

****PUBLIC NOTICE****



KEEP CORINTH BEAUTIFUL REGULAR SESSION

Tuesday, June 21, 2022 at 6:00 PM
1200 North Corinth Street

A. CALL TO ORDER

B. CITIZENS COMMENTS

Please limit your comments to three minutes. Comments about any of the Council agenda items are appreciated by the Council and may be taken into consideration at this time or during that agenda item. Council is prohibited from acting on or discussing items brought before them at this time.

C. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and will be enacted in one motion. Should the Chair, a Board Member, or any citizen desire discussion of any item, that item will be removed from the Consent Agenda and will be considered separately.

1. Consider and act on the Keep Corinth Beautiful financials for May 2022.
2. Consider and act on minutes from the May 17, 2022, meeting.

D. BUSINESS AGENDA

3. Adopt-A-Spot Update
4. Bags to Benches.
5. Keep Texas Beautiful Conference
6. Board Member Roles.

E. REPORTS AND UPDATES

The purpose of this section is to allow each Board Member the opportunity to provide general updates and/or comments to fellow Board Members, the public, and/or staff on any issues or future events.

F. ADJOURN

Posted on this 17th day of June 2022, at 11:00 A.M., on the bulletin board at Corinth City Hall.

Glen Barker
Director of Public Works
City of Corinth, Texas



**CITY OF CORINTH
Staff Report**

Meeting Date:	6/21/2022	Title:	Financials KCB - May 2022
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input checked="" type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		

Item/Caption

Consider and act on the Keep Corinth Beautiful financials for May 2022.

Item Summary/Background/Prior Action

Each month the board reviews and acts on the board’s expenditures.

Financial Impact

NA

Applicable Owner/Stakeholder Policy

NA

Staff Recommendation/Motion

Approve as presented



Corinth, TX

Budget Report Account Summary

For Fiscal: 2021-2022 Period Ending: 06/30/2022

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 401 - KEEP CORINTH BEAUTIFUL									
Department: 1004 - GENERAL SERVICES									
Object: 52000 - ADVERTISING									
401-1004-52000	ADVERTISING		1,800.00	1,050.00	0.00	228.88	0.00	821.12	78.20 %
Budget Detail									
Description			Units	Price	Amount				
EVENT MARKETING			1.00	1,800.00	1,800.00				
Budget Adjustments									
Number	Date	Description	Adjustment						
BA0000617	03/01/2022	Cover Budget Overage	-750.00						
Object: 52000 - ADVERTISING Total:			1,800.00	1,050.00	0.00	228.88	0.00	821.12	78.20%
Object: 52105 - SPECIAL EVENTS									
401-1004-52105	SPECIAL EVENTS		3,570.00	3,570.00	0.00	2,728.71	0.00	841.29	23.57 %
Budget Detail									
Description			Units	Price	Amount				
EVENT EXPANSION IDEAS			1.00	3,175.00	3,175.00				
MEALS/SNACKS FOR VOLUNTEERS			1.00	395.00	395.00				
Object: 52105 - SPECIAL EVENTS Total:			3,570.00	3,570.00	0.00	2,728.71	0.00	841.29	23.57%
Object: 52500 - DUES & SUBSCRIPTIONS									
401-1004-52500	DUES & SUBSCRIPTIONS		850.00	850.00	0.00	175.00	0.00	675.00	79.41 %
Budget Detail									
Description			Units	Price	Amount				
ARBOR DAY FOUNDATION			1.00	75.00	75.00				
DUES & SUBSCRIPTIONS			1.00	100.00	100.00				
KEEP TEXAS BEAUTIFUL			1.00	175.00	175.00				
MONARCH BUTTERFLY			1.00	500.00	500.00				
Object: 52500 - DUES & SUBSCRIPTIONS Total:			850.00	850.00	0.00	175.00	0.00	675.00	79.41%

Budget Report

For Fiscal: 2021-2022 Period

Section C, Item 1.

