

AGENDA
REGULAR PARKS & RECREATION MEETING
FEBRUARY 1 2018 7:00 PM
Government Center, 315 Bridge St., Elk Rapids

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES
 - a. Regular Meeting – December 7, 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) UNFINISHED BUSINESS
 - a. Community Trail – update - Conrad
 - b. Paddle Antrim grant - Dake
 - c. Commission Training - Scheduled for March
 - d. Basketball Rims - Guntzviller
 - e. Resurfacing of courts – Conrad
 - f. Budget - 2018
- 5) NEW BUSINESS
 - a. Paddle Antrim - Coastal Zone Management Grant
 - b. Future Parks & Rec equipment
 - c. Norte - Kennedy/Guntzviller
 - d. Ice Rink - Stewart
 - e. Goal Setting - Schedule for March or April
- 6) CORRESPONDENCE
- 7) REPORTS
 - a. Council Liaison (Melissa West)
 - b. Other Members
- 8) Commission Training
- 9) NEXT MEETING – March 1, 2018, at 7pm
- 10) ADJOURNMENT

December Park and Rec Minutes

DRAFT

December 7, 2017 at 7:00 PM

CALL TO ORDER – Dake calls the meeting to order at 7:00 pm.

ATTENDANCE: James Dake, Melissa West, Michael Conrad, Beth Guntzviller, Gordon Stewart & Caroline Kennedy as Village staff.

ABSENT & EXCUSED: Kolleen Thomas and Jodi Poikey

Dake chairs the meeting.

APPROVAL OF MINUTES

Stewart makes a motion to approve the November 2, 2017 Minutes, seconded by Conrad. All in favor.

CITIZEN COMMENTS: None

UNFINISHED BUSINESS –

- a) 5-year Community Rec Plan - RESOLUTION – motion by Guntzviller to adopt Resolution. 2nd by Stewart. All in favor. Resolution passed and adopted. Public Hearing is on December 18th for Parks and Recs 5 year plan.
- b) Community Trail – Conrad – reported fundraising campaign for the Elk Rapids portion of costs for preliminary design study for the trail from Maple Bay to Elk Rapids had met it's goal. Plans to move forward to the next phase.
- c) Paddle Antrim Grant – waiting on sign production.
- d) Commission Training – scheduled to do at January 4th meeting.
- e) Basketball Rims – Guntzviller – received a \$15,000 donation from the Hildreth Foundation. Plan to have done by June 1st. We still need \$9,000 to complete project. Plan to put in budget.

- f) Resurfacing of courts update – Conrad – Village Council has allocated \$5,000 for resurfacing of tennis courts. Possible donations from the tennis group will donate money to finish project.
- g) Dam Beach Management Plan – Awarded \$99,100 by DNR Grant to build an accessible restroom. Plan to have completed by 2019.
- h) Grills in Park- Committee will be replacing two grills in Memorial Park.
- i) Budget 2017 –
- j) Budget 2018 – creating a budget item for future needs in parks such as playground equipment.

NEW BUSINESS:

- a) Future playground equipment – hope to add to budget 2018.

CORRESPONDENCE -

Ice Rink - Stewart will talk to fire department.

Rotary Park - New windshields that were previously used will be installed at Rotary Park enclosure.

REPORTS

- a. Council Liaison – West – gave brief summary.
- b. Other Members - none.

NEXT MEETING – January 4, 2018 at 7pm.

ADJOURNMENT – Stewart motioned to adjourn meeting, seconded by Conrad. All in favor.

Meeting adjourned at 8:15 pm.

User: LORI

DB: Elk Rapids

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 02/28/2018	ACTIVITY FOR MONTH 02/28/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403-000	TAXES/REAL PROPERTY	821,000.00	839,787.78	0.00	(18,787.78)	102.29
101-000-404-000	TAXES/PERSONAL	50,000.00	29,244.29	0.00	20,755.71	58.49
101-000-410-000	PAYMENT/IN/LIEU/OF/TAXES	3,500.00	2,597.96	0.00	902.04	74.23
101-000-451-000	PERMITS & LICENSES	4,000.00	3,665.00	0.00	335.00	91.63
101-000-487-000	TRAILER TAX FEE	300.00	545.00	0.00	(245.00)	181.67
101-000-572-000	STATE/PA 302 FUNDING/POLICE/TRAINING	800.00	918.30	0.00	(118.30)	114.79
101-000-573-700	TREE GRANT-CONSUMERS/DTE	0.00	2,400.00	0.00	(2,400.00)	100.00
101-000-573-800	GT COMM FND GRANT	0.00	4,500.00	0.00	(4,500.00)	100.00
101-000-576-000	LIQUOR LICENSE TAX	4,500.00	4,319.15	0.00	180.85	95.98
101-000-577-000	STATE SALES/TAX CONST/STATUTOR	7,900.00	7,108.00	0.00	792.00	89.97
101-000-577-200	CONSTITUTIONAL SALES TAX	110,000.00	113,574.00	0.00	(3,574.00)	103.25
101-000-617-000	REAL/PERSONAL PROPERTY 1% COLL	12,900.00	13,571.82	0.00	(671.82)	105.21
101-000-620-000	REAL PROPERTY PENALTY CHARGED	1,000.00	1,192.12	0.00	(192.12)	119.21
101-000-627-000	COPIER FEES	250.00	206.50	0.00	43.50	82.60
101-000-628-000	MEETING ROOM FEES	100.00	725.00	0.00	(625.00)	725.00
101-000-660-000	LOCAL/CIVIL INFRACTION TICKETS	2,000.00	1,655.00	0.00	345.00	82.75
101-000-661-000	COUNTY APPEARANCE TICKETS	2,500.00	2,208.41	0.00	291.59	88.34
101-000-672-000	INTEREST	500.00	720.00	0.00	(220.00)	144.00
101-000-673-000	FROM/HARBOR/594/POLICE WAGES	15,000.00	0.00	0.00	15,000.00	0.00
101-000-675-000	POLICE DONATION	0.00	100.00	0.00	(100.00)	100.00
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	4,456.53	0.00	1,543.47	74.28
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	1,072.35	0.00	(72.35)	107.24
101-000-693-100	INSURANCE REFUND	5,000.00	4,532.00	0.00	468.00	90.64
101-000-693-200	BENCH/TABLE/DONATION	0.00	2,400.00	0.00	(2,400.00)	100.00
101-000-693-550	BEAUTIFICATION	1,000.00	(394.00)	0.00	1,394.00	(39.40)
101-000-694-000	MISCELLANEOUS	500.00	1,702.91	0.00	(1,202.91)	340.58
101-000-696-200	PBT - POLICE REVENUE	1,250.00	1,025.00	0.00	225.00	82.00
101-000-699-000	PRIOR YR/ENDING CASH BALANCE	373,071.08	0.00	0.00	373,071.08	0.00
Total Dept 000		1,491,871.08	1,043,833.12	0.00	448,037.96	69.97
TOTAL REVENUES		1,491,871.08	1,043,833.12	0.00	448,037.96	69.97
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

