

# **BEAUTIFICATION COMMISSION AGENDA**

**July 18, 2018 – \*\*\* 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: April 18, 2018, May 16, 2018, June 20, 2018**

**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  
Yuchasz Walkway  
Kid's Pond  
Iva's North  
Traverse Parking Garden--bushes  
Boardwalk Sitting Garden  
River and 31 Garden  
Median Garden  
Triangle Garden  
Cedar Street Parking

Zupin/Anderson Garden--update  
Blue Star Garden  
Guild Garden  
Pedestrian Garden

**Old Business:**

Mike's Tree Service  
Posts and chains around downtown trees  
Brochures

Report from Council  
Report from DPW

**New Business:**

**Correspondence:**

**Adjournment:**

**Next Meeting August 15, 2018, 2018**

**Beautification Commission**  
**Minutes of Meeting April 18, 2018**  
Held at Elk Rapids Government Center  
315 Bridge St  
Elk Rapids, Michigan

**Call to order:** 9:00 a.m.

**Pledge of Allegiance**

**Present:** Chairman Pat Stites, Barb Termaat, Sonja Perry, Janine Micunek, Sandy Ehlers

**Excused:** Margaret LeBlond

**Conflict of Interest:** None

**Approval of 11/15/2017**

**Minutes:** No Corrections needed.

**M/S**

**Motion to approve minutes with no changes  
Ehlers/Perry**

**Motion carried**

**Public Comments:** None

**Financial Report:** \$20,415 annual budget. Question on details of how to handle Iva's Garden separate budget with rollover, there is an \$1800 gap to address in this budget item with the Village Office.

**Approval of Bills:** No bills

**Garden Club Report:** Preparing for the new growing season, for ex. Clearing debris, mulching and tree trimming. Will install new sign for Iva's Garden this year. \$100 requested by the Guild Garden for the destruction caused by The RV driver has not been received. Terrace Garden landing at sidewalk level, 1 proposal received thus far; annuals only investment this growing season given anticipated changes.

Blue Star Garden will see major improvements in coordination with DPW this season, especially help with creating berm and boat placement on berm. Beautification will fund top soil.

**Old Business:** Fiscal year 2017: gave funds back to Village.  
Posts and chains need to be installed around downtown trees this year to stop the iron grates from girdling the trees.  
Beautification Commission member Sonja Perry is working with Kay Goodall on the updating of a new 2018 brochure. Kay has generously given her time and expertise to help us create a new brochure and the Commission will be thinking of a way to thank Kay for her work.

**Council Report:** None.

**DPW Report:** None. (Brad ill)

**New Business:** May 6 at 6pm, Village commission Showcase event; Beautification key points for presentation discussed.

No tree plantings this spring, DPW is designated lead this year on obtaining and planting trees. Resident idea to move ice skating rink to Rotary Park would not disturb Gardens and seems to have many positive outcomes. Will refer them to Parks & Recreation Commission for further consideration.

We are excited to hear about planned improvements for the Veteran's Memorial area in the Park. Beautification can help with labor.

**Correspondence:**

Letter received regarding \$1,000 from Allen-Birge Foundation for Iva's Garden. Thank you letter sent acknowledging generous gift.

Communications Form request to review tree cutting policy by Village Council received. Pat replied verbally to the Village that we reference recommendations in the Village expert analysis report done several years ago. Pat will discuss next step with Village Manager. The current process concern by residents was regarding a tree cutting/planting effort led by the DPW. Resident communications regarding upcoming tree removal plans would be helpful.

**M/S**

**Motion to adjourn meeting at 10:14 a.m.**

**Moyer / Micunek**

**Motion carried**

Beautification Commission Minutes  
May 16, 2018

Present: Pat Stites, Sonja Perry, Janine Micunek, Sandy Ehlers, Margaret LeBlond, Village Manager Bill Cooper and DPW Supervisor Brad Kluczynski.

Excused: None

Guests: Robyn VanColin, Garden Club Representative

Call to order: 9:00 a.m.

Conflict of Interest: None

Election of Officers: Temporary Secretary – LeBlond with motions by Micunek & Perry. Motion carried.  
Vice President – Perry with motions by Ehlers & Micunek. Motion carried.  
Chairman – Stites with motions by Perry & LeBlond. Motion carried.

Minutes of November 22, 2017: Motion made by Micunek & Ehlers to adjust the financial report to show a gap of \$800 rather than \$1,800 in the Iva's North Arrowhead Account. Discussion allowed. Motion by Ehlers & Perry to approve as amended. Carried.

