

MINUTES

Beautification Committee

Tuesday, August 9, 2022 – 10:02 a.m.

Temporary City Hall

1. CALL TO ORDER and ROLL CALL: *The regular meeting of the Beautification Committee was called to order at 10:02 a.m. by Chair Greg Burke. **Members present:** Chair Greg Burke, Vice-Chair Dave McKeehan (via phone), Kimmeron Lisle, Pam Geronemus, Kimmeron Lisle, Sandy Bachman, Rob Dumas **Also Present:** City Administrator Dave Turner (via phone), City Clerk Silvia Gransee, Public Works Department Head Mike Guarino.*

2. Introduction Of Guests – None.

3. Minutes – *The Beautification Committee Meeting Minutes from June 14th and July 12th, 2022, were approved as written.*

4. Treasurer's Report: *Treasurer Sandy Bachman reported no changes to the Giving Tree budget and no change in expenditures. The Committee discussed if any mulch was left over and if additional mulch had to be purchased. Treasurer Bachman confirmed the Giving Tree account balance at \$7,944.64. Committee Member Kimmeron Lisle asked if the new budget was submitted to which Chair Greg Burke stated the Committee had not made all final decisions yet. City Clerk Gransee confirmed that the Commission will have a discussion on budget expenditures on the agenda for August 25th, and the First Public and Second Budget Hearings are set for the 2nd and 4th Thursday in September. City Administrator Dave Turner stated that he has budgeted \$13,500.00 for the Beautification Budget request. City Administrator Turner explained he has budgeted \$2,500.00 for holiday events, \$1,000.00 for Public Works holiday supplies, \$2,000.00 for holiday supplies, plantings \$3,000.00, and for balance to go to maintenance. City Administrator Turner confirmed that the first line item of \$2,500.00 is for the liability insurance. City Administrator Turner updated that the trimming of the Kapok Tree has been scheduled but no exact date has been given by DotPalm. The City Administrator further stated that the Beautification Committee will not have to bear the cost for the trimming and that he will take care of it. The Committee further discussed on when DotPalm would be able to schedule the tree trimming. City Administrator Turner continued explaining that the snow fence will be installed after the tree trimming is completed and the mulch has been placed around the roots. City Administrator Turner further estimated for City Hall construction to start in October or November and confirmed that the snow fence will be installed after the tree is trimmed and mulch has been spread. Kimmeron Lisle stated that Michelle Mularz had explained that newspaper has to be placed under the mulch to kill the grass. Public Works Department Head Mike Guarino confirmed to the Committee that he will contact DotPalm and update on a date when the company will be coming out. Treasurer Sandy Bachman reminded to order mulch before the end of the budget year to use remainder monies. The Committee discussed ordering mulch and that the purchase was already approved in a prior meeting. City Administrator Turner informed that the estimate from DotPalm was from July 12th with an amount of \$1,200.00, Estimate No. 29343. Public Works Department Head Guarino informed that he believes mulch was ordered. City Clerk Gransee*

explained that the reason the expenditure is not showing in the monthly budget report might be an overlapping of the Home Depot credit card statement and the actual purchase. City Administrator Turner stated that the previously approved expense for the Kapok Tree can be reversed and used for other items. The Committee discussed further use for the money before the end of the fiscal year. City Administrator Turner continued saying that the city will supply the construction fence and that the Committee can supply the mulch. The Committee was unsure on the remaining monies in the budget and City Administrator Turner confirmed that the city will be covering the trimming of the tree and the fence, and the Beautification Committee will be responsible for the mulch. Kimmeron Lisle restated that the Beautification Committee has two pallets of mulch which cost is coming out of the current budget. City Administrator Turner further suggested that the Committee purchases mulch with remainder budget monies and have it stored until use later in the year since remainder monies will not roll over. The Committee continued discussing if mulching was part of the landscaping contract with the new landscape providers. City Administrator Turner confirmed that mulching was not included in the new Brightview contract. Committee Member Lisle thanked City Administrator Turner for having the mounds trimmed at the entrance garden. The Committee further agreed that one pallet of mulch will be sufficient for the Kapok Tree. The Committee discussed whether to go forward with the new entrance garden and to bring it before the Commission at the September meeting. City Administrator Turner reminded the Committee that expenses pertaining to the current budget year have to be paid via check before September 30th. City Administrator Turner confirmed that a new entrance garden needs approval from the Commission. City Administrator Turner further cautioned that if the Commission denies the new entrance garden time would be short to spent remainder funds before September 30th. Chair Greg Burke asked if there was a motion to approve the expenditure of \$5,000.00 for a new mound, and if denied, use the monies for a mulch purchase instead. Committee Member Kimmeron Lisle stated that she would like to assess how much monies are left in the current budget. The Committee further discussed the remainder of the budget and the availability of the Giving Tree monies. The Committee continued discussing the maintenance needs of a new mound.

