



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, May 02, 2023 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, May 2, 2023, 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 March 7, 2023.
 - [B.](#) Approval of minutes from regular meeting held April 4, 2023.
- V. REPORT ON RECENT EVENTS
 - A. Easter Egg Drive Thru - April 8, 2023
 - B. Don't Mess With Texas Trash Off - April 15, 2023
 - C. Earth Day and Tree Planting - April 22, 2023
- VI. UPCOMING EVENTS
 - A. Keep Texas Beautiful Conference, June 26-28, 2023
 - B. Larry Johnson Park Upgrades, Phase 3 - May 13, 2023
- VII. YARD OF THE MONTH
 - A. May 2023, Glenwood Bayou - Vice Chair / Treasurer
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and set time to place flags for Memorial Day.
 - B. Discussion and possible action regarding park bench dedication for Garry Ellis.
 - C. Discuss and consider the FY 2024 budget.
- IX. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
 - [B.](#) Parks and Recreation Budget Report
- 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

Tuesday, March 07, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, March 7, 2023, 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 6:06 p.m.

II. ROLL CALL OF MEMBERS

Janet Ellis	Absent
Amanda Reynolds	Present
Amanda Seymour	Present
Leslie Klug	Present
Karl Klug	Present
Lindsie Yearsin	Present
William Yearsin	Present

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

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of new members to the board:

- Leslie Klug
- Amanda Seymour
- Karl Klug
- William Yearsin

The City Council approved members at their prior meeting. No formal action required.

V. UPCOMING EVENTS

A. Easter, 2023

April 8, 2023 - 10 am sharp

Kimberly Mayer reported there were 12,000 eggs in the office.

Discussion held on age groups and how to split them.

B. Earth Day, 2023

Amanda Reynolds reported that there was not enough time to pull the event off at this point. There is a plan to get together with other committees for next year

Discussion held on activities to do at local schools.

C. Don't Mess with Texas Trash Off

Discussion held on possible dates to be held.

April 15, 2023 for trash pick up .

Discussion held on where to meet.

Disucssion held on supplies needed.

VI. DISCUSSION AND ACTION ITEMS

- A. Discussion and possible action regarding Governor's Community Achievement Award application.

Kim reported that the GCAA has been submitted and paid for.

Discussion held on GCAA eligibility.

- B. Discussion and possible action regarding the Keep Texas Beautiful Annual Affiliate Report.

Kimberly gave an update.

- C. Discussion and possible action regarding member roles, responsibilities and allocation of duties.

Amanda Reynolds reported that she would like to see members take on more responsibility so that everything doesnt fall on Kimberly.

Discussion held on ways to help.

Amanda requested we place this back on the April agenda.

- D. Discussion and possible action regarding Larry Johnson Park upgrades.

The committee decided they will work 5/13/2023 8:00 am – 2:00 pm.

Discussion held on what will be needed.

- E. Discuss and consider participation in Earth Day Tree Planting event.

Kimberly reported that there is a group that would like to volunteer and donate trees to the garden.

Amanda Seymour will take lead - April 22, 2023 to meet with the girls to get them set up to plant.

VII. FINANCIAL REPORT

Kimberly gave report.

- A. Keep Richwood Beautiful Budget Report

- B. Parks and Recreation Budget Report

VIII. EXECUTIVE DIRECTOR'S REPORT

Kimberly gave update regarding the bench for Ellis Park.

Kimberly reported on her annual update she posted.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Jones Creek Beautification committee was created.

X. SET NEXT MEETING DATE

April 4, 2023

XI. FUTURE AGENDA ITEMS

KTB conference

Roles

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:57 p.m.

These minutes were read and approved on the 2nd day of May 2023.

Chairman

ATTEST:

City Secretary

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, April 04, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, April 4, 2023 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

Janet Ellis	Absent
Amanda Reynolds	Present
Amanda Seymour	Present
Leslie Klug	Present
Karl Klug	Present
Lindsie Yearsin	Present
William Yearsin	Present

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

III. PUBLIC COMMENTS

No public comment.

IV. UPCOMING EVENTS

A. Easter Egg Hunt - April 8, 2023

Kimberly Mayer spoke to the committee regarding the upcoming weather.

Options are to cancel, bag them and do a drive thru event.

Possibility of using Polk to drive thru and pass out eggs.

Discussion held to possibly make the decision on Thursday afternoon and bag the eggs on Friday.

Will Yearsin stated he will reach out to Polk to see if we can use their drive.

Kimberly requested everyone could take a box and bag eggs.

The committee decided to change plans to bag egg and pass them out.

Kimberly requests to arrive at Polk with eggs at 9:00 a.m.

B. Don't Mess with Texas Trash Off - April 15, 2023

Amanda Reynolds explained the plan for the day.

William requests any large debris just be left at the side of the road and he will pick them up.

C. Earth Day, tree planting - April 22, 2023

Leslie Klug stated she is going to the Montessori school and Our Lady Queen of Peace.
She also advised that trees will be provided by the group attending the event.
Discussion held on possible trees to be planted.
Discussion held on possible locations for the trees.
Discussion held on work needed to be done to prepare.

D. Larry Johnson Park Upgrades, Phase 3 - May 13, 2023

The committee will meet from 8:00 am – 2:00 pm

Will stated he will bring all the tools and can bring coolers for water if needed.

He requests that kids not assist in the building, as it could be dangerous.

V. YARD OF THE MONTH

A. April, 2023 - Chairman

Amanda R. stated it's Audubon woods 1 and 2 and she will pick by Thursday and we can get a photo next week.

VI. DISCUSSION AND ACTION ITEMS

A. Discuss and consider roles and responsibilities and appoint board officers for 2023, if needed.

Kimberly recommended we push this to the June meeting.

B. Discuss and consider dedicating a park bench at Ellis Park in memory of Garry Ellis.

The committee wishes to move this to the May meeting.

VII. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

B. Parks and Recreation Budget Report

Kimberly presented the budget reports.

VIII. EXECUTIVE DIRECTOR'S REPORT

Kimberly advised the committee regarding the Governor's Award funds, that TXDOT stated the plan is in review and on schedule. Should award bids in July and begin in August or September.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Kimberly stated that in the 2023 guide to Brazoria County they mention Richwood and the Community Garden.

Also, in the paper on Saturday there was an article on the garden and volunteers.

X. SET NEXT MEETING DATE

May 2nd 2023

XI. FUTURE AGENDA ITEMS

KTB Conference, June 26-28, Houston

Bench dedication

Roles / Officer election - add to june meeting

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:58 p.m.

These minutes were read and approved on this 02nd day of May, 2023.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2022 to 04/28/2023
58.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	2023 Budget	Remaining Budget
Revenue					
Charges for services					
614124 Beautification Revenues	8,963	1,309	9,079	15,300	6,221
Total Charges for services	8,963	1,309	9,079	15,300	6,221
Miscellaneous revenue					
614112 Miscellaneous Income	(515)	0.00	191	0.00	(191)
614114 Community Garden Membership Fees	0.00	0.00	0.00	1,500	1,500
614115 Farmers Market Revenue	659	0.00	0.00	0.00	0.00
Total Miscellaneous revenue	144	0.00	191	1,500	1,309
Total Revenue	9,107	1,309	9,270	16,800	7,530
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	4,350	500	5,155	10,700	5,545
615130 Training & Travel	1,113	0.00	0.00	5,500	5,500
Total Personnel & Benefits	5,463	500	5,155	16,200	11,045
Supplies					
615210 Office Supplies	85	0.00	0.00	225	225
615220 Tools	0.00	0.00	0.00	250	250
615225 Books and Periodicals	0.00	0.00	0.00	100	100
615240 Expendable Operating Supplies	598	0.00	338	2,000	1,662
Total Supplies	683	0.00	338	2,575	2,237
Maintenance & Repair					
615310 Building & Grounds M&R	1,750	0.00	0.00	2,100	2,100
Total Maintenance & Repair	1,750	0.00	0.00	2,100	2,100
Other Services					
615660 Dues & Subscriptions	200	0.00	145	400	255
615685 Publishing & Advertising	135	0.00	0.00	1,000	1,000
615695 Special Services - Miscellaneous	0.00	0.00	0.00	1,000	1,000
Total Other Services	335	0.00	145	2,400	2,255
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	1,000	1,000
615950 Community Garden	1,147	0.00	848	2,400	1,552
Total Capital Equipment	1,147	0.00	848	3,400	2,552
Total Beautification	9,379	500	6,486	26,675	20,189
Total Parks & Recreation	9,379	500	6,486	26,675	20,189
Total Expenditures	9,379	500	6,486	26,675	20,189
Other Financing Sources and Uses					
Sources					
Transfers In					
974963 Transfer from General Fund	5,000	0.00	5,000	5,000	0.00
Total Transfers In	5,000	0.00	5,000	5,000	0.00
Total Sources	5,000	0.00	5,000	5,000	0.00
Total Other Financing Sources and Uses	5,000	0.00	5,000	5,000	0.00
Total -	4,728	809	7,784	(4,875)	(12,659)

City of Richwood
General Ledger for General Fund - 10/1/2022 to 9/30/2023

Section IX, Item B.

Account		Description	Debit	Credit	Balance
Date	Code				Debit
085851 - Parks & Recreation					\$0.00
10/3/2022	AP	INV: OCT2022 CITIBANK, N.A. - credit card purchases and credits	1,387.21		1,387.21
10/31/2022	AP	INV: OCT2022 REYNOLDS, JACE & AMANDA - REIMBURSEMENT OF KRB TRUNK OR TREAT	370.01		1,757.22
11/3/2022	AP	INV: NOV2022 CITIBANK, N.A. - credit card purchases and credits	550.96		2,308.18
11/29/2022	AP	INV: 29251151 QUILL CORPORATION - office supplies	16.99		2,325.17
12/3/2022	AP	INV: DEC2022 CITIBANK, N.A. - credit card purchases and credits	77.06		2,402.23
12/9/2022	AP	INV: 29505793 QUILL CORPORATION - CUPS FOR CITY CHRISTMAS EVENT	33.98		2,436.21
12/14/2022	AP	INV: DEC2022 LONG, ROBERT - SAnTa for christmas	250.00		2,686.21
1/3/2023	AP	INV: FEB2023 CITIBANK, N.A. - credit card purchases and credits	252.59		2,938.80
1/3/2023	AP	INV: FEB2023 CITIBANK, N.A. - credit card purchases and credits	104.95		3,043.75
2/14/2023	AP	INV: 0037123 GIFTS GALORE - EASTER EGGS	1,656.00		4,699.75
			\$4,699.75		\$4,699.75
			Budgeted Amount:		\$9,500.00
			Budget Balance:		\$4,800.25

Report Total: **\$4,699.75**