Financial Report:

2018 – 2019 B.C. Budget	\$20,050.00	
Expenses to date	431.87	
Balance 5/14/18	19,766.70	
Iva's North Arrowhead		\$2,545.05

Bills to Pay:

None

Garden Club Report:

Blue Star Garden boat is in place and DPW assistance on phase 2 happening soon followed by planting and installation of fish.

Guild Garden needs its tree sprayed for scab. Stites reported that the Village has been compensated \$100 for damage incurred. She also reported the recovery of \$395 for plants taken from the Blue Star Garden. She also requested that Beautification Commission be informed of such activities in the future.

South Arrowhead will be restored to previous condition.

Iva's North Arrowhead continues to work on selecting a new sign.

Traverse St. Parking Garden will have new mulch installed.

River St. Median will also have mulch this week.

Terrace Garden design discussions continued. Ehlers offered to contact a designer for ideas which we might use in presenting a grant request.

Zupin/Anderson Garden crew leader expects to discuss improvements with Terry from Barker Creek.

Old Business:

Stites has purchased Preen to reduce weeds and spoken with Better Yards & Gardens as they begin the spring clean-up.

Perry reported that the new brochures are ready for distribution. Motion by Ehlers & Micunek to purchase a \$75 Pine Hill Gift Card for Kay Goodall as she redesigned these brochures. A "thank you" letter will be sent. Motion carried.

New Business:

Information on the Garden Club Walk will be available on the Beautification page of the Village web site.

The planting of annuals is being delayed due to weather conditions.

Council Report:

Information regarding funeral arrangement for Police Chief Tom Emmerson made available to all.

DPW Report:

Discussed Blue Star Garden and mulching of all Gardens beginning this week. Working on posts and chains for River St. trees. Cedar St. trees to be removed soon with new sidewalks being poured before end of June.

Correspondence:

Email received from Barb Termaat in which she tendered her resignation from Beautification.

Adjournment: Motion by Perry & Micunek to adjourn at 10:08. Motion carried.

Respectfully submitted,  
Margaret LeBlond, Acting Secretary

Next Meeting: June 20, 2018

Beautification Commission Minutes  
June 20, 2018

Present: Pat Stites, Janine Micunek, Margaret LeBlond, Village Manager Bill Cooper and DPW Supervisor Brad Kluczynski.

Excused: Sonja Perry, Sandy Ehlers

Guests: None

Call to order: 9:04 a.m.

Conflict of Interest: None

Minutes of May 16, 2018: Approval deferred to next meeting as we don't have a quorum.

Financial Report:

2018 – 2019 B.C. Budget	\$20,050.00	
Expenses to date	490.50	
Balance 6/20/18	19,559.50	
Iva's North Arrowhead		\$2,545.05

Bills to Pay: To be approved at next meeting.

Pat Stites – supplies	\$68.94
Snap Printing-500 brochures	320.00
Pine Hill-Goodall gift	75.00
Elk Lake Floral-marigolds	176.35
Robyn VanColen- GC supplies	505.75
East Bay Irrigation-median	138.92

Garden Club Report:

Chairman Stites and the DPW Supervisor updated the Commission on the various gardens. Mulching of the Yuchasz Walkway has been completed; the Traverse Parking garden is still without water; the Median garden has had its irrigation system enhanced; Marigolds have been planted in the Triangle garden; the Cedar St. Parking area is scheduled for work this Fall; The Zupin/Anderson garden has had the wood removed and some annual have been planted.

Old Business:

Mike's Tree Service is expected soon to prune small trees. In the meantime, Dale is doing minor trimming.

DPW workers are continuing the clean up around the tree grates on the River St. trees.

500 Garden Walk brochures have been printed and are ready for distribution.

Marigold were recently planted around the tennis courts and along areas of Memorial Park by 3 members of BC with help from Better Yards and Gardens.

We assume the Guild garden's tree has been sprayed a few days ago as the Tree Doctor has been working in other areas in town.

Council Report:

None

DPW Report:

The Blue Star garden still has some water issues which the DPW will address. Mulch is coming this week for South Arrowhead. The DPW expects to spray early Sunday morning areas infested with poison ivy. Questions related to water issues in the gardens and the collection of weeds should be directed to Robyn VanColen or Chairman Stites. They will pass this information on to the DPW.

New Business:

The sink hole located in the Upper Kids Pond area has been filled by the DPW. The irrigation system will be repaired and lost junipers will be replaced in the Fall.

The Commission received a request to locate a memorial tree purchased several years ago. Chairman Stites consulted with harbor personnel and the location relayed to the donor as he wishes to place a memorial plaque nearby.

Correspondence:

A thank you note was received from Kay Goodall expressing appreciation for our recent gift to her.

Adjournment: Motion by Micunek and LeBlond to adjourn at 9:45. Motion carried.

Respectfully submitted,  
Margaret LeBlond, Acting Secretary

Next Meeting: July 18, 2018



REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE

Balances as of 06/30/2018  
 % Fiscal Year Completed: 33.42  
 Fund 101 - GENERAL FUND

GL Number	Description	2017-18 YEAR-TO-DATE THRU 06/30/17	2018-19 Orig Budget	2018-19 Amended Budget	YEAR-TO-DATE THRU 06/30/18	Available Balance	% Used
<b>Revenues</b>							
<b>Department 000:</b>							
101-000-693-550	BEAUTIFICATION	(494.00)	0.00	0.00	0.00	0.00	100.00
Total - Dept 000		(494.00)	0.00	0.00	0.00	0.00	100.00
Total Revenues		(494.00)	0.00	0.00	0.00	0.00	0.00
<b>Expenditures</b>							
<b>Department 692: BEAUTIFICATION DEPT</b>							
<b>101-692-700-000 SALARY &amp; WAGES</b>							
03/13/2018	PR	SUMMARY PR 03/13/2018		12.44	119		
04/10/2018	PR	SUMMARY PR 04/10/2018		23.42	121		
05/08/2018	PR	SUMMARY PR 05/08/2018		37.70	123		
06/05/2018	PR	SUMMARY PR 06/05/2018		25.62	125		
06/19/2018	PR	SUMMARY PR 06/19/2018		11.71	126		
101-692-700-000		SALARY & WAGES	100.67	3,300.00	3,300.00	110.89	3,189.11 3.36
<b>101-692-715-000 SOCIAL SECURITY</b>							
03/13/2018	PR	SUMMARY PR 03/13/2018		0.95	119		
04/10/2018	PR	SUMMARY PR 04/10/2018		1.80	121		
05/08/2018	PR	SUMMARY PR 05/08/2018		2.89	123		
06/05/2018	PR	SUMMARY PR 06/05/2018		1.96	125		
06/19/2018	PR	SUMMARY PR 06/19/2018		0.90	126		
101-692-715-000		SOCIAL SECURITY	7.70	250.00	250.00	8.50	241.50 3.40
<b>101-692-718-000 RETIREMENT</b>							
03/13/2018	PR	SUMMARY PR 03/13/2018		1.24	119		
04/10/2018	PR	SUMMARY PR 04/10/2018		2.34	121		
05/08/2018	PR	SUMMARY PR 05/08/2018		3.77	123		
06/05/2018	PR	SUMMARY PR 06/05/2018		2.56	125		
06/19/2018	PR	SUMMARY PR 06/19/2018		1.17	126		
101-692-718-000		RETIREMENT	10.07	350.00	350.00	11.08	338.92 3.17
<b>101-692-720-000 WORKER'S COMP</b>							
05/18/2018	AP	MML WORKERS COMP FUND		11.69			Inv #: '5001070-18' Vendor '000569'

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE

Balances as of 06/30/2018  
 % Fiscal Year Completed: 33.42  
 Fund 101 - GENERAL FUND

GL Number	Description	2017-18 YEAR-TO-DATE THRU 06/30/17	2018-19 Orig Budget	2018-19 Amended Budget	YEAR-TO-DATE THRU 06/30/18	Available Balance	% Used
<b>Expenditures</b>							
<b>Department 692: BEAUTIFICATION DEPT</b>							
101-692-720-000	WORKER'S COMP	9.00	90.00	90.00	11.69	78.31	12.99
<b>101-692-757-000 SUPPLIES</b>							
06/20/2018	AP PAT STITES			68.97	Inv #: '042518' Vendor '002463'		
06/20/2018	AP ROBYN VAN COLEN			505.75	Inv #: '051618' Vendor '002121'		
06/20/2018	AP PINE HILL NURSERY			75.00	Inv #: '051918' Vendor '000511'		
06/20/2018	AP ELK LAKE FLORAL			176.35	Inv #: '10092' Vendor '000513'		
06/20/2018	AP EAST BAY IRRIGATION			138.92	Inv #: '5560' Vendor '001596'		
101-692-757-000	SUPPLIES	877.56	3,400.00	3,400.00	964.99	2,435.01	28.38
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	2,751.25	7,600.00	7,600.00	0.00	7,600.00	0.00
<b>101-692-864-000 TRAINING/CONFERENCES</b>							
06/20/2018	AP SNAP PRINTING			320.00	Inv #: '63157' Vendor '002118'		
101-692-864-000	TRAINING/CONFERENCES	340.00	300.00	300.00	320.00	(20.00)	106.67
101-692-956-000	MISCELLANEOUS	0.00	500.00	500.00	0.00	500.00	0.00
101-692-977-300	CAPITAL OUTLAY IMPROVEMENTS	0.00	3,250.00	3,250.00	0.00	3,250.00	0.00
Total - Dept 692		4,096.25	19,040.00	19,040.00	1,427.15	17,612.85	7.50
Total Expenditures		4,096.25	19,040.00	19,040.00	1,427.15	17,612.85	7.50
NET OF REVENUES AND EXPENDITURES		(4,590.25)	(19,040.00)	(19,040.00)	(1,427.15)	(17,612.85)	

