



COMMUNITY ACTIVITIES COMMISSION

February 2, 2021

5:00 PM

ZOOM

Regular 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](#)

1. Call to Order

2. Minutes-Approve Previous Meeting Minutes (January)

- Richard January meeting notes who received
- Shirrell: do meeting minutes need to be more detailed. Right now meeting minutes are vague should they be capturing all our conversation accurately?
- Hallie: Reference trustee meeting minutes. They are more specific including quotations of what people say. This has not been done previously by CAC Board. Requested we wait till Linda is present to discuss minutes moving forward.
- Jon: is there a transcript option available to make secretary job easier to record and pull from those recorded minutes?
- Hallie: will check. She will provide zoom recording for Linda moving forward to reference.
- Shirrell: suggested edits to January meeting minutes conversation with general fund.
- Jon answered question as far as line items general fund the Town has no plan to have specific line items for CAC.
- Special event permits: Hallie said each event will need their own permit if it is more than 50 people private or public land.
- Hallie: she will make edits before publishing on website
- Richard: can't download agendas from webpage
- Hallie: Richard you need to access info through board and commissions will send step-by-step instructions and email
- Wyatt: didn't receive meeting minutes from January.
- Hallie: the agenda moving forward will have financial report and meeting minutes moving forward this will form the packet.
- Richard: requested to leave approving January meeting minutes till March meeting so Wyatt has time to review them for any possible edits. Board agreed.

3. Treasurer's Report

a. Diana Report update on Budget

- Richard: no change on treasury report no updates. Did Kallie with Main Street get reimbursed for candy and bags and traffic?
- Hallie: Eggs did end up on report cost was \$1056 with 2020s monies. Forwarded Diane's email to AP clerk to assist in Diana's questions for additional 2020 funds.

4. Business / Events Report

- a. New Board members update, (interview this month, two openings)
 - Richard: Interviews for board on Thursday requested to put elections off till March when the board was for the board agree.
- b. I propose moving the election of offices until Mar. After we get fully staffed.
- c. Easter Egg hunt April 3, 2021 approve just that we meet Larimer Health Department requirements.
 - Richard Easter egg hunt planning on scaling it back this year due to Covid there is a new event coordinator at harvest farm forwarded info.
 - Easter egg hunt will be scaled back to four groups.
 - Age Groups are:
 - a. 3 and under
 - b. 4-5,
 - c. 6-7
 - d. 8-9
 - Richard: I know for this year no gifts this year from downtown businesses because of additional strain brought on by Covid farms says it's approved pending county health commissioner's approval
 - Hallie: suggested holding off on applying for variance with county commissioners till March because of Covid restrictions right now they are saying no.
 - Richard: we will need a first aid tent and provide water we need to acquire town First Aid Kit.
 - Hallie: I talked to Everett says everything looks good just need variance application approval outdoor events restricted to 75 people with Larimer county commissioners.
 - a. I have been talking with county regularly to see what to do moving forward worst case RSVP system to sign up for timeslots.
 - Richard: suggested making up a Easter egg bags have a drive-through let family set up their own Easter egg hunt at home we have 8000 eggs with candy 4000 eggs with trinket toys. We also need to include Porta potty costs in previous years we requested non-perishable food for harvest farm because they don't charge us for use of their facility.
 - Wyatt: where the Easter egg hunt has been previously hosted Richard reported up north of town at Harvest Farms.
 - Wyatt: will we know by March if we need to cancel Easter egg hunt or do bags?
 - Richard : The school were providing lunch for kids they donated the eggs to boys and girls club food bank and schools
 - Shirrell and Wyatt suggested splitting up groups to 75 and wanted to know if that would be something that was possible.
 - Richard and Jon clarified the county would see through that.

d. July 4th location?

- Hallie: started initial conversations with fire department about special events in general. The fire department will be tightening up restrictions that they have previously been lenient on. They would like to keep the resident safe while providing a fun environment. Wellington Fire protection district stated if we continue to have festivities in Centennial Park it would be greatly scaled back. Fire department suggested Wellington community Park because of additional parking the loudest more spread out there is possibilities of Beergarden and access for fire trucks. Suggested having games geared towards families would be beneficial with Covid for vendor spacing Everett from fire protection district pointed out first Street could provide parking for residents and visitors as well.
- Jon: the feedback from Mayor and Board of Trustees was CAC should decide what they want to do you and pass recommendation onto the board. Board of trustees will support what CAC wants to do.
- Wyatt: has major concerns having the event at Centennial Park with Covid we cannot do a beer garden. Likes Shirrell brought up more difficult for older community members to get to Wellington community Park, but likes the bus idea to assist them Centennial Park has been outgrown in general for CAC Fourth of July event.
- Shirrell: In doing this event for the last few years and trying to work with fire department on how to fit all the events in Centennial Park it's been difficult. Every year we've had to scale down the event to allow access for fire department 20 foot clearance right of way and easements. It's understandable in the fire department does a great job. It's been pointed out that it affects the fire departments response time to other emergencies in the area. Has fought for two years to keep the event down will start to effect residents enjoyment of the event. Would hate just to see a small parade and no other events going on for town. Agreed with Wyatt we have outgrown centennial park space.
- Wyatt: Will the parade be able to move to Washington.
- Richard: we would receive pushback from downtown businesses suggested keep parade in band on Cleveland but move everything else Wellington community park.
- Shirrell: splitting up the event will be a mess
- Hallie: Everett from the fire department stated foot traffic is an issue when doing inspections on vendors would be of benefit to split them up but also agrees that it would be a mess splitting up the event. Likes the idea of having multiple spaces to show off the town
- Wyatt: could we do main to third and finish at third and Washington?
- Richard: we really need to explore different parade routes we could also look main to sixth

e. Fort Collins Bounce Houses for July 4th. I have two bids: both with five bounce houses, plus map with planned placement.

f. Car Show: We will have interested group at this meeting. To do the Car show.

g. Storage Shed: Wellington Toy Storage 10x15 drive up \$130/month 1560 yr, 10x15climate \$140/month 1680 yr, 10x10 climate \$115 month 1380 yr

5. Bylaws

6. Volunteer Coordinator Report

7. Adjourn

8. Next Meeting: Feb. 2, 2021

9. 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
- 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 Light December 4,

10. Adjourn