



## **KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA**

**Wednesday, December 03, 2025 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 Weekday, December 3, 2025, 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. REPORT ON RECENT EVENTS
  - A. Fall Sweep 2025
- V. YARD OF THE MONTH  
Christmas Decorating Contest
- VI. DISCUSSION AND ACTION ITEMS
  - A. Discuss and finalize implementation details for an Adopt-A-Garden program at the Community Garden.
  - B. Discuss, consider and possibly take action on updates to Keep Richwood Beautiful's five year strategic plan.
- VII. FINANCIAL REPORT
  - A. Keep Richwood Beautiful Budget Report
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- X. SET NEXT MEETING DATE
- XI. FUTURE AGENDA ITEMS
- XII. 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.

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Kirsten Garcia, City Secretary  
City of Richwood

# Five-Year Strategic Plan



**2026-2030**

Margaret McMahan  
Executive Director

## **Board of Directors**

Kimberly Garcia

Denise York

Kai York - Chairman

- ▶ **Mission Statement** To engage and encourage our residents to pursue a vibrant and appealing community through environmental stewardship
- ▶ **Motto** To educate and engage Richwood citizens on litter prevention, beautification, and waste reduction; To inspire and empower Richwood citizens to keep our city clean and beautiful
- ▶ **Values**- To create a high level of cleanliness and aesthetics in our parks and community; to encourage Richwood citizens to engage in responsible actions which promote a sustainable environment

# SWOT Analysis

- **Strengths-** regular income
- **Weaknesses-** limited number of board members/volunteers
- **Opportunities-** grants, creating volunteerism, creating partnerships
- **Threats-** change in leadership, loss of board members, hurricanes, flooding

# Goals and Tasks

- **Beautification**
- **Recruitment**
- **Event build-up and preparation**
- **Reports, surveys, grants, and awards are completed**
  - **Maintain Gold Star Status**
  - **Attain Award of Excellence / Sustained Excellence Award**
  - **Win GCAA every 5 years**
- **Increase youth engagement**
- **Increase social media presence**
- **Park improvements**

# Annual Revenue

- ▶ \$15,500 from Water Bill
- ▶ \$5,000 from General Fund
- ▶ Add money-making activities to yearly events
  - ▶ Concessions, reusable bags, stickers, branded t-shirts, raffle, haunted trail, zombie run, summer camps
- ▶ Seek donations and partnerships with the business community
- ▶ Implement Adopt-A-Garden program
- ▶ Money from Textiles Recycling Box

# Expenses

- Yearly events
- Park improvements
- Advertising and public relations
- Maintaining the Community Garden
  - Greenhouse?

# Ongoing and Annual Projects

- ▶ Cleanups & committee workdays to include 2 annually
- ▶ Reading at local schools about recycling and caring for the environment
- ▶ Parks events (Easter, Trunk or Treat, National Night Out)
- ▶ Flag events (Memorial Day, **Flag Day**, July 4<sup>th</sup>, Labor Day, Veteran's Day)
- ▶ Yard of the Month & Special Contests (Most Patriotic, Spookiest, Best Decorated)

# Goals and Tasks by Park

- **Bobby Ford Park-** Water fountain that can service both dogs and people & a doggy-cleanup station, paint bathroom building with art/mural, install a musical station
- **Larry Johnson Park-** Install a water fountain that can serve both dogs and people & a doggy-cleanup station.
- **Pocket Park-** Install a water fountain that can serve both dogs and people & a doggy-cleanup station
- **Ellis Park-** Paint outbuildings and/or bathroom building with a mural, install a water fountain that can serve both dogs and people & a doggy-cleanup station

# What we can do to make an impact this

Section VI, Item B.

Most of these will also help meet the metrics we need for our Annual Affiliate Recognition Report and GCAA application

- ▶ Reading in the schools
- ▶ Educating residents on Recycling, Waste Reduction & Water conservation with free publications
  - ▶ Social media, bi-lingual material placed in lobby of City Hall, hand out at our events
- ▶ Form Garden Club/Committee to oversee all things related to the Community Garden
- ▶ Place a Textiles Recycling Box in the Community Garden parking lot
- ▶ Art Contests or opportunities for youth to decorate – Earth Day, Christmas

# The Year 2026

- Increase partnerships with schools, churches and businesses to create a tighter sense of community and elicit more resident participation – Adopt-A-Garden program
- Have logo/branded merchandise available for sale at events
- Youth Summer Camp or classes
- Apply for grants to fund 2026-2028 Parks Projects

