

RECORD OF PROCEEDINGS

Minutes of the
Parks, Trails & Recreation Commission of the
City of Cherry Hills Village, Colorado
Held on Wednesday, February 15, 2023, at 5:30 p.m.

PARKS, TRAILS AND RECREATION COMMISSION REGULAR MEETING

Chair Wolfe called the meeting to order at 5:33 p.m.

ROLL CALL

Chair Fred Wolfe, Commissioners Kate Murphy, Tory Leviton, Chelsea Scott and Mary Presecan. Also present were Emily Black, Parks Project & Operations Manager and Monica Castillo, Parks Clerk.

Vice Chair Aron Grodinsky and Commissioner Stephanie Dahl were absent.

PLEDGE OF ALLEGIANCE

The PTRC conducted the Pledge of Allegiance.

AUDIENCE PARTICIPATION

None

CONSENT AGENDA

Commissioner Leviton moved, seconded by Commissioner Scott to approve the following items on the Consent Agenda:

- a. Approval of Minutes – November 10, 2022

The motion passed unanimously.

NEW BUSINESS

- a. Spring Event

Chair Wolfe asked Manager Black the date of the spring event. Manager Black answered this is a question for the Commission tonight.

Manager Black said she and Parks Operations Supervisor Jeff Roberts had brainstormed about holding a potential spring event to replace the Car Show, since staff had handed that event off to the Police Foundation. She explained that staff is proposing taking that budget and transferring it to a spring event, which would spread out city-held events a little more.

Manager Black said in the original memo, staff suggested holding an event with an egg hunt around April 1st. She explained that at this point, the date was too close to that timeframe to make it work. Staff is now considering either the last Saturday in April, which is April 29th, or the first Saturday in May, which is May 6th. She reviewed some ideas for the original event which could still apply:

- Offer tiny flowerpots to decorate with stickers or add soil and seeds so families can plant flowers to take home.
- It is around Arbor Day, so attendees could help the Parks staff plant a tree provided the weather is decent that day.
- Having more small kid activities and a coffee cart for parents with donuts that the city will provide.

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Manager Black continued that the Cherry Hills Village Art Commission (CHVAC) had agreed that if PTRC does choose to have a spring event, they would like to be involved in some way, such as having a table to continue fundraising for the art for John Meade Park.

Chair Wolfe asked if anyone had any suggestions.

Commissioner Scott asked if there were any limitations. She suggested bringing in a farmer's market or something that will draw people in, like an art show and fun games for kids, a jumping castle, pony rides, something dynamic.

Manager Black mentioned the car show budget was between three to four thousand dollars, so that is the financial limitation.

Commissioner Scott suggested having a food truck, maybe a local school could do a concert performance to make it a collaborative event, having a bouncy castle, and calling it a Spring Fling type of event.

Commissioner Leviton suggested a bake-off.

Commissioner Scott stated the problem with that is asking people to do something; she suggested having craft stations to make it interactive and fun for all ages or having a treasure hunt or scavenger hunt in the High Line.

Commissioner Murphy suggested that it could be fun to have a trail run, and Commissioner Wolfe could map it out since he knows the trails best. She stated PTRC could make it fun for the community and families with a scavenger hunt along the trails.

Commissioner Leviton said he liked the idea and John Meade Park could be the base but not the sole area.

Commissioner Scott expressed that the prizes must be awesome. She described another scavenger hunt her children attended; it took hours to get through the scavenger hunt and it was very disappointing for them. She stated the Commission doesn't want their event to be disappointing; prizes would have to be something like Starbucks gift cards for \$10.

Commissioner Leviton said he was hoping the Commission would consider some performers, like musicians or jugglers.

Commissioner Scott added it could be at no cost if performers are from the school. She offered to ask her daughters' dance studio if they would be willing to put on a performance.

Chair Wolfe expressed hesitation about putting a lot of effort into an event and then very few people came, noting the Commission has seen this happen before.

Commissioner Scott replied it's a good point, but that's a marketing issue. She stated she would be willing to put together a fun email that really explains what the event is and the time of day it is being offered. She suggested between 4-6 pm. and asked about sending the invitation to every school within this region.

Manager Black said one of the difficulties is that schools will not advertise for the City because they have so many events going on within the school that they tend not to be willing to share additional events. She noted that CHVAC had success advertising the kid's art show because they had a class parent from the elementary school on the Commission, so there are possibilities if a PTRC member has a connection to the school.

Commissioner Presecan asked about advertising, noting that the yard signs seem to work well, and asked the deadline to publish an ad in the Village Crier.

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Manager Black replied that the Village Crier's deadline is the 15th of the month before; to publish in the April Village Crier, staff would need to know by March 15th. She explained that there is another meeting with PTRC prior to that date; Commissioner Scott is going to email staff ideas; staff can keep working on ideas and send them to PTRC to be finalized at the March meeting.

