



## Collierville Environmental Commission

### Meeting Minutes

January 10, 2017

#### *Attendees:*

Crystal Warren	Courtney Gillespie	Julie Furr
Sheila Bentley	Joshua Balentine	Swetha Manivannan
Bill Looney	Susan Savage	John Fox (Town liaison)

The meeting was held at 500 Keough Rd, Collierville, TN and began at 6:30 pm.

1. Welcome: Crystal welcomed the new members and reviewed the by-laws, rules, mission, and attendance policies for the Commission. Each member introduced himself or herself and summarized any goals they had for the year as a Commission member.
2. Sheila moved to nominate Crystal and Courtney to continue to serve as Chair and Secretary, respectively, and that Susan serve as Vice-Chair. Bill seconded the motion. All were in favor.
3. After the group reviewed them, Sheila moved to accept the December minutes. Courtney seconded the motion. All were in favor.
4. Discussion of goals and projects for 2017:
  - a. A letter was sent to the Board of Mayor and Aldermen (BMA) in December concerning recycling at schools, parks, and local businesses. Although we have not received a response yet, James Lewellen has said that he believes the BMA will be supportive but costs will be an issue. John informed the Commission that 3 recycling containers were placed at Cox Park as a pilot program to help estimate costs and get volume estimates for implementing recycling at parks. The Commission will continue getting a plan together to present to the BMA in the future. We also discussed possibly charging residents for bagged grass clipping/leaves going to the landfill, but the BMA has not been wanted to do this in the past.
  - b. The Great Backyard Bird Count is February 17<sup>th</sup>-20<sup>th</sup>. We will try to get an article in the paper to help promote this project as well as a photo in the town newsletter. Shelia and Courtney will work on printing promotional materials and distributing them to the schools.
  - c. The 50K (now 100K) tree-planting event is Saturday, February 25<sup>th</sup>. The Tennessee Environmental Council supplies the trees for free to be planted locally. In the past, the trees planted at Halle Lake have failed to thrive, so we will find a new location. Julie will

discuss planting location options with the landscape architect for Hinton Park, and Crystal will discuss other options with the parks department.

- d. Arbor Day is March 3<sup>rd</sup>. Since we are designated as a Tree City, USA member, we plant a tree each year for Arbor Day. We need to discuss with parks to find a location to plant. Replacing a tree at the arboretum at Johnson Park might be an option.
  - e. Earth Day is Saturday, April 22. The Commission discussed trying the Recycle, Reuse, and Upcycle Contest again this spring on Earth Day. We would just need to edit the rubrics and rules and submit to all schools including the private schools. Courtney and Swetha will work on this. Also, the community response to last year's electronics recycling event was extremely positive even though it wasn't well advertised. Another electronics recycling event this spring would likely bring in even more residents and keep more electronics from ending up in the landfill.
  - f. Fair on the Square is May 6<sup>th</sup>-7<sup>th</sup>. We will need to discuss paying the booth fee as well as ordering supplies at future meetings.
  - g. We have previously approved sponsoring the installation of birdhouses on the southeast side of Johnson Park as part of the Tennessee Bluebird Society. The boxes are almost complete and should be installed in February. The final cost will likely be lower than previously thought.
  - h. We have previously proposed starting an award called Collierville Forward to recognize environmentally friendly local businesses and promote sustainability. Sheila shared example materials from the Arizona Forward program. We will need to come up with criteria and plan an awards banquet.
  - i. An on-going discussion among the Commission members has been diminishing use of plastic bags among residents. We have received verbal support from James Lewellen, and we will continue to pursue and discuss options.
  - j. Waste Reduction Awareness Program or WRAP (formerly called Rock and Wrap It) was also discussed. We will make informational flyers to distribute to elementary schools to help educate them and help them start a program.
  - k. We will try to work with the Collierville Schools Board in the future to ensure that they are considering green initiatives for the new high school
  - l. We still need to meet with the Parks department to discuss some of our common goals including recycling in parks and educational signs at Wolf River and Nonconnah Creek.
  - m. Since we are the Town of Collierville's Tree Board, we will seek opportunities to help with the revision of the town's tree ordinances and plan to have a Shawn Posey attend a meeting in the future.
5. Our budget is \$2000.00 this year, and we will plan how to spend these funds at future meetings.
  6. Bill moved to adjourn our meeting at 8:56 pm. Sheila seconded the motion. All were in favor.

## Collierville Environmental Commission Meeting Minutes

December 13, 2016

The December meeting for 2016 was called to order at 7:05 PM at the home of commission member Sheila Bentley. Commission members present were: Sheila Bentley, Courtney Gillespie, Bill Looney, Gary Siebenschuh, Charles Green, and Crystal Warren. Swetha Manivannan, our student representative, and Bill Kilp, our town representative, were present as well. Joellyn Brazille was absent.

We began by reviewing the minutes from our November meeting. Sheila moved to accept the minutes with minor changes. Charles seconded the motion. All were in favor.

We began by reading over a list of accomplishments to be sent along with a letter to the Board of Mayor and Alderman. Crystal will finalize these items after our review and submit it to James Lewellen (Town Administrator) for submission to the BMA.

Next, we continued our discussion on our involvement with the Tennessee Bluebird Society. Schilling Farms Middle School will be sponsoring the bluebird trail behind the school. The commission previously agreed to pay up to \$300 to sponsor a trail in town, and Johnson Park has been discussed as an option. We do need to get approval from the Parks Department first. We will try to have a joint meeting with parks in February.

Due to low applicant turnout, the 2016 Recycle, Upcycle, and Reuse contest was cancelled. Schools and newspapers should be notified earlier next year if we wish to have the contest again.

Sheila had a discussion with James Lewellen concerning the Arizona Forward environmental initiative and the possibility of starting a similar program here. Commission members are asked to attend a meeting tomorrow (December 14) at Town Hall to continue the discussion that Sheila began. He has already shown interest in the Collierville Forward idea and suggested a few ideas including an awards banquet to announce winners, categories, and how to nominate.

After more research, the high school environment might not be well-suited for the Rock and Wrap It Program. Swetha and Courtney will work on creating an informational handout to send to middle and elementary schools where the program might work better.

As the Town works to revise the Tree Ordinance, we would like to play an active role since we are the town's tree board as well as the Environmental Commission. Crystal will send an email to seek out ways for us to be a part of the revisions.

As we wrapped up the meeting, Crystal suggested that in the upcoming year, we take a new approach in our goals. Each member could possibly take on a lead role on a project for the year. We also have three new members that Bill announced for the upcoming year. Joellyn Brazile, Gary Siebenschuh, and Charles Green will not be serving on the commission in 2017. Crystal also recognized Gary for his outstanding service to the town as a long-time member of the commission and his commitment to local environmental causes.

At 7:45, Bill moved to adjourn the meeting. Courtney seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

February 14, 2017

#### *Attendees:*

Crystal Warren

Courtney Gillespie

Julie Furr

Sheila Bentley

Joshua Balentine

John Fox (Town Liason)

Bill Looney

Susan Savage

Absent: Swetha Manivannan

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Joshua moved to accept the minutes with a few minor revisions. Bill seconded the motion. All were in favor.
2. Guest Speaker: Shawn Posey from the Tennessee Division of Forestry attended to update the Commission on state news as well as give us information about our role as the Tree Board.
  - a. In the near future, a packet of information will be provided to the Tree Board about an invasive insect species called the Emerald Ash Borer that could possibly move into our area causing damage to local trees. Our job will be to help educate the public (possibly at Fair on the Square) about this insect that is known to cause costly damage across the state.
  - b. We will be communicating with the mayor's office to decide on a day to commemorate Arbor Day by planting a tree at Town Hall. Mr. Posey suggested a Black Gum Tree (Black Tupelo) as an option due to its beautiful fall colors and hardiness in our climate. Julie moved to spend up to \$300 on a Black Gum Tree for Arbor Day. Courtney seconded the motion. All were in favor. John will order the tree and have it planted.
  - c. As a Tree Board, our main job is education and outreach within our community. Mr. Posey suggested the following as ideas to focus our efforts: improving riparian areas and education and outreach. Specific areas of focus for education and outreach include tree identification, providing lists of recommended and non-recommended ornamental plants, and properly mulching, and proper tree pruning.
3. Discussion of goals and projects for 2017:
  - a. Recycling in the Parks: John updated the Commission on the pilot recycling programs in public venues. New recycling carts have been added to the program so that recycling is

now available at each Collierville municipal school, Cox park, and the Collierville Schools administrative building. The recycling carts have been about one-half to three-quarters full and have had very little contamination. The pilot program will continue so that costs and usage can be assessed.

- b. The Great Backyard Bird Count (February 17<sup>th</sup>-20<sup>th</sup>): Sheila and Courtney distributed posters and informational packets to each school, and Sheila emailed specific teachers at the schools as well. Sheila will also contact the newspaper and the town to get the information published on the website.
- c. The 100K Tree-Planting Event (Saturday, February 25<sup>th</sup>): Our request to plant at Hinton Park was denied, and we were informed we may plant at Halle Park again this year. The trees have not been successful at this location, so the Commission agreed to abstain from participating in this event this year. We will explore other options for next year.
- d. Arbor Day (March 3<sup>rd</sup>): During our discussion with Shawn Posey, we motioned to purchase a tree to plant. We will find a day to plant that tree after coordinating with the mayor's office.
- e. Earth Day (Saturday, April 22): We will sponsor the Repurpose and Upcycle Contest this year at the Morton Museum. The dates are: Thursday 4/27 (project drop-off), Friday 4/28 (judging), and Saturday 4/29 (Awards). We still need volunteer judges for the Upcycle Art portion of the contest. Courtney will distribute the information to schools. The Commission will also look into holding another Electronics Recycling Event in April. Crystal will contact the company and update the Commission at the next meeting.
- f. Fair on the Square (May 6<sup>th</sup>-7<sup>th</sup>): We will need to pay our booth fee as well as decide on items to order. We discussed narrowing our focus for this event to reusable bags, tree information, Emerald Ash Borer information, water quality, and household hazardous waste.
- g. Bluebird Boxes: The bluebird boxes have been painted and installed in Johnson Park, and a dedication ceremony will be held in the near future.
- h. Collierville Forward: We need to establish our mission and goals for this program as well as deciding when the awards ceremony will be held, judging criteria, categories, etc. We discussed having the applications due in September and the awards banquet in October. Categories could include the Mayor's Award, Healthy Community Award, Environmental Education Award, and others. We will continue working on this project at our next meeting.
- i. Diminishing Use of Plastic Bags: An on-going discussion among the commission members has been diminishing use of plastic bags among residents. We could include

a card or brochure with tips to reduce plastic bags to distribute with reusable bags at Fair on the Square. Susan will work on this.

