

Minutes of Keep Richwood Beautiful Commission

The Keep Richwood Beautiful Commission of Tuesday, September 10, 2019

BE IT KNOWN THAT, a Keep Richwood Beautiful Commission of the Keep Richwood Beautiful Commission of City of Richwood was held Tuesday, September 10, 2019, beginning at 12:30 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order 12:40 p.m.

II. INVOCATION

The invocation was led by Kimberly Mayer

III. ROLL CALL OF MEMBERS

Janet Jackson-Ellis, Chair

Brittany Figaro, Vice Chair

Kimberly Mayer

Garry Ellis

Audrey Johnson

Tara Riley

Denise Green, KRB Director

Others present: Kirsten Garcia, Court Administrator; Clif Custer, Public Works Director; Lindsay Koskiniemi, Interim City Manager

IV. PUBLIC COMMENTS

There were no public comments.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

On motion by Brittany Figaro second by Kimberly Mayer with all present members voting “aye” the minutes of August 22, 2019 were approved.

VI. REPORTS ON RECENT EVENTS

A. Back to School: Stuff the Car Event - August 24

Brittany Figaro reported that even with a brief time to plan, it went really well. We played the whole movie through and had four picnic tables of people watching. Tara’s company made a large donation and we had a few community donors. Popcorn machine was also a big hit. We plan to work in the future on different forms of advertising – signs and other ways other than social media.

Janet Jackson-Ellis advised what she has found effective was community news in the facts, it's free and runs for a week. She stated she was happy to call for any even that we hold.

Tara Riley reminded the board that we need to remember this for Trunk or Treat and National Night Out.

Kimberly Mayer reported that they made \$120 from concessions and Polk was extremely appreciative of the donations.

Tara Riley suggested that the committee have better contact with contacts at the school to encourage more involvement from them.

Brittany reported that in her experience, it is very hard to get teachers to give extra time because they already spend so many hours at the school.

VII. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action on upcoming events

1. Youth Scholarship Program

Denise Green stated that her idea was to have a scholarship for kids that volunteer with the city. Require them to keep so many hours with the city and it could be as small as \$100.00 but something would be nice.

Janet Jackson-Ellis asked about other guidelines for the scholarship. Just that they are a graduating senior? Would we need special funding?

Denise Green replied that her idea was to have a raffle during earth day and that money would go towards the scholarship fund.

Brittany Figaro suggested not putting a dollar amount on the scholarship until we know what kind of funds we are working with.

Discussion held on scholarship program details.

Brittany Figaro suggested the committee table for future agenda to discuss a little more.

2. Trunk or Treat and Movie Night - October 25

Brittany Figaro reported that we are getting a lot of Facebook activity. She also spoke to Faith and Healing Vet, and they will have a table. She stated that she will continue calling the list.

Tara Riley advised that Campbell's Towing will have one.

Kirsten Garcia advised City Hall will also have a table.

Brittany Figaro suggested we look into advertising and signage. She added that right now, the focus is getting signups for trunk or treat tables.

Brittany Figaro advised her, Kimberly Mayer and Audrey Johnson are heading this event up. Details are as follows:

October 25,2019 - Trunk or treat to begin at 5:30 p.m. and Movie at 7:00 p.m.

Discussion held on trunk or treat details and concession.

Janet Jackson Ellis asked about a candy budget.

Kimberly Mayer motioned to set a budget for \$300, Audrey Johnson second, all present members voting eye, motion carries.

Janet Jackson-Ellis advised her, and Garry Ellis will man the KRB table – they will be happy to hand out the candy.

Denise Green asked if City Hall would handle the costume contest.

Kirsten Garcia reported yes, we will handle that.

Discussion held on flyers and advertising.

Clif Custer reported public works will help getting KRB and City Hall tables to the event.

Janet Jackson-Ellis reported that she will be there at 5:00 p.m. to set up and she will call the facts to get it added to the paper.

3. 2019 Fall Clean-Up and Citywide Garage Sale - November 14-16

Janet Jackson-Ellis reported that the landscaping needs to be tended to at the community building.

Clif Custer reported remodel would be completed and KRB is good to on that.

Kimberly Mayer advised business 288 is a focus, but we need to reach out to Tx Dot.

Denise Green reported that she has already applied for assistance.

Discussion held on areas of focus for City Wide Clean Up.

Clif Custer reported the trees at Bobby Ford will be handled after October 1 but it is in the plans. He adv they are also on top of the restroom repair, but it may take a couple weeks.

Janet Jackson-Ellis asked about where they will plan to meet.

Audrey Johnson advised they had discussed meeting at 10:00am.

Janet Jackson-Ellis advised we will do 10:00am, and also supply the donuts and coffee.

Audrey Johnson advised that she will pick up donuts, coffee and juice.

Discussion held on other foods for the volunteers.

Denise Green stated that they will do the community building, Business 288, mulching, and power washing signs.

Tara Riley asked if they have any safety gear for those working on the highway? She reported that she has vests she can supply to those volunteers.

Denise Green reported the garage sale permit fee is normally waived for weekend. She also advised that she'll make a list of all houses involved and get that put out.

Kirsten Garcia reported that she will keep Denise updated on those who apply here at city hall.

4. National Night Out - October 1

Kimberly Mayer reported that it is a police department event, we just need to worry about having 2 tables, one for information and one with our recycling game.

Janet Jackson-Ellis reported that her and Garry will come get the supplies for the event.

Clif Custer reported that the city will help get the tables set up for the event.

Kimberly Mayer reported the time of the event is from 5:00 – 9:00 p.m.

5. Christmas in the Park - December 14

Denise Green reported that she would contact Polk and OLQP about having their Choir come perform. Denise also asked if Kirsten has contact information for Santa

Kirsten Garcia reported that she will get it to her.

Audrey Johnson asked about fire truck bringing Santa.

Kirsten Garcia reported that she will get in touch with the fire chief about that, she just needs a time.

Brittany Figaro stated that we need to decide on times, if we need to do the 1k run, the craft show and the games.

Discussion held on times to hold the craft show and 1k run.

Brittany Figaro stated we can just have everything start at 5:00 p.m., set up at 4:00 p.m.

6. Future Event Recommendations

Yard of the Month

Decorating Contest for Christmas in the Park

B. Discussion on Five Year Strategic Plan 2019-2022

Kimberly Mayer suggested, to save time, if everyone can send her what they have, and it will give her some time to get it all together so that it can be presented at the October meeting.

Janet Jackson-Ellis reported she contacted Wells Nursery and two others; they had the best pricing on various shrubbery.

Kimberly Mayer asked for it all to be typed up and emailed to her.

Discussion held on plant types.

Kimberly Mayer reported she will forward what she creates to Kirsten and Kirsten can forward out to the committee so we can have it ready for the next meeting.

Tara Riley reported she did visual aesthetics, she had trouble finding different ideas. She feels the community garden is the best place to focus our visual aesthetics.

Kirsten Garcia passed out the map of land on Oyster Creek Drive for the community garden.

C. Discussion and possible action on work/event shirts for all members

Discussion held on colors of shirt, the committee decided on Dark heather gray with KRB logo and asked Kirsten to order after October 1.

Kimberly Mayer suggested looking into Heart Strings embroidery for the shirts.

D. Discuss and consider action on property at 215 Halbert

Kimberly Mayer reported she asked for this to be placed on the agenda – this is the old city hall location. The city is considering putting it up for sale. I know we haven't decided, but we have discussed using the location for park land.

Kimberly Mayer advised she feels Mr. Messick and she worked very hard to get the park ordinance changed. We spent a lot of time getting it ready to present to council, requiring new development to provide space for parks. With the latest developments, there has been no land allotted due to retention ponds. From her understanding the FD is interested in the land as well. They would like to relocate Freedom park and use the land to expand.

Lindsay Koskiniemi advised her recommendation is going to be to not sell the land. She thinks it would be best served as city property. To relocate the monuments over and allow KRB to develop the area into an orchard or something new.

Kimberly Mayer advised her other idea was that if the City does sell the property, that the funds be allotted to KRB and a possible donation from FD and expand Larry Johnson to an all-inclusive play park.

Lindsay Koskiniemi suggested Disney's Meet Me in the Park grant is a great resource.

Kimberly Mayer reported that most grants want them to be nonprofit.

Discussion held on possible uses of land.

Audrey Johnson suggested we look at parking if we expanded Larry Johnson Park.

Lindsay Koskiniemi adv she will research how to help the committee become a 501c (3).

Kimberly Mayer reported she would like to look into the Beautification donation and how it would affect that. She would like to see the fee being added for the apartment complexes.

Lindsay Koskiniemi will look into it being.

Discussion held on possible revenue to expand the area and parks.

Committee decided to table the topic for a future agenda.

Lindsay Koskiniemi advised the appraiser is coming this week to get a value and she will report back to council. She advised she plans to present in October.

E. Discussion and possible action on committee business cards

Kimberly Mayer requested Kirsten order 1 box of business cards – logo, email address, phone and a blank line on October 1 – good with matching City cards already.

F. Discussion and possible action on adding November and December events to "The Facts Holiday Handbook"

Kimberly Mayer stated Janet Jackson-Ellis will get events added to holiday handbook – this is a free resource.

VIII. Reports

A. Financial Reports

Tabled financial reports for next

IX. SET NEXT MEETING DATE

10/3/19 @ 1:00 – requested to order lunch

X. FUTURE AGENDA ITEMS

1. Yard of the Month
2. Decorating Contest – Christmas in the Park

XI. ITEMS OF COMMUNITY INTEREST

Statements only. No discussion is allowed.
No statements were made.

XII. ADJOURNMENT

Meeting adjourned at 2:23 p.m.

These minutes were read and approved on this 3rd day of October, 2019.

Chair

ATTEST:

City Secretary