



KEEP KENNEDALE BEAUTIFUL COMMISSION
AGENDA
REGULAR MEETING
January 9, 2018
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 November 14, 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. Welcome new and returning Board members
- B. Discuss and approve action to schedule KKB calendar of events
 - 1. Windshield Survey
 - 2. Don't Mess with Texas
 - 3. Bring It Event
 - 4. Butterfly Demonstration Garden Work days
 - 5. Monarch Pledge Program
 - 6. Trunk or Treat
 - 7. Arbor Day Event
- C. Discuss and consider action to complete the windshield survey
- D. Review and approve Adopt-A-Spot Totals for 2017
- E. Discuss and consider action necessary for the demonstration garden
- F. Discuss and consider action necessary to replace plant identifier sign in demonstration garden

VI. REPORTS/ANNOUNCEMENTS

- A. Press Release for Adopt A Spot Participants

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 January 9, 2018, 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, appearing to read "Kelly Cooper", written in black ink.

Kelly Cooper, KKB Staff Liaison

Date: January 9, 2018

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider action to approve the minutes for November 14, 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

The minutes are attached for the Board's review.

IV. Recommendation:

Approve

V. Attachments:

1.	KKB Nov 2017 Minutes	Niv 14 2017.docx
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Keep Kennedale Beautiful Commission
Regular Meeting
November 14, 2017

I. Call to Order: 6:05 p.m.

II. Roll Call:

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

III. Minutes Approval

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

IV. Visitor/Citizen Forum

No one present to speak

V. Regular Items

A. Recap October 21, 2017 events

The Board briefly discussed each event and thought the day went well. Darlene was sorry that no students from Fellowship Academy participated in the celebration. The Fred Winter's Memorial was appreciated by the family and the Trunk or Treat was very well attended also. All the trees, calendars and candy were given. The tree most requested was the pecan.

No Action was needed for this item.

B. Review of the fiscal year budget ending 2016-2017

The Board reviewed how we ended the year with \$948.01 left over. This will go back into the general fund and we start with a new budget October 1.

No Action was needed for this item.

C. Review the fiscal year budget 2017-2018

The new budget began October 1, 2017. The Board reviewed the allocation and agreed if the Board needed, money can moved around to cover necessary expenditures. There were no suggested changes at this time.

No Action was needed for this item.

D. Discuss and consider action to complete the windshield survey

Staff provided a copy of the windshield survey that must be completed each year. The Board determined that they would place this on the January agenda for discussion at that time.

No Action was needed for this item.

E. Review and approve Adopt-A-Spot totals for 2017

The Board reviewed the totals for 2017 and was pleased that the total collected was higher than last year. Michael Chandler said it would be nice to put something in the newsletter and on the website congratulating them for another successful collection year. Staff did mention

that there are those who still have not submitted totals. The Board would like another letter to be sent to the six participants who have not submitted totals for the year. The Board will then discuss additional action at the January 2018 meeting.

No Action was needed for this item.

F. Consider action to cancel the December 22, 2017 KKB meeting

The Board discussed this item and determined that they would not have any additional business to take care of in December and it would be best to cancel the meeting.

Motion To approve canceling the December meeting as presented; **Action** Approve, **Moved by** Laurie Sanders, **Seconded By** Dora Ann Markle.

Motions Passes Unanimously

G. Consider action to schedule another demonstration garden work day

The Board discussed the need to put mulch down on the garden but felt like November and December were too busy to schedule another work day. Laurie suggested that if those who work in the garden had the mulch in bags laid out in the garden, they could open and spread it. It was the carrying of the mulch that was the issue. Darlene suggested that she check prices for the organic shredded hardwood mulch. Michael agreed to pick up the mulch and carry it to the garden for the Wednesday work group. Darlene thought we would need 25-30 bags. The Board determined to place this item on the agenda for discussion in January.

No Action was needed for this item.

VI. Reports /Announcements

A. Report on the Drug Take Back event October 28, 2017

Staff reported that the PD collected 13 pounds during the event

B. Simple Recycling Total for October 2017

Staff reported that Simple Recycling collected 1,336 pounds in October. The total collected and diverted from the landfill for the fiscal year 2016-2017 is 18,600 pounds.

VII. Adjourn 6:37 p.m.



STAFF REPORT TO THE COMMISSIONERS

Date: January 9, 2018

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Welcome new and returning Board members

II. Originated by:

III. Summary:

This is an opportunity for the Board to welcome new and returning Board members.

IV. Recommendation:

None

V. Attachments:

Date: January 9, 2018

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss and approve action to schedule KKB calendar of events

1. Windshield Survey
2. Don't Mess with Texas
3. Bring It Event
4. Butterfly Demonstration Garden Work days
5. Monarch Pledge Program
6. Trunk or Treat
7. Arbor Day Event

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

This item is to give the Board the opportunity to discuss and schedule dates for these and other events for the 2018 calendar year.

1. Windshield Survey - (January or February)
2. Don't Mess with Texas - (April)
3. Bring It Event - (September or October)
4. Butterfly Demonstration Garden Work days
5. Monarch Pledge Program - (Kick-off program late March)
6. Trunk or Treat (October TBA)
7. Arbor Day Event

IV. Recommendation:

Approve

V. Attachments:

Date: January 9, 2018

Agenda Item No: REGULAR ITEMS - C.

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
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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 an 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:

APPENDIX

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				

APPENDIX

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	

APPENDIX

Pedestrians	
Uncovered vehicle	
Other:	

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

Comments:

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

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:



STAFF REPORT TO THE COMMISSIONERS

Date: January 9, 2018

Agenda Item No: REGULAR ITEMS - D.

