



## COMMUNITY ACTIVITIES COMMISSION

March 3, 2022

5:00 PM

Leeper Center (Board 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. January 4, 2022 Regular Meeting Minutes
- b. February 1, 2022 Regular Meeting Minutes
- c. February 15, 2022 Special Meeting Minutes

#### D. FINANCIAL REPORT

- a. Year to Date Budget

#### E. ITEMS

- a. 4<sup>th</sup> of July 2022
- b. Easter Egg Hunt – April 16, 2022
- c. Elections
  - i. Chair
  - ii. Vice Chair
  - iii. Treasurer
  - iv. Secretary

#### F. ANNOUNCEMENTS

- a. CAC Board Members
- b. Town Trustee
- c. Town Staff

#### G. ADJOURNMENT

Next meeting: April 5, 2022.

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

January 4, 2022

5:00 PM

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

### Regular Meeting Minutes

#### A. CALL TO ORDER 5:04 PM

- a. Roll Call – Chairman Schwendeman Curtis, Secretary Triplett, Board Member Lafferty, Trustee Gaiter. Absent: Vice Chair Tietz
- b. Amendments to Agenda

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

#### C. CONSIDERATION OF MINUTES

- a. December 7, 2021 Regular Meeting
  - i. Chair Schwendeman Curtis moves to approve the December 7, 2021 Regular Meeting Minutes, Board Member Lafferty seconds. Motion passes unanimously.

#### D. AGENDA ITEMS

- a. Cleveland Crawl – January 22, 2022
  - i. Lafferty provided information on renting a popcorn machine through Best Event Rentals. Cost is \$55/day
  - ii. Secretary Triplett makes a motion to approve a budget of \$200 for the Cleveland Crawl rental and equipment, Chair Schwendeman-Curtis seconds. Motion passes unanimously.
  - iii. Utilize Parks and Recreation Yard Games
  - iv. “Pop and Play” – Popcorn and Yard Games
  - v. Set-Up and Meeting Time – 10:00 am
- b. Easter Egg Hunt – April 16, 2022
  - i. Pre-filled egg cost
    1. \$132 for 1,000 eggs or \$800 for 4,000 eggs. Hallie will place the order for the eggs.
    2. Chair Schwendeman-Curtis makes a motion to approve the ordering of 4,000 eggs (2 sets of toy-filled eggs, two sets of candy-filled eggs) for \$800; Board Member Lafferty seconds. Motion pass unanimously.
  - ii. Event Location: Wellington Community Park

- iii. Special Event Permit – Hallie will contact the WFPD about waiving special event permit fees.
  - iv. Bunny Costume – Ross Lageneese
  - v. Restrooms – Wyatt was assigned to get a quote for two regular and one handicapped porta potty from Republic.
  - vi. Face painting – Wyatt was assigned to talk to Trustee MacDonald about providing face painting services at the event.
- c. 4<sup>th</sup> of July 2022
- i. Vendors
    - 1. 22 vendors are pre-registered, including seven food trucks. Wyatt requested a list of pre-registered vendors.
    - 2. Wyatt recommends putting all food trucks in one area for generator safety as well as something to put them on if they are located in the grass.
    - 3. Wyatt recommends creating a one-pager information sheet for vendors and food trucks, outlining fire department requirements for weights.
  - ii. WFPD will be setting a meeting for all town groups by the end of January to discuss special event fire safety guidelines and will attend future board meetings to answer any questions.
  - iii. Beer Garden Non-Profit Submission – Trustee Gaiter will reach out to the American Legion to clarify the need to open up the application process to all non-profit organizations in the community.
  - iv. Additional Notes
    - 1. Schedule a February Work Session for 4<sup>th</sup> of July Planning with the Fire Department and the Sheriff’s Department
    - 2. Request additional support for traffic control and parking so volunteers and board members aren’t having to manage this.

