

Cassie Webb, Member
Ernie Adams, Member
Bryan Moyers, Member
Abigail Mayer, Vice President



John Thompson, President

David Stone, Member
Susanna Lione, Member
Liberty Burroughs, Member

**KEEP ROANOKE BEAUTIFUL AGENDA
DECEMBER 4, 2024
6:00 PM**

**ROANOKE CITY HALL
1ST FLOOR CONFERENCE ROOM #102
500 S. OAK STREET
ROANOKE, TEXAS 76262**

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Keep Roanoke Beautiful board on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Keep Roanoke Beautiful board meeting held on October 2, 2024.

D. OLD BUSINESS

1. Discussion regarding Keep Roanoke Beautiful initiatives and outside support.
2. Discussion and action on Keep Roanoke Beautiful website ideas.
3. Discussion and action on which public areas in the City will be cleaned during the 2025 Spring Cleaning.

E. NEW BUSINESS

1. Staff update on Keep Texas Beautiful Application



AGENDA FOR THE
KEEP ROANOKE BEAUTIFUL MEETING

December 4, 2024
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F. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Monday, November 25, 2024, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

April S. Hill, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRILLE IS NOT AVAILABLE.**

A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guests



Keep Roanoke Beautiful Board **AGENDA ITEM**

TO: KRB Board Members

SUBJECT: 10/02/2024 - KRB Minutes

MEETING DATE: December 4, 2024

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the regular Keep Roanoke Beautiful board meeting held on October 2, 2024.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. KRB Min 10-02-2024

Cassi Webb, Member
Ernie Adams, Member
Bryan Moyers, Member
Abigail Mayer, Vice President



John Thompson, President

David Stone, Member
Susanna Lione, Member
Liberty Burroughs, Member

**KEEP ROANOKE BEAUTIFUL
MINUTES
OCTOBER 2, 2024
6:00 P.M.**

**ROANOKE CITY HALL
1ST FLOOR CONFERENCE ROOM #102
500 S. OAK STREET**

PRESENT: President John Thompson; Vice President Abigail Maye; Board Members: Cassi Webb, Ernie Adams, Bryan Moyers, and Liberty Burroughs.

DEPT. STAFF: Special Events Supervisor Mike Davenport and Administrative Assistant Lee Ann Jones.

ABSENT: Board Members; David Stone and Susanna Lione.

A. CALL CITY COUNCIL TO ORDER

The Keep Roanoke Beautiful board meeting called to order at 6:01 PM.

B. PUBLIC INPUT

No one wished to speak.

C. APPROVAL OF THE MINUTES

1. Motion made by Abigail Mayer second by Cassi Webb to approve the minutes from the regular Keep Roanoke Beautiful Board meeting held on June 5, 2024.
Motion carried unanimously.

D. NEW BUSINESS

1. Jeri Harwell will be discussing Keep Roanoke Beautiful initiatives and outside support.
This item was previously listed as Item #D5, but was discussed first to allow for more time.



**MINUTES FOR THE REGULAR MEETING
OF KEEP ROANOKE BEAUTIFUL**

**October 2, 2024
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Jeri Harwell, with Republic Waste Services (solid waste) explained the Keep Roanoke Beautiful board paperwork has been submitted with Keep Texas Beautiful, but has not been finalized. Ms. Harwell further explained, once the paperwork has been finalized, the Keep Roanoke Beautiful board will become an "associate member" with Keep Texas Beautiful, which will allow the board to apply for grants and other things.

Ms. Harwell stated she would be providing a truck to bring to the Celebrate Roanoke event from 12:00 p.m. to 6:00 p.m., which will be placed adjacent to the Keep Roanoke Beautiful booth.

Ms. Harwell stated she has discussed with board members the April 5, 2025 Roanoke Cleanup Day event, and what her availability is. Ms. Harwell explained, in the past bulk containers for clean-up were provided, in addition to shredding services on several occasions. Obtaining the services through her (Republic Waste Services) can be very cost effective for the city, as she gets the services at a discounted rate. In addition, there have been numerous discussions regarding household hazardous waste disposal, and understands the city currently has an agreement with the City of Fort Worth Environmental Group, which allows the city to issue vouchers to residents for this service. However, if the city would like to contract with Republic Waste Services for the event, it would be at a cost of \$20,000 for the event.

Special Events Supervisor Michael Davenport stated a shredding event was held last year for Roanoke Cleanup. In regard to hazardous waste disposal, staff will need to discuss this with the Public Works department, as they already have a similar event called "Crud Cruiser", which could possibly be melded together with the Roanoke Cleanup Day event.

Ms. Harwell stated she will attend as many meetings as needed, to assist in the planning process.

It was proposed to switch from City of Fort Worth Environmental to a Republic Waste Services partnership to offer more options for residents: electronics disposal, household hazardous waste, paper shredding, bulk trash, education, volunteerism.

