

HARBOR COMMISSION AGENDA
MEETING Monday, May 14, 2018
BEGINS AT 7PM
AT 315 BRIDGE ST, 231-264-9274

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES
 - a. Harbor Commission Meeting held April 9, 2018
- 3) REPORTS
 - a. Staff – Harbormaster Singleton
 - b. Council – Doug Bronkema
 - c. Treasurer’s Report
- 4) CITIZENS COMMENTS
- 5) OLD BUSINESS
 - a. Lighting for Upper Harbor
- 6) NEW BUSINESS
 - a. Approve Slip Refunds
 - b. Parking Lot Lighting at Launch Ramp in Harbor
 - c. Michigan Department of Licensing and Regulatory Affairs
 - d. Harbor Activities
- 7) ADJOURNMENT

PUBLIC NOTICE ANNOUNCEMENT VILLAGE OF ELK RAPIDS
NOTICE OF COMPLIANCE WITH ADA 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 five (5) days’ notice to the Village. Individuals requiring auxiliary aids or services should contact the Village of Elk Rapids by writing or calling the following: William Cooper / PO Box 398, 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 of 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。

او قارئین، الاشارة بلغة مختصين، مترجمين توفير يمكن، ايام سبعة من مسبق اشعار وجود مع بطلاقة الانجليزية اللغة يتكلمون لالذين وهؤلاء، الخاصة الاحتياجات لذوي الحجم كبيرة حروف.

DRAFT

HARBOR COMMISSION MINUTES: April 9, 2018

PRESENT: Fisher, Blesma, Berck, Bronkema, Hansen, Reynolds, Wiltse

ABSENT: none

CALL TO ORDER: Meeting called to order at 7:00 P.M.

APPROVAL OF MINUTES:

- a. Regular Harbor Commission meeting March 12, 2018: Commissioner Berck motioned and commissioner Bronkema seconded to approve minutes from the regular meeting on February 12, 2018. All members present voting yes. Motion carried.

REPORTS:

- a. All dock attendant positions have been filled. The barge was put in the water so we can begin lowering docks, installing ladders, and removing bubblers. Gosling Czubak delayed by one week their surveying and testing for renewal of our dredging permit. All fire extinguishers have been serviced. The bath house has been opened for the season. Newly painted trash bins are being put back out around the marina. The first quarterly motor fuel tax for the 2018 season was submitted. New light post for the launch ramp has been ordered. Repaired bikes for the season.
- b. Council: Bronkema reported on Council activities
- c. Treasurer: Financial report provided. Nothing new to report.

CITIZENS COMMENT: No citizen comment

OLD BUSINESS:

Picnic table purchase: Singleton and Blackmore reported that the picnic table purchase was under the initial budgeted price. Some members of the commission had looked at the sample table sent from Uline and approved of it. Singleton committed to looking into a galvanized frame to reduce the appearance of ware. Motioned by Commissioner Berck and seconded by Commissioner Wiltse to move forward with the purchase of the tables. Singleton will present to Council at the regular Council meeting on Monday April 16, 2018.

NEW BUSINESS:

