

## MT.SHASTA BEAUTIFICATION COMMITTEE REGULAR MEETING MINUTES

Mt. Shasta Police Dept. Meeting Room

303 N. Main St.

Mt. Shasta, CA

Oct. 11, 2017 - Approved on -11/8/2017

Call to Order - 4:00

Members & Representatives - Terez, Pam, Nancy, Lorie, Leslie, Julianna, and Kathy.

Prospective member - Larry Holben not present.

Jamie from Petals coming at 4:45 - banner discussion

**Public Comments** - Per Kathy, the renovation contract went to lowest bidder. STIP - State Transportation Improvement Program, is funding the improvements. The goal is to be ADA compliant, minimize water intrusion and prevent heaving of walkway areas. Paver installation is happening in selected areas. Special presentation and ongoing announcements will occur to keep the public informed. The work is being fast-tracked ahead of the rainy season and to return sidewalks to being passable asap. Lorie had hoped for conduit to be installed for future irrigation. It was noted that 2 trees on Chestnut St. were cut down without City permission. Pam asked that the future agenda include possible work assistance to the Washington St. & Lake St. triangle. BC wants to invite Jenny Payton to a future meeting as she manages this triangle. Pam checked around the triangle for the scope of the work needed. Pam will reach out to Jenny and team up with her to help with the work. Terez noted she is absent on Oct 28, but will pre-place plants with Lorie.

**Minutes** - Approved. Lorie/Terez - ( minor edit to item #4 before finalized to the City)

**Castle St. View scope area - item # 7 on agenda** - Julianna reported that part of General Plan process is for a downtown landscape plan. She hopes this area can be included in the General Plan along with the parking lots ( with DEAC's ideas) and Parker Plaza included in the design process. The Plan/process is being condensed to include a sequence of actions before it goes to City Counsel. The Castle St. plans are open to BC design. Julianna noted the staining of the cement planters is on hold along with the fountain renovation while awaiting design aspects and funding. Lorie and Terez mentioned the importance of landscape fabric, root barriers around the tree wells, and the flowering pear trees. Rod will call Terez regarding this Spring installation. 12 total trees are being re-planted within the downtown. Pam asked about tree pruning. Terez said this is best in the Spring and may need a request to public works and barricades to protect cars.

**Walking Audits Tour - item # 12 on Agenda** - Kathy hopes to promote a campaign to pole visitors and locals about area interests. This is similar to the County-wide First Impressions program Kathy previously was involved with. Ideas could be generated by an Open House to collect input on urban design, traffic control, landscape ideas, or neighborhood walks. Juliana gave a description of her plan to use Walking Audits as an outreach tool in the community to learn what residents want to see in the downtown. The BC agreed they want to be involved with these informal walks when Juliana schedules them.

**Street Light Banners - item # 9 on Agenda** - Guest Jamie Wright, owner of Petals, along with Pam and Lorie went to DEAC meeting about street light banners. DEAC is willing to contribute to the cost of banners. Jamie wants to use a local designer, Nadine Aiello. Julianna reminded BC about the fair bidding process that must be followed. Lorie showed a sample LED snowflakes design that could function like a banners for a winter theme. Julianna will take the design to DEAC then distribute it for bid to comply with the City policies. It was recommended the snowflakes be listed as an action item, gather bids, and submit to the City. Also, BC can check the "donation pot" with Muriel for other funds. The banners could be done under a budget adjustment but must go for bidding. The bid must allow for due diligence, and 3 vendors to bid to meet the criteria for clear use of public funds. BC members noted that a resident named Yvonne voluntarily does the wreath installation. Lorie, Nancy, and Pam will go to the next DEAC meeting to remain current with coordinating BC's involvement.

BC members discussed general ideas about the street decorations, providing security from theft, respecting Yvonne's role with the wreaths, the role of the Chamber and DEAC, and planning of the Winter Magic event scheduled for Nov. 24th. BC's involvement for Winter Magic decorating will be discussed at the Nov. 8 BC meeting. This may include decorating of Parker Plaza.

**Brown Act compliance** - Kathy and Juliana noted BC being aware that items placed on the meeting agenda must follow the Brown Act regarding discussions. They stated that BC could bring the banner discussion to the DEAC meeting next week (October 18<sup>th</sup>) to discuss payment of the banners/snowflakes. The BC can make a conditional acceptance, of the banners/snowflakes concepts based on DEAC's subsequent approval, and later consideration by City Council. Kathy suggested an action item called "Downtown Light Pole Décor" be on the next agenda. BC reached a consensus statement: BC will approach DEAC with a discussion of the banners/snowflakes decorations. BC held a preliminary vote on favorite snowflake designs and will bring this preference to an Oct. 17 special meeting. BC and DEAC will review their finances and clarify the final cost for the items. The result will be presented to the City Council for expenditure.

BC members agreed the wreaths should not be disrupted as Yvonne's plans are on a short timeline. BC wants to involve her in the discussion of choosing holiday light pole décor.

**Regarding other Future Downtown event planning** - Juliana noted that the Rethink Downtown event planned for Nov. 2, and discussed at DEAC's Sept. 27 meeting, which members of the BC attended, needs to be "publicly noticed." She advised both committees to define their roles/overlap to collaborate on projects. This will be placed on the Nov. 8 BC agenda.

**Mural Projects - Item #8 on Agenda** - (public and private). Juliana updated BC with Planning Commission news that "street graphics" is the new terminology replacing the prior wording of "sign ordinance." She clarified that BC should focus on public facility murals and DEAC will work on private property murals for downtown. Per Kathy, one exception is John Uttech's project at the Parker Plaza lower parking lot. Juliana said Pacific Power's utility box mural project is on hold but still being discussed.

**Off agenda item:** Lorie is in contact with Rod and Dave regarding the solar light installation at the Lake Street median monument.

**Future Agenda Items:** Pam noted planters in the library parking lot and signage to the School District office are covered with overgrowth. Nancy and Lorie agreed to visit the areas to tidy up. Remaining items on the agenda, #10 and #11 will be moved to the November 8<sup>th</sup> BC meeting.

Meeting was adjourned at 5:39 pm.

**Post Meeting** - Terez asked for some adjustment to the work dates from Nov. 4 to Nov. 18. That work date is for tree wells near Parker Plaza and clean-up on Castle St. Nancy and Lorie will work on the Library planters on Oct. 16. Volunteers are always welcome!