- j. Waste Reduction Awareness Program: After meeting with our student member as well as school administrators, we have decided that there is not a huge need for unused food recycling at our schools. The way the school cafeterias operate, the food is not prepackaged and could not be used later. Courtney will discuss the option of starting a composting program with the agriculture department at the high school.
  - k. Green Schools: We will try to work with the Collierville Schools Board in the future to ensure that they are considering green initiatives for the new high school
  - l. Collaboration with Parks: We still need to meet with the Parks department to discuss some of our common goals including recycling in parks and educational signs at Wolf River and Nonconnah Creek.
  - m. Tree Board: Since we are the Town of Collierville's Tree Board, we will seek opportunities to help with the revision of the town's tree ordinances and implement the ideas that Shawn Posey suggested.
  - n. Pharmaceutical Take Back Program: TDEC – Office of Sustainable Practices has a program in which a free, secured bin is provided to local police stations for residents to drop off expired or unneeded prescription drugs, but the Collierville Police Department has declined to take advantage of this free program in the past. Medications should not be flushed down the toilet and can even leech into ground water when disposed of in the landfill, so the Commission hopes to establish a pharmaceutical take back plan or promote the DEA's Prescription Drug Take Back Day. We will collect information to present to the BMA.
4. We have \$1712 left in our budget that needs to be spent by the end of May. Our new budget will begin on July 1.
  5. Sheila motioned to adjourn our meeting at 9:09 pm. Courtney seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

March 21, 2017

#### Attendees:

Crystal Warren

Joshua Balentine

John Fox (Town Liaison)

Sheila Bentley

Susan Savage

Robby Hanks (Town

Courtney Gillespie

Swetha Manivannan

Stormwater Coordinator)

Absent: Bill Looney and Julie Furr

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Sheila moved to accept the minutes. Courtney seconded the motion. All were in favor.
2. Discussion of goals and projects for 2017:
  - a. Recycling in the Parks: John updated the Commission on the recycling program being piloted in the parks. The program is continuing to improve and should see an increase during the warmer months as the parks are used more often by residents. The Commission discussed increasing the number of available recycling bins in the high school at the end of the year when students are cleaning out their lockers. Courtney will discuss with the high school administration to approve the addition of addition recycling bins for May.
  - b. The Great Backyard Bird Count (February 17<sup>th</sup>-20<sup>th</sup>): Sheila will check to see if local participation can be estimated by zip code so that we can track resident interest in the program.
  - c. Arbor Day (Commemorated on March 30<sup>th</sup>): John ordered a Black Gum (*Nyssa sylvatica*) tree to commemorate Arbor Day and had it planted at Town Hall. The Arbor Day commemoration will be held on March 30<sup>th</sup> at 1:30 pm. Commission members are invited to attend.
  - d. Earth Day (Saturday, April 22): The Commission will sponsor the Repurpose and Upcycle Contest this year at the Morton Museum. The dates are: Thursday 4/27 (project drop-off), Friday 4/28 (judging), and Saturday 4/29 (Awards). Courtney has distributed the information to schools. A press release should to be sent to Mark Heuberger so that the information can be shared on the Town website. The awards from the 2016 contest will be used; however, the awards need to be engraved. Courtney will contact the Awards Place to have this done. Also for Earth Day, the Commission would like to host another electronics recycling event. Fortune Recycling, the company used last year,

has yet to respond about holding another event. Crystal will try to contact other companies. Susan will contact Patton Computers and Office Depot about the items they will accept to recycle.

- e. Fair on the Square (May 6<sup>th</sup>-7<sup>th</sup>): Courtney moved to spend up to \$75 on the booth fee, and Sheila seconded the motion. All were in favor. We will set up the booth and educational items on Friday, May 5<sup>th</sup>. The Commission discussed featuring another rain barrel at the booth as a giveaway item. We could also use QR codes rather than making multiple copies of paper brochures with codes linking to information on our website. Josh will work on this option. We will also provide information from Tennessee Department of Forestry about the Emerald Ash Borer. Robby will promote water quality by bringing the storm water map and related brochures. Josh can get additional information regarding proper disposal of pharmaceuticals and take-back programs. Items that still need to be purchased include reusable bags with our logo as well as children's activity books. Sheila moved to spend up to \$1200 for educational items, expenses, a rain barrel, and printing costs for fair on the square. Sue seconded the motion. All were in favor.
- f. Bluebird Boxes: The dedication of the bluebird boxes will take place on April 5<sup>th</sup> at 10 am. The Mayor and some aldermen will be present. Commission members are invited to attend.
- g. Collierville Forward: Sheila outlined some objectives as the Commission begins planning for the Collierville Forward program. The Commission needs to decide and discuss big-picture goals, establish a mission and vision, identify application deadlines as well as dates for the awards banquet, establish judging criteria, and promote the event. A few options for mission and vision statements were discussed. The Commission also decided to include awards for individuals, organizations, and businesses. Categories could include the Mayor's Award for Collierville's Future, Environmental Education and Communication, and Environmental Stewardship. Sheila, Josh, Swetha, Courtney, Sue, and Crystal volunteered to be a part of the subcommittee and will meet in the future to discuss details of the program.
- h. Diminishing Use of Plastic Bags: An on-going discussion among the commission members has been diminishing use of plastic bags among residents. We could include a card or brochure with tips to reduce plastic bags to be given out with reusable bags at Fair on the Square.
- i. Waste Reduction Awareness Program: The idea of the food recycling has been shifted to a composting plan. We will work with the new school to try to implement composting if possible.
- j. Green Schools: We will try to work with the Collierville Schools Board in the future to ensure that they are considering green initiatives for the new high school
- k. Collaboration with Parks: We still need to meet with the Parks department to discuss some of our common goals including recycling in parks and educational signs at Wolf River and Nonconnah Creek.
- l. Tree Board: As members of the tree board, we will each be a part of a subcommittee focusing on one aspect of the tree board's role. Bill, Sheila, and Julie will work to

update the tree ordinances, Susan and Courtney will work on education and outreach, and Josh, Robby, and Crystal will focus on riparian areas.

3. Most of our remaining funds will be allocated towards educational items for the fair on the square. Our new budget will begin on July 1.
4. Susan motioned to adjourn our meeting at 8:25 pm. Swetha seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

April 11, 2017

*Attendees:*

Crystal Warren	Joshua Balentine	John Fox (Town Liaison)
Sheila Bentley	Susan Savage	Robby Hanks (Town Stormwater Coordinator)
Courtney Gillespie	Bill Looney	

*Absent:* Swetha Manivannan and Julie Furr

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Courtney moved to accept the minutes with a minor change. Susan seconded the motion. All were in favor.
2. Discussion of goals and projects for 2017:
  - a. Recycling in the Parks: John updated the commission on the recycling program being piloted in the parks and schools. While the schools continue to successfully take advantage of the recycling program, the same cannot be said about the residents using the parks. As more people have been frequenting Cox Park with the warmer weather, more trash has been placed in the recycling bins causing contamination. Possible solutions include moving the trash can and the recycling can right next to each other or putting up signs specifying appropriate materials for each.
  - b. Arbor Day (Commemorated on March 30<sup>th</sup>): Crystal, Sheila, and Susan attended the short ceremony along with Mayor Joyner and several aldermen to commemorate Arbor Day and the planting of the blackgum tree behind town hall.
  - c. Earth Day (Saturday, April 22): The commission will sponsor the Repurpose and Upcycle Contest this year at the Morton Museum. The dates are: Thursday 4/27 (project drop-off), Friday 4/28 (judging), and Saturday 4/29 (Awards). Commission members signed up to help out with these activities. Also for Earth Day, the commission would like to sponsor another electronics recycling event. We will look into possibly holding a joint event with Germantown later in the spring or early summer.
  - d. Fair on the Square (May 6<sup>th</sup>-7<sup>th</sup>): On Friday, May 5, commission members will need to set up the tent, tables, and educational and promotional items in preparation for the Fair. Members signed up for shifts for Friday evening to set-up as well as shifts all day Saturday and Sunday. We still have about 75 reusable bags, 15 water bottles, 5 bird books, and plenty of notepads, pens, pencils, frisbees, and carabiners. We will give

away a rain barrel and compost bin through a drawing. Crystal will order more reusable bags and activity books for children. We will feature a ladder with items that should be disposed of at the household hazardous waste facility to educate the public about proper disposal of those items. Commission members volunteered to bring various items for this display.

