

MINUTES

BEAUTIFICATION AND TREE COMMITTEE MEETING
JULY 17, 2023

VIA ZOOM/IN PERSON

PRESIDING: Janet Kavanagh

MEMBERS PRESENT: Debi Ferrer, Janet Kavanagh, John Nelson, Angel Drinkwine

ABSENT: Whitney Walker, Adam Rahmlow

Staff Liaison: Amie Ell, Executive Assistant
Matthew Caldwell, Facilities Supervisor

Also in attendance: Matthew Klebes, City Manager

CALL TO ORDER

Amie Ell called the meeting to order at 4:26 pm.

ROLL CALL

Executive Assistant Amie Ell conducted roll call; Ferrer, Kavanagh, Nelson, Drinkwine present. Rahmlow, Walker absent

APPROVAL OF AGENDA

It was moved by Nelson and seconded by Kavanagh to approve the agenda as amended. The motion carried 4 to 0; Nelson, Kavanagh, Drinkwine, Ferrer voting in favor; none opposed; Rahmlow, Walker absent

ELECT CHAIR & VICE CHAIR

Ell asked for nominations for a Beautification and Tree Committee Chair

It was moved by Nelson and seconded by Drinkwine to nominate Kavanagh for chair. The motion carried 4 to 0; Nelson, Drinkwine, Ferrer, Kavanagh voting in favor; none opposed; Rahmlow, Walker absent.

BEAUTIFICATION & TREE COMMITTEE

"To promote and honor our rich cultural history, share and enhance the beauty of our community, and strengthen communal pride in our public spaces through citizen engagement, advocacy, recognition, and partnerships."

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Ell handed the meeting to newly elected chair Kavanagh.

Chair Kavanagh asked for nominations for a Beautification and Tree Committee vice chair.

I was moved by Kavanagh and seconded by Drinkwine to elect Nelson as Vice Chair. The motion carried 4 to 0; Kavanagh, Drinkwine, Nelson, Ferrer voting in favor; none opposed; Rahmlow, Walker absent

AUDIENCE PARTICIPATION

City Manager, Matthew Klebes said he was present to answer questions and discuss with the committee changes now they have become a standing committee.

- Ell secretary for committee, to comply with public record laws record keeping, filing and retention
- Caldwell additional appointed member, non-voting ex officio
- City staff to process all grants, purchases, & payments
- Strategic plan guides committee recommendations to staff
- Outside grant applications submitted by staff, committee research and help writing
- Residential Tree Grants – Committee reviews & recommends award. Caldwell process and purchase
- Volunteer or workgroups groups can do research and bring back to committee for decisions. No action items outside of quorum of recorded committee meeting
- Serial meeting explained and warned against
- Press releases to be managed by Ell
- Overlap/coordinate with other entity work, Parks & Rec, Art Center, and Main Street. Suggestion invite to meeting starting with Art Center director Sallie Johnson to share BTC strategic plan.
- Staff to provide volunteer coordination
- Staff/departments to keep informed Urban Renewal - Dan Spatz, Facilities – Matt Caldwell, and Community Development Director Joshua Chandler

DISCUSSION

Strategic Plan

Ferrer said to remember this strategic plan is not set in stone and will be considered a working document.

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A discussion of Beautification Award occurred during this time in which new committee members were informed of the existing open position on this subcommittee. Drinkwine volunteered to join the Beautification Award subcommittee along with existing members Nelson and Kavanagh.

Members agreed that they were happy with the content of the strategic plan.

It was moved by Ferrer to approve the Beautification and Tree Committee strategic plan for FY 23-24 as submitted; and seconded by Nelson. The motion carried 4 to 0; Ferrer, Nelson, Drinkwine, Kavanagh voting in favor; none opposed; Walker, Rahmlow absent

Next Meeting: August 21, 2023

Items for Next Meeting:

Form letter for Beautification Award nominations

Residential Tree Grant Application recommendations

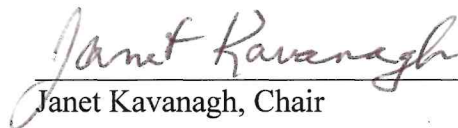
ADJOURNMENT

Being no further business, the meeting was adjourned at 5:46 pm.

Submitted by/

Amie Ell, Executive Assistant

SIGNED:


Janet Kavanagh, Chair

ATTEST:


Amie Ell, Executive Assistant

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