



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**TUESDAY**  
**February 4, 2020**  
**7:00 P.M.**

Town Hall  
Second Floor Conference  
25 West Market Street

COMMISSIONERS

Maria Bergheim (20)

Kohler Brafford (20)

Jennifer Chu (20)

Bobbi Elliott (22)

Gabriella Kelemen (22)

Paul Sheaffer (20)

Sarah Yeager (22)

*If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Richard Klusek at 703-771-2758. Three days advance notice is requested.*

# LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

***Mission:*** *To promote and protect the environmental interests of the Town.*

## MEETING AGENDA

**Tuesday February 4, 2020**

7:00 P.M. Second Floor Conference Room, Town Hall

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 21, 2020\*
4. Chairperson's Statement
5. Petitioners
6. Staff Items (20 Minutes)
  - a. Tolbert Award
  - b. Annual Report
  - c. April Meeting/Spring Break
  - d. Water Conservation Challenge
  - e. Strategic Plan Update
  - f. Rain Barrels
7. Old Business (60 Minutes)
  - a. Recycling
  - b. Keep Leesburg Beautiful
  - c. Flower and Garden Show\*
  - d. Bee City\*
8. New Business (10 Minutes)
  - a. Student Representative
  - b. HOAs

9. Adjournment

(\*) Material attached

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**Town of Leesburg Environmental Advisory Commission  
Meeting Minutes  
January 21, 2020**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on January 21, 2020 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

**Call to Order:** Chairperson Chu called the meeting to order at 7:00 p.m.

**Roll Call:** Present: Commissioners Jennifer Chu, Paul Sheaffer, Maria Bergheim, Bobbi Elliott, and Kohler Brafford (Gabe Kellemen and Sarah Yeager absent)

Staff Representatives: Richard Klusek

**Approval of Agenda:** The agenda was approved 5-0-2 (motion by Sheaffer, second by Elliott, Kellemen and Yeager absent), with Elliott adding Bee City to Old Business.

**Approval of Minutes:** There being no corrections, the meeting minutes of December 3, 2019 were approved as presented 5-0-2 (motion by Chu, second by Brafford, Kellemen and Yeager absent).

**Chairperson's Statement:** Chairperson Chu stated we have a busy meeting ahead and to proceed to the Staff Items.

**Petitioners:** None.

**Staff Items:**

- a. Tolbert Award (Klusek). The Town closed the nomination process on Friday, January 3<sup>rd</sup>, 2020. Nominations were received. The Commissioners reviewed the applications and choose Tycho Svoboda for the award, with Chu making the motion, second by Elliott, passed 5-0-2, Kellemen and Yeager absent. The Commissioners discussed a physical award versus a stipend and decided to go with an award. Elliott made motion to spend up to \$150 on the award, with a second by Brafford, approved 5-0-2, Kellemen and Yeager absent.
- b. Annual Report (Klusek). Klusek reminded the Commission a 2019 report is needed, and proposed having something finalized by first quarter of 2020. Chu will work the Kellemen on updating the 2018 report to included new items such as the goats.
- c. April Meeting/Spring Break (Klusek). The Commission approved moving the April meeting to March 31, Elliott motion, Sheaffer second, 5-0-2, Kellemen and Yeager absent.
- d. Water Conservation Challenge (Klusek). Klusek let the EAC know the Town is registering for 2020 and encouraged the EAC to participate.

- e. Strategic Plan Update (Klusek). Discussed comments from Town staff on EAC Strategic Plan. Sheaffer will review issues such as the use of “transparency” and surface water vs. drinking water and send an updated version to the EAC for final review.
- f. Live in Leesburg (Klusek). Klusek informed the EAC about this effort, which includes a new Facebook page every Friday, and stated that the Town is looking to highlight Commission activities, which would allow the EAC to talk a little about what they do. The EAC decided to participate a couple of months down the road.

**Old Business:**

- a. Recycling (Chu). The EAC discussed the purple bins for glass recycling in Loudoun and if we want to encourage them. The EAC also decided to review the Town website and the Patriot website to check they say the same thing.
- b. Keep Leesburg Beautiful. (Yeager). With Yeager absent, most details will be discussed at the next meeting. Dates of April 4<sup>th</sup> and March 28<sup>th</sup> were discussed, with Klusek checking with the Town prior to the next meeting. Klusek informed the EAC that vendors can provide a coupon to encourage participation, and the other groups and people can set up tables if they complete the application online to use a park.
- c. Flower and Garden Show (Chu). The EAC reviewed the price quote that Brafford received for plants. After much discussion, Brafford was tasked with obtaining quotes from 3 vendors for \$800 of plants. A decision will be made at the next EAC meeting, taking into account the overall budget.
- d. Because discussion of Old Business lasted until past 9:00 pm, the EAC was not able to address Bee City and decided to discuss it during the next meeting.

