

HARBOR COMMISSION AGENDA
Meeting Monday, March 11th, 2019
Begins at 7 pm
At 315 Bridge St, 231-264-9274

1) CALL TO ORDER

2) APPROVAL OF MINUTES

- a. Harbor Commission Meeting held February 14th, 2019

3) REPORTS

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

4) CITIZENS COMMENTS

5) OLD BUSINESS

- a. Harbor closed
- b. Issue 5-year/10,000 cubic yard dredging permit by ACOE
- c. Pavilion reservations for 2019 season is full in May and June
- d. Final FY2019-2020 Harbor budget submitted
- e. Received hard copy of motor fuels retail outlet license for 2019 season and submitted paperwork to fuel distributor. License displayed
- f. Receiving contracts for seasonal boaters
- g. Power pedestals issues
- h. CPR/AED training completed with ERPD

6) NEW BUSINESS

- a. Shoreline to adjust and increase voltage on 18 transformers by 5%
- b. DEQ has sent us the final approved permit for spring dredge project
- c. Final draft of 2019-2020 harbor budget approved
- d. Security Camera installation for the Harbor
- e. Bid for dredging harbor
- f. Slip refund for Terrence Bradley

7) CORRESPONDENCE

- a. DEQ permit
- b. Village Manager
- c. Bid for dredging project

8) ADJOURNMENT

DRAFT

HARBOR COMMISSION MINUTES:

February 11th, 2019

PRESENT: Fisher, Blesma, Hansen, Wiltse, Berck

ABSENT: Bronkema, Reynolds

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

APPROVAL OF MINUTES:

- a. **Regular Harbor Commission meeting February 11th, 2019:** Commissioner Berck motioned and commissioner Wiltse seconded to approve minutes from the regular meeting January 14th, 2019. All members present voting yes. Motion carried.

REPORTS:

- a. **Staff:** Singleton reported that Harbor was in process of sending slip contracts out. Daily administration and facility checks have been conducted. Paper work submitted to DEQ and ACOE for 2019 dredge.
- b. **Council:** Bronkema absent.
- c. **Treasurer:** Singleton provided updated revenue and expenditure report

CITIZENS COMMENT: 1 citizen commented

OLD BUSINESS:

Harbor closed: Bubblers still operating due to lower than usual ambient air temps.

DEQ: Received approval from DEQ 5-year/10,000 cubic yard dredging permit, waiting for final by ACOE.

Pavilion: reservations for 2019 season is full in May and June.

Harbor Budget: Final FY2019-2020 Harbor budget submitted.

MI Licensing and Regulatory Affairs (LARA): Received hard copy of motor fuels retail outlet license for 2019 season and submitted paperwork to fuel distributor. License displayed.

Season Contracts: Receiving contracts for seasonal boaters.

Power pedestals: 208 issues addressed with Commission, request to generate check sheet for boaters.

CPR/AED training: completed with ERPD.

Signage: Harbor parking signs have been painted.

NEW BUSINESS:

Harbor Slip Contracts with New Rates 2019 Season: All contracts have been sent to seasonal boaters.

Shoreline Power Services: Technical Representative Scott Dawson and crew will be at the Harbor in the coming weeks to increase power/current from transformers to pedestals.

Fishing EXPO: Fishing EXPO to be held at Jack Blesma Pavilion on June 19th, 2019. Motion by Commissioner Hansen to donate \$500.00 for the event. Motion second by Commissioner Berck. All Harbor Commissioners present voted yes, 0 votes no. Motion Passed.

Dredge: Bids spec's and package has been published in 3 local newspapers and online, March 8th deadline.

CORRESPONDENCE: None

ADJOURNMENT: Meeting adjourned at 7:45 P.M.

