



City of Saginaw
Keep Saginaw Beautiful Board
Meeting Agenda

Monday, August 25, 2025, 6:00 PM
Council Chamber
333 West McLeroy Boulevard
Saginaw, Texas 76179

City Hall is wheelchair accessible and special parking is available on the east side of the building or in front of the Library located west of City hall. If special accommodations are required, please contact Luisa Piña at 817-230-0550 a minimum of 72 hours in advance of the meeting.

1. Call to Order

- 1.A. Call to Order -- Chairman
- 1.B. Audience Participation
- 1.C. Approval of Minutes

2. Business

- 2.A. Discussion and Action Regarding the Yard of the Month Nominations for the Month of August -- Luisa Pina -- Staff Liaison
- 2.B. Discussion and Action Regarding the Keep Saginaw Beautiful Photo Area at the 2025 Train & Grain Festival -- Pedro Zambrano -- Director of Economic & Community Engagement

3. Public Hearings

4. Staff Reports

- 4.A. Expenditure Fund Report
- 4.B. Future Agenda Items

5. Adjournment

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____

Date Posted: August 21, 2025

KEEP SAGINAW BEAUTIFUL BOARD

Lisa Reames	Place No. 1	Term Expires July 1, 2027
Pamela Macy	Place No. 2	Term Expires July 1, 2026
Melissa Gorton	Place No. 3	Term Expires July 1, 2027
Brian Thompson	Place No. 4	Term Expires July 1, 2026
Emily Stults	Place No. 5	Term Expires July 1, 2027
Allen Watson	1 st Alternate	Term Expires July 1, 2027
VACANT	2 nd Alternate	Term Expires July 1, 2026

Audience Participation

If anyone in the audience wishes to address the Board on any item listed on the agenda, please fill out one of the audience participation forms located by the east door of the council room. After the form is completed, please hand it to the Board Secretary. Your request to speak will be given to the Chairman and you will be called upon to speak when that item is discussed.



Keep Saginaw Beautiful Board Memorandum

C. Approval of Minutes

Meeting	Agenda Group
Monday, August 25, 2025, 6:00 PM	Call to Order Item: 1C.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Special Called Meeting July 28, 2025

Attachments

[KSB Minutes for Special Called Meeting 07.28.25.pdf](#)

Minutes for the Keep Saginaw Beautiful Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

July 28, 2025, 6:04 PM - July 28, 2025, 6:56 PM

Present at the meeting:

Member	Place No. 3	Melissa Gorton
Member	Place No. 2	Pamela Macy
Member	First Alt.	Brian Thompson
PW Admin. Coordinator/Staff Liaison		Luisa Pina

Absent for the meeting:

Member	Place No. 1	Lisa Reames
Member	Place No. 5	Emily Stults
Member	Second Alt.	Allen Watson

1. Call to Order

1.A. Call to Order -- Chairman- 6:04 PM

Acting Vice Chairman Gorton called roll. The quorum will consist of Member Macy, and First Alternate Thompson.

Vice Chairman Gorton called the meeting to order at 6:04 P.M.

1.B. Audience Participation

Vice Chairman Gorton explained the procedure of audience participation. There was no audience participation on this meeting.

1.C. Approval of Minutes

A motion was made by Member No. 2, Pamela Macy, with a second by First Alternate, Brian Thompson, to approve the minutes as presented. Motion carried unanimously.

2. Business

2.A. Consideration and Action Regarding the Election of a Chairman and Vice-Chairman -- Luisa Pina -- Staff Liaison

Staff liaison Luisa Pina introduced the item and informed the Board that, due to recent appointments of new members, the election of a Chairman and Vice Chairman was now required. She explained that, following previous member resignations, Lisa Reames had been serving as Acting Chairman and Melissa Gorton as Acting Vice Chairman until the Board was again at full membership.

Pina noted that Acting-Chairman, Lisa Reames, had expressed interest in continuing to serve in that role. Member Macy inquired whether Member Gorton would also be willing to continue serving as Vice Chairman, to which Gorton confirmed she was interested in being nominated to retain the position.

A motion was made by Member No. 3, Gorton, with a second by First Alternate, Thompson, to elect Member No 1, Lisa Reames, as Chairman. Motion carried.

A second motion was made by Member No. 2, Macy, with a second by First Alternate, Thompson, to elect Member No. 3, Melissa Gorton, as Vice Chairman. Motion carried unanimously.

2.B. Keep Saginaw Beautiful Board Training -- Luisa Pina -- Staff Liaison

Staff liaison, Luisa Pina, provided basic training for the Keep Saginaw Beautiful Board to introduce new members to the formal meeting format for Boards. The training covered the following criteria: Open Meetings Act regulations, quorums, procedures for motions, general Robert's Rules of Order, and the responsibilities and initiatives and programs of the Board.

2.C. Consideration and Action Regarding Updating Board Member Placement -- Luisa Pina -- Staff Liaison

Staff liaison Pina informed the Board that Member No. 4, Lena Goff, had retired from the Board, leaving her position vacant. She explained that according to formal procedures and guidance from the City Secretary, the First Alternate is to be appointed as a member whenever a vacancy occurs, as their role is to fill in when regular members are absent. Pina recommended that the Board changes member placement to move First Alternate, Brian Thompson, to Place 4, and Second Alternate, Allen Watson, to the First Alternate position. With the purpose of having all regular member positions filled, leaving only the Second Alternate seat vacant.

Members Macy and Gorton asked Alternate Thompson if he would be willing to serve as Member No. 4, to which he confirmed his interest in the change of placement.

A motion was made by Member No. 2, Macy, with a second from Vice Chair, Gorton, to change Brian Thompson's placement from First Alternate to Place 4 and change Allen Watson's placement from Second Alternate to First Alternate. Motion carried unanimously.

2.D. Discussion and Action Regarding the Election of a Day for Monthly Meetings -- Luisa Pina -- Staff Liaison

Liaison Pina explained that, prior to February 2025, the Keep Saginaw Beautiful Board (KSB) held its regular monthly meetings in the City Hall Conference Room on the third Monday of each month. In an effort to formalize meeting procedures and enable recording capabilities, the Board began convening in the Council Chambers.

