



# City of Collinsville

125 S. Center Street  
Collinsville, IL 62234

## Minutes - Final

### Community Appearance Board

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Wednesday, April 12, 2017

6:00 PM

City Hall (Training Room)

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#### A. CALL TO ORDER

Chairman Ken Jones called the meeting to order at 6:02 pm.

#### B. ROLL CALL

Also present was Kim Wasser, City liaison.

Noted: Judy Nelson arrived at 6:04 pm and Liz Dalton arrived at 6:07 pm.

**Present:** 11 - Chairperson Ken Jones, Janice Georg, Vice Chair Dean Graves, Brion Brown Sr, Brion Brown Jr, Judith Nelson, Liz Dalton, Ken Wheat, Dia Toenjes, Brad Main and Sharon Main

**Excused:** 1 - Susan Hellige

**Absent:** 1 - Curtis Nelson

#### C. SPEAKERS FROM THE FLOOR

None.

#### D. CORRESPONDENCE

#### E. APPROVAL OF MINUTES

1. Motion to Approve Minutes of the March 8, 2017 Community Appearance Board meeting

**A motion was made by Georg, seconded by Wheat to approve. The motion carried by the following vote:**

**Aye:** 11 - Chairperson Jones, Georg, Vice Chair Graves, Brown Sr, Brown Jr, Nelson, Dalton, Wheat, Toenjes, Main and Main

**Nay:** 0

**Excused** 1 - Hellige

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**Absent:** 1 - Nelson

**Abstain:** 0

**F. NEW BUSINESS**

## 1. Arbor Day celebration

Brown Jr. gave a brief overview of the annual Arbor Day event. He announced the Arbor Day celebration is scheduled for Thursday, April 27 at 1:00 pm. Crain Tree Farm is donating a tree to be planted at Willoughby Farms with the help of the 4th grade children from Summit School.

## 2. Schedule trash pick-up along S. Morrison

Scheduled trash pick-up and mulching at Collinsville sign (Clay/Vandalia) for Saturday, April 29 at 7:00 am and will meet at the parking lot across the street from City Hall.

## 3. Reschedule mulching of wedge/median

Scheduled mulching of wedge (Vandalia/Beltline) for Tuesday, April 25 at 6:30 pm.

Discussion was had regarding replacing dead ferns with new plantings at Collinsville sign (Clay/Vandalia). It was scheduled for Monday, April 17 at 6:30 pm.

## 4. Yard of the Month program to begin in May. Nominations can be made via City's website.

Wasser announced the Yard of the Month program will begin in May and nominations can be made via the City's website.

Jones read an email from Hellige that indicated she has the gift certificates for the Yard of the Month winners. She purchased and poured Preen at Collinsville sign (Clay/Vandalia), Listeman Park, W. Main island, and Caseyville/St. Louis Rd. wedge. Her emailed reminded the board to sign for the charge at Creekside and make a notation as to where the item(s) will be used for bookkeeping reasons.

Jones reminded the board to RSVP for the Volunteer Appreciation Dinner.

**G. OLD BUSINESS**

## 1. Reappointment of board members - Liz Dalton and Brion Brown Jr.

Jones announced Dalton and Brown Jr. were reappointed by the Council to another 4 year term on the Community Appearance Board.

## 2. 2017 Garden Tour update

Dalton gave a brief update. She advised 6 yards confirmed and 3 pending. She announced that Toenjes has several sponsors to offset expenses. Hellige is working on the engraved rocks for the yard participants. She indicated she is in need of raffle items and suggested anything garden theme, gift cards, or anything would be acceptable. They would like to have 15 individual raffle items. Tickets will be available for sale at various locations 2 weeks in advance. The tour will start at the Collins House on June 10 from 9am-3pm. She advised the board will do a preview tour on June 8 at 5:30 pm. Volunteers are needed the day of the event at each participating yard/house. A discussion

was had regarding a complaint received last year about the map. The board was advised that the map was not a directional driving map but aerial map as a point of reference use only. Wasser announced that Mark Ahlvers will work on a video that can be shared to promote the Garden Tour.

