

Minutes of Keep Richwood Beautiful Commission

The Keep Richwood Beautiful Commission Meeting of Thursday, October 3, 2019

BE IT KNOWN THAT, a Keep Richwood Beautiful Commission Meeting of the Keep Richwood Beautiful Commission of City of Richwood was held Thursday, October 3, 2019, beginning at 1:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order at 1:03p.m.

II. INVOCATION

The invocation was led by Kimberly Mayer

III. ROLL CALL OF MEMBERS

Janet Jackson-Ellis, Chair

Brittany Figaro, Vice Chair

Garry Ellis

Kimberly Mayer

Audrey Johnson

Denise Green, KRB Director

Tara – Absent

Others present: Kirsten Garcia, City Secretary; Lori Salazar, Court Clerk; Melissa Strawn, City Council Liaison

IV. PUBLIC COMMENTS

There were no public comments.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

On motion by Kimberly Mayer, second by Brittany Figaro with all present members voting “aye” the minutes of September 10th, 2019 were approved.

VI. REPORTS ON RECENT EVENTS

Janet Jackson-Ellis reported the back to school event was wonderful.

Denise Green reported that everyone loved National Night Out.

Kimberly Mayer requested that we reach out to public works before events to have at least two recycling bins at each event.

Melissa Strawn suggested a sign showing a recycling symbol for the cans, so trash isn't thrown in it.

Audrey Johnson suggested that we have face painting at all events, everyone loved it.

Discussion held on face painting.

Audrey Johnson reported that we ran out of all giveaway items at National Night Out.

VII. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action on upcoming events

1. Trunk or Treat and Movie Night - October 25

Denise Green reported that she made an assignment sheet for the evening and she will try to do this for every event.

Brittany Figaro reported that so far 22 vendors are coming to hand out candy and she still has more to follow up with. She will take a flyer to each location along with small ones to pass out.

Janet Jackson-Ellis reported that she and Garry will be at the table to give out candy.

Britany Figaro stated she will reach out to creepy hollow and possibly Kona Ice.

Janet Jackson-Ellis clarified the start time, 5:30?

Denise Green asked who was running concessions.

Audrey Johnson reported that she will once the movie starts.

Discussion held on concessions and drinks.

Brittany Figaro reported that Tara is bringing the movie.

Denise Green suggested making sure there are no ants in the area for the movie.

Brittany Figaro reported vendors will pass out candy from 5:30 p.m. to 7:30 p.m.

Discussion held on costumes.

Lori Salazar presented fall photo opportunity for the park

Brittany Figaro reported that she is more than willing to help set this up

Discussion held on fall photo opportunity.

Lindsay Koskiniemi reported the city could sponsor up to \$300 toward this.

Brittany Figaro said we need to be weary of people stealing items from the display.

Melisa Strawn stated that if we do a nice wood backdrop, we could reuse it years on.

2. 2019 Fall Clean-Up and Citywide Garage Sale - November 14-16

Janet Jackson-Ellis reported the fall cleanup is set to begin at 10:00 a.m.

Audrey Johnson reported she is bringing coffee and donuts and the decision about providing pizza for lunch will be made day of.

Tara Riley reported she is bringing safety gear.

Brittany Figaro reported talking to Foundations Prep and they are interested in helping, so we need to make sure we reach out to them. Also advise them to have their seniors come so they can be eligible for scholarship.

Janet Jackson-Ellis advised that the committee needed to set a budget.

Kimberly Mayer motioned to set a budget of \$200.00 for the fall clean up, second by Brittany Figaro with all present members voting "aye" the motioned was approved.

Denise Green suggested we find out who orders mulch, she believes city covers it.

Discussion held on power washer and what to clean.

Denise Green stated cleanup will run from 10 a.m. to 2 p.m.

Melissa Strawn advised that she will get a contact for NHS and PALS and Student Council.

Discussion held on local groups to reach out to.

Kimberly Mayer requested we find a student to wear racoon costume.

Denise Green advised the garage sale form is online and she will forward the information to Kirsten. She added the permit free for the garage sale is free and we are advertising in the Source and on Facebook.

Janet Jackson-Ellis advised that she'll add it to the community news, a week before.

3. Christmas in the Park - December 14 / Decorating Contest

Brittany Figaro reported that she is willing to work on trunk or treat through this\ Wednesday, then she will contact Ziegler's for the shirt amount for the 1k. Once she gets that, she can tell how much money to register for 1k, hoping \$10-15. She added that she needs a new name – jingle jog is taken.

Kimberly Mayer suggested putting a flyer with candy at trunk or treat.

Discussion held on details of 1k and ways to promote the event.

Denise Green asked if 1k run money will go toward the scholarship fund.

Denise Green advised she will continue to get in contact with school for choir.

Discussion held on give away ideas for the event.

4. Future Event Recommendations

No future events were recommended at this time.

B. Discussion on Five Year Strategic Plan 2019-2022 and Council Presentation

Kimberly Mayer reported her status on compiling the Five-Year Strategic plan and reported that Brittany Figaro will present the plan at the upcoming council meeting, October 14th.

C. Discussion and possible action on work t-shirts for members

Brittany Figaro reported that she will talk to Ziegler's for prices.

D. Discussion and possible action on October's Yard of the Month

1. 1038 Cardinal Dr.

- Committee requested the homeowner be contacted to meet them at 6:00pm on 7th for photo.

E. Discussion and possible action on KRB Scholarship Program

Brittany Figaro reported that funds from 1k run in December will be used to get this going. Brittany questioned possibly pricing higher to help fund this scholarship.

Janet Jackson-Ellis asked if the committee has decided on how we choose the recipient.

Brittany Figaro reported that there would be a form to fill out and then the committee would choose.

VIII. Reports

A. Financial Reports

Kimberly Mayer requested budget workshop in November to discuss budgeting for events.

Committee agreed on November 12th at 1pm, requesting lunch.

IX. SET NEXT MEETING DATE

November 5th, 2019 at 6:15 p.m.

X. FUTURE AGENDA ITEMS

Add accomplishments section to the future agendas

Fall Clean Up / Garage Sale

Christmas in the Park

Holiday Decorating Contest

Committee Member T-shirts

XI. ITEMS OF COMMUNITY INTEREST

Statements only. No discussion is allowed.

Denise Green reported that she has applied for the Green Bag Grant through HEB for community garden.

XII. ADJOURNMENT

Meeting adjourned at 2:30 p.m.

These minutes were read and approved on this 5th day of November 2019.

ATTEST:

Chair

City Secretary