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE

Balances as of 06/30/2018  
 % Fiscal Year Completed: 33.42  
 Fund 102 - N ARROWHEAD GARDEN

GL Number	Description	2017-18 YEAR-TO-DATE THRU 06/30/17	2018-19 Orig Budget	2018-19 Amended Budget	YEAR-TO-DATE THRU 06/30/18	Available Balance	% Used
<b>Revenues</b>							
<b>Department 000:</b>							
102-000-693-550	N ARROWHEAD GARDEN CONTRIBUTIO	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00
Total - Dept 000		1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00
Total Revenues		1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00
NET OF REVENUES AND EXPENDITURES		1,000.00	1,000.00	1,000.00	0.00	1,000.00	
TOTAL REVENUES - ALL FUNDS		506.00	1,000.00	1,000.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES - ALL FUNDS		4,096.25	19,040.00	19,040.00	1,427.15	17,612.85	7.50
NET OF REVENUES AND EXPENDITURES		(3,590.25)	(18,040.00)	(18,040.00)	(1,427.15)	(16,612.85)	



----- Forwarded message -----

From: Robyn VanColen <[torchrvc@gmail.com](mailto:torchrvc@gmail.com)>

Date: Sat, Jun 23, 2018 at 12:15 PM

Subject: Beautification Report. June 20

To: Pat Stites <[pdstites@gmail.com](mailto:pdstites@gmail.com)>

CC: Ginny Dorner <[bg.dorner@charter.net](mailto:bg.dorner@charter.net)>

Pat

Here is the overdue email I meant to send in place of not being able to attend the Beautification Meeting on June 20th. Since then, we have spoken so I will include update information on those topics, as well.

Blue Star Garden has accomplished so much since May. The fish are in and the rope is up. Brad has left a lot of slack to allow for shrinkage. Ginny Dorner has been keeping close track of their budget and it looks like they have enough budget to maybe have more fish made. I have not spoken to the Blue Crew yet about this because they are still adding things. I am not sure what is left to do. I know they spoke about signage. Right now they want it ready for the garden walk. They are waiting on they DPW to finish the seat of the boat and oars and figure out a way to put the oars in the boat and keep them there. More to follow.

Zupin Anderson-Meeting

Met with the crew leader and walked the garden. Discussed Mona (PineHill) plan a little bit. Her plan is not back yet so details are just general. Remove timbers. Slope hill behind bench and add plants to hold in soil rather than add timbers back (this part seems to have been done already). Include the lampposts on either end of the garden inside the garden. This would extend the garden and allow for two large planting beds on the far ends. Suggested plantings were butterflyweed and other summer perennials. This would add summer color to a predominantly spring garden. The crew really liked this idea. Two other things were discussed and later clarified. One, was the need to clean up the existing garden. Paula, the crew leader reported back that they were going to prune all the shrubs and clean out all the existing beds of iris and perennials to a more manageable size. Working toward the over grown look to a neat and trim look. Two, was a clarification of who is responsible for the bed that runs along the fence across the sidewalk from the garden. Paula agreed it needed tending and that the crew does minimal work there. I suggested that Mona add it to the overall plan. I mentioned that we could put together a plan/\$\$\$ once we saw what Mona comes up with and just what needed to be done. An aside thought, what ever happens in the bed along the fence should be easy to maintain and with the size of the garden expanding it is up to Ginny and I to look for additional crew workers for this garden.

Guild Garden

Sent out an email to the crew.

Sonja apparently is home and communicating with the crew to clear things up with Brad.

My one comment about the Guild is the \$\$\$ sent by the Pastor for damages from last year. When will this \$\$\$ be reallocated to the Guild Garden?

In our phone call you mentioned a cypress that was planted somewhere and did not have approval. Where again??? I went to look and totally forgot where you said it was planted. I will check into it as soon as you remind this forgetful self where it is.

Last comment just for the written record. I would like to go on the record that I believe the 2nd court payment should be reallocated by the village to Beautification to be used as they see fit.

The gardens are nearing their peak for photographs. I will be starting this photo project soon.

Robyn Van Colen

Elk Rapids Garden Club, Community Gardens Co-Coordinator