## The Year 2027

- Murals on the bathroom and/or outbuildings
- Install water fountain for pets & people at Ellis Park
- Add a doggy clean-up station at Ellis Parks

## The Year 2028

- Murals and musical playground equipment at Bobby Ford Park
- Water fountain for pets and people and doggy clean-up stations at Bobby Ford Park

## The Year 2029

- ▶ Install water fountains for pets and people & doggy clean-up stations at Larry Johnson Park and at the Pocket Park on Cardinal

## The Year 2030

- To have sufficient Board Members and volunteers to create sub-committees for planning and development of educational classes, seasonal decorating at the Community Garden, youth and school liaisons, and fundraising for scholarships

# Goals for the Garden Club/Committee

- Create standard operating procedures for citizens to have grow spaces
- Pumpkin Patch
- Build a greenhouse
- Sell seedlings

# Park by Park

Keep Richwood Beautiful  
Five Year Strategic Plan



# Richwood Community Garden

Oyster Creek Drive at Wisteria

# Richwood Community Garden

Oyster Creek Drive at Wisteria

2026

- Create Garden Club / Committee
- Pumpkin Patch
- Art Contest or decorating opportunities
- Fund a Greenhouse
- Sell baby plants & wildflower seeds
- Partner with Service Groups



**Ellis Park**  
Across from Polk Elementary

# Ellis Park

Across from Polk Elementary

2027

- Add visual and artistic aesthetics by painting murals on the outbuildings and bathrooms
- Water fountain that can be used for pets and people
- Add a doggy clean-up station to Bobby Ford and Ellis Parks





**Bobby Ford Park**  
Oyster Creek at Oyster Creek Ct.

# Bobby Ford Park

Oyster Creek at Oyster Creek Ct.

2028

- Install a piece of musical playground equipment
- Add visual and artistic aesthetics by painting murals on the bathroom
- Water fountain that can be used for pets and people
- Add a doggy clean-up station





## Larry Johnson Park

2004 and the entrance to Audubon Woods 1

# Larry Johnson Park

2004 and the entrance to Audubon Woods 1

2029

- Paint the basketball court
- Water fountain that can be used for pets and people
- Doggy Clean-up station
- Consider creating a sensory garden down the road (musical playground equipment)



# Pocket Park

Cardinal at Blue Jay



# Pocket Park

Cardinal at Blue Jay

2030

Water fountain that can be used by pets and people

- ➔ Doggy Clean-up station



# Dorothy Torrence Park

Memorial Park on Misty Ct.