Commissioner Leviton asked if it was too late to get an article in the March Village Crier today. Manager Black said yes, since the deadline was today.

Commissioner Leviton expressed that he thinks consistency creates reinforcement, but today is the last day for the March issue.

Manager Black agreed and explained for most City special events, staff tries to run them in consecutive Crier editions; staff will plan to do that in the future with this event if it does become a recurring event.

Commissioner Presecan asked if advertising for the event through other non-Crier sources was part of the budget.

Manager Black replied it is the budget for both advertising and the event, so staff would include the yard signs as part of that budget; the signs are not a significant amount, usually around \$200.

Chair Wolfe said whatever date is decided, he thought it is important that the Commission check with the Cherry Creek schools, Kent Denver, and St. Mary's to make sure that they do not have any events scheduled.

Manager Black verified that PTRC was comfortable with the Art Commission having a table for fundraising for the John Meade Park sculptures at the event so she could confirm with that commission.

Commissioner Leviton agreed and stated he hoped CHVAC can possibly have some ideas for some performing arts as well.

Manager Black agreed and noted that is on the list coming up to talk about as well.

Commissioner Scott repeated that she thought the event needs a "wow thing"; she acknowledged in the Village it can be very costly to have a wow thing; she suggested maybe the Commission can offer free tinsel to the kids, since it is very popular right now; she stated the event needs something to draw people in.

Manager Black said the theme can be whatever the Commission wants; she noted there is face painting at the Winter Celebration and it's not specifically Cherry Hills Village-related.

Commissioner Scott stressed that the event needs a headliner like tinsel, face painting, prizes and Starbucks gift cards for a trail run race to give kids and teenagers a reason to come. She stated she can see teenagers driving over to get the tinsel or moms bringing their younger kids.

Commissioner Leviton said he liked field day activities like three leg races and potato sack races.

Commissioner Presecan asked Manager Black whether the Art Commission's involvement would be something active, not just asking for donations.

Manager Black explained when she originally talked with them, the event was going to be an egg hunt, so their idea at that time was to sell a special egg with prizes inside so it would be more than just a fundraising table.

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Commissioner Murphy stated that Kent Denver does the Sun Devil Dash every year on the High Line Canal, and it is probably one of the most attended events that they have. She stated that since PTRC has these incredible trails, it would be a fun event to have different categories of trail runs, one for kids, one for teenagers, and when they get back have a BBQ in the park; there are so many amazing trails around here and people could see Chair Wolfe's amazing signs and the event could demonstrate what PTRC is all about.

Commissioner Scott agreed and suggested putting up a banner with Cherry Hills Village First Annual Race with BBQ set up and music playing so people hear it as they drive by.

Commissioner Presecan added that an additional benefit of keeping the event off the High Line is there are a couple of places like the Village Trail where you must do it a couple of times to know where the weird turns are, so by having an event that focuses off the High Line, it is showcasing and training folks on how to utilize those trails.

Manager Black agreed and stated that she loved the idea of getting people out onto the trails because most city events focus more on John Meade Park and City Hall; dispersing people across the trails would be a great way to show people Chair Wolfe's new signs (and that the trails exist).

Commissioner Scott recalled that Duke Beardsley had an art drop where he hid a piece of art and posted clues on Instagram. She explained that her daughter found the art on the picnic bench. Commissioner Scott suggested that Mr. Beardsley may be willing to do that and it would bring in a lot of people.

Chair Wolfe agreed and will contact Mr. Beardsley.

Manager Black said she and the rest of Parks staff will work on ideas. She asked if anything else comes to mind the Commission can please let her know; staff will put this together and plan on bringing event ideas to the Commission at the March meeting. She thanked the Commission.

Commissioner Leviton suggested choosing April 29th or May 6th.

Manager Black explained she would check staff and school calendars to make sure one or the other does not conflict, but if PTRC members have or hear of a conflict to please let her know.

b. Bench Donations Guidelines Review

Chair Wolfe stated he believed bench donations are going to increase more and more in the future; his only concern is point number three in the guidelines where the person must have some connection to Cherry Hills Village; he felt that is way too loose. Chair Wolfe recalled PTRC's approval of a bench donation last year for someone who passed away and didn't live in the Village; in his opinion, this has to be a special donation and not just for someone who has a connection to the Village. He questioned whether someone who worked here for a summer is eligible for a bench donation. Chair Wolfe stated he thought the guidelines need to be tightened up and asked for other comments.

Commissioner Scott agreed and stated she thought it should require residing or having resided in the Village.

Chair Wolfe agreed and asked whether an applicant should have resided in the Village for a certain number of years.

Commissioner Leviton asked how long someone has to reside in the City to join a commission.

Manager Black stated three years.

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Commissioner Leviton said that seems like a reasonable standard; if someone is not here long enough to be on a commission, it would be a reasonable start.