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Object: 53000 - GENERAL SUPPLIES									
401-1004-53000	GENERAL SUPPLIES		500.00	1,250.00	0.00	1,229.28	0.00	20.72	1.66 %
Budget Detail									
Description			Units	Price	Amount				
EVENT SUPPLIES (GLOVES TRASH BAGS ETC)			1.00	500.00	500.00				
Budget Adjustments									
Number	Date	Description	Adjustment						
BA0000617	03/01/2022	Cover Budget Overage	750.00						
Object: 53000 - GENERAL SUPPLIES Total:			500.00	1,250.00	0.00	1,229.28	0.00	20.72	1.66%
Object: 56000 - TRAINING									
401-1004-56000	TRAINING		740.00	740.00	0.00	0.00	0.00	740.00	100.00 %
Budget Detail									
Description			Units	Price	Amount				
KCB CONFERENCE X2			1.00	740.00	740.00				
Object: 56000 - TRAINING Total:			740.00	740.00	0.00	0.00	0.00	740.00	100.00%
Object: 56100 - TRAVEL, MEALS, LODGING									
401-1004-56100	TRAVEL/MEALS/LODGING		1,540.00	1,540.00	0.00	0.00	0.00	1,540.00	100.00 %
Budget Detail									
Description			Units	Price	Amount				
KCB ANNUAL CONFERENCE X2			1.00	1,540.00	1,540.00				
Object: 56100 - TRAVEL, MEALS, LODGING Total:			1,540.00	1,540.00	0.00	0.00	0.00	1,540.00	100.00%
Department: 1004 - GENERAL SERVICES Total:			9,000.00	9,000.00	0.00	4,361.87	0.00	4,638.13	51.53%
Fund: 401 - KEEP CORINTH BEAUTIFUL Total:			9,000.00	9,000.00	0.00	4,361.87	0.00	4,638.13	51.53%
Report Total:			9,000.00	9,000.00	0.00	4,361.87	0.00	4,638.13	51.53%



**CITY OF CORINTH
Staff Report**

Meeting Date:	6/21/2022	Title:	Minutes May 17, 2022
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Ministerial Function		

Item/Caption

Consider and act on minutes from the May 17, 2022, meeting.

Item Summary/Background/Prior Action

Attached are the minutes from the May 17, 2022, special session. The minutes are in draft form and are not considered official until formally approved.

Financial Impact

NA

Applicable Owner/Stakeholder Policy

NA

Staff Recommendation/Motion

Approve as presented

****PUBLIC NOTICE****



KEEP CORINTH BEAUTIFUL REGULAR SESSION
Tuesday, May 17, 2022 at 6:00 PM
1200 North Corinth Street

A. CALL TO ORDER

Chairmen Lersch called the meeting to order at 6:00 p.m.

Members:

- Magan Lersch, Vice-Chairman – Present
- Amanda Scallon, Chairman – Present (Called In)
- Jennifer Olive, Board Member - Present
- Christi Sessions, Board Member – Absent
- Julie Hill, Board Member - Present

Staff Members:

- Glenn Barker, Public Works Director – Present
- Haley Koehler, Staff Liasion - Present

B. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and will be enacted in one motion. Should the Chair, a Board Member, or any citizen desire discussion of any item, that item will be removed from the Consent Agenda and will be considered separately.

1. Consider and act on the Keep Corinth Beautiful financials for April 2022.

Motion made by Board Member Olive to approve as presented. Seconded by Board Member Hill.

2. Consider and act on minutes from the April 18, 2022, meeting.

Motion made by Board Member Olive to approve as presented. Seconded by Board Member Hill.

C. BUSINESS AGENDA

3. Hold a discussion on volunteer hours and Board Member roles.

The item was presented, and discussion followed.

Chairmen Lersch reminded board members to update their volunteer hours. Board member Olive is going to see if Keep Texas Beautiful has a board member role template that KCB can follow. She will provide an update at the June meeting.

4. Mayor’s Monarch Pledge Webinar

The item was presented, and discussion followed.

The board discussed what they took away from the webinar.

5. Keep Texas Beautiful Conference

The item was presented, and discussion followed.

Board member Sessions motion to approve Board member Olive and Hill to attend the Keep Texas Beautiful Conference from June 27th, 2022 through June 29th, 2022. Board member Scallon seconded the motion.

6. Adopt-A-Spot Update

The item was presented, and discussion followed.

Board member Olive is going to update the verbiage in the Adopt-A-Spot application.

7. Discuss past, present, and future events.

The item was presented, and discussion followed.

The board canceled the Shed Organization workday until the fall. Board Member Olive will check on the Butterfly Garden once a week.

D. REPORTS AND UPDATES

The purpose of this section is to allow each Board Member the opportunity to provide general updates and/or comments to fellow Board Members, the public, and/or staff on any issues or future events.

