



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, June 25, 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 June 12, 2020 Minutes
6. Items Removed From Consent Agenda
7. Unfinished Business
 - a. Updated Information for John Meade Park event
 - b. Date for next meeting
8. New Business
 - a. 75th Anniversary Committee term limits
9. Adjournment



Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Friday, June 12, 2020 at City Hall

9:02 a.m.

ROLL CALL

Co-Chair Thomas Barry, Laura Christman, Doug Tisdale and Nancy Wyman were present on silent roll call. Also present were Director of Finance Jessica Sager, Parks and Recreation Coordinator Emily Black and Administrative Assistant Pamela Broyles.

Co-Chair Dino Maniatis participated via conference call at 9:15 a.m.

Absent: Michael Robb

PLEDGE OF ALLEGIANCE

The Committee conducted the pledge of allegiance.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Committee Member Christman moved to approve the minutes, seconded by Committee Member Wyman.

Motion Passed Unanimously

UNFINISHED BUSINESS

a. Updated Information for 75th Anniversary events

Co-Chair Barry shared with the Committee that he and Co-Chair Maniatis discussed the status of the Gala event scheduled for August. He said their initial thought is that August is too soon to have a large public gathering. He said they were also concerned that if there are restrictions in place for 50% capacity it would eliminate the opportunity

to cover the cost of the event. He asked staff what the City's timeline and parameters are for holding future events.

Director Sager responded the City is following the guidelines of the Tri-County Health Department.

Co-Chair Barry asked the Committee if they would like to consider having a commemorative event next spring or if the Committee would rather focus its efforts on the event planned for September in John Meade Park.

Committee Member Wyman agreed that the dinner event in August should be cancelled. She believed the Committee should focus on the event in September.

Committee Member Tisdale expressed that there is an opportunity to look at a spring event around March or April. He said this timeframe is still close enough to the 75th Anniversary.

Committee Member Christman suggested the Committee put their efforts and budget into the Park event. She proposed a two-day event to better accommodate social distancing. She said she does not think the historical celebration should go away, but there would be other opportunities to hold the historic event in the future such as the public opening of Quincy Farm. Her concern is that unless there is an effective vaccine, residents would be reluctant to attend a large gathering.

Committee Member Christman noted that she is in communication with the donors of the Alan Hutto Memorial Commons and they are interested in helping with the grand opening.

Co-Chair Barry asked if the City had an estimate on how many people the Park can host while social distancing.

Coordinator Black responded that there is no specific calculation, but the City could do a rough estimate of what could be possible.

Co-Chair Barry noted that tickets may be required for the event in order to have a pre-determined number of visitors to make it safe. He suggested painting markers on the ground to establish social distancing.

Coordinator Black recommended if the Committee decided to organize the event this way, they should consider the number of family members in a group versus individuals. She said she liked the idea of putting markers on the grass of the performance area to help people social distance.

Committee Member Christman advised the Village Club created a simple sign-in sheet that has been very effective in monitoring people going into the Club.

Director Sager explained the City is concerned about revenue and expenditures due to the virus and the budget might have to be scaled back for the event. She said staff has cancelled events or moved projects to 2021 so she would recommend not using the entire budgeted amount for the event. She also pointed out that if the Committee decided to move one of the events to 2021, it would need City Council approval because it will need to be carried into the 2021 budget.

Committee Member Christman said she would like to have an idea of what the City plans to spend before meeting with the donors of Alan Hutto Memorial Commons. She said she has been communicating with them and she would like to share the budgeted amount and allow them to contribute additional funds if they would like.

Committee Member Tisdale said the Committee should present the revised budget to City Council. He said the Committee should advise Council how much they would like to carry forward and how much they are planning to spend on the John Meade Park Grand Opening event.

Co-Chair Barry asked if the City had a suggested budget amount to spend on the event.

Director Sager responded that between \$5,000 and \$10,000 would be staff's preference, but no more than \$10,000.

The Committee agreed the event should be a one-day event and include the dedication of the time capsule Alan Hutto amphitheater.

Committee Member Christman said she would share the information with the Alan Hutto Commons donors.

Co-Chair Barry asked if it is possible to solicit online donations from guests that attend the event.

Coordinator Black explained that there is a donation jar at all of the City Special Events where people can make donations to the Catherine Anderson Land Donation Fund.

Director Sager explained that the online payment site was set up to sell tickets, but not to take donations. She said donations would have to be made separately.

Co-Chair Barry asked Committee members if they wanted to dissolve the Committee after 2020 or continue into 2021. He also asked if it would require City Council approval if they decided to continue.

Director Sager responded she was not sure if the resolution was written to dissolve the Committee in 2020 or once the anniversary events were completed so she would want to review the resolution to be sure.

Co-Chair Barry asked if the Committee could continue working on the historical element and present their ideas at another City event.

Committee Member Tisdale advised from a financial point of view the budget would not carry forward automatically. He noted the Committee has an established budget now and if they are going to change the scope of the event, they need to adjust the budget and report back to City Council. If the Committee decided to hold an event next spring, they would have to make funding for the event part of the budget cycle to be approved by Council in December. He added if the Committee decided not to hold an event next spring but wanted to participate in an event such as the opening of Quincy Farm, they would not need a line item in the budget, but would need clarification from the City Attorney that the Committee could continue working on behalf of the City.

Co-Chair Barry expressed that he would like to see the Committee carry forward the ideas and momentum to give something back to the community.

Co-Chair Maniatis stated with the history the Committee has put together from interviews with residents and photographs collected, it would be useful time spent to continue the Committee into 2021. He said he would hate to lose the momentum that the Committee has established.

Committee Member Christman stated the cost of videography should be carried forward in the budget so the information was not lost.

Co-Chair Maniatis said he envisioned just doing the videography himself.

Co-Chair Barry asked if the Committee would be able to show a historic video at another City event such as the Quincy Farm grand opening event.

Committee Member Christman said the video would be useful regardless as it could be posted on the City's website.

Co-Chair Barry asked when Quincy Farm might open.

Coordinator Black responded that the Master Plan process had been delayed due to COVID-19 and there is not an anticipated date as to when the Farm might open.

Committee Member Wyman expressed that would not want to help with an event at Quincy Farm, she was only interested in assisting with 75th Anniversary events.

Co-Chair Barry asked if the Barn Party will still be held.

Director Sager responded that she has not heard a final decision from the Land Preserve. She confirmed the Annual Car show and National Night Out had been cancelled. She said the only event that has not been officially cancelled is the Winter Celebration event in December.

Co-Chair Barry asked the Commission if they want to focus on planning activities for the September 26th event. He said he would work with Co-Chair Maniatis to put some thoughts on paper and create a presentation for the next meeting.

Committee Member Tisdale summarized that the target date for the event is Saturday, September 26th for the grand opening of John Meade Park and the Alan Hutto Amphitheater to include performances and general celebration at that time. He said a portion of the budget was initially going to be spent on that event anyway, but now the Committee would explore taking a portion of the budget that would have been spent on the gala and apply it to expansive efforts of the park opening. The Committee will determine what that is and advise Council so a budget adjustment can be made and discussions can continue with the donors of Alan Hutto Memorial Commons relevant to what they want to see and if they want to supplement that further and come back with a proposed outline of what it will look like before we proceed

Co-Chair Barry asked Committee Members to send their thoughts through email so they can be formulated into an outline for the next meeting.

Committee Member Christman noted that the outline also needs to go before the Parks, Trails and Recreation Commission. She also discussed the following activities that might be prohibited due to COVID:

- Face Painting
- Pony Rides (maybe)
- Scavenger Hunt
- Trail Ride (maybe)

Ms. Black confirmed that fishing is an activity that would be appropriate at the event as the number of people on the fishing piers could be limited and there are areas along the banks of the ponds where people can fish. She said staff is hoping the playground will be open, but the City will follow Tri-County Health's recommendations for playgrounds at that time.

Committee Member Christman noted the Parks, Trails and Recreation Commission (PTRC) liked the idea of doing a fun run at the event but decided it would be better as a separate event around Halloween. She said it is important to consider what events can be safely added when emailing thoughts and ideas for the event under the current circumstances. She asked the Committee to consider the rules regarding food.

Coordinator Black shared the event was briefly discussed with Commissioner Dahl after the PTRC meeting last night. She said in lieu of food trucks, the Committee might consider having grab and go lunch bags for people to include a sandwich, chips or a cookie and an apple so people can walk by a table, pick it up and take it to a location where they can safely social distance. She said pre-packaged food is the only way it could be done because staff would not be able to safely cook and handout food.

Co-Chair Barry agreed to do some research on kid's events that were appropriate under the current conditions.

Committee Member Wyman noted COVID changed a lot of the dynamic and asked if fishing could be done safely.

Coordinator Black explained families could bring their own fishing rods and maintain safe distance from other groups.

Co-Chair Maniatis stated he liked the direction the Committee was taking and that they could plan to make the September event special.

Co-Chair Barry noted Committee Member Wyman had created a list of items that could be added to the time capsule. Committee Member Wyman read her list, including a cell phone, price for a gallon of gas, EPIC ski pass, school logos, CHV cars, virus information, toilet paper, and school information.

Committee Member Christman noted schools' first priorities right now are trying to address their responses to both COVID and issues of systemic racial discrimination, so she was happy to contact the schools but they may not receive a response.

Co-Chair Barry and Committee Member Wyman agreed it was alright not to try to contact schools since they were so busy.

Co-Chair Barry suggested considering the durability of items placed in the time capsule; he loved the idea of adding toilet paper but was not sure it would last.

Committee Member Tisdale suggested adding a copy of the Villager and the Village Crier.

Co-Chair Barry agreed and suggested a national paper as well. He asked City staff if there was further direction about location.

Director Sager stated staff had not discussed the time capsule since giving the Committee the Art Commission's feedback at the last 75th Anniversary Committee meeting.

Committee Member Tisdale asked if the Art Commission had provided further feedback.

Director Sager answered the Art Commission had not provided additional feedback for the time capsule, but had suggested the bricks be used as a base for other art.

Co-Chair Barry asked if the bricks should be available for sale at the September event, and if the time capsule should be dedicated at that event and placed at a later date.

Committee Member Wyman stated she thought the time capsule should be put in place at the September event.

Co-Chair Barry wondered who should recommend a location for the time capsule.

Director Sager noted at the last meeting, they had discussed using the bricks in a walkway outside of City Hall, which would not require Art Commission approval since it was not a structure that would be considered art. She explained if the capsule were buried in a park, it would require PTRC approval.

Committee Member Wyman asked who would approve it if it were placed outside of City Hall.

Director Sager explained City Council would likely approve it if it is just being buried on City Hall property, but if it is on City Hall grounds within a structure, it might need Art Commission approval.

Committee Member Tisdale discussed the possibility of opening a hole in the patio concrete at City Hall to place the time capsule and covering it with a plaque explaining the time capsule is underneath. He stated that was likely easiest and most affordable.

Committee Member Wyman stated she thought that was the best option.

Co-Chair Barry stated there might be a metal, recessed box that could be placed into the concrete.

Committee Member Christman suggested it not be placed in the patio concrete, since there may be structural issues (the patio had to be constructed twice), but perhaps amongst the shrubs in the front gardens, which would also be less expensive.

Co-Chair Barry offered to research and find different options ranging in cost ahead of the next meeting.

Committee Member Christman invited Freda Miklin with the Villager newspaper to speak.

Freda Miklin stated that Editor, Bob Sweeney, wanted to let the Committee know that if they decide to do a historical photo display, the Villager has plenty of historic photos they would be willing to share.

Co-Chair Maniatis thanked Ms. Miklin and stated the Committee would take her up on her generous offer.

Co-Chair Barry invited Committee Member Christman to speak about the dedication of the amphitheater. Committee Member Christman responded the Committee should

create their vision of the event first, since it is a city event, and then she could bring that vision to the Neidermans and Huttos for feedback.

Committee Member Tisdale stated he agreed and recalled he spent much time speaking with Frank Hutto about the donation of the parcel. He explained the property was donated in memory of Frank's son, Alan, who was enthusiastic about the arts. He continued that the donation and purpose of the amphitheater was truly for young people to have a venue to put on a show; it was not intended to be a professional arts venue. He stated capturing that idea would be the best way to honor the families, so the Committee should focus on and celebrate youth in performance arts.

Committee Member Wyman suggested putting a notice in the Village Crier asking for young people who would like to perform at the event.

Committee Member Tisdale agreed and suggested including the Neidermans and Huttos as part of the audition committee.

Co-Chair Barry suggested six groups of youth who could have a 15-minute time slot, and the finale of the day could be a professional performer.

Committee Member Christman asked for confirmation that the idea was to have youth performances for an hour and a half or so; the Committee agreed.

Committee Member Tisdale suggested a two-hour time frame with six performances, each with a 15 minute window in a 20 minute block, so there were 5 minutes to change performers. He stated the Huttos and Neidermans could help decide on the performances. He noted in the future, anyone could use the performance space, but for this first time, there should be a mix of music, performance, etc.

Director Sager asked if the idea was for the Committee to audition the groups.

Committee Member Tisdale stated he thought groups should submit materials for the Huttos and Neidermans to review and approve.

Director Sager asked if it should be included in the July issue of the Village Crier and what a deadline might be for submittals.

Committee Member Tisdale suggested applicants submit a video to City staff, which could then be shared with the Huttos and Neidermans.

Committee Member Christman stated she would convey this to the two families the following week and asked for a quick summary of what was decided.

Committee members discussed dates and deadlines and settled on August 14th as the deadline. They also discussed the definition of "youth" and determined the performers should be under 18 years old. Committee Member Tisdale noted Alan Hutto was in third

draft

draft

draft

grade when he passed away, so elementary school aged performers might be preferred to best honor his memory.

Co-Chair Barry asked for other comments; there were none. The Committee chose their next meeting date for Thursday, June 25th at 9am.

NEW BUSINESS

None

ADJOURNMENT

The meeting adjourned at 10:08 a.m.

Committee Co-Chair

Name: _____

Jessica Sager, Director of Finance

Pamela Broyles, Administrative Assistant



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ITEM: 7a

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: UPDATED INFORMATION FOR JOHN MEADE PARK EVENT
DATE: JUNE 25, 2020

ISSUE

To provide an update from staff about 75th Anniversary event planning.

DISCUSSION

The John Meade Park Grand Opening/75th Anniversary event is planned for Sept. 26, 2020. This date has been reviewed by both the 75th Anniversary Committee and the Parks, Trails, and Recreation Commission (PTRC). Staff has updated the attached planning materials based on discussion from the last meeting (Exhibit A), and the Co-Chairs may bring materials they have prepared for the Committee as well. As planning progresses, staff will continue to monitor information from Tri-County Health to ensure the event complies with health guidance in place at that time.

ATTACHMENTS

Exhibit A – John Meade Park Grand Opening/75th Anniversary Celebration Planning

John Meade Park Grand Opening / 75th Anniversary Celebration

Saturday, Sept. 26th 10am - 3pm

Schedule:

- 10:30am Ribbon cutting John Meade side
- 11:00am Dedication Alan Hutto side by the Huttos; music to start afterward
- Schedule for Alan Hutto performances TBD following consultation with Niedermans & Huttos

Activities:

- Trail ride beginning 9am around Village Trail
- Pony rides
- Performances/music at Alan Hutto Memorial Commons (Staff published call for submissions in the July issue of the Village Crier)
- Pre-packaged food would be best for safety & cost

Notes from call with Stephanie Dahl and Laura Christman 3/24/20:

-Laura suggested doing the dedication for the John Meade side, then the dedication of Alan Hutto separately and having the Huttos themselves do the dedication of that side, and then music can start right after

-Preference to have all food available for free (rather than food trucks). Laura will talk to Niedermans/Huttos for possible food donation. Plan on something simple: catered sliced up subs, and we can buy/provide chips, drinks, ice cream, etc. Have the flyer/adverts say "Food will be available but feel free to bring your own picnic!"

-Fun Run idea: Suggestion of a Fun Run on the Village Trail: separate into a new event, possibly Oct. 24th, have a table to sign up for the Fun Run at the JMP event, have it be Halloween-themed and have kids and dogs in costumes

Category	Item	Est. Cost
Promotion		
	Yard Signs	\$ 220
Food		
	Costco - ice cream, lemonade, chips	\$ 400
	Meal - sandwiches, etc.	
Entertainment		
	Pony rides	\$ 800
	Frisbees (giveaway)	\$ 300
	Band/music	
		TOTAL \$ 1,720



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ITEM: 8a

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE
FROM: JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION
SUBJECT: 75TH ANNIVERSARY COMMITTEE TERMS OF OFFICE
DATE: JUNE 25, 2020

ISSUE

To provide an update from staff with information related to the Committee's terms of office and dissolution.

DISCUSSION

At the June 12th meeting, the Committee discussed expanding their duties beyond planning the 75th Anniversary events. The resolution creating the 75th Anniversary Committee states "The Committee shall dissolve on upon completion of the final event in 2020 and all member terms shall end on that date" (Exhibit A). Staff has included two options if the Committee would like to continue researching the history of the Village, interviewing residents and creating a historic record. Staff is seeking direction from the Committee on which option is preferred.

Option 1 – Create ad hoc Historic Committee

Staff could add an item to an upcoming City Council agenda and request approval from City Council to create an ad hoc Historic Committee. If approved, staff would be required to solicit applications from all residents interested in serving on the Committee, including current 75th Anniversary Committee members.

Option 2 – Form “unofficial” Historic Committee

The Committee could form an “unofficial” Historic Committee. If the Committee formed an unofficial Historic Committee, members of the Committee would not be subject to Colorado Open Meetings Law requirements and would be able to discuss items without staff involvement. Staff would not attend meetings or transcribe minutes nor would the Committee be able to solicit reimbursement for expended funds. The unofficial Historic Committee would be able to include articles in the Village Crier (written by a member of the Committee) and would be able to display photos, memorabilia, video interviews, etc. at upcoming City events with permission from the City Manager.

**CHERRY HILLS VILLAGE
COLORADO**

ATTACHMENTS

Exhibit A – Resolution 25, Series 2019 Concerning the Creation of an Ad Hoc 75th Anniversary Committee and Appointment of Members

RESOLUTION NO. 35
SERIES OF 2019

INTRODUCED BY: KATY BROWN
SECONDED BY: MIKE GALLAGHER

**A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF CHERRY HILLS VILLAGE
CONCERNING THE CREATION OF AN AD HOC 75th ANNIVERSARY
COMMITTEE AND APPOINTMENT OF MEMBERS**

WHEREAS, the City of Cherry Hills Village was incorporated on May 10, 1945; and

WHEREAS, the 75th anniversary of the City's incorporation will be May 10, 2020; and

WHEREAS, the City Council desires to form an *ad hoc* advisory committee of City residents to make recommendations to the City Council for events and activities to celebrate the City's 75th anniversary as more specifically set forth in this Resolution; and

WHEREAS, applications to serve on the 75th Anniversary Committee were reviewed by City staff.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE, COLORADO THAT:

Section 1. Creation

City Council hereby establishes an *ad hoc* committee, which shall be designated as the 75th Anniversary Committee ("the Committee"), to make recommendations to City Council regarding planned events and activities to celebrate the City's 75th anniversary.

Section 2. Members

The Committee shall consist of six (6) residents of the City. City Council may increase or decrease the membership of the Committee at its discretion. Additionally, City Council may designate one or more members of the City Council to serve as non-voting *ex officio* members of the Committee. All members shall be appointed by the City Council. All regular and *ex officio* members shall be volunteers who serve without compensation. The City Manager shall assign appropriate staff to support the Committee's work.

Section 3. Terms of Office and Committee Dissolution

The Committee shall dissolve on upon completion of the final event in 2020 and all member terms shall end on that date.

Section 4. Removal; Vacancies

All regular Committee members shall serve at the pleasure of the City Council and may be removed with or without cause and with or without notice and hearing, at the sole discretion of the City Council. Vacancies on the Committee shall be filled by City Council.

Section 5. Meetings

The Committee shall meet as often as necessary to accomplish its duties and responsibilities. The members of the Committee shall, at their first meeting, select an individual from among the Committee members to serve as Chairperson. All meetings of the Committee shall be open to the public. The Committee shall set and post its schedule and agendas in the same manner as other City boards and commissions and invite input from the community and City staff.

Section 6. Member Appointment

The City Council hereby appoints the following individuals to the City of Cherry Hills Village 75th Anniversary Committee:

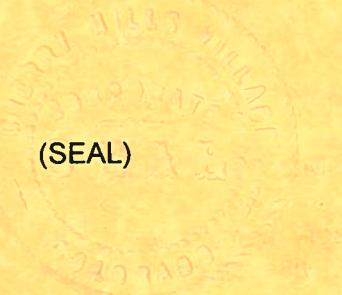
Name

Thomas Barry
Laura Christman
Dino Maniatis
Michael Robb
Doug Tisdale
Nancy Wyman

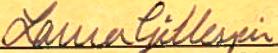
Section 7. This Resolution shall be effective immediately.

Introduced, passed and adopted at the
regular meeting of the City Council this 19th day
of November, 2019, by a vote of 6 yes and 0 no.

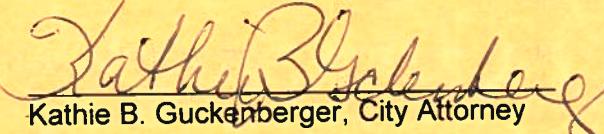
(SEAL)


Russell O. Stewart, Mayor

ATTEST:


Laura Gillespie, City Clerk

Approved as to form:


Kathie B. Guckenberger, City Attorney