



**KEEP KENNEDALE BEAUTIFUL COMMISSION
AGENDA
REGULAR MEETING
April 11, 2017
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE
REGULAR SESSION - 6:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

- A. Consider action to approve the minutes for February 2017

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Keep Kennedale Beautiful Commission may speak to the Commission. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the commission. No formal action can be taken on these items.

V. REGULAR ITEMS

- A. Discuss and approve action necessary for the Don't Mess with Texas Clean-up April 22, 2017
- B. Consider a field trip to attend Clark Gardens
- C. Consider appropriate action in honor of Fred Winters
- D. Consider rescheduling the Butterfly Garden workday

VI. REPORTS/ANNOUNCEMENTS

- A. Simple Recycling Totals for February

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the April 11, 2017, Keep Kennedale Beautiful Commission agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and

readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in cursive script, reading "Kelly Cooper". The signature is written in black ink and is positioned above a horizontal line.

Kelly Cooper, KKB Staff Liaison



STAFF REPORT TO THE COMMISSIONERS

Date: April 11, 2017

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider action to approve the minutes for February 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

The minutes have been prepared by Board Secretary Vicki Chandler and are attached for your approval.

IV. Recommendation:

Approve

V. Attachments:

1.	February Minutes	February 14 2017.docx
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Keep Kennedale Beautiful Commission
Regular Meeting
February 14, 2017

- I. Call to Order: 6:37 p.m.
- II. Roll Call:
 - 1. Michael Chandler
 - 2. Dora Ann Markle
 - 3. Vinita Thomas
 - 4. Wilda Turner
 - 5. Darlene Winters
 - 6. Laurie Sanders
 - 7. Cesar Guerra
 - 8. Vickie Chandler
 - 9. Kelly Cooper
- III. Minutes Approval: Vinita motions to approve, Dora Ann 2nds – Approved
- IV. Visitor/Citizen Forum: N/A
- V. Regular Items:
 - A. Monarch Pledge Educational Program March 21, 2017 in the Community Center- Kennedale Historical Society will provide refreshments for the event. Laurie will talk to Stegall's Nursery about donations for the event and to see if Mr. Stegall would like to attend. It was suggested maybe the Mayor will open up the program, Kelly will follow up with that. The Board needs to wear the new pink KKB shirts and arrive around 5:30 to set up.
 - B. Butterfly Garden Work Day April 1, 2017- Wilda suggests meeting up ahead of time to prep the garden before the actual work day, March 11th at 10:00 a.m. was set and get the garden ready for planting on April 1st at 10:00 a.m.
 - C. Don't Mess with Texas April 22, 2017- The Board will provide refreshments for the volunteers; decide on clean up areas based on the Windshield Survey results. Laurie will check on big donation from local businesses to entice volunteers such as Yeti cooler or gift card. Discussed areas targeted in the Windshield Survey and set a 8:00 a.m. meet up time on the 22nd.
- VI. Reports/Announcements: Board reviewed Simple Recycling totals to date.
- VII. Adjournment: 7:17 p.m.

Date: April 11, 2017

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss and approve action necessary for the Don't Mess with Texas Clean-up April 22, 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

In preparation for the clean-up event the Board should discuss the following items:

1. Volunteers - Staff has invited all the Adopt-A-Spot participants to assist during the clean-up. Staff has received confirmation that 10-12 students from Fellowship Academy will assist. As well as two additional families, Kennedale Cares (Chamber of Commerce) and two other groups (boy scouts and girl scouts) considering how they can assist. The board should continue to announce a call for volunteers on facebook as well as word of mouth. I have contacted KISD but have not heard from any specific groups interested. At this point, we have approximately 15 known volunteers.
2. Marketing - We have placed four banners at various locations around town as well as posted it on the city website, City Hall, and Library. If someone could attend the City Council meeting on April 17th and make an announcement there, we may pick up a few more participants; of course we want to invite the City Council to join us as well.
3. Event - We should plan to be in the park around 7:15 a.m. to set up the tables etc. We can no longer use tables from the community center, however City Hall does have about four of the light weight tables we can take out in the park. Everyone will need to bring a lawn chair as, again, we can not take chairs out of the community center. The program begins at 8:00 a.m. with check-in, we'll need one or two people checking people in, making sure they sign waivers then sending them to the safety/equipment table for traffic vests, and bags. The Mayor will kick off the program at 8:20, Michael will give our safety speech, and then we will take a group picture and clean-up. I think it will be easiest to give folks colored dots to assign them into groups, then the Board member as team captain can meet with your team and tell them where you will be picking up trash. I've attached several items to the packet, one page is the team captain responsibilities.
4. Board Assignments - The Board should discuss tonight the various assignments they would like to work. This is open for change: Check-in Table: Vinita and Dora Ann; Equipment/Safety Table: Kelly Cooper; Team Captains: Caesar - Blue Team; Darlene - Green Team; Laurie - Yellow Team; Vickie - Red Team; Jack Thompson/Mayor - Purple Team. That is assuming 25 volunteers. Michael will make water runs to each group and then cook hamburgers. Vinita and Dora Ann will assist with setting up lunch.

