public Access, staff is working on a Mitigation Plan to address Colorado Open Lands' questions about the original public access proposal. She stated she would share a draft with the Committee once it was complete.

Committee Member Hoellen asked the timeline for the plan.

Ms. Black explained she would share it with the group as soon as she had a draft done, likely over email within the next two weeks. She stated she would prefer not to have to wait until the next Committee meeting, but rather to send it to the Committee over email, collect feedback over email to incorporate into the plan, and then share the plan with Colorado Open Lands, which would probably be prior to the next Committee meeting.

Mr. Hoellen clarified that this was to open the Farm, and asked if staff would move ahead with Colorado Open Lands, or if City Council would weigh in at some point.

Ms. Black explained that this plan was an operations document based on Council's original request. She clarified that the other item that would be drafted (a request for uses for the Main Residence) would be needing feedback from Council, but since this plan was very granular about weeds, path edging, etc. based on Council's original request, it would likely not go to Council prior to Colorado Open Lands.

Mr. Hoellen stated he agreed that made sense since it is based on the proposal that had already been made by Council, and there was no change to that request, but it was providing supporting information for the original request.

Ms. Black confirmed that the proposal was not changing; Colorado Open Lands asked for more detail on the original proposal. She reiterated that the second item to be sent to Colorado Open Lands about the use of the Main Residence would be shared with City Council. Mr. Hoellen asked about the timeline for that; Ms. Black responded that the Mitigation Plan was her priority since it was something that Colorado Open Lands had specifically requested, but that she would like to complete the second plan soon after.

Mr. Hoellen stated he did think there was a strategic aspect to this so that the Committee could move forward with the house, the leverage being the house could be torn down. He stated what is permitted by Colorado Open Lands needs to be determined to move forward.

Chair Greene asked if everyone in the group had the correspondence from Colorado Open Lands; Ms. Black confirmed it had been emailed to the Committee. Chair Greene asked if everyone was comfortable with the two tracks and agreed that portions were more granular and portions were more strategic.

Ms. Black clarified that everything that Colorado Open Lands requested in their letter is going into the Mitigation Plan, and that the second document the city is planning to send has nothing to do with their request. She stated the first document responds to what Colorado Open Lands requested from the city about public access, and the second document (about use of the Main Residence) is something the city is voluntarily putting together to ask questions about permitted uses for that building.

Mr. Hoellen agreed that the house aspect is separate, but he thought the group needed to proceed with Colorado Open Lands about use of the Main Residence on a broad basis and negotiate to expand what's allowed in the house instead of moving forward on a piecemeal basis. He stated he believed Colorado Open Lands will ultimately agree and the city can proceed with more expansive uses as outlined in the Quincy Farm Vision Plan, which he believes is in line with what everyone would like to do.

Ms. Black agreed getting those answers was a priority to determine how to move forward, and she hoped to have those answers within the next few months. She stated the Master Plan could not be finished otherwise.

Mr. Rockafellow asked how the assessment of the main house tied into this process and asked what has been done already.

Ms. Black explained the City has already completed a structural assessment, lead and asbestos testing, and an archaeological assessment of the West Area. She stated this new assessment of the main house would be a Historic Structure Assessment.

Committee Member Sydlow explained the Historic Structure Assessment would help understand the condition of the buildings and what work needs to be done, and what work was critical or not to bring the structures to their historic character.

Mr. Rockafellow stated that would help determine what the group can and should be spending money to do with the main house.

Mr. Sydlow noted he agreed with Mr. Hoellen about strategy and the use of the main house (determining that before moving forward), and asked if that was why staff had the assessment on hold.

Ms. Black stated it was mainly trying to get other projects underway (the Mitigation Plan, irrigation, etc.). She stated she thought it would be worthwhile to gather quotes for the project to know whether or not to apply for a grant, but to wait to get answers about use of the main house before proceeding with the assessment. Committee Members agreed with this approach.

Ms. Black continued that the dam investigation was still underway, but the initial impression from the engineer was that the dam was in acceptable shape. Chair Greene asked if the conclusion would be that it needs dredging; Ms. Black clarified that the investigation was for the dam only rather than the pond. She explained the City did have a previous Pond Report for the health of the pond, but this is determining the structural integrity of the dam.

Mr. Hoellen asked if there was a specific concern that the dam wasn't structurally sound right now; Ms. Black explained nothing spurred the City to do the investigation, only that there wasn't information about the dam because it is so old.

Chair Greene asked if the well pump was part of the investigation. Parks Operations Supervisor Jeff Roberts replied that it was not, but the well pump was just repaired after a controller was out for a while. He stated staff was waiting for the irrigation bids to come back to determine whether he would replace the pump or put a filter in.

Mr. Hoellen asked about the status of the Denver Water irrigation assessment, and how that would possibly impact the project since it was out to bid. Ms. Black explained to the group that Mayor Stewart had mentioned at a Council meeting that Denver Water had offered to do an assessment of the new irrigation plans. She stated she emailed Mayor Stewart and he replied that Tom Roode (Chief of Operations and Maintenance) was passing the information to the appropriate person at Denver Water and the Mayor would loop staff in once they reach out. She stated staff did send the new irrigation plans to the Mayor to share.

Mr. Hoellen asked whether this would impact the project being able to proceed.

Public Works Director Goldie stated he was not aware of an assessment Denver Water offers prior to installation of a new irrigation system. He continued they do provide assessments of irrigation systems to all customers once they are installed to make them more efficient, but he is not sure if there is any pre-assessment or if this is referring to once it is installed. He concluded it would not change anything about the project.

