

# **MINUTES**

## **Beautification Committee**

January 10, 2023 – 10:07 a.m.

City Hall Annex & virtually via Zoom Conferencing

1. **CALL TO ORDER and ROLL CALL:** The meeting was called to order at 10:07 am by Chair Kimmeron Lisle followed by rollcall. **Present:** Kimmeron Lisle, Pam Geronemus, Sandy Bachman. **Excused:** Greg Burke, Dave McKeehan. **Also present:** City Clerk Silvia Gransee, Public Works Department Head Mike Guarino, City Attorney Janette Smith.

City Attorney Smith confirmed the quorum.

2. **CITIZEN COMMENTS:** There were no citizen comments.
3. **INTRODUCTION OF GUESTS:** Freddie Foster was introduced as guest.
4. **MINUTES:** Kimmeron Lisle asked for a motion to approve items a-d.

**MOTION:** Motion made by Sandy Bachman, seconded by Pam Geronemus, to approve the minutes from September 13, October 4-12, and December 13, 2022.

**DISCUSSION:** None.

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

- a) **SECRETARY'S REPORT:** Sandy Bachman gave the December update to the Committee and reported no changes to Giving Tree or Beautification Budget.

Kimmeron Lisle reminded to add an agenda item to today's agenda and asked for a motion to add the Brightview proposal to today's agenda.

**MOTION:** Motion made by Sandy Bachman, seconded by Pam Geronemus, to add the Brightview proposal to the agenda as item 5a.

**DISCUSSION:** None.

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

## **5. GARDENING AND LANDSCAPING UPDATES**

- a. Brightview Proposal for Trinette's in the amount of \$595.03.

Kimmeron Lisle recalled the previous months motion on the approval of the purchase of the Trinette's. The Committee discussed the quantity of plants needed, details of the proposal, and if labor and plants are included in the proposal.

City Attorney Janette Smith gave her opinion on needed quotes, spending authority by the City Administrator, and the proposal and terms.

Kimmeron Lisle agreed with the City Attorney and asked for a motion.

**MOTION:** Motion made by Sandy Bachman, seconded by Pam Geronemus, to approve the Brightview proposal in the amount of \$595.03 for the purchase and installation of the Trinette's.

**DISCUSSION:** None.

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

Kimmeron Lisle asked if there were any additional gardening and landscaping updates which were none.

## **6. COMMITTEE MEMBER ITEMS FOR DISCUSSION/APPROVAL**

a) **Discussion/Approval of Patriotic Banners and Insurance Coverage:** Kimmeron Lisle asked for an update on insurance coverage. City Clerk Gransee gave the update on the insurance quote for year-around coverage. The Committee discussed the possibility of only installing banners on the Sadowski Causeway. The Committee continued talking about different options in insurance quotes and pricing, and on what holidays to put the banners up. Public Works Department Head Mike Guarino gave input on labor and time. Discussion followed on cost, the city budget, and how many banners are needed. The Committee continued the overall purpose of the banners and available monies for the cost.

City Clerk Gransee gave her understanding on guidelines to the Giving Tree account. A brief discussion followed on the purpose of the Giving Tree and how monies can be spent. Further discussion followed on clarification on line items in the Beautification budget and what line item the banner purchase would fall under. After further discussion it was clarified that no monies needed to be transferred for the purchase, and that the purchase will be covered by the holiday supplies fund and the Giving Tree funds.

The Committee summarized what holidays would be covered and that the banners would only be installed on the Sadowski Causeway Poles. The holidays were clarified as Memorial Day, Fourth of July, and Flag Day. Public Works Department Head Mike Guarino suggested taking the banners down after July 4<sup>th</sup>. The Committee agreed upon the banners being up on May 29<sup>th</sup> through July 4<sup>th</sup> with the Public Works Department Head to decide what works in their schedule best for installation and taking down the banners.

City Attorney Smith reiterated the motion to approve the patriotic banners from May through July and to be put up by Public Works at their schedule. Clarification followed on how the banners will be paid for which will be the holiday line item and the remainder of \$1,270.00 out of the Giving Tree account. Kimmeron Lisle further specified that the banners will only be for the Sadowski Causeway poles.

**MOTION:** Motion made by Kimmeron Lisle, seconded by Pam Geronemus, to purchase 15 patriotic banners, that are customized for Key Colony Beach, in the amount of \$218.00

each for a total of \$3,270.00. The poles will be Sadowski Cause way only, where the poles are owned by the City and no insurance required. The banners will hang from Memorial Day in May through the July 4<sup>th</sup> holiday with Public Works to coordinate best time to hand and unhang.

**DISCUSSION:** None.

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

Pam Geronemus reminded to include payment in the motion.

**MOTION:** Motion made by Kimmeron Lisle, seconded by Pam Geronemus, for the banners to be paid as follows: \$2,000.00 Holiday budget line item 575-050, and the remainder \$1,270.00 to be paid out of Giving Tree.

**DISCUSSION:** City Clerk Gransee confirmed that the City will do the ordering.

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

**7. DISCUSSION/APPROVAL FOR FEBRUARY BEAUTIFICATION AWARD:** Sandy Bachman reported on the suggested property and a brief discussion followed on the house being a new built and not having been redone by the owner. Discussion followed on additional suggestions by Committee members and the challenges of a beautification of a duplex. The Committee discussed a property on 11<sup>th</sup> Street, what changes were made to the house, and the request by the owner to be considered. Further discussion followed if owners can nominate themselves and what criteria apply to the award.

Kimmeron Lisle reminded that the Committee has an award for January which will be presented the following day at 3:00 pm.

Further discussion followed on who to award the February award too.

**MOTION:** Motion made by Sandy Bachmann, seconded by Kimmeron Lisle, to award Barb and Tim Heidman, 180 11<sup>th</sup> Street, with the February Beautification Award.

**DISCUSSION:** None.

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

**8. DISCUSSION/APPROVAL: REVIEW OF REPORT TO THE CITY COMMISSION**

City Clerk Gransee confirmed that the report from the Committee is not provided by the City Clerk. The Committee discussed the purpose behind the report to the Commission. City Clerk Gransee confirmed to Kimmeron Lisle that the appointment of Jo Corso is a separate agenda item. City Attorney Smith gave further input on what should be included in the report. Sandy Bachman gave additional thoughts on the topic as well.

City Clerk Gransee clarified the purpose of the report, and the differences between items to be addressed by the City Administrator and items up for discussion or approval by the Commission.

*Kimmeron Lisle stated that the Committee will do the report with updates to the Commission and the format can be changed if so desired by the Commission. Kimmeron Lisle suggested the following to be included:*

*The appointment of Jo Corso.*

*A Christmas success and a special thanks to Public Works for their work on the decorations. Working on small projects to enliven the city before construction begins.*

*Sandy Bachman brought up the question on guidance on the St. Patrick's Day parade and reported that the KCBCA has started the organization to do St. Patrick's Day.*

*Sandy Bachman clarified that this topic will not go into the report to the Commission.*

*Further discussion followed on what items should be included in the report to the City Commission.*

*Kimmeron Lisle asked on clarification on spending which City Clerk Gransee explained.*

*Additional` discussion followed on the report to the City Commission.*

**9. NEXT MEETING:** *February 14, 2023 - 10:00 a.m.*

*Dave McKeehan thanked everyone for their contribution to the meeting.*

**10. ADJOURNMENT:** *The meeting adjourned at 11:22 am.*

*Respectfully submitted,*

*Silvia Gransee*

*City Clerk*

**ADOPTED: February 14th, 2023**

***Silvia Gransee***

***City Clerk***