

AGENDA
REGULAR PARKS & RECREATION MEETING
June 1, 2017, 7:00 PM
Government Center, 315 Bridge St., Elk Rapids

1) CALL TO ORDER

2) APPROVAL OF MINUTES

- a. Regular Meeting – May 4, 2017

3) CITIZEN COMMENTS

Any citizen who wishes to address the Parks & Recreation Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Commission may state their name, address, and, if applicable, their affiliation. The Chair should recognize the citizen before they speak. A five-minute limitation applies unless extended by the Chair. 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 the Commission.

4) OLD BUSINESS

- a. Tart Trail Update
- b. Dam Beach Management Plan and Restroom
- c. DPW updates
- d. Paddle Antrim grant
- e. 5-yr Rec Plan

5) NEW BUSINESS

- a. Staff training project - Mike
- b. Basketball Rims Project
- c. Resurfacing of courts
- d. Mural for pump building
- e. Volunteers to paint tennis backboards

6) CORRESPONDENCE

- a. Jim Sak

7) REPORTS

- a. Village Council
- b. Other Members

8) NEXT MEETING – July 6, 2017, at 7pm

9) ADJOURNMENT

PUBLIC NOTICE ANNOUNCEMENT VILLAGE OF ELK RAPIDS
NOTICE OF COMPLIANCE WITH THE ADA AT PUBLIC MEETINGS

The Village of Elk Rapids shall provide reasonable auxiliary aids and services, such as signers for the hearing impaired and individuals with disabilities at meetings/hearings upon (5) days' notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village of Elk Rapids by writing or calling the following:

William Cooper, ADA Coordinator, 315 Bridge St. Elk Rapids, MI 49629 / 231-264-9274

With seven days advance notice, accommodations can be made for persons with disabilities and/or limited English speaking ability, and persons needing auxiliary aids or 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 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。

فقال طب. عم دوجو راعشا قبسم نم ةعبس مايا, نكمي ريفوت ني م جرتم, ني صتخم ةغلب ةراشال, ني ىراق, وا فورح ةري بكم م جحل ا يوذل تا اج ايت حال ةصاخلا, ءال ؤهو ني ذل ال نوم لك تي ةغلل ا ةيزيل ج نال

May Park and Rec Minutes

DRAFT

May 4, 2017, at 6:30 PM

6:30pm Dake, Guntzviller, Stewart, Poikey, and Caroline Kennedy from the village office met at the Dam Beach to do a walkthrough of the beach. See below for topics discussed.

CALL TO ORDER – Dake calls the meeting to order at 7:02 pm.

ATTENDANCE: James Dake, Jodi Poikey, Gordon Stewart, Beth Guntzviller and Caroline Kennedy as Village Staff.

ABSENT & EXCUSED: Melissa West, Kolleen Thomas, and Michael Conrad.

Dake chairs the meeting.

APPROVAL OF MINUTES

Stewart makes a motion to approve the April 6, 2017 minutes, seconded by Guntzviller. All in favor.

Citizen Comments: None

OLD BUSINESS:

- a) TART Trail Update – Dake & Caroline Kennedy gave update – Dake & Caroline Kennedy attended last month's meeting. Kennedy stated that the TART Trail Committee is looking into hiring someone to facilitate Focus Groups. Meetings are held the 3rd Monday at 9:30. Caroline Kennedy will keep us updated.

- b) Dam Beach Management Plan and Restroom – Dake – The P & R Committee walked the Dam Beach prior to the meeting. Committee suggested that one picnic table from Memorial Park be moved to the Dam Beach. Invasive Species need to be identified for removal. Otherwise area left natural. Committee discussed getting volunteers to rake beach on an as needed basis and this would keep in compliance with the Dam Beach Management Plan. Committee decided to leave the mowing of the walkway as the DPW currently does once a year for Harbor Days Fireworks show.

- c) Bars at Memorial Park – Kennedy – Bars are installed and completed.
- d) Paddle Antrim Grant – Dake – Dake sent a letter to Paddle Antrim asking that the Grant money be used for signage. No answer back from Paddle Antrim at this time. Dake will update committee at next meeting.
- e) 5 year Rec Plan – Kennedy - The Village Council approved the Draft Plan and timeline. The contract is in and Caroline Kennedy will give a copy of the signed contract for the June meeting.
- f) Bylaws – waiting on Village Council approval.

