

# CITY OF MANSFIELD

## MINUTES

### Keep Mansfield Beautiful Commission

---

Monday, October 14, 2024

6:00 PM

Chris Burkett Service  
Center

Present: Kenneth Chalk, Dee  
Chambliss, Kristine DeWolf, Lisa  
Kammaz, Stacy Penney, Alex Godina,  
Jeffrey Wilborn **City Staff:** Howard  
Redfearn

620 S. Wisteria  
Street Mansfield,  
TX 76063

Absent: *Lindsey Tashman*

#### CALLED MEETING

1. **CALL TO ORDER** - Meeting was called to order at 6:10p by KMB Chair, Kristine DeWolf.
2. **CITIZEN COMMENTS** – No citizens present for comment.
3. **APPROVAL OF MINUTES** - Minutes for July 2024 were approved after a motion by Kenneth C., seconded by Jeff. W., and a unanimous vote by members present.

Minutes for September 2024 were approved after a motion by Dee C., seconded by Lisa K., and a unanimous vote by members present.

4. **TREASURER'S REPORT** – Treasurer Kenneth C. reported a \$9,369.96 account balance as of 10/14/2024. There are two outstanding checks totaling \$580 were reported for the gifts cards for 2025 Earth Day rain barrel artists and sign installation.

5. **ROUTINE BUSINESS**

- Adopt-a-Street:
  - Six AAS streets were up for renewal in September 2024. Two make contact to pay but have been awaiting a resolution on their preferred payment option. Four are coming due in December. Kenneth C., will be sending reminders for the quarterly cleanup commitments.
  - New AAS signs are going up.
  - Sixty-one (61) streets are listed in the AAS directory. Eleven (11) streets are available for adoption.
- Cigarette Butler:
  - Terracycle received our last shipment of cigarette butler collection on 9/18/2024
  - No cigarette butler collection done since the September 2024 report. The next cleanup will be planned for November.
- **Next Earth Day - April 26, 2025**

- Delegation of Duties:
  - Entertainment – Kenneth C. is working to secure a D.J. and Band who will provide music appropriate for our attendees, including children. He expects to have proposed artists finalized by the November meeting.
  - Children’s Area – Alex Godina will assume the lead for this area.
    - He will work with Lindsey to secure providers and finalize locations for the Petting Zoo and the Pony Rides.
    - Alex will work with commission members to secure providers for face painting and caricatures.
    - Children’s area activities may be provided by local sponsors. Dee, Alex, and Lindsey will work to contact potential vendors for sponsorships for activities (e.g. petty zoo, crafts table, caricatures, rain barrels, swag bag donations, etc.).
    - Dee and Alex will help establish sponsorship levels to be considered by the Nov meeting (including sponsorship donation levels and Earth Day recognition options).
  - Food Vendors – Kristine D. is working to secure food vendors for 2025 Earth Day with planned outreach via email in October.
    - **ACTION:** After researching the vendor practices and fees of similar events in Mansfield, the commission voted unanimously to maintain the Earth Day food vendor participation fee at \$125/vendor by vote prompted by a motion by Kenneth C. and seconded by Lisa K.).
  - Logistics – Lisa K. will lead the logistics committee addressing porta-potties, tables, chairs, signs, parking, etc.).
  - Volunteers – Lindsey will reach out to the youth organizations, city volunteer office, churches, schools, etc. to request volunteers for the 2025 Earth Day. Jeff W. and Dee C. will assist with parking and volunteers.
  - Rain Barrells – Artists have been secured and gift cards have been provided for five (5) painted rain barrels for auction at Earth Day. Board member Stacy P. secured the five \$50 Home Depot gift cards for the artists on behalf of KMBC. She will be reimbursed.

**6. OLD BUSINESS**

- none

**7. NEW BUSINESS**

**ACTION:** Keep Mansfield Beautiful Board Roles and Positions

- The commission voted unanimously for each of the following board members to assume the roles listed below for this term beginning October 2024:
  - Chairperson, Kristine DeWolf (motioned by Kenneth C., seconded by Alex G., all voting in favor)
  - Vice Chairperson, Kenneth Chalk (motioned by Jeff W., seconded by Alex G., all voting in favor)
  - Secretary, Lisa Kammaz (motioned by Dee C., seconded by Jeff W. all voting in favor)
  - Treasurer, Alex Godina (motioned by Kenneth C., seconded by Dee C., all voting in favor)
  - Adopt-a-Street Coordinator, Stacy Penney (motioned by Kenneth C seconded by Jeff W., all voting in favor)

**8. ADJOURNMENT**

The meeting was adjourned at 7:15p by Chair Kristine DeWolf after a motion presented by Stacy Penney, seconded by Kenneth Chalk, all voting in favor.