

# **BEAUTIFICATION COMMISSION AGENDA**

**July 19, 2017 – \*\*\* 9:00 a.m. \*\*\***

**Governmental Center**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**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: May 17, 2017  
June 21, 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**

**Old Business:  
By-Laws**

**Garden Report—Robyn VanColen**

Arrowhead South  
Yuchasz Walkway  
Kid's Pond-water?, planted petunia's  
Iva's North  
Traverse Parking Garden  
Boardwalk Sitting Garden

Bank Garden  
Median Garden  
Triangle Garden  
Cedar Street Parking  
Blue Star Garden????  
Terrace Garden

Report from Council  
Report from DPW

**New Business**

Pruning Class by ReLeaf

**Correspondence:**

**Adjournment:**

**Next Meeting August 16, 2017**

Beautification Commission Minutes  
May 17, 2017  
Held at Elk Rapids Government Center  
315 Bridge St.  
Elk Rapids, MI 49629

**Call to order:** 10:00 am

**Pledge of Allegiance**

**Present:** Chairman Pat Stites, Members: Cecilia (Cupie) Gnad, Barbara Termaat, Paula Moyer, Janine Micunek, Trisha Perlman (Council Representative), Margaret LeBlond, Sonja Perry

**Excused:** None

**Conflict of interest:** None

**Approval of 4/19/17 Minutes** Corrections: Spelling of Cecilia and Sonja

**M/S** **Motion to approve April Minutes Termaat/Perry** **Motion Carried**

**Public Comments:** Diane Richter discussed the importance of protecting riparian watershed buffers

**Financial Report:** Budget for 2017-2018 \$20,527.00

Iva's North Arrowhead \$ 1,564.04  
This is the only money that  
Rolls over as it is a donation

Balance as of 5/17/2017 \$19,164.09

Balance North Arrowhead \$1,564.04

**Approval of Bills:** Garden Goods \$676.04  
Spring Cleanup

Kyms Copies \$6.00  
Pictures of Terrace Garden

Total \$682.04

**M/S** **Motion to approve Financial Report and pay bills Gnad/Perry** **Motion carried**

**Old Business:** Planting of spring trees is set for June 17. Volunteers to meet at 8:30 am at DPW offices on Lake St. for further instructions

Meeting time set at 9:00 am 3<sup>rd</sup> Wednesday of each month

**M/S** **Motion to approve 9:00 am meeting time Moyer/Gnad** **Motion Carried**

Assignment of gardens to Commission members

By-Laws: Beautification Commission will follow the same By-Laws structure used by the Harbor Commission

**Garden Club Report:** Robyn Van Colen discussed progress and work to be done in gardens.

Terrance Garden: the Commission discussed Barker Creek bid and agreed to a simple, easy care garden plan using native plants. The Commission determined 4 areas of improvement to be completed this summer by Barker Creek, per invoice:

1. Pruning hedge along fence (Alpine Currant) no more than 18" / Landscape Labor
2. Pruning 3 overgrown Muhgo Pine / landscape Labor
3. Removing Invasive Barberry and filling in hole to relevel area / Landscape materials
4. Pruning existing Native Ninebark / Landscape Materials

**M/S** **Motion to cap Barker Creek bid at \$1,000 and approve 4 areas of improvement to be completed this summer, per invoice**  
**Amended motion LeBlond/Gnadt** **Motion carried**

DDA representatives expressed support and offer to help seek grants for Terrace Garden

Termaat suggested creating a task force to develop an overall plan for the lower stretch of the Elk River to align with the Terrace Garden plan

**Council Report:** Trisha Perlman spoke to recent developments and discussions of the village council

**DPW Report:** Brad Kluczynski DPW Superintendent updated the commission on the works in progress on various garden projects

**New Business:** Time line of planting of marigolds will be emailed to the Commission

Storing geranium pots for next year will be coordinated by DPW

**Adjourn:** 11:55

**M/S** **Motion to adjourn**  
**Gnadt/LeBlond** **Motion carried**

Beautification Commission Minutes  
June 21, 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 States, Members: Cecelia (Cupie) Gnad, Paula Moyer, Janine Micunek, Trisha Perlman (Council Representative), Margaret LeBlond, Sonya Perry

**Excused:** Barbara Termatt

**Conflict of interest:** None

**Public Comments** Bill Cooper asked if the By-Laws were completed; Commission will make it a priority to finish them

**Approval of 5/17/17  
Minutes**

**M/S** **Motion to amend the minutes to correct the spelling of the following names: Termaat, Gnad, Richter Perry/Gnad** **Motion carried**

**M/S** **Motion to amend the minutes under public comments to change the wording to “protecting riparian watershed buffers”**  
**LeBlond/Gnad** **Motion carried**

