



Village of Elk Rapids

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

Phone: 231-264-9274
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elkrapids.org

AGENDA

**ELK RAPIDS REGULAR VILLAGE COUNCIL MEETING
MONDAY, OCTOBER 4, 2021, 7:00 PM
GOVERNMENT CENTER, 315 BRIDGE STREET, ELK RAPIDS, MI 49629**

COUNCIL MEETS THE FIRST AND THIRD MONDAYS, EXCEPT HOLIDAYS

NOTE: COUNCIL NEEDS AFFIRMATIVE 2/3 VOTE OF ALL COUNCIL MEMBERS TO RAISE TAXES, PURCHASE, LEASE OR SELL VILLAGE PROPERTY AND FOR APPROPRIATION OF MONIES; MOST OTHER VILLAGE BUSINESS NEEDS A SIMPLE MAJORITY VOTE.

COURTESY REMINDER: PLEASE HOLD ALL SIDE-BAR CONVERSATIONS OUTSIDE OF COUNCIL CHAMBERS. THESE CONVERSATIONS ARE DISTRACTING AND HINDER COUNCIL'S ABILITY TO HAVE PRODUCTIVE DISCUSSIONS.

(PLEDGE OF ALLEGIANCE – ROLL CALL – TAPED MEETING NOTICE)

1. ROLL CALL

2. APPROVE AGENDA

The Agenda may be modified at this point if approved by Council. If Council does not wish to modify the Agenda, Council may approve the Agenda as presented.

3. CERTIFICATE OF APPRECIATION – JOSEPH FISHER

4. CONFLICT OF INTEREST:

Any council 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?

5. CITIZEN COMMENTS:

Any citizen who wishes to address the Village Council on a matter not listed on this agenda may speak at this time. Persons addressing the Village Council 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 council.

6. CONSENT CALENDAR (Voice Vote, even if removed)

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one council motion without discussion beyond asking

questions for simple clarification. Any council member may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed from the consent calendar, the action noted on the agenda is approved by a single council action adopting the consent calendar.

A. ACCEPT MEETING MINUTES

1. Regular Council Meeting – September 21, 2021
2. Elk Rapids District Library Board – August 12, 2012
3. Elk Rapids Housing Commission – August 17, 2021
4. Planning Commission – August 24, 2021

B. APPROVAL OF BILLS

7. UNFINISHED BUSINESS

- A. ROTARY PARK UPDATE** – Paddle Antrim Director Deana Jerdee will update Council on the status of the Rotary Park improvements.
- B. STRATEGIC PLAN UPDATE** – The Council will review the status of one (1) Goal each meeting. Tonight, the Council will be briefly discussing *“Goal 6: Strengthen the Village’s economy and employment base through the expansion of the current balance of commercial and industrial activity.”*
- C. POWERHOME SOLAR UPDATE** – At the September 21, 2021 regular council meeting, Council voted to delay the vote on the changes to the PowerHome Solar financing agreement until the October 4, 2021 regular council meeting.
- D. MUNICODE AMENDMENT** – At the September 7, 2021 regular meeting, Village Clerk Kaitlyn Szczyпка brought up during her report that the Municode representative inquired if Council would like to include zoning code in the current recodification project. Municode has forwarded an amendment for Council’s consideration. Please read the agreement and corresponding memo for more information.
- E. MICHIGAN INTERSTELLAR TRANSPORTATION AND TOURISM INFRASTRUCTURE NETWORK (MITTIN)/AMES ST CORRIDOR IMPROVMENTS** – Attached please review support letter for the MITTIN coalition which will work toward funding for Ames St corridor improvements. Michael Jantz (C2AE) will attend to speak on the coalition.
- F. MITCHELL DRIVE SEWER** – The Village will need to consider the construction of a new sewer main to serve failing septic systems along the Elk River. Gosling Czubek and Staff will discuss technical and financing alternatives.

8. NEW BUSINESS:

- A. ICE RINK RELOCATION** – The owners of the Elk Rapids Marina are offering their parking area as a new location for the Village skating rink.
- B. LIQUOR LICENSE: LOCAL GOVERNMENT APPROVAL** –The Elk Rapids Marina is seeking to obtain a liquor license for Beer/Wine at its store.
- C. FIRST READING – ORDINANCE #504** – The Planning Commission approved a recommended ordinance for Council to consider. If Council approves, it can set a public hearing on November 1, 2021, during the regular meeting.
- D. RESOLUTION 21-43 – POLICE VEHICLE PURCHASE (GORNO FORD), NOT TO EXCEED \$50,020** – In accordance with the Vehicle Replacement policy, the Elk Rapids Police Department is proposing the purchase of a new vehicle for their fleet.
- E. RESOLUTION 21-44 – AUTHORIZE TOP LINE ELECTRIC TO INSTALL STANDBY GENERATOR FOR THE DPW BUILDING, NOT TO EXCEED \$12,000** – DPW put out a bid to install a generator at their main building to have electricity in case of emergency to pump

onsite diesel fuel, open garage doors, heat the building, or keep staff computers running.

- F. RESOLUTION 21-45 – AUTHORIZE TOP LINE ELECTRIC TO INSTALL A REPLACEMENT VARIABLE FREQUENCY DRIVE (VFD) AT LIFT STATION #6, NOT TO EXCEED \$14,000** – DPW is recommending replacing the Variable Frequency Drives (VFD) at Lift Station #6 and all other originals VFDs with a scheduled event.

9. CORRESPONDENCE

10. STAFF REPORTS:

- A. Village Manager Report – Bryan Gruesbeck
- B. Village Clerk’s Office – Kaitlyn Szczypka
- C. Police Chief – Dave Centala
- D. Planning & Zoning Administrator – Kerri Esterley
- E. DPW Superintendent – Marcus Evans
- F. Harbormaster – Mike Singleton

11. COUNCIL COMMENTS

12. UPCOMING MEETING DATE:

- **REGULAR COUNCIL MEETING** – Monday, October 18, 2021, at 7 PM

13. MOTION TO ADJOURN

(Council shall not begin considering any matter on the agenda not yet under consideration by the hour of 10:30 p.m. except by unanimous consent of members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting, if one is called.

(Ordinance #465 – Rules of Procedure)

MEMBERS OF THE PUBLIC:

Please see the attached instructions for participating electronically in this meeting. The Village will be using Zoom webinar to allow for public participation in this meeting. Please read all instructions before joining the meeting.

Before the start of the meeting

1. Zoom virtual meeting will start 15 minutes before the posted meeting start time.
2. All participants will be placed in a virtual waiting room until the meeting moderator (Host) starts the virtual meeting.
3. Video/Audio Settings
 - a. Council members, the Village Clerk, and the Village Manager will be unmuted immediately (by the meeting moderator) upon joining the meeting.
 - b. Meeting attendees will have their video turned off and we will not see their faces.
 - c. The meeting moderator is the only person who is able to unmute meeting participants during the meeting.
4. Information you need to know:
 - a. Recorded Meeting: This meeting is being recorded.
 - b. Public Participants: All meeting participant’s audio will be muted, and their individual video broadcast will be turned off when they join the virtual meeting.

- c. Violations: According to the Attorney General, disruptive behavior maybe be subject to criminal charges under MCL 752.797 and MCL 750.540. Disruptive behavior may result in being muted, being returned to the waiting room, or being removed from the meeting.
- d. Public Comments:
 - i. The Village President will announce that we have reached public comment.
 - ii. Participants wishing to speak will “raise their hand.”
 - iii. The Village President will greet the person, ask them to state their first/last name, home address and limit their comments to 3 minutes.
 - iv. The moderator will unmute them.
 - v. After their comments have been concluded, the moderator will mute the participant.

NOTE: We will complete steps 2-4 until all public comments have been heard.

After the meeting adjourns

- 1. Meeting Moderator will save the meeting recording to the Zoom cloud.

How the public can participant in the meeting

Virtual meeting link is included with agenda materials (below):

Options to join:

- o Copy and Paste the meeting link - no need to setup a FREE Zoom account.
- o Use Zoom app or web site – only need meeting ID and password.

Zoom webinar functions best from a personal computer or tablet.

For cell phone users, *9 allows you to raise your hand, *6 toggles mute.

You are invited to a Zoom webinar.

When: Oct. 4, 2021 07:00 PM Eastern Time (US and Canada)

Topic: Oct. 4, 2021 Regular Council Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87247134389?pwd=cGVwUFkzc1UxcTYxOUoyUVc5dUs4QT09>

Passcode: 728798

Or One tap mobile :

US: +13126266799,,87247134389# or +16465588656,,87247134389#

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 or +1 253 215 8782

Webinar ID: 872 4713 4389

International numbers available: <https://us02web.zoom.us/j/87247134389>

HEARING IMPAIRED: FOR THOSE REQUIRING ASSISTANCE, PLEASE NOTIFY THE VILLAGE NO LATER THAN THE FRIDAY BEFORE THE MEETING SO THAT WE CAN NOTIFY YOU AS TO HOW TO ACCESS THIS ASSISTANCE.

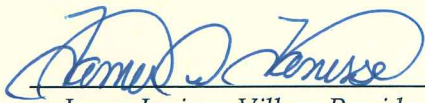


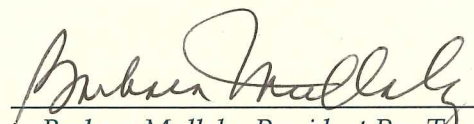
Village of Elk Rapids Certificate of Recognition

JOSEPH FISHER


- WHEREAS:** THE VILLAGE OF ELK RAPIDS PERIODICALLY DEMONSTRATES ITS APPRECIATION TO SIGNIFICANT INDIVIDUALS FOR THEIR WILLINGNESS TO SERVE; AND
- WHEREAS:** JOSEPH FISHER HAS SERVED AS A MEMBER OF THE ELK RAPIDS HARBOR COMMISSION SINCE 1998; AND
- WHEREAS:** JOSEPH HAS SERVED THE CITIZENS OF ELK RAPIDS FAITHFULLY AND UNSELFISHLY DURING A TIME WHEN PUBLIC SERVICE IS NOT ALWAYS DEMONSTRATED; NOW, THEREFORE,
- BE IT RESOLVED:** THAT THE ELK RAPIDS VILLAGE COUNCIL WISHES TO EXTEND THEIR SINCERE THANKS TO JOSEPH FOR HIS INVESTMENT OF TIME AND ENERGY IN THIS COMMUNITY.

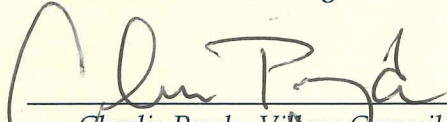
PRESENTED THIS 4TH DAY OF OCTOBER, IN THE YEAR TWO THOUSAND TWENTY-ONE.

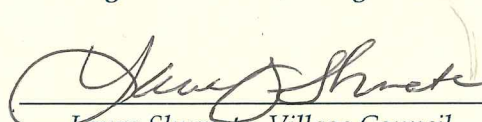

James Janisse, Village President

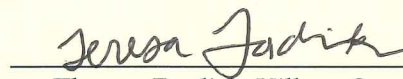

Barbara Mullaly, President Pro-Tem


Elaine Glowicki, Village Council


Douglas Bronkema, Village Council


Charlie Pryde, Village Council


Laura Shumate, Village Council


Theresa Fostick, Village Council

315 Bridge Street
P.O. Box 398
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MINUTES
ELK RAPIDS REGULAR VILLAGE COUNCIL MEETING
TUESDAY, SEPTEMBER 21, 2021, 7:00 P.M.
THIS WAS A HYBRID MEETING

COUNCIL MEETS THE FIRST AND THIRD MONDAYS, EXCEPT HOLIDAYS.

NOTE: COUNCIL NEEDS AFFIRMATIVE 2/3 VOTE OF ALL COUNCIL MEMBERS TO RAISE TAXES, PURCHASE, LEASE OR SELL VILLAGE PROPERTY AND FOR APPROPRIATION OF MONIES; MOST OTHER VILLAGE BUSINESS NEEDS A SIMPLE MAJORITY VOTE.

(PLEDGE OF ALLEGIANCE – ROLL CALL – TAPED MEETING NOTICE)

PRESENT: VILLAGE PRESIDENT JAMES JANISSE; COUNCIL TRUSTEES DOUG BRONKEMA, TRACY FOSDICK, ELAINE GLOWICKI, CHARLIE PRYDE, and LAURA SHUMATE.

EXCUSED: PRESIDENT PRO-TEM BARB MULLALY.

STAFF: VILLAGE MANAGER BRYAN GRUESBECK and VILLAGE CLERK KAITLYN SZCZYPKA.

IN-PERSON CITIZEN ATTENDANCE: 10

VIRTUAL CITIZEN ATTENDANCE: 10

AGENDA APPROVAL – MOTION by PRYDE, second by BRONKEMA to remove item 7A “ROTARY PARK UPDATE” and add correspondence. All those present voting yes. MOTION CARRIED.

CONFLICT OF INTEREST: None.

CITIZEN COMMENTS: Three citizens commented.

CONSENT CALENDAR

MOTION by BRONKEMA, second by FOSDICK, to adopt the Consent Calendar as amended:

A. ACCEPT MEETING MINUTES

1. Regular Council Meeting – September 7, 2021
2. Beautification Commission – August 18, 2021
3. Harbor Commission – July 12, 2021

B. APPROVAL OF BILLS in the amount of \$186,704.85 and Payroll in the amount of \$48,532.55.
C. AUGUST 2021 FINANCIALS

All those present voting yes. **MOTION CARRIED.**

UNFINISHED BUSINESS:

POWERHOME SOLAR FINANCING – Village Manager Gruesbeck updated Council on the changes approved by Village Attorney Scott Howard.

MOTION by **SHUMATE**, second by **PRYDE** to accept the agreement as presented.

Glowicki made a motion to delay, Pryde rescinded second to support new motion. Shumate rescinded motion.

MOTION by **GLOWICKI**, second by **PRYDE** to delay the vote on the agreement until the October 4, 2021 regular council meeting. All those present voting yes. **MOTION CARRIED.**

STRATEGIC PLAN UPDATE – Village Manager Gruesbeck updated Council on progress made on *Goal 5 – Work collaboratively to increase informed citizen participation in the policy process of the Village.*

HOUSING TASK FORCE – President Janisse nominated the following individuals to serve on the new Housing Task Force:

1. Camille Campbell
2. Matt Doran
3. Kerri Esterley
4. Bryan Gruesbeck
5. James Janisse
6. Maryl Kohl
7. Tony Lentych
8. Barb Mullaly
9. Royce Ragland
10. Karen Simpson

MOTION by **PRYDE** second by **FOSDICK** to appoint the recommended members of the Housing Task Force. All those present voting yes. **MOTION CARRIED.**

NEW BUSINESS – None.

CORRESPONDENCE – Received.

CITIZEN COMMENTS: One citizen commented.

COMMISSION/COMMITTEE REPORTS – Received.

CITIZEN COMMENTS: Two citizens commented.

CONSOLIDATED MONTHLY REPORT – Received.

A. Village Manager Report – Bryan Gruesbeck

COUNCIL COMMENTS – Received.

UPCOMING MEETING DATE AND OTHER EVENTS:

- **REGULAR COUNCIL MEETING** – Monday October 4, 2021, at 7:00 p.m. at the Village Government Center, 315 Bridge St., Elk Rapids, MI 49629

MOTION by **PRYDE**, second by **BRONKEMA** to adjourn at 8:26 p.m. All those present voting yes.
MOTION CARRIED.

Elk Rapids District Library Board of Trustees
Meeting Minutes
August 12, 2021
Governmental Center, 315 Bridge St. Elk Rapids, MI

approved 9.9.21

note: minutes follow the agenda

1. Call to Order: By President Tom Stephenson at 5:00 pm

Members Present: Barb Johnson, Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Chuck Schuler, Dick Hults, Karen Simpson, and Diane Geddes

Also Present: Director Nannette Miller and Friends of the ERDL chair Sharon Bacon. This meeting is being held in person at the Elk Rapids Governmental Center. There are 22 people in the audience at the start of the meeting.

