KEEP KENNEDALE BEAUTIFUL COMMISSION

AGENDA
REGULAR MEETING
November 14, 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 minutes for October 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. Recap October 21, 2017 events
B. Review of the fiscal year budget ending 2016-2017
C. Review the fiscal year budget 2017 - 2018
D. Discuss and consider action to complete the windshield survey
E. Review and approve Adopt-A-Spot totals for 2017
F. Consider action to cancel the December 11, 2017 KKB meeting
G. Consider action to schedule another demonstration garden work day

VI. REPORTS/ANNOUNCEMENTS

A. Report on the Drug Take Back event October 28, 2017
B. Simple Recycling Total for October 2017

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 November 14, 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.

Kelly Cooper, KKB Staff Liaison

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:
Consider action to approve minutes for October 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
The minutes are attached for your review and approval

IV. Recommendation:
Approve

V. Attachments:

1.	KKB October 2017 Minutes	October 10 2017.docx

Keep Kennedale Beautiful Commission

Regular Meeting

October 10, 2017

I. Call to Order: 6:00 p.m.

II. Roll Call:

Present: Darlene Winters, Laurie Sanders, Cesar Guerra, Wilda Turner, Dora Ann Markle, Michael Chandler, Staff Member Kelly Cooper

III. Minutes Approval

Motion To approve the minutes as presented; **Action** Approve, **Moved by** Laurie Sanders, **Seconded By** Dara Ann Markle
Motions Passes Unanimously

IV. Visitor/Citizen Forum

No one present to speak

V. Regular Items

A. Consider action to select a Chair for Fiscal Year 2018
Staff offered a suggestion to wait until the new members were appointed, however the Board concluded that new members would not be selected to serve as Chair or Vice Chair roles as new members.
Motion To appoint Michael Chandler as Chair for Fiscal Year 2018; **Action** Approve, **Moved by** Wilda Turner, **Seconded By** Laurie Sanders
Motion Passes 5-1, with Michael Chandler abstaining

B. Consider action to select a Vice Chair for the Fiscal Year 2018
Motion To appoint Laurie Sanders as Vice Chair for Fiscal Year 2018; **Action** Approve, **Moved by** Darlene Winters, **Seconded By** Wilda Turner
Motion Passes 5-1, with Laurie Sanders abstaining

C. Consider action to select a Board Secretary for Fiscal Year 2018
It was suggested that staff do this since Kelly takes notes anyway.
No Action was taken to appoint anyone to this position.

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

Staff reported that the Public Works department would move two truckloads of mulch/compost from Sonora Park to the demonstration garden on Friday, October 20 2017. Ron may be able to provide a couple of guys to assist with working the compost into the soil. The Board will find another day to add mulch

It was determined that we will meet at 8:30 a.m. to start the work day, then later decided that we would start the work day after the Arbor Day celebration and Fred Winters Memorial.

Laurie is going to contact Larry Hoover about the rock they are wanting and see if he will agree to move it to the garden.

No Action was needed for this item.

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

The Board discussed how to complete all the events that day and suggested that we move the Arbor Day celebration to 8:30 a.m. Darlene asked about the cost of the seedlings. Do we really want to spend that much money? Staff explained that we had the money in the budget and had already made the purchase based on prior month discussions. The board discussed how we would get mulch for the tree planted at Fellowship. It was determined that Darlene will pick up three buckets of mulch/compost from Sonora Park and bring to the event. We will meet at the school parking lot. We will need shovels for the event. The Board will wear their green shirt for Arbor Day, Dedication and workday.

8:30 a.m. – Arbor Day Celebration – meet at Fellowship Parking lot

9:00 a.m. – Dedication for Fred Winters – at Demonstration Garden Work day immediately following

4:15 p.m. - Trunk or Treat event at Library Parking lot (pink shirt and hat)

No Action was needed for this item.

