

**Keep Lakewood Beautiful
Meeting Minutes
June 19, 2019
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In Attendance: Ruth Gillett, Mac Levi, Tish Marshall, Maya Camhi
Isaac Hunt, new KLB AAS volunteer and potential new KLB Board Member
Shannon Strachan and Katie Meehan on behalf of the City of Lakewood

Ruth Gillett agreed to chair the meeting in the planned absence of Melissa Meehan, KLB Chair.

Approval of May Minutes:

Copies of the May Minutes were distributed for review and approval. Minutes were unanimously approved by those in attendance but quorum was not met so approval will be tabled until the next meeting.

Old Business:

1. **Humus & Perennial Sale** – Joe Stolitza was unable to attend at the last minute. Joe will send out a financial update about the Humus & Perennial Sale results. Discussion to be held at the next meeting. The group reiterated that items such as 2020 location of the sale and the price of a bag of humus needed to be determined by the end of the year.
2. **Beautiful Home Awards** – Ruth indicated that she was able to consolidate a list of all the beautiful home awards and has provided the most recent PowerPoint presentations for a KLB website update. It was confirmed that an on-line nomination form would be created to accept Beautiful Home Award nominations through the website. Nominations would also be accepted through calls and emails to the Mayor's office. Awards to be given in Fall 2019. A discussion about marketing the award program was had: Tish Marshall to write an article for the Lakewood Observer. Shannon to put out a media release on the website for use by local media groups and city social media. Shannon to check on putting information in the city water bill.
3. **Adopt-a-Spot** – gathering of volunteers, delivery of mulch and updating of AAS signage is still a work-in-progress but almost completed. Melissa has met with Josh Conrad at the city and is finalizing an update to the GIS mapping of the AAS locations. Photographs of the gardens can be accepted by the city for inclusion on the KLB webpage.

New Business:

1. **Website:** The city is working with Melissa and Ruth on updates to the Keep Lakewood Beautiful web page. Once more content is added, a link will be sent out to the KLB board members to provide feedback and additional information.
2. **Compost Program** – On May 7th various KLB members met with Rustbelt Riders and other community organizations about a possible composting program. Ruth, Melissa and Joe met with Public Works Director Joe Beno to discuss a possible community composting program. A possible city subsidizing program was discussed. It was agreed that Dan Brown of Rustbelt Riders and Joe Beno needed to meet directly for further discussion. Ruth Gillett and Maya Camhi would work to coordinate such meeting.

3. **Monarch Garden** – Melissa Meehan submitted a report that stated there was some milkweed growth in the Monarch Garden per Carolyn Huffard (Master Gardener) and that 3 additional milkweed plants were planted. Monarch Garden needs help with maintenance and signage. Melissa submitted two pieces of information from other Monarch organizations that could be used to create signage. The group discussed the possibility of the Monarch garden being an adopt-a-spot. It was agreed that a more detailed maintenance plan and program needed to be identified and the gardens upgraded before volunteers were solicited. Signage would follow. In the meantime, information from various Monarch organizations and advocacy groups could be gathered and put on the KLB webpage.
4. **Recycling Education** – It was agreed that KLB would not need to attend the Lakewood Summer Solstice event given no dedicated city booth was going to be at the event as originally planned.
5. **Keep Lakewood Beautiful Program Time-lines & Workplans:** Trish presented time-lines for each of the KLB programs. Shannon provided a detailed workplan that can be created from each of the time-lines so that KLB board members would better understand the process and be able to jump in and Chair or be on the committee. Trish told the group she would begin reaching out to past program chairs to fill in the details including vendor contact information and budgets.
6. **Bylaws Update** – Ruth indicated that she would find a copy of the KLB bylaws and send out to the group for review and discussion at the July meeting.
7. **Tree Meeting** – a short discussion about the recent City Council Public Works Committee meeting focusing on trees was had by the group. It was discussed that public education about the importance of trees and the current city tree planting programs might be something KLB could help with in the future. Shannon agreed to send out the three documents submitted by Chris Perry to the PW Committee about the city tree planning program
8. **Next Meeting:** The next meeting would be on July 17, 2019 at 5:30 p.m. in the city hall auditorium.
9. **Action Items:**
 - a. Joe Stolitza to send out recap of financial from the Humus & Perennial Sale to KLB Board Members
 - b. City to send out 2018 year-end KLB account status and income and expenses for 2019.
 - c. Tish Marshall to write an article for Lakewood Observer about Beautiful Home nominations
 - d. Shannon to work with Melissa Garrett on KLB website updates, media release and water bill insert on Beautiful Home Award nominations
 - e. Shannon and Katie to obtain copy of KLB Bylaws and City Ordinance on Invasive Species and speak to Law Department for an update
 - f. Katie to update KLB Member contact information
 - g. Group to look at what other communities that have Monarch Gardens are doing for ideas on design, maintenance and signage.
 - h. Tish to send out Request for Information needed to create detailed event plans for KLB programs and Shannon to send out workplan template and sample for Earth Day program.
 - i. Shannon to send out Chris Perry tree information.

Meeting was adjourned at 6:40 p.m.