



**KEEP KENNEDALE BEAUTIFUL COMMISSION
AGENDA
REGULAR MEETING
October 10, 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 September 12, 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. Consider action to select a Chair for Fiscal Year 2018
- B. Consider action to select a Vice Chair for the Fiscal Year 2018
- C. Consider action to select a Board Secretary for the Fiscal Year 2018
- D. Discuss and consider action needed for the demonstration garden workday October 21, 2017
- E. Discuss and consider action necessary for the Arbor Day celebration October 21, 2017
- F. Discuss and consider action needed for the Fred Winters dedication October 21, 2017
- G. Discuss and consider action necessary for the Pumpkin Palooza/Trunk or Treat event October 21, 2017
- H. Review 2017 Final Workplan

VI. REPORTS/ANNOUNCEMENTS

- A. Bring It Event Final Report

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 October 10, 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".

Kelly Cooper, KKB Staff Liaison

Date: October 10, 2017

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider action to approve the minutes for September 12, 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

The minutes have been prepared by out-going Board Secretary Vickie Chandler and are attached for your approval.

IV. Recommendation:

Approve

V. Attachments:

1.	KKB Minutes Sept 2017	September 12 2017.docx
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Keep Kennedale Beautiful Commission

Regular Meeting

September 12, 2017

- I. Call to Order: 5:56 p.m.
- II. Roll Call:
 - 1. Darlene Winters
 - 2. Laurie Sanders
 - 3. Cesar Guerra
 - 4. Wilda Turner
 - 5. Dora Ann Markle
 - 6. Michael Chandler
 - 7. Vinita Thomas
 - 8. Vickie Chandler
 - 9. Kelly Cooper
- III. Minutes Approval: Laurie motions to approve, Dora Ann 2nds-Approved
- IV. Visitor/Citizen Forum: N/A
- V. Regular Items:
 - A. Bring it Event September 16, 2017- Meet at City Hall at 8:00 a.m. for breakfast and set up. Michael suggested making signs stating Tires go to the landfill.
 - B. Demonstration Garden- Wilda sprayed for weeds today and discussed the evasive plant removal discussed doing a work day in the garden on the morning of Oct. 21st around 9:30 a.m. Michael and Cesar will use their trucks to pick up compost and mulch.
 - C. Arbor Day and Trunk or Treat – Meet at Fellowship Academy in Pink KKB shirts at 3:00 for tree planting, then meet at the Library parking lot at 4 for the Trunk or Treat event. Even discussed doing a formal dedication for Fred's Memorial rock in the garden around 3:45 in between the tree planting and Trunk or Treat and see about inviting his family.
- VI. Reports /Announcements – Celebrate out going members Wilda, Vinita and Vickie with cake.
- VII. Adjourn: 6:40 p.m.



STAFF REPORT TO THE COMMISSIONERS

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Consider action to select a Chair for Fiscal Year 2018

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

Keep Kennedale Beautiful is entering into a new fiscal year and it is time to elect Officers. This item allows the Board members to select a Chair who will serve in this capacity for the fiscal year beginning October 1, 2017 through September 20, 2018. Our current Chair is Michael Chandler.

IV. Recommendation:

Approve

V. Attachments:



STAFF REPORT TO THE COMMISSIONERS

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Consider action to select a Vice Chair for the Fiscal Year 2018

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

Keep Kennedale Beautiful is entering into a new fiscal year and it is time to elect Officers. This item allows the Board members to select a Vice Chair who will serve in this capacity for the fiscal year beginning October 1, 2017 through September 20, 2018. Our current Vice Chair was Fred Winters.

IV. Recommendation:

Approve

V. Attachments:



STAFF REPORT TO THE COMMISSIONERS

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Consider action to select a Board Secretary for the Fiscal Year 2018

II. Originated by:

III. Summary:

Keep Kennedale Beautiful is entering into a new fiscal year and it is time to elect Officers. This item allows the Board members to select a Secretary who will serve in this capacity for the fiscal year beginning October 1, 2017 through September 20, 2018. Our previous secretary, Vickie Chandler has resigned from the Board effective October 2017.

IV. Recommendation:

V. Attachments:



STAFF REPORT TO THE COMMISSIONERS

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - D.

I. Subject:

Discuss and consider action needed for the demonstration garden workday October 21, 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

At our September 2017 meeting the Board decided to combine the work day with other activities in the month. The work day will start at 9:30 a.m. The Board will meet at the garden and with the help of Public Works will take the mulch provided by the city and use that as compost for the garden. We will work that into the bed and then apply mulch purchased in Everman to prepare the garden for winter.

I am still working with Larry to determine if a rock at City Hall complex could be moved to the garden.

IV. Recommendation:

Approve

V. Attachments:



STAFF REPORT TO THE COMMISSIONERS

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - E.

I. Subject:

Discuss and consider action necessary for the Arbor Day celebration October 21, 2017

II. Originated by:

III. Summary:

The Arbor Day Celebration is scheduled with Fellowship Academy on October 21, 2017. We were not able to secure a donation from TXU, so staff has ordered a tree and seedlings from Texas Tree Foundation. They are also going to assist with the planting of the tree but are not able to do this on October 21, 2017. I have asked if Friday the 20th would be acceptable. This might work out better since school will be in session, we can have the kids participate. The difficulty will be those of the board who work and will not be able to assist.

My thought is to have the kids there while the tree is being planted on the 20th (if that works for TTF), take pictures and then have the entire board present on the 21st for pictures as well.

The Arbor Day celebration should be discussed with various options before a decision is made.

IV. Recommendation:

V. Attachments:

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - F.

