



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, July 1, 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 1st 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 June 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



Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Friday, June 11, 2021
The meeting was held electronically

9:02 a.m.

ROLL CALL

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

Absent: Committee Members Laura Christman and Michael Robb

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Committee Member Doug Tisdale moved to approve the May 21, 2021 minutes, seconded by Committee Member Nancy Wyman. The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration

Co-Chair Barry introduced a plan at the May 21st meeting for the 75th Anniversary celebration to be held in John Meade Park. Committee Member Tisdale presented the proposed plan to the Parks, Trails and Recreation Commission (PTRC) at their June 10th meeting.

Committee Member Tisdale reported that PTRC was excited about the event and appreciative that the Committee shared a comprehensive report with them. He said the Commission is highly supportive of the event and shared the following feedback:

Time Capsule Feedback

- Emphasize the trail system (i.e. include trail map).
- Focus on history, not just current events.
- Inclusion of the *High on Country* book in the time capsule.
- Schedule a children's activity during the dedication to keep the children entertained so parents can attend the dedication.
- Include a flash drive with the Student-Produced videos Celebrating the Beauty, History, Legacy and Value of the High Line Canal Trail.

Event Feedback

- Commissioner Scott has suggestions for food trucks that may be available for the event that she can forward to staff.
- Commissioner Scott also encouraged the Committee to continue the event past 7:00 p.m.
- Commissioner Scott also recommended a Cherry Hills Village Elementary school teacher led kid's choir performance during the event. She would be willing to reach out to the music teacher to find out if he/she is interested.
- Commissioner Leviton is unavailable the day of the event, but would like to be kept in mind for future events.
- Honor senior families (i.e. Pioneers/First residents) of the Village during the event and interview older residents or host a "storytelling" period during the event.
- Display historic photos throughout the event on tripods.
- Showcase images of the parks, trails and High Line Canal throughout the event on tripods.
- Include a booth that would sell the *High on Country* book.

The Committee discussed the feedback from PTRC. They liked the ideas for the Time Capsule and the idea of having an event for kids so adults could attend the dedication. They also like the idea of having a choir perform at Alan Hutto Commons.

The Committee discussed the idea of honoring senior families at the event with "storytelling" but decided against the idea in order to keep the event simple.

Committee Member Tisdale suggested that the pioneer families could be recognized with a ribbon on their name tag.

Coordinator Black proposed that staff could ask guests as they are checking in how long they have lived in the Village and place a ribbon on their name tag.

The Committee agreed to identify residents and family members that have lived in the Village 50 years or longer by putting a ribbon on their name tag to acknowledge their tenure in the Village.

Co-Chair Barry asked what the next steps are for getting the event approved.

Director Sager responded that the next step is to present the plan to City Council. She said City Council is meeting on Tuesday, June 15th and the Committee can present during Committee Reports, or they can wait for the next meeting on July 20th. She said she would be able to put information in the Council packets if the Committee decides to present at the July 20th meeting.

The Committee agreed that Director Sager will present the plan at the June 15th Council meeting.

Director Sager stated that staff will ask Council at their July 20th meeting for permission to allow the 75th Anniversary Committee to accept donations on behalf of the City without having to go through City Council.

Committee Member Tisdale noted that there is \$200 budgeted for yard signs to promote the 75th Anniversary Celebration and PTRC Commissioner Eber encouraged the Committee to avoid using yards signs in the right-of-way to reduce clutter.

Director Sager confirmed that the event will be posted in the Village Crier and will also be posted on all of the City's social media accounts including the City's website, Facebook, Next-door and email blasts.

Co-Chair Barry asked Ms. Black how many people she anticipates will attend the John Meade Park Grand Opening event.

Ms. Black responded that around 150-200 people generally come to City events.

Co-Chair Barry described the 75th Anniversary Celebration as a larger setup including a large tent that will host the wine corral. He said it is important to have an idea of how many people will attend to know how much alcohol and food to order and how much space is needed. He asked if the Committee needs to get special licensing for the alcohol.

Director Sager responded that the City does require a Special Event Liquor Permit and she has already spoken with the City Clerk about the permit. She said staff will make sure the permit is approved prior to the event.

Director Sager indicated that the only way to get a better idea of how many people will attend the event is to have people RSVP. She referenced an event that the Art Commission held in the past where the City created an RSVP form through the City's website. She said she can also advertise the event in the July issue of the Village Crier and encourage people to RSVP ahead of time.

The Committee discussed whether to ask people to RSVP and agreed that it is necessary to at least provide a baseline for the number of people that will attend.

