



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

Thursday, August 5, 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 August 5th 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 22, 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



Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Thursday, July 22, 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, Michael Robb and Laura Christman were present. Also present were Director of Finance Jessica Sager and Parks and Recreation Coordinator Emily Black.

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Committee Member Doug Tisdale moved to approve the July 14, 2021 minutes, seconded by Co-Chair Dino Maniatis.

The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration

Coordinator Black shared a photo of the stanchions that can be used to rope off the wine corral area. She said the Committee will need to purchase rope to go with the stanchions.

Co-Chair Barry described the wine corral as having tables with chairs and checkered tablecloths. He said there will be a bar and two bartenders with a canopy over the bartenders. Mr. Barry also shared the idea of having a designated bike corral to encourage guests to ride their bikes to the event.

Coordinator Black said there will be a bike rack at the event behind the park shelter so people can lock up their bikes. She noted there is also a bike rack in front of City Hall.

Co-Chair Barry suggested purchasing additional rope and creating a bike corral in the parking lot so people do not ride past the welcome table without checking in. He asked if staff could make four more stanchions.

Coordinator Black will check with Parks staff about making four stanchions.

The Committee agreed to rope off two parking spaces for a bike corral and use the blue rope that the City already has so the area is clearly marked.

The Committee agreed on the following signage:

- All stations will have an 8.5 x 11 sign in wood frames to be placed on the tables
- Co-Chair Barry will purchase the wood frames
- An 11 x 14 sign attached to a poster board will be placed at the bike corral
- Staff will print the signs

Nametags and Ribbons

Coordinator Black shared the idea of ordering ribbons that attach to the nametags imprinted with 5-year, 10-year, 20-year, etc. to recognize the tenure of guests.

The Committee liked the idea of everyone having a ribbon as a great conversation starter.

The Committee discussed ribbon options and agreed to purchase 5-year, 10-year and 25-year ribbons. They agreed to purchase gold stars for guests who have lived in the Village over 25 years. A gold star would be added to the 25-year ribbon in 5-year increments. Committee Members and Co-Chairs will also have a ribbon to identify them as the 75th Anniversary Committee.

The Committee agreed to purchase nametag lanyards with Cherry Hills Village or 75th Anniversary imprinted on them so they can also be used as a keepsake. Staff will look into pricing for the lanyards.

Event Setup

The Committee agreed to meet onsite at 9:00 a.m. on Friday, August 27th to start preliminary setup and to do a walk through at noon.

The Committee agreed to start final setup on Saturday, August 27th at 10:00 a.m.

Director Sager reported that City staff working the event would arrive at 2:00 p.m. She will order matching shirts for staff.

Alcohol and Refreshments

Committee Member Tisdale reported that he talked with Applejack's Liquor about the cost of providing the alcohol and possibly donating a case of wine. He will email Director Sager the quote when he receives it so she can share it with the Committee.

The Committee agreed on the following beverages:

- 12 cases of wine to include 2-red, 2-white, 4-rosé
- 2 kegs of local craft beer on tap
- Non-alcoholic drink options

Committee Member Robb asked if anyone has connections with local breweries or wineries to get the alcohol donated in exchange for promotional benefits.

Co-Chair Maniatis agreed to reach out to a beer rep that sponsored a recent event he attended.

Coordinator Black reminded the Committee that beer and wine can only be donated if the donor has a distributors license based on state statute.

Director Sager confirmed that the quote from Pino's Pizza was for bottled beer as they do not have kegs.

The Committee also discussed vegan and vegetarian options for food.

Director Sager noted that Pino's Pizza has gluten free and vegetarian options for pizza. She will also order a couple pizzas without cheese as a dairy free option.

Entertainment

Coordinator Black reported that PTRC member Chelsea Scott sent her an email regarding a couple of local kids that could perform at the event. She said one does slam poetry and the other one sings. Ms. Black said she also reached out to Ted Parks and the Busted Bones Band that played at the Car Show in 2019. She is waiting to hear back on their availability.

Committee Member Christman reported that Kent Denver has not responded back about the availability of the Jazz Band. She said she is still working with Frank Hutto on sponsoring the entertainment.