➡ No plans for this park

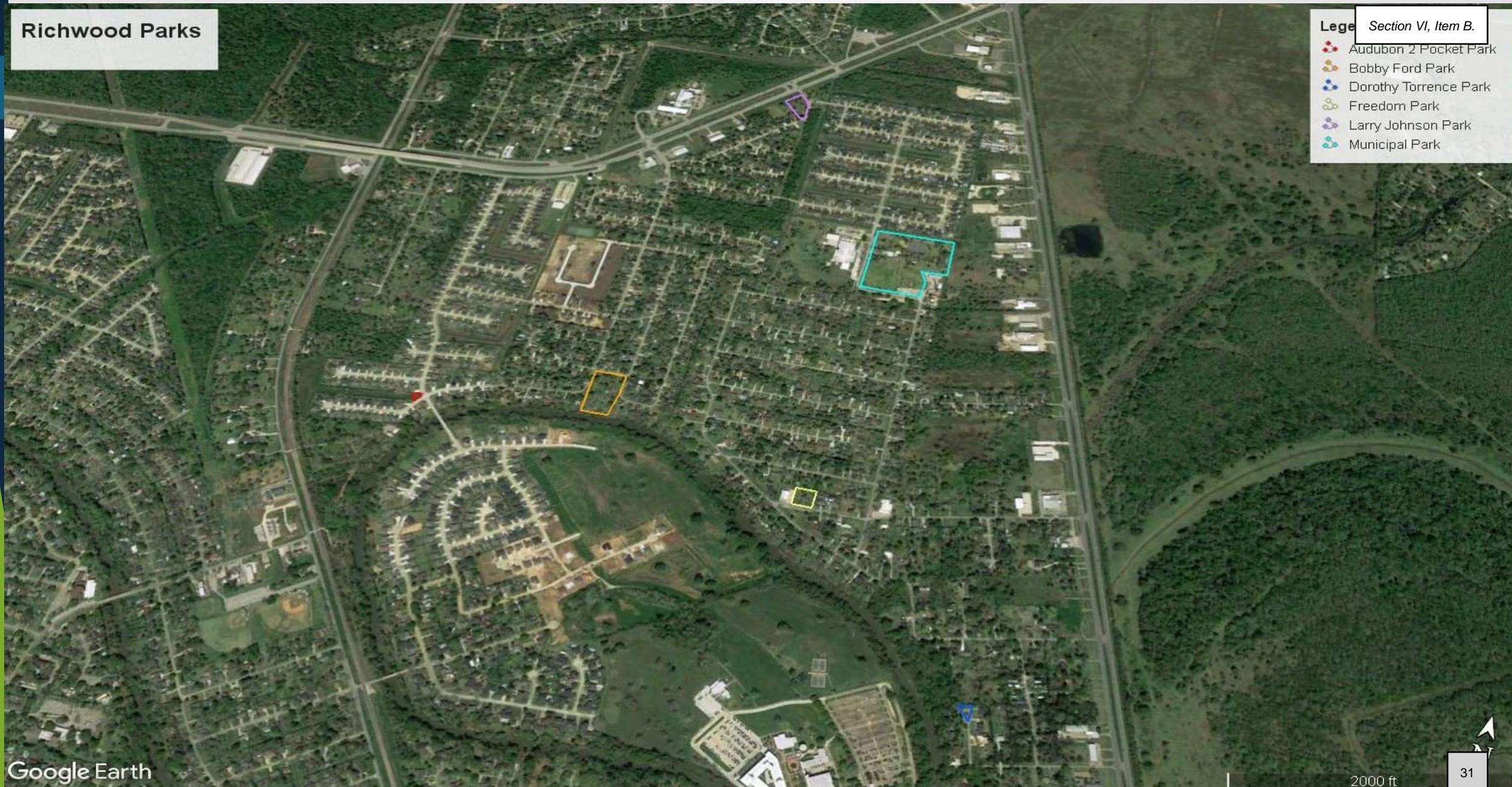
# Richwood Parks



# Richwood Parks

**Legend Section VI, Item B.**

- Audubon 2 Pocket Park
- Bobby Ford Park
- Dorothy Torrence Park
- Freedom Park
- Larry Johnson Park
- Municipal Park



# Ellis Park

- Roughly 5000 sq. ft. and 600 sq. ft. covered pavilion space
- Splash pad
- Tennis court
- Assorted playground equipment
- 1/3-mile walking track
- Restrooms
- Soccer field
- Baseball field



# Larry Johnson Park

- Basketball court
- Swing set
- Available water source



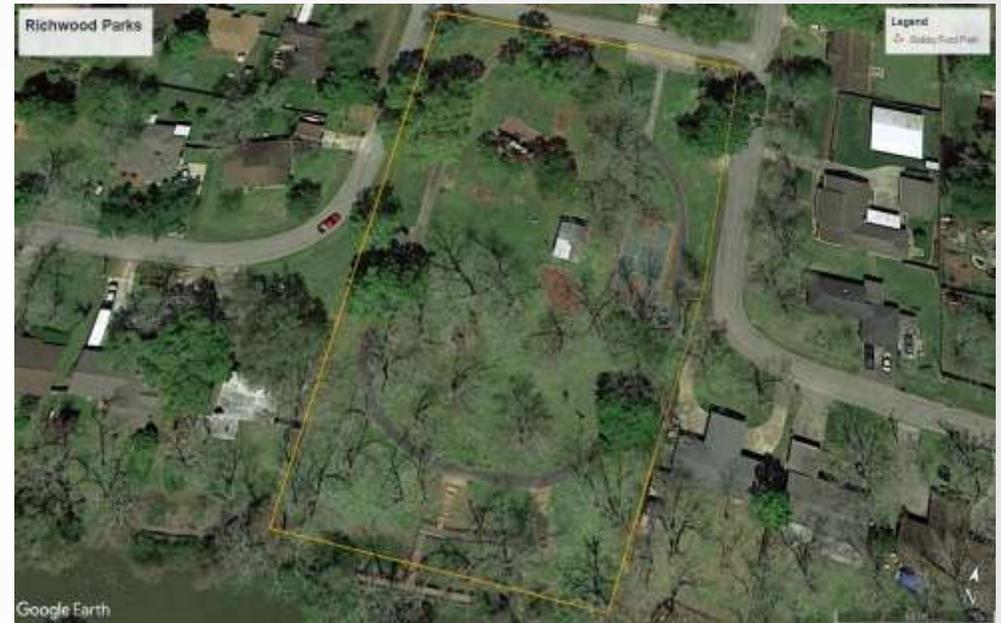
# Audubon Woods 2 Pocket Park

- Roughly 3500 sq. ft. space
- Police park here frequently to monitor traffic



# Bobby Ford Park

- 600 sq. ft. covered pavilion
- 1/6-mile walking track
- Assorted playground equipment
- Basketball court
- Restroom
- Fishing pier
- Picnic tables
- Outdoor grills



