

**Beautification Task Force  
Minutes of the Meeting  
March 10, 2010  
Conference Room – Memorial Building**

The meeting of the Beautification Task Force was held on Wednesday, March 10, 2010 in the Conference Room of the Memorial Building and was called to order at 12:18 p.m.

Present: Dr. Joe Ryne, Penny Bohnen, Candy Cleveland, and Nancy McKeague

Absent: Brian McElwain

Also Present: John Finnell, Village Forester; Dan Hopkins, Village Horticulturists; and Tim Scott, Community Development Strategists

**Approval of Minutes**

The minutes for February 25, 2010 were presented for approval. Minor errors were corrected and the content was addressed to ensure accuracy of the meeting. Ms. Cleveland motioned for the approval of the minutes from February 25, 2010. Dr. Ryne seconded. The motion passed unanimously.

**Old Business**

**Update on Tribute Tree Program**

The Task Force discussed several types of nameplates to choose from and pricing associated with each sample and certain sizes that are available. The following items were proposed to be printed on the tree tags once they have been purchased:

- Name of Tree
- Event Name
- Date
- Honorees Name

The Task Force also discussed the different type of sizing for the tree tags and they agreed the 2-inch by 4-inch tag was the most appropriate option.

Mr. Scott presented information on the draft information brochure and showcased certain design changes he would be making and asked for

questions and comments from the Task Force regarding content. Ms. McKeague requested pricing for different types of paper that could be used for distributing the brochure. She stressed the need for the use of recycled paper to also send the message of tree preservation. General discussion continued over the first design of the brochure. Tree sizes and cost for replacement were briefly discussed. Mr. Scott stated he could get quotes on costs for delivering the brochures in the local mail or inserted into the local newspaper. Dr. Ryne questioned if an article could be placed in the upcoming newsletter. Mr. Scott stated the proposed budget could eliminate the newsletter all together so he would need to check with staff and report back to the task force members. General discussion took place regarding the marketing campaign and the opportunities the task force could have for advertising for as cheap as possible including utilizing the train station, library, and other public locations.

Dr. Ryne questioned if any information regarding the recognition of the Beautification Task Force should be included in the pamphlet. Ms. Cleveland and Ms. McKeague felt the pamphlet should stand on its own. Dr. Ryne thanked staff and the task force for all of their help. General discussion took place over minor changes that could be addressed to clear up any confusion regarding the tribute tree pamphlet and a potential upcoming tree planting.

### **Tree Protection**

Mr. Finnell presented minor changes to the Tree Standards manual and asked for questions and comments from the task force. Ms. Cleveland questioned if the Village logo could be placed on the document. Mr. Finnell stated this could be possible and would work on the changes for the next scheduled meeting. Discussion ensued over the rules and regulations as well as enforcement of this proposed Village policy.

Dr. Ryne motioned for the approval of the presented changes to the tree standard document. Ms. McKeague seconded. The motion passed unanimously. Issues were raised in new construction sites and the neglect to protect roots and trees from damage. The task force also confirmed the scheduling of Edith Makra, community tree advocator, for the April 12 Beautification Task Force meeting at 4 p.m.

Mr. Hopkins questioned if an electronic calculator could be inserted into the document to determine the fee for tree removal. Mr. Finnell stated anything is possible and he would check with the Village IT Administrator to check on the feasibility of inserting something like this into the document located on the website.

## **New Business**

### **March 24<sup>th</sup> Meeting Agenda Items**

The task force discussed topics for upcoming agenda items such as upcoming plantings and alternatives to proposed plantings that have been cut out of the budget. Mr. Hopkins stated the Village would accept any plant material from garden clubs or other organizations to be utilized in this year's upcoming plantings and other beds will be maintained with native grasses and possibly woodchips in order to prevent the growth of weeds and other nuisance plants.

### **Adjournment**

With no further issues to be brought before the Committee, Dr. Ryne motioned to adjourn. Ms. Cleveland seconded. The meeting was adjourned at 1:40 P.M.

Respectfully submitted,

Chris Ragona  
Administrative Intern