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

Laurie Sanders provided an update from the family indicating that they would be in town for a potluck on Sunday, October 15, 2017. They had requested KKB move the dedication to this date. KKB Board discussed and most members had other activities already scheduled for this date and determined to keep the dedication on the date originally scheduled, but moved the time to 9:00 a.m. or immediately following the Arbor Day celebration at Fellowship Academy. Each member would share something they remember about Fred and we would have a moment of silence to honor him.

No Action was needed for this item.

G. Discuss and consider action necessary for the Pumpkin Palooza/ Trunk or Treat event October 21, 2017
The Board discussed meeting for the event at 4:15 p.m. in the parking lot to set up the table, Frankenstein head, calendars and trees. Caesar will pick up the trees at City Hall and bring them to the event. Michael will bring the table and Frankenstein. Everyone is to wear their pink shirt, and bring a chair to the event. Laurie requested of Leslie to put KKB, the Church and the historical society tables together so she can bounce between them. Dora Ann will be working with the Senior Center to start but will come by the table around 4:30 p.m. to take a picture. The event starts at 5:00 p.m. and will last until about 8:00 p.m.
Staff will pick up about 8 bags of candy for the event
No Action was needed for this item.

H. Review 2017 Final Work plan
The Board reviewed the work plan. Laurie and Darlene both mentioned that they had watched webinars earlier in the year but couldn't remember the exact dates. One was on milkweed and the other was about litter. Staff was going to look through calendar, emails, etc. to see if we could locate the items, but mentioned that we still need two hours of training for our affiliate status.
No Action was needed for this item.

VI. Reports /Announcements
Staff provided a brief overview of the Bring It event. The Board thought more than 130 cars had participated, and they were shocked that we had 155 total tires.

VII. Adjourn 6:50 p.m.

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - A.

I. Subject:
Recap October 21, 2017 events

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
This item gives the board an opportunity to recap the four events that took place on October 21, 2017 and discuss any changes for next year. The events include:

1. Arbor Day Celebration
2. Fred Winters Memorial
3. Demonstration Garden Work Day
4. Trunk or Treat/Pumpkin Palooza

IV. Recommendation:
None

V. Attachments:

1.	Arbor Day Celebration Collage	Arbor Day 2017.pdf

Keep Kennedale Beautiful – Arbor Day 2017

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - B.

I. Subject:
Review of the fiscal year budget ending 2016-2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
Attached is the KKB fiscal budget year ending 2016-2017 for your review.

IV. Recommendation:
Approve

V. Attachments:

1.	Budget 2016-2017	Budget End 16-17.pdf

Keep Kennedale Beautiful

Expenditures 2016 -2017

Operating Income

Progressive Waste Solutions	$0.00
City	$5,000.00
Total	**$5,000.00**

Item	Budgeted Expenses	KKB Expenditure	Expense Description
General Office/Marketing/Travel/ Supplies:			
Annual KTB Affiliate Fee	$ 100.00	$100.00	
KTB Conference Training/Travel	$ -		
Governor's Award Application Fee	-		
Flowers for Board Members	$ -	$185.00	
Give-Aways (Pens, buttons, Patches, etc)	$ -		
Adopt a Spot Signs ($85.00 each)	$ 1,030.00	$655.00	
T-Shirts	$ 105.00	$105.00	
Community Projects & Supplies:			
Trunk or Treat (October 2016)			
Supplies and printed material	$ 55.00	$32.94	
October Recycling Event (10/2016& 9/2017)			
Banners	$ 550.00	$ -	
Breakfast/drinks	$ 55.00	$ 20.80	
Action Shred	$ 800.00	$ 1,000.00	2 events in one year
Crud Cruiser 90 Cars*50 (2nd - 130 cars)	$ -	$ -	Crud Cruiser $11,000
Arbor Day 2016			
Supplies: Equipment, Banner, etc.	$ 150.00	$0.00	
Lunch and Drinks	$ 100.00	$0.00	
Planted Tree and Seedlings		$750.00	
Sign/Rock for Trees	$ 100.00	$180.00	
Butterfly Garden (4 workdays)			
Supplies: Compost, Mulch, plants, etc.	$ 1,005.00	$355.53	Round-up Purchase
Rock In honor of Fred		$150.00	
Rock & crushed granite/river rock			Use one from City?
Monarch Migration Program:			
Vouchers: 22 vouchers for residents	$ 620.00	$346.50	$70 from last year + $150
Program	$ 100.00	$0.00	
Give Aways (donated by Stegall's)	$ -		

