



## 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

### 75<sup>th</sup> ANNIVERSARY COMMITTEE AGENDA

Thursday, July 22, 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 Director of Finance & Administration Jessica Sager **by 8:30 a.m. on July 22<sup>nd</sup>** at [jsager@cherryhillsvillage.com](mailto:jsager@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 14, 2021 Minutes
5. Items Removed From Consent Agenda
6. Unfinished Business
  - a. 75<sup>th</sup> 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 75<sup>th</sup> Anniversary Committee  
City of Cherry Hills Village, Colorado  
Thursday, July 14, 2021  
The meeting was held electronically

9:02 a.m.

**ROLL CALL**

Co-Chair Thomas Barry, Committee Members: Doug Tisdale, Nancy Wyman 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, Committee Member Michael Robb

**AUDIENCE PARTICIPATION PERIOD**

There was no audience participation

**CONSENT AGENDA**

Committee Member Doug Tisdale moved to approve the July 1, 2021 minutes, seconded by Committee Member Nancy Wyman.

The motion passed unanimously.

**UNFINISHED BUSINESS**

a. 75<sup>th</sup> Anniversary Celebration

Committee Member Christman provided the following updates:

- Contacted Kent Denver inviting a representative to be present at the event.
- Left a message with Jerry Walker at Kent Denver expressing interest in having the school's Jazz Band perform at the event.
- Contacted Frank Hutto and Peter Niederman. Mr. Niederman will be gone for the event, but she will plan to meet with Mr. Hutto next week. They expressed that they are looking for a band to perform at the event.

- Contacted the Choir Director at Cherry Hills Village Elementary School (CHVE). She will try to get a group of kids from CHVE and a few private students to do a one-hour performance that includes group and individual performances.
- Contacted Argonaut Wine and Liquor about providing alcohol at cost at the event. Waiting for a cost breakdown.

The Committee agreed on the following schedule for the event:

3:00 pm – Event opens – guests check in at the 75<sup>th</sup> Anniversary Committee welcome area.

3:00-4:00 pm – Socializing in the corral and kids playing in the park, exploring John Meade. Background music playing at the shelter.

4:00-4:30 pm – Time capsule dedication with Mayor Stewart at the park shelter

4:00-5:00 pm – Raptor presentation

4:30-5:00 pm – CHVE choir performance at Alan Hutto Memorial Commons

5:00-7:00 pm – Live music at Alan Hutto Memorial Commons

7:00 pm – Event concludes

Committee Member Christman will contact Parks, Trails and Recreation Commissioner Tory Leviton for a recommendation on a performer for the event.

Committee Member Tisdale provided the following updates:

- Continue to reach out to St. Mary's Academy.
- Contact Applejack Liquor about donating the beer and wine.

Director Sager reported the following:

- A bartender has been reserved for the event at a cost of \$230 for four hours including gratuity.
- Pinos Pizza will sell the beer and wine at cost.
- Pinos Pizza will provide pizza and a salad for 150 people at a cost of \$1,317. Price includes dropping pizza off and having City staff serve the pizza.
- Received quote from gourmet hot dog vendor that includes a hot dog, chips and a drink (water or soda) for \$12.00 per person. Total price for 150 people would be \$1,800.
- Received quote from another hot dog vendor that includes a plain hot dog, chips and a drink for \$8.00 per person or \$10.00 per person to include a dessert.

- Confirmed Moo Mobile Ice Cream truck is not available for the event, but Kona Ice is available.

The Committee agreed on the following:

- Purchase the ice cream from Costco for staff to hand out at the event in Alan Hutto Commons.
- Book Pinos Pizza for the event and have staff serve pizza from pizza paddle boards.
- Book gourmet hotdog vendor for the event to include a hotdog, chips and drink at \$12 per person.
- Provide pizza only and not the salad.
- Purchase disposable plates, napkins, cups, and plastic silverware.
- Set up a refreshment table with cookies, single serve drink options and infused water with paper cups.
- Purchase ice morning of the event to be kept in coolers.
- Co-Chair Barry will provide tables, chairs, and checkered tablecloths. He will also provide four cocktail high-top round tables to be placed in the corral.
- Picnic tables, folding tables, chairs and strawbales will be set up in the lawn in front of the shelter.
- Two bartenders will be hired for the event.
- City will provide trash cans for the event.
- Purchase a roll of checkered fabric for the strawbales.

