

AGENDA

Regular Meeting of the
Nichols Hills Environment, Health & Sustainability Commission
Wednesday, October 29, 2025 at 9:30 AM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

If special assistance is needed for this meeting by any person wishing to attend, please contact the City Clerk's office no later than 48 hours prior to the meeting, and such assistance will be provided.

Official action may be taken by the Environment, Health & Sustainability Commission only on items that appear on this Agenda. The Environment, Health & Sustainability Commission may dispose of the business set out on this Agenda by accepting, approving, adopting, rejecting, amending, or postponing action as to each item, as determined by the Environment, Health & Sustainability Commission.

1. Call to Order
2. Roll Call
3. Minutes
 - a. September 24, 2025 Minutes
4. Items for Separate Vote

Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Discussion regarding Hazardous Household Waste and Recycling Event.
 - b. Party In the Park - Celebrating Earth & Arbor Day.
 - c. Environment, Health, and Sustainability Commission event procedures.
 - d. Schedule of Regular Meetings for the Environment, Health and Sustainability Commission in 2026.
5. Announcements

6. Adjournment

A handwritten signature in blue ink that reads "Amanda Copeland". The signature is written in a cursive, flowing style.

City Clerk
City of Nichols Hills, Oklahoma

MINUTES

Regular Meeting of the
Nichols Hills Environment, Health & Sustainability Commission
Wednesday, September 24, 2025 at 9:30 AM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

1. Call to Order
2. Roll Call

Attendees Present	Arrived
Commissioner Charis Ward	9:30
Commissioner Carleen Burger	9:33
Chairman Caroline Patton	9:38
Commissioner Andrew Thomas	9:30
Vice-Chairman Allison Petersen	9:30
Commissioner Debbie McKinney	9:30

3. Minutes
 - a. August 27, 2025 Minutes

MOTION: Andrew Thomas moved to approve the August 27, 2025 minutes as presented. Debbie McKinney seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Andrew Thomas
SECONDER: Debbie McKinney
AYES: Charis Ward, Carleen Burger, Caroline Patton, Andrew Thomas, Allison Petersen, Debbie McKinney

4. Items for Separate Vote

- a. Discussion regarding Hazardous Household Waste and Recycling Event.

Vice-Chairman Allison Petersen discussed the upcoming Hazardous Household Waste & Recycling Event, September 27, 2025 from 9:00 am to noon, being held at the Nichols Hills United Methodist Church with the Commissioners.

Commissioner Carleen Burger thanked the volunteers from Public Works that are helping with the event.

- b. Party In the Park - Celebrating Earth & Arbor Day.

Chairman Caroline Patton discussed with the Commissioners the Party in the Park event, which will tentatively be held May 3, 2026 from 3:00 - 5:00 pm with the theme being water conservation. Chairman Patton asked that each Commissioner contact their vendors to see if this date and time would work with their schedules. Also, the Commissioners are to be thinking of interactive activities for the event.

5. Announcements

6. Adjournment

MOTION: There being no further business, Carleen Burger moved to adjourn the meeting. Allison Petersen seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Carleen Burger
SECONDER:	Allison Petersen
AYES:	Charis Ward, Carleen Burger, Caroline Patton, Andrew Thomas, Allison Petersen, Debbie McKinney

Chairman
City of Nichols Hills, Oklahoma

City Manager
City of Nichols Hills, Oklahoma

City Clerk
City of Nichols Hills, Oklahoma



**City of Nichols Hills, Oklahoma
Environmental, Health and Sustainability Commission
Event Procedures and Guidelines**

The City of Nichols Hills Environmental, Health and Sustainability Commission (the “**EHS Commission**”) hosts several events each year, including the Hazardous Household Waste & Recycling Event and the “Party in the Park” celebrating Arbor and Earth Day. These procedures are intended to facilitate the planning and fulfillment of those events by City staff with help from the EHS Commission. For any given event, City staff will create an Excel Spreadsheet to detail the action items for each event, using the form set out as **Attachment A**.

This Event Procedures and Guidelines memorandum sets out ten steps for EHS Commission Events from initial planning to post-event review of the event to determine its effect and success. Many of the steps will be necessarily done in conjunction with and at the same time as other steps while some steps, such as post-event review take place after other actions have been completed. It should also be noted that some steps include action items that may be repetitive of action items included in other steps.

For each event, the City staff will implement the policy and vision established for the event by the EHS Commission members and with the support and collaboration with the EHS Commission members who will serve as volunteers for the event.

Step One: Event Overview

- Type of Event (e.g. fundraiser, recycling, awareness)
 - What is the desired concept or theme for the event?

