



COMMUNITY ACTIVITIES COMMISSION

March 9, 2021

5:00 PM

Special Meeting Minutes

Below is the recording of the Community Activities Commission Work Session. This recording may only be available for the first 45 days after the meeting. If you are past 45 days from the date of the meeting, the recording may no longer be accessible.

[Meeting Recording](#)

A. CALL TO ORDER- 5:03 pm

a. Roll Call- Richard Bacon (Chairman), Steve Sarno, Jon Gaiter (Trustee), Natalie Triplett, Linda Stoddard, Wyatt Schwendeman, Shirrell Tietz, Jim Lafferty, Hallie Sheldon

b. Amendments to Agenda

B. ACTION ITEMS

a. 4th of July Vendor Packet Discussion- Shirrell Tietz in charge of organizing the vendors for this event.

i. Pricing- was discussed to have the prices as \$30 for a 10x10 space and \$50 for a 10x20 space. Vendors would have to pay \$25 for an operating fee and \$75 for a licensing fee and be inspected by the town's fire department. If they are licensed in Larimer County, they do not have to get a license in Wellington. All Food Trucks are recommended to bring their own generators. The only outlets located at Wellington Community Park are near the ball field. The Board all Approved on the pricing.

ii. Nonprofits and Businesses- Will not charge a fee for the nonprofit booths and give a 10% discount on the fee for the 63 businesses down Main Street that are interested in wanting a booth. Shirrell will look at the businesses registered through Main Street that are nonprofit to see if they are interested in having a booth. Shirrell will send the Chamber a vendor package to see if they would like to continue having a booth at the event. So far Toys for Tots are interested in having a booth at the event. Voted to Approve the package: 1st Linda, 2nd Wyatt, and then the whole Board voted and Approved with a Yes from everyone in attendance.

A First Aid Booth was discussed to have at the event with items such as water, Gatorade, and Band-Aids.

b. Easter Egg Hunt- April 3, 2021

i. County Approval- pending- Richard asked if the County Approved the event and Hallie is in communication with the County Health Department and waiting on an email.

The town's communication/media employee Mahalia Henschel is working on a form for people to preregister for the event so that we will have a crowd limit with the county rule up to 1,000 people in attendance.

ii. Special Event Fee to WFPD- The 2021 Special Event fee from the Fire Department will be \$400 for the year.

iii. Volunteers- Will be 4 areas/zones to work at within the event. Check in time was discussed between 12:00-1:00 pm and event starts at 1:30. Zone 1 will be ages 3 and under- Shirrell. Zone 2 4 to 5 years old-Lafferty. Zone 3 6 to 7 years old- Wyatt if he is not the Easter Bunny. Zone 4 7 to 9 years old- Jon and Natalie. Info/First Aide Station- Hallie. Parking Lot- Linda with 3 volunteers. Shirrell spoke to John from Trailhead church about getting volunteers for events and he could help us with 20 volunteers.

iv. Job delegation- Richard will have the Bull horn to speak to the public when the event starts.

Richard will reach out to McDonalds and Taco Johns for coupons to hand out at the event.

The CAC shed has pails and stuffed animals that can be handed out at the event for the kids.

No Food Permitted at the event.

Steve will reach out to the Fire Department about having the Easter Bunny ride into the event on one of their fire trucks.

Mahalia designed two different flyers for the event and the board reviewed them and wanted to add that the public bring nonperishable food items to donate to Harvest Farm so that The CAC does not get charged to use their property for the event. Suggested to add the preregister and times, with cut off registration date being the day before the event.

v. Small Take Home bags- to be decided to see if there are any left from the amount of people who will be registering.

c. Fishing Derby- May 15, 2021

I. Special event permit due March 16, 2021

Location will be the park with the two ponds on the east side of the interstate by The Park Meadows housing development.

Event time will be from 8 am to 12 pm.

Richard is reaching out to Scheels and Jax's sporting goods stores for fishing poles and bait to donate to the event and the stores have requested a flyer as proof of the event happening.

Kids 16 and under get the free fishing poles.

The Wellington-Waverly Kiwanis Club will be volunteering to clean the caught fish the day of the event.

Fish will be dumped in the ponds 3 to 4 days before event and signs will be posted around the ponds letting the public know not to fish before the event.

C. ANNOUNCEMENTS

a. CAC Board Members

b. Town Board of Trustee

c. Town Staff

D. ADJOURNMENT- End time was 6:11 pm.

3735 Cleveland Ave | PO Box 127 | Wellington, CO 80549 | WellingtonColorado.gov

Next meeting: April 6, 2021.

2021 Events:

a. Easter Egg Hunt April 3, 2021

b. Fishing Derby May 15, 2021

c. Town Yard Sale June 5, 2021

- d. July 4th July 4, 2021
- e. Town Clean Up September 11, 2021
- f. Halloween Costume Contest October 31, 2021
- g. Veteran's Event November 6, 2021
- h. Christmas Tree Lighting December 3, 2021
- I. Parade of Lights December 4, 2021