- e. Bluebird Boxes: The dedication of the bluebird boxes has been rescheduled for Thursday, April 20 at 10 am.
  - f. Collierville Forward: Members of the subcommittee (Sheila, Susan, Crystal, Joshua, and Courtney) met prior to the monthly commission meeting to discuss a few details and divide up some of the work for the planning of our first Collierville Forward Awards Ceremony. Sheila and Josh both worked on promotional information, and Susan began contacting possible venues. The subcommittee will meet again before the next commission meeting to continue work.
  - g. Diminishing Use of Plastic Bags: An on-going discussion among the commission members has been diminishing use of plastic bags among residents. We could include a card or brochure with tips to reduce plastic bags to be given out with reusable bags at Fair on the Square.
  - h. and i. Green Schools: We will look to meet with members of the school board and possibly the architects in the future to provide some practical environmentally conscious ideas for the new school.
  - j. Collaboration with Parks: We still need to meet with the Parks department to discuss some of our common goals including recycling in parks and educational signs at Wolf River and Nonconnah Creek.
  - k. Tree Board: Julie has been working on updating the tree ordinances, and the other members of the tree board will work on their specific goals in the future.
3. Budget: Robby spent about \$65 on the rain barrel, and we spent \$100 for the fair on the square booth fee. We allotted \$1200 for education items for fair on the square. We will also spend about \$400 on activity books, \$400 on reusable bags. Our new budget will begin on July 1.
  4. Swetha's last meeting with the commission will be the May meeting. John will notified Collierville schools about the open student position.
  5. Bill moved to adjourn our meeting at 8:28 pm. Sheila seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

May 9, 2017

*Attendees:*

Julie Furr

Susan Savage

John Fox (Town Liaison)

Courtney Gillespie

Joshua Balentine

Swetha Manivannan

*Absent:* Crystal Warren, Sheila Bentley, Bill Looney, Robbie Hanks

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Courtney moved to accept the minutes. Joshua seconded the motion. All were in favor.
2. Discussion of goals and projects for 2017:
  - a. Recycling in the Parks: John updated the commission on the recycling program being piloted in the parks and schools. The same level of contamination has been occurring in the recycling bins placed in Cox Park. We discussed moving cans to a different location. We also discussed the larger issue of public education as a means to prevent residents from placing food items and other non-recyclables in the bins. We could write a short article with pictures of the bins' locations.
  - b. Recycle Contest: Next year, we decided we should streamline the contest to have only one category for entry. We had such a small group this year, so we need some more incentives and better advertising to get more students and families involved. We agreed to have the contest in the late fall to coincide with America Recycles Day. We could perhaps offer a pizza party to the elementary school class with the most entries. We can also involve Boy Scout troops. Julie has some contacts for this.
  - c. Fair on the Square (May 6<sup>th</sup>-7<sup>th</sup>): We had another successful Fair on the Square. We had lots of interest in the rain barrel. Perhaps next year we could add more questions and have the colors match the colors on the wheel. We could also feature our informational brochures in a brochure display stand so that people can see them better. It was reinforced to us again this year that there is a big need for Collierville to have an amnesty day for hazardous waste. A large number of residents asked questions about local hazardous waste drop off and expressed aggravation that the closest one was in Shelby Farms.

- d. Bluebird Boxes: The dedication of the bluebird boxes was on Thursday, April 20 at 10 am.
  - e. Collierville Forward: The commission discussed how important yet daunting this project will be. It will require a large amount of planning to pull off successfully in 2017. We might have to push the first awards banquet to 2018. We will continue planning and discussing our options at our June meeting.
  - f. Diminishing Use of Plastic Bags: Our new order of reusable bags will be arriving soon, and we need to discuss how and when to offer these to residents. We discussed giving these away at grocery stores or possibly at the summer concert series on the town square.
  - g. Green Schools: We discussed creating a presentation to publicize the green features of the new high school. We will contact Mike Simpson and Louise Claney at Collierville Schools to coordinate our message as well as plan our presentation. Julie will contact the architects and designers, and John will talk to Bill Kilp and James Lewellen about the environmental impacts. Harrell Theater might work as a venue.
  - h. Collaboration with Parks: We still need to meet with the Parks department to discuss some of our common goals including recycling in parks and educational signs at Wolf River and Nonconnah Creek.
  - i. Tree Board: Julie has been reviewing the ordinances and will be putting together her notes to communicate with Bill and Sheila so they can communicate their ideas with the town coordinator.
  - j. America Recycles Day: We still want to sponsor the Recycling Contest as mentioned above, but we would also like to offer other recycling events or opportunities at this time. We talked about possibly having a town-wide resale/yard sale on the town square. Residents could register for a small amount (maybe \$15-20) and could have a designated area to offer household items for sale.
  - k. Rain Barrels: The commission was asked to donate a rain barrel at a fundraising event at the Agricenter to help educate the public. Courtney moved to pay up to \$150 for two rain barrels to be donated for this event. Susan seconded the motion. All were in favor.
3. Budget: We still have about \$1000 left. We will discuss any spending at the next meeting.
  4. Closing: Farewell to our student member, Swetha! Thanks for your work this year! Swetha also drew the card for the winner of the Fair on the Square rain barrel. Robbie will contact the winner.
  5. Swetha moved to adjourn our meeting at 8:08 pm. Sheila seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

June 13, 2017

*Attendees:*

Julie Furr

Courtney Gillespie

Bill Looney

Susan Savage

Crystal Warren

Sheila Bentley

John Fox (Town Liaison)

Robby Hanks (Town

Stormwater Coordinator)

*Absent:* Joshua Balentine

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Susan moved to accept the minutes. Bill seconded the motion. All were in favor.
2. Discussion of goals and projects for 2017:
  - a. Recycling in the Parks: John updated the commission on the recycling program being piloted in the parks and schools. In Cox Park, the bins are either empty or full of garbage instead of recyclables even after moving the recycling bins right next to the garbage cans. We also discussed the larger issue of public education as a means to prevent residents from placing food items and other non-recyclables in the bins. Ideas included partnering with the library on some of their educational events, creating lessons plans for teachers and distributing them to the schools, and creating a short video or article about recycling in the parks. John also updated the commission on recycling in the schools. Most of the schools are consistently filling the carts and putting them out to the curb for pickup, but a few schools are not as consistent.
  - b. Collierville Forward: To get this new program off the ground, the commission discussed having a more casual picnic featuring local food rather than a formal banquet. We discussed having giveaways, trivia, and environmentally friendly prizes like rain barrels. We could have November 2018 as our target date for this event which would give us time to plan and advertise. We could still have an America Recycles Event this November and use it to promote our future awards ceremony.
  - c. Diminishing Use of Plastic Bags: Susan will contact Aldi and the Farmer's Market about the possibility of us giving away our reusable shopping bags.
  - d. Green Schools: We discussed creating a presentation to publicize the green features of the new high school. Julie will contact the architects and designers, and John will talk to

Bill Kilp and James Lewellen about the environmental impacts. Harrell Theater might work as a venue. We discussed holding the event in September.

- e. Tree Board: Julie has been reviewing the ordinances and anticipates some pushback about any significant changes the commission wishes to implement. We discussed having Diane Dubois from the planning department come speak to us about the tree ordinances so that we are educated and prepared as we plan our updates.
  - f. America Recycles Day: America Recycles Day is on November 15, and the commission would like to hold an event that day to educate residents, promote recycling, and provide opportunities for residents to get rid of waste responsibly. Although residents have expressed interest in hazardous waste removal, this is not financially realistic for the commission or town to do at this time. We do hope to include drop-off for a shredding company, electronics recycling, a rain barrel workshop, the Recycle and Reuse Contest, and an informational expo at the Morton Museum. The expo will target businesses and organizations to promote Collierville Forward participation in the future.
  - g. New Student Member: Collierville High School senior Anurag Epparla applied to be our student member, and after review of his resume, the commission believes he will be a good fit. His application will be passed on to the Board of Mayor and Aldermen for consideration.
  - h. Town Updates: John updated the commission on the prices for recycling versus landfilling materials picked up by the town. It costs \$26.20 per ton for recycling while the price is \$19.20 per ton to drop materials at the landfill. Collection costs are also higher for recycling. Yard waste taken to the landfill has dropped from 18,654 tons last year to 13,716 this year. The amount of yard waste that was mulched increased.
3. Budget: We have about \$850 remaining. We will spend some of our remaining funds on printing promotional items.
  4. Bill moved to adjourn our meeting at 8:05 pm. Julie seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

July 11, 2017

#### *Attendees:*

Joshua Balentine  
Sheila Bentley  
Anurag Epparla  
Julie Furr

Bill Looney  
Crystal Warren  
John Fox (Town Liaison)

*Absent:* Courtney Gillespie, Susan Savage, Robbie Hanks

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Sheila moved to accept the minutes. Bill seconded the motion. All were in favor.

New student member, Anurag Epparla, attended his first meeting. The Commission introduced themselves.

2. Town Tree Ordinances – Guest Speakers Jaime Groce (Town Planner) and Diana Dubois (Planner) provided an overview of the Town's tree ordinances, as they apply to private development applications. The Town's current tree canopy, as well as goals for maintaining and/or increasing the current tree canopy level, were discussed. The Planners and Commission also discussed what measures the Commission can take to fulfill their role as the Tree Board. The topic of ordinance revisions was repeatedly discussed.

3. Discussion of goals and projects for 2017:

- a. Recycling in the Parks: John stated that the status of recycling in the parks remains the same as the previous month.
- b. Collierville Forward: Sheila proposed a new idea to promote Collierville Forward, which involves a grasscycling contest amongst participating neighborhoods and Homeowner Associations. The contest would last one month, and Public Services staff would track the amount of bags grass clippings picked up in the participating neighborhoods.

An educational event banquet and America Recycles Event were briefly discussed.

- c. Diminishing Use of Plastic Bags: Susan and Courtney distributed reusable bags at the Collierville Farmer's Market. Residents were happy to receive the bags; however, many placed their plastic bags inside the reusable bag.

- d. Waste Reduction Awareness Program – tabled until next meeting
  - e. Green Schools: We discussed creating a presentation to publicize the green features of the new high school. Julie will contact the architects and designers, and John will talk to Bill Kilp and James Lewellen about the environmental impacts. Harrell Theater might work as a venue. We discussed holding the event in early November.
  - f. Tree Board: discussed during Agenda Item 2
  - g. America Recycles Day: America Recycles Day is on November 15, and the commission would like to hold an event that day to educate residents, promote recycling, and provide opportunities for residents to get rid of waste responsibly.
  - h. Town Updates: None
- 
- 4. New Student Member – discussed during Agenda Item 1
  - 5. Budget: New budget in affect. Need to determine how much money is in 2017 – 2018 budget
  - 6. Bill moved to adjourn our meeting at 9:15 pm. Sheila seconded the motion. All were in favor.



