



Keep Marshall Beautiful Board Meeting Minutes
Marshall Public Library Board Room
December 5, 2023

1. Call to Order by Cheryel Carpenter at 4:30 pm. Board members in attendance were Lillian Banks, Cheryel Carpenter, Susan Marshall, and Linda Scott. Also in attendance was city staff liaison Anna Lane, Director of Community Services and the city's Code Enforcement staff Aleena Sepulvado and Varnessa Slade.
2. Aleena and Varnessa shared their process for responding to code violations. Staff receive reports from residents via email, phone call, and through the website. The best way for residents to report concerns is to submit this via the website. Most of code enforcement staff's time each day is spent out in the field responding to complaints, conducting reinspections, and finding new violations. Residents have 14 days to correct a violation or call the office to share a plan of corrective action. The staff answered board members' questions about possible violations such as peeling paint, gutters, sidewalks, and dumping of trash. Aleena and Varnessa reminded the Board that Republic Services has a bulk trash pick up service offered on Thursdays (residents must call in by the Tuesday of the requested week for pick up to be added to Republic's schedule).
3. There were no presentations or remarks from the public.
4. Approval of the October minutes was unanimously approved following a motion by Lillian and second by Susan.
5. Anna shared that Judi Journey, Alene White, and Nita Wylie were approved by the City Council at their November meeting and will begin their two year term of service in January 2024. Due to the first Tuesday of 2024 being January 2, the meeting was moved to Tuesday, January 9.

Anna attended a Keep Texas Beautiful webinar about completing the Affiliation Annual Report. She announced that the City will offer a new program, Neighborly, which will match homeowners who need a little help with projects around the home with volunteers who have the skill set to complete these. The work days are scheduled for Saturday, April 13 and Saturday, April 27 from 8:00 am-Noon. More details will be forthcoming.

6. The board reviewed the 2023 Work Plan. There was discussion about dates and locations of when to conduct the Community Windshield Survey to complete a necessary requirement towards affiliation status with KTB for 2023. The survey asks volunteers to review and rank areas in the community for overall litter conditions. The categories for review include Business, Park, Residential Area, School, Shopping Center, Beach/Waterway, Right-of-Ways, Streets, and Railroad. The group will meet on for Friday, December 8 from 2:00-4:00 pm.
7. Susan was thanked for her years of service and commitment to the Keep Marshall Beautiful board. She was presented with a Christmas cactus and certificate. She encouraged the Board to add a youth program to the scope of work as education of young people is key to breaking the cycle of littering. Cheryel presented the Board with Christmas gifts.
8. Upon a motion made by Lillian and second by Linda, the meeting was adjourned at 5:50 pm. The next meeting will be on Tuesday, January 9.