



# CITY OF MANSFIELD

620 S. Wisteria Street  
Mansfield, TX 76063

## Meeting Agenda

### Keep Mansfield Beautiful Commission

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Monday, March 12, 2018

6:00 PM

Chris Burkett Service Center

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1. **CALL TO ORDER**

2. **CITIZEN COMMENTS**

*CITIZENS WISHING TO ADDRESS THE BOARD MAY DO SO AT THIS TIME. ALL COMMENTS ARE LIMITED TO 5 MINUTES. PLEASE REFRAIN FROM "PERSONAL CRITICISMS."*

3. **MEMBER COMMENTS**

4. **STAFF COMMENTS**

5. **APPROVAL OF MINUTES**

[18-2654](#)

*Attachments:* [KMB Minutes Feb12 2018 \(1\).docx](#)

6. **TREASURER'S REPORT**

*Current Balance  
Payments Received  
Option to Take Payments*

7. **ROUTINE BUSINESS**

*Adopt -A -Street (updates / discussion)  
New Streets  
Streets to be Eliminated  
Missing Signage*

8. **OLD BUSINESS**

*Bylaws  
City Tree  
KTB Conference  
Dropbox vs. Google Drive*

9. **NEW BUSINESS**

*ADOPT A STREET*

- a. Plan for Participant Recognition*
- b. September Thank You Luncheon (select date, time, theme, purpose & agenda)*

*EARTH DAY MANSFIELD / EVENT COMPONENTS*

- a. Honorary Chairs - Responsibilities / Tasks*
- b. Children's Area (Leon )*
- c. Fishing Tournament (Sarah & Amanda)*
- d. Vendors (Sarah)*
- e. City Departments / ECC will not be open to the public on 4-28-2018 \*liability concerns\**
- f. Tiny Houses (Jennifer)*
- g. Food Vendors (Sarah)*
- h. Alcohol Permit*

*MUSIC / ENTERTAINMENT*

- a. DJ Marine -DJ for the day*
- b. Derek Lee Band -- 12-3pm*
- c. Stage will be available (10-12pm & 3-4pm)*

*EDUCATIONAL CLASSES (Board Discussion)*

*RAIN BARREL AUCTION (Sarah & Amanda)*

*MARKETING & ADVERTISING*

- a. Board Member Hurlbut will continue working with local papers and magazines*
- b. Portable Marquees*
- c. Pricing on Tube-Dude / Hot Air Balloon*

*LOGISTICS*

- a. When to order Port O'Potties and how many*
- b. When to order Trash Cans (City has many blue trash cans available @ Service Center)*
- c. Parking - Revise Signage / Volunteer directors for parking in side lots \*American Carton Co.\**
- d. Tables & Chairs*

*VOLUNTEERS - Board Members are to begin sending their requests for volunteers to Board Member Green or Roberts.*

*SPONSORS*

**10. ADJOURNMENT**

**CERTIFICATION**

All meetings of the Keep Mansfield Beautiful Commission and its committee are open to the public. I certify that this agenda was posted at the Mansfield Service Center main entrance and on the City of Mansfield website by 5:00 p.m., Friday, March 9, 2018.

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Amanda Greeley  
Public Works Administrative Assistant

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# CITY OF MANSFIELD

1200 East. Broad St.  
Mansfield, TX 76063  
mansfieldtexas.gov

## STAFF REPORT

File Number: 18-2654

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**Agenda Date:** 3/12/2018

**Version:** 1

**Status:** Approval of Minutes

**In Control:** Keep Mansfield Beautiful Commission

**File Type:** Meeting Minutes

**Agenda Number:**

Meeting Minutes Draft  
Keep Mansfield Beautiful Commission  
Monday, February 12, 2018  
6:00 p.m.  
Mansfield Service Center

ATTENDANCE - Sarah Zink, Sharon Roberts, Carla Green, Jan Hurlbut, Jacqueline Conley, Leon Williams, Gordon McMinn, David Crumpton, Jennifer Evans, Karen Williams

CITY STAFF PRESENT – Amanda Greeley

CITIZENS PRESENT – None

CALL TO ORDER at 6:00 p.m.

CJTIZEN COMMENTS - None

APPROVAL OF MINUTES – The January meeting minutes need updating. Approval will be done via email.

TREASURER’S REPORT – Balance as of 2-12-18 is \$1,340.55.

OLD BUSINESS

City Tree – No update

Bylaws – No update

Keep Texas Beautiful – Zink announced that this conference will be held June 11th – 13th in Georgetown, Texas and that there are two (2) spots available for the board. Registration open March 1. The board was asked to let Zink know ASAP if they want to attend.

Dropbox vs. Google Drive – The board was reminded that Dropbox would no longer be the platform on which files were kept. Greely has received email addresses to send google invites to board members.

Board Photo - The board photo was taken. Sizes for shirt order taken.

### Adopt-A-Street (AAS) Update

Financial Report – L. Williams will continue to explore options to take payments. He will report findings to the board in two weeks.

11 streets are available for adopting.

Four (4) streets need new signage.

Need to follow-up with Redfern about clean-ups. Correlate who has asked for supplies and who has reported clean-ups.

Verify all signs have participant's name or say "Available".

Bucket List – The board request that a card be attached to handle with zip tie.

Thank you lunch will be held in September. Board will choose date then send save the date.

### Earth Day Mansfield (EDM)

Plans are underway for EDM.

Festival is scheduled for April 28, 10:00 to 4:00.

Chris and Shanda Burkett will be Honorary Chairs.

Event components and responsible board members/city staff are listed:

Advertisement (flyer, poster, save the date) - Greely

Children's Area – Greely and L. Williams

Rain Barrels – K. Williams

Barrels will be available for pickup at the service center by March 1. Barrels should be completed by April 23. Will funds be available to purchase paint?

Vendors – Zink and Conley (vendor form will be on Goggle Drive)

Educational Displays – Greely

Food Vendors – Zink

Entertainment – K. Williams

Marketing – Hurlbut

Logistics – Crumpton

Volunteers – Roberts and Green

Fishing Tournament – Mansfield Bass Masters

MEMBERS COMMENTS - None

STAFF COMMENTS – None

ADJOURNMENT - Zink motion to adjourn the meeting at 7:09 p.m. L. Williams seconded. Motion passed.