

MINUTES

Beautification Committee

Tuesday, December 13th, 2022 – 10:00 a.m.

City Hall Annex Trailer

1. CALL TO ORDER and ROLL CALL: The regular meeting of the Beautification Committee was called to order at 10:00 a.m. by Greg Burke. **Members present:** Greg Burke, Kimmeron Lisle, Pam Geronemus, Sandy Bachman. **Excused:** Dave McKeegan **Also Present:** City Clerk Silvia Gransee, Public Works Department Head Mike Guarino.

2. SWEARING IN OF NEWLY APPOINTED OFFICIALS: City Clerk Gransee swore in Sandy Bachman and Kimmeron Lisle as re-appointed members to the Beautification Committee for a new two-year term.

a. Election of Chair: City Clerk Gransee asked for a nomination of Chair. Sandy Bachman nominated Kimmeron Lisle for Committee Chair. There were no other nominations. City Clerk Gransee asked for a show of hand in favor of Kimmeron Lisle as Chair. All four attending members raised their hand.

b. Election of Vice-Chair: City Clerk Gransee asked for a nomination of Vice-Chair. Sandy Bachman nominated Greg Burke. There were no other nominations. City Clerk Gransee asked for a show of hand in favor of Greg Burke as Vice-Chair. All four attending members raised their hand.

c. Election of Secretary: Sandy Bachman asked for clarification on the role of Secretary. City Attorney Janette Smith explained the position and current rules and procedures in the code. Brief discussion followed on the question of election a treasurer or secretary.

City Clerk Gransee asked for a nomination for Secretary. Kimmeron Lisle nominated Sandy Bachman. There were no other nominations. City Clerk Gransee asked for a show of hands in favor of Sandy Bachman as Secretary. All four members raised their hands.

3. INTRODUCTION OF GUESTS: City Attorney Janette Smith re-introduced herself to the Committee. Additional attending guests were Commissioner Tom Harding, and Joe Corso. Joe Corso was introduced as a possible new member to the Beautification Committee. The Beautification Committee agreed upon adding the item of 'Discussion/Approval of Joe Corso as new committee member' to the agenda. Additional guests attending via Zoom were Mayor Trefry and Commissioner Foster.

4. October 12, 2022 – MEETING REVIEW

a. Item #3 - Approval of Minutes for September 13, 2022 (Cure Prior Motion): City Attorney Smith explained the need for the cure of the prior motion.

5. MINUTES

a. Approval of Minutes September 13, 2022

b. Approval of Minutes October 4, 2022

Kimmeron Lisle asked for a motion.

MOTION: *Motion made by Greg Burke, seconded by Pam Geronemus, to approve agenda items 5.a. and b.*

DISCUSSION: *Kimmeron Lisle raised questions on the minutes and asked for review with the City Clerk. City Attorney Smith explained the protocol for minutes and how verbatim requests should be handled. A brief discussion followed on how to proceed. City Clerk Gransee and Kimmeron Lisle agreed upon a meeting to review the minutes. Further discussion followed on if to proceed with the vote. The Chair agreed to move forward with the vote.*

ON THE MOTION: *Rollcall vote. Unanimous disapproval. The motion failed.*

6. TREASURER'S REPORT – Sandy Bachman

a. American Endowment Foundation Donation – Discussion/Approval of placement of funds: *Sandy Bachman reported on the received donation. A brief discussion followed on what account the monies will be deposited too. City Clerk Gransee informed to validate with the City Accountant that monies can be deposited into the GivingTree account.*

MOTION: *Motion made by Sandy Bachman, seconded by Pam Geronemus, to deposit the donation monies into the GivingTree account.*

DISCUSSION: *None.*

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

Sandy Bachman asked for clarification on how the monies can be spend out of the GivingTree account. City Clerk Gransee explained the rules and procedures on purchasing. Further discussion on monetary donations followed with City Attorney Smith stating that more information needs to be provided on the protocol and procedures of the Giving Tree.

Kimmeron Lisle asked for a rollcall vote for the deposit of the donation. City Clerk Gransee stated that a rollcall vote was already taken. Kimmeron Lisle disagreed. Another rollcall was taken with unanimous approval.

b. November Update: *Sandy Bachman gave an update on the GivingTree account and Beautification Budget.*

Kimmeron Lisle asked for budget reports to be included in the agenda packet. Further discussion followed on having a secretary's report, and past budget experiences.

