

Meeting Minutes Draft
Keep Mansfield Beautiful Commission
Monday, April 2, 2018
6:00 p.m.
Mansfield Service Center

ATTENDANCE - Sarah Zink, David Crumpton, Jan Hurlbut, Leon Williams, Jennifer Evans, Karen Williams

CITY STAFF PRESENT - Amanda Greeley, Rebecca Sales, Howard Redfearn

CITIZENS PRESENT - None

CALL TO ORDER at 6:05 p.m.

CITIZENS COMMENTS - None

APPROVAL OF MINUTES - None

TREASURER'S REPORT - No comments

ROUTINE BUSINESS - None

OLD BUSINESS - None

NEW BUSINESS

Earth Day Mansfield (EDM)/Event Components

Children's Area - City Staff will follow-up on bounce house to see if we can borrow from Fire Department. If we can obtain, will use and City Staff will set up; if not, we will not pursue other bounce houses. Plan A - place in children's area in grass or concrete area behind petting zoo (preferred); Plan B - place in bay.

Volunteers - Jennifer is creating a list for volunteers to include:

- 6 volunteers (3 in 2 shifts) for bounce house
- XX volunteers for Home Depot bird houses
- 6 volunteers (3 in 2 shifts) for vendor relief
- 5 volunteers to put out signs morning of event (signs in M Bay)

Fishing Tournament - Howard will call Scott about fish.

Leon waiting to hear back from Montessori School.

Raptors - Jan located volunteer, Patrick Johnson, who will bring a hawk and some other raptor. No charge, except for gas reimbursement. Mr. Johnson will need a table. Will exhibit from 10am-2pm. Birds are anxious around balloons. Will need to assign special parking to Mr. Johnson. Jan has his phone number.

Touch a Truck - in children's area.

Bird Houses - Leon talked to Sharon Switzer at Home Depot. She is putting in an order for 100 houses. She will supply banner and table. KBM will supply volunteers.

Education Area

- Tiny House confirmed today. Jeff Price gave OK to use of 2 City Smart Cars - place by Tiny House.
- Hydration Station - discussed possibly moving station to concrete area.
- Beekeeper/composting - Jan will contact Debbie and John Key; will also contact Garden Club.
- ECC - some discussion about splitting David Macias and Howard to place David at table in front of ECC. ECC bay door will be opened but barricaded so kids can see in but not enter ECC. Howard will still have table in education area.

Vendors - Iggy's Italian Ice has confirmed but is a food vendor, so they owe \$50 and Sarah will contact about food permit.

Food Vendors - currently have 3. Discussion around water solution. Requirement is to have running water to wash hands and soap. Using bucket/basin and pitcher to pour water over hands is acceptable. Sarah will give vendors information about Tarrant County Health to get permissions. Have potential for 3 more food vendors (Jason's Deli) - Karen following up. Suggestion made to send out info to food vendors earlier next year - something like a "save the date". Will discuss in May meeting.

Schedule

- Schedule is for main stage only. We need to think about what announcements DJ could make. Jennifer will get snippets from vendors so DJ can advertise these from the stage.
- Map to handout - discussed adding "Bingo" or "scavenger hunt" to get people to visit booths. Also discussed using virtual map that people can pull up on phones to reduce litter.
- Anywhere we see "music and announcements" on schedule that is open timeslot. Jennifer checking with dance studio to see if they can perform. Sarah is waiting on band invoice - \$1100.

Rain barrels - Sarah given a copy of who has signed up to paint

Logistics

- Howard will follow-up on hooding of signs
- Republic will provide trash cans and recycle containers but will not have a booth
- David will check on porta potty: need invoice. Right now planning on 1 ADA and 2 regular. United will deliver Friday and pick up Monday. Need to be placed 300' from food.
- Barricades and cones - most likely from Street Department. City Staff will get with David or Terry to let them know what/where to barricade. Probably need 30 barricades. Utilities will have on-call vehicle onsite.

Signage - we have all of that in M Bay. Volunteers place out day of event.

Stage - nothing new.

Tents - quote changed to 2 50' tents. Cost now \$1539 - includes tent, 100 chairs, barrels, set-up/pick up. May have to add tables to this last minute. Need to consider getting this sponsored next year.

Tables- Leon brought 4 last year. Need to see what others board members brought last year and can bring again.

Power - Alex setup last year. Howard will check with Alex on setup again.

Permits

- Event permit will be finalized as soon as we have a final map - Becca submit.
- Balloon permit will only allow 1 inflatable. Becca will contact balloon company to determine time of set-up. Permit will be submitted this week - Becca.
- Tent permit will be submitted this week- Becca.

Next meeting scheduled for April 9, 2018. Board will meet weekly in April.

MEMBERS COMMENTS - None

STAFF COMMENTS - None

ADJOURNMENT - Sarah motioned to adjourn the meeting at 7:15 p.m.
Jan seconded. Motion passed.