**M/S** **Motion to amend the minutes under planting spring trees to change the word “by” to “is” and 9:00 to 8:30**  
**LeBlond/Perry** **Motion carried**

**M/S** **Motion to amend the minutes under By-laws to correct the spelling of beautification, change committee to commission and add the wording “same by-laws structure used by” the Harbor Commission**  
**LeBlond/Perry** **Motion carried**

**M/S** **Motion to amend the minutes under Terrace Garden to change committee to commission and list specific improvements to be made by Barker Creek this summer**

1. Pruning hedge along fence (Alpine Currant) no more than 18" / Landscape Labor
  2. Pruning 3 overgrown Muhgo Pine / landscape Labor
  3. Removing Invasive Barberry and filling in hole to relevel area / Landscape materials
  4. Pruning existing Native Ninebark / Landscape Materials
- LeBlond/Gnadt Motion carried

**M/S** **Motion to amend the minutes to include the recommendations Termaat made to create a task force to develop an overall plan for the lower stretch of the Elk River to align with the Terrace Garden plan**  
 Perry/Gnadt Motion carried

**M/S** **Motion to accept the corrections and changes the Beautification Commission made today for the May minutes and review those changes at the Commission meeting in July**  
 Perry/LeBlond Motion carried

**Request by Friends Of the Library** Susan Caulkins, Friends Chair, with Cathy Wally, Friends fundraiser Chair, presented the Library’s Strategic Planning Commission plans to approach all local groups to seek input on how the library can collaborate with the groups to provide services. A survey was given to Commission members to fill out and return to the library

<b>Financial Report:</b>	Budget for 1017-2018	\$20,527.00
	Iva’s North Arrowhead	\$ 1,564.04
	This is the only money that Rolls over as it is a donation	
	Balance as of 6/30/2017	\$16,958.01
	Balance North Arrowhead	\$ 1,564.04

<b>Approval of Bills:</b>	Mike’s Tree Service	\$ 2,625.00
	Pruned trees on River St.	
	Elk Lake Floral	\$ 152.24
	Marigolds	
	Gilroys	\$ 42.98
	Preen	

**Total** **\$ 2,820.52**







GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-693-550	BEAUTIFICATION	1,000.00	(494.00)	0.00	1,494.00	(49.40)
Total Dept 000		1,000.00	(494.00)	0.00	1,494.00	(49.40)
TOTAL REVENUES		1,000.00	(494.00)	0.00	1,494.00	(49.40)
Expenditures						
Dept 692-BEAUTIFICATION DEPT						
101-692-700-000	SALARY & WAGES	3,272.00	100.67	0.00	3,171.33	3.08
101-692-715-000	SOCIAL SECURITY	250.00	7.70	0.00	242.30	3.08
101-692-716-000	HEALTH INSURANCE	1,754.00	296.24	0.00	1,457.76	16.89
101-692-718-000	RETIREMENT	328.00	10.07	0.00	317.93	3.07
101-692-719-000	SICK & ACCIDENT BENEFIT	71.00	20.10	0.00	50.90	28.31
101-692-720-000	WORKER'S COMP	62.00	9.00	0.00	53.00	14.52
101-692-757-000	SUPPLIES	3,810.00	877.56	0.00	2,932.44	23.03
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	7,360.00	2,751.25	0.00	4,608.75	37.38
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	0.00	0.00	3,300.00	0.00
Total Dept 692-BEAUTIFICATION DEPT		20,527.00	4,412.59	0.00	16,114.41	21.50
Dept 698-N ARROWHEAD GARDEN						
101-698-757-200	N ARROWHEAD GARDEN	1,000.00	0.00	0.00	1,000.00	0.00
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	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES		21,527.00	4,412.59	0.00	17,114.41	20.50
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,000.00	(494.00)	0.00	1,494.00	49.40
TOTAL EXPENDITURES		21,527.00	4,412.59	0.00	17,114.41	20.50
NET OF REVENUES & EXPENDITURES		(20,527.00)	(4,906.59)	0.00	(15,620.41)	23.90

PERIOD ENDING 07/31/2017

% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	ACTIVITY FOR MONTH 07/31/2017	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		0.00	1,000.00	0.00	(1,000.00)	100.00
TOTAL REVENUES		0.00	1,000.00	0.00	(1,000.00)	100.00
Expenditures						
Dept 698-N ARROWHEAD GARDEN						
102-698-757-200	N ARROWHEAD GARDEN	0.00	0.00	0.00	0.00	0.00
Total Dept 698-N ARROWHEAD GARDEN		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 102 - N ARROWHEAD GARDEN CONTRIBUTION:						
TOTAL REVENUES		0.00	1,000.00	0.00	(1,000.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,000.00	0.00	(1,000.00)	100.00
TOTAL REVENUES - ALL FUNDS						
		1,000.00	506.00	0.00	494.00	50.60
TOTAL EXPENDITURES - ALL FUNDS						
		21,527.00	4,412.59	0.00	17,114.41	20.50
NET OF REVENUES & EXPENDITURES		(20,527.00)	(3,906.59)	0.00	(16,620.41)	19.03

VILLAGE OF ELK RAPIDS  
BEAUTIFICATION COMMISSION

PURPOSE:

- A. These Bylaws are adopted by the Village of Elk Rapids Beautification Commission to facilitate the performance of its duties as outlined in Chapter 8 of the Village of Elk Rapids Code of Ordinances.

