

Arts and Beautification Commission

Work Session Minutes

City of Huber Heights

June 16, 2025

- I. Cheryl Brandenburg called the meeting to order at approximately 6:34 p.m.
- II. Present at the meeting: Gregory Fox, Mason Knickerbocker, Cheryl Brandenburg, Ashley Berg, Melissa Gwinn

Members Absent: Sarah Chapman, Chair

Staff Present: Sarah Forsythe, City of Huber Heights
- III. Opening Remarks
 - a. None
- IV. Citizens' Comments
 - a. None
- V. Parks Manager Updates
 - a. None
- VI. Special Discussion: RFP Plan/Presentation
 - a. Ms. Forsythe indicated that the Commission wanted to review and confirm submission details from Katie Caplinger and MSA Design for a mural.
 - b. Katie Caplinger, YMCA Swimming Athlete Council.
 - i. Ms. Caplinger explained the desire to create an outdoor paint mural.
 - ii. Ms. Forsythe discussed initial contact with Ms. Caplinger and the potential possibility of a design firm partnership.
 - iii. Ms. Caplinger shared the location, focus, and size of the mural.

- c. MSA Design, Cincinnati, Chelsea Sanders, Director of Graphic Design, Alexis Estoye, Graphic Designer

- i. Ms. Estoye shared examples and business focus.
- ii. Mr. Fox asked about a proposed timeline, which is approximately 15 weeks with a flexible start date.
- iii. Ms. Forsythe said if the mural cannot be placed at the Athletic Foundation, a spot in the parks will be utilized.
- iv. Location, zoning codes, city ordinances, and scaling are discussed between the Commission and MSA.

- d. The Commission discussed the impact of the weather on the project and the viability of the location.

- e. A motion was made to proceed. 1st: Ashley, 2nd: Mason and Cheryl, Motion Carries

VII. Old Business

- a. Star Spangled Heights Artist Vendors (Volunteer Signup, 'Thank Yous', and Discussion)

- i. Ms. Forsythe explained the 22 vendors and food trucks.
- ii. Potted marigolds and 'Thank You' notes will be used as gifts for vendors.
- iii. Ms. Forsythe provided a volunteer sign-up sheet, discussed responsibilities, and explained set-up time.
- iv. A motion was made to approve marigolds. 1st: Mason, 2nd: Cheryl and Greg, Motion carries.

- b. Yard Beautification Update

- i. Ms. Brandenburg discussed nominee notification.

VIII. Additional Business and Announcements

- a. The Commission discussed the parade entries and route.
- b. Ms. Forsythe reminded the Commission about upcoming Shark Tank proposals.

IX. Approval of Minutes

- a. Meeting Minutes from May 19, 2025, were approved as written.

X. Upcoming Meetings

- a. July 21, 2025, Shark Tank!
- b. August 18, 2025, Planning for 2026, Tabled Topics: Policy and Procedure

XI. Adjournment

- a. The meeting was adjourned at 7:18 p.m.

Chair: 

Staff:  7/21/25