Committee Member Tisdale stated that he reached out to the President of St. Mary's Academy inviting him to the event. He also inquired if one of the vocal groups from St. Mary's would be available to perform at the event. He is waiting to hear back.

Director Sager reported that the Cherry Hills Village Elementary School Choir Director committed to performing 1-2 songs so it will be a brief appearance.

The Committee agreed on the following entertainment schedule:

- 5:00 – 5:10 p.m. - Cherry Hills Village Elementary School Choir
- 5:10 – 5:30 p.m. - Youth entertainment including slam poetry and youth singers
- 5:30 – 7:00 p.m. – Busted Bones Band

Wine Corral Furniture

Co-Chair Barry will provide the following items for the Wine Corral:

- Two 6-foot tables on risers with long tablecloths for the bar.
- Two 8-foot folding tables with chairs and checkered tablecloths
- Four round cocktail tables

Floral Arrangements

- The Committee agreed to budget \$300 for floral arrangements to include sunflowers
- Co-Chair Barry will supply the vases

Strawbales

Committee Member Christman reported that she found strawbales for \$11 each undelivered from a feedstore. She found an ad on Craigslist for short bales of straw at \$7 each undelivered. She will also contact another person who will deliver the strawbales to get pricing.

Coordinator Black suggested another option is to rent long wooden benches to be placed in Alan Hutto Commons with picnic blankets disbursed between the benches. She confirmed that the City will provide picnic tables to be placed in the lawn area in front of the shelter.

The Committee agreed to rent 10 benches for Alan Hutto Commons and to purchase 15 picnic blankets that can be used at Alan Hutto Commons and on the grass in front of the park shelter. The City will provide bricks from the old City Hall Building to be used as weights for the blankets.

Time Capsule Update

Director Sager reported that Co-Chair Barry presented the idea to City Council to install the time capsule in City Hall. She said that the consensus of City Council was that they do not want the time capsule placed in City Hall and they prefer that it be buried. She

said the City Manager suggested that the capsule could be buried on the left side of the entrance to City Hall opposite the *Gusto* sculpture. She said the capsule would be wrapped to protect it and a concrete slab would be placed on top to prevent theft and vandalism.

Coordinator Black mentioned another option is to bury the time capsule near the patio on the side of the building with a plaque to commemorate it.

Committee Member Tisdale will reach out to Mayor Stewart and invite him to speak at the event. The Committee agreed to acknowledge current and former City Council and Board and Commission members who are present during the dedication ceremony.

Committee Member Christman announced that she did receive confirmation that the Arapahoe County Mounted Police will attend the event.

b. Date for next meeting

The next meeting is scheduled for Thursday, August 5th at 9:00 a.m. The meeting will be held electronically.

ADJOURNMENT

The meeting adjourned at 10:48 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 5, 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 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.

Event Decor

Per direction from the Committee at the last meeting, staff has priced picnic blankets to supplement seating for the event. Attached as Exhibit A is an example of what staff found on Amazon that will match the tablecloths Co-Chair Barry will be providing. The blanket is 87" x 67" and includes a waterproof backing. The Committee discussed purchasing 15 blankets at the last meeting, for a total cost of \$449.25. Staff is seeking approval from the Committee to move forward with the purchase of the picnic blankets.

Lanyards

Committee member Christman suggested purchasing personalized lanyards to hold the name tags at the event. Staff priced lanyards on several different websites and the prices ranged from \$1.75 - \$3.00 per lanyard. Each vendor required at least 3 weeks for printing, so staff moved forward with the purchase of the lanyards in order to ensure their arrival by the day of the event. Exhibit B is a proof of the lanyard that was approved and purchased by staff.

**CHERRY HILLS VILLAGE
COLORADO**

Event Program

Staff asked the Village Crier graphic artist to design a welcome program for the event. Attached as Exhibit C is the design she has created. The designer was provided the event schedule prior to the change from the last meeting (moving the music start time from 4:30 to 5:00 p.m.) so that will be corrected prior to final approval. Staff is seeking feedback from the Committee regarding any other additions/deletions/corrections as well as what type of paper the Committee would like the programs printed on.

Entertainment

Staff has confirmed Ted Parks & the Busted Bones to play at the event following the CHVE choir performance. The Committee should discuss the schedule and length of the performance they are planning for the band and decide whether additional entertainment should be added to the schedule.

Time Capsule plaque

At the last meeting, the Committee was advised City Council preferred that the time capsule is buried, rather than mounted or placed inside City Hall. The Committee discussed displaying a plaque near the site where the time capsule is buried. The City typically uses Artistic Bronze to design plaques for sculptures, benches, etc. Staff has included an example of how the plaques are typically designed (Exhibit D). The cost is \$180.00 for a 10" x 6" bronze plaque. Staff is seeking direction from the Committee on the design and verbiage for a time capsule plaque.

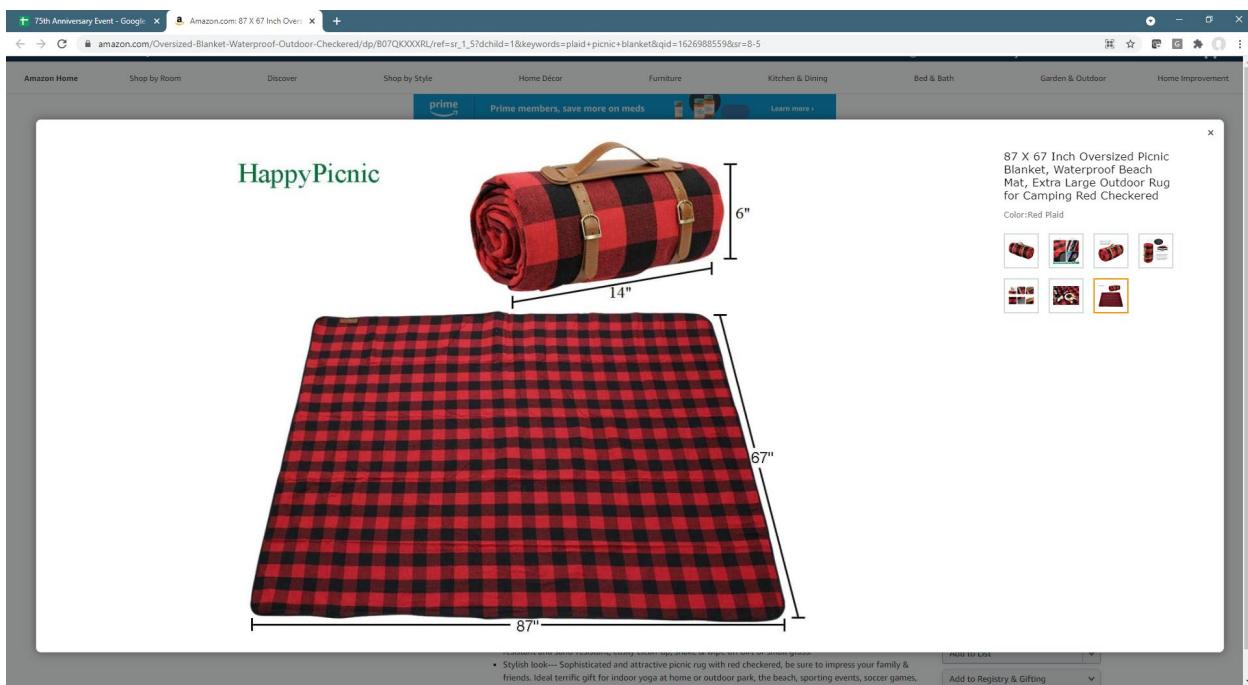
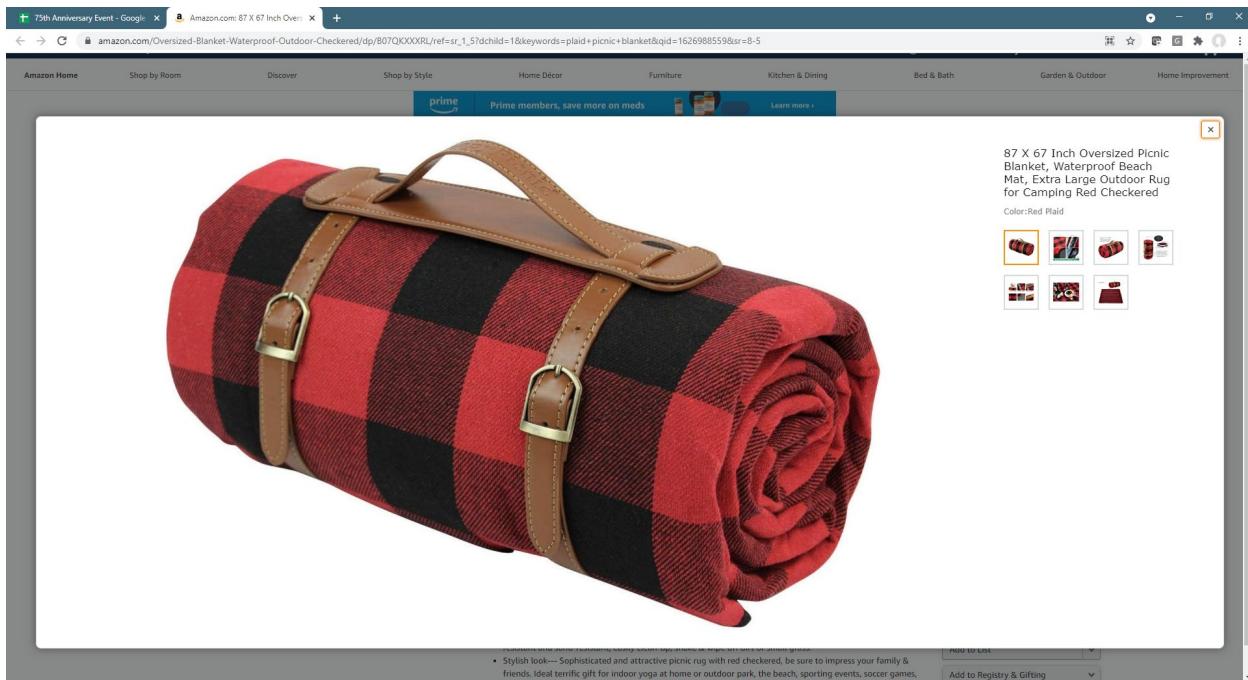
Action Items

