



CHERRY HILLS VILLAGE COLORADO

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

City Hall
Telephone 303-789-2541
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75th ANNIVERSARY COMMITTEE AGENDA

Wednesday, July 14, 2021 at 9:00am

This meeting is being held electronically with no in-person attendance at City Hall.

To provide oral comments during Audience Participation: Please email Public Works Administrative Assistant Pamela Broyles **by 8:30 a.m. on July 14th** at pbroyles@cherryhillsvillage.com with your full name and home address. You will receive an email with the electronic meeting information.

To watch the meeting (no participation):

- 1) City website – [City Council Videos, Agendas, Packets, Minutes](#)
- 2) City YouTube channel – [City of Cherry Hills Village YouTube](#)

9:00 a.m.

1. Call to Order
2. Roll Call of Members
3. Audience Participation Period (limit 5 minutes per speaker)
4. Consent Agenda
 - a. Approval of July 1, 2021 Minutes
5. Items Removed From Consent Agenda
6. Unfinished Business
 - a. 75th Anniversary Celebration
 - b. Date for next meeting
7. New Business
8. Adjournment

Notice: Agenda is subject to change.
If you will need special assistance in order to attend any of the City's public meetings, please notify the City of Cherry Hills Village at 303-789-2541, 72 hours in advance.



Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Thursday, July 1, 2021
The meeting was held electronically

9:03 a.m.

ROLL CALL

Co-Chair Thomas Barry, Committee Members: Doug Tisdale, Nancy Wyman, Michael Robb and Laura Christman were present. Also present were Director of Finance Jessica Sager, Parks and Recreation Coordinator Emily Black and Administrative Assistant Pamela Broyles

Absent: Co-Chair Dino Maniatis

AUDIENCE PARTICIPATION PERIOD

Kathy Fessler
Cherry Hills Land Preserve

Ms. Fessler, Executive Director of the Cherry Hills Village Land Preserve, proposed that the Land Preserve would like to man a table at the event to sell the *High on Country* books. She said the Land Preserve would also like to offer a Raptor presentation for children to participate in during the time capsule dedication ceremony.

The Committee liked Ms. Fessler's ideas and thanked the Cherry Hills Land Preserve for their involvement in the event. The Committee acknowledged that the *High on Country* book is an important part of the history of Cherry Hills Village and agreed on a 30-minute Raptor presentation. Ms. Fessler agreed that the Land Preserve will set up a table in the Park.

CONSENT AGENDA

Committee Member Doug Tisdale moved to approve the June 11, 2021 minutes, seconded by Committee Member Nancy Wyman.

The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration

Committee Member Christman announced that the Arapahoe County Mounted Sheriff's Department would like to send a couple of deputies on horseback to the event.

Co-Chair Barry presented an outline of the event to establish an event action plan and delegate duties.

Committee Members discussed the following items:

Promotional Materials

- Name tags
- Welcome event cards (Dino and Thomas will design)
- Poster on the City sign off of Quincy Avenue
- Social Media including Nextdoor, Facebook, Email blasts, City Website
- Coordinator Black will design an event invitation post

Director Sager confirmed that an RSVP form has been set up on the City's Website. She shared an example of the form with the Committee. She also confirmed that the Village Crier article for the event recommends that people RSVP and includes a link that directs people to that page.

Coordinator Black stated that she will include the link to RSVP on the event invitation post and she will also do a "Save the Date" that includes the link.

The Committee discussed putting a "Save the Date" article in The Villager Newspaper.

Committee Member Tisdale stated that an article needs to be sent to The Villager as a press release and it will be published for free.

Director Sager agreed to write the press release article for The Villager Newspaper.

Coordinator Black agreed to design a digital save-the-date postcard for social media.

The Committee agreed to send an invite to the following entities:

- Co-Chair Barry will talk with Kathy Fessler from the Land Preserve about sending an email through their data base to promote the event
- Committee Member Tisdale will contact St. Mary's Academy
- Committee Member Christman will contact Kent Denver and will also communicate with Frank Hutto

- Committee Member Christman will contact Cherry Hills Village Elementary School about sending an invite through the PTA
- Invites will be sent to Churches in Cherry Hills Village
- Invites will be sent to private clubs including: Cherry Hills Country Club, Glenmoor Country Club, Village Club, Arapahoe Tennis Club, and the proprietors of Cherry Hills Village businesses

Music and Entertainment

Coordinator Black shared that the Hutto family reached out to her after the John Meade Park Grand Opening event expressing an interest in hosting an event at the Alan Hutto Commons with food trucks, wine, and music. Ms. Black said she emailed Frank Hutto to inform him that the 75th Anniversary Committee is already planning a similar event in August and she invited him to get involved.

