

BEAUTIFICATION COMMISSION AGENDA

April 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: November 22, 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

Yuchasz Walkway

Kid's Pond

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

Old Business:

How we ended our fiscal year 2017

Posts and chains around downtown trees

Brochures

Report from Council

Report from DPW

New Business:

Correspondence:

Adjournment:

Next Meeting May 16, 2018

Beautification Commission
Minutes of Meeting 11/15/2017
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 as guest

Excused: Margaret LeBlond, Paula Moyer

Conflict of Interest: None

Public Comments: None

Approval of 10/18/17

Minutes: Corrections: Correct the spelling of Termaat in two places

M/S **Motion to approve minutes with two changes**
Termaat/Micunek **Motion carried**

Approval of Bills: Better Yards & Gardens for annual maintenance \$4615.00
Barker Creek for maintenance of Terrace Gardens \$ 698.75
\$5313.75

M/S **Motion to pay above bills**
Perry/Stites **Motion carried**

Garden Club Report:

The gardens have been put to bed for winter. The fish were purchased for the Blue Star Garden. Yuchasz Garden has been rearranged and the fence was installed.

Old Business: The fresh garland that had been purchased will be used to decorate the sides of both bridges in town for the holidays. It will be kept there until February 14.

Pat presented a bid of \$1200 for pruning the young trees (four years old or younger). This covers about 80 trees.

The budget for 2018-19 was reviewed and adjusted for a total of \$21,000.

M/S **Motion to approve and submit 2018-19 budget**
Stites/Termaat **Motion carried**

Council Report: None

DPW Report: If there are any bags of leaves left from the fall cleanup of the gardens, then please call DPW to pick them up.

New Business: The minutes will continue to be both emailed and printed out for members.

The decision on whether to have a rotating secretary will be made in April.

There was a brief discussion on holding a meeting in winter.

M/S

Motion to adjourn meeting at 10:15 a.m.

Perry/Micunek

Motion carried

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-693-550	BEAUTIFICATION	1,000.00	(394.00)	0.00	1,394.00	(39.40)
Total Dept 000		1,000.00	(394.00)	0.00	1,394.00	(39.40)
TOTAL REVENUES		1,000.00	(394.00)	0.00	1,394.00	(39.40)
Expenditures						
Dept 692 - BEAUTIFICATION DEPT						
101-692-700-000	SALARY & WAGES	3,272.00	215.42	35.85	3,056.58	6.58
101-692-715-000	SOCIAL SECURITY	250.00	31.50	6.92	218.50	12.60
101-692-716-000	HEALTH INSURANCE	1,754.00	1,140.19	150.25	613.81	65.01
101-692-718-000	RETIREMENT	328.00	21.56	3.59	306.44	6.57
101-692-719-000	SICK & ACCIDENT BENEFIT	71.00	50.28	5.03	20.72	70.82
101-692-720-000	WORKER'S COMP	62.00	26.93	0.00	35.07	43.44
101-692-757-000	SUPPLIES	3,810.00	1,048.20	0.00	2,761.80	27.51
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	7,360.00	8,229.00	0.00	(869.00)	111.81
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	12,313.61	201.64	8,213.39	59.99
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	12,608.61	201.64	8,918.39	58.57
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,000.00	(394.00)	0.00	1,394.00	39.40
TOTAL EXPENDITURES		21,527.00	12,608.61	201.64	8,918.39	58.57
NET OF REVENUES & EXPENDITURES		(20,527.00)	(13,002.61)	(201.64)	(7,524.39)	63.34

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
PERIOD ENDING 12/31/2017
% Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 102 - N ARROWHEAD GARDEN						
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	18.99	0.00	(18.99)	100.00
Total Dept 698 - N ARROWHEAD GARDEN		0.00	18.99	0.00	(18.99)	100.00
TOTAL EXPENDITURES		0.00	18.99	0.00	(18.99)	100.00
Fund 102 - N ARROWHEAD GARDEN :						
TOTAL REVENUES		0.00	1,000.00	0.00	(1,000.00)	100.00
TOTAL EXPENDITURES		0.00	18.99	0.00	(18.99)	100.00
NET OF REVENUES & EXPENDITURES		0.00	981.01	0.00	(981.01)	100.00
TOTAL REVENUES - ALL FUNDS						
		1,000.00	606.00	0.00	394.00	60.60
TOTAL EXPENDITURES - ALL FUNDS						
		21,527.00	12,627.60	201.64	8,899.40	58.66
NET OF REVENUES & EXPENDITURES		(20,527.00)	(12,021.60)	(201.64)	(8,505.40)	58.56

