

Minutes of Keep Richwood Beautiful Commission

The Keep Richwood Beautiful Commission Meeting of Tuesday, May 5, 2020

BE IT KNOWN THAT, a Keep Richwood Beautiful Commission Meeting of the Keep Richwood Beautiful Commission of City of Richwood was held Tuesday, May 5, 2020, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order at 6:24 p.m.

II. ROLL CALL OF MEMBERS

Kimberly Mayer, Executive Director
Brittany Figaro, Chairman
Tara Riley, Vice Chairman
Audrey Johnson
Janet Jackson-Ellis – absent

Others present: Kirsten Garcia, City Secretary

III. PUBLIC COMMENTS

There were no public comments.

V. REPORTS ON RECENT EVENTS

A. Earth Day - April 22, 2020

Kim reported over 70 children were served and she was very glad we did it.

Brittany Figaro reported that she heard good things from her neighbors about the event.

VI. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action regarding Community Garden grand opening
Kim Mayer reported that she feels like there should be a ribbon cutting ceremony. She would like for a subcommittee to meet and start the planning, get the gazebo moved over, painted and the flag poles and monuments. She set a date for the early part of next week to meet, Tuesday the 12th at 10 a.m.

Kim added that she and Steve will be at the Garden this weekend and she will possibly create an event for a workday from 8am-10am.

Brittany added that since we are not doing the scenic city certification and have a little money we are not spending, maybe have Kona ice come to the ribbon cutting.

B. Discussion and possible action regarding Farmers Market in partnership with Brazosport Cares - May 22, 2020

Kimberly reported that the event was still on from 8a-12p, and we will provide lunch for the workers. She will send a notice to Kirsten to send out, will also advertise on Facebook.

Discussion held on how it will work.

C. Discussion and possible action on Yard of the Month

Tara Riley reported she has selected 504 Holly Hock

Kim stated she will make contact and Brittany add that she will grab the sign from the previous winner.

D. Discussion and possible action regarding the Artistic Fence proposed by Public Works

Kimberly reported that public works reached out about a fence line that could be used for community engagement for people to decorate.

Brittany suggested chalkboard paint so that it would be easier remove. She suggested we go out and look at the fence and talk to public works. Table this for next month to make any action.

E. Discussion and possible action regarding Bocce Ball at Larry Johnson Park
Brittany reported that she hasn't been able to go out and actually price anything, but she presented estimates of the costs, due to the pandemic.

Will be tabled until June for action.

F. Discussion and possible action regarding opening a CD with fund from checking account to accrue interest.

Kimberly reported that we just need to decide if this is something we'd like to do.

Tabled until next month.

G. Discussion and possible action regarding KRB Scholarship

Brittany reported.

Tara suggested we have them write a letter and go over them at the June meetings.

Brittany stated she would contact the seniors and have them submit a letter

Committee agreed to a \$500 scholarship.

Audrey Johnson motioned to award at \$500 scholarship to Senior recipient, Tara seconded, with all present members voting aye, the motion carries.

VII. FINANCIAL REPORT

Kimberly presented. (attached)

VIII. EXECUTIVE DIRECTOR'S REPORT

Kimberly reported that scenic city certification, is on hold – there are ordinances that are required of the city that we do not have.

Everyone is registered for KTB conference. The hotel will need cancellation by August 31 to get the refund.

IX. SET NEXT MEETING DATE

June 2nd 2020 at 6:00 p.m. – Regular Meeting

June 4th 2020 at 4:00 p.m. – Budget Workshop

X. FUTURE AGENDA ITEMS

Tabled Items

XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Statements only. No discussion is allowed.

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:51p.m.

These minutes were read and approved on this 7th day of July, 2020.

ATTEST:

Chair

City Secretary

City of Richwood
General Ledger for Beautification - 10/1/2019 to 9/30/2020

Account		Description	Debit	Credit	Balance
Date	Code				
615310 - Building & Grounds M&R (continued)					
3/21/2020	AP	INV: 55541860082010192847009 BUSINESS CARD - materials to build vegetable beds at community garden	26.01		63.29
3/28/2020	AP	INV: 02305370089600046074734 BUSINESS CARD - misc items for community garden	43.17		106.46
3/15/2020	AP	INV: 55310200075083720296699 BUSINESS CARD - safety vest	43.32		149.78
3/22/2020	AP	INV: 25247800082002261066781 BUSINESS CARD - meal	77.00		226.78
1/16/2020	AP	INV: 55432860016200522374369 BUSINESS CARD - uniforms	97.00		323.78
3/30/2020	AP	INV: 55432860090200269855173 BUSINESS CARD - materials to build vegetable beds at community garden	395.80		719.58
11/14/2019	AP	INV: 55432869318200477027653 BUSINESS CARD - mulch	441.60		1,161.18
3/27/2020	AP	INV: 55432860087200680055440 BUSINESS CARD - fruit and citrus trees	450.00		1,611.18
3/21/2020	AP	INV: 554328600892200635574417 BUSINESS CARD - materials to build vegetable beds at community garden	607.92		2,219.10
3/21/2020	AP	INV: 55432860082200511745180 BUSINESS CARD - soil for community garden	805.00		3,024.10
3/20/2020	AP	INV: 55541860081010188283533 BUSINESS CARD - materials to build vegetable beds at community garden	1,150.30		4,174.40
			\$4,174.40		\$4,174.40
			Budgeted Amount:		\$7,000.00
			Budget Balance:		\$2,825.60
615660 - Dues & Subscriptions					
					\$0.00
1/27/2020	AP	VOID INV: january20 KEEP TEXAS BEAUTIFUL - membership		175.00	(175.00)
2/10/2020	AP	INV: 430 KEEP TEXAS BEAUTIFUL - Keep Richwood Beautiful GCAA	25.00		(150.00)
1/15/2020	AP	INV: 05436840015300213508293 BUSINESS CARD - dues	175.00		25.00
1/27/2020	AP	INV: january20 KEEP TEXAS BEAUTIFUL - membership	175.00		200.00
			\$375.00	(\$175.00)	\$200.00
			Budgeted Amount:		\$800.00
			Budget Balance:		\$600.00
615685 - Publishing & Advertising					
					\$0.00
11/18/2019	AP	VOID INV: 16596-1019 COMCAST - newspaper ad		70.00	(70.00)
3/3/2020	AP	INV: 23644 ZEIGLER'S SCREEN PRINTING - banner	50.00		(20.00)
12/31/2019	AP	INV: 16596-1219- FACTS, THE - ad	65.00		45.00
10/31/2019	AP	INV: 16596-1019 COMCAST - newspaper ad	70.00		115.00
10/31/2019	AP	INV: 16596-1019 FACTS, THE - newspaper ad	70.00		185.00
3/13/2020	AP	INV: 554328960073200667653114 BUSINESS CARD - member t-shirts	344.75		529.75
			\$599.75	(\$70.00)	\$529.75
			Budgeted Amount:		\$1,000.00
			Budget Balance:		\$470.25
615950 - Community Garden					
					\$0.00
3/27/2020	AP	INV: march20 BRAZORIA COUNTY MASTER GARDENER ASSOCIATION - rain barrels	100.00		100.00
			\$100.00		\$100.00
			Budgeted Amount:		\$0.00
			Budget Balance:		(\$100.00)
Report Total:					\$2,554.18

City of Richwood
General Ledger for Beautification - 10/1/2019 to 9/30/2020

Account		Description	Debit	Credit	Balance
Date	Code				
614114 - Community Garden Membership Fees					\$0.00
3/13/2020	JE	686 - Luck Dog Community Garden Membership Fee		250.00	(250.00)
3/13/2020	JE	685 - Community Garden Membership		50.00	(300.00)
4/28/2020	NBPT	Receipt 39754: Michael Thompson - Comm. Membership		50.00	(350.00)
4/28/2020	NBPT	Receipt 39754: Michael Thompson - Comm. Plot/Bed		50.00	(400.00)
				(\$400.00)	(\$400.00)
		Budgeted Amount:		\$0.00	\$0.00
		Budget Balance:			\$400.00
614124 - Beautification Revenues					\$0.00
10/1/2019	JE	569 - Aug 2019 Beautification Donations		1,262.23	(1,262.23)
10/31/2019	JE	571 - OCT 2019 Beautification Donations		1,208.18	(2,470.41)
11/30/2019	JE	572 - NOV 2019 Beautification Donations		1,179.79	(3,650.20)
10/1/2019	JE	570 - SEP 2019 Beautification Donations		1,161.02	(4,811.22)
				(\$4,811.22)	(\$4,811.22)
		Budgeted Amount:			(\$14,520.00)
		Budget Balance:			(\$9,708.78)
615102 - Contract Labor					\$0.00
2/11/2020	JE	680 - record stop payment charge from Brazos National Bank	25.00		25.00
12/2/2019	AP	INV: december19 GREEN, DENISE - contract labor for october 2019	200.00		225.00
12/2/2019	AP	INV: december19 MAYER, KIMBERLY - contract labor	200.00		425.00
12/30/2019	AP	INV: january20 MAYER, KIMBERLY - contract labor	200.00		625.00
1/30/2020	AP	INV: february20 MAYER, KIMBERLY - contract labor	200.00		825.00
2/28/2020	AP	INV: march20 MAYER, KIMBERLY - contract labor	200.00		1,025.00
3/30/2020	AP	INV: april20 MAYER, KIMBERLY - contract labor for march	200.00		1,225.00
10/12/2019	AP	INV: 028081 REYES, ADAN - labor for lawn maint	275.00		1,500.00
11/2/2019	AP	INV: 028082 REYES, ADAN - lawn maint	275.00		1,775.00
				\$1,775.00	\$1,775.00
		Budgeted Amount:			\$8,500.00
		Budget Balance:			\$6,725.00
615130 - Training & Travel					\$0.00
1/15/2020	AP	INV: 75306370015200900034348 BUSINESS CARD - training	5.70		5.70
1/15/2020	AP	INV: 75306370015200900034355 BUSINESS CARD - training	200.00		205.70
				\$205.70	\$205.70
		Budgeted Amount:			\$4,500.00
		Budget Balance:			\$4,294.30
615210 - Office Supplies					\$0.00
3/18/2020	AP	INV: 55310200078083772918204 BUSINESS CARD - metal trays	18.18		18.18
10/10/2019	AP	INV: 55432869283200272131677- BUSINESS CARD - business card	37.93		56.11
				\$56.11	\$56.11
		Budgeted Amount:			\$100.00
		Budget Balance:			\$43.89
615240 - Expendable Operating Supplies					\$0.00
3/18/2020	JE	706 - Correction to charge for candy for Trunk or Treat event		254.75	(254.75)
3/9/2020	AP	INV: 05436840070000341120118 BUSINESS CARD - gloves	5.41		(249.34)
3/9/2020	AP	INV: 55483820070091000325121 BUSINESS CARD - decoration	8.96		(240.38)
11/12/2019	AP	INV: 05436849316300210439457 BUSINESS CARD - food	14.20		(226.18)
3/13/2020	AP	INV: 02305370070200068357611 BUSINESS CARD - cards	18.84		(207.34)
11/23/2019	AP	INV: 05436849327300234942780 BUSINESS CARD - food	19.96		(187.38)
12/4/2019	AP	INV: 02305379339200092605462 BUSINESS CARD - crafts	20.05		(167.33)
3/31/2020	AP	INV: 05140480092710003865620 BUSINESS CARD - meal	36.21		(131.12)
3/9/2020	AP	INV: 05140480069740256126742 BUSINESS CARD - vegetables for comm. garden ground breaking	41.91		(89.21)
11/8/2019	AP	INV: 05410199313255212009570 BUSINESS CARD -	50.31		(38.90)
3/9/2020	AP	INV: march20- MAYER, KIMBERLY - reimbursement for krb supplies	52.04		13.14
12/4/2019	AP	INV: 55432869338200569914269 BUSINESS CARD - uniforms	90.00		103.14
3/16/2020	AP	INV: 55310200076083346909021 BUSINESS CARD - trash grabber tools	99.90		203.04
10/18/2019	AP	INV: 55310209291083725755854 BUSINESS CARD - shirts	124.75		327.79
3/9/2020	AP	INV: 55432860069200645040513 BUSINESS CARD - shovel	142.63		470.42
10/21/2019	AP	INV: 05436849295400075626100 BUSINESS CARD - candy for trunk or treat	254.02		724.44
				\$979.19	(\$254.75)
		Budgeted Amount:			\$1,000.00
		Budget Balance:			\$275.56
615310 - Building & Grounds M&R					\$0.00
3/26/2020	AP	INV: 55499670086796009078165 BUSINESS CARD - stakes	12.98		12.98
3/30/2020	AP	INV: 55432860090200269855124 BUSINESS CARD - materials to build vegetable beds at community garden	24.30		37.28