

**City of Madison**  
**Beautification and Tree Board**  
**Tuesday, June 20, 2017**  
**City Hall**  
**5:30 p.m.**



**Attendees:**

Karen Lawler, Beth Agee, Amber Braman, Julie Ray, Marsha Harris, Mike Keenan, Liz Smith, and Gerald Clark

**Absent:**

Karen Forsyth

**Minutes**

**Proceedings:**

The meeting was called to order at 5:30 p.m. by Karen Lawler.

Karen Lawler welcomed everyone.

The minutes from the meeting held May 16, 2017 were approved with a minor change. Beth Agee motioned to approve minutes with Julie Ray seconded.

***Treasurer's Report***

Julie Ray reported that the current balance is \$29,256.09. Checks and fees have been collected in the amount of \$2,261.24.

Karen reported that the 2018 budget submission is due on August 1, 2017. Please email Karen Lawler and Julie Ray with anticipated budget needs for each member's area of responsibility by July 12, 2017. Julie Ray is working with The Cat Bird Seat to reconcile our account after the completion of the City Hall replacement planting.

***Beautification Awards***

Amber Braman stated plaques had been ordered for the Awards luncheon. She was having more brochures printed based on the number of RSVPs. As of June 20, there were 91 RSVPs to include 11 seats for the mayor, City Council members, and The Beautification Board. Best Western arrangements have been finalized and table arrangements ordered. Liz Smith is bringing the laptop, projector, and screen for the awards presentation slideshow. The luncheon will start at 11:30 A.M. The florist is to arrive at 10:30 A.M. The Board should arrive no later than 11:00 A.M. The centerpieces will be the door prizes. Liz Smith to bring the dots for placement on a chair at each table. Mike Keenan stated that the media for the luncheon was

covered. Greg Parker and his wife would be in attendance. Amber Braman to send a list of the award winners to Mike for publication.

### ***Beautification Award Signs and Sign Post***

Karen Lawler presented the prototype of the new Beautification Awards sign pole. Motion was made by Beth Agee to accept the prototype sign and order. A second to the motion was made by Julie Ray and the all of the Board was in favor of the motion.

Julie Ray presented two drafts of the new signs. After review the board agreed that the prototype created by Signs by Tomorrow would best fit our needs. The Board agreed that the “City of Madison” needed to be larger on the sign and “Award” could be made smaller. The lettering and border was too yellow and needed to be lightened. The corners and the border were to be modified to look like the other prototype presented. Beth Agee moved that we accept the sign by Signs by Tomorrow with the modifications. A second by Marsha Harris was made and the Board unanimously voted to accept the motion.

Karen to place the order for the remaining poles with New Market Iron Works and Julie Ray is to work with Signs by Tomorrow on the modifications.

Karen Lawler proposed that we create a form containing signage rules and instructions. With the new signage and expense, we need to hold the award winners accountable for their signs. The rules should include a statement regarding future replacement signage. Karen Lawler to work with Amber Braman on the rules and instructions in order to present them at the Awards Luncheon.

### ***Chamber of Commerce Business Expo***

Mike Keenan stated that the Expo will be July 29th. The Chamber will provide us with a booth that has electricity. Mike will be in charge of the Rain Barrel exhibit and Karen Lawler will be in charge of the “Children’s Event”. Liz Smith volunteered to collect water bottles for the Children’s Event.

### ***New Business***

Amber Braman introduced the discussion of possibly selling the old Beautification Award poles as a fund raiser. Board members were asked to come up with ideas.

Mike Keenan will work on creating a new Beautification and Tree Board Brochure.

Karen Lawler will make the annual purchase of books for Madison City Library. She asked the board to send her suggestions if they had any preference, especially books for children.

Marsha Harris suggested the Signature Benches that remain in inventory go to Dublin Park. Karen Lawler will call Public Works about the placement of the benches.

The meeting adjourned at 6:30 p.m.

Minutes prepared by Karen Lawler

