



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, January 02, 2024 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, January 02, 2024, 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 meeting held September 5, 2023.
 - [B.](#) Approval of minutes from meeting held October 2, 2023.
 - [C.](#) Approval of minutes from meeting held December 7, 2023.
- V. DISCUSSION AND ACTION ITEMS
 - A. Review and discuss the Keep Richwood Beautiful member bylaws.
 - B. Discuss and appoint 2024 Keep Richwood Beautiful Officers.
 - C. Discussion and possible action regarding Keep Richwood Beautiful's 5-year plan.
 - D. Discussion and possible action regarding formation of a Garden Club.
 - E. Discuss, review and submit volunteer hours for 2023.
- VI. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
 - [B.](#) Parks and Recreation Budget Report
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- IX. SET NEXT MEETING DATE
- X. FUTURE AGENDA ITEMS
- XI. 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, September 05, 2023 at 6:00 PM

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

The meeting was called to order at 6:00 p.m.

II. ROLL CALL OF MEMBERS

Leslie Klug	Present
Karl Klug	Present
William Yearsin	Present
Tracy Bocanegra	Present
Amanda Seymour	Present

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

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held August 1, 2023.

Motion to approve consent agenda.

Motion made by Karl Klug, Seconded by Amanda Seymour.

Voting Yea: William Yearsin, Amanda Seymour, Karl Klug

V. UPCOMING EVENTS

A. Trunk or Treat - October 2023.

October 27, 2023 - tentative

Discussion held on road closure and conjoining with Polk.

Discussion was held on soliciting businesses and charging a fee.

Discussion held on fundraising opportunities.

Discussion held on activities.

B. Fall Sweep, 2023

Leslie presented information

Discussion on weekend activities - clean up, roll-off, and garage sale.

November 4, 2023 8-10 am

Leslie will look into tire recycling

Discussion held on supplies needed.

Discussion held on marketing.

Discussion held on locations to clean up.

C. Texas Recycles Day - November 15, 2023

Leslie presented and stated that she contacted OLQP to see if they wanted to do something.

Discussion held on marketing.

Discussed the possibility of doing the tire recycling on this day instead.

VI. YARD OF THE MONTH - Brazos Crossing Subdivision

Tracy will choose next.

Will chose 510 N Mahan.

VII. DISCUSSION AND ACTION ITEMS

A. Discuss and consider the possibility of Keep Richwood Beautiful establishing status as a 501(c)(3) organization.

Will presented.

Discussion was held on the pros and cons.

B. Discuss and consider establishing a subcommittee to work and maintain the Community Garden.

Leslie presented.

Four hundred and sixty-one pounds of food was donated to the community.

Discussion was held on possibly growing year-round plants.

Discussion was held on what needs to be replaced.

C. Discuss and review volunteer hour logs.

Leslie requested that they get turned in since they are due soon.

Leslie introduced the committee to an app she uses to log her hours.

VIII. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

B. Parks and Recreation Budget Report

IX. EXECUTIVE DIRECTOR'S REPORT

Leslie presented and stated that we are caught up for Keep America Beautiful reporting.

The park bench is in and waiting for public works to be installed.

Grant work to begin in January.

Two new members are to be appointed.

She asked members to keep quorum in mind.

She also asked members to keep volunteer hour logs.

X. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XI. SET NEXT MEETING DATE

October 3, 2023

XII. FUTURE AGENDA ITEMS

Discuss cameras

XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:32 p.m.

These minutes were read and approved on the 2nd day of January 2024.

Chairman

ATTEST:

City Secretary

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Monday, October 02, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Monday, October 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 6:11 p.m.

II. ROLL CALL OF MEMBERS

PRESENT

William Yearsin
Karl Klug
Tracy Bocanegra
Kai York

ABSENT

Amanda Seymour
Denise York

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

III. PUBLIC COMMENTS

There was no public comment.

IV. UPCOMING EVENTS

A. Trunk or Treat, October 2023.

Discussion held on Polk's plan for their fall fest.

Possibility of haunted trail.

Discussion was held on charging for entries to the trunk or treat.

\$15 for business/individual - \$5 for nonprofit

Discussion held on possible budget. \$750

Discussion held on bake sale.

Discussion held on prices for cakes and haunted trail.

Discussions were held on other organizations to participate.

Entries are due the 25th, 6p-8p for Trunk or Treat, and 8:00 p.m. for the haunted trail.

- B. Fall Sweep, 2023
Fall sweep - November 4 start 8-10
Contacted volunteers.
Clean up 2004.
Budget \$150

- C. Texas Recycles Day - November 15, 2023
Discussion held on possible activities.

V. YARD OF THE MONTH

Spookiest Yard - Halloween
Entries due the third week of October, will make social media posts.

VI. DISCUSSION AND ACTION ITEMS

- A. Discussion and possible action regarding planting and garden work schedule.
Garden workday this Saturday, October 7, 2023.
Discussion was held on needs and notices for the garden.
- B. Discussion and possible action regarding Garden Sponsorship & Signage Policy.
Discussion on allowing the tea rose to sponsor a bed.
They are coming on the 21st
Discussion held on sponsorship pricing.
- C. Discussion and possible action regarding security cameras at the Community Garden.
Discussion held on where to place cameras. The committee agreed to place a camera inside the garden to catch movement when the door is opened.
\$100 to secure the shed.
Will stated he will be taking the lead.