Committee Member Tisdale suggested planning for no more than 200 and no less than 100 guests at the event.

Co-Chair Barry said considering the venue and the fact that people want to get out he would not be surprised to see 200-300 guests.

b. Updated Logo

Director Sager presented three examples of logos that she had a graphic artist design in case the Committee would like to update their logo.

Committee Member Tisdale moved, seconded by Nancy Wyman to adopt the logo with 75+1 Years as the new Committee logo.

The motion passed unanimously.

c. City Hall Photo Display

The Committee discussed the historical photo display for City Hall and agreed to substitute the photo of St. Mary's Academy in Denver for a picture of the Hickerson Mansion in Cherry Hills Village showing St. Mary's Academy under construction. Co-Chair Maniatis pointed out that the Committee would have to purchase the rights for the Hickerson Mansion photo.

c. Date for Next Meeting

Director Sager will send a doodle poll for the next meeting to be held in a few weeks. She announced that effective July 1st all Committee meetings will be in person.

ADJOURNMENT

The meeting adjourned at 9:47 a.m.

Committee Co-Chair

Name: _____

June 11, 2021

4

75th Anniversary Committee

draft

draft

draft

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 1, 2021

ISSUE

Planning for a 75th + 1 Anniversary celebration.

DISCUSSION

Budget

City Council approved the 2021 budget with \$43,500.00 allocated to the 75th Anniversary Committee. The budget anticipated \$30,000.00 in ticket sales would offset the cost of events. Since the planned event will now be free and does not involve ticket sales to offset the cost, the Committee has a total of \$13,500.00 to spend on the photo exhibit and the 75th celebration.

Below are the Committee's anticipated expenses for 2021. These amounts are placeholder estimates and can be adjusted as needed.

2021 Expenses:	
<i>Historic photo exhibit</i>	
Photo image purchase and mounting	\$500.00
<i>75th Celebration</i>	
Promotional materials	\$200.00
Welcome event cards	\$200.00
Food & beverage	\$3,000.00
Time capsule	\$2,100.00
Event program & signage	\$500.00
Décor set-up (table rentals, straw bales, tablecloths)	\$3,000.00

CHERRY HILLS VILLAGE
COLORADO

Tent rentals	\$3,000.00
Bar set-up	\$500.00
Miscellaneous	\$500.00
Total budget:	\$13,500.00
Total expenses:	\$13,500.00

75th + 1 Anniversary Celebration

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.

Event RSVP

Per direction from the Committee at the last meeting, staff has created an RSVP page on the City's website (Exhibit B). The RSVP information was included in the Village Crier article that is running in the July issue as well. Staff can make any edits to the RSVP questions if the Committee desires.

Time Capsule

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. Staff is seeking one member of the 75th Anniversary Committee to attend City Council's next meeting on Tuesday, July 20th to request permission to display the time capsule in City Hall.