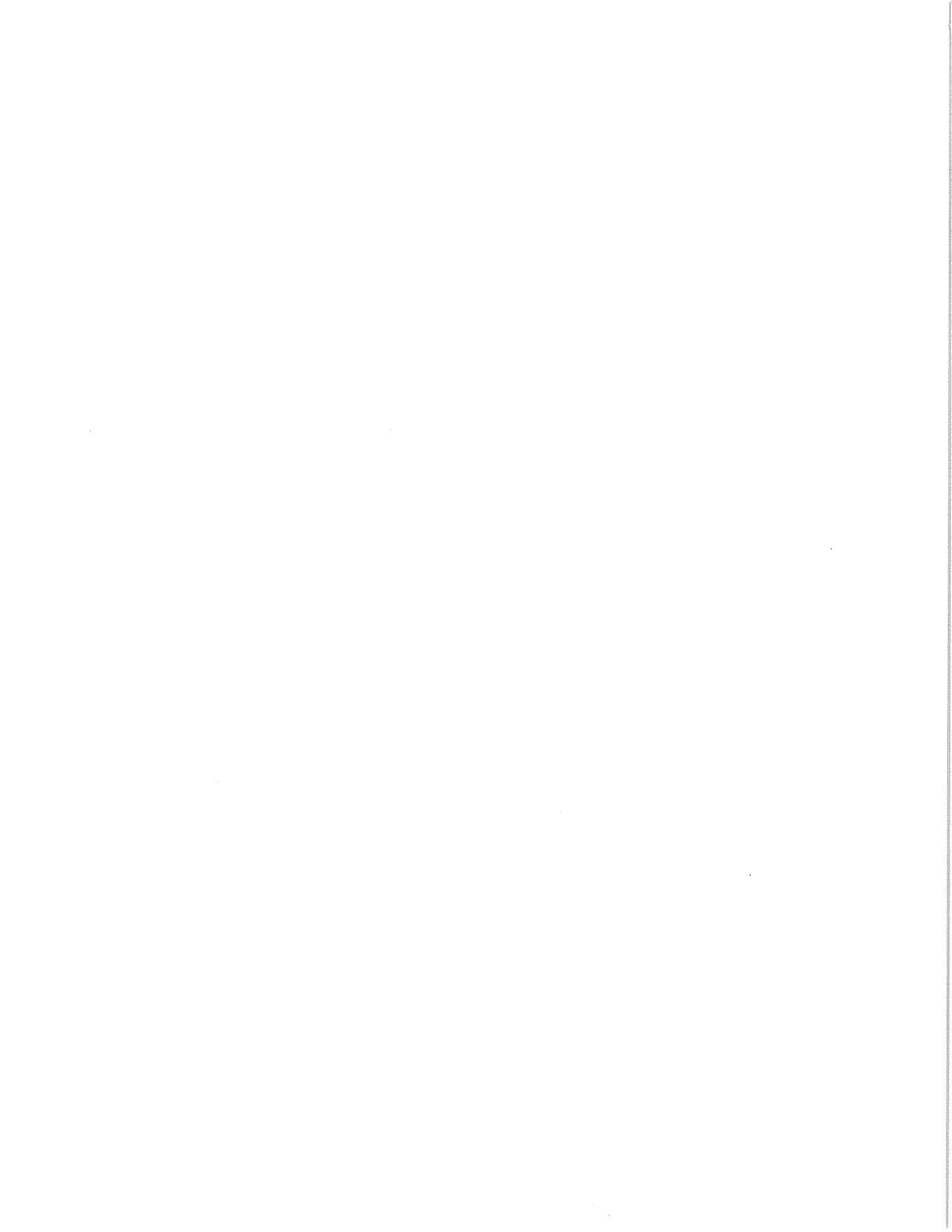
Slip refunds: A 50% seasonal slip refund for Mr. Martin Silva and a Mr. Bob Lange. These slips have been filled by boaters from the harbors waiting list. Motioned by Commissioner Berck and seconded by Commissioner Blesma, to refund each boater their 50% refund.

Lighting for Upper Harbor: Provided documentation and an image of new solar power lights to be placed on the vertical pilings. The lack of lighting right now could create a safety issue for people walking down the sidewalk. Lights should be mounted low and aimed down towards the ground. Singleton and Blackmore will look into more ideas for lighting.

Annual Commission Report: Submit three harbor highlights of achievement in 2017 to Caroline Kennedy by April 25, 2018. Singleton suggested three highlights which were the new GFI power pedestals, the bath house A/C and the automated external defibrillator. Singleton asked for any suggestions from the Commission for the Annual Commission Report. The Commission agreed with the three given highlights so we will move forward and turn those into Caroline for the Council Meeting.

CORRESPONDENCE: None

ADJOURNMENT: Meeting adjourned at 7:30 P.M.



**ELK RAPIDS HARBOR ACCOUNTS
CASH BALANCE REPORT
Monday, May 14, 2018**

FUND 407 - HARBOR CAPITAL

CASH BALANCE	<u>49,049.89</u>
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FUND 594 - HARBOR ENTERPRISE

CASH BALANCE	499,681.83
CERT. OF DEPOSIT	-
PREPAID CONTRACTS	-
TOTAL	<u>499,681.83</u>

FUND 794 - HARBOR CONSTRUCTION

CASH BALANCE	<u>457,384.68</u>
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FUND 795 - HARBOR DEBT

CASH BALANCE	<u>136,817.19</u>
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TOTAL	<u><u>1,142,933.59</u></u>
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BALANCE 4/9/2018	<u><u>1,303,878.13</u></u>
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CHANGE IN BALANCE FROM 4/9/18	(160,944.54)
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CASH SUMMARY BY ACCOUNT FOR ELK RAPIDS VILLAGE
FROM 05/01/2018 TO 05/31/2018
FUND: 407 594 794 795
CASH AND INVESTMENT ACCOUNTS