5. Areas for Cleanup - This will depend on the number of Volunteers. We should consider the area that Darlene requested which is the New Hope Road by the Church of Christ down to Sonora Park; next I would send a group down to QT and clean up that side of the parkway; with the third group on the Nancy's Liquor side of the parkway; the fourth group could be around Town Center area from the parkway, behind Dollar store, both pad sites and the park if there is time; The last group could take Mansfield Cardinal at Burger Box or go down Sublet by Emerald Hills on both sides.

6. Donation - The Board had discussed attempting to get a donation from Home Depot, Lowes, etc. Are we on track for something or do we forgo this item?

7. The Board should take the opportunity to discuss any other items associated with this event but not mentioned above.

IV. Recommendation:

Approve

V. Attachments:

1.	April 22 Event documents	April Event Agenda Map Etc.pdf
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Great American Clean-Up/Don't Mess with Texas Trash Off Volunteer Welcome

Good morning everyone and thank you for volunteering for our Great American Clean-Up/Don't Mess With Texas Trash Off event, sponsored by Keep Texas Beautiful! Millions of pieces of litter accumulate on our roadways each year. By joining forces as we are doing today, we can keep Texas roadsides clear of trash.

The Don't mess with Texas Trash-Off is the single largest one-day cleanup event in the state and serves as Texas's signature event for the Great American Cleanup, the nation's largest community improvement program. Engaging more than 4 million volunteers and community members, like you, annually has led to a positive and lasting impact for environments across the nation.

Your participation sends a clear message to Texans everywhere: The smallest efforts really do make the biggest difference. Last year alone, over 34,000 volunteers, collected 1.5 million pounds of waste and recyclables, and cleaned nearly 4,000 miles of Texas roadway. Take pride in the fact that you are part of making our great state beautiful.

Our event shows not just our community, but the rest of the nation that we are committed to keeping Kennedale beautiful not just today, but every day.

Thank you again, and let's get cleaning!

Mayor Johnson,

I appreciate your help with the KKB Don't Mess with Texas event on Saturday, April 22, from 8:00 a.m. to 12:00 p.m. at TownCenter Park pavilion.

The activities will begin at 8:00 a.m. at TownCenter Park pavilion with getting everyone checked-in and set up with equipment for the cleanup. The program will begin at 8:20 a.m. then volunteers will disperse to pick up trash. We will cook hamburgers for lunch for those volunteering after the cleanup.

Schedule of Events

- 8:00 Check-in and pick up assignments - KKB
- 8:20 Welcome and Opening Comments - Mayor
- 8:25 Keep Kennedale Beautiful – Chair Michael Chandler
- 8:30 Group Picture – Then Cleanup

Detailed Program Information

Welcome and Opening Comments - Mayor

I want to welcome everyone today to the Kennedale Don't Mess with Texas Clean-up. Thank you for coming today to help volunteer to keep your city beautiful. We appreciate everyone's participation and hard work today.

I would like to thank Keep Kennedale Beautiful for organizing this morning's Cleanup event. We really appreciate everyone's volunteer efforts and choosing to spend your Saturday morning with us to beautify your city. Today's cleanup efforts could not be accomplished without each of you working together.

We have several people and organizations here with us today that I would like to recognize:

- City Council members
- Parks and Recreation Advisory Board members
- Keep Kennedale Beautiful Board members

Keep Kennedale Beautiful – Michael Chandler KKB Chair

Keep Kennedale Beautiful – Michael Chandler KKB Chair

Thank you for your participation today and patience while we get everyone set up.

I'd like to also thank the Board (call them forward) for assisting in coordinating and planning today's cleanup. And I'd like to also thank our team captains.

Today is going to be a fun day; however we need to take a moment to talk about safety.

Please be very careful with sharp items. Needles and pieces of glass can cut through your bag and therefore should be placed in our "sharps" container (use an empty detergent bottle). Please do not empty out containers that are sealed tight. We understand that this might weigh down your bags, however, it is better that the contained liquid stay out of the water. Use common sense when picking up items.

Remember, you do not have to pick up anything you do not want to. Let me or a team leader know and we'll come remove it. Keep your gloves and shoes on until the end. If anyone finds any type of hazardous materials like batteries, gas cans, or ammunition please let one of the main organizers know immediately. Keep an eye out for poison ivy, as well.

If we're experiencing high temperatures

We know it's hot out here, so please stay hydrated. Drink plenty of water and take a moment to rest in the shade if you begin to feel overheated.

Lunch will be provided at the conclusion of today's activities, so be sure to come back to the park for lunch.

Before we split into teams and begin, we would like to get a picture of the entire group holding the flag and banner.

Please invite everyone to hold the KKB for the picture.

Let's get started! Thank you for coming out!

Welcome

Thanks for attending tonight and volunteering to be a team captain.

We'd like this to be a pretty quick meeting. We have three blocks of information to discuss:

1. Overview of Saturday's event
2. Your Role as a Team Captain
3. A packet of information to review
4. Answer any questions you might have

Event:

The focus is Kennedale Parkway: This was selected because of the Green Ribbon project that will begin later this fall. Depending on number of volunteers, and time, we will move from the Parkway to other streets, for example: Corry A Edwards, Bowman Springs, Kennedale Sublet, Mansfield Cardinal, etc.

Main Activity: The Main Activity for the cleanup is picking up litter.

Teams: KKB thought teams to be the best way to make this happen. Each Team will be assigned 4-5 individuals. The idea is that everyone can fit into one vehicle and drive to the location.

Your team will be assigned one side of the road. We'll work from I-20 to TownCenter and from Eden to TownCenter.

The Parkway has been divided into 4 possible sections and will comprise eight groups (if possible). If more volunteers participate, we will pick up the additional streets. If less, we will begin at each end and work toward the middle.

You have the option of putting together your own team of volunteers or volunteers can be assigned to you as they sign in on Saturday.

Safety: Safety is number one, so no small children will be allowed to volunteer on the Parkway. Children will be assigned to Sonora Park and Bird Habitat, TownCenter Park and Municipal Complex. More on Safety as we go through the packet.

Timing of Event: Team Captains should plan on being at TownCenter Pavillion at 7:45 a.m. This will ensure that you are check-in, waivers in place, etc. and ready in place to receive assigned volunteers to your team.

Volunteers will check-in, sign waivers, receive safety equipment, and then be directed to team assignment table. This will give you an opportunity to meet, greet and get organized as a team.

The Mayor will say a few words beginning about 8:20 am; we will take a group picture and then everyone goes to their assigned location.

If your team finishes your assignment early; you can come back for another map. Everyone should be complete by 11:30 to Noon.

Litter: Litter should be placed in the bags provided. When full, tie them off and leave at the closest intersection for pick-up by IESI. Bring recycling materials to City Hall Recycling Container for pick-up.

At Noon: Lunch will be served.

Team Captain Role:

Pull out your packet, page one highlights your responsibilities as a captain. Review each page:

Team Captain Responsibilities

Safety Tips

Tracking Form – Each team should complete and return day of event

Waiver (both sides)

Safety, organizing your team, responding to questions, ensuring team stays within area, thanking them and encouraging them to have fun!

Any questions?

KKB Discussion: DAY OF EVENT

Start at 7:30 am

Set – up:

5 Tables from City Hall with two chairs each

Coolers from Fire Department

Grill – Michael Chandler

Tickets and bowl for drawing (?????)