She noted that the Council Chambers are also utilized by four additional boards, as well as for City Council meetings, which limits their availability. Due to this scheduling constraint, Pina recommended that the Board formally revise its designated monthly meeting day to ensure a consistent reservation of Council Chambers.

She proposed the fourth Monday of each month as the new Regular Called Meeting date, stating that it aligns with the Board’s traditional meeting pattern and does not conflict with the meeting schedules of other boards or committees.

Following discussion amongst Board members regarding their availability, a motion was made by Member 4, Thompson, with a second from Vice Chair, Gorton, to assign the fourth Monday of every month as the official Regular Called Meeting Day. Motion carried unanimously.

2.E. Discussion and Action Regarding the Yard of the Month Nominations for the Month of June and July -- Luisa Pina -- Staff Liaison

Staff Liaison presented the Board with the Yard of the Month nomination for the month of June, and the two nominations for the month of July.

Vice Chair Gorton briefed the new members on the judging criteria of the contest as well as the current awarding structure, noting that a maximum of two yards can be awarded per month.

After review of submissions, a motion was made by Member No. 4, Thompson, with a second by Member No. 2, Macy, to award the only nomination submitted for the month of June and award both nominations submitted for the month of July. Motion carried unanimously.

3. Public Hearings

4. Staff Reports

4.A. Report on Owner Change of Northwest Plumbing building: Location of Old Fire Station Mural -- Luisa Pina -- Staff Liaison

Liaison Pina introduced the item by providing background information to the new members. She stated that during the Special Called Meeting held on June 9, 2025, the Board was informed of the sale of the building located at 109 N. Saginaw Boulevard, formerly owned by Northwest Plumbing. She noted that the building features two mural tributes—on the north and south walls—commemorating the former fire station. Both murals are subject to active 10-year lease agreements with the property owner.

Following the sale, Pina retrieved the lease agreements and consulted with the City Attorney to evaluate the legal obligations of the new property owner. The City Attorney confirmed that the City retains partial ownership of the murals and that the existing lease agreements remain legally binding on any subsequent owner of the property. Acting on this guidance, Liaison Pina contacted the new property owner to inform them of the existing agreements and to assess their intentions regarding the murals. She reported that the new owner expressed no interest in removing or painting over the murals and affirmed their commitment to uphold both lease agreements. Pina concluded her update by noting that the lease for the north wall will expire in November 2029, and the lease for the south wall in October 2030.

4.B. Expenditure Fund Report -- Luisa Pina -- Staff Liaison

Staff Liaison Pina introduced the item and provided an update on the Donation Fund Balance, which totaled \$145,085.42 as of July 1, 2025. She proceeded to present a summary of expenditures incurred during the months of May and June. Specifically, \$7,653.32 was expended for contracted mowing services along rights-of-way and at various City facilities; \$754.50 was allocated for tree planting at Highland Station Park; and \$223.70 was utilized for supplies related to the Yard of the Month and Adopt-A-Spot programs.

Member No. 2, Macy, inquired about the rationale behind the Board's funding of mowing services, expressing her understanding that such services were typically provided by City staff. Liaison Pina clarified that the Board contributes only a portion of the mowing costs as part of a broader contractual arrangement, with the majority of the expenses being covered by the Public Works Department. She further explained that, due to staffing limitations, the Public Services Division is unable to maintain all mowing responsibilities internally, and that outsourcing these services is a more cost-effective alternative compared to hiring additional personnel. Member Macy subsequently expressed concerns regarding the use of resident donations to subsidize mowing services, suggesting that such expenditures should be fully supported by general tax revenues and not voluntary donations. Liaison Pina responded by noting that the cost of mowing is jointly funded through City allocations and contributions from Keep Saginaw Beautiful. She emphasized that landscaping efforts constitute not only routine maintenance but also essential beautification initiatives that enhance the visual appeal of the City's main corridors and facilities. She further noted that landscaping is not only maintenance but a beautification effort, as it heavily contributes to the presentation of the city, main roads, and facilities. She went on to describe examples in which landscaping, street decor, or art can be used in combination to make areas more inviting and appealing to incentivize economic development.

Vice Chair Gorton referenced prior discussions concerning the budget line item for tree planting, stating that the Board had not authorized any funding for that purpose. Liaison Pina provided context to the new members regarding the remark made by Vice Chair Gorton, explaining that in previous

months concerns had been raised about the structure of the 2024-2025 donation budget being determined by City Council without input from the Board. She clarified the budget allocation process, stating that while Boards like Keep Saginaw Beautiful provide recommendations, City Council ultimately determines final allocations. She noted that since her appointment in January, and in response to those concerns, a budget workshop was held during the Special Called Meeting on June 9, 2025. At that meeting, Pina presented her proposed 2025-2026 budget, which still included a line item for park tree planting. The workshop was intended to give Board members the opportunity to provide feedback, ask questions, and propose changes. However, no changes were requested, and the Board unanimously voted to recommend the budget as presented by Liaison Pina to the Finance Director and City Council. Pina added that the budget recommendation for the 2025–2026 fiscal year was formally submitted to the Finance Director following its approval on June 9.

After discussion, Pina concluded the update by reporting that a total of \$63,098.37 from the 2024–2025 budget had been spent to date, with the majority going toward contracted services such as Christmas decorations, mowing, and banner installations that occurred in 2024.

4.C. Future Agenda Items

5. Adjournment

A motion was made by Member Macy, with a second by Member Thompson, to adjourn the meeting. Motion carried.

Vice Chair Gorton declared the meeting of July 28, 2025, closed at 6:56 p.m.

APPROVED:

Lisa Reames, Chairman

ATTEST:

Luisa Pina,
Public Works Admin. Coordinator/Staff Liaison



Keep Saginaw Beautiful Board Memorandum

A. Discussion and Action Regarding the Yard of the Month Nominations for the Month of August -- Luisa Pina -- Staff Liaison

Meeting	Agenda Group
Monday, August 25, 2025, 6:00 PM	Business Item: 2A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

Nine nominations were submitted for the month of August.

Judging criteria includes:

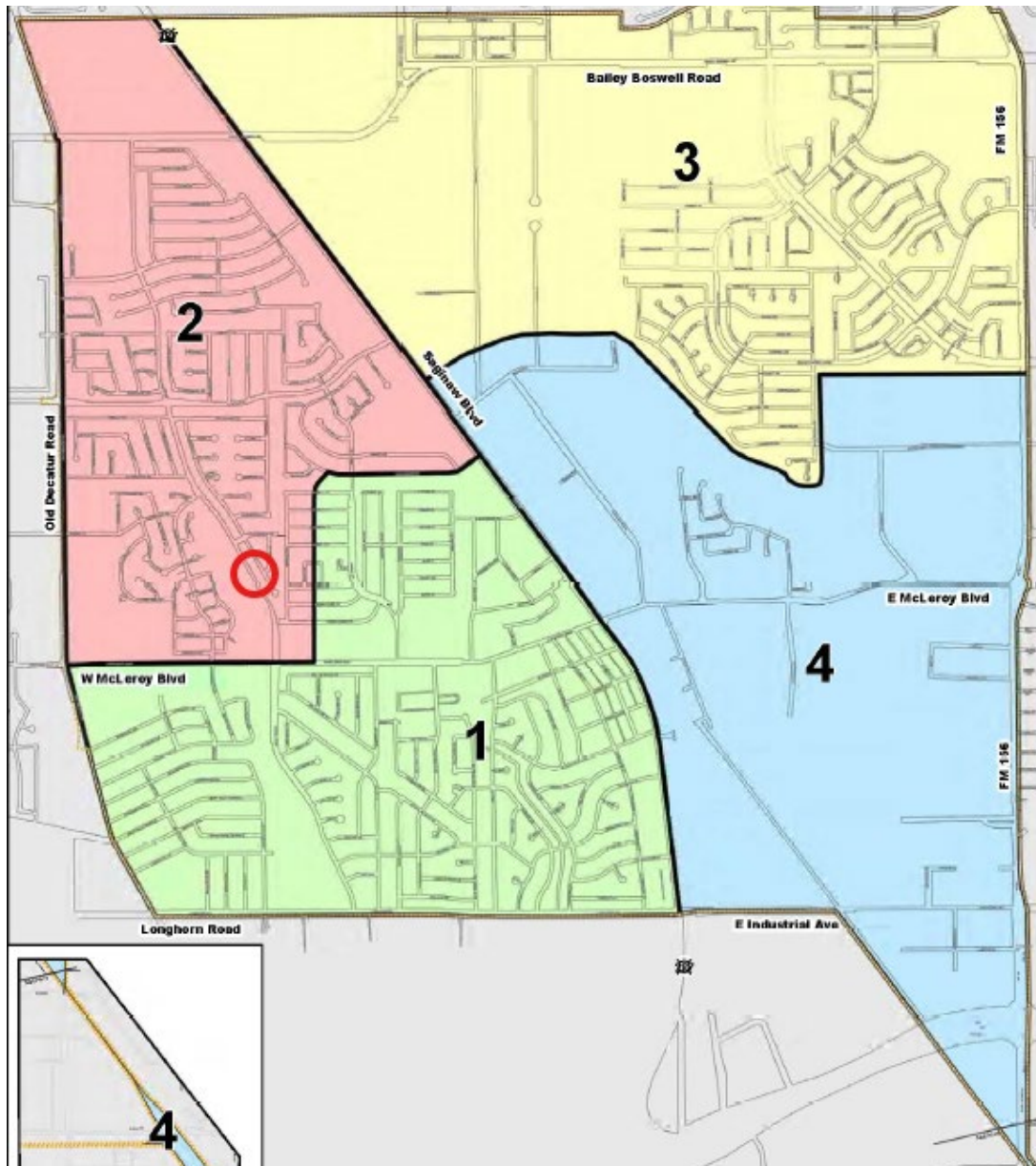
Consistent maintenance, landscape design, use of seasonal plants, and overall-impression of the yard.

Attachments

[August Nominations.pdf](#)

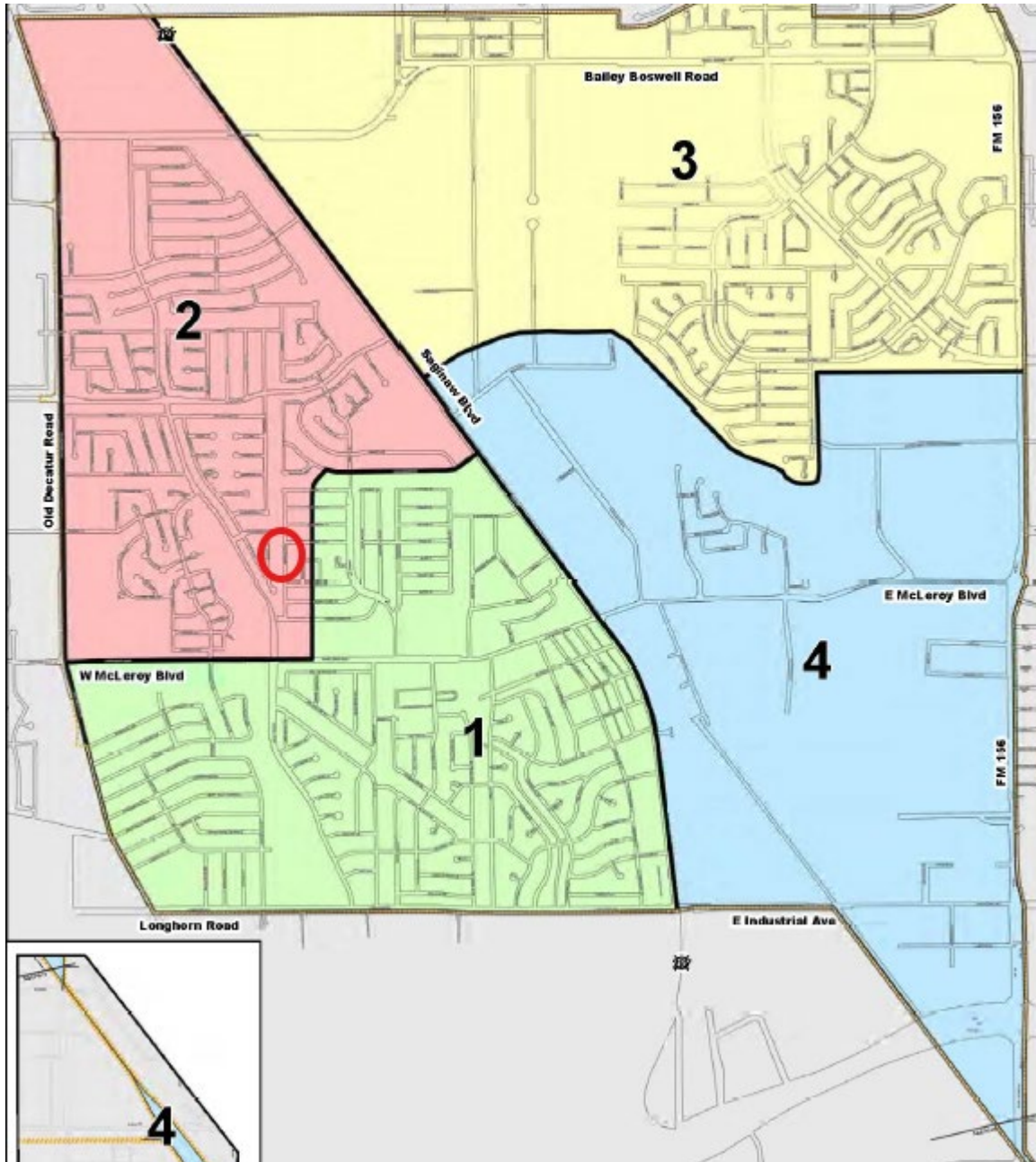
August Nominations

Yard 1



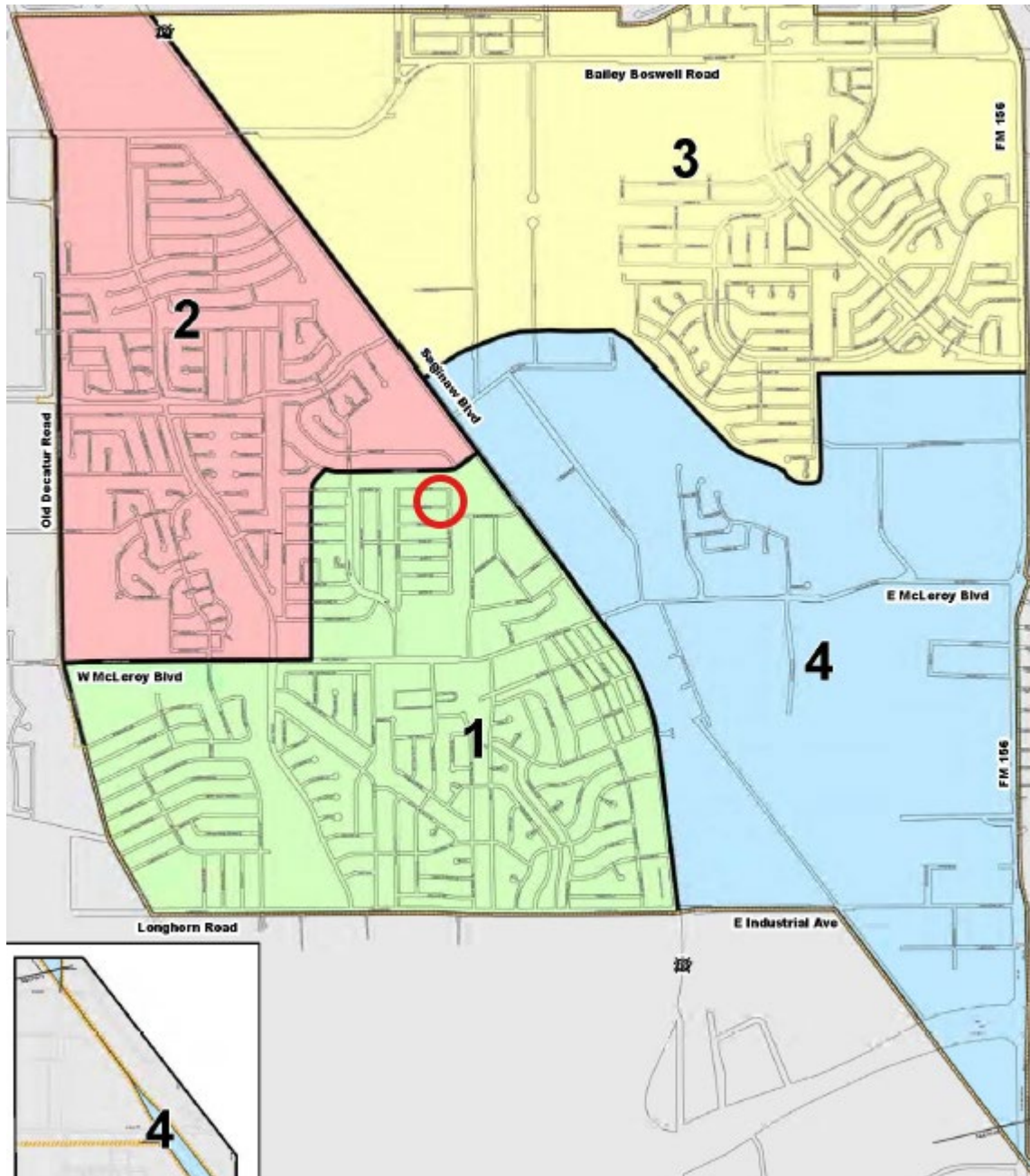


Yard 2



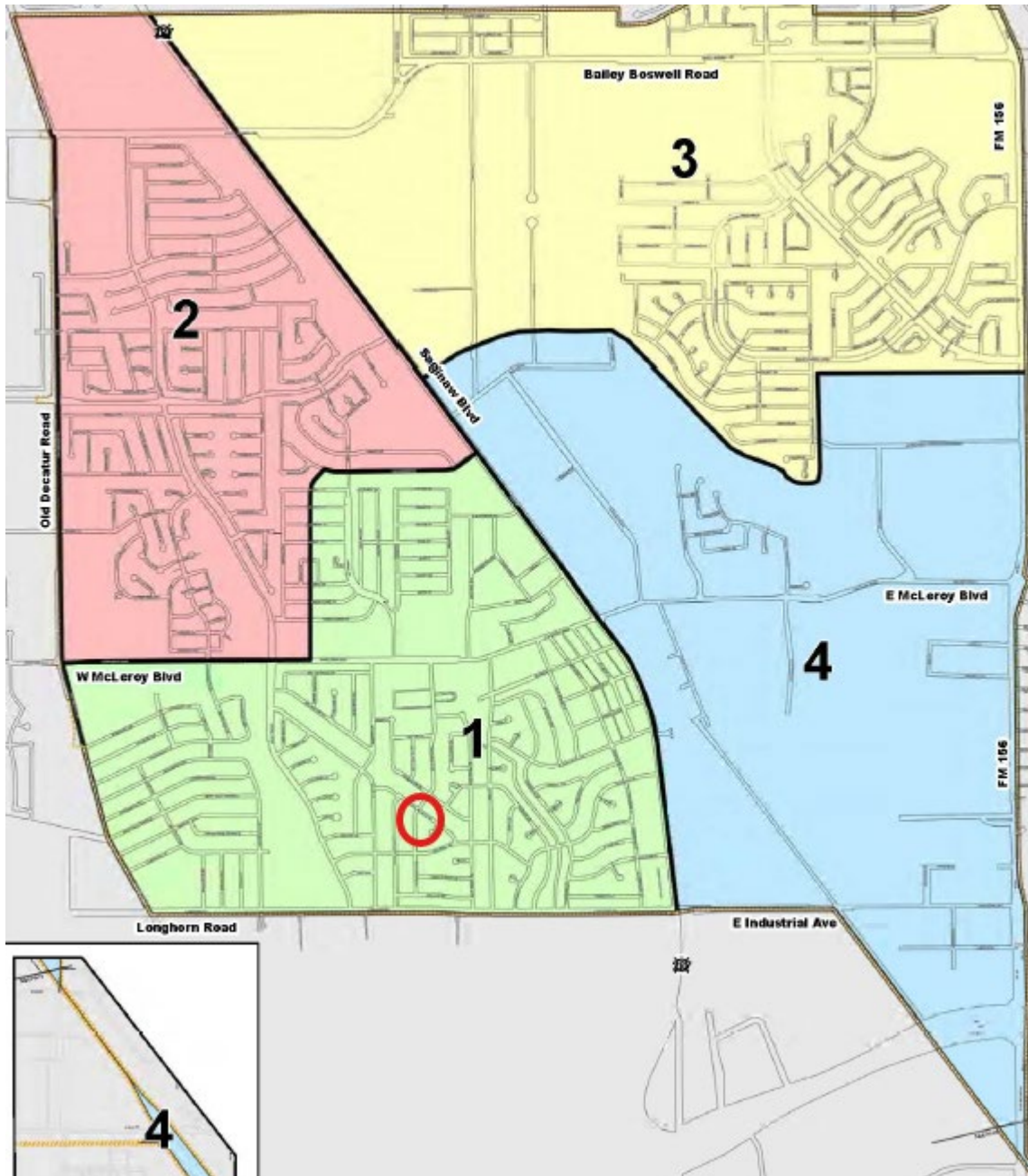


Yard 3



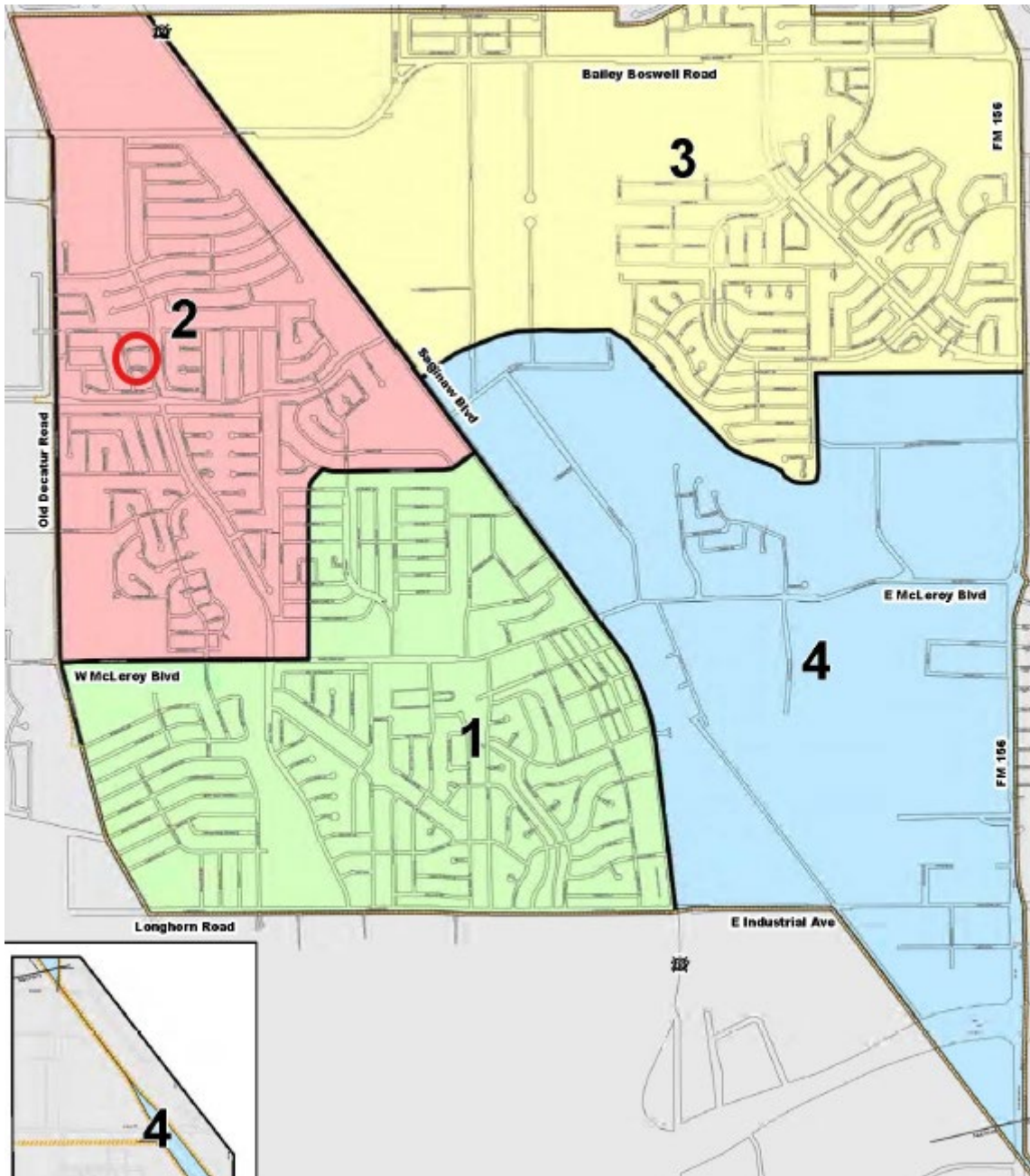


Yard 4





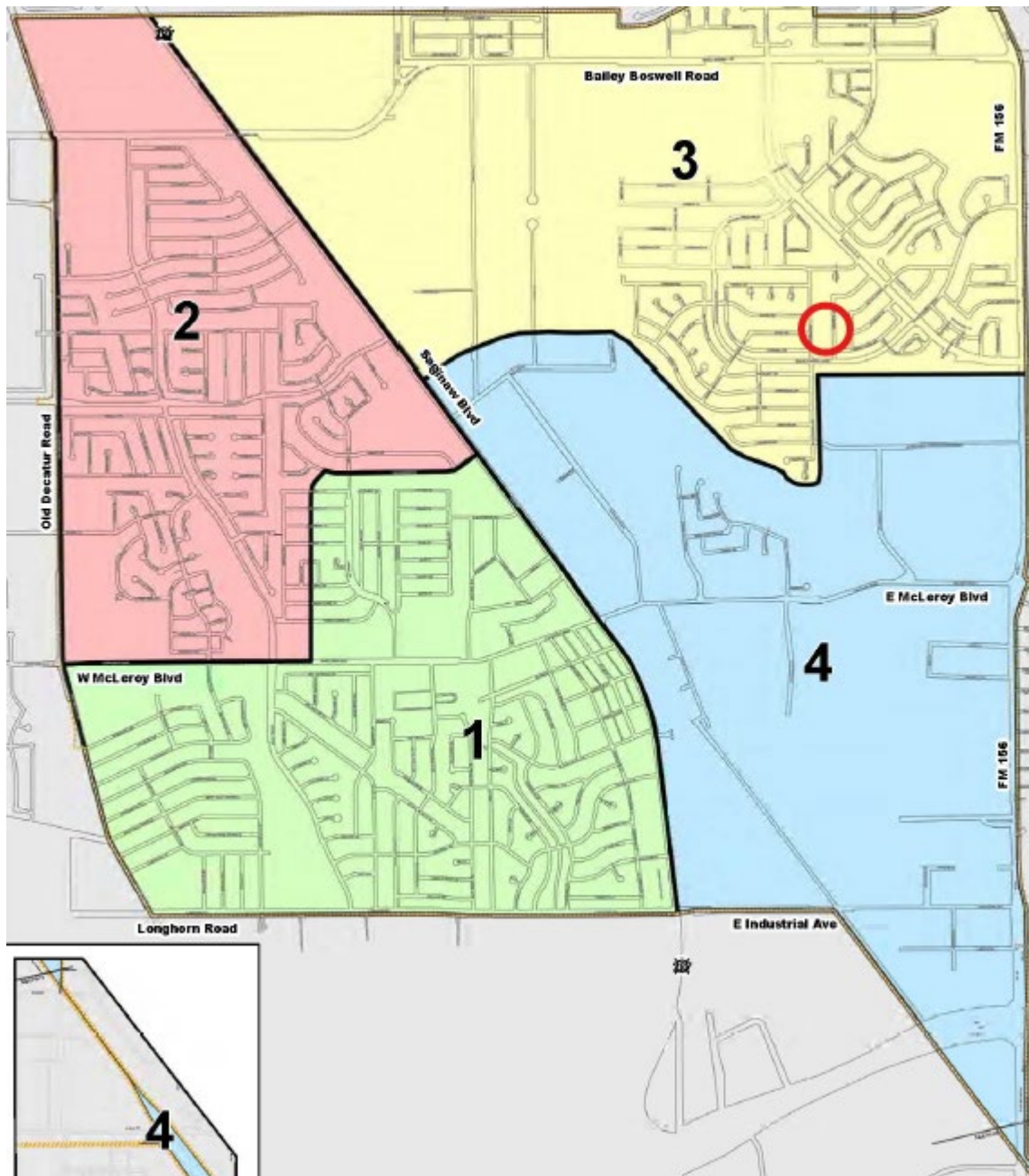
Yard 5





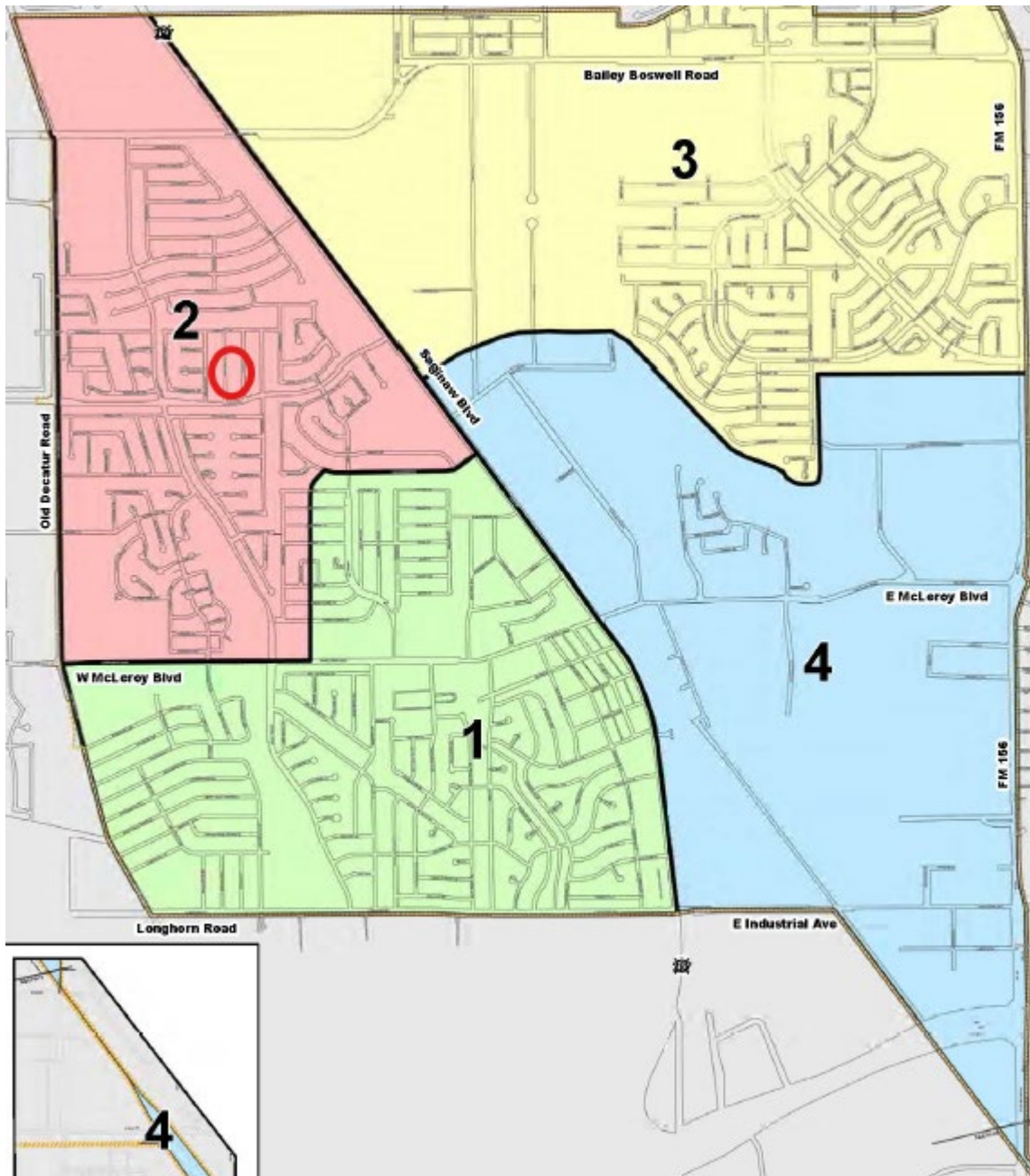


Yard 6



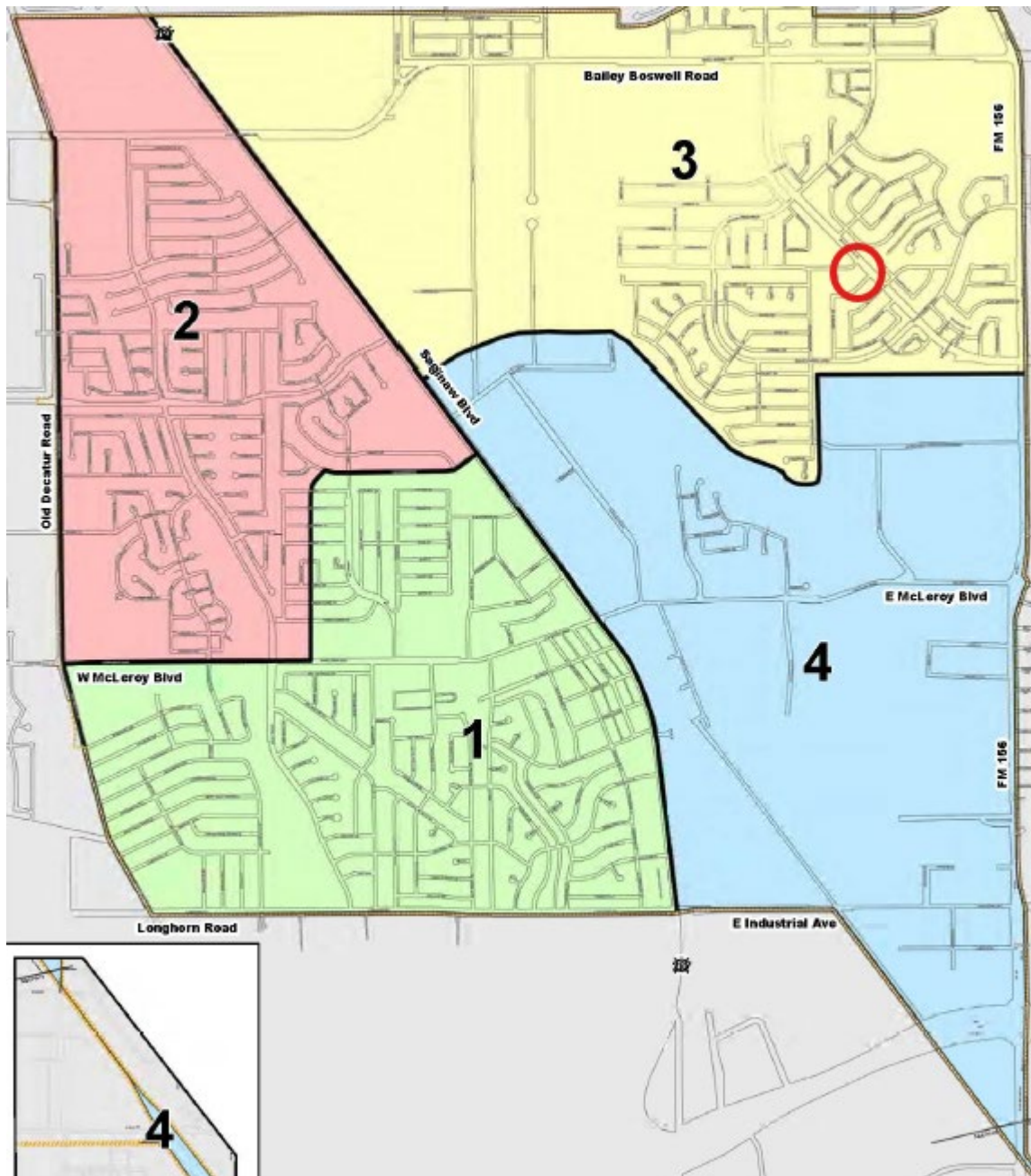


Yard 7



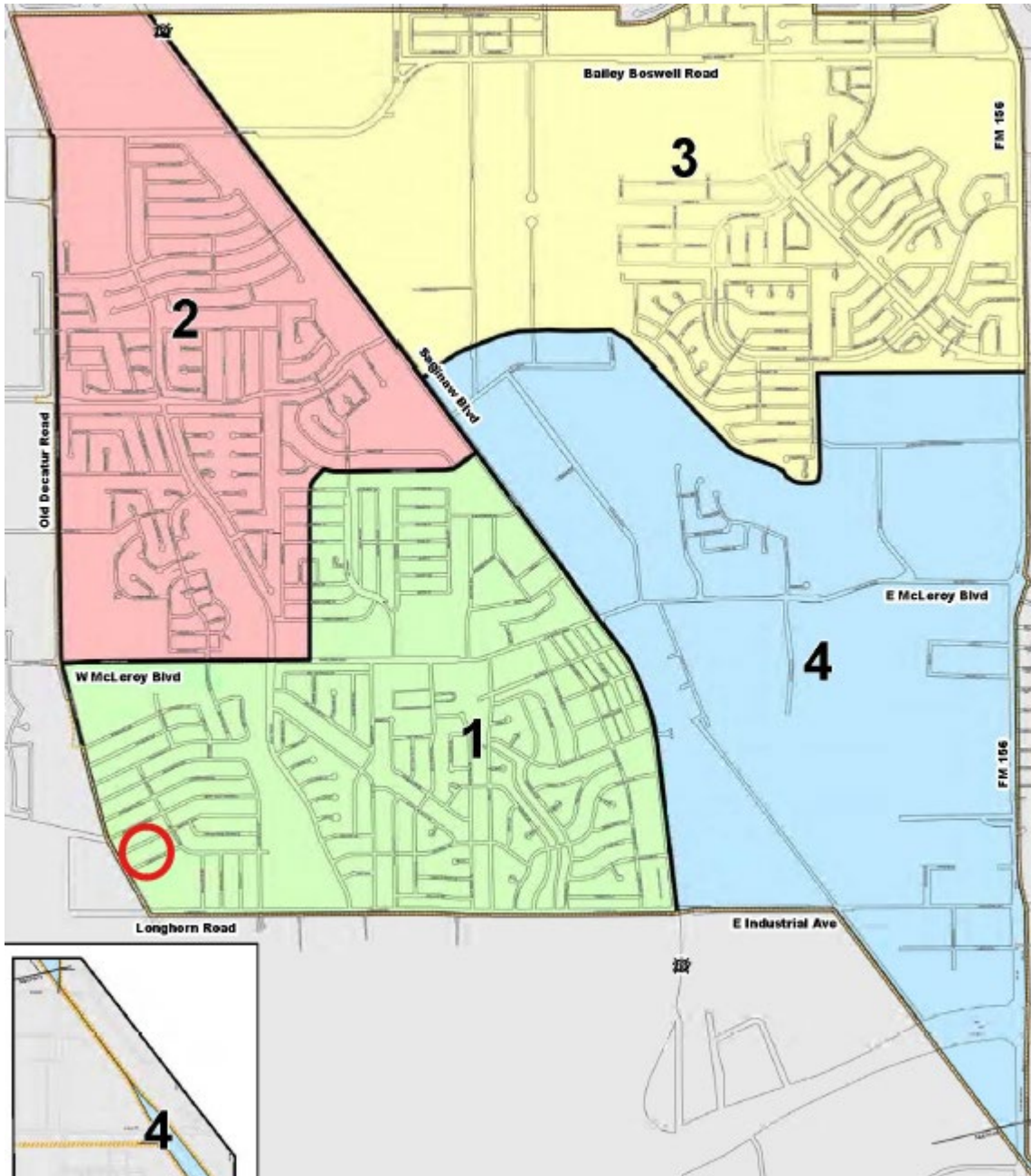


Yard 8





Yard 9



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Keep Saginaw Beautiful Board Memorandum