## **Collierville Environmental Commission**

**Meeting: January 10, 2017, 6:30pm**

**Public Services Building**

**500 Keough Road, Collierville, TN**

### **Agenda**

1. Welcome new (and returning) members!
  - a. Introductions
  - b. Update contact information
  - c. Discuss rules and bylaws (mission, attendance)
  - d. Collierville Tree Board
  
2. Elect 2017 officers (President, Vice-President, Secretary)
  
3. Approval of December 2016 minutes
  
4. Discuss goals and projects for 2017
  - a. Letter to BMA about implementing recycling at Town parks, schools, and local businesses
  
  - b. Great Backyard Bird Count: February 17<sup>th</sup> – 20<sup>th</sup>
    - Submit your results online at <http://gbbc.birdcount.org/>
    - Encourage residents and students to participate
    - If anyone participates and takes a photo, let's try to get it into the Town newsletter or newspaper
  
  - c. 50K (now 100K!) Tree Planting Event: February 25<sup>th</sup>
    - Discuss planting in new location
  
  - d. Arbor Day – Friday, March 3<sup>th</sup>
    - Choose a location to plant a tree
  
  - e. Earth Day – Saturday, April 22<sup>nd</sup>
    - Recycle, Reuse, and Upcycle Contest?

- E-cycling event?
  - Town-wide free yard sale?
- f. Fair on the Square: May 6<sup>th</sup> – 7<sup>th</sup>
- Booth fee and order supplies (including wheel)
  - Other prizes, ideas?
- g. TN Bluebird Society
- Update
- h. Collierville Forward
- Overview and update
- i. Diminishing Use of Plastic Bags
- Update
- j. Rock and Wrap It Program
- AKA Waste Reduction Awareness Program (WRAP)?
  - Update
- k. Work with Collierville School Board to green new CHS
- l. Coordinating with Parks and Rec Department and Board
- Implement recycling
  - Educational signs about Wolf River and Nonconnah Creek
- m. Tree Board
- Work with Shawn Posey
  - Work with Town on new tree ordinances
- n. Other ideas???
5. Budget Recap
6. Town updates
7. Adjournment



**Collierville Environmental Commission**  
**Meeting: February 14, 2017, 6:30pm**  
**Public Services Building**  
**500 Keough Road, Collierville, TN**

**Agenda**

1. Call to order & Approval of January 2017 minutes
2. Guest speaker – Shawn Posey, TN Division of Forestry
3. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in Cox Park (Town)
  - b. Great Backyard Bird Count: February 17<sup>th</sup> – 20<sup>th</sup> (Sheila and Courtney)
    - <http://gbbc.birdcount.org/>
  - c. 100K Tree Planting Event: February 25<sup>th</sup> (Crystal)
    - TN Environmental Council
  - d. Arbor Day – Friday, March 3<sup>th</sup> (Crystal)
    - Motion to purchase tree
  - e. Earth Day – Saturday, April 22<sup>nd</sup>
    - Recycle, Reuse, and Upcycle Contest (Courtney and Swetha)
    - E-cycling event (Crystal)
  - f. Fair on the Square: May 6<sup>th</sup> – 7<sup>th</sup> (All)
    - Booth fee and order supplies (including wheel)
    - Other prizes, ideas?
  - g. TN Bluebird Society (Crystal)
  - h. Collierville Forward (Sheila)

- i. Diminishing Use of Plastic Bags
  - j. Waste Reduction Awareness Program (Courtney)
  - k. Work with Collierville School Board to green new CHS
  - l. Coordinating with Parks and Rec Department and Board (Crystal)
  - m. Tree Board
  - n. Pharmaceutical Take-Back Program (Crystal and Joshua)
4. Budget Recap
  5. Town updates
  6. Adjournment



## Collierville Environmental Commission

Meeting: March 21, 2017, 6:30pm

Public Services Building

500 Keough Road, Collierville, TN

### Agenda

1. Call to order & Approval of February 2017 minutes
2. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in public venues (Town)
  - b. Great Backyard Bird Count: February 17<sup>th</sup> – 20<sup>th</sup> (Sheila and Courtney)
    - <http://gbbc.birdcount.org/>
  - c. Arbor Day (Crystal)
    - Commemoration at Town Hall on March 30<sup>th</sup> at 1:30 PM.
  - d. Earth Day – Saturday, April 22<sup>nd</sup>
    - Recycle, Reuse, and Upcycle Contest (Courtney and Swetha)
    - E-cycling event (Crystal)
  - e. Fair on the Square: May 6<sup>th</sup> – 7<sup>th</sup> (All)
    - Booth fee and order supplies (including wheel)
    - Areas of focus:
      1. Reusable bags
      2. Tree information & Emerald Ash Borer information,
      3. water quality & Pharmaceutical Take-Back Program
      4. Household hazardous waste.
  - f. TN Bluebird Society (Crystal)
    - Dedication at Johnson Park on April 5<sup>th</sup> at 10:00 am
  - g. Collierville Forward (Sheila)
  - h. Diminishing Use of Plastic Bags
  - i. Waste Reduction Awareness Program (Courtney)

- j. Work with Collierville School Board to green new CHS
  - k. Coordinating with Parks and Rec Department and Board (Crystal)
  - l. Tree Board
    - Ordinances
    - Riparian planting
    - Education and outreach
3. Budget Recap
  4. Town updates
  5. Adjournment (next meeting – April 11, 2017)



## **Collierville Environmental Commission**

**Meeting: April 11, 2017, 6:30pm**

**Public Services Building**

**500 Keough Road, Collierville, TN**

### **Agenda**

1. Call to order & Approval of March 2017 minutes
2. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in public venues (Town)
  - b. Arbor Day (Crystal)
    - Commemoration at Town Hall on March 30<sup>th</sup> at 1:30 PM.
  - c. Earth Day – Saturday, April 22<sup>nd</sup>
    - Reuse and Upcycle Contest (Courtney and Swetha)
    - E-cycling event (Crystal)
  - d. Fair on the Square: May 6<sup>th</sup> – 7<sup>th</sup> (All)
    - Booth fee and order supplies
    - Volunteer sign up
    - Areas of focus:
      1. Reusable bags
      2. Tree information & Emerald Ash Borer information
      3. water quality & Pharmaceutical Take-Back Program
      4. Household hazardous waste
  - e. TN Bluebird Society (Crystal)
    - Dedication at Johnson Park rescheduled to April 20 at 10:00 am
  - f. Collierville Forward (Sheila)
  - g. Diminishing Use of Plastic Bags
  - h. Waste Reduction Awareness Program (Courtney)
  - i. Work with Collierville School Board to green new CHS

j. Coordinating with Parks and Rec Department and Board (Crystal)

k. Tree Board

- Ordinances
- Riparian planting
- Education and outreach

3. Budget Recap

4. Town updates

5. Adjournment (next meeting – May 9, 2017)



## Collierville Environmental Commission

Meeting: May 9, 2017, 6:30pm  
Public Services Building  
500 Keough Road, Collierville, TN

### Agenda

1. Call to order & Approval of April 2017 minutes
2. Unload Julie's car!
3. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in public venues (Town)
  - b. Reuse and Upcycle Contest (Courtney)
    - What did we learn? What do we need to remember for the next event?
  - c. Fair on the Square: May 6<sup>th</sup> – 7<sup>th</sup> (All)
    - Super huge thank you to everyone who assisted! Lots of goodies given away!
    - What did we learn? What do we need to remember for next year?
  - d. TN Bluebird Society
    - Dedication at Johnson Park rescheduled to April 20 at 10:00 am
    - Good publicity! Thanks to those who participated!
  - e. Collierville Forward (Sheila) **(Tabled until June meeting)**
  - f. Diminishing Use of Plastic Bags (Susan)
  - g. Waste Reduction Awareness Program (Courtney)
  - h. Work with Collierville School Board to green new CHS
  - i. Coordinating with Parks and Rec Department and Board (Crystal) **(Tabled until June meeting)**
  - j. Tree Board

- Ordinances
- Riparian planting
- Education and outreach

k. America Recycles Day

- Create an event around this date?
  1. Reduce, Reuse, Upcycle Contest
  2. E-cycle event
  3. Town-wide yard sale
  4. Anything else?

4. Request for donation of a rain barrel to Agricenter's Feast on the Farm

- a. See enclosed email.

5. Budget

6. Town updates

- a. Bye to Swetha! Thank you so very much for your service to the CEC!
- b. New student member

7. Adjournment (next meeting – June 13, 2017)



## **Collierville Environmental Commission**

**Meeting: June 13, 2017, 6:30pm**

**Public Services Building**

**500 Keough Road, Collierville, TN**

### **Agenda**

1. Call to order & Approval of May 2017 minutes
2. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in public venues (Town)
  - b. Collierville Forward (Sheila)
  - c. Diminishing Use of Plastic Bags (Susan)
  - d. Waste Reduction Awareness Program (Courtney)
  - e. Work with Collierville School Board to green new CHS
  - f. Coordinating with Parks and Rec Department and Board (Crystal)
  - g. Tree Board
    - Ordinances
    - Riparian planting
    - Education and outreach
  - h. America Recycles Day
    - Create an event around this date
      1. Reduce, Reuse, Upcycle Contest
      2. E-cycle event
      3. Town-wide yard sale
      4. Anything else?
3. New Student Member
4. Budget
5. Town updates
6. Adjournment (next meeting – July 11, 2017)



## **Collierville Environmental Commission**

**Meeting: July 11, 2017, 6:30pm**

**Public Services Building**

**500 Keough Road, Collierville, TN**

### **Agenda**

1. Call to order & Approval of June 2017 minutes
2. Town Tree Ordinances – Guest Speakers Diana Dubois and Jaime Groce
3. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in public venues (Town)
  - b. Collierville Forward (Sheila)
  - c. Diminishing Use of Plastic Bags (Susan)
  - d. Waste Reduction Awareness Program (Courtney)
  - e. Work with Collierville School Board to green new CHS
  - f. Coordinating with Parks and Rec Department and Board (Crystal)
  - g. Tree Board
    - Ordinances
    - Riparian planting
    - Education and outreach
  - h. America Recycles Day
    - Create an event around this date
      1. Reduce, Reuse, Upcycle Contest
      2. E-cycle event
      3. Shredding Event
4. New Student Member
5. Budget
6. Town updates
7. Adjournment (next meeting – August 8, 2017)



