



**Keep Marshall Beautiful Board Agenda**  
**March 2, 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\*\***

- I. Call to Order and Roll Call of Members**
- II. Public Comments**
- III. Old Business**
  - A. Approve February Minutes
- IV. New Business**
  - A. Discuss plans for Waterway Clean Up March 27<sup>th</sup>
  - B. Discuss location for Texas Trash Off cleanup
  - C.
- 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 28TH DAY OF JANUARY 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



**Keep Marshall Beautiful Board Meeting**  
**February 2, 2021 4:30 p.m.**  
**Meeting Minutes**

Board Members in attendance: Via Zoom: Cheryel Carpenter, Ashli Dansby, Zonita Bailey, Stacy Burns. In person: Susan Marshall. Staff: Mallori James

Mallori James called the meeting to order at 4:34 p.m. on February 2, 2021, in the second floor conference room of City Hall.

- I. The minutes from the January 5<sup>th</sup> meeting were approved with a correction to be made in the spelling of board member Cheryel Carpenter's name. A motion to approve was made by Susan Marshall, a Second by Ashli Dansby. All in favor, motion carried.
- II. New Business
  - A. Election of officers.

Susan Marshall made a motion to recommend Ashli Dansby to serve as board chair. Cheryel Carpenter 2<sup>nd</sup> the motion. All approved, motion carried. Board member Cheryel Carpenter made a motion to recommend herself serve as board vice chair, board member Ashli Dansby 2<sup>nd</sup> the motion. All approved, motion carried. No action was taken on the position of board secretary. Mallori James will carry out duties.
  - B. Review proposed 2021 budget

Mallori James clarified the budget for 2021 from fund 13-0358-00-00 Littler Control-Streets is in fact \$6,700. She reported after speaking with Public Works Director, Eric Powel, the Public Works department does use about 1/3 of this fund to cover the fee to tip dumpsters. The remainder of the budget, \$4,467.00 will be dedicated to Keep Marshall Beautiful. Discussion was brought up by Ashli Dansby regarding the funds collected by the city through the donation on the water utilities bill. Board members expressed interest in changing the wording to "donation to Keep Marshall Beautiful" to encourage donations and be more clear. Motion was made by Ashli Dansby to accept the budget as presented, 2<sup>nd</sup> made by Susan Marshall. All in favor, motion carried.
  - C. Review and consider beautification awards program policy and process

Mallori James noted the updates to the awards program as requested by the board in January. One more revision was requested regarding the "City Limits" be added to the commercial business award program. Cheryel Carpenter asked how the information about this program will be communicated to the community and how nominations process will take place. Mallori James stated that the City will issue a press release, share through social media via- the City of Marshall & Keep Marshall Beautiful Pages. City Staff will also utilize our radio stations to promote the program. Mallori James stated that nominations may come from citizens, judges, board members etc. via e-mail or word of mouth. A question was asked about an e-mail account. Mallori James stated that an e-mail for Keep Marshall Beautiful has been created, board chair & vice chair will be given access to it and social media. A motion to approve the program policy with the addition of

“Marshall City Limits” to the business portion was made by Susan Marshall. A second by Ashli Dansby. All approved, motion carried.

D. Selection of members to serve as Judges for Beautification Awards

Mallori James stated that according to the policy and agreement with the Chamber, KMB should provide 3 judges to serve with the 3 members of the Chamber to make selections. Susan Marshall asked if the judges will remain judges for the year, Mallori James responded yes for congruency. Board members who volunteered for the positions are Cheryel Carpenter, Susan Marshall and Zonita Bailey. Mallori James will inform the group when they'll meet to look at properties to consider for the award.

E. Selection of member to serve as volunteer chair

Mallori James gave a description of what duties are to be performed by the volunteer chair that will assist the staff with recruitment and communication to all volunteers. Susan Marshall volunteered to serve as volunteer chair.

F. Discuss programming for 2021 year

Mallori James presented the proposed KMB events for 2021 in order to keep affiliation, potentially raise our affiliate status and make us more eligible for the GCAA in 2022. Keep Texas Waterways Clean, held in March. The board all agreed on March 27<sup>th</sup> from 8 am-noon. The board agreed that 10-15 volunteers are manageable during the pandemic. Mallori James, Susan Marshall and Ashli Dansby agreed to look at a portion of Parker Creek to determine its accessibility. Ashli Dansby noted that the water along Blanch Street is not accessible at this time. Staff will report back to the board with confirmation of location. Don't Mess with Texas Trash Off: The board agreed on April 24<sup>th</sup>, 10-15 volunteers. The board and staff will determine a location once it's confirmed the roadways have to be a TXDOT roadway or not. Parks & Trails Clean Up: The board agreed on May 15<sup>th</sup>, 10-15 volunteers, the board will determine the parks(s) to clean up at a future board meeting. Mallori reminded the board about National Arbor day on April 30<sup>th</sup>. The board agreed on October 23<sup>rd</sup> for Fall Sweep. The board okayed involvement in Fire Ant Festival Clean up, Texas Arbor Day educational programming with the schools, Wonderland of Lights Clean Up. The board asked Mallori James to provide them with the requirements to reach silver and gold affiliate status as well as the GCAA requirements.

G. Discuss Plans for Keep Texas Waterways Clean Event

Items discussed in previous agenda item.

With no further items to discuss a motion was made by Susan Marshall to adjourn, a second was made by Cheryel Carpenter. All approved, motion carried. The meeting was adjourned at 5:51 pm.



# Agenda Information Sheet

**March 2, 2021**

Agenda Item

Discuss Plans for Waterway Cleanup

Background & Summary of Request:

Event is Saturday, March 27<sup>th</sup> from 8 am- noon. We will provide clean up materials for volunteers. Wear waterproof shoes (rain boots) just in case you are near the water's edge. Dress for the weather. Masks are requested for all volunteering. Social distancing encouraged. Limited volunteers to 15.

- 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
- Staff created an online volunteer sign up form
- Staff created and submitted a press release to the City's communication staff who will submit to local news sources
- 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:
  - 2 donated cases of water
  - 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 one or two board members to assist with loading boxes of clean up supplies from the Convention Center to take to clean up and back to Convention Center after the event.



# Agenda Information Sheet

March 2, 2021

Agenda Item

Identify location for Texas Trash Off clean up

Background & Summary of Request:

To qualify for this event we must clean a TxDOT maintained roadway.

The Don't mess with Texas® Trash-Off serves as Texas' signature event for the Great American Cleanup, the nation's largest community improvement program, held annually from March through May. The program supports efforts to clear Texas roadsides of trash and includes cleanups taking place April 1-30.

The Don't mess with Texas Trash-Off is part of Texas Department of Transportation's litter prevention program, which includes Don't mess with Texas, Adopt-a-Highway, and a grassroots partnership with Keep Texas Beautiful. Participants can receive cleanup supplies, promotional items and a host of resources.

Location considerations:

I-20 & US HWY 59 intersection

Other locations?