



## VILLAGE OF ELK RAPIDS - PARKS & RECREATION COMMISSION

### REGULAR MEETING AGENDA

Wednesday, February 01, 2023, 6:30 PM – 8:00 PM

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#### 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

2. **AGENDA APPROVAL** - The agenda may be modified if approved by the Parks & Recreation Commission. If the Commission does not wish to modify the agenda, members may vote to approve the agenda as is.

#### 3. APPROVAL OF January 04, 2022, MINUTES

#### 4. CITIZEN COMMENTS:

- Any citizen who wishes to address the Commission on unlisted items may speak at this time.
- Persons addressing the Commission may state their name, address and 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. UNFINISHED BUSINESS

- a. Elk River Shoreline assessment report – **Melissa West**
- b. 5 Year Parks and Rec Plan renewal plan – **Bryan Gruesbeck**
- c. CommUNITY event discussion – **Paula Moyer**
- d. Equipment Survey – **Bryan Gruesbeck**
- e. Basketball Hoop Fence – **Melissa West**
- f. Ice Rink Update – **Ryan Paxson**
- g. Norte Update – **James Dake**
- h. 2023 Budget Discussion – **Ryan Paxson**
- i. Shed Discussion – **Ryan Paxson**
- j. New Projects that will affect Budget – **Ryan Paxson**

#### 6. NEW BUSINESS

1. Minutes Approval Discussion – Bryan Gruesbeck
2. Swim Program Project Retrospective – **Melissa West**
3. Parks and Rec / Harbor Commission Discussion – **Ryan Paxson**
4. Ice Rink Refrigeration Fund Raiser

#### 7. CORRESPONDENCE

#### 8. REPORTS

- a. **Council Liaison**
- b. **Other members**

#### 9. NEXT MEETING

- a. **March 1, 2023**

#### 10. ADJOURNMENT

**DRAFT Minutes**  
**Village of Elk Rapids**  
**Parks and Recreation Commission**  
**December 7, 2022**

**Present:**

Ryan Paxson, Melissa West, Gordon Stewart, Paula Moyer, James Dake, Carol Heles, Jeremy Cannon

**Staff:** Village Manager Brian Gruesbeck, Planning and Zoning Administrator Kerri Janisse

Paxson calls meeting to order

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

**Motion** to approve last meeting minutes by **West**. Second by Dake. **Motion Carried**

**Citizen Comments:** n/a

**Unfinished Business:**

- a. 5 Year Parks and Rec Plan: Elise Crafts from Statecraft presented the results from the Community Survey. The survey was presented to the community by paper copy, an open house event and online survey. The survey was well received with over 370 results and resulted in a 54-page report. Commission members have been asked to review the results and compare them to the 5 Year Plan and provide input and recommendations at the next meeting. The Plan needs to be submitted to the state in early February.
- b. CommUnity Event: Discussed presenting a special event during the opening of the Ice Rink in January. Ideas included a Curling demonstration, free hot chocolate and luminary decorations. More discussion to follow at the next meeting.
- c. New Equipment Options: Gruesbeck is working on a survey to present to the community to choose a favorite option(s).
- d. Basketball Hoop Fence: DPW will install in early spring.
- e. Ice Rink Update: Two liners and walls have been installed. DPW is waiting on colder temperatures to begin layering the ice. A snowblower has been donated to remove snow from the rink and an ad will be placed in the ER News to hire a part time worker. Skates have been sharpened and will be organized in the shed.
- f. Norte Update: Volunteer groomers are ready to create cross country ski trails at the Elk Rapids Golf Club. Donated skis are available in a shed at the Club.
- g. Lights on River Street: Very few electrical outlets exist on River Street and Veterans Park for temporary café style lighting. More permanent light fixtures will be explored in the future.
- h. Next Years Budget Discussion: Discussed the Revenue and Expenditure Report for Parks and Rec Commission and changes for 2023. More discussion to follow at the next

meeting. The report will be updated, and West will present to the Village Council for approval.

**New Business:**

- a. Shed discussion: Discussed purchasing a shed for Parks and Rec use only and researching options for a movable shed. More discussion at the next meeting.
- b. New Projects that will affect the budget: Discussed purchasing the shed in February, 2023.
- c. Trail Project Clarification: No clarification currently available.
- d. Elk River Shoreline assessment report: The report will be discussed at the next meeting.

**Correspondence:** n/a

**Reports:** No report from Village Council Liaison West.

Next meeting Wednesday, December 14 at 6:30 pm at the Government Center.

Motion by Stewart to Adjourn. Second by Heles. Meeting adjourned.

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



*Village of Elk Rapids*

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**Minutes  
Village of Elk Rapids  
Parks and Recreation Commission  
SPECIAL MEETING  
DECEMBER 14, 2022, 6:30 PM**

**Called to order at 6:30 pm by Chair Ryan Paxson.**

**Present:** Ryan Paxson, Gordon Stewart, Melissa West, Jeremy Cannon

**Excused:** Carol Heles, Paula Moyer and James Dake.

**Others:** Village Manager Bryan Gruesbeck, Council Trustee Charlie Pryde, Kaitlyn Szczypka and Elise Crafts.

**Citizens:** 2

**Motion by STEWART**, second by **WEST** to approve the agenda as amended.  
All those present voted yes: **Motion Carried**

As this was a **SPECIAL MEETING**, no previous minutes were approved.

**Citizen Comments:** One citizen commented.

**Unfinished Business:**

5 Year Parks and Rec Renewal plan – Elise Crafts: Received

**MOTION by STEWART**, second by **WEST** to approve the 5-year Parks & Recreation Renewal Plan with the 30-day review period beginning Thursday, December 15, 2022.  
All those present voting yes. **MOTION CARRIED.**

**New Business** – None.

**Correspondence** – None.

Next meeting **Wednesday, January 4<sup>th</sup>, 2023 at 6:30 pm** at the Government Center, 315 Bridge St.

Motion by Stewart, second by West, to adjourn.

**Draft Minutes**  
**Village of Elk Rapids**  
**Parks and Recreation Commission**  
**January 4, 2023**

**Present:**

Ryan Paxson, Melissa West, Gordon Stewart, Paula Moyer, James Dake, Carol Heles

**Staff:** Village Manager Brian Gruesbeck

Paxson calls meeting to order

**Motion** to amend the agenda to postpone discussion of the Elk River Shoreline, swim program and Parks and Rec/Harbor Commission discussion by West. Second by Heles. **Motion Carried**

**December minutes** will be approved at the next meeting

**Citizen Comments:** A citizen requested having consistency between Commission meetings by adding citizen comments before the meeting is adjourned. The Commission agreed to add to the agenda in the future.

**Unfinished Business:**

- A. 5 Year Parks and Rec plan renewal: The draft of the plan is available for citizen comment.
- B. CommUnity event: Discussed holding the event Friday, January 20 at 6:00 at the ice rink, with January 27 the backup date if the ice is not frozen. Children will be offered a free hot chocolate, served by Marina staff and paid for with Parks and Rec funds. Heles will contact the Curling Club for a curling demonstration.
- C. Equipment Survey: A handout with pictures of 6 playground equipment options was presented. A survey will be sent out to the public mid January and paper copies will be available at the library and Village Office.
- D. Basketball Hoop Fence: No update.
- E. Norte Update: A trivia fundraiser will be held at Shorts Pull Barn Thursday, January 5.
- F. 2023 Budget Discussion: Paxson and West are attending a Village budget workshop Thursday, January 5.
- G. Shed Discussion: Discussed the organization and layout of the ice skates and benches in the shed. Purchasing a shelf unit will be explored. A maintenance worker has been hired to clear the snow. Discussed purchasing a new shed to use at the ice rink in the winter and the bathing beach in the summer for swim lesson equipment. Cost of a shed will be presented at the next meeting.
- H. New Projects that will affect the budget: Discussed the results of the survey, with pickleball the most requested activity.

**New Business:**

- A. Trail Project Clarification: The trail project of 2022 was the Paddle Antrim project at Rotary Park. Trail projects will be discussed further at the next meeting.

**Correspondence:** n/a

**Reports:** Village Council liaison West suggested the Parks and Rec and Harbor Commissions work more closely on recreational opportunities. The Council is working on a lighting ordinance and budget meetings. A search to replace the Village Manager will be initiated. Village offices will be closed during all federal holidays.

Next meeting Wednesday February 1, at 6:30 pm at the Government Center.

Motion by Stewart to Adjourn. Second by Dake. Meeting adjourned.

User: LORI

PERIOD ENDING 01/31/2023

DB: Elk Rapids

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 694 - PARKS & RECREATION						
101-694-700-000	WAGES	6,910.00	4,077.73	78.73	2,832.27	59.01
101-694-715-000	SOCIAL SECURITY	376.00	311.88	6.02	64.12	82.95
101-694-716-000	HEALTH INSURANCE	663.00	511.33	93.61	151.67	77.12
101-694-718-000	RETIREMENT	491.00	172.85	7.89	318.15	35.20
101-694-719-000	SICK & ACCIDENT BENEFIT	69.00	91.09	8.74	(22.09)	132.01
101-694-720-000	WORKER'S COMP	76.00	(234.94)	0.00	310.94	(309.13)
101-694-757-000	SUPPLIES	500.00	5.29	0.00	494.71	1.06
101-694-818-000	CONTRACTUAL/PROF SVCS	7,200.00	10,038.57	4,632.50	(2,838.57)	139.42
101-694-880-000	RECREATION PROGRAMMING/FUNDRAISING	4,000.00	3,308.35	0.00	691.65	82.71
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	40,000.00	40,000.00	0.00	0.00	100.00
Total Dept 694 - PARKS & RECREATION		62,785.00	58,282.15	4,827.49	4,502.85	92.83
TOTAL EXPENDITURES		62,785.00	58,282.15	4,827.49	4,502.85	92.83
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		62,785.00	58,282.15	4,827.49	4,502.85	92.83
NET OF REVENUES & EXPENDITURES		(62,785.00)	(58,282.15)	(4,827.49)	(4,502.85)	92.83