Page: 1/1

Fund Account	Description	Beginning Balance 05/01/2018	Total Debits	Total Credits	Ending Balance 05/31/2018
Fund 407 003-000	HARBOR CAPITAL FUND CASH ACCOUNT/HARBOR CAPITAL	60,557.39	0.00	11,507.50	49,049.89
Fund 594 003-000	HARBOR FUND CASH ACCOUNT/HARBOR OPERATION	518,023.73	727.52	19,069.42	499,681.83
Fund 794 003-000	HARBOR CONSTRUCTION BREAKWATER CASH ACCOUNT/HARBOR CONSTRUCTION	457,384.68	0.00	0.00	457,384.68
Fund 795 003-000	HARBOR BOND DEBT FUND CASH ACCOUNT	136,817.19	0.00	0.00	136,817.19
TOTAL - ALL FUNDS		1,172,782.99	727.52	30,576.92	1,142,933.59

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2018-18	YTD		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	BALANCE 05/31/2018	MONTH 05/31/2018		
Fund 407 - HARBOR CAPITAL FUND						
Revenues						
Dept 000						
407-000-672-000	INTEREST	0.00	10.78	0.00	(10.78)	100.00
407-000-691-106	FROM/HARBOR/594	175,000.00	0.00	0.00	175,000.00	0.00
407-000-699-000	PRIOR YR/ENDING CASH BALANCE	200,000.00	0.00	0.00	200,000.00	0.00
Total Dept 000		375,000.00	10.78	0.00	374,989.22	0.00
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TOTAL REVENUES		375,000.00	10.78	0.00	374,989.22	0.00
Expenditures						
Dept 544 - HARBOR						
407-544-756-100	PURCHASE BUOYS	5,000.00	464.17	0.00	4,535.83	9.28
407-544-964-000	WEED CONTAINMENT	5,000.00	0.00	0.00	5,000.00	0.00
407-544-973-000	DREDGING	65,000.00	0.00	0.00	65,000.00	0.00
407-544-975-803	CREDIT CARD SOFTWARE/EQUIP	1,500.00	0.00	0.00	1,500.00	0.00
407-544-975-804	WI-FI UPGRADE	15,000.00	0.00	0.00	15,000.00	0.00
407-544-975-806	BATH HOUSE UPGRADES	5,000.00	0.00	0.00	5,000.00	0.00
407-544-975-807	WEBCAM	2,000.00	0.00	0.00	2,000.00	0.00
407-544-975-810	RE-SET PAVERS	20,000.00	0.00	0.00	20,000.00	0.00
407-544-975-811	PICNIC TABLES	25,000.00	12,297.38	0.00	12,702.62	49.19
407-544-981-300	TO/MOTOR VEHICLE/661	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 544 - HARBOR		144,500.00	12,761.55	0.00	131,738.45	8.83
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TOTAL EXPENDITURES		144,500.00	12,761.55	0.00	131,738.45	8.83
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Fund 407 - HARBOR CAPITAL FUND:						
TOTAL REVENUES		375,000.00	10.78	0.00	374,989.22	0.00
TOTAL EXPENDITURES		144,500.00	12,761.55	0.00	131,738.45	8.83
NET OF REVENUES & EXPENDITURES		230,500.00	(12,750.77)	0.00	243,250.77	5.53