## **Collierville Environmental Commission**

**Meeting: August 7, 2017, 6:30pm**

**Public Services Building**

**500 Keough Road, Collierville, TN**

### **Agenda**

1. Call to order & Approval of July 2017 minutes
2. Discuss goals and projects for 2017
  - a. Update regarding pilot recycling project in public venues (Town)
  - b. Collierville Forward (Sheila)
  - c. Diminishing Use of Plastic Bags (Susan)
  - d. Waste Reduction Awareness Program (Courtney)
  - e. Work with Collierville School Board to green new CHS
  - f. Coordinating with Parks and Rec Department and Board (Crystal)
  - g. Tree Board
    - Ordinances
    - Riparian planting
    - Education and outreach
  - h. America Recycles Day
    - Create an event around this date
      1. Reduce, Reuse, Upcycle Contest
      2. E-cycle event & Shredding event
      3. Town-wide yard sale
      4. Anything else?
3. Budget
4. Town updates
5. Adjournment (next meeting – September 12, 2017)





## Collierville Environmental Commission

### Meeting Minutes

April 10, 2018

#### Attendees:

Joshua Balentine

Bill Looney

Bill Kilp (town representative)

Sheila Bentley

Curtis Loynachan

Crystal Warren (citizen)

Courtney Gillespie

Robbie Hanks

Absent: Hailin Swan

John McCarty

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Josh moved to accept the minutes. Courtney seconded the motion. All were in favor.
2. Discussion of goals and projects for 2018:
  - a. Grasscycling (Spring 2018): We will try to identify certain neighborhoods to monitor and supply cart hangers to those that need more information on the benefits of grasscycling. We can also promote at Fair on the Square.
  - b. Earth Day (April 22): We will be showing the movie *An Inconvenient Sequel* at the Morton Museum (date to be determined) to celebrate Earth Day as well as kickoff Collierville Forward. Sheila will contact Brooke Mundy at the museum to secure a date.
  - c. Arbor Day (April 27): We will be planting trees on the campuses of Tara Oaks Elementary School and Crosswind Elementary School. Courtney and Josh have been in contact with the principals, and John will have the trees planted.
  - d. Drug Take-Back Program (April 28): This will occur at the Collierville Police Department from 10 am until 2 pm. We will again request permission to have a free bin installed by the state at the Collierville Police Department.
  - e. Fair on the Square (May 5-6): Commission members signed up for shifts to work the booth at Fair on the Square. Robbie has two rain barrels to give away and some other promotional items.
  - f. Collierville Forward: We will work on the brochure, so we can pass this out at the Fair on the Square. Our movie night at the Morton Museum will serve as an official kick-off for Collierville Forward. We can also giveaway any leftover promotional items from Fair on the Square.
  - g. American Recycles Day (November 19): We will try to hold the E-cycling event in November and possibly have more paper shredding available.
  - h. Arboretum Recertification: We need to reach out to the Parks department to get signs placed as well as verify that all the trees are still present.

3. Budget: We have about \$300 remaining. Our budget will likely be lowered next year due to overall town budget cuts. All of our money needs to be spent by June 1.
4. Town Update: The town can provide additional carts to the high school for the end of the year cleanout. Courtney will contact John to set this up.
5. Adjournment: Bill moved to adjourn the meeting at 7:51. Curtis seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

September 11, 2018

#### *Attendees:*

Joshua Balentine  
Sheila Bentley  
Courtney Gillespie

Curtis Loynachan  
Hailin Swan  
Megan Liu

John Fox (town  
representative)  
Crystal Warren (citizen)

Absent: John McCarty

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:38 pm.

1. Approval of minutes: Curtis moved to accept the minutes. Courtney seconded the motion. All were in favor.
2. Discussion of goals and projects for 2018:
  - a. E-Cycling Event (November 10): The paper-shredding vendor (VCR) has confirmed that they are able to participate in this event, however the electronics recycling company (CLS) has gone out of business. Curtis and Joshua will contact some other companies to find a possible replacement vendor.
  - b. Collierville Forward: Sheila has shared the press release and information with many members of the community including local schools, the Chamber of Commerce, the Rotary Club, the library, the Boy Scouts, the Girl Scouts, the literacy council, and many others. We still need to create judging rubrics for the competition. If for some reason we do not have any applicants, we will still hold a recognition ceremony for local environmentally-friendly businesses. We will possibly hold the awards ceremony at the Morton Museum on November 15, and we hope to have about 30-40 attendees. Curtis has several old plaques that can be recycled with new plates by the Awards Place for our winners.
3. Budget: No updates.
4. Town Update: Last month, the town was paying about \$68 per ton for recycling, but that amount has increased to around \$87 per ton since August. All municipalities are in the same position with the increasing costs of recycling. We need to push reduction and reuse over recycling.
5. Adjournment: Courtney moved to adjourn at 7:44 pm. Curtis seconded the motion. All were in favor.





## Collierville Environmental Commission

### Meeting Minutes

February 13, 2018

#### Attendees:

Joshua Balentine  
Sheila Bentley  
Courtney Gillespie

Bill Looney  
Hailin Swan  
Curtis Lynachan

Robby Hanks (town  
engineer)  
John Fox (town  
representative)

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:40 pm.

1. Approval of minutes: Curtis moved to accept the minutes. Bill seconded the motion. All were in favor.
2. Changes: Since a member had to resign, we had a vacancy for the position of Vice Chair of the commission. Sheila nominated Curtis for the position, and Hailin seconded the motion. All were in favor.
3. Discussion of goals and projects for 2018:
  - a. Great Backyard Bird Count (Feb 16-19): Sheila created, copied, and distributed an introductory letter and posters to all 8 Collierville Schools. All commission members were encouraged to participate. Courtney moved to spend \$100.03 to reimburse Sheila for printing costs. Curtis seconded the motion. All were in favor.
  - b. Collierville Forward: Sheila shared a proposal with the goals, process, and schedule for Collierville Forward. We agreed that we should aim to highlight significant contributions of residents, businesses, and organizations. We could promote our goals during Earth Day and possibly host a screening of the documentary *An Inconvenient Truth* at the Harrell Theater. We also hope to reformat the Reduce, Reuse, and Upcycle Contest. This could be open to businesses as well as residents. Awards could be made out of recycled glass or reclaimed wood. Awards could coincide with America Recycles Day in November.
  - c. 250K Tree Day (February 24): Tennessee Environmental Council provides free trees across the state to be planted on 2/24. Robbie has 400 trees to distribute, and residents sign up at TNTEC.org to receive them. He will distribute the trees on Friday, 2/23. Trees were promised to Tara Oaks Elementary School and Crosswind Elementary school, but we will not have enough to fulfill these requests.
  - d. Arbor Day (March 2): We will purchase the tree to be planted and have the mayor read the proclamation. The Linda Kerley Center is our choice for a planting site for this tree. John will order the tree and make arrangements for the planting.
  - e. Grasscycling: We need to get the information out in the spring to make an impact on bagged grass pickup in Collierville. Robbie can get information put on the water bill. John can have people from his office create promotional videos and articles to distribute

to residents on social media. We can also create stickers to place on the carts of residents who choose to bag their grass.

- f. Earth Day (April 22): We discussed continuing our promotion of reusable bags for Earth Day as well as possibly showing the documentary *An Inconvenient Truth* at the Harrell Theater. We can pass out reusable bags and information at this event. John will contact Parks about the process of getting the rights to show to movie.
  - g. America Recycles Day (November 19): We hope to host another E-cycling event. The town saved about \$6,000 in disposal costs as a result of our last event. Josh will contact the company about scheduling another event in November. We also hope to hold our Collierville Forward awards ceremony around America Recycles Day.
  - h. Fair on the Square (May 4-May 6): We will research promotional items to distribute and make plans to purchase at the March meeting. Josh will register the commission for the booth.
4. Budget: We have \$1360 remaining in our budget, and we have spent \$300 on the tree and \$100 on printing costs.
  5. Town Update: No updates
  6. Adjournment: Sheila moved to adjourn the meeting at 8:02. Courtney seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

June 12, 2018

#### *Attendees:*

Sheila Bentley

Curtis Loynachan

John McCarty

Courtney Gillespie

John Fox (town  
representative)

Bill Looney

Hailin Swan

Absent: Joshua Balentine

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:36 pm.

1. Approval of minutes: John moved to accept the minutes. Hailin seconded the motion. All were in favor.
2. Discussion of goals and projects for 2018:
  - a. Collierville Forward: The commission discussed strategy, timeline, and project ideas. The awards will be presented in November, with judging in October. We discussed presenting our ideas to the BMA at one of their meetings in July if possible. We would then be able to have schools begin participating in the fall. We hope to promote to not only public and private schools, but also to boy/girl scouts and homeschoolers.
  - b. E-Cycling Event: We will aim to hold this event on November 10 at West Collierville Middle School (the old Collierville High School).
  - c. Arboretum: The recertification paperwork has been submitted
3. Budget: The commission did spend all of the budget during this fiscal year.
4. Town Update: The tree that was planted at the Linda Kerley Senior Center died, and the nursery will replace the tree for free. John will arrange for it to be planted. Also, the town will be renewing the recycling contract soon and will likely have to pay a larger amount.
5. Adjournment: Sheila moved to adjourn at 7:05 pm. Courtney seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

March 20, 2018

#### Attendees:

Joshua Balentine	Bill Looney	John Fox (town representative)
Sheila Bentley	Hailin Swan	
Courtney Gillespie	Curtis Loynachan	
Annurag Epparla	John McCarty	

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Introductions to new member, John McCarty.
2. Approval of minutes: Curtis moved to accept the minutes. Sheila seconded the motion. All were in favor.
3. Discussion of goals and projects for 2018:
  - a. Great Backyard Bird Count (Feb 16-19): Sheila will try to get the numbers for Shelby County to gauge participation.
  - b. Arbor Day (March 2): A black gum tree was planted at the Linda Kerley Center. Mayor Joyner, John Fox, John Stamps, Curtis Loynachan, Josh Balentine, and Mark Heuberger were in attendance for the reading of the proclamation.
  - c. 250K Tree Day (February 24): Robbie's office gave away 2100 trees. Next year, we need to promote the application process to the schools so that they can register for trees. Tara Oaks and Crosswind Elementary Schools requested trees, but that request was unable to be filled. These schools did request to be considered for future tree plantings. Sheila moved to spend up to \$400 for two trees to be planted at these schools. Bill seconded the motion. All were in favor.
  - d. Arboretum Recertification: As the tree board, we need to apply to be recertified as an Arboretum. Courtney moved to spend up to \$125 for the recertification fee. Hailin seconded the motion. All were in favor.
  - e. Collierville Forward:
  - f. Grass cycling (Spring 2018): John spoke with Greg Clark in the Parks Department, and we could offer a course at the Kerley Center to promote grass cycling and environmentally friendly landscaping tips. This is something we can plan and consider in the future. We will be adding stickers to the carts of people who continue bagging grass to educate them about the option of grass cycling. We can also have a bag of grass clippings at the Fair on the Square to bring attention to the issue.
  - g. Earth Day (April 22): The cost to show "An Inconvenient Truth" for 50 people is \$195. Sheila moved to spend up to \$225 for the rights to show this film for Earth Day. Bill seconded the motion. All were in favor. Courtney will check with the CHS auditorium for available dates.

- h. Collierville Forward: Courtney and Sheila met to develop a proposal/plan and set goals for the Collierville Forward initiative. We are hoping to rollout the program and begin promotion on Earth Day and continue through Fair on the Square. We have looked into awards made of recycled glass, and they can be expensive, so we will look into bamboo or other sustainable materials. We have agreed to do the following: Initiate the Collierville Forward Program with a contest, develop an application, determine awards to recognize residents and businesses that help the environment both locally and globally, and organize an awards banquet in November. Curtis moved to initiate the program pending budget decisions from the town of Collierville. Courtney seconded the motion. All were in favor.
  - i. America Recycles Day (November 19): We will look into holding another recycling event.
  - j. Drug Take Back Program (April 28): The National Prescription Drug Takeback Day is April 28 at the Collierville Police Department from 10 am until 2 pm.
  - k. Fair on the Square (May 4-May 6): Josh has booked the booth for commission, and we will sign up for time slots next month at our meeting.
- 4. Budget: We have \$1064 remaining in our budget.
  - 5. Town Update: Our commission budget might change for next year.
  - 6. Adjournment: Sheila moved to adjourn the meeting at 7:54. Curtis seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

November 13, 2018

#### Attendees:

Joshua Balentine  
Sheila Bentley  
Courtney Gillespie

Curtis Loynachan  
John McCarty  
John Fox (town  
representative)

Robbie Hanks (town  
representative)  
Crystal Warren (citizen)

Absent: Hailin Swan  
Megan Liu

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:38 pm.

1. Approval of minutes: Sheila moved to accept the minutes. Curtis seconded the motion. All were in favor.
2. Discussion of goals and projects for 2018:
  - a. E-Cycling: We hosted the e-cycling and paper shredding event on Saturday, November 10. The event was pretty successful despite the limited advertising that preceeded the event. The residents that dropped items off were very grateful for this service. The Town of Collierville was able to dispose of a large amount of old computers from their technology department. We hope to continue to have this event annually.
  - b. Collierville Forward Awards: Since Baily Station Elementary was the only applicant for our Collierville Forward contest this year, they will be recognized with a pizza party. Josh will schedule the date and time with the school. The Burch Library also created a display of environmental books to help promote Collierville Forward, and we would like to recognize their efforts as well.
  - c. CEC Reminders: All members of the CEC will need to reapply for 2019 by November 20. Also, the town will host its annual reception honoring the board and commission members on November 20.
3. Town Updates: Tree City USA applications are being submitted. Seedlings are available through Tree City USA, but all varieties are types of pine. We will discuss ordering these or waiting to get hardwood seedlings through 250K Tree Day in February.
4. Adjournment: Curtis moved to adjourn the meeting at 7:32. Courtney seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

October 2, 2018

#### *Attendees:*

Joshua Balentine

Curtis Loynachan

Megan Liu

Sheila Bentley

John Fox (town  
representative)

Hailin Swan

Absent: Courtney Gillespie & John McCarty

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:35 pm.

1. Approval of minutes: Curtis moved to accept the minutes. Hailin seconded the motion. All were in favor.
2. Discussion of goals and projects for 2018:
  - a. E-Cycling Event (November 10): The paper-shredding vendor is eager to help out at this event, but we have not heard back from the electronics recycling company. Curtis will follow up with other vendors, including TBF Computing and Fortune Sky. Jabil is also another possible option.
  - b. Collierville Forward: Bailey Station Elementary School submitted an application for a paper recycling project where they took paper that was printed on only one side, and bound it for notepads. Josh mentioned hosting a pizza party at the school for the kids that participated (approximately 30) and planting a tree at the school. It was discussed that the budget for this will be \$400 for the food and \$300 for the tree. Josh planned to reach out the principal and teacher to plan the recognition event. For future events, it was discussed that maybe focusing on schools for next year would gain more participation, and build the program from there.
3. Budget: No updates.
4. Town Update: The recycling contract price is continuing to rise. The Town is applying for a 50/50 grant with TDEC to help alleviate some operating costs. The Town has also found another possible option for recycling material. The dead black gum tree at the Linda Kerley Center will be replaced at no cost.
5. Adjournment: Sheila moved to adjourn at 8:10 pm. Hailin seconded the motion. All were in favor.



## Collierville Environmental Commission

### Meeting Minutes

May 8, 2018

*Attendees:*

Joshua Balentine

Curtis Loynachan

Robbie Hanks (Town

Sheila Bentley

Hailin Swam

Stormwater Coordinator)

Bill Looney

John Fox (Town Liaison)

*Absent:* Courtney Gillespie, Annurag Epparla

The meeting was held at 500 Keogh Rd, Collierville, TN and began at 6:50 pm.

1. Approval of minutes: Curtis motioned to accept the April meeting minutes. Hailin seconded the motion. All were in favor.
2. Discussion of goals and projects for 2018:
  - a. Arbor Day – Nutall oak trees were planted at both Tara Oaks and Crosswinds Elementary schools. The principals of the schools were quite pleased with the donation and planting of the trees.
  - b. Fair on the Square – Success! Members estimated that several hundred people visited and engaged in the Commission's booth. At least 100 people registered to win a free rain barrel. In particular, children appeared very knowledgeable about recycling. One frequently asked question was a request for a class on how to build a rain barrel. Members discussed possibly collaborating with Shelby County MS4 or Lowes for obtaining free rain barrels. The cost of the class would cover the cost of the remaining materials needed to build the rain barrel. Recommendation for next year's event: Obtain a dolly or wagon to assist with set-up and take-down, since vehicles cannot usually park close to the tent's location.
  - c. Collierville Forward – The Commission is presenting An Inconvenient Sequel at the Morton Museum at 6:30 pm on May 10, 2018. The event is open to the public, and Members will introduce the concept of Collierville Forward to the attendees.
  - d. Arboretum – The Parks and Recreation Department completed the Level I Recertification form for the Town's Arboretum located in Johnson Park. A request has been made on behalf of the Commission for the recertification fee.
3. Budget: Less than \$400 remains in the budget, which terminated on June 30. John motioned to spend up to \$100 on the purchase of string bags; Curtis seconded the motion, and all members were in favor.
4. The meeting ended at 7:30 pm.



## Collierville Environmental Commission

Meeting: February 13, 2018 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of January 2018 minutes
2. Discuss goals and projects for 2018
  - Great Backyard Bird Count (February 16-19, 2018)
  - Collierville Forward Projects
    - 250K Tree Day (February 24, 2018)
      - Town will be a Distributer with 400 trees (Wild Plum, Loblolly Pine, Redbud, N. Red Oak, Tulip Poplar)
      - Need to reach out to Schools to see if they want to participate
    - Tennessee Arbor Day (March 2, 2018)
    - Grass-cycling event (Spring 2018)
    - Earth Day (April 22, 2018)
      - End Plastic Pollution!
      - <https://www.earthday.org/campaigns/plastics-campaign/>
    - America Recycles Day (November 19, 2018)
      - E-cycling/paper-shredding event
      - Reduce, Reuse, Upcycle contest
    - Drug Take-Back program
  - Fair on the Square (May 4-6, 2018)
  - Education program
  - Tree Board
    - Arboretum Recertification
3. Budget Updates- \$1,360 (minus cost of Arbor Day Tree)
4. Town updates
5. Adjournment



## Collierville Environmental Commission

Meeting: March 20, 2018 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of February 2018 minutes
2. Discuss goals and projects for 2018
  - Great Backyard Bird Count (February 16-19, 2018)
  - Collierville Forward Projects
    - 250K Tree Day (February 24, 2018)
    - Tennessee Arbor Day (March 2, 2018)
      - Black Gum was planted at Linda Kerley Center
      - Mayor Joyner, Mark Heuberger, John Fox, Alderman John Stamps, Josh Balentine, and Curtis Loynachan were present.
      - Mayor Joyner presented a proclamation to the CEC
    - Grass-cycling event (Spring 2018)
    - Earth Day (April 22, 2018)
      - End Plastic Pollution!
      - <https://www.earthday.org/campaigns/plastics-campaign/>
    - America Recycles Day (November 19, 2018)
      - E-cycling/paper-shredding event
      - Reduce, Reuse, Upcycle contest
    - Drug Take-Back program
      - April 28<sup>th</sup> National Prescription Drug Take Back Day @ Collierville Police Department (10:00 am – 2:00 pm)
  - Fair on the Square (May 4-6, 2018)
  - Education program
  - Tree Board
    - Arboretum Recertification
3. Budget Updates-
4. Town updates
5. Adjournment



## Collierville Environmental Commission

Meeting: April 10, 2018 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of March 2018 minutes
2. Discuss goals and projects for 2018
  - Collierville Forward Projects
    - Grass-cycling event (Spring 2018)
      - Town to put stickers on carts for public education
    - Earth Day (April 22, 2018)
      - End Plastic Pollution!
      - <https://www.earthday.org/campaigns/plastics-campaign/>
      - Discuss showing the movie An Inconvenient Sequel
        - Location, Date, Time
    - National Arbor Day (April 27, 2018)
      - Planting a tree at Tara Oaks and Crosswind Elementary Schools
    - America Recycles Day (November 19, 2018)
      - E-cycling/paper-shredding event
      - Reduce, Reuse, Upcycle contest
    - Drug Take-Back program
      - April 28<sup>th</sup> National Prescription Drug Take Back Day @ Collierville Police Department (10:00 am – 2:00 pm)
  - Fair on the Square (May 4-6, 2018)
    - Signup
    - Displays, Giveaways, Questions
  - Collierville Forward Program
  - Tree Board
    - Arboretum Recertification
3. Budget Updates
4. Town updates
5. Adjournment



## Collierville Environmental Commission

Meeting: May 8, 2018 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of April 2018 minutes
2. Fair on the Square Discussion
3. National Arbor Day
  - Oak Trees Planted at Tara Oaks and Crosswind Elementary Schools
4. Discuss upcoming goals and projects:
  - Collierville Forward
    - Items Needed for Thursday night (May 10<sup>th</sup>) event
      - Projector?
      - DVD Player or Computer?
      - Projector Screen?
      - Speakers?
      - Food and Beverages?
      - Handouts/Giveaways?
5. Budget Updates
6. Town updates
7. Adjournment



## **Collierville Environmental Commission**

**Meeting: June 12, 2018 6:30pm  
500 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of May 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Discuss Strategy
  - E-Cycle Event (America Recycles Day November 15<sup>th</sup>)
  - Tree Board
    - Update on Arboretum Recertification
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: July 10, 2018 6:30pm  
500 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of June 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Meeting with BMA on July 23rd
  - E-Cycle Event on November 10th (America Recycles Day November 15<sup>th</sup>)
  - Discuss Reusable Shopping Bag Giveaway @ Collierville Farmers Market and Walmart
  - Tree Board
    - Update on Arboretum Recertification
3. Budget Updates
4. Town updates
  - Tree at Linda Kerley Center
  - Recycling Contract
5. Adjournment



## Collierville Environmental Commission

Meeting: August 14, 2018 6:30pm

500 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of July 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Program Overview
    - Application Review
    - Awards Date
  - E-Cycle Event on November 10th (America Recycles Day November 15<sup>th</sup>)
    - VRC (Paper Shredding/Recycling) Confirmed
    - CLS Recycling (Electronics Recycling) Pending
  - Tree Board
    - Tennessee Urban Forestry Council 2018 Conference
3. Budget Updates
4. Town updates
  - Tree at Tara Oaks
  - Recycling Contract
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: October 2, 2018 6:30pm**

**500 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of September 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Application Review
    - Awards Date
  - E-Cycle Event on November 10th (America Recycles Day November 15<sup>th</sup>)
    - VRC (Paper Shredding/Recycling) Confirmed
    - CLS Recycling (Electronics Recycling) Closed. Need to find new vendor.
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: November 13, 2018 6:30pm**

**500 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of October 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Awards Date @ Bailey Station Still Pending
  - E-Cycle Event on November 10th
  - Submit Commission Application by November 20<sup>th</sup>
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: December 11, 2018 6:30pm  
1035 West Tree Drive, Collierville, TN**

### **Agenda**

1. Call to order & Approval of November 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Awards Date @ Bailey Station Still Pending
3. Budget Updates
4. Town updates
5. Adjournment



## Collierville Environmental Commission

Meeting: April 9, 2019 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of March 2019 minutes
2. Discuss goals and projects for 2019
  - CEC shirts for new members (need for Fair on the Square)
  - Update on Collierville Forward Projects and subcommittee meeting:
    - Goal: recognize and encourage action
    - Possible grants for projects
    - List of project ideas
    - Update brochure
    - Next subcommittee meeting: 4/23 at 6pm
  - Fair on the Square
    - Sign up for time slots to work the booth- Saturday, May 4 and Sunday, May 5
    - Items for vendor bags
    - New promotional items (to be ordered)
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: December 11, 2018 6:30pm  
1035 West Tree Drive, Collierville, TN**

### **Agenda**

1. Call to order & Approval of November 2018 minutes
2. Discuss upcoming goals and projects:
  - Collierville Forward
    - Awards Date @ Bailey Station Still Pending
3. Budget Updates
4. Town updates
5. Adjournment



## Collierville Environmental Commission

Meeting: February 12, 2019 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of January 2019 minutes
2. Discuss goals and projects for 2019
  - CEC shirts for new members
  - Great Backyard Birdcount Update (February)
  - Arbor Day Tree Planting and Proclamation (March 8)
    - National Arbor Day (April 26, 2018)
  - Collierville Forward Projects
    - Grass-cycling
    - Earth Day (April 22, 2019)
      - Could hold an Earth Day poster contest for elementary schools
    - E-cycle event in Spring?
  - Fair on the Square
    - What items do we still have?
    - New promotional items (to be ordered)
    - Signups for working the booth- April meeting; be prepared to work the booth on Saturday, May 4 and Sunday, May 5
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: January 8, 2019 6:30pm  
550 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of December 2018 minutes
2. Welcome new (and returning) members
  - a. Introductions
  - b. Update contact information
  - c. Discuss rules and bylaws (mission, attendance)
  - d. Collierville Tree Board
3. Elect 2019 officers
  - a. Chairman
  - b. Vice Chairman
  - c. Secretary
4. Budget Updates
5. Town updates
6. Adjournment



## **Collierville Environmental Commission**

**Meeting: July Meeting Canceled  
550 Keogh Rd, Collierville, TN**



## **Collierville Environmental Commission**

**Meeting: June 11, 2019 6:30pm  
550 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of May 2019 minutes
2. Discuss goals and projects for 2019
  - Collierville Forward
    - Update from subcommittee meeting on May 28
    - Possible dates for roll-out
    - Grants, monthly recognition, and competition
  - E-Cycling Day (tentatively in November)
    - Updates
  - Fair on the Square
    - Tent Replacement/upgrades
    - Reminder to have additional water bottles next year
3. Budget Updates
4. Town updates
5. Adjournment



## Collierville Environmental Commission

Meeting: March 12, 2019 6:30pm  
550 Keogh Rd, Collierville, TN

### Agenda

1. Call to order & Approval of February 2019 minutes
2. Discuss goals and projects for 2019
  - CEC shirts for new members
  - Great Backyard Birdcount Update (February)
  - Arbor Day Tree Planting and Proclamation (March 8)
    - National Arbor Day (April 26, 2018)
  - Collierville Forward Projects
    - Grass-cycling
    - Earth Day (April 22, 2019)
      - Could hold an Earth Day poster contest for elementary schools
    - E-cycle event in Spring?
  - Fair on the Square
    - What items do we still have?
    - New promotional items (to be ordered)
    - Signups for working the booth- April meeting; be prepared to work the booth on Saturday, May 4 and Sunday, May 5
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: November 12, 2019 6:30pm  
550 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of September 2019 minutes
2. Discuss goals and projects for 2019
  - Recycling at CHS
  - Collierville Forward
    - Updates by Sheila
    - Work to be done
    - October nominees?
    - BMA recognition of Victory Garden
  - Commission Applications for 2020
  - Fair on the Square
    - Tent Replacement/upgrades
    - Reminder to have additional water bottles next year
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: October 8, 2019 6:30pm**

**550 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of September 2019 minutes
2. Discuss goals and projects for 2019
  - Recycling at CHS
  - Collierville Forward
    - Updates by Sheila
  - Commission Applications for 2020
  - Fair on the Square
3. Budget Updates
4. Town updates
5. Adjournment



## **Collierville Environmental Commission**

**Meeting: September 10, 2019 6:30pm**

**550 Keogh Rd, Collierville, TN**

### **Agenda**

1. Call to order & Approval of August 2019 minutes
2. Discuss goals and projects for 2019
  - Recycling at CHS
  - Collierville Forward
    - Updates by Sheila
    - Work to be done
    - October nominees?
    - BMA recognition of Victory Garden
  - Commission Applications for 2020
  - Fair on the Square
    - Tent Replacement/upgrades
    - Reminder to have additional water bottles next year
3. Budget Updates
4. Town updates
5. Adjournment



## Collierville Environmental Commission

### Meeting Minutes

December 11, 2018

#### *Attendees:*

Joshua Balentine  
Sheila Bentley  
Courtney Gillespie

John McCarty  
John Fox (town  
representative)

Robbie Hanks (town  
representative)  
Crystal Warren (citizen)  
Megan Liu

Absent: Hailin Swan  
Curtis Loynachan

The meeting was held at the home of CEC member Sheila Bentley in Collierville, TN and began at 6:30 pm.

1. Approval of minutes: Sheila moved to accept the minutes. Courtney seconded the motion. All were in favor.
2. Projects for 2018: Commission members reflected on the accomplishments and projects that were successfully completed during the year.
3. Adjournment: The meeting adjourned at 7 pm.

Collierville Environmental Commission  
Meeting Minutes  
February 12, 2019

Present: David Perry, Chris Radke, Dance Brunswick, Charles Green, Robbie Hanks, Megan Liu, Sheila Bentley, John Fox  
Absent: Courtney Gillespie, Curtis Loynachan

David Perry, Vice Chair, called the meeting to order at 6:36 p.m., and Commission members introduced themselves. Dance Brunswick moved to approve the January minutes, Chris Radke seconded the motion, and the motion passed

Initiatives of the CEC for 2019 were discussed with updates on the current status.

