



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, October 05, 2021 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, October 05, 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
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - [A.](#) Approval of Minutes from regular meeting held September 7, 2021
- V. YARD OF THE MONTH
 - A. October - Spookiest Yard of the Month
- VI. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider approval of training for Executive Director - Junior Master Gardener Program
- VII. FINANCIAL REPORT
 - [A.](#) Beautification - Financial report through Sept 28, 2021.
 - [B.](#) Parks - Financial report through Sept 28, 2021.
- 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.

Kirsten Garcia, City Secretary
City of Richwood

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, September 07, 2021 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, September 07, 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

Audrey Johnson
Becky Thompson
Brittany Figaro
Janet Ellis
Jeremy Fountain
Lindsie Yearsin

ABSENT

Sonia Foger

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

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approve minutes from regular meeting held, July 06, 2021.

Motion to approve the minutes.

Motion made by Becky Thompson, Seconded by Janet Ellis.

Voting Yea: Audrey Johnson, Becky Thompson, Brittany Figaro, Janet Ellis, Jeremy Fountain, Lindsie Yearsin

V. REPORT ON RECENT EVENTS

A. Pop Up Park - 08/06/2021

Kimberly reported that the pop up park did not occur due to covid. She advised nothing has been purchased at this point. Kimberly recommends the committee table this until the Covid cases drop.

VI. UPCOMING EVENTS

- A. Discuss and consider planning Christmas in the Park.

Kimberly reported that the City Manager and City Council have decided that all city sponsored events should be cancelled/postponed. This goes for the remaining events for the year. Kimberly stated her recommendation is to no longer host drive thru events.

Discussion held on COVID and how to proceed - also what to do with remaining funds for parks. Consensus was to look into power washing parks and equipment.

Motion to allocate remaining holiday funds to cleaning the park signs and equipment.

Motion made by Audrey Johnson, Seconded by Jeremy Fountain.

Voting Yea: Audrey Johnson, Becky Thompson, Brittany Figaro, Janet Ellis, Jeremy Fountain, Lindsie Yearsin

- B. Discuss and consider planning the Fall Sweep.
- C. Discuss and consider status of upcoming Trunk or Treat.
- D. Discuss and consider organizing the Pumpkin Patch photo opportunity at the Community Garden.

VII. YARD OF THE MONTH

Kimberly recommends we do not do yard of the month from September through December.

Audrey proposed still hosting, but make it contact-less. Just do one winner for the contest and mail them their prize.

October - spookiest yard

December - Christmas

Committee will choose the winner.

VIII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider current duties of members.

Brittany presented - emphasized the importance of being a board member and completing the duties. She added she will go further into detail at the December meeting ahead of elections in January.

- B. Discuss and consider upcoming Windshield Survey.

Kimberly presented, stated we are a little behind on this. KTB asks us to complete the community windshield survey. It is a little more in depth this year. She asked members to complete the survey on a specific date.

Thursday - August 9th

Business Area - Swagelok

Park Area - Bobby Ford

Residential Area - AW2

School Area - Brazos Learning Academy

Shopping Center - Richwood Plaza

Waterway - Oyster Creek / Bobby Ford

Other Areas: Roadster

Right of Ways / Streets: AW2 (Cardinal)

Railroad: N/A

IX. FINANCIAL REPORT

A. KRB Budget Report - Year to Date

B. Parks Budget Report - Year to Date

Kimberly reported.

X. EXECUTIVE DIRECTOR'S REPORT

Kimberly reported that drip irrigation has been installed, signage has been ordered, part of grant reporting is using \$50 for facebook advertising and there are a couple more things needed to purchase such as soil and seeds.

August 12, attended a social media webinar hosted by KTB. Advised she learned alot.

Adv she would like us to get some work done at the garden, needing to set the date. last week in September 25th, earlier in the day 7-9.

Several members attending the Brazos Learning Center, met with the director and they are happy to partner with KRB.

XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Audrey Johnson reported that there is alot of animal waste around the track at the park. No waste bags in the holders.

XII. SET NEXT MEETING DATE

October 5, 2021.

XIII. FUTURE AGENDA ITEMS

Virtual Engagement

Composting

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:01 p.m.

These minutes were read and approved on this 5th day of October 2021.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2020 to 09/28/2021
100.00% of the fiscal year has expired

Section VII, Item A.

	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	13,682	1,275	15,289	14,500	(789)
Total Charges for services	13,682	1,275	15,289	14,500	(789)
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	14	0.00	1,300	0.00	(1,300)
614114 Community Garden Membership Fees	400	0.00	1,250	1,000	(250)
614115 Farmers Market Revenue	0.00	0.00	2,239	0.00	(2,239)
Total Miscellaneous revenue	414	0.00	4,789	1,000	(3,789)
Total Revenue	14,096	1,275	20,078	15,500	(4,578)
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	5,663	110	4,335	4,800	465
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	836	0.00	1,211	5,500	4,289
Total Personnel & Benefits	6,499	110	5,546	10,300	4,754
Supplies					
615210 Office Supplies	1,801	0.00	158	200	42
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	254	0.00	202	250	48
615225 Books and Periodicals	0.00	0.00	50	100	50
615240 Expendable Operating Supplies	1,695	0.00	2,051	2,000	(51)
Total Supplies	3,750	0.00	2,461	2,550	89
Maintenance & Repair					
615310 Building & Grounds M&R	5,012	0.00	1,105	2,000	895
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	5,012	0.00	1,105	2,000	895
Other Services					
615660 Dues & Subscriptions	260	0.00	295	800	505
615685 Publishing & Advertising	1,262	0.00	843	1,000	157
615695 Special Services - Miscellaneous	598	0.00	757	500	(257)
Total Other Services	2,120	0.00	1,895	2,300	405
Capital Equipment					
615930 Equipment	2,425	0.00	1,037	3,500	2,463
615950 Community Garden	460	0.00	3,293	3,000	(293)
Total Capital Equipment	2,885	0.00	4,330	6,500	2,170
Total Beautification	20,266	110	15,337	23,650	8,313
Total Parks & Recreation	20,266	110	15,337	23,650	8,313
Total Expenditures	20,266	110	15,337	23,650	8,313
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	2,500	0.00	3,000	3,000	0.00
Total Transfers In	2,500	0.00	3,000	3,000	0.00
Total Sources	2,500	0.00	3,000	3,000	0.00
Uses					
Transfers Out					

City of Richwood

Keep Richwood Beautiful

20 Beautification - 10/01/2020 to 09/28/2021

100.00% of the fiscal year has expired

Section VII, Item A.

	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	2,500	0.00	3,000	3,000	0.00
Total -	(3,670)	1,165	7,741	(5,150)	(12,891)

City of Richwood
General Ledger for General Fund - 10/1/2020 to 9/30/2021

Section VII, Item B.

Account		Description	Debit	Credit	Balance
Date	Code				
085851 - Parks & Recreation					\$0.00
2/10/2021	EN	PO - Encumbrance Reversals		1,300.00	(1,300.00)
3/2/2021	AP	INV: feb2021 CITIBANK, N.A. - credit card purchases and credits	4.25		(1,295.75)
5/3/2021	AP	INV: may21 CITIBANK, N.A. - credit card purchases and credits	12.45		(1,283.30)
1/4/2021	AP	INV: january21 FIGARO, BRITTANY - christmas in the park reimbursement	17.23		(1,266.07)
11/2/2020	AP	INV: november20 CITIBANK, N.A. - credit card purchases and credits	55.16		(1,210.91)
2/1/2021	AP	INV: january21 CITIBANK, N.A. - credit card purchases and credits	71.70		(1,139.21)
12/3/2020	AP	INV: December2020 CITIBANK, N.A. - credit card purchases and credits	157.49		(981.72)
10/14/2020	AP	INV: october20 LONG, ROBERT - santa for christmas in the park	200.00		(781.72)
12/31/2020	AP	INV: february21 ASCAP - membership	368.00		(413.72)
4/1/2021	AP	INV: march2021 CITIBANK, N.A. -	1,270.00		856.28
2/10/2021	EN	PO - Encumbrances	1,300.00		2,156.28
10/19/2020	AP	INV: october20 SIGN CRAFT - deposit for Ellis sign for park	3,500.00		5,656.28
			\$6,956.28	(\$1,300.00)	\$5,656.28
			Budgeted Amount:		\$7,000.00
			Budget Balance:		\$1,343.72

Report Total: **\$5,656.28**