Don't Mess with Texas Clean-Up April 2017				
Banners	$	350.00	$547.72	
Breakfast/Drinks	$	175.00		
Supplies: Vests, gloves, nabbers, etc.	$	200.00	$118.50	
Simple Recycling 2016- 2017 Totals				
October				1,741
November				1,695
December				1,551
January				1,178
February				922
March				879
April				1,568
May				1,827
June				2,132
July				1,540
August				2,178
September				1,389
Total	**$**	**5,495.00**	**$4,546.99**	
Total Remaining after Expenses	$	948.01		

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - C.

I. Subject:
Review the fiscal year budget 2017 - 2018

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
The new budget year began October 1, 2017. Attached is budget with allocation of dollars to each event this year. We have expended $750.00 for the Arbor Day trees and $99.00 for demonstration garden pansies and other plants. The board may want to review the budget and suggest changes where necessary.

IV. Recommendation:
None

V. Attachments:

1.	Fiscal Budget 2017-2018	2017-2018 Budget.docx

Keep Kennedale Beautiful Commission **Code to: 41-2608-0000**

2017 - 2018 Budget: $5,000

October Recycling Event (Sept 2018):	
Banners	$ 500
Electronic Recycling	$ 0
Action Shred	$ 600
Crude Cruiser	
Donuts & Coffee	$ 55
Trunk or Treat (October 2017):	
Supplies (KKB Calendars & Candy)	$ 55
Windshield Survey (January 2018)	
Monarch Migration Program (March 2018):	
Educational Program with Karalynn Greenfield Program	$ 100
Milkweed grant received (use as give-a-ways)	$ 0
Vouchers: 20 $25.00 vouchers for residents	$ 500
Don't Mess With Texas Clean-up (April 2018)	
Banners	$ 500
Donuts/Lunch/Drinks	$ 175
Supplies (Vests, gloves, nabbers, etc)	$ 200
Butterfly Garden (Four workdays):	
Supplies: Compost, mulch, plants, etc	$ 925
Arbor Day (October/November 2017):	
Supplies: Equipment, Banners, Food	$ 0
Sign for the Tree	$ 180
Trees Plant and Seedlings to give away Texas Tree Foundation	$ 750
General Office/Marketing/Travel Supplies:	
T-Shirts	$ 105
Adopt-A-Spot Signs	$ 255
Give-Aways (Patches, Pens, buttons, etc)	$ 0
Flowers for Board Members in hospital	$ 0
Affiliate Dues	$ 100
Conference/Travel	$ 0
Total Requested:	**$5,000**

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - D.

I. Subject:
Discuss and consider action to complete the windshield survey

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
Each year KKB is expected to complete a windshield survey to determine the cleanliness of the community and areas that need improvement. This is not scientific but a subjective review of various areas to determine the amount of litter and possible clean-up. The survey form is attached. We need approximately four to six individuals to drive the city, looking at specific locations and rating those locations based on what you see. The rating sheets will be submitted to Kelly Cooper the staff liaison to compile and report the findings.

Generally the Board tries to complete this survey in January or February of each year.

IV. Recommendation:
Approve

V. Attachments:

1.	Windshield Survey Document	COMMUNITY+WINDSHIELD+SURVEY.pdf

COMMUNITY WINDSHIELD SURVEY

An effective analysis of the current situation in your community may include a "field inspection" or "windshield survey." Based on the Keep America Beautiful Litter Index and Litter/Solid Waste Evaluation, volunteers will review areas in the community for overall litter conditions. The survey is not scientifically based. An average is determined for each site based on 3-9 volunteer scores. The group should travel together so they are viewing the area under the same conditions.