7. GARDENING AND LANDSCAPING UPDATES: *Kimmeron Lisle stated that many of gardening items were listed under item 8 and asked if any other items were to be added to item no. 7. No items were added.*

8. COMMITTEE MEMBER ITEMS FOR DISCUSSION/APPROVAL

a. Review KCB Ordinances establishing duties of Beautification Committee: Kimmeron Lisle asked on clarification on how many members the committee has. City Attorney Smith Janette Smith explained the current code, and discussion followed on the numbers of members for the Beautification Committee. Sandy Bachman recalled prior experiences on how many members were part of the Beautification Committee. City Attorney Smith explained the interpretation of the code and stated it is not clear. Kimmeron Lisle stated her wish to make a request to the Commission for a full 7-member committee with two alternates. Greg Burke and Sandy Bachman agreed. Greg Burke raised the question on the ability of voting online. City Attorney Smith explained the current guidelines and laws that are being followed. Further discussion followed on the benefits of having additional Committee Members and the ability of Commissioners voting on the Beautification Committee. The Committee decided to let the discussion rest for now.

*i. **Initiate 2023 planning to support duties as defined:** Kimmeron Lisle asked to move to Article VI in the code and asked for clarification on volunteer events and Sunshine rules. City Attorney Smith gave an example of a Sunshine Law violation. Discussion followed if the City Clerk is necessary to attend Volunteer events. City Clerk Gransee clarified that it is the responsibility of each committee member to follow Sunshine Law regardless of the setting. Further discussion followed between the Committee and the City Attorney. Discussion continued on meeting guidelines and input for the proposed 'Rules and Regulations for Volunteer Boards & Committees'. Further discussion followed on the Committee's wish to have flexibility in meetings.*

*ii. **Formulate request to Commission for review of Article VI:** Kimmeron Lisle continued by reporting on the plan review regulations in Article IV. City Attorney Smith explained the time period the ordinance was written, and how the form of government changes, how boards are being relied upon. Kimmeron Lisle explained that the Committee would like to have clarification from the Commission. City Attorney Smith explained that these are items that should be added to the Beautifications Report to the City Commission. Discussion followed on the compilation of a report to the Commission with City Attorney Smith advising on possible methods. Further discussion followed.*

*b. **Clarification request: Resolution No. 2022-16, Section 2.A. (i.e., mulching parties, decorating events, etc.):** Kimmeron Lisle stated that the Committee has received clarification on the issue.*

*c. **Purchasing Procedures for Committee:** Kimmeron Lisle reported on how the Committee will improve their purchasing protocols in the future. City Attorney Janette Smith expressed her support for the Committee. City Clerk Gransee explained how the*

purchasing process worked for the Recreation Committee. Further discussion followed on the benefits of planning and being organized, and proper purchasing procedures. Discussion followed with Public Works Department Head Guarino on when the Christmas decorations will be removed and the change to inspect for. The Committee further discussed the possible need for a public meeting to adhere to the Sunshine Law. After discussion, the Committee agreed upon sending only one Committee Member for the inspection of the Christmas lights.

City Attorney Smith explained the purchasing procedures upon request by Kimmeron Lisle. The Committee further discussed the definition of a single-sole vendor with City Attorney Janette Smith.

d. Discussion/Approval for Patriotic Banner Purchase: *Kimmeron Lisle reported on the proposed banner purchase and received insurance quote. City Clerk Gransee explained the differences in quotes. Discussion followed on an annual insurance policy. Further discussion followed on what type of insurance is provided, coverage, and price point on an annual policy. Kimmeron Lisle explained more details to the City Attorney on the purpose of the banner policy. Public Works Department Head Guarino explained that the light poles on the Sadowski Causeway are city owned and do not require insurance to put up banners. City Clerk Gransee explained her understanding of budget restraints for the current year and next fiscal year. Further discussion followed on the need of insurance for the poles on the Causeway. Kimmeron Lisle requested a quote for an annual insurance. Further discussion followed on the positive impression the banners would have on the city. Kimmeron Lisle recommended to carry the agenda item over to the next meeting. Sandy Bachman reported on quotes received for banners. A brief discussion followed on the benefits of Sunbrella materials. Kimmeron Lisle stated that the agenda item will be carried over to the January meeting and her intentions of sending the Clerk an email with the request for the insurance quote.*

e. Discussion/Approval on development on an education plan for residents in support of Florida Friendly Landscaping Program: *Kimmeron Lisle reported on the agenda item and recalled the prior virtual event that was held for residents. A brief discussion followed.*

f. Florida Friendly Landscaping/City Hall Landscaping update: *Kimmeron Lisle reported that demolition has been delayed and FFL will hold off with conceptual drawings.*

g. Selection of new plantings at 7th/8th Street pond: *Greg Burke reported on the project and status on the pond, and selection of new plantings. City Clerk Gransee reminded for Greg Burke not to speak in the capacity for the Utility Board. City Attorney Smith gave further guidance on procedures for board members on two boards and how to establish*

communications with the Utility Board on the issue. Kimmeron Lisle reiterated the 5 role of the Beautification Committee in the selection of plants. City Clerk Gransee recommended to contact the Utility Clerk with questions regarding the Utility Board Meetings. Further discussion followed on the designation of Greg Burke to be presenting the Beautification Committee at the Utility Board. Greg Burke asked on clarification on Sunshine Law regarding minutes which the City Attorney explained. Further discussion followed.