Mr. Hoellen asked if anything occurs on that, that the Committee be kept informed. Ms. Black agreed she would. She asked if there were further questions.

Mr. Sydlow noted the \$50,000.00 allocated for "Residing Main House" in the 2019 Quincy Farm Budget and asked if that was a placeholder. Ms. Black replied that it was – staff is aware the siding needs attention, and that was budgeted to be following the Historic Structure Assessment so the money was available once that was complete. She agreed right now it was basically a placeholder.

Mr. Hoellen asked if he was correct that nothing had been spent on the Farm in 2014 and 2015; the expenses budgeted began in 2016. Ms. Black agreed and explained nothing was budgeted in 2016 since the City didn't know when they would take on the property, but she believed a supplemental appropriation was made for funds that were spent in that year for utilities.

Mr. Hoellen stated going forward, discussions about the budget should have an understanding that the Farm's spending began in 2016 and there was nothing spent in 2014 or 2015. Ms. Black confirmed.

Chair Greene asked where the contribution from Cherry Hills Land Preserve appeared. Ms. Black replied it did not appear in the attached 2019 budget since it was a prior year, and the detailed spreadsheet shows Farm expenses, but does not include the revenue accounts. She stated she could itemize the grants the City receives for the Farm, but including the revenue accounts is confusing since not all the revenue going into the related accounts is specifically for Quincy Farm.

Mr. Hoellen stated the Committee should be able to show what is coming in and what is being spent, since Council and the Committee would like to know.

Chair Greene agreed, and stated she believed there is a misunderstanding of funds dedicated to Quincy Farm which may have driven some of the desire to move quickly, and it would be helpful to share that information.

Ms. Black noted Quincy Farm is particularly confusing because it is split across different funds that also contain different budget items for parks and trails generally. She stated the hope is that next year the budget can be reorganized to make everything more clear.

Mr. Hoellen stated that though he was mindful of creating work for staff, it would be helpful for Council, and even residents, to have answers readily available in a simple spreadsheet containing the "ins" and "outs" for the Farm.

Ms. Black asked if the 2019 Quincy Farm Budget spreadsheet included in the packet was clear, because that was the spreadsheet created to provide those answers for spending. Mr. Hoellen stated that was good, but the only thing missing was the revenue. Ms. Black explained she wanted everyone to understand that money going out for Quincy Farm was pretty clear except being spread across different funds, but that revenue is not clear-cut. If Cherry Hills Land Preserve gives a grant for Quincy Farm, that \$10,000.00 is clearly for the Farm. Other revenue into the Catherine Anderson Land Donation Fund includes donations collected at City special events; that money is collected in 2019 and allocated in 2020. She stated she could provide separate spreadsheets at the next meeting showing the revenue accounts for Catherine Anderson and Arapahoe County Funds, but with the understanding that not all of that revenue is for Quincy Farm, but is also for parks and trails generally.

Chair Greene asked if Council had taken up the issue of allocating spending out of a particular account for a particular park or Quincy Farm and if there was any guidance there.

Ms. Black explained those decisions are made through the budgeting process; staff proposes a budget that is brought to the Committees (PTRC also reviews the parks budget) and then to City Council for

first and second reading and approval. She continued that it was not something Council has taken on, but Council will see it in the budget that staff proposes this fall and be able to address it at that point.

Ms. Greene stated the proposal to provide revenue information even if it is not specific to Quincy Farm would give a better picture of potential income for Quincy Farm and then the group will wade through the budget process for 2020. There were no further questions about the budget.

Master Plan Consultant

Ms. Black explained this question to hire a Master Plan consultant was carried forward from the January meeting. She continued that a draft Scope of Work for a Master Plan consultant by Public Works Director Goldie was included in the packet, with the most recent draft of the Master Plan. She concluded that the estimate for this consultant was approximately \$25,000. She explained staff was asking the Committee for direction on whether to hire a consultant or continue working on the Master Plan as a group.

Chair Greene asked if staff had a specific recommendation at this time.

Ms. Black explained that she did not; there are pros and cons to both approaches. She stated moving forward with a consultant would be difficult until answers from Colorado Open Lands were received about use of the Main Residence, but there were benefits to bringing in professionals to complete the final questions for the plan.

Mr. Rockafellow asked if it had benefitted the John Meade Park project to have a Master Plan consultant.

Public Works Director Goldie replied that they were very different projects, and agreed there were pros and cons to both approaches. He stated the Quincy Farm Master Plan was dragging on, and a consultant may be able to move it along and organize the process. He noted the document would still come from the Quincy Farm Committee; the consultant would be a facilitator. The John Meade Park process was more familiar to the public since it had a long history, but Quincy Farm is new, and the end goal was to try to make the Farm exactly what the City residents want.

Mr. Rockafellow stated if the goal was to work with a consultant, but questions needed to be answered by Colorado Open Lands before the group could plan, it may be premature to have a consultant begin work now.

Mr. Goldie explained it would take a while to complete the bid process and staff could time it accordingly, but agreed that it would not make sense to hire someone immediately without answers from Colorado Open Lands.

Mr. Rockafellow stated looking at the draft Scope of Work, he questioned how the items would be completed if a consultant were not hired.

