

**Keep West Tawakoni Beautiful  
Official Minutes  
Thursday, March 16, 2023  
West Tawakoni City Hall**

- 1. Call to Order: The March 16, 2023, meeting of the Keep West Tawakoni Beautiful steering committee was called to order in the West Tawakoni City Council Chambers at 6:40 p.m., by Steering Committee Chair Mary Hall. Present were members Mary Hall, Dwayne Hall, David Radtke, Adriana Thomas and Kim Travers. Guest present were Tyler Thomas and Troy Travers.**
- 2. Welcome visitors: Chair Hall welcomed all those present to the meeting.**
- 3. Citizen Impute: None.**
- 4. Announcements: (a) Dwayne Hall stated the Deer Run Golf Club is hosting a benefit golf tournament for the West Tawakoni Volunteer Fire Department on March 25, 2023, at 9:00 a.m. The tournament will be played as a two-man scramble and lunch will be provided. The cost of the tournament is \$75.00 per player. (b) Adriana Thomas stated she had reached out to Tiffany Chapman at Quinlan ISD, to find out how KWTB can go about parting with the district. Thomas stated Ms. Chapman referred her to Kathleen Witte and sent her Ms. Witte contact information. Thomas also stated she was looking into a grant from Walmart that would pay for t-shirts for KWTB to use for various projects. (c) Chair Hall stated the City of West Tawakoni will have its Market on the Lake on Saturday, April 8, 2023, from 8:00 a.m. until 12:00 p.m., followed by the Annual Easter Egg Hunt at 2:00 p.m. at the West Tawakoni City Park. Chair Hall also announced a reminder for our clean-up day on April 15, 2023, as well as the Tyler Azalea Tour taking place the following three weekends beginning on March 24, 2023, and ending on April 9, 2023. Dwayne Hall stated you can drive the trail, rent an electric bike or take the carriage to see all the beautiful flowers and trees.**
- 5. Approval of minutes: Dwayne Hall motioned to approve the minutes of the February 16, 2023, meeting and David Radtke seconded. Approved.**
- 6. Review and approve KWTB bank account signees. Namely remove Susan Roberts, City Administrator, Alan Shoemake, former Mayor, Kathie Magers, former KWTB Committee Chair, and add the following Kim Cowley, City Secretary, Pam Reed, City Council Member, Jim Turnipseed, Mayor, David Radtke, KWTB member and Mary Hall, KWTB Chair. Two signatures are required on all KWTB checks, one from the city and one from KWTB committee member: Dwayne Hall made a motion to except changes as written to the KWTB bank account and Kim Travers seconded. All in Favor: Unanimously Approved. The committee agrees David Radtke and Mary Hall will be the committee designated signees going forward and well as Kim Cowley, City Secretary, Jim Turnipseed, City Mayor, and Pam Reed, City Council Member. The**

committee also agrees on the immediate removal of Susan Roberts, City Administrator, Alan Shoemake, former Mayor and Kathie Magers, former KWTB Chair. Until the bank makes these official changes, Kathie Magers will still be available to sign checks if necessary.

7. Update from the March 2, 2023, regional training in Mesquite attended by David and Adriana: David Radtke stated the training title was "Train the Trainer" and his first takeaway from the meeting was a statement made by the Mayor of Mesquite regarding the engagement and involvement of the respected City and EDC is critical to our committee's success as it impacts all citizens. Secondly, Radtke stated that business cards and name tags were discussed, as well as grant writing that can be applied up to four times per year. Chair Hall stated that to her knowledge the city does not have a grant writer. David also stated there is an Annual Trash Office in April, our annual report is due, and when we hold a cleanup event, that data needs to be sent to Keep Texas Beautiful. Chair Hall stated we do send our clean up information to Keep Texas Beautiful and our annual report has been sent. Radtke stated other topics of discussion included not comparing ourselves to other cities with what we can and cannot do, getting sponsorships from local businesses and promote that business on our Facebook website which we currently are not doing, applying for various grants and a youth share program involving local school districts, scouts, and other youth driven programs that are required to participate in community service. Finally, David stated they discussed ways to find and retain volunteers by looking outside of the city, sending emails, or a newsletter, having a sign in sheet on cleanup days, attending other community hosted meetings or events in our area, and using social media sites like Facebook and Next-Door to constantly promote our committee.

