

# BEAUTIFICATION COMMISSION AGENDA

August 16, 2017 – **8:30 a.m. NOTE TIME/LOCATION CHANGES**

**8:30 a.m. Blue Star Garden (review), 305 U.S. 31 North (Elk Rapids Chamber of Commerce)**  
**Regular agenda follows immediately at the Government Center, 315 Bridge St.**

**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: July 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.

**Caroline Kennedy** – Training for all commissions (Open Meetings & Freedom of Information Acts, Roles/Responsibilities and Parliamentary Procedure)

**Financial Report**

**Approval of Bills**

**Old Business:**

**By-Laws-turned in**

**Pruning class scheduled for Sept. 13<sup>th</sup>, 9:00am, Governmental Center**

**Everyone welcome!!**

**Committee on river bank**

**Garden Report—Robyn VanColen**

Arrowhead South

Yuchasz Walkway

Kid's Pond-water?

Iva's North  
Traverse Parking Garden  
Boardwalk Sitting Garden  
Bank Garden  
Median Garden  
Triangle Garden  
Cedar Street Parking  
Blue Star Garden  
Terrace Garden  
Guild Garden

Report from DPW

## **New Business**

### **Correspondence:**

Letter from Tim Moller

### **Adjournment:**

## **Next Meeting September 20, 2017**

With seven days advance notice, accommodations can be made for persons with disabilities and/or limited English speaking ability, and persons needing auxiliary aids of services of interpreters, signers, readers or large print.

Con siete días de anticipación, el alojamiento se pueden hacer las personas con discapacidad y / o capacidad limitada de habla Inglés, y las personas que necesitan ayudas auxiliares de servicios de intérpretes, los firmantes, lectores o en letra grande.

Với bảy ngày thông báo trước, phòng có thể được thực hiện cho người khuyết tật và / hoặc hạn chế khả năng nói tiếng Anh, và những người cần hỗ trợ các dịch vụ phụ trợ của thông dịch viên, những người ký tên, người đọc hoặc in lớn.

Nrog xya hnuv ua ntej daim ntawv ceeb toom, kev kho kom haum yuav ua rau cov neeg muaj kev tsis taus thiab / los yog tsis tau lus Askiv hais lus muaj peev xwm, thiab cov neeg hu ua deductible lwm yam kev pab ntawm cov kev pab cuam ntawm cov neeg txhais lus, signers, txawj nyeem ntawv los yog sau loj.

與7天前通知，住宿可以為殘疾人和/或有限的英語口語能力，並需要口譯，簽名，讀者或大型印刷服務的輔助器材的人的人進行。

غة مذ تصد ين ،م ترجم ين ت وف ير يمكن ،ايم سد بعة من مسد بق اشعار وجود معاو ،قارن ين ،الا شارة ب ل بك مجحلا يوذل تاج ايتحال تصاخلا ،ءالؤهو نيذلال نوملكتي ةغللا ةيزيلجنال ةقالطب .

Beautification Commission Minutes  
July 19,2017  
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, Trisha Perlman (council representative), Margaret LeBlond, Sonja Perry

**Excused:** Cecelia (Cupie) Gnad, Janine Micunek

**Conflict of interest:** None

**Citizens Comments:** None

**Approval of 5/17/17**

**Minutes**

Corrections: Spelling of Dianne and Terrace, DDA members expressed support and offered 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 that the Terrace Garden plan can align to

**M/S**

**Motion to approve May minutes as discussed today  
Termaat/Perry Motion Carried**

**Approval of 6/21/17**

**Minutes**

Corrections: Spelling of Stites, Sonja, Termaat, Gnad and Mugho; Termaat suggested creating a task force to develop an overall plan for the lower stretch of the Elk River that the Terrace Garden plan can align to; Balance \$17,522.05; Total \$2820.22

**M/S**

**Motion to approve June minutes as discussed today  
Termaat/Perry Motion Carried**

<b>Financial Report:</b>	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 7/19/2017 \$15,620.41

Balance North Arrowhead \$1,564.04

**Approval of Bills:** Barker Creek Nursery \$1210.53  
Garden work in median

Northern MI Tree Doctor \$164.00  
2 tree sprays

Total \$1,374.53

**M/S** **Motion to pay bills**  
**LeBlond/Moyer** **Motion carried**

**Garden Club Report:** Jane Hamilton presented progress and work to be done in the Blue Star Garden, discussion of proposed work and safety concerns

Robyn Van Colen, Commission members and Brad Kluczynski discussed progress and work to be done in gardens. Van Colen requested all garden concerns be presented at the Commission meeting or in writing to her

**Old Business:** Discussion of changes to the Beautification Commission By-Laws:  
Add "BYLAWS" under BEAUTIFICATION COMMISSION  
Article II-A: remove "first"  
Article III-A: replace "second" with "third" and remove "each month" and add "April, May, June, July, August, September, October and November"  
Article III-J: add "6. Council Report"; change 7. DPW, 8. Old Business, 9. New Business, 10. Communications, 11. Adjournment

Secretary has noted to change Correspondence to Communications on future agendas

**M/S** **Motion to approve updated By-Laws with amendments**  
**discussed today and noted by secretary**  
**Termaat/Perry** **Motion carried**

**Council Report:** Trisha Perlman spoke about Village Council developments and discussions, including a grant for a green infrastructure bio-swale project

**DPW Report:** Brad Kluczynski updated the commission on the recent tree planting and various DPW projects

**New Business:** Releaf Michigan has requested pictures from the tree-planting project. They will be asked to present a tree pruning class for interested individuals

Discussion of creating a task force in September to develop an overall plan for the Elk River bank from the Cedar St. bridge to the bay with representatives from the Beautification Commission, DDA, Parks and Rec, Harbor Commission and Green ER. Termaat will organize the task force. Commission members agreed to further clarify the concept, scope and appropriate naming at the August meeting

**Communications:** A note and phone call of appreciation for planting trees and work in the gardens

A letter from Wally Hibbard requesting native trees be planted in the village; a thank you note will be sent

**Adjourn:** 10:32

**M/S**

**Motion to adjourn  
Moyer/LeBlond**

**Motion Carried**



GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/2017	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	435.76	0.00	1,318.24	24.84
101-692-718-000	RETIREMENT	328.00	12.37	0.00	315.63	3.77
101-692-719-000	SICK & ACCIDENT BENEFIT	71.00	25.13	0.00	45.87	35.39
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	905.52	27.96	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	5,986.65	27.96	14,540.35	29.16
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	5,986.65	27.96	15,540.35	27.81
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,000.00	(494.00)	0.00	1,494.00	49.40
TOTAL EXPENDITURES		21,527.00	5,986.65	27.96	15,540.35	27.81
NET OF REVENUES & EXPENDITURES		(20,527.00)	(6,480.65)	(27.96)	(14,046.35)	31.57

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/2017	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	5,986.65	27.96	15,540.35	27.81
NET OF REVENUES & EXPENDITURES						
		(20,527.00)	(5,480.65)	(27.96)	(15,046.35)	26.70