

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

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES
  - a. Regular Meeting – February 1, 2018
- 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. Basketball Rims - Guntzviller
  - d. Resurfacing of courts – Conrad
  - e. Paddle Antrim - Coastal Zone Management Grant Update
  - f. Ice Rink Update - Stewart
  - g. Budget - 2018
- 5) NEW BUSINESS
  - a. Trash Can Color - DPW
  - b. Future Parks & Rec equipment
  - c. Norte - Kennedy/Guntzviller
  - d. Commission Training - Kennedy
  - e. Goal Setting
- 6) CORRESPONDENCE
- 7) REPORTS
  - a. Council Liaison (Melissa West)
  - b. Other Members
- 8) Commission Training
- 9) NEXT MEETING – April 5, 2018, at 7pm
- 10) ADJOURNMENT



## February Park and Rec Minutes

DRAFT

February 1, 2018 at 7:00 PM

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

ATTENDANCE: James Dake, Jodi Poikey, Michael Conrad, Beth Guntzviller, Gordon Stewart.

ABSENT & EXCUSED: Kolleen Thomas and Melissa West

Dake chairs the meeting.

### APPROVAL OF MINUTES

Stewart makes a motion to approve the December 7, 2017 Minutes, seconded by Guntzviller.

All in favor.

Poikey makes a motion to move the Paddle Antrim Grant Business to the first business addressed at the meeting. Conrad seconded the motion. All in favor.

CITIZEN COMMENTS: None

### UNFINISHED BUSINESS –

- a) Paddle Antrim Grant – Deana Jerdee from Paddle Antrim spoke to the committee – they are working on a sign design that will be a Rotary Park. She showed samples of signs currently being used.
- b) Paddle Antrim – Coastal Zone Management Grant (CZMG) – Deana Jerdee from Paddle Antrim gave the committee an update regarding the CZMG. She suggested that they look at all access sites to East Bay. Their goal is to have a preliminary study & preliminary design and permits then have an engineered plan with a layout design. Motion by Stewart, second by Guntzviller, to move forward with Paddle Antrim's CZMG request and recommend Village Council approve a resolution of support for this project. All in favor.
- c) Community Trail – Conrad – stated that funds were raised for the preliminary designs. Plans still moving forward.
- d) Commission Training – scheduled to do at March 1st meeting.

- e) Basketball Rims – Guntzviller – on target to be completed by Harbor Days 2018.
- f) Resurfacing of courts update – Conrad – No new reports at this time.
- g) Budget 2018 – waiting for approval.

#### NEW BUSINESS:

- a) Future Parks & Rec equipment – Guntzviller will bring more suggestions for next meeting.
- b) Norte – Guntzviller gave a brief summary of what Norte is and how we can bring it to Elk Rapids. Guntzviller will keep the committee updated.
- c) Ice Rink – Stewart – there is currently no ice skating rink this winter. Stewart made a motion to give \$250, if needed, for insurance money to have an ice skating rink downtown this year. Conrad seconded the motion. All in favor.  
Stewart made a motion for the committee to commit to designate \$1500 of rollover funds for the ice rink for the 2018 budget. Poikey seconded the motion. All in favor.
- d) Goal Setting – scheduled for March 1st meeting.
- e) Chapter 9 Parks & Rec Code of Ordinances – committee reviewed the Ordinance and was okay with existing Chapter 9 Code of Ordinance.

CORRESPONDENCE - none.

#### REPORTS

- a. Council Liaison – none.
- b. Other Members - none.

NEXT MEETING – March 1, 2018 at 7pm.

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

Meeting adjourned at 7:50 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	842,078.46	771.83	(21,078.46)	102.57
101-000-404-000	TAXES/PERSONAL	50,000.00	29,318.57	0.00	20,681.43	58.64
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	580.25	35.25	(280.25)	193.42
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	13,608.61	11.99	(708.61)	105.49
101-000-620-000	REAL PROPERTY PENALTY CHARGED	1,000.00	1,343.25	61.78	(343.25)	134.33
101-000-627-000	COPIER FEES	250.00	221.50	0.00	28.50	88.60
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	1,735.00	60.00	265.00	86.75
101-000-661-000	COUNTY APPEARANCE TICKETS	2,500.00	2,273.41	65.00	226.59	90.94
101-000-672-000	INTEREST	500.00	787.74	0.00	(287.74)	157.55
101-000-673-000	FROM/HARBOR/594/POLICE WAGES	15,000.00	15,000.00	15,000.00	0.00	100.00
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	18,800.00	18,800.00	0.00	100.00
101-000-677-100	FROM/GEN CAP/401/SIDEWALK PROJECTS	25,000.00	25,000.00	25,000.00	0.00	100.00
101-000-677-150	FROM/WATER OP/595/TOWER LEASE	15,000.00	15,000.00	15,000.00	0.00	100.00
101-000-677-200	FROM/HARBOR/594/TART TRAIL	5,000.00	5,000.00	5,000.00	0.00	100.00
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	1,000.00	1,000.00	0.00	100.00
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	1,126,448.99	80,805.85	365,422.09	75.51
TOTAL REVENUES		1,491,871.08	1,126,448.99	80,805.85	365,422.09	75.51
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

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						
Expenditures						
TOTAL EXPENDITURES		14,550.00	0.00	0.00	14,550.00	0.00
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Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,491,871.08	1,126,448.99	80,805.85	365,422.09	75.51
TOTAL EXPENDITURES		14,550.00	0.00	0.00	14,550.00	0.00
NET OF REVENUES & EXPENDITURES		1,477,321.08	1,126,448.99	80,805.85	350,872.09	76.25

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	471.12	0.00	(471.12)	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	12,000.00	12,000.00	0.00	100.00
401-000-697-000	MISCELLANEOUS/CONTRIBUTION	0.00	1,000.00	1,000.00	(1,000.00)	100.00
401-000-698-300	LAND LEASE-SPEEDWAY	12,000.00	18,284.00	(679.00)	(6,284.00)	152.37
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	71,638.58	12,321.00	208,042.76	25.61
TOTAL REVENUES		279,681.34	71,638.58	12,321.00	208,042.76	25.61
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 & 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	21,438.00	0.00	(1,438.00)	107.19
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	25,000.00	25,000.00	0.00	100.00
Total Dept 958 - CAPITAL FUND EXPENSES		228,500.00	46,438.00	25,000.00	182,062.00	20.32
TOTAL EXPENDITURES		228,500.00	46,438.00	25,000.00	182,062.00	20.32
Fund 401 - GENERAL CAPITAL FUND:						
TOTAL REVENUES		279,681.34	71,638.58	12,321.00	208,042.76	25.61
TOTAL EXPENDITURES		228,500.00	46,438.00	25,000.00	182,062.00	20.32
NET OF REVENUES & EXPENDITURES		51,181.34	25,200.58	(12,679.00)	25,980.76	49.24
TOTAL REVENUES - ALL FUNDS		1,771,552.42	1,198,087.57	93,126.85	573,464.85	67.63
TOTAL EXPENDITURES - ALL FUNDS		243,050.00	46,438.00	25,000.00	196,612.00	19.11
NET OF REVENUES & EXPENDITURES		1,528,502.42	1,151,649.57	68,126.85	376,852.85	75.34