Adriana Thomas began by passing out bookmarks from Keep Texas Beautiful highlighting there upcoming events, flower seeds from Keep San Angelo Beautiful and a recycling fact sheet. Thomas stated the one thing that she heard repeatedly in the training was to make our committee indispensable so we cannot be ignored, by being visible out in the community. Thomas also stated the speaker suggested our committee start attending as many meetings regarding the city as possible. She agreed with Radtke that we do have limitations when it comes to community involvement but echoed the same sentiment regarding the youth programs. Thomas stated other affiliates partner with their local school districts beginning with elementary school aged kids to learning things like the "Waste in Place" program. Thomas stated she has reached out to Ms. Witte to see if it would be possible to schedule an Earth Day event at QISD schools and would like for us to come up with a catch phrase like "KWTB Junior Ambassador" or "KWTB Litter Police". Thomas stated she was looking into how to apply for a grant from Walmart and would like KWTB to use this grant money not only to purchase things like t-shirts, but coloring books and activity books to teach kids about picking up trash and recycling. Adriana also stated she has been working on a more eye-catching flyer to pass out in the community regarding our clean-up days in hopes of drawing more attention by using a catfish theme logo that says, "Stash the Trash" and "Even Bottom Feeders Hate Garbage". David also stated he forgot to mention that Keep Texas Beautiful gave us magnetic signs to place on our vehicle when we are out and about representing KWTB, and that Adriana has them.

Chair Hall thanked Adriana and David for attending the meeting and stated those were all really good ideas. She commended the committee for their efforts and noted that according to the minutes from the last city council meeting, we were the only committee turning in minutes. She encouraged the committee to keep the ideas coming and we would keep working hard to raise every penny needed for our committee to succeed. Chair Hall also stated she and Dwyane had ordered seeds today and plans to place labels that state "Compliments of KWTB" on the back of the packages to pass out at the Market on The Lake. She also contacted Keep Texas Beautiful for handouts and other items, but Keep Texas Beautiful directed her to TX. Dot. Chair Hall stated she called TX. Dot in Greenville and they stated they have no publications, and everything had to be ordered through the website. According to the TX. Dot website each household can only order one of each item they had listed on their page, so Chair Hall stated she emailed them offering to pay for extra items in hopes of getting more than one but has yet to get a response.

8. Update on the little library: David Radtke stated he had gone by, and the adult books were disheveled, but there were plenty of books. Chair Hall stated she went by on Sunday to add more adults and children's books.
9. Discuss and approve action on the Veterans Garden at City Park- Adriana and Tyler tilled and removed grass. Need to spray weed killer, add irrigation and soil before planting this Spring. Already have bark mulch: Tyler Thomas stated the irrigation with the drip needs to go underneath the weed fabric and we will need to mark the drip line before we plant anything, so the line doesn't get cut in the process. He also stated the drip lines will have to be covered so the animals cannot chew the line. Thomas estimated the price of the drip line to be approximately \$50.00. Troy Travers stated he may have enough drip line to complete the project without the committee having to purchase any and suggested we not completely rely on the drip line. Chair Hall agreed and stated with new plants we will have to check the garden routinely. Tyler asked the committee if the drip line needs to be automated or if we were planning to manually turn the water on and off. David Radtke stated he had a brand new two-zoned orbit that he would donate. Thomas stated he had most of the material we would need. Adriana Thomas stated once the weeds were sprayed, they could start the drip line. Troy Travers stated he would weed eat and spray the garden area. Adriana Thomas asked to be added as an admin on Facebook so she can post pictures of the process being made on the garden. Adriana also asked the committee about a re-opening ceremony with a potluck when the garden was complete. Chair Hall stated the Master Gardeners had suggested we do something like that, her concern was getting the information out since we no longer have a newspaper. Chair Hall stated that Brad Keller from the Greenville Herald Banner has been taking her post and sharing them with the community which has been helpful. Adriana Thomas stated she would talk to Brookshires about donating hot dogs or hamburgers for the potluck. She also suggested while at the Market on the Lake having an area where kids could paint rocks to put into the Memorial Garden.

David Radtke stated he would like to see the committee assign ownership of projects. Radtke stated he is hearing all these great ideas and assumes Thomas is taking

ownership of them which spreads her out all over the place. Thomas stated she understand that she has thrown a lot of ideas out, but in doing so she is hoping that one or two stick. Thomas stated she doesn't think we need to constantly be repeating the same projects year after year. Radtke wants the committee to be available to help, but he would like a committee member to be responsible for certain projects, so he knows who is going to be responsible for what. Chair Hall stated she understands the thinking behind what Radtke is saying, and this is a problem the committee has always had, but we need more volunteers, and we are limited to the members sitting up here. Radtke stated hopefully we will have more members sometime in May as his neighbor is retiring and is interested in joining. Chair Hall stated that our priorities right now are the Memorial Garden, The Market on the Lake, our first clean-up and the yard of the month. David Radtke concurred, but he would also like to add a membership drive so the committee would be able to approach local businesses saying we need assistance, manpower and money. Radtke suggested a membership of \$100.00 to join and 16 hours of manpower guaranteed per year. Troy Travers asked if the membership drive would only be obtaining volunteers to help or would these members be able to vote. Chair Hall stated that right now KWTB has a steering committee of 5 sitting around the table that can vote and the membership drive would be for people who want to volunteer to help KWTB without voting privileges. Troy Travers stated promotion is going to be key in getting members and he agrees with a previous statement that business is going to have to be advertised and thanked on the KWTB Facebook page to keep them involved. Radtke suggested he and Dwayne Hall take ownership of the membership drive and meet outside of the quorum to discuss ways to approach area businesses and report back to the committee. Kim Travers stated we need a form that is a membership form not a committee application. Travers stated she would start working on the form and feels the entire committee should be out talking to area businesses since some members are familiar or even friends with certain business owners. Travers states those relationships with business in the community will go along way in building our membership. Chair Hall also mentioned the homeowners' associations for memberships as well. Tyler Thomas asked what are going to be some benefits of having a membership. Kim Travers stated free advertising will be one. Travers stated we should post a thank you for sponsoring KWTB on our Facebook page, followed by write up that would help each business bring in customers. Travers also suggested the committee come up with a certificate or a decal saying they are a member of KWTB. Radtke reiterated he would like to take co-ownership of the membership drive with Dwayne Hall and report back to the committee. Dwayne Hall stated he knows a lot of business owners in our community and would work with David on the drive. Radtke made a motion he and Dwayne take ownership of the membership drive. Hall seconded. Approved.

10. Discuss and approve action for the Spring plant sale at the Market on the Lake April 8 and obtaining plants to sell (\$400 limit), who will shop for the plants, raffle basket items and freebies. Groom and Sons donated 1 large item valued at over \$200.00: Dwayne Hall stated he went into Groom and Son and talked to the manager about donating an item to our KWTB raffle sale. Hall stated he received a Milwaukee drill set that included a drill and impact with batteries that was valued around \$200.00. Hall stated later he got a message that one of the batteries in the kit is defective, but a

phone call to Milwaukee Tools will get a replacement battery for free. Hall stated he was torn on raffling an item with a defective part and was considering taking it back. David Radtke stated he wouldn't take it back and added we need to place the solution for the defective battery directly on the item and be up front about it to whomever wins the drill. Hall stated he spoke to the manager, and she is looking for another item, possibly a blower. Hall stated our next question is how much we are wanting to charge for these raffle tickets since our prize item value has increased. Dwayne stated he was thinking \$5.00, but that may be too much. Radtke stated he would buy 2 for \$5 and Thomas stated she would enter raffles where she could pay \$5 and get several tickets. Kim Travers stated a \$1 ticket wasn't enough, but \$5 was too much. Chair Hall stated that we have plants to sell, and she doesn't want to have any plants left over, so we should not make our raffle tickets so expensive that the community doesn't buy the plants. Chair Hall stated they have been stuck with left over plants in the past and would prefer not to have that issue again. After much discussion the committee decided on 1 ticket for \$5.00 and 4 tickets for \$10.00. Kim Travers motioned we sell the raffle tickets 1 for \$ 5.00 and 4 tickets for \$10.00. David Radtke seconded. Unanimously approved. Chair Hall stated each committee member would need to help by donating items to go into the gift baskets. Chair Hall plans to take the items to Robin Myers to have the baskets dressed up before the raffle. Each member stated they could provide items. Chair Hall stated she had a list of places to purchase the plants from, but we had to make sure we bought the items wholesale. Chair Hall also stated she needed someone to go with her to pick up the plants. Thomas offered to go with Chair Hall, but because of conflicting work schedules, it was going to be difficult for the pair to go together. David Radtke stated he could help pick up the plants if needed. Chair Hall stated we need to have two tables set up, one for the raffle items and another one for plants. David Radtke stated the way he sees it, Chair Hall has ownership of the Market on the Lake.