The Town of Trophy Club is hosting their cleanup event this month, and it is recommended to attend their event for educational purposes to get a better sense of what we are looking for in Roanoke.

Ms. Harwell will put together an outline of what she thinks will work well for us and we will discuss it at next Keep Roanoke Beautiful board meeting in December.



**MINUTES FOR THE REGULAR MEETING
OF KEEP ROANOKE BEAUTIFUL**

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2. Discussion and action on marketing ideas for Keep Roanoke Beautiful.

Administrative Assistant II Lee Ann Jones updated board members, stating she has procured new marketing materials to have at the Keep Roanoke Beautiful booth. The new banner and tablecloth for the Keep Roanoke Beautiful event booth are finished and ready to use. In addition, the new postcards with QR codes have been created, and considering contacting Republic Waste Services for magnets with information on what you can/can't recycle/trash to provide for residents.

No action was taken on this item.

3. Discussion and action on Keep Roanoke Beautiful website ideas.

Administrative Assistant II Lee Ann Jones explained the city's Communication and Public Administrator/Marketing staff, Carissa Katekaru, will create and design the webpage. The board members will need to give basic information they would like to see on the webpage.

Mr. Davenport suggested to board members to research other city's webpages, in regard to Keep Roanoke Beautiful for ideas and inspiration.

Keep Roanoke Beautiful President John Thompson suggested this item be tabled until the December meeting, to allow time to research and come up with ideas. All board members were in agreement.

Motion made by John Thompson second by Ernie Adams to table this item until the December 4, 2024 meeting.

Motion carried unanimously.

4. Discussion and action on the Keep Roanoke Beautiful booth at Celebrate Roanoke.

Board members and staff discussed the different shifts available for the Keep Roanoke Beautiful booth workers.

Mr. Davenport stated the shifts will be as follows, and asked everyone to check their schedules, prior to committing to a shift.

- First Shift: 11:00 a.m.- 2:30 p.m. (includes set up)
- Second Shift: 2:30 p.m. – 6:00 p.m.
- Third Shift: 6:00 p.m. – 9:00 p.m. (take down)

President John Thompson stated the spin wheel, as discussed at the previous Keep Roanoke Beautiful meeting has not been built.



**MINUTES FOR THE REGULAR MEETING
OF KEEP ROANOKE BEAUTIFUL**

**October 2, 2024
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Board member Abigail Mayer stated Tractor Supply will be unable to donate anything as they have already reached their limit of donations at this time.

Mr. Davenport stated they have an automated irrigation timer, that was donated, which could be raffled, in addition to other things.

Board member Ernie Adams stated he will be donating a rain barrel to raffle at the Keep Roanoke Beautiful booth.

Board members agreed they will place names in a fishbowl for raffle entries, and Administrative Assistant II Lee Ann Jones will print the entry cards.

Motion made by Cassi Webb second by Bryan Moyers to use new materials at Keep Roanoke Beautiful booth and raffle above mentioned items at Celebrate Roanoke.

Motion carried unanimously.

5. Discussion and action on which public areas in the city will be cleaned during the 2025 Spring Cleaning.

President John Thompson stated this item should be tabled until the Keep Roanoke Beautiful board has received follow up information pertaining to this item.

Motion made by Abigail Mayer second by Liberty Burroughs to table this item until the December 4, 2024 meeting.

Motion carried unanimously.

E. ADJOURNMENT

Motion made by Bryan Moyers second by Ernie Adams to adjourn the meeting at 6:45 p.m.

Motion carried unanimously.

John Thompson, President

Cassi Webb, Secretary



Keep Roanoke Beautiful Board **AGENDA ITEM**

TO: KRB Board Members

SUBJECT: Continued Discussion regarding Keep Roanoke Beautiful initiatives and outside support.

MEETING DATE: December 4, 2024

DEPARTMENT: Administration

ITEM SUMMARY:

Discussion regarding Keep Roanoke Beautiful initiatives and outside support.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None



Keep Roanoke Beautiful Board **AGENDA ITEM**

TO: KRB Board Members

SUBJECT: Website Ideas

MEETING DATE: December 4, 2024

DEPARTMENT: Parks

ITEM SUMMARY:

Discussion and action on Keep Roanoke Beautiful website ideas.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



Keep Roanoke Beautiful Board **AGENDA ITEM**

TO: KRB Board Members

SUBJECT: Public Areas for 2025 Spring Cleaning

MEETING DATE: December 4, 2024

DEPARTMENT: Parks

ITEM SUMMARY:

Discussion and action on which public areas in the City will be cleaned during the 2025 Spring Cleaning.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None



Keep Roanoke Beautiful Board **AGENDA ITEM**

TO: Keep Roanoke Beautiful Board

SUBJECT: Keep Texas Beautiful Application

MEETING DATE: December 4, 2024

DEPARTMENT: Parks

ITEM SUMMARY:

Staff update on Keep Texas Beautiful Application

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None