



CHERRY HILLS VILLAGE COLORADO

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75th ANNIVERSARY COMMITTEE AGENDA Monday, March 9, 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 February 14, 2020 Minutes
6. Items Removed From Consent Agenda
7. Unfinished Business
 - a. Updated Information for August Gala
 - b. Updated Information for John Meade Park Grand Opening/75th Celebration
 - c. Date for next meeting
8. New Business
9. Adjournment



Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Friday, February 14, 2020 at City Hall

9:03 a.m.

ROLL CALL

Co-Chair Dino Maniatis, Co-Chair Thomas Barry, Laura Christman, Michael Robb, Doug Tisdale and Nancy Wyman were present on silent roll call. Also present were City Manager Jim Thorsen, Director of Finance Jessica Sager, Parks and Recreation Coordinator Emily Black and Human Resource Analyst Kathryn Ducharme.

Absent: None.

PLEDGE OF ALLEGIANCE

The Committee conducted the pledge of allegiance.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Committee Member Christman moved to approve the Consent Agenda.

Committee Member Tisdale seconded the motion. Motion passed unanimously.

ITEMS REMOVED FROM CONSENT AGENDA

None

UNFINISHED BUSINESS

- a. Updated Conceptualized Scope of Events from Co-Chairs

**Co-Chair Update on Parks, Trails and Recreation Commission Meeting:
Information and Feedback**

February 14, 2020

75th Anniversary Committee

Co-Chair Barry advised the Committee he attended the Parks, Trails and Recreation Commission (PTRC) meeting on Thursday, February 13th in order to receive feedback for the 75th Anniversary Committee and PTRC collaboration of the John Meade Park opening. He stated he provided PTRC a brief scope of the Committee's ideas thus far and broached the subject of working together to plan a great event. He advised PTRC that the Committee was actively gathering stories, pictures, memorabilia etc. from residents through the Village Crier, email blasts and the City's website, but the Committee had not received a response from those solicitations at this time.

Director Sager responded the only pictures that have been received were from Committee Member Wyman and those have been posted on the City's website. She advised the Committee that PTRC Vice-Chair Fred Wolfe, suggested the Committee reach out to Dutch Bansbach because he was born in the City and lived here his whole life.

Co-Chair Barry suggested the Committee have a guest of honor at the Country Club event in August for recognition purposes. He believed the Committee should invite as many original Villagers as possible and recognize them as a group or throughout the evening.

Co-Chair Maniatis stated the Committee should try to get as many of the older residents to attend the event as possible.

Committee Member Tisdale suggested looking at the names in the book "High on Country", authored by resident Klasina VanderWerf.

Co-Chair Barry suggested meeting with Klasina, because she could provide more ideas on photographs or people and would have a good idea of what the Committee is looking for.

Committee Member Christman offered to reach out to Klasina.

Co-Chair Barry concluded that PTRC was on board with collaborating with the Committee on a Park event and stated that Commissioner Stephanie Dahl volunteered to be the PTRC liaison because she has a background in event planning.

Co-Chair presentation: Conceptualized Scope of Anniversary Event

Co-Chair Barry and Maniatis handed out an updated presentation and advised the Committee the comments from the previous meeting had been incorporated into the revised presentation.

Committee Comments and Feedback on Event Concept of Operations: Action Items

The Committee discussed several dates for the Gala event and decided upon Saturday, August 29th. It was recommended the Co-Chairs hold that date with the Country Club upon City Council approval.

Staff was asked to review Car Show entrance forms to determine if any residents submitted a 1945 vehicle to showcase in front of the Country Club for the event.

Co-Chair Maniatis volunteered to contact a friend that has a 1945 Dwight Eisenhower Jeep that could be parked in front of the Country Club door.

Co-Chair Barry stated the Country Club required a Club sponsor for the Gala event. He asked the Committee for potential suggestions for the sponsor.

City Manager Jim Thorsen suggested engraving a wine glasses with the 75th anniversary logo as keepsake for those who attend the event.

