

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

AGENDA

ELK RAPIDS REGULAR VILLAGE COUNCIL MEETING
WEDNESDAY, FEBRUARY 22, 2023, 7:00 PM
GOVERNMENT CENTER, 315 BRIDGE STREET, ELK RAPIDS, MI 49629

COUNCIL MEETS THE FIRST AND THIRD MONDAYS, EXCEPT ON HOLIDAYS*

***TEMPORARILY, COUNCIL WILL MEET ON FIRST AND SECOND TUESDAYS OF THE MONTH UNTIL FURTHER NOTICE.**

NOTE: COUNCIL NEEDS AN 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. MOMENT OF SILENCE

2. ROLL CALL

3. APPROVE AGENDA: The Agenda may be approved in its current form or modified if voted on by Council. If Council does not wish to modify the Agenda, Council may vote to approve the Agenda as presented.

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 attending the meeting in-person who wishes to address the Village Council on a matter not listed on this agenda may speak at this time. Virtual participants are invited to speak on any matter they may choose at this time. Persons addressing the Village Council are asked to state their name, address and, if applicable, their affiliation. The Village President should recognize the citizen before speaking. A three-minute limitation applies unless extended by the Chair. In-person attendees 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.

A. Introduction of the Parks Director of Antrim County – Anna Hall

6. PRESIDENT'S REPORT

- 7. 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 – February 6, 2023
2. Special Council Meeting – February 2, 2023
3. Special Council Meeting – December 15, 2022
4. Amend Regular Council Meeting Minutes – January 17, 2023
5. Downtown Development Authority Regular Meeting – January 11, 2023
6. Harbor Commission Regular Meeting – January 9, 2023
7. Harbor Commission Special Meeting – December 1, 2022

B. APPROVAL OF BILLS

C. REPORT – UPDATE ON TREE ORDINANCE

D. REPORT – CAPITAL IMPROVEMENT PLAN

E. APPROVE DREDGING BID; NOT TO EXCEED \$95,000.

F. APPROVE TRAINING EXERCISE FOR THE IRON TREATMENT PLANT; NOT TO EXCEED \$6,300.

G. REPORT – INTERIM VILLAGE MANGER'S UPDATES

8. PUBLIC HEARING – PROPOSED ORDINANCE 2023-01 – RECODIFICATION OF ORDINANCES

- 9. PRELIMINARY HUMAN RESOURCE ASSESSMENT FINDINGS:** Kate Greene of Human Resources Partners

10. APPOINT VILLAGE REPRESENTATION TO THE ELK RAPIDS DISTRICT LIBRARY BOARD OF DIRECTORS

- A. Emily Petrovich – Term ending February 2027

11. UNFINISHED BUSINESS:

- A. PROPOSED ORDINANCE 2023-01 – RECODIFICATION OF ORDINANCES
- I. SECOND READING
 - II. CONSIDER ADOPTING
- B. INTERIM TREASURER CONTRACT

12. NEW BUSINESS:

- A. RESOLUTION 23-06 – ADOPTION OF MAP PLANNING COMMUNITY PRINCIPALS
- B. RESOLUTION 23-07 – EMPLOYEE PAY AND BENEFITS
- C. RESOLUTION 23-08 – FEE SCHEDULE
- D. RESOLUTION 23-09 – APPROVE FISCAL YEAR 2023-2024 BUDGET
- E. RESOLUTION 23-10 – AUTHORIZE 2023 SPRING CLEAN-UP AGREEMENT WITH GREEN FOR LIFE (GFL) – NOT TO EXCEED \$25,000

13. COMMISSION/COMMITTEE REPORTS:

- A. **Housing** – Sergeant
- B. **Beautification** – Shumate
- C. **Harbor** – Pryde
- D. **Planning** – Mullaly
- E. **Parks & Recreation** – West
- F. **Downtown Development Authority (DDA)** – Simpson
- G. **Township** – Shumate
- H. **Green ER** – Fosdick
- I. **Next Steps Committee** – Shumate
- J. **Talent Committee** – Simpson

14. CORRESPONDENCE**15. COUNCIL COMMENTS**

- 16. CITIZEN COMMENTS:** Any citizen attending the meeting in-person or virtually who wishes to address the Village Council on any matter may speak at this time. Persons addressing the Village Council are asked to state their name, address and, if applicable, their affiliation. The Village President should recognize the citizen before speaking. A three-minute limitation applies unless extended by the Chair.

17. UPCOMING MEETING DATES AND OTHER EVENTS:

- **PLANNING COMMISSION REGULAR MEETING** – Tuesday, February 28, 2023, at 7:00 p.m. at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.
- **PARKS AND RECREATION REGULAR MEETING** – Wednesday, March 1, 2023 at 6:30 p.m. at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.
- **REGULAR COUNCIL MEETING** – Tuesday, March 7, 2023, at 7:00 p.m. at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.
 - **TEMPORARILY, COUNCIL WILL MEET ON FIRST AND SECOND TUESDAYS OF THE MONTH UNTIL FURTHER NOTICE.**
- **COUNCIL WORKSHOP** – Tuesday, March 14, 2023, at 5:30 p.m. at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.

- 18. MOTION TO ADJOURN:** Council shall not begin considering any matter not on the agenda 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 #149 – Rules of the Village).

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 5 minutes before the posted meeting start time.
2. 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.
- 3. 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 for the duration of 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 or being removed from the meeting.
 - d. Public Comments:
 - i. The Chair will announce that we have reached public comment.
 - ii. Participants wishing to speak will "raise their hand."
 - iii. The Chair will greet the person, ask them to state their first/last name, home address and limit their comments to three (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:

- Copy and paste the meeting link - no need to setup a FREE Zoom account.
- 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: Feb 22, 2023 07:00 PM Eastern Time (US and Canada)

Topic: 2022-02-22 | RCM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83732220269?pwd=ZnhlMTJNVURqL1JpUEExbkQ4QUZ5UT09>

Passcode: 089422

Or One tap mobile :

US: +13052241968,,83732220269# or +13092053325,,83732220269#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 837 3222 0269

International numbers available: <https://us02web.zoom.us/j/83732220269?pwd=ZnhlMTJNVURqL1JpUEExbkQ4QUZ5UT09>

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.

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MINUTES

**ELK RAPIDS REGULAR VILLAGE COUNCIL MEETING
MONDAY, FEBRUARY 6, 2023 AT 7:00 PM
THIS WAS A HYBRID MEETING**

COUNCIL MEETS THE FIRST AND THIRD MONDAYS, EXCEPT HOLIDAYS

CALLED TO ORDER AT 7:00 P.M. BY PRESIDENT KAREN SIMPSON.

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

PRESENT: VILLAGE PRESIDENT KAREN SIMPSON; PRESIDENT PRO-TEM TRACY FOSDICK; COUNCIL TRUSTEES BARB MULLALY, CHARLIE PRYDE, LAURA SHUMATE, KELLIE SERGENT, and MELISSA WEST.

STAFF: VILLAGE CLERK KAITLYN SZCZYPKA, PLANNING/ZONING & COMMUNITY DEVELOPMENT ADMINISTRATOR KERRI JANISSE, VILLAGE TREASURER KRISTINE DAVIS, POLICE CHIEF DAVE CENTALA, HARBORMASTER MIKE SINGLETON, and DPW SUPERINTENDENT KEVIN LANE.

IN-PERSON CITIZEN ATTENDANCE: 10

VIRTUAL CITIZEN ATTENDANCE: 10

APPROVAL OF AGENDA:

MOTION by FOSDICK, **SECOND** by PRYDE, to amend the agenda as follows:

- Remove item 9-C per staff suggestion.

All present voted yes to approve the agenda as amended. **MOTION CARRIED.**

CONFLICT OF INTEREST: None.

CITIZENS COMMENTS: Two citizens commented.

CONSENT CALENDAR:

MOTION by WEST, **SECOND** by FOSDICK, to adopt the Consent Calendar as amended:

A. ACCEPT MEETING MINUTES

1. Regular Council Meeting – January 17, 2023
2. Special Council Meeting – January 25, 2023

3. Elk Rapids District Library – December 8, 2022
4. Harbor Special Meeting – December 1, 2022
5. Parks & Recreation Regular Meeting – January 4, 2023

B. FINANCIAL REPORT: YEAR-TO-DATE ACTIVITY PER FUND

C. FINANCIAL REPORT: INVESTMENTS UPDATE

D. APPROVAL OF BILLS in the amount of \$120,663.08, Harbor in the amount of \$18,773.39 and payroll in the amount of \$80,838.86.

E. EVENT – RIDE AROUND TORCH – Annual event using space at Veterans Memorial Beach on Sunday, July 16, 2023, from noon to 4 p.m.

F. CHAMBER OF COMMERCE STREET CLOSINGS – Change final Evening on River Street date to Wednesday August 9, 2023.

All present voted yes. **MOTION CARRIED.**

FISCAL YEAR 2023-2024 BUDGET PUBLIC HEARING:

MOTION by WEST, **SECOND** by FOSDICK to open the **PUBLIC HEARING** at 7:11 p.m.

All present voted yes. **MOTION CARRIED.**

Village Treasurer Davis went over highlights of the upcoming budget. One citizen commented.

MOTION by PRYDE, **SECOND** by SERGENT to close the **PUBLIC HEARING** at 7:15 p.m.

All present voted yes. **MOTION CARRIED.**

MOTION by SERGENT, **SECOND** by SHUMATE to schedule a public hearing for the **FISCAL YEAR 2023-2024 BUDGET PUBLIC HEARING** at the next regular council meeting on **FEBRUARY 22, 2023 at 7:00 p.m.**

Roll call vote: Ayes – Fosdick, Pryde, Sergeant, Mullaly, Shumate, West, Simpson. Nays – None. **MOTION CARRIED.**

STAFF REPORTS: Received.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. PROPOSED ORDINANCE 2023-01 – Adoption Ordinance for New Code – Finalizing the Two-Year Recodification Project.

FIRST READING – Received.

MOTION by SERGENT, second by SHUMATE to schedule a second reading and public hearing for the next regular council meeting on February 22, 2023 at 7:00 p.m. All present voted yes. **MOTION CARRIED.**

B. RESOLUTION 23-05 – TEMPORARILY MOVE REGULAR COUNCIL MEETING DATES TO FIRST AND THIRD TUESDAYS OF THE MONTH.

MOTION by WEST, **SECOND** by FOSDICK to approve **RESOLUTION 23-05 – TEMPORARILY MOVE REGULAR COUNCIL MEETING DATES TO FIRST AND THIRD TUESDAYS OF THE MONTH**, with the exception of the second meeting of February which will be held on **WEDNESDAY, FEBRUARY 22, 2023**. All those present voted yes. **MOTION CARRIED.**

C. *Removed* RESOLUTION 23-06 – ADOPTION OF MAP PLANNING COMMUNITY PRINCIPALS

CORRESPONDENCE: None.

COUNCIL COMMENTS: Received.

CITIZEN COMMENTS: One citizen commented.

UPCOMING MEETING DATES:

- **REGULAR COUNCIL MEETING** – Wednesday, February 22, 2023, at 7:00 p.m. at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.
 - **Public Hearing Scheduled for Proposed Ordinance 2023-01.**

ADJOURNMENT: **MOTION** by **PRYDE**, **SECOND** by **SERGEANT** to adjourn meeting at 7:53 p.m. All those present voted yes. **MOTION CARRIED.**



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MINUTES

ELK RAPIDS SPECIAL VILLAGE COUNCIL MEETING THURSDAY, FEBRUARY 2, 2023 AT 5:30 PM THIS WAS A HYBRID MEETING

CALLED TO ORDER AT 5:30 P.M.

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

PRESENT: VILLAGE PRESIDENT KAREN SIMPSON; PRESIDENT PRO-TEM TRACY FOSDICK; COUNCIL TRUSTEES BARB MULLALY, CHARLIE PRYDE, KELLIE SERGENT AND MELISSA WEST.

EXCUSED: TRUSTEE LAURA SHUMATE (on Zoom).

STAFF: INTERIM VILLAGE MANAGER RICHARD LEWIS, VILLAGE DEPUTY CLERK LORI DAWSON, VILLAGE TREASURER KRISTINE DAVIS, and DPW SUPERINTENDENT KEVIN LANE.

IN-PERSON CITIZEN ATTENDANCE: 1

VIRTUAL CITIZEN ATTENDANCE: 3

APPROVAL OF AGENDA: **MOTION** by **PRYDE**, **SECOND** by **SERGENT**, to approve the agenda as presented. All present voted yes. **MOTION CARRIED.**

CONFLICT OF INTEREST: None.

CITIZENS COMMENTS: None.