## E. ANNOUNCEMENTS

- a. CAC Board Members – Elections of positions on February 1<sup>st</sup> meeting. Special meeting in February – Joint Work Session with WFPD and LCSO. February 15<sup>th</sup>. Lafferty to reach out to Cherry and Wyatt to reach out to WFPD.
- b. Town Trustee -
- c. Town Staff -

## F. ADJOURNMENT 5:59

Next meeting: February 1, 2022

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## COMMUNITY ACTIVITIES COMMISSION

February 1, 2022

5:00 PM

Join Zoom Meeting:

<https://us06web.zoom.us/j/83645324893?pwd=bEN0dDJaOXVOQ3ZPN0VNR1FzRUZndz09>

Meeting ID: 836 4532 4893

### Regular Meeting Minutes

#### A. CALL TO ORDER 5:04 PM

- a. Roll Call – Chairman Schwendeman Curtis, Vice Chair Tietz, Secretary Triplett, Board Member Lafferty, Trustee Gaiter
- b. Guests – Amanda Dole, Dennis Hipsag
- c. Amendments to Agenda
  - i. Chairman Schwendeman Curtis moves to move the officer elections to the March meeting; Vice Chair Tietz seconds. Motion passes unanimously.

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

#### C. FINANCIAL REPORT

- a. Easter Egg Hunt - \$508.00 was spent on eggs; Budget was \$1,500.00 so the extra amount will go back into the budget.
- b. Wellington Main Street Cleveland Crawl - \$103.76 was used for the popcorn machine under the “Community Partnership Program budget.

#### D. AGENDA ITEMS

- a. New CAC Members
  - i. Diana Sinatra, JD Richardson, Mario Quinonez
  - ii. Review of Board Member rules and responsibilities
- b. Cleveland Crawl Debrief
  - i. Great event for CAC to collaborate with Main Street
  - ii. Popcorn machine was a big hit
  - iii. Shirrell Tietz made recommendations for changes to submit to Main Street for next year:
    1. Change the time to the afternoon instead of all day
    2. Change the way the tickets and stickers worked. Make the ticket stickers optional and allow the whole public to play the games that were set up.
- c. Easter Egg Hunt – April 16, 2022

- i. Pre-filled eggs have been ordered.
- ii. Ross Lagenese agreed to wear the bunny costume at the event.
- iii. Ashley MacDonald agreed to do face painting at the event if the CAC would pay for the materials. Ashley can submit a reimbursement request to the Town for materials.
- iv. Reviewed event flyer designed by Mahalia.
- v. Board reviewed event map and discussed making an area for children with special needs.
- vi. Shirrell reached out to the Main Street Board and Chamber Board to sponsor prize baskets. She will contact them by February 11<sup>th</sup>.
- vii. Hallie will reach out to Lazy Dane Coffee Company to provide drinks and snacks at the event.
- viii. Event Time: 1:00 pm. Will confirm details at the work session on February 15<sup>th</sup> and delegate tasks

d. 4<sup>th</sup> of July 2022

i. Vendors

1. Town of Wellington will not ask for Wellington business licenses, but vendors will need to have a sales tax form.
2. Food trucks limited to 10 and 7 have registered so far
3. Applications sent out via social media and post to the Town website
4. Fees:
  - a. No change to fees for 2022
  - b. Board discussed giving a discount to returning vendors for the 2023 event.
5. Deadline for Registration: June 3<sup>rd</sup>
6. Vice Chair Tietz makes a motion to approve the vendor application; Chair Schwendeman-Curtis seconds. Motion pass unanimously.

ii. Parade Application

1. Deadline for Registration: June 3<sup>rd</sup>
2. Jim Lafferty is in charge of parade organization
3. Floats will be lined up along HWY 1.
4. Contact LCSO to look out for trains the day of the event.
5. Each year, the location will be reevaluated based on community needs.
6. Chair Schwendeman-Curtis makes a motion to approve the parade float application. Vice Chair Tietz seconds. Motion pass unanimously.

iii. Location

1. Wellington Community Park worked well in 2021
2. Sgt. Cherry with LCSO would like to host a safety fair at the park
3. Possible Location: Wellington Middle High School grounds; Not open until August
4. Research utilizing Senior Center busses for transport to and from the parade

iv. Other

1. Creating an application for the 4<sup>th</sup> of July sub-committee
2. Creating a 4<sup>th</sup> of July Facebook page
3. Corn hole contest w/ fees supporting the Parks and Recreation Department
4. Live Music
5. Area specifically for teens
6. WiFi booster | Verizon boost to help vendors with cell service for transactions
7. Wyatt spoke with High School football coach about having students be a part of the parade and volunteering at the event
8. Hallie spoke with the American Legion about the Beer Garden. She will contact them about attending all future meetings.

E. ANNOUNCEMENTS

- a. CAC Board Members – Elections of officer positions moved to March meeting.
- b. Town Trustee -
- c. Town Staff - Mahalia would like to increase communication between herself and the CAC. Created a timeline for flyers, social media posts, and ads.