The Committee agreed on the following number of people needed to work the event:

- 2 people at the pizza station
- 1-2 people at the ice cream station
- 1 person at the refreshment table
- 2 people at the Welcome table
- 2 runners

Director Sager reported that an inquiry was sent out to City staff asking if people want to work the event. She said she feels confident that there will be enough staff to cover the event.

The Committee discussed ideas for the barrier around the wine corral. Ms. Black suggested using the stanchions with rope that was used at the Quincy Farm Grand Opening event. She will take pictures and send to the Committee for consideration. She will also take measurements of the perimeter of the wine corral and measure the length of the stanchions and rope.

The Committee discussed the alternative rain date and agreed that if there is a significant rainstorm then the event will be moved inside City Hall.

Director Sager noted that if the Committee decides to move the liquor inside City Hall it has to remain in that location and cannot be moved per the liquor license requirement.

### Time Capsule Update

Committee Member Wyman described the purchase options for the time capsule.

Coordinator Black reported that staff ordered the medium size time capsule with the engraving based on feedback from the Committee.

The Committee discussed items to be placed in the time capsule and agreed on the following:

### **Time Capsule Contents**

- Cellular telephone – Thomas
- Recipes for current cocktails and trendy drinks like seltzers – Nancy
- Current price for an Epic Pass - Nancy
- Cost for a gallon of gasoline (from AAA) – Nancy
- Logo of Twitter and Facebook – Nancy
- Logo for Uber/Lyft – Nancy
- Logos for Schools in CHV – CHV Elementary, Kent Denver, St. Mary's West Middle School – Nancy
- Photos of cars prevalent in CHV – staff will provide from Car Show 2019
- Coronavirus information including lock down information and resistance to extended lock downs
  - Statistics from Tri-County Health on Arapahoe County
- Face masks
- Toilet paper
- Social distancing information
- June 2020 protests
- Villager Newspaper – staff
- Village Crier – staff
- Wall Street Journal
- Cash
  - \$1, \$5, \$10, \$20 bills – Nancy
  - \$1 coin – Doug
- High on Country book – staff will ask if CHLP will donate
- CHV Trail Map – staff
- High Line Canal Trail Map – staff
- Videos on flash drive: Mayor's Competition for Student-Produced Videos celebrating the beauty, history, legacy and value of the High Line Canal Trail – staff (label what it is!)
- Key to the City – staff

- CHVPD Challenge Coin – staff
- # of beehives and CHLP programming flyer about beehives – staff

The Committee discussed a pedestal for the time capsule. Director Sager suggested that the Committee get final approval from City Council on the location of the time capsule before deciding how to display it.

The Committee discussed the historical photo exhibit to be hung in City Hall. They agreed to move forward with sending the photos to a graphic designer and to print the photos on the metal background that was discussed at a previous meeting.

Director Sager offered to reach out to the graphic designer that she works with on the Village Crier and have her prepare the exhibit for print. She suggested reaching out to Co-Chair Maniatis to ask what printer he was working with.

Director Sager reported that she worked with the graphic artist on an invitation for the event. She shared a picture of the invitation and suggested that the invitation include a deadline for RSVP's.

The Committee liked the invitation and agreed to add an RSVP deadline of August 15<sup>th</sup>.

The Committee discussed where to purchase 80 strawbales to be delivered for the event.

Committee Member Christman agreed to reach out to the Village Club and some of her contacts for availability and pricing.

