



CHERRY HILLS VILLAGE COLORADO

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75th ANNIVERSARY COMMITTEE AGENDA

Friday, June 12, 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 March 9, 2020 Minutes
6. Items Removed From Consent Agenda
7. Unfinished Business
 - a. Updated Information for 75th Anniversary events
 - b. Date for next meeting
8. New Business
9. Adjournment

Notice: Agenda is subject to change.
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Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Monday, March 9, 2020 at City Hall

9:04 a.m.

ROLL CALL

Co-Chair Dino Maniatis, 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 Human Resource Analyst Kathryn Ducharme.

Absent: Michael Robb

PLEDGE OF ALLEGIANCE

The Committee conducted the pledge of allegiance.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Director Sager removed Item 5a from the Consent Agenda and indicated an amended copy of the last page was in front of the Committee. She advised the minutes required an amendment to delete the heading "Quincy Farm Use Parameters" under New Business.

ITEMS REMOVED FROM CONSENT AGENDA

Committee Member Tisdale moved to approve the minutes are amended, seconded by Committee Member Christman.

Motion passed unanimously.

UNFINISHED BUSINESS

a. Updated Information for August Gala event

Co-Chair Barry started the meeting reviewing notes from the Committee's last meeting to ensure all members were on the same page. He also advised the Committee he and Co-Chair Maniatis drafted a revised task list for the Committee to review.

Co-Chair Barry shared the following notes with the Committee Members:

- The Cherry Hills Country Club Catering Manager is on leave so the Co-Chairs will be coordinating with her temporary replacement until she returns. They are working on getting pricing information for the items that have been selected for the menu.
- Co-Chair Barry advised the Armstrong Family are residents of Cherry Hills Village and would like to donate wine from their winery, Epoch Estates, to the Gala event; however, they have a current application with the City and it could be a potential conflict of interest. (This is task list item, 14 include: Wine for the CHCC event.)
 1. An option might be for the City to purchase the wine at full price or wholesale.
 2. Another option might be for the Club to purchase the wine wholesale from Epoch.
 3. A third option would be to showcase several Cherry Hills Village wines, so the event would not be limited to one winery.
 - The Committee asked staff to get clarification on option 1 and 2 from the City Attorney to ensure it would not cause a conflict of interest for the City.
 - The Committee discussed the winery options and which wineries the members should contact for the event.
 - Co-Chair Barry advised if the sponsoring member from the Club is part of the Cherry Hills Country Club's wine club there would not be a corking fee if the wine is brought into the Country Club, rather than purchased at the Country Club.
 - Co-Chair Maniatis advised Susan Maguire has volunteered to sponsor the event; however, he is unsure if she is a member of the Country Club's wine club. If she is not, the Committee would need to include the \$500 wine club fee in the budget.
 - Staff from the wineries would be able to be on site at the event to discuss the wine with the guests.

The Co-Chairs moved on to the delegated task list to share and receive updates from the Committee Members.

Task list items:

1. Presentation content/talking points
2. Source speakers/keynote
3. 2-3 options for notable person opening words.

Committee Member Tisdale volunteered to MC the event.

The Committee discussed who should be featured. One Committee Member suggested former Mayor Jeff Welborn.

The Committee contemplated the framework of the presentation. The Co-Chairs asked the Committee to consider the following questions:

- Should there be a slideshow of pictures with music?
- Should a video of the interviewed residents be displayed during the dinner?
- Who would the Committee interview for the video?
- Should the video just focus on the history of Cherry Hills Village?

Co-Chair Maniatis asked how in depth the Committee wanted to go on the video.

Committee Member Christman stated she preferred the video focus on the history of the Village. She stated she didn't think most people would get as excited about recent pictures and some of the older photos are fun to look at.

Co-Chair Maniatis stated the City predates the turn of the century. He advised the Committee there is an old silo by his house which was a working farm pre-turn of the century.

Committee Member Tisdale suggested focusing on the end product and work backwards to help work out details for smaller tasks. He reviewed the schedule of the evening and suggested the speaking/presentation task items include a slide show at the beginning of the evening to provide the ambiance of the history of Cherry Hills Village as people arrive. He suggested after dinner the Committee should play ten to twelve minute video of the edited interviews, followed by a "notable speaker" to talk for about ten minutes. The event could end with a slide show, either the one from the beginning of the event or a different set of pictures and music.

Co-Chair Maniatis stated Committee Member Tisdale made a good point and he would like a finished product available at the 75th anniversary table. He suggested a brochure or something that could be included in the commemorative bag. He advised that a video that is ten to twelve minutes would require approximately 100 hours of time to acquire the footage and edit the video.

The Committee discussed what a final project would look like and considered different residents to bring into the project.

Co-Chair Maniatis suggested creating a separate task list for the video project. He said the Committee should start with who they want to interview, followed by creating the questions for the interviews. He suggested the Committee email questions so they can create a standardized list. He would like to try to schedule all the interviews in one day

at City Hall in an effort to streamline the process. He added that setting up the lighting and the background takes time but once it is set up it is a quicker process.

Committee Member Christman suggested including Commander Patrick Weathers in the video because he has stories from his long time of employment with the Police Department. She noted he is aware of all the dignitary visits that have been held in Village. She added the Committee could include a list of all the United States Presidents that have visited over the years.

Co-Chair Maniatis stated creating a master list of people and their contact information would be helpful to get the interview process started. He added the Committee would want to ask intelligent open-ended questions and once the acquisition part is complete, it can be determined if the Committee members can put the video together or if they need to hire someone.

Co-Chair Barry asked if the Committee is still considering a celebrity appearance at the event.

Committee Member Tisdale asked for confirmation of the Gala date so he could check with John Elway.

Task list item:

4. Coordinate with City staff, including Mayor and Councilmembers.

Director Sager confirmed staff would be available for both events on August 29th and September 26th. She advised City Manager, Jim Thorsen, provided both event dates to City Council, but did not know if all Councilmembers or the Mayor had conflicts with the dates.

Task list items:

5. Coordinate with the Cherry Hills Village Art Commission (CHVAC)
6. Coordinate with Cherry Hills Land Preserve
7. Coordinate with the Parks, Trails and Recreation Commission (PTRC)
8. Coordinate with the Quincy Farm Committee

Committee Member Tisdale stated he had not reached out to CHVAC Chair Ann Polumbus yet, but it was on his list. He advised the Committee he intended to talk to her about the bricks as part of a memorial walkway, art piece or if people should take them home to display on their mantle.

Committee Member Christman suggested the bricks could be incorporated into a walkway similar to Sturm Law School at University of Denver.

Coordinator Black responded there is an area off City Hall by the patio that could be a potential location for the walkway. She advised the location would not be in a park so would not need PTRC approval and because it is not an art piece, would not require

CHVAC approval either. She added it would a good idea to discuss it with the various Commissions to keep them involved in the process. She noted the walkway would require City Council approval.

Co-Chair Barry stated he and Committee Member Robb met with Susan Maguire and Janney Carpenter from the Land Preserve. He advised after explaining both events to Susan and Janey, they were 100% on board to help and would love to have a booth at both events. He added they are open to contributing to both events in whatever way they can and they can potentially help with photos and materials.

Committee Member Christman stated she has not formally talked to PTRC because she wanted to have a meeting with City staff first to walk through costs and logistics so she has a better idea of both when she presents to PTRC.

Co-Chair Maniatis advised he has informed the Quincy Farm Committee about both events.

Task list item:

9. Coordinate Time Capsule including preparing an outline of what the Committee is requesting from Kent Denver, West Middle School, St. Mary's and Cherry Hills Elementary School

Committee Member Christman stated she has not contacted her assigned school because the Committee had not decided on an outline of what they are requesting.

Co-Chair Barry inquired if a Committee Member would like to volunteer to create the outline for when, why and what it is we are asking for from the schools.

Committee Member Wyman volunteered to create the outline.

Committee Member Tisdale questioned if the Committee should discuss the time capsule with the CHVAC.

The committee discussed logistics of the time capsule and the amount of time that would be required for the project.

Task list item:

10. Coordinate with CHV to set up online and in person ticket sales for both events and manage ticket sales, table arrangements and guest list.

Director Sager advised the Committee she has reached out to the City's third party payment vendor, Xpress Bill Pay, because using vendors like EventBrite or Paypal could be problematic as the City Charter requires specific checks and balances when creating new accounts. She noted because the City already has an account with Xpress Bill Pay, it would just be a matter of having them create a payment page that can be

linked to the City's website. The page would be similar to the Village Crier donation page or the dog license payment page, residents would not have to register or log in and it would not cost the Committee any money to create.

Co-Chair Maniatis asked if the Committee could provide the content that will be displayed on the page.

Director Sager stated she has already told Xpress Bill Pay to create a page so residents can purchase individual tickets or a full table.

Committee Member Tisdale suggested the Venmo as a form of payment because it is very convenient.

Director Sager responded that the City is limited to the types of accounts that can be created because the Charter requires two signatures on every account. She said if it was something the City would use all the time, it would be worth the time to create, but since it is a one-time event, she would recommend using Xpress Bill Pay because residents can pay by credit card or check.

Co-Chair Maniatis asked if the website would be able to collect contact information.

Director Sager stated the website would be set-up so certain fields are mandatory such as name, address or email address so tickets can be mailed at a later date.

Committee Member Wyman questioned if the site would be able to accept brick purchases as well.

Director Sager answered she did not ask Xpress Bill Pay to include the bricks on the website, but it is something that could be added for purchases after hours. She noted staff would be available to take credit card payments during the day and credit card payments for brick purchases could be taken during the event as well.

Task list item:

11. Marketing.

Co-Chair Maniatis stated that marketing for the events would be pretty straight forward. The Committee could advertise in the Village Crier and the Villager.

Director Sager advised that any advertising in the Village Crier would be free because it is a City publication, but they would like have to pay to advertise in the Villager. She volunteered to call the Villager to find out how much it would cost to place an ad.

Committee Member Tisdale volunteered to contact the Villager to see if they would write an article on the events in lieu of purchasing ad space.

Committee Member Christman suggested writing a letter to the Editor of the Villager.

Co-Chair Barry stated the Committee should review their time frame so they have City Council approval before advertising. He asked when the Committee would be presenting to City Council.

Director Sager answered the events are on the City Council agenda for April 7th.

Task list item:

12. Historical society – research, archive and select ten to twelve photos for display at CHCC to be printed and mounted.

Co-Chair Maniatis stated he and Committee Member Wyman would both be working on this task.

Committee Member Wyman asked if Co-Chair Maniatis was able to get photos from Cherry Hills Country Club?

Co-Chair Maniatis stated he was able to review the books they have on file. He advised the Country Club has some amazing member books from 1923 the Committee may be able to get in digital format that would be great to use in the slide show. He suggested he and Committee Member Wyman go together to determine what they would like to incorporate into the slide show.

Committee Member Wyman asked if they would be able to make copies of the books.

Co-Chair Maniatis stated the books are pretty fragile and they are one of a kind items not often seen by the public. He said it would involve them taking the books to a professional photo lab because he would not want to take the risk of damaging one of the old books. He suggested possibly using some of the artifacts they have to display at the Gala event.

Co-Chair Barry if the Country Club would be willing to create posters or photo boards.

Co-Chair Maniatis answered the Country Club was initially willing to do it, but they do not have the negatives. He noted the Country Club has a lot of books that the Committee would need to recreate from prior images, which would take time and require a bit of an expense.

Committee Member Wyman suggested talking to the Denver Public Library. She noted History Colorado did not provide a lot of help.