F. ADJOURNMENT 7:36 pm

Next meeting: March 1, 2022

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## COMMUNITY ACTIVITIES COMMISSION

February 15, 2022

5:00 PM

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

### Special Meeting Minutes

#### A. CALL TO ORDER 5:01

- a. Roll Call - Chairman Schwendeman Curtis, Vice Chair Tietz, Secretary Triplett (arrived late), Board Member Lafferty, Board Member Quionez, Board Member Richardson, Board Member Sinatra. Hallie Sheldon. Absent: Trustee Gaiter
- b. Guests – Eric Miller, Kallie Cooper
- c. Amendments to Agenda

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

#### C. ITEMS

- a. Easter Egg Hunt – April 16, 2022
  - Review and Amendments to Map:
    - No ADA ramp on the south side – would like to see the Accessible Zone within the Zone 2 designation
    - Combined Zone 1 and Zone 2 – ADA in ballfield
    - Zone 3 and Zone 4 in detention land
    - Dirt areas off limits on ball fields
    - BMX Track Waiver would be needed – get assistance from Town Attorney
    - Vice Chair Tietz makes a motion to approve the map with the contingency of a waiver approval for use of the BMX Track; Board Member Lafferty seconds. Motion passes unanimously.
  - Porta Potties
    - ADA Restroom - \$280/each; Regular Restroom - \$100/each, Hand Washing Station - \$100/each; Delivery and Pick-Up fee of \$100. Total cost - \$780.
    - Chair Schwendeman Curtis makes a motion to approve the \$780 for Republic services, Vice Chair Tietz seconds. Motion passe unanimously.
- b. 4<sup>th</sup> of July 2022
  - Subcommittees :

- Vendors – Shirrell and Mario
- Parade – Jim and JD
- Volunteers – JD Richardson
- Festival Event – Wyatt and Diana
- Car Show – Eric Miller – no funding/in-kind services
- Safety Liaison – WFPD Representative
- Float – Natalie
- \* Manage My Market – look into this and talk to Finance Department
- Location:
  - Wellington Library Park – parking lot as handicapped parking, block Wilson from 3<sup>rd</sup> to Eyestone, car show on ball field, shading better than WCP, parking lots from PSD, compromise cause still close to downtown.
  - Wellington Community Park
  - New Wellington High School – talked with Kelby and excited for offer to have it at new
  - Kallie Cooper submitted statements from local businesses and a list of businesses that will be open on the 4<sup>th</sup> of July for the CAC to review and consider
- Bounce Houses - Tina with Bounce Houses interested in participating once location is determined.
- Band and Sound - Clayton to get proposal to Shirrell
- Canopy - installed to guidelines - \$2100 for just weights to put on concrete; stake in the ground; not set it up on concrete but installed in grant

#### D. OTHER

- a. Vice Chair Tietz makes a motion to move the March 1<sup>st</sup> meeting to March 8<sup>th</sup>, 2022, Board Member Triplett seconds. Yay: Tietz, Quionez, Triplett, Richardson. Nay: (Schwendeman Curtis, Lafferty, Sinatra). Motion passes.

#### E. ADJOURNMENT

- a. Meeting adjourned at 6:23 pm

#### F. MEETING REINSTATED at 6:24 pm.

- a. Board Member Richardson makes a motion to move the March 8<sup>th</sup> meeting to March 3<sup>rd</sup> at 5:00 pm; Chair Schwendeman-Curtis seconds. Motion passes unanimously.

#### G. ADJOURNMENT

- a. Meeting adjourned at 6:28 pm



Next meeting: Thursday, March 3, 2022.

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.

