



Agenda Information Sheet

January 5, 2021

Agenda Item

Election of Officers

Background & Summary of Request:

Article 4.1 Number and Description:

Officers of the board shall consist of a Chair, Vice-Chair, and Secretary.

Article 4.2 Terms of Office:

Terms of the officers shall begin immediately upon vote of a quorum of the Board during its first regular meeting. Terms of elected officers shall be one (1) year.

No officer shall serve more than two (2) consecutive one (1) year terms in the same appointed position, although officers will be allowed to serve an additional one (1) year term after a one (1) year absence as an officer.

Article 4.3 Duties:

The Chair shall preside over meetings of the board and shall serve as an Ex-officio member of all committees designated by the board. The Chair shall serve as chief spokesperson for the board in all matters of the board outside its meetings.

The Vice-Chair shall perform duties as delegated by the Chair and shall exercise the powers of the Chair in the event of absence or inability of the Chair to serve or preside over meetings of the board.

The Secretary shall keep the minutes of all actions during meeting of the board. A copy of all minutes of the board shall be forwarded monthly to the City Manager. The Secretary shall be responsible for notifying the City Manager's office of all scheduled meetings. The City Manager or his designee shall be responsible for posting all required notices of meetings of the board as prescribed by local and state law and shall keep an accurate copy of all such notices. Notices of meetings must also be given to all board members and Ex-officio officers no less than seventy-two (72) hours prior to all meetings; notice of such must also be posted in accordance with local and state laws.



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Review proposed budget for 2021

Background & Summary of Request:

The City of Marshall has funding collected from citizens when paying their water utilities bill that is put into a fund to help with litter control. This funding has been set aside for Keep Marshall Beautiful to utilize for beautification, litter and educational projects.

The total budget for 2021 is as follows:

Fund 13-0358-00-00 Litter Control-Streets \$6,700

*There is some discussion with Public Works on if this total can be divided out between their efforts and ours. Once that is confirmed, a more detailed budget will be provided.



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Review and consider beautification awards program policy & process

Background & Summary of Request:

In February of 2020- an agenda item was presented to the board regarding the program policy. The policy is being brought back for consideration before the new board. The policy is follows this sheet.

The City of Marshall has developed a partnership with the Chamber to see this program to fruition. The details are found in the following document.

Beautification Awards Program

Residential Program

Procedures:

- The program will cover the growing season from April through October.
- All homes located within the City of Marshall City Limits are eligible for consideration.
- Members of the Beautification Committee will review all nominations for award winning residences & commercial properties and select one residence & one commercial property per month during the season.
- Beautification Committee members consist of 3 Keep Marshall Beautiful Board members & 3 Greater Marshall Chamber of Commerce Members.
- Awards will be announced and owners provided with a framed certificate on a monthly basis at a City Commission meeting, a sign will be placed in the yard of the winner and a picture with caption will be published in the local newspaper.
- At the conclusion of the season, the city will purchase two annual awards of comparable value to the signs for the committee to award to home of the year at the first meeting of the new year.

Criteria for evaluation:

- Neatness and maintenance of house and other structures;
- Maintenance of planting areas, landscape, and all visible yard; and
- Absence of debris

Awards:

- Monthly Beautification Award: Framed Certificate of Award and Yard Sign.
- Annual Beautification Award

Business Program

Procedures:

- Recognition of businesses will be open to individual businesses, store fronts, shopping centers, multi-family uses, and other special categories;
- Members of the Beautification Committee will review all nominations for award winning businesses and select one business per month.
- Beautification Committee members consist of 3 Keep Marshall Beautiful Board members & 3 Greater Marshall Chamber of Commerce Members.

- Awards will be announced and owners provided with a framed certificate on a monthly basis at a City Commission meeting, a sign will be placed in the yard of the winner and a picture with caption will be published in the local newspaper.

Criteria for evaluation:

- Appearance and “curb appeal” of the business and property;
- Landscape and the use of plantings (if applicable);
- On-going maintenance and upkeep year round; and
- Neatness and absence of debris.

Award:

- Monthly Beautification Award: Framed Certificate of Award and Yard Sign.
- Annual Award

Beautification Partnership

The Greater Marshall Area Chamber of Commerce will team up with Keep Marshall Beautiful and the City of Marshall to recognize these home owners and businesses who are doing their part to beautify our community.

The chamber will be responsible for:

1. Purchasing 2 Sturdy yard signs that read “Residential Beautification Award” and “Commercial Beautification Award” both to include Keep Marshall Beautiful, the Chamber & City logos.
2. Providing 3 people to serve as committee members.

The City will be responsible for:

1. Recognition of monthly winners are City Council Meeting
2. Proclamation at City Council Meeting
3. Purchase annual award for one residential and commercial winner
4. Recognition of annual winners
5. Submit monthly release to Marshall News Messenger announcing beautification winners.

Keep Marshall Beautiful will be responsible for:

1. Providing 3 members to serve on committee
2. Presenting monthly winners yard sign and to photograph
3. Attend Council meeting when able to help recognize winners of monthly awards
4. Present Annual Awards winners at City Council Meeting



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Discuss programming for 2021 year

Background & Summary of Request:

Keep Texas Beautiful requires affiliates participate in at least one of the following programs to remain in good standing:

1. Fall Sweep: Mid September- November
2. Don't Mess with Texas Trash Off

Additional Programming & Events to consider:

Keep Texas Waterways Clean : Month of March

National Arbor Day: April 26th

Texas Arbor Day: 1st Friday in November

Keep America Beautiful Great American Cleanup: March – May

Adopt a Block Program: Annual

- A volunteer database will need to be cultivated by KMB to rely on for the success of these events.