Mr. Hoellen stated he had a similar reaction, and wondered if the entire scope could be completed for \$25,000. He agreed that Colorado Open Lands' interpretation had to be done before the Master Plan could be laid out. He stated the Committee should also weigh in on whether there had been enough

public input or not, since the consultant would be able to help with that. He acknowledged there had been public Quincy Farm meetings where the public did not attend, but expressed that that so far was different from Meade Park's input process, which had been more aggressive.

Chair Greene stated she agreed with Mr. Hoellen, and continued that it was a question of time and if the Committee feels that the work that's been done thus far is a document that can provide guidance for future implementation. She noted the scope was very comprehensive and wondered if the initial items in the scope regarding background documents could be shorter. She asked if there were consultants in the community familiar with this type of work.

Mr. Goldie stated he was sure staff could find the right consultant or a consultant and subconsultants. He recalled that the city had structural and other reports, but it was a matter of summarizing them into layman's terms and incorporating them into one complete plan. He agreed no new background documents should be created, only the Master Plan itself.

Mr. Sydlow stated he had been involved in a large project at Civic Center Park, and the City of Denver had created a Master Plan long before the work began, and he was confident there were plenty of qualified firms available. He stated it was not exactly the same as Quincy Farm, but there were similarities – both have structures located on site, Quincy Farm is not a park but is park-like in terms of area, and this dovetails into the Historic Structure Assessment. He stated the draft Master Plan so far provided good direction to a consultant. Mr. Sydlow concluded that he thought getting proposals from consultants while sifting through the information with Colorado Open Lands would be the right approach.

Chair Greene asked for any other comments or discussion. Hearing none, Committee Member Hoellen moved to go out to bid to hire a consultant to complete the Master Plan based on the scope of work created by staff. Chair Greene amended the motion to add that this process should be in concurrence with the parallel discussion with Colorado Open Lands. Mr. Rockefeller seconded. The motion passed unanimously.

Cherry Hills Land Preserve Programming Proposal

Susan Maguire, Executive Director of the Cherry Hills Land Preserve (CHLP), recalled that at the last meeting she had presented a written proposal to the Committee containing a range of options for programming. She noted the follow-up had been a meeting with Committee Members Rockefeller and Vanderwerf, who asked CHLP to propose three programs for this summer. She stated she then met with Parks and Recreation Coordinator Black to understand the projects going on at the Farm this year. She stated one concern is the irrigation being installed, and explained that all programming would be contingent on the Farm being a safe place for kids to visit at that time.

Ms. Maguire walked the group through the three possible programs in the written proposal – stargazing, bird watching, and an outdoor art program. She stated all children would be required to be accompanied by adults, they would like access to the house to use the restrooms, and that there would be no charge for programs aside from a possible fee only to cover the cost of supplies for the art program (though there is a possibility for this to be covered by the CHLP's grant fund). She stated a representative from CHLP

would be present to ensure the property was used properly and cleaned up afterward, and they could provide a report to the Committee about attendance and feedback from attendees.

Committee Member Haymons stated she was an artist and had taught many workshops around the Village, and stated she would be interested in speaking with CHLP about that.

Chair Greene thanked Mr. Rockefeller for meeting with CHLP and asked if there was anything he would like to add.

Mr. Rockefeller stated the CHLP mission was very aligned with Quincy Farm's mission and it should be taken advantage of that they are willing to help get something underway, and this was a good way to put toes in the water and get a reaction from the Village. He continued that the stargazing item did not really take advantage of the Farm itself, and could be held at Kent, but it is consistent with what we want to have happen at Quincy Farm, so it was worth giving it a shot.

Ms. Maguire responded that CHLP did have that discussion, and that the advantage of the Farm over Kent is that this event would be open to everyone.

Chair Greene asked if one of the goals of the programming is to raise awareness about Quincy Farm and the types of education the community could look forward to in the future.

Ms. Maguire agreed, and continued another goal was to instill appreciation for the surroundings at Quincy Farm.

Chair Greene asked if all the programs were designed to be for adults with children; Ms. Maguire confirmed. Chair Greene asked if there had been discussion about adult only programming; Ms. Maguire stated it had been considered, but that the group was not considering child-only programs at this time.

Chair Greene asked what the procedure would be to proceed in terms of programming.

Ms. Black replied that typically an event permit would be completed, and the group would provide proof of insurance, but that CHLP had already provided insurance for previous events with the City. She stated staff would probably follow this same procedure, which Kent Denver also completed in the past to hold their summer camps at Quincy Farm. She noted the programs should be scheduled later in the summer so answers can be received from Colorado Open Lands, since they had been unsure about providing access to the restrooms. Public Works Director Goldie stated the City could get an outhouse if necessary so the programs could be held without getting into the issue of the house.

Committee Member Hoellen asked what the position is on transportation or parking, since there is no parking, and the possible impact on the success of the program. Ms. Maguire responded that the maximum attendees are 20-30 people, and the thought was that that number could be accommodated on Quincy Avenue. Public Works Director Goldie stated he thought they should work with Kent Denver, and they would probably allow use of their lot, since they have before and it worked well for the Open House. He continued that if the City liked the programs, it could become a cosponsor which makes it an easier process.

Mr. Hoellen stated staff could work with CHLP to work that out, and stated that should be worked out in advance before the programs are announced. Mr. Goldie confirmed the restrooms, parking, etc. should be worked out ahead of advertising the programs.

Mr. Hoellen stated he did not believe the Colorado Open Lands should be asked for permission about these events, but that they should be advised about them. He stated he believed these programs were the types of things that can be done at Quincy Farm without requiring approval, but the city should continue working together with Colorado Open Lands on the broader issues like the restroom access. Mr. Hoellen stated it was important the position of the Committee be established and recorded in the record, that these three programs are consistent with the intent of the Conservation Easement.

Chair Greene stated she agreed that the content of the programming was consistent with the Conservation Easement and fit within the idea of "limited public access". Mr. Sydlow and Mr. Rockafellow agreed.

Parks and Recreation Coordinator Black pointed out that access to the property was a separate issue that City Council had made a recommendation about, and once the details requested by Colorado Open Lands were worked out, the property would open based on that recommendation. She stressed that the access issue was separate from programming, and the focus here should be the programs CHLP could provide.

Mr. Hoellen agreed, and said that the City determining they would allow the programs was not the same thing as opening the Farm for public access. He stated when the programs were going on, the public couldn't stroll onto the Farm and participate. He asked if there were any downsides from the City perspective.

Ms. Black replied that as long as the parking is worked out with Kent Denver and the restroom question is answered or there is a contingency plan in place, there is no reason not to go forward with the programs.

Ms. Maguire stated next steps would be to understand the timing of the irrigation project once the bids come back, and coordinating with the Audubon Society to schedule the class. She asked for guidance about working with Kent Denver for parking; Public Works Director Goldie stated the City and CHLP should work together as a team to figure it out.

Mr. Hoellen agreed that there could be broader city issues going on with Kent Denver, so the City and CHLP should work as a team. He stated the Committee could make a motion, or just direct staff to work with CHLP on the issues and once there are firm dates and details, to come back to the Committee.

Chair Greene stated those details could be brought to the May meeting, and Ms. Maguire and the Committee agreed.

Chair Greene asked about the irrigation project interfering with the programs. Mr. Goldie answered that the project would hopefully be completed by the end of July, so scheduling art and stargazing at the end of July or August should be fine.

Mr. Hoellen stated he thought all the programs would be conducted on the lawn rather than the pastures. He stated his view was to work with Colorado Open Lands to separate the lawn from the pastures, since the pastures are the more sensitive of the two, but the lawn could perhaps have less restriction.

Chair Greene asked the width of the path; Parks Operations Supervisor Roberts stated five feet. Chair Greene stated the typical use of an open space is that you should not tread off the path, and it had been delineated to encourage people to minimize their impact to that area. She stated turf was more resilient and perhaps there could be different rules for that area, since they are two different environments that need two different treatments. She continued that she wasn't sure it needed to be bifurcated with Colorado Open Lands, but that certainly there should be different operational treatments. She finished that if it was realistic to keep students on the path, she had no problem with activities in the pasture.

Mr. Hoellen stated he was open to separating the two through rules rather than formally with Colorado Open Lands, he was open to that – both show the city is sensitive to the environmentally sensitive area.

Public Works Director Goldie noted the pond area was already mowed, so having a class there would be simpler, and people are there along the High Line Canal already.

Mr. Hoellen agreed and asked for more location information in the programming proposal coming to the May meeting, so the Committee knows exactly what is being recommended.

Ms. Haymons noted in her experience, it would be possible to have an adult sketching class with everyone on a stool staying on the path in the pasture, but it would be extremely difficult with children, so the lawn would be better. She also noted Kent Denver holds their own stargazing events which are well-attended.

Chair Greene asked about the Quincy Farm Public Use Regulations attached to the back of the Master Plan draft and asked if they should be updated and add a specific rule not to go off trail. Mr. Hoellen stated they had not been adopted yet; Ms. Black confirmed this. Mr. Hoellen noted they were not really Public Use regulations. Ms. Black explained they had been used for a public entity reserving the Farm (Kent Denver for summer camps), but agreed they should be updated as they are not truly rules for public use before the City Manager approves them as part of the permitting process. Mr. Hoellen stressed the name of the document should be changed to prevent misunderstandings; Ms. Black agreed it would be renamed.

Chair Greene thanked Ms. Maguire for her presentation.

NEW BUSINESS

None

REPORTS

Chair Greene thanked everyone for their continued dedication to making progress and stated that the group was moving forward in a positive direction. No other Committee Members had anything to report.

Parks and Recreation Coordinator Black noted the Grand Opening of the new City Hall was that afternoon at 4:30pm. She also explained that City Council was now asking Commissions and Committees to come to scheduled study sessions ahead of the Council meetings to present updates and talk directly together. She explained the Quincy Farm Committee sessions were tentatively scheduled for May 21st and August 6th, but noted she would keep the Committee updated via email since these dates could be changed based on Council's other agenda items.

Mr. Hoellen noted he had been to the last few study sessions and commissioners were often failing to show up. He stressed that committee members needed to attend. He stated the Committee ought to weigh in if those dates were convenient, and everyone should attempt to be there so the group can have a substantive discussion with Council.

Chair Greene asked if those dates were convenient for the group and asked that Ms. Black keep the group updated about the time, and stated May was good for her but August might be challenging. She asked who sets the agenda for the study sessions, Council or the Committee.

Ms. Black explained that for some of the past study sessions, Council had a specific topic, but for some it had been up to the commission to bring an update to Council. She explained that the Parks, Trails, and Recreation Commission had not had a specific topic from Council, so they brought their Projects and Priorities list for the year and gave an update on each item. She stated she had not heard yet of a specific topic Council would like an update on from the QFC, so May 21 would likely be a general study session.

Chair Greene asked how long the study sessions last; Ms. Black replied a half hour.

Mr. Hoellen stated Council had an interest in Quincy Farm and he did not believe that the discussion could be accomplished in a half hour. He asked staff to ask about making it an hour so it would be a productive, in-depth conversation. Ms. Black stated she would pass that along to the City Manager to speak to Council about the study session length.

ADJOURNMENT

The meeting was adjourned at 10:10 a.m.

Lucinda Greene, Chair

Emily Black, Parks and Recreation Coordinator

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 6A

MEMORANDUM

TO: MEMBERS OF THE QUINCY FARM COMMITTEE
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: ONGOING PROJECT UPDATES AND BUDGET
DATE: MAY 21, 2019

ISSUE

To update the Committee on all projects taking place at Quincy Farm and spending on Farm-related projects.

DISCUSSION

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

Committee members also requested revenue information at the April meeting. The unaudited financial statements for the revenue accounts of both funds related to Quincy Farm are attached as Exhibit B. Exhibit C is the detailed spending for 2019 across both funds showing expenses so far this year. The 2019 budget for the Arapahoe County Open Space Fund and the Catherine Anderson Land Donation Fund is attached as Exhibit D.

EXHIBITS

Exhibit A – Ongoing Projects at Quincy Farm (May 2019)
Exhibit B – Unaudited Financial Statements March 2019 – Revenue Accounts for Catherine Anderson and Arapahoe County Open Space Funds
Exhibit C – Quincy Farm Budget (May 2019)
Exhibit D – 2019 Budget Worksheets: Arapahoe County Open Space Fund and Catherine Anderson Land Donation Fund

Quincy Farm Projects - May 13, 2019

Project	Status	Next Step	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Tree Trimming	Work has been completed on this phase	Staff will identify next phase of trimming												
Beehive	Hive is now at the Farm!	BP visiting about every 10 days to care for hive												
Sewer installation	Project has been completed	None												
Irrigation (West side)	Bid opening on May 7th	Contract on Council agenda May 21; 10 days to start project following contract award												
Historic Structure Assessment of Main House	Gather quotes but keep on hold until after answers from CO Open Lands RE: Use of Main House	Decide based on quotes whether to apply for grant												
Public Access	CO Open Lands requested more information; staff drafted plan and shared with Committee	Send plan to Colorado Open Lands for approval												
Master Plan	Committee recommended hiring a consultant at April meeting	Staff is finalizing scope of work; bid after CO Open Lands clarifies Use of Main House												
Pond (Dam Investigation)	Staff review of draft report; will share with QFC	Engineer can present findings at June (tentative) QFC meeting												

Misc. Property Maintenance	
----------------------------	--

CITY OF CHERRY HILLS VILLAGE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2019

Exhibit B

ARAPAHOE COUNTY OPEN SPACE F

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSE AND PERMIT REVENUES</u>						
14-320-3200	OPEN SPACE SHAREBACK	.00	.00	160,000.00	160,000.00	.0
14-320-3220	SALES TAX COLLECTION FEE	.00	.00	3,000.00	3,000.00	.0
	TOTAL LICENSE AND PERMIT REVENUES	.00	.00	163,000.00	163,000.00	.0
<u>MISCELLANEOUS REVENUES</u>						
14-360-3611	INTEREST INCOME	4,865.96	14,579.92	10,000.00	(4,579.92)	145.8
14-360-3680	OTHER REVENUE	.00	.00	40,000.00	40,000.00	.0
	TOTAL MISCELLANEOUS REVENUES	4,865.96	14,579.92	50,000.00	35,420.08	29.2
	TOTAL FUND REVENUE	4,865.96	14,579.92	213,000.00	198,420.08	6.9

Staff notes for the Committee:

Open Space Shareback - City receives a portion of the Arapahoe County Open Space Sales Tax. It appears here - delivered once per year as a lump sum. The amount is estimated based on previous years.

Sales Tax Collection Fee - Collected on building permits, remitted quarterly so appears quarterly. (Really a use tax, not a sales tax.)

Interest Income - Account accrues interest.

Other Revenue - \$40,000 ACOS grant for new section of High Line Canal Trail that the City will construct to connect to the new underpass at Hampden.

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

CH ANDERSON LAND DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSE AND PERMIT REVENUES</u>					
08-320-3221 RECREATION REIMBURSEMENT DONAT	.00	125.00	1,000.00	875.00	12.5
TOTAL LICENSE AND PERMIT REVENUES	.00	125.00	1,000.00	875.00	12.5
<u>MISCELLANEOUS REVENUES</u>					
08-360-3611 INTEREST-INVESTMENTS	1,779.39	5,350.10	8,500.00	3,149.90	62.9
08-360-3680 MISCELLANEOUS REVENUES	319.52	1,108.02	4,000.00	2,891.98	27.7
08-360-3682 GRANT REVENUE	.00	.00	187,800.00	187,800.00	.0
08-360-3684 CHLP JOHN MEADE PARK DONATION	.00	10,000.00	.00	(10,000.00)	.0
TOTAL MISCELLANEOUS REVENUES	2,098.91	16,458.12	200,300.00	183,841.88	8.2
TOTAL FUND REVENUE	2,098.91	16,583.12	201,300.00	184,716.88	8.2

Staff notes for the Committee:

Recreation and Reimbursement Donations: Residents can donate their recreation reimbursement money to the Cat Anderson Fund. Those donations go here.

Interest Investments - Account accrues interest.