Commissioner Scott stated a donation is so permanent, she suggested maybe ten years.

Chair Wolfe agreed and said it should be longer. He asked Manager Black if she and Supervisor Roberts have any feel for how many spots are left for trees and benches, and whether the City would run out of locations.

Manager Black stated the City was nowhere near that situation. She recalled past discussions with the Commission about identifying possible locations; there are still so many places left that it would not be a good use of staff time to go through every trail in the Village to determine all the possible locations. She noted that because these are always incredibly personal donations for the family, sometimes it will be a request for a popular site like John Meade Park, but sometimes it's on a trail where their mother lived close by. She acknowledged that there are some parks like Three Pond that are getting close to their capacity, but there is not a shortage of locations and staff can continue to work with donors on a case-by-case basis.

Chair Wolfe asked if there were less bench locations than there are tree locations.

Manager Black said she was not sure, and that is a good question for Supervisor Roberts; she was not sure whether all new donated trees would require irrigation or not.

Chair Wolfe stated this was good news to him, and maybe there are a lot of bench locations left. He asked if Manager Black had a sense of Council's opinions on the Bench Donation Guidelines.

Manager Black answered she did not.

Commissioner Presecan stated while she agreed that it is necessary to have some connection, she wanted to think of individuals that have served the City and staff members of the City. She stated maybe there is an artist that has contributed multiple pieces of art and if PTRC were to restrict the bench donation program to just residents, then PTRC wouldn't be able to utilize this as a vehicle to recognize a staff member that worked for the City for 30 years if PTRC wanted to dedicate a bench for that person.

Chair Wolfe said there is precedent for that as the City has already dedicated a reading garden in honor of Ralph Mason (a 40-year staff member).

Commissioner Presecan agreed and indicated that she wanted to think about that context that there may be individuals beyond residents.

Commissioner Leviton suggested changing the language so that the person who the bench is dedicated to must have some connection to Cherry Hills Village "as decided by PTRC".

Chair Wolfe added "as either a resident or an employee of the Village". He asked if PTRC could continue to discuss this item rather than make a recommendation today.

Manager Black confirmed that PTRC can continue the item to the next meeting.

Chair Wolfe suggested continuing it to the next meeting to give all commissioners a chance to think about it and come up with something acceptable to everybody.

Commissioner Leviton suggested Commissioner Dahl's input would be helpful at the next meeting because she's great at wording.

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Commissioner Presecan stated in the donation dedication guidelines she was personally confused by the process that was outlined; she wasn't quite clear if the applicant was supposed to prepare a letter and submit that letter to the City for consideration.

Manager Black explained that applicants do not have to write a formal request to PTRC; the family can call her or Supervisor Roberts and start talking through possible locations; staff creates the memo for PTRC; the family does provide specific written language that they would like on the plaque for consideration by PTRC and ultimately City Council. She summarized that the process for the family to follow is not very formal since it is such a delicate process in a lot of cases; the formal request is from the staff to the Commission and then to Council.

Commissioner Presecan suggested clarifying details within the guidelines to make it clear who the entity is within the city that actually is going to foster this program through and the main point of contact.

Chair Wolfe said the main point of contact is Supervisor Roberts or Manager Black; Supervisor Roberts is usually the contact because he goes out in the field and makes it happen.

Manager Black explained that she has an email that outlines the process clearly for the family; they make an initial contact with either her or Supervisor Roberts, she sends them what the process is going to look like and what staff needs from the family at each step, how PTRC refers it to City Council, and what the timeframe usually is. She suggested that she could insert that email into the bench donation guidelines if PTRC prefers to make them more detailed. She also noted that no matter what the Commission decides about residency requirements, she will update the section of the guidelines about the High Line Canal; the High Line Canal Conservancy is in the process of launching their own program, so they will be managing donations along the canal going forward.

REPORTS

Chair Wolfe noted that he saw in the Village Crier that Manager Black had a new title. He asked her to tell the Commission the title.

Manager Black stated she was now the Parks Project and Operations Manager for the City.

The Commission congratulated Manager Black.

Chair Wolfe stated before leaving the Commission in May, he would like to see all smaller trail segments receive their signs so that the Village has all the old signs gone and all the new signs in place. He asked to take that up in the next meeting and get a collective agreement, since staff had come up with names for eighteen segments and he also had names for the eighteen segments. He asked to review the names to be able to order the signs and complete the project.

Manager Black recalled that PTRC had approved the list of trail signs for dead-end segments in the fall, so staff had ordered the signs already; she was not sure of the delivery timeframe but it should be within a few weeks.

Chair Wolfe recalled that after the new sign program naming all trails is completed, PTRC would update the trail map, and hopefully that project can be undertaken next summer.

Manager Black stated it is in the budget for this year; the first step is to finish renaming all the trails and get the signs up; staff has budgeted this year to get a consultant, go to bid, come up with a new map that accurately reflects the new names, and hopefully get maps printed at the end of this year.

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Chair Wolfe stated even though he will be off the Commission at that point, he would be more than happy, or even insist, on being involved. He expressed his thought that the map needs to be bigger than its current size.

Manager Black said she had received prices but she will see if they are still valid; the company makes one size larger so it will still fit in a pocket but not be quite as tiny.

Commissioner Presecan asked if she understood correctly that all the trails have been given names at this point; Manager Black confirmed.

Commissioner Presecan asked if PTRC and staff were waiting for something to happen before putting out a solicitation or bid for creation of the map.

Manager Black said the limitation was just staff time.

Chair Wolfe stated there is an outdated High Line Canal sign at the Dahlia Street parking lot that needs to be removed.

Manager Black agreed and noted part of the High Line Canal signing project is removal of the old signs; she acknowledged it is on the list for removal and that there are old coyote signs that must be removed as well.

Commissioner Murphy asked if there was an update with the lot on Quincy and Franklin where trees were cut down; she asked if the language in the Municipal Code is going to change around cutting down trees in that way.

Chair Wolfe noted he has talked to Council several times and it's not that the owners can't cut them down, as they bought the property and those are their trees; PTRC is only suggesting it's a timing issue. He stated he thought they should only be able to cut down trees within 30 days of breaking ground on their house; it's been two years since they cut down huge trees.

Commissioner Leviton offered that if staff needs help with the scavenger hunt for the Spring event, he would be happy to help. He suggested special stamps or hole punches to verify that participants are going where they are supposed to go.

Chair Wolfe welcomed Commissioner Presecan and asked her how long she had lived in the Village.

Commissioner Presecan said she has lived in the Village almost four years and lived in the area for twenty-four years.

Manager Black reported that City Council has appointed two more members in addition to Commissioner Presecan whose terms will be starting in May: Laurel O'Brien, who was in the audience tonight, and Howard Sherr. She explained that their terms start in May and their first official meeting will be the June meeting.

Chair Wolfe said he knows Howard Sherr and he is going to be very vocal about what is happening in the Village regarding bicycles.

Manager Black reported that the tree planting program will start next Friday; residents can buy trees through the city at cost.

Manager Black reported that she and the City Clerk are asking Council and Commissions about switching to digital meeting packets rather than printed packets. She noted that knowing PTRC likes trees very much, she hoped that is something the Commission would consider. She explained that Commissioners would receive a link in their email to download the packets; if anyone still did want a printed copy, staff could make them available at City Hall for pickup. She noted the switch would save trees and conserve resources.

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The Commission unanimously agreed to switch to digital meeting packets.

Manager Black reported that the east side of Quincy Farm is now open to the public from sunrise to sundown every day; visitors can walk around the barnyard, but the buildings are not open; the Cherry Hills Land Preserve is working on scheduling programming for the summer and creating interpretive signs.

Commissioner Scott asked if there were cameras at Quincy Farm.

Manager Black said there are not cameras yet, but it is something staff is exploring; staff conducted a security walk with the Chief of Police about a month ago.

Commissioner Scott stated she would recommend due to recent vandalism at her neighbor's house; they were local kids who got caught because of the cameras; they did cause some damage and threw a bunch of chairs in the pool.

Commissioner Leviton asked if the Commission could incorporate an element of Quincy Farm for a Spring Festival.

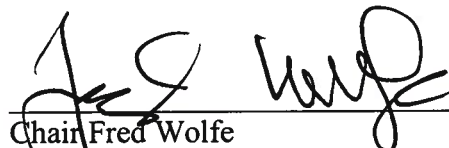
Manager Black said PTRC could, but a limitation with Quincy Farm is the lack of parking on site; there could be an option to park at Kent Denver, but that would need to be coordinated, and it is still a bit of a walk from the closest parking lot.

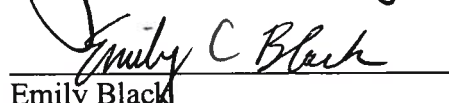
Chair Wolfe stated that he hoped 2023 will finally be the year that Quincy Farm will turn itself around and there is some good news coming about Quincy Farm.

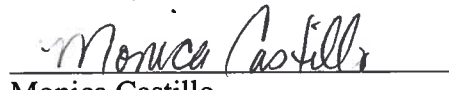
Manager Black explained her final report is that there is money for a sidewalk gap study in the budget this year, and staff will explore whether a bicycle component could be added to the study.

ADJOURNMENT

The meeting was adjourned at 6:32 p.m. The next meeting is scheduled for March 9th at 5:30 p.m.


Chair Fred Wolfe


Emily Black
Parks Project & Operations Manager


Monica Castillo
Public Works/Parks Clerk