



# CITY OF MANSFIELD

620 S. Wisteria Street  
Mansfield, TX 76063

## Meeting Agenda

### Keep Mansfield Beautiful Commission

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Monday, March 11, 2024

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.*

3. **APPROVAL OF MINUTES**

[24-5906](#) 2.12.2024 KMBC Meeting Minutes

**Attachments:** [KMBC 2.12.24 Meeting Minutes.pdf](#)

4. **TREASURER'S REPORT**

5. **ROUTINE BUSINESS**

*Earth Day Mansfield 2024  
Planning Update  
Logistics  
Vendors  
Children's Area*

*Adopt-a-Street*

6. **OLD BUSINESS**

7. **NEW BUSINESS**

8. **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 8, 2024.

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Lindsey Tashman  
Public Education Specialist

This building is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meeting. To make arrangements, call 817-728-3610.



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 24-5906

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**Agenda Date:** 2/12/2024

**Version:** 1

**Status:** Approval of Minutes

**In Control:** Keep Mansfield Beautiful Commission

**File Type:** Meeting Minutes

**Agenda Number:**

**CITY OF MANSFIELD**  
**Meeting Minutes**  
**Keep Mansfield Beautiful Commission**

February 12, 2024 @ 6:00p.m.

Chris W. Burkett Service Center

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**Attendance** – Present: Kenneth Chalk, Dee Chambliss, Kristine DeWolf, Jeffrey Wilborn, Lisa Kammaz, Alex Godina Absent: Stacy Penny (due to illness)

**City Staff Present:** Lindsey Tashman

**CALL TO ORDER:** at 6:11 p.m. by Kristine DeWolf

**CITIZEN COMMENT**

Al Hernandez with Atmos was present. He expressed interest in supporting the Earth Day event.

**APPROVAL OF MINUTES**

Minutes from the previous meeting, January 2024, were approved by a motion offered by Dee Chambliss, seconded by Jeffrey Willborne, and a favorable vote by all members present.

**TREASURER’S REPORT**

Treasure Kenneth Chalk reported an account balance of \$8873.82. Deposits totaling \$300 will be made this week.

**ROUTINE BUSINESS**

**Earth Day Mansfield 2024 Updates**

**Children’s Area**

- **Pony Rides** – Tanya with the Pony Rides confirmed that she will have the ponies there and will send us an invoice.
- **Petting Zoo** – Alex spoke with Rachel Smith, the contact for the Petting Zoo. She said that she would invoice us soon after she knows the exact time the petting zoo will be needed for the Earth Day event. Alex will get this information to Rachel.
- **Face Painting** – Lake Ridge HS arts program contact said that they can provide face painting for the Earth Day Celebration. KMBC will need to provide the supplies (face paint, brushes, 2-3 tables and chairs). Lindsey will follow up to confirm the number of face painters participating from Lake Ridge HS and identify what they need. Kristine will investigate the cost of purchasing the face painting supplies with plans to seek reimbursement is the cost is within budget.

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- **Caricatures** - Kristine has identified 2 artists who are available to provide this service for our Earth Day celebration. The estimated cost is \$1200 (\$600 each). This cost exceeds the amount budgeted for Face Painting and Balloon art. A decision will be made when an exact cost is provided by the provider/artists.

**Entertainment**

- The band and DJ are confirmed.

**Rain Barrels**

- A Timberview HS art teacher, graphic artist at city of Mansfield, and Artium artists are our potential Rain Barrel artists. We are targeting 10 barrels. The Artium group requested that the gift cards provided to artists be increased to \$50 per barrel.  
**ACTION:** Motion was offered by Alex G. to increase the gift card amount to \$50 each for up to 10 artists (delivering up to 10 painted rain barrels). The motion was seconded by Dee Chambliss and unanimously approved by vote.

**Potential Partner/Donor:**

- **ATMOS** expressed an interest in supporting the Earth Day Celebration with a donation by way of a participating Earth Day nonprofit partner. **Lindsey** will explore a short list of potential nonprofit partners for fit and interest with guidance from the city. She will work to advance the partnerships on behalf of KMBC based on the information gathered.

**Educational Vendors**

- **Home Depot** – Crafts table and/or sponsor? Alex is following up with the *Home Depot* contact to clarify their intent regarding this year's Earth Day event.
- **Girl Scouts** – Lindsey is following up – giving them time to complete their outreach to the regional center.
- **Fishing Instructor:** We are still looking to secure an instructor through Texas Parks. Lindsey will confirm.

**Food Vendors**

- Kristine and/or Lindsey will follow-up with the food vendors to make sure they know of the approaching March deadline. No completed food vendor forms have been received as of 2/4.

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- **Pending Action:** A reduced Vendor Fee of 50% is being considered for a morning food/beverage vendor this year to ensure that these options will be available to Earth Day attendees. An electronic board vote will commence on this proposed action once all requested information is presented.

**T-shirts**

- Kristine will reach out to Jennifer (former KMBC member) to see if her contact will provide the volunteer T-shirts for Earth Day this year. The T-shirts will reflect the new KMBC logo. Lindsey will send an electronic copy of the logo/T-shirt design to Kristine.

**Logistics to be addressed before March meeting:**

- Finalize the Port-a-Potty (2), Table/Chairs, Hand wash stations (2), (Lisa)
- Secure artists for facepainting and the number of painters participating (Lindsey)
- Secure parking lots for attendees (Dee)
  - Note: Lindsey has confirmed with the City that street parking will be available for the event. She will plan to reach out to the city just prior to the event to get the No Parking signs “hooded” for the day of Earth Day.

**Adopt-A-Street**

- There were no Adopt-a-Street (AAS) renewals received for Feb 2024.
- There were a couple of non-renewals received – making the current number of “open” streets 15.
- Kenneth will send the reminder for trimester cleanup to all adopters this week.
- Lindsey requested KMBC to help with plaque/medallion dissemination. She will have a process identified by our next meeting.

**OLD BUSINESS**

**KMBC Logo Update** - Howard Redfern has bids from 2 companies and is awaiting a 3<sup>rd</sup>.

**NEW BUSINESS** – None

**ADJOURNMENT** - ACTION: The December meeting was adjourned by Kristine DeWolf at 7:32p after a motion by Kristine DeWolf (seconded by Alex G.), and all present members voting in favor.