- Target Audience
 - Determining the target audience for each event (and keeping the target audience in mind in each step of planning) is a critical component of making sure the event is planned for success.

- Event Name

- Event Budget (as approved by the City)

- Event Date(s)
 - Are there possible conflicts with the proposed date(s)? (e.g. graduations, holidays, sporting events, school calendars)

- Event Time(s)
 - What starting and ending times (including adequate set-up and cleanup time) are desirable?

- Event Location(s)
 - Does the proposed event location have any possible conflicting events?
 - Does the location meet all of the needs for the Event, including parking needs?

- Event Implementation Manager
 - The Event Implementation Manager should be a City employee. However an EHS Commission member should also be named a lead responsible party for the event. (See further information below regarding assigning roles and responsibilities for the Event.)

- Event Chair
 - The Event Chair should be a member of the EHS Commission who will be a lead responsible party for the event. (See further information below regarding assigning roles and responsibilities for the Event.)

- Event Sponsors
 - Are sponsors needed / desired for the Event? If so, who are target sponsors?
 - Have there been sponsors for the Event in the past?

- Event Exhibitors, Activities, and Participants
 - What third party entities / individuals are desirable exhibitors, activity providers or participants in the Event?
 - What third parties have participated in the same or similar Events in the past?

Step Two: Event Goals and Success Metrics

Goals should be the broad, long-term desired outcomes to be attributable to the Event. Success metrics should be specific and measurable actions that will help the City and the EHS Commission determine whether the goals for the Event were met.

- Determine the goals for the Event
 - Goals could include such things as increasing awareness about a particular issue related to the EHS Commission’s mission, raising money for a particular City project, or working toward accomplishment of a goal set out in the City’s *2023 Sustainability Plan*.

- Determine the success metrics for the Event.

Success metrics could include such things as the number of attendees at the Event (using counter to collect objective data), revenue made, and feedback obtained from post-Event surveys. (See below regarding post-Event review.)

Step Three: Event Details

- Target Audience (see Step One)
- Expected Attendance
 - City staff may be able to provide information regarding attendance at prior similar events.
- Program / Agenda Outline
 - Is a program / agenda needed for the event?
 - Will there be opening remarks? If so, who will make them?
 - Will there be keynote speaker(s)? If so, who are they?
 - Will there be a closing speaker?
- Event branding and artwork
 - Will new branding materials or artwork be needed for the event? (See below regarding event marketing and publicity.)
 - Should thank-you notes be planned for printing?
- Sponsors
 - Will the event be sponsored by a third party or only by the City?
- Vendors
 - What types of vendors will be needed for the event and how many? Vendors could include caterers, food trucks, beverage vendors, musicians, sound system providers.
- Exhibitors, Activities, and Participants
 - What types of third-party exhibitors, activity providers and/or participants will be needed for the event?
 - What types of interactive and promotional materials would be desirable for an exhibitor or participant to provide at the event?
- Photographer
 - What type of photography / filming is desirable for the event?
- City Public Relations Company
 - The City Public Relations Company (“City PR”) provides the City with social media and marketing services. For most events, the City PR should be contacted early on to assist with marketing and publicity for the event. (See below regarding event marketing and publicity.)
 - As of 2025, the Gooden Group is the City PR.
- Posters and signage
 - What posters and signage will be needed for the event?

- Does the City have existing banners or signs that can be reused for the event?
- All posters and signage should indicate that the event is sponsored by the City.

- Equipment and equipment rentals
 - What City-owned equipment will be needed for the event? Involve the City's Public Works Department as needed.
 - What equipment will need to be rented?
 - Will audio equipment be needed?
 - Confirm location and availability of electricity.
 - Determine dimensions for all equipment to confirm site compatibility.

- Personal protective equipment (PPE)
 - What City-owned PPE will be needed for the event?

- Volunteers
 - What roles will require volunteers?
 - Will volunteers from outside the EHS Commission be needed?
 - How many EHS Commissioners can commit to being available to assist with the event?
 - If needed, who will recruit volunteers outside the EHS Commission?

- Recycling and composting
 - If recycling and composting services will be needed, a recycling company should be enlisted.
 - As of 2025, the City uses Fertile Ground Cooperative for recycling and composting services.

- Donations
 - Is there a need to solicit donations in kind or of cash for the event?
 - If so, who will be responsible for the solicitations?
 - If so, a receipt form should be prepared.

- Permits
 - Are any permits needed for event participants, activity providers or exhibitors?

- Decorations

- Mementos for event attendees to take home

- Provider of food and drink for volunteers, exhibitors, activity providers, and participants

- Attendance counter
 - A counter should be obtained and a volunteer appointed to count attendees at the event.