Miscellaneous Revenues - This includes:

- Donations collected at City events (car show, movie night, etc.)
- Rent paid on the Hopkins House and utilities paid by both tenants
- Memorial bench donations
- Application fees for special event permits (\$25)
- Tree program sales

Grant Revenue - \$187,800 ACOS grant for the irrigation at Quincy Farm. Paid on a reimbursement basis once we submit expenses.

CHLP John Meade Park Donation - \$10,000 to be used for trees and landscaping at JMP.

2019 Quincy Farm Budget

Last update: 5/10/19

Account	Description	January	February	March	April	Total Spending to Date	Total Budgeted	Remaining
Arapahoe County Open Space Fund 14								
14-450-9092 Park Improvements - \$145,000								
	QF Tree Maint. And Care	\$ -	\$ -			\$ -	\$ 20,000.00	\$ 20,000.00
	Turf, Irr., Fences, Repair, Plantings	\$ 6,392.90	\$ 88.14	\$ 353.34		\$ 6,834.38	\$ 50,000.00	\$ 43,165.62
	Pond Embankment Study	\$ 3,855.00	\$ -	\$ 14,272.00		\$ 18,127.00	\$ 75,000.00	\$ 56,873.00
	Other - John Meade Park Ponds				\$ 11,000.00	\$ 11,000.00	\$ -	\$ (11,000.00)
						\$ 35,961.38	\$ 145,000.00	\$ 109,038.62
	Fund Total					\$ 35,961.38	\$ 145,000.00	\$ 109,038.62
Catherine H. Anderson Land Donation Fund								
08-450-3031 Utilities - \$10,800								
	Utilities	\$ 223.77	\$ 457.97	\$ 435.09	\$ 375.73	\$ 1,492.56	\$ 10,800.00	\$ 9,307.44
						\$ 1,492.56	\$ 10,800.00	\$ 9,307.44
08-450-6068 Misc. Expenditures - \$264,300								
	Quincy Farm Committee	\$ -	\$ -			\$ -	\$ 1,000.00	\$ 1,000.00
	Water Attorney	\$ -	\$ -			\$ -	\$ 20,000.00	\$ 20,000.00
	Consultants	\$ -	\$ -			\$ -	\$ 50,000.00	\$ 50,000.00
	Document Preservation	\$ -	\$ -			\$ -	\$ 2,500.00	\$ 2,500.00
	Beehives	\$ -	\$ -		\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
	ACOS Grant - irrigation	\$ -	\$ -	\$ 600.00		\$ 600.00	\$ 187,800.00	\$ 187,200.00
	Sewer Project	\$ -	\$ 74,270.00	\$ 26,950.00	\$ 10,550.00	\$ 111,770.00	\$ -	\$ (111,770.00)
	Miscellaneous	\$ -	\$ 95.00	\$ 31.00	\$ 228.83	\$ 354.83	\$ -	\$ (354.83)
						\$ 114,224.83	\$ 264,300.00	\$ 150,075.17
08-450-9095 Park and Trail Improvements - \$89,375								
	Gen. Infra. Maint. For QF	\$ 7.46	\$ 460.11	\$ 44.12		\$ 511.69	\$ 25,000.00	\$ 24,488.31
	Residing Main House					\$ -	\$ 50,000.00	\$ 50,000.00
	ACOS Match - trees		\$ 5,250.00			\$ 5,250.00	\$ 14,375.00	\$ 9,125.00
						\$ 5,761.69	\$ 89,375.00	\$ 83,613.31
08-450-9097 Gardens & Nature Trail - \$0; \$7550 remaining from 2018 grant								
	New Gardens Near Trail					\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
	Fund Total					\$ 121,479.08	\$ 364,475.00	\$ 242,995.92

Quincy Farm 2019 Spending Total	\$ 157,440.46	\$ 509,475.00	\$ 352,034.54
--	----------------------	----------------------	----------------------

**ARAPAHOE COUNTY OPEN SPACE FUND 14
CHERRY HILLS VILLAGE
2019 BUDGET**

This fund was created to account for sales tax revenues generated from the Arapahoe County Open Space ballot measure (resolution no. 030381). The City receives a shareback of the tax revenues collected. These funds may be used to acquire real estate, easements, and water rights and to improve, restore and protect open space. The funds may also be used to manage, patrol and maintain open space lands including construction costs, equipment and improvements. The funds also allow for environmental education programs.

		2016	2017	2018	2018	2019	
DESCRIPTION		ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	NOTES/EXPLANATIONS:
REVENUES:							
14-320-3200	OPEN SPACE SHAREBACK	151,811	156,954	150,000	163,543	160,000	
14-320-3220	SALES TAX COLLECTION FEE	3,607	2,755	3,000	2,800	3,000	5% of all open space tax collected by the City
14-360-3611	INTEREST ON INVESTMENTS	12,014	22,672	9,000	45,472	10,000	
14-360-3680	OTHER REVENUES	64,262	0	0	0	40,000	Grant revenue carryover Arapahoe County Underpass Trail
14-360-3800	TRANSFERS IN	0	0	0	0	0	
	TOTAL REVENUES	231,694	182,381	162,000	211,815	213,000	
EXPENDITURES:							
14-450-9090	ARAPAHOE COUNTY OPEN SPACE TAX	0	0	0	0	0	
14-450-9091	TRAIL IMPROVEMENTS	12,498	40,000	15,000	0	90,000	Concrete repair on City paved or concrete trails/sidewalks (\$15,000); High Line Canal irrigation installation (\$25,000); Trail Renaming Project (\$10,000); Underpass Grant (\$40,000)
14-450-9092	PARK IMPROVEMENTS	95,080	18,032	210,000	27,000	155,000	Parks and Open Space Improvements (\$10,000); Tree Maintenance and Care at Quincy Farm (\$20,000); Quincy Farm: Turf, Irrigation, Fence Repair, Farm Repairs, Weed Removal, Plantings (\$50,000); Pond embankment work (\$75,000)
14-450-9093	OTHER EXPENDITURES	35,339	159	0	0	0	Grant Funds
	TOTAL EXPENDITURES	142,917	58,191	225,000	27,000	245,000	
	INCREASE TO RESERVES	88,777	124,190	(63,000)	184,815	(32,000)	
	BALANCE IN RESERVES	853,383	979,053	861,768	1,162,985	1,130,949	
	EMERGENCY RESERVES	6,951	5,471	4,860	6,354	6,390	