Fund 594 - HARBOR FUND

Revenues

Dept 000

594-000-454-000	CONTRACTUAL/SEASONAL UPPER HAR	30,600.00	28,152.00	0.00	2,448.00	92.00
594-000-454-500	CONTRACTUAL/SEASONAL/NEW/UPPER	38,063.00	38,848.00	0.00	(785.00)	102.06
594-000-455-000	CONTRACTUAL/SEASONAL LOWER HAR	499,800.00	493,142.01	612.00	6,657.99	98.67
594-000-456-000	SALES/GAS	190,000.00	0.00	0.00	190,000.00	0.00
594-000-457-000	FEES/DIESEL	60,000.00	0.00	0.00	60,000.00	0.00
594-000-458-000	FEES/SEASONAL RAMP PASSES	8,000.00	0.00	0.00	8,000.00	0.00
594-000-458-100	FEES/DAILY RAMP PASSES/LOWER HAR	7,000.00	0.00	0.00	7,000.00	0.00
594-000-458-200	FEES/DAILY RAMP PASSES/UPPER HARB	3,000.00	0.00	0.00	3,000.00	0.00
594-000-500-000	FEES/PUMP-OUT	6,000.00	0.00	0.00	6,000.00	0.00
594-000-500-200	FEES/ICE	4,000.00	0.00	0.00	4,000.00	0.00
594-000-500-300	FEES/POP	500.00	0.00	0.00	500.00	0.00
594-000-501-000	MERCHANDISE	100.00	0.00	0.00	100.00	0.00
594-000-504-000	FEES/PAVILION RENTAL	3,000.00	550.00	100.00	2,450.00	18.33
594-000-505-000	FEES/COMMERCIAL RAMP PASS	2,250.00	1,750.00	0.00	500.00	77.78
594-000-600-000	FEES/TRANSIENT	160,000.00	0.00	0.00	160,000.00	0.00
594-000-672-000	INTEREST	0.00	94.23	0.00	(94.23)	100.00
594-000-689-000	FROM/GEN/101/BATHROOM CLEANING	9,500.00	0.00	0.00	9,500.00	0.00
594-000-693-100	INSURANCE REFUND	0.00	3,714.50	0.00	(3,714.50)	100.00
594-000-693-250	REIMBURSEMENT/LIBRARY UTILITIES	3,000.00	473.55	0.00	2,526.45	15.79
594-000-694-000	MISCELLANEOUS	2,000.00	172.83	0.00	1,827.17	8.64
594-000-694-250	FEES/HARBOR WAITING LIST	1,000.00	280.00	0.00	720.00	28.00
594-000-695-100	LAUNDRY	1,000.00	0.00	0.00	1,000.00	0.00
594-000-695-200	UP HARB BOX	2,000.00	0.00	0.00	2,000.00	0.00
594-000-699-000	PRIOR YR/ENDING CASH BALANCE	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 000		1,330,813.00	567,177.12	712.00	763,635.88	42.62

TOTAL REVENUES

1,330,813.00 567,177.12 712.00 763,635.88 42.62

Expenditures

Dept 544 - HARBOR

594-544-700-000	SALARY & WAGES	192,500.00	28,255.86	8,772.03	164,244.14	14.68
594-544-701-000	OVERTIME	2,500.00	27.00	0.00	2,473.00	1.08
594-544-705-000	WAGE/HARBORMASTER	55,000.00	0.00	0.00	55,000.00	0.00
594-544-706-000	TO/GEN/101/POLICE WAGES	15,000.00	0.00	0.00	15,000.00	0.00
594-544-715-000	SOCIAL SECURITY	19,000.00	2,163.73	671.09	16,836.27	11.39
594-544-716-000	HEALTH INSURANCE	39,500.00	1,150.73	0.00	38,349.27	2.91
594-544-718-000	RETIREMENT	5,200.00	962.00	400.26	4,238.00	18.50
594-544-719-000	SICK & ACCIDENT	1,400.00	236.54	0.00	1,163.46	16.90
594-544-720-000	WORKER'S COMPENSATION	5,800.00	0.00	0.00	5,800.00	0.00
594-544-722-000	UNEMPLOYMENT INSURANCE	3,000.00	0.00	0.00	3,000.00	0.00
594-544-751-000	FUEL GAS	175,000.00	111.13	87.65	174,888.87	0.06
594-544-752-000	DIESEL GAS	50,000.00	0.00	0.00	50,000.00	0.00
594-544-754-000	MERCHANDISE	500.00	0.00	0.00	500.00	0.00

