



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, January 04, 2022 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, January 04, 2022, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - [A.](#) Approval of minutes from regular meeting held November 4, 2021.
- V. ORGANIZE THE BOARD
 - A. Appoint Chairman
 - B. Appoint Vice Chairman
 - C. Appoint Treasurer
 - D. Appoint Secretary
- VI. REPORT ON RECENT EVENTS
 - A. Fall Sweep - November 13, 2021
 - B. December - Home Decorating Contest
- VII. UPCOMING EVENTS
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discussion and possible action regarding upcoming landscaping projects.
 - B. Discuss and log past volunteer hours
 - C. GCAA Opening and assignment of questions to board members
 - D. Discussion and consideration of 2021 look back and 2022 goals.
- IX. FINANCIAL REPORT
 - [A.](#) Budget Report - Through November 2021
 - [B.](#) Budget Report - Through December 2021
- X. EXECUTIVE DIRECTOR'S REPORT
- XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- XII. SET NEXT MEETING DATE
- XIII. FUTURE AGENDA ITEMS

XIV. ADJOURNMENT

The Commission may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on _____ at _____ post this notice of meeting on the Bulletin Board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Thursday, November 04, 2021 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Thursday, November 04, 2021, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. ROLL CALL OF MEMBERS

PRESENT

Becky Thompson
 Brittany Figaro
 Sonia Foger
 Janet Ellis
 Jeremy Fountain
 Lindsie Yearsin

ABSENT

Audrey Johnson

Others present: Kimberly Mayer, Executive Director; Kirsten Garcia, City Secretary

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held, October 5, 2021.

Motion to approve minutes from the previous meeting.

Motioned by Janet Ellis, Seconded by Becky Thompson.

Voting Yea: Becky Thompson, Brittany Figaro, Sonia Foger, Janet Ellis, Jeremy Fountain, Lindsie Yearsin

V. REPORT ON RECENT EVENTS

A. Trunk or Treat - October 29, 2021

Kimberly reported on Trunk or Treat – stated that there were less cars this year, but it went well. We have a large box of candy left in bags, would love ideas to donate.

Committee suggested to donate to Military Moms & Wives - Jeremy offered to take it.

VI. UPCOMING EVENTS

A. Fall Sweep - November 13, 2021

Kimberly reported on the event. Requested the committee meet at the garden at 8:30-8:45am.

Stated she has two roll-offs coming - one at city hall and one at the garden.

Stated they will pick up trash along FM 2004. She stated she needs help with a headcount. Kimberly would like to send a small group to the monument sign, to clean up and touch up paint the sign and spread wildflower seed.

B. Christmas in the Park

Brittany Figaro recommends we just have Santa drive around town, since we generally have low turnout.

Discussion held on possible events to hold for the holiday.

Committee agreed to skip Christmas in the park and just host the decorating contest.

VII. YARD OF THE MONTH

Kimberly reported that December will kick off for best decorated yard. She has created the event online.

Discussion held on judging. Jeremy requested we notify applicants of when judging will be held.

Discussion held on possibly publishing addresses to share for public who would like to travel around and look at lights.

VIII. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action regarding pet waste stations at pocket parks.

Brittany stated she looked on amazon for basic waste stations - they all run about \$240 - \$260. She stated it may be something that we reach out to resident to see where these would be most beneficial.

Kimberly stated she will put a poll online to see what residents think.

Discussion held on whether or not people will use.

B. Discussion and possible action regarding flag placement for Veterans Day.

Requests assistance in putting flags up, November 9, 2021.

C. Discussion and possible action regarding the completion of the landscaping project.

Kimberly reported an update.

Discussion held on the type of plants to place and where to plant.

IX. FINANCIAL REPORT

Kimberly reported.

A. Parks and Rec Budget Report, October 2021

B. KRB Budget Report, October 2021

X. EXECUTIVE DIRECTOR'S REPORT

Kimberly gave update regarding community garden, and the food drive.

XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XII. SET NEXT MEETING DATE

December 7, 2021

XIII. FUTURE AGENDA ITEMS

Binder work session.

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:10 p.m.

