



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Wednesday, March 12, 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 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
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- 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.
- V. UPCOMING EVENTS
 - A. Meet and Greet, March 22
 - B. Don't Mess with Texas Trash Off (spring clean up), April 5
 - C. Easter Egg Hunt - April 16, 2025 at 6:00 PM
- VI. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discuss and consider approving amendments to the Yard of the Month procedures.
 - B. Discuss and consider the possible need and placement of additional recycling bin.
 - C. Discuss and consider possible uses for a gift card received from Keep Texas Beautiful.
 - D. Discuss and consider approving the purchase of two more garden beds with trellis'.
- VII. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
- 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, January 07, 2025 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, January 7, 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

Kai York, present

Tracy Bocanegra, present

Kimberly Garcia, present

Denise York, absent at roll call (arrived late)

Others present: Margaret McMahan, Executive Director; Kirsten Garcia, City Secretary

III. PUBLIC COMMENTS

There was no public comment.

IV. DISCUSSION AND ACTION ITEMS

A. Discuss and consider amending the procedures for Yard of the Month awards and contests.

Kai presented proposed changes for the yard of the month SOP.

Discussion was held on possible prizes for the yard of the month during non-holiday times.

Motion to add a \$25 gift card and a t-shirt to the yard of the month as a prize.

The motion was made by Tracy Bocanegra and seconded by Kai York.

All in favor.

Motion carried.

Tracy motioned to increase 1st, 2nd, 3rd to 250, 100, and 50 respectively for winners for both Halloween, Christmas, and the Fourth of July.

Motion made by Tracy Bocanegra, seconded by Kimberly Garcia

Ayes: Tracy and Kimberly

Nays: Kai

Motion carried.

B. Discuss and consider choosing promotional items and setting a budget for 2025.

Discussion held on items to purchase.

Motion to budget \$750.

The motion was made by Kai York and seconded by Tracy Bocanegra

All in favor.

Motion carried.

- C. Discuss and consider setting date for a recruiting meet and greet and/or program with guest speakers.

Margaret presented.

Set date of March 22nd at 10:00 am

Discussion held on door prizes.

- D. Discuss and consider setting a garden workday schedule for 2025.

Discussion held on notice.

- E. Discussion on bench color and placement from the NexTrex Program.

Motion to make bench green.

The motion was made by Tracy Bocanegra and seconded by Denise York.

All in favor.

Motion carried.

Motion to place facing the playground at Ellis Park.

The motion was made by Tracy Bocanegra and seconded by Denise York.

All in favor.

Motion carried.

- F. Discussion and acknowledgement of the recycling challenge business partners.

Discussions were held on ways to thank recycling partners.

Council meeting acknowledgement

Certificate of appreciation

V. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report

Kirsten Garcia, City Secretary, presented the budget report.

Discussion held on budget.

VI. EXECUTIVE DIRECTOR'S REPORT

Margaret presented GCAA information.

Gave a garden update.

Gave update on tree donation.

May 5-6 for the KTB conference.

Discussion held on communication.

VII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

VIII. SET NEXT MEETING DATE

February 5

IX. FUTURE AGENDA ITEMS

Spring Clean Up

Littering Signage

GCAA

Meet and greet

X. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:13 p.m.

These minutes were read and approved on the 4th day of March 2025

Chairman

ATTEST:

City Secretary

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Wednesday, February 05, 2025 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Wednesday, February 5, 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

Kai York, present

Tracy Bocanegra, present

Kimberly Garcia, present

Denise York, absent at roll call (arrived late)

Others present: Margaret McMahan, Executive Director; Kirsten Garcia, City Secretary

III. PUBLIC COMMENTS

There was no public comment.

IV. DISCUSSION AND ACTION ITEMS

A. Discuss and consider details of the March 22, 2025 Meet and Greet.

March 22 - Meet and greet at City Hall - 10-11:30

Margaret reported 3 people from the master gardener asking for about 30 minutes. We will be advertising on the water bills this month. These are spring-related topics.

Denise arrived at 6:07 p.m.

Discussion held on refreshments

B. Discuss, review and finalize draft application for the 2025 Governor's Community Achievement Award.

Discussion held on each question.

C. Discuss, review and finalize Keep Texas Beautiful Annual Affiliate Report.

Discussion held on report questions.

D. Discuss and consider setting dates for the Spring Clean Up, Great American Clean Up and Don't Mess with Texas Trash Off.

April 5, Trash off and Spring Clean Up combined, beginning at 9:00 AM

Will discuss more in March.

E. Discuss and consider purchasing signage for litter deterrence.

Tracy requests a sign that says, "Please don't litter." An empty pole is in the garden's parking lot.

