



Keep Woodland Park Beautiful Meeting Minutes

Nov 14, 2024 – 5 P.M.

Upstairs Conference Room, 220 W. South Avenue, Woodland Park, CO

1. Call to Order and Roll Call:

- The meeting was called to order at 5:01 P.M. Voting members attending were Sarah Horwood, Claudia Miller, Lisa Parnell, Kassidi Gilgenast, City Staff Liaison Kristen Higginbotham and City Council Liaison, Carrol Harvey. Not in attendance: Leah Watters.

2. Approval of Minutes — Oct 2024— approved.

3. Public Comment on Items not on the agenda:

4. Sub-committee Reports and Ongoing Projects

A. 2024 Budgets:

- Claudia proposed wildlife shirts for educational programs. To be rediscussed at the December meeting.
- Committee discussed using funds for containers to store items in the shed.
- A few other options were discussed such as; T-shirts to sell merchandise and novelty items and, Industrial wagon for event logistics.
- Kassidi suggested voting on supply quantity/quality options. Sarah to inventory supplies.
- Claudia raised concerns about fund usage. Lisa proposed \$300 for promotional items, Committee also discussed creating a brochure.
- Committee agreed to finalize decisions via email if consensus is reached.

B. Procedural Rules

- Committee to review other committee's rules and procedures to find examples on how KWPB could document specific processes to guide conduct. This will help create a code of conduct or manual for procedural rules.
- Committee discussed/clarified the following would be the procedures we would follow:
 - When the committee discusses approving use of funds for items- as long as committee agrees during the meeting, the committee doesn't need to reconfirm before purchasing.
 - Members to provide a 24 hr courtesy notice if they are not attending a meeting.
 - Committee members should review emails regularly and notify if delayed for a meeting.

- Committee can come to a consensus via email, but voting would be at meetings as we are a public body. When reaching consensus- also get input and the go-ahead from the city liaison.
- It is preferred to have the city liaison purchase items.
- C. Annual Report 2024**
 - City Liaison to confirm whether annual report is required.
- D. Plans for 2025:**
 - Regarding, the 2025 Budget- waiting on the approval - for the increase requested.
 - Committee agrees to participate attending; Hallowpaloza and having more attendance to the Farmer's Market.
 - Clean Ups: 2024: Clean-Up Lessons Learned- this will be discussed at a future meeting.
 - Educational Programs
 - Claudia provided an update about her proposal for 2025 educational programs: the plan would be 15 kids in each school. \$200 for each school, so \$600 total from the KWPB budget. Claudia has reached out to Katie from Summit, and Gwen from Merit and there may interest.
 - Claudia confirmed that we would need to have staff members to be with us to remain responsible. Optional or after school events. They would brainstorm ideas of what they would like to do. An example could be, design the layout for the Lions park, planting seedlings for trees, some type of recycling. These could also be small beautification ideas. City staffer also has volunteer PTO-
 - The program will involve generating ideas, obtaining materials, and conducting work sessions, including one focused on presentation skills. If possible, sessions will be held weekly for 4 weeks, culminating in mid-May.
 - Community Garden
 - Beautification Ideas
 - Bear Aware
 - Adopt A Garden- Winter task: Reevaluate Garden assignments and solicit new volunteers.

5. Other Committee Business:

- A.** KAB affiliation – In the City website: Add language about KAB affiliation to the city website.

6. City Liaison Report: Christmas Parade (Dec 7 - Back to the Future theme): Committee has an option to get a float and pick up trash. Kristin will reach out for clean-up volunteers.

7. Council Liaison Report: None.

8. Adjournment: The meeting adjourned at 06:10 P.M. The next meeting was scheduled for -Nov 14 P.M.