

**Parks, Trails and Recreation Commission Agenda**

Thursday, June 8<sup>th</sup>, 2023 at 5:30 p.m.

This meeting will be held in-person at City Hall with no electronic participation.

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 – May 11<sup>th</sup>, 2023
6. Unfinished Business
  - a. Dahlia Hollow Play Rock Replacement
7. New Business
  - a. Election of Chair and Vice-Chair
  - b. Bench Donation in Memory of Kathy Scott
8. Reports
  - a. Chair
  - b. Commissioners
  - c. Staff
    - i. Quincy Farm
    - ii. Upcoming Events in Parks
9. Adjournment

**CHERRY HILLS VILLAGE**  
**COLORADO**

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

City Hall  
Telephone 303-789-2541  
FAX 303-761-9386

ITEM: 7a

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**MEMORANDUM**

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**TO:** MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION

**FROM:** EMILY BLACK, PARKS PROJECT & OPERATIONS MANAGER

**SUBJECT:** ELECTION OF CHAIR AND VICE CHAIR

**DATE:** JUNE 8, 2023

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**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 of the rules is copied below, and the full Rules of Procedure are attached for reference as **Exhibit A**.

Members cannot serve in the same office for more than 24 months, per the Rules of Procedure (excerpt below). PTRC's previous Chair, Fred Wolfe, has completed his term with the Commission; his last meeting was May 2023. Aron Grodinsky has served as Vice Chair for one year, and he is therefore eligible to be re-elected as Vice Chair (or to be nominated as Chair). Commissioners do not need to be present at the meeting to be elected to a position.

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. or at such other time as approved by unanimous vote of the entire Commission. 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.

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**MEMORANDUM**

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**TO:** MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION  
**FROM:** EMILY BLACK, PARKS PROJECT AND OPERATIONS MANAGER  
**SUBJECT:** BENCH DONATION IN MEMORY OF KATHY SCOTT  
**DATE:** JUNE 8, 2023

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**ISSUE**

Considering a request for a bench donation in Dahlia Hollow Park in memory of Kathy Scott.

**DISCUSSION**

The City has received a request for a bench donation in memory of Kathy Scott. The request was submitted by her son, Taylor Scott. Parks Operations Supervisor Jeff Roberts will work with Mr. Scott to select the exact location for the bench within Dahlia Hollow Park.

Mr. Scott has shared a biography of his mother to share with the Commission (**Exhibit A**). Their family lived in the Charlou subdivision of Cherry Hills Village for over 20 years. The planned text on the bench plaque will read:

*“In loving memory of Kathy Scott, July 25, 1948 – May 7, 2023”*

Following PTRC approval, a resolution accepting the donation will appear before City Council at the June 20, 2023 meeting.

**STAFF RECOMMENDATION**

Staff recommends that PTRC approve the bench donation in memory of Kathy Scott.

**RECOMMENDED MOTION**

“I move to recommend City Council approval of the bench donation in memory of Kathy Scott.”

**EXHIBITS**

Exhibit A: Biography of Kathy Scott



SUBJECT: Kathy (Vering) Scott

Kathy (Vering) Scott graduated from Marysville (Kansas) High School in 1966. She received a B.S. degree in Education from Kansas State University in 1970. She spent over 50 years teaching at all levels. Most of her early years teaching were in the lower grades until 1980, when she created, owned and operated “Small Wonders Preschool.”

After her third child was born, she returned to graduate school and earned a Masters Degree in Public Health from the University of Northern Colorado in 1986. She sold her preschool and became an educator for the Centers for Disease Control within the Colorado Department of Health. She then worked as a health educator for the Hall of Life at Denver’s Museum of Nature and Science (where she was often seen as “Slim Goodbody”), and later as a program director for the American Heart Association. She also created another small business she named “Lean Weighs,” doing body-fat testing and providing health education for businesses.



After her stints in public health, she returned to the school system, teaching part-time in a public middle school in Denver, then full-time for Most Precious Blood Catholic School, also in middle school. She ended her career at Phoenix Country Day School, where she taught part-time for the last 20 years, until cancer forced her to stop.

Working part-time allowed Kathy and her husband time to travel the world. Kathy and Bob were “adventure travelers,” having visited 140 countries, plus over 20 “non-country,” unique destinations like Antarctica, Easter Island, the Galapagos Islands, and Tibet. They completed four separate “around-the-world” adventures. Her favorites were among the 27 different countries they visited in Africa. Researching different countries and their cultures was a favorite activity for Kathy.

Tennis, running, biking, and hiking were a huge part of Kathy’s active life-style. Over the years, she captained more than 25 tennis teams, completed a full marathon, biked Ride the Rockies, trekked down the Grand Canyon 20 different times, and hiked weekly with friends in both the Colorado Rockies and Arizona desert.

An avid reader, Kathy participated in three book clubs, and loved gardening, especially growing succulents. She was a frequent volunteer at different churches and had a “soft spot” for the underprivileged, which was her motivation for a mission trip to Guayano, Mexico, and helping at Justa Center in Phoenix.

Kathy and Bob were blessed with three wonderful children and eight grandchildren and she cherished the quality time she spent with them all, especially taking them on road trips. Her faith, family, and friends carried her through life, especially to the end of her journey, when she often said, “There are always people out there worse off than you, just look around.”