594-544-756-000	DUMPSTER	2,200.00	0.00	0.00	2,200.00	0.00
594-544-757-000	SUPPLIES	18,000.00	1,346.32	829.15	16,653.68	7.48
594-544-758-700	ICE MAKERS	3,000.00	0.00	0.00	3,000.00	0.00
594-544-759-500	POP PURCHASE	450.00	0.00	0.00	450.00	0.00
594-544-760-300	PROPANE	1,000.00	0.00	0.00	1,000.00	0.00
594-544-803-000	AUDITOR	1,200.00	0.00	0.00	1,200.00	0.00
594-544-818-000	CONTRACTUAL FEES	13,000.00	4,092.59	3,620.00	8,907.41	31.48
594-544-818-500	PROF SVC/SOFTWARE/SUPPORT	1,000.00	418.00	0.00	582.00	41.80
594-544-853-000	PHONE	2,000.00	822.31	419.45	1,177.69	41.12
594-544-854-000	CABLE FEES	13,000.00	994.10	293.04	12,005.90	7.65
594-544-855-000	CREDIT CARD PROCESSING FEES	12,000.00	60.00	0.00	11,940.00	0.50
594-544-864-000	TRAINING/CONFERENCES	2,000.00	1,200.00	0.00	800.00	60.00
594-544-880-000	COMMUNITY PROMOTION	2,500.00	666.60	0.00	1,833.40	26.66
594-544-900-000	PRINTING/PUBLICATION	3,000.00	1,084.00	0.00	1,916.00	36.13
594-544-910-000	INSURANCE/LIABILITY	8,500.00	3,997.87	0.00	4,502.13	47.03
594-544-920-000	UTILITIES	56,500.00	7,132.01	0.00	49,367.99	12.62
594-544-930-000	REPAIRS AND MAINTENANCE	23,000.00	3,360.35	1,313.35	19,639.65	14.61
594-544-932-200	PURCHASE LUMBER	5,000.00	0.00	0.00	5,000.00	0.00
594-544-941-000	RENT/BLDG/HARBOR/SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
594-544-956-000	MISCELLANEOUS	1,000.00	46.85	36.28	953.15	4.69
594-544-958-200	HARBOR ACTIVITIES	3,500.00	3,850.00	0.00	(350.00)	110.00
594-544-965-200	TO/GEN/101/ADMIN	2,800.00	0.00	0.00	2,800.00	0.00
594-544-965-250	TR/TO/GEN/101/TART TRAIL	5,000.00	0.00	0.00	5,000.00	0.00
594-544-965-400	TO/HARBOR CAP/407	175,000.00	0.00	0.00	175,000.00	0.00
594-544-965-450	TR/TO/MOTOR VEHICLE/661	10,000.00	20.00	20.00	9,980.00	0.20
594-544-967-500	HARBOR CONTRACT REFUNDS	10,000.00	1,198.00	0.00	8,802.00	11.98
594-544-970-800	COMPUTER/SOFTWARE PURCHASE	4,000.00	3,850.00	0.00	150.00	96.25
594-544-972-400	SMALL EQUIPMENT	1,000.00	95.20	95.20	904.80	9.52
594-544-996-000	TO/HARBOR BOND DEBT/795	122,205.00	122,205.00	0.00	0.00	100.00
Total Dept 544 - HARBOR		1,070,255.00	189,346.19	16,557.50	880,908.81	17.69
TOTAL EXPENDITURES		1,070,255.00	189,346.19	16,557.50	880,908.81	17.69
Fund 594 - HARBOR FUND:						
TOTAL REVENUES		1,330,813.00	567,177.12	712.00	763,635.88	42.62
TOTAL EXPENDITURES		1,070,255.00	189,346.19	16,557.50	880,908.81	17.69
NET OF REVENUES & EXPENDITURES		260,558.00	377,830.93	(15,845.50)	(117,272.93)	145.01

Fund 794 - HARBOR CONSTRUCTION BREAKWATER

Revenues

Dept 000

794-000-672-000	INTEREST	0.00	79.77	0.00	(79.77)	100.00
794-000-699-000	PRIOR YR/ENDING CASH BALANCE	455,000.00	0.00	0.00	455,000.00	0.00
Total Dept 000		455,000.00	79.77	0.00	454,920.23	0.02

TOTAL REVENUES		455,000.00	79.77	0.00	454,920.23	0.02
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Fund 794 - HARBOR CONSTRUCTION BREAKWATER:

TOTAL REVENUES		455,000.00	79.77	0.00	454,920.23	0.02
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		455,000.00	79.77	0.00	454,920.23	0.02

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Fund 795 - HARBOR BOND DEBT FUND

Revenues

Dept 000

795-000-672-000	INTEREST	0.00	43.35	0.00	(43.35)	100.00
795-000-691-115	FROM/HARBOR/594/CONTRACTS	122,205.00	122,205.00	0.00	0.00	100.00
795-000-699-000	PRIOR YR/ENDING CASH BALANCE	120,000.00	0.00	0.00	120,000.00	0.00
Total Dept 000		242,205.00	122,248.35	0.00	119,956.65	50.47

TOTAL REVENUES		242,205.00	122,248.35	0.00	119,956.65	50.47
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Expenditures

