

**AGENDA**  
**PARKS AND RECREATION COMMISSION**  
**JANUARY 6th @ 7:00 PM**  
**Meeting in person**

1. Call to order
2. Approval of Agenda
3. Approval of Minutes November 4th, 2021
4. Citizen Comments –

Any citizen who wishes to address the Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Commission may state their name, address and, if applicable, their affiliation. The Commission Chair should recognize the citizen before speaking. A five-minute limitation applies unless extended by the chairman. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before Commission.

5. NEW BUSINESS
  - A. None
6. Unfinished Business Updates
  - A. 5 Year Parks and Rec Plan renewal plan
  - B. Ice Rink Update
  - C. Norte Update
  - D. Trail Town update
  - E. Swim lessons in lake
  - F. Budget
7. Correspondence
8. Reports- Council Liaison, Other members
9. Next Meeting – Set meeting date
10. Adjournment

**Minutes**  
**Village of Elk Rapids**  
**Parks and Recreation Commission**  
**November 4, 2021**

Present:

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

Staff: Village Manager Brian Gruesbeck

West calls meeting to order

**Motion** to approve agenda by Moyer. Second by Paxon. **Motion Carried**

**Motion** to approve last meeting minutes by Pryde. Second by Conrad. **Motion Carried**

**Citizen Comments:** n/a

**New Business:**

Monarch City – Beautification Commission Presentation: A short presentation was given on the requirements the Village would have to meet to become a “Monarch City USA”, including hosting a community Butterfly Event. Discussed using the Spring into SummER CommUNITY event or the Green Elk Rapids Nature Fest to meet the requirement. Also discussed using the Monarch Mural dedication at Elk Rapids schools as a potential event. Beautification Commission will inform Parks and Recreation when a decision is made.

**Motion** to send the Parks and Recreation Commission’s support of Elk Rapids becoming a Monarch City USA to Village Council by Stewart. Second by Pryde. **Motion Carried**

Memorial Park Plan Update: It was decided to hold off making any changes until the 5 Year Parks and Recreation renewal plan is in place for 2020-2025.

Bell at Memorial Park: Discussed the historical nature of the bell and decided to consult with the Historical Society on how to best preserve the bell.

5 Year Parks and Recreation Renewal Plan: Updates to the yearly plan have been put on hold until the Commission’s 5 Year plan is updated. Discussed spending \$5,000 to hire someone to update the 5 Year Plan.

New Play Structure at Memorial Park: Commission members shared ideas on what type of playground equipment should replace the structure. Discussed the structure should offer a variety of play, be generally the same size as the bridge, look more like art and have continuity with existing play structures. Discussed getting community input moving forward. More discussion to follow at the next meeting.

#### **Unfinished Business:**

CommUnity Event: Commission members shared their thoughts on the success of the event. It was decided to repeat the event in May as a Spring into Summer event. Discussed ways to grow the attendance including repeating the dog costume contest, inviting the jazz band and a musician to perform and partnering with local restaurants to provide food.

Budget Discussion and worksheet: Discussed the budget worksheet and priorities for spending funds. The following funds were earmarked:

2021

-Contractual Services for 5 Year Parks and Recreation Plan \$2,600

-Swing set with infant and big kid swings \$5,000

2022

-Contractual Services for 5 Year Parks and Recreation Plan \$2,400

-Recreational Programming open water swim instructor \$2,500

-Spring into SummER CommUNITY event planner \$3,000

-New play structure \$40,000

Ice Rink: Marcus Evans with DPW is working with the Elk Rapids Marina to relocate the ice rink to that property. Discussed hosting an opening event when weather permits.

Norte: No update.

Trail Town: No update.

Swim lessons in lake: Discussed the funds that will be used to hire an instructor for next summer. Pryde will confirm the interest and qualifications of a potential teacher.

Correspondence: Letter from Beautification Commission and Laura Shumate, Village Trustee about Monarch City USA designation.

Reports: Pryde reported on the recent Village Council meeting, including the Recreational Vehicle Ordinance, Paddle Antrim's presence at Rotary Park, the update to the Employee manual and the Tart Trail along South Bayshore Dr.

Next meeting Thursday December 2 at 7:00 pm at Government Center.

Motion by Conrad to Adjourn. Second by Paxon. Meeting adjourned.

User: LORI

DB: Elk Rapids

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020	ACTIVITY FOR MONTH 12/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 694 - PARKS & RECREATION						
101-694-700-000	WAGES	4,342.00	0.00	0.00	4,342.00	0.00
101-694-715-000	SOCIAL SECURITY	332.00	0.00	0.00	332.00	0.00
101-694-716-000	HEALTH INSURANCE	936.00	0.00	0.00	936.00	0.00
101-694-718-000	RETIREMENT	434.00	0.00	0.00	434.00	0.00
101-694-719-000	SICK & ACCIDENT BENEFIT	70.00	0.00	0.00	70.00	0.00
101-694-720-000	WORKER'S COMP	104.00	57.00	0.00	47.00	54.81
101-694-757-000	SUPPLIES	350.00	110.63	0.00	239.37	31.61
101-694-818-000	CONTRACTUAL/PROF SVCS	3,500.00	0.00	0.00	3,500.00	0.00
101-694-864-000	TRAINING/CONFERENCES	500.00	0.00	0.00	500.00	0.00
101-694-880-000	RECREATION PROGRAMMING/FUNDRAISING	1,500.00	0.00	0.00	1,500.00	0.00
101-694-956-000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-694-970-000	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
101-694-970-350	TRAIL PROJECTS	2,500.00	0.00	0.00	2,500.00	0.00
101-694-977-500	TO/GEN CAP/401/P&R PROJECTS	0.00	7,200.00	7,200.00	(7,200.00)	100.00
Total Dept 694 - PARKS & RECREATION		19,768.00	7,367.63	7,200.00	12,400.37	37.27
TOTAL EXPENDITURES		19,768.00	7,367.63	7,200.00	12,400.37	37.27
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		19,768.00	7,367.63	7,200.00	12,400.37	37.27
NET OF REVENUES & EXPENDITURES		(19,768.00)	(7,367.63)	(7,200.00)	(12,400.37)	37.27

10/18/2021

BUDGET REPORT FOR ELK RAPIDS VILLAGE  
 Calculations as of 10/31/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 AMENDED BUDGET
APPROPRIATIONS				
101-694-700-000	WAGES		97	4,241
101-694-715-000	SOCIAL SECURITY		6	324
101-694-716-000	HEALTH INSURANCE			639
101-694-718-000	RETIREMENT		8	424
101-694-719-000	SICK & ACCIDENT BENEFIT			69
101-694-720-000	WORKER'S COMP		76	74
101-694-757-000	SUPPLIES	174	111	
101-694-818-000	CONTRACTUAL/PROF SVCS	1,650	3,500	3,500
101-694-864-000	TRAINING/CONFERENCES			500
101-694-880-000	RECREATION PROGRAMMING/FUNDRAISING	188	567	
101-694-900-000	PUBLISHING		57	
101-694-956-000	MISCELLANEOUS			200
101-694-970-350	TRAIL PROJECTS			2,500
101-694-977-500	TO/GEN CAP/401/P&R PROJECTS		7,200	5,000
TOTAL APPROPRIATIONS		2,012	11,622	17,471
NET OF REVENUES/APPROPRIATIONS - FUND 101		(2,012)	(11,622)	(17,471)
BEGINNING FUND BALANCE		372,957	613,197	687,418
FUND BALANCE ADJUSTMENTS		3,530	(27,200)	
ENDING FUND BALANCE		374,475	574,375	669,947

2021-22 ACTIVITY THRU 10/31/21	2022-23 REQUESTED BUDGET
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976  
75  
358  
98  
40  
40

900

710

38

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3,235

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(3,235)  
687,418

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684,183