UNFINISHED BUSINESS:

A. Update on Village Manager Transition received.

B. RESOLUTION 23-03 – PAYOUT VILLAGE MANAGER, BRYAN GRUESBECK, INCLUDING REGULAR PAY AND BENEFITS THROUGH THE END OF FEBRUARY 2023.

MOTION by **PRYDE**, second by **MULLALY** to **APPROVE RESOLUTION 23-03 – Payout Village Manager, Bryan Gruesbeck, including regular pay and benefits through the end of February 2023.**

Roll Call Vote: Ayes – Simpson, Fosdick, Pryde, Sergent, Mullaly, Shumate, and West; Nays – None; Excused – Shumate. **MOTION CARRIED.**

C. AUTHORIZE VILLAGE PRESIDENT AND CLERK TO SIGN INTERIM VILLAGE MANAGER EMPLOYMENT AGREEMENT.

MOTION by **MULLALY**, second by **WEST** to Authorize Village President and Clerk to sign interim Village Manager Employment Agreement. All those present voted yes.
MOTION CARRIED.

NEW BUSINESS:

A. RESOLUTION 23-04 – ESTABLISH AD-HOC TALENT COMMITTEE.

MOTION by **SERGEANT**, second by **PRYDE** to **APPROVE RESOLUTION 23-04** to establish an ad-hoc talent committee with regards to finding a new Village Manager. The Committee will include the following people:

1. Village President Karen Simpson
2. President Pro-tem Tracy Fosdick
3. Village Clerk Kaitlyn Szczypka
4. Paul Hresko
5. Elk Rapids Public Schools Superintendent Julie Brown
6. Elk Rapids District Library Director Pamela Wilson.

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

CITIZEN COMMENTS: None.

ADJOURNMENT: **MOTION** by **PRYDE**, **SECOND** by **FOSDICK**, to adjourn meeting at 5:50 p.m. All those present voted yes. **MOTION CARRIED.**

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MINUTES

ELK RAPIDS SPECIAL VILLAGE COUNCIL MEETING
THURSDAY, DECEMBER 15, 2022 AT 3:00 PM
THIS WAS A HYBRID MEETING

CALLED TO ORDER AT 3:00 P.M.

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

PRESENT: VILLAGE PRESIDENT KAREN SIMPSON; PRESIDENT PRO-TEM TRACY FOSDICK; COUNCIL TRUSTEES BARB MULLALY, CHARLIE PRYDE, KELLIE SERGENT, and MELISSA WEST.

STAFF: VILLAGE MANAGER BRYAN GRUESBECK, VILLAGE CLERK KAITLYN SZCZYPKA, and VILLAGE ATTORNEY SCOTT HOWARD.

IN-PERSON CITIZEN ATTENDANCE: 10

VIRTUAL CITIZEN ATTENDANCE: 8

APPROVAL OF AGENDA: **MOTION** by FOSDICK, **SECOND** by PRYDE, to approve the agenda as presented. All present voted yes. **MOTION CARRIED.**

CONFLICT OF INTEREST: None.

CITIZENS COMMENTS: None.

CLOSED SESSION

MOTION by MULLALY, **SECOND** by WEST, to go into closed session pursuant to the Open Meetings Act, MCL 15.268 (e) to discuss pending litigation at 3:01 p.m.

Roll call vote: Ayes – Shumate, West, Simpson, Fosdick, Pryde, Sergeant, and Mullaly; Nays – None. **MOTION CARRIED.**

Council moved into closed session to discuss pending litigation in regard to the Island House Property.

MOTION by SERGENT, **SECOND** by PRYDE to go out of closed session at 3:29 p.m.

Roll Call Vote: Ayes – West, Simpson, Fosdick, Pryde, Sergeant, Mullaly, and Shumate; Nays – None. **MOTION CARRIED.**

UNFINISHED BUSINESS:

A. ISLAND HOUSE PROPERTY

MOTION by **SERGEANT**, second by **SHUMATE** to direct the Village Attorney to amend the agreement and send to the Elk Rapids Township for consideration.

Roll Call Vote: Ayes – Simpson, Fosdick, Pryde, Sergeant, Mullaly, Shumate, and West; Nays – None. **MOTION CARRIED.**

CITIZEN COMMENTS: None.

ADJOURNMENT: **MOTION** by **WEST**, **SECOND** by **PRYDE**, to adjourn meeting at 3:33 p.m. All those present voted yes. **MOTION CARRIED.**

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MINUTES

ELK RAPIDS REGULAR VILLAGE COUNCIL MEETING
TUESDAY, JANUARY 17, 2023, 7:00 P.M.

THIS WAS A HYBRID MEETING

COUNCIL MEETS THE FIRST AND THIRD MONDAYS, EXCEPT ON HOLIDAYS.

CALLED TO ORDER AT 7:00 P.M. BY PRESIDENT KAREN SIMPSON.

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

PRESENT: VILLAGE PRESIDENT KAREN SIMPSON, PRESIDENT PRO-TEM TRACY FOSDICK, COUNCIL TRUSTEES BARB MULLALY, CHARLIE PRYDE, KELLIE SERGENT, and LAURA SHUMATE.

ABSENT: TRUSTEE MEILSSA WEST.

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

IN-PERSON CITIZEN ATTENDANCE: 4

VIRTUAL CITIZEN ATTENDANCE: 8

APPROVE AGENDA:

MOTION by **PRYDE**, **SECOND** by **SERGENT**, to amend the agenda as follows:

- Add President's Report under Staff Reports.
- Separate MML Manager Proposal and Interim Manager Discussion into two different items under Unfinished Business.

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

CONFLICT OF INTEREST: None.

CITIZEN COMMENTS: Three citizens commented.

MOTION by **SERGENT**, **SECOND** by **SHUMATE**, to go into recess to inform the public via the Village website and on the Village's Facebook page about the technical difficulties with Zoom and to find a solution to allow virtual participation. All those present voted yes. **MOTION CARRIED.**

*****Council entered recess at 7:10 and returned back into session at 7:18.**

CONSENT CALENDAR:

MOTION by **MULLALY**, **SECOND** by **SERGEANT**, to adopt the Consent Calendar as follows:

A. ACCEPT MEETING MINUTES

1. Regular Council Meeting – January 3, 2023
2. Downtown Development Authority Regular Meeting – December 14, 2022
3. Harbor Commission Regular Meeting – December 12, 2022

B. APPROVAL OF BILLS in the amount of \$52,000.83, Harbor in the amount of \$425.24 and Payroll in the amount of \$56,226.38

C. FINANCIAL REPORT: YEAR-TO-DATE ACTIVITY PER FUND**D. FINANCIAL REPORT: INVESTMENTS UPDATE****E. ACCEPT RESIGNATION OF HARBOR COMMISSION MEMBER JOHN BERCK**

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

PUBLIC HEARING: 2023 FIVE-YEAR COMMUNITY RECREATION PLAN

MOTION by **PRYDE**, **SECOND** by **SERGEANT**, to open the public hearing at 7:36. All those present voted yes. **MOTION CARRIED.**

Village Clerk Kaitlyn Szczypka presented the plan and went over the public input process, planning, and updating of the 2023 Five-Year Community Recreation Plan.

Three citizens commented.

MOTION by **MULLALY**, **SECOND** by **SHUMATE**, to close the public hearing at 8:13. All those present voted yes. **MOTION CARRIED.**

Council discussed various updates to put in the final version of the plan, including:

1. Adding the US Bicycle Route 35 trail as a recreational asset.
2. Updating language to the Nakwema Trailway process to reflect that the route was chosen because it was the best rated by the engineering firm which assessed different trail options.
3. Modify the Harbor Plan to show that there is \$50,000, not \$500,000, that is being set aside for capital improvement projects in the upcoming fiscal year.
4. Including the Elk River Shoreline Assessment.

MOTION by **MULLALY**, **SECOND** by **PRYDE**, to amend the agenda to include **RESOLUTION 23-02 – APPROVE THE VILLAGE OF ELK RAPIDS 2023 FIVE-YEAR COMMUNITY RECREATION PLAN (2023-2027)** after the public hearing. All those present voted yes. **MOTION CARRIED.**

RESOLUTION 23-02 – APPROVE THE VILLAGE OF ELK RAPIDS 2023 FIVE-YEAR COMMUNITY RECREATION PLAN (2023-2027):

Village Clerk Kaitlyn Szczypka read the resolution in its entirety into the public record:

WHEREAS:

The Village of Elk Rapids has developed a Five-Year Community Recreation Plan which describes the physical features, existing recreation facilities, and an action plan to improve and maintain recreational facilities; and

WHEREAS: Input was received through meetings, a questionnaire, a public review period of at least thirty days, and a public hearing held on January 17, 2023 to obtain diverse and thoughtful input on recreation needs and opportunities, and all other aspects of the recreation plan; and

WHEREAS: The Village of Elk Rapids has developed the plan for the benefit of the entire community to assist in meeting the recreation needs of the entire community; now therefore

BE IT

RESOLVED: The Elk Rapids Village Council hereby adopts the Village of Elk Rapids 2023 Five-Year Recreation Plan as a guideline for improving recreation for the residents of the village and community at-large, with changes as discussed at the public hearing and regular meeting held on January 17, 2023.

MOTION by **MULLALY**, **SECOND** by **PRYDE** to approve **RESOLUTION 23-02**.

Roll Call Vote: Ayes – Fosdick, Pryde, Sergeant, Mullaly, Shumate, and Simpson; Nays – None. Excused – West. **MOTION CARRIED**.

STAFF REPORTS:

- A. Village Manager Bryan Gruesbeck presented his report.
- B. Village President Karen Simpson presented a verbal report.

UNFINISHED BUSINESS:

A. MICHIGAN MUNICIPAL LEAGUE MUNICIPAL EXECUTIVE SEARCH PROPOSAL

MOTION by **MULLALY**, **SECOND** by **PRYDE** to authorize the MML search proposal with the additional profiling session with stakeholders.

Roll Call Vote: Ayes – Pryde, Sergeant, Mullaly, Shumate, Simpson, and Fosdick; Nays – None. Excused – West. **MOTION CARRIED**.

- B. **INTERIM MANAGER DISCUSSION** – President Simpson requested that President Pro-Tem Fosdick along with Trustees Pryde and Shumate investigate the candidates and come back to the next regular meeting with a recommendation. No formal Council action was taken.

NEW BUSINESS:

A. RESOLUTION 23-01 – EMPLOYEE MONTHLY CELL PHONE ALLOWANCE

MOTION by **MULLALY**, **SECOND** by **PRYDE** to approve **RESOLUTION 23-01**.

Roll Call Vote: Ayes – Sergeant, Mullaly, Shumate, Simpson, Fosdick, and Pryde; Nays – None. Excused – West. **MOTION CARRIED**.

B. DRINKING WATER ASSET MANAGEMENT GRANT AGREEMENT (ARPA FUNDED)

MOTION by **SERGEANT**, **SECOND** by **PRYDE**, to approve the **EGLE DRINKING WATER ASSET MANAGEMENT GRANT AGREEMENT (ARP FUNDED)** and to authorize DPW Superintendent Kevin Lane to sign the agreement.

Roll Call Vote: Ayes – Mullaly, Shumate, Simpson, Fosdick, Pryde, and Sergeant; Nays – None. Excused – West. **MOTION CARRIED**.

C. SERVICE AGREEMENT WITH PENINSULA FIBER, LLC FOR BROADBAND UPGRADE

MOTION by FOSDICK, **SECOND** by PRYDE, to approve the **PENINSULA FIBER NETWORK, LLC SERVICE AGREEMENT** and to authorize signature on the agreement.

Roll Call Vote: Ayes – Shumate, Simpson, Fosdick, Pryde, Sergeant, and Mullaly; Nays – None. Excused – West. **MOTION CARRIED.**

D. HUMAN RESOURCES CONSULTANT – No Council action taken.

COMMISSION/COMMITTEE REPORTS: Received.

CORRESPONDENCE: Received.

COUNCIL COMMENTS: Received.

CITIZEN COMMENTS: No citizens commented.

UPCOMING MEETING DATE:

- **REGULAR COUNCIL MEETING** – Monday, February 6, 2023, at 7:00 p.m. at the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.
 - **Public Hearing Scheduled for Fiscal Year 2023-2024 Budget**

ADJOURNMENT: **MOTION** by FOSDICK, **SECOND** by SERGENT, to adjourn meeting at 9:47 p.m. All those present voted yes. **MOTION CARRIED.**



Village of Elk Rapids

315 Bridge Street
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Elk Rapids, MI 49629-0398

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ELK RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY JANUARY 11, 2023
THIS WAS A HYBRID MEETING

THE DDA MEETS THE SECOND WEDNESDAY OF THE MONTH

CALLED TO ORDER at 6:00 P.M.