VII. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report
- B. Parks and Recreation Budget Report

VIII. EXECUTIVE DIRECTOR'S REPORT

Leslie reported no progress on 501c3 but did state that the park bench slab was poured and should be installed this week.
She reported there is no progress on GCAA, and no reports are due until January.

IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

X. SET NEXT MEETING DATE

Nov 7, 2023.

XI. FUTURE AGENDA ITEMS

Will stated he may be stepping down.

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7: 48 p.m.

These minutes were read and approved on the 2nd day of January 2024.

Chairman

ATTEST:

City Secretary

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION *RESCHEDULED* MEETING

Thursday, December 07, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Thursday, December 7, 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 6:00 p.m.

II. ROLL CALL OF MEMBERS

PRESENT

William Yearsin

Karl Klug

Denise York

ABSENT

Tracy Bocanegra

Kai York

Others present: Leslie Klug, Executive Director; Kirsten Garcia, City Secretary.

III. PUBLIC COMMENTS

No public comment.

IV. REPORT ON RECENT EVENTS

A. Trunk or Treat, October 2023.

Leslie presented information on the event.

Discussion held on Polk hosting events at the same time.

Discussions were held on ways to improve the haunted trail.

B. Fall Sweep, 2023

Leslie presented information on the clean-up.

C. Texas Recycles Day - November 15, 2023

There was nothing done.

V. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider members volunteering to assist the Richwood Volunteer Fire Department with their Christmas event.

Leslie gave information regarding assistance.

B. Reports, discussion, and possible action on the status of the Richwood Community Garden.

Leslie presented information regarding harvesting.

Discussion held on landscaping bids.

Motion to allocate \$1000 to landscaping services provided by Kelly Brooks

Motion made by William Yearsin, Seconded by Karl Klug.

Voting Yea: William Yearsin, Karl Klug, Denise York

C. Discussion and possible action on recruitment for KRB.

Discussion held on possible ways to improve recruitment.

D. Discussion and possible action regarding committee t-shirts.

Discussion held t-shirts to purchase.

VI. FINANCIAL REPORT

A. Keep Richwood Beautiful Budget Report

B. Parks and Recreation Budget Report

Leslie presented the reports.

VII. EXECUTIVE DIRECTOR'S REPORT

Leslie reported on tea rose pearls.

Reported on shop with a cop, Chief requested volunteers.

Yard of the month – will do a Christmas décor contest via Facebook.

VIII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

All reports caught up

IX. SET NEXT MEETING DATE

January 2, 2023

X. FUTURE AGENDA ITEMS

Officer appointments

5-year strategic plan

Garden discussion

XI. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:04 p.m.

These minutes were read and approved on the 2nd day of January 2024.

Chairman

ATTEST:

City Secretary

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2023 to 12/28/2023
25.00% 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	3,872	1,256	3,787	15,500	11,713
Total Charges for services	3,872	1,256	3,787	15,500	11,713
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	191	0.00	973	0.00	(973)
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	191	0.00	973	0.00	(973)
Total Revenue	4,063	1,256	4,760	15,500	10,740
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits					
615102 Contract Labor	2,070	500	1,000	6,000	5,000
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	3,000	3,000
Total Personnel & Benefits	2,070	500	1,000	9,000	8,000
Supplies					
615210 Office Supplies	0.00	0.00	0.00	225	225
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	316	0.00	32	1,000	969
Total Supplies	316	0.00	32	1,575	1,544
Maintenance & Repair					
615310 Building & Grounds M&R	0.00	0.00	0.00	1,000	1,000
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
Total Maintenance & Repair	0.00	0.00	0.00	1,000	1,000
Other Services					
615660 Dues & Subscriptions	120	0.00	0.00	120	120
615685 Publishing & Advertising	0.00	0.00	0.00	200	200
615695 Special Services - Miscellaneous	0.00	0.00	0.00	500	500
Total Other Services	120	0.00	0.00	820	820
Capital Equipment					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	342	0.00	169	1,500	1,331
Total Capital Equipment	342	0.00	169	2,000	1,831
Total Beautification	2,848	500	1,201	14,395	13,194
Total Parks & Recreation	2,848	500	1,201	14,395	13,194
Total Expenditures	2,848	500	1,201	14,395	13,194
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 - 10/01/2023 to 12/28/2023
25.00% 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 -	6,214	756	8,560	6,105	(2,455)

City of Richwood
General Ledger for General Fund - 10/1/2023 to 9/30/2024

Section VI, Item B.

Account		Description	Debit	Credit	Balance
Date	Code		Debit	Credit	Balance
085851 - Parks & Recreation					\$0.00
9/30/2024		10/01/2023 to 09/30/2024 - Period Total	277.63	0.00	277.63
			\$277.63		\$277.63
			Budgeted Amount:		\$7,000.00
			Budget Balance:		\$6,722.37

Report Total: **\$277.63**