I. Subject:

Discuss and consider action needed for the Fred Winters dedication October 21, 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

This item was requested to be placed on the agenda for the board to discuss and plan. The rock has been placed in the garden and staff has contacted the Mayor to participate. Tentative time was scheduled last month for October 21, 2017 at 3:45 p.m. Additional items for consideration include:

1. Contacting the Family
2. Need something to veil the rock that morning
3. Michael to say a few words
4. Pictures

IV. Recommendation:

Approve

V. Attachments:

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - G.

I. Subject:

Discuss and consider action necessary for the Pumpkin Palooza/Trunk or Treat event October 21, 2017

II. Originated by:

III. Summary:

The Pumpkin Palooza is scheduled to begin at 5:00 p.m. with set-up taking place between 4:00 - 4:30 p.m. At our last meeting the board discussed everyone showing up to set-up the event, take pictures. We will need at least two people present the entire time. We can make a schedule or volunteer a few Board members for the event. In the past, Michael and Vickie have participated. Staff has received about 100 calendars from KTB that can be given to parents. We will need to purchase candy for Frankenstein and we should have trees that can be handed out as well.

IV. Recommendation:

V. Attachments:

Date: October 10, 2017

Agenda Item No: REGULAR ITEMS - H.

I. Subject:

Review 2017 Final Workplan

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

This item is for the Boards review. This Report outlines the various activities of the Board for 2017. We still need two (2) more hours of training to qualify for the KTB affiliate status. We will need to complete those prior to December 30, 2017.

IV. Recommendation:

None

V. Attachments:

1.	2017 KKB Annual Workplan	2017 Annual Workplan.docx
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Annual Work Plan

Date	Event
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2017

Jan 10:	Regular Board Meeting
Jan 28:	Windshield Survey: 9 Board members*1 hour = 9 hours total
Feb 14:	Regular Board Meeting
Mar 11:	Garden Preparation work day: 2 board members worked 2.5 hours; 3 board members worked 2 hour = 11 hours
Mar 15:	Tree Board Webinar 2017: Tree Planting Standards that Work: 1 staff member
Mar 21:	Educational Event: Spring Planting Kick-off for Monarch Butterfly Gardens: 6 Board Members, 3 staff, 11 participants. 6:00 p.m. to 8:00 p.m. = Total 40 hours.
Mar 28:	Garden Workday: One board member worked 2 hours
Apr 1:	Garden Workday 10:00 am to Noon - Cancelled
Apr 11:	Regular Board Meeting
Apr 22:	Don't Mess with Texas Clean-up and Garden Workday 8:00 a.m. to Noon: 65 Volunteers, 43 bags of trash, total pounds 800. 65*4= 260 hrs.
May 10:	Garden Workday: 2 Board members 1.5 hrs.*2 = 3 hours
May 12:	Garden Workday: 2 Board members 2.5 hrs.*2 = 5 hours; and 1 Board member 3 hours for a total of 8 hours
May 15:	Garden Workday: 3 Board members 2 hrs.*3 = 6 hours
May 16:	Garden Watering Day: 1 Board members 1 hr.
May 19:	Garden Workday: 3 Board members 2 hrs.*3 = 6 hours; and 1 Board member 1 hour for a total of 7 hours
June 13:	Regular Board Meeting - Cancelled

Annual Work Plan

Date Event

June 20:	Garden Workday: One board member worked 1 hour
July 11:	Regular Board Meeting
July 11:	Tree Board Meeting
July 13:	Garden Workday: three board members worked 1.5 hours = 4.5 hrs.
July 22:	Field Trip to the Resource Connection Garden, off Campus Drive, Fort Worth.
July 25:	Garden Workday: One board member worked 1.5 hours
August 2:	Garden Workday: Two board members worked 1.5 hours = 3 hrs.
August 8:	Regular Board Meeting
August 9:	Garden Workday: Two board members worked 1.5 hours = 3 hrs.
August 15:	Training: School Solid Waste Sustainability Project Seminar – One staff member 1.5 hours
August 16:	Garden Workday: Two board members worked 1.5 hours = 3 hrs.
August 23:	Garden Workday: Two board members worked 1.5 hours = 3 hrs.
August 30:	Garden Workday: Two board members worked 2 hours = 4 hrs.
August 30:	Training: Webinar –Benefits of KTB Affiliation. One Board member – 1 hour
August 31:	Set Memory stone. Three Board members and Three Staff 6*.25 = 1.5 hours
Sept 16:	Bring It Event: 130 Cars for the Household hazardous waste, Shred 3,882 pounds of paper, 75 cars dropped off electronics, and 6 dumpsters and 155 tires reclaimed. Total Volunteers: 9 Board members, 8 Staff, 2 Council members, 5 Adults, and 3 students. Total hours = 76 hrs.

Annual Work Plan

Date	Event
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October 21:	Demonstration Garden Workday:
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October 21:	Arbor Day Event
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October 21:	Pumpkin Palooza
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STAFF REPORT TO THE COMMISSIONERS

Date: October 10, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Bring It Event Final Report

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

The 2017 Bring It event was the largest event since its inception in 2012. In summary, the event had 44 cars shred documents totaling 3,882 pounds of paper, 75 cars participated in the electronic recycling. The total pounds has yet to be reported, however, DFW Reclaimers had to bring out a second trailer to load the items collected. The Crude Cruiser had a total of 130 cars drop off household hazardous waste, the Mission Store collected 7 bags of clothing, and the City-wide clean-up at the landfill finished with 6 dumpster loads and 155 tires reclaimed.

IV. Recommendation:

None

V. Attachments: