



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, May 13, 2025 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 13, 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
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - [A.](#) Approval of minutes from regular meeting held March 12, 2025.
 - [B.](#) Approval of minutes from regular meeting held April 1, 2025.
- V. REPORT ON RECENT EVENTS
 - A. Earth Day, April 22
 - B. Easter Egg Hunt, April 16, 2025
- VI. UPCOMING EVENTS
 - A. City Hall Work Day, TBD
- VII. YARD OF THE MONTH
Glenwood Bayou
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discuss, workshop, and possible action on the FY 2026 Budget.
 - B. Discuss and consider setting Master Gardener lecture series dates for 2025.
- IX. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful 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 May 9, 2025, at 1:00 PM, 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, March 12, 2025 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Wednesday, March 12, 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

PRESENT

Tracy Bocanegra

Kai York

Denise York

Kimberly Garcia

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting from January 7, 2025.

B. Approval of minutes from regular meeting held February 5, 2025.

Motion to approve consent agenda.

Motion made by Tracy Bocanegra, Seconded by Denise York.

Voting Yea: Tracy Bocanegra, Kai York, Denise York, Kimberly Garcia

Motion carried.

V. UPCOMING EVENTS

A. Meet and Greet, March 22

Margaret reported that she spoke with master gardeners regarding their presentation.

Discussion held on door prizes.

Discussion held on refreshments.

B. Don't Mess with Texas Trash Off (spring clean up), April 5

Discussion held on time and location.

Meet at 9 am - Meet at City Hall

Discussion held on roll off dumpsters.

C. Easter Egg Hunt - April 16, 2025 at 6:00 PM

Discussion held on a table to set up.

VI. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider approving amendments to the Yard of the Month procedures.

Motion to approve amendments to the Yard of the Month procedures.

Motion made by Kai York, Seconded by Denise York.

Voting Yea: Tracy Bocanegra, Kai York, Denise York, Kimberly Garcia

Motion carried.

- B. Discuss and consider the possible need and placement of additional recycling bin.

Discussion held on whether to request an additional bin.

- C. Discuss and consider possible uses for a gift card received from Keep Texas Beautiful.

Margaret presented.

No action taken.

- D. Discuss and consider approving the purchase of two more garden beds with trellis'.

Tracy presented.

Discussion held on the size of beds needed.

Motion to purchase three beds to replace aging beds plus one trellis .

Motion was made by Tracy Bocanegra and seconded by Kai York.

Voting Yea: Tracy Bocanegra, Kai York, Denise York, Kimberly Garcia

Motion carried.

VII. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report

Kirsten Garcia, City Secretary, presented.

VIII. EXECUTIVE DIRECTOR'S REPORT

Margaret gave report.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

X. SET NEXT MEETING DATE

April 1, 2025.

XI. FUTURE AGENDA ITEMS

Budget

Landscaping

Earthday

XII. ADJOURNMENT

Motion to adjourn.

Motion made by Tracy Bocanegra, Seconded by Denise York.

Voting Yea: Tracy Bocanegra, Kai York, Denise York, Kimberly Garcia

Motion carried.

These minutes were read and approved on the 6th day of May 2025

Chairman

ATTEST:

City Secretary

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, April 01, 2025 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, April1, 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

PRESENT

Tracy Bocanegra

Kai York

Kimberly Garcia

ABSENT

Denise York

III. PUBLIC COMMENTS

There was no public comment.

IV. REPORT ON RECENT EVENTS

A. Meet and Greet, March 22

Reported a very good turnout with a lot of knowledge shared.

V. UPCOMING EVENTS

A. Don't Mess with Texas Trash Off (spring clean up), April 5

Discussion held on the details of the event.

B. Easter Egg Hunt - April 16, 2025 at 6:00 PM

Discussion held on the details of the event.

VI. YARD OF THE MONTH

Audubon Woods (all)

Kai will choose by monday.

VII. DISCUSSION AND ACTION ITEMS

A. Discuss and workshop the FY 2026 budget, including but not limited to possible projects for the upcoming year.

Margaret presented.

B. Discussion and possible action on tentative Earth Day outreach. - April 22

Margaret presented information regarding possible plans.

C. Discuss and consider setting workday to plant updated landscaping at Richwood City Hall and the community building in partnership with the Richwood Public Works department.

May 10th at 9:00 am

VIII. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report
Kirsten Garcia, City Secretary, presented.

IX. EXECUTIVE DIRECTOR'S REPORT

Margaret gave a report.

X. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XI. SET NEXT MEETING DATE

May 6, 2025

XII. FUTURE AGENDA ITEMS

Budget

XIII. ADJOURNMENT

Motion to adjourn.

Motion made by Tracy Bocanegra, seconded by Kimberly Garcia.

All in favor, motion carried.

These minutes were read and approved on the 6th day of May 2025

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2024 to 05/01/2025
66.67% of the fiscal year has expired

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2025 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	10,033	0.00	8,441	15,000	6,559
Total Charges for services	10,033	0.00	8,441	15,000	6,559
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	973	0.00	131	0.00	(131)
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	973	0.00	131	0.00	(131)
Total Revenue	11,006	0.00	8,572	15,000	6,428
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	3,000	0.00	3,500	7,000	3,500
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	3,000	0.00	3,500	7,500	4,000
Supplies					
615210 Office Supplies	0.00	0.00	24	200	177
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	0.00	0.00	0.00	200	200
615225 Books and Periodicals	0.00	0.00	0.00	0.00	0.00
615240 Expendable Operating Supplies	809	0.00	2,073	2,500	427
Total Supplies	809	0.00	2,096	2,900	804
Maintenance & Repair					
615310 Building & Grounds M&R	0.00	0.00	896	1,000	104
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	0.00	0.00	896	1,000	104
Other Services					
615660 Dues & Subscriptions	881	0.00	225	1,000	775
615685 Publishing & Advertising	0.00	0.00	0.00	200	200
615695 Special Services - Miscellaneous	378	0.00	0.00	500	500
Total Other Services	1,259	0.00	225	1,700	1,475
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	1,091	0.00	0.00	0.00	0.00
Total Capital Equipment	1,091	0.00	0.00	500	500
Total Beautification	6,158	0.00	6,717	13,600	6,883
Total Parks & Recreation	6,158	0.00	6,717	13,600	6,883
Total Expenditures	6,158	0.00	6,717	13,600	6,883
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					

City of Richwood

Keep Richwood Beautiful

20 Beautification - 10/01/2024 to 05/01/2025

66.67% of the fiscal year has expired

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2025 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	5,000	0.00	5,000	5,000	0.00
Total -	9,848	0.00	6,855	6,400	(455)