3. Welcome Sign Replacement update

Brown Sr. showed pictures of optional sign materials. He indicated he received information regarding potential private funding from a local business to offset the expenses associated with replacing the welcome sign on Rt. 157 at 55/70 ramp. He advised Demond Signs gave a quote of \$4,500 for Collinsville logo. A discussion was had regarding replacing the sign by the high school since there are a lot of visitors to that area. Examples and costs of signs forthcoming.

4. Mowing Schedule:

April - Brown Sr.

May - Toenjjes

June - Main(s)

July - Wheat

August - Brown Jr.

September - Hellige/Dalton

October - George

\* Graves available as substitute

J. Nelson offered to adopt and maintain the Caseyville/St Louis Rd wedge. A discussion was had regarding beautifying this wedge by placing garden stones, more boxwoods with additional flowers in the middle for a better appearance.

## **H. COMMENTS FROM COMMISSION MEMBERS**

Jones reminded members to file their Statement of Economic Interest with the County by May 1.

## **I. ITEMS FOR NEXT AGENDA**

## **J. ADJOURNMENT**

**A motion was made by Wheat, seconded by Graves to adjourn at 6:50 pm.**

**The motion carried by the following vote:**

**Aye:** 11 - Chairperson Jones, Georg, Vice Chair Graves, Brown Sr, Brown Jr, Nelson, Dalton, Wheat, Toenjjes, Main and Main

**Nay:** 0

**Excused** 1 - Hellige

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**Absent:** 1 - Nelson

**Abstain: 0**

## **ADDRESSING THE BOARD/COMMISSION DURING SPEAKERS FROM THE FLOOR**

Below are the rules for input during Board/Commission/Sub-Body meetings as set out in Ordinance No. 4765 entitled "Ordinance Governing Speakers From the Floor During Meetings of the City Council and the Commission, Boards, and Sub-Bodies of Collinsville, Illinois". Speakers may address the Board/Commission during the time designated as Speakers From the Floor on the agenda.

RULE 1: Speakers shall be allowed only during "Speakers from the Floor," or at any other time if requested by the meeting Chairman of the governing board.

RULE 2: Input must relate to a matter under the authority of the commission, board, or sub-body.

RULE 3: Upon request by the meeting Chairman for speakers from the floor, a prospective speaker shall express the desire to speak, be recognized by the meeting Chairman, approach the designated podium, and state their name and general subject matter to which they will address the Board/Commission.

RULE 4: After establishing their identity, prospective speakers shall immediately address the governing board.

RULE 5: Each speaker is limited to four (4) minutes to address the governing board. No extensions will be granted and no time shall be compensated to the speaker resulting from interruptions by or discussion with the governing board or any other City officer or employee.

RULE 6: Speakers shall address only the governing board collectively or its members individually. Speakers shall speak to issues and shall refrain from personal attacks on the governing board or City appointed officials and employees. Speakers may not address issues related to pending litigation in which the City or its subsidiary bodies, officers, agents, employees, boards or commissions is a party.

RULE 7: Speakers shall not be permitted to advertise, solicit, request, urge, summon, or cajole the governing board or the general public, except as otherwise provided for herein, with regard to any products, goods, services, information, gains, losses, advantages, consequences, or any other similar matter, notwithstanding that there may or may not be any pecuniary, monetary, financial or property gain, loss, or benefit to the speaker or any other person or entity.

RULE 8: Speakers shall act and speak with decorum and conform to conventional social manners in speech, writing, dress, and behavior. The audience shall refrain from conduct that disrupts the meeting in any way such as clapping, booing, loud talking or outbursts. A speaker may be immediately terminated at the meeting Chairman's discretion.

RULE 9: Determination of breaches of this Ordinance shall be made by the meeting Chairman. The meeting Chairman customarily will warn the speaker or members of the audience of inappropriate behavior through one warning use of the gavel. Subsequent inappropriate behavior shall result in the immediate removal of the responsible parties at the discretion of the meeting Chairman.

Please Note: These rules do not apply to public input during an advertised Public Hearing.