PRESENT: Chair Doug VanCura, Vice Chair Christine Petersen, Secretary Becky Lancaster, Jackie Bos, Sandy Ehlers, Barbara Matthews, John Petrovich, Janet Rentsch, Village President Karen Simpson, Susan Sweet.

EXCUSED: None.

STAFF: Village Manager Bryan Gruesbeck and Clerk / DDA Administrative Assistant Kaitlyn Szczypka

IN-PERSON CITIZEN ATTENDANCE:

VIRTUAL CITIZEN ATTENDANCE:

AGENDA APPROVAL:

MOTION by **EHLERS**, **SECOND** by **PETERSEN** to approve the agenda as presented. All present voted yes. **MOTION CARRIED**.

CONFLICT OF INTEREST: None.

CITIZEN COMMENT: One citizen commented.

CONSENT CALENDAR:

MOTION by **PETERSEN**, **SECOND** by **MATTHEWS** to approve consent calendar as presented. All present voted yes. **MOTION CARRIED**.

NORTHERN LAKES ECONOMIC ALLIANCE PRESENTATION: Received.

MONTHLY UPDATES: Received.

- A. AMES STREET** – Village Manager Gruesbeck mentioned that there is a meeting being scheduled with Gosling Czubak to meet on the boardwalk improvement on Ames Street to connect the east and west sides of town.
- B. TRAIL TOWN** – No updates.
- C. VILLAGE EVENTS** – President Simpson mentioned some upcoming events.

- D. HOUSING TASK FORCE** – Village Manager Gruesbeck said that there is a geotechnical report for the property of the Bridge Street Housing Project. The three proposals that the Village has received have been notified about the report in case they need to make changes to their proposals.
- E. 13 WAYS COMMUNITY PROJECT** – Van Cura updated the board that there are conversations on how to use the strategic vision document and then using this vision for tactical planning.
- F. VILLAGE COUNCIL** – President Simpson said that the budget process is happening.
- G. SUBCOMMITTEE UPDATES**
1. **DiscoverElkrapids.com website** – Petersen & Petrovich – will be receiving a marketing report soon.
 2. **DDA Communication** – Lancaster, Janisse, Christine, & John – continued with the current format, moving to a different format moving forward. Possibly add topics and resources, such as NLEA.
 3. **Economic Development** – VanCura, Simpson, Rentsch, & Matthews – The subcommittee has not met since the holidays. There are some conversations on what to include in the economic development strategy.

UNFINISHED BUSINESS:

- A. STRATEGIC PLAN REVIEW** – Petersen and Rentsch have worked on the plan. Elise Crafts of Statecraft will review the plan.
- B. ACME HORSE SHOW** – Sweet said that she had met with the Chamber
- C. PUBLIC RESTROOMS RESPONSE** – The Cedar Street restroom are open through the winter.

NEW BUSINESS:

- A. 2023-2024 PLANNING** – Van Cura presented a document to start planning for the upcoming fiscal year.

MOTION by **PETERSEN**, **SECOND** by **EHLERS** to have a work session on the February 8, 2023 after the regular meeting to discuss priorities on strategic initiatives for the 2023-2024 fiscal year. All present voted yes. **MOTION CARRIED**.

BOARD COMMENTS: Received.

CORRESPONDENCE: Received.

CITIZEN COMMENT: No citizens commented.

UPCOMING EVENTS:

- **REGULAR DDA MEETING:** Wednesday February 8, 2023, at 6:00 P.M., at the Government Center, 315 Bridge St, Elk Rapids, MI 49629.

MEETING ADJOURNED: **MOTION** by **PETERSEN**, **SECOND** by **MATTHEWS** to adjourn at 7:43 p.m. All present voted yes. **MOTION CARRIED**.

HARBOR COMMISSION MINUTES

January 9, 2023

PRESENT: Hansen, Spillane, Pryde, Blesma, Berck

ABSENT: Bryant, Strehl

APPROVAL OF MINUTES:

1. Motion by Blesma second by Spillane to approve the December 12, 2022 minutes as presented. Motion carried.

AMEND AGENDA:

1. Motion by Blesma second by Berck to amend agenda as follows:
Add items to New Business: a. Ramp discount for Residents b. Cap slip waiting list c. Harbor Budget '23 – '24
Motion carried.

CONFLICT OF INTEREST: None

CITIZEN COMMENTS:

1. Jim Sarna expressed concerns regarding the Dockwa when paying slip fees. He also pointed out perceived differences in monthly fuel sales and fuel revenue reports.
2. Bill Wolfington expressed ease of use regarding the Dockwa system

RREPORTS:

1. Staff Report - Singleton provided an update regarding general harbor operations. Singleton is working with Edgewater Resources to compile bids for harbor work.
2. Council Report – Pryde provided an update regarding the budget process. A public hearing will allow for community input.
3. Treasurers Report – Singleton reviewed the budget and reported that he is waiting on the diesel revenue numbers for 2022.

OLD BUSINESS:

1. Bio Swale/Rain Garden maintenance – Singleton provided an update regarding maintenance of the Bio Swale/Rain Gardens. The Village Manager will assign a commercial company to maintain the gardens moving forward.
2. Survey Monkey Boater Survey – Hansen will provide questions for Singleton for creation of a survey on Survey Monkey. Singleton will provide an update at the next meeting.

UNFINISHED BUSINESS:

1. Paddle Antrim/Rotary Park Support – Motion by Pryde second by Spillane for Harbor Commission to approve \$10,000 in 2023 and \$10,000 in 2024 for this project. Motion carried. Paddle Antrim representative Deana Jerdee was present and reported that a recent grant application for \$300,000 was not awarded.

NEW BUSINESS:

1. Discussion regarding resident ramp discounts – This was decided against citing the cost of parking and shuttle services which are supported by the ramp fees. It was also felt that administering the policy would be cumbersome.
2. Cap on waiting lists – this was also decided against as it seemed to provide no purpose and would cause issues as slips are assigned and openings become available.
3. Harbor Budget – The revenue for seasonal contracts appears high when compared to current year full marina and no raise in fees. Also equipment (vehicle) fund increase ... '20 = \$10K, '21 = \$10K, '22 = \$12K, and '23 = \$20K (budget) Singleton indicated no new truck for the harbor is required this year.

CORRESPONDENCE: None

COMMISSIONER ROUND TABLE: Commissioner Berck resigned from the Harbor Commission effective immediately. Commissioner Berck expressed appreciation for the opportunity to serve the Village of Elk Rapids and the boating community for the past 22 years. Commissioner Hansen thanked him for his service and accepted his resignation with regrets.

ADJOURNMENT: Meeting was adjourned at 7:50 pm.

NEXT MEETING DATE:

Monday February 13' 2023 @ 6:30 pm. At the Government Center, 315 Bridge Street, Elk Rapids, MI 49629

SPECIAL HARBOR COMMISSION MINUTES

Thursday December 1, 2022

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

PRESENT: Hansen, Spillane, Pryde, Blesma, Bryant, Berck, Singleton

ABSENT: Strehl

APPROVAL OF MINUTES: None

CONFLICT OF INTEREST: None

CITIZEN COMMENTS: None

OLD BUSINESS:

- a. Five year plan version XI reviewed and finalized. The draft will be made available for public input, and be presented as part of the Parks & Recreation plan.
- b. New boater survey was reviewed and finalized. Harbormaster will have survey sent out via Survey Monkey to all transient and seasonal harbor customers by end of January 2023.

ADJOURNMENT: Meeting was adjourned at 8:06 P.M.

NEXT MEETING DATE:

Monday December 12, 2022 @ 6:30 P.M. At the Government Center, 315 Bridge Street, Elk Rapids, MI 49629

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		

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DB: Elk Rapids

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 02/14/2023 - 02/14/2023
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Vendor 002148 - ACTION INDUSTRIAL SUPPLY:						
4222820 14924	ACTION INDUSTRIAL SUPPLY UNIFORMS	02/02/2023 Diana Anderson	02/23/2023	155.17	155.17	Open
	101-690-724-000 UNIFORM REPLACEMENT			25.86		
	202-463-724-000 UNIFORM REPLACEMENT			25.86		
	203-463-724-000 UNIFORM REPLACEMENT			25.86		
	590-560-724-000 UNIFORM REPLACEMENT			25.87		
	595-565-724-000 UNIFORM REPLACEMENT			25.86		
	661-932-724-000 UNIFORM REPLACEMENT			25.86		
	Total for vendor 002148 - ACTION INDUSTRIAL SUPPLY:			155.17	155.17	
Vendor 002580 - AMAZON CAPITAL SERVICES:						
1LNC-6N3V-6MPX 14940	AMAZON CAPITAL SERVICES STENO PADS	02/02/2023 Diana Anderson	02/23/2023	19.79	19.79	Open
	101-260-757-000 SUPPLIES			19.79		
	Total for vendor 002580 - AMAZON CAPITAL SERVICES:			19.79	19.79	
Vendor 001112 - ANTRIM COUNTY ROAD COMMISSION:						
3 14921	ANTRIM COUNTY ROAD COMMISSION SALT AND SAND	01/25/2023 Diana Anderson	02/23/2023	1,308.47	1,308.47	Open
	202-478-757-000 SUPPLIES			654.24		
	203-478-757-000 SUPPLIES			654.23		
	Total for vendor 001112 - ANTRIM COUNTY ROAD COMMISSION:			1,308.47	1,308.47	
Vendor 002210 - APPLIED INNOVATION:						
2144668 14935	APPLIED INNOVATION JANUARY 2023 COPIES	02/07/2023 Diana Anderson	02/23/2023	564.15	564.15	Open
	101-216-731-000 COPIES - GOVT BLDG			564.15		
	Total for vendor 002210 - APPLIED INNOVATION:			564.15	564.15	
Vendor 002814 - BECKETT & RAEDER:						
2023010 14941	BECKETT & RAEDER ELK RAPIDS MASTER PLAN - PLANNING	01/01/2023 Diana Anderson	02/23/2023	1,037.70	1,037.70	Open
	101-801-818-250 MASTER PLAN PROF SERVICES			1,037.70		
2022979 14942	BECKETT & RAEDER ELK RAPIDS MASTER PLAN - PLANNING	12/01/2022 Diana Anderson	02/23/2023	1,784.60	1,784.60	Open
	101-801-818-250 MASTER PLAN PROF SERVICES			1,784.60		
	Total for vendor 002814 - BECKETT & RAEDER:			2,822.30	2,822.30	
Vendor 002813 - CAROL HELES:						
REIMBURSEMENT 14929	CAROL HELES SUPPLIES FOR ICE RINK SHED	02/10/2023 Diana Anderson	02/23/2023	105.62	105.62	Open
	101-694-757-000 SUPPLIES			105.62		
	Total for vendor 002813 - CAROL HELES:			105.62	105.62	
Vendor 001504 - CHARTER COMMUNICATIONS:						
18057012123 14889	CHARTER COMMUNICATIONS JANUARY/FEBRUARY 2023 SERVICE	01/21/2023 Diana Anderson	02/22/2023	244.77	0.00	Paid
	101-690-853-000 PHONE/TV/INTERNET			34.97		
	202-463-853-000 PHONE/TV/INTERNET			34.97		
	203-463-853-000 PHONE/TV/INTERNET			34.96		
	228-526-853-000 PHONE			34.96		
	590-560-853-000 PHONE/TV/INTERNET			34.97		
	595-565-853-000 PHONE/TV/INTERNET			34.97		
	661-932-853-000 PHONE/INTERNET/TV			34.97		
	Total for vendor 001504 - CHARTER COMMUNICATIONS:			244.77	0.00	