Committee Member Tisdale stated the Western collection at the Denver Public Library is one of the greatest in the Country.

Co-Chair Barry stated the Land Preserve will look for some photos as well.

Co-Chair Maniatis asked if the City would be interested and willing to have a historical display here at the City. He stated if the Committee is going to spend the money and time on collecting and mounting the photos, it would be a shame for them to only be available for one night.

Coordinator Black suggested the photos could later be put on display at Quincy Farm.

Director Sager answered staff could talk to the CHVAC to see what their art show schedule looks like. If they don't have anything planned after Susan Cooper's show, it might be possible to display the photos in the hallway.

Committee Member Tisdale stated he could add that to his list to discuss with Chair Polumbus.

Task list item:

13. Photographer/videographer for both events

Co-Chair Maniatis volunteered to find someone to take photographs or video the Gala event.

The Committee members cautioned that some of the attendees might not want to be photographed.

Task list item:

14. Musicians for both events

Co-Chair Maniatis stated he envisioned three musicians at the Gala event such as a harpist, pianist and flutist. He advised one of his friends plays the flute at the Fort Wynn restaurant and it is very elegant and subtle. He stated the harpist could play for the initial 45 minutes or hour of the guests arriving and the flutist could walk around during the non-video or presentation time or when the guests are mingling.

Task list item:

15. Classic cars

Co-Chair Maniatis mentioned a club in Colorado that has provided classic cars to other events.

Co-Chair Barry stated staff included photos of classic cars that have been displayed at the Car Show in the packet.

Coordinator Black stated there were three cars from the 1940s that entered in the Car Show over the last few years, but there were not any from 1945. She noted they include a 1941 Buick sports coupe, 1942 Ford pickup and 1947 Chevy pickup, but only one is owned by a Cherry Hills Village resident.

Co-Chair Maniatis asked which one is owned by a resident.

Coordinator Black indicated the black Chevy pickup.

Committee Member Christman stated there are more residents in Cherry Hills Village that have classic cars but do not enter them into the car show because they do not want kids climbing on the cars.

Co-Chair Barry stated it would be good to have classic cars that are not normally seen to include in the event.

Committee Member Christman thought residents would be willing to showcase their cars for the event because they would be parked in front of the Country Club where there is security and no children. She suggested the Committee would need no more than two or three cars.

Co-Chair Maniatis agreed two cars would be preferable.

Committee Member Christman volunteered to talk to the classic car owners she knows personally and asked Committee Member Tisdale to do the same. She asked if the Committee wanted cars that were from 1945 or if they just wanted a classic car.

Co-Chair Maniatis answered the cars do not necessarily have to be from 1945 because most people probably would not be able to distinguish the difference. He stated it would be nice to have one from 1920s so it is distinguished and with a back light so attendees would notice it right away.

Task list item:

16. Gift bag including challenge coins, chocolate bars selection and design and program design and printing.

Co-Chair Maniatis stated in the last meeting the Committee discussed including a program in the gift bag. He suggested the Committee include either a commemorative certificate or a keepsake ticket and asked if the Committee wanted to move forward with purchasing a chocolate bar.

The Committee concurred on purchasing chocolate bars for the gift bag.

Co-Chair Maniatis asked if the Committee wanted to move forward with including a challenge coin in the gift bag as well. He believes the cost of the coin would be about \$4-\$6 per coin if the Committee ordered 300 to 500 coins.

Co-Chair Barry asked if each person would receive a challenge coin or each couple.

Co-Chair Maniatis answered one coin per gift bag and one gift bag per person. The Committee would require 200 coins so there would be an extra 100 that City staff could sell to help fund the John Meade Park event.

Committee Member Tisdale suggested creating a DVD of the interviews and slide shows the Committee will play at the event to be sold as well.

Co-Chair Maniatis asked for direction from the committee regarding moving forward with the chocolate bar and creating the coin.

Co-Chair Barry stated he was in favor of the idea but wanted to get more information on the cost.