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2018	ACTIVITY FOR MONTH 03/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-693-550	BEAUTIFICATION	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 692 - BEAUTIFICATION DEPT						
101-692-700-000	SALARY & WAGES	3,300.00	12.44	12.44	3,287.56	0.38
101-692-715-000	SOCIAL SECURITY	250.00	0.95	0.95	249.05	0.38
101-692-716-000	HEALTH INSURANCE	1,450.00	115.07	115.07	1,334.93	7.94
101-692-718-000	RETIREMENT	350.00	1.24	1.24	348.76	0.35
101-692-719-000	SICK & ACCIDENT BENEFIT	60.00	5.03	5.03	54.97	8.38
101-692-720-000	WORKER'S COMP	90.00	0.00	0.00	90.00	0.00
101-692-757-000	SUPPLIES	3,400.00	0.00	0.00	3,400.00	0.00
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	7,600.00	0.00	0.00	7,600.00	0.00
101-692-864-000	TRAINING/CONFERENCES	300.00	0.00	0.00	300.00	0.00
101-692-956-000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
101-692-977-300	CAPITAL OUTLAY IMPROVEMENTS	3,250.00	0.00	0.00	3,250.00	0.00
Total Dept 692 - BEAUTIFICATION DEPT		20,550.00	134.73	134.73	20,415.27	0.66
Dept 698 - N ARROWHEAD GARDEN						
101-698-757-200	N ARROWHEAD GARDEN	0.00	0.00	0.00	0.00	0.00
101-698-758-300	TREE & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 698 - N ARROWHEAD GARDEN		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		20,550.00	134.73	134.73	20,415.27	0.66
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		20,550.00	134.73	134.73	20,415.27	0.66
NET OF REVENUES & EXPENDITURES		(20,550.00)	(134.73)	(134.73)	(20,415.27)	0.66

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2018	ACTIVITY FOR MONTH 03/31/2018	AVAILABLE BALANCE	% BDGT USED
Fund 102 - N ARROWHEAD GARDEN						
Revenues						
Dept 000						
102-000-693-550	N ARROWHEAD GARDEN CONTRIBUTION	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000		1,000.00	0.00	0.00	1,000.00	0.00
TOTAL REVENUES		1,000.00	0.00	0.00	1,000.00	0.00
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 :						
TOTAL REVENUES		1,000.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1,000.00	0.00	0.00	1,000.00	0.00
TOTAL REVENUES - ALL FUNDS		1,000.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES - ALL FUNDS		20,550.00	134.73	134.73	20,415.27	0.66
NET OF REVENUES & EXPENDITURES		(19,550.00)	(134.73)	(134.73)	(19,415.27)	0.69

Village of Elk Rapids Communication Initiation Form

Date:

Communication To:

Month Day Year

Name of body submitting communication:

Date of meeting body approved communication:

Members present (last names):

Chair of submitting body:

Topic of communication:

General purpose of communication:

Resolution/Motion/Request:

Material attached supporting communication (list each document separately):

COMMUNICATION RESPONSE:

Name of body responding to communication:

Date of meeting body approved response:

Members present (last names):

Chairman of body:

Response:

Material attached supporting response (list each document attached):

**VILLAGE OF ELK RAPIDS COMMUNICATION FORMS ARE FOR COMMISSIONS,
COMMITTEES AND COUNCIL USE.**

Rationale for use:

- Minutes of commissions and committees are sent to Council for information only. Council acknowledges “receipt of minutes” when they are accepted in the course of Council agenda items. This acceptance does not indicate approval of commission action, and does not authorize action on requests, or answer questions.
- Requests, recommendations, and/or questions (from Commission to Council and from Council to Commission or Committees) often gets lost in the report to council by the commission liaison, resulting in confusion, misunderstanding, and inaction or delays by all parties.
- The use of the “Communication Form” will eliminate confusion and hearsay by clearly stating recommendations and/or requests for council approval and/or action.
- The form when completed will serve as a record that clarifies intent and action taken by all parties, and assures prompt action by all. The communication identification at the top of the page is critical as this letter and number system will follow the project/request as it progress through the system.
- Minutes of commissions/committees serve as documents for internal use.
- Council and Commission minutes are a public record.