

Item 2 of Section VI

Commemorative Beautification
Commission

Minutes from November 12, 2013

**CITY OF HENDERSON
COMMEMORATIVE BEAUTIFICATION COMMISSION
MINUTES
November 12, 2013**

I. CALL TO ORDER

Chairman Casanova called the Commemorative Beautification Commission Meeting to order at 6:00 p.m., at 105 W. Basic Road, in the Parks and Recreation Administrative Office Conference Room.

II. CONFIRMATION OF POSTING AND ROLL CALL

Monica Rivera, Recording Secretary, confirmed the meeting had been posted in accordance with the Open Meeting Law by posting the agenda three working days prior to the meeting at City Hall, Multigenerational Center, Whitney Ranch Recreation Center, and Fire Station No. 86.

Present: Chairman John Casanova
Rosa Herwick
Debra Jacobson
Denise Olsen

Absent: Ed Long (excused)
Kapua Maryuama

Staff: Kirk Niemand, Park Operations Manager
Monica Rivera, Recording Secretary
Tedie Jackson, Minutes Clerk

III. ACCEPTANCE OF THE AGENDA

(Motion) Ms. Herwick introduced a motion to accept the agenda as presented, seconded by Ms. Olsen. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

III. PUBLIC COMMENT

There were no comments presented by the public.

IV. UNFINISHED BUSINESS

There was no Unfinished Business to be discussed.

VI. NEW BUSINESS

1. Introductions of Members and Guests

There were no new members or guests to be introduced.

2. Approval of Minutes: October 8, 2013 (For Possible Action)

(Motion) Ms. Olsen introduced a motion to approve the minutes of October 8, 2013, as presented, seconded by Ms. Jacobson. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

3. Urban Forestry Update (Information Only)

Kirk Niemand, Park Operations Manager, reported results from Make a Difference Day. Approximately 167 volunteers planted 94 trees and 240 native grasses at Cornerstone Park, as well as native wildflowers around Merrill Keefer Lake shoreline.

4. CBC Budget (For Possible Action)

a. Vote on funds for member name badges (For Possible Action)

Kirk Niemand, Park Operations Manager, reported that there are no charges for the last budget. He noted that staff is requesting \$100.00 to order name badges for the Commission members. He showed a sample name badge for the members to consider and asked if they would prefer silver or gold.

(Motion) Ms. Herwick introduced a motion to approve \$100.00 for name badges in silver, seconded by Ms. Olsen. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

5. Vote on funds for Christmas Tree Recycling Program (For Possible Action)

Mr. Niemand reported that staff is requesting up to \$4,000.00 for the Christmas Tree Recycling Program. This includes fencing at the drop sites, banners, and two additional drop sites.

(Motion) Ms. Herwick introduced a motion to approve \$4,000.00 for the Christmas Tree Recycling Program, seconded by Ms. Olsen. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

6. Community Pride Award (For Possible Action)

No nominations for the Community Pride Award were submitted.

7. Holiday Decorating Contest and Ceremony (For Possible Action)

a. Vote on Funds for Food Expenses for Holiday Decorating Tour (For Possible Action)

Mr. Niemand reported that 12 people have signed up for the Holiday Decorating Contest. Staff is requesting \$200.00 for food expenses for the holiday decorating contest judging tour on December 9, 2013.

A discussion ensued regarding whether a whole neighborhood receives a trophy for the group award or specific homes.

(Motion) Ms. Olsen introduced a motion to approve \$200.00 for the judging tour on December 9, 2013, seconded by Ms. Herwick. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

8. Arbor Day (For Possible Action)

a. Discuss Arbor Day Plans for Sponsors (For Possible Action)

Mr. Niemand reported that new sponsorship letters are signed and packets will be distributed to the members at the next meeting. He noted that the Arbor Day logo will be put on the sponsorship form and included in packet. It was suggested that the letters be mailed out in December since many businesses prepare their budgets in January.

9. Clean up Trailer (Information Only)

a. Vote on funds for CBC cleanup trailer tools

Mr. Niemand reported that staff is requesting up to \$400.00 to replenish the tools in the clean-up trailer.

Ms. Jacobson questioned where the City purchases the tools and whether staff solicits donations. She noted that she has a contact for gardening gloves and will provide this information to staff.

Mr. Niemand commented that the City does not request donations from vendors.

(Motion) Ms. Herwick introduced a motion to approve \$400.00 for tools to stock the clean-up trailer, seconded by Ms. Olsen. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

10. **Banners and Flags (For Possible Action)**

a. **Review outline for banner art contest (For Possible Action)**

Mr. Niemand said fall and holiday banners will be put up in next couple weeks.

Regarding the high school banner contest, Mr. Niemand stated that staff would like to sponsor an art contest for local high schools. Art teachers from each school would select the top two posters and those will be made into banners and displayed throughout Henderson. The banners will note name of student and the high school they attend. The banners will be given back to the students when they are taken down.

Mr. Niemand noted that staff estimates the cost to make the posters into banners at \$200.00 each, plus \$100.00 for hardware and \$1,000.00 for paper and supplies. Six high schools would be invited to participate in the contest. Mr. Niemand said the next step is to contact the schools to determine the best time to do the contest, the appropriate poster size, what type of supplies will be needed, and how long the contest should be.

Mr. Niemand stated that at a future meeting, the Commission members need to discuss a theme for the contest, and establish a time line, rules, and criteria. It was suggested to work on the details of the contest so it can be implemented next fall.

Chairman Casanova suggested that staff email this update to Mr. Long since the banner contest was his idea.

6. **Volunteer Hours (Information Only)**

Chairman Casanova reported zero volunteer hours; Ms. Herwick reported two hours; Ms. Olsen reported two hours; and Ms. Jacobson reported three hours.

Ms. Jacobson noted that when she attended the Spooky Spokes event and talked to a few people no one knew what the CBC was. It was suggested to pass a flier out at events explaining general information about the CBC, such as their mission statement and projects the Commission works on.

VII. STAFF REPORT

Mr. Niemand reported that the Stroll 'n' Roll event was held from Paseo Verde Park to Discovery Park. The event had a farmer's market, DJ, food, bike rides, walking, face painting, bounce houses, SWAT vehicle and officers. Staff estimated 5,000 to 6,000 people attended this event.

VIII. PUBLIC COMMENT

There were no comments presented by the public.

IX. CHAIRMAN/MEMBER COMMENTS

Staff announced that Jennifer Lewis was appointed by the City Council as a new member, but she has not been sworn in yet.

Chairman Casanova wished everyone a Happy Thanksgiving.

X. SET NEXT MEETING

The next regular meeting is scheduled for December 9, 2013, at 5:30 p.m., in the Parks and Recreation Administration Building, to be immediately followed by the bus tour.

XI. ADJOURNMENT

There being no further business to come before the Commission, Chairman Casanova adjourned the meeting at 6:46 p.m.

Respectfully submitted,

Tedie Jackson, Minutes Clerk