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 02/28/2018	ACTIVITY FOR MONTH 02/28/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		14,550.00	0.00	0.00	14,550.00	0.00
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,491,871.08	1,043,833.12	0.00	448,037.96	69.97
TOTAL EXPENDITURES		14,550.00	0.00	0.00	14,550.00	0.00
NET OF REVENUES & EXPENDITURES		1,477,321.08	1,043,833.12	0.00	433,487.96	70.66

User: LORI
DB: Elk Rapids

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 02/28/2018	ACTIVITY FOR MONTH 02/28/2018	AVAILABLE BALANCE	% BDGT USED
Fund 401 - GENERAL CAPITAL FUND						
Revenues						
Dept 000						
401-000-487-100	METRO FEE	8,000.00	7,967.28	0.00	32.72	99.59
401-000-488-000	CABLE FRANCHISE FEES	25,000.00	30,630.91	0.00	(5,630.91)	122.52
401-000-672-000	INTEREST	0.00	424.84	0.00	(424.84)	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	546.80	0.00	3.20	99.42
401-000-680-100	S.A. 2011-1 INTEREST	75.00	49.21	0.00	25.79	65.61
401-000-681-000	S.A. 2011-2 PRINCIPAL	700.00	689.26	0.00	10.74	98.47
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-SPEEDWAY	12,000.00	17,521.00	0.00	(5,521.00)	146.01
401-000-699-000	PRIOR YR/ENDING CASH BALANCE	212,756.34	0.00	0.00	212,756.34	0.00
Total Dept 000		279,681.34	57,829.30	0.00	221,852.04	20.68
TOTAL REVENUES		279,681.34	57,829.30	0.00	221,852.04	20.68
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/HILDRETH GRANT	2,500.00	0.00	0.00	2,500.00	0.00
401-958-975-100	TENNIS & PICKLEBALL COURT REPAIRS	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		279,681.34	57,829.30	0.00	221,852.04	20.68
TOTAL EXPENDITURES		228,500.00	0.00	0.00	228,500.00	0.00
NET OF REVENUES & EXPENDITURES		51,181.34	57,829.30	0.00	(6,647.96)	112.99
TOTAL REVENUES - ALL FUNDS		1,771,552.42	1,101,662.42	0.00	669,890.00	62.19
TOTAL EXPENDITURES - ALL FUNDS		243,050.00	0.00	0.00	243,050.00	0.00
NET OF REVENUES & EXPENDITURES		1,528,502.42	1,101,662.42	0.00	426,840.00	72.07



Village of Elk Rapids

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Phone: 231-264-9274
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TO: Parks & Rec Chair Dake & Commissioners
FROM: Caroline Kennedy, Asst. Village Manager/Clerk
DATE: January 25, 2018
RE: Agenda Items

Sorry I can't be there – I received a scholarship to attend the Michigan Municipal Executives Winter Institute where I will learn all things wise and wonderful, and bring that back to share!

Under New Business:

Paddle Antrim - Executive Director Deana Jardee will present her proposal to write a Coastal Zone Management grant, per my previous email to you. The Paddle Antrim Board has approved this and they will raise the remaining funds needed. I confirmed with Manager Cooper – since Paddle Antrim will do the work in February, we can use the \$2000 in contractual services from FY 2017-18, and we will still have \$2000 for contractual services in the P&R 2018 budget for FY 2018-19. The rest of the details will come from Deana.

Future P&R equipment--Some ideas:

In-water slide**	Disc golf course	Splash Pad	Skate Park
Zip line	Ice rink*	Addition to parkour equipment	

***options - synthetic ice (not as fast, but isn't weather dependent and can be used for events like Harbor Days). OR form to set up that fills with water. This is a new product that is not a liner that tears.**

****The slide I found is actually two-in-one for elementary age kids, about \$19K and we have no additional liability exposure (I checked). They last about 20+ years if I remember right. I've also collected catalogs that I have left on the back counter if you want to take some home to get ideas. We are allowed to start a capital account, meaning we can save our FY 2017-18 \$3000, and we still get \$3000 in FY 2018-19 to add to it. What we will need to do is make up our minds what we are saving for, specifically.**

Goal Setting: I envision taking the info gleaned from the Community Rec Survey, and brainstorming about what we can do to meet those goals. We can do the dots to prioritize. Then we can go seek some health grant funds!