Committee Member Christman said she will reach out to Mr. Hutto to get his thoughts on funding part of the event once the Committee has identified some ideas to share with him.

Coordinator Black reminded the Committee that PTRC Commissioner Chelsea Scott reached out to the Choir Director at Cherry Hills Village Elementary about performing at the event and she expressed interest in participating. Ms. Black said she will send the contact information to Committee Member Christman to follow up.

The Committee agreed that it would be nice to have additional music playing at Alan Hutto Commons after the children's choir performs.

The Committee agreed on the following schedule for music:

- 3-4 pm - Children's choir performance
- 4-4:30 pm – Time capsule dedication
- 4:30-7 pm – Additional music

Food and Beverage

Co-Chair Barry shared his thoughts on having Mountain Crust Pizza, hot dogs, ice cream, and refreshments at the event.

Committee Member Robb said he liked the idea of Mountain Crust Pizza but suggested getting on their schedule ASAP as they are difficult to book at this time.

Administrative Assistant Broyles pointed out that the ice cream given out at the John Meade Park Grand Opening event by the Ice Cream Wagon totaled \$1,090.

The Committee discussed options to reduce the cost of ice cream including purchasing ice cream from Costco to hand out at the event. Staff will also look into the cost of Kona Ice as they have recently been used for other events in the Park.

Co-Chair Barry will work with Committee Member Robb on getting prices and commitments for the food.

The Committee discussed the idea of asking the Hutto family to donate towards the event.

Director Sager confirmed that alcohol can only be served in the parking lot and signage will be posted for “No Alcohol Beyond This Point” to protect the City. Director Sager further explained that a special event liquor permit is required for the event. She specified that the permit requires anyone who donates alcohol must have a distribution license. She said people can donate money and the City can use the money to purchase the alcohol.

Committee Member Christman suggested going with kegs of beer and kegs of cider as opposed to wine to reduce the cost.

Co-Chair Barry will provide Committee Member Christman with an estimated cost to subsidize the beverage corral that she can present to Mr. Hutto.

The Committee agreed to position the bar on the patio outside of City Hall instead of renting a large tent. There will be an area roped off in the parking lot with tables and umbrellas to serve as the bar corral. The City also has two canopies that can be used for shade.

Coordinator Black noted that in case of rain City Hall will be open and the bar could be moved inside for shelter.

Committee Member Tisdale suggested contacting Apple Jack’s liquor store to ask if they would donate some of the alcohol beverages if Mr. Hutto decides not to sponsor the wine and beer.

Time Capsule Dedication

Committee Member Wyman will work with Director Sager to order the vault. Ms. Wyman will also work on collecting the items for the time capsule.

Director Sager noted that the Committee will need to get City Council approval to install the vault in City Hall. She suggested that someone from the Committee present the idea to Council at their July 20th meeting.

Director Sager stated the vault will need to be ordered through the City in order to be tax-exempt.

The Committee agreed on the following outline for the dedication ceremony:

- Committee Member Tisdale will be the MC and will introduce Mayor Stewart
- Mayor Stewart will speak at the dedication
- All former Mayors in attendance will be introduced and acknowledged
- Council Members will be introduced and acknowledged
- Co-Chair Barry and/or Co-Chair Maniatis will talk about the work of the 75th Anniversary Committee and acknowledge members of the Committee
- Committee Member Tisdale will introduce the Police Chief and Fire Chief
- Announcement on what items are in the time capsule

The City will use its sound system including a microphone and speaker for the dedication.

Committee Member Tisdale will create an outline of the dedication to circulate to Committee Members for comments.

Event Program and Signage

Co-Chair Maniatis will work on signage for the event.

Event Décor and Setup

Co-Chair Barry will work with Co-Chair Maniatis and Committee Member Robb on the décor and setup.

Co-Chair Barry and Committee Member Tisdale will walk the park to create a master layout on where everything will be stationed. Co-Chair Barry will also create a list of items to be rented and a list of supplies.

Parking

The Committee discussed parking and the need for traffic control at the event. Director Sager noted that Meade Lane was coned off to through traffic during the John Meade Park Grand Opening event and there were no issues with parking or traffic control.

b. Date for Next Meeting

The next meeting is scheduled for Wednesday, July 14th at 9:00 a.m. The meeting will be held electronically.

ADJOURNMENT

The meeting adjourned at 10:25 a.m.

Committee Co-Chair

Name: _____

Jessica Sager, Director of Finance

Pamela Broyles, Administrative Assistant



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ITEM: 6a

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: 75TH + 1 ANNIVERSARY CELEBRATION

DATE: JULY 14, 2021

ISSUE

Planning for a 75th + 1 Anniversary celebration.