I. Subject:

Review and approve Adopt-A-Spot Totals for 2017

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

Attached are the total volunteers, hours spent and pounds of debris collected in 2017. In addition, staff has added a annual comparison from the beginning of the program in 2015.

IV. Recommendation:

Approve

V. Attachments:

1.	2017 Adopt A Spot Totals	2017 ADOPT A SPOT TOTALS.pdf
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Adopt A Spot 2017 Totals
Number Of:

Location	Volunteers	Hours	Weeks	Total Hours	Bags Collected	Pounds per Bag	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	0	0	0	0	0
6	2	6		12	24	3	72
7	1	14	0	14	4	30	120
8	2	3	1	6	1	30	30
9	4	0.1	52	20.8	3	3	9
10	4	4	1	16	3	13	39
11	10	1	7	70	9	30	270
12	1	1	1	1	1.5	30	45
13	1	0.5	52	26	52	0.5	26
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	4	3	1	12	2	50	100
	147	56.383	552	637.845			2,961

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.

Total Number of:			
Year	Volunteers	Hours	Pounds Collected
2015	19	193	2,826
2016	55	402	1,471
2017	147	638	2,961



STAFF REPORT TO THE COMMISSIONERS

Date: January 9, 2018

Agenda Item No: REGULAR ITEMS - E.

I. Subject:

Discuss and consider action necessary for the demonstration garden

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

This item gives the Board an opportunity to discuss the demonstration garden and what if any action should be taken at this time.

The Board purchased seeds in December, this might be an appropriate time to determine when to plant the seeds or any other future activities needed, such as work days for preparing the garden for the spring.

IV. Recommendation:

Approve

V. Attachments:

Date: January 9, 2018

Agenda Item No: REGULAR ITEMS - F.

I. Subject:

Discuss and consider action necessary to replace plant identifier sign in demonstration garden

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

It was brought to our attention by our master gardener, Wilda Turner that one of the plant identifier signs has the wrong plant listed. To correct the error a new sign will need to be ordered and will cost approximately \$200.00 to replace. The quote provided is from the same company that provided the original signs. It will take 20 days to deliver after approval of the proof. KKB Board does have money in the budget to cover this expense. Once received, staff will work with Parks/Streets department to have the Identifier replaced.

The alternative would be to pull the identifier out, leaving the plant un-identified.

IV. Recommendation:

Approve

V. Attachments:

1.	Plant Identifier Quote	PLANT IDENTIFIER QUOTE.pdf
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345 Oak Road . Gibsonia, PA 15044
724-265-4900 . 724-265-4300 (fax)
www.PannierGraphics.com

DATE: 12/5/2017

QUOTE: E000037538

City of Kennedale
405 Municipal Drive
Kennedale TX 76060

Contact: Kelly Cooper
Phone: (817) 985-2106
Email: kcooper@cityofkennedale.com
Project: Replacement

Quantity	Description	Unit Price	Extended Price
1	5 9/16"w x 11 7/16"h x .060 Fiberglass Embedded (FE) Panel. Single-faced. Matte finish. Square cut. No holes. Includes 3M 468 adhesive.	\$173.00	\$173.00

Sale Amount: \$173.00
Estimated Freight to 76060: \$25.00
Total Amount: \$198.00

TERMS AND CONDITIONS

- Pannier will use art/files from work order #46385 and make requested changes per client's email dated 12/04/2017.
- One pdf proof of each original will be submitted for customer's approval.
- Bulk packed and one shipment.
- Prices effective for 90 days.
- FOB: Gibsonia
- Delivery: 15-20 Business days after proof approval.
- **Net 30 Days**

Krystyn Ross
Business Development Representative
724-265-4900 x207
knr@pannier.com

Customer Acceptance/Date

Print Name and Title



STAFF REPORT TO THE COMMISSIONERS

Date: January 9, 2018

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Press Release for Adopt A Spot Participants

II. Originated by:

Kelly Cooper, Director of Human Resources

III. Summary:

Attached for your information, November press release.

IV. Recommendation:

None

V. Attachments:

1.	Adopt-a-Spot Press Release	ADOPT A SPOT PRESS RELEASE.pdf
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Keep Kennedale Beautiful (KKB) Commissioners

Cesar Guerra
Darlene Winters
Vinita Thomas
Michael Chandler, Chair
Wilda Turner
Dora Ann Markle
Carole Ray
Laurie Sanders, Vice Chair
Daniel Medina

Staff Liaison
HR Director Kelly Cooper
817-985-2106
kcooper@cityofkennedale.com

CITYOFKENNEDEALE.COM/KKB

KKB Thanks Adopt-a-Spot Volunteers

WEDNESDAY, NOVEMBER 29, 2017

Keep Kennedale Beautiful (KKB) Commissioners would like to thank all of our Adopt-A-Spot participants for their commitment to keeping Kennedale beautiful. During the 2016-17 fiscal year, volunteers spent 608 hours removing 2,702 pounds of debris from local roadways.

Thank you to the following individuals, families, and businesses:

- The Middleton Family
- Wilda Turner
- HEXPOL Compounding (Chase Elastomer)
- The Clark Family
- Emerald Hills Funeral Home
- Rocking H Ranch
- The Gilley Family
- The Youth Advisory Council (YAC)
- William Daniel
- The Greenfield Family
- Girl Scout Troop 3538
- The Shaikh Family
- The Taylor Family
- JM Yearly Automotive
- Fellowship Academy
- Khrystell Shelton
- Arlington Classics Academy PTO

If you would like to learn more about participating in the Adopt-a-Spot program, please visit www.cityofkennedale.com/kkb or contact staff liaison Kelly Cooper at kcooper@cityofkennedale.com.



PRESS CONTACT

Leslie Galloway, City Secretary & Communications Coordinator
lgalloway@cityofkennedale.com | 817-985-2104