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 407 - HARBOR CAPITAL FUND						
Dept 000						
407-000-672-000	INTEREST	100.00	0.00	0.00	100.00	0.00
407-000-691-106	FROM/HARBOR/594	100,000.00	0.00	0.00	100,000.00	0.00
407-000-699-000	PRIOR YR/ENDING CASH BALANCE	170,000.00	0.00	0.00	170,000.00	0.00
Net - Dept 000		270,100.00	0.00	0.00	270,100.00	
Dept 544 - HARBOR						
407-544-755-100	FUEL HOSE/NOZZLE REPLACEMENT	5,000.00	0.00	0.00	5,000.00	0.00
407-544-756-100	PURCHASE BUOYS	2,500.00	0.00	0.00	2,500.00	0.00
407-544-769-000	STRIPE PARKING LOT	400.00	0.00	0.00	400.00	0.00
407-544-964-000	WEED CONTAINMENT	5,000.00	0.00	0.00	5,000.00	0.00
407-544-970-100	CAP/OUTLAY/SEC/CAMERA	15,000.00	0.00	0.00	15,000.00	0.00
407-544-973-000	DREDGING	65,000.00	0.00	0.00	65,000.00	0.00
407-544-975-200	SHOWER IMPROVEMENTS	5,500.00	0.00	0.00	5,500.00	0.00
407-544-975-700	PURCHASE LOCKS	3,000.00	0.00	0.00	3,000.00	0.00
407-544-975-801	BATH HOUSE AIR CONDITIONING	5,000.00	0.00	0.00	5,000.00	0.00
407-544-975-802	MOWER/GARDEN POWER TOOLS	2,500.00	0.00	0.00	2,500.00	0.00
407-544-975-803	CREDIT CARD SOFTWARE/EQUIP	18,000.00	0.00	0.00	18,000.00	0.00
407-544-975-804	WI-FI UPGRADE	15,000.00	0.00	0.00	15,000.00	0.00
407-544-975-805	SIDEWALK MODIFICATION	1,600.00	0.00	0.00	1,600.00	0.00
407-544-975-806	BATH HOUSE UPGRADES	12,000.00	0.00	0.00	12,000.00	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
407-544-975-812	OFFICE FURNITURE	1,500.00	0.00	0.00	1,500.00	0.00
407-544-975-813	FUEL OFFICE IMPROVEMENT	3,000.00	0.00	0.00	3,000.00	0.00
407-544-975-814	WEATHER STATION UPGRADE	500.00	0.00	0.00	500.00	0.00
407-544-975-815	TRANSFORMERS	31,000.00	0.00	0.00	31,000.00	0.00
Net - Dept 544 - HARBOR		(213,500.00)	0.00	0.00	(213,500.00)	
Fund 407 - HARBOR CAPITAL FUND:						
TOTAL REVENUES		270,100.00	0.00	0.00	270,100.00	0.00
TOTAL EXPENDITURES		213,500.00	0.00	0.00	213,500.00	0.00
NET OF REVENUES & EXPENDITURES		56,600.00	0.00	0.00	56,600.00	0.00