Motion to purchase littering signage for garden.

Motion made by Tracy Bocanegra, Seconded by Kai York

All in favor.

Motion carried.

V. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

Kirsten Garcia, City Secretary presented the budget report.

VI. EXECUTIVE DIRECTOR'S REPORT

Margaret gave her report.

VII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Tracy stated a tree was donated to the garden and has been planted.

VIII. SET NEXT MEETING DATE

March 4, 2025

IX. FUTURE AGENDA ITEMS

Clean Ups

Meet and Greet

Yard of the Month Stuff

X. ADJOURNMENT

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

These minutes were read and approved on the 4th day of March 2025

Chairman

ATTEST:

City Secretary

Keep Richwood Beautiful Yard of the Month Standard Operating Procedure



YARD OF THE MONTH CONTEST GUIDELINES

Keep Richwood Beautiful has established a Yard of the Month Program to promote goodwill and reward exemplary lawn care in the community. The program recognizes neighbors who demonstrate above-average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. This is a great award, and the program is administered entirely by board members.

For April through September, the Keep Richwood Beautiful Committee will choose a lawn that best typifies the qualities of uniqueness, beauty, appeal, and consistency with the guidelines. The Committee will select one residential yard during each month's board meeting (April through September, October, and December. See details below). The winner of the Yard of the Month will be provided with a decorative yard sign for display indicating their winning yard, as well as a posting and photo on our Facebook page.

Contest Guidelines

All **residential** properties within the city limits are automatically eligible.

Award winners are selected based on the recommended judging criteria listed below.

Key criteria include a manicured yard, beautification, originality, and creativity.

The upkeep of the yard can reflect the residents' efforts or that of a professional landscaper or groundskeeper.

Award recipients, excluding decorative contest winners, will receive a \$25 gift card and a T-shirt. Additionally, they can display the KRB Yard of the Month sign in their yard for the entire month.

The award duration term lasts a single calendar month and runs from the first day to the last day of that month.

Recipients receiving awards in the middle of the month shall surrender them at the end of that month.

While an individual's home is being recognized as a "Yard of the Month," they are expected to maintain their yard in the same manner that allowed them to win the title.

RECOMMENDED JUDGING CRITERIA

Keep Richwood Beautiful takes the Yard of the Month Program seriously. Our committee ensures that candidates are judged solely on the total exterior appearance of their property and front yard as viewed from the street. General upkeep of the yard and property is paramount.

Factors include the overall appearance, tidiness, and neatness of the front of the property, as evidenced by pruned, trimmed, and shaped foliage, edged and defined lawns, borders and flower beds, and a visually appealing facade.

LAWN: Grass is expected to be healthy with no bare spots or excessive weeds. Grass should be mowed, edged, and trimmed around foundations and fences. Debris (garbage, pet feces, etc.) should be removed. A unified, simple, balanced landscape design with a neat and natural appearance is preferred.

LANDSCAPE & FLOWER BEDS: Beds should be weeded and edged, flowers deadheaded, dead plants removed, trees and shrubs pruned, and natural areas cleaned. Beautification efforts should include new flowers, trees, shrubs, etc., with plantings in scale with the surroundings and limited to a few types of plants rather than enough to confuse the eye.

WALKWAYS & DRIVEWAYS: Walkways and driveways should be clean (including trash containers or yard products removed from view). The area in front of the curb must be free from debris and dirt. The appearance after dusk includes accent lighting, safety lighting, visible interior lighting, etc.

AESTHETICS: The overall look of landscaping (formal versus informal, use of color and textures, garden art) is important. The front entryway should be inviting, with original and creative touches to show personality (hanging baskets, pots, yard art, bird feeders, etc.)

Decorative Awards

Yard of the Month candidates for decorative awards are judged solely on their property's exterior appearance as viewed from the street. General maintenance and upkeep of the yard and home are included in the judging. Overall appearance, tastefulness, creativity, decorating in the "spirit of the holiday," and a visually appealing façade are considered.

July: The July Yard of the Month award will be judged on the house with the Most Patriotic decorations. Theme, creativity, and originality in ornamental lighting and decorations will be considered, as will daylight and evening displays. Judging will take place during the 1st week of July. A Facebook event will be created for the Most Patriotic Yard of the Month. In this case, first place will receive a \$250 gift card, second place will receive a \$100 gift card, and third place will receive a \$50 gift card. Residents will submit photos of their yards to the Facebook event, and whichever photo gets the most "likes" will win. The highest "likes" wins 1st, then second and third place follows in order of number of likes.

