

# BEAUTIFICATION COMMISSION AGENDA

June 19, 2019 9:00 am

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 17, 2019

**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:** Snap Printing, Brochures \$320.00, Elk Lake Floral, 9 Flats Taishan Marigold \$135.00

## Community Garden Report—Robyn Shank

Iva's North  
South Arrowhead  
Beulah Morrison, Gazebo  
Blue Star  
Guild, Library  
Pedestrian Bridge  
River Entrance  
Township Hall  
Yuchasz Walk-Through  
Zupin-Anderson

## Beautification Gardens

Terrace Garden needs cleaning and mulch  
Chlorination Building-weeded and mulched  
Kids Pond and Cedar Street Parking, Sandra working on it  
Traverse Street Parking-weeded and mulched  
Median-Lori and Barker Creek  
Harbor Drive -completed ?

Boardwalk Sitting Garden-Janine and Sandy

**Old Business:**

Bridge Boxes and planting schedule  
Completed planting of Marigold along fence!

**Report from Council**

**Report from DPW**

**New Business:**

Brochure distribution  
Terrace Garden Update, Carol and Susan  
Choloration Building Planting  
Downtown street trees

**Correspondence:** Tree Doctor

**Adjournment:**

**Next meeting July 17, 2019**

ELK RAPIDS BEAUTIFICATION COMMISSION  
MEETING MINUTES - Amended  
WEDNESDAY, MAY 15, 2019  
GOVERNMENTAL CENTER

- I. CALL TO ORDER – meeting was called to order at 8 am
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL  
Sonja Perry, Susan Green, Janine Micunek, Lori Caruso, Carol Haley: all present  
Excused: Sandy Ehlers
- IV. CONFLICT OF INTEREST – none
- V. APPROVAL OF MINUTES: APRIL 17, 2019
  - Changes to minutes: Pat Stites Robyn Shank spelling errorsMotion to approve by: Haley  
Second by: Micunek  
Motion carried
- VI. PUBLIC COMMENTS:
  - **Matt Lafferty:** Planning and Zoning Administrator introduced himself
- VII. FINANCIAL REPORT:
  - Previous bills paid discussedMotion to approve by: Haley  
Second by: Green  
Motion carried
- VIII. APPROVAL OF BILLS:
  - DOG PATCH (IVA'S NORTH GARDEN) \$61.25Motion to approve by: Haley  
Second by: Green  
Motion carried
- IX. GARDEN REPORT: **ROBYN SHANK**
  - Crew leaders have met to discuss Preen's proper use – spreading Preen under the mulch. Next year products that will be eco-friendly will be purchased.IVA'S NORTH -Iva's North Garden ERBC funds discussed.  
YUCHASZ WALK-THROUGH – Marcus reported that the rock has been moved at this garden.  
ZUPIN-ANDERSON – Work has continued, and funding has been awarded. Waiting for phase 3 funding. Talk continues regarding replacing the bench and raising the rail. Talk continues regarding adding things other than flowers.

**BEAUTIFICATION GARDENS**

TERRACE GARDEN BIDS – in 2017: ERBC discussed Barker Creek bid and agreed to a simple, easy care design.

Quotes received to date:

BLACKMORE – design \$30,000

EVERGREEN – drawing \$100

PINE HILL – unresponsive

365 – Said they have provided a drawing. Kathy has the drawing.

DDA might be interested in helping with grants

- Bill Cooper, Village Manager – provided history on Terrace Garden project. Project has grown from a small project of a walk-pathway to reinforcing the area to other groups getting involved. ADA compliance also became a factor. The project went from a \$2000 plan to a \$30,000+ plan over 2 years. Cooper recommends finding grants to help fund this project.

**Motion to form a subcommittee between ERBC and DDA by Carol Haley:**

- Motion to approve by: Micunek
- Second by: Green

- Motion carried

Carol Haley will chair subcommittee.

Susan Green will be on the committee

Request that DPW also be on the committee or attend the meetings

CHLORINATION BUILDING -  
 KIDS POND AND CEDAR STREET PARKING  
 TRAVERSE STREET PARKING – SONJA  
 MEDIAN -Lori & BARKER CREEK  
 HARBOR DRIVE  
 BOARDWALK SITTING GARDEN – JANINE AND SANDY

X. OLD BUSINESS:

POSTS AND CHAINS AROUND DOWNTOWN TREES –

- If posts and chains were ordered, Cooper reported they cannot be found. Village would like to remove village trees on Cedar and River streets, on a rotating basis, as they grow, redo the sidewalk, and replace with appropriate trees. Plan will be different for Cedar and River streets.
- Appropriate species of trees need to be identified for the downtown area. Suggestions are welcomed. A variety of trees need to be planted.
- Micunek suggested these tree species: Ornamental Pears, Tree Lilac, European Horn Beam, Zelkova
- New trees must be trimmed from the start