- Collierville Forward: the CEC will again sponsor this initiative. The project can be something new or something that the person or organization is already doing. We need a sub-committee to carry out this project. People who are interested in participating should notify Sheila. Non-CEC members can also participate on the sub-committee.
- National Arbor Day: John reviewed the typical events that are carried out for Tennessee Arbor Day, which is the first Friday in March, including a brief ceremony scheduled this year for Friday, March 1. The ceremony also meets one of the requirements for renewing our Tree City USA certification. John will conduct research to identify potential places for the CEC to plant the tree for this year's ceremony. Sheila moved that we authorize up to \$300 to purchase a tree or trees to be used in this year's Arbor Day celebration. John can ask the city, Parks and Recreation, or the Collierville Schools if there is a place they would like a tree planted and the type. Chris seconded the motion, and the motion passed.
- Grass Cycling: John needs to check with his department to determine how best to measure the number of bags of grass clippings that are going to the landfill. Then he can suggest a project for the CEC to undertake to reduce the quantity of bagged grass going to landfill. Dance suggested getting paper bags for people to use for disposing their grass clippings. John reported that he and Bill had investigated this in Kentucky, and it did not seem workable for Collierville's facilities and capabilities. (i.e., the Collierville facilities need more "brown" material.) We agreed to post a grass-cycling video on the CEC's website.
- Earth Day: Earth Day is April 22, 2019. The CEC will discuss plans for Earth Day in March.
- Fair on the Square: the CEC will again host a booth at Fair on the Square, the first weekend in May. Dance moved that we authorize up to \$200 to purchase a new game wheel. Charles seconded the motion, and the motion passed.

Budget Update

The CEC currently has \$1,644.96 in our account. We authorized spending up to \$500 this evening, which will leave \$1,144.96 in our account. The account renews June 1, and we need to spend or authorize spending the money in the account before June 1, as unspent money is not retained in the account.

#### Town Update

John reported that everything with Public Services is pretty much the same. The town pays almost \$70/ton for processing (only) for recycling (doesn't include pick up). The total cost is about \$600,000 per year for recycling with collection, which is about \$200/ton.

We pay more than any other municipality in Tennessee. Republic Services is gouging the town because they are the only service provider in town. (Bartlett pays \$90/ton, but they only have drop-off places.)

A year ago, we were being paid \$20/ton, and Nashville and Knoxville are only paying \$30-40/ton.

John also reported that 37% of waste is being diverted from the landfill through recycling. The following figures were also reported:

14,681 tons of household garbage (green cart) per year

14,704 tons of mulched/composted material per year (clean yard waste)

15,070 tons of landfilled yard waste, such as bagged grass, leaves, and junk per year

3,297 tons of recycled material

47,692 total tons collected

The town's total budget for public services is \$3.6 million

We are recycling about 18% of household waste.

Sheila moved to adjourn the meeting at 8:05. Charles seconded, and the motion passed

Submitted by Sheila C. Bentley



## Collierville Environmental Commission

### Meeting Minutes

January 8, 2019

#### *Attendees:*

Courtney Gillespie  
David Perry  
Charlies Green

Curtis Loynachan  
John Fox (town  
representative)  
Christopher Radke

Dance Brunswick

#### *Absent:*

Sheila Bentley

The meeting was held at Town Services office in Collierville, TN and began at 6:30 pm.

1. Approval of minutes: Previous Meeting minute approval was tabled until they are submitted via email.
2. All members introduced themselves.
3. Courtney Gillespie was nominated and voted as Chairman, David Perry was nominated and voted as Vice Chair, and Curtis Loynachan was nominated and voted as Secretary.
4. Dance Brunswick introduced an idea for a Memorial Park.
5. John Fox confirmed that everyone received a copy of the CEC bylaws.
6. John Fox explained that the CEC is also the Collierville Tree Board and help to maintain our Tree City status.
7. Discussed Fair on the Square, May 4 and 5, 2019. David Perry felt Fair on the Square would be a great place to have some type of poster board describing Collierville recycling efforts and what it takes for that to be accomplished. John Fox will discuss this at our February meeting.
8. Budget updates-\$1700 current budget. Discussion on budget needs and what it has been spent on in the past.
9. An elementary poster contest was mentioned as well as a discussion on grass cycling, leaf recycling, and other waste pick up services.
10. Adjournment: The meeting adjourned at 7:25 pm.



## Collierville Environmental Commission

### Meeting Minutes

June 11, 2019

#### *Attendees:*

Sheila Bentley

Robbie Hanks

Charles Green

Chris Radke

John Fox

Megan Liu

Curtis Loynachan

Dance Brunswick

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:35 pm.

Call to Order 6:30 PM

May minutes were approved by Chris Radke and seconded by Sheila Bentley

Collierville Forward

Sheila discussed a new proposal that David put forth at the subcommittee meeting.

- Nominate projects monthly

- Offer \$250 grants for qualified projects

- Have Environmental Awards of Excellence

- Sponsor an event for recognition in 4 categories; Preservation, Restore, Enhance, Sustainability

Dance recommended a possible mascot idea for the Environmental Commission to be used at local events around town to promote our mission. John said we should work with the new town's public information officer, Jennifer Casey.

We are in the beginning planning stages for the E Cycling Day, tentatively set for a date in November. Curtis has not had a response from our previous electronics recycler.

Dance wanted to address the possibility of having a table at the public school staff event that occurs before the first day of school.

Budget Update-the commission did a good job of utilizing our allocated funds.

Town Update-John shared with us the issues that Collierville is having to address with recycling.

The commission publicly thanked Megan Liu for her service to the Environmental Commission. She has been a hard worker at all of our events and was an excellent member of this commission.



## Collierville Environmental Commission

### Meeting Minutes

March 12, 2019

#### *Attendees:*

David Perry

Chris Radke

John Fox

Sheila Bentley

Curtis Loynachan

Courtney Gillespie

Robbie Hanks

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:35 pm.

Call to Order

Previous meeting notes approved by David Perry, seconded by Courtney Gillespie

Explained the process for getting a white polo, info will be forwarded to the new members.

Sheila discussed the Great Backyard Birdcount and reported Shelby County's bird populations had remained stable.

Arbor Day was celebrated in Collierville on March 1, 2019. The Environmental Commission donated a tree that was planted at the Collierville High School.

Robbie Hanks shared about the 250K Tree Day and how it works. Last year over 3000 trees were distributed.

Collierville Forward was discussed:

A rundown of the contest program for 2019, discussed whether or not there should be a theme and if so what theme for this year's program.

Participants can submit ideas that are already being done to help the environment.

The contest will open in September with judging in October.

A Collierville Forward committee was developed and they would meet at Starbucks on March 26, 2019 at 6PM.

Grass Cycling will be addressed at Fair on the Square by showing a 'bag of grass' and how much the city has to pay to dispose of it at the landfill.

E Cycling will be discussed at our next meeting. Curtis Loynachan will check with the vendor that was used in 2018 and see if they are willing to return to Collierville in 2019.

Robbie Hanks will supply pencils that have been made out of recycled products and with approved funds, purchase and build a rain collections barrel to give away.

A motion to spend \$1100 for the purchase of items for Fair on the Square was approved by Curtis Loynachan and seconded by Chris Radke. Items include a new spinning wheel, bags, and some other giveaways.

Set up for Fair on the Square will be at 5:00 PM Friday May 3, 2019. Members will work various shifts on Saturday May 4, 2019 between 10-5, and Sunday May 5, 2019 between 12-5.

John Fox gave us a budget and town update.

Motion to Adjourn at 7:38 PM.

1.

Collierville Environmental Commission Meeting Minutes May 14, 2019

Bill Kilp, Sheila Bentley, David Perry, Courtney Gillespie, Curtis Loynachan, Megan Liu, Charles Green, Chris Radka, Dance Brunswick via phone

Call to Order 6:30 PM

April minutes were approved.

Joshua Miller and Chris Jones were the names drawn for the Fair on the Square rain barrel giveaway.

Review of Fair on the Square

Dance motioned to repair or replace our tent as it was very leaky during the rainy day on Saturday. Seconded by Curtis.

The magnets were well received and the committee is going to make sure they are of a lasting quality.

David felt that the reusable bags were very well received and that in the future we should apply any messages that we want to get out to the public on those bags.

Sheila felt that we should also publish any messages that we need to share with the public.

Water bottles were very popular and the committee may order again for 2020 Fair on the Square.

Collierville Forward will have a subcommittee meeting on Tuesday, May 28, 2019 at the Starbucks on Poplar to focus on some specific Earth friendly issues.

Curtis will check with the electronics recycler to see if he is willing to do another recycling day in the Fall.

David would like to see us partner with the Park Commission to do a 'clean up' day in a needed area.

In new business, Dance brought up that we could reach out to local hotels and see what environmental efforts are being done at their hotels.

Sheila stated that the U.S. is behind Europe in the use of renewable resources.

David motioned to adjourn, Chris seconded. Meeting adjourned at 7:00 PM.



## Collierville Environmental Commission

### Meeting Minutes

September 10, 2019

#### *Attendees:*

Courtney Gillespie

David Perry

Charles Green

Sheila Bentley

Dance Brunswick

John Fox (town  
representative)

Courtney Gillespie

Christopher Radka

Absent: Curtis Loynachan

The meeting was held at 550 Keogh Rd, Collierville, TN and began at 6:31 pm.

1. Approval of minutes: David moved to accept the minutes. Charles seconded the motion. All were in favor.
2. Discussion of goals and projects for 2019:
  - a. Recycling at Collierville High School: Courtney updated the commission on a plan to implement recycling at the new high school. Currently, there are no recycling bins at the building, but students in National Honor Society have developed a plan to begin a program. John said that the town can provide the school with 4-6 carts.
  - b. Collierville Forward: Sheila will create a press release for the Victory Garden to recognize their efforts to enhance the environmental within our community. John will get the gift card from Russel's Feed to present to the members of the garden. We discussed possibly recognizing this group on the next Board of Mayor and Aldermen meeting. We still to finalize documents and judging criteria as well as send all information to schools, organizations, and other groups.
3. Town Update: John informed the group that our new recycling group (West Tennessee Recycling Hub in Chester County) is willing to provide educational information for the town and commission to use. Glass is still not going to be accepted, and they informed the town that rigid plastics are recyclable but not very efficient for single-stream recyclers. John will find out about specific products that they are able to make from certain materials.
4. Adjournment: David moved to adjourn the meeting at 7:29. Dance seconded the motion. All were in favor.