

HARBOR COMMISSION AGENDA
Meeting Monday, September 13th, 2021
Begins at 6:30 pm
315 Bridge St, Elk Rapids, MI 49629

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- a. Harbor Commission meeting held July 12th, 2021

3. CONFLICT OF INTEREST: Any commission member who believes he or she has a conflict of interest regarding any item on this agenda shall so state that conflict at this time. Does any member believe they have a conflict of interest regarding any item on this agenda?

4. CITIZENS COMMENTS: Any citizen who wishes to address the Harbor Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Harbor Commission may state their name, address and, if applicable, their affiliation. The Village President should recognize the citizen before speaking. A five-minute limitation applies unless extended by the chairman. 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 commission.

6. REPORTS

- a. Staff – Harbormaster (see attachment)
- b. Council – Doug Bronkema
- c. Treasurer’s Report (see attachment)

7. OLD BUSINESS

- a. No refund of slip fee to #102, Peter and Margaret Haddix
- b. Barge update by Harbor Commission
- c. Sidewalk update by Harbor Commission

7. UNFINISHED BUSINESS

- a. Harbor Commission Rules and Regulations discussion (Duties of Chair, Duties of Vice-Chair, Duties of Secretary, Authority of Commissioners, Harbor Commission Missions, Goals, etc.)

8. NEW BUSINESS

- a. Replace the wood on the pavilion cupola
- b. Quote for fuel dock deck renewal

9. CORRESPONDENCE

10. ADJOURNMENT

THERE WILL BE NO ZOOM LINK FOR PUBLIC PARTICIPATION

When: September 13th, 2021 06:30 PM Eastern Time (US and Canada)

Topic: Harbor Commission – September 13th, 2021

DRAFT

HARBOR COMMISSION MINUTES:

July 12th, 2021

CALL TO ORDER: Meeting called to order at 6:30 P.M.

PRESENT: Fisher, Blesma, Bronkema, Wiltse

ABSENT: Orschel (6:33pm), Hansen, Berck

APPROVAL OF MINUTES:

- a. Regular Harbor Commission meeting held June 14th, 2021: Commissioner Bronkema motioned, and Commissioner Wiltse seconded to approve the minutes from the regular Harbor Commission meeting June 14th, 2021. All members present voting yes (4-0). Motion carried. Harbor Chair Fisher proposed an amendment to the July agenda, add item 8(f) refund for annual slip fee to Mr. Skyler Nelles. After a review of harbor rules a motion was made by Commissioner Orschel to amend item 8 and to add section (f) annual slip refund. Motion second by Commissioner Wiltse, all commissioners present voting yes (5-0). Motion carried.

REPORTS:

- a. Harbormaster Singleton presented the monthly report to the Commission
- b. Council: Report presented by Trustee Bronkema
- c. Treasurer: Harbormaster Singleton provided up to date FY2021-2022 revenue and expenditure report

CITIZENS COMMENT: 2 citizen comments

OLD BUSINESS:

- a. Recording Secretary position selected as per Article II section A in the Harbor Commission Bylaws to the Harbormaster Mike Singleton
- b. Fishing Expo with Don Reynolds at the Pavilion
 - i. Don Reynolds provided Harbormaster and Commission with itemized financial report of Fishing Expo expenditures and an update on the event held June 30th 2021
- c. Elk Rapids Fee Schedule updated to a onetime \$100.00 payment per slip size on the Harbor's waitlist has been approved by the Village Council (6-1)

UNFINISHED BUSINESS

- a. Harbor Commission Rules and Regulations discussion (Duties of Chair, Duties of Vice-Chair, Duties of Secretary, Authority of Commissioners, Harbor Commission Missions, Goals, etc.)
 - i. Chairman Fisher identified the 5-year plan will have to be updated in 2022
 - ii. Harbormaster to add 5-year plan and discussion as a new business item to October 2021 or November 2021 agenda
- b. Harbor Commission Chair request that a member of the Village Staff provide revenue and expenditure report explanation and training to the Commission in October 2021 or November 2021

NEW BUSINESS:

- a. Three (3) barge quotes with all specifications of the barge's length, the width, draft, articulating crane, working load limit, engine power, additional anchoring options, trailer, and miscellaneous costs, were all presented by the Harbormaster to the Commission at their request (per the June 2021 Harbor Commission meeting). The Harbormaster provided information that he feels the current harbor barge is structurally unsafe for the work that is being conducted. The Harbormaster identified unsafe equipment and practices that need to be addressed immediately to prevent potential staff injuries and damage to village and/or boater property. The Harbormaster stated that procurement and fabrication of a new barge and delivery is approximately one year away. The Harbormaster additionally stated that he cannot in good conscience have staff continue to work in conditions that are unsafe and that he would ask for a budget amendment to hire a private contractor each fall and spring to complete necessary work. The Harbormaster stated that the commission should take action to vote and move forward with applying for grants and to begin budgeting for a 2022 purchase. No motion or vote was made by the Harbor Commission. Commissioner Orschel requested pictures of a barge and stated that wanted to be able to step on a barge to see

how it worked. Harbor Chair requested Commissioner's Berck and Orschel contact and work with the Harbormaster to further research a barge.

- b. Refund request of \$1,222.00 (50%) for seasonal slip holder #102, Peter and Margaret Haddix NOT awarded as per harbor rules and village contract
- c. The Harbormaster presented a portable sewage pumpout fee increase to \$20 for a vessel under 30', \$30 for a vessel under 40', \$40 for a vessel under 50', \$50 for a vessel under 60'. Vessels requesting a portable sewage pumpout shall have dockside access for staff to conduct pumpout safely and in accordance with Michigan Clean Marina best practices. A motion to approve an increase to the portable sewage pumpout fee was made by Commissioner Wiltse, the motion was second by Commissioner Bronkema. All Commissioners present voting yes (5-0), motion carried to increase portable sewage pumpout fees.
- d. Discussion of human waste disposal/dumping at the harbor
 - i. It is to be enforced by the Harbormaster and with the support of the Harbor Commission that ANY disposal/dumping of raw human waste from a marine sanitation device (MSD) such as a porta john, porta toilet, holding tank, receptacles or bucket inside the harbor facility (bathroom toilets/deep sink) shall be strictly forbidden and cause for indefinite expulsion from the harbor.
 - ii. Signage shall be posted strictly forbidding the transport, disposal, or dumping of human waste in any harbor facility or in the water
- e. Harbormaster presented two (2) pavilion concrete repair quotes to the Harbor Commission which will fix several uneven and hazardous cracks in cement walkway/pads that have been identified as significant tripping hazards. Commissioner Orschel stated that he has a company that he would like to come in and evaluate the conditions and bid the work at the pavilion. No vote or motion by Harbor Commission to proceed with fixing cement walkway area around pavilion was taken by the Commission.
- f. A 100% refund request for new seasonal slip holder, slip 124, Mr. Skyler Nelles. After review of the harbor rules a motion was made by Commissioner Orschel and second by Commissioner Blesma to refund 0% of the seasonal slip to Mr. Skyler Nelles. All Commissioners present voted, 4 YES and 1 vote NO. Motion carried 4-1 for a 0% refund to Mr. Skyler Nelles.

CORRESPONDENCE:

- a. Great Lakes water levels
- b. ACOE weekly Great Lakes water level update
- c. Mr Peter Haddix refund request

ADJOURNMENT: Meeting adjourned at 7:49 P.M.



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: Bryan Gruesbeck
FROM: Mike Singleton, Harbormaster
DATE: August 2nd, 2021
RE: July 2021 Monthly Report

1. Replaced multiple dock boards throughout the harbor
2. Preventative maintenance and repair on the pump out machine
3. Fixed main water line crack on B dock
4. Purchase new absorbent boom
5. Broken keyless entry to laundry room fixed with new handle and coding system
6. Replaced and leveled multiple pavers around BBQ area
7. Received quote for replacing gazebo railings with stainless wire rope, swage fittings and pelican hooks
8. Submitted grant request for new pump out system through MDNR
9. Received power pedestal electrical and coaxial cable covers, installed on pedestals
10. Fixed bumpers at launch ramp
11. Fixed leaking spigots and identified approximately 10 that need to be replaced
12. Held meeting with GT Watershed about bioswale
13. Windmueller to provide quote on installing additional coax cable to pedestals missing hardware
14. Implemented waitlist rules
15. Harbormaster worked with US Geological biologist Daryl Hondorp and Brag Briggs Chief engineer R/V Arcticus for storing and using the facility for their 25 mooring rocks utilized for tracking fish in GT Bay
16. Passed state inspection from the Michigan Licensing and Regulatory Affairs Deputy Boiler Division 7/8/2021
17. Chris Kelly from 45th Parallel Marine to inspect with harbormaster the scope of work for the rip rap sink holes
18. Held multiple events at the Pavilion including two weddings as well as Summer Concert series
19. RW Mercer conducted maintenance on Point-of-Sale system and replaced batteries, inspected, and verified the VPN/MBS was functioning properly
20. MiMats Diesel tax filed for marine diesel sales





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: Bryan Gruesbeck
FROM: Mike Singleton, Harbormaster
DATE: September 1st, 2021
RE: August 2021 Monthly Report

1. Maintenance performed on the air conditioning condenser at the pavilion and ordered winter cover for the unit
2. Pavilion cupola exterior wood pressure washed, re-stained, and finished with a clear sealant
3. East Bay Irrigation inspected harbor ground sprinkler system, cleaned filters, and reset timers
4. Dock Attendant of the Year Scholarship awarded to Ethan Pike
5. New Dock Attendant of the Month plaque installed in the Harbor Day Room
6. Hogarth's Pest Control completed fall preventative bug and mouse treatment
7. Assisted the Parks & Rec Department for the CommUNITY Elk Rapids fall function by donating harbor stage and tent
8. Harbor Days Celebration, Rotary chicken, DNR boat, Schooner Perception tours, coordination with multiple agencies for safe operations during the fireworks display
9. Received quote from Parallel 45 tug and barge for construction work on seawall south of pavilion
10. Assisted the Harbor Commission from Elmwood with information to update their wifi system and access points
11. Passed inspection from Michigan Licensing and Regulatory Affairs, Weights and Measures for gas pumps and gas quality
12. Inhabitect and OSU added additional vegetation to the bioswale and rain garden
13. Summer Concert series has concluded, 6 total concerts free to public
14. Harbormaster conducted meetings with MBIA and Clean Marina Program Operations Team
15. Continued working with Antrim County Emergency Service Coordinator on upcoming training
16. Had PLM Lake and Management Corp conduct survey for weeds and algae in the harbor
17. Submitted a grant request to MDNR for a new sewage pump system
18. Ordered multiple outlet covers and additional safety items for the harbor power pedestals



EEO
Equal Opportunity Employer



 **EEO**
Equal Opportunity Employer

**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	\$7,425.12	1801	\$25,583.31	7352	\$99,170.04	23,505
Diesel	\$3,802.02	1004	\$22,832.63	6174	\$29,179.36	9,126
Transient	\$10,750.00	153	\$21,444.00	355	\$64,614.67	896
Waiting List	\$400.00	20	\$680.00	34	\$1,400.00	44
Daily Ramp Passes	\$1,869.50	267	\$1,905.50	272	\$2,310.00	330
Seasonal Ramp Passes	\$4,170.00	104	\$2,640.00	66	\$2,470.00	62

	August Harbor Stats		September Harbor Stats		Total as of 11/01/21	
	Revenue	Number/ Gallons Sold	Revenue	Number/ Gallons Sold	Revenue	Number/ Gallons Sold
Gas	\$72,183.00	16,130				
Diesel	\$19,952.00	6,354				
Transient	\$41,144.00	664				
Waiting List	\$1,440.00	16				
Daily Ramp Passes	\$2,669.00	381				
Seasonal Ramp Passes	\$268.00	7				