

Minutes for the Keep Saginaw Beautiful Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

December 15, 2025, 6:06 PM - December 15, 2025, 7:00 PM

Present at the meeting:

Member	Place No. 2	Pamela Macy
Member	Place No. 3	Melissa Gorton
Member	Place No. 4	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

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

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. 4, Thompson, with a second by Member No. 2, Macy, to approve the minutes as presented. Motion carried unanimously.

2. Business

2.A. Discussion and Action Regarding Yard of the Month Holiday Decor Contest -- Luisa Pina -- Staff Liaison

Staff liaison, Luisa Pina, presented the Board with the nominations for the Yard of the Month Holiday Decor contest.

After review of submissions, a motion was made by Vice-Chairman Gorton, with a second by Member Thompson, to award Yard 1, Yard 4, Yard 7, and Yard 8 of the submissions presented, and to include Yard 11 as an honorable mention in a social media post. Motion carried unanimously.

2.B. Discussion and Action Regarding the Yard of the Month Contest Rules

Based on feedback from contest participants and the continued popularity of the Holiday and Halloween Decoration Contests, the Board discussed restructuring the contest timeline. The goal of this change is to allow recent winners of the regular *Yard of the Month* contest to still be eligible to participate in the seasonal decoration contests within the same year.

After discussing potential start times for the program, anticipated expenses related to gift card awards, and staff recommendations, a motion was made by Member Thompson, with a second by Vice-Chairman Gorton, to approve the following contest rules:

1. **Separate Contest Terms**

The program will be divided into two separate contest terms:

- Term 1: Yard of the Month (April – September)
- Term 2: Seasonal Decoration Contests (October – November/December)

These terms will be treated as separate competitions for eligibility purposes.

2. **Yard of the Month Contest** (April – September)

- The regular Yard of the Month contest will run monthly from April through September.
- Two yards may be awarded each month.

3. **Halloween Decoration Contest** (October)

- The Halloween Decoration Contest will take place during October.
- Two winners may be selected.

4. **Holiday Decoration Contest** (November – December)

- The Holiday Decoration Contest will take place during November and December.
- The Board may select four total winners during this period.

5. **Winner Eligibility**

- Winners may only receive an award once within the same contest term.
- Because the program is divided into two separate contest terms (April–September and October–December), a resident may win once within each term during the same year. However, winners are not eligible to receive another award within the same contest term the following year.

Motion carried unanimously.

3. Public Hearings

4. Staff Reports

4.A. Veteran's Memorial at Kiwanis Park

Staff Liaison Pina provided an update to the Board regarding the reassignment of oversight for the Veterans Memorial Brick Program at Kiwanis Park, located behind City Hall. She explained that the program, will now be overseen by the Keep Saginaw Beautiful Board, and that this transition was previously reviewed and approved by the Parks Advisory Board.

Pina noted that staff is currently working to update the program's webpage and application form to improve clarity and increase public engagement.

4.B. Expenditure Fund Report

Staff liaison introduced the item and reported that the Donation Fund Balance totaled \$122,205.84 as of December 1, 2025.

She then presented a summary of expenditures for the months of October and November, which included:

- \$3,826.66 - For mowing of the ROWs/Medians of Blue Mound and Saginaw Blvd (October)
- \$5,000 - Tree planting of 2 Oak Shumard Trees, 2 Oak Chinquapin, 2 Oak Shumard
- \$42,001.25 - Holiday Decor (First Choice Lights)
- \$4,950.16 - For mowing of the ROWs/Medians of Blue Mound and Saginaw Blvd (November)
- \$854.11 - Pallet for photo booth at Train and Grain Festival and decoration supplies
- \$33.00 - 2 Yard of the Month Halloween Decor Contest award signs
- \$20.00 - Brick Engraving for Veteran Memorial Park (Payment from applicant was \$25)

Pina concluded the report by informing the Board that a total of \$56,685.18 was spent from the 2025-2026 fiscal year, which had a total budget of \$104,000.

4.C. Future Agenda Items

The Board requested an update regarding the City Council item related to the proposed "Welcome to Saginaw" entryway sign at Basswood Boulevard.

Staff Liaison Pina also informed the Board that the Public Works Director had requested the Board assess the recently reopened Knowles Drive to determine whether additional Christmas décor could be installed along the drive near Willow Creek Park.

5. Adjournment

A motion was made by Vice-Chairman Gorton, with a second by Member Macy, to adjourn the meeting. Motion carried unanimously.

Vice-Chairman Gorton declared the meeting of December 15, 2025, closed at 6:46 P.M.

APPROVED:

Lisa Reames, Chairman

ATTEST:

Luisa Pina,
Public Works Admin. Coordinator/Staff Liaison