

BEAUTIFICATION COMMISSION AGENDA

November 15, 2017 – * 9:00 a.m. *****

Governmental Center

Call to Order

Pledge of Allegiance

Roll Call

Introduction of new Commission Member—Sandy Ehlers

Conflict of Interest-Any commission member who believes he or she has a conflict of interest regarding any item on this agenda shall so state that conflict at this time. Does any member believe they have a conflict of interest regarding any item on this agenda?

Approval of Minutes: October 18, 2017

Public Comments-Any citizen who wishes to address the Beautification Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Beautification Commission may state their name, address, and if applicable, their affiliation. The Commission chair person should recognize the citizen before speaking. A five-minute limitation applies unless extended by the chair person. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before this commission.

Financial Report

Approval of Bills

Garden Report—Robyn VanColen—Gardens closed for winter!!

Arrowhead South

Yuchasz Walkway-Remove fence-keeping fence

Kid's Pond

Iva's North

Traverse Parking Garden

Boardwalk Sitting Garden

Bank Garden

Median Garden

Triangle Garden

Cedar Street Parking

Blue Star Garden

Terrace Garden-looking ahead to next year

Guild Garden

Old Business:

Holiday Decorations
Bid for maintenance of newer trees by Mike's
Budget 2018/19

Report from Council
Report from DPW

New Business:

Review requirements for meeting minutes

Correspondence:

Adjournment:

Next Meeting April 18, 2018!!!!!!

Beautification Commission Minutes
10/18/2017
Held at Elk Rapids Government Center
315 Bridge St.
Elk Rapids, MI 49629

Call to order: 9:00 am

Pledge of Allegiance

Present: Chairman Pat Stites, Members: Barbara Termaat, Paula Moyer, Margaret LeBlond, Janine Micunek and Sonja Perry

Excused: None

Conflict of interest: None

Public Comments: None

**Approval of 9/20/17
Minutes**

Corrections: Remove the word "proposed" from the Garden Club Report concerning the Blue Star garden.

M/S

Motion to approve minutes with one change

Termatt/Moyer

Motion Carried

Approval of Bills:

Inez Gotts
Preen

\$18.99

Pine Hill Nursery
Perennial plants

\$64.50

Barker Creek
Transplant Hydrangeas

\$78.18

Total

\$161.67

M/S

Motion to pay bills

Termatt/LeBlond

Motion carried

Garden Club Report: Robyn Van Colen read the Yearly Garden Club report prepared by herself and Ginny Dorner. Van Colen presented Garden Club 2018 budget requests and discussed progress and work to be done in various gardens.

Old Business: DDA will discuss the planters for the US31 at the next Commission meeting. Discussed the work the DDA will do to decorate River St. and Ames St. for the holidays. Discussed Stites' meeting with Mike from the Tree Service to keep new trees healthy.

Council Report: None

DPW Report: Brad Kluczynski updated the Commission on various DPW projects

New Business: Discussion on the Terrace Garden followed the presentation of a new concept for the garden. After many questions and discussion with the DPW Supervisor and Village Manager about ADA requirements, rock walls and the path next to Wittbrot building, the concept was tabled until Stites can talk to more people and contractors about the concept. Discussed 2018/19 budget, which will follow the same format as the 2017 budget.

Communications: None

Adjourn: 11:09

M/S

**Motion to adjourn
Perry/ LeBlond**

Motion Carried

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	ACTIVITY FOR MONTH 11/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-693-550	BEAUTIFICATION	1,000.00	(394.00)	0.00	1,394.00	(39.40)
Total Dept 000		1,000.00	(394.00)	0.00	1,394.00	(39.40)
TOTAL REVENUES		1,000.00	(394.00)	0.00	1,394.00	(39.40)
Expenditures						
Dept 692-BEAUTIFICATION DEPT						
101-692-700-000	SALARY & WAGES	3,272.00	143.71	20.08	3,128.29	4.39
101-692-715-000	SOCIAL SECURITY	250.00	10.99	1.53	239.01	4.40
101-692-716-000	HEALTH INSURANCE	1,754.00	850.42	0.00	903.58	48.48
101-692-718-000	RETIREMENT	328.00	14.38	2.01	313.62	4.38
101-692-719-000	SICK & ACCIDENT BENEFIT	71.00	40.22	0.00	30.78	56.65
101-692-720-000	WORKER'S COMP	62.00	17.93	0.00	44.07	28.92
101-692-757-000	SUPPLIES	3,810.00	1,048.20	142.68	2,761.80	27.51
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	7,360.00	2,915.25	0.00	4,444.75	39.61
101-692-864-000	TRAINING/CONFERENCES	320.00	340.00	0.00	(20.00)	106.25
101-692-956-000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-692-977-300	CAPITAL OUTLAY IMPROVEMENTS	3,300.00	1,210.53	0.00	2,089.47	36.68
Total Dept 692-BEAUTIFICATION DEPT		20,527.00	6,591.63	166.30	13,935.37	32.11
Dept 698-N ARROWHEAD GARDEN						
101-698-757-200	N ARROWHEAD GARDEN	1,000.00	295.00	0.00	705.00	29.50
101-698-758-300	TREE & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 698-N ARROWHEAD GARDEN		1,000.00	295.00	0.00	705.00	29.50
TOTAL EXPENDITURES		21,527.00	6,886.63	166.30	14,640.37	31.99
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,000.00	(394.00)	0.00	1,394.00	39.40
TOTAL EXPENDITURES		21,527.00	6,886.63	166.30	14,640.37	31.99
NET OF REVENUES & EXPENDITURES		(20,527.00)	(7,280.63)	(166.30)	(13,246.37)	35.47

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	ACTIVITY FOR MONTH 11/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 102 - N ARROWHEAD GARDEN CONTRIBUTION						
Revenues						
Dept 000						
102-000-693-550	N ARROWHEAD GARDEN CONTRIBUTION	0.00	1,000.00	0.00	(1,000.00)	100.00
Total Dept 000		<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>(1,000.00)</u>	<u>100.00</u>
TOTAL REVENUES		<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>(1,000.00)</u>	<u>100.00</u>
Expenditures						
Dept 698-N ARROWHEAD GARDEN						
102-698-757-200	N ARROWHEAD GARDEN	0.00	18.99	0.00	(18.99)	100.00
Total Dept 698-N ARROWHEAD GARDEN		<u>0.00</u>	<u>18.99</u>	<u>0.00</u>	<u>(18.99)</u>	<u>100.00</u>
TOTAL EXPENDITURES		<u>0.00</u>	<u>18.99</u>	<u>0.00</u>	<u>(18.99)</u>	<u>100.00</u>
Fund 102 - N ARROWHEAD GARDEN CONTRIBUTION:						
TOTAL REVENUES		0.00	1,000.00	0.00	(1,000.00)	100.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>18.99</u>	<u>0.00</u>	<u>(18.99)</u>	<u>100.00</u>
NET OF REVENUES & EXPENDITURES		0.00	981.01	0.00	(981.01)	100.00
TOTAL REVENUES - ALL FUNDS						
		1,000.00	606.00	0.00	394.00	60.60
TOTAL EXPENDITURES - ALL FUNDS						
		<u>21,527.00</u>	<u>6,905.62</u>	<u>166.30</u>	<u>14,621.38</u>	<u>32.08</u>
NET OF REVENUES & EXPENDITURES		(20,527.00)	(6,299.62)	(166.30)	(14,227.38)	30.69