Minutes of Keep Richwood Beautiful Commission

The Regular Meeting of Tuesday, April 2, 2019

BE IT KNOWN THAT, a Regular Meeting of the Keep Richwood Beautiful Commission of City of Richwood was held Tuesday, April 2, 2019, beginning at 6:15 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER
The meeting was called to order at 6:17 p.m.

II. INVOCATION
Blix Messick led the invocation.

III. ROLL CALL OF MEMBERS
Janet Jackson-Ellis - Chair
Brittany Figaro - Vice Chair
Garry Ellis
Audrey Johnson
Blix Messick
Jeanette Messick
Kimberly Mayer - ABSENT
Denise Green – KRB Director – Arrived at 6:24 p.m.

Others present: Giani Cantu, City Secretary

IV. PUBLIC COMMENTS
No public comments were given.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING
On motion by Jeanette Messick second by Brittany Figaro with all present members voting “aye” the minutes of March 19, 2019 were approved.

VI. DISCUSSION AND ACTION ITEMS

A. *Update, discussion and possible action on 2019 Richie's Earth Day Fest and Spring Clean-Up to be held on April 6, 2019*
Discussion on the spring clean up was held.

Members should arrive at 7:30 a.m. The committee confirmed their park assignments: Denise and Kim – Richwood Municipal Park; Brittany and Audrey – Freedom Park; Garry and Janet – Bobby Ford Park; Blix and Jeanette – Larry Johnson. Ms. Johnson reported she may have volunteers to assist. Mr. Messick asked if they had ant killer. Ms. Cantu stated she would follow up with the

Public Works Director. Ms. Green stated we would need the sign-up sheet and volunteer waiver. Ms. Ellis stated Ruby and the Reptiles will be there. Ms. Cantu reported staff will be present to serve the food and if not it will be prepared prior to the event and kept in a cooler.

Further discussion was held on the games and craft stations and the last things that need to be completed are clean-up signs that still need to be put out and the flyers are ready to be passed out.

B. Update, discussion and possible action on 2019 Easter Egg Hunt
Ms. Green reported the banners and signs need to be pulled out and stickers can be ordered from Ziegler's. The event starts at 11 a.m. Volunteers should arrive at 9 a.m. to put out eggs. The sections will be marked for all the ages. Yaklin Ford will do the golden egg baskets. The eggs just need to say "See Yaklin table for your prize". We will also need full size flyers and mini flyers to hand out.

C. Discussion and possible action on attending the Keep Texas Beautiful Conference in Dallas on June 18-20, 2019
Ms. Cantu reported the current training budget for KRB is $1,600.00.

Mr. Messick asked if other line item funds can be used.

Ms. Cantu stated yes. If there is savings in those line items they can be moved to the training line item.

Ms. Johnson stated that the scholarship application said members could get sponsors to pay. She believes there may be some businesses that would. The scholarship response will be by April 3rd. If they are not awarded, they have until April 5 to register for the early bird pricing.

Ms. Green stated the estimated cost including room is $965.00 per person.

Discussion was held on who would like to attend and the classes that will be held at the conference. Ms. Cantu stated the committee can also consider a budget amendment from fund balance to fund excess training fees needed. The committee will take final action at the next meeting.

D. Discussion and possible action on the purchase and installation of an electronic message/display sign for the City
Ms. Cantu stated examples of what the sign could look like were provided in the packet

Mr. Messick reported that TV Liquidators offers two screens for approximately $5,700. The hardware for mounting will cost approximately $400. The total cost for two screens on a simple metal pole mount is approximately $6,100. The location decided on was City Hall. The sign would be programmable and would need to be in close proximity to the software. Public Works can pour the concrete and Mr. Messick stated he can do the electrical. Mr. Ellis asked if the information would scroll. Ms. Cantu stated yes. It will have that capability. Ms. Ellis stated her preference would be to not change or scroll. Ms. Johnson stated scrolling is common. The schools have constant scrolling of different events and happenings.

Further discussion was held on sign options. Mr. Messick stated the proposed sign was comparable to the Polk sign in size and is the least expensive. He has spoken with references that have purchased from TV Liquidators and have no issues.

Ms. Cantu reported that the sign was not a budgeted expense and therefore, would require a budget amendment. Staff will need to review KRB financials and discuss with City Manager and then bring back for final approval. It may be that KRB puts the request in next years budget.

E. Discussion and possible action on picnic tables for parks
Ms. Green reported she has received no response from the school contact and would suggest the group proceed with Mr. Messick to build.

Mr. Messick reported that in the interim the two bad tables are going to be removed from the park and replaced with one good table from the Municipal Park.

Ms. Cantu stated that the committee previously approved $200 budget which can be used to purchase supplies to build new tables.

Ms. Green suggested the committee consider work days each month for small projects like these to be done.

Ms. Cantu stated she would check with Public Works Director on who build the existing picnic tables.

F. Discuss and consider setting a special meeting for goals and visioning and FY 19-20 Budget
The special meeting was set for Saturday, May 11 from 11a to 2 pm.

G. Update from Park Ordinance subcommittee
Mr. Messick stated they agree with Lake Jackson's park requirements. However, he would like Kim to be present for discussion. No further discussion was held. Item to be brought back in May.

VII. SET NEXT MEETING DATE

The next regularly scheduled meeting was set for May 7, 2019 at 6:15 p.m.

A. SET A DATE FOR STRATEGIC PLANNING AND FY 19-20 BUDGET WORKSHOP
   Duplicate agenda item.

VIII. FUTURE AGENDA ITEMS
Discuss possible work days
Amend budget to increase training funds
Amend budget to fund electronic sign purchase
Discuss picnic tables

IX. REPORTS
Reports that require no action.

A. Financial Reports as of 032919
   Ms. Cantu presented the financial as of March 29, 2019.

X. ADJOURNMENT
On motion by Jeanette Messick second by Brittany Figaro, with all present members voting “aye” the meeting adjourned at 7:58 p.m.

These minutes were read and approved on the 7th day of May, 2019.

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Chair

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Secretary