**New Business:**

Because discussion of Old Business lasted until past 9:00 pm, the EAC was not able to address a Student Representative or HOAs.

**Adjournment:** The meeting was adjourned at 9:25 pm, approved 4-0-3 with motion by Sheaffer and second by Chu with Kelleman, Yeager, and Elliott absent.

## Richard Klusek

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**From:** Kohler Brafford  
**Sent:** Monday, January 27, 2020 5:51 PM  
**To:** EAC  
**Subject:** Plant Options

Good Evening Fellow EACers,

Per our meeting last week, I have reached out to two additional perennial plant growers in regards to options for this Spring's Flower & Garden Show plant giveaway.

As we discussed, the goal is to maximize our budget for \$800 of allocated funds.

Here is the lowdown:

Riverbend Nursery (original grower that was contacted, Virginia based):

- Minimum order is \$750, but will make an exception for us
- Credit/Debit cards are accepted, but subject to a 3.75% fee
- Shipping is \$190
- We could order 215 Quarts total

Babikow Greenhouses (Maryland based):

- Minimum order is \$900, but will make an exception for us
- Credit/Debit cards accepted, no fee
- Shipping is \$210
- We could order 222 Quarts total

Cavano's Perennials (Maryland based):

- Minimum order is \$700
- Credit/Debit cards accepted, no fee
- Shipping is 9% of order total (\$63)
- We could order 276 quarts total
- Specified plants are not currently potted up, so availability could be an issue

Also, I suggest we entertain changing the plant selections to the following:

-Monarda didyma (Bee Balm): <https://www.monrovia.com/plant-catalog/plants/2722/jacob-cline-bee-balm/>

-Echinacea purpurea

(Coneflower): <https://www.missouribotanicalgarden.org/PlantFinder/PlantFinderDetails.aspx?kempercode=c580>

Both are deer hardy and something that the average homeowner can handle. They'll need full sun, but don't need super wet or dry soil.

Please review these options in preparation for our meeting on Tuesday, February 4.

Of course, please let me know if you have any questions.

Please put Bee City on our February EAC meeting agenda.

Bee City USA affiliates commit to:

- Establish a standing Bee City USA committee to advocate for pollinators. **Mayor Kelly Burk will be the member from the town council. We can invite other business people and residents to join. I have two other people who have shown interest and of course members of the EAC. We can have meetings once a year to satisfy the requirements...however I believe we should have at least 3 meetings.**
- Create and enhance pollinator habitat on public and private land through increasing the abundance of native plants and reducing the use of pesticides, **this can tie in with our strategic plan of reducing pesticides and public awareness, it will also tie in with giving pollinator plants away at the Flower and Garden Show. Possible we can reseed parks with pollinator plants (example Foxridge Park where we only planted milkweed for the butterflies)**
- Incorporate pollinator-conscious practices into city or county policies and plans. **Continuing with the goats instead of straying qualifies this requirement.**
- Host annual pollinator awareness events, **The Flower and Garden Show will satisfy awareness event.**
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- Publicly acknowledge Bee City USA affiliation with signs and online presence, Street sign has to be 24" X 24" and displayed in a prominent place. **Haven't gotten a quote on the sign yet. If we included Bee City on the EACs portal this would satisfy the newsletter requirement.**
- Annually apply for renewal and report on the previous year's activities. **This would be the Chairperson of the Bee City USA's job.**
- Pay an initial application fee and annual renewal fee. **\$400.**

February is Bee City's annual renewal. If we are going to try to become a Bee City I think it would be wise to do it in February before the Keep Leesburg Beautiful clean up and the Flower and Garden Show as both of those events will satisfy requirements cutting down additional work on the EAC members.

Hopefully I will have a quote for the sign before our next meeting. So we have accurate numbers to know how to budget if we move forward with this. If we move forward with this we will need to vote at the February meeting.

Thanks for taking a look at this if you have any further questions let me know.