ATTACHMENTS

Exhibit A: 75th + 1 ceremony and celebration presentation

Exhibit B: Cherry Hills Village website RSVP form



Cherry Hills Village
75th Anniversary
Committee

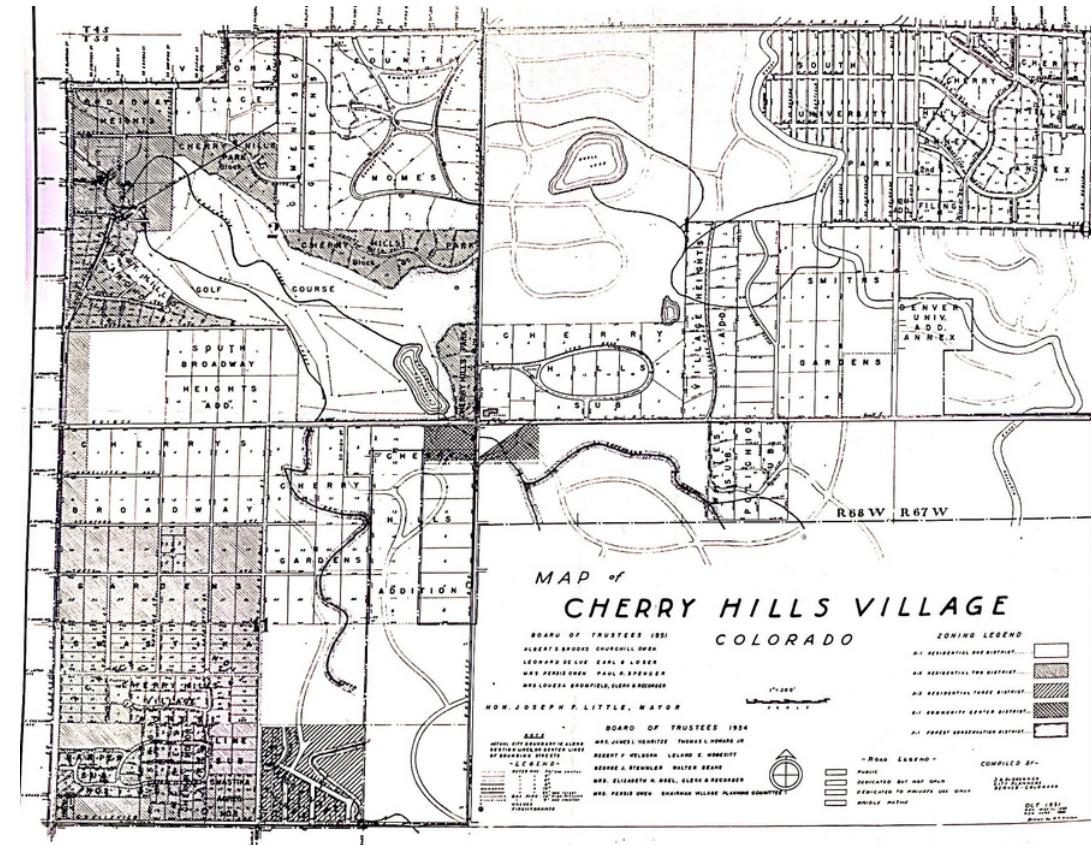
75th +1
Ceremony & Celebration



A JOURNEY that
began in 1945...



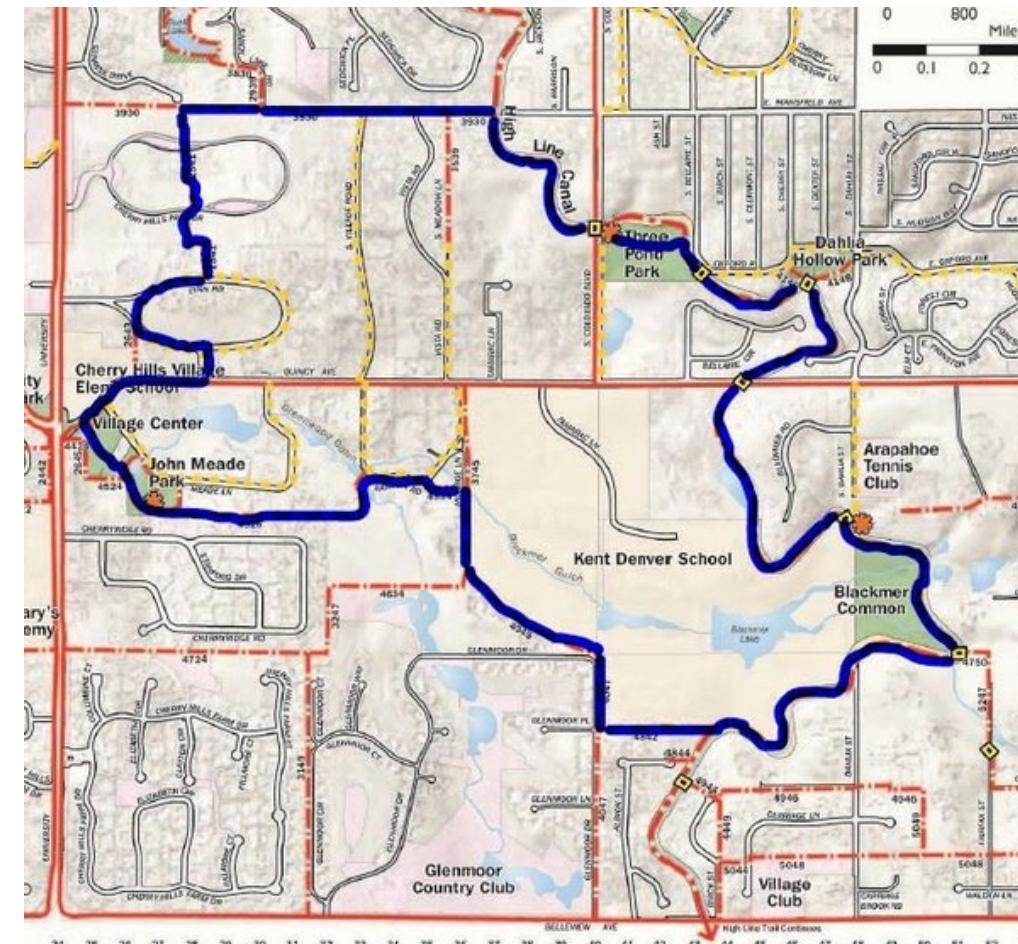
CHERRY HILLS POLITICIANS—Temple Buell, landscape architect, left, and Joseph Little, Denver attorney and candidate for mayor of Cherry Hills, talk over plans for the village's election May 29. —Rocky Mountain News Photos.



CELEBRATING 75 Years



...And brings us to
the Present, ~~2020~~ 2021



CELEBRATING 75 Years



75th Anniversary Committee Mission Statement

To celebrate the people, the land and the history of Cherry Hills Village, while showcasing the Beauty of this one of a kind, semi-rural community over the past 75 years.

CELEBRATING 75 Years



75th Anniversary Committee Vision

A team of dedicated citizens pledge to honor the community, and the core elements that contribute to the character, charm and distinction of Cherry Hills Village

CELEBRATING 75 Years



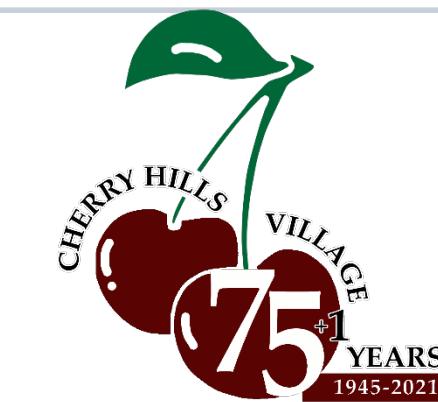
Event Calendar

August 28, 2021 from 3-7 p.m.

75th Anniversary Celebration hosted
at the new John Meade Park

Commemorating 75 years + 1 of
incorporation with the dedication of
a 25-year Time Capsule

CELEBRATING 75 Years



75th Anniversary Ceremony & Celebration

The 75th Anniversary Committee is excited to host the 75th Anniversary Ceremony and Celebration at John Meade Park **August 28th** from 3-7 p.m.

An all ages event that welcomes the community to enjoy John Meade Park, reunite with friends, and celebrate the City's history. An emphasis will be placed on the unique Country setting that Cherry Hills Village provides.

To commemorate the 75th anniversary, the city will dedicate a time capsule adorned with a plaque outlining the parameters of the time capsule vault. The vault will contain items of significance from 2020/21.

The time capsule will be opened at the 100th anniversary and re-dedicated.



CELEBRATING 75 Years

75th Anniversary Ceremony & Celebration

Activities & Attractions

Theme - Cherry Hills Village Summer Chic BBQ

Featured activities and attractions

- 75th Anniversary Committee Welcome table - Name tags & Welcome Card with information on the Celebration.
- The Corral - The Village Center parking lot will be set up with a large tent, high top tables, and a bar serving wine, beer and non-alcoholic beverages. (Alcohol limited to the parking area).
- Live music performed by local acoustic artist in Alan Hutto Memorial Commons.
- Time Capsule Ceremony and dedication.

Food & Beverage

- Pizza Truck, Hot Dog Carts, Ice Cream and Refreshment Stations.

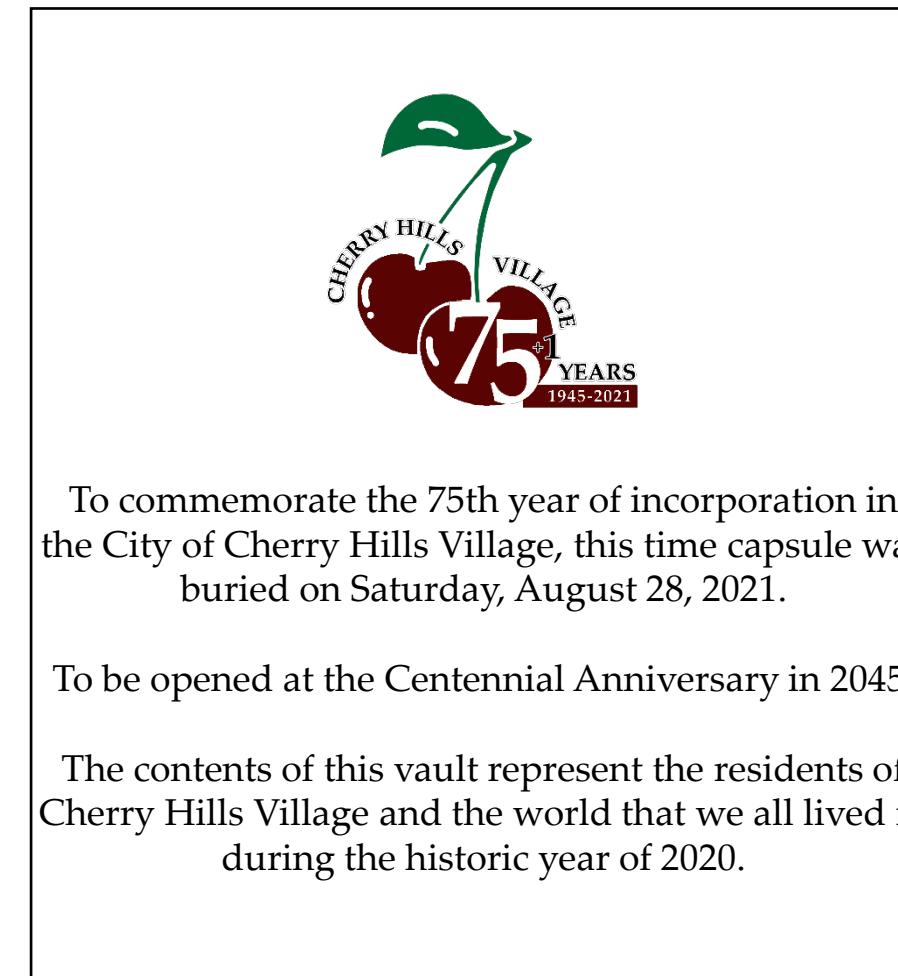
CELEBRATING 75 Years



75th Anniversary Ceremony - Time Capsule

Time Capsule Vault

A custom large Vault that features historically significant items from the year 2020, sealed for protection. The 75th Anniversary Committee will prepare the items to be encapsulated in the vault. This Vault will be mounted in City Hall on the east wall of the breezeway Subject to approval by City Council. A commemorative message will be engraved into the vault along with the 75th Anniversary logo.



CELEBRATING 75 Years

75th Anniversary Ceremony & Celebration Schedule

3:00 Pm - Event Opens - Guests check in at the 75th Anniversary Committee Welcome Area.

3:00 Pm - 4:00 Pm - Socializing in the Corral, and kids playing the Park, exploring John Meade. Live music in Hutto Commons.

4:00 Pm - Time Capsule Dedication with Mayor Stewart at City Hall.

4:00 Pm - 7:00 Pm - Socializing in the Corral, and kids playing the Park, exploring John Meade. Live music in Hutto Commons.

7:00 pm Event concludes

CELEBRATING 75 Years



75th Anniversary Ceremony & Celebration

Budget

Promotional Materials	- Name tags and Welcome Event Cards	\$400.
Food & Beverage <u>free for all guests</u>	- Mountain Crust Pizza, Hot Dog stands, Ice Cream & Refreshments	\$3,000.
Time Capsule Dedication preservation kit	- Large Stainless Vault	\$2,000 . Vault contents and
Musician, sound equipment	- Donation	
Event Program & signage	- \$500.	
Event decor & set up \$3,000	- Table rental, Straw bales, Red & White checkered fabric, picnic tables.	
The Corral	- Tent and rentals \$3,000.	
Bar set up	- \$500 - Wine, beer and soft drinks donated (or guests pay per drink).	
Misc	- \$500	
Historic photos	for hallway in city hall	- \$500
Total estimated Budget for 75th Anniversary Celebration		- \$13,500

75th Anniversary Ceremony & Celebration Visual Idea Board - Summer Chic BBQ Theme



CELEBRATING 75 Years



EXHIBIT B

75th + 1 Anniversary Ceremony and Celebration RSVP

[Sign in to Save Progress](#)

Please complete the following information.

Contact Information

Contact name:

Number of people attending the celebration:

Address:

City:

State:

Zip:

Phone number:

Email address:

The Committee will be handing out nametags, please give the names of all attendees:

Please separate each name with a comma and indicate anyone 17 years or younger with an asterisk (i.e. John, Jane, Jacob *, Jennifer *).

Length of time you have resided in Cherry Hills Village:

Providing an email address or phone number allows us to contact you in the event the celebration is cancelled or rescheduled.



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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 1, 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 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 2nd (staffing)
- Monday, July 5th (City Hall closed)
- Wednesday, July 7th (court)
- Wednesday, July 14th (court)
- Wednesday, July 21st (court)