Set-up each table:

Check-in Table- (pens, clipboards, waivers, team assignment cards)

Safety Table- (Vests, Gloves, Trash bags and Grabbers)

Team Assignment Table-(Maps, track assignments)

Hang KKB Banner

Assign who will work at each table:

Check-in:

Safety:

Team Assignments:

Historian (during event): Take pictures – Mayor Speech, banner group, clean-up teams working, lunch, etc.

Event Safety Tips:

Team Captains must review the following safety guidelines with your team -

- Wear gloves and thick-soled shoes
- Be aware of your surroundings and the potential hazards (e.g. passing cars, poison ivy, overgrown vegetation)
- Use the "buddy system" working in teams to maximize safety
- Wear long pants and long-sleeved shirts
- Wear sunscreen and bug repellent as needed
- Wear safety vests at all times
- Don't overdo it physically, if you get tired, rest.
- Drink plenty of fluids
- Do not overstuff litter collection bags. (leave full bags at street intersections for pickup)
- Don't pick up hazardous materials such as hypodermic needles, sharp objects, animal carcasses or other unidentified, questionable objects – Report to Team Captain
- Don't attempt to move, carry, or bag large heavy objects—report items to Team Captain
- Don't bring pets, as they may distract participants or detract from the cleanup
- Wash your hands after the event (Sanitizer will be available at the TownCenter Park Pavilion)
- Do not go onto private property. Stay within city right-of-way which generally means between the curb and the bar ditch, telephone pole, or fence.
- Do not go into the street or center median to pick up litter.
- Don't go into deep bar ditches to retrieve trash. Only go into areas that you are physically capable and that is safe. Bar ditches may contain animals that are unseen or sharp objects that may cause injury. Keep clear of these areas.