- 1) Make a final decision on wine & beer purchase or donation
- 2) Make a final decision on entertainment
- 3) Approval or feedback for picnic blankets
- 4) Approval or feedback for programs

ATTACHMENTS

- Exhibit A: Picnic blanket example
Exhibit B: Lanyard proof
Exhibit C: Draft event program
Exhibit D: Artistic Bronze plaque design

Exhibit A



75th Anniversary Event - Google | Amazon.com: 87 X 67 Inch Oversized Picnic Blanket, Waterproof Outdoor Checkered / dp/B07QK0XXXL/ref=sr_1_5?dchild=1&keywords=plaid+picnic+blanket&qid=1626988559&sr=8-5

Amazon Home Shop by Room Discover Shop by Style Home Décor Furniture Kitchen & Dining Bed & Bath Garden & Outdoor Home Improvement

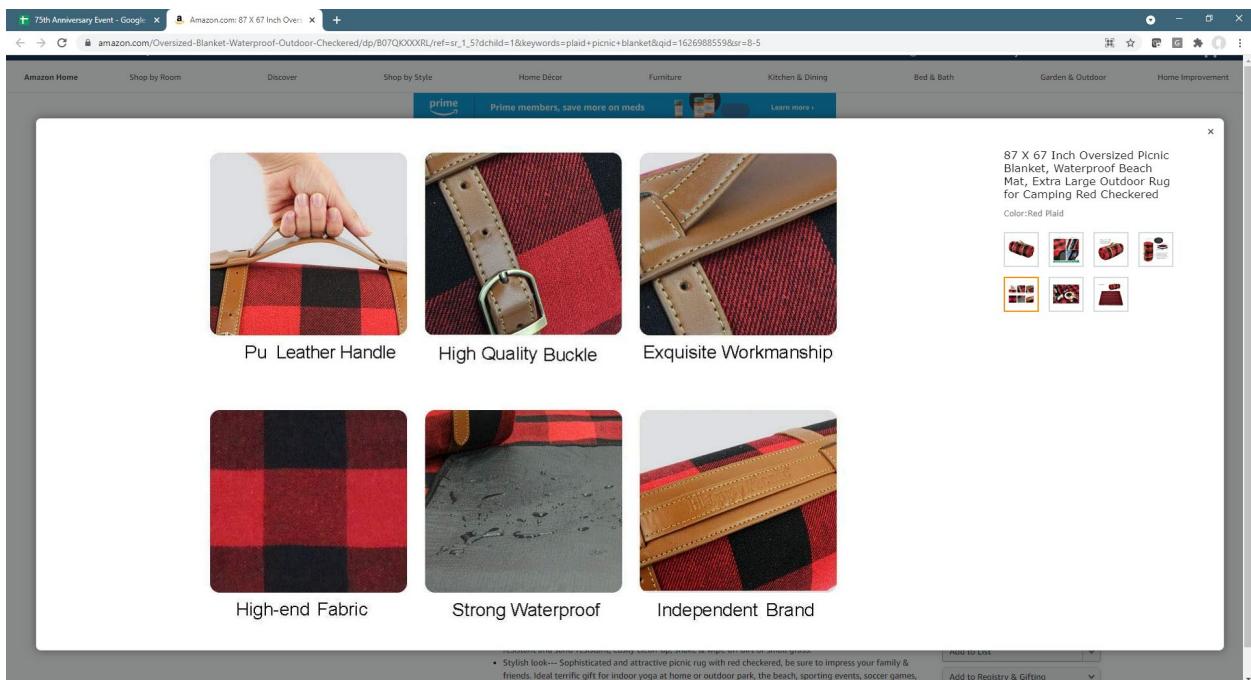
prime members, save more on meds Learn more

87 X 67 Inch Oversized Picnic Blanket, Waterproof Beach Mat, Extra Large Outdoor Rug for Camping Red Checkered Color:Red Plaid

Pu Leather Handle High Quality Buckle Exquisite Workmanship

High-end Fabric Strong Waterproof Independent Brand

• Stylish look--- Sophisticated and attractive picnic rug with red checkered, be sure to impress your family & friends. Ideal terrific gift for indoor yoga at home or outdoor park, the beach, sporting events, soccer games, Add to List Add to Registry & Gifting



Proof Approval - CustomLanyard x uspv-61004887a37ed107769184 x + s3.amazonaws.com/wrist-band-uploads/proofs/uspv-61004887a37ed1077691844-1627408519.png

Heat-transferred Printing Lanyards (200PCS)

This part will be covered by collar or hair when it is worn.



3/4" 20mm 40 mm 320mm 40 mm
