

**City of Madison**  
**Beautification and Tree Board**  
**Tuesday, June 19, 2018**  
**City Hall**  
**5:30 p.m.**



**Attendees:**

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

**Absent:**

Marsha Harris and Cathy Scott

**Minutes**

**Proceedings:**

The meeting was called to order at 5:30 p.m. by Mike Keenan.

Mike Keenan welcomed everyone and introduced the new member, Tenesha Thomas, to the Board

The minutes from the meeting held May 15, 2018 were approved with no changes. Amber Braman motioned to approve minutes with a second from Karen Lawler. Minutes were approved by the majority.

***Treasurer's Report***

Karen Lawler reported that the current balance is \$14,596.29.

Karen requested all outstanding receipts from the Awards Luncheon be submitted. The MBTB should be receiving the call for the 2019 budget within the next month. Budgets are generally due in August.

***Beautification Awards Luncheon Update***

Luncheon will be held at the Best Western in Madison on June 21, 2018. Amber Braman reported that we are maximum capacity and will not be able to accommodate additional seating. Amber reported that Melanie Williard (City Clerk-Treasurer) will be standing in for Tommy Overcash. Lisa Thomas made a motion that the Beautification Board pay for two Chamber of Commerce members to attend the luncheon. Karen Lawler made a motion to approve with a second from Amber Braman. Motion was approved by the majority.

Amber reported she had organized the check-in process for the day of the luncheon. Landscapers and property owners would have separate lines. Landscapers will receive the

judging paperwork and will distribute to the HOA/property owners upon request. The paperwork will also include rules and regulations on the new signs and sign post.

Gerald Clark, Marc Jacobson, and Melanie Williard will assist in handing out plaques to the recipients. Mike Keenan will emcee the event. Liz Smith will take the official event pictures and Julie Ray will be responsible for the slide show.

Amber reported that flowers had been ordered and were to be delivered by 9:00 A.M the day of the banquet. Karen Lawler will call the florist and make payment for the arrangements. Karen Lawler disbursed a check to Amber Braman for payment of the plaques to Leading Edge.

The board did discuss some lessons learned. In the future we should notify failed properties prior to the luncheon as a courtesy. All board members should be prepared to discuss lessons learned at the July meeting.

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

Mike Keenan stated that the Expo will be July 28<sup>th</sup> from 10:00 A.M to 2:00 P.M. The Chamber will provide us with a booth that has electricity. Karen Lawler will be in charge of the “Children’s Hands on Event”. Karen stated that flower seed and stickers have been purchased for the event and she will pick up soil and cups closer to the event. Mike to provide a tarp for easy clean-up. Mike discussed ordering an eight foot table cloth with the Madison Beautification Board logo on the front and sides. We could use it for numerous events. Julie Ray made a motion to approve the purchase of the table cloth with a second from Karen Lawler. The motion was approved by the majority.

It was discussed that at this year’s expo, the Beautification Board would display the new Beautification Award signs as advertisement for HOAs and Businesses that are not aware of this City award. Julie will be responsible for getting the sign to the Expo. It was then discussed that we would display a Pride of Madison sign for the same type of awareness. Beth Agee will be responsible for getting the sign to the expo.

The Board will also have a brochure outlining the Programs sponsored by the Madison Beautification and Tree Board and how the general public can get involved. Tenesha Thomas agreed to review the product before it is finalized.

Lisa Thomas stated that we should take full advantage of the expo for a Membership Drive and all Board Members were in agreement.

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

Julie Ray is working with Public Works on the installation of the new signs. A definite date has not yet been set. More information to follow.

### ***New Business***

Library Book Donations – Karen Lawler has ordered the books for this year’s donation to the City of Madison Library. The following books will be donated:

- Organic Gardener’s Handbook of Natural Pest and Disease Control: A Complete Guide to Maintaining a Healthy Garden and Yard the Earth-Friendly Way by Fern Marshall Bradley
- Edible Spots and Pots: Small-space Gardens for Growing Vegetable and Hers in containers, Raised Beds and More by Stacey Hirvela
- Flowers Are Calling by Rita Gray
- Gardening in the South: Vegetables & Fruits by Donald M. Hastings Jr.
- The Grumpy Gardener: An A to Z Guide from the Galaxy’s Most irritable Green Thumb by Steve Bender
- If You Plant a Seed by Kadir Nelson
- Carrots Love Tomatoes: Secrets of Companion Planting for Successful Gardening by Louise Riotte
- Butterfly Gardening: The North American Butterfly Association Guide by Jane Hurwitz
- Floret Farm’s Cut Flower Garden: Grow, Harvest and Arrange Stunning Seasonal Blooms by Erin Benzakein
- Easy Gardens for the South by Pamela Crawford

Lisa Thomas volunteered to make labels for the books prior to delivering them to the Library.

#### By-Law Review and Amendment

Karen Lawler to provide Mike Keenan with the proposed updates that ever made it before City Council in 2015 timeframe. Various ideas for additional changes were discussed including:

- Voting Board Members must be registered to vote in the City of Madison.
- Volunteers can sit on The Board but do not have voting rights.
- Define the difference in a Mayor appointed member vs. a Council appointed member

A separate working session should be planned for Board members that want assist in rewriting the by-laws.

#### Roles and Responsibilities Handbook

Karen Lawler suggested we resurrect the Roles and Responsibilities Handbook. Julie Ray agreed to find the old template. Whoever sits in a position defines the intent of the position and all the activities that fall within that role. Each activity will be outline with a checklist of what it takes to get the job done, a budget associated and a schedule/timeline of how long it takes to complete the job.

Lisa Thomas made a motion to adjourn the meeting with a second from Tenesha Thomas. Motion was accepted by the majority and the meeting adjourned at 6:30 p.m.

Minutes prepared by Karen Lawler