Chairman Lersch announced she would no longer be a member of KCB and this is her last meeting.

E. ADJOURN

Chairmen Lersch adjourned the meeting at 7:07 p.m.

Posted on this 13th day of May 2022, at 11:00 A.M., on the bulletin board at Corinth City Hall.

Approved by Keep Corinth Beautiful Board on ___ day of _____



Glenn Barker
City Secretary
City of Corinth, Texas



**CITY OF CORINTH
Staff Report**

Meeting Date:	6/21/2022	Title:	Updates Adopt-A-Spot
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input type="checkbox"/> Ministerial Function		

Item/Caption

Adopt-A-Spot Update

Item Summary/Background/Prior Action

Chairman Olive will provide an update on the adopt-a-spot program.

Financial Impact

NA

Applicable Owner/Stakeholder Policy

NA

Staff Recommendation/Motion

NA



**CITY OF CORINTH
Staff Report**

Meeting Date:	6/17/2022	Title:	Discussion Bags to Benches
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i>	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder
	<i>Decision:</i>	<input checked="" type="checkbox"/> Governance Policy	<input type="checkbox"/> Ministerial Function

Item/Caption

Bags to Benches.

Item Summary/Background/Prior Action

Hold a discussion on Trex’s program Bags to Benches. Board member Hill to provide an update.

Financial Impact

NA

Applicable Owner/Stakeholder Policy

NA

Staff Recommendation/Motion

NA



**CITY OF CORINTH
Staff Report**

Meeting Date:	6/21/2022	Title:	Discussion Keep Texas Beautiful Conference	
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development			
Governance Focus:	<i>Focus:</i>	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Customer	<input type="checkbox"/> Stakeholder
	<i>Decision:</i>	<input checked="" type="checkbox"/> Governance Policy	<input type="checkbox"/> Ministerial Function	

Item/Caption

Keep Texas Beautiful Conference

Item Summary/Background/Prior Action

Hold a discussion regarding Keep Texas Beautiful Conference, June 27, 2022 - June 29, 2022.

Financial Impact

NA

Applicable Owner/Stakeholder Policy

NA

Staff Recommendation/Motion

NA



**CITY OF CORINTH
Staff Report**

Meeting Date:	6/21/2022	Title:	Discussion Board Member Roles
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i>	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder
	<i>Decision:</i>	<input checked="" type="checkbox"/> Governance Policy	<input type="checkbox"/> Ministerial Function

Item/Caption

Board Member Roles.

Item Summary/Background/Prior Action

Hold a discussion on Board Member roles.

Financial Impact

NA

Applicable Owner/Stakeholder Policy

NA

Staff Recommendation/Motion

NA

KEEP CORINTH BEAUTIFUL

BOARD MEMBER DUTIES

ALL BOARD MEMBERS

- Logs hours before each board meeting
- Responsibilities of Keep Corinth Beautiful board
 - Actively promote community beautification efforts, litter prevention, and waste reduction
 - Determine and recommend to the City Council, management and program priorities on a citywide basis
 - Recommend enforcement and additional program alternatives
 - Monitor City performance from data collected and examined under the Keep Texas Beautiful, Inc., affiliate system guidelines and provide annual reports to the City Council
- Keep Texas Beautiful
 - Maintain membership in Keep Texas Beautiful as an affiliate or higher designation.
 - 2 qty Board Members to go to the Keep Texas Beautiful Conference each year

CHAIR

- Creates Meeting Agenda
 - Works with the City staff to ensure that the agendas are properly prepared and posted (*from city pages*)
 - Timeline
 - Agenda Created & submitted to staff liaison 2 weeks prior to meeting date
 - City staff to publicly post the meeting & agenda 72 hours prior to the meeting
 - Standard Agenda Items ([confirm with board members if any additional items need to be added](#))

- Prior Meeting Minutes Approval
- Financials – Review + Approval
- Adopt-A-Spot – Update
- Butterfly Garden - Update
- Upcoming Events
- Presides over the monthly KCB meetings
 - Exercises leadership and makes suggestions to ensure that the group reaches a conclusion on the matter before them *(from city pages)*
 - Summarizes major points of an issue as discussed after any debate/discussion *(from city pages)*
 - Ensures that all parties act in accordance with the established rules and Texas Open Meetings Act *(from city pages)*
 - Ensures that the meeting moves along and stays on track *(from city pages)*
 - Ensures that attendance records are maintained and that the minutes of each meeting is acted upon and submitted for Council review *(from city pages)*
- Creates game plans for events to be reviewed by board members
- Files Utilized
 - Board Member Hours
 - Update to new year at end of year

