



COMMUNITY ACTIVITIES COMMISSION
BOARD MEETING
Monday, September 19th, 2022
5:00 p.m. – 7:00 p.m.
Leeper Center Board Room (3800 Wilson Avenue)

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 18, 2022 Special Meeting Minutes
- b. August 2, 2022 Regular Meeting Minutes

D. FINANCIALS

E. AGENDA ITEMS

- a. Roles & Responsibilities
- b. Clarification of CAC emails
- c. Clean-up & Appreciation Day Event
 - a. Debrief
- d. Open Position
 - a. Secretary position open
- e. Trick-or-Treat Down Main Street
 - a. Discussion and confirm involvement
- f. Veterans Day
 - a. Plan event and confirm details
- g. 4th of July
 - a. Next steps?

F. ANNOUNCEMENTS

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

G. ADJOURNMENT

Next meeting: October 4, 2022 at 5:00 pm – 6:30 pm, Senior Center Community Room

**Hard stop at 6:30 pm due to Board of Trustees Meeting.*

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. Please take notice that members of the Wellington Board of Trustees will be attending this meeting. At least three members of the Board of Trustees expressed interest in attending this event.



COMMUNITY ACTIVITIES COMMISSION
BOARD MEETING – SPECIAL SESSION
Monday, July 18th, 2022
5:00 pm
Leeper Center Board Room (3800 Wilson Avenue)

A. CALL TO ORDER 5:02 p.m.

- a. Roll Call Chairman Triplett (via phone), Vice Chair Quinonez, Treasurer Sinatra, Board Member McGuinnis, Board Member Richardson, Board Member Peterson, Trustee Tietz
- b. Amendments to Agenda None

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

C. AGENDA ITEMS

- a. 2023 Budget Review
 - a. Consider making purchases of items to use up the 2022 budget
 - i. Eggs for Egg Hunt (order in December)
 - ii. Vinyl signs for Egg Hunt age groups
 - iii. Volunteer T-Shirts (smalls and mediums)
 - iv. Walkie Talkies – purchase 2 additional packs
 - b. Increase Egg Hunt Supplies to \$1500 to purchase more eggs for 2023
 - c. Decrease Event Supplies line item for Fourth of July to \$500
 - d. Move “Advertising” line items for Egg Hunt and Fourth of July to General Fund
 - e. Increase Traffic Control line item for Fourth of July to \$7,000 to reflect cost increase
 - f. Add cost of additional Golf Carts and delivery for Fourth of July
 - g. Added back in the “Community Partnership Programs” line item
 - h. Added in projected costs for 2022
 - i. Requests for Staff
 - i. Collect traffic control bids for Parade of Lights
 - ii. Ask Parks and Recreation about being trained on setting up large tents
 - iii. Price out eggs for pre-purchase
 - iv. Contact Harvest Farm about the potential of hosting the Egg Hunt at their location in the future
 - v. Price out the cleaning on the bunny costume

D. ANNOUNCEMENTS

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

- i. Kallie Cooper will be resigning from the Town of Wellington as of June 29th. She will attend the August 2nd meeting to answer any questions regarding the planning of upcoming events.
- ii. The interview committee for the CAC has decided to ask candidates interviewed in June about their interest in the current vacancy. If they are still interested, the recommendation for appointment would go before the Trustees at the July 26th meeting.

E. ADJOURNMENT 6:59 p.m.

Next meeting: August 2, 2022 at 5:00 pm

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COMMUNITY ACTIVITIES COMMISSION
BOARD MEETING
Tuesday, August 2nd, 2022
5:00 pm
Leeper Center Board Room (3800 Wilson Avenue)

A. CALL TO ORDER 5:03 p.m.

- a. Roll Call: Chairperson Triplett, Vice Chair Quinonez (joined after roll call), Treasurer Sinatra, Board Member McGuinnis (joined after roll call), Board Member Peterson, Board Member Richardson, Trustee Tietz
- b. Amendments to Agenda None

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

C. CONSIDERATION OF MINUTES

- a. July 5, 2022 Regular Meeting Minutes
- b. June 18, 2022 Special Meeting Minutes

Motion to approve both minutes by Chairperson Triplett, second by Treasurer Sinatra, passed unanimously.

