

BEAUTIFICATION COMMISSION AGENDA

May 17, 2017 – * 10 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: April 19, 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:

- Planting of Spring trees
- Set meeting time
- Assignment of gardens
- By-Laws

Garden Report—Robyn VanColen

- Yuchasz Walkway
- Kid's Pond-cleaned and mulched. A split rail fence will be installed.
- Iva's North
- Traverse Parking Garden-cleaned and mulched
- Boardwalk Sitting Garden

Bank Garden

Median Garden-cleaned and mulched

Triangle Garden

North Arrowhead

Cedar Street Parking

Blue Star Garden-Chamber-Juniper has to be removed, replacement???

Terrace Garden-discussion about Barker Creek bids, what we want to accomplish with this garden.

Report from Council

Report from DPW

New Business

Planting of marigolds

Storing of Geraniums for next year

Correspondence:

Adjournment:

Next Meeting June 21, 2017

BEAUTIFICATION COMMISSION DRAFT MINUTES
APRIL 19, 2017
10:00 AM
HELD AT THE 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: Cecelia (Cupie) Gnad, Barbara Termaat, Paula Moyer, Janine Micunek, Trisha Perlman (Council Representative)

Excused: Margaret LeBlond, Sonya Perry

Others Present: Village Manager William Cooper, Village DPW Superintendent Brad Kluczynski, Garden Club - Robyn VanColen, DDA – Carol Haley, Green ER – Royce Raglund
And 4 others

Conflict of Interest: None

Introduction of new

Members: Chairman Stites introduced Paula Moyer and Janine Micunek to the Commission and Trisha Perlman as the Village Representative

**Appointment of
New officers:**

Pat Stites, President
M/S Gnad/Micunek Motion Carried

Sonya Perry – Chair Pro-tem
M/S Gnad/Micunek Motion Carried

Paula Moyer – Secretary
M/S Gnad/Termaat Motion Carried

Approval of 1/18/17

Minutes: 2 Corrections: Call to Order was at 10am rather than 9am
Financial Report: Budget “for” rather than “or”

With these two corrections motions to approve
M/S Gnad/Stites Motion Carried

Public Comments: Diane Richter, Elk Rapids addressed her concerns about the shoreline trimming
Royce Raglund, Elk Rapids addressed her concerns about the shoreline trimming
Teri Resig, Elk Rapids addressed her concerns about clean up along the Rivershore

Financial Report: Chairman Stites referred the Commission to the loose sheet in the packet that is the corrected copy of the budget.

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 4/19/17 \$20,465.30

Balance North Arrowhead 4/19/17 \$ 1,564.04

Perlman questioned an amount of \$61.40. It is for payroll for DPW work. She requested a closer tracking of contractual expenditures as to who was performing what job, at what garden, for how long.

Approval of Bills: Barker Creek Nursery \$ 126.25
Spring clean up

Snap Printing \$ 340.00
New Brochure

Total \$ 466.25

M/S Gnadt/Termaat Motion Carried

Old Business:

Bags for trees were ordered and received. There are now 75 available.

DEQ Grant has provided 25 more new trees for fall planting

50 new trees will be here for planting on May 6th.

Termaat let the commission know that she spoke with the Honor Society representative from the school who confirmed that students will be available to help plant the trees on the 6th.

Garden Club Report – Robyn VanColen

*VanColen reported an update of clean ups and plantings.

*Placement of Dog clean up post and bags

*Discussion moved to the plants that person responsible for stealing the plants from around the area last spring had been arrested. The question was raised about the Village and other victims being reimbursed for the stolen property. Village Manager Bill Cooper said he would see what he could find out.

*Carol Haley from the Downtown Development Authority spoke to the Commission about plans for the Terrace Garden and how it affects the downtown area. The DDA would like to be involved with discussions.

As the topic of the Terrace Garden brought up the fact that there is so much to discuss, Trisha Perlman suggested that this item be tabled until all the commission members are present at the next meeting on May 17, 2017.

M/S Perlman / Gnadt Motion Carried

- Council Report:** Trisha Perlman spoke to the recent developments and discussions of the Village Council
- DPW Report:** Brad Kluczynski DPW Superintendent updated the commission on the current issues facing the DPW.
Brad also informed the commission that he is planning on having Joe O'Halloran and Dale Hulbert help out Beautification when necessary.
- New Business:** Meeting Time change: Tabled until next meeting when all members are present
Packets: Hard copies or email
Commission members present voted to continue to receiving a hard copy and each member will pick up their copy at the Village Hall.
- M/S** **Moyer/Gnadt** **Motion carried**
By-laws: Stites informed the Commission that the Village is requiring By-Laws for each Commission and asked for a member to help her with this process. Termaat volunteered.
- Correspondence:** Letter of Resignation from Mari-Beth Wescott.
Village wrote a letter of thanks to the Allen-Birge Foundation for their donation to Iva's North.
A letter was received from Amanda Baker of the DDA thanking Beautification for the donation for lights for the trees in the downtown area.
- Comments:** DPW Superintendent Kluczynski let the Commission know that Tree Notice will be in the Elk Rapids News this week. He also informed them that the Mulch has been delivered for their use in the village.
Trisha Pearlman suggested that the Commission place an Agenda Approval vote in the beginning of the meeting.
- Adjourn:** 11:42
- M/S** **Gnadt/Termaat**

PERIOD ENDING 05/31/2017

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2017	ACTIVITY FOR MONTH 05/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-693-550	BEAUTIFICATION	1,000.00	(805.00)	0.00	1,805.00	(80.50)
Total Dept 000		1,000.00	(805.00)	0.00	1,805.00	(80.50)
TOTAL REVENUES		1,000.00	(805.00)	0.00	1,805.00	(80.50)
Expenditures						
Dept 692-BEAUTIFICATION DEPT						
101-692-700-000	SALARY & WAGES	3,272.00	54.76	4.64	3,217.24	1.67
101-692-715-000	SOCIAL SECURITY	250.00	4.18	0.36	245.82	1.67
101-692-716-000	HEALTH INSURANCE	1,754.00	17.20	0.00	1,736.80	0.98
101-692-718-000	RETIREMENT	328.00	5.48	0.46	322.52	1.67
101-692-719-000	SICK & ACCIDENT BENEFIT	71.00	10.04	0.00	60.96	14.14
101-692-720-000	WORKER'S COMP	62.00	0.00	0.00	62.00	0.00
101-692-757-000	SUPPLIES	3,810.00	0.00	0.00	3,810.00	0.00
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	7,360.00	126.25	0.00	7,233.75	1.72
101-692-864-000	TRAINING/CONFERENCES	320.00	340.00	0.00	(20.00)	106.25
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	557.91	5.46	19,969.09	2.72
Dept 698-N ARROWHEAD GARDEN						
101-698-757-200	N ARROWHEAD GARDEN	1,000.00	0.00	0.00	1,000.00	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	557.91	5.46	20,969.09	2.59
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,000.00	(805.00)	0.00	1,805.00	80.50
TOTAL EXPENDITURES		21,527.00	557.91	5.46	20,969.09	2.59
NET OF REVENUES & EXPENDITURES		(20,527.00)	(1,362.91)	(5.46)	(19,164.09)	6.64

PERIOD ENDING 05/31/2017

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2017	ACTIVITY FOR MONTH 05/31/2017	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
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	195.00	0.00	805.00	19.50
TOTAL EXPENDITURES - ALL FUNDS						
		21,527.00	557.91	5.46	20,969.09	2.59
NET OF REVENUES & EXPENDITURES						
		(20,527.00)	(362.91)	(5.46)	(20,164.09)	1.77