

**KEEP DUNCANVILLE BEAUTIFUL
REGULAR MEETING
Council Briefing Room, City Hall
203 E. Wheatland Road, Duncanville, TX 75137
December 4, 2015
Minutes**

Board Members Present: Madeline Kelley-Schwoch (Chairperson), Bobby Cutler-Hill (Vice-Chairperson), Lee Burton, Daniel Flores, Emily Gwynn, Lonnie McKnight, Dotti Pennebaker, Brenda Wilson and Dorothy Wolverton

Board Members Absent: Frank Alegria (Excused), Patti Clemmer, Barbara McComb (Excused) and Joe Veracruz (Excused).

City Staff Present: Timothy Hamilton, Parks Superintendent, and KDB Staff Liaison (SL), Jessica Smith, Solid Waste Coordinator (SWC), Pam Willis, Recording Secretary (RS) and Bart Stevenson, Director of Parks and Recreation

Called to Order – 8:32 am – Chairperson Schwoch called the meeting to order.

1. Consider Approval of Minutes for the Regular Meeting held November 6, 2015:

Board member Wolverton made the motion for approval; seconded by Vice-Chairperson Cutler-Hill to approve the minutes of the Regular Meeting on November 6, 2015. The vote was cast 9 for; 0 against. Board members Alegria, Clemmer, McComb and Veracruz were absent and therefore did not cast a vote.

2. Discuss Board Member and City Roles/Duties regarding Keep Duncanville Beautiful Projects:

SL Hamilton introduced Bart Stevenson, Director of Parks and Recreation. Mr. Stevenson addressed the roles of the KDB Board members and those of the City staff. Mr. Stevenson explained to the Board that the KDB Liaison was once paid half their salary from the KDB budget; however, he assured the Board the SL Hamilton is paid solely from the General Fund and not from any KDB funds. Mr. Stevenson apologized for the lack of communication between himself, SL Hamilton and the Council. He realized after several discussions that Keep Duncanville Beautiful had not been clearly given their tasks as a service board or what Council's expectations were. After Mr. Stevenson finished speaking, he was thanked by the Board. Chairperson Kelley-Schwoch handed out the job description for Keep Duncanville Beautiful Board. Chairperson Kelley-Schwoch asked everyone to read over the job description to see if they all understood the amount of time and commitment the Board requires. Chairperson Kelley-Schwoch also informed the Board that Board member Pamela Murray had submitted her resignation and therefore no longer on the Board. Other handouts that were passed out included the Keep Duncanville Beautiful budget; the Awards Schedule for Business Beautification Award and Curb Appeal; a list of the Focus Areas/Committees; and a handout of the

projects list that was discussed for 2015. A suggestion for the Planning Retreat was suggested for January 8, 2016 from 8am – 12pm. Most Board members were in agreement for this date and time. Chairperson Kelley-Schwoch and SL Hamilton suggested to all members present that they each look over the material handed out and think on the material and projects that need to be accomplished. Chairperson Kelley-Schwoch and SL Hamilton requested any ideas, additions, deletions or concerns be e-mailed to him or Chairperson Kelley-Schwoch.

3. Review Curb Appeal and Business Beautification Program Details:

SL Hamilton reminded Board members responsible for Curb Appeal winners remember to pick up their signs after a month. He noted that the Business Beautification Sign was out at the apartments. It was also suggested by SL Hamilton and Chairperson Kelley-Schwoch that though it was not a requirement to be at the Council meeting when the Curb Appeal winners are announced it would be a nice gesture to show each winner there that they are supported by the KDB Board.

4. Receive Updates on Coat Recycling and Toy Recycling Drives:

SL Hamilton told the Board that the Coat Recycling Drive would end on Friday, December 18, 2015. All Board members that volunteered to pick up coats should do so and drop them off at the Dry Cleaning Super Center on Wheatland. He also reminded them to bring in the bins that were used for the coat recycling drive. The toys for the Toy Recycling Drive need to be gathered up from the schools by the end of the day on Monday, December 7, 2015. He asked that arrangements be made with him to meet at Lions Park for the storage and separation of the toys. These toys would be divided out and given to those less fortunate.

5. Receive Staff and Focus Area Committee Report/Updates:

- **Volunteer Hours Tracking Sheet**
RS Willis passed around the Volunteer Hours Tracking Sheet for November hours.
- **SL Hamilton Staff Report**
SL Hamilton announced that he has been asked to serve on the Keep Texas Beautiful (KTB) affiliate committee as a liaison between Keep Texas Beautiful and possible new affiliates. On another note, SL Hamilton requested volunteers to aid in the Litter Survey. Last year the survey was taken on Saturday, January 10, 2015. The optimal time to complete the survey is around the same time each year. He requested that Saturday, January 9, 2016 be the date from 9am – 12pm. He needs several people to participate on the Litter Survey. He commented that he would send out an email requesting volunteers. SWC Smith reminded everyone to drop off their cooking oil at the service center to keep it out of the drains. Chairperson Kelley-Schwoch suggested Board member check out the KTB webinars.

A motion was made by Board member Pennebaker to adjourn; seconded by Board member McKnight.

The meeting was adjourned unanimously at 9:38 a.m.