

HARBOR COMMISSION AGENDA
Meeting Monday, October 8th, 2018
Begins at 7 pm
At 315 Bridge St, 231-264-9274

1) CALL TO ORDER

2) APPROVAL OF MINUTES

- a. Harbor Commission Meeting held September 11th, 2018

3) REPORTS

- a. Staff – Harbormaster Singleton
- b. Council – Doug Bronkema
- c. Treasurer’s Report

4) CITIZENS COMMENTS

5) OLD BUSINESS

- a. Security System bids for the Harbor
- b. Standard Operating Procedures for the Harbor
- c. Harbor and DPW removed vines, plants and tree growing out of the Rip Rap

6) NEW BUSINESS

- a. DPW, Consumers and Engineers to look at Harbor transformers to see about an upgrade to our power pedestals from 208 volt to 220 volt

7) CORRESPONDENCE

8) 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 hnub 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:

September 11th, 2018

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

ABSENT: None

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

APPROVAL OF MINUTES:

- a. **Regular Harbor Commission meeting July 9th, 2018:** Commissioner Wiltse motioned and commissioner Blesma seconded to approve minutes from the regular meeting on July 9th, 2018. All members present voting yes. Motion carried.

REPORTS:

- a. **Staff:** Singleton reported that the harbor held 17 events in the Jack Blesma Pavilion, in August replaced fuel pump filters on both the gas and diesel system, currently working with MD Heat to determine how to fix the dehumidifier in the bath house to help reduce mold growth in the showers, had electrician service the exhaust fans in the bath house to try and reduce the mold problem, new LED lights installed on forward and rear range boards for Harbor, awarded Alyssa Rottman the Dock Attendant of the Year Scholarship, 100% capacity for harbor days, during Harbor Days hosted Sailing Vessel Perception for tours and boat rides, hired 2 new employees from Elk Rapids High School, all college employees have left for the season, missing 2 carts, had Scott Dawson from Shoreline check on pedestals 18 and 212 which both showed 122volts (30amp) and 214volts (50amp) which is within the tolerance of the systems design, fixed the hose in the sewage pump out (twice), seasonal boaters are beginning to pull their boats for the season, RW Mercer replaced one 50' fuel hose line that was punctured.
- b. **Council:** Bronkema reported on Council activities
- c. **Treasurer:** Nothing new to report

CITIZENS COMMENT: 7 citizens commented

OLD BUSINESS:

Security System: Singleton requested to table the previous July security camera system bids as well as a request a vote until the next harbor commission meeting in October. This will allow the commission to review all of the bids.

NEW BUSINESS:

Slip refunds: A 50% seasonal slip refund for Bob Gronevelt (#154) was motioned by Commissioner Reynolds, second by Commissioner Burke. Motion carried. This slip has been filled for the remainder of the season by another boater.

Standard Operating Procedures for Harbor: Updated.

Quotes for Harbor Security System: Quotes have been received by 4 security camera system companies and 1 (one) email correspondence stating that the company would submit a quote.

DPW: Place 15-minute loading and unloading signage on Dexter St. next to upper harbor shopper docks.

Harbor and DPW: Remove vines, plants, shrubs and tree growing out of the Rip Rap.

DPW, Consumers and Harbor: Inspecting and initiating a plan to upgrade power pedestals from 208 volts to 220 volts at Harbor.

Upgrade til and Credit Card Machine: An upgrade to the current RubyCI system, supported by RW Mercer with the latest security compliance chip reader and computer back up for customer credit card purchases. Motioned by Commissioner Burke, second by Commissioner Hansen. Motion carried.

New cable television and installation: Issues with the current system have led to multiple calls for assistance and onsite visits by the supporting company. Quote from Directv has more channels, is less expensive than current cable provider costs and is supported free of charge. Motion by Commissioner Hansen, second by Commissioner Burke.

Harbor and Gosling Czubak: Writing the permit application for dredging Spring of 2019.

CORRESPONDENCE: None

ADJOURNMENT: Meeting adjourned at 7:55 P.M.

**ELK RAPIDS HARBOR ACCOUNTS
CASH BALANCE REPORT
Monday, October 8, 2018**

FUND 407 - HARBOR CAPITAL

CASH BALANCE	218,050.16
	<u>218,050.16</u>

FUND 594 - HARBOR ENTERPRISE

CASH BALANCE	220,990.09
CERT. OF DEPOSIT	
PREPAID CONTRACTS	-
TOTAL	<u>220,990.09</u>

FUND 794 - HARBOR CONSTRUCTION

CASH BALANCE	<u>457,784.64</u>
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FUND 795 - HARBOR DEBT

CASH BALANCE	<u>136,936.82</u>
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TOTAL	<u><u>1,033,761.71</u></u>
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BALANCE 7/9/2018	<u><u>1,121,691.57</u></u>
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CHANGE IN BALANCE FROM 7/9/18	(87,929.86)
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CASH SUMMARY BY ACCOUNT FOR ELK RAPIDS VILLAGE
FROM 09/01/2018 TO 09/30/2018
FUND: 407 594 794 795
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2018	Total Debits	Total Credits	Ending Balance 09/30/2018
Fund 407 003-000	HARBOR CAPITAL FUND CASH ACCOUNT/HARBOR CAPITAL	218,050.16	0.00	0.00	218,050.16
Fund 594 003-000	HARBOR FUND CASH ACCOUNT/HARBOR OPERATION	328,181.20	6,141.03	113,332.14	220,990.09
Fund 794 003-000	HARBOR CONSTRUCTION BREAKWATER CASH ACCOUNT/HARBOR CONSTRUCTION	457,784.64	0.00	0.00	457,784.64
Fund 795 003-000	HARBOR BOND DEBT FUND CASH ACCOUNT	136,936.82	0.00	0.00	136,936.82
TOTAL - ALL FUNDS		<u>1,140,952.82</u>	<u>6,141.03</u>	<u>113,332.14</u>	<u>1,033,761.71</u>

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE

PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 407 - HARBOR CAPITAL FUND						
Dept 000						
407-000-672-000	INTEREST	0.00	86.05	0.00	(86.05)	100.00
407-000-691-106	FROM/HARBOR/594	175,000.00	175,000.00	0.00	0.00	100.00
407-000-699-000	PRIOR YR/ENDING CASH BALANCE	200,000.00	0.00	0.00	200,000.00	0.00
Net - Dept 000		375,000.00	175,086.05	0.00	199,913.95	
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	5,075.00	0.00	59,925.00	7.81
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	1,000.00	0.00	0.00	100.00
Net - Dept 544 - HARBOR		(144,500.00)	(18,836.55)	0.00	(125,663.45)	
Fund 407 - HARBOR CAPITAL FUND:						
TOTAL REVENUES		375,000.00	175,086.05	0.00	199,913.95	46.69
TOTAL EXPENDITURES		144,500.00	18,836.55	0.00	125,663.45	13.04
NET OF REVENUES & EXPENDITURES		230,500.00	156,249.50	0.00	74,250.50	67.79

Fund 594 - HARBOR FUND

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	500,990.01	0.00	(1,190.01)	100.24
594-000-456-000	SALES/GAS	190,000.00	199,587.52	694.44	(9,587.52)	105.05
594-000-457-000	FEES/DIESEL	60,000.00	79,725.33	2.67	(19,725.33)	132.88
594-000-458-000	FEES/SEASONAL RAMP PASSES	8,000.00	9,870.65	49.00	(1,870.65)	123.38
594-000-458-100	FEES/DAILY RAMP PASSES/LOWER HAR	7,000.00	6,616.00	882.00	384.00	94.51
594-000-458-200	FEES/DAILY RAMP PASSES/UPPER HAR	3,000.00	1,375.00	0.00	1,625.00	45.83
594-000-500-000	FEES/PUMP-OUT	6,000.00	6,340.00	580.00	(340.00)	105.67
594-000-500-100	FEES/OIL	0.00	60.00	0.00	(60.00)	100.00
594-000-500-200	FEES/ICE	4,000.00	4,337.96	306.00	(337.96)	108.45
594-000-500-300	FEES/POP	500.00	945.50	308.00	(445.50)	189.10
594-000-501-000	MERCHANDISE	100.00	109.00	0.00	(9.00)	109.00
594-000-504-000	FEES/PAVILION RENTAL	3,000.00	4,700.00	300.00	(1,700.00)	156.67
594-000-505-000	FEES/COMMERCIAL RAMP PASS	2,250.00	1,900.00	0.00	350.00	84.44
594-000-600-000	FEES/TRANSIENT	160,000.00	121,089.00	1,507.00	38,911.00	75.68
594-000-672-000	INTEREST	0.00	517.52	0.00	(517.52)	100.00
594-000-689-000	FROM/GEN/101/BATHROOM CLEANING	9,500.00	9,500.00	0.00	0.00	100.00
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	1,776.28	0.00	1,223.72	59.21
594-000-694-000	MISCELLANEOUS	2,000.00	1,716.56	0.00	283.44	85.83
594-000-694-250	FEES/HARBOR WAITING LIST	1,000.00	2,033.73	294.00	(1,033.73)	203.37
594-000-695-100	LAUNDRY	1,000.00	270.00	0.00	730.00	27.00
594-000-695-200	UP HARB BOX	2,000.00	2,350.76	268.15	(350.76)	117.54
594-000-699-000	PRIOR YR/ENDING CASH BALANCE	300,000.00	0.00	0.00	300,000.00	0.00
Net - Dept 000		1,330,813.00	1,026,525.32	5,191.26	304,287.68	

Dept 544 - HARBOR

594-544-700-000	SALARY & WAGES	192,500.00	168,586.49	(4,211.43)	23,913.51	87.58
594-544-701-000	OVERTIME	2,500.00	703.57	101.78	1,796.43	28.14
594-544-705-000	WAGE/HARBORMASTER	55,000.00	25,600.00	25,600.00	29,400.00	46.55
594-544-706-000	TO/GEN/101/POLICE WAGES	15,000.00	15,000.00	0.00	0.00	100.00
594-544-715-000	SOCIAL SECURITY	19,000.00	14,909.26	1,644.05	4,090.74	78.47
594-544-716-000	HEALTH INSURANCE	39,500.00	1,694.21	(789.44)	37,805.79	4.29
594-544-718-000	RETIREMENT	5,200.00	4,264.76	682.70	935.24	82.01
594-544-719-000	SICK & ACCIDENT	1,400.00	870.91	206.86	529.09	62.21
594-544-720-000	WORKER'S COMPENSATION	5,800.00	2,838.69	0.00	2,961.31	48.94
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	173,118.85	48,167.46	1,881.15	98.93
594-544-752-000	DIESEL GAS	50,000.00	65,160.72	24,457.50	(15,160.72)	130.32
594-544-754-000	MERCHANDISE	500.00	0.00	0.00	500.00	0.00
594-544-756-000	DUMPSTER	2,200.00	680.00	680.00	1,520.00	30.91
594-544-757-000	SUPPLIES	18,000.00	19,077.62	2,968.74	(1,077.62)	105.99
594-544-758-700	ICE MAKERS	3,000.00	2,457.00	1,080.00	543.00	81.90

594-544-759-500	POP PURCHASE	450.00	385.35	0.00	64.65	85.63
594-544-760-300	PROPANE	1,000.00	231.02	58.09	768.98	23.10
594-544-803-000	AUDITOR	1,200.00	1,144.00	0.00	56.00	95.33
594-544-818-000	CONTRACTUAL FEES	13,000.00	11,411.47	134.98	1,588.53	87.78
594-544-818-100	CONTRACTUAL	0.00	720.00	360.00	(720.00)	100.00
594-544-818-500	PROF SVC/SOFTWARE/SUPPORT	1,000.00	855.29	0.00	144.71	85.53
594-544-853-000	PHONE	2,000.00	2,349.71	357.46	(349.71)	117.49
594-544-854-000	CABLE FEES	13,000.00	4,388.67	293.04	8,611.33	33.76
594-544-855-000	CREDIT CARD PROCESSING FEES	12,000.00	7,126.58	0.00	4,873.42	59.39
594-544-864-000	TRAINING/CONFERENCES	2,000.00	1,530.00	0.00	470.00	76.50
594-544-880-000	COMMUNITY PROMOTION	2,500.00	687.05	0.00	1,812.95	27.48
594-544-900-000	PRINTING/PUBLICATION	3,000.00	1,154.50	60.00	1,845.50	38.48
594-544-910-000	INSURANCE/LIABILITY	8,500.00	9,122.87	0.00	(622.87)	107.33
594-544-920-000	UTILITIES	56,500.00	40,759.65	221.51	15,740.35	72.14
594-544-930-000	REPAIRS AND MAINTENANCE	23,000.00	17,993.38	2,304.90	5,006.62	78.23
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	4,000.00	4,000.00	0.00	100.00
594-544-956-000	MISCELLANEOUS	1,000.00	1,064.84	0.00	(64.84)	106.48
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	5,000.00	0.00	0.00	100.00
594-544-965-400	TO/HARBOR CAP/407	175,000.00	175,000.00	0.00	0.00	100.00
594-544-965-450	TR/TO/MOTOR VEHICLE/661	10,000.00	10,020.00	0.00	(20.00)	100.20
594-544-967-500	HARBOR CONTRACT REFUNDS	10,000.00	7,758.00	0.00	2,242.00	77.58
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	645.18	0.00	354.82	64.52
594-544-996-000	TO/HARBOR BOND DEBT/795	122,205.00	122,205.00	0.00	0.00	100.00
Net - Dept 544 - HARBOR		(1,070,255.00)	(928,214.64)	(108,378.20)	(142,040.36)	

Fund 594 - HARBOR FUND:

TOTAL REVENUES	1,330,813.00	1,026,525.32	5,191.26	304,287.68	77.14
TOTAL EXPENDITURES	1,070,255.00	928,214.64	108,378.20	142,040.36	86.73
NET OF REVENUES & EXPENDITURES	260,558.00	98,310.68	(103,186.94)	162,247.32	37.73

Fund 794 - HARBOR CONSTRUCTION BREAKWATER

Dept 000

794-000-672-000 INTEREST	0.00	479.73	0.00	(479.73)	100.00
794-000-699-000 PRIOR YR/ENDING CASH BALANCE	455,000.00	0.00	0.00	455,000.00	0.00
Net - Dept 000	455,000.00	479.73	0.00	454,520.27	

Fund 794 - HARBOR CONSTRUCTION BREAKWATER:

TOTAL REVENUES	455,000.00	479.73	0.00	454,520.27	0.11
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	455,000.00	479.73	0.00	454,520.27	0.11

Fund 795 - HARBOR BOND DEBT FUND

Dept 000

795-000-672-000 INTEREST	0.00	162.98	0.00	(162.98)	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
Net - Dept 000	242,205.00	122,367.98	0.00	119,837.02	

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
Net - Dept 795 - HARBOR BOND DEBT	(122,205.00)	(111,702.50)	0.00	(10,502.50)	

Fund 795 - HARBOR BOND DEBT FUND:

TOTAL REVENUES	242,205.00	122,367.98	0.00	119,837.02	50.52
TOTAL EXPENDITURES	122,205.00	111,702.50	0.00	10,502.50	91.41
NET OF REVENUES & EXPENDITURES	120,000.00	10,665.48	0.00	109,334.52	8.89

TOTAL REVENUES - ALL FUNDS	2,403,018.00	1,324,459.08	5,191.26	1,078,558.92	55.12
TOTAL EXPENDITURES - ALL FUNDS	1,336,960.00	1,058,753.69	108,378.20	278,206.31	79.19
NET OF REVENUES & EXPENDITURES	1,066,058.00	265,705.39	(103,186.94)	800,352.61	24.92

**Village of Elk Rapids
Habor Monthly Statistics**

	May Harbor Stats		June Harbor Stats		July Harbor Stats	
	Revenue	Number/ Gallons Sold	Revenue	Number/ Gallons Sold	Revenue	Number/ Gallons Sold
Gas	\$8,182.19	3043.546	\$25,352.20	9682.794	\$108,157.24	25,240
Diesel	\$5,128.52	2735.05	\$5,689.94	3067.599	\$39,043.07	12,100
Transient	\$3,249.00	145	\$17,164.00	252	\$59,145.00	513
Waiting List	\$120.00	60	\$400.00	20	\$440.00	22
Daily Ramp Passes	\$567.00	81	\$1,295.00	185	\$2,495.00	356
Seasonal Ramp Passes	\$3,760.00	188	\$2,374.65	59	\$3,287.00	82
Upper Harbor Ramp	\$597.00	85	\$42.00	6	\$676.00	97

	August Harbor Stats		September Harbor Stats		Totals as of 09/30/18	
	Revenue	Number/ Gallons Sold	Revenue	Number/ Gallons Sold	Revenue	Number/ Gallons Sold
Gas	\$57,201.45	17,630	\$694.44	9,717	\$199,587.52	65,313
Diesel	\$29,861.13	9,880	\$2.67	3,933	\$79,725.33	31,715
Transient	\$40,024.00	303	\$1,507.00	97	\$121,089.00	910
Waiting List	\$320.00	16	\$294.00	15	\$1,574.00	133
Daily Ramp Passes	\$1,377.00	197	\$882.00	126	\$6,616.00	945
Seasonal Ramp Passes	\$400.00	10	\$49.00	2.5	\$9,870.65	342
Upper Harbor Ramp	\$60.00	8	\$0.00	0	\$1,375.00	188