

BEAUTIFICATION COMMISSION AGENDA

November 18, 2020 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: October 21, 2020

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: Barker Creek Nursery \$1,218.09 (Median) , Zimmerman, 2 trees (pre-approved) \$319.00
East Bay Irrigation proposal, \$700.00, DPW

Community Garden Report— Robyn Shank

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

Beautification Gardens

Terrace Garden Committee, Brad, Susan, Susan Jean and DDA
Chlorination Building
Kids Pond and Cedar Street Parking
Triangle Garden
Traverse Street Parking

Median
Harbor Drive
Boardwalk Sitting Garden
Fenceline by Tennis court

Old Business:

Budget for 2021 final approval
Goals and Accomplishments
Garden Maintenance for 2021 (\$2,500-\$4,500 average)
Plan for Terrace Garden
Terrace Garden, Hedge trimmed, Mugo cut down
Hardscape for Boardwalk

Report from Council

Report from DPW

New Business:

Plans for Harbor Drive

Correspondence:

Adjournment:

Next meeting April 21, 2021

BEAUTIFICATION COMMISSION MINUTES

October 21, 2020

Call to Order

Pledge of Allegiance

Roll Call: Present were Basar, Shank, Perry, Green. Harvey and Hatch were excused

Approval of Minutes: motion made by Shank and seconded by Green

Approval of Special Meeting Minutes: Jean Hatch also attended the meeting. A motion was made for approval by Green and a seconded by Basar.

Report from Council:

Bill Cooper asked to address the commission at this time so he is able to leave the meeting early.

Sonja asked about adding a line item to our budget for the Garden Club.

Bill said to add the items individually to the bottom of the budget sheet and they will know they are new items. We need to add a brief explanation as to why they are being added.

Sharon Lanier is present, and she asked for an amount of \$4,500. We need to explain why we need to add this to the budget so it is understood by the Council, that the Garden Club now needs our support with funding. The money will come through the Beautification Committee which comes out of the General Fund. Garden Club comes to Beautification with invoices (receipts) for approval, beautification approves and then the invoices go to the Village for payment.

Sonja received a letter from Deb Gorman with suggestions for the Beautification of Ames Street. Bill suggested that Sonja forward it to Kyle, and he will give it to the committee that is studying Ames Street.

Financial Report: The report does not show the \$4000 spent on the trees to Zimmerman's Landscaping.

Approval of bills: \$3,690.00 was approved for Zimmerman's Landscaping. A motion was made by Green and seconded by Shank and was approved to purchase 3 more trees. We have not gotten a bill from Better Yards and Gardens as of this date.

Community Garden Club Report: Robyn and Jenny Crews did a terrific job maintaining 10 Gardens this year, despite the COVID. The Gardens looked lovely. They spent 830 hours on maintaining the gardens.

Yuchasz Walk-Through was redone, both phase one and phase two. The Garden Club funded \$1500 and the Beautification Commission funded \$1500.

Robyn Shank gave a general Fall Garden Club Report. There will be a funding change next year and the Garden Club funding will be taken over by The Village under the Beautification Commission's budget. This will require Village approval. (see above notes under Council report :Bill Cooper)

Comment by Brad Basar, "for the record", ("You all do great work.")

Beautification Gardens Report:

Terrace Garden: Communication form sent and received. Kathy Wittbrodt, DDA, wants to move forward with a plan for the Terrace Garden. Green, Basar, Hatch and Harvey are interested in working on this with Kathy and others. Sonja will keep us advised.

Harbor Drive/Kids Pond: Sonja and Robyn took a number of hostas from the Yuchasz Walk-Through and transplanted them to the Kids Pond area. The Irrigation system needs to be reworked next spring for the hostas and other areas need to be investigated.

Gazebo Garden: 4 large yews were removed and will have some new plantings in the spring.

Sonja asked Marcus for the status on the plantings of the new trees. All new trees have been planted. Next spring we need to put bags on all trees. We need to give bags to the homeowners with new trees, and put bags on the downtown trees. Sonja also commented that the fence line along the Terrace Garden still doesn't look good and needs to be chopped down.

DPW REPORT: Above discussions have covered DPW's comments.

New Business: Sonja brought up that the Bridge Baskets have been removed. (The flowers along the tennis courts have also been removed.)

BUDGET FOR 2021

Budget Worksheet 2021

Contractual

Village Gardens and Public areas, trim, weed, trim, weed, cleanup, 3 seasons	4,600.
River Street Median, Barker Creek	1,500.
Tree Doctor, Spray for mites and diseases	500.
DPW, work requested by Garden Club and Beautification Comm.	4,500.
Printing of Brochures	200.

Plantings/Hardscape

Trees, 10 for Village streets	1500.
Flowers for Baskets, Fenceline, Gardens	1,000.
Shrubs, plantings for new gardens	1,000.
Rocks, finish entrance to Boardwalk Garden	4,000.
Terrace Garden improvements	1,000.
Potting Soil, Bridge Baskets	200.
Total \$	20,000.

Garden Club (New line item)

Maintain, plant and improve 10 Village Gardens	4,500.
Total \$	24,000.

ACCOMPLISHMENTS 2020:

Boardwalk Garden and picnic area is coming along nicely, thanks to the DPW.

23 beautiful trees were added to the town.

Hostas were planted by the Kids Pond/Harbor Dr, and the fenceline along Harbor Drive was removed and the bank area cleaned up.

Invasive species were identified and marked for removal in 2021 by the Kids Pond.

Bridge Baskets were placed on the 31 bridge.

Beautiful Flowers were planted to the left of the Library Bridge walk and along the tennis courts.

The Memorial Park River area was cleaned up. Old shrubs were removed, the Spirea's were transplanted, and 3 new ones added.

Goals 2021

Bridge Baskets will be added to both sides of the 31 bridge.

New Boardwalk Garden to have hardscape, picnic tables and a bench added.

Harbor Dr has 3 areas that will get new plantings, and irrigation needs to be added.

Terrace Garden is getting some attention from the DDA and a committee is being formed to try and work on a plan. Brad Basar, Susan Green, Jean Hatch, and Susan Harvey are interested in participating.

Shank made a motion to adjourn the meeting and it was seconded by Green.

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 692 - BEAUTIFICATION DEPT						
101-692-700-000	SALARY & WAGES	3,439.00	1,903.80	74.89	1,535.20	55.36
101-692-715-000	SOCIAL SECURITY	263.00	145.66	5.74	117.34	55.38
101-692-716-000	HEALTH INSURANCE	1,550.00	973.98	0.00	576.02	62.84
101-692-718-000	RETIREMENT	344.00	187.73	4.88	156.27	54.57
101-692-719-000	SICK & ACCIDENT BENEFIT	56.00	39.52	0.00	16.48	70.57
101-692-720-000	WORKER'S COMP	97.00	60.00	20.00	37.00	61.86
101-692-757-000	TREES/PLANTINGS	5,850.00	8,398.88	453.96	(2,548.88)	143.57
101-692-818-000	BEAUTIFICATION/CONTRACTUAL	7,000.00	1,666.13	1,086.13	5,333.87	23.80
101-692-900-000	PRINTING/PUBLICATION	350.00	304.00	0.00	46.00	86.86
101-692-956-000	MISCELLANEOUS	300.00	0.00	0.00	300.00	0.00
Total Dept 692 - BEAUTIFICATION DEPT		19,249.00	13,679.70	1,645.60	5,569.30	71.07
TOTAL EXPENDITURES		19,249.00	13,679.70	1,645.60	5,569.30	71.07
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		19,249.00	13,679.70	1,645.60	5,569.30	71.07
NET OF REVENUES & EXPENDITURES		(19,249.00)	(13,679.70)	(1,645.60)	(5,569.30)	71.07