



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, September 05, 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, September 5, 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 August 1, 2023.
- V. UPCOMING EVENTS
 - A. Trunk or Treat, October 2023.
 - B. Fall Sweep, 2023
 - C. Texas Recycles Day - November 15, 2023
- VI. YARD OF THE MONTH - Brazos Crossing Subdivision
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider possibility of Keep Richwood Beautiful establishing status as a 501(c)(3) organization.
 - B. Discuss and consider establishing a subcommittee to work and maintain the Community Garden.
 - C. Discuss and review volunteer hour logs.
- VIII. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
 - [B.](#) Parks and Recreation 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, August 01, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, August 1, 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 6:02 p.m.

II. ROLL CALL OF MEMBERS

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

Others present: Kirsten Garcia, City Secretary; Amanda Reynolds, City Council Liaison.

III. PUBLIC COMMENTS

No public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held July 11, 2023.

Motion to approve consent agenda.

Motion made by Leslie Klug, Seconded by William Yearsin.

Voting Yea: Lindsie Yearsin, Karl Klug, Leslie Klug, William Yearsin, Tracy Bocanegra

V. REPORT ON RECENT EVENTS

A. Larry Johnson Park, July 22, 2023

The committee discussed the issues that came about with the planning of the park.

William Yearsin stated it was a good team building effort but we as a board need to do better at looking into things before it was done.

Discussion held on what will happen with playground equipment.

Discussion held on the day being productive and good work.

VI. YARD OF THE MONTH

A. August, Original Richwood

William Yearsin will choose.

VII. DISCUSSION AND ACTION ITEMS

- A. Discussion with City Staff regarding the future goals and structure of Keep Richwood Beautiful.
Eric Foerster, City Manager, presented.

Discussion held on the values of KTB and how it relates to KRB.

- B. Discussion regarding Executive Director and board member responsibilities.
William addressed the board, and volunteered for Executive Director.
Discussion held on responsibilities and appointment.

- C. Discussion and action appointing officers of the board to serve the remainder of 2023.

Chairman

Vice Chair/Treasurer

Secretary

Discussion held on board positions and responsibilities.

Motion to appoint William Yearsin as chairman.

Motion made by Leslie Klug, Seconded by Karl Klug.

Voting Yea: Lindsie Yearsin, Karl Klug, Leslie Klug, William Yearsin, Tracy Bocanegra

Motion to appoint Leslie Klug as secretary.

Motion made by William Yearsin.

Motion died for lack of second.

Motion to appoint Karl Klug as secretary.

Motion made by Lindsie Yearsin, Seconded by William Yearsin.

Voting Yea: Lindsie Yearsin, Karl Klug, Leslie Klug, William Yearsin, Tracy Bocanegra

- D. Discuss and consider upcoming and ongoing Keep Richwood Beautiful projects and events.

Discussion held on trunk or treat, possibility of doing cake walk or bake sale.

Discussion held on locations for planning wildflower planting and sale.

Discussion held on Trunk or treat.

Look at resolution for shutting down the road.

Tentative date for October 28.

Fall Sweep, need to set date.

- E. Discuss possible action regarding landscaping services.

William Yearsin presented.

Discussion held on current landscaping duties.

William proposed to terminate the services.

Motion to amend the landscaping services and have board members take on responsibilities.

Motion made by William Yearsin, Seconded by Leslie Klug.

Voting Yea: Lindsay Yearsin, Karl Klug, Leslie Klug, William Yearsin, Tracy Bocanegra

F. Presentation and discussion regarding the 2023 Keep Texas Beautiful Conference.

Amanda and Leslie presented their reports from the conference.

G. Discussion and update regarding park bench dedication for Garry Ellis.

Discussion held on dedicating the bench to both Janet and Garry and size of the placard.

H. Discussion and possible action regarding fundraising ideas.

William Yearsin spoke regarding the community garden. Recommended building a stand for the vegetable for donation also mentioned freeing up 3 of the beds, and allowing the public to plant. Future agenda item.

VIII. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

Kirsten Garcia, City Secretary, went over the financial report.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Accomplishment of coming together and building the playground.

Meetings are going better and learning this is a team.

X. SET NEXT MEETING DATE

Tuesday, September 5, 2023

XI. FUTURE AGENDA ITEMS

Upcoming events - fall sweep trunk or treat

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 8:15 p.m.

These minutes were read and approved on the 5th day of September, 2023.

Chairman

ATTEST:

City Secretary

Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2022 to 08/31/2023
91.67% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	2023 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	14,131	1,282	14,257	15,300	1,043
Total Charges for services	14,131	1,282	14,257	15,300	1,043
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	0.00	0.00	215	0.00	(215)
614114 Community Garden Membership Fees	485	0.00	0.00	1,500	1,500
614115 Farmers Market Revenue	659	0.00	0.00	0.00	0.00
Total Miscellaneous revenue	1,144	0.00	215	1,500	1,285
Total Revenue	15,274	1,282	14,472	16,800	2,328
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	7,610	0.00	6,155	10,700	4,545
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	5,043	0.00	1,529	5,500	3,971
Total Personnel & Benefits	12,653	0.00	7,684	16,200	8,516
Supplies					
615210 Office Supplies	85	0.00	37	225	188
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	800	0.00	1,096	2,000	904
Total Supplies	886	0.00	1,134	2,575	1,441
Maintenance & Repair					
615310 Building & Grounds M&R	1,798	0.00	0.00	2,100	2,100
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	1,798	0.00	0.00	2,100	2,100
Other Services					
615660 Dues & Subscriptions	403	536	881	400	(481)
615685 Publishing & Advertising	840	0.00	0.00	1,000	1,000
615695 Special Services - Miscellaneous	1,000	0.00	0.00	1,000	1,000
Total Other Services	2,242	536	881	2,400	1,519
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	1,000	1,000
615950 Community Garden	2,849	0.00	1,210	2,400	1,190
Total Capital Equipment	2,849	0.00	1,210	3,400	2,190
Total Beautification	20,428	536	10,908	26,675	15,767
Total Parks & Recreation	20,428	536	10,908	26,675	15,767
Total Expenditures	20,428	536	10,908	26,675	15,767
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					

INTENDED FOR MANAGEMENT USE ONLY

Page 1

8/31/2023 11:27 AM

7

Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2022 to 08/31/2023
91.67% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2023 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 -	(154)	746	8,563	(4,875)	(13,438)

INTENDED FOR MANAGEMENT USE ONLY

Page 2

8/31/2023 11:27 A

8

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

Section VIII, Item B.

Account		Description	Debit	Credit	Balance
Date	Code				\$
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
8/21/2023	EN	PO - Encumbrances	1,166.86		5,866.61
			\$5,866.61		\$5,866.61
			Budgeted Amount:		\$9,500.00
			Budget Balance:		\$3,633.39

Report Total:

\$5,866.61