NEW BUSINESS –

- a. Painting of tennis court backboards – discussion and agreed to keep the existing paint color of the backboards. Discussion of forming a volunteer group to help paint the backboards. Painting will need to be completed by late June.
- b. Memorial Park fix it list for DPW – 2 swings are broken. Slide has exposed cement and needs to be repaired. Add sand by dock. Add a trash can by the courtesy docks. Caroline Kennedy will get list to Brad at DPW.

CORRESPONDENCE - None

REPORTS

- a. Village Council - Kennedy gave a brief update from the Village Council Meeting.

NEXT MEETING - June 1st at 7pm.

ADJOURNMENT - Stewart motioned to adjourn meeting, seconded by Guntzviller. All in favor.

Meeting adjourned at 7:45 pm.

Caroline Kennedy

READ THREAD FROM BOTTOM → UP

From: jsak@tm.net
Sent: Saturday, May 20, 2017 4:50 PM
To: Caroline Kennedy; mwest@elkrapids.org
Cc: 'James Dake'
Subject: Re: P&R misc.

I look forward to helping with the spring walk-through of Rotary Park. James, just let me know when it is scheduled or better yet give a few options.

The guy that offered to help with repairs is out of town for a few days. When he gets back I will provide exact name, email address etc..

Jim

From: Caroline Kennedy
Sent: Friday, May 19, 2017 12:31 PM
To: jsak@tm.net ; mwest@elkrapids.org
Cc: 'James Dake'
Subject: RE: P&R misc.

Hi Jim – Glad to have you back!

I will include your e-mail as “correspondence” for the next P&R meeting.

You will want to include James Dake (cc'd here) in future communications, as he is the current chair.

We did a walk-through of Veterans Memorial and the Dam Beach parks. We have not yet done a walk-through of Rotary Park. When we schedule that, the chair will contact you.

Would you please share the contact information of the person who is volunteering to handle repairs of the tennis/pickle ball courts?

I will need to have our DPW Superintendent meet with him regarding materials. If possible, this repair option would be great because we are not financially prepared to resurface.

(James - I would recommend the P&R Commission do an evaluation with DPW to set up a capital plan for resurfacing of the various courts, as that will need to be included in future budget years.)

Rotary Park Pavilion: If I understand correctly, we will place the good windscreens on the west wall to best block wind and remove the torn screens altogether. Please confirm.

Yes, P&R has kept windscreens on the list. It is my understanding that it will become a higher priority as park use increases, which we will expect as Paddle Antrim gains momentum on the water trail.

Please let me know your contact for repairs and confirm about the windscreens.

Thank you for caring about our parks!

Caroline Kennedy

Assistant Village Manager

Village of Elk Rapids

315 Bridge St., Elk Rapids, MI 49629

Phone: 231.264.9274

From: jsak@tm.net [mailto:jsak@tm.net]

Sent: Tuesday, May 16, 2017 5:01 PM

To: mwest@elkrapids.org; Marcia Price <vllgclerk@elkrapids.org>

Subject: P&R misc.

Hi Melissa and Caroline! Back from AZ and just catching up .

Melissa, has the P&R Commission done it's spring walk about to check on park conditions? If not I hope they take a look at the cracks that seem to be growing in the tennis/pickleball courts. One of the tennis players that summers here says he has done crack/concrete repair work and would be willing to do some repair work for free if the village purchases the materials. Not a lot of material required but he knows a certain product that would do the job. Not just regular mortar.

Caroline, it appears nothing has been done about the damaged wind screens (west wall) at the Rotary Park pavilion. One screen has been just kind of hanging there for the last 10 days so I rolled them up and secured them so the pavilion looks nice. I had suggested that short of replacing the wind screen that one or two of the screens on the other walls might replace the torn screens. In the spring and early summer users of the pavilion frequently pull down the wind screens on the west wall. Unfortunately they seldom roll them back up. I hope the P&R Commission keeps new wind screens on the to do list.

Please make sure Rotary Park is included in the annual spring park walk-about. The park, and especially the picnic pavilion with the history display, picnic tables, dock etc., should be a significant park feature for the village. The Rotary Club is always willing to help but the village also needs to participate.

Thanks,
Jim

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2017	ACTIVITY FOR MONTH 06/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403-000	TAXES/REAL PROPERTY	821,000.00	17.44	0.00	820,982.56	0.00
101-000-404-000	TAXES/PERSONAL	50,000.00	0.00	0.00	50,000.00	0.00
101-000-410-000	PAYMENT/IN/LIEU/OF/TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-000-451-000	PERMITS & LICENSES	4,000.00	1,600.00	0.00	2,400.00	40.00
101-000-487-000	TRAILER TAX FEE	300.00	223.50	0.00	76.50	74.50
101-000-572-000	STATE/FUNDING/POLICE/TRAINING	800.00	0.00	0.00	800.00	0.00
101-000-573-700	TREE GRANT-CONSUMERS/DTE	0.00	2,400.00	0.00	(2,400.00)	100.00
101-000-576-000	LIQUOR LICENSE TAX	4,500.00	41.25	0.00	4,458.75	0.92
101-000-577-000	STATE SALES/TAX CONST/STATUTOR	7,900.00	1,332.00	0.00	6,568.00	16.86
101-000-577-200	CONSTITUTIONAL SALES TAX	110,000.00	22,817.00	0.00	87,183.00	20.74
101-000-617-000	REAL/PERSONAL PROPERTY 1% COLL	12,900.00	0.27	0.00	12,899.73	0.00
101-000-620-000	REAL PROPERTY PENALTY CHARGED	1,000.00	2.44	0.00	997.56	0.24
101-000-627-000	COPIER FEES	250.00	55.00	0.00	195.00	22.00
101-000-628-000	MEETING ROOM FEES	100.00	160.00	0.00	(60.00)	160.00
101-000-660-000	LOCAL/CIVIL INFRACTION TICKETS	2,000.00	220.00	0.00	1,780.00	11.00
101-000-661-000	COUNTY APPEARANCE TICKETS	2,500.00	728.37	0.00	1,771.63	29.13
101-000-672-000	INTEREST	500.00	106.50	0.00	393.50	21.30
101-000-673-000	FROM/HARBOR/594/POLICE WAGES	15,000.00	0.00	0.00	15,000.00	0.00
101-000-676-000	FROM/202/203/228/590/594/595/661/ADMIN	18,800.00	0.00	0.00	18,800.00	0.00
101-000-677-100	FROM/GEN CAP/401/SIDEWALK PROJECTS	25,000.00	0.00	0.00	25,000.00	0.00
101-000-677-150	FROM/WATER OP/595/TOWER LEASE	15,000.00	0.00	0.00	15,000.00	0.00
101-000-677-200	FROM/HARBOR/594/TART TRAIL	5,000.00	0.00	0.00	5,000.00	0.00
101-000-678-000	FROM/BLDG OP/296/DPW WAGES	3,000.00	0.00	0.00	3,000.00	0.00
101-000-688-000	FROM/DDA/791/ATTACHMENT 16	6,000.00	0.00	0.00	6,000.00	0.00
101-000-690-000	FROM/DDA/791/ADMIN	1,000.00	0.00	0.00	1,000.00	0.00
101-000-692-100	GREEN ER DAYS CONTRIBUTION	1,000.00	694.75	0.00	305.25	69.48
101-000-693-100	INSURANCE REFUND	5,000.00	4,532.00	0.00	468.00	90.64
101-000-693-550	BEAUTIFICATION	1,000.00	(494.00)	0.00	1,494.00	(49.40)
101-000-694-000	MISCELLANEOUS	500.00	114.77	0.00	385.23	22.95
101-000-696-200	PBT - POLICE REVENUE	1,250.00	295.00	0.00	955.00	23.60
101-000-699-000	PRIOR YR/ENDING CASH BALANCE	375,000.00	0.00	0.00	375,000.00	0.00
Total Dept 000		1,493,800.00	34,846.29	0.00	1,458,953.71	2.33
TOTAL REVENUES		1,493,800.00	34,846.29	0.00	1,458,953.71	2.33
Expenditures						
Dept 694-PARKS & RECREATION						
101-694-757-000	SUPPLIES	350.00	0.00	0.00	350.00	0.00
101-694-759-100	RECREATION MASTER PLAN	3,000.00	0.00	0.00	3,000.00	0.00
101-694-818-000	CONTRACTUAL/PROF.SVCS.	2,000.00	0.00	0.00	2,000.00	0.00
101-694-864-000	TRAINING/CONFERENCES	500.00	0.00	0.00	500.00	0.00
101-694-880-000	COMMUNITY PROMOTION	500.00	0.00	0.00	500.00	0.00
101-694-956-000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-694-970-000	CAPITAL OUTLAY	3,000.00	0.00	0.00	3,000.00	0.00
101-694-970-350	TART TRAILS PROJECT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 694-PARKS & RECREATION		14,550.00	0.00	0.00	14,550.00	0.00
TOTAL EXPENDITURES		14,550.00	0.00	0.00	14,550.00	0.00