Rank each site based on

- Excellent - no litter or minimal litter
- Good - small amount of litter that could be collected by one person
- Fair - litter that would require and organized clean up
- Poor - heavy litter that would require heavy equipment or a large scale clean up for the area

Business Area: TOWER DRIVE

LOCATION	EXCELLENT	GOOD	FAIR	POOR
Streets				
Sidewalks				
Vacant lots				
Driveways				
Parking lots				
Yards				
Alleys				
Loading docks				

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Are dumpsters? ( ) screened from public streets ( ) visible to the public street ( ) clean ( ) overflowing

Comments:

Park Area: TOWN CENTER

LOCATION	EXCELLENT	GOOD	FAIR	POOR
Sidewalks around site				
Sidewalks within site				
Picnic Areas				
Playgrounds				
Parking lots				
Planted Areas				
Open Areas				
Loading docks				

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Comments:

Residential Area: CRESTDALE

LOCATION	EXCELLENT	GOOD	FAIR	POOR
Streets				
Sidewalks				
Vacant lots				
Driveways				
Parking lots				
Yards				
Alleys				

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Are dumpsters? ( ) screened from public streets ( ) visible to the public street ( ) clean ( ) overflowing

Are disposal areas? ( ) clean ( ) littered

Comments:

School Area: JUNIOR HIGH

LOCATION	EXCELLENT	GOOD	FAIR	POOR
Street				
Sidewalks				
Entrances				
Driveways				
Parking lots				
Yards				
Playgrounds				
Loading docks				

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Are dumpsters? ( ) screened from public streets ( ) visible to the public street ( ) clean ( ) overflowing

Comments:

Shopping Center Area: DOLLAR GENERAL AND SUBWAY TOWNCENTER AREA

LOCATION	EXCELLENT	GOOD	FAIR	POOR
Streets				
Sidewalks				
Planted areas				
Driveways				

Parking lots				
Alleys/Disposal Area				
Loading docks				

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Are dumpsters? ( ) screened from public streets ( ) visible to the public street ( ) clean ( ) overflowing

Comments:

Beach/Waterway Area: VILLAGE CREEK

LOCATION	EXCELLENT	GOOD	FAIR	POOR
Access roads				
Sidewalks/Paths				
Picnic Areas				
Parking lots				
Playgrounds				
Waterline				

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Comments:

Other Areas: RED'S ROADHOUSE

LOCATION	EXCELLENT	GOOD	FAIR	POOR

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Are dumpsters? ( ) screened from public streets ( ) visible to the public street ( ) clean ( ) overflowing

Comments:
Right-of-ways (curb to front yard)
From/To: TOWER DRIVE & KENNEDALE PKWY

SOURCE OF LITTER	PERCENTAGE
Improper waste putouts/set-outs	
Nearby food establishments	
Illegal dumping	
Motorists	

Pedestrians	
Uncovered vehicle	
Other:	

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Comments:

Streets (in street or on pavement)
From/To: SUBLETT RD (LITTLE SCHOOL TO MANSFIELD CARD)

SOURCE OF LITTER	PERCENTAGE
Improper waste putouts/set-outs	
Nearby food establishments	
Illegal dumping	
Motorists	
Pedestrians	
Uncovered vehicle	
Other:	

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Comments:

Railroad Area
From/To: NORTH ROAD & DICK PRICE

SOURCE OF LITTER	PERCENTAGE
Improper waste putouts/set-outs	
Nearby food establishments	
Illegal dumping	
Motorists	
Pedestrians	
Uncovered vehicle	
Other:	

Are trash receptacles? ( ) adequate ( ) inadequate ( ) covered ( ) overflowing

Comments:

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - E.

I. Subject:
Review and approve Adopt-A-Spot totals for 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
Attached is the 2017 report provided by our adopt-a-spot participants. Please review and make a motion to accept the totals so they can be added to our KTB annual report provided in March.