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Vendor 000895 - CINTAS CORP LOC. 729:						
JANUARY 2023						
14912	CINTAS CORP LOC. 729	01/31/2023	02/23/2023	181.38	181.38	Open
	MATS JANUARY 2023	Diana Anderson				
	296-806-818-000	CONTRACTUAL SERVICES		181.38		
	Total for vendor 000895 - CINTAS CORP LOC. 729:			181.38	181.38	
Vendor 001519 - CONSUMERS ENERGY:						
JANUARY 2023						
14906	CONSUMERS ENERGY	01/31/2023	02/22/2023	1,776.08	0.00	Paid
	JANUARY 2023 COVERAGE	Diana Anderson				
	204-450-926-000	STREET LIGHTING EXPENSE		1,776.08		
	Total for vendor 001519 - CONSUMERS ENERGY:			1,776.08	0.00	
Vendor 000089 - CRYSTAL FLASH:						
9810930						
14934	CRYSTAL FLASH	01/31/2023	02/23/2023	2,349.16	2,349.16	Open
	DIESEL JANUARY 2023	Diana Anderson				
	661-932-751-000	FUEL		2,349.16		
	Total for vendor 000089 - CRYSTAL FLASH:			2,349.16	2,349.16	
Vendor 001017 - DETROIT PUMP & MFG CO:						
1075831						
14926	DETROIT PUMP & MFG CO	01/30/2023	02/23/2023	1,161.35	1,161.35	Open
	MECHANICAL SEAL	Diana Anderson				
	590-560-930-000	REPAIRS & MAINTENANCE		1,161.35		
	Total for vendor 001017 - DETROIT PUMP & MFG CO:			1,161.35	1,161.35	
Vendor 000980 - ELK RAPIDS NEWS:						
DECEMBER 2022						
14904	ELK RAPIDS NEWS	12/31/2022	02/22/2023	976.00	0.00	Paid
	DECEMBER 2022 ADS	Diana Anderson				
	101-216-900-000	PRINTING/PUBLICATION		66.00		
	101-694-818-000	CONTRACTUAL/PROF SVCS		547.00		
	101-216-900-000	PRINTING/PUBLICATION		363.00		
JANUARY 2023						
14905	ELK RAPIDS NEWS	01/30/2023	02/22/2023	544.50	0.00	Paid
	JANUARY 2023 ADS	Diana Anderson				
	101-694-818-000	CONTRACTUAL/PROF SVCS		66.00		
	101-216-900-000	PRINTING/PUBLICATION		478.50		
FEBRUARY 2023						
14930	ELK RAPIDS NEWS	02/13/2023	02/23/2023	40.80	40.80	Open
	FEBRUARY 2023 ADS	Diana Anderson				
	101-260-900-000	PRINTING & PUBLISHING		40.80		
	Total for vendor 000980 - ELK RAPIDS NEWS:			1,561.30	40.80	
Vendor 001211 - ELK RAPIDS TOWNSHIP:						
JANUARY 2023						
14939	ELK RAPIDS TOWNSHIP	01/31/2023	02/23/2023	9,745.05	9,745.05	Open
	JANUARY 2023 BIRCH LAKE	Diana Anderson				
	799-000-240-000	SEWER OPERATING		2,916.50		
	799-000-242-000	SEWER EQP REPLACEMENT		3,739.70		
	799-000-244-000	WWTP DEBT		3,088.85		
	Total for vendor 001211 - ELK RAPIDS TOWNSHIP:			9,745.05	9,745.05	
Vendor 002335 - ENDRESS HAUSER INC:						
6002400942						
14913	ENDRESS HAUSER INC	12/20/2022	02/23/2023	1,781.85	1,781.85	Open
	ON-SITE CALIBRATION	Diana Anderson				
	590-560-818-000	CONTRACTUAL SVCS		1,781.85		
	Total for vendor 002335 - ENDRESS HAUSER INC:			1,781.85	1,781.85	
Vendor 002729 - GFL ENVIRONMENTAL:						

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Vendor 000487 - GILL-ROY'S HARDWARE:						
DEC 2022/JAN 2023						
59483644 14915	GFL ENVIRONMENTAL JANUARY 2023 ROLLOFF SERVICE 228-526-818-200	01/31/2023 Diana Anderson	02/23/2023	3,750.00	3,750.00	Open
	CONTRACTUAL/AMERICAN WASTE			3,750.00		
	Total for vendor 002729 - GFL ENVIRONMENTAL:			3,750.00	3,750.00	
Vendor 000487 - GILL-ROY'S HARDWARE:						
DEC 2022/JAN 2023						
405120 14910	GILL-ROY'S HARDWARE DECEMBER 2022/JANUARY 2023 SUPPLIES	01/31/2023 Diana Anderson	02/22/2023	25.49	0.00	Paid
	101-300-741-000 OFFICE/COMPUTER EQUIPMENT			12.34		
	101-300-757-000 SUPPLIES			13.15		
	Total for vendor 000487 - GILL-ROY'S HARDWARE:			25.49	0.00	
Vendor 000028 - GMOSEPTIC SERVICE, LLC:						
405120						
14922	GMOSEPTIC SERVICE, LLC PORTABLE TOILET RENTAL JANUARY 2023	01/31/2023 Diana Anderson	02/23/2023	195.00	195.00	Open
	228-526-818-100 GMOSEPTIC SERVICE			60.00		
	101-690-818-000 CONTRACTUAL SERVICES			135.00		
	Total for vendor 000028 - GMOSEPTIC SERVICE, LLC:			195.00	195.00	
Vendor 001499 - GOSLING CZUBAK:						
91890						
14923	GOSLING CZUBAK 401 S. BRIDGE STREET SITE	01/26/2023 Diana Anderson	02/23/2023	4,650.00	4,650.00	Open
	101-801-728-100 HOUSING TASK FORCE			4,650.00		
	Total for vendor 001499 - GOSLING CZUBAK:			4,650.00	4,650.00	
Vendor 002663 - KAITLYN SZCZYPKA:						
JANUARY 2023						
14933	KAITLYN SZCZYPKA JANUARY 2023 DDA	02/01/2023 Diana Anderson	02/23/2023	355.89	355.89	Open
	791-791-804-100 PROFESSIONAL SERVICES			340.00		
	791-791-818-500 SOFTWARE			15.89		
REIMBURSEMENT						
14944	KAITLYN SZCZYPKA MI MUNICIPAL EXEC. INSTITUTE	02/06/2023 Diana Anderson	02/23/2023	668.19	668.19	Open
	101-260-864-000 TRAINING/CONFERENCES			668.19		
	Total for vendor 002663 - KAITLYN SZCZYPKA:			1,024.08	1,024.08	
Vendor 002764 - KERRI JANISSE:						
REIMBURSEMENT						
14916	KERRI JANISSE MSUE TRAINING	02/09/2023 Diana Anderson	02/23/2023	337.41	337.41	Open
	101-801-864-000 TRAINING/CONFERENCES			337.41		
	Total for vendor 002764 - KERRI JANISSE:			337.41	337.41	
Vendor 000340 - KYM'S PHOTO KOPIES & MORE:						
5949						
14947	KYM'S PHOTO KOPIES & MORE NEWSLETTER	02/01/2023 Diana Anderson	02/23/2023	221.00	221.00	Open
	101-260-900-000 PRINTING & PUBLISHING			221.00		
	Total for vendor 000340 - KYM'S PHOTO KOPIES & MORE:			221.00	221.00	
Vendor 000863 - MAP:						
68850						
14943	MAP SITE PLAN REVIEW & MASTER PLANS	02/06/2023 Diana Anderson	02/23/2023	50.00	50.00	Open
	101-801-864-000 TRAINING/CONFERENCES			50.00		
	Total for vendor 000863 - MAP:			50.00	50.00	

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DB: Elk Rapids

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
18199TM 14918	MCCARDEL WATER CONDITIONING FEBRUARY 2023 WATER FOR DPW 101-690-818-000	02/02/2023 Diana Anderson	02/23/2023	18.50 18.50	18.50	Open
	CONTRACTUAL SERVICES			18.50		
16776TM 14932	MCCARDEL WATER CONDITIONING FEBRUARY 2023 WATER 296-806-818-000	01/02/2023 Diana Anderson	02/23/2023	45.50 45.50	45.50	Open
	CONTRACTUAL SERVICES			45.50		
	Total for vendor 001267 - MCCARDEL WATER CONDITIONING:			64.00	64.00	
Vendor 002041 - MUNSON OCCUPATIONAL HEALTH:						
205814-00 14917	MUNSON OCCUPATIONAL HEALTH DRUG SCREENS 101-300-818-100	02/06/2023 Diana Anderson	02/23/2023	120.00 70.00	120.00	Open
	DOT TESTING			70.00		
	661-932-818-100	CDL LIC/DOT PHYS		50.00		
	Total for vendor 002041 - MUNSON OCCUPATIONAL HEALTH:			120.00	120.00	
Vendor 000533 - OLSON, BZDOK & HOWARD, P.C.:						
178 14936	OLSON, BZDOK & HOWARD, P.C. ATTORNEY 101-216-801-000	02/06/2023 Diana Anderson	02/23/2023	1,456.00 1,358.00	1,456.00	Open
	ATTORNEY			1,358.00		
	101-801-801-000	ATTORNEY		98.00		
22 14937	OLSON, BZDOK & HOWARD, P.C. ATTORNEY 101-216-801-000	02/06/2023 Diana Anderson	02/23/2023	84.00 84.00	84.00	Open
	ATTORNEY			84.00		
	Total for vendor 000533 - OLSON, BZDOK & HOWARD, P.C.:			1,540.00	1,540.00	
Vendor 002513 - PLACECRAFT:						
4 14928	PLACECRAFT VILLAGE PARKS & REC PLAN - JANUARY 101-694-818-000	02/02/2023 Diana Anderson	02/23/2023	531.25 531.25	531.25	Open
	CONTRACTUAL/PROF SVCS			531.25		
	Total for vendor 002513 - PLACECRAFT:			531.25	531.25	
Vendor 002618 - PREFERRED MAINTENANCE SERVICES LLC:						
JANUARY 2023 14920	PREFERRED MAINTENANCE SERVICES LLC CLEANING SERVICE JANUARY 2023 101-690-818-000	02/02/2023 Diana Anderson	02/23/2023	261.00 261.00	261.00	Open
	CONTRACTUAL SERVICES			261.00		
	Total for vendor 002618 - PREFERRED MAINTENANCE SERVICES LLC:			261.00	261.00	
Vendor 002293 - SITEONE LANDSCAPE SUPPLY:						
126736139-001 14919	SITEONE LANDSCAPE SUPPLY ROCK SALT 202-478-757-000	02/08/2023 Diana Anderson	02/23/2023	756.10 378.05	756.10	Open
	SUPPLIES			378.05		
	203-478-757-000	SUPPLIES		378.05		
	Total for vendor 002293 - SITEONE LANDSCAPE SUPPLY:			756.10	756.10	
Vendor 001245 - STAPLES CREDIT PLAN:						
7372618805-0-1 14931	STAPLES CREDIT PLAN BLACK INK CARTRIDGE 101-260-757-000	01/31/2023 Diana Anderson	02/23/2023	167.29 167.29	167.29	Open
	SUPPLIES			167.29		
	Total for vendor 001245 - STAPLES CREDIT PLAN:			167.29	167.29	
Vendor 000860 - TEMPERATURE CONTROL INC:						
I5050 14925	TEMPERATURE CONTROL INC SERVICE CALL 296-806-930-000	12/30/2022 Diana Anderson	02/23/2023	536.50 536.50	536.50	Open
	REPAIRS & MAINTENANCE			536.50		

02/14/2023 03:36 PM
User: Diana Anderson
DB: Elk Rapids

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 02/14/2023 - 02/14/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

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REGULAR COUNCIL MEETING PACKET | FEBRUARY 22, 2023 | 26

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					
	Total for vendor 000860 - TEMPERATURE CONTROL INC:			536.50	536.50	

Vendor 001601 - THIRLBY AUTOMOTIVE:

NOV/DEC 2022

14852	THIRLBY AUTOMOTIVE	01/25/2023	02/22/2023	216.39	0.00	Paid
	NOVEMBER/DECEMBER 2022 CHARGES	Diana Anderson				
	101-690-757-000	SUPPLIES		19.45		
	202-463-930-000	REPAIRS & MAINTENANCE		163.92		
	296-806-757-000	SUPPLIES		33.02		
	Total for vendor 001601 - THIRLBY AUTOMOTIVE:			216.39	0.00	

Vendor 002812 - TINKER TAILOR:

987775

14927	TINKER TAILOR	01/27/2023	02/23/2023	18.40	18.40	Open
	DRYCLEANING C. HORN'S UNIFORM	Diana Anderson				
	101-300-725-000	UNIFORM CLEAN ALLOWANCE		18.40		
	Total for vendor 002812 - TINKER TAILOR:			18.40	18.40	

Vendor 001961 - VERIZON WIRELESS:

DEC 2022/JAN 2023

14908*	VERIZON WIRELESS	01/31/2023	02/22/2023	302.63	0.00	Paid
	DECEMBER 2022/JANUARY 2023 SERVICE	Diana Anderson				
	101-172-853-000	PHONE		18.22		
	101-260-853-000	PHONE		24.11		
	101-300-853-000	PHONE		81.10		
	101-690-930-000	REPAIRS/MAINTENANCE		4.93		
	101-801-853-000	PHONE/ZONING ADMSTR		(32.42)		
	202-463-930-000	REPAIRS & MAINTENANCE		12.60		
	203-463-930-000	REPAIRS & MAINTENANCE		12.60		
	228-526-853-000	PHONE		8.60		
	590-560-853-000	PHONE/TV/INTERNET		154.22		
	595-565-853-000	PHONE/TV/INTERNET		13.74		
	661-932-853-000	PHONE/INTERNET/TV		4.93		
	Total for vendor 001961 - VERIZON WIRELESS:			302.63	0.00	

# of Invoices:	39	# Due:	32	Totals:	38,542.98	34,457.12
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					38,542.98	34,457.12
* 1 Net Invoices have Credits Totalling:					(32.42)	

02/14/2023 03:36 PM
User: Diana Anderson
DB: Elk Rapids

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 02/01/23 - 02/14/23
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

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REGULAR COUNCIL MEETING PACKET | FEBRUARY 22, 2023 | 27

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			13,942.91	12,246.56	
	202 - MAJOR STREET			1,269.64	1,058.15	
	203 - LOCAL STREET			1,105.70	1,058.14	
	204 - MUNICIPAL STREETS			1,776.08	0.00	
	228 - WASTE COLLECTION			3,853.56	3,810.00	
	296 - BLDG OP/REPL			796.40	763.38	
	590 - SEWER OPERATION			3,158.26	2,969.07	
	595 - WATER OPERATION			74.57	25.86	
	661 - EQUIPMENT REPLACEMENT FUND			2,464.92	2,425.02	
	791 - DDA TIFA DISTRICT			355.89	355.89	
	799 - ELK RAPIDS TWP SEWER FUND			9,745.05	9,745.05	
--- TOTALS BY DEPT/ACTIVITY ---						
	000 -			9,745.05	9,745.05	
	172 - VILLAGE MANAGER			18.22	0.00	
	216 - GENERAL SERVICES			2,913.65	2,006.15	
	260 - OFFICE ADMINISTRATION			1,141.18	1,117.07	
	300 - POLICE			194.99	88.40	
	450 - MUNICIPAL STREET			1,776.08	0.00	
	463 - MAINTENANCE			310.77	51.72	
	478 - WINTER EXP			2,064.57	2,064.57	
	526 - COMPACTOR			3,853.56	3,810.00	
	560 - SEWER TREATMENT			3,158.26	2,969.07	
	565 - WATER OPERATION			74.57	25.86	
	690 - DPW GENERAL FUND			499.71	440.36	
	694 - PARKS & RECREATION			1,249.87	636.87	
	791 - DDA TIFA DISTRICT			355.89	355.89	
	801 - PLANNING/ZONING/COMMUNITY DE			7,925.29	7,957.71	
	806 - BLDG OP/REPL			796.40	763.38	
	932 - MOTOR VEHICLE			2,464.92	2,425.02	

02/14/2023 03:21 PM
User: Diana Anderson
DB: Elk Rapids

INVOICE REGISTER REPORT FOR ELK RAPIDS VILLAGE
EXP CHECK RUN DATES 02/14/2023 - 02/14/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: HARBR

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REGULAR COUNCIL MEETING PACKET | FEBRUARY 22, 2023 | 28

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status
Inv Ref#	Description	Entered By				
	GL Distribution					

Vendor 001452 - BLARNEY CASTLE OIL & PROPANE:

1526313						
14946	BLARNEY CASTLE OIL & PROPANE	01/31/2023	02/23/2023	1,048.89	1,048.89	Open
	PROPANE	Diana Anderson				
	594-544-760-300	PROPANE		1,048.89		
	Total for vendor 001452 - BLARNEY CASTLE OIL & PROPANE:			1,048.89	1,048.89	

Vendor 000469 - GILL-ROY'S HARDWARE:

DEC 2022/JAN 2023						
14909	GILL-ROY'S HARDWARE	01/31/2023	02/22/2023	1,000.75	0.00	Paid
	DECEMBER 2022/JANUARY 2023 SUPPLIES	Diana Anderson				
	594-544-757-000	SUPPLIES		120.07		
	594-544-930-000	REPAIRS AND MAINTENANCE		70.22		
	594-544-972-400	SMALL EQUIPMENT		810.46		
	Total for vendor 000469 - GILL-ROY'S HARDWARE:			1,000.75	0.00	

Vendor 002653 - PDI:

R1152263032						
14945	PDI	01/01/2023	02/23/2023	86.02	86.02	Open
	CREDIT CARD PROCESSING FEES	Diana Anderson				
	594-544-855-000	CREDIT CARD PROCESSING FEES		86.02		
	Total for vendor 002653 - PDI:			86.02	86.02	

Vendor 001961 - VERIZON WIRELESS:

DEC 2022/JAN 2023						
14907	VERIZON WIRELESS	01/31/2023	02/22/2023	89.10	0.00	Paid
	DECEMBER 2022/JANUARY 2023 SERVICE	Diana Anderson				
	594-544-853-000	PHONE/CELL/LONG DISTANCE		89.10		
	Total for vendor 001961 - VERIZON WIRELESS:			89.10	0.00	

# of Invoices:	4	# Due:	2	Totals:	2,224.76	1,134.91
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					2,224.76	1,134.91

--- TOTALS BY FUND ---

594 - HARBOR	2,224.76	1,134.91
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--- TOTALS BY DEPT/ACTIVITY ---

544 - HARBOR	2,224.76	1,134.91
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PAYROLL FOR: FEBRUARY 9

Pay Period: January 21 - February 3

Wages - General	\$	31,318.47	
Wages - Harbor	\$	2,736.71	
Wages - Gruesbeck	\$	10,605.96	
HSA		\$250.00	
Garnishment	\$	62.50	
Mission Square	\$	259.52	
IRS	\$	17,158.02	
State of MI			c
MERS			
Alerus			
Police Union			
<hr/>			
Total	\$	62,391.18	

*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

MEMORANDUM

TO: Village President Simpson and Council Trustees

FROM: Kerri Janisse, Planning/Zoning & Community Development

DATE: February 22, 2023

RE: **Trees in the Village**

Background

As you may recall, the Elk Rapids Village Council has been considering Proposed Ordinance 2022-08 to address how trees on public land are to be maintained.

At the September 6, 2022 Village Council meeting, DPW Superintendent Kevin Lane and I presented proposed ordinance amendment 2022-08. The requests made were to identify an updated process regarding trees on public property.

Draft #2 was presented at the October 21st meeting with Council asking for a few changes/clarifications. Draft #3 was to be presented during the months of November and December of 2022, but were pulled and held as the Village navigated through a new administration.

During this period, I was approached by a village resident, who is a member of Green Elk Rapids, on how Elk Rapids could join the Tree City USA program. This resident and I recently sat down and went over the requirements, where the village is currently at with the proposed ordinance and a plan to move forward with the Tree City USA program application.

In our discussion it was found that we should postpone proposed ordinance amendment 2022-08 so that we include the requirements for the program. The proposed amendment will be brought before council in two stages. I have outlined the reason for this and the other steps needed below.



What is the Tree City USA program?

This program was founded in 1976 by the Arbor Day Foundation to celebrate towns and cities committed to growing their urban canopy. The Arbor Day Foundation works with the USDA Forest Service and National Association of State Forests to provide the framework necessary for communities to manage and expand their tree coverage.

Why should Elk Rapids become a Tree City USA village?

1. to protect the trees we currently have and the land they are planted on
2. to educate our residents on the importance of healthy and diverse trees in our community
3. to help with the changes in our climate, we need to understand the importance of the care and selection of trees around us and how they relate to climate change
4. to provide shade to help with energy costs
5. to reduce carbon dioxide in the atmosphere
6. to reduce noise – trees help absorb the sounds of traffic!
7. to promote mental and physical health – studies available to show how trees are a form of therapy
8. to reduce the amount of stormwater runoff
9. homes with trees have higher property values
10. tree grants are available to those who are established Tree Cities

I could go on, but I think these statements are more than enough to support this action

Requirements for Tree City USA program through The Arbor Day Foundation

1. Form a Tree Board/Department
2. Establish a tree care ordinance
3. Maintain a community forestry program with an annual budget of at least \$2 per capita for tree maintenance and education
4. Annual proclamation and observance of Arbor Day

What's next?

Below is a rough timeline of what needs to happen

1. **Tree Board.** A Tree Board should be adopted into ordinance amendment 2022-08. This can be a section that is presented to Council before the rest of the amendment is finished so that this board can begin. This board should follow the same format as other boards and commissions within the Village. The Tree City USA program does not have requirements on the number of members or minimum times to meet per year.
 - a. We have proposed the idea of
 - i. at least 2-3 residents,
 - ii. an Arborist or Forester (one has already asked to be on our Tree Board once we have it established!)
 - iii. a Council member
 - iv. the DPW Superintendent.



- b. Meetings can be held each quarter so that all seasons are being reviewed (tree care happens all year!).
- c. Meetings can be held at a time that is appropriate for the members of the board. This was included in the chance that we can have an Arborist and we need to work around their schedule.
- d. The requirements for the board can be
 - i. Take inventory of the Village trees
 - ii. Create a list of acceptable trees the Village should have (diversity is key here)
 - iii. To create a care plan/timeline (this could be several years out)
 - iv. To create educational materials and opportunities for our residents
 - v. Monitor the budget regarding tree care and work with the Superintendent regarding the expense of these funds
 - vi. Create a donation plan for village trees

These duties can be modified as we work through the ordinance, but this gives a general idea of what other communities are doing. This can be presented to Council within the next few meetings.

2. The rest of proposed ordinance amendment 2022-08 should be presented to the Council once the Tree Board has had a chance to begin their work. The proposal will include a **tree care plan**.
3. Council should include, in the annual budget, a **\$2 per capita** for the care of our village trees.
 - a. Currently the proposed FY2023-2024 budget shows that we are spending approximately \$22,700 for tree maintenance.
 - i. These numbers were pulled from 101-692 (Beautification) and funds 202 (Major Streets)/203 (Local Streets), tree maintenance lines.
 - b. Based on the 2020 census we have 1,529 residents.
 - c. $22,700 \text{ (budget)} / 1,529 \text{ (residents)} = \14.85 per capita .
 - d. We have met this requirement already! I do, however, think it would be a good idea to spell out more of what these funds are being allocated to regarding tree care. Funds 202/203 are funded through State monies and we want to make sure we are spending appropriately.
4. Council should make a **proclamation**, annually by March 1st of each year, that the Village of Elk Rapids will observe Arbor Day. This holiday is the last Friday in April of each year. The Clerk and I can have this on the agenda for the March 7th, 2023, regular Council meeting. GreenER is planning an Arbor Day event for April 28th, 2023 and we should include this in the proclamation. Thank you to GreenER for putting this event together!



Recommendation

I am asking that Council allow the DPW Superintendent, residents and myself to continue ordinance amendment 2022-08 to include the requirements for becoming a Tree City USA village.





Village of Elk Rapids

315 Bridge Street
P.O. Box 398
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MEMORANDUM

TO: Village President Simpson and Village Council Trustees

FROM: Kerri Janisse, Planning/Zoning & Community Development

DATE: February 22nd, 2023

RE: **CAPITAL IMPROVEMENT PLAN | 2023**

A Capital Improvement Plan (CIP) is a multi-year planning tool used to identify the needs and financing sources for public infrastructure improvements within a municipality. A CIP is to facilitate the planning of improvements, to protect the Village's current infrastructure and to provide a plan for replacement of equipment and infrastructure. A CIP also ensures that capital improvements are fiscally sound and consistent with the goals of the Village government and residents. The CIP does not address all the capital expenditures, but provides for large, physical improvements that are permanent in nature.

A CIP covers a 6-year period; however, you could extend to 10-20 years if it was felt necessary. This plan should be clear in providing the project time, where the project is to be in the Village, the cost and where the funding source is coming from and lastly how it relates to the master plan.

The Village of Elk Rapids is required to have an approved CIP according to the Michigan Planning Enabling Act, Act 33 of 2008:

MICHIGAN PLANNING ENABLING ACT (EXCERPT) **Act 33 of 2008**

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65.

(1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after the adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the



planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of the time and cost of those public structures and improvements.

To this date, the Village of Elk Rapids does not have an approved CIP. I have been directed by our Interim Manager to start the process of a CIP so that we are following the State of MI and the Planning Enabling Act of 2008 requirements.

Who I will work with...

1. Department Heads
2. Planning Commission
3. Village Council
4. The Public

When should the plan be done?

An approved CIP shall be ready to present to the Village Council at the first meeting in December of 2023 as the Village moves to adopt its master plan 5-year update and the 2024-2025 fiscal year budget.

Timeline overall:

1. **February** - Create application forms and instructions for all department heads, boards & commissions. I have already begun this step.
2. **March** – Provide application forms to department heads and boards with a deadline of May 15 for submission of the applications, to my office.
3. **May/June** – I, along with one Council member, the Village Manager and one Planning Commission member, will review all applications and meet with departments to prioritize and finalize.
4. **June/July** - I will present a formal plan to the Planning Commission for their review. A bylaw change to implement a simple CIP process and annual review will also be presented.
5. **July/August** – PC will hold a public hearing or a public workshop. Department heads, board members, public members, the Village Manager and Council members should attend.