Dept 795 - HARBOR BOND DEBT

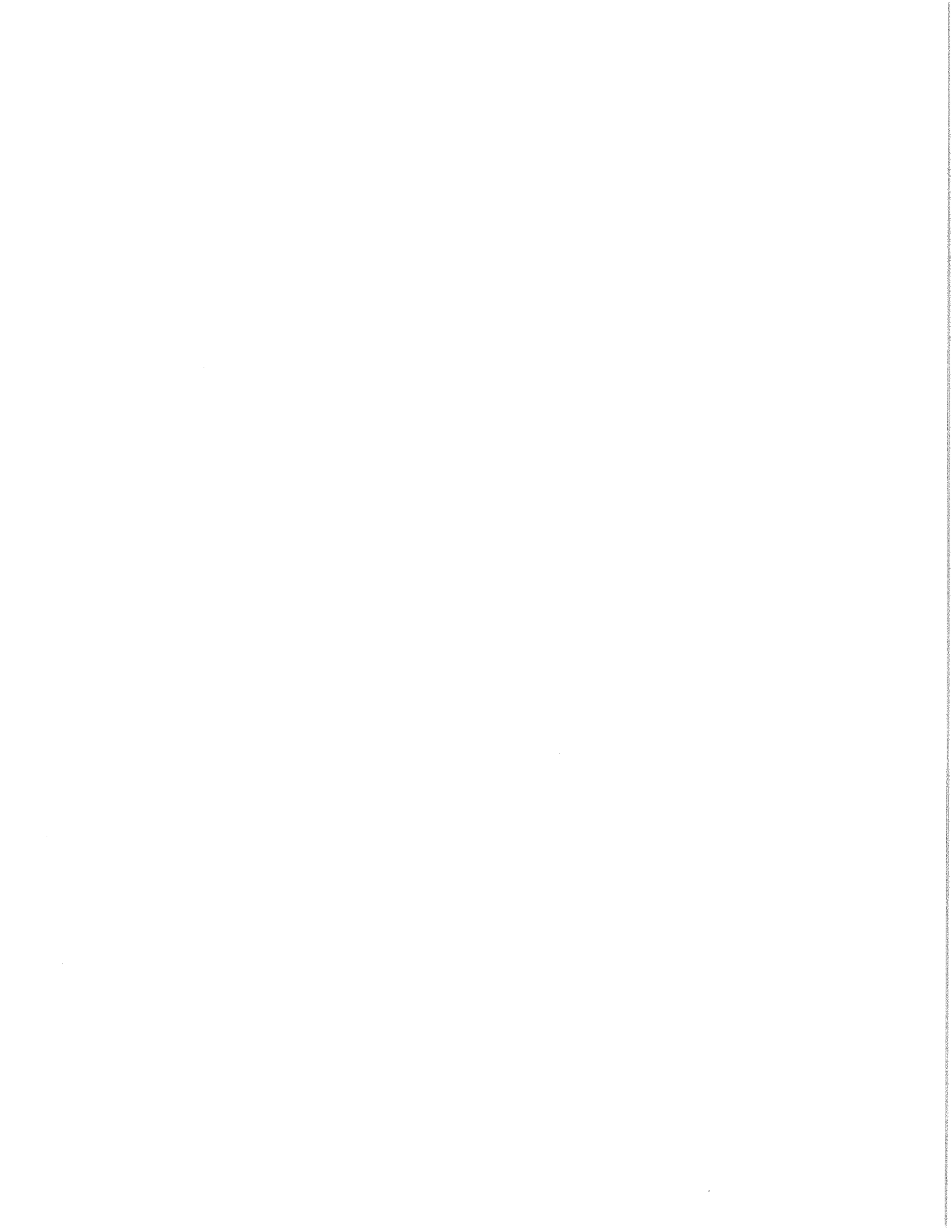
795-795-804-200	PROFESSIONAL SERV/ DEBT AGENT FEES	300.00	250.00	0.00	50.00	83.33
795-795-980-400	2012/CAP/IMP/REF/BOND/INT	21,905.00	11,452.50	0.00	10,452.50	52.28
795-795-980-450	2012/CAP/IMP/REF/BOND/PRIN	100,000.00	100,000.00	0.00	0.00	100.00
Total Dept 795 - HARBOR BOND DEBT		122,205.00	111,702.50	0.00	10,502.50	91.41

TOTAL EXPENDITURES		122,205.00	111,702.50	0.00	10,502.50	91.41
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Fund 795 - HARBOR BOND DEBT FUND:

TOTAL REVENUES		242,205.00	122,248.35	0.00	119,956.65	50.47
TOTAL EXPENDITURES		122,205.00	111,702.50	0.00	10,502.50	91.41
NET OF REVENUES & EXPENDITURES		120,000.00	10,545.85	0.00	109,454.15	8.79

TOTAL REVENUES - ALL FUNDS		2,403,018.00	689,516.02	712.00	1,713,501.98	28.69
TOTAL EXPENDITURES - ALL FUNDS		1,336,960.00	313,810.24	16,557.50	1,023,149.76	23.47
NET OF REVENUES & EXPENDITURES		1,066,058.00	375,705.78	(15,845.50)	690,352.22	35.24



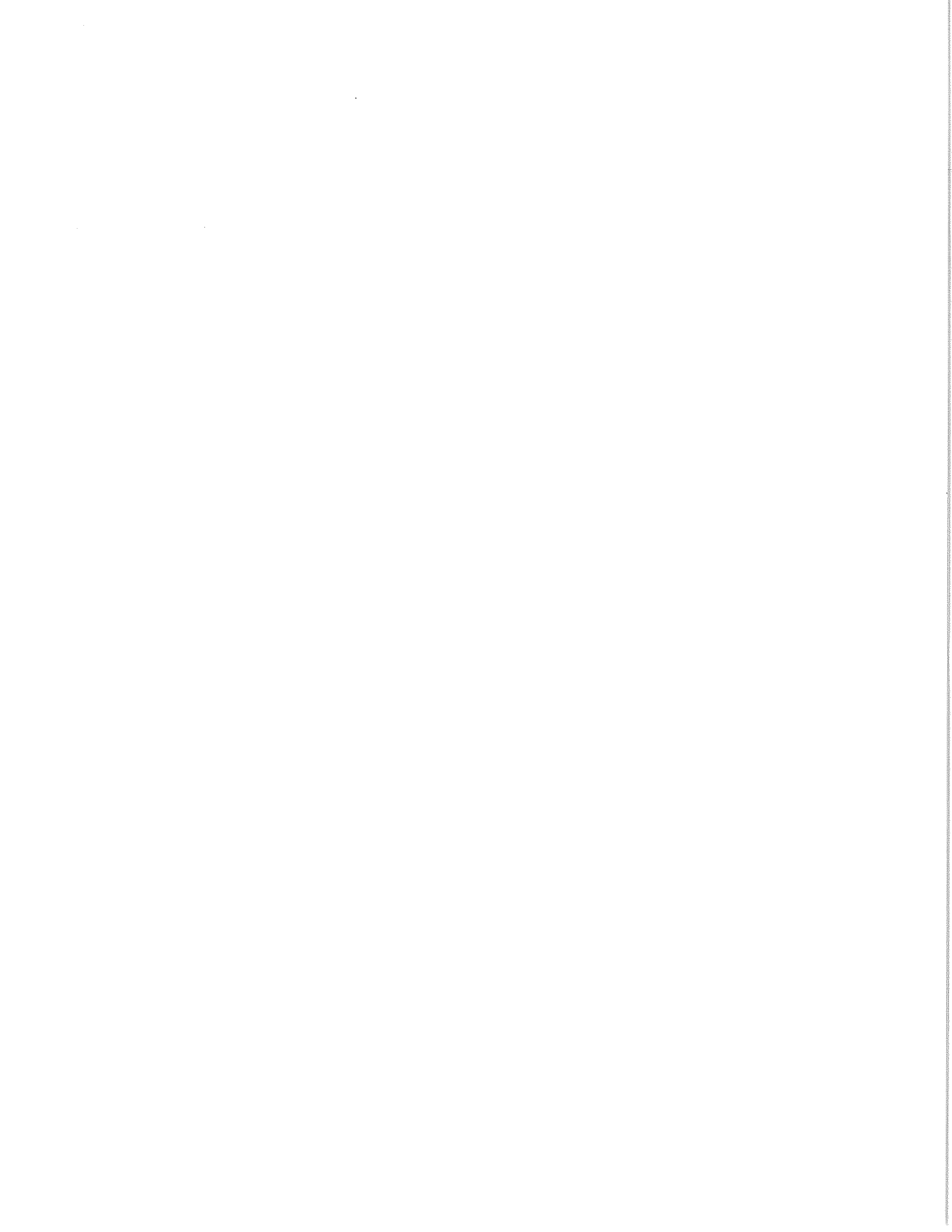


Memo

Date: 05/14/2018
To: Harbor Commission
From: Mike Singleton
RE: Staff Report

HARBOR UPDATE:

1. Set navigational buoys
2. Installed nav lights
3. Opened public bathrooms cleaned and stocked all supplies
4. Opened bathhouse and showers for the season
5. Opened the Pavilion
6. Raising docks
7. Placed fire extinguishers and life rings out
8. Installed safety ladders
9. Assembling new picnic tables
10. Grills are out and ready for use
11. Bikes for dock attendant out
12. Boater bags completed
13. Received harbor uniforms





Memo

Date: 05/14/2018
To: Harbor Commission
From: Mike Singleton
RE: Old and New Business

Old Business: Approved picnic tables have arrived and are being assembled. We were able to make the purchase of the tables at 50% less than what was budgeted for.

Lighting for Upper Harbor: Information on the lighting has been found IAW the ordinance code of the village. Prices, light locations and installation have to be determined on both phase I and II.