- Additional Notes

CO-CHAIR

- Presides over the monthly KCB meetings (if the Chair is absent)
- Create annual report for City Council
 - Review with Chair, then board for approval
- Add tasks for board members after each meeting

- Files Utilized

- Annual Report Template

- Additional Notes

ADOPT-A-SPOT

- Responsible for maintaining the accuracy of clean-ups
- Assist with new members to adopt additional spots
- Makes a report each month re: any Adopt-A-Spot updates to the KCB Board
- Files to Maintain
 - [Adopt-A-Spot - Google Sheets](#) – Updated monthly
 - Lists all Clean-Ups
 - Lists Adoptee Data
 - List of all Roadside Signs
- Additional Notes
 - Update Adopt-A-Spot Map with Public Works Dept each Oct

BAGS TO BENCHES PROGRAM

- Provide monthly update to the KCB board
- Files Utilized
- Additional Notes
 - Suggested Drop-Off Locations
 - City Hall
 - Fire Station #3
 - Albertsons
 - Possibly Krogers
 - These will be 50-gallon drums

BUTTERFLY GARDEN

- Visits the garden two weeks before board meeting to review needs
- Makes recommendations each month for maintenance needed in the garden
- Discuss next steps for permanent items
- Explore any possible community workdays and/or educational workshops
- Files Utilized
 - Powerpoint Template for Butterfly Garden Updates

- Additional Notes

COMMUNICATIONS

- Responsible for posts on behalf of the board on Facebook
 - To be reviewed by Chair / Co-Chair prior to postings
 - Items to post on
 - Monthly updates
 - Upcoming events
 - Promote needs
 - Adds posts re: ways to Keep Corinth Beautiful (best practices)
 - Encourage the community to add to these
- Has tablet for events so residents can sign up to volunteer to Adopt-A-Spot
- Creates standards for cohesive messaging (uniformity to make a more recognizable brand)

- Files Utilized

- Additional Notes

DESIGN

- Maintain standards for logo / graphics
- Work with COMMUNICATIONS point person for standards

- Files Utilized

- Additional Notes

FINANCIALS

- Reviews the monthly financials from staff liaison
 - Note the following items
 - Any items that are missing from the budget (spent but not yet allocated)
 - Items that do not look correct
 - Confirm 2022 Budget
 - \$4000 from CWD
 - \$5000 from Pulling from Rainy day fund
 - \$1000 from Evergreen (not part of annual budget)
- Create budget for upcoming year in Sept for review by board in the Oct meeting
 - To be reviewed by Chair / Co-Chair prior to the board meeting

- Files Utilized

- Additional Notes

PURCHASING

- Review needs for future events to determine best deals on supplies & promotional items
- When an item is needed, obtain 3 quotes to ensure pricing
- Schedules vendors for events
 - Ex: Kona Ice (\$300)

- Files Utilized

- Additional Notes

- Typical Promotional Items
 - Seeds on Paper
 - Coloring Books
 - Chip Clips
 - Shirts
 - Tote Bags
 - Hats

- Typical Vendors
 - Living Earth – Mulch / Compost / Soils

SPONSORSHIPS

- Reach out to businesses to assist KCB
 - Ways to help
 - Provide man-hours
 - Provide tangible items
 - Sponsor an event
- Reach out for Grants (ex: Keep Texas Beautiful site)
 - Complete applications to request grants
- Files Utilized
 - Sponsor Donations Spreadsheet
 - What has been donated
 - Sponsor Contact info
- Additional Notes

SHED/TRAILER + SUPPLIES

- Confirms inventory at the shed / trailer
 - Adopt-A-Spot Supplies
 - Butterfly Gardening Tools
 - Name Tags / Shirts for Board Members
- Provides a monthly update
 - Discuss needs / low inventory on items
 - Discuss clean-ups needed for these areas
- Files Utilized
 - Trailer Inventory (Tab for Shed & Tab for Trailer)
- Additional Notes

VOLUNTEERS

- Maintains database of volunteers
- Files Utilized
 - Spreadsheet of Volunteers
 - Sign-Up Sheet for Volunteering (may also do online)
- Additional Notes