DISCUSSION

Budget and Tasks

During the meeting, the Committee members should continue planning the 75th + 1 Anniversary event, along with determining who will be responsible for each aspect of the event. Staff has combined the budget and the task list shared by Co-Chair Barry at the last meeting into a shared spreadsheet that can be viewed by all Committee members; the link has been shared via email. The Committee has a total of \$13,500.00 to spend on the photo exhibit and the 75th celebration. During the meeting, members should provide updates on their tasks and responsibilities.

Event RSVP & Save the Date

Per direction from the Committee at the last meeting, staff has created an RSVP page on the City's website. The RSVP information was included in the Village Crier article that is running in the July issue as well. If the Committee would like to try to use the RSVPs for an approximate headcount, staff suggests advertising a cutoff date for RSVPs (even if not actually enforced) to encourage signups far enough in advance of the event. Staff also created a Save the Date and began publicizing the event on the City website, Facebook, and Nextdoor.

Event Layout

For the special event liquor permit, the exact location where alcohol will be served and consumed must be included on a diagram. Staff has created an initial layout based on the park visit with Co-Chair Barry and Committee Member Tisdale (**Exhibit A**). The last day to submit for the permit is Thursday, July 29th. The Committee should be aware that after that date, the location where

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alcohol is served cannot be changed. An alternate rain location can be included in the original permit application in case of inclement weather. The Committee should confirm the location where alcohol will be served.

Time Capsule

Committee Member Wyman confirmed time capsule sizes and pricing. Based on feedback from Committee Members over email, staff has ordered the medium size capsule. It should arrive in time to be ready for the event. A list of items to include in the time capsule is included as **Exhibit B** – the original list was provided by Committee Member Wyman, and staff has added additional suggestions for items. The Committee should provide feedback on this list.

City Council was provided an update of all 75th + 1 related anniversary events, including the time capsule, at their regular meeting on June 15th. Staff answered various questions that were posed during the report, but did not receive approval on the location for the time capsule. Co-Chair Barry will attend City Council's next meeting on Tuesday, July 20th to request permission to display the time capsule in City Hall.

Action Items

- 1) Finish assigning tasks in the Event spreadsheet
- 2) Provide updates or next steps on vendors and pricing
- 3) Decide on a due date for RSVPs (if desired)
- 4) Confirm the layout for the special event liquor permit
- 5) Review and provide feedback on list of time capsule items

ATTACHMENTS

Exhibit A: Diagram: Layout of event for liquor permit

Exhibit B: Time Capsule List



1. Wine corral—This area will be roped off with signs posted advising there is no alcohol permitted outside the roped area (the entrance will be in the parking lot and the exit will be towards the park)
2. Musical area—There will be musical performances in this area and possibly an ice cream truck
3. Main event—This is the primary location for the event, to include the time capsule dedication
4. Raptor exhibition—The Cherry Hills Land Preserve raptor exhibition will be held under the shelter near the equestrian arena
5. Alternate location for wine corral due to rain—This area will be roped off with signs posted advising there is not alcohol permitted outside the roped area (the entrance will be through the City Hall doors and the exit will be along the patio)

Time Capsule Contents

- Cellular telephone
- Flash drive
- Recipes for current cocktails
- Salsa labels
- Current price for an Epic Pass
- Cost for a gallon of gasoline
- Logo of Twitter and Facebook
- Logo for Uber/Lyft
- Logos for Schools in CHV - CHV Elementary, Kent Denver, St. Mary's West Middle School
- Photos of cars prevalent in CHV
- Coronavirus information including lock down information and resistance to extended lock downs
- Face masks
- Toilet paper
- Social distancing information
- June 2020 protests
- Villager Newspaper
- Village Crier
- Wall Street Journal
- Cash - \$1, \$5, \$10, \$20 bills
- High on Country book
- CHV Trail Map
- High Line Canal Trail Map
- Videos on flash drive: Mayor's Competition for Student-Produced Videos celebrating the beauty, history, legacy and value of the High Line Canal Trail.



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ITEM: 6b

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: NEXT MEETING DATE

DATE: JULY 14, 2021

ISSUE

The Committee should determine the next meeting date.

DISCUSSION

75th Anniversary Committee members should discuss dates for their next scheduled meeting. While all Board/Committee/Commission meetings will be held in person effective July 1st, staff has received permission for the 75th Anniversary Committee to meet virtually, if desired, in light of the limited time the Committee has to plan the event.

The following dates are **not available** due to staff and room conflicts:

- Tuesday, July 20th (morning sculpture installation; afternoon is open)
- Wednesday, July 21st (court)
- Friday, July 23rd (staffing)
- Monday, July 26th (morning CHVAC meeting; afternoon is open)
- Wednesday, August 4th (court)