XI. REPORT FROM COUNCIL – included as part of meeting from Cooper

XII. REPORT FROM DPW – included as part of meeting from Cooper

XIII. NEW BUSINESS

ELECTION OF OFFICERS

- Sonja Perry introduced process to elect officers to ERBC
- Motion to nominate Sonja Perry as Chair. Motion made by: Micunek
- Perry accepted
- Motion to approve: Micunek
- Second by: Green
- Roll call to vote Perry as Chair of ERBC by Caruso:
- Micunek: Yes. Haley: Yes. Green: Yes. Caruso: Yes.
- Motion carried.
- Perry hopes all will work well as a team

Motion to nominate Carol Haley as Vice Chair to ERBC. Motion made by: Perry.

- Haley accepted
- Motion to approve: Micunek
- Second by: Green
- Roll call to vote Haley as Vice Chair of ERBC by Caruso:
- Micunek: Yes. Perry: Yes. Green: Yes. Caruso: Yes.
- Motion carried

Motion to nominate to Lori Caruso as Secretary. Motion made by Perry

- Caruso accepted
- Motion to approve: Perry
- Second by: Micunek
- Roll call to vote Caruso as Secretary of ERBC by Caruso:
- Micunek: Yes. Haley: Yes. Perry: Yes. Green: Yes.
- Motion carried

GARDEN CLUB REPRESENTATIVE – Susan Green

PLANTNG SCHEDULE FOR ANNUALS – Marigolds

- **Thursday, May 30, 9 am, Tennis Courts. Friends are welcome to plant**

BOARDWALK SITTING GARDEN RENOVATION Report– JANINE

- Met with Marcus to discuss removal of shrubs. About 1 days' work at a cost of \$960.
- Needs ERBC approval,

**Motion by Carol Haley to remove shrubs by DPW:**

- Motion to approve: Haley
  - Second by: Green
  - Motion carried
- Additional work, Janine reports needs a barrier would be needed. Won't know until the shrubs are removed. Cost should be between \$800-\$1000.

ZUPIN-ANDERSON DONATION FROM BEAUTIFICATION \$500

TREE DOCTOR – SPRAY SCHEDULE: has sprayed the library and gazebo evergreens trees

BETTER YARDS & GARDENS (SANDRA @231-499-7774)

- Very fortunate to have Sandra back
- A print out was given listing services BY & G performs for our gardens

CORN GLUTEN – INSTEAD OF PREEN

PLANTER BOXES FOR US 31 – UPDATE DDA

- Boxes are sitting at Pine Hill
- Steve Thomas, DDA, trying to finalize donations. Planning on moving ahead. 10 planter boxes have been ordered. Need to work out irrigation cost of \$3,000. Will have an answer within a week.
- Steve Thomas also say that DDA would provide the soil for the planter boxes
- Boxes are 55" x 12" approximately

XIV. CORRESPONDENCE  
TREE DOCTOR

XV. ADJOURNMENT  
Motion to adjourn the meeting at 9:30 by made by Carol Haley  
Second by: Micunek  
Motion Carried

**NEXT MEETING: Wednesday, JUNE 19, 2019 AT 9 AM**

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE  
 Balances as of 06/30/2019

