

Minutes of Keep Richwood Beautiful Commission Meeting

The Keep Richwood Beautiful Commission (KRB) City of Richwood

A Keep Richwood Beautiful Commission Meeting of the KRB Commission of City of Richwood was held Thursday, February 21, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

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

INVOCATION

Blix Messick led the invocation.

ROLL CALL OF MEMBERS

Janet Jackson-Ellis, Chair

Garry Ellis - ABSENT

Jeanette Messick

Blix Messick

Audrey Johnson

Kimberly Mayer

Others Present: Denise Green, KRB Director; Giani Cantu, City Secretary

APPROVAL OF MINUTES OF PREVIOUS MEETING

On motion by Blix Messick second by Kimberly Mayer, with all other present members voting "aye" the minutes of January 17, 2019 were approved.

DISCUSSION AND ACTION ITEMS

Approve Calendar and Goals

The commission discussed the calendar of events as presented and set tentative dates for upcoming events:

Spring Clean-up and Richie's Earth Day Fest – 4/6/19

Easter Egg Hunt – 4/20/19

Memorial Day Flags – 5/23/19

KTB Convention – 6/18-6/20/19

4th of July Flags – 7/1/19

Trunk or Treat – 8/29/19

On motion by Kimberly Mayer second by Audrey Johnson, with all present members voting “aye” the calendar of events and goals were approved as presented.

Discussion and possible action on purchase of books about recycling education to read at local schools

Mrs. Mayer stated that she had researched books about recycling and Earth Day. She compiled a list of approximately 10 books that she would like to see used for educational materials at local schools with an estimated cost of \$90-\$100.

On motion by Kimberly Mayer second by Jeanette Messick, with all present members voting “aye” the commission approved a budget of \$100 for the purchase of books about recycling and Earth Day to read at local schools.

Discussion and possible action on 2019 Earth Day Fest

Ms. Cantu reported that the date originally set for Earth Day Fest was unavailable due to previous rental of the Municipal Park. Historically, the commission has combined Earth Day Fest with Spring Clean-Up, which is currently set for April 6, 2019.

The commission discussed combining the holding both events on April 6, 2019. Spring Clean-up in the morning with Richie’s Earth Day Fest following.

On motion by Jeanette Messick second by Kimberly Mayer, with all present members voting “aye” the commission set Spring Clean – Up for April 6, 2019 from 8:00 a.m. to 10:00 a.m. and Richie’s Earth Day Fest from 10:00 a.m. to 2:00 p.m. with a budget of \$800.00.

Discuss and consider setting a project for the Spring Clean - Up on April 6, 2019
Discussion of this item was combined with 2019 Earth Day Fest.

Discuss Keep Texas Beautiful Conference in Dallas on June 18-20, 2019

Denise Green suggested all new members attend the conference. Attendees can apply for scholarships to help with costs, which could lower costs to approximately \$100 per registration and \$155 per night for hotel stay.

Discussion was held on the new members attending the conference. Ms. Cantu stated she will research and apply for scholarships for all new members.

Audrey Johnson left the meeting at 7:00 p.m.

Discuss and consider the purchase and installation of an electronic message/display sign for the City

Mr. Messick reported that he had spoken with the City Manager, Mr. Coon, regarding the possibility of purchasing an LED sign to display upcoming events and information for the City. They discussed either the 288B/2004 location near the Richwood sign or locating it at City Hall. He researched pricing online at www.tvliquidator.com and decided on 2 sizes he thought would work. For the 288B/2004 location, a 69”x36” and cost is approximately \$2,185 per

sign. Only one for this location. For the City Hall location, a 53"x36" and cost is approximately \$1,785 per sign. Two signs would be needed for this location. The signs are programmable and can have up to 4 lines of information. The City may help with installation by providing a pole or monument and installing electrical. The committee will have to get 3 bids.

Ms. Cantu explained that due to City Purchasing Policy because of the expected dollar amount, multiple pricing bids are required. If the purchase is expected to exceed \$3,000, the committee must also comply with statute regarding HUB (Historically Underutilized Business) vendors. If the committee is set on sizing, Ms. Cantu can ensure the purchasing policies are followed and provide pricing options to the committee.

Update on Park Ordinance Committee

Discussion was held on the purpose for this subcommittee.

Ms. Cantu explained that the subcommittee would review the existing ordinance for park requirements and provide recommendations for changes, if any. The only requirement would be to ensure there is no quorum on the subcommittee, so no more than 3 members on the subcommittee.

Kimberly Mayer, Blix Messick and Jeanette Messick volunteered to serve as the Park Ordinance subcommittee.

Ms. Cantu stated she would forward the current ordinance regarding park requirements.

Update on picnic tables for park possibly being built by Clute Jr. High shop class

Ms. Green reported that the quote provided what the supplies for each table would cost around \$90. She asked the commission to consider approving a budget of \$200 for the purchase of supplies for 2 tables. At this time, no labor costs have been assessed. However, it will need to be considered at the next meeting.

Discussion was held on the Clute Jr. High shop class building picnic tables for the park.

On motion by Jeanette Messick second by Kimberly Mayer with all present members voting "aye" the commission approved a budget of \$200 to purchase supplies to have the Clute Jr. High shop class build two picnic tables.

REPORTS

Reports that require no action.

Financial Reports

Ms. Cantu presented the financial reports for Beautification and Parks.

City Secretary

Ms. Cantu stated that after appointments are made the committee members will need to complete the Open Meetings Act training as provided by the Attorney General's Office. This is something

that can be added on to an agenda for the committee to watch as a group. It is approximately 45 minutes long.

FUTURE AGENDA ITEMS

Discuss changing regular meeting date and time
Discuss approving labor cost for the building of two picnic tables
Discuss Richie's Earth Day Fest and Spring Clean-Up
Discuss LED signs

The next meeting was set for March 7 at 6:00 p.m.

PUBLIC COMMENTS

Jeanette Messick stated she met with Clif Custer, Public Works Director. They confirmed where they would like the slab to go for the park bench and the City will be building a path to lead up to the bench.

Denise Green asked the members to be sure and take pictures at events. One of the reasons the entry for Keep Texas Beautiful was not able to be submitted was due to the lack of pictures and documentation.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:38 pm.

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

Chair

Secretary