**CATHERINE H. ANDERSON LAND DONATION FUND
CHERRY HILLS VILLAGE
2019 BUDGET**

In 2009 the City Council approved Resolution 4, Series 2009 that renamed Fund 8 the Catherine H. Anderson Land Donation Fund. The money in this fund is primarily intended to foster and encourage the preservation of natural open space through financial assistance to residents interested in preserving Village natural areas but may also be used by the Council for other park-related purposes from time-to-time. The primary purpose of this fund is for the acquisition of open space, parks and trails. This fund was originally established by the Subdivision Regulations of the City and will continue to derive revenue from fees paid by subdividers of property at the time a subdivision plat is approved. The fund also receives cash-in-lieu dedications associated with subdivision applications and other monetary donations received by the City including recreation reimbursements or charitable donations.

DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET	NOTES/EXPLANATIONS:
REVENUES:						
08-320-3219 CASH IN LIEU OF LAND DONATIONS	0	0	0	0	0	
08-320-3220 DEVELOPMENT FEES	0	0	0	0	0	
08-320-3221 REC REIMBURSEMENT DONATIONS	3,045	3,735	1,000	2,500	1,000	
08-360-3611 INTEREST ON INVESTMENT	5,409	9,188	8,500	17,398	8,500	
08-360-3680 OTHER REVENUES	5,789	19,276	4,000	7,671	4,000	Donations received from attendees at Movie Night, Winter Celebration, Exotic Car Show and Proceeds from Tree Program
08-360-3681 EXCISE TAX	0	0	0	0	0	
08-360-3682 GRANT REVENUE	0	0	187,800	0	187,800	Arapahoe County Open Space Grant irrigation and trees
08-360-3683 CHLP GARDEN & NATURE TRAIL	0	20,000	0	0	0	
08-360-3710 TRANSFER IN	0	0	0	0	0	
TOTAL REVENUES	14,243	52,199	201,300	27,569	201,300	
EXPENDITURES:						
08-450-3031 UTILITIES	5,469	6,454	10,800	10,160	10,800	Xcel, Denver Water, Waste Management for Quincy Farm
08-450-6068 MISCELLANEOUS	3,077	8,923	370,300	307,700	279,300	Quincy Farm Committee (\$1,000), Water Attorney (\$20,000), Consultants (historic architects, misc architects or other) (\$50,000), Preservation of Quincy Farm documents (\$2,500), High Line Conservancy support (\$15,000), Beehives (\$3,000), Arapahoe County Open Space grant - irrigation (\$187,800)
08-450-6070 CONTINGENCIES	0	0	0	0	0	
08-450-9093 THREE POND PARK WATER	619	619	620	621	620	fee for Denver Water rights
08-450-9095 PARKS & TRAIL IMPROVEMENTS	0	60,659	50,000	10,000	89,375	General Infrastructure Maintenance for QF (\$25,000), residing of QF Main House - carry over from 2018 (\$50,000), Arapahoe County Open Space grant match for Quincy Farm trees (\$14,375)
08-450-9097 GARDENS & NATURE TRAIL	0	0	0	11,377	0	CHLP donation
08-470-7080 TRANSFERS OUT	0	0	0	0	0	
TOTAL EXPENDITURES	9,165	76,655	431,720	339,858	380,095	
INCREASE/(DECREASE) TO RESERVES	5,078	(24,457)	(230,420)	(312,289)	(178,795)	
BALANCE IN RESERVES	662,443	636,847	354,491	325,297	141,290	
EMERGENCY RESERVES	427	1,566	6,039	827	6,039	

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 6B

MEMORANDUM

TO: MEMBERS OF THE QUINCY FARM COMMITTEE

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: CHERRY HILLS LAND PRESERVE PROGRAMMING UPDATE

DATE: MAY 21, 2019

ISSUE

Cherry Hills Land Preserve presented their updated programming proposal to the Quincy Farm Committee at the April meeting. At that time, the Committee asked staff and the Land Preserve to move forward with working out various questions like parking and the specific locations of events. The proposal is again attached as Exhibit A for the Committee's reference, but has not changed since the previous meeting.

The following details have been updated since the April meeting:

- Bird-watching event – late June/July, dependent on irrigation. Could happen entirely around the pond if necessary, to avoid that project. Changed to a broader bird-watching event rather than focusing only on Hooded Mergansers.
- Art event – August timeframe, preferably before school starts. Land Preserve will reach out to Committee Member Haymons, since she has experience with this.
- Star-gazing – August/September timeframe
- Parking: Staff is coordinating a meeting between Kent Denver, the City, and the Land Preserve so everyone can meet and we can request parking for these three events.
- Branding: We had a brief discussion about branding, and the City will have more direction soon as we update our special events policy to include co-sponsoring events.

EXHIBITS

Exhibit A – Cherry Hills Land Preserve Proposal April 2019

PROPOSAL FOR EDUCATIONAL PROGRAMMING AT QUINCY FARM

April 17, 2019

INTRODUCTION

The City of Cherry Hills Village (the "Village"), through the enormous generosity of Catherine H. Anderson, now owns Quincy Farm, one of the most significant historic properties in Arapahoe County. Along with the gift, the Village assumed obligations to comply with the conservation easement encumbering the Farm and realize Cat Anderson's vision that the Farm would be maintained and preserved in perpetuity for open space, conservation, educational, limited recreational, and specific agricultural purposes.

The Quincy Farm Committee recommended in its first Master Plan and that "education be at the forefront of Quincy Farm's mission with the intent of engaging people of all ages and with diverse interests". The Cherry Hills Land Preserve ("CHLP"), local non-profit, is willing to assist the Village by providing programs that "instill an appreciation and respect for the natural and human history of the vicinity" at Quincy Farm.

Educational programming is a core mission of CHLP and an articulated goal of the Quincy Farm Committee. A calendar of CHLP programming for 2019 is attached as Exhibit A. CHLP enjoys a current 501(c)(3) non-profit corporation status, permitting tax-deductible donations. CHLP also has in place a well-funded Community Stewardship Grants Program promoting conservation based education and protection of open lands in the Village.

The potential mutual benefits to the Village and CHLP in cooperating and coordinating in the support of Quincy Farm are substantial. We believe that by working together we can serve both the mission of the Farm and CHLP to the advantage of both. CHLP is proposing to work with Village in support of the mission of Quincy Farm under the following guidelines.

CHLP'S PROPOSAL:

CHLP proposes a summer/fall education programming consisting of 3 events for families at Quincy Farm. The program would be presented upon the completion of the sewerage and irrigation work at the Farm and subject to the property being in a safe and presentable condition. We want to be sure that the condition of the property reflects well on both the Village and CHLP.

EDUCATION

- Provide conservation-minded programming and educational offerings at Quincy Farm, focusing on plant and wildlife habitat, outdoor activities such as star gazing, painting and photography

workshops, and children, family and adult focused opportunities. Examples of programs to include

1. Stargazing event lead by a local astronomer. We would propose that this event be held late summer/early fall. We propose coordinating with a local astronomer who will lead the event. We would limit the event to 30 people and all children would be accompanied by adults. We would like to have access to the house for use of the restroom but nothing else. Participants would need to register through our website and would bring blankets to lie on in the field on the west side of the main residence. We do not anticipate charging a fee for this program.
2. A program on Mensinger Ducks in the pond. We may be able to do this program regardless of the state of the irrigation and sewer work because we can access the pond from the High Line Canal. The program would be subject to the availability of the Audubon Society to present the program and could be combined with information about the pond habitat, which would dovetail with our Woody Hollow Kids in the Creek program on creek habitat. This would be limited to 20 attendees, due to the need for people to be relatively close to the pond to hear and observe. Again we would register people through our website and would not anticipate charging a fee for this program.
3. An outdoor art program led by a local art teacher or artist. This program would be oriented towards children and could include either painting or sketching. We would coordinate with a local art teacher or artist who would conduct the class. Children would need to be accompanied by a parent or caregiver. We would not anticipate this class lasting longer than 90 minutes. If we were to provide supplies the class would most likely include a fee for the supplies, which we would provide at cost. The class would be limited in size as directed by the artist or teacher, but certainly no more than 15 children.

If the leaders of the classes wanted to provide materials or supplies we would be open to providing funding for the supplies or other reasonable costs through our CHLP Community Stewardship Grants Fund.

CHLP will also have a representative at the event to ensure that the rules for Quincy Farm are followed and that the site is cleaned at the end of the program.

CHLP will provide a report to the committee and the Village on the attendance at the event, the feedback from the participants and the leaders and our feedback as to the success of the event.

CONCLUSION

CHLP is eager to assist the Village in opening Quincy Farm in a manner that recognizes Cat Anderson's vision and enhances the conservation values identified in the Conservation Easement. We look forward to presenting programming to activate the residents' use and enjoyment of Quincy Farm within the boundaries of the conservation easement.

Exhibit A

CHLP 2019 Event Calendar

MONTH	CONSERVATION EDUCATION	KIDS IN THE CREEK
April	Spring Speaker Series: Preserving the Green We Love – Water Challenges in a Changing Climate	
May		Launch Trail Passport
June	Introduction to Bird Watching, A Family Event Audubon Society, Three Pond Park	
July		Creek Habitats – Get Your Feet Wet! Audubon Society, Woody Hollow Park
August		
September		Trail Walk Trail Passport Wrap Up

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 6C

MEMORANDUM

TO: MEMBERS OF THE QUINCY FARM COMMITTEE

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: UPDATE ON RESPONSE TO CO OPEN LANDS (PUBLIC ACCESS PLAN)

DATE: MAY 21, 2019

ISSUE

This item is to discuss comments received on the Public Access Plan. This Public Access Plan was created to directly respond to a request from Colorado Open Lands for more information about the Farm's planned opening hours as recommended by City Council. An updated copy of the plan and copies of all comments submitted by Committee members will be available at the meeting.