

MEETING MINUTES
Urban Forest Commission
August 18, 2022

Attendees: Kenny Allen, Linda Wendelken, Johnna Herrmann

Kenny Allen called the meeting of the Urban Forest Commission (UFC) to order in the City of Erlanger Public Works Facility at 4:00pm, Thursday, August 18, 2022.

MEETING MINUTES

DISCUSSION

Meeting Minutes

- The Commission approved the July 21, 2022 meeting minutes.

General Discussion

Planter Pot Program

- Discussed the planter pot program that will allow business owners to purchase a large container pot that can be personalized (painted) and displayed in front of their business.
- The City provides the pot and plants the flowers to ensure they are consistent. The business would help keep it watered.
- The Commission reviewed the draft flier created by Johnna and discussed the decision items needed to move the project forward. The Commission recommended:
 - Approach a local high school (e.g., Dixie Heights) to see if an art class would be willing to help paint the pots in the theme the business would like to feature on the pot if the business does not want to paint it.
 - If the business would like the school to paint the pot, they can donate money to the school (amount to be determined in partnership with the school).
 - Concrete pots will be used since plastic pots crack.
 - The business will receive two plantings per year: a spring planting with colorful annuals and a fall planting with cabbage, kale, and mums.
 - We will start off small with a test pilot with a goal of securing 5-10 businesses who sign up for the program.
 - We will begin promoting the program this fall to get interest from businesses for a projected start date of May 2023.

Project List

- The Commission decided on their top three projects that we'd like to move forward with: 1) Planter Pot Program, 2) #19 - Commonwealth Sidewalk grant and 3) #25 - Cherry Hill entrance island

Action Items for Next Meeting:

- Johnna to revise the draft one-page document for the Planter Program to be finalized and approved in the next meeting.
- Johnna to discuss the possibility of this program with an art teacher to gauge interest in the students painting the pots.
- Johnna to send the meeting notes to Sherry Hoffman and Peter Glenn for approval and distribution to the UFC.
- Kenny to research the possibility of working with a concrete factory to buy the pots.
- Kenny to research the price of the fall plants for the planter pot program so we can determine the asking price.

Decisions Needed:

- Timing of presenting the planter pot program to the Mayor and City Council to help generate interest and support
- Finalize/approve the three projects we will move forward with for the city beautification efforts

Next Meeting: Thursday, September 15, 2022 4:00 p.m.

RESPECTFULLY SUBMITTED:

Johnna Herrmann, UFC Secretary

APPROVED:

Peter M. Glenn, Public Works - Director

Attested by:

Sherry Hoffman
City Clerk