Approved
08/18/2026

MEETING MINUTES
BEAUTIFICATION COMMISSION
JULY 21, 2026 - 6:00 P.M.
FARMINGTON HILLS CITY HALL – COMMUNITY ROOM
31555 ELEVEN MILE ROAD, FARMINGTON HILLS, MI

CALL TO ORDER BY: Chairperson Kailee Sosnowski at 6:00 PM in the City Hall Community Room.

MEMBERS PRESENT: Kailee Sosnowski, Michael Harris, Robert Levine, Frank Romano, Sherri Garrett, Evan Rosin (arrived late)

MEMBERS ABSENT: September Ingram (travel), James Cowell

OTHERS PRESENT: Valerie Knol, City Council Liaison, Charmaine Kettler-Schmult, Director of Planning & Community Development, Tracey Emmanuel, Staff Liaison, Guest: Patricia Mullen

APPROVAL OF AGENDA
Motion by Sosnowski, seconded by Harris to amend and approve the Agenda as follows: Add to New Business as Item 8.E: Selection of Interim Secretary. Motion carried: 5-0.

APPROVAL OF MINUTES
Motion by Levine, seconded by Sosnowski, to approve the Minutes of June 16, 2026 as submitted. Motion carried: 5-0.

CORRESPONDENCE AND ANNOUNCEMENTS
Commissioner James Cowell resigned from the Commission effective July 21, 2026 (received via email at 4:26 PM July 21, 2026). The City Attorney will attend the Beautification Commission's August 18, 2026 meeting to provide training for the Commissioners.

REVIEW OF CALENDAR
The Commissioners reviewed the calendar.

OLD BUSINESS ITEM

A. BC Awards 2026
1. Motion by Sosnowski, seconded by Garrett, to approve a 10:00 AM start time for the 2026 Awards Ceremony. Motion carried 5-0.
2. Motion by Sosnowski, seconded by Levine, to approve the Continental Breakfast Buffet as the menu for the 2026 Awards Ceremony. Motion carried: 5-0.
3. Motion by Sosnowski, seconded by Garrett, to approve Photo #5 Coneflower as the official flower photograph to be used for the 2026 Awards Ceremony signs, certificates, and printed program. Motion carried: 6-0.
4. Judging: Commissioners reviewed judging forms and photos and tabled selecting the recipient of the Commissioner's Award until August 18, 2026.

NEW BUSINESS ITEMS

A. Agenda Management and Meeting Efficiency

    1. Kettler-Schmult thanked the Commissioners for their community service as members of the commission, outlined the budget process and council approval of the budget and associated activities.
    2. Emmanuel provided information regarding basic parliamentary order, including the role of the Agenda, motions, and decorum during the meeting. The City Attorney will provide more information during their training at the August 18, 2026 BC meeting.

B. Member Proposal: BCSEM Quarterly Meeting Hosting
    1. Motion by Harris, seconded by Garrett, to table hosting a BCSEM Quarterly meeting discussion for a future meeting. Motion carried: 6-0.

C. Member Proposal: Future BC Awards Ceremony/Nomination Forms
    1. Motion by Harris, seconded by Rosen, to table Future BC Awards Ceremony/Nomination Forms discussion for the August 18, 2026 meeting and to change the topic title to Awards Program Ceremony and Nomination Forms. Motion carried: 6-0.

D. Member Project Proposal: The Children's Prairie
    1. Levine provided details and the Commission discussed the proposed project. Motion by Sosnowski, seconded by Garrett to discuss project with the Special Services Department. Motion carried: 6-0. Motion by Sosnowski, seconded by Garrett, to form a subcommittee that includes Levine, Romano, and Rosen to reach out to the Parks and Recreation Commission for fact-finding. Motion carried: 6-0.

E. Selection of Interim Secretary
    1. No action taken.

PUBLIC COMMENTS
None.

COMMISSIONER COMMENTS
None.

NEXT MEETING DATE: August 18, 2026.

MEETING ADJOURNED BY: Chair Sosnowski at 8:36 PM.

Submitted by Tracey Emmanuel, Staff Liaison