

**Beautification Task Force
Minutes of the Meeting
January 9, 2008
Conference Room – Memorial Building**

The meeting of the Beautification Task Force was held on Wednesday, January 9, 2008 in the Conference Room of the Memorial Building and was called to order at 8:11a.m.

Present: Penny Bohnen, Nancy McKeague, Candy Cleveland, Brian McElwain

Absent: Dr. Joe Ryne

Also Present: Public Services Director, George Franco, Village Forester, John Finnell, Village Horticulturalist Dan Hopkins

Approval of Minutes

Ms. Bohnen moved to approve the minutes of the December 12, 2007. Ms. McKeague seconded the motion. Voice vote taken, all in favor, motion carried.

Memorial Building landscape plan guidelines

Mr. McElwain reviewed the discussion from the last meeting on goals in the plan for the grounds, leading to a request for proposal (RFP) for landscape architecture services. Mr. Hopkins will be meeting with a representative of Douglas Hoerr Landscape Design who has agreed to review committee goals for a RFP. Mr. McElwain will attend the meeting as a representative of the task force. Ms. Cleveland reiterated the philosophy of “broad lawns, with undulating surfaces, and trees”. The committee agreed the Memorial Building landscape plan would emphasize a natural design from a distance transitioning to a more formal design closer to the building. The committee discussed facilitating increased use of the grounds, and the need to combine this within the landscape plan for the area. Ms. Cleveland suggested the task force review the goals for the landscape plan point by point in order to reach agreement on design aspects and facilitate the meeting with landscape architect. Mr. Hopkins read the goals list to the committee and revised the list per committee suggestions.

The committee agreed to meet on January 23rd to review the RFP conditions. It was decided to delay invitations to interested groups until the landscape plan was more developed. Ms. McKeague has contacted a representative of the Chamber of Commerce about guidelines for the master plan.

Task Force Mission Statement

Mr. McElwain volunteered to compose a “rough draft” of the task force’s mission statement for the committee to review and develop. Ms. Cleveland suggested the mission statement incorporate the conclusions of the S.E.G. 1. Copies of the groups’ findings were supplied to task force members.

Tree Protection

The Village forester noted that work was still on-going in updating the Village's tree standards. Mr. McElwain suggested the committee table discussion of tree protection to allow staff more time to develop the proposed revisions to the standards.

New Business

The committee requested the agendas and minutes be sent by e-mail in advance of meetings for review and preparation. Mr. Franco agreed to investigate how this could be accomplished.

Adjournment

It was moved and seconded to adjourn the meeting. Voice vote taken, all in favor, motion carried. The meeting adjourned at 9:31 a.m.

Respectfully submitted,

John Finnell
Village Forester