

## HOW TO USE COMMITTEE/COMMISSION MINUTES ARCHIVE

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**KEEP KENOSHA BEAUTIFUL COMMISSION**  
**Minutes – Monday, January 4, 2010**

The meeting was called to order at 12:35 pm, however a quorum was not present for voting purposes. Members of the Commission present: Jane Bekos, Betty Kriederman, Pam Thomey, Art Schroeder  
City Staff: Catherine Mantauano, KKB Coordinator; Jeff Warnock, Superintendent of Parks, Mary Durkee, Supervisor and Jan Schroeder, Administrative Supervisor for Public Works.

1. Mission Statement for the Keep Kenosha Beautiful Commission

- a) Suggestion: Keep Kenosha Beautiful is dedicated to the beautification and betterment of our community as a whole. Our focus is litter prevention, recycling education and city-wide beautification, while creating community pride through volunteerism.

*Discussion: Catherine read the Keep America Beautiful Statement which is shorter and more of a broad statement. It is possible that our statement could read "Keep Kenosha Beautiful is dedicated to the beautification and betterment of our community thru community partnerships and volunteerism."*

2. Discussion on revision to the Code of General Ordinances regarding the Keep Kenosha Beautiful Commission to be in line with the needs of the City of Kenosha and the mission statement. (A copy of the ordinance will be distributed at the meeting)

*Catherine spoke on the need to change and expand the purpose of the Commission in the Code of General Ordinances. This will need approval by the Board of Park Commissioners and the Common Council.*

3. Discussion on the Keep America Beautiful System.

- a) Do we consider becoming an affiliate again?  
b) Information will be provided to the commission at the meeting

*Catherine explained that the cost to become a member is \$4,000 with yearly dues of \$300.00. Also they require an extensive records on several information. Commissioner Pam Thomey will call the Keep America Beautiful System to gather more information for the next meeting. The Commission wants to understand the benefits of the program, before making a decision to invest the money.*

4. Sunny Squad Program

- a) Mission Statement  
b) Partnerships with other organizations – we will need a member to become the liaison for the following groups and the KKB, with a report at the February meeting.
- Girl Scouts
  - Boy Scouts
  - Police Department – Neighborhood Watch Program
  - Kenosha Unified School District

*Catherine suggested that the Sunny Squad Program also have a mission statement. This would include a partnership with the Neighborhood Watch program to include blight in neighborhoods and the pride members of the squad can receive from participation. We will continue working with the other groups to get them involved not only in Sunny Squad, but also the Keep Kenosha Beautiful Commission.*

5. Cigarette Litter Campaign
  - a) Promotion for 2010 with the new law
  - b) Poster on line and distribution
  - c) Working with the Kenosha Tavern League and other business as a partnership
    - Liaison

*Posters are being worked on at this time, we need to decide where to place them within the City. Also there will be approximately \$600 - \$800 left in the grant, how do we want to spend it? An idea was that a form letter be set up for businesses that cleanup and maintain their property, such as the Nice Job Neighbor program. The idea was to keep it low key, with a letter showing appreciation for their efforts.*

6. Recycling Education
  - a) Little Shop of Horrors Plant for special events to toss in recycling
    - Can this be an Eagle Scout or KUSD project

*Discussion on how to get the public to recycle during special events. Possibly, the KKB flower logo with an opening to toss recyclables in for collection. Catherine will be working on recycling with Jan Schroeder from Public Works in the future.*

7. Volunteer Blitz – KKB will be working in partnership with the Mayor's Office, Public Works Department and Park Division to develop a list of potential volunteer projects

*Discussion on a possible on line registration for volunteers. Jeff Warnock suggested that possible we can have volunteers maintain the plantings at the Golf Course in exchange for free golf playing time.*

8. New Members – Vacant Positions for the commission
  - a) Possible member(s) from area colleges
  - b) One is currently vacant – Catherine will handle the filling of this position
  - c) Various new members will be need in May when terms expire

*We are currently short one member, Catherine will work on possibly getting someone from Parkside or Carthage. There will be a couple of vacancies in May, so suggestions are welcome for members.*

The meeting was adjourned at 1:37 pm.

The next meeting is on Monday, February 1, 2010 at the Kenosha Municipal Building Room 301

Keep Kenosha Beautiful Commission  
Minutes Monday February 1, 2010

The meeting was called to order at 12:39pm, a quorum was present. Members of the KKB commission who were present: Pam Thomey, Jane Bekos, Rosemary Thompson, Betty Kriederman, Janet Steinmetz, Penny Carlino, Jeanette Stevenson, Art Schroeder, Christine Pratt. City Staff: Jeff Warnock, Catherine Mantuano, Jan Schroeder, Penney Hanney, Mary Durkee

1. Welcome guests, introductions

Guests included Amy Garrigan, KUSD; Sam Chatmon, The NorthFace; Carmel Ruffolo, UW-Parkside; Susan Andrea, Green Kenosha and Kathleen Sytkowski, Green Kenosha.

Catherine requested through the Chairman that we move Item 4 forward on the agenda. See item below for the discussion.

2. Mission Statement for the Keep Kenosha Beautiful Commission.

Re-read old purpose as stated in Code of General Ordinances, 2009. Suggested new purpose: Keep Kenosha Beautiful is dedicated to the beautification and betterment of our community through community partnerships and volunteerism.”

Rosemary Thompson made a motion that we change the Keep Kenosha Beautiful purpose to: Keep Kenosha Beautiful is dedicated to the beautification and betterment of our community through community partnerships and volunteerism.” Betty Kriederman seconded the motion. The chairman stated the motion, there was unanimous vote to pass the motion.

The KKB commission will now seek approval with the Board of Parks Commission and the Common Council.

3. Discussion on the Keep America Beautiful System.

Pam Thomey went through her notes per a conference call with April Buther Wennerstrom on January 14<sup>th</sup>. We are presently waiting for additional materials to be mailed. Some of the benefits offered were the grant opportunities. Some of the grants are available to affiliates and some are offered to non-affiliates. There is a cigarette prevention grant available to non-affiliates that we will apply for. The grants are KAB project oriented grants. They award approximately \$500,000 per year. The process for becoming an affiliate would involve KKB commissioners to go through the training process. A KAB official would come to Kenosha for a half day training. That is what part of the \$4000 initial fee pays for. In addition to the initial training, conferences and webinars are offered. There was concern over the \$4000 fee since it is approximately half of KKB's yearly working budget. There was a suggestion to negotiate the cost of the initial fee or find other resources.

4. Keep Kenosha Beautiful Green Initiative

Mary Durkee explained the premise of the Green Initiative and some of the projects the group will be starting. The ‘green initiative’ group is putting together a trial event recycling program that will start this summer at City sponsored events. The Taste of Wisconsin, Folk Festival and PB& J will be trial ‘sites.’ The group is also considering recycling at some of the park rental buildings and will put a process in place for rentees.

5. Keep Kenosha Beautiful Ordinances

It was suggested, for the sake of time, we table the additional discussion of the Code of General Ordinances, until the next commission meeting.

6. Sunny Squad  
Partnerships are moving forward, need to finalize "Sunny 2010" copy and move forward on materials. Also discussed on-line opportunities.
7. Forms, Forms and more Forms  
We have a few items to review regarding information gathering and volunteer recruiting. The commission was asked to read through the materials and provide any input. Please consider information that would be important for ROI (Return on Investment)
8. Cigarette Litter Prevention  
Discussion on poster approval and pricing. How will we distribute/ Should we have a press release and place it on our website and/or mail? Have information available at the Municipal Building.

Meeting adjourned at 1:45pm.

The next meeting is on March 1<sup>st</sup>, 12:30pm at Southport Beach House.

## KEEP KENOSHA BEAUTIFUL COMMISSION

Minutes from Monday, March 1, 2010

A meeting of the Keep Kenosha Beautiful Commission was held at the Southport Beachhouse on Monday, March 1, 2010. The meeting was called to order at 12:40 pm by Chairman Art Schroeder. At roll call the following members were present: Commissioner Bekos, Steinmetz, Thompson, Thomey, and Pratt. Commissioner Kriederman arrived during Item 1. Commissioner Stevenson and Alderman Moldenhauer were excused. Commissioner Carlino resigned from the commission last week. Staff present: Catherine Mantuano and Mary Durkee from the Park Division.

Approval of the minutes from the meeting held on Monday, February 1, 2010. It was moved by Commissioner Steinmetz and seconded by Commissioner Thompson to approve the minutes with the following addendum's; Guests present at the February 1<sup>st</sup> meeting should include Margaret Heller from Green Kenosha Allendale and Jon Skallbeck from UW Parkside Sue Andrea from Green Kenosha was not able to attend the meeting. Motion carried unanimously.

