

Meeting Minutes
Keep Mansfield Beautiful Commission
February 13, 2023
6:00 p.m.
Chris W. Burkett Service Center

ATTENDANCE – Present: Leon Williams, Kenneth Chalk, Dee Chambliss, Kristine DeWolf, and Jeffrey Wilborn

CITY STAFF PRESENT – Rebecca Sales

CALL TO ORDER at 6:10 p.m. by President Leon Williams

Citizen Comment - No Mansfield Citizens were present for comments.

APPROVAL OF MINUTES from January 12, 2023

The January 2023 meeting minutes were approved - after corrected spellings of members' names were completed. Kenneth moved to approve the October 2022 meeting minutes; Kristine DeWolf seconded.

TREASURER'S REPORT

A balance of \$8032.90 was reported by President Leon Williams.

Account activity: Leon shared that KMBC spent funds for gift cards (Home Depot) to purchase rain barrels for painting and received funds from adopt-a-street renewals.

ROUTINE BUSINESS

Adopt-a-Street (AAS) Update

- Currently 11 spots are open and 47 are adopted.
- There is a potential sponsor for one of the remaining routes that Kristine DeWolf introduced.
- Kenneth and Rebecca met to review the Adopt-a-Street renewals earlier in the month. Kenneth will take over sending the renewal and clean up notices at the end of February, 2023.

OLD BUSINESS

- Cigarette butlers – Dee will accompany Rebecca to check on the cigarette butlers in the next few weeks. Kenneth Chalk is also available.

NEW BUSINESS

Commission Membership and Roles

- Rebecca received two applications for service on the commission. She is still waiting to confirm interest of one of the applicants. At the end of the week (2/17), Rebecca will move forward to engage the City Council on these applications.
- **Facebook Administrator:** Secretary Dee Chambliss is poised to assume the duties of KMBC Facebook administrator once the changes can be made with the Facebook account by Carla Green who previously held this role. Rebecca is going to reach out to Carla again.

Earth Day

- Using the Planning Guide, discussion and planning for 2023 Earth Day, April 29, 2023 (9a – 1p) ensued. Planning materials are in the Earth Day 2023 shared folder in Google Drive.

The following Earth Day plans were discussed.

- **Food Truck Vendors:**
 - Kristine has begun outreach to food truck vendors and is seeking alternative contact info for some of the “hard-to-reach” vendors. Rebecca will share contact info (email addresses) that she has.
- **Merchandise Vendors:**
 - Kristine is working on outreach to other Merchandise vendors and was directed to the Earth Day vendor spreadsheet – under history – for past details about vendors. See 2023 contact notes to see which vendors Rebecca has already contacted.
 - Leon is working on communicating with the Tiny House owners by way of Jennifer (a former for this project).
 - The farmer’s market is re-organizing, and Rebecca is in touch with them.
- **Educational Providers and Classes:**
 - Rebecca emailed the Parks Dept about the fishing lessons. She is waiting to hear back from them.
 - Other educational service providers from last year have also been contacted and have agreed to participate.
- **Rain Barrels:**
 - Rebecca delivered 5 rain barrels to Timberview HS and they have started painting. An additional barrel has already been painted by a local artist and is ready to be picked up.
 - Having 10 painted barrels for the Earth Day auction is our goal; so Rebecca continues working to get additional schools signed up to paint barrels.

- **Advertising and Marketing:**
 - Mansfield NOW: The city has secured ads in Mansfield NOW for the Earth Day event (Feb 2023 and March 2023).
 - Water Bill Inserts: Rebecca will find out if the city will put inserts in the water bills next month.
 - Shops at Broad: Rebecca is also checking to see if/when the Shops at Broad will promote the event on their marque prior to the April event.
- **Sponsors:**
 - Leon is in contact with the lead person at Home Depot. He is comfortable that they will participate in Earth Day by providing the kits and being onsite to support the educational activities. He will circle back with them to confirm whether they will do additional sponsorship of Earth Day t-shirts for volunteers.
- **Music and Entertainment:**
 - Kenneth Chalk, lead, shared that the DJ and the band have been contacted and both have agreed to participate this year.
 - Band - Sarah and the Sarah-Tones: Rebecca has received the invoice for the band.
 - DJ Jerome: we are awaiting an invoice from DJ Jerome.
- **Children's Area:**
 - **Petting Zoo** (which cost \$800 last year) and **Pony Rides** (which cost \$950 last year) have agreed to participate (as shared by Leon W.). Leon will work to secure their invoices (confirming the amount they are charging) for Earth Day 2023.
 - **Face painting:** Leon and Rebecca will work on getting someone to volunteer to do the face painting. The potential artist initially contacted required more money than we planned to spend.
 - **Butterflies:** Rebecca will proceed with ordering the butterflies for release.
- **Logistics:**
 - Tables, porta-potty, and hand-washing stations: Kristine needs the table layout and the number of tables needed to place the order. She will also finalize the orders for the port-a-potty and the handwashing station.
 - Note: Kristine has recommended that an additional hand-washing station be added (for access near the porta-potty area).
 - **Signs:** Rebecca will check the "H frames" to see if we need to get more to support the signs – because they wear out over time.

- **Parking:** Dee will do outreach to secure parking for Earth Day attendees this month (Feb).

ADJOURNMENT: President Leon Williams closed the meeting at 6:58p upon a motion by Kristine DeWolf, seconded by Dee Chambliss.

Next Meeting: The KMBC's next meeting is Monday, March 13th at 6p CST.