

MUNICIPAL BEAUTIFICATION COMMISSION/TREE BOARD

January 3, 2023 Meeting Minutes

1 pm

Charleston Municipal Parking Building #1

Commissioners in attendance:

Anna Forbes, Chair

Brenda Craig Ellis, Vice Chair

John Casto

Lois Crichton (by telephone)

Marlene Dial

Jane Powell

Susan Shumate

Absent (Excused):

Donna Graham, Treasurer

Alex Franklin

Marjorie Cooke

Staff and Guests:

Mike Davis, Public Grounds Deputy Director

Barbara Rose, Kanawha Garden Club

James Yost, GAI Consultants

Call to Order & Agenda

This meeting was a hybrid of phone and in person attendance. Ms. Forbes welcomed members and called the meeting to order at 1:05 pm. A quorum was noted. After discussion the Tree Board agenda was brought forward, and the Bylaws discussion was moved to the last agenda item.

Approval of Minutes

The minutes of December 6, 2022 were circulated to commissioners prior the meeting and presented for approval. Ms. Craig-Ellis moved to approve the minutes, Ms. Shumate seconded, and the motion was ***approved***.

Treasurer's Report

Ms. Forbes reported that due to the holiday schedule, updated financial information is not available from the city in time for this report. Upon Donna's return from her vacation, a formal financial report will be shared with the commission.

Ruffner Park Project

James Yost, Senior Landscape Architect with GAI Consultants provided a progress report on the Ruffner Park project. Mr. Yost reported that working with Kanawha Garden Club he contacted Blue Creek for a

revised quote on a smaller entrance upgrade. Upon request from MBC, Mr. Yost will provide an enlarged diagram of the entrance.

He is also working with Lori Brannon, City Planner, for the excavation of gravestones near the entrance. Progress is pending the approval from the State Historic Preservation Office (SHIPO). Mr. Davis reported that there was storm damage to the remaining Elm tree and its health should be considered during the planning process.

Public Grounds Director's Report

Ms. Forbes asked Mr. Davis to present the Public Grounds remarks. Mr. Davis reported his department is dismantling holiday decorations and continuing clean-up. Soon they will begin installation of the remaining hardware needed to hang floral baskets this spring. He will also assist the Slack Plaza Living Wall working group led by John Casto and Jane Powell. The group will collaborate on the design, the selection of the plant materials, and provide general oversight of the living wall project.

Tree Board Report

Ms. Forbes reported that at this time the City has suspended the application for Tree City USA. She will reach out to the City to learn the reasons why the project was halted.

Ms. Craig- Ellis reported on the Tree Inventory project with West Virginia University Extension Office. Program Director Liz Moss has compiled responsibilities for both the Extension Office and the City to be included in the contract. MBC will review and submit edits before the final suggestions are submitted to Kevin Baker, City Attorney.

Bylaws Review and Approval

The Current Bylaws, Amended Bylaws, and an Amended Bylaws Summary Document were circulated for review prior the meeting. Ms. Forbes led a discussion through each proposed change.

Three changes were suggested.

Article II Section 6 – Revising officer term limits to three years with possible extension. Ms. Craig-Ellis will draft a new statement to be included in the amended bylaws.

Article III, Section 9 – Reducing the minimum length of attendance at a MBC meeting from 45 minutes to 30 minutes for attendance credit.

Article IV, Section 3 – Commissioners are limited to four consecutive absences and a total of six annually before discussion of removal from the MBC.

With these changes Mr. Casto moved to approve the 2023 Bylaws, Ms. Dial seconded, and the motion was **approved**.

The next MBC/Tree Board meeting is scheduled for 1 pm, February 7, 2023.

Submitted by Jane Powell,
MBC Commissioner

(on behalf of Marjorie Cooke,
MBC Recording Secretary)