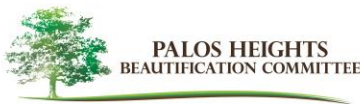


## CITY OF PALOS HEIGHTS



### Beautification Committee Meeting Minutes January 25, 2018

Vice-Chairman John Hanley called the meeting of the Beautification Committee to order at 7:00 p.m. Present were: John Hanley, Lois Duran, Brian Bohne, Bob Grossart, Alderman Jeff Key, Denise Hyker, Ed Dombrowski, and Bob Starzyck. Also present was Recording Secretary Pat Sheppard. Absent were Anne Girzadas, Jan Collopy, Eileen Lunter, George Rock, Gary Duran, and Bridget Provost.

#### **Approval of Minutes**

Vice-Chairman Hanley requested a motion to approve the minutes of the September 28, 2017 meeting. So moved by Bob Grossart, seconded by Ed Dombrowski. All in favor. Motion carried.

#### **Chairman's Report:**

Vice-Chairman Hanley informed the committee he had talked to Jean Gnap's daughter that day and Jean was scheduled for surgery to repair her hip on January 31. John noted she was good spirits.

2018 Budget. John had spoken with the City Administrator, Dan Nisavic, and the Director of Accounting, Jan Colvin, in regards to the committee's fund balance and proposed budget. There was approximately \$80,000 in the fund balance of which about \$5,000 was revenue received from a grant for the Farmers Market (and could only be used towards certain FM expenses). John opened the floor to the committee to discuss projects that could use funding.

Bob Grossart took the floor and distributed the financial summary (attached) from the Holidays in the Heights' final report. He explained a recap meeting of the event had recently been held which he briefly summarized for the committee. He reminded the committee that the BEAC had asked for \$5,000 from this committee at the September 28, 2017 meeting to help offset the costs of the event, but based on the revenue received from the event, only \$1,000 was needed to help cover the cost of advertising, printing, and marketing/promotion. Bob reviewed the other expenses and revenues associated with the event. The final page of the handout was a list of ideas to be considered for 2018 to expand and improve the event. One of the biggest and most costly items on the list was a large, heated tent with indoor lighting to hold the Kris Kringle Market in. He stated they did not yet have a firm number on the estimated expenses for 2018 and/or the cost of the tent, but he hoped the Beatification Committee would consider making a contribution. He hoped to have a better estimate of the expenses by March or April. John Hanley and Bob Starzyk suggested to Bob that he consider looking into using vendors that will give a discount if they can provide services for multiple events in the city throughout the year (such as the Half Marathon, 4<sup>th</sup> of July Celebration, and Classic Car Show). Denise Hyker agreed and told

Bob to check with Mike Leonard at the Recreation Center to get the name of vendors they use for their events, especially tents and port-a-johns. In regards to the Holidays in the Heights event, Denise applauded the advertising and marketing of the event. She saw it in just about every place she looked.

John Hanley explained to the committee that they had to identify a certain amount of money they wanted to expend on projects in 2018. He noted they did not have to identify the projects, just a dollar amount (appropriate the funds). He asked if there were any other projects that could be considered.

Ed Dombrowski stated he had a project that needed some attention. The lawn around the gazebo, where the concerts were held, was in poor shape. He said early spring was the ideal time to aerate, re-seed and fertilize. John Hanley questioned if that was not a Public Works job. Ed said they do some maintenance, but not the type he explained. Ed estimated the cost to be approximately \$4,000 to \$5,000 and thought the city might consider sharing the cost.

Denise Hyker suggested expanding the Adopt-A-Pot program to include fall plantings in all the pots. She said currently the City had been planting fall foliage in certain pots in prime locations and she thought it would like nice to have mums planted in all the other pots around town as well (there were approximately 60 pots). She did not have an estimate on what the cost would be. Bob Grossart estimated about \$1,500 - \$2,000 (based on the 4 mums and fall foliage in each pot). It was suggested the sponsorship fee could be increased, but Denise stated she had a hard enough time getting sponsors for all the pots at the current rate. Discussion ensued. Ed said there was time to think about it and get real numbers. John agreed and said there would be no problem making the decision later if the funds were appropriated.

Bob Starzyk suggested appropriating funds to contribute towards the expansion of the Municipal Parking Lot. Denise suggested donating bike racks for the parking lot or at other locations near the restaurants on Harlem Avenue which she felt were lacking around town. Bob Grossart said there may be other features in the expanded parking lot that the committee may want to think about making a contribution towards, such as benches or a water fountain/feature. Alderman Key noted the city did get funding for the parking lot expansion project to cover 80% of the cost. The members agreed to allocate some money as well for the municipal parking lot.

The committee discussed how much money they had contributed to various projects over the past two years, which was around \$10,000 per year and considerably lower than contributions made in the past. John Hanley did not think allocating \$30,000 for projects in 2018 was out-of-line, and the committee certainly did not need to spend it all.

John Hanley requested a motion to appropriate funds for projects in 2018. Bob Starzyk moved to appropriate \$25,000 - \$30,000 for the 2018 budget based on the projects discussed and pending final approval by the committee, seconded by Bob Grossart. On a voice vote, the motion passed unanimously.

### **Committee Reports**

***Adopt-A-Pot.*** Ed Dombrowski said planting day was scheduled for Saturday, May 19 at 8:00 a.m. in the pool parking lot. Applications were available on the city's website, in the Recreation

brochure, at City Hall and the Library. Denise Hyker reported ten (10) pots were already adopted for the 2018 season.

***Classic Car Event:*** Bob Starzyk

- Their 1st meeting had recently been held.
  - Anne Girzadas had updated the sponsorship letter and provided a rough draft of a volunteer form. She was waiting for the updated logo for 2018 to put on the forms. The city had also issued an email address for the Classic Car Event: [carclassic@palosheights.org](mailto:carclassic@palosheights.org).
  - Besides the logo being updated, the flyers and posters also needed to be updated.
  - The new raffle chairman was Craig Collins
  - A new raffle sponsor was needed which had to be a 501c3 organization.
- Discussion ensued and ideas were shared. There were limitations on how much a 501c3 organization could raise per year, and sponsoring the car show could really be harmful to some organizations. Denise said she would ask the Woman's Club. It was also suggested to contact the Lake Katherine Board.

***Farmer's Market:*** On behalf of Anne Girzadas, Bob Starzyk reported:

- All of the FM forms had been updated for 2018, were posted online, and were sent to last year's vendors. She had already received 4 back.
- Sponsorship forms had been sent to all of last year's sponsors and she planned on sending out more.
- The Community Tent application was also online and some had been distributed to members of the Beautification Committee (return asap).
- Anne had spoken with the Mayor at length on Saturday at the Winter Market. He was going to email her the new architectural drawings for the water feature/structure proposed for the expansion municipal parking lot. She was not sure how this project would impact the FM this coming summer. She was waiting to see how many spots would be available in the municipal lot before inviting any more vendors.
- Attendance at the Winter Market thus far was as follows: November 194, December 268, and January 136. She expected the number to be low in January but hoped it would increase.
- Anne extended her thanks to Denise and Dennis Hyker for being Santa and his helper at the December market.

***Recognition Night:*** Lois Duran said the date for this year was October 18. John Hanley recommended giving the owners of Quality Plus Photo, Mike and Judy Weber, special recognition for their efforts in filling empty store front windows with photos at their own expense.

***Lake Katherine:*** No Report

***Public Arts Commission:*** John Hanley reported the following:

- The PAC was working with the Library, the Recreation Center, and Lake Katherine on a kite project. The theme for the kites was butterflies and the kites will be displayed at various locations throughout the city. This monarch butterfly city-wide initiative was in support of the Mayor's Monarch Pledge

- A Nature and Arts Festival was being planned by Lake Katherine and the Library and would be held at Lake Katherine in April. The PAC was asked to participate with an interactive arts table.
- The bronze sculpture “Kite Flyer” at the new entrance into Meyer’s Park behind the Recreation Center had been vandalized in the fall, had been repaired and re-installed to a safer position and lighting was installed.

**BEAC** (See Bob Grossart’s report under the Chairman’s Report)

**Old Business**

Bob Starzyk questioned if the car show raffle had to be sponsored by a 501c3. He said he had talk to people who conducted raffles at other car shows/events who stated they did not have sponsors. Alderman Key said that would be a question for the City’s attorney. Pat Sheppard agreed to contact the City Attorney and find out legally if a sponsor was needed.

**Adjourn.**

There being no further business, Vice-Chairman Hanley requested a motion to adjourn the meeting. So moved by Bob Starzyk, seconded by Bob Grossart.

**Meeting adjourned at 8:22 p.m.**

Respectfully submitted,

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Patricia M. Sheppard  
Recording Secretary