

CITY OF MANSFIELD

MINUTES

Keep Mansfield Beautiful Commission

Monday, April 1, 2024

6:00 PM

Chris Burkett Service Center

Present: Kenneth Chalk, Dee Chambliss, Kristine DeWolf, Jeffrey Wilborn, Lisa Kammaz, Alex Godina
City Staff: Lindsey Tashman

620 S. Wisteria Street
Mansfield, TX 76063

Absent: Stacy Penny

CALLED MEETING

1. **CALL TO ORDER** - Meeting was called to order at 6:07p by KMB Chair, Kristine DeWolf.
2. **CITIZEN COMMENTS** – No citizens present for comment.
3. **APPROVAL OF MINUTES** - Jeffrey W. offered motion for approval of the minutes, seconded by Alex G, and unanimously approved by all members present.
4. **TREASURER'S REPORT** – Treasurer Kenneth C. reported a \$9,212.32 account balance as of 4/1/2024. There are outstanding debits (totaling \$386.98) that will decrease that balance in the coming days.
5. **ROUTINE BUSINESS**

Earth Day Mansfield

Rain Barrel

- We will have 8 rain barrels for auction – after an additional artist (youth artist) was approved to participate.
- KMB will secure additional gift certificates for the artists painting the rain barrels (totaling \$75). Alex G. will pick up the gift certificates and get reimbursed.
- Rain barrel artists will be asked to provide a photo and a short bio to add to the auction package for each rain barrel.

Vendor Update (Educational, Children, Food, and Product) –

- Food vendors have been cleared (with proper credentials from the city) to participate.
- Farmer's Market vendors will also provide food options for attendees.
- KMB should review the vendor fees for food providers before the 2025 Earth Day Planning begins to see if we are in line with those of other area cities. Few food vendors return.

Budget Update

- Reimbursements for expenses related to face painting and artist gift certificates (for rain barrels) have been covered.
- Caricature artists have been paid.

T-shirts

- T-shirts' artwork has been shared with the providers (Jennifer) and Kristine will plan to pick up the t-shirts prior to the 4/26 work session

Map of Event

- For caricatures, the artists will be placed near the face painting area.
- A sign-up sheet with 15-minute intervals for up to 3 participants will be created for each artist to mitigate potential long lines.
- Bounce House will be placed by the Republic Truck – near the front of the event area.
- Butterfly release will have participants sit in the amphitheater to receive their butterfly packets and directions.

Staging Area for Earth Day

- We will set up the staging, refreshments, volunteer, and guest space in the Training Room.
- We will be onsite at 7a – Saturday. Friday evening prep – TBA

Volunteers

- Volunteers have signed up.
- Lindsey has created an assignment document that will us prep and support the volunteers and their assignments on Earth Day.

Entrance Areas

- We will need two (2) – tables and sets of volunteers at the Main Entrance and the Secondary Entrance by the Petting Zoo with giveaway bags, event maps, and attendee counters)

Parking

- Parking will be available on the street in front of the Center (with proper City approval)
- American Carton has agreed to let attendees use their parking lot.
- Lindsey and Jeff are checking with other nearby businesses in the next week or so.

Trash

- We will need anchor weights or some other solution to keep the trash bags and temporary receptacles from blowing away if it is windy.
- Note: Table clips, stones or other weighty items will be needed to keep the table materials and the KMB sign (banners) from blowing away

Bounce House

- The bounce house will only be set up if the weather (wind) allows and if the supervision is appropriate.

Delegate Remaining Tasks

- Event and Volunteer Oversight Zone Assignments were made for Board Members

- Welcome and Volunteer Check – Dee and Lisa
- Butterfly, Face Painting and Rain Barrel areas – Dee and Lisa
- Parking and Main Entrance Welcome area – Jeffrey
- Product and Ed Vendor area – Kenneth
- Petting Zoo Zone and Secondary Entrance – Alex

6. OLD BUSINESS - None

7. NEW BUSINESS

Keep Texas Beautiful Conference Registration was discussed with members. Lindsey requested that those interested reach out to her before the early bird registration period ends.

8. ADJOURNMENT

The meeting was adjourned at 7:27p by Chair Kristine DeWolf after a motion presented by Ken C., seconded by Jeffrey W. and all voting in favor.