Team Captain Meeting

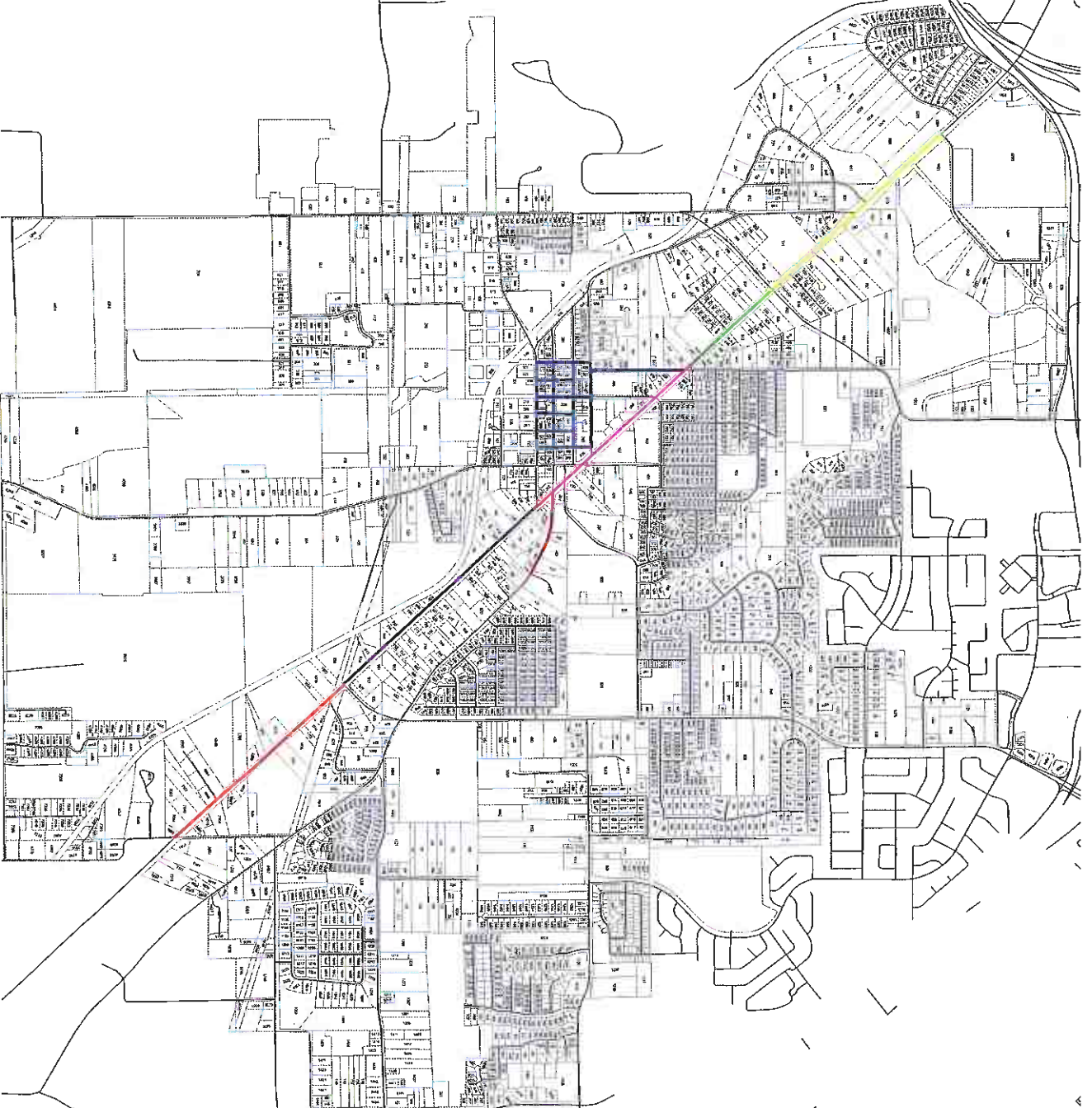
Team Captains are responsible for –

1. Cell phone (to make calls; in case of emergency – call 911)
2. Small First Aid Kit (to respond to small injury incidents)
3. Ensure all team members have safety equipment and tools for job
 - a. Each team member has completed the Waiver Form
 - b. Safety vest and gloves
 - c. Wearing appropriate clothing (boots or sturdy tennis shoes)
 - d. Wear sunscreen and bug repellent if necessary
 - e. Trash bags
 - f. At least one grabber
4. Team Captains will take/organize their team to the site. Park in a parking lot or side street (Do not park your vehicles on Kennedale Parkway!)
5. Review the safety guidelines with your team
6. Be aware of traffic, look out for the safety of your team
7. Ensure that your team stays in city right-of-way and does not go onto Parkway or private property to pick up debris.
8. Count number of trash and recycle bags your team fills and leave at street intersections
9. If you have a question about whether to pick something up, **don't!**
10. Make it fun, look for and report the most unusual item your team finds
11. Make sure you thank everyone on your team for participating
12. After your area is cleaned, return to the park pavilion for lunch
13. If at Sonora Park Bird Habitat:
 - a. Make sure there is adequate supervision with one adult to every 5-8 participants between the ages of 10-17. Younger children should have adult supervision at all times.
 - b. Select a location to reconvene with your entire group every hour, to ensure all participants are accounted for.

Team Map
Great American Clean Up
Kennedale
April 2012

Symbols

- Yellow Team
- Green Team
- Pink Team
- Purple Team
- Orange Team
- Red Team
- Blue Team





Name:

Event Date:

Email:

Community:

VOLUNTEERS

of volunteers: _____

of youth volunteers (under age 18): _____

Total # of volunteer hours: _____

CLEAN UP

Pounds of litter, debris, and bulky waste collected _____

Type of Cleanup

- A. Miles of TxDOT maintained roads cleaned & beautified _____
- B. Miles of Adopt-a-Highways cleaned & beautified _____
- C. Acres of parks/public lands/open spaces cleaned and/or restored _____
- D. Miles of hiking/biking/nature trails cleaned & beautified _____
- E. Miles of waterways cleaned _____



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Event Date:

Email:

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Event Date:

Email:

Community:

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- E. Miles of waterways cleaned _____



STAFF REPORT TO THE COMMISSIONERS

Date: April 11, 2017

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Consider a field trip to attend Clark Gardens

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

Clark Gardens is located three miles east of Mineral Wells. Admission is \$9.00. The Board would need to pick a date and time and perhaps carpool together to visit. Staff has provided attachments for your review.

