



COMMUNITY ACTIVITIES COMMISSION

August 3, 2021

5:00 PM

Leeper Center (Community Room), 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

A. CALL TO ORDER

- a. Roll Call
- b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. CONSIDERATION OF MINUTES

- a. July 6, 2021 Regular Meeting

D. FINANCIAL REPORT

- a. Year to Date Budget

E. ACTION ITEMS

- a. 4th of July
 - i. Survey Results
 - ii. Invoice Approvals
- b. Town Clean Up – September 11, 2021
 - i. Flyer
 - ii. Volunteers
- c. Fishing Derby
 - i. Flyer
 - ii. Sponsors
 - iii. Volunteers
- d. Halloween
- e. August Budget Work Session

F. ANNOUNCEMENTS

- a. CAC Board Members
- b. Town Trustee
 - i. CAC Board Communication

c. Town Staff

G. ADJOURNMENT

Next meeting: September 7, 2021.

2021 Events:

- | | |
|------------------------------|--------------------------------|
| a. Town Clean Up | September 11, 2021 |
| b. Fishing Derby | September 25, 2021 (Tentative) |
| c. Halloween Costume Contest | October 31, 2021 |
| d. Veteran's Event | November 6, 2021 |
| e. Christmas Tree Lighting | December 3, 2021 |
| f. Parade of Lights | December 4, 2021 |

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



COMMUNITY ACTIVITIES COMMISSION
July 6, 2021
5:00 PM

Leeper Center (Community Room), 3800 Wilson Avenue, Wellington,
CO Regular Meeting Agenda

A. CALL TO ORDER 5:00

- a. Roll Call **Secretary Triplet and Member Tietz absent**
- b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. CONSIDERATION OF MINUTES

- a. May 4, 2021 Regular Meeting **Change: Storage unit is paid yearly, not monthly. Move to approve amended minutes, second and all approved.**

D. ACTION ITEMS

a. 4th of July Debrief

- i. Review of Parade **Comments tabled until debriefing meeting on July 8**

- ii. Review of Festival

- Suggestion that car show be taken over by a car club; Pre-registered participants received a t-shirt**

- Beer garden was a success, the Legion members who organized it did an excellent job**

- Communication issues between the CAC and an independent entity will be discussed; possibly an addition to the CAC August meeting.**

- iii. Vendor and/or Community Survey

- Vendors will receive a survey from Town; there is some question as to whether the survey had been sent by an individual**

- Draft of Town survey for July 4 festivities approved**

- iv. Payment requests

- \$982 approved to pay for t-shirts for car show pre-registered participants**

- \$130 approved to pay for announcer and singer**

- \$547.90 approved to pay for additional porta-potties**

- Funding for ice cream will be paid through the Trustees' fund**

- v. Future Planning

- Suggestion that contacting food trucks, etc. be done in January 2022**

- More will be discussed after debriefing meeting on July 8**

vi. Thank you requests

-Town newsletter will include a thank you to Stonebridge and Trailhead churches, the Grand Marshall, parade and car show award winners

b. Town Clean Up – September 11, 2021

i. Dumpster Bids

-Dumpster Divers offered to donate 2 dumpsters

-Chairman Bacon has a contact that may provide disposal of electronics

-CAC/Town will coordinate with local citizen group to coordinate clean-up

c. Fishing Derby

i. Official Date

E. ANNOUNCEMENTS

a. CAC Board Members

-Chairman Bacon suggested a review of by-laws and shared the importance of all CAC communication be done through Town and not using personal SM or letterhead on official communication

-Discussion re: Setting August work session to review of policies and procedures, code of conduct for CAC members and for the 2022 budget

b. Town Board of Trustee

-Trustees are working to standardize by-laws, policies and procedures among all Boards and Commissions

c. Town Staff

F. ADJOURNMENT 6:12

Next meeting: July 6, 2021.