ARTICLE I: MEMBERSHIP

- A. The membership of the Beautification Commission, as well as the manner of appointment, terms of office, attendance requirements and method for removal of Beautification Commission members are described in §2-81.16.1 of the Village of Elk Rapids Code of Ordinances, as amended.
- B. Attendance: Regular attendance at scheduled meetings of the Commission by members is recognized as being essential to the duties and functions of the entire Commission. Therefore, failure to repeatedly attend Beautification Commission meetings shall be considered nonfeasance in office and subject to removal from the Commission.
- C. Conflict of Interest, Incompatibility of Office:
  1. Each member of the Beautification Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall, at a minimum, include but not necessarily be limited to, the following:
    - Issuing, deliberating on, voting on, or reviewing a matter concerning him or her.
    - Issuing, deliberating on, voting on, or reviewing a matter concerning work on land owned by, or which is adjacent to land owned by him or her.
    - Issuing, deliberating on, voting on, or reviewing a matter involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship with a corporation, company, partnership, or any other entity where he or she may stand to have a financial gain or loss.

## VILLAGE OF ELK RAPIDS

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- Issuing, deliberating on, voting on, or reviewing a matter which is an action which results in a financial, fiscal or economic benefit to him or her.
  - Issuing, deliberating on, voting on, or reviewing a matter concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parent's in-law, grandparent's in-law, or members of his or her household.
  - Issuing, deliberating on, voting on, or reviewing a matter where his or her employee or employer is (1) an applicant or agent for an applicant, or (2) has a direct interest in the outcome.
  - Issuing, deliberating on, voting on, or reviewing a matter in which, due to particular circumstances, when the member believes there may be even the appearance of improper bias that could taint the outcome if the member participates.
2. When, in a member's sole discretion, a conflict of interest exists, the member of the Commission, or committee, shall, upon first knowledge of the case and determining that a conflict exists:
    - Declare a conflict exists at the meeting of the Commission or committee and briefly explain the nature of the conflict to the Commission.
    - Cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
    - During deliberation of the agenda item before the Commission or committee, remove one's self from the front table where members of the Commission sit and leave the meeting until that agenda item is concluded.
  3. If any member has a question whether a conflict of interest exists or not, that member should put the question before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission in attendance at the meeting.
  4. Incompatibility of Office: If a member of the Commission is elected or appointed to another Village office, it shall result in an automatic resignation from the Beautification Commission on the effective date of the appointment to the other office.

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ARTICLE II: OFFICERS

- A. At its first regular meeting in May of each year, the Commission shall elect from its membership a Chair and Vice-Chair and shall appoint a Recording Secretary as determined by a majority of its members. All officers are eligible for re-election. The Chair, Vice-Chair and Recording Secretary shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of the Vice-Chair for the unexpired term.
- B. Duties of the Chair shall be to preside at all meetings, appoint committees, call special meetings pursuant to these Bylaws, act as an ex-officio member of all sub-committees of the Beautification Commission, shall cause to be presented to the Village Council the annual report of Beautification Commission activities and perform such other duties as may be required by the office.
- C. Duties of the Vice-Chair shall be to act in the capacity of Chair with all the powers and duties of that office in the absence of the Chair.
- D. Duties of the Recording Secretary or Acting Recording Secretary, shall be to execute documents in the name of the Beautification Commission, record minutes of each meeting and submit them for approval to the Beautification Commission.

ARTICLE III: HEARINGS AND MEETINGS

- A. Meetings of the Beautification Commission shall be scheduled on the second (3<sup>rd</sup>) Wednesday of each month at 9:00 A.M. at the Elk Rapids Community Governmental Center, 315 Bridge Street. When the regular meeting day falls on a legal holiday or other conflicting date, the Commission shall select a suitable alternate day in the same month or at such other time as may be selected by the Commission.
- B. All hearings and meetings shall be noticed and conducted in accordance with the Public Act 267 of 1976, as amended, that being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*
- C. Special meetings may be called at the discretion of the Chair, by any two members of the Beautification Commission, or by the Chair at the request of any non-member of the Commission upon payment of a non-refundable fee to cover costs of the special meeting.

