



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

Friday, May 21, 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 May 21st** 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 December 4, 2020 Minutes
5. Items Removed From Consent Agenda
6. Unfinished Business
 - a. 75th Anniversary Celebration
 - b. Date for the 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
Friday, December 4, 2020
The meeting was held electronically

9:08 a.m.

ROLL CALL

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

Absent: Co-Chair Thomas Barry, Committee Member Laura Christman

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Committee Member Doug Tisdale moved to approve the November 13, 2020 minutes, seconded by Committee Member Nancy Wyman. The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration and Articles

The Committee expressed how pleased they were with the article to commemorate the 75th Anniversary in The Villager Newspaper.

Committee Member Wyman noted that The Villager can make any corrections to the article on the digital edition.

The Committee discussed corrections that will be forwarded to Co-Chair Maniatis for editing.

Co-Chair Maniatis shared some of the changes he already made to the digital article including the font to make it easier to read and more professional.

Co-Chair Maniatis pointed out that the Committee previously agreed that the body of the newspaper article would be four pages and a front cover. He credited The Villager Newspaper for providing double the coverage and for going above and beyond to work with the Committee on the final result. He said the City also received additional advertising and positive feedback from the Cherry Hills Country Club and Koelbel and Company who is the oldest developer in the City.

The Committee thanked Co-Chair Maniatis for his work on the article that exceeded all expectations.

Director Sager informed the Committee that the remaining funds in the 2020 budget for the photo exhibit must be spent before the end of December 2020 as they will not roll over into 2021. She confirmed that the amount remaining is \$4,113.86.

The Committee discussed selecting the remaining photos that will be used for the photo exhibit in City Hall and using the funds for the cost to mount the photos on the aluminum backing.

Co-Chair Maniatis asked if the photo lab could be paid in advance for the work they will be doing for the exhibit.

Director Sager replied that she can pay the photo lab in advance if she has an invoice describing what the funds will be used for.

Committee Member Tisdale asked what the cost is per unit to mount the smaller pictures on the aluminum board.

Co-Chair Maniatis responded that for 11 x 17 and 16 x 20 photos the price range is between \$100 and \$250. He noted that the Committee originally discussed mounting 9 to 12 photographs for the display. He said he will work with Co-Chair Barry to finalize a draft of the photo display that can be sent to the Committee for approval.

Committee Member Tisdale suggested getting an invoice from the photo lab and prepaying for anticipated work. He said it would be a good idea to return any remaining funds to the City.

Committee Member Wyman noted that some money will be required for labeling the pictures and marking streets on the aerial image.

Co-Chair Maniatis said he will contact the lab about the cost. He also suggested allocating some of the money for the usage rights of the photographs being used.

Committee Member Tisdale suggested that Co-Chair Maniatis assess the anticipated cost and request invoices for the following items:

- Photographic mounting
- Labeling costs
- Hanging rods
- The cost of the rights to use photographs

Director Sager said she will email the Committee a copy of the invoice for the original hanging system to give them an idea of what the additional rods will cost.

Committee Member Tisdale proposed that the expenses to be paid from the remaining 2020 budget should be assessed in good faith by Co-Chair Maniatis who will provide City staff with the appropriate invoices. He stated that any remaining balance will be returned to the City and the Committee does not have to take further action beyond authorizing the process at this meeting.

The Committee agreed to discuss the venue for the 2021 Gala event at their February or March meeting.

Co-Chair Maniatis stated that he spoke with the Cherry Hills Country Club and although they will start renovation in 2021, they agreed that the event could be held outdoors at their tennis and swim facility that can accommodate a large group.

b. Date for Next Meeting

The Committee’s next meeting will be determined in the next few weeks.

ADJOURNMENT

The meeting adjourned at 9:47 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 ANNIVERSARY CELEBRATION

DATE: MAY 21, 2021

ISSUE

Planning for a 75th Anniversary Celebration and discussing the photo exhibit in City Hall.

DISCUSSION

Photo Exhibit

The photo exhibit is installed in the front hallway of City Hall to celebrate the 75th Anniversary. Co-Chair Maniatis and Co-Chair Barry will provide an update about the exhibit at the meeting.

Budget

City Council approved the 2021 budget with \$43,500.00 allocated to the 75th Anniversary Committee.

Below were the Committee’s total expenditures for 2020:

2020 Expenses:	
Historic Aerial image purchase	\$360.00
Historic Aerial image mount	\$526.14
The Villager Newspaper historic article	\$5,000.00
Additional rods for hanging system	\$262.00
Total budget:	\$10,000.00
Total expenses:	\$6,148.14

CHERRY HILLS VILLAGE
COLORADO

75th Anniversary Celebration

Committee members should continue 2021 event planning discussion. The most up to date guidance from Colorado Department of Public Health and Environment is included as Exhibits B & C. The Grand Opening for John Meade Park and Alan Hutto Memorial Commons is scheduled for Saturday, June 26th from 9am-12pm. The 75th Anniversary Committee is welcome to set up a table at this event to promote a future celebration.