October: The Yard of the Month award for October will be judged on the house with the best Fall/Halloween decorations. Spooks, goblins, black cats, and pumpkins are all in order. Lights and animation are a plus. Judging will take place during the 3rd week of October. A Facebook event will be created for Spookiest Yard of the Month. In this case, first place will receive a \$250 gift card, second place will receive a \$100 gift card, and third place will receive a \$50 gift card. Residents will submit photos of their yards to the Facebook event, and whichever photo gets the most "likes" will win. The highest "likes" wins 1st, then second and third place follows in order of number of likes.

December: The December Yard of the Month award will be judged on the house with the best Christmas decorations. Theme, creativity, and originality in ornamental lighting and decorations will be considered, as will daylight and evening displays. Judging will take place during the 2nd week of December. A Facebook event will be created for the Best Decorated Yard of the Month. In this case, first place will receive a \$250 gift card, second place will receive a \$100 gift card, and third place will receive a \$50 gift card. Residents will submit photos of their yards to the Facebook event, and whichever photo gets the most "likes" will win. The highest "likes" wins 1st, then second and third place follows in order of number of likes.

Summary note: While a lack of strict adherence to the criteria above does not necessarily disqualify, these principles offer general guidelines that should be recognized by the Keep Richwood Beautiful Committee Yard of the Month program.

While residents must submit photos of their decorated yards to KRB's Facebook event, some residents may not be aware of these contests or may not follow Richwood Beautiful's Facebook page. To increase participation in these events and raise awareness of Keep Richwood Beautiful's Facebook page, board members are encouraged to contact any resident they notice with a decorated yard, inform them about the event, and if necessary, take a photo of the yard with the resident's permission, then submit the photograph(s) along with the resident's information.

This would encourage the ongoing beautification of our neighborhoods and provide board members with direct contact with our residents. Additionally, it would offer board members a chance to introduce KRB, our events, our Facebook page, and potential volunteer opportunities.

The Keep Richwood Beautiful Committee is dedicated to improving our community's quality of life and appearance. We encourage residents to take pride in their homes and neighborhoods. In turn, we look to celebrate those who do a superior job maintaining their yards, enhancing the overall curb appeal of the entire community.

Record Keeping

The executive Director will keep a spreadsheet with Yard of the Month winners. Their names, addresses, phone numbers, and email addresses will be added to the document for easy access.

Judging by Board Members

Each board member will be assigned one section of the city and a month (or more) to pick Yard of the Month or Decorative Yard of the Month. The Keep Richwood Beautiful committee wants to find yards in each city subdivision.

See attached table:

Board Member	Section/Subdivision	Month	Pick no later than...
Chairman	Audubon Woods I Audubon Woods II	April/October	First week in April/Third week in October
Vice Chair/Treasurer	Glenwood Bayou	May/December	First week in May/Second week in December
Secretary	Oakwood Shores	June	First week in June
Associate Member	Davidson Slater	July	First week in July
Associate Member	Original Richwood	August	First week in August
Associate Member	Brazos Crossing	September	First week in September

Richwood Neighborhoods

ORIGINAL RICHWOOD SUBDIVISION

Legend

- Audubon 1
- Audubon 2
- Brazos Crossing
- Davidson Slater
- Glenwood Bayou
- Oakwood Shores
- Original Richwood

CRIME ACTIVITY UPDATE

The most recent reported theft in the Original Richwood subdivision was on 02/26/2018.

The most recent reported burglary in the Original Richwood subdivision was on 01/17/2019.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2024 to 02/27/2025
41.67% of the fiscal year has expired

	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	6,295	1,204	6,049	15,000	8,951
Total Charges for services	6,295	1,204	6,049	15,000	8,951
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	21	0.00	(21)
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	21	0.00	(21)
Total Revenue	7,268	1,204	6,070	15,000	8,930
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	2,500	500	2,500	7,000	4,500
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	2,500	500	2,500	7,500	5,000
Supplies					
615210 Office Supplies	0.00	0.00	0	200	200
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	316	0.00	724	2,500	1,776
Total Supplies	316	0.00	724	2,900	2,176
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	656	0.00	0.00	1,000	1,000
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	1,034	0.00	0.00	1,700	1,700
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	259	0.00	0.00	0.00	0.00
Total Capital Equipment	259	0.00	0.00	500	500
Total Beautification	4,108	500	4,120	13,600	9,480
Total Parks & Recreation	4,108	500	4,120	13,600	9,480
Total Expenditures	4,108	500	4,120	13,600	9,480
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 02/27/2025
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	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2025 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 -	8,160	704	6,950	6,400	(550)