



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, July 11, 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, July 11, 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 May 2, 2023.
 - [B.](#) Approval of minutes from regular meeting held June 6, 2023.
- V. REPORT ON RECENT EVENTS
 - A. Keep Texas Beautiful Conference, June 26-28, 2023
 - B. All America Night - July 1, 2023
- VI. UPCOMING EVENTS
 - A. Larry Johnson Park Upgrades, Phase 3 - July 22, 2023
- VII. YARD OF THE MONTH
 - A. July, 2023 - Davidson Slater
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Appoint board officers for 2023.
 1. President
 2. Treasurer
 3. Secretary
 4. Executive Director
 - B. Discuss and consider adopting the FY 2024 budget.
 - C. Discussion and possible action regarding park bench dedication for Garry Ellis.
 - D. Discussion and possible action regarding fundraising ideas.
- IX. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
 - [B.](#) Parks and Recreation 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 _____ 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, May 02, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, May 2, 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 Reynolds	Present
Amanda Seymour	Present
Leslie Klug	Present
Karl Klug	Present
Lindsie Yearsin	Present
William Yearsin	Present

Others present: Kimberly Mayer, Executive Director; Kirsten Garcia, City Secretary; Mike Johnson, City Council Liaison

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

- A. Approval of minutes from regular meeting held March 7, 2023.
- B. Approval of minutes from regular meeting held April 4, 2023.

Motion to approve consent agenda

Motion made by Lindsie Yearsin, Seconded by Amanda Seymour.

Voting Yea: Lindsie Yearsin, Amanda Reynolds, Amanda Seymour, Karl Klug, Leslie Klug, William Yearsin

Motion carried.

V. REPORT ON RECENT EVENTS

- A. Easter Egg Drive Thru - April 8, 2023

Kimberly reported that the event went great.
 141 cars, gave out 10,812 Easter eggs, 16 volunteers.
 No discussion held.

- B. Don't Mess With Texas Trash Off - April 15, 2023

Kimberly reported this has 17 vol, 31 bags, 2.1 miles of right of ways.
 Discussion held on drug paraphernalia and how to have volunteers handle it.

- C. Earth Day and Tree Planting - April 22, 2023
Kimberly reported, planted 5 trees, 36 volunteers.
Leslie reported about her readings at the local schools.
Discussion held on how the planted trees are doing.
Discussion held on possibility of having a portopotty at the garden.

VI. UPCOMING EVENTS

- A. Keep Texas Beautiful Conference, June 26-28, 2023
Discussion held on sending members and who would go.
Committee will finalize plans after the election.
- B. Larry Johnson Park Upgrades, Phase 3 - May 13, 2023
Kimberly stated that William is taking the lead on that.
Public Works will deliver the pallet of playground equipment over to the park.
Discussion held on possibility of playground from ChickFilA to be donated.
Discussion held on tools and supplies needed.

VII. YARD OF THE MONTH

- A. May 2023, Glenwood Bayou - Vice Chair / Treasurer
Lindsie will decide.

VIII. DISCUSSION AND ACTION ITEMS

- A. Discuss and set time to place flags for Memorial Day.
May 26, 2023 - around 8am
Meet at the PK Forrest building.
- B. Discussion and possible action regarding park bench dedication for Garry Ellis.
Kimberly stated she will look and purchase a bench.
Discussion held on possible locations.
Discussion will be held for dedication at a later time.
- C. Discuss and consider the FY 2024 budget.
Kimberly presented the budget information.
Discussion held on possible park upgrades.

IX. FINANCIAL REPORT

- Kimberly reported.
Discussion held on reciepts and reimbursements.
- A. Keep Richwood Beautiful Budget Report

B. Parks and Recreation Budget Report

X. EXECUTIVE DIRECTOR'S REPORT

Kimberly gave report on recent food donation.

Advised there are 4 open raised beds.

Evergreen emailed her and said they had vegetables for donation to the garden.

Kimberly presented a watering schedule for the summer.

July 1 from 6p-8p is going to be all america night at Ellis Park.

XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Kimberly reported that Keep Texas Beautiful sent gold star affiliate awards, this is our 3rd or 4th year in a row.

Thanks to everyone for stepping up and taking on responsibilities as a team.

XII. SET NEXT MEETING DATE

June 6, 2023

XIII. FUTURE AGENDA ITEMS

Roles and appoint officers

Art Contest for community shed

Budget Discussion

All America Night

Flags for July

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:19 p.m.

These minutes were read and approved on this 11th day of July, 2023.

Chairman

ATTEST:

City Secretary

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, June 06, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, June 06, 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 Reynolds	Present
Amanda Seymour	Absent
Leslie Klug	Present
Karl Klug	Present
Lindsie Yearsin	Present
William Yearsin	Present

Others present: Kimberly Mayer, Executive Director; Kirsten Garcia, City Secretary; Amanda Reynolds, City Council Liaison.

III. PUBLIC COMMENTS

Amanda Reynolds - regarding the last council meeting and Councilman Escalante asked the staff to make sure new applicants knew about the voluntary donations on their utility bills. Wanted the board to be aware.

IV. REPORT ON RECENT EVENTS

A. Larry Johnson Park Upgrades, Phase 3 - May 13, 2023

Need to reschedule - July 22, 2022

Discussion held on what time to do it.

Karl recommended the committee possibly do a few hours in the morning and then finish in the evening. 8-10am and then come back around 6-8pm.

Committee agreed.

V. UPCOMING EVENTS

A. Keep Texas Beautiful Conference, June 26-28, 2023

Registered Leslie and Amanda for the conference. Kimberly advised she will forward more information as she gets it.

B. All America Night - July 1, 2023

PD is hosting this event on July 1st from 6-9 p.m.

C. Flag Placement for July 4th

The committee agreed on June 30th to put flags up and July 6th or 7th to remove.

VI. YARD OF THE MONTH

A. June, 2023 - Oakwood Shores

Kimberly stated it will be treasurer who chooses this month.

VII. DISCUSSION AND ACTION ITEMS

A. Appoint board officers for 2023.

- 1. President
- 2. Treasurer
- 3. Secretary

Kimberly reported that she is submitting her resignation effective August 8.

The committee postponed this item until everyone could be here.

B. Discuss and consider the FY 2024 budget.

Discussion held on proposed budget and possible loss of revenues.

C. Discussion and possible action regarding park bench dedication for Garry Ellis.

Kimberly stated she would like someone to take this over and get with Clif to get it all done.

Leslie stated she will take it.

D. Discuss and consider hosting an art contest at the Community Garden.

Amanda Reynolds - suggested this to get more involvement in KRB.

Discussion held on possibly using the parking lot and sell spots to decorate.

Paint pickets idea.

VIII. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

B. Parks and Recreation Budget Report

Kimberly gave report on the budgets.

IX. EXECUTIVE DIRECTOR'S REPORT

Kimberly reported that agrilife extension would still like to hold their dinner in the garden event. Would need to ensure vegetables would be growing in the garden. Tentative date of November 4th.

X. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XI. SET NEXT MEETING DATE

July 11, 2023

XII. FUTURE AGENDA ITEMS

Fundraising Ideas

Possible Grow Bag Event

Reach out to polk regarding school

Board officers and executive director

Budget

XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:16 p.m.

These minutes were read and approved on this 11th day of July, 2023.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2022 to 07/07/2023
83.33% 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	12,837	5	11,681	15,300	3,619
Total Charges for services	12,837	5	11,681	15,300	3,619
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	13,980	5	11,896	16,800	4,904
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	6,610	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	2,963	0.00	0.00	5,500	5,500
Total Personnel & Benefits	9,573	0.00	6,155	16,200	10,045
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	789	0.00	776	2,000	1,224
Total Supplies	874	0.00	813	2,575	1,762
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	200	0.00	345	400	55
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	2,040	0.00	345	2,400	2,055
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	1,000	1,000
615950 Community Garden	2,849	0.00	967	2,400	1,433
Total Capital Equipment	2,849	0.00	967	3,400	2,433
Total Beautification	17,133	0.00	8,280	26,675	18,395
Total Parks & Recreation	17,133	0.00	8,280	26,675	18,395
Total Expenditures	17,133	0.00	8,280	26,675	18,395
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 - 10/01/2022 to 07/07/2023
83.33% 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 -	1,847	5	8,615	(4,875)	(13,490)

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

Section IX, Item B.

Account		Description	Debit	Credit	Balance
Date	Code				Debit
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
			\$4,699.75		\$4,699.75
			Budgeted Amount:		\$9,500.00
			Budget Balance:		\$4,800.25
Report Total:					\$4,699.75