



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, April 05, 2022 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, April 05, 2022, 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.](#) Approve minutes from regular meeting held March 1, 2022.
- V. REPORT ON RECENT EVENTS
 - A. Landscaping Project - Phase 4, March 19, 2022
 - B. Waterways Cleanup, March 26, 2022
- VI. UPCOMING EVENTS
 - A. Easter Egg Hunt, April 16, 2022.
 - B. Don't Mess With Texas Trash Off, April 23, 2022.
 - C. May Parks Cleanup, May 14, 2022 at Larry Johnson Park.
 - D. Earth Day, Brazos Learning Montessori
- VII. YARD OF THE MONTH
 - A. April 2022
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discussion and possible action regarding the Community Garden Sponsorship Drive.
 - B. Discussion and possible action regarding the 2022 Keep Texas Beautiful Conference.
 - C. Discussion and possible action regarding the GCAA award winners.
 - D. Discussion and possible action regarding this years scholarship award.
- IX. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Financial Report, YTD
 - [B.](#) Parks Budget Report, YTD
- 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 01, 2022 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, March 01, 2022, 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

Becky Thompson

Janet Ellis

Jeremy Fountain

Lindsie Yearsin

ABSENT

Audrey Johnson

Sonia Foger

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held February 1, 2022

Motion to approve minutes from previous meeting.

Motion made by Janet Ellis, Seconded by Becky Thompson.

Voting Yea: Janet Ellis, Jeremy Fountain, Lindsie Yearsin

V. REPORT ON RECENT EVENTS

A. Landscaping Project - Phase 3

Kimberly reported on the landscaping event.

VI. UPCOMING EVENTS

A. Easter Egg Hunt, April 16

Kimberly reported updates to the event - food trucks confirmed for the event, still looking for more that have actual food. Will be ordering the filled eggs and all 6 golden eggs have been sponsored.

States she needs someone to wear the body suit for the event to take pictures.

Will have educational materials and will have the outdoor games.

B. Earth Day, Brazos Learning Montessori

The school has offered to host KRB – we will need someone to read to the students.

Kimberly stated she will reach out towards the end of the month.

C. March - Waterways Cleanup.

March 26, 2022, from 10a - 12p

Kimberly stated that she ordered free educational materials for the event - something to offer along with the clean up.

KRB will focus on AW2 detention ponds.

Committee will meet at Grace Community Church

D. April - Don't Mess with Texas Clean up.

Kimberly explained that the project must be held on a TXDOT roadway.

Possibly FM 2004 from 288B out towards Oakwood

The committee decided to host on April 23, 2022, 10a -12p

Kimberly will request roll-off.

E. May - Parks and Trails Clean Up

May 14 - 10-12 at Larry Johnson

VII. DISCUSSION AND ACTION ITEMS

A. Discuss and consider recommending Amanda Reynolds to be appointed as board member by City Council.

Amanda Reynolds requests to join the board.

Motion to recommend Amanda Reynolds to be appointed as board member by City Council.

Motion made by Janet Ellis, Seconded by Becky Thompson.

Voting Yea: Janet Ellis, Jeremy Fountain, Lindsay Yearsin

B. Discussion and possible action regarding phase four of the landscaping project.

Need a date and time to work on the final phase of landscaping project, College Blvd monument sign

March 19, 2022

C. Discussion and possible action regarding the Community Garden Sponsorship Drive.

Kimberly stated she is working on ideas that would rally sponsorships for the community garden.

D. Discussion and possible action regarding the upcoming Keep Texas Beautiful Conference.

June 27-29 in Austin

Per person is \$475 for early bird registration

\$159 per night in Austin.

Amanda Audrey and Jeremy possibly.

VIII. FINANCIAL REPORT

- A. KRB Financial Report - YTD
- B. Parks Financial Report, YTD

Kimberly reported.

IX. EXECUTIVE DIRECTOR'S REPORT

Kimberly reported on her Jr. Master Gardeners training, also reported on harvest for the hungry partnership. GCAA is done and submitted, probably won't hear until May. Working on annual affiliate report and part of the requirement is that we apply for two beautify Texas awards, nominated William Yearsin and Jeff Bevers.

X. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XI. SET NEXT MEETING DATE

April 5, 2022, at 6:00 pm

XII. FUTURE AGENDA ITEMS

Phase 4 Landscaping

Easter

Earth Day

Report on Waterways Clean

Don't Mess with Texas

May Parks clean up

Yard of the Month - April

Talk about scholarship.

XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:05 p.m.

These minutes were read and approved on this 5th day of April 2022.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2021 to 04/01/2022
58.33% of the fiscal year has expired

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2022 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	8,906	0.00	7,678	15,000	7,322
Total Charges for services	8,906	0.00	7,678	15,000	7,322
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	2,500	0.00	(515)	0.00	515
614114 Community Garden Membership Fees	1,250	0.00	0.00	1,500	1,500
614115 Farmers Market Revenue	1,497	0.00	659	4,500	3,841
Total Miscellaneous revenue	5,247	0.00	144	6,000	5,856
Total Revenue	14,153	0.00	7,822	21,000	13,178
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	2,365	0.00	3,685	8,400	4,715
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	128	0.00	462	5,500	5,038
Total Personnel & Benefits	2,493	0.00	4,147	13,900	9,753
Supplies					
615210 Office Supplies	158	0.00	85	225	140
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	202	0.00	0.00	250	250
615225 Books and Periodicals	23	0.00	0.00	100	100
615240 Expendable Operating Supplies	2,019	0.00	503	2,000	1,498
Total Supplies	2,401	0.00	588	2,575	1,987
Maintenance & Repair					
615310 Building & Grounds M&R	1,105	0.00	1,322	2,000	678
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	1,105	0.00	1,322	2,000	678
Other Services					
615660 Dues & Subscriptions	235	0.00	0.00	800	800
615685 Publishing & Advertising	828	0.00	135	1,000	865
615695 Special Services - Miscellaneous	173	0.00	0.00	500	500
Total Other Services	1,236	0.00	135	2,300	2,165
Capital Equipment					
615930 Equipment	338	0.00	0.00	1,000	1,000
615950 Community Garden	1,757	0.00	1,147	2,000	853
Total Capital Equipment	2,095	0.00	1,147	3,000	1,853
Total Beautification	9,331	0.00	7,340	23,775	16,435
Total Parks & Recreation	9,331	0.00	7,340	23,775	16,435
Total Expenditures	9,331	0.00	7,340	23,775	16,435
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	3,000	0.00	5,000	5,000	0.00
Total Transfers In	3,000	0.00	5,000	5,000	0.00
Total Sources	3,000	0.00	5,000	5,000	0.00
Uses					
Transfers Out					

City of Richwood**Keep Richwood Beautiful****20 Beautification - 10/01/2021 to 04/01/2022****58.33% of the fiscal year has expired***Section IX, Item A.*

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2022 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	3,000	0.00	5,000	5,000	0.00
Total -	7,822	0.00	5,482	2,225	(3,257)

City of Richwood
General Ledger for Beautification - 10/1/2021 to 9/30/2022

Section IX, Item A.

Account		Description	Debit	Credit	Balance
Date	Code				
615102 - Contract Labor					\$0.00
2/21/2022	AP	INV: 1900 TR'S LAWN CARE - lawn maint	125.00		125.00
2/11/2022	AP	INV: 1851 TR'S LAWN CARE - lawn maint	165.00		290.00
12/30/2021	AP	INV: 1782 TR'S LAWN CARE - lawn maint	165.00		455.00
12/30/2021	AP	INV: 1783 TR'S LAWN CARE - lawn maint	165.00		620.00
12/30/2021	AP	INV: 1784 TR'S LAWN CARE - lawn maint	165.00		785.00
10/11/2021	AP	INV: october21 ALL SEASONS POWERWASH/RICHARD MILEY - power washing at city signs	400.00		1,185.00
2/20/2022	AP	INV: 02/20/2022 MAYER, KIMBERLY - KRB	500.00		1,685.00
2/6/2022	AP	INV: 01/31/2022 MAYER, KIMBERLY - contract labor	500.00		2,185.00
1/4/2022	AP	INV: january22 MAYER, KIMBERLY - contract labor	500.00		2,685.00
11/30/2021	AP	INV: december21 MAYER, KIMBERLY - contract labor	500.00		3,185.00
10/26/2021	AP	INV: october21- MAYER, KIMBERLY - contract labor	500.00		3,685.00
			\$3,685.00		\$3,685.00
			Budgeted Amount:		\$8,400.00
			Budget Balance:		\$4,715.00
615130 - Training & Travel					\$0.00
2/3/2022	AP	INV: FEB2022 CITIBANK, N.A. - credit card purchases and credits	32.45		32.45
12/2/2021	AP	INV: january22 CITIBANK, N.A. - credit card purchases and credits	430.00		462.45
			\$462.45		\$462.45
			Budgeted Amount:		\$5,500.00
			Budget Balance:		\$5,037.55
615210 - Office Supplies					\$0.00
10/3/2021	AP	INV: december21 CITIBANK, N.A. - credit card purchases and credits	24.89		24.89
12/2/2021	AP	INV: january22 CITIBANK, N.A. - credit card purchases and credits	60.48		85.37
			\$85.37		\$85.37
			Budgeted Amount:		\$225.00
			Budget Balance:		\$139.63
615240 - Expendable Operating Supplies					\$0.00
12/30/2021	AP	INV: january22- CITIBANK, N.A. - credit card purchases and credits	47.83		47.83
2/3/2022	AP	INV: FEB2022 CITIBANK, N.A. - credit card purchases and credits	54.74		102.57
12/2/2021	AP	INV: january22 CITIBANK, N.A. - credit card purchases and credits	186.00		288.57
1/3/2022	AP	INV: FEB02/02/22 CITIBANK, N.A. - credit card purchases and credits	213.93		502.50
			\$502.50		\$502.50
			Budgeted Amount:		\$2,000.00
			Budget Balance:		\$1,497.50
615310 - Building & Grounds M&R					\$0.00
2/3/2022	AP	INV: FEB2022 CITIBANK, N.A. - credit card purchases and credits	516.51		516.51
12/30/2021	AP	INV: january22- CITIBANK, N.A. - credit card purchases and credits	805.92		1,322.43
			\$1,322.43		\$1,322.43
			Budgeted Amount:		\$2,000.00
			Budget Balance:		\$677.57
615685 - Publishing & Advertising					\$0.00
12/2/2021	AP	INV: january22 CITIBANK, N.A. - credit card purchases and credits	135.31		135.31
			\$135.31		\$135.31
			Budgeted Amount:		\$1,000.00
			Budget Balance:		\$864.69
615950 - Community Garden					\$0.00
2/3/2022	AP	INV: FEB2022 CITIBANK, N.A. - credit card purchases and credits	153.34		153.34
1/3/2022	AP	INV: FEB02/02/22 CITIBANK, N.A. - credit card purchases and credits	207.69		361.03
12/2/2021	AP	INV: january22 CITIBANK, N.A. - credit card purchases and credits	361.64		722.67
10/2/2021	AP	INV: september21- CITIBANK, N.A. - credit card purchases and credits	424.58		1,147.25
			\$1,147.25		\$1,147.25
			Budgeted Amount:		\$2,000.00
			Budget Balance:		\$852.75
Report Total:					\$7,340.31

City of Richwood
General Ledger for General Fund - 10/1/2021 to 9/30/2022

Section IX, Item B.

Account					Balance
Date	Code	Description	Debit	Credit	
085851 - Parks & Recreation					\$0.00
10/3/2021	AP	INV: december21 CITIBANK, N.A. - credit card purchases and credits	328.24		328.24
12/2/2021	AP	INV: january22 CITIBANK, N.A. - credit card purchases and credits	395.96		724.20
			\$724.20		\$724.20
			Budgeted Amount:		\$9,500.00
			Budget Balance:		\$8,775.80
Report Total:					\$724.20