IV. Recommendation:

None

V. Attachments:

1.	Clark Garden	Clark Gardens.pdf
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Clark Gardens



- | | | |
|------------------------------------|--------------------------|------------------------|
| A. Main Parking Lot | L. Secret Garden | W. Summer House |
| B. Admissions Booth & Gift Shop | M. Lake Pavilion | X. Oxbow Lake |
| C. Iris Beds & Bike Path | N. History House | Y. Oxbow Overlook |
| D. Interior Parking & Drop-Off | O. Children's Play House | Z. Lions Head Fountain |
| E. Channel Gardens | P. Historic Tree Trail | a. Chapel |
| F. East Tent | Q. Rose Pavilion | b. White Garden |
| G. Tennis Pavilion/ Dressing Rooms | R. West Tent | c. Conifer Trail |
| H. Bowling Green | S. Rock Saw | d. Plant Sales |
| I. Shady Alley | T. Emerald Lake | e. Business Office |
| J. Azalea Glade | U. Carrion | |
| K. Herb Garden and Orchard | V. Train Station | |



Admission and Hours

Clark Gardens Hours of Operation

In case of inclement weather, please call ahead to be sure we are open. **940-682-4856**

The hours of operation are strictly enforced. Guests are expected to observe those hours. Garden gates are locked at 5:00 pm (Sunday) and 6:00 pm (Monday-Saturday).

Summer & Winter Seasons

Garden Members: During the "Summer and Winter Seasons," Clark Gardens members may access the Gardens year-round by calling ahead to the business office. This option is valid for Clark Garden Members only. This option is not valid for AHS reciprocating memberships. **Garden membership information.**

All other visitors to the garden during "Summer and Winter Seasons" must have prearranged appointments made through the business office. Please call the business office during normal business hours to schedule an appointment.

Business Office

Monday-Friday (year-round excluding holidays)

8:00 am – 5:00 pm

940-682-4856

OPEN SEASON (No appointment necessary.)

Dates:

- September 2, 2016 through November 27, 2016
- March 3, 2017 through July 4, 2017

Times:

Monday-Saturday: 8:00 am to 6:00 pm

Sunday: 10:00 am to 5:00 pm

SUMMER & WINTER SEASONS

- By Appointment Only, Excluding Private Events & Festivals -

- July 6, 2016 through September 1, 2016
- November 28, 2016 through March 2, 2017

Private Events - Including Weddings and Receptions

Private events, including weddings and receptions, are available for scheduling year-round. Please contact the business office to schedule your event, and your pre-event tour of the Gardens. More information about: [Private Events](#) | [Weddings](#)

During private events and weddings certain areas of the garden will be off limits. Please observe the signs marking these areas.

Annual Memberships

Membership allows unlimited visits to the Park for one year from the date of purchase. [Read more about Clark Gardens memberships...](#)

Bad Weather Note

Clark Gardens may close during inclement weather, including icy conditions. If bad weather is in the area, please call ahead to be sure we are open. 940-682-4856

General Admission Fee

\$9.00 per adult

\$7.00 per senior (65 and over)

\$5.00 per child (4 to 12 years of age)

Free admission for children 3 years of age and under

* Should you visit the Park and not find the attendant in the admissions booth, please use the "Honor Box" located on the front of the booth. All funds are used to maintain the Park for your enjoyment.

Festival Admission Fee

Festival admission fees vary by festival.

No senior discounts.

American Horticulture Society (AHS) reciprocity memberships are not honored at festivals.

AHS Reciprocal Admissions Program

Clark Gardens is a participating garden in the American Horticultural Society (AHS) Reciprocal Admissions Program. Visit our [AHS Reciprocal Admissions Program Policy](#) page for details.

Dog Policy

Dogs are welcome to tour the gardens, at no additional charge. Dogs must be with their owner and on a leash at all times. Please pick up after your pet too.

Handicap Accessibility

Most all areas of the gardens are handicap accessible. We do not have wheelchairs available anymore.

Garden Tours

Garden Tours during Summer & Winter Seasons for non-Clark Gardens Members may be made by prior arrangement based on staffing availability. Please schedule your tour with the business office.

Tour groups may reserve pavilions in advance. Non-tour garden guest may not use these pavilions during the allotted reservation time. [Group Garden Tour](#) information.

Motorized Cart Tours

Motorized cart tours are available by prepaid reservation only. [See all the details about motorized cart tours.](#)

G-Scale Model Train Operating Schedule

The G-Scale Model Trains run seasonally during our open season: Labor Day weekend through Thanksgiving weekend; and the first weekend in March through July 4th weekend.

Model Train Running Hours

Monday-Saturday 9:00 am to 4:00 pm and Sunday noon to 4:00 pm.