User: LORI

DB: Elk Rapids

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 594 - HARBOR FUND						
Dept 000						
594-000-454-000	CONTRACTUAL/SEASONAL UPPER HAF	30,600.00	26,853.50	26,853.50	3,746.50	87.76
594-000-454-500	CONTRACTUAL/SEASONAL/NEW/UPPEI	38,063.00	38,848.00	38,848.00	(785.00)	102.06
594-000-455-000	CONTRACTUAL/SEASONAL LOWER HAF	500,000.00	398,992.00	398,992.00	101,008.00	79.80
594-000-456-000	SALES/GAS	220,000.00	0.00	0.00	220,000.00	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	9,000.00	0.00	0.00	9,000.00	0.00
594-000-458-100	FEES/DAILY RAMP PASSES/LOWER HA	7,000.00	0.00	0.00	7,000.00	0.00
594-000-458-200	FEES/DAILY RAMP PASSES/UPPER HAF	1,500.00	0.00	0.00	1,500.00	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	500.00	0.00	0.00	500.00	0.00
594-000-504-000	FEES/PAVILION RENTAL	4,000.00	0.00	0.00	4,000.00	0.00
594-000-505-000	FEES/COMMERCIAL RAMP PASS	2,250.00	0.00	0.00	2,250.00	0.00
594-000-600-000	FEES/TRANSIENT	150,000.00	0.00	0.00	150,000.00	0.00
594-000-672-000	INTEREST	600.00	0.00	0.00	600.00	0.00
594-000-689-000	FROM/GEN/101/BATHROOM CLEANING	9,500.00	0.00	0.00	9,500.00	0.00
594-000-693-250	REIMBURSEMENT/LIBRARY UTILITIES	3,200.00	0.00	0.00	3,200.00	0.00
594-000-694-000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
594-000-694-250	FEES/HARBOR WAITING LIST	2,000.00	0.00	0.00	2,000.00	0.00
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	160,000.00	0.00	0.00	160,000.00	0.00
Net - Dept 000		1,212,713.00	464,693.50	464,693.50	748,019.50	
Dept 544 - HARBOR						
594-544-700-000	SALARY & WAGES	192,500.00	0.00	0.00	192,500.00	0.00
594-544-701-000	OVERTIME	1,500.00	0.00	0.00	1,500.00	0.00
594-544-705-000	WAGE/HARBORMASTER	53,500.00	0.00	0.00	53,500.00	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	20,879.00	0.00	0.00	20,879.00	0.00
594-544-716-000	HEALTH INSURANCE	6,625.00	0.00	0.00	6,625.00	0.00
594-544-718-000	RETIREMENT	8,778.00	0.00	0.00	8,778.00	0.00
594-544-719-000	SICK & ACCIDENT	1,966.00	0.00	0.00	1,966.00	0.00
594-544-720-000	WORKER'S COMPENSATION	5,739.00	0.00	0.00	5,739.00	0.00
594-544-723-000	VACCINATIONS	10,000.00	0.00	0.00	10,000.00	0.00
594-544-751-000	FUEL GAS	190,000.00	0.00	0.00	190,000.00	0.00
594-544-752-000	DIESEL GAS	70,000.00	0.00	0.00	70,000.00	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	0.00	0.00	18,000.00	0.00
594-544-758-700	ICE MAKERS	3,200.00	0.00	0.00	3,200.00	0.00
594-544-759-500	POP PURCHASE	450.00	0.00	0.00	450.00	0.00

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 594 - HARBOR FUND						
594-544-760-300	PROPANE	1,000.00	0.00	0.00	1,000.00	0.00
594-544-803-000	AUDITOR	1,430.00	0.00	0.00	1,430.00	0.00
594-544-818-000	CONTRACTUAL FEES	13,500.00	0.00	0.00	13,500.00	0.00
594-544-818-500	PROF SVC/SOFTWARE/SUPPORT	1,000.00	0.00	0.00	1,000.00	0.00
594-544-853-000	PHONE	3,000.00	0.00	0.00	3,000.00	0.00
594-544-854-000	CABLE FEES	13,000.00	2,225.89	2,225.89	10,774.11	17.12
594-544-855-000	CREDIT CARD PROCESSING FEES	13,000.00	0.00	0.00	13,000.00	0.00
594-544-864-000	TRAINING/CONFERENCES	3,500.00	0.00	0.00	3,500.00	0.00
594-544-880-000	COMMUNITY PROMOTION	2,500.00	0.00	0.00	2,500.00	0.00
594-544-900-000	PRINTING/PUBLICATION	3,000.00	0.00	0.00	3,000.00	0.00
594-544-910-000	INSURANCE/LIABILITY	4,000.00	4,057.51	4,057.51	(57.51)	101.44
594-544-920-000	UTILITIES	63,000.00	0.00	0.00	63,000.00	0.00
594-544-930-000	REPAIRS AND MAINTENANCE	25,000.00	0.00	0.00	25,000.00	0.00
594-544-932-200	PURCHASE LUMBER	4,000.00	0.00	0.00	4,000.00	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	0.00	0.00	1,000.00	0.00
594-544-958-200	HARBOR ACTIVITIES	3,500.00	0.00	0.00	3,500.00	0.00
594-544-965-200	TO/GEN/101/ADMIN	2,800.00	0.00	0.00	2,800.00	0.00
594-544-965-400	TO/HARBOR CAP/407	100,000.00	0.00	0.00	100,000.00	0.00
594-544-965-450	TR/TO/MOTOR VEHICLE/661	10,000.00	0.00	0.00	10,000.00	0.00
594-544-967-500	HARBOR CONTRACT REFUNDS	10,000.00	0.00	0.00	10,000.00	0.00
594-544-970-800	COMPUTER/SOFTWARE PURCHASE	4,000.00	0.00	0.00	4,000.00	0.00
594-544-972-400	SMALL EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
594-544-996-000	TO/HARBOR BOND DEBT/795	122,205.00	122,205.00	122,205.00	0.00	100.00
Net - Dept 544 - HARBOR		(1,010,272.00)	(128,488.40)	(128,488.40)	(881,783.60)	
Fund 594 - HARBOR FUND:						
TOTAL REVENUES		1,212,713.00	464,693.50	464,693.50	748,019.50	38.32
TOTAL EXPENDITURES		1,010,272.00	128,488.40	128,488.40	881,783.60	12.72
NET OF REVENUES & EXPENDITURES		202,441.00	336,205.10	336,205.10	(133,764.10)	166.08

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 794 - HARBOR CONSTRUCTION BREAKWATER						
Dept 000						
794-000-672-000	INTEREST	500.00	0.00	0.00	500.00	0.00
794-000-699-000	PRIOR YR/ENDING CASH BALANCE	455,000.00	0.00	0.00	455,000.00	0.00
Net - Dept 000		455,500.00	0.00	0.00	455,500.00	
Fund 794 - HARBOR CONSTRUCTION BREAKWATER:						
TOTAL REVENUES		455,500.00	0.00	0.00	455,500.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		455,500.00	0.00	0.00	455,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2019	ACTIVITY FOR MONTH 03/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 795 - HARBOR BOND DEBT FUND						
Dept 000						
795-000-691-115	FROM/HARBOR/594/CONTRACTS	90,245.00	122,205.00	122,205.00	(31,960.00)	135.41
795-000-699-000	PRIOR YR/ENDING CASH BALANCE	120,000.00	0.00	0.00	120,000.00	0.00
Net - Dept 000		210,245.00	122,205.00	122,205.00	88,040.00	
Dept 795 - HARBOR BOND DEBT						
795-795-804-200	PROFESSIONAL SERV/ DEBT AGENT FE	250.00	0.00	0.00	250.00	0.00
795-795-980-400	2012/CAP/IMP/REF/BOND/INT	19,995.00	0.00	0.00	19,995.00	0.00
795-795-980-450	2012/CAP/IMP/REF/BOND/PRIN	70,000.00	0.00	0.00	70,000.00	0.00
Net - Dept 795 - HARBOR BOND DEBT		(90,245.00)	0.00	0.00	(90,245.00)	
Fund 795 - HARBOR BOND DEBT FUND:						
TOTAL REVENUES		210,245.00	122,205.00	122,205.00	88,040.00	58.13
TOTAL EXPENDITURES		90,245.00	0.00	0.00	90,245.00	0.00
NET OF REVENUES & EXPENDITURES		120,000.00	122,205.00	122,205.00	(2,205.00)	101.84
TOTAL REVENUES - ALL FUNDS		2,148,558.00	586,898.50	586,898.50	1,561,659.50	27.32
TOTAL EXPENDITURES - ALL FUNDS		1,314,017.00	128,488.40	128,488.40	1,185,528.60	9.78
NET OF REVENUES & EXPENDITURES		834,541.00	458,410.10	458,410.10	376,130.90	54.93

**HARBORMASTER
MONTHLY ACTIVITIES REPORT
FOR THE MONTH ENDING FEBRUARY 28th, 2019**

1. Regular Harbor Commission meeting held February 11th 2019
2. Bids have been sent out via newspapers and internet for Dredge, receiving info back
3. Finishing painting all parking lot signs for the Harbor
4. Preparing bids for the bathroom floors and partitions
5. Shoreline (Scott Dawson) to increase the voltage on power pedestals 5% to 224.5 volts as soon as weather warms up
6. Received multiple calls regarding our 208 voltage on our power pedestals, mostly seasonal boaters.
7. Clay Friend still volunteering at the harbor
8. Conducting daily administration, building, bubblers and facility inspections.
9. Received quote from a different Fire Extinguisher inspector to compare against Northwest Fire price
10. RW Mercer prices for new computer/Til and credit card machine
11. Continued coordinating with boaters on relocating slips (harbors wish list) for 2019 season
12. Power Squadron will be conducting safety training at the pavilion June 14th
13. Don Reynolds will be holding a free fishing EXPO to all at the Pavilion June 19th
14. Have 3 new adults and 2 younger adults applying for seasonal positions
15. All adults are coming back for the 2019 season
16. B3 Ferry Conference call

T. C. RECORD-EAGLE, INC.
120 WEST FRONT STREET
TRAVERSE CITY MI 49684
(231) 946-2000
Fax (231) 946-8273

ORDER CONFIRMATION (CONTINUED)

Salesperson: DENISE LINGERFELT

Printed at 02/11/19 15:28 by dling

Acct #: 947854

Ad #: 512728

Status: New CHOLD CHOI

LEGAL NOTICE

Village of Elk Rapids
P.O. Box 398
Elk Rapids, MI 49629
231-264-9274

HYDRAULIC DREDGING INFORMATION

The Village of Elk Rapids will be accepting sealed bids for hydraulic dredging. **Dredging MUST be completed by May 14, 2019. Please submit SEALED BIDS before 10:00 a.m. March 8th, 2019.**

Quantities: Up to 3000 cubic yards

Disposal Site: Memorial Park Beach located south of marina basin. The sand will either remain on the beach as nourishment or get hauled away by the Harbor.

Permits: The Village of Elk Rapids is responsible for permits.
Antrim County Soil Erosion Permit
DEQ Permit #13-05-0009-P
Department of Army Permit #

Prior to commencement of dredging: Dredge contractor will do soundings to determine the amount of littoral drift sand material to be removed and advise Harbormaster of the amount.

The Village of Elk Rapids reserves the right to reject any or all bids for this service and is not limited to the lowest bid.

February 14, 21, 2019-2T

512728



March 5, 2019

Village of Elk Rapids
P.O. Box 398
Elk Rapids, MI 49629

ATTN: Mike Singleton
Harbor Master

SUBJ: Dredging – DEQ Permit #13-05-0009-P

Dear Mike,

MHD of Michigan/dba. Michigan Hydraulic Dredging (MHD) is pleased to submit this proposal for your review and consideration. We propose to furnish all labor, supervision, tools, equipment, mobilization, demobilization and materials to perform Dredging services at the subject project.

LUMP SUM PRICING

1. Dredging up to 3,000 cubic yards of material for:.....\$ 43,650.00
2. If additional Dredging is to be done it will charged at:.....\$ 10.00 per cubic yard

Scope:

1. Dredging will be in the channel, gas docks and marina area.
2. Spoils shall be pumped to the public beach area.
3. Spoils area to be excavated and built by others.
4. All silt fences for the spoils area for erosion by others.
5. All permits are the sole responsibility of the owner.
6. Turbidity curtains for the dredging area are not included in the price.
7. Turbidity curtain for discharge area is included in pricing.
8. MHD will work with the excavator chosen by the Village to coordinate the dredging project.

Thank you for this opportunity to prepare this proposal, and we look forward to discussing it with you soon. If you should have any questions, do not hesitate to contact me.

Very Truly Yours,

Michigan Hydraulic Dredging



Joel S. Christensen
President

BID OPENING RECORD
VILLAGE OF ELK RAPIDS

DEPARTMENT: HARBOR

DATE: 3-8-19

TYPE OF BID: DREDGING

TIME: 10:00AM

BIDS WERE RECEIVED FROM THE FOLLOWING VENDORS:

COMMENTS:

- 1 mtts of Michigan
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Only bid

BID SHEET

VILLAGE OF ELK RAPIDS

DEPARTMENT: HARBOR

DATE: 3-8-19

TYPE OF BID: DREDGING

TIME: 10:00 AM

NAME: MHS of Michigan

ADDRESS: 3001 N. Martin Luther King Jr Dr
Lansing MI 48906

PHONE: 517-323-4544

BID AMOUNT: \$43,650

COMMENTS: Additional = \$10/cubic yard
Only bid