2021 Events:

a. Town Clean Up September 11, 2021

b. Fishing Derby Date **September 25, 2021**

c. Halloween Costume Contest October 31, 2021

d. Veteran's Event November 6, 2021

e. Christmas Tree Lighting December 3, 2021

f. Parade of Lights December 4, 2021

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2021	Budget Expense 2019	Actual Expense 2019	Budget Expense 2020	Actual Expense 2020	Budget Expense 2021	Actual Expense 2021
Easter Expenses						
April 3, 2021						
Advertise with a Follow-up	\$150.00	\$360.00	\$400.00	\$0.00	\$400.00	
Banner & Signs	\$50.00	\$68.78	\$100.00	\$0.00	\$100.00	\$89.33
Face Paint & tools	\$150.00	\$314.70	\$350.00	\$0.00	\$350.00	
Napkins, Cups & Punch	\$100.00	\$64.96	\$100.00	\$0.00	\$100.00	
Cookies & Punch	\$200.00	\$80.46	\$150.00	\$0.00	\$150.00	
Plastic eggs & candy/prizes- 8000	\$1,190.00	\$1,581.13	\$1,500.00	\$0.00	\$1,500.00	
Port-A-Potties	\$500.00	\$375.00	\$1,125.00	\$0.00	\$1,125.00	\$352.00
Bunny Costume	\$60.00	\$59.07	\$60.00	\$405.98	\$60.00	
Thank you Harvest Farm	\$75.00	\$35.51	\$75.00	\$0.00	\$75.00	
4-H Volunteers	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	
	\$2,475.00	\$3,039.61	\$3,860.00	\$405.98	\$3,860.00	\$441.33
Fishing Derby						
NEW DATE						
Fish	\$1,000.00	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
Advertising	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	
	\$1,000.00	\$1,000.00	\$1,300.00	\$0.00	\$1,300.00	\$0.00
Town Yard Sale						
June 5, 2021						
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
4th of July						
July 4, 2021						
Banner & Signs	\$250.00	\$140.00	\$250.00	\$0.00	\$250.00	
Rent of 5 Inflatables & 5 employees	\$4,000.00	\$2,350.50	\$4,000.00	\$0.00	\$4,000.00	\$1,867.00
ASCAP License Fee	\$50.00	\$50.00	\$50.00	\$0.00	\$50.00	
DJ	\$500.00	\$450.00	\$500.00	\$0.00	\$500.00	\$180.00
Announcer & Judges	\$300.00	\$120.00	\$300.00	\$0.00	\$300.00	\$130.00
Food vouchers/T-shirts	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,328.40
Decorations, prizes, day of event stuff	\$400.00	\$29.88	\$400.00	\$0.00	\$400.00	\$43.80
Generator / Water Truck (vendor power)	\$700.00	\$2,440.75	\$700.00	\$0.00	\$700.00	
Trash & Port-A-Potties	\$3,050.00	\$2,260.00	\$3,050.00	\$0.00	\$3,050.00	\$2,527.90
Traffic Control Road Closure	\$4,000.00	\$4,200.00	\$4,500.00	\$0.00	\$4,500.00	
Beer Garden Insurance (1/2 of total)	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
Trophies for parade - 9	\$350.00	\$270.00	\$350.00	\$0.00	\$350.00	\$228.88
Ice Cream, etc	\$700.00	\$538.20	\$0.00	\$0.00	\$0.00	
To Fishing Derby for Fish 4/2/19	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00	
Golf Cart (2)	\$0.00	\$100.00	\$200.00	\$0.00	\$200.00	\$300.00
Car Show	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	
	\$14,800.00	\$12,949.33	\$19,300.00	\$0.00	\$19,300.00	\$6,605.98
Town Clean Up						
September 11, 2021						
Electronic Recycle/Shredding	\$250.00	\$52.05	\$0.00	\$0.00	\$0.00	
Centralized Trash removal (Dumpster Diverz)	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advertising	\$250.00	\$140.00	\$0.00	\$0.00	\$0.00	
	\$1,400.00	\$192.05	\$0.00	\$0.00	\$0.00	\$0.00
Halloween Costume Contest						
October 31, 2021						
Prizes purchased	\$250.00	\$157.04	\$250.00	\$0.00	\$250.00	
Advertising	\$200.00	\$395.16	\$200.00	\$0.00	\$200.00	
	\$450.00	\$552.20	\$450.00	\$0.00	\$450.00	\$0.00
Veterans Events						
\$44,506.00						
Food	\$400.00	\$551.06	\$400.00	\$0.00	\$400.00	
Advertising	\$400.00	\$320.00	\$400.00	\$0.00	\$400.00	
Flags	\$100.00	\$41.64	\$100.00	\$0.00	\$100.00	
Soldier plaques/appreciation gifts	\$500.00	\$175.00	\$500.00	\$0.00	\$500.00	
Misc. items, decorating	\$700.00	\$14.99	\$700.00	\$0.00	\$700.00	
Fishing Derby for fish 4/2/19	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00	
	\$1,600.00	\$1,102.69	\$2,100.00	\$0.00	\$2,100.00	\$0.00
Christmas Parade/Tree Lighting						
December 3, 2021						
Thank You Gift Judges	\$300.00	\$125.00	\$300.00	\$0.00	\$300.00	
Parade Winners	\$300.00	\$225.00	\$300.00	\$0.00	\$300.00	
Advertising	\$300.00	\$140.00	\$360.00	\$0.00	\$360.00	
Traffic control	\$4,000.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	
Hot Chocolate & cookies	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	
	\$4,900.00	\$490.00	\$5,160.00	\$0.00	\$5,560.00	\$0.00
MISC						
Banner Replacement	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
Newspaper Ad for Open Position	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	
Social Media Maintenance	\$240.00	\$0.00	\$240.00	\$0.00	\$240.00	
Folding Tables/Canopies	\$0.00	\$1,113.91	\$500.00	\$0.00	\$500.00	
Event Fee	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	\$400.00
CAC Budget Not Used	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
	\$940.00	\$1,113.91	\$1,740.00	\$0.00	\$2,740.00	\$400.00
Grand Total	\$27,565.00	\$20,439.79	\$33,910.00	\$405.98	\$35,410.00	\$7,447.31

