

AGENDA
PARKS AND RECREATION COMMISSION
May 6 @ 7:00 PM
Meeting on Zoom

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – March 4, 2021
4. Citizen Comments – Any citizen who wishes to address the Parks and Recreation Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Commission may state 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.
5. New Business
 - A. Election of Officers
 - B. Review of proposed ordinance for commissioner selection
 - C. Review of proposed ordinance for vendors
 - D. GreenER - Bass Lake
 - E. Riverwalk Parking Lot Space
 - F. Ride Around Torch
6. Unfinished Business Updates
 - A. Spring into SummER Event
 - B. Budget Discussion
7. Correspondence --
8. Reports –Council Liaison, Other Members
9. Next Meeting – June 3, 2021—
10. Adjournment

ZOOM INSTRUCTIONS

PARKS AND REC

MAY 6, 2021

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84269945852?pwd=aGx3dWhpSWhzQ29UcGVEmhvdGh0dz09>

Passcode: 552624

Or One tap mobile :

US: +13126266799,,84269945852# or +16465588656,,84269945852#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128
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Webinar ID: 842 6994 5852

International numbers available: <https://us02web.zoom.us/j/84269945852>

Minutes

Village of Elk Rapids Parks & Recreation Commission March 4, 2021

Present: James Dake, Paula Moyer Kwin Morris, Charlie Pryde, Gordon Stewart, Melissa West

Excused: Michael Conrad

Staff: Kaitlyn Szczypka

Dake calls meeting to order.

Motion to add Sean Quinn to new business-

MOTION to adjust the agenda by Stewart. Second by Pryde. **MOTION CARRIED.**

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

MOTION by **West** to approve February minutes. Second by **PRYDE** **MOTION CARRIED**

MOTION by **MOYER** to approve February special meeting minutes. Second by **WEST**
MOTION CARRIED

CITIZEN COMMENTS: n/a

NEW BUSINESS: Sean Quinn owner of Bayfront Beach and Bike to present. He also briefly talked about Trail Town. Quinn went on to share how the test year went with rentals in Memorial Park, how we approved the next season and then COVID hit. He is re proposing the plan to the board with safety in mind and looking to get a recommendation from P&R. He proposes a rental of bikes, tubes, kayaks at Memorial Park. Memorial to Labor day. Only open on 70 degree days. Removes tent daily. Also has other recreation items for people to use. Donated 2,200 dollars to P&R in the first season. West asked anticipation of anything being added. Gordon asks if the shed took upto much space. Charlie asks about the volleyball court. Charlie also brought up the process of awarding a contract for a vendor to be in city lands.

MOTION by: **WEST** Parks and Recreation Board approve that a recreation vendor with no permanent footprint by located in the park with a note that we had a positive experience with Bayfront Beach and Bike **SECOND** by Pryde **MOTION CARRIED**

UNFINISHED BUSINESS:

A. Spring into Summer Event

West listed the many groups interested in this event. Pryde asked about responses. Jen Wilson discussed having a letter of intent by March 12th. Will follow up and re contact the initial contact list to see what they are planning to do. May 1st will start promotional plans by working with the city to put on a website along with flyers, posters, social media. Will reach out to restaurants to see they want to do a special menu, tasting, etc. Will reach out to schools to see if they will be involved with games, dance , face painting. Excited to bring the community together. Charlie asks what Parks and Rec can do to help. Start thinking about what activities the commission would like to see be done in the parks. The main goal is to get people into Elk Rapids and bring this community together. We talked about adding banners or asking if we had a budget to support that. Many ideas discussed. Yoga to start and end. Stand Up for Great Lakes with Beachfront for paddling. Butterfly house.

B. Budget-

Dake talks abouts the new budget and how we reset recently. Charlie talks about spending money and how seven thousand was moved to the capital fund. He suggests to take a look at the park this Spring and make improvements.

MOTION by Stewart: move the hammock posts and repurpose them to a new location.
SECOND by WEST. **MOTION CARRIED**

Reports: Pryde: Certificate of Recognition to Bill Cooper and how we have a new city manager. Village president gave an apology about a board meeting about the library. Green ER Earth Day events during the week of April 24th. Council approves Rotary Park project with Paddle Antrim. Green ER

Correspondence -- Idea from Dianne Richter- Paddle Bike and Hike event for Elk Rapids

Tough Mudder was brought up

MOTION by Stewart to Adjourn. Second by West

ADJORNED

PERIOD ENDING 05/31/2021

| GL NUMBER | DESCRIPTION | 2021-22 AMENDED BUDGET | YTD BALANCE 05/31/2021 | ACTIVITY FOR MONTH 05/31/2021 | AVAILABLE BALANCE | % BDGT USED |
|-------------------------------------|-----------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 694 - PARKS & RECREATION | | | | | | |
| 101-694-700-000 | WAGES | 4,241.00 | 544.75 | 0.00 | 3,696.25 | 12.84 |
| 101-694-715-000 | SOCIAL SECURITY | 324.00 | 41.68 | 0.00 | 282.32 | 12.86 |
| 101-694-716-000 | HEALTH INSURANCE | 639.00 | 102.28 | 0.00 | 536.72 | 16.01 |
| 101-694-718-000 | RETIREMENT | 424.00 | 54.46 | 0.00 | 369.54 | 12.84 |
| 101-694-719-000 | SICK & ACCIDENT BENEFIT | 69.00 | 11.52 | 0.00 | 57.48 | 16.70 |
| 101-694-720-000 | WORKER'S COMP | 74.00 | 0.00 | 0.00 | 74.00 | 0.00 |
| 101-694-818-000 | CONTRACTUAL/PROF SVCS | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 101-694-864-000 | TRAINING/CONFERENCES | 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 |
| 101-694-970-350 | TRAIL PROJECTS | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 101-694-977-500 | TO/GEN CAP/401/P&R PROJECTS | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 694 - PARKS & RECREATION | | 17,471.00 | 754.69 | 0.00 | 16,716.31 | 4.32 |
| TOTAL EXPENDITURES | | 17,471.00 | 754.69 | 0.00 | 16,716.31 | 4.32 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 17,471.00 | 754.69 | 0.00 | 16,716.31 | 4.32 |
| NET OF REVENUES & EXPENDITURES | | (17,471.00) | (754.69) | 0.00 | (16,716.31) | 4.32 |



Village of Elk Rapids

315 Bridge Street
P.O. Box 398
Elk Rapids, MI 49629-0398

Phone: 231-264-9274
Fax: 231-264-6676

MEMORANDUM

TO: Chair James Dake and Parks and Recreation Commission

FROM: Village Clerk Kaitlyn Szczypka

DATE: May 6, 2021

RE: Vendor and Commission Appointment Resolutions

At the April 5, 2021 Regular Council Meeting, Village Council considered two resolutions regarding the Board and Commission Application Process (RES 21-17) and Recreation Vendor Approval in Veterans Memorial Park (RES 21-18). The Village Council discussed the current processes and decided not to vote on either resolution, rather they wanted to discuss how these processes might be changed in the future.

These Resolutions reflect the executive function and duties of the Village President, as prescribed by the Code of Ordinances, as well as details of current practices. Summaries of the Resolutions are provided below:

Resolution 21-17: A Resolution to Outline the Appointment Process for Boards and Commissions in the Village of Elk Rapids – Chapter 2 §2-81 of the Code of Ordinances contains “The Village President shall recommend all other commission member appointments/reappointments to the council annually.” Resolution 21-17 detailed the current process beyond this portion of the code to include how interested citizens apply, the Village President discussing applicants with the respective Chairs of commissions, and so forth.

Resolution 21-18: A Resolution to Establish a Process to Select a Recreational Equipment Vendor at Veterans Memorial Park Beach Areas – Chapter 34 §34-31 of the Code of Ordinances states “No person should expose or offer for sale in a park any saleable merchandise. Exception is made as to any regularly licensed concessionaire acting by and under the authority and in the regulation of the village president.” Resolution 21-18 then detailed the current process beyond this portion of the code to include a process for approval.

Attached are the Resolutions for reference.



**VILLAGE OF ELK RAPIDS
RESOLUTION 21-17**

**A RESOLUTION TO OUTLINE THE APPOINTMENT PROCESS FOR BOARDS AND
COMMISSIONS IN THE VILLAGE OF ELK RAPIDS**

WHEREAS: THE VILLAGE OF ELK RAPIDS APPOINTS CITIZEN MEMBERS OT BOARDS AND COMMISSIONS; AND

WHEREAS: THE MEMBERS OF SUCH BOARDS AND COMMISSIONS SERVE FOR GIVEN PERIODS OF TIME (“TERMS”); AND

WHEREAS: IT IS NECESSARY FOR THE VILLAGE PRESIDENT, VILLAGE COUNCIL, AND THE CHAIRS OF THE BOARDS AND COMMISSIONS TO FOLLOW A PROCESS FOR SELECTING QUALIFIED MEMBERS TO EACH BOARD AND COMMISSION; AND

WHEREAS: IT IS IMPORTANT FOR CITIZENS TO UNDERSTAND THE APPLICATION PROCESS FOR SERVING ON VILLAGE BOARDS AND COMMISSIONS; NOW THEREFORE

BE IT

RESOLVED: THE APPOINTMENT PROCESS FOR BOARDS AND COMMISSIONS IS AS FOLLOWS:

1. Interested citizens submit an official application to serve on a board or commission to the Village Clerk (vllgclerk@elkrapids.org). The application will be printed, stamped, and signed by a Village staff member. It will remain on file at the Village Office for one year. Applications can be found at <https://elkrapids.org/document-center/>.
2. The Village President reviews all of the applications on file from the past year at the beginning of March. The Village President then talks with the chair of the board about the applications on file to see how each applicant might benefit the board. The Village president will then make recommendations for presidential appointments to Village Council.
3. Council receives presidential recommendations at the April regular meetings. Council will vote on appointments of potential members to boards and commissions.
4. Members who were approved by Council will take the constitutional oath after being appointed or reappointed. Applicants that were not selected will be notified via letter within a month after appointments are made.
5. Members will serve terms with limits that are specified in the General Code of Ordinances. If a member leaves their appointment, this process will repeat from step two. The newly appointed member will serve out the term of the previously appointed member.

YEAS:

NAYS:

EXCUSED:

I, KAITLYN SZCZYPKA, VILLAGE CLERK, DO HEREBY CERTIFY THAT THE ABOVE RESOLUTION 21-17 WAS DULY ADOPTED AT THE REGULAR COUNCIL MEETING HELD ON APRIL 5, 2021.

**VILLAGE OF ELK RAPIDS
RESOLUTION 21-18**

**A RESOLUTION TO ESTABLISH A PROCESS TO SELECT A RECREATIONAL EQUIPMENT
VENDOR AT VETERANS MEMORIAL PARK BEACH AREA**

WHEREAS: SECTION 34-31 (“MERCHANDISING AND ADVERTISING”) OF THE VILLAGE CODE OF ORDINANCES ALLOWS CONCESSIONAIRES TO SELL MERCHANDISE IN VILLAGE PARKS UNDER THE AUTHORITY AND DIRECTION OF THE VILLAGE PRESIDENT; AND

WHEREAS: PEOPLE ENJOY WATER SPORTS AND OTHER RECREATIONAL ACTIVITIES IN VETERANS PARK; AND

WHEREAS: HAVING ACCESS TO SAFE EQUIPMENT IS A BENEFIT TO PEOPLE USING VETERANS PARK; AND

WHEREAS: IT IS IMPORTANT TO REGULATE VENDORS AND CONCESSIONAIRES IN VILLAGE PARKS; THEREFORE NOW.

BE IT

RESOLVED: THE PROCESS FOR APPROVING A VENDOR OF RECREATIONAL EQUIPMENT AT THE VETERANS MEMORIAL BEACH PARK AREA IS AS FOLLOWS:

1. Vendors who wish to rent or sell recreational sports equipment to people using Veteran’s Park must express interest to the Village President, Village Manager, or the Elk Rapids Parks & Recreation Commission.
2. The Village Manager & Parks and Recreation Commission (“Vendor”) may recommend approval or denial of the Vendor’s proposal to rent or sell recreational sports equipment.
3. Upon approval, the Village President will direct the Village Manager and vendor to develop and execute a memorandum of understanding (MOU) which formalizes the responsibilities of the Vendor.
4. The MOU may be allowable for a period not to exceed three (3) years.
5. Approved vendors must provide proof of liability insurance to the Village Manager.
6. This process extends only to vendors of recreational equipment proposing to serve Veterans Park and shall not apply to vendors of other merchandise in any other Village park.

YEAS:

NAYS:

EXCUSED:

I, KAITLYN SZCZYPKA, VILLAGE CLERK, DO HEREBY CERTIFY THAT THE ABOVE RESOLUTION 21-18 WAS DULY ADOPTED AT THE REGULAR COUNCIL MEETING HELD ON APRIL 5, 2021.

Lori Dawson

From: James Dake <jamesmdake@gmail.com>
Sent: Monday, March 29, 2021 6:35 PM
To: Lori Dawson; Kaitlyn Szczypka
Subject: Fwd: Ride around Torch

To be included in P&R packet as correspondence.

----- Forwarded message -----

From: **Melissa West** <melissaannemartinwest@gmail.com>
Date: Mon, Mar 29, 2021 at 6:03 PM
Subject: Fwd: Ride around Torch
To: James Dake <jamesmdake@gmail.com>

----- Forwarded message -----

From: **Tim Reicha** <treicha@shortsbrewing.com>
Date: Fri, Mar 19, 2021 at 1:01 PM
Subject: Ride around Torch
To: Melissa West <melissaannemartinwest@gmail.com>, Mike Conrad <mconrad28@gmail.com>

Greetings Melissa and Mike!

I am reaching out because I had started a sponsorship relationship with Cherry Capital Cycling Club before the pandemic for their Ride Around Torch cycle tour event pre-pandemic. It was cancelled last year. They are attempting to execute a scaled back event this year with 250 participants max instead of the usual 1000. The date is scheduled to be July 18. Unfortunately after a lot of waiting they just heard back from Elk Rapids Schools that they will not be able to use the school property for parking and registration this year. When they reached out to me for help with brainstorming a back up plan, I wondered if Elk Rapids Parks might be able to help in some way? If you are willing to at least have a conversation with Paula from the club, I would love to connect you to see if we can help them to continue with the event for 2021 at the reduced capacity rather than having to cancel for a second year. Please let me know if I can connect you all and if I should add anyone to the email thread.

Thanks in advance for considering,

Tim Reicha
Festival and Events Director

C: 231.392.4702 | O: 231.498.2300 x100
211 Industrial Park Drive, Elk Rapids, MI 49629

