



## MEETING MINUTES

### Beautification Advisory Committee

Meeting Date: December 12, 2025

Meeting Time: 6:30PM

Meeting Location: 2<sup>nd</sup> Floor Public Safety Building

**Members Present:** Jenna Hatala (Chairperson)  
Ethan Fogle (Vice Chair)  
Nicole Burguess (Secretary)  
Steve Bard  
Taylor Bellopatrick  
Lynn Khadra  
Terry Meek

**Also Present:** Gary Elrod (City Council Liaison)  
Adam Wozniak (Staff Liaison, for Shawn Young)

**Excused Absences:** N/A

**Unexcused Absences:** N/A

- I. Call to order at 6:34 p.m.
- II. Meeting agenda was approved
- III. Public comments: No members of the public were present
- IV. Minutes of the November 12, 2025 meeting were approved
- V. Old business
  - Holiday Lights Parade Recap and Feedback
    - We were all really impressed with Bob from the Tree Board and his inflatable tree costume. It was a big hit with parade attendees. We will look into inflatables as an option to boost our appearance for next year's parade.
  - Holiday Luminary Project - Bacon Park
    - Sponsorship sales – only a handful of sponsorship tags have been sold so far. We think this is due to delays in posting and overall lack of community awareness.
      - Some posts/reminders went up this week
      - Ethan will put the flyer up at the Library and Community Center bulletin boards
      - Still targeting 12/14 as our deadline for sponsorship tags

- Assembly – committee will meet at on 12/21 to assemble luminaries and set them up in Bacon Park
- Adopt-A-Garden
  - Gary will follow up with DPW and others on the full list of approved plots available and their locations
    - BAC members can suggest additional plots for approval if needed, and ongoing as adopters suggest other plots they'd like to adopt for 2027 and beyond
  - The Environmental Advisory Committee is interested in adopting some of the plots available at the library for native plant garden
  - Gary successfully turned over the signup form tied to the QR code on our flyer to the committee for future management
- BAC Webpage Updates
  - New officers update was made after November elections
  - Nicole will reach out to boards and commissions to request a change to our Council liaison on the page, since Gary Elrod will serve this role going forward
- End of Year Scrapbook
  - Committee members are aggregating photos
  - Draft scrapbook is in progress in our shared Google drive
  - We will add a one-page recap of all initiatives, and list of forward-looking goals
  - Gary will follow up with Jenna on the deadline, which is fast approaching

## VI. New Business

- 2026 Project Prioritization & New Ideas Discussion
  - Adopt-A-Garden will be our top priority initiative for 2026
    - Focus on communications to encourage sign-ups
    - Possible demo garden and/or education workshop about gardening to share knowledge
      - a. Nicole will reach out to Berkley Gardeners community group about potential education/workshop and/or tie-in to Garden Walk and Seed Library initiatives
    - The focus of our February meeting will be on planning for spring communications blitz
  - We will schedule regular cleanups throughout the year in advance (ex. quarterly) and invite members of the community to participate
  - “Beautifying Berkley” acknowledgements
    - Explore moving from one annual “landscape of the year” acknowledgement period, as the committee has done in the

past, to seasonally themed “Beautifying Berkley” acknowledgements. Ex. spring flowers, autumn porch decoration, etc.

- Involve businesses and homes; we will get clarity about where DDA initiatives might leave space for these kind of acknowledgements for businesses
- Involve other beautifying elements that may overlap with Tree Board or Environmental Advisory; we will get clarity about this overlap
- We set a goal for 2026 of more effective communications with the broader community, better utilizing existing channels
  - Using city channels more effectively by being more prescriptive about the posts we need, where, and when
  - Using our own channels - Google Drive, possible Sharepoint Page with public calendar, etc. – more effectively to drive awareness
- We will also revisit the “chore list” of community needs in 2026
- 2026 BAC Meeting Dates
  - Committee decided to keep our meetings the third Wednesday of the month; Jenna will follow up with calendar
  - We will break for the month of January and return in February

VII. Staff Liaison Update – Adam Wozniak – no updates

VIII. City Council Liaison Update – Gary Elrod - no updates

IX. Meeting adjourned at 7:48 p.m.

Next meeting: Wednesday February 25, 2026 at 6:30PM, Public Safety 2<sup>nd</sup> floor

Minutes prepared by Nicole Burgess (Secretary) on December 15, 2025.