**B. Discussion and Action Regarding the Keep Saginaw Beautiful Photo Area at the 2025 Train & Grain Festival --
Pedro Zambrano -- Director of Economic & Community Engagement**

Meeting	Agenda Group
Monday, August 25, 2025, 6:00 PM	Business Item: 2B.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

The 2025 Train & Grain Festival is scheduled for October 11, 2025. The Train & Grain Planning Team is requesting that the Keep Saginaw Beautiful Board sponsor a photo area at the festival. In addition, the Planning Team would like to invite Board representatives to attend and promote the Keep Saginaw Beautiful initiatives during the event.

A quote for two photo pallet walls will be presented at the upcoming meeting. Additional quotes will also be provided for comparison, including both stained and non-stained options.

KSB Donation Fund
July 2025

Beginning Balance:	7/1/2025	\$145,085.42
Donations Added:		
July 2025		\$7,926.31
Total Donations:		\$7,926.31
Balance with Donations:		\$153,011.73
Less Expenditures:		
Mowing Services for ROWs throughout the city		\$3,826.66
Yard of the Month Gift Cards (4 - 2 Used for May, 1 for June, and 1 for July)		\$219.36
Park Tree Planting Supplies (Used to maintain trees planted in the last couple of months)		\$92.52
Total Expenditures :		\$4,138.54
Ending Balance:	8/1/2025	\$148,873.19
Pending Expenditures:		
Yard of the Month Award Expenses for July (1 card)		\$54.84
Total Pending Expenditures:		\$54.84
Estimated Available Funds:	8/31/2025	\$148,818.35

Beautification Budget 2024-2025

Beautification Budget 2024-2025		
ITEM	BUDGET	USED TO DATE
Supplies (Includes supplies for beautification efforts throughout the City)	\$ 10,000.00	\$ 443.06
Contract services	\$ 59,630.00	\$ 65,946.83
\$15,380 Mowing Saginaw Blvd & Blue Mound Rd		\$ 22,625.58
\$34,250 Christmas Tree & Christmas Lights		\$ 37,941.25
\$2,000 Seasonal Landscaping/flowers		
\$2,000 Irrigation Repairs		
\$6,000 Misc		\$ 5,380.00
Capital Outlay/Special Request	\$ 35,000.00	\$ 847.02
\$30,000 Art in Public Places		
\$5,000 Park Tree Planting		\$ 847.02
TOTAL:	\$ 104,630.00	\$ 67,236.91