Co-Chair Maniatis asked for direction on the program/ticket design.

The committee agreed they were in favor of creating a commemorative program or ticket.

Co-Chair Maniatis distributed best and worst-case budget scenarios based on differing number of guests.

The Committee discussed how the food and beverage minimum should be reflected in the budget.

Co-Chair Maniatis advised the food and beverage costs were based on the idea that the wine was going to be donated so if wine had to be purchased for the event, the cost would need to be adjusted.

The Committee discussed offering a discount to those that purchase their ticket early, like the Land Preserve does with Barn Party tickets, or offering a discount to attendees that purchase a complete table. The Committee went on to discuss how many tables would be available, seating arrangements and determined they required clarification on the number of people per table. The Committee reiterated privacy concerns and providing the photographer with guest's personal contact information.

Co-Chair Maniatis advised it would be possible to have a machine at the event that would print the photos right then, but the photo quality would be very low and it could be hard to distribute the photos at the event.

Committee Member Christman stated the Committee would need to consider the Colorado Open Records Act if the City retains photos of the event, as would normally happen, because it is a City event. These photos would have to be released if staff received an open records request at any time.

The Committee determined the most important task for all members would be to sell tables for the Gala event.

b. Updated Information for John Meade Park Grand Opening/75th Celebration

Task list items:

17. Present plan for kids' activities John Meade events and secure vendors for John Meade Park event including food, beverage, dessert trucks, carriage rides, etc.

Co-Chair Barry asked if the Committee was set on the date they had selected for the John Meade Park Grand Opening/75th Celebration.

Coordinator Black stated she included a memo in the packet advising why staff recommended September 26th as the event date due to conflicting events and staff availability.

Committee Member Christman stated she reached out Peter Niederman and Frank Hutto but they cannot meet with her until May 8th. She noted they are very excited about the John Meade Park opening event and they will likely make a donation for the event but will want to include some input. She advised she has the Pony Club on board. She thought the event could start with a trail ride on the City's new Village Trail, which is six miles. She said the six miles could easily be done in an hour and half. She is not sure how many horses would be included in the event, but she has contacted the Arapahoe County Sheriff's office to see if they can bring their horses. She suggested the main event be held from 11:00 am to 3:00 p.m.

Coordinator Black stated staff recommended holding the event from 10:00 am to 3:00 pm in order to do ribbon cutting first around 10:30 am. This way the Committee would not have to start the event and try to re-gather attendees for the ribbon cutting.

Committee Member Christman agreed 10:00 would be an acceptable start time. She suggested the event include pony rides or carriage rides and then the Committee could plan something fun at the playground. She suggested a face painter that could paint only cherries on the kids and a balloonist to create cherry balloons. She suggested a children's band that could play at the amphitheater during the event but added the band would want to be paid. She reiterated that Peter Niederman and Frank Hutto would also have ideas for what they would like included at the event.

Co-Chair Maniatis asked Committee Member Christman if she knew what type of music Mr. Niederman and Mr. Hutto would prefer.

Committee Member Christman responded she did not go into much detail during the initial discussion. She suggested the Committee get as much of the event approved as possible by the time Mr. Niederman and Mr. Hutto return so she has solid ideas to present.

Co-Chair Barry questioned if Mr. Niederman and Mr. Hutto would only donate items to the amphitheater or if they would donate to events held in John Meade Park as well.

Committee Member Tisdale clarified the property was donated to the City with the stipulation that there would be an amphitheater in memory of Mr. Hutto's son Alan. He suggested reaching out to the schools to see if they would be willing to put on a concert during the Grand Opening if the Committee was already reaching out to them regarding the time capsule.

Committee Member Christman stated she would like to wait and see what Mr. Niederman and Mr. Hutto have in mind. She said the opening of the amphitheater and the park are very exciting for them because they have been waiting for it for a long time.

Co-Chair Maniatis asked if Committee Member Christman would be able to meet with them prior May 8th. He noted it will be hard to get big talent lined up the longer the Committee waits.

Committee Member Christman stated the Committee does not necessarily need big talent, just something fun for the kids and families. She said the Committee should put together a timeline for each activity such as pony rides, music acts, etc.

Committee Member Tisdale stated the Committee may get pushback from surrounding residents because of the music and amplified sound.

Committee Member Christman volunteered to talk to the neighbors ahead of the event.

Co-chair Maniatis suggested Jeff Rady and the Five in Dime band since they are local Cherry Hills Village residents.

Co-Chair Barry suggested scheduling artists in 30-minute segments; that way the Committee could engage kids and families in the park with all the other events.

Coordinator Black advised she was contacted by a children's band that may be available for the event. She also suggested a local band that has played at the car show called Ted Parks and the Busted Bones. She advised they play classic rock and will be playing again at the Car Show on June 7th if the Committee would like to stop by and listen.

Committee Member Christman suggested having dancers perform as well.

Coordinator Black stated the Ballet Auxiliary Board holds their monthly meetings at City Hall.

Co-Chair Maniatis stated their executives are residents of the Village.

Committee Member Tisdale stated most of the ballet guild is headquartered in Cherry Hills Village.

Co-Chair Barry reiterated the schedule for the John Meade Park opening of 10:00 am to 3:00 pm with a ribbon cutting ceremony from 10:30 am to 11:00 am and from 11:00 am to 3:00 pm scheduling musicians or acts in 30-minute time increments.

Committee Member Christman asked if the Committee would be open to extending the event into the evening if Mr. Niederman and Mr. Hutto requested it.

Co-Chair Maniatis responded he thought the Committee should keep their options open.

Coordinator Black answered she would say no because of staff time and the fact that now the Committee would be responsible for feeding people dinner. She suggested focusing on families and kid activities and events.

Committee Member Wyman stated the Committee should keep it from 10:00 am to 3:00 pm.

The Committee discussed the types of music and options for bands they could hire or ask to play at the event.

Co-chair Barry interjected that one idea he, Committee Member Robb, Susan Maguire and Janey Carpenter discussed was to have a wide-open space with potato sack races and fun interactive games in all different areas. He said there is fun stuff to do that does not cost a lot of money and suggested attendees could go to the amphitheater to watch a little show, then move across the street for food and activities.

Committee Member Christman stated the most important thing the Committee could do to create a community atmosphere is to set-up tables, chairs and provide some type of shade.

Co-Chair Barry asked if the park would have shaded areas.

Coordinator Black stated the park has some shade in the afternoon towards the end of the park and will also have a shade structure. She added hopefully, the City will have umbrellas for the patio seating off City Hall as well.

Co-Chair Barry suggested handing out a passport card to kids for all the different stations. He stated something like that could be educational and requires attendees to visit all the booths.

Coordinator Black stated staff suggested having a scavenger hunt. She also mentioned that Public Works and Parks Administrative Assistant, Pamela Broyles, came up with the idea to have a 75th Anniversary/John Meade Grand Opening commemorative

frisbee. Kids could get a frisbee as a prize if they visited all booths and would give them something to play with at the park.

Committee Member Christman suggested when the pony club is out of the arena, the Committee could have a dog frisbee event.

Co-Chair Maniatis asked if dogs would be allowed to attend the event.

Committee Member Christman stated leashed dogs would be allowed in the park.

Co-Chair Barry suggested utilizing the different stakeholder groups within Cherry Hills Village, for example, the Quincy Farm Committee could have one activity and the CHVAC could do another activity.

Committee Member Christman reminded the Committee that the park is going to include a playground and nature trail.

Co-Chair Barry suggested asking the local Audubon Society to host a nature walk or give an interpretive talk about the animals and nature.

Committee Member Christman stated there is going to be a net over the wetlands. Kids can climb out over the net and touch something in the water and come back.

Co-Chair Barry asked if the pond will be stocked and if there is a fishing pier.

Coordinator Black responded the two ponds will eventually be stocked with fish and there will be two fishing piers, but she will need to confirm if they could be stocked in time for the event. She said the net will be on a boardwalk goes out through the wetlands.

Co-Chair Barry asked whether fishing could be a potential activity for the kids.

Coordinator Black responded there is an angler's group the Committee could contact.

Co-Chair Barry asked if the boy scouts in charge of that activity.

Committee Member Christman responded that the Boy Scouts could have a booth at the event, but she would not want to have too many activities planned because most people will come to see the music, check out a few activities and let their children play on the playground.

Co-Chair Barry agree that the Committee should not schedule too many things but a good selection spanning different areas. He asked if the Committee would have a chance to tour the park. He was not sure of the layout and was having a hard time envisioning where the events would be held.

Coordinator Black stated the park is under construction so there is not a lot to see at the moment, just a lot of mud. She added there is a flyover depiction of the layout for the park on the City's website.

Co-Chair Maniatis asked if staff could provide an aerial photo of the layout so they could have an idea of the layout.

Coordinator Black stated she could provide an aerial photo in the packet for the next meeting.

Committee Member Christman cautioned the Committee should not go overboard because the idea behind the Grand Opening was to let people interact with the park.

Committee Member Tisdale asked if PTRC was okay with the 75th anniversary committee taking over the Grand Opening Event.

Coordinator Black stated that PTRC wants to be involved and Stephanie Dahl has volunteered to be the point person to work with Committee Member Christman.

Director Sager asked Committee Member Christman if she would be available to attend the PTRC meeting Thursday, March 12th because it was the only PTRC meeting prior to the Committee's presentation before Council on April 7th.

Committee Member Christman stated she was available and asked if staff could meet with her and Stephanie Dahl prior to the PTRC meeting. She asked what type of food the Committee should have at the event.

Coordinator Black stated food trucks would be ideal because cooking with limited City staff is a large ordeal because it is a big expense and takes up a large amount of staff time.

Co-Chair Maniatis stated he has been to some parties where a food truck has catered and it was a great experience. He suggested the Committee get four or five different food trucks show up such as a pizza food truck or a funnel cake food truck. He recommended another food truck called Hamburgini.

Co-Chair Barry voted for food trucks in order to provide some variety and stated lines would also be shorter and could draw people to the park if they see the food trucks lined up in the parking lot. He asked what the commitment for a food truck would be.

Coordinator Black answered she is worried that having too many food trucks would be expensive since they would require a deposit. She suggested limiting it to two or three. She would guess the Committee could expect between two and three hundred attendees based on the numbers of attendance at past car show and movie night events.

Committee Member Tisdale stated the Committee discussed using the local businesses at the event. He volunteered to reach out to the businesses in Cherry Hills Village to see if they would be interested. He cautioned that staff would probably have to set up tables and potentially rent warming equipment though.

Committee Member Christman stated she would work with staff to get the concept narrowed down. She said she left a card for a coffee truck with Pamela Broyles and asked her to reach out to the owner of the truck to see if she would be interested in the event.

Committee Member Wyman asked if the City had tables or if they would have to be rented.

Director Sager stated the City has some folding tables and there are also picnic tables behind City Hall.

Committee Member Tisdale asked if someone from the City would need to reach out to school so their parking lot could be reserved for the event.

Director Sager stated staff would contact the school to reserve their parking lot.

Committee Member Christman stated she is not planning to present a detailed outline to PTRC. She said she would just give them an overview of their plans to date to make sure they were on the same page.

Coordinator Black stated PTRC has not discussed the event a lot and that Stephanie Dahl is usually the most involved commissioner during events so she will be good to work with.

Committee Member Tisdale stated he would wait to contact the local businesses until after the PTRC meeting to make sure PTRC is on board with their concept.

c. Date for next meeting

The Committee decided the next meeting would be on Friday, March 27th at 9:00 am at City Hall.

NEW BUSINESS

Co-Chair Barry asked staff about donations and specifically whether Committee Members could donate to the 75th anniversary events; for example, if he wanted to pay for the videographer or producer so it would not come from the Committee's budget, would that be something he could do.

Committee Member Christman answered if Committee Member Barry wanted to make a donation by way of hiring a videographer, it would have to get City Council's approval. She stated Committee Member Barry could give a cash donation to the City, with a request that it be used for the 75th Anniversary, which would also have to be approved by City Council but would be tax deductible.

Director Sager agreed that City Council approves all donations and it is usually approved on the consent agenda.

The Committee discussed the impact of the coronavirus and ensuring the Country Club would have some flexibility on rescheduling the event.

Director Sager suggested the Committee consider selecting an alternative date for the Gala so it would not impact the liquor license application if the original date is cancelled. She recommended the Committee think about alternative dates to be discussed at their next meeting.

ADJOURNMENT

The meeting adjourned at 11:55 a.m.

Committee Co-Chair

Name: _____

Jessica Sager, Director of Finance

Kathryn Ducharme, Human Resource Analyst



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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 75TH ANNIVERSARY EVENTS

DATE: JUNE 12, 2020

ISSUE

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

DISCUSSION

The John Meade Park Grand Opening/75th Anniversary event is still planned for Sept. 26, 2020. This date has been reviewed by both the 75th Anniversary Committee and the Parks, Trails, and Recreation Commission (PTRC). It avoids Labor Day weekend, the Cherry Hills Land Preserve Barn Party and Trail Walk (Sept. 19th & 20th), and the High Line Canal “Dine for the High Line” event on Oct. 3rd.

Staff has prepared a preliminary outline including notes from a phone meeting with Stephanie Dahl from PTRC, Laura Christman and City staff(Exhibit A) and budget (Exhibit B) including vendors the City has used for prior events and is requesting feedback on the proposed activities for this event and any other suggestions from the Committee. As planning continues, staff will monitor information from Tri-County Health to ensure the event complies with health guidance in place at that time. An aerial view of the future park layout is also attached as Exhibit C for the Committee’s reference.

ATTACHMENTS

Exhibit A – John Meade Park Grand Opening/75th Anniversary Celebration Planning
Exhibit B - Preliminary budget for John Meade Park Grand Opening/75th Anniversary Planning
Exhibit C – Aerial view of new John Meade Park layout

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 May 8th/consultation with Niedermans & Huttos

Activities:

- Trail ride beginning 9am around Village Trail
- Face painters
- Pony rides
- Performances/music at Alan Hutto Memorial Commons
- Scavenger hunt - frisbees as prizes or as a giveaway

Ideas from PTRC:

- Have a Fun Run in addition to the horseback-ride/trail walk on the Village Trail
- Have walkers walk along with the horses
- Ask for a donation from Duffyroll for the morning

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

-Steph didn't like the idea of food trucks (making people pay) - preference to have all food available for free. Laura will talk to Niedermans/Huttos for possible food donation. We'll plan on something simple: catered pizza and hotdogs or 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: 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

**Preliminary Budget: John Meade Park Grand Opening/75th
Anniversary Celebration**

Category	Item	Est. Cost
Promotion	Yard Signs	\$ 220
Food	Arapahoe Rental - Popcorn Machine	\$ 150
	Costco - ice cream, lemonade	\$ 250
	Popcorn boxes/cups/napkins	\$ 100
	Food Trucks	
Entertainment		
	Face painters	\$ 400
	Pony rides	\$ 800
	Frisbees (giveaway)	\$ 300
	Band/music	
		\$ 2,220

illustrative plan



- LEGEND
- PROPERTY LINE
 - CONCRETE TRAIL
 - CRUSHED STONE TRAIL
 - BOARDWALK
 - EXISTING TREE
 - DECIDUOUS TREE
 - EVERGREEN TREE
 - BUILDING OR STRUCTURE
 - PEDESTRIAN / EQUESTRIAN BRIDGE