The Committee agreed on the following schedule for setup:

- Thursday, August 26<sup>th</sup> – stage everything onsite at City Hall
- Friday, August 27<sup>th</sup> – preliminary setup to include setting up strawbales and moving picnic tables into position
- Saturday, August 28<sup>th</sup> – arrive early and complete setup.

The Committee agreed to add ribbons on the name tags for long-term residents. Staff will order the ribbons and name tags.

b. Date for next meeting

The next meeting is scheduled for Thursday, July 22<sup>nd</sup> at 9:00 a.m. The meeting will be held electronically.

## **ADJOURNMENT**

The meeting adjourned at 10:46 a.m.

draft

draft

draft

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Committee Co-Chair

Name: \_\_\_\_\_

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Jessica Sager, Director of Finance

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Pamela Broyles, Administrative Assistant



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ITEM: 6a

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MEMORANDUM

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**TO:** MEMBERS OF THE 75<sup>TH</sup> ANNIVERSARY COMMITTEE

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

**SUBJECT:** 75<sup>TH</sup> + 1 ANNIVERSARY CELEBRATION

**DATE:** JULY 22, 2021

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**ISSUE**

Planning for a 75<sup>th</sup> + 1 Anniversary celebration.

**DISCUSSION**

Budget and Tasks

During the meeting, the Committee members should continue planning the 75<sup>th</sup> + 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 75<sup>th</sup> 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 been trying to source straw bales for the event. Committee Member Christman was able to find a source on Craig's List, but we have yet to determine if the straw bales could be delivered to City Hall in time for the event. In the meantime, staff researched alternative solutions that would still fit within the "Country Chic" décor and found two event rental companies that offer rustic bench rentals. The bench rentals range from \$30-\$33 and seat 4-5 people each. Staff contacted both rental companies to see if the benches are available for the day of the event and asked for a quote that would include delivery. Photos of the benches are attached as Exhibit A.

Time Capsule

Co-Chair Barry has volunteered to present the time capsule information to City Council at their regularly scheduled meeting on Tuesday, July 20<sup>th</sup>. He can provide an update to the Committee regarding City Council's feedback on the final location of the time capsule once the event is over.



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

*Wine Corral*

At the last meeting, staff advised the Committee the Parks Department constructed 8 stanchions for the Quincy Farm dedication event. Staff has included photos of the stanchions as Exhibit B. If these are acceptable to use for the 75<sup>th</sup> + 1 Anniversary Celebration event, staff will need to purchase additional rope from Home Depot, which would cost approximately \$90.00.

*Action Items*

- 1) Finish assigning tasks in the Event spreadsheet (if any)
- 2) Make a final decision on benches vs straw bales
- 3) Make a final decision on wine & beer purchase or donation

**ATTACHMENTS**

Exhibit A: Bench rental photos  
Exhibit B: Stanchion photos



Colorado Party Rentals \$33.00/each 7' long x 15" wide



Denver Wedding Rental Company \$30.00/each 8' long

## Stanchions at Quincy Farm (8)



Suggested rope

(3/4 in., 150ft - \$90 at Home Depot)





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ITEM: 6b

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MEMORANDUM

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**TO:** MEMBERS OF THE 75<sup>TH</sup> ANNIVERSARY COMMITTEE

**FROM:** JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

**SUBJECT:** NEXT MEETING DATE

**DATE:** JULY 22, 2021

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**ISSUE**

The Committee should determine the next meeting date.

**DISCUSSION**

75<sup>th</sup> Anniversary Committee members should discuss dates for their next scheduled meeting. While all Board/Committee/Commission meetings will be held in person effective July 1<sup>st</sup>, staff has received permission for the 75<sup>th</sup> 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, July 23<sup>rd</sup> (staffing)
- Monday, July 26<sup>th</sup> (staffing)
- Friday, July 30<sup>th</sup> (staffing)
- Monday, August 2<sup>nd</sup> (staffing)
- Friday, August 6<sup>th</sup> (staffing)
- Monday, August 9<sup>th</sup> (staffing)