New Business:

Approve Slip Refund: Need approval to refund Neil Browne, slip #79, second payment for his seasonal slip. Due to certain circumstances he will not be renewing this year.

Parking Lot Lighting at Launch Ramp in Harbor: Shoreline tech representative fixed the light located in the parking lot next to the launch ramp.

DPW: Painted all new parking lot lines

Michigan Department of Licensing and Regulatory Affairs: Had the fuel docks, sensors, lines and tanks inspected (by LARA) with passing results. The boilers were inspected and both were found to have lapsed on the annual and triennial CSD-1 testing inspection. D&W Mechanical came to the Harbor the following Wednesday to inspect and certify the boilers. All information was resubmitted to the Department of Licensing to ensure compliance was met with all state regulations.

Credit card machine: Single Terminal Ruby CI system upgrade for existing VeriFone Ruby / Sapphire system. Includes new touch screen register, new thermal receipt printer, new MX-915 PIN pad and new Oneac uninterruptible power supply. Price includes Gilbarco dispenser interface and generic payment network application software. Total Installed Price: \$8,395.00

Harbor Activities: Harbor Staff met on Wednesday May 9th to go over training with Yacht Solutions on the power pedestals, GFI, grounding procedures/precautions and Electric Shock Drowning. Water main at the Harbor has been de-winterized and tested by DPW to ensure compliance with applicable code. Docks have been lifted, fire extinguishers and life rings have been placed out on the docks.



**PETROLEUM CONSTRUCTION
PROPOSAL/CONTRACT**

2322 Brooklyn Rd. Jackson, MI 49203 (517) 787-2960 ph. (517) 787-8111 fax	4585 Executive Drive Portage, MI 49002 (269) 321-2280 ph. (269) 321-2285 fax	3366 Three Mile Rd., NW Walker, MI 49544 (616) 453-7444 ph. (616) 453-7813 fax	12870 Inkster Rd Redford, MI 48239 (313) 286-3300 ph. (313) 766-4850 fax	3124 Commerce Center Dr. Saginaw, MI 48601 (989) 753-4016 ph. (989) 753-9360 fax	2801 Dickerson Rd. Gaylord, MI 49734 (989) 732-2971 ph. (989) 732-5329 fax	4022 Merchant Rd. Ft. Wayne, IN 46818 (260) 489-3566 ph. (260) 489-0738 fax
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Legal Company Name Edward C Grace Memorial Harbor			
Proposal Submitted to Mike Singleton	Phone (231) 264-8174	Fax	Date April 30, 2018
Street Address PO Box 398 PO Box 398	Site Name Edward C Grace Memorial Harbor	Job #	Site Phone
City, State, Zip Code Elk Rapids, MI 49629	Site Location - Address Cedar Street, Elk Rapids, MI 49629		
Contact Email Harbor@elkrapids.org	Job Description Topaz Commander Upgrade	Proposal Submitted By: Dan Hlywa	

We appreciate the opportunity to submit the following proposal.

Please review the following Scope of Work:

Provide and install (1) Single Terminal Ruby CI system upgrade for existing VeriFone Ruby / Sapphire system. Includes new touch screen register, new thermal receipt printer, new MX-915 PIN pad and new Oneac uninterruptible power supply. Price includes Gilbarco dispenser interface and generic payment network application software.

Total Installed Price: **\$8,395.00**

NOTE: Price includes installation of new hardware but does NOT include operator training or programming beyond site configuration transfer from existing system. All training and programming is additional at \$85 per man hour. VeriFone warranty is one year, parts only. Price does not include electrical revisions if needed.

Prices stated are firm for 15 days from the date of this proposal.

We propose to furnish the above, in accordance with the specifications as referenced below, for the **TOTAL SUM** of:
Eight Thousand Three Hundred Ninety Five Dollars and No/100's ----- \$8,395.00

Payment to be made as follows:

25% Down Payment; Final Balance Due Net 10 upon completion. _____ (initial)

Acceptance: Customer hereby accepts the Terms and Conditions set forth on the reverse side of this contract. Customer is responsible for all sales, use and other governmental taxes and charges, which are not included in the price unless expressly stated. R.W. Mercer Co. is authorized to perform the work as specified. This Proposal/Contract is subject to credit approval and may be revoked before acceptance.

Proposed:	R.W. Mercer Co.	Accepted:	Edward C Grace Memorial Harbor
By: _____		By: _____	
Title: _____		Title: _____	
Date: _____		Date: _____	

*Standard R.W. Mercer Co. Terms and Conditions will apply including winter/frost clauses.