



## **KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA**

**Tuesday, March 04, 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, March 4, 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 the purchase of two more garden beds with trellis'.
  - B. Discuss and consider possible uses for a gift card received from Keep Texas Beautiful.
  - C. Discuss and consider the possible need and placement of additional recycling bin.
  - D. Discuss and consider approving amendments to the Yard of the Month procedures.
- 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.

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Kirsten Garcia, City Secretary  
City of Richwood

# MINUTES

## KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, January 07, 2025 at 6:00 PM

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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, 3<sup>rd</sup> 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

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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**

**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
<b>Revenue</b>					
<b>Intergovernmental revenue</b>					
614113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00
<b>Total Intergovernmental revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Charges for services</b>					
614124 Beautification Revenues	6,295	1,204	6,049	15,000	8,951
<b>Total Charges for services</b>	<b>6,295</b>	<b>1,204</b>	<b>6,049</b>	<b>15,000</b>	<b>8,951</b>
<b>Interest</b>					
614110 Interest Earnings	0.00	0.00	0.00	0.00	0.00
<b>Total Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Miscellaneous revenue</b>					
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
<b>Total Miscellaneous revenue</b>	<b>973</b>	<b>0.00</b>	<b>21</b>	<b>0.00</b>	<b>(21)</b>
<b>Total Revenue</b>	<b>7,268</b>	<b>1,204</b>	<b>6,070</b>	<b>15,000</b>	<b>8,930</b>
<b>Expenditures</b>					
<b>Parks &amp; Recreation</b>					
<b>Beautification</b>					
<b>Personnel &amp; Benefits</b>					
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
<b>Total Personnel &amp; Benefits</b>	<b>2,500</b>	<b>500</b>	<b>2,500</b>	<b>7,500</b>	<b>5,000</b>
<b>Supplies</b>					
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
<b>Total Supplies</b>	<b>316</b>	<b>0.00</b>	<b>724</b>	<b>2,900</b>	<b>2,176</b>
<b>Maintenance &amp; Repair</b>					
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
<b>Total Maintenance &amp; Repair</b>	<b>0.00</b>	<b>0.00</b>	<b>896</b>	<b>1,000</b>	<b>104</b>
<b>Other Services</b>					
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
<b>Total Other Services</b>	<b>1,034</b>	<b>0.00</b>	<b>0.00</b>	<b>1,700</b>	<b>1,700</b>
<b>Capital Equipment</b>					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	259	0.00	0.00	0.00	0.00
<b>Total Capital Equipment</b>	<b>259</b>	<b>0.00</b>	<b>0.00</b>	<b>500</b>	<b>500</b>
<b>Total Beautification</b>	<b>4,108</b>	<b>500</b>	<b>4,120</b>	<b>13,600</b>	<b>9,480</b>
<b>Total Parks &amp; Recreation</b>	<b>4,108</b>	<b>500</b>	<b>4,120</b>	<b>13,600</b>	<b>9,480</b>
<b>Total Expenditures</b>	<b>4,108</b>	<b>500</b>	<b>4,120</b>	<b>13,600</b>	<b>9,480</b>
<b>Other Financing Sources and Uses</b>					
<b>Sources</b>					
<b>Transfers In</b>					
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
<b>Total Transfers In</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total Sources</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Uses</b>					
<b>Transfers Out</b>					



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

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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
<b>Total Transfers Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Financing Sources and Uses</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total -</b>	<b>8,160</b>	<b>704</b>	<b>6,950</b>	<b>6,400</b>	<b>(550)</b>