



# CITY OF MANSFIELD

620 S. Wisteria Street  
Mansfield, TX 76063

## Meeting Agenda

### Keep Mansfield Beautiful Commission

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Monday, August 12, 2019

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. **APPROVAL OF MINUTES**

Approval of May 2019 minutes

*Attachments:* [KMB Minutes May2019](#)

4. **TREASURER'S REPORT**

5. **ROUTINE BUSINESS**

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, August 9, 2019.

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Rebecca Sales  
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: 19-3177

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**Agenda Date:** 8/12/2019

**Version:** 1

**Status:** Approval of Minutes

**In Control:** Keep Mansfield Beautiful Commission

**File Type:** Meeting Minutes

Meeting Minutes Draft  
Keep Mansfield Beautiful Commission  
Monday, May 13, 2019  
6:00 p.m.  
Mansfield Service Center

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

CITY STAFF PRESENT – Becca Sales

CALL TO ORDER at 6:01 p.m.

APPROVAL OF MINUTES –

TREASURER’S REPORT – Balance as of 05-13-19 is \$4,912.75.

ROUTINE BUSINESS

AAS Update

Three new participants added.

AAS renewals due in August. Board members asked to think about a renewal process/form.

NEW BUSINESS

Board Appreciation Dinner

Zink motioned to have dinner instead of monthly meeting, June 10, 2019, 6:00-9:00 p.m., at the home of Carla Green. Mills seconded. Motion passed.

Earth Day Recap

- MARKETING
  - a. Consider marketing this event as the ‘best kid’s festival in town’?
  - b. Water bill marketing was very effective
  - c. Consider boosting FB ads and adding Instagram marketing (1-min videos)
  - d. Use the Pickle Event to promote the EDM event
    - i. Participate in parade
    - ii. Have photo booth there

- e. Speak to/reach out to
  - i. PTA's (something new)
  - ii. HOA's (focus on more than we did 2019)
- f. Reach out to neighboring communities:
  - i. Midlothian
  - ii. Waxahachie
  - iii. Kennedale
  - iv. Crowley, etc.
- CHILDRENS AREA
  - a. VERY well run; however, need committees (use Karen W. to reach out to chamber?)
  - b. Move butterfly release to garden area ONLY
  - c. Consider moving photo booth inside the building or into one of the bays
  - d. Separate bounce house from pony rides
  - e. Use interns as additional support to face painter
  - f. Keep snake person in kid's area; bring back hawk man and have up by volunteer registration and rain barrel auction
- FISHING TOURNAMENT
  - a. Must find 'sponsor' organization – perhaps Joe Pool Bass club?
  - b. About 30 kids participated
  - c. Better or better-trained volunteers
  - d. Have more fish in pond that are of a size to be caught
- RAIN BARRELS
  - a. Brilliant changes by Rebecca and Karen – continue with the application process and the pre-event (hoping to be sponsored again by Wal-Mart)
  - b. Have two IPADS available to process payments
  - c. Have "Cash" and "Credit" signs and have two lines
  - d. Let winners take home a rain barrel flyer so they know how to set it up.
- LOGISTICS
  - a. Tables went over well – folks really liked having somewhere to sit
  - b. Order enough t-shirts to sell
  - c. Get enough bags to sell for \$5
  - d. Barricades vs. pylons

- e. Tie event signs to poles
  - f. Order a fishing tournament banner
  - g. Order an Earth Day banner
  - h. Have fewer trash/recycling stations, but with a more structured set up so that volunteers can help direct folks to trash vs. recycling
- VOLUNTEERS
    - a. We had good volunteers
    - b. Have more come early to help vendors unload
    - c. Have more next year to run trash/recycling stations
  - VENDORS IN GENERAL (BOTH FM AND 'OTHER')
    - Have a digital handout regarding prepping for wind
  - FOOD VENDORS
    - a. Get a vendor or organization to do 'festival' food
    - b. Get FM BBQ person to participate
  - BAND
    - Zink is authorized to reach out to secure them for 2020 at \$400 (up to \$500, if necessary)
  - FARMERS MARKET
    - They were happy and will come back.
  - EDUCATIONAL EXHIBITORS
    - They all seemed happy with the outcome.
  - COMMITTEES
    - Board members should consider having a committee for his/her area.

#### Board Assignments

Notify Zink if you plan to leave the board. Zink wants to adopt/create a succession plan for incoming officers.

ADJOURNMENT – Green motioned to adjourn meeting at 7:00. Roberts seconded. Motion passed.