

**CITY OF OREM**  
**BEAUTIFICATION COMMISSION Minutes**  
**April 25, 2016**  
**4:30 p.m.**

**COMMISSION MEMBERS:**

Jim Campbell	Chair
Carol Manwaring	Vice Chair
Sean Orullian	
Gayla Muir	
Chelsie Young	
Sally Taylor	
Debby Lauret	City Council Representative
Reed Price	Staff Support
Lauren Gibb	Clerical

**ABSENT:**

Sheralyn Bennett  
Tanya Harmon

Jim Campbell called the meeting to order.

**Approval of Minutes**

Jim Campbell *asked for a motion to approve* the minutes from January 2016. Carol Manwaring *made a motion to approve* the minutes. Sean Orullian *seconded the motion*. Motion *passed unanimously*.

**Hanging Flower Pot**

Carol stopped by Cooke’s Greenhouse. The pots have been planted and Carol showed pictures. Carol said the hanging flower pots will be ready for Summerfest, they’ll be perfect, but the City can put them up whenever they want. Reed said that Jim Orr, of the Parks Department, wants to put them up in two weeks. Carol said that might be a little soon, but the City can do it however they like. She was wondering if the hanging flower pots could go up the same time as the Summerfest Banners. Reed said he didn’t think that was how it was done. Carol said that the gentleman at Cooke’s Greenhouse encouraged the flower pots to go up end of May or first of June. If the weather doesn’t get real hot, putting them up sooner would be fine. There are currently two flower pot hangers on the “Smiths” side of Center Street. Carol would like them moved over to the City Center, wherever the City thinks would work well. Reed clarified that the flower pots would start on the south side of Center Street, just east of Smiths. Carol mentioned that it’d be best to consider where the



Figure 1 Hanging Flower Basket

flower pots are going, to make certain they're not too difficult to water, and within the parking lot, near the police station, might be a good choice. Chelsie said they probably shouldn't be too close to the baseball fields.

### **Adopt-a-Pot**

Carol showed pictures of what the Adopt-a-Pot looks like now. They need to be placed by the first of June. Gayla might have some contacts at Scera Park. The pots are \$50 a piece, and this time around, the Beautification Commission will make certain they are paid for by having the City send out an invoice. Reed asked the Beautification Commission to contact himself or Lauren to have the City's accounting department send out a bill for those Adopt-a-Pot. Carol wondered if a verbal agreement was enough, or if they needed a signed agreement. Reed said a verbal agreement would be fine. As soon as you get a verbal commitment, let Lauren or Reed know the business, the person you talked to, and the address of the business. At that point, Lauren will contact the accounting department. That way, the Beautification Commission won't have to worry about doing any money collection. Businesses who bought adopt-a-pots in 2015. For businesses who have re-upped, there's a different kind of pot they can buy for \$90. The repeat customers

from last year would pay for them and pick them up at Cooke's themselves. Three people have re-upped. Brent Sumner wants two for his business and Carol's copy has ordered one. Chick-fil-a is also interested, but they could just replant the one they held on to from last year.

Jim Campbell said that the Beautification Commission should write up a letter for the businesses who participated last year that says something along the lines of "thank you for last year, if you want to do it again this year, *this* is what it's going to be. If you haven't paid for last year, *this* is what the price was". Reed asked for clarification if we were offering them the \$90 pot this year. Many of the business are hoping for the same deal, but we are asking them to "get the vision and take a run with it", by encouraging them to take care of the pots themselves from here on out. The Beautification Commission will still coordinate the pots for the new businesses this year. Sean and Carol delivered them last year, using two trucks, taking 3 trips. Carol asked Sean to e-mail her to coordinate when they'll do that this year. A concern was brought up about overselling the pots. There are only 12. Sean asked who

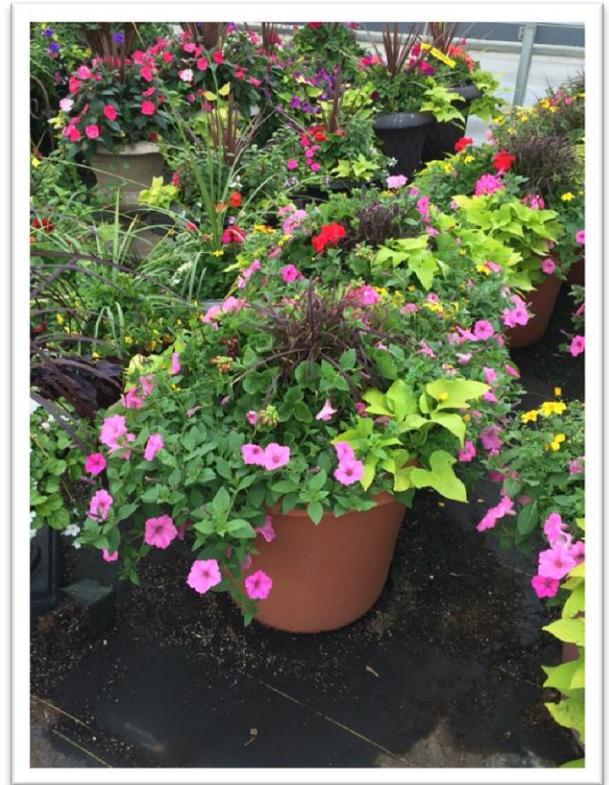


Figure 2 Business Pots

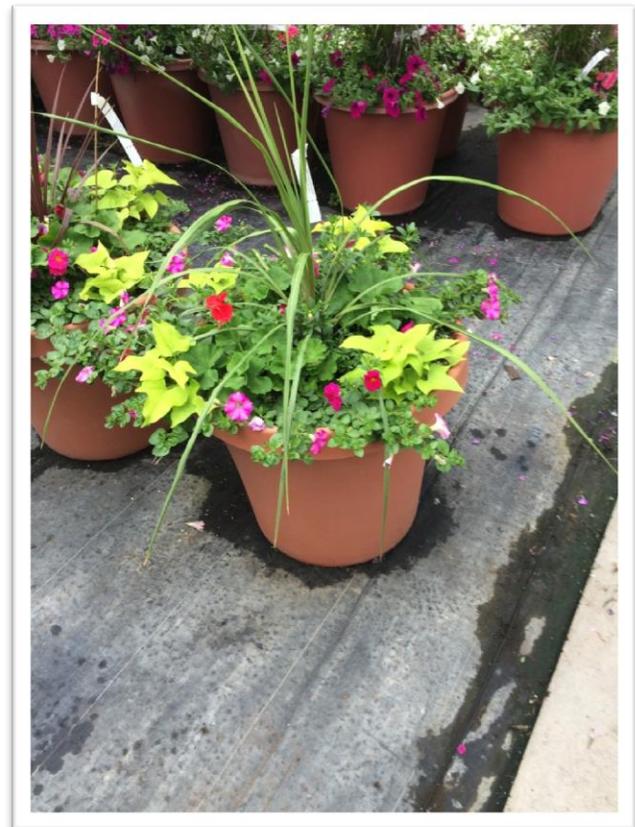


Figure 3 Renewing Business Pot

he should talk to when he has an agreement to place a pot at a business. Carol said that Beautification Commission members should let her know when a business has agreed to adopt a pot, and she will keep a running total. Carol was asked to tell Lauren what the running total is as well. Carol reminded the commission that there isn't much time, and we need to get on the floor and do it now. Reed encouraged Carol to send a weekly update to the group, and she agreed that it'd be a good idea to do that.

The commission was encouraged to stick around State Street, but any business who wants to work with us and appreciate improving their property. There are certainly places around University Parkways that have good visibility. Gayla asked that we also keep an updated list of who we have approached and declined. The commission brainstormed ideas for marking the pot with an Orem logo, or something along that line. Signs similar to the "adopt-a-spot" signs available at some parks were mentioned, but it was unknown where those would be found. It was mentioned that some commission members were afraid the signs would be too small to be of any use, or that someone would steal them. A cheap option would be to print up something, laminate it, and use florists picks to attach them to the pot. There was concern that that would be too small of a sign, because the flowers to grow up and out quite a bit.

### **Parade Entry**

The entry form has been filled out, but the "Float Media Announcer Form" needs to be written up. That form is what the float announcers will read aloud when the beautification float passes by. Also, the "agreement" hasn't been written up yet, but when it is written up, the commission chair or vice-chair will need to sign it. All Beautification Commission members are asked to participate in the parade, and please wear the green Beautification Commission polos. It's been decided that commission members will pass out the candy, as opposed to having children help. The Parade is on Saturday, June 11<sup>th</sup> at 7pm. Carol won't be able to make it. Any spouses who want to help out would be great.

### **Neighborhood Beautification Awards**

Jim mentioned that three businesses have been approached to receive Business Beautification Awards. Cinemark by the mall and Orem Community Hospital have to get corporate approval before they can accept the award. Jim said he wanted to award the Parks and Rec department the award because the City Center looks so wonderful. He asked who was in charge of the Park's Dept, and was referred to Jim Orr. A Beautification sign was awarded in Jim Campbells neighborhood, but no one in the commission has any knowledge of who awarded it and when.

Jim asked if there was anything the Beautification Commission could do for Arbor Day, at which point Reed mentioned that the city council had an Arbor Day event that very morning. The City Council planted two trees the arboretum near the Senior Center parking lot. They planted an Espresso Kentucky Coffee-tree and an Ivory Silk Lilac Tree. Jim Campbell mentioned a flyer he saw at the City Center that has a map of the trees planted at the City Center Park. He was really impressed with it.

### **Shirts**

Shirts for new members have arrived. Sally received hers.

### **Other Business**

Jim Campbell announced he was not going to re-up his position from February, and that he would be retiring from the commission. He had some pictures printed up of the Beautification Award winners from last year, and he said he could mail them to the yard winners. He made three copies of the pictures. One copy is for the award winner, one copy is to keep on record, and one copy is for the beautification bulletin board. Jim showed the commission an example of what the beautification bulletin board can look like, and explained how he liked to do it. Carol asked for a volunteer to take care of the bulletin board. Jim also reminded the commission that they need to get the award slip in to Lauren, which generates a "Thank You for your Beautiful Yard" letter from the Mayor to the awardee. Also, e-mail in the picture to Lauren as well, so that she can keep it on record, and so whoever is chosen to take care of the bulletin board knows they're stored in a safe place. Jim recommended getting pictures printed at Walgreens because the people there will help you, they have sales, and it's quite slick. Chelsea Young volunteered to take care of the bulletin board. Carol Manwaring said she could assist as Chair until January. Carol mentioned that whoever took over after here would have to do a lot of work on the flower pot project, because it takes some time and energy. Gayla said she'll see where things are at come January. Sean said he could help, but couldn't commit to being chair come January at this point. Other commission members who were not at the meeting were discussed.

Reed encouraged the Beautification Commission to reach out to those who haven't been at many meetings lately to see if they're still interested. Carol said that she appreciates every one volunteering their time, and she understands everyone is busy. Anything the volunteers can give is much appreciated, and Carol wants to make sure the commission is fun for everyone. She encouraged folks to consistently get the awards out. The commission members discussed who they could find to replace Jim Campbell. Carol mentioned she's got someone lined up to replace herself come January 2017. The friend, Karen Peck, is currently remodeling her own house, but once that's done, she might be able to assist the commission come September. Reed requested that as each member's term close, start priming someone to take your spot. Sean explained how to do beautification awards for the neighborhoods. Sally asked if it's ever okay to give awards to houses outside of the assigned area. Carol said that any one was welcome to award to her area, but it's always best to e-mail the commission member who is in charge of that area to talk to them first.

Sean had some concerns with garbage being mowed over at Bonneville Park. Reed said he'd bring it up with the parks department. Barbara Campbell asked for advice on how to go about a certain project. On the northwest corner of 800 N and 400 E, there used to be a home owned by a lady named Margaret Murdock who has since passed away. Her house used to have a ton of irises. Barbara would like to have a bench, some irises, and to put a sign up commemorating Margaret Murdock and her flowers. Carol said it sounded like a great option for an Eagle Scout project. Reed didn't think it had enough substance to be that sort of project. Barbara expressed concern that the City of Orem is changing so much, so fast. Reed mentioned that a Neighborhood Chair would be a good person to contact. Jim thanked everyone for the opportunity to volunteer on the Beautification Commission.

### **Adjournment**

Jim Campbell called the meeting to a close. Carol Manwaring *asked for a motion to close the meeting*. Carol Manwaring *made a motion to close the meeting*. Sean Orullian *seconded the motion*. *Motion passed unanimously*