Step Four: Event Timeline and Milestones

A timeline for each required action for the event, to include the milestones necessary to successfully accomplish the event and an individual(s) responsible for each action, should be incorporated into the Excel spreadsheet for the event.

Step Five: Event Roles and Responsibilities

Each team member assigned a role should fully understand the tasks for which that member is responsible. Team members may be assigned multiple roles.

Roles are:

Event Implementation Manager (See Section 1)

Event Chair (See Section 1)

Marketing Lead = responsible for coordinating the marketing plan as determined by the event team, including all promotional design and printing. (See Section 6)

Contingency Planning Lead = responsible for coordination with the City's Police Chief regarding all security and traffic control needs for the event and for making determinations regarding weather issues that could negatively impact the event. (See Section 7)

Volunteer Lead = responsible for recruiting, communicating with, assigning tasks to volunteers, and confirming that those tasks are properly undertaken as needed.

Logistics Lead = responsible for planning and implementing all logistics needs for the event. (See Section 8)

Sponsor Lead = responsible for securing commitment from potential sponsors and all communication with them A

Exhibitor, Activities, Participant Lead = responsible for securing commitment from potential exhibitors, activity providers or participants. Is a written contract needed? Can the exhibitor, activity provider or participant provide interactive promotional materials (such as plants for sale, items to purchase, educational materials to take home)?

Step Six: Marketing and Promotion Plan

- Key messages about the event to be directed to the target audience.
- Marketing and promotion schedule
 - A detailed timeline for each phase of marketing and publicity should be set out in writing, with key deadlines that must be met.
- Creation of any brand / artwork needed for the event
 - As of 2025, the City has used Rocket Print (Melody Tate) and Jack Pratt Signs for design, printing, and signage.
 - All marketing materials should be readily understandable (what is happening, when, where, and why)
- Contact and coordination with City PR on behalf of the City for social media promotions. The City contracts with City PR to handle the City's social media and publicity campaigns. City PR should be involved in all event promotions.
- Secure permission, if possible, from Nichols Hills Plaza management to place street-level signs.

Marketing and publicity typically used by the City for events are:

- Notices in resident's utility bills
- Publication in the *Journal Record* and *Friday* newspapers
- Publication in the City's newsletter (City PR)
- Social media (City PR)
- City Website and emails to residents (Amanda Copeland)
- Signage
- Posters to be distributed for display by local merchants
 - A list of local merchants who are willing to and do display the posters should be maintained for future reference.

Step Seven: Contingency Planning

A Contingency Planning Lead(s) should be appointed for the event and be responsible for all aspects of contingency planning. Common contingency planning issues are:

- Adverse weather.

- If applicable, it should be determined in advance what actions will be taken if adverse weather conditions will require cancelling or postponing the Event. Who will make that determination? And by when? What actions will then be required to be taken? Should tents be available on reasonable notice?
- Cancellation by a participant, activity provider or exhibitor.
- Need for police security.
 - What security for the event does the City's police department recommend? Coordination on possible risks for the event with the City's police department is crucial.
- Need for PPE.
 - What PPE is needed? Who is responsible for ensuring it is on site as needed for the event?
- Venue cancellation.
 - If applicable, a backup venue could be identified.
- Low ticket sales.
 - If applicable, early bird sales or increased promotions could be implemented.

Step Eight: Logistics Plan

- Logistics Map
 - The Event Implementation Manager and the Logistics Lead should create a logistics map for the event.
- Parking and traffic control
 - Public Works and City Police should be included as needed to assist with all parking and traffic control requirements. Consider whether additional signs regarding parking, cones or taping off of certain areas will be needed.
 - Are any road closures needed? If so, a City permit will be required.
- Food Truck locations
 - Tarps should be available in case the ground is wet where attendees will stand waiting for food.
- Equipment and PPE locations
- Sign locations
 - The Marketing Lead will assist the Logistics Lead for sign location.

- Decoration placement
 - The Marketing Lead will assist the Logistics Lead for decoration placement.
- Trash, recycling, and composting locations
- Restricted areas
 - Are there any areas in the event vicinity that need to be taped off or otherwise protected by pedestrians or vehicles?