ATTACHMENTS

- Exhibit A: 75th Anniversary Committee proposed 2021 event budget
- Exhibit B: CDPHE Guidance for Outdoor Events
- Exhibit C: CDPHE Guidance for Indoor Events



2021 Budget Scenarios

75th Anniversary Event Presence

- 10x10 canopy, table, historical photo displays and supporting materials to be used for the Committee's presence at multiple events (such as John Meade Park event, Movie Night, Car Show, Barn Party, CHLP Trail Walk, etc.) held in the City throughout 2021.
- The Committee would educate residents and showcase the history of the City over the past 75 years.

Budget \$2,000

Time Capsule

- Dedicate and seal the time capsule to be mounted at City Hall (if approved by City Council)
- Ceremony can be coordinated with John Meade Park event or Alan Hutto Memorial Commons dedication (if PTRC decides to hold one).

Budget \$1,200 (time capsule and materials)

The Villager Newspaper Marketing

- The Villager Newspaper will provide "announcements" of the Gala in issues leading up to the event and will also provide coverage of the Gala after the event.

Budget \$5,000

75th Anniversary Gala Dinner

- The potential cost overview below is based on 200 guests

Food/Beverage	\$65/person	\$13,000
Venue		\$6,000
Gratuity		\$3,500
Floral/Lighting		\$3,500
Gift bags 200 @ \$20		\$4,000
Misc, expenses		\$2,500
Live music		\$1,000
Photography/Videography		\$800
FOH/Backline		\$1,000
Total		\$35,300

- Ticket price will be \$150 x 200 guests \$30,000 in revenue

2021 gross budget is \$43,500



Guidance for outdoor events

For Coloradans	>
For businesses and communities	>
Ongoing mitigation guidance	
5 Star State Certification Program	>
Schools & child care	>
Guidance by sector	>
Agriculture industry	
Children's camps & sports	

Updated April 20, 2021.

Available languages: [Español](#) | [Tiếng Việt](#) | [中文](#) | [Soomaali](#) | [العربية](#)

This guidance is for outdoor receptions, events, fairs, rodeos, non-critical auctions, concerts, outdoor markets, or other outdoor venues not covered in other guidances where these guidelines and adherence to physical distance can be maintained. This guidance does not apply to activities covered under guidelines for restaurants, places of worship, personal recreation, or outdoor recreation.

IF THERE IS A CONFIRMED CASE OF COVID-19 IN THE COMMUNITY

- The community must notify and cooperate with their local public health agency on next steps.
- Find [local public health agency contacts online](#).
- Find [outbreak guidance for non-healthcare facilities online](#).

Venue

- Capacity limits are determined by each county's local restrictions. Consult your [local public health agency](#) for more information about local regulations.
- Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Ensure 6 feet or more distance between all employees, customers, contractors and visitors.
- Create a queue at entrances and exits that ensures a minimum of 6 feet of physical distance between individuals and pace entry and exit to prevent congestion.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- Consider staggered guest arrival and departure times to avoid congregating at entrances and exits.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Provide signage, announcements, and other reminders that masks are highly recommended to reduce COVID transmission.
- Seating at events must be appropriately spaced, to reduce mingling and reinforce the necessary distance between individuals in different households.
- Enhance cleaning and sanitization of common touch points (doors, stairwell handles, light switches, elevator switches, etc.).
- Catering services or food services should be seated-only. Food and drink services must follow the same [guidelines as restaurants and bars](#).
- Install hand sanitizing stations at entrances and in high-traffic areas.
- Consider shorter event duration times or limited admission windows to reduce the need for patrons to use restroom facilities, which can be a source of transmission.
- Install plexiglass barriers where appropriate.
- Dancing is strictly limited at all events to no more than 10 people dancing together from the same party. Dancing parties must remain six feet from others. For wedding services, the following dances are expressly allowed: the couple's first dance and the parent dances.
- Booths or vendors at events must:
 - Allow spacing for vendor load-in and loadout such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
 - Add a minimum of 6 feet in between booths.
 - Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
 - Require vendors to have market booth layouts that promote social distancing. Provide them with the space to do this.
 - Create one-way traffic flow through the booths to prevent crowding or mingling.
 - Use ropes, cones or tape to enforce distancing.

Vendors/employees

- The venue operator for an event with multiple vendors and/or performers/competitors is responsible for ensuring all vendors/performance groups are aware of and adhering to COVID-19 policies and procedures.
- Vendors should be familiar with the [CDPHE Workplace Outbreak Guidance](#) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching. Keep documentation of this training and make it available upon request of the local public health agency.
- Require handwashing upon arrival, departure and frequently throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions where possible) ([Additional Guidance](#)) and encourage sick employees to use the [CDPHE symptom support tool](#).
- Employees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on level of exposure) should not report to work and should self-quarantine, unless they have been fully vaccinated.
- Group employees into teams or shifts that stick together to limit mixing between different teams or shifts.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects unless you can disinfect objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

Performers/competitors

- Performances with vocal speech or singing, wind or brass instruments, or activities that cause heavy breathing should be 12 feet from patrons if the performer is wearing a mask (25 feet if unmasked).** Performances with no forced exhalation as in the prior examples, like a piano, harp, or organ player, should be a minimum of 6 feet from patrons, but 12 feet is preferred.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events must be checked for fevers, symptoms, and exposures before or at arrival.
- Participants (e.g., players, performers, actors) who have been in close contact with a person suspected or confirmed to have COVID-19 should not participate and should self-quarantine, unless they have been fully vaccinated.
- Where necessary, implement alternative placement of performers. If spacing is not possible, in some situations it may be suitable to install barriers to minimize transmission of aerosolized particles.
- Maximize physical spacing between performers on stage.
- Recommend all employees to wear masks, unless doing so would inhibit the individual's health.
- Performers should use a separate entrance/exit than patrons where possible.
- Performers are not included in capacity limits as long as they do not join the spectator/patron areas at any time and remain at least 12 feet from attendees. If performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high touch areas and equipment such as microphones, instruments, props, etc. between uses.

Hosts/attendees

- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on the level of exposure) to stay home and self-quarantine, unless they have been fully vaccinated.
- Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.
- Attendees should maintain at least 6 feet of physical distance from others as much as possible.
- Attendees are recommended to wear masks unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued to maintain the safety and health of all parties.
- [Populations at higher risk for severe COVID-19](#) should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

**Venues that have multiple designated activities/events that are physically separated, such as a fair with activities taking place in separate buildings or arenas, may have the maximum capacity in each*

setting, and must implement additional prevention measures, such as one-way traffic, as attendees move from one activity or event to the next. The designated activities must occur a minimum of 50 feet from each other, maintain separate entrances and exits, and must minimize the use of shared facilities like restrooms.

***Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.*



Guidance for indoor events

- For Coloradans >
- For businesses and communities >
- Ongoing mitigation guidance
- 5 Star State Certification Program >
- Schools & child care >
- Guidance by sector >
 - Agriculture industry
 - Children's camps & sports
 - Colorado ski areas and resorts
 - Field services and real estate
 - Grocery stores
 - Higher education
 - Indoor events**

Updated May 2, 2021.

Available languages: [Español](#) | [Tiếng Việt](#) | [中文](#) | [Soomaali](#) | [العربية](#)

This guidance is for receptions, events, concerts, non-critical auctions, theaters, trade shows, and other indoor venues not covered in other guidance documents where these guidelines and adherence to physical distance can be maintained.

Events that can fully follow the restaurant guidelines for the entire event may operate as a restaurant and follow those guidelines and capacity restrictions. This means that parties are seated, there are no shared activities, and any performers are at least 12 feet from patrons if wearing masks (25 feet if unmasked). Please see the [restaurant guidance](#) for more details.

Health and safety policies for resumption of gaming operations.

IF THERE IS A CONFIRMED CASE OF COVID-19 IN THE COMMUNITY

- The community must notify and cooperate with their local public health agency on next steps.
- Find [local public health agency contacts online](#).
- Find [outbreak guidance for non-healthcare facilities online](#).

Venue

- When more than 100 people are gathered in a room in a public indoor space, the venue may operate at 100% capacity not to exceed 500 people, with 6 feet of distancing required between parties of unvaccinated people or people whose vaccination status is unknown. Existing approved variances remain in effect, including 5 Star Program approvals granted by a county. Venues may apply to their local public health agency for a variance to exceed 500 people, to be finally approved by CDPHE. These requirements do not apply to licensed retail food establishments.
 - Some counties may have stricter capacity limits at the local level. Consult your [local public health agency](#) for more information about local regulations.
- All indoor activities should follow either seated or unseated guidance. If it isn't clear which guidance is more applicable, use unseated guidance. A venue should follow the guidance that most closely fits. This means that the same physical space may follow different guidance for different uses or events.

