



# City of Arkansas City

## BEAUTIFICATION AND TREE ADVISORY BOARD MEETING AGENDA

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Thursday, December 01, 2022 at 1:00 PM – 400 W Madison Ave, Arkansas City, KS

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GoToMeeting: <https://meet.goto.com/861032053> Phone: +1 (408) 650-3123 Access Code: 861-032-053

### I. Roll Call

Robin Henderson\_\_ Candace Hendricks\_\_ Nancy Holman\_\_

Paisley Howerton\_\_ Harrison Taylor\_\_

### II. Consent Agenda

1. October 27, 2022 Meeting minutes.

### III. Old Business

1. Yard of the Month discussion

2. City Entrance discussion

3. Sacred Heart Service Project discussion

### IV. New Business

### V. Other Miscellaneous Items

### VI. Adjourn

**NEXT REGULAR BOARD MEETING: 1:00 P.M. Thursday, January 26, 2023 at the Water Treatment Facility.**



# City of Arkansas City

## BEAUTIFICATION AND TREE ADVISORY BOARD MEETING MINUTES

Thursday, October 27, 2022 at 1:00 PM – Water Treatment Facility 400 W Madison Ave

### I. Roll Call

PRESENT: Robin Henderson, Nancy Holman, Harrison Taylor

ABSENT: Candace Hendricks, Paisley Howerton

Also present was Building Official Mike Bellis and Principal Planner Josh White

### II. Consent Agenda

1. August 25, 2022 Meeting minutes.

Harrison made a motion Nancy seconded. Voice vote carried the motion.

### III. Old Business

1. Outdoor Movie Night update

Mike talked to Tony and Randy about the movies. Staff would not be able to support the effort. Volunteers would be required in order for this to work. Movies would also have to be sponsored. Volunteers would have to be trained by City staff. Robin mentioned partnering with another community group to make this happen. She also mentioned a subcommittee.

2. Yard of the Month discussion

Harrison noted the property front at 127 N 5<sup>th</sup> St had been improved and looks pretty good. Mike showed a sign that was previously created that said Yard of the Season. The board determined some more discussion was needed at the November meeting.

### IV. New Business

1. Sacred Heart Service Project discussion

Josh mentioned Sacred Heart contacted him about a possible service project for the school to do for the City. Possibly work with Friends of Wilson Park. Mike suggested contacting Tony about needs for the park that they could work on perhaps next Spring. Mike suggested inviting Connie to the November meeting to discuss this further.

### V. Other Miscellaneous Items

Mike mentioned that we've been having issues with quorum. He suggested moving meetings to quarterly. Nancy asked if special meetings could be called, Mike said they could be called when necessary. Mike suggested January, April, July and October. Robin made a motion to move to quarterly meetings starting in January. Nancy seconded the motion. Voice vote carried the motion. The November meeting (December 1) would still occur for discussion of the Yard of the Month.

### VI. Adjourn

Nancy made a motion to adjourn. Harrison seconded the motion. Voice vote carried the motion.



# Items for Beautification and Tree Advisory Board Action

**Meeting Date:** 12/1/22  
**From:** Mike Bellis  
**Item:** Yard of the Month

**Title:** Yard of the Month discussion

**Background:**

As discussed at the last meeting, we have a sign.

Paisley provided us with a nomination she received. The yard is at 127 N 5<sup>th</sup> St and was nominated by Joyce Irving. The board will need to discuss the nomination and vote on whether to award this property with the Yard of the Month award.

Are there any new nominations?

City of Arkansas City

Yard of the  
Season





# Items for Beautification and Tree Advisory Board Action

**Meeting Date:** 12/1/22  
**From:** Josh White  
**Item:** Sacred Heart Service Project

**Title:** Sacred Heart Service Project discussion

**Background:**

UPDATE: The board discussed this at the last meeting and I sent an update to Kristin Munson about what the board discussed. I have attached our correspondence to this action item. The board will need to discuss the email and decide next steps.

HISTORY: We received a request from Sacred Heart that wants to work on a service project.

I'm in charge of Acts of Service for Sacred Heart and am working on a calendar of service projects for the kids for the year. I wondered if there is a project they could do to help the City? Earth Day is in April and they could clean up the parks, plant a tree, plant flowers downtown. Maybe they could sponsor a street or raise money for a repair or come up with something to add to park renovations? I would love to find a hands-on project for the kids to really engage in an act of service.

I wasn't sure who to contact on this with Andrew gone so I was hoping you could help me or point me in the right direction.

Thanks!

H. Kristin Munson

The board should discuss how the kids can help with a service project and update Kristin. I felt it was appropriate for the board to make this decision since it lines up with the mission of the board well.

From: kmunson@arkcity.org  
Sent: Monday, October 31, 2022 3:29 PM  
To: Josh White  
Subject: RE: Sacred Heart service project

Thanks for getting back with me. I have court every Thursday at 1pm so it doesn't sound like I would be able to make the meetings. There is no real deadline for a description of the project. It would just be good to know if they wanted to commit to a project and what month so we can plan for it. We try to do one act of service each month. After that, I just need to know the description far enough in advance to prepare for it. If its the kind of project where you the kids just show up to volunteer, that obviously doesn't take much planning but if we need to sell items to raise money or collect donations, we will need at least a couple months notice.

Thanks again Josh. If court gets cancelled some Thursday, I would be happy to come and meet with them in person or I could send someone in my place if they would like to meet with a representative from the school.

H. Kristin Munson  
City Prosecutor  
Wilson, Brewer & Munson, PA  
120 North Summit  
Arkansas City, Kansas 67005  
620-442-1950  
Fax 620-442-1951

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From: "Josh White" <jwhite@arkansascityks.gov>  
Sent: 10/28/22 9:46 AM  
To: <kmunson@arkcity.org>  
Subject: RE: Sacred Heart service project

Sorry for the delay in getting back to you. The board didn't have a quorum in September and only just met again yesterday (I blanked on inviting you to yesterday's meeting, sorry about that). They did express some interest in working with Sacred Heart perhaps on a project at Wilson Park in the Spring perhaps even on Earth Day. Things are still pretty fuzzy at this point, when would you need to have a decision on a project by? The next meeting they will have will be Thursday, December 1 at 1:00pm if you have any space on your calendar that day to join the meeting. If it is an option for you and you cannot attend in person we always have a GoToMeeting set up as well.

Josh White, AICP  
Principal Planner

City of Arkansas City, Kansas  
jwhite@arkansascityks.gov  
Office: 620-441-4420  
Direct Line: 620-441-4427  
Fax: 620-441-4403

From: kmunson@arkcity.org [mailto:kmunson@arkcity.org]  
Sent: Monday, September 12, 2022 2:56 PM  
To: Josh White  
Subject: RE: Sacred Heart service project

I'm in Court down in Tonkawa that afternoon otherwise I would be happy to attend. If you don't mind reaching out to them on my behalf I would appreciate it. I'm also happy to contact them directly if you

want to pass on their contact info.

Thanks Josh,

H. Kristin Munson  
City Prosecutor  
Wilson, Brewer & Munson, PA  
120 North Summit  
Arkansas City, Kansas 67005  
620-442-1950  
Fax 620-442-1951

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From: "Josh White" <jwhite@arkansascityks.gov>  
Sent: 9/12/22 11:20 AM  
To: <kmunson@arkcity.org>  
Subject: RE: Sacred Heart service project



I can reach out to the Beautification and Tree Advisory Board at their next meeting. I'm sure there will be some sort of spring cleanup as well. I could even have you come for the meeting if you want. The next meeting is Thursday, September 22 at 1pm. The meetings are at the Water Treatment Facility.

Josh White, AICP  
Principal Planner

City of Arkansas City, Kansas  
jwhite@arkansascityks.gov  
Office: 620-441-4420  
Direct Line: 620-441-4427  
Fax: 620-441-4403

From: kmunson@arkcity.org [mailto:kmunson@arkcity.org]  
Sent: Monday, September 12, 2022 11:09 AM  
To: Josh White  
Subject: Sacred Heart service project

I'm in charge of Acts of Service for Sacred Heart and am working on a calendar of service projects for the kids for the year. I wondered if there is a project they could do to help the City? Earth Day is in April and they could clean up the parks, plant a tree, plant flowers downtown. Maybe they could sponsor a street or raise money for a repair or come up with something to add to park renovations? I would love to find a hands-on project for the kids to really engage in an act of service.

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