



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Wednesday, January 07, 2026 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 Wednesday, January 7, 2026, 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 December 3, 2025.
- V. DISCUSSION AND ACTION ITEMS
 - A. Discuss and appoint 2026 Keep Richwood Beautiful Officers.
 - B. Discussion and consideration of amending the rules and guidelines for the City's Yard of the Month program.
 - C. Discuss and finalize implementation details for an Adopt-A-Garden program at the Community Garden.
- VI. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- IX. SET NEXT MEETING DATE
- X. FUTURE AGENDA ITEMS
- XI. 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

Wednesday, December 03, 2025 at 6:00 PM

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

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

II. ROLL CALL OF MEMBERS

Kai York

Denise York

Kimberly Garcia

Others present : Margaret McMahan, Executive Director; Kirsten Garcia, City Secretary

III. PUBLIC COMMENTS

There was no public comment.

IV. REPORT ON RECENT EVENTS

A. Fall Sweep 2025

Margaret gave report on the event, advising there were 10 volunteers.

V. YARD OF THE MONTH

Christmas Decorating Contest

Margaret gave update on the event as of the meeting date.

Only one entry as of today.

Discussion held on rules for contest.

VI. DISCUSSION AND ACTION ITEMS

A. Discuss and finalize implementation details for an Adopt-A-Garden program at the Community Garden.

Discussion held on proposed program details.

B. Discuss, consider and possibly take action on updates to Keep Richwood Beautiful's five year strategic plan.

The committee reviewed the plan, information only, not action taken.

VII. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

Margaret gave the budget report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Report not submitted for display, so Margaret will send it out via email.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

X. SET NEXT MEETING DATE

January 7, 2026

XI. FUTURE AGENDA ITEMS

Adopt a garden

Garden - lights, solar

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:32 p.m.

These minutes were read and approved on the 7th day of January 2026.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2025 to 01/02/2026
33.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	2026 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	4,845	0.00	3,489	14,500	11,011
Total Charges for services	4,845	0.00	3,489	14,500	11,011
Interest					
614110 Interest Earnings	0.00	0.00	320	600	280
Total Interest	0.00	0.00	320	600	280
Miscellaneous revenue					
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
Total Miscellaneous revenue	21	0.00	0.00	0.00	0.00
Total Revenue	4,866	0.00	3,809	15,100	11,291
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	2,000	0.00	1,500	7,000	5,500
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
Total Personnel & Benefits	2,000	0.00	1,500	7,500	6,000
Supplies					
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	724	0.00	846	3,200	2,354
Total Supplies	724	0.00	1,331	3,400	2,069
Maintenance & Repair					
615310 Building & Grounds M&R	896	0.00	1,894	6,000	4,106
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	896	0.00	1,894	6,000	4,106
Other Services					
615660 Dues & Subscriptions	0.00	0.00	0.00	200	200
615685 Publishing & Advertising	0.00	0.00	298	500	202
615695 Special Services - Miscellaneous	0.00	0.00	0.00	500	500
Total Other Services	0.00	0.00	298	1,200	902
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	0.00	0.00	0.00	0.00	0.00
Total Capital Equipment	0.00	0.00	0.00	500	500
Total Beautification	3,620	0.00	5,022	18,600	13,578
Total Parks & Recreation	3,620	0.00	5,022	18,600	13,578
Total Expenditures	3,620	0.00	5,022	18,600	13,578
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	5,000	0.00	0.00	5,000	5,000
Total Transfers In	5,000	0.00	0.00	5,000	5,000
Total Sources	5,000	0.00	0.00	5,000	5,000
Uses					
Transfers Out					

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Keep Richwood Beautiful
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	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2026 Budget</u>	<u>Remaining Budget</u>
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	5,000	0.00	0.00	5,000	5,000
Total -	6,246	0.00	(1,214)	1,500	2,714