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### BEAUTIFICATION COMMISSION

- D. Notice of special meetings shall be given by the Secretary or Village Staff to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, date, time, and location of the meeting. Special meetings called for discussion or work session purposes require no formal agenda.
- E. Recess: The Beautification Commission shall not begin consideration of any matter on the agenda not yet under consideration by the hour of 12:00p.m. except by unanimous consent of the members present. Matters on the agenda not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting, if one is called.
- F. Quorum: More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business. Whenever a quorum is not present, the meeting shall be adjourned to another day.
- G. Motions: Motions shall be restated by the Chair or by the Secretary before a vote is taken. All motions related to actions taken by the Beautification Commission shall be based on Findings of Fact that shall include what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant and untrue statements. The Commission's action may include a recommendation to the Village Council, or for those matters not requiring Village Council approval, then, and in that event, the Commission action shall be approved, approved with condition, or denied.
- H. Voting: Voting shall be by roll call vote and recorded by "yes" or "no." A member may be excused from voting only if that member has a conflict of interest pursuant to Article I (e) of these Bylaws. Determination of grounds for abstention shall be made prior to discussion of the item. In all roll call votes, the names of the members of the Board shall be called in rotation order as seated and the names to be called first shall be advanced one position in rotation in each successive roll call vote. Members must be physically present to cast a vote. Voting by proxy or through the use of electronic devices is not permitted. The affirmative vote of a majority of the members of the Commission present shall be necessary for the approval, approval with conditions, denial, or recommendation to the Village Council. No action by the Beautification Commission on any matter for which a Public Hearing is held shall be taken until the Public Hearing has been concluded and announced closed by the Chair.
- I. Parliamentary Procedure: Parliamentary procedure during Beautification Commission meetings shall be governed by Robert's Rules of Order, Newly Revised Edition, for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than Robert's Rules of Order, then these Bylaws shall control.

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### BEAUTIFICATION COMMISSION

J. Order of Business: The Beautification Commission, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

1. Call to order and Roll Call.
2. Approval of minutes of the last meeting.
3. Conflict of Interest: Any Commission member who believes that 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 at this time?
4. Citizens Comments: Any citizen who wishes to address the Commission on a matter not listed on the agenda may speak at this time. The Chair shall recognize the citizen before speaking. A five-minute limitation applies unless extended by the Chair. 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 the Commission.
5. Public Hearing: The procedure for each application shall be as follows:
  - The Chair will declare the Public Hearing open, state its purpose, and summarize the procedure to be followed.
  - The Beautification Chair will present the main points of the matter under consideration.
  - The Petitioner, their representative or a proponent of the action will make a presentation about the matter under consideration.
  - Comments by the Public – Individual citizens, groups or organizational representatives speaking in support of the matter will make presentations followed by individual citizens, groups or organizational representatives speaking in opposition to the matter under consideration.
  - Related Correspondence from interested citizens or their representatives is read into the preceding record.
  - There being no further public comment or until the Chair determines that a state of redundancy or diminishing returns has set in, the Chair will close the Public Hearing.
  - The Beautification Commission will enter into its regular meeting protocol for discussion and action on the matter under consideration.

VILLAGE OF ELK RAPIDS  
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6. DPW Superintendent Report
7. Old Business
8. New Business
9. Communications
10. Adjournment

K. The Agenda:

1. The agenda and accompanying materials shall be e-mailed to Commission members the Friday prior to the meeting date.
2. The Village Clerk shall be the Office of Record for the Beautification Commission. The Chairman may receive agenda items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and three business days prior to the next regularly scheduled Commission meeting. Items received less the three business days prior to the next regular scheduled meeting shall be set aside to be placed on the Agenda for the next regularly scheduled meeting of the Beautification Commission.

Items of a major nature, i.e., items normally receiving staff review, analysis, or recommendation, shall be postponed until the subsequent regular or special Commission meeting. Items of a minor nature may be included on the agenda at the discretion of the Chair, or the Secretary.

L. Minutes and Record. The Beautification Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which, shall at a minimum include an indication of the following:

1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*
2. Copy of the minutes and all its attachments which shall include a summary of the meeting in chronological sequence of occurrence.
3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes. Beautification Commission records related to minutes, bonds, oaths of officials, other records of decisions, Commission publications and all correspondence related to the foregoing, shall be permanently kept.



VILLAGE OF ELK RAPIDS  
BEAUTIFICATION COMMISSION

ARTICLE IV: ADOPTION, REPEAL, AND AMENDMENTS

- A. These Bylaws shall become effective immediately upon their adoption by the Beautification Commission and all previous Bylaws are hereby repealed.
- B. These Bylaws may be amended at any regular or special meeting by the affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies exist or not, provided, that all members shall have been furnished a copy of the proposed amendment at least three days prior to that meeting.

Adopted by the Beautification Commission on this 19<sup>th</sup> day of July, 2017.

Patricia Stites

Chair, Elk Rapids Beautification Commission