These minutes were read and approved on this 7th day of December 2021.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2021 to 12/03/2021
25.00% of the fiscal year has expired

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2021 Budget	Remaining Budget
Revenue					
Charges for services	3,822	0.00	2,547	15,000	12,453
Miscellaneous revenue	2,500	0.00	(23)	6,000	6,023
Total Revenue	6,322	0.00	2,524	21,000	18,476
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits	1,005	0.00	900	13,900	13,000
Supplies	1,450	0.00	0.00	2,575	2,575
Maintenance & Repair	986	0.00	0.00	2,000	2,000
Other Services	408	0.00	0.00	2,300	2,300
Capital Equipment	858	0.00	425	3,000	2,575
Total Beautification	4,707	0.00	1,325	23,775	22,450
Total Parks & Recreation	4,707	0.00	1,325	23,775	22,450
Total Expenditures	4,707	0.00	1,325	23,775	22,450
Other Financing Sources and Uses					
Sources					
Transfers In	3,000	0.00	0.00	5,000	5,000
Total Sources	3,000	0.00	0.00	5,000	5,000
Total Other Financing Sources and Uses	3,000	0.00	0.00	5,000	5,000
Total -	4,615	0.00	1,199	2,225	1,026

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2021 to 12/28/2021
25.00% of the fiscal year has expired

Section IX, Item B.

	Prior YTD	Current Period	Current YTD	2021 Budget	Remaining Budget
Revenue					
Intergovernmental revenue					
614113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00
Total Intergovernmental revenue	0.00	0.00	0.00	0.00	0.00
Charges for services					
614124 Beautification Revenues	3,822	1,272	3,848	15,000	11,152
Total Charges for services	3,822	1,272	3,848	15,000	11,152
Interest					
614110 Interest Earnings	0.00	0.00	0.00	0.00	0.00
Total Interest	0.00	0.00	0.00	0.00	0.00
Miscellaneous revenue					
614112 Miscellaneous Income	2,500	0.00	(515)	0.00	515
614114 Community Garden Membership Fees	0.00	0.00	0.00	1,500	1,500
614115 Farmers Market Revenue	0.00	0.00	0.00	4,500	4,500
Total Miscellaneous revenue	2,500	0.00	(515)	6,000	6,515
Total Revenue	6,322	1,272	3,333	21,000	17,667
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	1,005	0.00	1,400	8,400	7,000
615103 Salaries & Wages	0.00	0.00	0.00	0.00	0.00
615105 Retirement	0.00	0.00	0.00	0.00	0.00
615110 Workmen's Compensation Ins	0.00	0.00	0.00	0.00	0.00
615120 Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
615130 Training & Travel	0.00	0.00	0.00	5,500	5,500
Total Personnel & Benefits	1,005	0.00	1,400	13,900	12,500
Supplies					
615210 Office Supplies	127	0.00	25	225	200
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	149	0.00	0.00	250	250
615225 Books and Periodicals	23	0.00	0.00	100	100
615240 Expendable Operating Supplies	1,151	0.00	0.00	2,000	2,000
Total Supplies	1,450	0.00	25	2,575	2,550
Maintenance & Repair					
615310 Building & Grounds M&R	986	0.00	0.00	2,000	2,000
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	986	0.00	0.00	2,000	2,000
Other Services					
615660 Dues & Subscriptions	0.00	0.00	0.00	800	800
615685 Publishing & Advertising	408	0.00	0.00	1,000	1,000
615695 Special Services - Miscellaneous	0.00	0.00	0.00	500	500
Total Other Services	408	0.00	0.00	2,300	2,300
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	1,000	1,000
615950 Community Garden	858	0.00	425	2,000	1,575
Total Capital Equipment	858	0.00	425	3,000	2,575
Total Beautification	4,707	0.00	1,850	23,775	21,925
Total Parks & Recreation	4,707	0.00	1,850	23,775	21,925
Total Expenditures	4,707	0.00	1,850	23,775	21,925
Other Financing Sources and Uses					
Sources					
Transfers In					
974959 Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00
974963 Transfer from General Fund	3,000	0.00	5,000	5,000	0.00
Total Transfers In	3,000	0.00	5,000	5,000	0.00
Total Sources	3,000	0.00	5,000	5,000	0.00
Uses					
Transfers Out					

City of Richwood

Keep Richwood Beautiful

20 Beautification - 10/01/2021 to 12/28/2021

25.00% of the fiscal year has expired

Section IX, Item B.

	Prior YTD	Current Period	Current YTD	2021 Budget	Remaining Budget
615961 Transfer to Water/Sewer	0.00	0.00	0.00	0.00	0.00
Total Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Uses	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources and Uses	3,000	0.00	5,000	5,000	0.00
Total -	4,615	1,272	6,483	2,225	(4,258)