

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

Parks, Trails and Recreation Commission Agenda
Thursday, June 13, 2019 at 5:30 p.m.
2450 E. Quincy Avenue, Cherry Hills Village CO 80113
City Hall

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Introduction of New Commissioner
5. Audience Participation Period (limit 5 minutes per speaker)
6. Consent Agenda
 - a. Approval of Minutes – May 9th, 2019
7. Unfinished Business
8. New Business
 - a. Quincy Farm Updates
 - b. Election of Chair and Vice-Chair
9. Reports
 - a. Chair
 - b. Commissioners
 - c. Staff
 - i. July 11th meeting availability
 - ii. John Meade Park
 - iii. City Hall Plantings and Irrigation
 - iv. Trail Signing Project
 - v. High Line Canal Working Group Task Team
10. Adjournment

Minutes of the
Parks, Trails & Recreation Commission of the
City of City of Cherry Hills Village, Colorado
Held on Thursday, May 9, 2019 at 5:30 p.m.
at the City Center

PARKS, TRAILS AND RECREATION COMMISSION REGULAR MEETING

Chair Robert Eber called the meeting to order at 5:32 p.m.

ROLL CALL

Chair Robert Eber, Vice-Chair Fred Wolfe, Commissioners Joshua DiCarlo, Peter Sutherland, Kate Murphy, Aron Grodinsky, Stephanie Dahl. Also present were Emily Black, Parks and Recreation Coordinator and Pamela Broyles, Administrative Assistant.

PLEDGE OF ALLEGIANCE

The PTRC conducted the Pledge of Allegiance.

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Commissioner Aron Grodinsky moved, seconded by Commissioner Stephanie Dahl to approve the following items on the Consent Agenda:

1. Approval of Minutes – April 11, 2019

The motion passed unanimously.

ITEMS REMOVED FROM CONSENT AGENDA

None

TRIBUTE TO COMMISSIONER JOSHUA DICARLO

The Commission recognized Commissioner DiCarlo for his service on the Parks, Trails and Recreation Commission for the past six years. Commissioner DiCarlo will not be seeking another term on the Commission.

UNFINISHED BUSINESS

a. Quincy Farm Ongoing Projects

Parks and Recreation Coordinator Emily Black updated the Commission on Quincy Farm projects based on PTRC's request to receive regular updates. Ms. Black noted that she will include the Quincy Farm projects spreadsheet at each meeting so both groups are on the same page. She reviewed the projects on the spreadsheet.

Ms. Black reported that she sent the revised Public Access Plan for the Nature Trail to the Quincy Farm Committee for their review. She informed the Commission that Colorado Open Lands requested a list of operational questions before they will approve access to the Farm. Staff's goal is to send the revised plan to Colorado Open Lands once the Quincy Farm Committee has reviewed it.

Ms. Black reported that the City received the report back from the engineer on the dam investigation for the Quincy Farm pond. The report was on the structure of the dam and making sure that it is safe. She was happy to report that the dam is structurally sound.

Vice-Chair Wolfe asked if there was any discussion on cleaning all the dead wood out of the pond.

Ms. Black responded that this will be considered when the pond is dredged in the future.

Commissioner Grodinsky noted that it appears many of the projects on the spreadsheet are at or near completion. He asked what the next steps are.

Ms. Black responded that once the Quincy Farm Committee knows what is allowed and not allowed on the Farm, the next project is the Master Plan. The Committee has expressed interest in working with a consultant to complete the Master Plan. Ms. Black added that the Committee put together a draft scope of work and the goal is to put it out to bid this summer and to move forward with a consultant.

Commissioner Sutherland asked for clarification on City Council's intent to open the Farm seven days a week from dawn to dusk.

Ms. Black clarified that City Council's initial recommendation was that the Farm would open on March 1st and would be open seven days a week from dawn to dusk for a four-month trial period. During that time, staff would give a regular report to City Council on how the Farm is being used, the approximate number of users, etc.

Ms. Black pointed out that once Colorado Open Lands gives final approval to open the Farm, it will take the City a couple of weeks to install signs on the property. She expressed that the City is taking measures to protect the two tenants by forming clear boundaries on the property.