Members absent: None

2. Approval of Agenda:

Motion: Johnson/Schuler to approve the agenda.

Motion carried.

3. Public Comment:

Trisha Perlman stated that she was hopeful we will all be more skillful as we move forward in dealing with the newly discovered deed and the survey results and try to be more accurate, and kinder as we communicate with each other. Her wish list included:

Having a copy of the 1960 deed that was discovered with the title search placed on the website so people can review. : The donor letter should explain there was no referendum and it should be clear that the library does not own the building. : The Friends meetings should be open to all. : This board should develop an ethics policy for behavior for board members. : The Village is a council manger form of government. No one trustee, or officer, may speak for the Village. We can accomplish so much more when we work together with accurate information and fair representation of intentions.

4. Trustee Education:

A short video from United for Libraries "Short Takes for Trustees" titled Board of Trustees was played.

5. Approval of Minutes:re: July 8, 2021meeting minutes

Correction: Director's Report: ARPA Grants not ARBOR Grants.

Secretary will also add a note that the July 15th meeting was cancelled.

Motion: Simpson/Johnson to approve the minutes of July 8, 2021 as amended.

Motion carried.

6. Treasurer's Report and Approval of Bills:

Geddes read the report and the checks written against the general fund.

Motion: Schuler/Hults to approve the reports and checks from the general fund.

Roll Call:

Pollister Amos: Yes

Stephenson: Yes

Hults: Yes

Atkinson: Yes

Geddes: Yes

Johnson: Yes

Schuler: Yes

Simpson: Yes

Motion carried.

Geddes read from the list of checks that need additional approval

Motion: Simpson/Atkinson to approve the additional checks from the general fund.

Roll Call:

Schuler: Yes

Pollister Amos: Yes

Simpson: Yes

Stephenson: Yes

Johnson: Yes

Atkinson: Yes

Hults: Yes

Geddes: Yes

Motion carried.

7. Correspondence:

President Stephenson received two requests for refunds from the Capital Campaign. One for \$5,000 and a second one for two donations: one for \$100,000 and a second one for \$400,000 both from the National Christian Foundation. The refund checks are ready and need to be approved. Stephenson said he spoke with the attorney to make sure this process is being done correctly and how donations/refunds to the library can and should be handled.

Stephenson also received an email request from the Village president to update the council on the operations of the library. He will do that on September 7th. He will also go to the both Elk Rapids and Milton townships and will bring Director Miller to all three meetings in case there are any operational questions. He also wants to talk about programs and how those could be handled this year.

8. Unfinished Business:

A. Friends Financial Review:

At the last meeting we had a discussion about how to pay for the Friends financial review. Now we need to vote if we want to pay for that.

Motion: Schuler/Atkinson to pay for the costs of the Friends financial review

Roll Call:

Atkinson: Yes
Pollister Amos: Yes
Schuler: Yes
Geddes: Yes
Johnson: Yes
Hults: Yes
Stephenson: Yes
Simpson: Yes
Motion carried.

Johnson asked if the financial review had been completed yet. Stephenson said it was not complete since there were a few questions on transfers that needed to be resolved. Stephenson also explained that Laura Savoie , the new Friends treasurer, had spent a lot of time helping to provide information to DGN and had contacted the State of Michigan to get them to accept a financial review as opposed to a full blown audit which will reduce the cost to the Friends.

Motion: Hults/Atkinson to approve four checks to be paid from the Expansion account , the three refund checks and one check to DGN the CPA firm handling the Friends review:

Geddes: Yes
Simpson: Yes
Schuler: Yes
Pollister Amos: Yes
Hults: Yes
Atkinson: Yes
Johnson: Yes
Stephenson: Yes
Motion carried.

B. Letter to Donors:

A letter was drafted last month and was discussed at the July 8, 2021 meeting. It was then sent to our lawyer at Foster Swift for his suggested changes. An updated letter with the attorney's suggested changes was in today's the board packet. Stephenson suggested that there may be more changes to make before it's sent to donors. Members discussed the those possible changes and agreed on an updated version.

Pollister Amos read the updated draft as follows:

Donor Name
Address

Dear Donor Name,

The Elk Rapids District Library Board of Trustees is committed to improving our facilities and amenities to serve future generations. It has been our honor to share a vision for the restoration and expansion of our beloved Island House Library. So many Board Members, staff, generous donors, and volunteers have worked hard to move this special project forward. Many supported the project because of a personal connection to the historic property. Others were inspired to help realize a modern, updated Library that functioned as the heart of the community. **However, after a lengthy period of research and analysis, the Elk Rapids District Library Board of Trustees**

has decided to suspend the project and related fundraising efforts. This decision was not made lightly and is motivated by our desire to ensure that the ERDL facilities fulfill the needs of the current and future residents. The pandemic has been a factor in our decision to pause the campaign. Foundations and donors were focused on critical and basic human needs. Many organizations have had to adapt, and the Elk Rapids District Library Board is no exception.

Our immediate hurdles are as follows:

- There are ongoing discussions regarding the lease and the underlying land, but additional time is needed to resolve any outstanding issues.
- The Board committed to a comprehensive financial review of the Capital Campaign and Friends of the Library. This review has been delayed but is expected later this summer.
- Construction costs have risen substantially since our original vision for the library was crafted. These added costs have prompted us to reconsider the feasibility of our original scope of work.

The needs and requirements of our community have changed. We have an obligation to our donors and community to take the time to clarify issues and answer questions before moving forward with a project for a Library that will be built in a collaborative, responsible and transparent manner. Our intent is to both honor your investment in the future of the community that we all love, as well as to instill confidence, and position us for future success.

We thank you for your unwavering support and patience while we navigate this process. Your contributions will be retained as funds earmarked for this project, unless you direct us to refund your donation. Please feel free to email me if you would like us to refund your donation or if you have any questions.

Best Regards,

Tom Stephenson
President, ERDL Board
erlib.stephenson@gmail.com 248-404-7510

Motion:Simpson/Johnson to approve the updated letter to donors as read

Roll Call:

Johnson: Yes

Geddes: Yes

Schuler: Yes

Atkinson: Yes

Simpson: Yes

Stephenson; Yes

Pollister Amos: Yes

Hults: Yes

Motion carried.

This will be mailed on Capital Campaign letterhead and could be emailed to those who supplied an email address.

9. New Business:

A. None

10. Director's Report

As presented by Miller

We have been very busy, but our circulation is still down from two years ago. I think we are

getting as many people in, but they aren't checking out as much. Update on personnel and program coordinator position. Update on the successful summer reading program. Update on Kids Craft Day which was a lot of fun even though it rained. Update on report from Mackinaw Environmental regarding wetness from the leak. Update on Knox Box which is not in place because the fire chief wanted it relocated to a better protected position. Update on mechanical and construction issues. (Her full written report is part of the Agenda documents for this meeting available on the ERDL website.)

Miller stated that she has offered the program coordinator position to a person who expressed an interest in working at the library that Miller finds to be very well qualified. Simpson felt that the position should have been posted. Miller stated that if the person declines the job she will post it if it's confirmed that we can have programs.

11. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Schuler, Stephenson, Miller

They met July 15th and notes are provided in your packet and on the website. We are meeting again on Monday in the Governmental conference room and are working on developing a new annual evaluation form for the director. We did get a suggested employment policy handbook from Foster Swift and so we will be working on updating the employment policy next. For the record, Miller objected to not having the meeting in the Governmental Center trustee meeting room. Miller asked that the meeting be recorded. Pollister Amos said she felt that taking such a large space for 4 people and an expected very small number of the interested public was unwarranted, and the meeting will be recorded.

Johnson asked if Miller's contract is part of the evaluation process? Pollister Amos said no. Miller stated that her current contract expired. Discussion between Miller and the board regarding whether the employment policy presented by Foster Swift covers the director.

B. Financial Committee: Geddes, Pollister Amos, Schuler, Miller

No report

12. Ad Hoc Committee Reports

A. Building Committee: Hults, Schuler, Atkinson, Miller

Hults said since the 4-4 vote, they have done nothing.

13. Friends Report

As provided by Sharon Bacon

You've received a copy of our financial report and despite the fact that we were mostly inactive we did have a small amount of net income. A budget was approved for the coming year which exceeds the small amount of net income which means we need to do well in our fundraising activities in the coming year. One of those is coming up very soon. She would like the board to participate in the Friends fundraising activities to show their support of the organization. She passed out fundraising forms for the upcoming "Glamour, Glitter & Glitz" fundraiser that will be held September 10-11 at the HERTH. Discussion of financial review and thanks to Laura Savoy for her help with this. The Friends have been participating at Evenings on River Street. Karin Beery is now handling publicity and is doing a wonderful job. Future meetings will be held in the

old chambers in the police building and everyone is welcome to attend. (Her full written report is part of the Agenda documents for this meeting available on the ERDL website.)

14. Public Comment: Same rules as previous public comment

Mary Lobisco asked about the donor letter as she was confused about the letter referring to the Island House expansion. Are you telling the donors you are only using their money for the expansion at the library? Stephenson stated that is what stands for now.

Diane Richer said she wonders what was promised to the donors? Where they told that the library didn't own the building and the current lease expires in 2038? Were they told that the concepts were only preliminary and still needed approval? She suggested putting a fact sheet in with the letter going to donors. There was a question about the \$400,000.00 donation and its use. Simpson said that donor who requested the refund was making reference to his \$400,000.00 that was being refunded not the first gift of \$400,000.00 that the library received from the Heffer fund. That gift has no restrictions

Inez Gotts said the community should be made aware of what is going on. I'm not blaming you for that, but people don't want to take the time to come to these meetings. It would behoove you to put some things in print—maybe in the newspaper to let the people know what is going on here. You have an obligation to these donors. She doesn't want to see the library put somewhere else but also doesn't want to see the expansion. Maybe we should take a step back and look at the problems right now. I hope you will communicate with the community.

Char Gretel wished everyone could have come to the Kids Craft Day. She thanked all of the volunteers and especially Mary Ann Priest who put so much into preparing for this event and yet asked for nothing in return except for happy faces. Richter also commented that it was a great event.

15. Board Comments:

Geddes announced her resignation from the board after 10 years and asked what the correct procedure was. Atkinson said a letter of resignation needed to be sent to Milton Township. Geddes asked how to transfer the work. Stephenson suggested a meeting with the Financial Committee. Miller said the board members would appoint a new treasurer at the next meeting. Everyone expressed thank yous to Geddes for serving.

16. Adjournment

Meeting adjourned by order of the chair at 6:23 pm.

Respectfully,
Julia Pollister Amos
Secretary of the Elk Rapids District Library Board of Trustees

note: the usual library recording was not available for this meeting
LibBdMin8.12.21approved

Meeting Minutes of the Elk Rapids Housing Commission

August 17, 2021

A Regular Meeting of the Elk Rapids Housing Commission was called to order by President Myrna Howse in the Village Council Chamber, as part of the Government Center, 315 Bridge Street, Elk Rapids, Michigan, at 3:31 P.M. President Howse then led all participants in the Pledge of Allegiance.

I ROLL CALL

The following people were present:

Commissioners – Myrna Howse, Marilyn Leix, Judy Standerfer, and Margaret VanDenBerge.

Newly appointed Commissioner, Charleen “Char” Gretel, was welcomed and introduced to the Commission.

Staff – Tony Lentych, Executive Director, and Angie Szabo, Program Manager.

Others/Guests – Elaine Glowicki, Elk Rapids Village Council, was excused.

Public/Residents – Judith Ashley, Carl Semczak, and Richard Widrig.

II PUBLIC HEARING

Commissioner Standerfer moved (VanDenBerge support) to open the Public Hearing on the ERHC PHA Annual Plan Update. The motion was approved and the Public Hearing was opened at 3:33 P.M.

Public Comments: None.

Commissioner VanDenBerge moved (Leix support) to close the Public Hearing on the ERHC PHA Annual Plan Update. The motion was approved and the Public Hearing was closed at 3:35 P.M.

III APPROVAL OF AGENDA

Commissioner VanDenBerge moved (Standerfer support) to accept the agenda as presented. The motion was unanimously approved.

IV APPROVAL OF MINUTES

Commissioner VanDenBerge moved (Leix support) to accept the Meeting minutes of July 20, 2021. The motion was unanimously approved.

V APPROVAL OF BILLS

Commissioner VanDenBerge moved (Standerfer support) to approve the bills paid from July 20, 2021 until August 16, 2021.

Roll Call

Leix	Yes
Standerfer	Yes
VanDenBerge	Yes
Gretel	Yes
Howse	Yes

The motion was unanimously approved.

In response to a written request from Noble Pines Resident, Richard Widrig, Commissioner VanDenBerge moved (Standerfer support) to reimburse Mr. Widrig for his expense, as submitted, for housing during a repair in his unit around the Independence Day Holiday weekend. The motion was unanimously approved.

VI PUBLIC COMMENT

Carl Semczak made comments about the landscaping at Noble Pines.

VII OLD BUSINESS

- A. The Noble Pines Occupancy Report was given by staff. Noble Pines is full. The wait list has 21 names. There are approximately 5-6 persons on the list that are not quite seniors (age) but since the wait list time is still about two years, they will be eligible soon.
- B. Henry Webb gave a brief report on Noble Pines maintenance issues by noting that everything is running as expected.
- C. Staff reviewed the management memorandum in the packet. Most of the items in the report will be addressed under New Business.
- D. Elaine Glowicki, Elk Rapids Village Council, submitted, in advance, a detailed written report on the recent Village Council meetings and a copy of "Goal 3 of the Strategic Goals and Objectives". This goal is focused on "connectivity and walkability" in and around the Village. It was noted that the Housing Commissioner was approved with unanimous support. There was a brief discussion about other items in the report.

VIII NEW BUSINESS

- A. The FY 2022 Annual Budget was introduced and discussed. It was noted that this will be presented for adoption next month and that Commissioners can take their time to review it. Any questions that cannot be answered today, will be answered next month. There was a question about the keyboard in the community room and well as other improvements budgeted for the Community Room. There is a request to explore carpets in the hallways too.
- B. A "Survey of Residents" (conducted by staff) was discussed. There was a 70% response rate for this survey. There are not many "complaints offered but plenty of suggestions to improve the property. All will be considered by management.
- C. The 2021 HUD Annual Plan Update to the 5-Year PHA Capital Fund Program Plan was introduced by staff. After a brief discussion, Commissioner VanDenBerge moved (Standerfer support) to adopt the 2021 HUD Annual Plan for the Capital Fund Program and to submit to HUD with all required authorizations and approvals from this body.

Roll Call

Standerfer	Yes
VanDenBerge	Yes
Gretel	Yes
Howse	Yes

Leix

Yes

The Resolution was adopted.

- D. With the arrival of a new Commissioner a "New Commissioner Orientation" was discussed. Staff is recommending that we schedule the Orientation prior to the Annual Meeting in October. It was the consensus of the Commission that this should occur after the September Regular Meeting but before the Annual Meeting.

IX ADJOURNMENT

Commissioner VanDenBerge moved (Leix support) to adjourn the meeting. The motion was approved and President Howse announced that the next meeting will be on September 21, 2021 and then closed the meeting at 4:24 P.M.