MOTION: *Motion made by Greg Burke, seconded by Rob Dumas, to approve the final mound entrance garden at a cost of \$5,000.00 with the monies coming out of the balance of the budget and Giving Tree account. In case of denial of the new mound by the Commission, the remainder budget balance will be spent on a mulch purchase.*

DISCUSSION: *Treasurer Sandy Bachman asked for clarification of the proposed spending which Chair Greg Burke explained as spending remainder budget balance first and to use monies out of the Giving Tree account if needed.*

ON THE MOTION: *Rollcall vote. Unanimous approval.*

The Committee stated that they will bring the new mound proposal to the September 8th Commission Meeting. City Administrator Turner asked if the proposal can be brought forward to the August 25th meeting which City Clerk Gransee confirmed. Kimmeron Lisle stated that she will prepare a proposal for the Commission meeting with prior review by the Committee. The Committee further discussed and agreed upon using the Florida Friendly Landscaping design, possible minor changes on plants and reducing in design perimeters.

Public Works Department Head Mike Guarino updated that DotPalm will be trimming the Kapok Tree on August 17th.

5. Gardening and Landscaping Updates

A. Mulch Party – East Park: Kimmeron Lisle reported that weather interfered with the original planned work party date but updated that the work was completed including the trimming of the tree in the middle of the park. Committee Member Lisle further reported positive feedback from residents after the work was completed.

Chair Greg Burke reported that the Lignum Vitae Tree is not looking to good and the Committee discussed options on how to improve its health. Committee Member Dave McKeehan recommended holding off on trimming and suggested to ask DotPalm on advice. Greg Burke agreed with Dave McKeehan on leaving the tree alone for now.

Greg Burke addressed the Trinette plants at the entrance by Circle K and the need for replacement. City Administrator Turner recalled that the problem was previously discussed and it was decided to wait for the iguanas to be controlled before new plantings. The Committee discussed of purchasing additional plants, size, and quantity.

MOTION: Motion made by Kimmeron Lisle, seconded by Sandy Bachman, to purchase Trinette's in the amount of up to \$250.00.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

The Committee further discussed the possibility of the purchase of a shade tree by the Dog Park. Chair Greg Burke stated the benefits of sail shades instead of a foliage tree and what would be needed for installation. Sandy Bachman spoke of a shade tree she saw at Pigeon Key and that it would be nice for the city to have something similar. Sandy Bachman was not certain on the type of tree she saw to which Kimmeron Lisle suggested that Michelle Mularz might be able to identify the species.

6. Board Member Items for Discussion/Approval

a) Discussion of 2023 Florida Recreational Development Assistance Program (FRDAP) grant application in the amount of \$50,000 for improvements to 1st Street Park:

City Administrator Dave Turner reported on the grant application for shade for the 1st Street Playground. The City Administrator reported that a public meeting has been held for input and asked if the Beautification Committee had further input on additional shade, a tiki hut that might help, and the mat material underneath the playground equipment. The City Administrator continued saying that he anticipates being close to the grant in costs but could include an additional sitting or sail shade area if suggested to apply for approval. The City Administrator explained that trees are not included under the grant but he would like input if there was missing equipment or shade coverage. Committee Member Kimmeron Lisle asked if a bigger tiki could be put in since the old tiki is not ADA acceptable and only has one table underneath. City Administrator Turner informed that the grant only applies to new equipment and further explained that there is no room for parking. Kimmeron Lisle asked if another shade area could be created with two picnic tables which City Administrator Turner explained he will have to look up the grant requirements. The Committee agreed that the park has no shade to offer. City Administrator Turner asked if the park had previous trees or shade coverage in the past. Chair Greg Burke recalled a palm and a large buttonwood tree which were destroyed during Hurricane

Irma. City Administrator Turner suggested putting shade in the area by the brick path between 1st and 2nd Street. Kimmeron Lisle agreed and stated it would be lovely to have shaded seating in that area. City Administrator Turner thanked the Committee for their input.

7. Beautification Award: *None during the Summer season to be started again in October 2022.*

The Committee briefly discussed possible future nominees for upcoming beautification awards.

8. Next Meeting: *Tuesday, September 13, 2022: Chair Greg Burke informed that he will not be attending the next meeting. Sandy Bachman informed that she will be returning from vacation the day before the next meeting and will try to attend.*

The Committee further discussed that the Committee currently has one vacancy.

City Administrator Turner asked if any additional supplies are needed for the holidays. Chair Greg Burke commented that the Committee has lots of Christmas decorations but none for Independence or Memorial Day. Chair Greg Burke suggested investing in flags for Sadowski Causeway and said he believes that the brackets for the banners are compatible for flag poles. Public Works Department Head estimated a day of labor to install the flags. The Committee further discussed the type of flag to use as well as the possibility of using a banner instead. Chair Greg Burke stated to City Administrator Turner that he will obtain pricing and will send it to the City Administrator once available. Public Works Department Head Mike Guarino estimated a day for installation of the banners. City Administrator asked for any holiday requests to be submitted separately from the banner request within this budget cycle. City Administrator Turner further explained that the millage rate will remain the same for the upcoming year and to use any remainder funds from the current budget. Chair Greg Burke asked what will happen to the flagpole in front of City Hall which City Administrator Turner explained will be repurposed if possible. Chair Burke stated that he believes it to be in good shape and reusable.

The Committee had no further agenda items to discuss.

9. Adjournment: *The meeting adjourned at 11:04 a.m.*

Respectfully submitted,

Silvia Gransee

City Clerk

ADOPTED: September 13, 2022

Silvia Gransee

City Clerk