



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

75th ANNIVERSARY COMMITTEE AGENDA

Thursday, August 19, 2021 at 3:30 pm

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 August 19th** 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](#)

3:30 p.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 August 11, 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
Wednesday, August 11, 2021
The meeting was held electronically

9:04 a.m.

ROLL CALL

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

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Committee Member Doug Tisdale moved, seconded by Co-Chair Thomas Barry to approve the August 5, 2021 minutes.

The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration

Alcohol for the Event

Director Sager provided an update on ordering the alcohol from Pino's. She confirmed that the unused alcohol cannot be returned for a refund.

Committee Member Tisdale moved seconded by Co-Chair Barry to purchase all of the alcohol from Pino's at a cost of \$1,870.24 and to work out the issue of surplus once staff determines the options and rules for excess alcohol.

The motion passed unanimously.

Entertainment Schedule

Coordinator Black will communicate with the Choir Instructors at Cherry Hills Village Elementary School and St. Mary's Academy to confirm the length of each performance. Ms. Black will then establish a timetable for the entertainment.

Coordinator Black will also determine what type of amplification is needed for each performance. She will request that the band come early and setup their equipment during the Time Capsule dedication.

Refreshment Table

The Committee agreed to purchase snacks with individual packaging and separate drinks so there are no shared surfaces with the increase in COVID cases. Staff will also confirm that condiments are single serve.

The Committee agreed to set up recycling bins at the bar and refreshment table with a sign specifying cans and bottles. There will also be hand sanitizers at every table.

Lanyards and Picnic Blankets

Director Sager reported that the lanyards and picnic blankets were delivered to City Hall.

CDC Guidelines

Staff will continue to follow CDC's guidelines on COVID and will implement any mandates.

Time Capsule Dedication and Script

Committee Member Tisdale reported that he spoke with Mayor Stewart, and he is happy to speak at the event. He said he also talked to Mayor Stewart about the photo exhibit and the additional funding needed to bring the exhibit to fruition. Mayor Stewart indicated he would be in favor of the Committee going before City Council to ask for additional funds for the photo display.

Photo Display in City Hall

Director Sager reported that the next step to requesting additional funding for the photo display is to add the item to the City Council agenda for approval. The next available Council meeting is August 31st.

Committee Member Christman moved seconded by Committee Member Tisdale to recommend that the Committee move forward with an archival quality photo display for a price of approximately \$5,000.

Committee Member Tisdale added that the display presented to the Committee including an aerial map with 12 pictures is the design that they would like to proceed with. He also recommended getting pricing for the map with 10 pictures, 8 pictures, etc.

Hearing no objection, the motion passed.

Co-Chair Barry moved, seconded by Committee Member Christman that Co-Chair Maniatis get a quote for the following items:

- Cost to secure the rights to the pictures the City does not own
- Cost for the graphic designer
- Cost for 12 photos on metal backing
- Cost for the header on top of the map
- Cost of the legend on the bottom of the map
- Cost of the numbers to stick on the map

The motion passed unanimously.

Co-Chair Maniatis agreed to provide pricing options at the next meeting prior to presenting a proposal to City Council.

Co-Chair Barry and Co-Chair Maniatis will plan to present the proposed photo display to City Council and request additional funds.

Director Sager brought up the Villager Newspaper timeline display for City Hall and asked if the Committee is still considering this display.

The Committee confirmed that they would still like to do the timeline display if they could get additional funding. If City Council did not approve funding for both projects, the Committee agreed they would move forward with the photo display and not the timeline. The timeline would be an additional cost and Co-Chair Maniatis will also provide pricing for this project.

Villager Article

Director Sager informed the Committee that Susan with The Villager Newspaper emailed her offering the Committee a two-page post event spread for \$400.

Co-Chair Barry moved, seconded by Co-Chair Maniatis to pay \$400 for the post event article in The Villager Newspaper.

Committee Member Christman cautioned that several people in the Village do not get The Villager Newspaper and the paper is not offering to send it to every resident. She suggested putting an equivalent article in the Village Crier.

The Committee agreed to decline the offer from The Villager Newspaper and instead to publish an article in the Village Crier.

Motion failed.

b. Date for next meeting

The next meeting is scheduled for Thursday, August 19th at 3:30 p.m. The meeting will be held electronically.

ADJOURNMENT

The meeting adjourned at 10:10 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: AUGUST 19, 2021

ISSUE

Planning for the 75th + 1 Anniversary celebration.

DISCUSSION

Budget and Tasks

Committee members should continue planning the 75th + 1 Anniversary event, along with providing updates for each of the assigned tasks. 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.

Leftover alcohol

Staff has confirmed with the State that there are three options when dealing with leftover alcohol. The Committee can either return the leftover alcohol to the place of purchase (Pinos has already indicated they cannot accept returned alcohol), dump it or auction it. The Committee should decide if they prefer option two or option three and discuss logistics of their preferred option.

Entertainment

Staff received notice from the Cherry Hills Elementary Choir Teacher that CHVE does not have a choir that is able to perform at the Celebration. She was planning to ask individual students to perform during the event. Staff will be able to provide an update at the meeting about how many students are available to perform. Based on this information, the Committee should discuss timing of the event. If the student performances will be shorter than anticipated, staff can ask Ted Parks and The Busted Bones to extend their performance time. Staff also requests the Committee's assistance arranging for and setting up the sound equipment for the event, as no one on staff is knowledgeable about amplification for a choir.

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Run of Show

Staff requests the Committee's assistance drafting a run of show for the event. Once the Committee has confirmed times of the performances, staff will be able to start filling in additional details.

Hallway Display

During the last meeting the Committee agreed to go before Council to ask for additional funding to go toward the photo display and timeline at their meeting on August 31st. They also asked Co-Chair Maniatis to provide a cost estimate for how much the photo display and timeline will cost in preparation of the August 31st City Council meeting. Co-Chair Maniatis can provide an update to the Committee on the two hallway display projects.

Action Items (during the meeting)

- 1) Decide what preferred option for leftover alcohol
- 2) Provide updates about timing for performances (CHVE and St. Mary's)
- 3) Appoint a member to manage sound systems
- 4) Add details to the run of show
- 5) Committee members should provide any additional updates they have

ATTACHMENTS

None



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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: AUGUST 19, 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:

- Friday, August 20th (staffing)