Step Nine: Post-Event Actions and Review

- Thank you notes to sponsors, participants, activity providers, and exhibitors.
 - A City standard thank you with the City seal and applicable artwork should be made available, with volunteers to handwrite thank-you notes on. Possibly include a photo(s) of the participant at the Event.
 - The card design should reinforce the event image, if possible. For example, for Party in the Park, the design elements from flyers, postage, and signs should be used.
- Follow-up social media postings.
 - Contact City PR / event photographer for photos from event to post to the City's social media accounts.
- Survey or otherwise collect feedback from sponsors, participants, activity providers, exhibitors, and attendees
 - All feedback obtained should be properly captured and made a part of the post-event review.
 - Collect feedback from EHS Commission members and City staff.
 - Collect attendee count from volunteer who managed the attendee counter for the event
- Event review based on established goals and success metrics established for the event
 - A post-event meeting should be held by City staff and the EHS Commission to discuss, agree on, and document whether the event goals were met based on the success metrics established.
 - Any lessons learned from mistakes should be documents with a plan to remedy any issues for future events.
- Final budget reconciliation

ATTACHMENT A

Event Overview

Event Overview			
<i>Type of Event:</i>			
<i>Target Audience:</i>			
<i>Event Name:</i>			
<i>Event Budget:</i>			
<i>Event Date(s):</i>			
<i>Event Time(s):</i>	Event Time: [enter time here]	Set up Time: [enter time here]	Clean up time: [enter time here]
<i>Event Location(s):</i>			
Location Address(es):			
Location Contact(s):			
<i>Event Leads:</i>			
Event Implementation Mgr.	[NAME AND CONTACT INFORMATION]		
Event Chair	[NAME AND CONTACT INFORMATION]		
Marketing Lead:	[NAME AND CONTACT INFORMATION]		
Contingency Planning Lead:	[NAME AND CONTACT INFORMATION]		
Volunteer Lead:	[NAME AND CONTACT INFORMATION]		
Logistics Lead:	[NAME AND CONTACT INFORMATION]		
Sponsor Lead:	[NAME AND CONTACT INFORMATION]		
E/A/P Lead	[NAME AND CONTACT INFORMATION]		
Other:	[NAME AND CONTACT INFORMATION]		
<i>Event Sponsor(s):</i>			
[NAME]	[CONTACT INFORMATION]		

Event Overview - continued

*Event Exhibitor(s),
Activity Providers, and
Participant(s):*

[NAME]

[CONTACT INFORMATION]

Event Details			
<i>Action Item:</i>	Person Responsible	Deadline for Action	Third-party Contact Name and Information
Expected attendance			
Program/agenda outline			
Event branding and artwork			
Sponsors			
Vendors			
Exhibitors, Activity Providers, and Participants			
Photographer			
City PR			
Posters and signage			
Equipment and equipment rentals			
PPE			
Volunteers			
Recycling and composting			
Donations			

Event Details - continued

<i>Action Item:</i>	Person Responsible	Deadline for Action	Third-party Contact Name and Information
Permits			
Decorations			
Mementos			
Provider/food and drink for volunteers			
Attendance Counter			

Marketing and Promotion Plan

<i>Action Item:</i>	Person Responsible	Deadline for Action	Third-party Contact Name and Information
Key messages about Event			
Marketing and promotion schedule			
Creation of brand/artwork			
Contact/coordination w/City PR			
Printing			
Utility bill inserts			
Newspaper publications			
Social media - City PR			
City website and emails to residents			
Signage			
Posters for display			

Logistics			
<i>Action Item:</i>	Person Responsible	Deadline for Action	Third-party Contact Name and Information
Logistics Map			
Parking and traffic control			
Food Truck locations			
Equipment and PPE locations			
Sign locations			
Decoration placement			
Trash, recycling, composting locations			
Restricted areas			

Post-Event Actions and Review

<i>Action Item:</i>	Person Responsible	Deadline for Action	Third-party Contact Name and Information	
Thank you notes				
Follow-up social media postings				
Survey/feedback collection				
Event review				
Final budget reconciliation				

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Status and Notes

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Schedule of Regular Meetings of the Nichols Hills Environmental, Health and Sustainability Commission in 2026

All meetings of the Environmental, Health and Sustainability Commission ("EHS") are scheduled to take place on the 4th Wednesday of the month at 9:30 a.m. in the City Council Chambers, City Hall, 6407 Avondale Dr., Nichols Hills, OK.

Meeting Date of:

January 28, 2026

February 25, 2026

March 25, 2026

April 22, 2026

May 27, 2026

June 24, 2026

July 22, 2026

August 26, 2026

September 23, 2026

October 28, 2026

November 2026 – no meeting scheduled

December 2026 – no meeting scheduled

Name: Amanda Copeland

Title: City Clerk

Address: 6407 Avondale Drive
Nichols Hills, OK 73116

Phone: (405) 843-6637

Filed in the office of the Municipal Clerk on _____ at _____ AM

Signed: _____
City Clerk/Deputy City Clerk