

# CENTERVILLE CITY BEAUTIFUL COMMISSION

## Meeting Minutes

Tuesday, March 7, 2023

7:00 PM in the Public Works Building

Present: Bob Baldino (Co-Chair), Nancy Dyer, Gretchen Franck, Sue Jessee, Jan Prettyman, Debbie Schmidt, Drew Simon (City of Centerville Community Resources Coordinator), Austin Steinke, Jotham Smith (Public Works)

**Absent:** Mary Ann Kabel (Co-Chair), Carol Adams, JoAnne Rau (Council Liaison)

### Call to Order and Welcome

- Meeting was called to order at 7 PM
- Bob Baldino made motion to accept February 7, 2023 meeting minutes, Austin Steinke seconded. Minutes were approved.

### ANNOUNCEMENTS:

- Dial-in MAK – not necessary
- Welcome Jotham Smith, Public Works to the Commission. He, along with Dustin Venters, will be Public Works representatives. Jotham will spearhead Public Works' horticultural responsibilities and work closely with the City Beautiful Commission. Jotham has extensive experience with landscaping and is a certified arborist.
- The City is presenting a meeting for all Board and Commission members on March 27 at 5:30 PM in the Police Station Training Room. This meeting will discuss City of Centerville ethics, rules, and meeting procedures to be consistent among all City commissions and boards. All attending City Beautiful Commission members indicated they will attend.
- City of Centerville is offering a free CPR class to volunteers. Please respond to Drew's email if you plan to attend.

### OLD BUSINESS:

- Zone 4 open and Zone assignment discussion
  - Gretchen will take Zone 4 and a CBC member will accompany her to provide training

### 2023 Spring Seminar

- Date: April 15, Time: 10:00 AM – 11:30 AM, Cline Elementary School
- CBC arrival: 9:00 AM
- At April's meeting Drew will assign remaining actions to the Commission members
- Some donations have been received the remainder are still in process.

### Prior to the event

- Bob will contact Cline Elementary to request 5 tables and 4 chairs for registration and door prizes, AV, screen, microphone, and projector
- Drew will follow up on promotions:
  - Centerville Town Crier article
  - Event announcement and pre-registration on the city of Centerville website
  - 60 Seconds in Centerville
  - City of Centerville social media outlets
  - Stubbs Park digital sign

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- Sarah Swan to post seminar information on school signs – unable to do because they only post information about school activities.
- Dayton Daily News ad in March
- Public Service Announcement (PSA) Lamar electronic billboard by the Dayton Mall – in progress
- WHIO Garden Talk Show advertising
- Good Day Dayton and Living Dayton – in person highlight
- Seed packets from Lowe’s for each attendee
  - Drew has contacted but not finalized.
  - Other seed resource suggestions included Home Buy and Dayton Metro Parks. Also suggested herbs, sun flowers, marigolds seed packets.
  - Centerville Washington Township Parks will have a table at the seminar. They are obtaining native plants and seeds. Drew will approach them about sharing any extras they might have.
  - Centerville Library and the Streets Highway and Draining Commission will share a table. Information about rain barrels, and water draining will be available.
- Signs at the corner of Franklin Street and Virginia and Cline Elementary as well as directional signs at Cline. Drew is providing city A-frame for Franklin Street and Virginia Avenue and will replace all yard sign boards with the new CBC logo.
- There are 57 people registered for the seminar. Drew is extending an invitation to neighboring communities, i.e., Bellbrook, Miamisburg, and Kettering, to attend the seminar.
- Gift for Pam - City of Centerville blanket or a Tervis tumbler, a box of Esther Price and Boston Stoker coffee. Drew handling.
- Post flyers at libraries, Centerville Florist, Grandma Gardens, Siebenthaler’s + locations making donations
- Drop off door prizes at the city building or bring them to the April meeting
- Program with QR Code for suggestions, Pam’s bio and recognition of business donation

#### Day of event

- Drew will assign remaining duties at the April meeting
- Bob – Signage at Franklin St, Virginia Ave, Cline Elementary, and on entrance doors.
- Drew - Clickers to count attendees – decided they were not needed - and Farmer’s Market information
- Drew – Door prize tickets, pens, plastic risers for door prize
- Drew – Donations poster
- Registration table and sign-up sheet – attendees’ first name, last name, email, city and zip. Debbie, Sue, and Gretchen assigned to registration table. Drew to provide multiple copies of registration forms and pre-registration names.
- Jan - laser pointer
- Mary Ann – baskets and index cards (for attendees’ comments)
- Drew – case of water for speaker and CBC
- Drew - Bill’s Donut holes - 20 dozen plus tongs, plates and napkins. Sue made a motion not have donuts, Jan seconded, Commission voted to not have donuts.
- Mary Ann - introduce the Mayor
- Mayor - welcome and introduce Pam, Council members in attendance and CBC members

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- Mary Ann - thank you, closing remarks (comment card or email survey), announce door prize winners. Ask attendees to remain seated while drawing for door prizes. CBC will distribute door prizes to recipients

#### After the event

- Drew and Mary Ann - Donation to Master Gardeners Association and check for Pam's travel expenses
- Drew – post recording from MVCC to city website
- Follow up survey for attendees who shared their email
- Thank you notes to vendors who donated door prizes. Drew will bring City notecards to April meeting for Commission members to write thank you notes.

#### Door prizes

- Three Baskets from Carol (complete)
- The following businesses will be approached for gift cards and/or gifts for the door prizes:

Burgundy Chic – Mary Ann (complete)

Skyline Chili – Mary Ann

Whit's – Austin

Dorothy Lane Market – Austin (complete)

Boston Stoker – Debbie

Centerville Florist – Jan (complete)

Lock 27 – Jan

City BBQ – Sue (complete)

Mike's Car Wash – Sue (complete)

Bill's Donuts – Sue (complete)

Siebenthaler's – Bob (complete)

Loose Ends – Bob

Grandma Gardens – Carol

Ester Price Candy – Nancy (complete)

Nutmeg Café – Nancy (complete)

Dayton Dragons – Nancy (complete)

#### **NEW BUSINESS:**

##### Four Corners

- Planting date - Saturday, May 20, 10 am, with a rain date of Sunday, May 21. Debbie or Carol will ask Graeter's and City BBQ for complimentary meal and dessert.
- Update Public Works/Grundlers/Siebenthaler's to assist the CBC with weeding at Four Corners – Drew.
  - The budget for Four Corners landscape redesign is \$20,000. The city would like cohesiveness among all the flower beds, including Four Corners. Four Corners' beds are different than other city beds and may need some additional and or different landscaping. A vendor for the redesign has not been selected. Once the vendor is selected, they will work with Jotham and the City Beautiful Commission on plans. It is hopeful this will happen in the fall. City Council must approve the redesign. In the meantime, Four Corners and city beds will be planted with the same flowers as last year.

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- Public Works will maintain and weed Four Corners this year. Bob stated that Four Corners has been one of the primary functions for the CBC. If the city takes over then we need to re-evaluate how the CBC can best support the city and update the charter as required. Drew suggested Commission members think about other ways the Commission can contribute to the city. Drew suggested educational opportunities, i.e., two seminars a year.
- Jotham asked the Commission if it was ok to prune Four Corners landscape and prepare the beds for May 20 planting. Commission agreed.
- Drew mentioned that Tuesday, May 16 is a Day of Service when city employees will plant the flowers beds and the Commission may want to join the city and plant Four Corners. It would be difficult for working Commission members to participate and Sue made a motion to keep Four Corners planting on May 20, Bob seconded and the Commission voted to keep planting on May 20.

#### **Farmer's Market**

- Farmer's Market June - August at Activity Park on Saturday from 9:00 AM to 1:00 PM – Drew is working on obtaining vendors but many of them have previous commitments on Saturday. Drew is considering alternatives and other types of vendors.
- Volunteers to staff CBC booth, topics and schedule. CBC will rotate with the Arts Commission.
- Gretchen Franck to lead - volunteers and information from the OSU extension office.

#### **New Recruits**

- Letter on behalf of the CBC on city stationary mailed to all 2022 landscaping winners with an invite to join the City Beautiful Commission

#### **URBAN FORESTRY UPDATE:** Jotham Smith

- Spring pruning, prepping tree bases by removing mulch and applying pre-emergent.
- Arbor Day is April 27, 11 am at the Activity Center entrance driveway by the mural on Marion's Piazza building. Red Horse Chestnut trees will be planted there and at city parks.
- Additional parking at Benham's Grove and identifying tree placement and possible replanting.
- Additional Uptown parking West of the former Las Pirimades restaurant and identifying tree replacements.
- Commission members asked about Tree City luncheon. Dustin Venters submitted Tree City application paperwork December 2022. Drew will check on luncheon information.

#### **Council Liaison Remarks: None**

**GOOD of the ORDER:** Nothing to report

Meeting adjourned at 8:39 pm. Minutes submitted by Debbie Schmidt.

#### **Next Commission Meeting**

Tuesday, April 4, 2023, 7:00 PM

Public Works Building