547.90 waiting on auth form
auth form and cost?

Town Break down on their books 2021 Budget			
CAC Programs - #5192			\$35,410.00
Holiday Lighting - #5908			\$2,500.00
Frieworks - #5932			\$37,500.00
Senior's Van - #5933			\$2,500.00
Wellington Toy Storage			\$1,513.20
			\$79,423.20

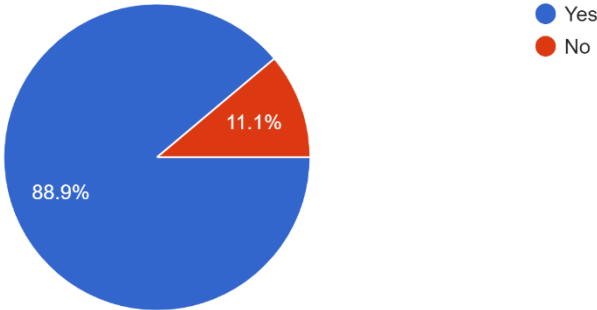
The \$35,410 is the CAC Budget for programs this year. The other expenditures is covered by the Board of Trustees. The \$35,410 is a \$10,000 increase over last year due to the town taking the Car Show and Traffic Control out of their expenditure and adding it to ours.

We currently have \$1,000 that is not accounted for in the 2021 Budget Expense. I put that line item under CAC Budget Not Used. We should discuss to see how we want to allocate that money for 2021 programs.

Wellington 4th of July Feedback Survey Results

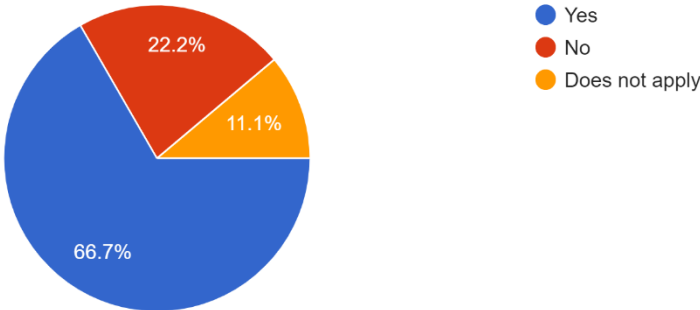
Did you attend the 4th of July parade, festival, or fireworks?

9 responses



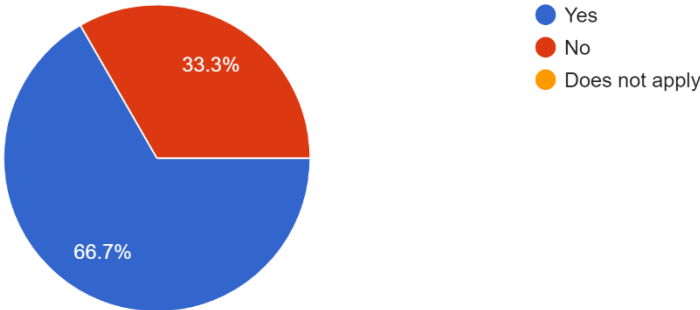
Did you like the location of the parade on Cleveland Avenue?

9 responses



Did you like the location of the festival at Wellington Community Park?

9 responses



Wellington 4th of July Feedback Survey Results

Please provide any additional feedback here.

4 responses

Fun event. Would have loved more food options at the festival

Too far to walk for seniors. Inadequate parking. So, for the first time ever we missed it, except for the pandemic scare

Would like to see the parade move with the festival over by park. It would be a lot easier to attend both and not have very long walks.