Seated indoor events

- An event is considered "seated" if the attendees have minimal movement, such as purchasing concessions or using the restroom facilities.
 - If an event involves both a seated and unseated portion, it should calculate capacity for the unseated portion using the [Social Distancing Space Calculator](#).
- Seated activities should ensure 6 feet of distance between parties from different households.

Unseated indoor events

- At a minimum, everyone at an unseated event should be able to maintain 6 feet of distancing from all members of other households. Venues may calculate capacity using the [Social Distancing Space Calculator](#).
- Unseated activities increase the possibility of interaction among multiple people as they move around the space. The distancing calculator builds in additional distancing requirements to account for this movement.

All indoor events

- Collect contact information of guests or attendees through tactics like taking reservations, requiring RSVPs, or having sign-in sheets, and times of arrival and departure to help with potential exposure notification whenever possible.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Ensure 6 feet or more distancing between all employees, customers, contractors and visitors.
- Create a queue at entrances that ensures a minimum of 6 feet of physical distancing between individuals and pace entry to prevent congestion.
- Operate on a one-in-one-out basis when at capacity.
- Give reminders to observe 6 feet physical distancing before, during, and after events.
- Post signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- If the event is catered, do not allow for self-service stations or buffets.
- Enhance cleaning and disinfection of common touch points (doors, stairwell handles, light switch, elevator switch, etc.). ([CDC cleaning guidance](#))
- Ensure ventilation at the venue is in line with or exceeds OSHA guidance.
- Install touchless hand sanitizing stations at entrances and in high-traffic areas.
- Deploy plexiglass barriers where appropriate.
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources (not involved in games or activities).
- Booths or vendors at events should:
 - Allow spacing for vendor load-in and loadout such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
 - Add a minimum of 6 feet in between booths.
 - Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
 - Require vendors to have market booth layouts that promote social distancing. Provide them with the space to do this.
 - Create one-way traffic flow through the booths to prevent crowding or mingling.
 - Use ropes, cones or tape to define the entrance, exit and flow.

Vendors/Employees

- Provide guidance and encouragement on maintaining 6 feet of physical distancing.
- In counties with one-week disease incidence rates in excess of 35 per 100,000, masks are required to be worn in public indoor spaces where 10 or more unvaccinated individuals or individuals of unknown vaccination status are present. Venues should err on the side of assuming that people entering their indoor site are unvaccinated. Individuals are permitted to remove their masks in public indoor spaces if 80% of the individuals in the space have shown proof of vaccination.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching.
- Require frequent handwashing upon arrival, departure and throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible ([Additional Guidance](#)) and encourage sick employees to use the [CDPHE Symptom Support tool](#).
- Employees who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not report to work and should self-quarantine, unless they have been fully vaccinated.
- Group employees into teams or shifts that stick together.
- Encourage all employees not critical to in-person operations to continue working from home remotely.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects, or disinfect the objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

Performers/competitors

The below information does not replace the recommendation for performers to wear a mask and should be followed in addition to proper mask-wearing.

- Performances with vocal speech or singing, wind or brass instruments, or activities that cause heavy breathing should be 12 feet from patrons if the performer is wearing a mask.* If not wearing a mask, performers should be 25 feet from spectators. Performances with no forced exhalation as in the prior examples, like a piano, harp, or organ player, should be a minimum of 6 feet from patrons, but 12 feet is preferred.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events should have their symptoms checked, and participants who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not participate and should self-quarantine, unless they have been fully vaccinated.
- Adopt seating and spacing modifications to increase physical distance from a performer.
- Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement alternative placement of performers.
- Maximize physical spacing between performers on-stage.
- Performers should use a separate entrance/exit than patrons where possible.
- Performers are not included in capacity limits so long as they do not join the spectator/patron areas at any time. If performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high-touch areas and equipment such as: microphones, instruments, props, etc. between uses.

Hosts/attendees

- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (within 6 feet for at least 10 minutes) to stay home and self-quarantine.
- Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.
- Attendees should maintain at least 6 feet of physical distancing from others as much as possible.
- Face coverings are required to be worn in all public indoor spaces unless it would inhibit the individual's health, while they are eating or drinking, or if it is not age-appropriate.
- [Populations at higher risk for severe COVID-19](#) should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

**Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.*



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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: MAY 21, 2021

ISSUE

The Committee should determine the next meeting date and whether to meet in person or virtually.

DISCUSSION

City Hall is reopening as of May 17, 2021. Boards and commissions have the option to continue meeting virtually or to return to in-person meetings. 75th Anniversary Committee members should discuss their preference for the next scheduled meeting.

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

- Wednesday, June 2nd (court)
- Wednesday, June 16th (court)
- Thursday, June 17th (staffing)
- Friday, June 25th (staffing)
- Wednesday, June 30th (court)