Co-Chair Maniatis responded they had researched the idea, but the cost to make the wine glasses was substantial, about \$30-\$40 per glass. He suggested engraving a small set of Rydell wine glasses and have a drawing at the event.

Co-Chair Barry asked the Committee for suggestions of a notable person to provide opening remarks, a historian to give a slide show presentation of historical photos and/or potential speakers for a round table session.

Committee Member Christman stated she is concerned that attendees may not listen to a lengthy presentation, especially when alcohol is involved.

Co-Chair Maniatis responded the Committee could interview a set number of people prior to the event and play a video during the presentation. He offered a video presentation may be a better option because it could be controlled and edited. He explained the Committee can identify the residents that should be interviewed, prepare questions and schedule the interview so lighting and the set-up is the same for the video.

Committee Member Tisdale suggested interviewing residents in the Community Room of the Joint Public Safety Facility.

The Committee discussed the proposed menu and expressed desire to include a vegan and/or vegetarian option.

Staff was asked to research the company the City had previously used to create challenge coins for the Public Works and Police Departments and report back to the Committee at the next meeting.

Co-Chair Maniatis provided samples of various chocolate boxes and bars for the Committee to sample which could be included in the commemorative bag that would be handed out to attendees. The chocolate prices range from \$6.00 - \$12.00.

The Committee discussed logistics for how to disseminate the group photo taken at the event, mailed, emailed or printed and distributed at the end of the event.

The Committee discussed the budget for the food and beverage line items and clarified the amount of the Club's minimum requirement.

Director Sager advised the Committee that the City was tax exempt so the line item for tax should be removed. She stated she would reach out to the Club's Finance Director to ensure the event was not charged tax.

City Manager Thorsen asked if the Co-Chairs included a contingency for attendees that may not pay the full ticket price or event attend the event free of charge, such as the historian giving the presentation or additional speakers at the event.

Co-Chair Maniatis stated the space can accommodate 262 people so there could be some flexibility in the number of people allowed.

Co-Chair Barry responded the budget would need to be adjusted. He asked if PTRC had a set budget for the John Meade Park opening.

Coordinator Black responded because the park was under construction, the City will not be holding the annual Movie Night so PTRC would use the funds allocated for Movie Night to cover the cost of the grand opening.

Committee Member Christman suggested presenting a best-case and worst-case budget scenario to City Council.

The Committee discussed the price of the Gala tickets, potential number of attendees and agreed that they hoped not to eliminate anyone based on the cost of the tickets. They also discussed incorporating fireworks into the Gala event and the City's process for approving fireworks.

Committee Member Christman noted the Committee will have to watch the weather to ensure there is not a fire ban at the time of the event and suggested the tickets be sold individually and by the table.

Co-Chair Maniatis responded he and Co-Chair Barry envisioned selling tickets by the table and individually. He also suggested assigned seating and asked the Committee to brainstorm how that would look.

The Committee decided to reassess the fireworks idea in July depending on budget and the season dryness and determined that the seating should be on a first come first served basis.

City Manager Thorsen suggested holding the firework show at 9:00 versus 10:30 because it would be late and disruptive for neighboring residences.

The Committee reviewed the list of tasks included in the presentation and divvied up the assignments.

Committee Member Christman asked how the event was being marketed.

Co-Chair Maniatis answered it would be advertised in the Village Crier, on the City's website and sent out on the City's NotifyMe email blast system. He asked if the Committee should send out a targeted mailer.

Coordinator Black responded that targeted mailers are expensive.

Committee Member Christman suggested advertising the event on Nextdoor.

Committee Member Tisdale also suggested including an ad in the Villager Newspaper but agreed the Village Crier and the City's NotifyMe email blast system would be the most important, especially because reminders could be sent weekly through NotifyMe.

Director Sager advised there are approximately 400 people signed up for the NotifyMe email blasts.

Co-Chair Maniatis questioned the frequency of the reminders of events held by the City.

Director Sager responded it depends on the Committee's preference but confirmed reminders could be sent weekly. She advised the Committee that when the CHVAC plans their events, they agree that each member of the Commission is responsible for selling a certain number of tickets and the Committee may want to consider that approach.

The Committee discussed logistics related to the John Meade Park grand opening.

Committee Member Christman suggested reaching out to key people in the Village, such as the Huttos, to see if they would sponsor the grand opening. She volunteered to coordinate with the PTRC liaison to plan the event.

Coordinator Black reminded the Committee no alcohol is allowed in City parks.

The Committee discussed inviting food trucks a coffee truck to the opening. They also discussed additional food options such as hot dogs, pizza and cookies and lemonade. They agreed the timeframe for the event would be from 10:30 a.m. to 3:00 p.m.

Committee Member Christman suggested holding the children's events in the morning because families are not likely to stay all day.

Co-Chair Barry questioned when the Committee would bury the time capsule and hold the ribbon cutting.

City Manager Thorsen responded the ribbon cutting portion of the event should occur towards the beginning.

Co-Chair Barry asked how many people the Committee should anticipate attending the event.

Committee Member Tisdale suggested using the amphitheater for acoustic music during the event. He also suggested asking Kent Denver, St. Mary's or Cherry Hills Elementary to participate.

Committee Member Christman suggested asking the schools to put together a children's committee to decide what should be placed in the time capsule.

Committee Member Tisdale stated West Middle School should also be included even though it isn't located in the City because a number of resident's have children that attend the school. He noted the Committee should be sure to tell the school how big the objects for the time capsule could be so the children do not select something that would not fit.

Committee Member Christman questioned when the schools should be contacted, whether it should be now or during the fall when the new year begins.

Co-Chair Maniatis responded that the Committee should contact the schools as soon as possible to get the project started.

The Committee discussed which member would reach out to each school and stressed the importance of delivering the same message to the various schools regarding the time capsule.

City Manager Thorsen reminded the Committee they would need to update City Council on their plans and suggested a representative for the Committee attend an upcoming meeting.

Coordinator Black advised the Committee PTRC had discussed moving the Car Show to August and asked if the Committee would rather hold the grand opening in September. She advised the Committee if they would rather plan the event for September, she would confirm the date of the Car Show at the next Committee meeting.

The Committee discussed dates for the John Meade Park grand opening and agreed on Saturday, September 26th.

Co-Chair Maniatis confirmed the dates of the two events would be Saturday, August 29th for the Diamond Jubilee and Saturday, September 26th for the John Meade Park grand opening.

b. Monument Update from Cherry Hills Village Art Commission meeting

Co-Chair Barry updated the Committee regarding the Cherry Hills Village Art Commission's (CHVAC) comments on the monument. He noted the CHVAC members were not keen on a brick monument and would prefer something more artistic or incorporated into a walkway or foundation.

Coordinator Black clarified that staff has about 100 bricks but would anticipate some of the bricks may break during the cleaning and/or engraving processes.

The Committee discussed the purpose and use of the bricks and whether they should be purchased to remain at the City in the form of a monument or memorial, or if residents could purchase them as a keepsake.

Co-Chair Barry mentioned that because there is a limited amount of bricks, the Committee should set a higher price.

Committee Member Wyman asked if additional bricks could be purchased.

Co-Chair Barry confirmed additional bricks could be purchased, but the CHVAC did not want a structure constructed entirely of bricks.

City Manager Thorsen stated there could be two different levels of donors such as a red brick donor and then a bronze donor to create the persona of exclusivity.

Committee Member Christman offered there is a high demand for memorial benches, but limited places to put a bench. She suggested using the bricks as a type of memorial like a wall near the pond to incorporate both ideas.

Coordinator Black responded staff and PTRC have discussed that idea because of the ongoing concerns of running out of places to put the benches. She stated the bricks could be used in a memorial area or garden at Three Pond Park or designating a thoughtful space in John Meade Park as a memorial area.

Committee Member Christman suggested the area could be a place where people are honored, not just a memorial, and didn't necessarily have to incorporate the 75th anniversary of the City.

Co-Chair Barry stated his original idea was to have the bricks and the time capsule somehow incorporated together for the 75th commemoration as a part of the celebration; the time capsule would be sealed in the vault and it would all tie together.

The Committee discussed alternate placement locations as well as the next steps. They agreed a representative of the Committee should meet with the CHVAC to discuss the ideas/options/designs and walk the space. They also discussed the price of the bricks and the cost of the potential monument.

NEW BUSINESS

The Committee discussed dates for the next meeting and agreed on Monday, March 9th at 9:00 a.m.

ADJOURNMENT

The meeting adjourned at 10:55 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 AUGUST GALA
DATE: MARCH 9, 2020

ISSUE

To provide an update from staff with information for the August event.

DISCUSSION

At the February meeting, the Committee requested information from staff about past cars from city Car Shows that might be appropriate to have at the August event and information about challenge coin costs.

Challenge Coins

Based on costs of past challenge coins ordered for Public Works, costs per coin came to approximately \$17.50. The City has only ordered coins from one supplier, Symbol Arts based out of Ogden, UT. This cost includes the setup/design fee. Therefore, if the Committee wished to order 100 coins, the cost would come to approximately \$1,750.

1940's Cars

The Committee expressed interest in inviting those with 1940's cars who participated in past Car Shows to park their vehicles outside Cherry Hills Country Club during the event. Staff reviewed Car Show records from 2016 to present and found 3 cars from the 1940's. One of the cars belongs to a CHV resident and the other two are owned by residents of Greenwood Village and Westminster. Pictures and descriptions of the cars are included on the following page. If the Committee is interested in any of the cars, staff can reach out to the owners to determine their availability on that date.

ATTACHMENTS

Exhibit A – 75th Anniversary Committee Task List (from Co-Chairs Barry and Maniatis)

CHERRY HILLS VILLAGE
COLORADO

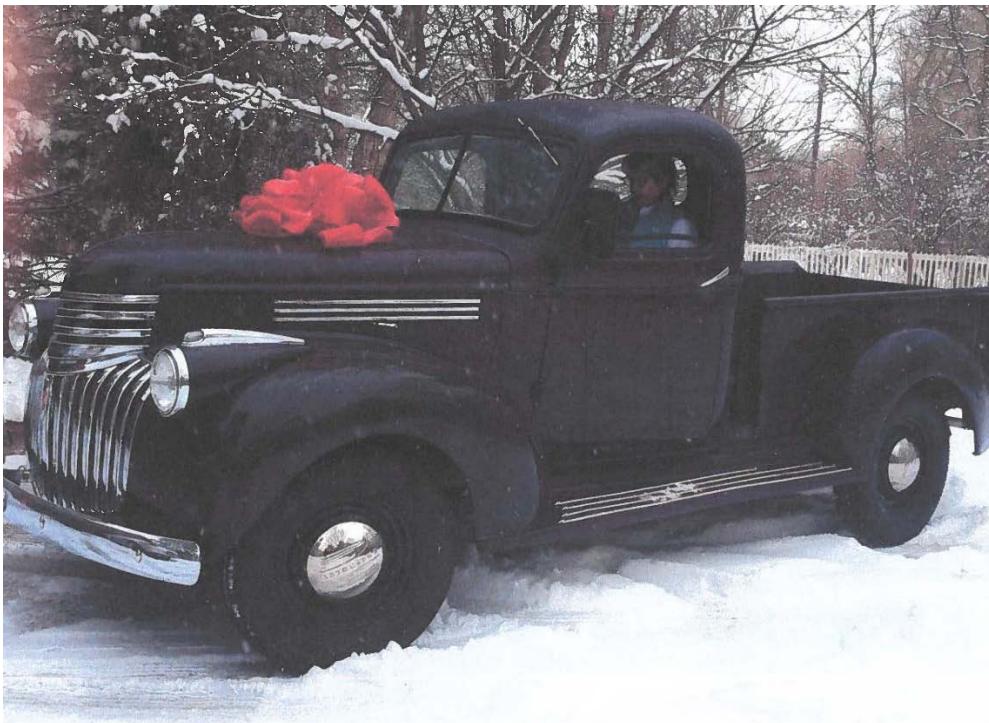


1941 Buick Sports Coupe (entered 2017; Greenwood Village resident)

**CHERRY HILLS VILLAGE
COLORADO**



1942 Ford Pickup (entered 2017; Westminster resident)



1946 Chevrolet Pickup (entered 2017; Cherry Hills Village resident)

CHECKLIST

	Task	Committee Member
<input type="checkbox"/>	Presentation content/talking points	Doug/Dino/Thomas
<input type="checkbox"/>	Source speakers/keynote	Doug/Laura/Dino/Thomas
<input type="checkbox"/>	2-3 options for notable person opening words	Doug/Laura
<input type="checkbox"/>	Coordinate with City Staff - ie. Mayor and City Councillors availability	City Staff
<input type="checkbox"/>	Coordinate with Art Commission	Doug
<input type="checkbox"/>	Coordinate with Land Preserve	Thomas & Mike
<input type="checkbox"/>	Coordinate with PTRC	Laura
<input type="checkbox"/>	Coordinate with Quincy Farm	Dino
<input type="checkbox"/>	Coordinate Time Capsule - Submissions from 3 schools - Prepare an outline of what we are requesting.	
<input type="checkbox"/>	Kent Denver	Laura
<input type="checkbox"/>	West	Mike
<input type="checkbox"/>	St. Mary's	Doug
<input type="checkbox"/>	CHVE	Thomas
<input type="checkbox"/>	Coordinate with CHV to set up online and in person ticket sales for both events - Event Brite?	Jessica
<input type="checkbox"/>	Manage ticket sales, guest list & table seating	Jessica
<input type="checkbox"/>	Marketing	City Staff
<input type="checkbox"/>	Present plan for kids activities John Meade event	Laura
<input type="checkbox"/>	Secure vendors for John Meade – food/beverage/dessert trucks, carriage rides, etc.	Laura/Thomas/Dino
<input type="checkbox"/>	Wine for the CHCC event	Thomas
<input type="checkbox"/>	Historical society – research archive and select ten to twelve photos for display at CHCC - The Country Club has indicated they may be able to assist with the photographs.	Nancy
<input type="checkbox"/>	Photo lab – print and mount	TBD
<input type="checkbox"/>	Photographer/videographer for both events	TBD
<input type="checkbox"/>	Musicians for both events	Dino/Thomas
<input type="checkbox"/>	Classic Cars parked out front?	Emily
<input type="checkbox"/>	Gift Bag	

	Task	Committee Member
<input type="checkbox"/>	Coins	Dino & City Staff
<input type="checkbox"/>	Chocolate bars, selection and packaging design	Dino/Thomas
<input type="checkbox"/>	Program design and printing	Dino/Thomas
<input type="checkbox"/>		



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ITEM: 7b

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: UPDATED INFORMATION FOR JOHN MEADE PARK EVENT
DATE: MARCH 9, 2020

ISSUE

To provide an update from staff with information for the John Meade Park event.

DISCUSSION

Since the February Committee meeting, staff has checked other event dates and schedules. Staff have determined that the Car Show can be moved to June 7, 2020. This will leave Sept. 26, 2020 open for a John Meade Park Grand Opening/75th Anniversary event. This 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 suggests the timing of the event be from 10am-3pm.

Staff has prepared a preliminary budget (Exhibit A) including vendors the City has used for prior events and is requesting feedback on the proposed activities for this event and any other suggestions the Committee has at this time.

ATTACHMENTS

Exhibit A – Preliminary budget for John Meade Park Grand Opening

**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