



CHERRY HILLS VILLAGE COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
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City Hall
Telephone 303-789-2541
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75th ANNIVERSARY COMMITTEE AGENDA Friday, August 14, 2020

9:00 a.m.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Audience Participation Period (limit 5 minutes per speaker)
5. Consent Agenda
 - a. Approval of July 10, 2020 Minutes
6. Items Removed From Consent Agenda
7. Unfinished Business
 - a. Updated information on the 75th Anniversary event(s)
 - b. The Villager Newspaper series
 - c. Date for next meeting
8. New Business
9. 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, July 10, 2020 at City Hall

9:02 a.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

The Committee conducted the pledge of allegiance.

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Committee Member Tisdale moved to approve the June 25, 2020 minutes, seconded by Co-Chair Maniatis.

Motion Passed Unanimously

UNFINISHED BUSINESS

a. Updated Information for John Meade Park Event

Director Sager noted that a copy of the current CDPHE guidelines for outdoor events were emailed to Committee members the day before. Based on the guidelines, she shared the following list of concerns that City staff had for the event scheduled in September:

- Perimeter fencing – the City is restricted to 175 people based on the guidelines

- Designated entrances and exits – the City will need to block off the entire area to monitor how many people are entering and exiting the park.
- Temperature checking station – temperatures have to be recorded for all visitors including staff, workers, and performers.

Committee Member Christman interjected to express her concern about the CDPHE's notation that populations at a higher risk for severe COVID-19 should stay home. She pointed out that it would eliminate anyone over 65 as she believes these residents would not take the risk to attend the event. She asserted an anniversary event that excludes senior members of the community and younger members who may have health concerns would eliminate a large percentage of the Village. She recommended the Committee delay the event until it is safe for everyone to attend.

City Manager Thorsen agreed with Committee Member Christman on postponing the event as the state is still in a dynamic changing COVID-19 response. He also acknowledged the Tri-County Health mandatory mask policy will limit the number of people who attend. City Manager Thorsen expressed that inviting several performers to the event makes him nervous. He recommended a small event for the Park opening and at the same time have a booth that promotes the 75th Anniversary gala event next year. He noted that the event may need to be cancelled anyway with the increase in COVID-19 cases. He said he already spoke with one Council member who is concerned about having this type of event.

Committee Member Tisdale asked if the City has cancelled the annual car show event.

City Manager Thorsen confirmed that the City has cancelled all events that involve gatherings including the annual car show.

Co-Chair Barry said he agrees with the decision to postpone the event but wanted the Committee to be aware that if the event is cancelled it no longer coincides with the grand opening of John Meade Park and the relationship with PTRC.

Co-Chair Maniatis commented that he does not think moving the gala event to next year would lose its impact and it would give the Committee more time to prepare the historical portion of it. He said he would be in favor of having the event next year.

City Manager Thorsen said the City will ask City Council to extend the 75th Anniversary Committee through next year. He suggested that over the next few months the Committee get a handle on what the budget impact will be for next year. He suggested the budget should include every potential cost for the event.

Committee Member Christman commented she would like the cost for The Villager historical insert to be included in the budget.

Committee Member Tisdale stressed the importance of having a comprehensive budget to submit to City Council so they have a realistic picture to work from. He said the Committee should also reestablish the notion of selling bricks from the old Village Center as a revenue raising opportunity. He asked if John Meade Park still plans to open.

Coordinator Black answered that once construction is complete the Park will open. She said it will depend on the guidelines at that time as to whether the play structure area will be open. She said staff will check with PTRC to see if they want to do a smaller grand opening event, a virtual event, or focus on publicity to let people know the Park is open.

Co-Chair Barry suggested that money from the 2020 budget be used for The Villager insert since the fall event is cancelled.

City Manager Thorsen stated staff would be in support of using the 2020 budget for the historic insert.

Coordinator Black said she believes PTRC will focus on special events they hold every year in 2021. She said if the budget allows, they may consider an event in the spring. She suggested the Committee could approach PTRC to see if they would consider holding a joint event next year.

Co-Chair Barry asked about the budget for the Committee and where it was budgeted.

Director Sager replied originally the funds were budgeted in the General Fund, but when Movie Night was cancelled, Park funds were added to the Committee's budget. She reminded the Committee the budget for the event had been reduced to \$10,000 due to COVID-19.

After further discussion, the Committee agreed to focus its efforts on the gala event, time capsule dedication and the historical insert for The Villager.

Director Sager asked the Committee to make a motion to give staff direction on next steps.

Committee Member Tisdale moved, seconded by Co-Chair Maniatis that the Committee determined it shall suspend its activities relative to putting on events in 2020 and put together a proposal and budget for City Council to request that this Committee continue for a period of one year past its set expiration date in order to put on a gala and any other events the Committee might determine are appropriate and are within the City's budget.

Committee Member Christman amended the motion to say the Committee will continue to work on The Villager historic piece to be completed in 2020 using funds from its 2020 budget.

Committee Member Tisdale accepted the amended motion to proceed with the exploration and acceptance of an agreeable proposal with the Villager Newspaper to put together a special supplement as proposed within budgetary guidelines

The motion passed unanimously.

The Committee discussed The Villager proposal and agreed to come up with an outline and to work with The Villager staff to gather historical documents.

Director Sager pointed out that The Villager's proposal includes a quote for them to attend the event and provide publicity. She informed the Committee the City has not paid for publicity in The Villager in the past and suggested clarifying that cost with them.

