



## COMMUNITY ACTIVITIES COMMISSION

Tuesday, May 3rd, 2022

5:00 pm

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

### A. CALL TO ORDER 5:02 pm

- a. Roll Call: Chairman Triplett, Vice Chair Quinonez, Secretary Lafferty, Treasurer Sinatra, Board Member Richardson, Trustee Gaiter
- b. Absent: None
- c. Guests: Trustee Tietz, Dennis Hipseg, Michael MacGregor
- d. Amendments to Agenda: None

### B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person) None

### C. CONSIDERATION OF MINUTES

- a. Regular Meeting Minutes – April 7, 2022: Board Member Richardson makes a motion to approve the minutes, Vice Chair Quinonez seconds, motion passes unanimously.
- b. Special Meeting Minutes-April 25, 2022: Board Member Richardson makes a motion to approve the minutes, Vice Chair Quinonez seconds, motion passes unanimously.

### D. FINANCIAL REPORT

Treasurer Sinatra gave update on Paid Bills. Secretary Lafferty makes a motion to approve a \$50.00 gift card for the Easter Bunny Thank You, Vice Chair Quinonez seconds, motion passes unanimously.

### E. AGENDA

- a. Review of CAC and Town Staff Roles and Responsibilities. Hallie Sheldon with the Town presented a draft showing responsibilities for CAC members and Staff. Staff will bring back the document for approval at the June meeting.
- b. Egg Hunt Debrief –
  - i. All felt the Egg Hunt went well. Items discussed for future consideration:
    1. Better signage (Age Groups, ADA Parking, etc.)
    2. Specific jobs for volunteers – volunteers were there too early. Don't need to start until 12:00 pm.
    3. More eggs
    4. Control the prize tokens

5. T-Shirts for volunteers
  6. Plan for and advertise a rolling start for different age groups
  7. Separate the 4/5 year olds from the 3 and Under
  8. Kids should line up on the foul line in the baseball fields and around the BMX field rather than having to squeeze through the bridge
  9. Better communication – have one point of contact
- c. Town Cleanup Day – June 11, 2022/ 10 am – 2 pm.
- i. Will have two shifts.
    1. 10:00 – 12:00 will be staffed by Trustee Gaiter, JD Richardson, and Natalie Triplett.
    2. 12:00 – 2:00 will be staffed by Mario Quinonez, Trustee Tietz, and Jim Lafferty.
    3. Kallie Cooper will also be present for the full day.
- d. 4<sup>th</sup> of July
- i. Grand Marshall: Grand Marshall will be Sgt Cherry (LCSO) and Chief Patterson (WFPD)
  - ii. Vendor and Parade update: 40 vendors have signed up for the festival (6 food trucks and 34 vendors). 12 floats have signed up for the parade.
  - iii. Bounce House Order approval: Secretary Lafferty motioned to approve the bounce house rental at \$1,742.00, Vice Chair Quinonez seconded. Passed unanimously.
  - iv. Poster approval: Vice Chair Quinonez motioned to approve the poster with changes (“CAC Presents and making ADA wording larger) Secretary Lafferty seconded. Passed unanimously.
  - v. Live music/shade canopy approval: Still some confusion on what the band wants. Trustee Tietz will see if they have their own canopy, and the CAC can possibly pay them directly. Approval moved to Special Session on May 16<sup>th</sup>.
  - vi. Festival map park layout approval: Lots of discussion concerning park layout. Treasurer Sinatra motioned to approve the initial layout so that the special event permit can be submitted, Vice Chair Quinonez seconded. Passed Unanimously. Board Member Richardson absent.
  - vii. ADA and special accommodations. Assistant Town Administrator Kelly Houghteling gave an update on how the Town of Wellington is going to address ADA issues.
- e. Crowd Control Training: Trustee Gaiter advised that the board would pay the cost of the class and that people will be able to take it on their own time. Kallie Cooper advised that she would make the purchase and then send out a code people can use when signing up for the class.
- f. Board Member nametags / Volunteer T-Shirts: Treasurer Sinatra makes a motion to approve the design for the name badges and order 50 t-shirts for board members from MI Sports, Vice Chair Quinonez seconded. Passed unanimously. Board Member Richardson absent.
- g. Special Meeting Schedule: Special board meeting scheduled for May 16, 2022 at 5:00 pm.
- h. Storage Unit Clean out Schedule. Clean-Up scheduled for June 3, 2022 at 9:00 am.

## F. ANNOUNCEMENTS

- a. CAC board members - [None](#)
- b. Town Trustee - [None](#)
- c. Town Staff - [None](#)

G. ADJOURNMENT – [8:19 pm](#).

Next meeting: [June 9, 2022 at 5:00 pm at the Municipal Services Building Centennial Conference Room](#)

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