### 1. FLOWERS

#### 1.1. Adopt-a-Spot Perennial Gardens

- a) Confirm kick off location and dates – *Catherine Mantuano indicated that it is tentatively being scheduled for Saturday May 1<sup>st</sup> at the Boathouse. Commission members should arrive at 8:00 am for set up.*
- b) Kick off activities – suggestions – *Photo opportunity for all volunteers and pictures of their spots will be taken during the year. This photo's can be placed on our web site to recognize their hard work. Offer Garden notebooks, with information and an informal journal to document their time and effort on the spot.*
- c) Update on-line volunteer form – *Catherine informed the commission that the form is with the IT Department and will posted to the web site soon.*
- d) Flower ordering – *Gateway Technical Institute is restructuring their sale. There probably will only be about a third of the normal plants. The sale is April 24<sup>th</sup>.*

#### 1.2. UW-Extension Spring into Gardening Event – March 13

- a) Need a volunteer – *The event is at Central High School, if anyone is interested please let Catherine know as soon as possible.*

#### 1.3. Vegetable Garden – Cicchini Park

- a) Partners: Shalom Center and other organizations – *We will be placing two raised beds in the park and planting cool weather crops for late spring and early fall. Shalom Center has agreed to provide two (2) volunteers to check the beds twice a week. Mary Durkee is working on the possible grant from Lowe's for materials. We are looking into working with the Bradford Key Club to construct the beds. The Park Division will work with KKB to water the garden.*

### 2. RECYCLING

#### 2.1. Specific Bins for recycling

- a) Special Events, General Utility and Permanent Outdoor Use – *Catherine indicated that the Green Kenosha Initiative was looking at various containers. Rocky Bednar, Waste Superintendent, recently attended a Recycling Conference and will be providing more information.*
- b) Interactive Recycling project for events – *Lakeview Technology Academy is designing and constructing a recycling interactive feature, that will be featured at special events to teach the public about recycling.*

- c) Grant opportunity available - *A grant from the Keep America Beautiful is open to all communities is being looked at for recycling.*
- d) Education opportunities: Celebrate Earth Day at Gateway – April 24 - *we will have a booth at this event.*
- e) TerraCycle founder will speak at Gateway on April 23<sup>rd</sup>.
  - *Do we want to collect “TerraCycle” garbage (attachment provided at the meeting)? - This recently established company collects various materials as fundraiser opportunities and then manufacturers it in to useable items.*
  - *What to offer at KKB table. - We will be collecting chip bags and corks. Pam Thomey, Snap-on Tools Corporation will look into the possibility of partnering with KKB to collect these items.*

### 3. LITTER

#### 3.1. Celebrate Earth Day at Gateway clean up on April 24, 2010

- a) *Do we want to tie in all clean-ups that week with the Earth Day event – We will be tracking the results from the cleanups during the week.*
- b) *Announce results for press release? - A press release will be issued after the announcement at the event.*

#### 3.2. Bags and Gloves

- a) *Ordering for KUSD and Sunny Squads – Catherine indicated that she will be placing an order for bags and gloves to be distributed.*

#### 3.3. Cigarette Litter Prevention

- a) *Poster Status – In the approval process with Parks and Public Works Administration.*
- b) *Grant Application – An application has been submitted for \$7,500*

#### 3.4. Sunny Squad/Clean-up activities for kids

- a) *Need volunteers to create game custom to Kenosha, will have samples at the meeting. - Looking for various word games to be designed using a Kenosha theme. They will be placed in teacher packets and distributed to four schools and other organizations that are highly interested.*

Commissioner Bekos left the meeting at this time.

### 4. STORM WATER BIO SWALE AND RAIN GARDENS

#### 4.1. Possible partnership with UW-Parkside summer independent study

*Catherine met with UW Parkside and will be drawing up a proposal for student internships to study the type of plants that will or will not work at the swale at Horizons.*

#### 4.2. Anderson Park Rain Garden

- a) *Tremper partnership through Amy Garrigan at KUSD – Catherine recently attended a seminar on Rain Gardens. She will be working with Tremper to establish these gardens in front of the Anderson Park Pool Building. There will be two (2) 600 square foot gardens.*

### 5. OLD BUSINESS

- 5.1. *General Ordinance up date for KKB in 2010 – no discussion on this item*

### 6. NEW BUSINESS

- 6.1. *Next Meeting date and location – Monday, April 5<sup>th</sup> at the Washington Park Municipal Golf Course.*

It was moved by Commissioner Thomey and seconded by Commissioner Pratt to adjourn the meeting at 1:35 pm. Motion carried unanimously.

KEEP KENOSHA BEAUTIFUL COMMISSION  
- MINUTES -  
Monday, April 5, 2010

The meeting was called to order at 12:38 pm. The following members were present: Chairman Art Schroeder, Jane Bekos, Betty Kriederman, Rosemary Thompson, Pam Thomey, and Chris Pratt. Jeanette Stevenson, Janet Steinmetz, and Alderman Don Moldenhauer were excused. Staff: Jeff Warnock, Catherine Mantuano, and Mary Durkee.

It was moved by Jane Bekos, seconded by Pam Thomey, to approve the minutes of the meeting held on March 1, 2010. Motion passed 11-0.