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2017	ACTIVITY FOR MONTH 06/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	1,493,800.00	34,846.29	0.00	1,458,953.71	2.33
	TOTAL EXPENDITURES	14,550.00	0.00	0.00	14,550.00	0.00
	NET OF REVENUES & EXPENDITURES	1,479,250.00	34,846.29	0.00	1,444,403.71	2.36

User: MANDY

DB: ELK RAPIDS

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2017	ACTIVITY FOR MONTH 06/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 401 - GENERAL CAPITAL FUND						
Revenues						
Dept 000						
401-000-487-100	METRO FEE	8,000.00	0.00	0.00	8,000.00	0.00
401-000-488-000	CABLE FRANCHISE FEES	25,000.00	0.00	0.00	25,000.00	0.00
401-000-672-000	INTEREST	0.00	74.65	0.00	(74.65)	100.00
401-000-676-000	SIDEWALK REIMBURSEMENT	8,500.00	0.00	0.00	8,500.00	0.00
401-000-680-050	S.A. 2011-1 PRINCIPAL	550.00	0.00	0.00	550.00	0.00
401-000-680-100	S.A. 2011-1 INTEREST	75.00	0.00	0.00	75.00	0.00
401-000-681-000	S.A. 2011-2 PRINCIPAL	700.00	0.00	0.00	700.00	0.00
401-000-681-100	S.A. 2011-2 INTEREST	100.00	0.00	0.00	100.00	0.00
401-000-691-104	FROM/GEN/101/POLICE VEHICLE	12,000.00	0.00	0.00	12,000.00	0.00
401-000-698-300	LAND LEASE-THIRD ST.	12,000.00	0.00	0.00	12,000.00	0.00
401-000-699-000	PRIOR YR/ENDING CASH BALANCE	190,000.00	0.00	0.00	190,000.00	0.00
Total Dept 000		256,925.00	74.65	0.00	256,850.35	0.03
TOTAL REVENUES		256,925.00	74.65	0.00	256,850.35	0.03
Expenditures						
Dept 958-CAPITAL FUND EXPENSES						
401-958-802-000	ENGINEER SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
401-958-971-000	SIDEWALK CONST/REPAIR/REMOVAL	75,000.00	0.00	0.00	75,000.00	0.00
401-958-972-200	SECURITY CAMERAS	2,500.00	0.00	0.00	2,500.00	0.00
401-958-973-300	BASKETBALL COURTS	2,500.00	0.00	0.00	2,500.00	0.00
401-958-975-100	TENNIS COURT RECONST/REPAIR	2,500.00	0.00	0.00	2,500.00	0.00
401-958-978-801	POLICE DEPT EMERGENCY GENERATOR	20,000.00	0.00	0.00	20,000.00	0.00
401-958-978-802	DAM BEACH BATHROOM	100,000.00	0.00	0.00	100,000.00	0.00
401-958-978-803	TO/GEN/101/SIDEWALK PROJECTS	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 958-CAPITAL FUND EXPENSES		228,500.00	0.00	0.00	228,500.00	0.00
TOTAL EXPENDITURES		228,500.00	0.00	0.00	228,500.00	0.00
Fund 401 - GENERAL CAPITAL FUND:						
TOTAL REVENUES		256,925.00	74.65	0.00	256,850.35	0.03
TOTAL EXPENDITURES		228,500.00	0.00	0.00	228,500.00	0.00
NET OF REVENUES & EXPENDITURES		28,425.00	74.65	0.00	28,350.35	0.26
TOTAL REVENUES - ALL FUNDS		1,750,725.00	34,920.94	0.00	1,715,804.06	1.99
TOTAL EXPENDITURES - ALL FUNDS		243,050.00	0.00	0.00	243,050.00	0.00
NET OF REVENUES & EXPENDITURES		1,507,675.00	34,920.94	0.00	1,472,754.06	2.32