Respectfully submitted,



Tony Lentych, Executive Director



Myrna Howse, President

Village of Elk Rapids Planning Commission
Regular Meeting Minutes
August 24, 2021 at 7 P.M.
Held in person at 315 Bridge St, Elk Rapids, MI 49629

1. **CALL TO ORDER** – Chair Royce Ragland
 - a. **PLEDGE OF ALLEGIANCE:** Led by Ragland.
 - b. **ROLL CALL:**
Commissioners Present: Royce Ragland, Julie Farrell, Barb Mullaly, Wally Hibbard, Kim Ranger, Dave Lein
Absent: Matt Conrad
Staff Present: Planning & Zoning Administrator Kerri Esterley and Village Manager Bryan Gruesbeck
Citizens Present: 6
2. **APPROVAL OF AGENDA:** **Motion:** Lein **Second:** Ranger to accept August 24th, 2021 agenda. By unanimous consent, **Motion carried.**
3. **MINUTES:** **Motion:** Mullaly **Second:** Lein to accept July 27th, 2021 minutes. By unanimous consent, **Motion carried.**
4. **CONFLICT OF INTEREST:** None.
5. **CITIZEN COMMENTS:** Two citizens spoke
6. **PUBLIC HEARING:** None.
7. **UNFINISHED BUSINESS:** Review of Ordinance #504 Storage of Recreational Vehicles and/or Recreational Units. A second draft was presented to the commission for review. 7 citizens spoke at multiple times during the review. Commission decided to keep working on the ordinance at the September meeting. A discussion on creating a brochure for residents, “Are You Storing Your RV Correctly?” be created and handed out and posted in/on news sources.
8. **NEW BUSINESS:**
 - a. **Joint Meeting with Township:** Commission would ask the Township planning commission to meet in October instead of September so the Village commission could finish the RV ordinance.
 - b. **Environmental Ordinances:** Commission Chair is going to ask Keith Schneider (ASAP – American Society of Adaptation Professionals) if available to speak. This would be to discuss the term “climate haven” as work on ordinances is done to match the changing climate.

9. REPORTS:

- a. **Staff** – Kerri Esterley reported that still receiving a lot of good questions, simple permits and it has been quiet on the education front. Reported that the Treasurer position has been posted.
- b. **Planning Commission Chair** – Royce Ragland spoke of incorporating 13 Ways project into the next version of Master Plan
- c. **Village Council Representative** – Barb Mullaly reported that the solar power project was in review, the Trail Town Alliance updated the Council at the last meeting and Village has reached its cap for STRB.

10. CORRESPONDENCE: None.

11. CALENDAR REVIEW: The next scheduled Planning Commission meeting is tentatively scheduled to be held in person on Tuesday, September 27, 2021, at 7:00 P.M. at the Government Center located at 315 Bridge Street, Elk Rapids, Michigan.

12. ADJOURNMENT:

Motion: Hibbard **Second:** Ranger. By unanimous consent, **Motion Carried.**

IDENTIFICATION OF EXPENSE FUNDS:

#101	GENERAL FUND	#401	GENERAL CAPITAL PROJECT FUND
101-172-	VILLAGE MANAGER	401-958-	CAPITAL FUND EXPENSES
101-190-	ELECTIONS		
101-216-	GENERAL SERVICES	#405	SEWER CAPITAL PROJECT FUND
101-260-	VILLAGE ADMINISTRATION	405-958-	CAPITAL FUND EXPENSES
101-300-	POLICE		
101-690-	PARKS	#407	HARBOR CAPITAL FUND
101-692-	BEAUTIFICATION	407-544	CAPITAL FUND EXPENSES
101-694-	PARKS & RECREATION		
101-698-	BEAUTIFICATION DONATION	#409	WATER CAPITAL FUND
101-801-	PLANNING & ZONING	409-958-	CAPITAL FUND EXPENSES
#202	MAJOR STREET FUND	#590	SEWER OPERATIONAL FUND
202-451-	MAJOR/CONSTRUCTION	590-560-	SEWER TREATMENT
202-463-	MAJOR/MAINTENANCE	590-563-	SEWER COLLECTION
202-478-	MAJOR/SNOW		
		#592	SEWER EQUIPMENT REPLACEMENT FUND
#203	LOCAL STREET FUND	592-592-	SEWER EQUIPMENT REPLACEMENT
203-451-	LOCAL/CONSTRUCTION		
203-463-	LOCAL/MAINTENANCE	#594	ENTERPRISE HARBOR OPERATIONAL FUND
203-478-	LOCAL/SNOW	594-544-	HARBOR
#204	MUNICIPAL STREET FUND	#595	WATER OPERATIONAL FUND
204-450-	MUNICIPAL STREET	595-565-	WATER OPERATION
#228	WASTE COLLECTION FUND	#661	MOTOR VEH. EQUIP POOL (OPERATIONAL) FUND
228-526-	COMPACTOR	661-932-	MOTOR VEHICLE
#296	BLDG OPS/REPLACEMENT FUND	#750	PAYROLL ACCOUNT
296-806-	BLDG OPS/REPLACEMENT		
		#791	DOWNTOWN DEVELOPMENT AUTHORITY
#302	2016 WATER CAP. IMPROVE. BOND FUND		
302-301-	BOND EXPENDITURES	#794	HARBOR CONSTRUCTION FUND
		794-794-	HARBOR CONSTRUCTION BREAKWATER
#303	2016 WATER BOND CONSTRUCT. FUND		
303-446-	BOND EXPENDITURES	#795	HARBOR BOND DEBT FUND
		795-795-	HARBOR BOND DEBT
#394	BRIDGE STREET BOND DEBT		
#398	RIVER STREET BOND DEBT		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
Vendor 002148 - ACTION INDUSTRIAL SUPPLY:						
3995193						
12653	ACTION INDUSTRIAL SUPPLY	09/22/2021	10/05/2021	156.79	156.79	Open
	UNIFORMS	Diana Anderson				
	101-690-724-000	UNIFORM REPLACEMENT		26.13		
	202-463-724-000	UNIFORM REPLACEMENT		26.13		
	203-463-724-000	UNIFORM REPLACEMENT		26.14		
	590-560-724-000	UNIFORM REPLACEMENT		26.13		
	595-565-724-000	UNIFORM REPLACEMENT		26.13		
	661-932-724-000	UNIFORM REPLACEMENT		26.13		
	Total for vendor 002148 - ACTION INDUSTRIAL SUPPLY:			156.79	156.79	
Vendor 002580 - AMAZON CAPITAL SERVICES:						
1RK4-LDTG-DLWC						
12636	AMAZON CAPITAL SERVICES	09/16/2021	10/05/2021	21.05	21.05	Open
	SUPPLIES	Diana Anderson				
	101-260-757-000	SUPPLIES		21.05		
16JK-K7XK-74GQ						
12673	AMAZON CAPITAL SERVICES	09/27/2021	10/05/2021	325.99	325.99	Open
	STANDING DESK	Diana Anderson				
	101-260-741-000	OFFICE/COMPUTER EQUIPMENT		325.99		
1D6R-MM3F-7R4C						
12675	AMAZON CAPITAL SERVICES	07/29/2021	10/05/2021	9.99	9.99	Open
	TENNIS NET CENTER STRAP	Diana Anderson				
	101-690-757-000	SUPPLIES		9.99		
1CKL-JD37-KV3R						
12676	AMAZON CAPITAL SERVICES	09/16/2021	10/05/2021	53.89	53.89	Open
	EXPANDABLE GARDEN HOSE	Diana Anderson				
	594-544-757-000	SUPPLIES		53.89		
	Total for vendor 002580 - AMAZON CAPITAL SERVICES:			410.92	410.92	
Vendor 002680 - ANN CRAIG:						
REIMBURSEMENT						
12684	ANN CRAIG	09/27/2021	10/05/2021	53.94	53.94	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		53.94		
REIMBURSEMENT						
12685	ANN CRAIG	09/27/2021	10/05/2021	251.00	251.00	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		251.00		
	Total for vendor 002680 - ANN CRAIG:			304.94	304.94	
Vendor 002210 - APPLIED IMAGING:						
1816594						
12674	APPLIED IMAGING	09/28/2021	10/05/2021	463.81	463.81	Open
	AUGUST 2021 COPIES	Diana Anderson				
	101-260-757-000	SUPPLIES		463.81		
	Total for vendor 002210 - APPLIED IMAGING:			463.81	463.81	
Vendor 000313 - AT&T LONG DISTANCE:						
857631447						
12677	AT&T LONG DISTANCE	09/12/2021	10/05/2021	27.48	27.48	Open
	AUGUST/SEPTEMBER 2021 SERVICE	Diana Anderson				
	594-544-853-000	PHONE/CELL/LONG DISTANCE		27.48		
	Total for vendor 000313 - AT&T LONG DISTANCE:			27.48	27.48	
Vendor 002236 - BILL MARSH :						

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
7034820 12654	BILL MARSH MODULE TRAILER BRAKES 661-932-930-000	08/27/2021 Diana Anderson	10/05/2021	254.15	254.15	Open
	REPAIRS & MAINTENANCE			254.15		
7035155 12655	BILL MARSH SPRINGS - REAR 661-932-930-000	09/23/2021 Diana Anderson	10/05/2021	230.08	230.08	Open
	REPAIRS & MAINTENANCE			230.08		
BILL MARSH 12656	BILL MARSH CORE CHARGE 661-932-930-000	09/23/2021 Diana Anderson	10/05/2021	(400.00)	(400.00)	Open
	REPAIRS & MAINTENANCE			(400.00)		
Total for vendor 002236 - BILL MARSH :				<u>84.23</u>	<u>84.23</u>	

Vendor 001750 - BLUE CROSS BLUE SHIELD :

OCTOBER 2021						
12641*	BLUE CROSS BLUE SHIELD	09/07/2021	10/04/2021	6,571.13	0.00	Paid
	OCTOBER 2021 COVERAGE - DIVISION 3	Diana Anderson				
	750-000-067-200	DUE FROM VILLAGE EMPLOYEES/INS		437.00		
	101-300-716-000	HEALTH INSURANCE		1,877.23		
	101-690-716-000	HEALTH INSURANCE		633.08		
	101-694-716-000	HEALTH INSURANCE		51.14		
	202-463-716-000	HEALTH INSURANCE		162.18		
	202-478-716-000	HEALTH INSURANCE		214.95		
	203-463-716-000	HEALTH INSURANCE		162.18		
	203-478-716-000	HEALTH INSURANCE		215.90		
	228-526-716-000	HEALTH INSURANCE		(1,771.05)		
	590-560-716-000	HEALTH INSURANCE		1,347.63		
	594-544-716-000	HEALTH INSURANCE		1,712.93		
	595-565-716-000	HEALTH INSURANCE		357.02		
	661-932-716-000	HEALTH INSURANCE		1,170.94		
OCTOBER 2021						
12642	BLUE CROSS BLUE SHIELD	09/07/2021	10/04/2021	11,694.46	0.00	Paid
	OCTOBER 2021 COVERAGE - DIVISION 2	Diana Anderson				
	750-000-067-200	DUE FROM VILLAGE EMPLOYEES/INS		470.00		
	101-172-716-000	HEALTH INSURANCE		466.10		
	101-260-716-000	HEALTH INSURANCE		1,733.18		
	101-300-716-000	HEALTH INSURANCE		1,009.34		
	101-690-716-000	HEALTH INSURANCE		1,119.02		
	101-692-716-000	HEALTH INSURANCE		128.34		
	202-463-716-000	HEALTH INSURANCE		1,072.98		
	202-478-716-000	HEALTH INSURANCE		308.08		
	203-463-716-000	HEALTH INSURANCE		1,072.98		
	203-478-716-000	HEALTH INSURANCE		308.08		
	228-526-716-000	HEALTH INSURANCE		795.33		
	590-560-716-000	HEALTH INSURANCE		1,133.68		
	594-544-716-000	HEALTH INSURANCE		595.36		
	595-565-716-000	HEALTH INSURANCE		1,184.41		
	661-932-716-000	HEALTH INSURANCE		297.58		
Total for vendor 001750 - BLUE CROSS BLUE SHIELD :				<u>18,265.59</u>	<u>0.00</u>	

Vendor 002051 - CAPITAL ONE PUBLIC FUNDING, LLC:

7753720 12652	CAPITAL ONE PUBLIC FUNDING, LLC	09/02/2021	10/05/2021	62,699.99	62,699.99	Open
	2013 REFUNDING BOND	KERRI				
	204-450-992-000	BOND PRINCIPAL		30,000.00		
	204-450-996-100	BOND INTEREST		1,349.99		
	595-565-992-000	BOND PRINCIPAL		30,000.00		
	595-565-996-100	BOND INTEREST		1,350.00		
Total for vendor 002051 - CAPITAL ONE PUBLIC FUNDING, LLC:				<u>62,699.99</u>	<u>62,699.99</u>	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
Vendor 001504 - CHARTER COMMUNICATIONS:						
SEPT/OCT 2021						
12645	CHARTER COMMUNICATIONS	09/21/2021	10/04/2021	247.72	0.00	Paid
	SEPTEMBER/OCTOBER 2021 SERVICE	Diana Anderson				
	101-690-853-000	PHONE/TV/INTERNET		35.39		
	202-463-853-000	PHONE/TV/INTERNET		35.39		
	203-463-853-000	PHONE/TV/INTERNET		35.39		
	228-526-853-000	PHONE		35.39		
	590-560-853-000	PHONE/TV/INTERNET		35.38		
	595-565-853-000	PHONE/TV/INTERNET		35.39		
	661-932-853-000	PHONE/INTERNET/TV		35.39		
SEPT/OCT 2021						
12646	CHARTER COMMUNICATIONS	09/16/2021	10/04/2021	604.88	0.00	Paid
	SEPTEMBER/OCTOBER 2021 SERVICE	Diana Anderson				
	101-260-853-000	PHONE		337.44		
	101-300-853-000	PHONE		167.46		
	296-806-853-000	EMERGENCY PHONE LINE		99.98		
	Total for vendor 001504 - CHARTER COMMUNICATIONS:			852.60	0.00	
Vendor 000895 - CINTAS CORP LOC. 729:						
AUGUST 2021						
12644	CINTAS CORP LOC. 729	08/31/2021	10/05/2021	405.12	405.12	Open
	MATS AUGUST 2021	Diana Anderson				
	594-544-818-000	CONTRACTUAL FEES		405.12		
	Total for vendor 000895 - CINTAS CORP LOC. 729:			405.12	405.12	
Vendor 002553 - DIRECTV:						
088639623						
12678	DIRECTV	09/17/2021	10/05/2021	1,984.00	1,984.00	Open
	SEPTEMBER/OCTOBER 2021 SERVICE	Diana Anderson				
	594-544-854-000	TV/CABLE/INTERNET FEES		1,984.00		
	Total for vendor 002553 - DIRECTV:			1,984.00	1,984.00	
Vendor 002745 - DO ALL MAINTENANCE:						
1200						
12650	DO ALL MAINTENANCE	09/22/2021	10/05/2021	41,928.75	41,928.75	Open
	CURBS AND SIDEWALKS	Diana Anderson				
	401-958-971-000	SIDEWALK CONST/REPAIR/REMOVAL		41,928.75		
1201						
12651	DO ALL MAINTENANCE	09/22/2021	10/05/2021	8,400.00	8,400.00	Open
	DRIVEWAY 506 CHIPPEWA	Diana Anderson				
	595-565-930-000	REPAIRS/MAINTENANCE		8,400.00		
	Total for vendor 002745 - DO ALL MAINTENANCE:			50,328.75	50,328.75	
Vendor 001535 - DORNBOS SIGN & SAFETY INC:						
58082						
12683	DORNBOS SIGN & SAFETY INC	09/28/2021	10/05/2021	1,171.62	1,171.62	Open
	SIGNS	Diana Anderson				
	303-446-931-100	VALVE REPAIR		1,171.62		
	Total for vendor 001535 - DORNBOS SIGN & SAFETY INC:			1,171.62	1,171.62	
Vendor 000858 - ELHORN ENGINEERING CO:						
289560						
12657	ELHORN ENGINEERING CO	09/20/2021	10/05/2021	2,906.05	2,906.05	Open
	CHEMICALS	Diana Anderson				
	595-565-740-000	CHEMICALS		2,906.05		
	Total for vendor 000858 - ELHORN ENGINEERING CO:			2,906.05	2,906.05	
Vendor 002746 - GINNY DORNER:						

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
REIMBURSEMENT						
12671	GINNY DORNER	09/24/2021	10/05/2021	307.87	307.87	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		307.87		
	Total for vendor 002746 - GINNY DORNER:			<u>307.87</u>	<u>307.87</u>	
Vendor 000028 - GMOSER SEPTIC SERVICE, LLC:						
401469						
12658	GMOSER SEPTIC SERVICE, LLC	08/31/2021	10/05/2021	440.00	440.00	Open
	TOILET RENTAL AUGUST 2021	Diana Anderson				
	228-526-818-100	GMOSER SEPTIC SERVICE		60.00		
	101-690-818-100	CONTRACT SERV GMOSER		190.00		
	594-544-818-000	CONTRACTUAL FEES		190.00		
	Total for vendor 000028 - GMOSER SEPTIC SERVICE, LLC:			<u>440.00</u>	<u>440.00</u>	
Vendor 001499 - GOSLING CZUBAK:						
88523						
12659	GOSLING CZUBAK	09/15/2021	10/05/2021	255.00	255.00	Open
	MOR REVIEW/EGL E SUBMISSION	Diana Anderson				
	595-565-802-100	OVERSEE WATER OPERATIONS		255.00		
	Total for vendor 001499 - GOSLING CZUBAK:			<u>255.00</u>	<u>255.00</u>	
Vendor 001959 - HAMMERSMITH EQUIPMENT:						
497820						
12660	HAMMERSMITH EQUIPMENT	09/16/2021	10/05/2021	178.00	178.00	Open
	BLADE	Diana Anderson				
	202-463-930-000	REPAIRS & MAINTENANCE		89.00		
	203-463-930-000	REPAIRS & MAINTENANCE		89.00		
	Total for vendor 001959 - HAMMERSMITH EQUIPMENT:			<u>178.00</u>	<u>178.00</u>	
Vendor 002406 - INEZ GOTTS:						
REIMBURSEMENT						
12686	INEZ GOTTS	09/14/2021	10/05/2021	5.77	5.77	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		5.77		
REIMBURSEMENT						
12687	INEZ GOTTS	09/14/2021	10/05/2021	210.00	210.00	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		210.00		
	Total for vendor 002406 - INEZ GOTTS:			<u>215.77</u>	<u>215.77</u>	
Vendor 002663 - KAITLYN SZCZYPKA:						
DDA AUGUST 2021						
12661	KAITLYN SZCZYPKA	09/01/2021	10/05/2021	315.89	315.89	Open
	AUGUST 2021 DDA	Diana Anderson				
	791-791-804-100	PROFESSIONAL SERVICES		300.00		
	791-791-818-500	SOFTWARE		15.89		
	Total for vendor 002663 - KAITLYN SZCZYPKA:			<u>315.89</u>	<u>315.89</u>	
Vendor 002748 - KARIN WOLFE:						
REIMBURSEMENT						
12688	KARIN WOLFE	09/26/2021	10/05/2021	65.00	65.00	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		65.00		
	Total for vendor 002748 - KARIN WOLFE:			<u>65.00</u>	<u>65.00</u>	
Vendor REFUND TAX - KOCH JEFFREY A:						

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
09/16/2021						
12635	KOCH JEFFREY A	09/16/2021	10/05/2021	2,232.46	2,232.46	Open
	2021 Vil Tax Refund 05-43-010-272-00 KERRI					
	101-000-275-000	DUE TO TAX PAYER		2,232.46		
	Total for vendor REFUND TAX - KOCH JEFFREY A:			2,232.46	2,232.46	
Vendor 002268 - KSS ENTERPRISES:						
1323152-1						
12679	KSS ENTERPRISES	09/21/2021	10/05/2021	20.00	20.00	Open
	SCOTT DISPENSER	Diana Anderson				
	594-544-757-010	PAVILION SUPPLIES		20.00		
1329673						
12680	KSS ENTERPRISES	09/28/2021	10/05/2021	293.95	293.95	Open
	SUPPLIES	Diana Anderson				
	594-544-757-000	SUPPLIES		293.95		
	Total for vendor 002268 - KSS ENTERPRISES:			313.95	313.95	
Vendor 000421 - MAXWELL MEDALS & AWARDS:						
3169205						
12662	MAXWELL MEDALS & AWARDS	09/24/2021	10/05/2021	25.00	25.00	Open
	WENGRAVED PLATE	Diana Anderson				
	401-958-958-000	CAP/OUTLAY/PICNIC TABLES		25.00		
	Total for vendor 000421 - MAXWELL MEDALS & AWARDS:			25.00	25.00	
Vendor 002637 - MICHIGAN STATE UNIVERSITY:						
CERTIFICATE						
12649	MICHIGAN STATE UNIVERSITY	09/13/2021	10/05/2021	550.00	550.00	Open
	ZONING ADMIN. CERTIFICATE PROGRAM	Diana Anderson				
	101-801-864-000	TRAINING/CONFERENCES		550.00		
	Total for vendor 002637 - MICHIGAN STATE UNIVERSITY:			550.00	550.00	
Vendor 002744 - PAINTING BY PAUL, INC.:						
PAINTING						
12639	PAINTING BY PAUL, INC.	09/17/2021	10/04/2021	3,500.00	0.00	Paid
	PAINTING AT PAVILION	Diana Anderson				
	594-544-930-150	PAIVILION MAINTENANCE/REPAIRS		3,500.00		
	Total for vendor 002744 - PAINTING BY PAUL, INC.:			3,500.00	0.00	
Vendor 002556 - PAULA JORGE:						
REIMBURSEMENT						
12647	PAULA JORGE	09/17/2021	10/05/2021	141.00	141.00	Open
	BULBS & PERENNIALS	Diana Anderson				
	101-692-818-100	GARDEN CLUB		141.00		
REIMBURSEMENT						
12648	PAULA JORGE	09/21/2021	10/05/2021	65.91	65.91	Open
	BUTTERFLY BUSHES	Diana Anderson				
	101-692-818-100	GARDEN CLUB		65.91		
	Total for vendor 002556 - PAULA JORGE:			206.91	206.91	
Vendor 000511 - PINE HILL NURSERY:						
UPPER HARBOR						
12663	PINE HILL NURSERY	09/06/2021	10/05/2021	1,213.70	1,213.70	Open
	UPPER HARBOR	Diana Anderson				
	594-544-757-000	SUPPLIES		1,213.70		
PINE MULCH						
12681	PINE HILL NURSERY	09/17/2021	10/05/2021	260.00	260.00	Open
	5 YDS. PINE MULCH	Diana Anderson				
	594-544-930-000	REPAIRS AND MAINTENANCE		260.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
	Total for vendor 000511 - PINE HILL NURSERY:			1,473.70	1,473.70	
Vendor 002546 - PRO IMAGE DESIGN INC:						
212057						
12666	PRO IMAGE DESIGN INC	09/01/2021	10/05/2021	1,788.20	1,788.20	Open
	WAYFINDING DIRECTIONAL SIGN PANELS	Diana Anderson				
	202-463-817-000	SIGNS/REHAB		1,788.20		
	Total for vendor 002546 - PRO IMAGE DESIGN INC:			1,788.20	1,788.20	
Vendor 001860 - ROTO ROOTER:						
20925651						
12667	ROTO ROOTER	09/20/2021	10/05/2021	488.50	488.50	Open
	DRAIN CLEANING	Diana Anderson				
	101-300-759-000	MAINT/SUPPLIES/POLICE BLDG		488.50		
	Total for vendor 001860 - ROTO ROOTER:			488.50	488.50	
Vendor 002717 - SHARON LANIER:						
REIMBURSEMENT						
12668	SHARON LANIER	09/21/2021	10/05/2021	35.93	35.93	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		35.93		
REIMBURSEMENT						
12672	SHARON LANIER	09/18/2021	10/05/2021	547.71	547.71	Open
	ELK RAPIDS GARDEN CLUB	Diana Anderson				
	101-692-818-100	GARDEN CLUB		547.71		
	Total for vendor 002717 - SHARON LANIER:			583.64	583.64	
Vendor 001504 - SPECTRUM :						
SEPT/OCT 2021						
12637	SPECTRUM	09/11/2021	10/04/2021	144.98	0.00	Paid
	SEPTEMBER/OCTOBER 2021 SERVICE	Diana Anderson				
	594-544-854-000	TV/CABLE/INTERNET FEES		144.98		
SEPT/OCT 2021						
12638	SPECTRUM	09/07/2021	10/04/2021	228.15	0.00	Paid
	SEPTEMBER/OCTOBER 2021 SERVICE	Diana Anderson				
	594-544-854-000	TV/CABLE/INTERNET FEES		228.15		
	Total for vendor 001504 - SPECTRUM :			373.13	0.00	
Vendor 000979 - STANDARD INSURANCE CO:						
OCTOBER 2021						
12643	STANDARD INSURANCE CO	09/14/2021	10/04/2021	1,690.34	0.00	Paid
	OCTOBER 2021 COVERAGE	Diana Anderson				
	101-172-719-000	SICK & ACCIDENT BENEFIT		39.40		
	101-260-719-000	SICK & ACCIDENT BENEFIT		112.37		
	101-300-719-000	SICK & ACCIDENT BENEFIT		372.00		
	101-690-719-000	SICK & ACCIDENT		109.86		
	101-692-719-000	SICK & ACCIDENT BENEFIT		4.94		
	101-694-719-000	SICK & ACCIDENT BENEFIT		5.77		
	202-463-719-000	SICK & ACCIDENT		82.91		
	202-478-719-000	SICK & ACCIDENT		38.19		
	203-463-719-000	SICK & ACCIDENT		82.91		
	203-478-719-000	SICK & ACCIDENT		38.20		
	228-526-719-000	SICK & ACCIDENT		47.41		
	590-560-719-000	SICK & ACCIDENT		303.67		
	594-544-719-000	SICK & ACCIDENT		217.11		
	595-565-719-000	SICK & ACCIDENT		159.37		
	661-932-719-000	SICK & ACCIDENT		76.23		
	Total for vendor 000979 - STANDARD INSURANCE CO:			1,690.34	0.00	

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
 EXP CHECK RUN DATES 10/04/2021 - 10/05/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
Vendor 002708 - TOWNE PLUMBING INC.:						
3570						
12669	TOWNE PLUMBING INC.	08/22/2021	10/05/2021	490.00	490.00	Open
	MAINTENANCE ON FURNACE IN PAVILION	Diana Anderson				
	594-544-818-000	CONTRACTUAL FEES		490.00		
3586						
12670	TOWNE PLUMBING INC.	09/27/2021	10/05/2021	410.00	410.00	Open
	SERVICE	Diana Anderson				
	594-544-930-000	REPAIRS AND MAINTENANCE		410.00		
	Total for vendor 002708 - TOWNE PLUMBING INC.:			<u>900.00</u>	<u>900.00</u>	

Vendor 002308 - US BANK:

1833367						
12664	US BANK	09/10/2021	10/05/2021	193,050.00	193,050.00	Open
	2017 CAP IMPV BOND	KERRI				
	595-565-992-000	BOND PRINCIPAL		145,000.00		
	595-565-996-100	BOND INTEREST		48,050.00		
1833368						
12665	US BANK	09/10/2021	10/05/2021	106,831.25	106,831.25	Open
	2016 CAP IMPV BOND	KERRI				
	595-565-992-000	BOND PRINCIPAL		85,000.00		
	595-565-996-100	BOND INTEREST		21,831.25		
	Total for vendor 002308 - US BANK:			<u>299,881.25</u>	<u>299,881.25</u>	

Vendor 001265 - VISA:

2317						
12640	VISA	08/29/2021	10/04/2021	398.39	0.00	Paid
	AUGUST 2021 SUPPLIES	Diana Anderson				
	594-544-818-000	CONTRACTUAL FEES		12.78		
	594-544-880-000	COMMUNITY PROMOTION		285.62		
	594-544-757-000	SUPPLIES		99.99		
	Total for vendor 001265 - VISA:			<u>398.39</u>	<u>0.00</u>	

Vendor 000213 - WINDEMULLER ELECTRIC INC:

213613						
12682	WINDEMULLER ELECTRIC INC	07/30/2021	10/05/2021	475.00	475.00	Open
	REPAIR COAX LINE	Diana Anderson				
	594-544-930-000	REPAIRS AND MAINTENANCE		475.00		
	Total for vendor 000213 - WINDEMULLER ELECTRIC INC:			<u>475.00</u>	<u>475.00</u>	

# of Invoices:	53	# Due:	44	Totals:	457,119.89	432,039.84
# of Credit Memos:	1	# Due:	1	Totals:	(400.00)	(400.00)
Net of Invoices and Credit Memos:					<u>456,719.89</u>	<u>431,639.84</u>

* 1 Net Invoices have Credits Totalling: (1,771.05)

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			14,194.12	5,992.06	
	202 - MAJOR STREET			3,818.01	1,903.33	
	203 - LOCAL STREET			2,030.78	115.14	
	204 - MUNICIPAL STREETS			31,349.99	31,349.99	
	228 - WASTE COLLECTION			(832.92)	60.00	
	296 - BLDG OP/REPL			99.98	0.00	
	303 - 2016 - 2017 WATER CONSTRUCTI			1,171.62	1,171.62	
	401 - GENERAL CAPITAL			41,953.75	41,953.75	
	590 - SEWER OPERATION			2,846.49	26.13	
	594 - HARBOR			12,620.06	5,823.14	
	595 - WATER OPERATION			344,554.62	342,818.43	
	661 - MOTOR VEHICLE			1,690.50	110.36	
	750 - CLEARING FUND			907.00	0.00	
	791 - DDA TIFA DISTRICT			315.89	315.89	
--- TOTALS BY DEPT/ACTIVITY ---						
	000 -			3,139.46	2,232.46	
	172 - VILLAGE MANAGER			505.50	0.00	
	260 - OFFICE ADMINISTRATION			2,993.84	810.85	
	300 - POLICE			3,914.53	488.50	
	446 - CONSTRUCTION FUND EXPENDITUR			1,171.62	1,171.62	
	450 - MUNICIPAL STREET			31,349.99	31,349.99	
	463 - MAINTENANCE			4,725.39	2,018.47	
	478 - WINTER EXP			1,123.40	0.00	
	526 - COMPACTOR			(832.92)	60.00	
	544 - HARBOR			12,620.06	5,823.14	
	560 - SEWER TREATMENT			2,846.49	26.13	
	565 - WATER OPERATION			344,554.62	342,818.43	
	690 - DPW GENERAL FUND			2,123.47	226.12	
	692 - BEAUTIFICATION DEPT			1,817.41	1,684.13	
	694 - PARKS & RECREATION			56.91	0.00	
	791 - DDA TIFA DISTRICT			315.89	315.89	
	801 - PLANNING/ZONING			550.00	550.00	
	806 - BLDG OP/REPL			99.98	0.00	
	932 - MOTOR VEHICLE			1,690.50	110.36	
	958 - CAPITAL FUND EXPENSES			41,953.75	41,953.75	

PAYROLL FOR: September 21, 2021

Pay Period: September 4-17, 2021

Wages	\$	35,854.67
HSA		\$169.25
Garnishment	\$	62.50
Vantage Point	\$	265.48
IRS	\$	11,407.82
State of MI	\$	3,708.33
MERS	\$	17,626.08
Alerus	\$	255.72
Police Union	\$	201.04
		<hr/> <hr/>
Total	\$	69,550.89



PO BOX 323 | 212 River St
Elk Rapids, MI 49629
info@paddleantrim.com
www.paddleantrim.com
231-492-0171

September 28, 2021

To: Elk Rapids Village Council

Subject: Rotary Park Improvements Update

Paddle Antrim appreciates the opportunity to work with the Village of Elk Rapids on improvements to Rotary Park. On March 1, 2021, the Village Council approved the Final Design and cost estimate for Rotary Park Improvements. These improvements include a universal kayak launch, improved parking, restrooms, kayak racks, and a kayak washing station. Also included is the removal of stumps to create a small path from the proposed universal kayak launch to the existing channel. An application to the Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Water Resource Division for the stump removal was submitted in March. In August 2021, the permit was approved and is valid for five years.

Paddle Antrim is currently working with Village staff on an agreement and funding strategy for completion of the Rotary Park Improvements. Due to the cost, the project is dependent upon the Village being awarded state funding, in which applications are due April 1, 2022 and will require matching funds. To apply for state funding, the Village must close out Michigan DNR Trust Fund Grant for the Dam Beach Project. A current Parks and Recreation Plan is also required, and an amendment may be necessary to outline these improvements to Rotary Park more clearly. If successful in securing state funding and the required match, construction would be for the 2023 construction season.

Respectfully,

Deana Jerdee
Deana Jerdee
Executive Director

STRATEGIC GOALS & OBJECTIVES

GOAL 6 UPDATE

Goal 6: Strengthen the Village's economy and employment base through the expansion of the current balance of commercial and industrial activity			
Objective	Tasks & Resources Needed	Progress to Date	Next Steps
<p>Obtain Redevelopment Ready Communities (RRC) certification.</p>	<ul style="list-style-type: none"> Village Council and staff commit to the training and actions needed to obtain certification. 	<ul style="list-style-type: none"> Halfway through the process, need to evaluate remaining requirements to obtain certification. Planning and Zoning Administrator Kerri Esterley has met with an RRC representative to discuss what need to be done to complete the process. Village Clerk has completed the RRE Best Practice Training Series, and Planning and Zoning Administrator has almost completed the program. 	<ul style="list-style-type: none"> Staff works with Council, Commissions, and other community stakeholders to obtain RRC Certification. Planning and Zoning Administrator is compiling necessary documents and working toward other requirements for the Village to be RRC certified.
<p>Develop economic development strategy to engage local businesses and others to support economic development activities.</p>	<ul style="list-style-type: none"> Village Council and staff reach out to local business leaders to develop strategy. Utilize strategy as part of requirement for RRC. 	<ul style="list-style-type: none"> DDA conducting a business listening plan, results could be used as a basis for the Economic Development Strategy. DDA held a Strategic Planning Session on September 11, 2021 to discuss a DDA Development Strategy. October 4, 2021 Council to consider a broadband proposal through the Metro Act. 	<ul style="list-style-type: none"> Use ongoing DDA "Listening Plan" and forthcoming "13 Ways" Community Project to create an Economic Development Strategy to identify future business needs in the community. Increase broadband capacity.

Updated October 4, 2021



Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: Village Council

FROM: Kaitlyn Szczypka, Village Clerk

DATE: October 4, 2021

RE: **Municode Amendment – Add Zoning Code to Current Municode Project**

BACKGROUND: At the May 3, 2021 regular meeting, Council approved **RESOLUTION 21-24 – AUTHORIZE THE RECODIFICATION OF THE VILLAGE OF ELK RAPIDS GENERAL CODE OF ORDINANCES BY MUNICODE; NOT TO EXCEED \$11,950**. This was to approve a contract with Municode to provide a professional and legal review of the general ordinances passed since the last Municode review in 2001. It did not include any zoning codes in the parameters of the project.

On September 6, 2021, I received contact from the Senior Code Attorney who is assigned to review the Villages general code, and she asked if the Village would like to include the zoning code in the current recodification project. I brought up this informal proposal during department head reports at the September 7, 2021 regular meeting, and Council expressed interest in including this in the project. I then reached out to the Senior Code Attorney to get a quote for the expanded project.

Municode sent over an amendment on September 21, 2021 to increase the cost of the project by **\$7,260** to include zoning code in the general code of ordinances. The current estimate cost for the general code is **\$11,950**, plus the **\$7,260** would bring the total cost to **\$19,210**. Please see the attached amendment for further details.

Council did approve **\$6,500** in the 2021-2022 budget, and so far, **\$4,500** has been spent from this line item to approve the execution of the agreement with Municode. If Council would like to include zoning it the project, Staff will need to consider the cost in the upcoming 2022-2023 budget.

RECOMMENDED ACTION: Please review the amendment. If Council is amenable to the terms, Staff will draft a resolution for the October 18, 2021 regular meeting for Council to consider.



EEO
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September 21, 2021

VILLAGE OF ELK RAPIDS, MICHIGAN

AMENDMENT No. 1 TO RECODIFICATION CONTRACT OF MAY 7, 2021

The purpose of this amendment is to modify the May 7, 2021 recodification contract between Municipal Code Corporation and the Village of Elk Rapids, Michigan to reflect the cost of including the Village's Zoning Ordinance in the recodification project that is currently in process.

Via this Amendment,

- The original Recodification base cost base cost of **\$11,950** is increased by **\$7,260** to a revised Legal Review & Conference base cost of **\$19,210** to include the Zoning ordinance, based on **330 additional 10-point font, single column pages**.
- The original excess per page cost of **\$22 per page over 500 10-point single column pages** is revised to **\$22 per page over 830 10-point single column pages**.
- The original **optional** cost of ensuring gender neutrality throughout the Code and Zoning Ordinance is increased **from \$500 to \$830**.

Ensure gender neutrality through the Code of Ordinances and Zoning Ordinance **\$830**

Additional Costs, Zoning only (excludes Code of Ordinances)

- Color Printing, per page (applicable to initial code printing and ongoing supplement services) **\$5**

Revised Payment Schedule for Recodification Project to include Code and Zoning:

★ Execution of Agreement (Initial payment received June 2021)	\$4,180
★ Execution of Amendment No. 1	\$2,500
★ Submission of the Legal Memorandum (revised from original \$2,990)	\$5,000
★ Submission of Draft Code (revised from original \$2,990)	\$5,000
★ Delivery	Balance

All other costs and services shall remain as quoted on the original Recodification contract. If this Amendment is agreeable to the Village, kindly return a signed copy via email. If you have any questions or need additional information, please let us know.

AMENDMENT NO. 1 AUTHORIZED BY VILLAGE OF ELK RAPIDS, MICHIGAN:

Signature: _____ Title: _____

Printed Name: _____ Date: _____



Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

October 19, 2021

Secretary Gina Raimondo
US Department of Commerce
1401 Constitution Ave., NW
Suite 71014
Washington DC, 20230

**RE: US Economic Development Administration Build Back Better Regional Challenge (BBBRG)
Michigan Interstellar Transportation and Tourism Infrastructure Network (MITTIN)**

Dear Secretary Raimondo:

I am writing in support of the Village of Kalkaska's application, as the lead institution of a coalition, to the U.S. Economic Development Administration's BBBRG funding opportunity for the MITTIN coalition. A coalition of complimentary and aligned construction and non-construction projects preparing the region for growth and success in the tourism and space industry. A region comprising Northern Lower Michigan, and Central and Eastern Upper Peninsula of Michigan.

The MITTIN project is the first step in a solution-oriented collaboration among private industry, industrial association, economic developers, chambers, educational institutions, non-profit entities, elected official; and federal, state and local governments to expand and diversify the Hospitality and Tourism Industry with the Space Industry bringing high-wage year-round jobs to the region. It is this type of collaboration that will drive economic growth to a region.

The MITTIN is framed around the economic development strategy of place. This project ultimately helps the Village of Elk Rapids by linking its places – the historic downtown and the newer Ames Street commercial corridor with improved traffic safety as well as pedestrian and bicycle improvements. The Village of Elk Rapids is confident that these improvements enhance the quality of life for current and future residents as well as the many visitors that stay in the community every year.

Please feel free to call me at 231.264.9274 or email me at bgruesbeck@elkrapids.org with any questions or if you need additional information.

Sincerely,

Bryan Gruesbeck, ICMA-CM
Village Manager





Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: President Janisse and Village Trustees

FROM: Bryan Gruesbeck, Village Manager

DATE: October 4, 2021

RE: **Mitchell Drive Sewer**

BACKGROUND: Mitchell Drive, located adjacent to the Elk River, contains approximately 26 homes. As many as 12 of these homes currently operate private sanitary sewer septic fields. Fourteen (14) of the 26 homes are connected to the Village sanitary sewer collection system.

There are a few of essential problems brewing. First, most – if not all – of the septic fields are older and likely to fail in the not distant future. Failing septic field will leak wastewater into the Elk River and eventually compromise the East Bay. Second, allowing intermittent connections on Mitchell Drive to the Village sewer collection system involves a relatively haphazard web of sewer laterals that are difficult to maintain. Finally, Antrim County Health Department is increasingly reluctant to issue additional permits for new septic systems as the old septic fields fail. Aside from the private concerns of each homeowner, there is also the public consideration of the negative water quality impacts as failing septic systems are allowed to negatively impact the public watershed.

As a result, it has come to our attention several homes may be interested in connecting to Village sewer due to failing – or soon to be failing – septic systems. Given the Health Department's reported reluctance to issue new septic permits, and considering the challenges presented by haphazard individual connections to the Village sewer system, we may need to consider constructing a new sewer main on Mitchell Drive.

Gosling & Czubak estimated the costs of a new sewer main on Mitchell Drive in 2019. The project is described in the attached report beginning on page 1. As you can see, the total cost of the new sewer main on Mitchell Drive is estimated at \$319,000. Not figured into this cost is the inclusion of private grinder pumps for each residential connection (approximately \$8,000 per service).



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It is my understanding that the Village held discussions with Mitchell Drive residents in 2019 or 2020. The solution offered at that point was to construct a new sanitary sewer main and pay for it by creating a “special assessment district” which apportions the total cost to the benefitting residents. In other words, the Village fronts the cost for the improvement and the homeowners repay their share of the cost of improvements. This is a typical approach to funding an improvement that benefits a particular area. However, the cost to each resident can be considerable. In this case, a number of residents resisted the cost and the project was put on hold.

An alternative approach may be to offer more flexibility to the how the apportioned costs can be repaid to the Village. We might consider a few options:

1. Use the previous approach – create the special assessment district and charge each resident their share.
2. Create the special assessment district and allow homeowners to repay their individual costs over a period of time (eg, 5-7 years with a small interest rate). Require each resident to connect immediately.
3. Create the special assessment district, allow homeowners to repay the costs over a period but allow each resident to connect when their connection system fails.

Gosling & Czubek will be in attendance to offer perspective on the technical aspects of the project.

RECOMMENDED ACTION: Receive the information, discuss and offer direction to Staff on how to proceed.



EQUAL HOUSING
OPPORTUNITY



Equal Opportunity Employer



MEMORANDUM

Village of Elk Rapids - Wastewater Collection Study

To: William Cooper
Date: June 25, 2019
From: Tim Korson, P.E.
Re: Village of Elk Rapids - Wastewater Collection Study
cc: Doug Coates, P.E. Mark Hurley, P.E.

1.0 INTRODUCTION

The Village of Elk Rapids wastewater collection system is comprised of 12 miles of gravity sewer ranging in size from 8-inch to 21-inch. The system collects wastewater from 1,022 total customers. The Village is evaluating the expansion of its sanitary wastewater collection system to serve residents within the Village limits but not currently connected to the Village system. Residents not connected to the existing collection system currently use individual onsite storage and treatment systems. The improvements being evaluated are divided into the following three project areas:

Project Area 1 - Waldemar Mitchell

Project Area 2 - Green Acres Ln, Lakeland Pl, Jackson Rd, from 335 Meguzee Point Rd north to Third Street and Third Street from Meguzee Point Road to Green Acres Ln

Project Area 3 - Meguzee Point Rd – from 339 Meguzee Point Rd to Rivershore Dr

Figure 1 shows the three project areas in addition to showing the proposed improvements and are located at the end of this report. Cost projections are based on conceptual design. More detailed design is needed if the project is implemented.

2.0 WASTEWATER COLLECTION IMPROVEMENTS

2.1 Project Area 1 - Waldemar Mitchell

The proposed improvements for Project Area 1 are for a grinder pump collection system. The improvements include 1,500 feet of 2-inch force main, 16 grinder pump service leads to the property line, removal and replacement of the existing road and restoration. Based on current property maps, the improvements would extend the system to up to 16 properties, one of which is vacant. A grinder pump

collection system is proposed for this area because of the high water table, poor soils, existing utilities, and several customers are already using grinder pumps. The proposed method of installation is open cut trench rather than directional drill because of existing soils and unknown location of existing utilities. Because of the installation methods, it is assumed the road will be sufficiently disturbed and need to be replaced. The opinion of cost for the improvements is \$319,000. The Project Area 1 schedule of costs are presented in Table 1. The improvements for Project Area 1 are shown in Figures 1 and 2.

Table 1- Project Area 1 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	\$11,200	\$11,200
Traffic Control	1	L.S.	\$10,500	\$10,500
Pavement crushing (1500 l.f. by 22 ft. wide)	3700	S.Y.	\$4	\$14,800
2" Force Main	1500	L.F.	\$20	\$30,000
Sand Backfill	1500	L.F.	\$25	\$37,500
Connect to Existing System	1	L.S.	\$10,000	\$10,000
Grinder Pump Leads	528	L.F.	\$52	\$27,192
Dewatering	1500	L.F.	\$26	\$39,000
Additional agg. base (2" thick)	340	Ton	\$20	\$6,800
Pavement replacement (22 ft. wide by 3" thick)	600	Ton	\$75	\$45,000
Grass restoration (20 ft. wd.)	0.69	Ac.	\$18,412	<u>\$12,680</u>

Subtotal	\$244,672
30% ELAC	<u>\$73,402</u>
Rounded Total	\$319,000

It is assumed the grinder pumps for each service will be installed at the property owners expense. Therefore, the cost for the grinder pumps are not included in the estimate. The Village’s policy is the grinder pumps and service to the main will be the property of the individual customer who will be responsible for there maintenance. The estimated cost for each grinder pump and service installation is \$8,000.

2.2 Project Area 2 - Green Acres Ln, Lakeland Pl, Jackson Rd, from 335 Meguzee Point Rd north to Third Street and Third Street from Meguzee Point Road to Green Acres Ln

Two wastewater system expansion options were evaluated for Project Area 2. Option 1 includes a gravity wastewater collection system that is pumped by a new lift station to the existing wastewater collection system. For Option 1, customers on the east side of Jackson Rd will require grinder pumps because they are at an elevation too low to connect to the proposed gravity sewer. Option 2 includes a gravity and grinder pump system connecting to the existing Pump Station No. 3 located on Third St west of Meguzee Point Rd. Based on current property maps, the improvements will add 37 new properties, four of which are vacant.

2.2.1 Project Area 2 - Option 1

The proposed improvements for Project Area 2 Option 1 are for a gravity collection and pump station system. The system includes a 4,950 feet of 8-inch gravity sewer, 2,100 feet of 4-inch force main, 27 service leads, 10 grinder pump service leads to the property line, new pump station, demolition of existing Pump Station No. 3, removal and replacement of the existing road, and restoration. Costs associated with grinder pumps are described in Section 2.1. The opinion of cost for the improvements is \$1,626,000. The improvements for Project Area 2 Option 1 are shown in Figure 1. The Project Area 2 – Option 1 schedule of costs are presented in Table 2.

Table 2 - Project Area 2 Option 1 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	\$46,000	\$46,000
Traffic Control	1	L.S.	\$5,000	\$5,000
Pavement crushing (5,850 L.F. by 22 ft. wide)	14,300	S.Y.	\$4	\$57,200
8" Gravity Sewer	4,950	L.F.	\$60	\$297,000
Manholes	14	Ea.	\$5,000	\$70,000
Connect to Existing System	1	L.S.	\$10,000	\$10,000
Lift Station	1	Ea.	\$280,000	\$280,000
4" Force Main	2,100	L.F.	\$40	\$84,000
Wyes	27	Ea.	\$500	\$13,500
6" Service lead	729	L.F.	\$82	\$59,778
Grinder Pump Leads	330	L.F.	\$52	\$16,995
Dewatering	4,950	L.F.	\$13	\$64,350
Additional agg. base (2" thick)	1,290	Ton	\$20	\$25,800
Pavement replacement (22 ft. wide by 3" thick)	2,300	Ton	\$75	\$172,500
Grass restoration (20 ft. wd.)	2.69	Ac.	\$18,000	<u>\$48,347</u>

Subtotal \$1,250,470

30% ELAC \$375,141

Total \$1,626,000

2.2.2 Project Area 2 - Option 2

The proposed improvements for Project Area 2 Option 2 are for a part gravity collection and part grinder pump system connecting to the existing Pump Station No. 3 located on Third St. The system includes 1,258 feet of 8-inch gravity sewer, 946 feet of 3-inch force main, 2,714 feet of 2-inch force main, 5 service leads, 32 grinder pump service leads to the property line, removal and replacement of the existing road and restoration. Costs associated with grinder pumps are described in Section 2.1. The opinion of cost for the

improvements is \$765,000. The improvements for Project Area 2 Option 2 are shown in Figure 2. The Project Area 2 – Option 2 schedule of costs are presented in Table 3.

Table 3 - Project Area 2 Option 2 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	\$27,800	\$27,800
Traffic Control	1	L.S.	\$5,000	\$5,000
Pavement crushing (4950 L.F. by 22 ft. wide)	12,100	S.Y.	\$4	\$48,400
8" Gravity Sewer	1,258	L.F.	\$60	\$75,480
Manholes	4	Ea.	\$5,000	\$20,000
Connect to Existing System	1	L.S.	\$10,000	\$10,000
Wyes	5	Ea.	\$500	\$2,500
6" Service lead	165	L.F.	\$82	\$13,530
2" Force Main	2714	L.F.	\$20	\$54,280
3" Force Main	946	L.F.	\$23	\$21,758
Grinder Pump Leads	1221	L.F.	\$52	\$62,882
Dewatering	4,950	L.F.	\$13	\$64,350
Additional agg. base (2" thick)	1,090	Ton	\$20	\$21,800
Pavement replacement (22 ft. wide by 3" thick)	2,000	Ton	\$75	\$150,000
Grass restoration (20 ft. wd.)	0.58	Ac.	\$18,000	<u>\$10,397</u>

Subtotal	\$588,176
30% ELAC	<u>\$176,453</u>
Total	<u>\$765,000</u>

2.2.3 Option 1 and 2 Advantages and Disadvantages

The advantage of Option 1 is its simplicity. Option 1 is primarily a gravity collection system, which requires less cost to operate and maintain. The disadvantage of Option 1 is its initial cost. The immediate advantage of Option 2 is the initial cost to the Village is less than Option 1. However, the disadvantages of Option 2 are the initial cost does not include the individual customer costs and the long term costs to maintain the pumps and other features.

2.3 Project Area 3 - Meguzee Point Rd – from 339 Meguzee Point Rd to Rivershore Dr

The proposed improvements for Project Area 3 are for a gravity collection system connecting to the existing wastewater collection system. The system includes a 2,750 feet of 8-inch gravity sewer, 16 service leads, removal and replacement of the existing road, and restoration. Based on current property maps, the improvements would add 16 new properties, 3 of which are vacant. The opinion of cost for the improvements is \$610,000. The Project Area 3 schedule of costs are presented in Table 4. The improvements for Project Area 3 are shown on Figures 1 and 2.

Table 4 - Project Area 3 Opinion of Cost Schedule

Item	Quantity	Unit	Unit Price	Cost
Mobilization	1	L.S.	\$22,200	\$22,200
Traffic Control	1	L.S.	\$4,200	\$4,200
Pavement crushing (2800 l.f. by 22 ft. wide)	6,900	S.Y.	\$4	\$27,600
8" Gravity Sewer	2,750	L.F.	\$60	\$165,000
Manholes	7	Ea.	\$5,000	\$35,000
Connect to Existing System	1	L.S.	\$10,000	\$10,000
Wyes	16	Ea.	\$500	\$8,000
6" Service lead	528	L.F.	\$82	\$43,296
Dewatering	2,750	L.F.	\$13	\$35,750
Additional agg. base (2" thick)	630	Ton	\$20	\$12,600
Pavement replacement (22 ft. wide by 3" thick)	1,100	Ton	\$75	\$82,500
Grass restoration (20 ft. wd.)	1.26	Ac.	\$18,000	<u>\$22,727</u>

Subtotal	\$468,873
30% ELAC	<u>\$140,662</u>
Total	\$610,000

2.4 Waste Wastewater Collection Improvements Cost Summary

The total cost of improvements for Project Area 1, Project Area 2 – Option 1, and Project Area 3 (Option 1) is \$2,555,000. The total cost of improvements for Project Area 1, Project Area 2 – Option 2, and Project Area 3 is \$1,694,000. The cost differs due to the difference in costs for the two improvement options for Project Area 2. The cost difference is \$861,000. The opinions of cost and the resulting difference do not include the home owners costs for the grinder pumps, which are included as part of the overall work for Project Area 1 & Project Area 2.

3.0 SEWER RATE EVALULATION

3.1 Current Sewer Rates

- Monthly Ready to Serve Charge \$35.79
- Consumption Charge per 1,000 Gallons \$7.16

Based on a residential customer average monthly usage of 4,000 gallons, the average monthly bill is \$64.43.

3.2 Debt Repayment Summary

The Village will need to finance the construction of the sewer improvements. The current rates for funding are as follows:

- State Revolving Fund (SRF) 20 Year 2% (25% Premium Applied to Opinion of Cost for
Prevaling Wage Requirement)
- Rural Development Fund (RD) 40 Year 3.375%
- Open Market (OM) 20 Year 3.5%

Based on the rates listed above and the opinion of costs described in Section 2, the annual repayment amounts to implement all improvements under each loan are summarized in Table 5. The advantage of the lower interest rate and longer repayment period is the annual cost is lower than a shorter repayment period. The disadvantage of a longer repayment period is the Village pays more interest over time than using a shorter repayment period.

Table 5 - Annual Repayment, Average Percent Increase Per Customer, and New Average Bill for Residential Customer Schedule for Each Funding Option

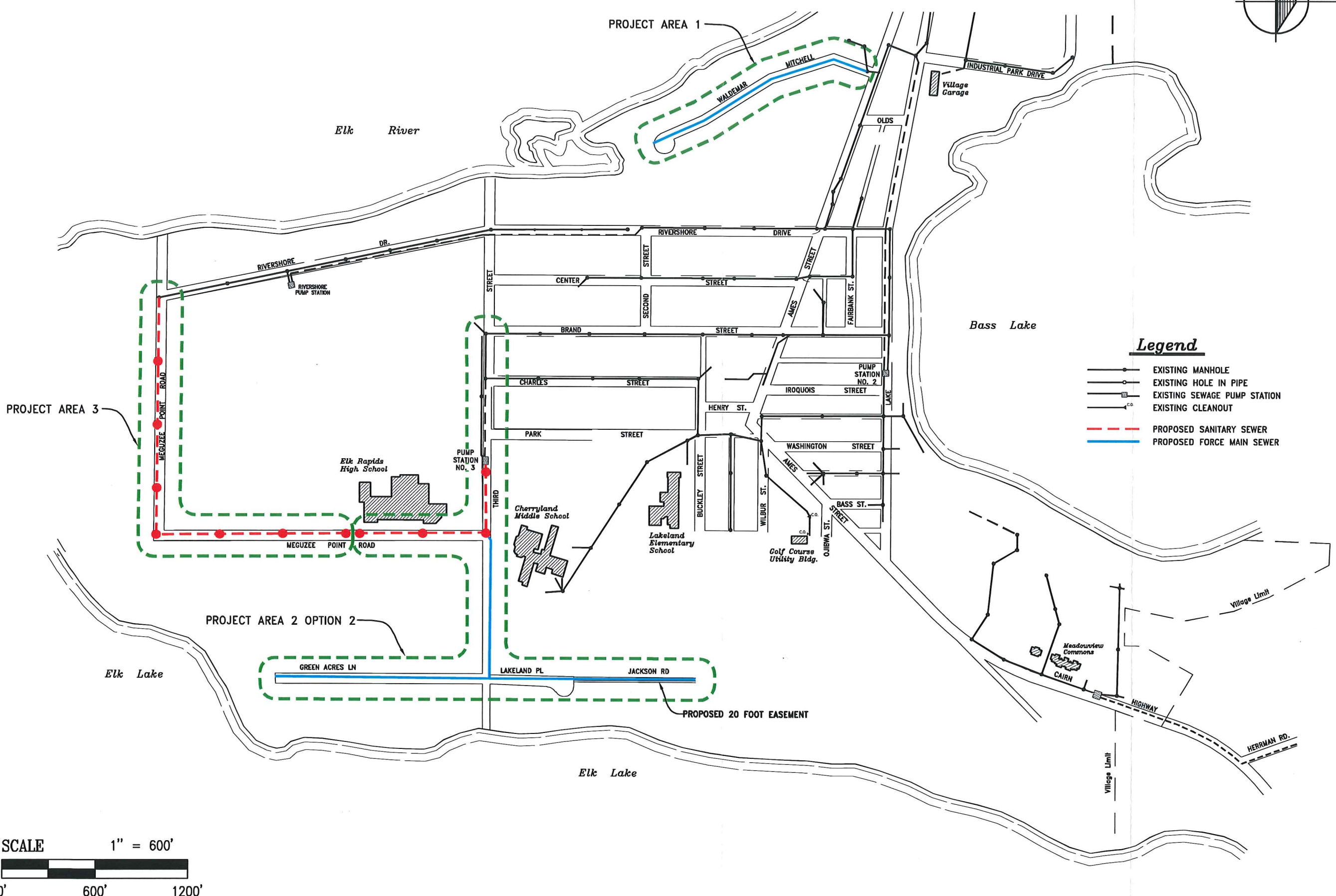
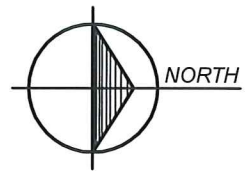
Option	Opinion of Probable Cost	Method of Financing		
		SRF-20 (+25%)	RD-40	OM-20
Option 1				
Total Cost	\$ 2,555,000			
Annual Debt Increase		\$194,535	\$116,873	\$178,707
Rate Increase		14.0%	8.4%	12.9%
Typical Sewer Bill		\$73.47	\$69.86	\$72.73
Option 2				
Total Cost	\$ 1,694,000			
Annual Debt Increase		\$128,979	\$77,488	\$118,485
Rate Increase		9.3%	5.6%	8.5%
Typical Sewer Bill		\$70.42	\$68.03	\$69.93

3.3 Sewer Rate Adjustment

The sewer rate analysis performed for this study assumes the cost will be divided over all its customers. This approach was applied as instructed by Village. Typically, these projects would be paid for by means of a special assessment.

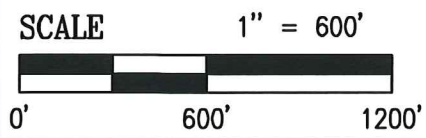
The Village sewer budget for 2019 includes appropriations in the amount of \$1,387,168. The annual sewer budget will need to increase based on the annual payment amounts described in Section 3.2. The effect on the average customer rate is estimated based on the percent increase to the sewer appropriations budget. Table 5 shows the percent increase per customer for each funding option. Presented in Table 5, the greatest percent increase and monthly bill corresponds with Option 1 at 14%, (average monthly bill increased to \$73.44) using the SRF. The lowest increase is for Option 2, (average monthly bill increased to \$68.02) using the RD. In addition to the increase in sewer rates, the costs do not include the connection fee charged by the Village to new customers which is currently \$1,645. The addition of 60 new customers will reduce these increases by a nominal amount. A more detailed rate analysis should be performed if the project proceeds.

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Legend

- EXISTING MANHOLE
- EXISTING HOLE IN PIPE
- EXISTING SEWAGE PUMP STATION
- EXISTING CLEANOUT
- PROPOSED SANITARY SEWER
- PROPOSED FORCE MAIN SEWER



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 engineering sciences, inc.
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 231-946-9191 800-968-1082
 www.goslingczubak.com info@goslingczubak.com

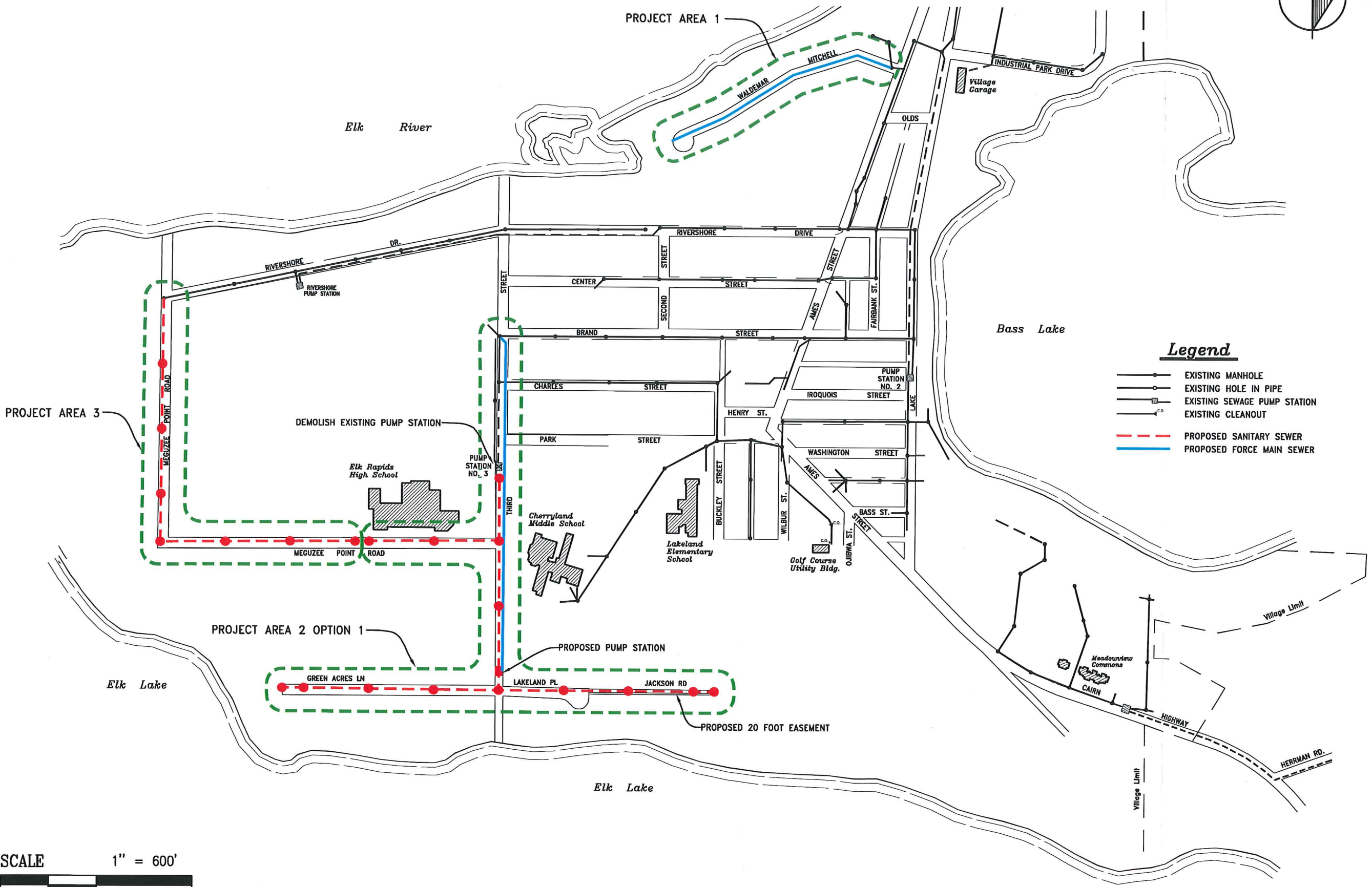
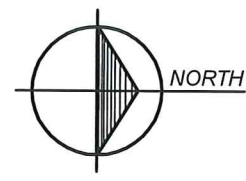
CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL
 CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

Job #:	2019150004.00
Date:	05/02/2019
Scale:	1" = 600'
Drawn:	jt
Chkd.:	TNK
Rev.:	05/17/2019

**Proposed Sanitary Sewer Extensions
 Figure 2
 Village of Elk Rapids**

Location:
 VILLAGE OF ELK RAPIDS,
 ANTRIM COUNTY,
 MICHIGAN
 Sheet 2 of 2

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Legend

- EXISTING MANHOLE
- EXISTING HOLE IN PIPE
- EXISTING SEWAGE PUMP STATION
- EXISTING CLEANOUT
- PROPOSED SANITARY SEWER
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 CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

Job #:	2019150004.00
Date:	05/02/2019
Scale:	1" = 600'
Drawn:	jr
Chkd.:	TNK
Rev.:	05/17/2019

**Proposed Sanitary Sewer Extensions
 Figure 1
 Village of Elk Rapids**

Location:
 VILLAGE OF ELK RAPIDS,
 ANTRIM COUNTY,
 MICHIGAN
 Sheet 1 of 2



Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: President Janisse and Village Trustees

FROM: Bryan Gruesbeck, Village Manager

DATE: October 4, 2021

RE: **Ice Rink Proposal**

BACKGROUND: Susie and Lewis Cooper, the new owners of the Elk Rapids Marina, have offered to host the skating pond at the location in the area currently used for parking.

Currently, the Village annually installs the skating pond equipment at a tennis court in Memorial Park. This site has been challenging because it is not level – making it difficult for ice to form. Sand from the beach accumulates in spots.

Marcus Evans, DPW Superintendent, and I met with the Coopers on-site. Marcus is confident that the Village skate rink equipment will fit in the parking area at Elk Rapids Marina. The Parks and Recreation Commission discussed the issue on September 2, 2021 and lent their support to the proposal.

The Elk Rapids Marina site would be an improvement over the tennis court site. The Marina site is visible from US-31 and remains within walking distance downtown. Moreover, the Coopers are willing to allow ice skaters to use their facilities (restrooms, food truck, etc.). They have also proposed using “bistro” lights for safety, visibility, and aesthetics.

In consideration for hosting the skating rink, the Coopers are requesting a lease payment of one dollar (\$1.00) per season. If you approve, we will need to approve a lease agreement that incorporates the lease payment as well as liability language.

RECOMMENDED ACTION: Accept the proposal to locate the Skating Rink from Memorial Park to the Elk Rapids Marina. Direct the Village Manager to work with the Village Attorney to develop a lease agreement to accommodate the Ice-Skating Rink on Elk Rapids Marina property.



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Village of Elk Rapids Communication Initiation Form

Date:

Communication To:

Month Day Year

Name of body submitting communication:

Date of meeting body approved communication:

Members present (last names):

Chair of submitting body:

Topic of communication:

General purpose of communication:

Resolution/Motion/Request:

Material attached supporting communication (list each document separately):

COMMUNICATION RESPONSE:

Name of body responding to communication:

Date of meeting body approved response:

Members present (last names):

Chairman of body:

Response:

Material attached supporting response (list each document attached):

**VILLAGE OF ELK RAPIDS COMMUNICATION FORMS ARE FOR COMMISSIONS,
COMMITTEES AND COUNCIL USE.**

Rationale for use:

- Minutes of commissions and committees are sent to Council for information only. Council acknowledges “receipt of minutes” when they are accepted in the course of Council agenda items. This acceptance does not indicate approval of commission action, and does not authorize action on requests, or answer questions.
- Requests, recommendations, and/or questions (from Commission to Council and from Council to Commission or Committees) often gets lost in the report to council by the commission liaison, resulting in confusion, misunderstanding, and inaction or delays by all parties.
- The use of the “Communication Form” will eliminate confusion and hearsay by clearly stating recommendations and/or requests for council approval and/or action.
- The form when completed will serve as a record that clarifies intent and action taken by all parties, and assures prompt action by all. The communication identification at the top of the page is critical as this letter and number system will follow the project/request as it progress through the system.
- Minutes of commissions/committees serve as documents for internal use.
- Council and Commission minutes are a public record.



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from WillDan Inc.
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Tavern and SDM licenses
(list specific licenses requested)

to be located at: 118 N. Bridge Street, Elk Rapids

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059



Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: President Janisse and Village Trustees

FROM: Kerri Esterley, Planning, Zoning and Community Development Administrator

DATE: October 4, 2021

RE: **Ordinance #504 Recreational Vehicle and Recreational Unit Storage & Use**

BACKGROUND:

In the fall of 2020, the planning commission revisited the Village's ordinance on recreational vehicles and recreational units due to the setback requirements that were not reasonable with lot sizes within the Village.

After two drafts from the Planning Commission, the ordinance was then given to Council in July 2021 for the first reading. At this reading, Council requested that the Planning Commission revisit the proposed draft again.

The following proposed ordinance has several changes in the language of the storage section (518) and an added section (519) for usage of recreational vehicles and units.

RECOMMENDED ACTION: Please review the following proposed amended Ordinance #504 Recreational Vehicle and Recreational Unit Storage & Use and consider this a first reading so a public hearing can be set for November 1st, 2021.



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**PROPOSED ORDINANCE # 504
ELK RAPIDS ZONING CODE
CHAPTER 500 – SITE DEVELOPMENT STANDARDS**

The Village of Elk Rapids ordains to amend Chapter 500 SITE DEVELOPMENT STANDARDS §518 STORAGE OF RECREATIONAL VEHICLES AND/OR RECREATIONAL UNITS of the Village of Elk Rapids Zoning Code, for the purpose of detailing the storage of Recreation Vehicles within village limits.

Definition of Storage:

Storage – items not in transit but in long term containment or placement.

§518 STORAGE OF RECREATIONAL VEHICLES AND/OR RECREATIONAL UNITS.

A. The storage of recreational vehicles/recreational units shall be allowed on lots in all zoning districts in accordance with the requirements noted below. For the purposes of this section, two-family dwellings are considered a single-family dwelling.

B. The storage of recreational vehicles/recreational units shall be allowed only on a lot used for a dwelling or a lot adjacent to a dwelling. In addition, the vehicle must be owned by the dwelling occupant, operable and properly licensed.

C. The storage of recreational vehicles/recreational units shall be allowed if they are five (5) feet setback from the rear and side yard property line and behind the front plane of the principal structure. A five (5) foot setback from the rear and side yard must be adhered to for emergency vehicle access.

D. The storage of recreational vehicles/recreational units in the driveway or right-of-way (including an alley), at any time, is not allowed.

E. The storage of no more than two (2) recreational vehicles/recreational units shall be allowed outside per single-family dwelling.

F. No outdoor storage or parking of vehicles or trucks over one-ton rated capacity, or similar heavy equipment or construction equipment, shall be permitted in a yard or on a lot located in any residential zoning district, other than for the temporary parking of trucks or equipment engaged in construction on the site or being used for pickup or delivery purposes.

§519 USE OF RECREATIONAL VEHICLES AND/OR RECREATIONAL UNITS.

A. No more than two (2) habitable recreational vehicle/recreational units may be used for limited lodging purposes on a parcel with a principal building not exceeding three (3) days and must adhere to the following:

1. A Village permit is required through the Village Planning and Zoning Administrator if one habitable recreational vehicle/recreational unit is staying longer than three (3) days, but not to exceed fourteen (14) days
 2. The use of limited lodging of recreational vehicles/recreational units shall be allowed if there is a five (5) foot setback from the rear and side yard property line and behind the front plane of the principal structure. A five (5) foot setback from the rear and side yard must be adhered to for emergency vehicle access.
 3. Use in the right-of-way (including an alley), at any time, is not allowed.
 4. Only when side or rear yard space is not available will recreational vehicles/recreational units be allowed in the front of the house on either a paved or gravel surface. The recreational vehicle/recreational unit shall not extend the driveway length and shall not impeded on a sidewalk or right-of-way.
 5. Recreational vehicles/recreational units may be connected to the principal structure's electric and water, but not the sewer system.
- B. Recreational vehicles/recreational units will be allowed in the driveway for up to seventy-two (72) hours. Parking of the vehicle or unit for more than 72 hours will be considered storage, except for use in §519.A.



Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: President Janisse and Village Trustees

FROM: David Centala, Chief of Police

DATE: October 4, 2021

RE: **Police Vehicle Purchase**

BACKGROUND: I request authorization to purchase a 2022 Ford Interceptor from Gorno Ford of Woodhaven Michigan. Gorno Ford has the state bid price on police vehicles.

The vehicle price is **\$44,020** plus assorted equipment and installation including graphics, push bumpers, cages, etc. at **\$6,000** for a total not to exceed **\$50,020**.

RECOMMENDED ACTION: Consider **RESOLUTION 21-43 – POLICE VEHICLE PURCHASE (GORNO FORD) – NOT TO EXCEED \$50,020** so that the Elk Rapids Police Department can purchase a vehicle in the fiscal year 2021-2022.



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Equal Opportunity Employer



Village of Elk Rapids

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**VILLAGE OF ELK RAPIDS
RESOLUTION 21-43**

POLICE VEHICLE PURCHASE (GORNO FORD) – NOT TO EXCEED \$50,020

- WHEREAS:** The Village of Elk Rapids possesses a Village Police Department to protect the health, safety, and welfare of its residents; and
- WHEREAS:** The Police Department maintains a small fleet to conduct routine road patrol operations within the scope of their authority; and
- WHEREAS:** The Police Department has identified a need for the purchase of a new vehicle, per their Vehicle Replacement Policy, in the 2021-2022 budget year; and
- WHEREAS:** The Village of Elk Rapids is a member of the State of Michigan, Office of Management and Budget extended purchasing program, which fulfills bid requirements of Chapter 2 Article V of the Village code; and
- WHEREAS:** Gorno Ford of Woodhaven has submitted a State contract price for the amount of \$44020; now therefore
- BE IT RESOLVED:** The Village Council authorizes expenditures of \$44020. for the purchase of a 2022 Ford Interceptor from Gorno Ford plus accessories in the amount of \$6,000 for a total not to exceed \$50,020.

YEAS:

NAYS:

EXCUSED:

I, Kaitlyn Szczyпка, Clerk of the Village of Elk Rapids, do hereby certify that the forgoing is a true copy of a resolution adopted by the Village Council of Elk Rapids at the regular council meeting held on October 4, 2021.

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



Village of Elk Rapids

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: The Honorable James Janisse and Village Council

FROM: Marcus Evans, DPW Superintendent

DATE: September 27, 2021

RE: **AUTHORIZE TOP LINE ELECTRIC TO INSTALL STANDBY GENERATOR FOR THE DPW BUILDING, NOT TO EXCEED \$12,000**

BACKGROUND: The DPW shop currently has limited backup power. Current backup power supplies the water well and associated equipment. In the event of a power outage, the DPW does not have electricity to pump onsite diesel fuel, open garage doors, heat the building, or keep staff computers running.

DPW solicited options and quotes from two electrical contractors. The funds for this budgeted purchase will come from **401-958-978-799**.

RECOMMENDED ACTION: Due to ease of install and price, DPW is recommending option 1 from Top Line Electric.



October 19, 2020

Marcus Evans
Village of Elk Rapids
315 Bridge Street
Elk Rapids, MI 49629

PROJECT: Emergency Generator
SUBJECT: DPW Emergency Power

Dear Marcus:

We are pleased to submit the following proposal for installation and wiring of a new ATS for the DPW electrical service with feed from the existing well house to the DPW. The following equipment and services are provided:

- Install a junction box in the well house on the feed from the generator to the well house ATS.
- Refeed the ATS in the well house from the junction box.
- Tie in the provided underground conduit between the well house and DPW into the junction box. Extend the conduit across the DPW to the existing electrical panel in the DPW building.
- Install a step-down transformer from 480-volt to 120/240-volt in the DPW.
- Install an ATS in the DPW, feed normal power from utility, and feed from the new transformer for emergency power.
- Feed the existing power panel from the ATS.
- Ground and bond the new service at the DPW
- Permit with inspections

Total cost for the above described work is **\$12,858.00 USD**, including tax. This proposal is valid for 30 days.

Our proposal is based on the following:

- 1) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning.
- 2) Proposal is valid for 60 days.
- 3) ATS at the DPW provided by others.

Terms: Net 10 days

Thank you for the opportunity to provide a proposal for your requirements. If you have any questions, please feel free to contact us.

Sincerely,



Matthew Feenstra
Account Manager

Accepted by _____

Printed Name _____

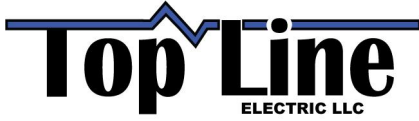
Purchase Order _____

Date _____

CORPORATE HEADQUARTERS
1176 Electric Ave., Wayland, MI 49348
616.877.8770 800.333.3641

MID MICHIGAN BRANCH
3600 Centennial Dr., Midland, MI 48642
989.631.2023

NORTHERN MICHIGAN BRANCH
1301 Business Park Dr., Traverse City, MI 49686
231.935.4800 800.891.5319



PROPOSAL

5057 Sawyer Woods Drive
Traverse City, MI 49685
231-922-8626
www.toplineelectric.us

Commercial • Industrial • Residential • Outdoor Utility • Automation • Low Voltage Systems • Technology

Proposal Submitted to: **Village of Elk Rapids DPW** ATTN: **Marcus Evans** Date: **9/14/2021**

Provide all labor, equipment and materials to perform the following work:

DPW Generator Install

Option 1 Price Includes:

- Purchase and install (1) new 22Kw Generac standby generator.
- Purchase and install (1) cold weather kit and battery.
- Purchase and install (1) 200A single phase transfer switch.
- Misc. materials to complete generator feeder and connection of new switch.
- Utility coordination.
- Permit.

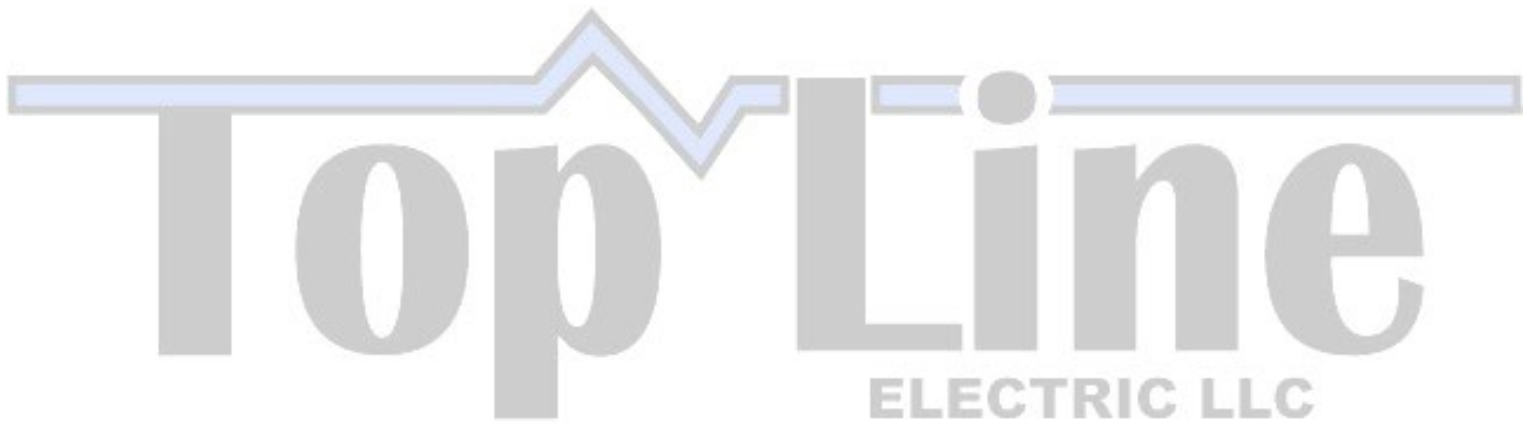
Note: Gas connection by others.

Total for Proposal: **\$10,924.00**

Option 2 Price Includes:

- Tap generator and install a circuit breaker at the generator to get us the 120/240V single phase power for the DPW garage.
- Purchase and install a cord and plug connection at the generator to keep the portable status.
- Purchase and install 100A conduit and wire from the generator to the new transfer switch location utilizing the existing underground and the newly installed conduit and wire through the building.
- Purchase and new 200A transfer switch on the opposite side of the overhead door as discussed.
- Purchase and install (1) new 200A disconnect on the exterior of the building next to the meter and feed the transfer switch from there and then back to the existing electrical panel.
- Permit.

Total for Proposal: **\$14,940.00**



Acceptance of Proposal

The above prices, specifications and conditions are satisfactory
And are hereby accepted.
You are authorized to do the work as specified.

Signature: _____

Date: _____



Name: _____ Stephen King

Phone #: _____ 231-590-0005

Email: _____ stevek@toplineelectric.us

Note: This proposal may be withdrawn by us if not accepted within
_____ 15 _____ days.

“Pay when Paid” contract clauses will not be considered by Top Line
Electric.

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



Village of Elk Rapids

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

**VILLAGE OF ELK RAPIDS
RESOLUTION 21-44**

**AUTHORIZE TOP LINE ELECTRIC TO INSTALL STANDBY GENERATOR FOR THE DPW
BUILDING, NOT TO EXCEED \$12,000**

- WHEREAS:** The Village of Elk Rapids owns and maintains the Department of Public Works Building; and
- WHEREAS:** The Department of Public Works has backup power for Well 1 but not the DPW Building; and
- WHEREAS:** The Department of Public Works needs backup power for the building and requested bids from two contractors; and
- WHEREAS:** Two contractors replied and provided options and fair prices; and
- WHEREAS:** The DPW Staff recommends accepting the bid from Top Line Electric LLC; now therefore
- BE IT
RESOLVED:** The Village Council authorizes the DPW to expend funds to Top Line Electric LLC for the purchase and installation of a generator in an amount not to exceed \$12,000.

YEAS: 0

NAYS: 0

EXCUSED: 0

I, Kaitlyn Szczyпка, Clerk of the Village of Elk Rapids, do hereby certify that the forgoing is a true copy of a resolution adopted by the Village Council of Elk Rapids at the regular council meeting held on October 4, 2021.

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



Village of Elk Rapids

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: The Honorable James Janisse and Village Council

FROM: Marcus Evans, DPW Superintendent

DATE: September 27, 2021

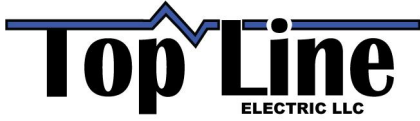
RE: **Authorize Top Line Electric to install a replacement variable frequency drive (VFD) at Lift Station #6, not to exceed \$14,000**

BACKGROUND: Variable Frequency Drives are devices that provide power to the pumps, regulate speed, communicate with the control system, and provide some protection in the event of over/under voltage. VFD life expectancy is 10 to 15 years. Top Line has replaced one of the two VFDs last year due to failure.

RECOMMENDED ACTION: The DPW recommends replacing the remaining original VFD with a scheduled event. A scheduled replacement will also allow for some cabinet modifications and address some electrical safety issues. The funds for this budgeted replacement will come from 405-958-981-200.



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PROPOSAL

5057 Sawyer Woods Drive
Traverse City, MI 49685
231-922-8626
www.toplineelectric.us

Commercial • Industrial • Residential • Outdoor Utility • Automation • Low Voltage Systems • Technology

Proposal Submitted to: **Village of Elk Rapids**

ATTN: **Marcus Evans**

Date: **9/13/2021**

Provide all labor, equipment and materials to perform the following work:

Lift Station 6 VFD Replacement

Price Includes:

- Purchase and install (1) new NEMA 4 cabinet and install to the right of the existing power enclosure.
- Purchase and install (1) new Allen Bradley PowerFlex 400 60HP VFD to replace the existing Toshiba for pump 2.
- Relocate the existing line filter to the new cabinet.
- Purchase and install cooling in the cabinet along with a thermostat to turn the fan on and off.
- Purchase and install (1) through door disconnecting means in the new enclosure.
- Pull existing wiring back to the power cabinet and run into the new VFD cabinet for pump 2.
- Purchase and install (1) new through door disconnecting means in the existing enclosure for pump 1.

Total for Proposal: **\$12,968.00**

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory
And are hereby accepted.
You are authorized to do the work as specified.

Signature: _____

Date: _____



Name: Stephen King

Phone #: 231-590-0005

Email: stevek@toplineelectric.us

Note: This proposal may be withdrawn by us if not accepted within
15 days.

"Pay when Paid" contract clauses will not be considered by Top Line
Electric.

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



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**VILLAGE OF ELK RAPIDS
RESOLUTION 21-45**

**AUTHORIZE TOP LINE ELECTRIC TO INSTALL A REPLACEMENT VARIABLE FREQUENCY
DRIVE (VFD) AT LIFT STATION #6, NOT TO EXCEED \$14,000**

WHEREAS: The Village of Elk Rapids owns and maintains public wastewater collection and treatment system; and

WHEREAS: There are twelve lift stations on the system which operate two pumps each to provide redundancy; and

WHEREAS: Lift Station #6 has already had one VFD replacement; and

WHEREAS: Top Line Electric provided a quote for the VFD replacement due to failure; and

WHEREAS: The DPW Staff recommends accepting the bid from Top Line Electric; now therefore

BE IT

RESOLVED: The Village Council authorizes the DPW to expend funds to Top Line Electric in an amount no to exceed \$14,000.

YEAS: 0

NAYS: 0

EXCUSED: 0

I, Kaitlyn Szczyпка, Clerk of the Village of Elk Rapids, do hereby certify that the forgoing is a true copy of a resolution adopted by the Village Council of Elk Rapids at the regular council meeting held on October 4, 2021.

Village of Elk Rapids Communication Initiation Form

Date: Communication To:
Month Day Year

Name of body submitting communication:

Date of meeting body approved communication:

Members present (last names):

Chair of submitting body:

Topic of communication:

General purpose of communication:

Resolution/Motion/Request:

Material attached supporting communication (list each document separately):

COMMUNICATION RESPONSE:

Name of body responding to communication:

Date of meeting body approved response:

Members present (last names):

Chairman of body:

Response:

Material attached supporting response (list each document attached):

Public Comment September 7,2021

In the Handbook for General Law Village officials published by MML, it states in chapter 1-“The Council is responsible for policy decision making. This is not always easy or pleasant, but it is necessary. As much as possible-except in routine matters-the trustees should make the decisions themselves with as much help from citizens, the manager and staff as they can secure. They shouldn’t pass this responsibility to the manager with instructions to “take care of the matter” unless there is a policy to serve as a guideline.”

There are two items on the agenda tonight for which it is my opinion that the Council does not have all of the information needed to make a decision that is in the best interest of the residents of the Village.

The first is item 6E - the Memorandum of Understanding regarding 13 Ways. The Village manager is asking in the cover letter to be authorized to sign the MOU pending review from the Attorney. The community was told that the Chamber was contributing \$10K to the cost of the project. Yet, there is no mention of the Chamber contributing anything at all in the MOU. But it does mention the Village contributing \$20K. In the cover letter it even states that the Village is essentially compensating the Chamber for the services provided by 13 Ways. It also states that the Village will provide tools, equipment and staff necessary to complete the project . What is the estimate cost to the taxpayer for these services?

I along with other Village residents I have spoken to do not believe that the Council should hand off this decision lightly to the Village Manager. It would be prudent and reasonable for the Council to first read the attorney, Scott Howard’s opinion and advice and any backup material and then decide on how to proceed. The attorney opinion should also be read into the record at a Council meeting in the interest of openness and transparency. Please do not pass this decision on to the Manager.

Secondly, item 7E. The Resolution of support for the Trail Town designation. The Council is being asked to sign a resolution without first reading the application that is being submitted on their behalf. The Trail Team has been meeting for quite some time and the application has been kept secret for some unknown reason. The Council represents the citizens of the Village in its decision making. I would venture to say that the majority of the residents of the Village would think it prudent that the application be read before being endorsed. Waiting another few weeks should not be too much to ask and that would give the Council and the public time to review the document. The public’s business should be conducted in public, after all.

Thank you

September 21, 2021

Dear President Janisse,

I am in receipt of your email dated September 12, 2021 addressing the public comment I made at the September 7th Village Council meeting. The intent of my comments was to promote openness and transparency.

There were additional comments that I made at the Council meeting that are not included in my written statement. I spoke about supporting the application for the Trail Town of Pure Michigan application and I commended the task force for what I know was a lot of hard work. What I was not in agreement with was the application being withheld from review by the Council and the public before the Resolution was approved. It is hard for me to comprehend how a Council in good conscience can approve a resolution when no one has read what is going out in their name and the Village's name.

My concerns about the MOU were also raised in the interest of openness and transparency. It seems prudent to me for the Council to read Attorney Scott Howard's opinion before directing the Village manager to prepare the MOU. The community has a financial stake in this decision and the public is represented by Council. It is assumed that due diligence is being done in the best interests of the residents.

I believe that elected officials must be open, honest and transparent in their dealings with the public and that the Council is ultimately responsible and liable for the decisions it makes. Further, I think it is important for citizens to ask questions and be involved in all decisions made on their behalf. I do not think that residents should be asked to apologize for wanting transparency in our process.

Sincerely,

Dianne Richter



Village of Elk Rapids

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

Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

October 4, 2021

Mr. Matt Davies
Riverwalk Grill & Taproom
106 Ames Street
Elk Rapids, MI 49629

RE: Parcel Adjacent to Riverwalk Restaurant (pp#05-43-021-035-10)

Dear Mr. Davies:

The purpose of this letter is to give you a "heads up" about the Village's interest in resolving a property issue on the west side of your parcel.

As you are probably aware, the Village owns a small parcel adjacent to the west side of your property (see attached survey). Currently, the property appears to be used exclusively for parking by your restaurant. The Village would like to use the property to support its parks/recreation purposes. I look forward to discussing how we can mutually transition to convert the property to its intended public use.

Please feel free to call me at 231.264.9274 or email me at bgruesbeck@elkrapids.org with any questions or if you need additional information.

Sincerely,

Bryan Gruesbeck, ICMA-CM
Village Manager



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CERTIFICATE OF SURVEY

VILLAGE OF ELK RAPIDS
 PARCEL ADJACENT TO RIVERWALK RESTAURANT
 PART OF GOVERNMENT LOT 2, SECTION 21, T29N, R09W
 VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN

I, THE UNDERSIGNED, BEING A LICENSED PROFESSIONAL SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE PARCEL(S) HERON DESCRIBED AND THAT THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THAT ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH THE BASIS FOR BEARINGS IS TRUE NORTH BY GPS OBSERVATION.

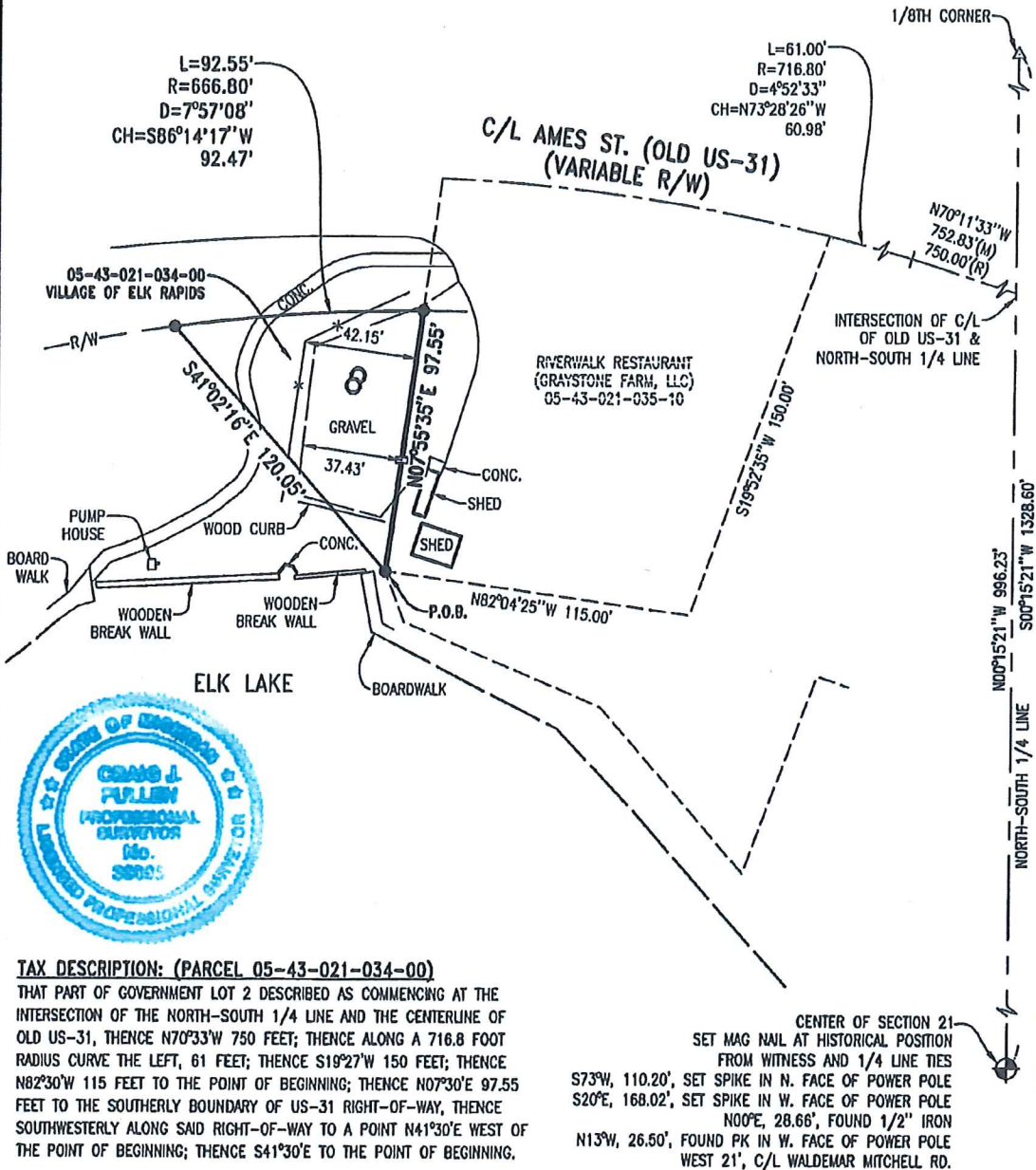
Craig J. Pullen

CRAIG J. PULLEN, P.S. #39095



SCALE 1" = 50'

0' 50' 100'



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Date: 06/23/2020
 Scale: 1" = 60'
 Drawn: ADB
 Ckd: CJP
 Rev:
 Sheet: 1 of 1
 Job No: 2020150003 01

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 www.goslinggzubak.com info@goslinggzubak.com

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Village of Elk Rapids

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Phone: 231-264-9274
Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: Village President Janisse and Village Council
FROM: Bryan Gruesbeck, Village Manager
DATE: October 4, 2021
RE: **Village Manager Report**

METRO Act Permit Application: This month we received an application from Cherry Capital Connection LLC to install broadband fiber in the Village right of way. This type of application and process is governed by the "Metropolitan Extension Telecommunications Rights of Way Oversight Act" (2002 PA 48). The process is also outlined in the Village General Code of Ordinances (Chapter 54 Telecommunications). The Village Manager is required to issue a denial or approval of the permit upon satisfactory completion of the application. The METRO Act also allows the Village to recover any annual maintenance costs.

American Rescue Plan (ARP): We received the first payment in the amount. We will receive the second payment – same amount – same time next year. I recommend that we discuss uses – or a process for possible uses - during the FY 2021-2022 budgeting process.

Electric Vehicle (EV) Charging Stations: The charging stations have been installed and powered. Let me know if you receive any feedback.

Request to Purchase Village Property: I recently received a request from a builder that the Village consider selling property for a multiple family housing project. Kerri Esterly, Planning and Zoning Administrator, and I have reviewed Village owned properties with the builder to determine a suitable location. There are a few steps that we should follow in the process of deciding toward whether to sell any Village property:

1. Establish a fair value of the property by obtaining an independent market appraisal of any of the properties under consideration.
2. Require the purchaser to submit a pro forma that describes his/her ability to capitalize the project as well as all previous experience with similar projects.
3. Willingness to enter into a development agreement that outlines the terms for development – eg, timeline for the project and how they will manage any unique characteristics of the property (wetlands, surrounding uses).
4. Review a site plan that illustrates the layout and appearance of the housing.

Given our housing concerns, this is important work. Let me know your thoughts.



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