Director Sager proposed the idea of reaching out to some of the residents the Committee originally planned to interview for the historic video and set up a virtual interview. She said she could then include an article in the Village Crier. She confirmed that articles for the Crier are generally a quarter page or around 250 words.

The Committee discussed an article written by Committee Member Wyman and agreed the article would be included in the August issue of the Village Crier.

The Committee also agreed to post an article in the Village Crier one month prior to The Villager newspaper mailing to alert residents about the historic special edition that will be delivered to their homes.

The Committee discussed the possibility of posting the article in both The Villager and the Village Crier.

Director Sager explained the Village Crier and The Villager are different sizes and have different formats, but she would be happy to get a quote from the City's printer for the Village Crier if the Commission desired.

The Committee discussed the timing for The Villager edition to be mailed to residents so it would draw the most readers. Members agreed November would be preferred as people are too busy during the month of December.

Committee Member Tisdale brought up that City Council puts the budget together in September and October and the Committee should have the budget proposal for the gala event available by then.

Director Sager confirmed the following schedule for the budget process:

- A draft budget is reviewed at Council's second meeting in September
- A budget study session is held the first week of October
- First reading of the budget is in November

- Second reading of the budget is in December

She said it would be helpful to have the Committee's budget information prior to the September meeting.

The Committee discussed the construction project at the Cherry Hills County Club and asked if it would impact the gala event next year.

Director Cramer replied that the Country Club's site plan process is scheduled to go before the Planning and Zoning Commission meeting on July 14th and then scheduled to go before Council in August. He said if it passes, the Country Club would start the process for a building permit that could take approximately 3 months. He said it is likely they will break ground this year and he anticipates construction going through next summer. He suggested the Committee contact the Country Club to get a better construction timeline.

The Committee discussed planning the gala event for when the remodeling would be completed. The Committee also agreed to consider an alternate location for the gala event if the Cherry Hills Country Club is not available due to construction.

Co-Chair Maniatis outlined the following tasks for the Committee:

- Prepare a budget for 2021
- Work on the outline for The Villager newspaper
- Submit to City Council to extend the Committee one year
- Talk with the Cherry Hills Country Club about potential construction dates

The Committee also agreed to have a presence to promote the 75th Anniversary Committee's events if PTRC decides to move forward with an event to open John Meade Park.

b. Date for Next Meeting

The Committee agreed to meet on Friday, August 14th at 9:00 a.m.

ADJOURNMENT

The meeting adjourned at 9:50 a.m.

Committee Co-Chair

Name: _____

draft

draft

draft

Jessica Sager, Director of Finance

Pamela Broyles, Administrative Assistant



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ITEM: 7a

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: 75TH ANNIVERSARY CELEBRATION

DATE: AUGUST 14, 2020

ISSUE

To determine the scope of the City's 75th Anniversary event(s) in 2021.

DISCUSSION

Because of the COVID-19 pandemic, the 75th Anniversary Committee has decided to postpone all anniversary related events to 2021, subject to City Council approval. Staff has added a 75th Anniversary Event study session item on the September 1, 2020 City Council meeting. During the study session, the 75th Anniversary Committee will be able to request that City Council extend the Committee's term to 2021, present all 75th Anniversary related event ideas and propose an event budget for City Council's consideration.

On Wednesday, August 5th, Chair Dino Maniatis, Committee Member Nancy Wyman and staff met with The Villager Newspaper Marketing Director, Susan Sweeney Lanam, to discuss ideas for The Villager Newspaper historical article. During this meeting, Ms. Lanam stated she has a client that might be willing to partner with the Committee in a possible "sponsorship" capacity. Her client may be willing to provide a venue for the event at no charge (or for a small fee) and/or purchase challenge coins to be included in gift bags if the Committee were agreeable to provide some type of recognition for the donations and/or discounts. City Council would have to formally approve any donation from Ms. Lanam's client prior to the 75th Anniversary event(s).

STAFF RECOMMENDATION

Staff recommends the Committee create a budget that incorporates all aspects of the event(s) the Committee would like to plan in 2021 (i.e. time capsule, Gala event, etc.) to provide to City Council at the study session on September 1st. The City Council packet deadline is Tuesday, August 25th so staff will need to include any information the Committee would like City Council to consider prior to August 25th. Staff would also recommend the Committee select the representative(s) to present to City Council at the August 14th meeting to ensure there are not any scheduling conflicts.



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ITEM: 7b

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: THE VILLAGER NEWSPAPER SERIES

DATE: AUGUST 14, 2020

ISSUE

To provide an update from Co-Chair Dino Maniatis and Committee Member Nancy Wyman regarding their meeting with The Villager Newspaper Marketing Director, Susan Sweeney Lanam.

DISCUSSION

Co-Chair Maniatis, Committee Member Wyman and staff met with The Villager Newspaper Marketing Director, Susan Sweeney Lanam, on Wednesday, August 5th to discuss ideas for the upcoming historical article. Ms. Lanam recommended running a 4-page 4-week series in October to recognize the historic anniversary. She will provide a quote for the series for staff to forward to the Committee by email prior to Friday's meeting. Staff will also place copies on the dais for discussion purposes at the meeting.

At the July 10, 2020 meeting, the Committee suggested staff include an article about The Villager Newspaper historic series in the September issue of the Village Crier. The deadline for the September issue of the Village Crier is Friday, August 14th. Staff is seeking direction from the Committee to find out if the Committee wishes to move forward with running the historic series in October and if an article should be included in the September issue.