



**Keep Marshall Beautiful Board Agenda**  
**April 6, 2021 4:30 PM**  
**City Hall 2<sup>nd</sup> Floor Conference Room**  
**401 S. Alamo Street**



**\*\*This meeting will be conducted utilizing a video and audio conferencing tool, ZOOM. To request a link to view and participate in the citizen comment section of the meeting please request 24 hours in advance by e-mailing james.mallori@marshalltexas.net\*\***

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- I. Call to Order and Roll Call of Members**
- II. Public Comments**
- III. Old Business**
  - A. Approve March Minutes
- IV. New Business**
  - A. Discuss plans for Don't Mess With Texas Trash Off
  - B. Discuss Plans for May 15<sup>th</sup> Park Cleanup
  - C. Beautification Awards
  - D. Rescheduled date for Waterway Clean Up
- V. Adjournment**

Certificate

THIS IS TO CERTIFY THAT THE ABOVE NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARD AT CITY HALL OF THE CITY OF MARSHALL, TEXAS ON OR BEFORE THE 1<sup>ST</sup> DAY OF APRIL, 2021 BY 6 PM AND WAS POSTED IN ACCORDANCE WITH CHAPTER 551, LOCAL GOVERNMENT CODE (THE TEXAS OPEN MEETINGS ACT). ITEMS POSTED IN THE OPEN SESSION PORTIONS OF THE OPEN SESSION PORTIONS OF THIS AGENDA MY ALSO BE DISCUSSED IN CLOSED OR EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE TEXAS OPEN MEETINGS ACT.

THIS MEETING WILL BE CONDUCTED IN ACCORDANCE WITH THE AMERICANS WITH DISABILTIES ACT. THE FACILITY IS WHEELCHAIR ACCESSIBLE AND HANDICAP PARKING IS AVAILABLE. REQUEST FOR SIGN INTERPRETIVE SERVICES WILL BE AVAILABLE WITH AT LEAST 48 HOURS NOTICE PRIOR TO THE MEETING. TO MAKE ARRANGEMENTS FOR THOSE SERVICES PLEASE CALL ELAIN ALTMAN AT (903)935-4526.

*Mallori James*

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Mallori James, Director of Tourism & Cultural Arts



# Agenda Information Sheet

**April 6, 2021**

Agenda Item

Discuss Plans for Don't Mess With Texas Trash Off at I-20/59 intersection

Background & Summary of Request:

Event is Saturday, April 24th from 8 am- noon. We will provide clean up materials for volunteers. Dress for the weather and tall grass. Masks are requested for all volunteering.