<b>2022</b>	<b>Budget Proposal 2022</b>	<b>Actual Expenses 2022</b>
<b>Easter Egg Hunt</b>		
Portable Restrooms	\$800.00	\$780.00
Easter Egg Supplies	\$1,500.00	\$508.00
Bunny Costume Thank You	\$50.00	
Face Painter	\$150.00	
Bunny Costume Maintenance	\$100.00	
	<b>\$2,600.00</b>	<b>\$1,288.00</b>
<b>4th of July Festival &amp; Parade</b>		
Bounce Houses	\$2,000.00	
Music	\$1,000.00	
Parade MC/Judges Thank You	\$130.00	
Event Supplies	\$1,000.00	
Portable Restrooms & Trash	\$5,500.00	
Traffic Control/Road Closures	\$5,800.00	
Parade Trophies	\$200.00	
Golf Cart Rental (2)	\$300.00	
Face Painter	\$150.00	
Shade Canopy Rental	\$600.00	
	<b>\$16,680.00</b>	<b>\$0.00</b>
<b>Town Clean Up</b>		
Trash Rentals (Shredder, Trash, Recycling)	\$1,500.00	
	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>Halloween</b>		
General Cost for Event	\$500.00	
	<b>\$500.00</b>	<b>\$0.00</b>
<b>Veterans Day</b>		
General Cost for Event	\$1,500.00	
	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>Christmas Parade/Tree Lighting</b>		
Parade MC/Judges Thank You	\$130.00	
Traffic Control/Road Closures	\$4,500.00	
Food & Beverage (2 Days)	\$500.00	
Parade Trophies	\$200.00	
	<b>\$5,330.00</b>	<b>\$0.00</b>
<b>General Fund</b>		
Food & Beverage Supplies	\$50.00	
Canopy Purchase/General Supplies	\$200.00	
Face Painter Supplies	\$200.00	
Walkie Talkies (Rental or Purchase)	\$200.00	
Cases of Water	\$150.00	
Wellington Toy Storage Unit	\$1,500.00	
WFD Annual Event Fee	\$400.00	
Advertising and Marketing	\$800.00	
ASCAP Annual Fee	\$50.00	
Community Partnership Programs	\$3,500.00	\$103.76
	<b>\$7,050.00</b>	<b>\$103.76</b>
<b>Grand Total</b>	<b>\$35,160.00</b>	<b>\$1,391.76</b>

<b>Other Events - Cost Built In General Funds</b>
Christmas Chili Dinner Sponsorship
Chalk the Walk Event
Monthly Town Clean Up Sponsorship
Cinco de Mayo Sponsorship
Town Yard Sale
Car Show 4th of July
Beer Garden 4th of July

# Wellington Easter Egg Hunt Map

Accessible Zone  
All Ages

Zone 2  
Ages 4-5

Zone 1  
Ages 3 & under

Zone 3  
Ages 6-7






Zone 4  
Ages 8-9

You are here

EXIT

EXIT

EXIT

Key	
	Fencing
	First Aid Tent
	Check-In Tent
	6 ft. Exit Gates
	Restrooms



## Description of Officer Positions

### **The Chairperson**

- Preside at all Commission meetings.
- Perform such other duties as may be prescribed by the By-Laws assigned by the Commission.
- Coordinate the work of the Officers and committees, in order that the objectives be promoted.
- Prepare an agenda for each meeting.

### **Vice Chairperson**

- Act as an aide to the Chairperson.
- Perform the duties of the Chairperson in the absence or inability of that officer.
- Perform such other duties as may be delegated.

### **Secretary**

- Attend all Commission meetings regularly.
- Prepare the minutes of all meetings of the Commission.
- Notify all members at least one day prior to Special or Regular Commission meeting.
- Keep attendance records.
- Make available minutes of the previous regular Commission meetings to members one week in advance.
- Make minutes available to the Wellington Board of Trustees within sixty days of approval
- Do such other duties as may be delegated.

### **Treasurer**

- Receive incoming monies of the Commission as maybe presented.
- Keep accurate records of receipts and expenditures pay out funds only authorized by the Commission.
- Present a written statement of account at every Commission meeting and other times when requested.
- Do other such duties as may be delegated.

## Walkie Talkie Options

CAC Budgeted : \$200

### **Option 1 – Staff Recommendation**

Midland 50 Channel Waterproof GMRS Two-Way Radio - Long Range Walkie Talkie with 142 Privacy Codes, SOS Siren, and NOAA Weather Alerts and Weather Scan (Black/Silver, 3-Pack)

- \$99 for 3 pack
- Compatible with Town Parks Team for Events
- 36 mile radius
- High ratings on reviews



## Option 2

Walkie Talkies with 22 FRS Channels, MOICO Walkie Talkies for Adults with LED Flashlight VOX Scan LCD Display, Long Range Family Walkie Talkie for Hiking Camping Trip (Yellow, 4 Pack)

- \$39 for 4 pack
- Not compatible with Town Parks Team for Events
- 3 mile radius
- Medium ratings on reviews



### Option 3

Motorola T100 Talkabout Radio, 2 Pack

- \$27 for 2 pack
- Not compatible with Town Parks Team for Events
- 16 mile radius
- Medium ratings on reviews