C-1. 2010 Action Plan

- a. Flowers
- b. Recycling
- c. Litter
- d. Storm Water Bio Swale and Rain Gardens

*It was moved by Betty Kriederman, seconded by Jane Bekos, to receive and file. Motion passed 6-0.*

C-2. Election Chairperson and Vice Chairperson

*It was moved by Betty Kriederman, seconded by Jane Bekos, to defer to the next meeting. Motion passed 6-0.*

DISCUSSION ITEM: 2010 Meeting Schedule

OTHER BUSINESS AS AUTHORIZED BY LAW: Update from the Coordinator Catherine Mantuano.

CITIZENS COMMENTS: None

Meeting adjourned at 1:45 pm.

KEEP KENOSHA BEAUTIFUL COMMISSION  
- MINUTES -  
Monday, May 3, 2010

The meeting was called to order at 12:35 pm. The following members were present: Chairman Art Schroeder, Jeanette Stevenson, Betty Kriederman, Janet Steinmetz, Pam Thomey, and Chris Pratt. Jane Bekos, Jeanette Stevenson, and Rosemary Thompson were excused. Staff: Catherine Mantuano, Mary Durkee, and Ron Bursek.

It was moved to approve the minutes of the meeting held on April 5, 2010. Motion passed 6-0.

B-1. Election Chairperson and Vice Chairperson.

*Janet Steinmetz nominated Pam Thomey for Chairperson and Chris Pratt for Vice Chairperson. Motion passed 6-0.*

INFORMATIONAL:

1. Project Status Update.

Plant pick up date was set for Thursday, May 20, 2010 from 3:00pm – 7:00pm at the Green house, 3617 65<sup>th</sup> Street. Rain date will be Tuesday, May 25, 2010 from 3:00pm – 7:00pm. Nice Job Neighbor will start the first Thursday in June.

2. Presentation by Wally Graffen (Chief Executive Officer) Boys & Girls Club.

Wally Graffen informed the commission that the Boys & Girls Club will do a city clean up day, targeting 20 different locations, on Wednesday, May 12, 2010 starting at 1:00.

3. Presentation by Sue Smith, National Director of Education, Keep America Beautiful.

Sue Smith gave a power point presentation and explained the benefits of becoming affiliated with KAB. It would cost only \$450.00 this year, because we were affiliated at one time and \$300 annually. Some of the benefits of being affiliated with KAB are, can qualify for grants and receive free educational materials. Ron Bursek suggested that the commission ask for donations for the \$450.00.

Meeting adjourned at 2:10 pm.

KEEP KENOSHA BEAUTIFUL COMMISSION  
- MINUTES -  
Monday, July 12, 2010

The meeting was called to order at 12:44 pm. The following members were present: Chairman Pam Thomey, Jane Bekos, Chris Pratt, Kathryn Prozanski, Jennifer Schuman, and Jeanette Stevenson. Betty Kriederman and Janet Steinmetz arrived during item C-1. Rosemary Thompson and Alderman LaMacchia were excused. Staff: Catherine Mantuano.

It was moved by Jane Bekos, seconded by Jennifer Schuman, to approve the minutes of the meeting held on Mary 3, 2010, with the correcting that Jeanette Stevenson was not present. Motion passed 6-0.

C-1. Approval to join Keep America Beautiful.

*It was moved by Commissioner Chris Pratt, seconded by Commissioner Betty Kriederman, to approve. Motion passed 7-1, with Commissioner Jane Bekos voting nay.*

C-2 Create or appoint a committee to raise corporation contributions for the fees (\$450) to join Keep America Beautiful.

*It was moved by Commissioner Jennifer Schuman, seconded by Commissioner Janet Steinmetz, not to form a committee and to use Keep Kenosha Beautiful budget dollars to pay the \$450.00. Motion passed 8-0.*

C-3. Gardeners Thank You Reception.

*It was moved by Commissioner Chris Pratt, seconded by Commissioner Jeanette Stevenson, to approve. Motion passed 4-0.*

INFORMATIONAL:

1. Coordinators hours – 238 hours left as of July 12, 2010.
2. Project Status Update – Nice Job Neighbor Door hangers are available. Catherine registered all our beaches with the International Coastal Clean Up which will be held on Saturday, September 25, 2010. Adopt-a-Spot is looking good. Sunny Squads kicked off and is doing well and will continue next year. Janet Steinmetz, Jeanette Stevenson and Kathryn Prozanski will help with making badges with the sunny squads. Arts & Flowers this Sunday, July 18, 2010 all commissioners volunteered their time to work at the different activities.

Meeting adjourned at 1:40 pm.