h. Discussion on St. Patrick's Day Parade: Kimmeron Lisle voiced concerns on the continuance of the St. Patrick's Day Parade and the possibility of the Beautification Committee volunteering for taking over the organization of the parade. Sandy Bachman reported on talking to a Recreation Committee member and the KCBCA on the continuance of the event. Discussion followed on KCBCA events and the involvement of the Beautification Committee in the event, and the city's involvement as well. City Clerk Gransee recommended for the Committee to contact the City Administrator for advice on the topic. The Committee further discussed their intentions of volunteering, with Kimmeron Lisle stating she would reach out to the City Administrator.

i. Discussion/Approval of plants purchase for US1 Entrance Garden: Kimmeron Lisle reported on the status of the entrance garden. The Committee discussed the question on who is responsible for plantings in the city and the role of the landscaping company. The Committee agreed that plants have to be replaced.

MOTION: Kimmeron Lisle made a motion to authorize the purchase of ten Trinettes from Home Depot.

DISCUSSION: Greg Burke suggested that more plants are needed. Discussion followed on available plants around City Hall. Further discussion followed on replacement of the plants, quotes, and who would have to obtain the quotes. City Clerk Gransee recommended for a motion to purchase 10 Trinettes followed by a letter to the City Clerk asking the City Administrator for approval. The Committee continued talking on purchasing options for the plants.

Kimmeron Lisle amended her motion.

MOTION: Motion made by Kimmeron Lisle, seconded by Pam Geronemus, to authorize the City to spend up to \$500.00 on Ixora's and Trinettes at the Entrance Garden to fill in the gaps.

FURTHER DISCUSSION: City Clerk Gransee asked for clarification on the motion with more details. The Committee confirmed that the City Administrator can decide how this is

accomplished. Kimmeron Lisle specified that the garden in question is the North-West Garden closest to Circle K. City Clerk Gransee confirmed the motion to authorize the City

Administrator to spend up to \$500.00 on Ixora's and Trinettes at the Entrance Garden according to the pictures that Kimmeron Lisle provided to fill in the gap at the City Administrator's discretion.

ON THE MOTION: Rollcall vote. Unanimous approval.

Kimmeron Lisle recognized Jo Corso to speak to the Committee. Jo Corso spoke on the deterioration of the front entrance sign. Public Works Department Head Guarino confirmed the deterioration and recommended to contact the manufacturer. Greg Burke spoke on the question on warranty and how previous repairs were made. Public Works Department Head Guarino explained the current damage on the sign and that the repair is beyond his scope. Further discussion followed on the repair of the sign. Kimmeron Lisle stated she will add the question on the sign repair to the email to the City Administrator. Greg Burke stated he will give Public Works Department Head Mike Guarino the contact information for the sign repair. Discussion continued.

9. BEAUTIFICATION AWARD

a. December Award – 250 9th Street: Sandy Bachman reported on the award that was given.

b. Discussion/Approval for January Award: Sandy Bachman reported on the nominees for the January Award at 1220 Coury Drive and the improvements that were made.

MOTION: Motion made by Sandy Bachman, seconded by Pam Geronemus, to award the January Beautification Award to the property at 1220 Coury Drive.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

The Committee decided to choose the date for the awards ceremony at a later date.

10. Discussion/Approval of Jo Corso to the Beautification Committee

MOTION: Motion made by Sandy Bachman, seconded by Kimmeron Lisle, to recommend Joe Corso to the City Commission as a member to the Beautification Committee.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Gransee explained that the appointment of Jo Corso will be at the next City Commission meeting on January 19th, 2023. Kimmeron Lisle asked for Jo Corso to be present at the meeting.

11. NEXT MEETING: *January 10, 2023 - 10:00 a.m.*

12. ADJOURNMENT: *The meeting adjourned at 12:30 p.m.*

Respectfully submitted,

Silvia Gransee

City Clerk

ADOPTED January 10, 2023

Silvia Gransee

City Clerk