**We will check in volunteers from 7:30 am- 8 am**

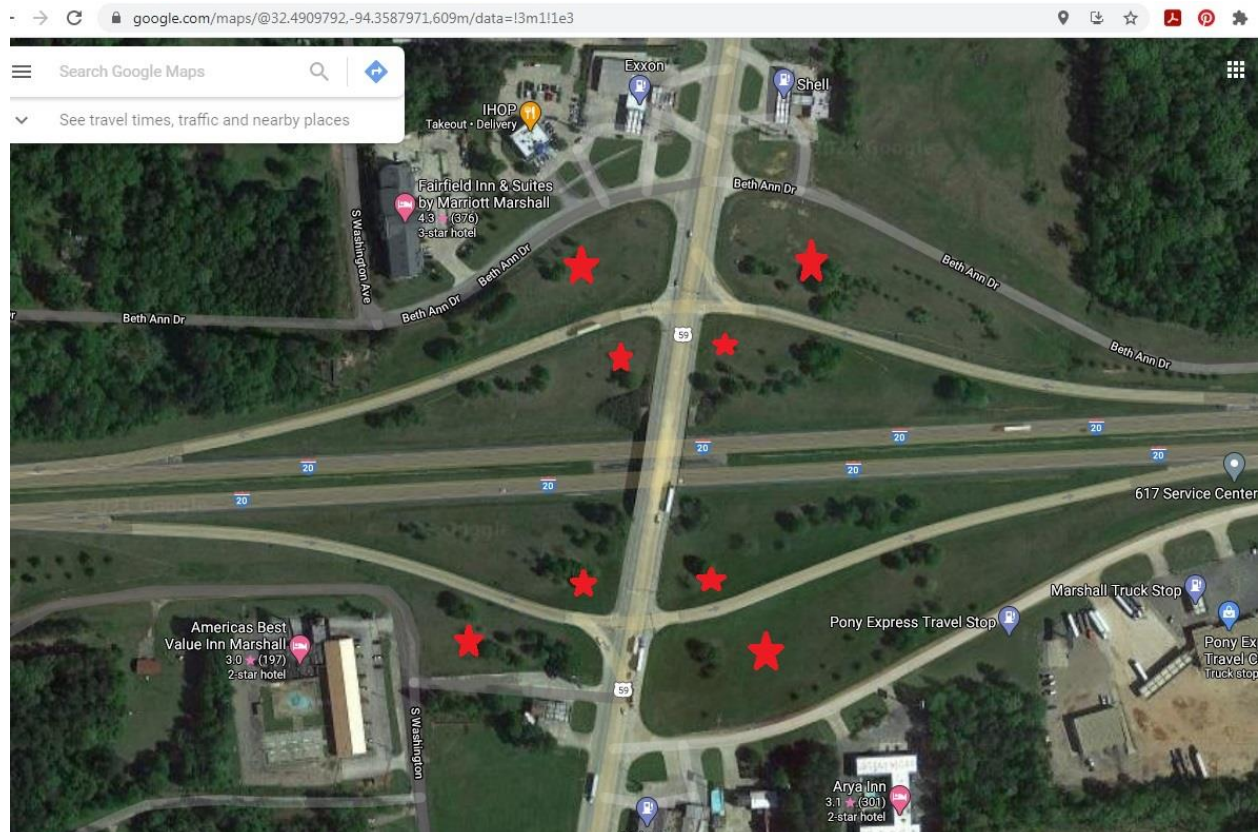
- Staff has submitted event to Keep Texas Beautiful
- Staff has submitted event to Keep Texas Beautiful Calendar of events
- Staff has requested materials from Keep Texas Beautiful
- Staff created Facebook event on 4/1
- Staff created an online volunteer sign up form on 4/1
- Staff created and submitted a press release to the City's communication staff who will submit to local news sources, staff shared this with the board.
- Staff will create a cleanup assignment location to the best of their ability.
- Staff has coordinated with Public Works to provide a crew member and a truck to take trash and recyclables the day of to the Public Works yard. Any large items will be noted and picked up by Public Works crews the following week.
- Staff has created a waiver form for participants
- Staff will complete and submit wrap up report to Keep Texas Beautiful following the clean up
  
- Staff needs assistance with the following from the board day of:

Day of:

Mallori will act as designated volunteer check in, will need one board member to assist. They will be responsible for checking in volunteers, making sure they sign the waiver. Will show them their assigned clean up location on the map, or assign their location if not already assigned. Identify the group leader at check in, and give those data collection sheet & instructions. Point them to the materials station to receive clean up materials and vests. Assists with collecting materials at the end of clean up. A small 1<sup>st</sup> aid kit will be at this location as well.

Materials distribution: 1-2 board members to distribute all cleanup supplies at check in, responsible for collecting supplies at end of check in. Including: Vests, litter pickers, and most importantly Data Collection Sheet.

Placing an order for lunch for volunteers (pizza/sandwiches) if a board member will coordinate & arrange for delivery/pickup, staff can call with payment.



Need to determine check in location & location for cars to park. Staff is working on this now. Looking for suggestions.

Volunteers will NOT clean up near I-20. We will stay closer to the feeder roads/ US HWY 59.

Volunteers will have safety vests and receive safety instructions before heading to clean up.

It's best to assign groups to each star & designate a leader for the area.



# Agenda Information Sheet

**April 6, 2021**

Agenda Item

Discuss Plans for May 15<sup>th</sup> Park Cleanup

Mallori will not be able to attend, will defer to the board chair or vice-chair for day of coordination and leadership.

Background & Summary of Request:

The Parks & Trails Cleanup in the month of May is part of the Great American Cleanup program.

Event is from 8 am – 12 noon

KMB board members to decide on which park or parks to cleanup on this day.

Airport Park

Lions Park

Bath-Miller Park

Bella Wyatt Park

City Park

Oak Trails Nature Park

Smith Park

West End Park

KMB will provide clean up materials per usual.

Staff will create a signup genius

Staff will submit plans to KTB

Staff will submit wrap up report to KTB

Staff will coordinate with Public Works and Parks Department

Staff will submit Press Release

KMB Board will: Recruit volunteers

Procure donated water/food for volunteers



# **Agenda Information Sheet**

## **April 6, 2021**

### Agenda Item

Beautification Awards

### Background & Summary of Request:

Press Release regarding the program will be put out this Month by the City Communication Department.

This month KMB judges should chose 1 residential and 1 commercial property to recognize. We will likely recognize these winners at the first meeting in May at the City Council Meeting as we discussed, followed by press releases etc.

Winners will need to be selected by the end of the month.



# **Agenda Information Sheet**

## **April 6, 2021**

### Agenda Item

Rescheduled date for Waterway Clean Up