Chair Eber asked if the wildlife cameras that were installed on the Farm could be repurposed for safety purposes.

Ms. Black responded that the City has three game cameras on the property, two on the pond and one in the pasture. Ms. Black stated that the purpose of the game cameras is to photograph wildlife on the Farm and there are no plans to use the cameras in other capacities. She clarified that the cameras were installed by Wildlife Protection Solutions specifically for the use of capturing wildlife and not people.

Chair Eber asked if the water to fill the pond comes from an allotment out of the High Line Canal.

Ms. Black affirmed that the water only comes from the High Line Canal when it is running, which is very infrequent. She said the main source of water comes from the well that is on the property.

Chair Eber asked if the plan is to continue to use the well to fill the pond.

Ms. Black responded yes, and that this discussion will be part of the negotiation with Denver Water.

b. Trail Signing Project Update

Vice-Chair Wolfe updated the Commission on the Trail Signing Project. He is working on where each sign needs to be located and what each sign needs to say. He believes it is important to include “miles/time” on the signs. Mr. Wolfe mentioned that there are some signposts in the right location, but the signs need to be turned so they can be seen by trail users from each direction.

Chair Eber asked for clarification on what the trail signs will be promoting.

Vice-Chair Wolfe explained that the goal is to put signs up that make it easier for people to navigate the trail system. He said he believes the Trail Signing Project will gradually grow with time.

Ms. Black added that the initial focus will be to direct people to City Parks, Quincy Farm and the High Line Canal.

Vice-Chair Wolfe expressed that it is important to direct people to Woodie Hollow Park.

Commissioner DiCarlo asked if the gap in the Village Trail loop to Woodie Hollow Park is continuous where it crosses University Boulevard.

Vice-Chair Wolfe explained that there is no paint on University Boulevard to indicate there is a trail, but the bridle trail crosses University and continues on the other side. He said this is the best route to get to Woodie Hollow Park.

Ms. Black agreed that it is important to direct people to Woodie Hollow Park, but she suggested the map needs to reroute trail users to cross at Quincy and University so people are not being directed to cross at University where there is no designated crosswalk.

Commissioner Dahl pointed out that from a liability standpoint the City is required to protect its residents and visitors using the trails. She cautioned that directing people to cross at an area with no designated crosswalk could expose the City to some liability.

Commissioner DiCarlo suggested that the City could install signs advising trail users to “Cross at Your Own Risk.”

Commissioner Grodinsky added that the City could state that they recommend crossing at the crosswalk on Quincy and University.

Chair Eber brought up the idea of a new on-street trail that allows people to cross at Quincy and University. He suggested routing people through the Cherrymoor neighborhood west of St. Mary’s Academy to access the trail to Woodie Hollow Park.

Ms. Black confirmed that the City does have an on-street trail that runs along South Vine Way that leads to Woodie Hollow Park.

Commissioner Murphy remarked that it is still important to put a sign on the bridle trail that says “Cross at Your Own Risk” to release the City’s liability. She suggested adding an alternate route on a map.

Ms. Black said she will reach out to the City Attorney for clarification and will report back to the Commission at the next meeting.

Chair Eber commended Vice-Chair Wolfe for encouraging people to go to different parts of the City.

Ms. Black mentioned that she put an ad in the Village Crier about the Village Trail that included a map of the Trail. She has not received any feedback from the article.

Vice-Chair Wolfe explained that there will also be numbers on the trail signs. He said Parks Operation Supervisor Jeff Roberts expressed the importance of numbering each sign for maintenance requests and for emergencies so people can report what post number they are near.

NEW BUSINESS

Trash Container in Cherry Hills Park

The Commission discussed a trash container along a trail in Cherry Hills Park that is overflowing with trash and doggie waste bags.

Ms. Broyles explained that Cherry Hills Park HOA contracted with a private property management company that installed the trash receptacle and is required to maintain it. She receives complaints from residents every year and makes several calls to the management company before they will empty the trash can and clean the site. The City is working to replace the trash receptacle with one of its own so it can be maintained by City staff.

Maintenance on City Trails

Vice-Chair Wolfe expressed that he would like to see a fulltime maintenance person designated to trail maintenance. He said he has been asked by trail users if some of the trails that collect water and create mud and trenches could be regraded.

Commissioner Murphy suggested that since the Village Trail is being added to the trail system, it would be a wonderful project for groups such as Cub Scouts to clean sections of the trail.

Ms. Black noted that the City has an “Adopt-a-Trail” program in place, but it has never been used. Ms. Black perceived that the reason is because the City trails are well maintained and there is not enough trash to make it worthwhile for a group. She suggested that groups could adopt a section of trail for a longer term that would be maintained on a weekly or monthly basis.

REPORTS

a. PTRC Chair Report

Chair Eber reported that the bid opening date for the John Meade Park and Alan Hutto Commons Project is scheduled for May 23rd at 1:00 p.m. at City Hall. He stressed that this project will be a priority for the Commission this summer and fall. He reminded the Commission that the Cherry Hills Land Preserve has a grant program in place and a volunteer list that could be utilized for the Park.

Chair Eber emphasized the importance of documenting and photographing the Park before, during and after construction. There will be drastic changes to the look of the Park and the community deserves to know what they are spending \$2.4 million dollars on. He encouraged the Commission to be proactive and involved throughout the process. He welcomed any ideas from the Commission and suggested a ribbon cutting ceremony when construction begins.

Chair Eber asked for an update on the Arapahoe County Open Space Grant for John Meade Park.

Ms. Black responded that the City will not have results on the grant until August 1st. She explained to the Commission that part of the grant application process includes documenting the Park. She has taken numerous photos of every angle of John Meade

Park and Alan Hutto Commons that can be used as before pictures. She mentioned that the City also has water quality samples on both ponds.

Chair Eber brought up the Cherry Hills Village Elementary School graduation. He said that early in the planning of Alan Hutto Commons this was the type of event that the Park would serve. He mentioned that the new Parks Commissioner Tory Leviton is a musician and has great enthusiasm for starting a community concert series.

Chair Eber announced that the Cherry Hills Land Preserve will host the Trail Passport Program this year. The Land Preserve is also working on scheduling other events in City Parks. He mentioned that there is now a beehive at Quincy Farm through a contract with the Butterfly Pavilion.

Chair Eber shared that he attended the Cherry Hills Land Preserve Spring Speaker Series last month. The speaker was Justice Greg Hobbs who is a water law expert. The talk was about protecting urban spaces and about water rights. There was also a stormwater expert and Harriet LaMair spoke about the potential use of the High Line Canal for urban drainage.

b. Commission Members Report

Commissioner DiCarlo expressed concern with the amount of garbage in the High Line Canal just before you cross University.

Ms. Broyles explained that the City is aware of the trash and has been in contact with Denver Water on numerous occasions to clean the area. The High Line Canal is in Denver Water's jurisdiction.

Ms. Black added that Denver Water is currently working on removing debris from the High Line as they will be running water in the Canal soon.

Vice-Chair Wolfe asked if it is possible to negotiate with Denver Water to pay the City to maintain the City's stretch of the High Line Canal. He is concerned that they do not make maintenance a priority and they are not receptive to requests from Cherry Hills Village.

The Commission discussed Denver Water's maintenance responsibilities on the High Line Canal. The Commission is concerned with the debris that is building up in the Canal and the trash that is rarely picked up.

Ms. Black responded that maintenance on the High Line Canal is a long-term discussion between the High Line Canal Conservancy and Denver Water. With a vision of the Canal being a linear park there are questions on whether Denver Water will continue to maintain it or whether there will be an agreement with other jurisdictions. She said the process is still in the early stages of determining who will govern the High Line Canal in the future.

Mr. Eber asked about the status of the underpass.

Ms. Black responded that Denver anticipates putting the underpass project out to bid in September. The construction timeline has not been finalized, but she anticipates early 2020 for installation of the underpass. She said the City will work closely with Denver's engineers to coordinate the trail connection project with construction of the underpass.

Commissioner Sutherland asked if PTRC should make a recommendation to add a budgetary item to address maintenance issues on City trails.

Ms. Black explained that it is not necessarily a budget issue, but an issue with finding staff. She reported that the City did add another staff person this year to the Parks Department and there will be six seasonal employees that the City did not have last year.

Commissioner Sutherland brought up the idea of contracting out for additional help. He asked if there is an opportunity for a budget item to approve an expense to hire an outside contractor to help staff.

Ms. Black said she will discuss options with Jay Goldie and will report back to the Commission.

Chair Eber remarked that there are several issues that the Commission has discussed with a desire to have more maintenance. He said it is important to consider whether these issues rise to the point of problems versus desires. He said it appears the Commission would like to have trail maintenance prioritized a little higher on the list.

Ms. Black cautioned that the City does not want to get into a position where it is taking on maintenance issues that are the financial responsibility of another entity, in the case of the High Line Canal.

Commissioner Dahl suggested that the Commission could consider ways to encourage Denver Water to maintain the Canal on a more regular basis instead of only when they run water.

Ms. Black suggested posting requests on Denver Water's website and working with the High Line Canal Conservancy on communicating complaints.

c. Staff Report

(i) June 13th Meeting

Ms. Black informed that Commission that the June 13th meeting will specifically invite the public to hear about the Code Modernization Process that the City is currently going through. The process is to streamline the City Code so it is more user friendly. The meeting will start at 5:30 with a half hour of mingling and information will be posted for people to look at. A presentation by the consultant will follow. Ms. Black said that this will be a good opportunity for PTRC to make comments.

Ms. Black noted that there will also be an election for a new Chair and Vice Chair for PTRC as both positions are term limited to 24 consecutive months. She announced that City Council appointed Tory Leviton to the Commission and he will be at the June meeting.

(ii) Really Sculpture by Wayne Salge

Ms. Black reported that approval of the *Really* sculpture by Wayne Salge will go before Council on May 21st. The Art Commission chose the location where the *Sundown* sculpture was previously located along Quincy.

(iii) High Line Canal Working Group Task Team

Ms. Black reported that she will email the Commission a draft copy of the Signing and Way Finding Plan from the High Line Canal Conservancy.

(iv) Upcoming Events in City Parks and Trails

Ms. Black informed the Commission that the Cherry Hills Village Elementary School will have its second-grade graduation in John Meade Park on May 21st or 22nd. She shared that a small running group hosted a 6K on City trails. The run started in John Meade Park and went around Kent Denver.

(v) City Council Study Session – July 16th

Ms. Black reported that the next PTRC study session with City Council is scheduled for July 16th, but this date is tentative and may get moved.

ADJOURNMENT

The meeting adjourned at 7:32 p.m. The next PTRC meeting is scheduled for June 13th at 5:30 p.m.

Robert Eber, Chairman

Emily Black
Parks and Recreation Coordinator

Pamela Broyles
Administrative Assistant

**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: 8A

MEMORANDUM

TO: MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: QUINCY FARM - ONGOING PROJECT UPDATES
DATE: JUNE 9, 2019

ISSUE

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

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 Quincy Farm Committee informed. It is being shared with the Parks, Trails, and Recreation Commission for informational purposes; no action is requested on this agenda item.

EXHIBITS

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

Quincy Farm Projects - June 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)	Installation started June 3rd	Expected completion time of 4 weeks												
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	Public Access Plan delivered to CO Open Lands	Meeting scheduled with CO Open Lands to discuss plan												
Master Plan	Final Scope of Work going to QFC this month for approval	Send out to bid												
Pond (Dam Investigation)	Engineer can present findings at June (tentative) QFC meeting	Determine future work												
Miscellaneous Property Maintenance	Furnace repair													

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

ITEMS: 8B

MEMORANDUM

TO: MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: ELECTION OF CHAIR AND VICE-CHAIR
DATE: JUNE 13, 2019

ISSUE

Electing a Chair and Vice-Chair for the Parks, Trails, and Recreation Commission.

DISCUSSION

The Rules of Procedure for the Parks, Trails, and Recreation Commission provide direction for the election of Chair and Vice Chair at the first regular meeting following the third Tuesday of May. The relevant section is copied below, and the full Rules of Procedure are attached for reference as Exhibit A.

Since Mr. Eber has served as Chair for two successive years, he is not eligible to be re-elected Chair at this time. He is still eligible to be elected Vice Chair. Mr. Wolfe has served as Vice Chair less than one year and is eligible for re-election.

Excerpt from PTRC Rules of Procedure:

“Article V. Officers

- a) The members of the Commission 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.”

RECOMMENDATION

Staff recommends that the Commission elect the positions of Chair and Vice Chair according to the Rules of Procedure.

ATTACHMENTS

Exhibit A – Rules of Procedure of the City of Cherry Hills Village Parks, Trails, and Recreation Commission - Adopted October 3, 2006; Amended December 12, 2018

**RULES OF PROCEDURE OF
THE CITY OF CHERRY HILLS VILLAGE
PARKS, TRAILS AND RECREATION COMMISSION
Adopted October 3, 2006
Amended December 12, 2018**

Article I. Adoption and Amendment of Rules

These Rules are adopted in accordance with Section 2-8-30(c) of the Municipal Code and shall govern the procedures of the Parks, Trails and Recreation Commission. These Rules may only be amended upon adoption and approval of the City Council in accordance with Section 2-8-30(c) of the Municipal Code.

Article II. Name of the Commission

The name of the Commission shall be the Parks, Trails and Recreation Commission.

Article III. Purpose of the Commission

- a) The Parks, Trails and Recreation Commission has been established to advise City Council on matters related to parks, trails, recreation and open space within the community. The Commission shall meet at the direction of City Council for the following specific reasons:
- (1) To make recommendations with the purpose of improving and maintaining the City's park and open space system consistent with the provisions of Chapter 11, Article III of the Code;
 - (2) To evaluate and make recommendations concerning the acquisition of additional trails, trail connections, pocket parks, wildlife refuge areas, protected view areas, open space parks and recreational parks;
 - (3) To make recommendations with the purpose of protecting and maintaining the streams and water features that exist in the City;
 - (4) To review and make recommendations on the Recreation Reimbursement Program to meet the recreation needs of the community;
 - (5) To make recommendations to the Planning and Zoning Commission concerning the adoption of that portion of a Master Plan concerning park and trail development;
 - (6) To recommend annual budget priorities to the City Council for capital projects related to parks, trails, open space and recreation;
 - (7) To develop and recommend an annual recreation and event program and budget to the City Council; and
 - (8) To recommend long-range financing plans for open space acquisition;
- b) The Commission shall meet in accordance with the provisions of the Municipal Code to:
- (1) Review and make comments and recommendations on preliminary plat subdivision development applications concerning the dedication of land, in accordance with Chapter 17 of this Code; and
 - (2) Act in accordance with any other duties as required by other provisions of this Code as enacted by the City Council from time to time.
- c) In addition, the Parks, Trails and Recreation Commission shall have such other duties as assigned by the City Council, by motion, from time to time.

Article IV. Membership and Terms

- a) The Parks, Trails and Recreation Commission shall consist of seven (7) members: one (1) from each Council district; and one (1) member appointed by the City Council on an at-large basis; provided, however, that if the City Council is not reasonably able to appoint one (1) member from each Council district, the City Council may appoint one (1) or more members of the Commission on an at-large basis. Each member shall have one (1) vote.
- b) On the date of appointment, each member shall be a resident of the City for at least three (3) years immediately preceding the date of appointment. Each member shall be a resident of the district on the date of appointment and throughout his or her term of office. Each member shall be appointed by the City Council. The term of each member shall be three (3) years, and the terms shall be staggered.
- c) Terms of office shall expire on the third Tuesday of May in each respective year.

Article V. Officers

- a) The members of the Commission 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.
- d) In the event that the duly-elected Chair becomes unable to complete their term of office, the Vice Chair shall automatically assume the position of Chair until the completion of the term, and a new Vice Chair shall be elected at the next regular meeting in accordance with the provisions of these Rules. In the event that the Vice Chair is unable to complete the term, an election shall be held at the next regular meeting to fill the vacancy. Said election shall be in accordance with the provisions of these Rules.

If neither the Chair nor the Vice Chair is present, any member in attendance shall call the meeting to order, and the Commission shall immediately elect by majority vote of members present and constituting a quorum a Chair Pro-Tem to preside at the meeting. The entrance of the Chair or Vice Chair terminates such office.

Article VI. Duties of Officers

Chair: It is the responsibility of the Chair to conduct formal Parks, Trails and Recreation Commission meetings in accordance with accepted principles of decorum, applicable laws of the State of Colorado including the Colorado Open Meetings Law and City of Cherry Hills Village, and the rules of order adopted in these Rules. The Chair shall be a voting member of the Commission and is accorded the same rights and privileges accorded other members of the Commission.

Vice Chair: In the event that the Chair is temporarily unable to act due to the absence from the City, illness, conflict of interest in any matter coming before the Commission, or any other cause, the Vice Chair shall act in the Chair's place. In this instance, the Vice Chair shall be accorded the same privileges and responsibilities as the Chair.

Article VII. Compensation

Members of the Commission shall receive no compensation. Commissioners may be reimbursed for pre-authorized expenses incurred in the discharge of their duties upon submission of a proper claim to the Parks and Recreation Coordinator.

Article VIII. Quorum and Voting Requirements

A quorum of the Commission shall be present in order to conduct any meeting of the Commission. A quorum shall consist of four (4) members. Any recommendation or other official action of the Commission shall require the affirmative vote of a majority of the Commission members present, voting, and constituting a quorum.

Article IX. Removal of Members

The members of the Commission shall be subject to removal by action of the City Council. The Council shall make appointments to fill vacancies for unexpired terms. Any member of the Commission absent for three consecutive regular meetings or four regular meetings during a calendar year without being excused by the Commission may be removed by City Council.

Article X. Meetings

Regular meetings will be held once a month in the City Council chambers or such other location as agreed by the Commission members. The meeting night shall be the 2nd Thursday of every month at 5:30 p.m. Meetings may be cancelled if there are no agenda items. In the event of a conflict with holidays or other events, the Chair may change the date with proper notice. All meetings shall be open to the public.

Article XI. Correspondence

The agenda for each meeting of the Commission shall be set by the City Manager or their designee. Commission members shall receive an agenda and packet of corresponding materials no later than the Monday prior to a regularly scheduled meeting.

Article XII. Conduct of Meetings

The Commission shall conduct meetings in a manner it deems efficient, and at each regularly scheduled meeting:

- a) The Chair shall call the meeting to order and determine whether a quorum exists.
- b) Minutes of the previous meeting shall be reviewed, and may be adopted as written, or corrected, by a majority vote of the Commission members. Staff will provide a copy of the minutes to be approved in agenda packets.
- c) The Chair shall conduct the business as presented on the agenda.
- d) Audience Participation:
 - 1) The Chair shall request that any member of the public who wishes to speak identify themselves and provide complete addresses.
 - 2) The Chair shall allow any member of the public adequate opportunity to be heard on any issue within the Commission's jurisdiction and charge. The Chair in its discretion may limit the time allowed for discussion.

- 3) After presentation by any member of the public, the Commission may vote to make a recommendation to the City Council, make no recommendation to City Council, or to conduct further investigation on any proposed recommendation.
- e) Staff may make a recommendation concerning any matter coming before the Commission.
 - f) Conflicts of Interest:
 - 1) Any Commission member, who actually or potentially has a conflict of interest concerning any recommendation before the Commission or whose participation would otherwise violate the appearance of fairness, shall disqualify himself or herself from voting or participating in the discussion and in any motion concerning such recommendation. When a Commission member has been so disqualified, the member shall neither sit on nor preside over the Commission during the discussion and voting on the matter.
 - 2) A potential conflict of interest or violation of the appearance of fairness exists when a Commission member has a direct or indirect interest in any business or undertaking which may be directly and substantially affected to its economic benefit or detriment by a decision to be made by the Commission; provided, however, that no benefit or detriment that is common to that of the general public shall constitute a conflict of interest or violation of the appearance of fairness for purposes of this Article.
 - g) Any question or issue regarding the proper procedure for conducting business at any Parks, Trails and Recreation Commission meeting which is not resolved by the foregoing Rules of Procedure of the City of Cherry Hills Village Parks, Trails, and Recreation Commission shall be resolved by reference to the relevant portions of Robert's Rules of Order.
 - h) Subcommittees are created via the vote of the Commission.
 - i) Public Hearings shall be conducted in accordance with the City Council Rules of Procedure.