

# BEAUTIFICATION COMMISSION AGENDA

October 18, 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: September 20, 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

Arrowhead South-great job of cutting back!!

Yuchasz Walkway-Remove fence

Kid's Pond

Iva's North-met with Mrs. Birdge and Inez about new sign

Traverse Parking Garden

Boardwalk Sitting Garden—indigo plant coming back, 9 new plants installed, cutback in process

Bank Garden-talked with head Gardner, garden is set

Median Garden

Triangle Garden  
Cedar Street Parking  
Blue Star Garden  
Terrace Garden-Present drawing  
Guild Garden

**Old Business:**

Planters for US31 Bridge-DDA  
Holiday Decorations  
Met with Tree Service, keeping new trees healthy  
Budget 2018/19

Report from Council  
Report from DPW

**New Business:**

**Correspondence:**

**Adjournment:**

**Next Meeting November 15, 2017**

Beautification Commission Minutes  
9/20/2017  
Held at Elk Rapids Government Center  
315 Bridge St.  
Elk Rapids, MI 49629

**Call to order:** 9:04 am

**Pledge of Allegiance**

**Present:** Chairman Pat Stites, Members: Barbara Termaat, Paula Moyer, Margaret LeBlond, Janine Micunek

**Excused:** Sonja Perry

**Conflict of interest:** None

**Citizens Comments:** None

**Approval of 8/16/17  
Minutes**

**M/S**                      **Motion to approve minutes  
LeBlond/Termaat**                      **Motion Carried**

**Approval of Bills:** None

**Old Business:** Chairman Stites was pleased with pruning class attendance and class content

**Garden Club Report:** Chairman Stites read a letter from a RV owner who drove over the library garden and damaged plants; the Village office will request the driver pay \$100 to replace plants in the spring

Robyn Van Colen discussed progress and work to be done in gardens. Garden Club member Jane Hamilton is seeking a grant for carrying out the proposed redesign of the Blue Star Garden

**Council Report:** No report

**DPW Report:** Brad Kluczynski updated the commission on various DPW projects. A fence was installed at the Kids Pond walkway; DPW is not prepared to collect garden waste at this time

**New Business:** DDA has offered to spend \$1500 to purchase chains and posts to surround trees; work to be done by DPW this year. Chairman Stites suggested the Commission needs to set aside monies for more posts for trees in the new budget

Sandra Giordani from Better Yards and Gardens discussed bids for light/heavy pruning in the Boardwalk Garden

**M/S** **Motion to approve the bid for the deeper cutback of the Boardwalk Garden to start next week for \$625**  
**Termaat/Micunek** **Motion Carried**

Discussed planters for US31 bridge; DDA will be asked to buy planters, Beautification will provide the plants and the Lions Club will be asked to maintain the planters

Discussed decorating poles along River Street for the holiday season using live garland and new bows

**M/S** **New motion to decorate River Street poles with live garland and new bows, not to exceed \$2,500 of the 2017 budget**  
**Termaat/Micunek** **Motion Carried**

Discussed trimming of street trees in 2017; small trees will be trimmed yearly and larger trees every other year

**Communications:** None

**Adjourn:** 10:04

**M/S** **Motion to adjourn**  
**Moyer/LeBlond** **Motion Carried**

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE  
PERIOD ENDING 10/31/2017  
% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 10/31/2017	ACTIVITY FOR MONTH 10/31/2017	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	123.63	0.00	3,148.37	3.78
101-692-715-000	SOCIAL SECURITY	250.00	9.46	0.00	240.54	3.78
101-692-716-000	HEALTH INSURANCE	1,754.00	714.80	0.00	1,039.20	40.75
101-692-718-000	RETIREMENT	328.00	12.37	0.00	315.63	3.77
101-692-719-000	SICK & ACCIDENT BENEFIT	71.00	35.19	0.00	35.81	49.56
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	905.52	0.00	2,904.48	23.77
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	6,284.68	0.00	14,242.32	30.62
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	6,579.68	0.00	14,947.32	30.56
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,000.00	(494.00)	0.00	1,494.00	49.40
TOTAL EXPENDITURES		21,527.00	6,579.68	0.00	14,947.32	30.56
NET OF REVENUES & EXPENDITURES		(20,527.00)	(7,073.68)	0.00	(13,453.32)	34.46

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 10/31/2017	ACTIVITY FOR MONTH 10/31/2017	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	6,579.68	0.00	14,947.32	30.56
NET OF REVENUES & EXPENDITURES						
		(20,527.00)	(6,073.68)	0.00	(14,453.32)	29.59