D. FINANCIALS

Motion to approve 2023 Budget by Chairperson Triplett, seconded by Sinatra, motion passed.

Yay: Triplett, Sintra, McGuinnis, Peterson, Richardson.

Trustee Tietz abstained.

E. AGENDA ITEMS

- a. Officer Elections

Secretary: Board Member Richardson

Motion to approve by Treasurer Sinatra, seconded by Board Member Peterson, passed unanimously.

- b. Board and Town Staff Roles and Responsibilities Document Review

Removed Reshares Town information on social media

Add the CAC is a 7-member board, Trustee, Staff Liaison

Discussion of point of contact and whether that's staff or board.

Communications with 3rd party vendors: BOARD except staff will talk to vendors like trash, traffic control.

Motion to approve by Board Member Peterson, seconded by Treasurer Sinatra, passed unanimously

Trustee Tietz: Abstain

c. 4th of July

a. Meeting with the Fire Department about locations for future Fourth of July Celebration

a. Communications

Chairperson Triplett spoke to the Fire District regarding setting up a work session to discuss locations for the 4th of July. Chairperson Triplett would also like to include Chamber and Main Street to hear why a location is selected after advice from Fire District and LCSO.

Chairperson Triplett would like a separate meeting to discuss the planning of 4th of July and setting the location.

Trustee Tietz stated the Board of Trustees Work Session is to debrief the 4th of July and what worked, what hasn't worked, and how to move forward in the future.

Work Session to meet with Fire Department / LCSO to discuss future locations:

Trustee Tietz will setup a doodle poll for the meeting to discuss the 4th of July.

Public Comment: None

Board Member Feedback

b. Review of Fourth of July Feedback Survey

Chairperson Triplett reviewed the common feedback of survey: people want it downtown, extend the parade route, more things to throw at the end of the parade, more food trucks, more shade canopies, people didn't like the event in two locations, request for teen or adult type games, advertise the shuttle schedule better.

Board Member Sinatra: saw much of the same feedback as Chairperson Triplett and noted the good feedback on fireworks, the many comments on candy, etc.

Board Member Peterson: saw many comments regarding splitting the two locations for event and many comments in the survey on not enough food and long lines.

Trustee Tietz: wants to setup a sponsorship package for things like food, fireworks, etc.

Board Member Richardson: nothing additional to add

Board Member McGuinnis: survey felt very repetitive

How many responses: survey is still open until August 5, 2022 but so far over 167+ responses.

Public Comment: Karen Eifert, will the public get a chance to view the survey? [Yes]. And will there be an opportunity for public comment?

Trustee Tietz departed at 6:30 p.m.

d. Traffic Control Flagger's costs?

Chairperson Triplett: Let's table this item.

Board direction, check back on costs in January

e. Clean Up and Appreciation Day – September 17, 2022

Chairperson Triplett: Would like the dumpster to be labeled of what's allowed for each dumpsters, someone at the gate checking proof of residence, someone needs to go to the Toy Storage shed for tent.

Staff will likely need to buy the water and donuts for volunteers.

Dumpster Rental Approval - \$1,200.00

3 dumpster, metal recycling, and cardboard recycling.

Motion to approve 5 total dumpsters by Treasurer Sinatra, seconded by Board Member McGuinnis, passed unanimously.

a. Poster Approval

Motion approve poster and two a-frame signs of what's approved and prohibited items by Treasurer Sinatra, seconded by Board Member Peterson, passed unanimously

b. A frame signs of what's approved

Reprint on town plotted what's approved and not approved.

Two A frame signs from last year's artwork

f. Veteran's Day Event – November 5, 2022

Correct the sign for Veteran's Day with correct date of November 5.

Public Comment: Roy, "The American League needs to discuss the event next week at their meeting but they are happy to partner."

Locations?

b. Partner with American Legion and Health 4 Heroes

c. Reach out to Tom with Papa's Table about cooking the breakfast

d. Reach out to T-Bar about coffee social

F. ANNOUNCEMENTS

a. CAC Board Members

b. Town Trustee

c. Town Staff

G. ADJOURNMENT 7:00 p.m.

Next meeting: September 6, 2022 at 5:00 pm

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