11. Discuss the first community wide clean-up on April 15 at the Wastewater Treatment facility. Need more volunteers to assist: David Radtke states he will take ownership of all the clean-ups for the year. Radtke stated he would like a list of people to contact to volunteer, including Mikey Kline. Radtke also stated he plans to contact the fire department to see if they could pick up the metal and possibly spare one person to volunteer at the clean-ups. Chair Hall stated we will need to see a current West Tawakoni water bill, along with an I.D. before anyone could bring trash in the facility and donations will be excepted. Chair Hall also mentioned she would like to have some kind of pen or freebie to give out to thank the community for bringing their trash. David Radtke stated he would like to see a sign in sheet at the entrance of the wastewater facility so people could write down with their name and telephone number to contact them about volunteering in the future. Chair Hall stated she didn't know how she felt about that, so Radtke asked the suggestion to be tabled for now and discussed at a future meeting. Troy Travers suggested handing them a membership form instead and Dwayne Hall suggested we stable a pack of free seeds to the form.

- 12. Discuss the status of the new metal signs for yard of the month, Community Improvement and any others:** Kim Travers passed out 2 different examples for the committee to choose from regarding the new metal signs. One example had the KWTB logo in the center and the other had an image of Lake Tawakoni in the center with the KWTB logo to the side. Travers stated a brand-new sign which included the metal frame and two-sided face would cost the committee \$100.00. Travers stated Jim from Vital Signs could possibly re-wrap any old metal frame for \$10.00 which would bring the cost down. Travers stated if we just buy the two-sided face the price would be \$35.00. Chair Hall stated one of the metal frames from the old KWTB yard of the month was bent and didn't think it could be repaired, so we would need one new sign. Chair Hall also stated one of the old signs could be painted and reused. Kim Travers stated we had originally voted to redo all the signs, including the Calvin Travers Yard of the Year. Dwayne Hall stated he agreed all the signs still need to be replaced but he also felt some frames from previous signs could be reused to cut the cost down. Hall stated he would take the frames to Jim at Vital Signs to see what he could do with them. Kim Travers stated if we agree on the new logo for the yard of the month, she will contact Jim to start working on those signs. David Radtke motioned we buy one new sign with the Lake Tawakoni logo in the center and one re-wrapped sign for yard of the month. Dwayne Hall seconded. Approved. Radtke also asked the committee for suggestions on a date for the team to begin looking for our first recipient for the yard of the month to be awarded in May. Chair Hall stated we could go as a team on April 15, 2023, after the clean-up. The committee agreed.
- 13. Discuss and approve T-shirts with the KWTB logo for the group to wear at events.** Sherry Spicer in Quinlan can embroidery our logo/names for \$10.00 per shirt if we purchase shirts. She prefers to embroider Gildan shirts: Chair Hall stated she would like us to wear the shirts at the Market on the Lake, clean-up events and any other time we represent KWTB. Kim Travers motioned Sherry Spicer embroidery shirts with the committee members' first name, the committee's name and logo on a grey shirt. David Radtke seconded. Approved.
- 14. Discuss any future agenda items:** Chair Hall talked about future members coming to join our committee. David Radtke stated his neighbor may come aboard at the end of May. Chair Hall asked committee members to keep asking friends and neighbors to our meetings. Kim Travers stated she had asked someone to attend our meeting tonight, but she didn't want to get out in the rain. Travers stated she would invite her to attend next month. Chair Hall also stated she has been in contact with TX. Dot about replacing the do not litter sign on Rabbit Cove Road and is hoping to hear back from them after the manager returns from vacation. Kim Travers stated that might be something we could get Jim at Vital Signs to make. Chair Hall stated we would wait to hear back from TX. Dot and go from there.

**15. Adjourn: Adriana Thomas moved the meeting be adjourned and David Radtke seconded. Approved. The meeting adjourned at 8:36 p.m.**

**Kim Travers**

**Committee Secretary**