

**JULY 18, 2023 - MEETING MINUTES  
BEAUTIFICATION COMMISSION  
CITY OF FARMINGTON HILLS  
CITY HALL – COMMUNITY ROOM  
31555 ELEVEN MILE ROAD**

**APPROVED  
08/15/2023**

**CALL TO ORDER BY:** Jennifer Chinn at 6:07 pm. in the City Hall South Conference Room.

**MEMBERS PRESENT:** Rita Roberts, Betti Pool, Jennifer Chinn, Kathie Brown. Carol Kurth

**MEMBERS ABSENT:** Jarel Readous (excused), Alex Clar, Katherine Massey, Jawahar Babu

**OTHERS PRESENT:** Tracey Emmanuel, Staff Liaison

**APPROVAL OF MINUTES OF:** Motion by Betti Pool, second by Kathie Brown, to approve the minutes of June 20, 2023, as submitted. Motion carried: 5-0

**CORRESPONDENCE AND ANNOUNCEMENTS:** KMB letter asking for donations.

**APPROVAL OF AGENDA:** Motion by Betti Pool, second by Rita Roberts to approve the agenda as presented. Motion carried: 5-0

**REVIEW OF CALENDAR:** The Commissioners reviewed the calendar. There were no changes.

**OLD BUSINESS ITEM:**

A. Budget Review – Jennifer Chinn

- a. Katherine sent a memo requesting more money for our budget. Tracey spoke to the Farmington Hills Finance Department. She explained that the Boards and Commissions comprise a department that has a total budget that is broken out into line-item amounts for each Board and Commission. Each Board or Commission may not expend all their funds, so the Department may be able to cover some overages.
- b. Tracey explained how the City's budget process begins in November of the year prior when departments put together proposed budgets. In mid-May the City Council meets to hear proposed budgets, with final approval coming in June. Tracey suggested that we could attend the City Council study session next year to put forward our need for more money and reminded us that Valerie Knol is also our council liaison. She also said that we may wish to present our annual report to council to express our goals, accomplishments and costs/funding needs, instead of just sending in a written report.
- c. We can still have our awards ceremony without too much worry this year.

B. BC Awards – Jennifer Chinn

- a. Tracey and Jennifer looked at previous award ceremonies to see how many entries there were. This year we had 69 forms returned.
- b. We discussed who will judge each category.
- c. We've decided to make the forms due much earlier next year so the plants are still in bloom and beautiful when we go to judge them.
- d. Tracey and Jennifer will try to get the packets together by the end of July.
- e. Jeri will show us different flower pictures for the awards. We're charged \$14.50 for each sign without the stakes as we have enough stakes in storage.

- f. We discussed the menus for the ceremony and how we can cut out certain foods and bring our own Costco cake. A cheaper option for flowers or just use the provided candles in hurricane lamps.
- C. BSCEM Quarterly Meeting Updates – Kathie Brown
  - a. Kathie talked about the Keep Michigan Beautiful Shirley Richardson Mini-Grant Program. We can apply for this as we were a previous award winner and Jennifer will fill out the form. Discussion ensued on what we will put on the form. More discussion next meeting.

**NEW BUSINESS ITEMS:**

- A. None

**PUBLIC COMMENTS:** None

**COMMISSIONER COMMENTS:**

**Meeting adjourned:** Motion to adjourn by Jennifer Chinn at 7:35.