75th + 1 Anniversary Celebration 75th + 1 Anniversary Celebration
920mm (36")

Lanyard:  PMS 185 C

Message:  PMS White imprinted on **both sides**



460mm x 2
(18" x 2)

Plastic Hook, Stitching

System Num:T202107271007321642 Order Num:LL220667534

Pls note that there might be slight color difference between logo on actual lanyard with the artwork.



WELCOME

TO THE CITY'S

75th+1 ANNIVERSARY CELEBRATION

EVENT SCHEDULE

3-4 p.m.

WELCOME ATTENDEES

4-4:30 p.m.

Time Capsule dedication under the picnic shelter

4-5 p.m.

Cherry Hills Land Preserve sponsored raptor exhibition

4:30-5 p.m.

Cherry Hills Village elementary student performance

5-7 p.m.

Attendees enjoy

- pizza catered by Pino's Pizzeria •
- hot dogs catered by Billy's Gourmet Hot Dogs •
- ice cream and other refreshments •

EVENT MAP



MAP KEY

- Wine corral
- Welcome area
- Music/Entertainment events & ice cream station
- Raptor exhibition

- Time capsule dedication
- Pizza station
- Hot dog station
- Refreshment station

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SERVING WITH INTEGRITY
 ARAPAHOE COUNTY SHERIFF
SINCE 1858
MOUNTED PATROL UNIT

COMMITTEE MEMBERS:

Thomas Barry, Co-Chair
Dino Maniatis, Co-Chair
Laura Christman
Michael Robb
Doug Tisdale
Nancy Wyman

ARTISTIC BRONZE RENDERING





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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 5, 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 6th (staffing)
- Monday, August 9th (staffing)
- Monday, August 16th (staffing)
- Wednesday, August 18th (court)
- Friday, August 20th (Movie Night preparation)