Please do not allow children to climb on or touch any of the G-Scale Model Trains or tracks.

Proper Attire for Gardens

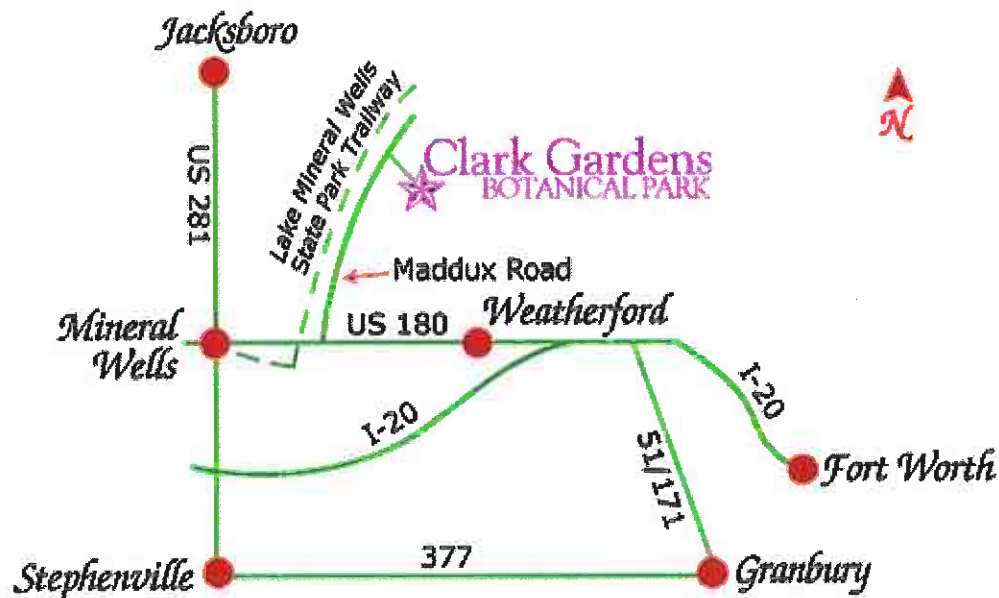
Garden guests are encouraged to wear closed toe shoes. The garden is home to spiders, insects, wild animals and snakes. We encourage caution while walking through the garden.

Photography

Visit the [photography page](#) for guidelines, etiquette, and to purchase a commercial photography pass.

Map & Directions

[[Click here to view an interactive map](#)]



Clark Gardens is 3 miles east of Mineral Wells, Texas and 1 mile north of Highway 180. From Highway 180, turn north on Maddux Road and go approximately 1 mile. The entrance to Clark Gardens will be on the right/east side of the road.

Clark Gardens Botanical Park is approximately 45 minutes from Fort Worth, Granbury, Stephenville and Jacksboro; and 15 minutes from Weatherford.

Physical Address [\[map\]](#)

567 Maddux Road

Weatherford, Texas 76088

Mailing Address

P.O. Box 276

Mineral Wells, Texas 76068

Date: April 11, 2017

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Consider appropriate action in honor of Fred Winters

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

Fred Winters was a faithful member of Keep Kennedale Beautiful 2012 to 2017. This item will give the Board an opportunity to discuss appropriate action, such as planting a tree or other such activity in honor of his contributions to Keep Kennedale Beautiful.

No decision has to be made tonight. The Board may continue the discussion into future meetings as you see the need.

IV. Recommendation:

None

V. Attachments:

Date: April 11, 2017

Agenda Item No: REGULAR ITEMS - D.

I. Subject:

Consider rescheduling the Butterfly Garden workday

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

The April 1, 2017 workday was cancelled due to several reasons. This item will give the Board an opportunity to discuss rescheduling that work day. It should be noted that we do have a donation of milk weed being shipped to us the end of April (specific date uncertain) and might be a good idea to plant some in the garden at that time.

IV. Recommendation:

None

V. Attachments:



STAFF REPORT TO THE COMMISSIONERS

Date: April 11, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Simple Recycling Totals for February

II. Originated by:

III. Summary:

The totals received for February are 922 pounds which is several pounds less than what we general collect. I have not received March totals at the time the packet was generated.

IV. Recommendation:

None

V. Attachments: