



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, August 06, 2024 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, August 6, 2024, 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 July 2, 2024.
- V. UPCOMING EVENTS
 - A. Fall Sweep
- VI. YARD OF THE MONTH

August, Original Richwood
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discussion regarding the NexTrex Recycling Challenge and other recycling initiatives.
 - B. Discuss and consider setting a budget to purchase promotional and board member t-shirts.
 - C. Discussion and possible action regarding work to be done at the Community Garden, including garden bed replacement and rain barrels.
 - D. Discuss and consider applying for the "Our Texas, Our Future" grant facilitated by H-E-B.
- VIII. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
- IX. EXECUTIVE DIRECTOR'S REPORT
- X. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- XI. SET NEXT MEETING DATE
- XII. FUTURE AGENDA ITEMS
- XIII. 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, July 02, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, July 2, 2024, 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

Tracy Bocanegra

Kai York

ABSENT

Denise York

Others present: Kirsten Garcia, City Secretary; Jeremy Fountain, Council Liaison; Margaret McMahon, Executive Director.

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held May 7, 2024.

Motion to approve consent agenda.

Motion made by Tracy Bocanegra, Seconded by Kai York.

Voting Yea: Tracy Bocanegra

Motion carried.

V. REPORT ON RECENT EVENTS

A. Keep Texas Beautiful Conference, 2024

Kai attended the KTB conference virtually and reported.

He stated that the focus was on recycling and what grants you can get.

Discussion held on rebranding.

VI. UPCOMING EVENTS

A. All America Night - July 5, 2024

Kirsten presented information on All America Night.

VII. DISCUSSION AND ACTION ITEMS

A. Discussion regarding the appointment of Keep Richwood Beautiful Executive Director.

Eric Foerster, City Manager, introduced the board to their new Executive Director, Margaret McMahon.

B. Discuss and consider the FY 2025 Budget.

Kirsten Garcia, City Secretary, reviewed their proposed budget.

Motion to approve.

Motion made by Tracy Bocanegra, Seconded by Kai York.

Voting Yea: Tracy Bocanegra, Kai York

Motion carried.

C. Discuss and consider the purchase of volunteer t-shirts.

Discussion was held on t-shirts for the garden and volunteers.

Jeremy Fountain suggested high vis for volunteers for clean up

Kirsten will get quotes from Rosco and bring them back in August.

D. Discuss and consider the purchase of new raised garden beds.

Tracy presented information on garden beds.

Stated she would like to start with one or two.

Motion to purchase 2 beds and trellis.

Motion made by Kai York, Seconded by Tracy Bocanegra.

Voting Yea: Tracy Bocanegra, Kai York

Motion carried.

E. Discuss and consider recycling initiatives.

Tracy Bocanegra presented.

Nextrex recycling challenge.

Margaret will look into and present next month.

VIII. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report
Kirsten presented.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Audubon Woods mulching was completed, but we will need to set a date for the sod.

X. SET NEXT MEETING DATE

August 6, 2024

XI. FUTURE AGENDA ITEMS

- Workday Audubon
- Tshirts
- Recycling
- Garden Bed update
- Rain barrels

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:44 p.m.

These minutes were read and approved on the 6nd day of August 2024.

Chairman

ATTEST:

City Secretary

Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2023 to 08/02/2024
91.67% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	2024 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	14,257	0.00	12,498	15,500	3,002
Total Charges for services	14,257	0.00	12,498	15,500	3,002
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	215	0.00	1,100	0.00	(1,100)
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	215	0.00	1,100	0.00	(1,100)
Total Revenue	14,472	0.00	13,598	15,500	1,902
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	6,655	0.00	3,500	6,000	2,500
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	1,529	0.00	172	3,000	2,828
Total Personnel & Benefits	8,184	0.00	3,672	9,000	5,328
Supplies					
615210 Office Supplies	37	0.00	0.00	225	225
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
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	1,157	0.00	809	1,000	191
Total Supplies	1,195	0.00	809	1,575	766
Maintenance & Repair					
615310 Building & Grounds M&R	0.00	0.00	0.00	1,000	1,000
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	0.00	0.00	0.00	1,000	1,000
Other Services					
615660 Dues & Subscriptions	881	0.00	881	120	(761)
615685 Publishing & Advertising	0.00	0.00	0.00	200	200
615695 Special Services - Miscellaneous	0.00	0.00	378	500	122
Total Other Services	881	0.00	1,259	820	(439)
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	1,210	0.00	1,241	1,500	259
Total Capital Equipment	1,210	0.00	1,241	2,000	759
Total Beautification	11,469	0.00	6,980	14,395	7,415
Total Parks & Recreation	11,469	0.00	6,980	14,395	7,415
Total Expenditures	11,469	0.00	6,980	14,395	7,415
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	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
Uses					
Transfers Out					

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Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2023 to 08/02/2024
91.67% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2024 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	5,000	5,000	0.00
Total -	8,002	0.00	11,617	6,105	(5,512)

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