



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, September 07, 2021 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 07, 2021, 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, July 06, 2021.
- V. REPORT ON RECENT EVENTS
 - A. Pop Up Park - 08/06/2021
- VI. UPCOMING EVENTS
 - A. Discuss and consider planning Christmas in the Park.
 - B. Discuss and consider planning the Fall Sweep.
 - C. Discuss and consider status of upcoming Trunk or Treat.
 - D. Discuss and consider organizing the Pumpkin Patch photo opportunity at the Community Garden.
- VII. YARD OF THE MONTH
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider current duties of members.
 - B. Discuss and consider upcoming Windshield Survey.
- IX. FINANCIAL REPORT
 - [A.](#) KRB Budget Report - Year to Date
 - [B.](#) Parks Budget Report - Year to Date
- 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 08/31/2021 at 10:00 AM 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 of the Keep Richwood Beautiful Commission

The Keep Richwood Beautiful Commission called Meeting of July 6, 2021

BE IT KNOWN THAT, a Keep Richwood Beautiful Commission of City of Richwood was held July 6, 2021, beginning at 6:00 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. CALL TO ORDER

The meeting was called to order at 6:18 p.m.

II. ROLL CALL OF MEMBERS

Brittany Figaro:	Present
Sonia Foger:	Absent
Janet Jackson-Ellis:	Present
Audrey Johnson:	Present
Becky Thompson:	Absent
Lindsie Yearsin:	Present

Also present: Kimberly Mayer, Executive Director; Kirsten Garcia, City Secretary;

III. PUBLIC COMMENTS

Ther was no public comment.

IV. CONSENT AGENDA

- A. Approval of Minutes
 - 1. Regular meeting held April, 6, 2021
 - 2. Regular meeting held, May 04, 2021.
 - 3. Special workshop held, May 21, 2021
- B. Appoint Jeremy Fountain to committee.

Motion to approve consent agenda. This motion, made by Audrey Johnson and seconded by Janet Jackson-Ellis, Passed.

Yea: 4, Nay: 0

V. REPORT ON RECENT EVENTS

- A. May Parks Clean Up, May 8

Kimberly reported all that was done during the event.

B. Waterway Clean Up - June 12, 2021

Brittany reported on the event.

A resident from Lake Jackson helped and the ditches on Mahan were cleaned.

Both roll-off's were full - 8 tons cleared

C. Keep Texas Beautiful Conference

Kimberly reported on this event.

She stated they learned alot about engaging volunteers and recruiting.

Discussion held on survey for feedback to KTB.

VI. UPCOMING EVENTS

VII. Yard of the Month

One submission, Ms. Nabors

Sonia is next month - Orig Richwood

VIII. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action regarding 501(c)3 status.

Brittany presented. She stated that she and Kimberly feel at this time its better to keep the committee how it is - they fear they will struggle with donations with being how the small the city is.

B. Discussion and action approving the FY 2021-2022 annual budget.

Kimberly presented.

Motion to approve the budget. This motion, made by Janet Jackson-Ellis and seconded by Audrey Johnson, Passed.

Yea: 4, Nay: 0

C. Discussion and possible action regarding scholarship award.

Kimberly presented the 3 applications.

Discussion held on applicants.

Motion to award to Juliana Martinez. This motion, made by Brittany Figaro, Unseconded.

Motion to award Juliana Martinez. This motion, made by Audrey Johnson and seconded by Brittany Figaro, Passed.

Yea: 3, Nay: 1

Janet Jackson-Ellis: Nay

D. Discussion and possible action regarding membership duties.
Motion to table until August. This motion, made by Janet Jackson-Ellis and seconded by Lindsie Yearsin, Tabled.
Yea: 4, Nay: 0

E. Discussion and possible action regarding a partnership with the United Way for a water bottle drive.
Brittany presented hosting a water drive to donate to the United Way for the cooling stations.
Motion to host Water Bottle drive benefiting the United Way. This motion, made by Audrey Johnson and seconded by Lindsie Yearsin, Tabled.
Yea: 4, Nay: 0

F. Discussion and possible action regarding the Adopt a Spot program.
Kimberly presented.

Looking for groups to adopt areas to keep clean.

Discussion held on details of how to adopt.

Britany and Janet advised they would adopt.

G. Discussion and possible action regarding the Grow Bag Program.
Kimberly presented.

She would like to host a grow bag fund raiser.

Motion to allocate \$500 to grow bag program, and sell growbag at \$20 each. This motion, made by Audrey Johnson and seconded by Janet Jackson-Ellis, Tabled.
Yea: 4, Nay: 0

H. Discussion and possible action regarding a City Wide Garage Sale.
October 2, 2021
Motion to host event on October 2, 2021. This motion, made by Lindsie Yearsin and seconded by Audrey Johnson, Tabled.
Yea: 4, Nay: 0

I. Discussion and possible action regarding days to host Pop Up Parks.
Kimberly presented.

Discussion held on where to have it.

August 6, 2021 6:30 - 8:30

Motion to fund pop up park. This motion, made by Audrey Johnson and seconded by Janet Jackson-Ellis, Tabled.
Yea: 4, Nay: 0

Motion to approve for funding for snow cones. \$150. This motion, made by Audrey Johnson and seconded by Janet Jackson-Ellis, Passed.
Yea: 4, Nay: 0

J. Discussion and possible action regarding replacement of plants that died during the freeze.

Kimberly prestened. Stated some of this in included in the budget process and she knows about other funding sources.

No action taken.

IX. FINANCIAL REPORT

The committee reviewed the financial report.

X. EXECUTIVE DIRECTOR'S REPORT

Kimberly reported more on the gardening classes being offered, next month is litter survey, trunk or treat is coming, fall sweep and pumpkin patch, october is national night out october 5, consider free farmers markets with food pantry.

Community Garden - cumulative donation is over 218 lbs

She added that she is finalizing dates for drip irrigation, rainwater barrel installation, compost tumbler.

XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XII. SET NEXT MEETING DATE

August 3, 2021

XIII. FUTURE AGENDA ITEMS

trunk or treat

fall sweep

pumpkin patch

responsibilities

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:36 p.m.

These minutes were read and approved on this 6th day of September 2021.

ATTEST:

Chairman

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2020 to 08/31/2021
91.67% of the fiscal year has expired

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2021 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	12,652	1,274	14,013	14,500	487
Total Charges for services	12,652	1,274	14,013	14,500	487
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	14	0.00	1,300	0.00	(1,300)
614114 Community Garden Membership Fees	400	0.00	1,250	1,000	(250)
614115 Farmers Market Revenue	0.00	0.00	2,239	0.00	(2,239)
Total Miscellaneous revenue	414	0.00	4,789	1,000	(3,789)
Total Revenue	13,066	1,274	18,802	15,500	(3,302)
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	4,991	200	3,695	4,800	1,105
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	836	177	1,211	5,500	4,289
Total Personnel & Benefits	5,827	377	4,906	10,300	5,394
Supplies					
615210 Office Supplies	110	0.00	158	200	42
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	254	0.00	202	250	48
615225 Books and Periodicals	0.00	0.00	50	100	50
615240 Expendable Operating Supplies	1,695	0.00	2,051	2,000	(51)
Total Supplies	2,059	0.00	2,461	2,550	89
Maintenance & Repair					
615310 Building & Grounds M&R	4,884	0.00	1,105	2,000	895
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	4,884	0.00	1,105	2,000	895
Other Services					
615660 Dues & Subscriptions	260	0.00	295	800	505
615685 Publishing & Advertising	1,214	0.00	843	1,000	157
615695 Special Services - Miscellaneous	598	136	757	500	(257)
Total Other Services	2,072	136	1,895	2,300	405
Capital Equipment					
615930 Equipment	2,425	96	1,037	3,500	2,463
615950 Community Garden	460	473	3,293	3,000	(293)
Total Capital Equipment	2,885	569	4,330	6,500	2,170
Total Beautification	17,727	1,082	14,697	23,650	8,953
Total Parks & Recreation	17,727	1,082	14,697	23,650	8,953
Total Expenditures	17,727	1,082	14,697	23,650	8,953
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	2,500	0.00	3,000	3,000	0.00
Total Transfers In	2,500	0.00	3,000	3,000	0.00
Total Sources	2,500	0.00	3,000	3,000	0.00
Uses					
Transfers Out					

City of Richwood**Keep Richwood Beautiful****20 Beautification - 10/01/2020 to 08/31/2021****91.67% of the fiscal year has expired**

Section IX, Item A.

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>2021 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	2,500	0.00	3,000	3,000	0.00
Total -	(2,161)	192	7,105	(5,150)	(12,255)

City of Richwood
General Ledger for General Fund - 10/1/2020 to 9/30/2021

Section IX, Item B.

Account		Description	Debit	Credit	Balance
Date	Code				
085851 - Parks & Recreation					\$0.00
2/10/2021	EN	PO - Encumbrance Reversals		1,300.00	(1,300.00)
3/2/2021	AP	INV: feb2021 CITIBANK, N.A. - credit card purchases and credits	4.25		(1,295.75)
5/3/2021	AP	INV: may21 CITIBANK, N.A. - credit card purchases and credits	12.45		(1,283.30)
1/4/2021	AP	INV: january21 FIGARO, BRITTANY - christmas in the park reimbursement	17.23		(1,266.07)
11/2/2020	AP	INV: november20 CITIBANK, N.A. - credit card purchases and credits	55.16		(1,210.91)
2/1/2021	AP	INV: january21 CITIBANK, N.A. - credit card purchases and credits	71.70		(1,139.21)
12/3/2020	AP	INV: December2020 CITIBANK, N.A. - credit card purchases and credits	157.49		(981.72)
10/14/2020	AP	INV: october20 LONG, ROBERT - santa for christmas in the park	200.00		(781.72)
12/31/2020	AP	INV: february21 ASCAP - membership	368.00		(413.72)
4/1/2021	AP	INV: march2021 CITIBANK, N.A. -	1,270.00		856.28
2/10/2021	EN	PO - Encumbrances	1,300.00		2,156.28
10/19/2020	AP	INV: october20 SIGN CRAFT - deposit for Ellis sign for park	3,500.00		5,656.28
			\$6,956.28	(\$1,300.00)	\$5,656.28
			Budgeted Amount:		\$7,000.00
			Budget Balance:		\$1,343.72

Report Total: **\$5,656.28**