

**Minutes
Village of Elk Rapids
Parks & Recreation Commission Special Meeting
February 25, 2021**

Present:

James Dake, Mike Conrad, Charlie Pryde, Gordon Stewart, Melissa West, Paula Moyer

Staff: Village Manager Brian Gruesbeck.

Dake calls meeting to order.

MOTION to approve agenda by West. Second by Moyer. **MOTION CARRIED.**

CITIZEN COMMENTS: n/a

NEW BUSINESS: Need to spend budgetary funds before they expire. Melissa West: researched event planners for Spring Into SummER event. Would like to hire Jen Wilson, local event planner. West has spoken to a lot of people and believes Jen is a good fit for a community event. \$3500 would be her fee.

MOTION by Pryde to hire Jen Wilson to plan the event. Second by West. **MOTION CARRIED.**

West: Suggests using Everydoor Direct Mail to promote the event.

MOTION by Pryde to approve spending \$1500 or less of 2021 promotional budget on Everydoor Direct Mail. Second by West. **MOTION CARRIED.**

UNFINISHED BUSINESS: n/a

MOTION by West to Adjourn. Second by Morris. Meeting adjourned.