Fund 101 - GENERAL FUND

GL Number	Description	2019-20 Orig Budget	2019-20 Amended Budget	YEAR-TO-DATE THRU 06/30/19	Available Balance	% Used
<b>Revenues</b>						
<b>Department 000:</b>						
101-000-693-550	BEAUTIFICATION	0.00	0.00	0.00	0.00	100.00
Total - Dept 000		0.00	0.00	0.00	0.00	100.00
Total Revenues		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>						
03/12/2019	PR SUMMARY PR 03/12/2019			4.47 147		
03/26/2019	PR SUMMARY PR 03/26/2019			17.94 148		
04/09/2019	PR SUMMARY PR 04/09/2019			6.72 149		
04/23/2019	PR SUMMARY PR 04/23/2019			23.91 152		
05/07/2019	PR SUMMARY PR 05/07/2019			5.97 153		
05/21/2019	PR SUMMARY PR 05/21/2019			11.95 154		
06/04/2019	PR SUMMARY PR 06/04/2019			23.91 156		
101-692-700-000	SALARY & WAGES	3,368.00	3,368.00	94.87	3,273.13	2.82
<b>101-692-715-000 SOCIAL SECURITY</b>						
03/12/2019	PR SUMMARY PR 03/12/2019			0.34 147		
03/26/2019	PR SUMMARY PR 03/26/2019			1.37 148		
04/09/2019	PR SUMMARY PR 04/09/2019			0.52 149		
04/23/2019	PR SUMMARY PR 04/23/2019			1.83 152		
05/07/2019	PR SUMMARY PR 05/07/2019			0.46 153		
05/21/2019	PR SUMMARY PR 05/21/2019			0.91 154		
06/04/2019	PR SUMMARY PR 06/04/2019			1.83 156		
101-692-715-000	SOCIAL SECURITY	258.00	258.00	7.26	250.74	2.81
<b>101-692-716-000 HEALTH INSURANCE</b>						
03/14/2019	AP BLUE CROSS BLUE SHIELD			118.82		Inv #: 'APRIL 2019' Vendor '001750'
04/18/2019	AP BLUE CROSS BLUE SHIELD			116.98		Inv #: 'MAY 2019' Vendor '001750'
05/15/2019	AP BLUE CROSS BLUE SHIELD			116.98		Inv #: 'JUNE 2019' Vendor '001750'
101-692-716-000	HEALTH INSURANCE	1,448.00	1,448.00	352.78	1,095.22	24.36
<b>101-692-718-000 RETIREMENT</b>						
03/12/2019	PR SUMMARY PR 03/12/2019			0.45 147		
03/26/2019	PR SUMMARY PR 03/26/2019			1.79 148		
04/09/2019	PR SUMMARY PR 04/09/2019			0.67 149		
04/23/2019	PR SUMMARY PR 04/23/2019			2.39 152		
05/07/2019	PR SUMMARY PR 05/07/2019			0.60 153		
05/21/2019	PR SUMMARY PR 05/21/2019			1.19 154		
06/04/2019	PR SUMMARY PR 06/04/2019			2.39 156		

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GL Number	Description	2019-20 Orig Budget	2019-20 Amended Budget	YEAR-TO-DATE THRU 06/30/19	Available Balance	% Used
<b>Expenditures</b>						
<b>Department 692: BEAUTIFICATION DEPT</b>						
101-692-718-000	RETIREMENT	337.00	337.00	9.48	327.52	2.81
<b>101-692-719-000 SICK &amp; ACCIDENT BENEFIT</b>						
03/24/2019	AP STANDARD INSURANCE CO			5.02 Inv #: 'APRIL 2019' Vendor '000979'		
04/24/2019	AP STANDARD INSURANCE CO			5.02 Inv #: 'MAY 2019' Vendor '000979'		
05/29/2019	AP STANDARD INSURANCE CO			5.02 Inv #: '162422' Vendor '000979'		
101-692-719-000	SICK & ACCIDENT BENEFIT	60.00	60.00	15.06	44.94	25.10
101-692-720-000	WORKER'S COMP	102.00	102.00	0.00	102.00	0.00
<b>101-692-757-000 SUPPLIES</b>						
04/29/2019	AP ROBYN VAN COLEN			558.76 Inv #: 'APRIL 2019' Vendor '002121'		
101-692-757-000	SUPPLIES	4,000.00	4,000.00	558.76	3,441.24	13.97
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	6,790.00	6,790.00	0.00	6,790.00	0.00
101-692-864-000	TRAINING/CONFERENCES	0.00	0.00	0.00	0.00	100.00
101-692-956-000	MISCELLANEOUS	500.00	500.00	0.00	500.00	0.00
101-692-977-300	CAPITAL OUTLAY IMPROVEMENTS	2,000.00	2,000.00	0.00	2,000.00	0.00
Total - Dept 692		18,863.00	18,863.00	1,038.21	17,824.79	5.50
Total Expenditures		18,863.00	18,863.00	1,038.21	17,824.79	5.50
NET OF REVENUES AND EXPENDITURES		(18,863.00)	(18,863.00)	(1,038.21)	(17,824.79)	

## Fund 102 - N ARROWHEAD GARDEN

GL Number	Description	2019-20 Orig Budget	2019-20 Amended Budget	YEAR-TO-DATE THRU 06/30/19	Available Balance	% Used
<b>Revenues</b>						
<b>Department 000:</b>						
102-000-693-550	N ARROWHEAD GARDEN CONTRIBUTIO	1,000.00	1,000.00	0.00	1,000.00	0.00
Total - Dept 000		1,000.00	1,000.00	0.00	1,000.00	0.00
Total Revenues		1,000.00	1,000.00	0.00	1,000.00	0.00
NET OF REVENUES AND EXPENDITURES		1,000.00	1,000.00	0.00	1,000.00	
TOTAL REVENUES - ALL FUNDS		1,000.00	1,000.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES - ALL FUNDS		18,863.00	18,863.00	1,038.21	17,824.79	5.50
NET OF REVENUES AND EXPENDITURES		(17,863.00)	(17,863.00)	(1,038.21)	(16,824.79)	