In addition, there are several locations I have not received information from. In the past I have sent a letter to the address on file, if I still receive no response then we pull the signs. Does the Board find this process acceptable or would you like to propose something different?

IV. Recommendation:
Approve

V. Attachments:

1.	Adopt A Spot 2017 Totals	2017 Totals.pdf
2.	Adopt A Spot 2016 Totals	2016 Totals.pdf

Adopt A Spot 2017 Totals
Number Of:

Location	Volunteers	Hours	Weeks	**Total Hours**	Bags Collected	Pounds per Bag	**Total Pounds Collected**
1	2	1	52	104	52	30	1,560
2	2	20		40	7	30	210
3	41	0.75	8	246	7	30	202.06
4				0			0
5				0			0
6	2	6		12	24	3	72
7				0			0
8	2	3	1	6	1	30	30
9	4	0.1	52	20.8	3	3	9
10							0
11	10	1	7	70	9	30	270
12	1	1	1	1	1.5	30	45
13							0
14	1	1	1	1	3	1	3
15	Reported in number 2 above						0
16	69	1	11	69	21	13	273
17	3	0.033	365	12	0.5	3	1.5
18							
	137	**34.883**	**498**	**581.845**			**2,676**

Walmart Bag carries about 3 lbs.
*13 gallong trash bag carries about 13 lbs.
*30 gallon trash bag carries about 30 lbs.
**50 gallon trash carries about 50 lbs.
***Grocery bag carries about 3 lbs.

Adopt A Spot 2016 Totals

Number Of:

Location	Volunteers	Hours	Weeks	**Total Hours**	Bags Collected	Pounds per Bag	**Total Pounds Collected**
1	2	1	40	80	40	8	320
2	1	25		25	9	40	360
3	2	1	1	2			8.16
4	6	6	1	36	3	60	180
5	4	12	1	48	11	40	440
6	2	1	12	24	16	8	128
7							
8							
9	5	15		75	3	30	90
10	4	3	1	12	3	24	72
11	15	2	2	60	2	10	20
12	3	0.75	2	4.5	4	3	12
13	2	0.5	26	26	26	0.5	13
14	1	1	1	1	1	3	3
15	Reported in number 2 above						0
16	8	1	1	8	2	50	100
17	NEW						
	55	**69.25**	**88**	**401.5**			**1,746**

Walmart Bag carries about 3 lbs.
*13 gallong trash bag carries about 8 lbs.
*30 gallon trash bag carries about 40 lbs.
**50 gallon trash carries about 60 lbs.
***Grocery bag carries about 3 lbs.

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - F.

I. Subject:
Consider action to cancel the December 11, 2017 KKB meeting

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
This item give the Board an opportunity to determine if they would like to meet in December or cancel the meeting. We will not have items to discuss until January when we set the calendar for the 2018 events.

Or the Board could decide to meet for a Christmas Dinner at a favorite location to celebrate your work for the year. I would suggest this be a bring your spouse event and everyone pay for their own so it is not an expense for KKB.

IV. Recommendation:
Approve

V. Attachments:

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REGULAR ITEMS - G.

I. Subject:
Consider action to schedule another demonstration garden work day

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

This item give the board an opportunity to discuss a work day to complete the final necessary tasks before winter. Several Board members worked in the garden on Thursday November 9, 2017 and determined that the garden still needs a good layer of mulch before winter sets in. The board will need to set a date to pick up and spread the mulch.

IV. Recommendation:
Approve

V. Attachments:

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:
Report on the Drug Take Back event October 28, 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:
Kennedale Police Department collected 13 pounds at the Drug Take Back event on October 28, 2017

IV. Recommendation:
None

V. Attachments:

KEEP KENNEDALE BEAUTIFUL

STAFF REPORT TO THE COMMISSIONERS

Date: November 14, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:
Simple Recycling Total for October 2017

II. Originated by:

III. Summary:
The Simple Recycling total for October 2017 is 1,336 pounds. The total pounds collected for the fiscal year ending in October is 18,600 pounds.

IV. Recommendation:
None

V. Attachments: