

HARBOR COMMISSION AGENDA

Meeting Monday, January 9, 2023

Begins at 6:30 pm

315 Bridge St, Elk Rapids, MI 49629

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- a. Harbor Commission meeting held December 12, 2022

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

4. CITIZENS COMMENTS: Any citizen who wishes to address the Harbor Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Harbor Commission may state their name, address and, if applicable, their affiliation. The Chair/Vice 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. REPORTS

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

6. OLD BUSINESS

- a. Bio Swale / Rain Garden maintenance
- b. Boater Survey update

7. UNFINISHED BUSINESS

- a. Paddle Antrim support
- b. Upper harbor I sidewalk & seawall project research.

8. NEW BUSINESS

9. CORRESPONDENCE

10. COMMISSIONER ROUND TABLE

11. ADJOURNMENT

THERE WILL BE NO ZOOM LINK FOR PUBLIC PARTICIPATION When: November 12, 2022, 6:30 PM Eastern Time (US and Canada) Topic: Harbor Commission – November 12, 2022

HARBOR COMMISSION MINUTES

DECEMBER 12, 2022

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

PRESENT: Hansen, Spillane, Blesma, Bryant, Strehl, Pryde

ABSENT: Berck, Singleton

APPROVAL OF MINUTES:

- a. Motion by Blesma second by Pryde to approve November 7, 2022 minutes as presented.
Motion Carried.
- b. Motion by Pryde second by Spillane to approve December 1, 2022 minutes as presented.
Motion Carried.

CONFLICT OF INTEREST: None

CITIZEN COMMENTS:

- a. Jim Sarna had questions regarding fuel figures
- b. Jim Sarna had comments regarding Dockwa

GUESTS:

- a. Deana Jerdee gave an update on the Paddle Antrim kayak project.
- b. Royce Ragland offered comments and suggestions regarding garden development in the upper harbor open space.

REPORTS:

- a. Staff Report – Singleton was absent so no discussion
- b. Council Report – Pryde reported on councils actions regarding the over payment issue. Pryde also suggested that Harbor Commission meet with Parks and Recreation commission.
- c. Treasurers Report - Hansen commented on the new financial report

OLD BUSINESS:

- a. Harbor Commission 5 Year Plan draft has been turned over to village management for formatting and adding to the Parks and Recreation plan. It will then go out for public review.

UNFINISHED BUSINESS:

- a. Upper Harbor I sidewalk & seawall project discussion waiting on Singleton's return.

NEW BUSINESS: None

CORRESPONDENCE: None

COMMISSIONER ROUND TABLE:

- a. Spillane commented on the needed attention to the harbor's internet service

ADJOURNMENT: Meeting was adjourned at 7:38 P.M.

NEXT MEETING DATE:

Monday January 9, 2023 @ 6:30 P.M. At the Government Center, 315 Bridge Street, Elk Rapids
MI 49629

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



Village of Elk Rapids

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

MEMORANDUM

TO: Bryan Gruesbeck
FROM: Mike Singleton, Harbormaster
DATE: December 28th, 2022
RE: December 2022, Monthly Report

1. Sent out all seasonal boater contracts for the 2023 season
2. Scheduled summer concert series (6)
3. Continued with reservations for the pavilion including weddings and Harbor Days Boat Show dinner
4. Approved in writing by EGLE to apply for permits regarding upper harbor sidewalk construction
5. Updated reservation system 2023
6. Received 2022 Boaters Choice Award from Marinas.com
7. RFP sent for dredge project in spring 2023
8. Budget meetings for FY2023
9. 5-Year Plan review by Parks and Recreation Commission and Village Staff
10. Organized offsite storage facility, conducted inventory
11. Removed broken dog waste station upper harbor, ordered new station for spring
12. Adjusted bubblers due to decreased water levels
13. Coordinate preventative maintenance schedule with electricians
14. All information sent for UST insurance renewal and motor fuel outlet license for 2023 re-cert
15. Provided revenue data to the DDA Chair for the village 5-year plan
16. Adjusted and completed harbor final quarter of 2022 state sales tax for diesel



EEO
Equal Opportunity Employer

**VILLAGE OF ELK RAPIDS
HARBOR REVENUE EXPENSES
AS OF DECEMBER 31,2022**

| DESCRIPTION | 2022-23 | | 2022-23 | | % of change 21-'22 | 2021-22 | | % of change 20-'21 | 2020-21 | | 2019-20 | |
|-------------------------------------|-------------------|---------------|-----------------------------|--|--------------------------|---------------------------|---------------|--------------------------|---------------------------|------------------|---------------------------|--|
| | AMENDED BUDGET | +/- BUDGET | ACTIVITY THRU 12/31/2022 | | | ACTIVITY THRU 02/28/22 | | | ACTIVITY THRU 02/28/21 | | ACTIVITY THRU 02/28/20 | |
| INTEREST - CAPITAL | 300 | (233) | 67 | | 60.32% | 504 | -244.50% | 200 | | 689 | | |
| INTEREST - BREAKWATER RESERVE | 560 | 7,485 | 8,045 | | 64% | 1,034 | -177.57% | 370 | | 1,027 | | |
| REVENUE | | | | | | | | | | | | |
| CONTRACT/ UPPER 1 | 35,000 | (12,017) | 22,983 | | 24.06% | 31,250 | -13.16% | 23,731 | | 26,854 | | |
| CONTRACT/UPPER II | 50,000 | (15,265) | 34,735 | | 33.66% | 50,015 | -17.08% | 33,180 | | 38,848 | | |
| CONTRAC/ LOWER HARBOR | 570,000 | (29,056) | 540,944 | | 25.81% | 558,705 | -19.20% | 414,504 | | 494,109 | | |
| SALES/GAS | 250,000 | 42,254 | 292,254 | | 16.10% | 248,222 | 8.94% | 208,259 | | 189,651 | | |
| FEES/DIESEL | 85,000 | 19,290 | 104,290 | | 25.26% | 88,325 | 1.85% | 66,012 | | 64,789 | | |
| FEES/SEASONAL RAMP PASSES | 11,000 | (1,456) | 9,544 | | 15.96% | 9,978 | 10.52% | 8,386 | | 7,504 | | |
| FEES/DAILY RAMP PASSES/LOWER HARBOR | 8,000 | 6,991 | 14,991 | | 20.41% | 8,487 | 6.72% | 6,755 | | 6,301 | | |
| FEES/TRAILER STORAGE | 450 | (90) | 360 | | 0.61% | 490 | 40.45% | 487 | | 290 | | |
| FEES/PUMP-OUT | 7,000 | 3,040 | 10,040 | | 3.00% | 6,660 | 5.11% | 6,460 | | 6,130 | | |
| FEES/ICE | 4,500 | 1,073 | 5,573 | | 11.35% | 4,644 | 1.46% | 4,117 | | 4,057 | | |
| FEES/POP | 650 | 395 | 1,045 | | 28.28% | 548 | 23.41% | 393 | | 301 | | |
| MERCHANDISE | 2,500 | (1,333) | 1,167 | | 18.32% | 2,178 | 85.83% | 1,779 | | 252 | | |
| FEES/PAVILION RENTAL | 5,200 | (86) | 5,114 | | 36.63% | 5,050 | -104.69% | 3,200 | | 6,550 | | |
| FEES/COMMERCIAL RAMP PASS | 2,000 | 800 | 2,800 | | 84.05% | 8,148 | -160.85% | 1,300 | | 3,391 | | |
| FEES/TRANSIENT | 195,000 | 19,996 | 214,996 | | 6.46% | 189,320 | 14.54% | 177,093 | | 151,344 | | |
| HARBOR CITATION | | 400 | 400 | | | | | | | | | |
| INTEREST | 650 | 1,052 | 1,702 | | 70.10% | 1,418 | -64.86% | 424 | | 699 | | |
| REIMBURSEMENT/LIBRARY UTILITIES | 2,300 | 122 | 2,422 | | 10.54% | 2,667 | 6.62% | 2,386 | | 2,228 | | |
| MISC REVENUE | | | | | -868.10% | 210 | 71.37% | 2,033 | | 582 | | |
| FEES/HARBOR WAITING LIST | 6,300 | (1,080) | 5,220 | | 60.40% | 6,920 | -7.96% | 2,740 | | 2,958 | | |
| LAUNDRY | 1,100 | (2) | 1,098 | | 71.18% | 1,079 | -227.01% | 311 | | 1,017 | | |
| UPPER HARBOR RAMP FEES | 6,000 | (739) | 5,261 | | 32.28% | 5,945 | 100.00% | 4,026 | | | | |
| TOTAL | 1,242,950 | 42,101 | 1,285,051 | | 21.34% | 1,230,763 | -4.18% | 968,080 | | 1,008,544 | | |

**VILLAGE OF ELK RAPIDS
HARBOR REVENUE EXPENSES
AS OF DECEMBER 31, 2022**

| | | | | | | | | |
|---|------------------|----------------|------------------|----------|----------------|----------|----------------|----------------|
| AUDITOR | 1,258 | 0 | 1,258 | 0.00% | 1,258 | 0.00% | 1,258 | 1,258 |
| PROFESSIONAL SVCS | 6,000 | 4,351 | 1,649 | -393.73% | 813 | 100.00% | 4,014 | |
| CONTRACTUAL/ENHANCEMENTS | 32,200 | (8,678) | 40,878 | 26.91% | 34,885 | 48.38% | 25,497 | 13,162 |
| EQUIPMENT/COMPUTER | | | | | | | | 948 |
| SOFTWARE SUPPORT | 2,000 | (653) | 2,653 | 36.98% | 2,036 | -5.85% | 1,283 | 1,358 |
| PHONE/CELL/LONG DISTANCE | 2,500 | 917 | 1,583 | -92.36% | 2,186 | -71.75% | 4,205 | 7,222 |
| TV/CABLE/INTERNET FEES | 13,500 | (2,624) | 16,124 | -22.81% | 16,136 | -11.03% | 19,817 | 22,003 |
| CREDIT CARD PROCESSING FEES | 8,500 | 3,575 | 4,925 | 3.76% | 13,656 | 14.21% | 13,142 | 11,274 |
| TRAINING/CONFERENCES | 1,000 | 543 | 457 | 39.04% | 648 | -515.44% | 395 | 2,431 |
| COMMUNITY PROMOTION | 5,000 | 2,809 | 2,191 | -93.83% | 2,206 | 2.76% | 4,276 | 4,158 |
| PRINTING/PUBLICATION | 4,000 | 2,135 | 1,865 | -0.94% | 2,755 | -11.83% | 2,781 | 3,110 |
| INSURANCE/LIABILITY | 4,200 | 53 | 4,147 | 35.75% | 15,127 | 5.51% | 9,719 | 9,183 |
| UTILITIES | 70,000 | 3,103 | 66,897 | 11.26% | 80,551 | 1.04% | 71,480 | 70,739 |
| REPAIRS AND MAINTENANCE | 43,500 | 8,989 | 34,511 | -29.17% | 41,991 | 51.87% | 54,241 | 26,105 |
| PAVILION MAINTENANCE/REPAIRS | 4,300 | 710 | 3,590 | 96.90% | 3,713 | 100.00% | 115 | |
| PURCHASE LUMBER | 25,000 | 25,000 | 0 | 32.84% | 2,896 | 100.00% | 1,945 | |
| STORAGE RENTAL | 3,500 | 400 | 3,100 | -73.33% | 3,000 | 23.08% | 5,200 | 4,000 |
| MISCELLANEOUS | 500 | 234 | 266 | | | -106.00% | 500 | 1,030 |
| HARBOR ACTIVITIES | 4,500 | 4,500 | 0 | | | | | |
| HARBOR CONTRACT REFUNDS | 6,500 | 6,500 | 0 | 56.38% | 6,564 | -139.29% | 2,863 | 6,851 |
| COMPUTER/SOFTWARE PURCHASE | 6,000 | 6,000 | 0 | 100.00% | 4,350 | | | 3,850 |
| SMALL EQUIPMENT | 9,000 | 3,435 | 5,565 | -5.97% | 2,330 | 27.99% | 2,469 | 1,778 |
| TOTAL | 1,161,173 | 133,213 | 1,027,960 | | 961,207 | | 792,879 | 853,582 |
| NET REVENUE | 81,777 | | 257,091 | | 269,556 | | 175,201 | 154,962 |
| MISC. TRANSFERS - NOVEMBER | | | | | | | | |
| *TRSF FROM OPERATING TO CAPITAL | 65,000 | 0 | 65,000 | -226.93% | 25,000 | 100.00% | 81,733 | |
| TRSF FROM OPERATING TO ADMIN | 3,100 | 0 | 3,100 | 9.68% | 3,100 | 0.00% | 2,800 | 2,800 |
| TRSF FROM OPERATING TO EQUIPMENT REPLACE | 20,000 | 0 | 20,000 | 16.67% | 12,000 | 0.00% | 10,000 | 10,000 |
| *TRSF FROM OPERATING TO BREAKWATER | 100,000 | 0 | 100,000 | | 25,000 | 100.00% | 25,000 | |
| *REC'D FROM OPERATING INTO BREAKWATER | 100,000 | 0 | 100,000 | | 25,000 | 100.00% | 25,000 | |
| *REC'D FROM OPERATING TO CAPITAL | 65,000 | 0 | 65,000 | -226.93% | 25,000 | 100.00% | 81,733 | |
| PRIOR YR/ENDING CASH BALANCE - CAPITAL | 189,000 | | 0 | | | | | |
| PRIOR YR/ENDING CASH BALANCE - BREAKWATER | 536,000 | | 0 | | | | | |
| MISC. EXPENSES | | | | | | | | |
| <u>2012 CAPITAL IMPROV/REFUNDING BOND</u> | | | | | | | | |
| PRINCIPAL PYMT (MAY) | 75,000 | 0 | 75,000 | | 75,000 | | 70,000 | 70,000 |
| INTEREST PYMT (MAY) | 7,095 | 0 | 7,095 | | 8,633 | | 9,543 | 10,453 |
| INTEREST PYMT (NOVEMBER) | 7,095 | 0 | 7,095 | | 7,658 | | 8,633 | 9,543 |
| VOIDS ALONG BREAKWALL | 14,500 | 14,500 | 0 | | 14,500 | | 14,500 | 14,500 |
| SEA WALL/SIDE WALK | 70,000 | 70,000 | 0 | | 70,000 | | 70,000 | 70,000 |
| PARKING LOT REPAIR | 35,000 | 35,000 | 0 | | 35,000 | | 35,000 | 35,000 |

VILLAGE OF ELK RAPIDS
HARBOR REVENUE EXPENSES
AS OF DECEMBER 31,2022

| | | | | | | | | |
|---|-----------|----------|---------|--|-----------|---------|---------|-----------|
| *ESTIMATED REVENUES (includes carryover funds)- ALL FUNDS | 1,780,370 | 781,712 | 998,658 | | 1,232,301 | 21.40% | 968,650 | 1,010,260 |
| *ESTIMATED EXPENSES - ALL FUNDS | 1,392,963 | 808,016 | 584,947 | | 1,187,098 | -13.75% | 943,355 | 1,073,078 |
| NET REVENUE- ALL FUNDS | 387,407 | (26,304) | 413,711 | | 45,203 | 348.34% | 25,295 | (62,818) |