The town needs to do something about individuals setting off illegal fireworks throughout the town. It felt like a war zone in my neighborhood (Buffalo Creek). I witnessed Veterans, children and animals cowering in fear throughout the day because people were detonating huge mortar like fireworks right above our houses. The festivities that the town put together were fabulous, but the fear and uncertainty blasted into my mind throughout the day by people braking the law is making me dread the next 4th of July. PLEASE HELP!!!

*** REMIT to**

Invoice

Carnes Services Corporation

P.O. Box 1258
Wellington, CO 80549

Date	Invoice #
7/5/2021	I21-1232

Bill To
Town Of Wellington Public Works P.O.Box 127 Wellington, CO 80549 apinvoices@wellingtoncolorado.gov

Ship To
4th of July 2021 Wellington, CO Per: Jim Miller

P.O. Number	Terms	Rep
	Net 15	NoRet

Via	F.O.B.	Project
CarnesServi...	Origin to CO	CS#23-2021 July 4th

Quantity	Item Code	Description	Price Each	Amount
1	630	Traffic Control for 2021 4th of July at Lump Sum	5,800.00	5,800.00

RECEIVED
JUL 16 2021
BY: _____

It's been a pleasure working with you!

Total \$5,800.00

TROPHY Creative LLC
 508 West 19th Street - NEW ADDRESS
 CHEYENNE, WY 82001 US
 3076346621
 sara@trophycreative.net
 trophycreative.net



INVOICE

BILL TO
 Town of Wellington

INVOICE # 26628
DATE 06/30/2021
DUE DATE 07/30/2021
TERMS Net 30

CUSTOMER PO
 Car Show/Parade Trophies

Handwritten signature
201-50-5190
SCANNED
7-1-2021

ACTIVITY	QTY	RATE	AMOUNT
Trophy Parts:WB-40B Parade Trophies	6	3.15	18.90
Trophy Parts:12921-G 2021 Ribbon Metal Stud Yr	6	1.71	10.26
Trophy Parts:132-G 2" Medallion Holder	6	2.10	12.60
Sublimation 2" Sub Disc	6	3.00	18.00
Trophies 6" Trophy Column (1st Place)	2	3.60	7.20
Trophies 5" Trophy Column (2nd Place)	2	3.00	6.00
Trophies 4" Trophy Column (3rd Place)	2	2.40	4.80
Engraving trophy plate	6	2.50	15.00
			Subtotal: 92.76
Trophy Parts:WB-40B Car Show Trophies	9	3.15	28.35
Trophy Parts:12921-G 2021 Ribbon Metal Stud Yr	9	1.71	15.39
Trophies Star Figure, Corvette, Gold - 4"	9	6.99	62.91
Trophies 6" Column	9	3.60	32.40
Engraving plates	9	2.50	22.50
			Subtotal: 161.55

Pickup / Pd Date *JV*
 By *7-1-2021*

SUBTOTAL	254.31
DISCOUNT 10%	-25.43
TOTAL	228.88
BALANCE DUE	\$228.88

Pickup / Pd Date _____

By _____

Poll "CAC August Budget Work Session"

<https://doodle.com/poll/izkeuwkhk328ki2z>

		August 2021				
		Tue 10	Tue 17	Wed 18	Tue 24	Wed 25
		5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM
Linda Stoddard		OK		OK	OK	OK
Natalie T		OK				
Jlm					OK	OK
Jon Gaiter					OK	
Wyatt Schwendeman-Curtis			OK	OK	OK	OK
Richard Bacon			OK	OK	OK	OK
Steve					OK	OK
Shirrell Tietz		OK	OK	OK	OK	OK
Count		3	3	4	7	6

Wellington Board of Trustees agreement

To adopt Ground Rules.

Ground Rules

- Respect the speaker
- Every idea is a good idea
- Assume good intentions
- Listen to understand
- Disagree with curiosity

Do our best in Public Meetings to use formal address

- Trustee
- Mayor
- Mayor Pro Tem
- To live our values to the best of our ability as created in our retreat.
- To act as a unified team after decisions are made.
- To have decisions made in public that follow a process, allowing for explanation and discussions.
- To communicate with each other in public & private with respect, inclusion, and honesty, talk about the problem, not the person. (No gossip, interruption, feeling disrespected, talking over someone)
- To hold ourselves, each other, and our staff accountable to the highest standards of professional behavior (no gossip, function as a team, self reflect).
- To be generous with each other. Patience, understanding, gratitude.
- To continue to deliberately work with each other as a team to become stronger and more confined.