## Freedom Park (memorial park)

- Decorative foliage
- Memorial bench and plaque
- Flagpole



## Dorothy Torrence Park (memorial park)

- Memorial stone
- Concrete slab where the gazebo (that is now at the Community Garden) used to be



**City of Richwood**  
**Keep Richwood Beautiful**  
**20 Beautification - 10/01/2025 to 11/25/2025**  
**16.67% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	2025 Budget	Remaining Budget
<b>Revenue</b>					
<b>Intergovernmental revenue</b>					
614113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00
<b>Total Intergovernmental revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Charges for services</b>					
614124 Beautification Revenues	2,438	1,166	2,330	14,500	12,170
<b>Total Charges for services</b>	<b>2,438</b>	<b>1,166</b>	<b>2,330</b>	<b>14,500</b>	<b>12,170</b>
<b>Interest</b>					
614110 Interest Earnings	0.00	0.00	0.00	600	600
<b>Total Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600</b>	<b>600</b>
<b>Miscellaneous revenue</b>					
614112 Miscellaneous Income	21	0.00	0.00	0.00	0.00
614114 Community Garden Membership Fees	0.00	0.00	0.00	0.00	0.00
614115 Farmers Market Revenue	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous revenue</b>	<b>21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenue</b>	<b>2,459</b>	<b>1,166</b>	<b>2,330</b>	<b>15,100</b>	<b>12,770</b>
<b>Expenditures</b>					
<b>Parks &amp; Recreation</b>					
<b>Beautification</b>					
<b>Personnel &amp; Benefits</b>					
615102 Contract Labor	1,000	500	1,000	7,000	6,000
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	500	500
<b>Total Personnel &amp; Benefits</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>	<b>7,500</b>	<b>6,500</b>
<b>Supplies</b>					
615210 Office Supplies	0	0.00	485	100	(385)
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	0.00	0.00	0.00	100	100
615225 Books and Periodicals	0.00	0.00	0.00	0.00	0.00
615240 Expendable Operating Supplies	462	150	216	3,200	2,984
<b>Total Supplies</b>	<b>462</b>	<b>150</b>	<b>701</b>	<b>3,400</b>	<b>2,699</b>
<b>Maintenance &amp; Repair</b>					
615310 Building & Grounds M&R	0.00	274	1,756	6,000	4,244
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
<b>Total Maintenance &amp; Repair</b>	<b>0.00</b>	<b>274</b>	<b>1,756</b>	<b>6,000</b>	<b>4,244</b>
<b>Other Services</b>					
615660 Dues & Subscriptions	0.00	0.00	0.00	200	200
615685 Publishing & Advertising	0.00	0.00	277	500	223
615695 Special Services - Miscellaneous	0.00	0.00	0.00	500	500
<b>Total Other Services</b>	<b>0.00</b>	<b>0.00</b>	<b>277</b>	<b>1,200</b>	<b>923</b>
<b>Capital Equipment</b>					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500</b>	<b>500</b>
<b>Total Beautification</b>	<b>1,462</b>	<b>924</b>	<b>3,734</b>	<b>18,600</b>	<b>14,866</b>
<b>Total Parks &amp; Recreation</b>	<b>1,462</b>	<b>924</b>	<b>3,734</b>	<b>18,600</b>	<b>14,866</b>
<b>Total Expenditures</b>	<b>1,462</b>	<b>924</b>	<b>3,734</b>	<b>18,600</b>	<b>14,866</b>
<b>Other Financing Sources and Uses</b>					
<b>Sources</b>					
<b>Transfers In</b>					
974959 Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00
974963 Transfer from General Fund	0.00	0.00	0.00	5,000	5,000
<b>Total Transfers In</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>
<b>Uses</b>					
<b>Transfers Out</b>					

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**Keep Richwood Beautiful**  
**20 Beautification - 10/01/2025 to 11/25/2025**  
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	Prior YTD	Current Period	Current YTD	2025 Budget	Remaining Budget
615961 Transfer to Water/Sewer	0.00	0.00	0.00	0.00	0.00
<b>Total Transfers Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Financing Sources and Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>
<b>Total -</b>	<b>997</b>	<b>243</b>	<b>(1,404)</b>	<b>1,500</b>	<b>2,904</b>