6. **August/September** – PC and I will make any adjustments needed based on public review
7. **September/October** – Formal adoption recommendation (by motion) from the PC will be made.
8. **October to January** - The Village Council shall review the plan, adopt the plan (by resolution) and implement into the budget (where possible). A public hearing by the Council is not required.
9. **Annually** – the plan shall be reviewed by the Planning Commission and updates be approved (by motion) and sent to the Council for an update during the budget season. This annual review process shall be added to the PC bylaws so that there is a standard to follow for the Village (as mentioned in the June/July timeframe).
10. **Any time** – any department head or board member can fill out an application for a project that will be reviewed by the Planning Commission during their annual review.

This timeline has been reviewed by Beckett & Raeder and approved the by Interim Manager.



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



Village of Elk Rapids

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elkrapids.org

MEMORANDUM

TO: Village President Simpson and Council Trustees

FROM: Mike Singleton, Harbormaster

DATE: February 14th, 2023

RE: **2023 Harbor Dredging**

At 10am (EST) January 23rd, 2023, Village Manager Bryan Gruesbeck opened two (2) bids for Harbor Hydraulic Dredging.

First bid was from Savin Lake Services (Hale, MI) in the amount of \$89,500. Their bid package appears to be complete – proof of insurance, references, equipment, list of other projects, description of the proposed work, etc.

Second bid was from TNT (Kewadin, MI) in the amount of \$98,764.52. The only attachment was a picture of equipment.

Kristine Davis, the Village Treasurer, witnessed the opening of the bids. Hard copies of these documents are in the possession of Village Clerk Kaitlyn Szczypka.

On February 13th, 2023, the Elk Rapids Harbor commission voted 5 yes and 0 no to approve Savin Lake Services to conduct hydraulic dredging operations in accordance with the RFP and following all local, state, and federal permits. This project is not to exceed \$95,000.

RECOMMENDED ACTION: Approve the dredge bid for Savin Lake Services, not to exceed \$95,000.



EEO
Equal Opportunity Employer

2023 Maintenance Dredging Proposal for the Edward C. Grace Memorial Harbor

Prepared for:
The Village of Elk Rapids

Prepared by:
Savin Lake Services Inc.

3088 Hottis Road
Hale MI. 48739
(989) 728 -2200
lakeandpond.com



January 17, 2023

Village of Elk Rapids
Attention: Mr. Mike Singleton – Harbormaster
315 Bridge Street
P.O. Box 398
Elk Rapids, MI 49629



Subject: 2023 Maintenance Dredging Proposal for Edward C. Grace Memorial Harbor

Mr. Singleton,

Savin Lake Services has a sincere interest in remaining the dredging contractor for the maintenance dredging project at Edward C. Grace Memorial Harbor. We look forward to partnering with the Village of Elk Rapids to work collaboratively on your maintenance dredging project soon.

Savin Lake Services is a licensed and insured fully integrated lakes management firm offering multiple mitigation solutions to improve the overall health, aesthetics and/or recreational use of lakes all throughout Michigan. We offer both mechanical and herbicide control methods to manage nuisance aquatic and terrestrial plants. In addition to aquatic and terrestrial plant management, we also offer multiple types of lake studies and consulting services, phosphorus mitigation solutions, lake aeration systems, lake dredging, and bacterial augmentation options for our customers.

Savin Lake Services Inc. has been servicing Michigan's lakes and ponds for over (25) years. We currently provide our services on over (75) lakes & (225) ponds in Michigan. The lakes that we currently have under contract range in size from 10 acres to 2,500 acres. Our solid reputation speaks for itself. We are known for a high level of quality service, and we have a strong commitment to customer satisfaction.

We are members of the Tawas Area and West Branch Chambers of Commerce and are an A+ Accredited Member of the Better Business Bureau of Michigan. We are also long-term members and sponsors of the Michigan Lakes & Streams Association, the Midwest Aquatic Plant Management Society, the Michigan Aquatic Managers Association, and the Aquatic Ecosystem Restoration Foundation.

We are pleased to offer the following detailed design dredging proposal, company profile, and references for your consideration. If you have any questions regarding the following design proposal, please feel free to contact us at any time.

Sincerely,

Paul Barber – Sales and Market Development Manager
Savin Lake Services Inc.

Edward C. Grace Memorial Harbor Detailed Design For 2023 Maintenance Dredging

Executive Summary:

Our dredges are equipped with a rotating cutterhead that loosens the sand from the bottomlands creating a slurry that is then suctioned into a large pipeline and pumped to a holding cell/disposal site. Once the slurry reaches the disposal site the spoils are contained, and water is returned to the lake. Utilizing this method will be the most cost effective, efficient, and environmentally friendly method to complete the project.

We believe collaboration is the key to success in most projects. By working in collaboration and sharing responsibilities with Village of Elk Rapids, we can increase transparency of the expectations and goals of the project. This reduces risks of disputes and ensures the desirable outcome is achieved.

The team at *Savin Lake Services Inc.* has met on several occasions regarding the Edward C. Grace Memorial Harbor maintenance dredging project. Based on these meetings we have put together the following detailed design specifications and the associated cost relating to the dredging project.





Proposal Purpose:

To provide a detailed plan for the Village of Elk Rapids' consideration that utilizes hydraulic cutterhead suction dredging to complete your maintenance dredging project in a cost-effective, efficient, and collaborative structure. This proposal was created to provide a mutual understanding of the deliverables, expectations, and costs for hydraulic cutterhead suction dredging to remove sand from the Edward C. Grace Memorial Harbor bottomland areas of Lake Michigan.

Scope of work to be completed as proposed

1. Permit administration to update, notify, or obtain approval and remain in compliance of all permit requirements.
2. Project management, general oversight of dredging operations, and inspection of completed works
3. Site preparations for commencement of dredging operations
4. Removal of sand from lake bottom and relocate to upland area for beach nourishment in accordance with approved plans and specifications of the permit(s).

Proposed specifications of deliverables and expectations required to complete scope of work

1. Permit administration to update, notify, or obtain approval and remain in compliance of all permit requirements.

Tasks:

- Submit notifications and any updates required to remain in compliance with the approved permit(s) for dredging operations at Edward C. Grace Memorial Harbor.
- Obtain the Soil Erosion and Sedimentation Control Permit from the county (if necessary) to meet the requirements of part 91 of the NREPA.

Deliverables and expectations:

Savin Lake Services will be responsible for:

- Remain in compliance and execute dredging operations in accordance with specification plans in permit.

Village of Elk Rapids will be responsible for:

- Administration and communication of any additional requirements to obtain or remain in compliance with approved permits.
- To submit documentation and payment of associated fees to obtain the Soil Erosion and Sedimentation Control Permit from the county (If necessary) to meet the requirements of part 91 of the NREPA.

2. Project management, general oversight of dredging operations, and inspection of completed works

Tasks:

- Establishing a timeline and scheduling of resources to meet project objectives.
- Project oversight to ensure objectives are being met in compliance with permits and in accordance with the specifications and that they are completed on time and remain within budget.
- Evaluation and implementation of strategic plan modifications to improve efficiency or result in cost savings while still meeting the project objectives within specifications.
- Develop strategies or plans to overcome/remediate any unforeseen circumstances that arise that are not delineated in the specifications.
- Inspect work upon completion, approve satisfactory work for payment, and communicate any incomplete or unsatisfactory work not completed to specifications with project manager of dredging operations for remediation.

Deliverables and expectations:

Savin Lake Services will be responsible for:

- All aspects relating to project management and general oversight of dredging operations

Village of Elk Rapids will be responsible for:

- Inspection of completed works

3. Site Preparations for Commencement of Dredging Operations

Tasks:

- Construct pipeline from dredging location to disposal/beach nourishment site
- Installation of Turbidity Curtain
- Construct dewatering/disposal site

Site Preparation specifications

Pipeline Paths:

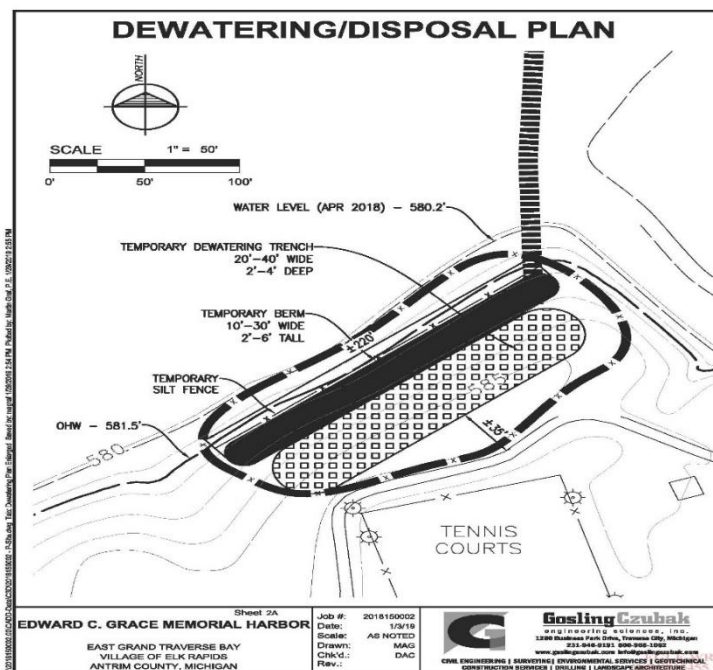
- Projected Pipeline Paths are pictured below in the Edward C. Grace Memorial Harbor maintenance dredging site plan.
- Project requires approximately 1,720' of pipeline to be constructed.

Turbidity Curtain:

- Projected Turbidity Curtain location is pictured below in the Edward C. Grace Memorial Harbor maintenance dredging site plan.
- Project requires approximately 1,100' of Turbidity Curtain to be Installed.



Dewatering/Disposal Plan:



Site Preparation deliverables and expectations:

Savin Lake Services will be responsible for:

- Furnishing all equipment, labor, and materials to place the required pipeline to pump the spoils from the lake to the dewatering/disposal site.
- Furnishing all equipment, labor, and materials to install the required Turbidity Curtain around dredging area.

Village of Elk Rapids will be responsible for:

- Furnishing all equipment, labor, and materials to construct Dewatering/Disposal Site



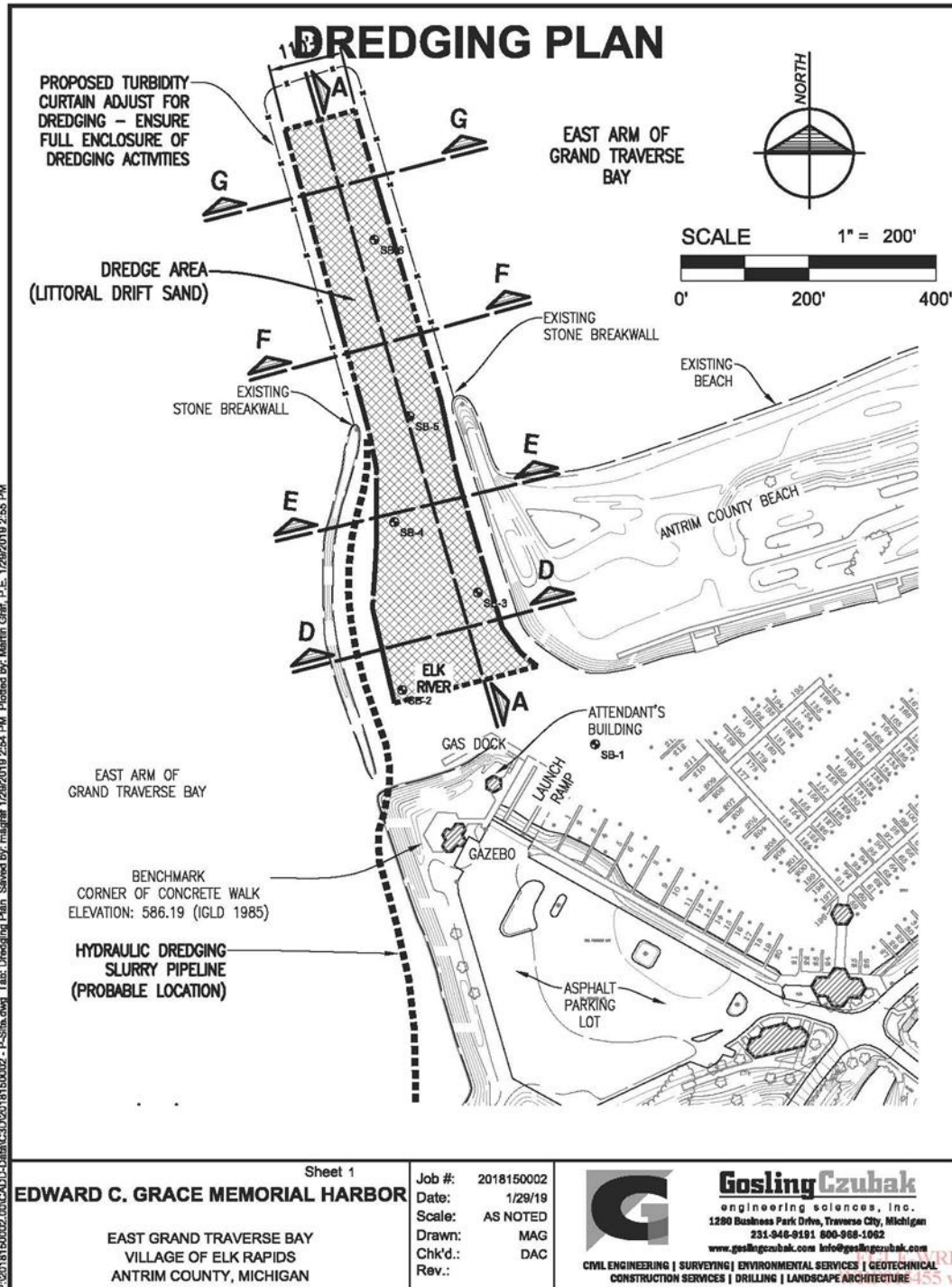
4. Removal of sand from Lake Michigan bottomlands

Tasks:

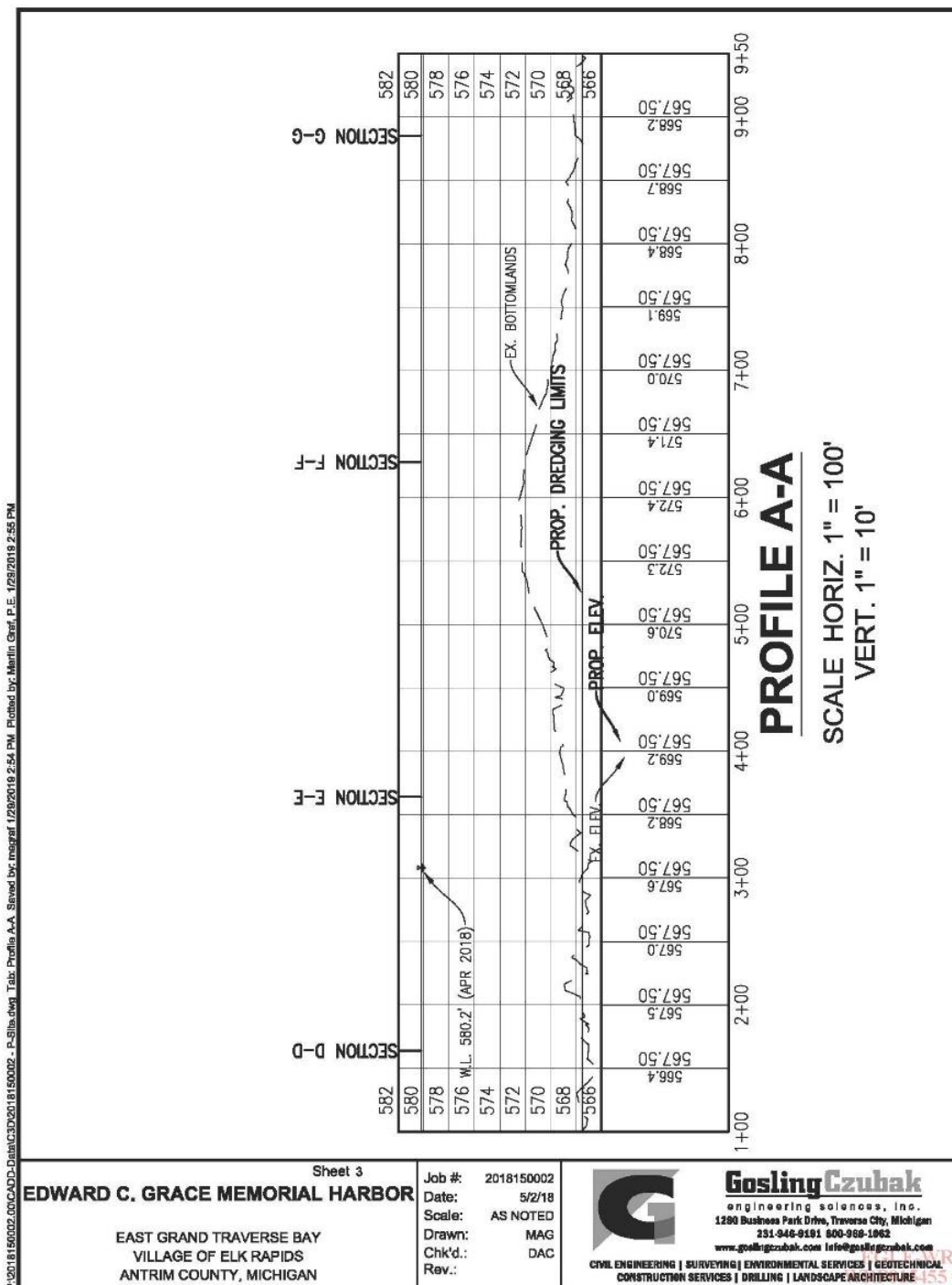
- Removal of approximately 3,000 – 3,500 cubic yards of sand from Edward C. Grace Memorial Harbor bottomland areas of Lake Michigan as outlined in planned specification.

Planned specification details for sand removal

- Utilize a hydraulic cutterhead suction dredge to remove a total of approximately 3,000 – 3,500 cubic yards of sand from Lake Michigan in the Edward C. Grace Memorial Harbor.
- Dredge the areas to the following engineering specifications:

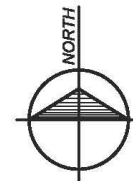


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Issued On: 03/08/2019
Expires On: 03/08/2024



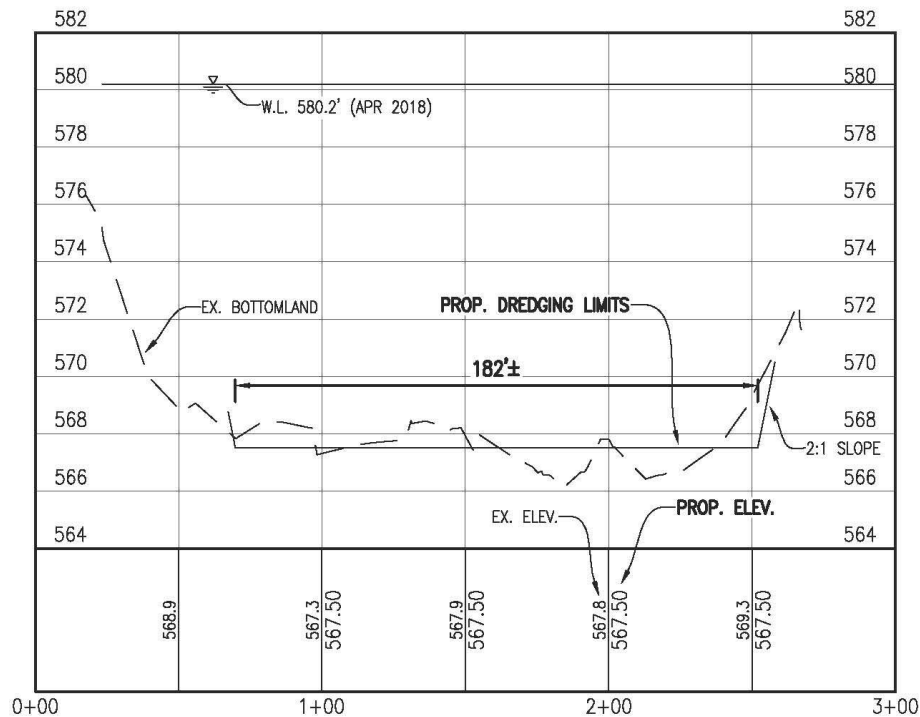
Approved
 Issued On: 03/08/2019
 Expires On: 03/08/2024
 Expires On: 03/08/2024

DREDGE PLAN



SCALE 1" = 50'

0' 50' 100'



SECTION D-D

SCALE HORIZ. 1" = 50'

VERT. 1" = 5'

Sheet 4
EDWARD C. GRACE MEMORIAL HARBOR

EAST GRAND TRAVERSE BAY
VILLAGE OF ELK RAPIDS
ANTRIM COUNTY, MICHIGAN

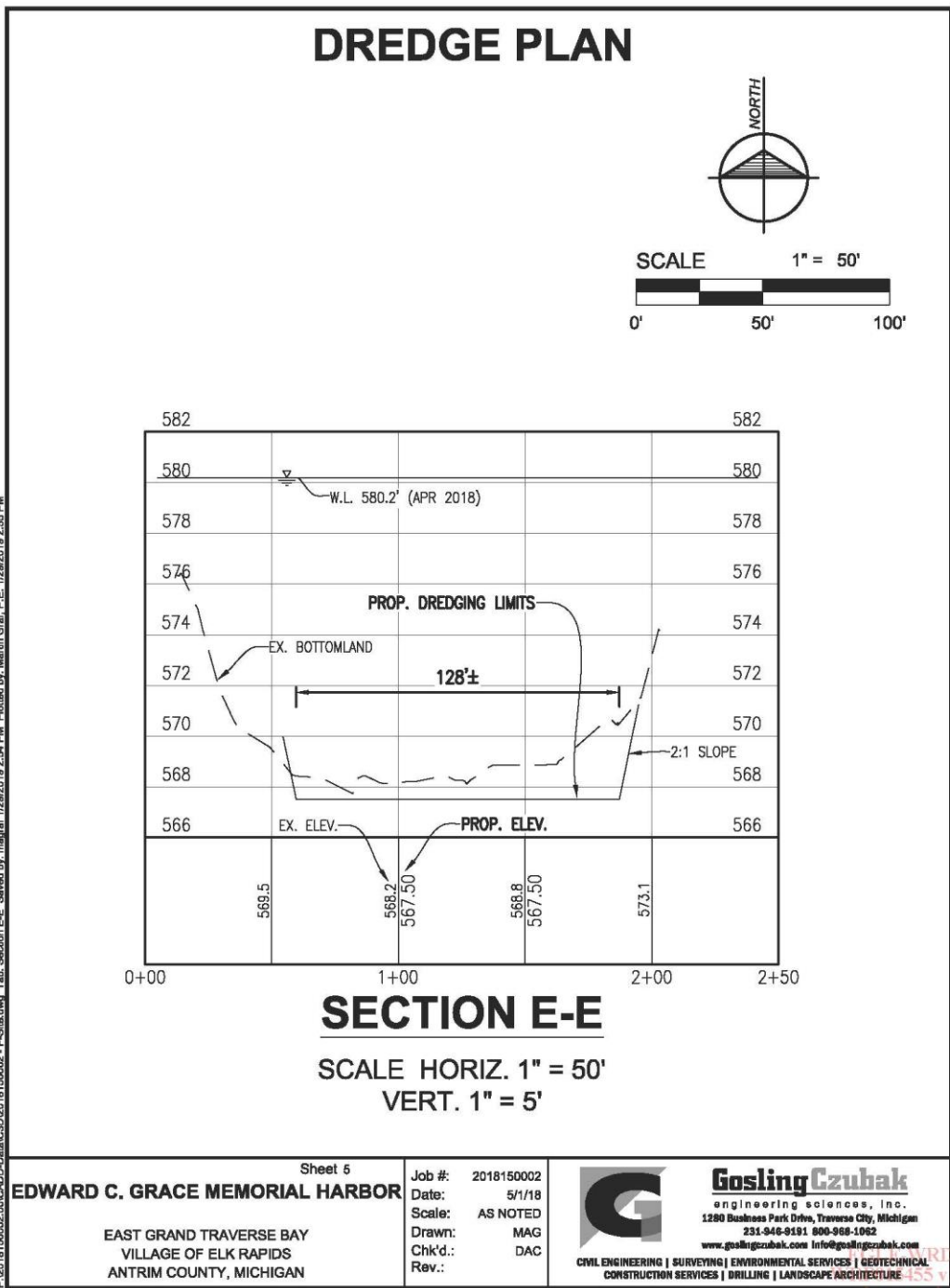
Job #: 2018150002
Date: 5/1/18
Scale: AS NOTED
Drawn: MAG
Chk'd.: DAC
Rev.:

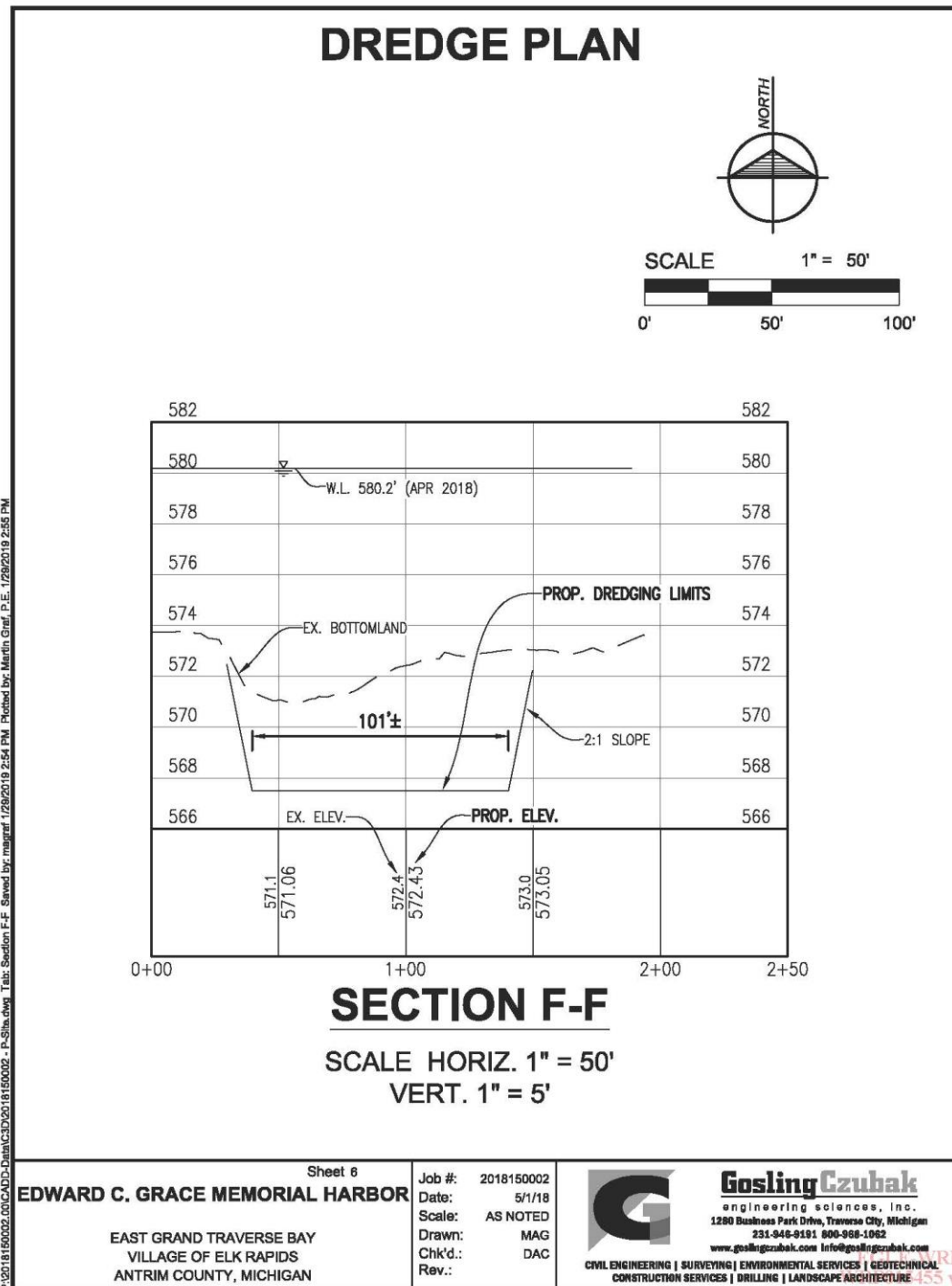


Gosling Czubak
engineering sciences, Inc.
1280 Business Park Drive, Traverse City, Michigan
231-946-9191 800-968-1062
www.goslingczubak.com info@goslingczubak.com

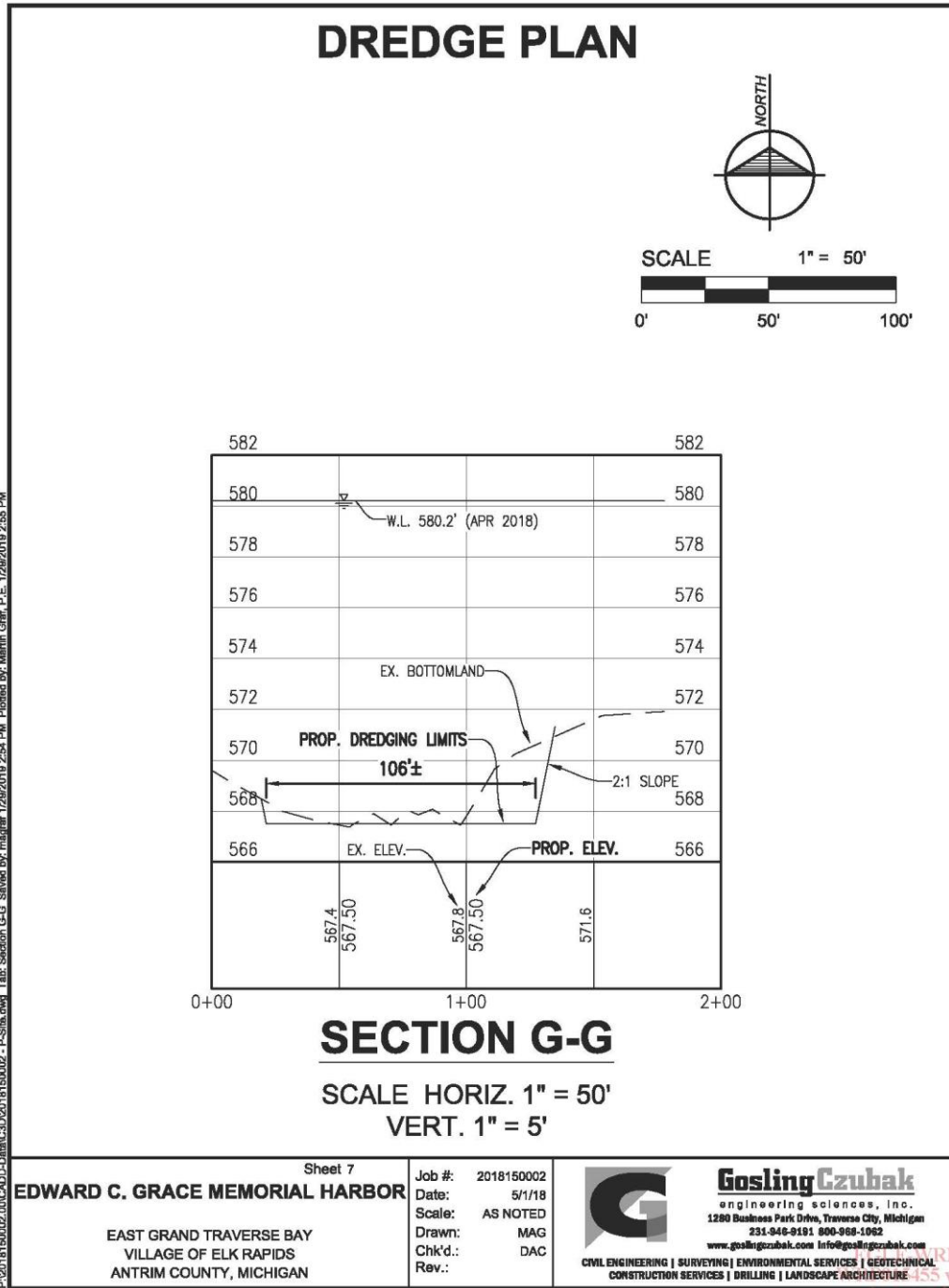
CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL
CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

Approved
Issued On: 03/08/2019
Expires On: 03/08/2024

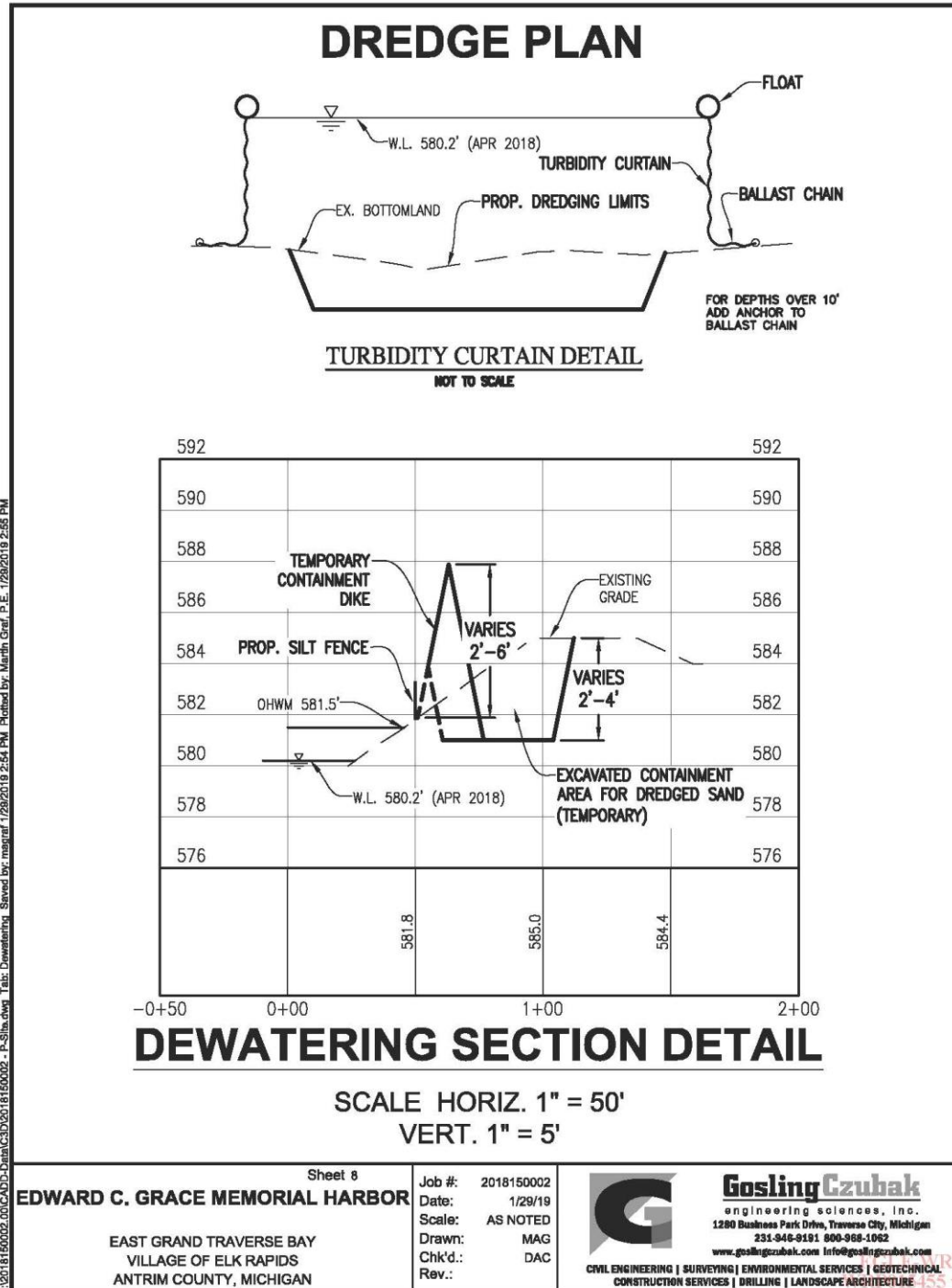




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Approved
Issued On: 03/08/2019
Expires On: 03/08/2024



P:\2018150002\00\ADD-Data\CD\2018150002 - P-Site.dwg Title: Dewatering Saved by: magraf 1/29/2019 2:54 PM Plotted by: Martin Graf, P.E. 1/29/2019 2:55 PM

Approved
Issued On: 03/08/2019
Expires On: 03/08/2024

Sand removal deliverables and expectations:

- Savin Lake Services will furnish one hydraulic suction dredge, fuel, labor, tools, supervision, necessary pipe, and all other relevant and incidental items necessary to complete the dredging.
- Utilize a cutterhead suction dredge in accordance with the approved plans and specifications within EGLE permit.
- Savin Lake Services will pump sand to desired location for beach nourishment.
- Savin Lake Services will not be responsible for removing any other materials, either man made or natural (like cement, tree stumps etc.)
- Savin Lake Services will maintain a minimum of ten (10) feet distance from any shoreline.
- Savin Lake Services will not be held liable for damages associated with any seawall or the constructed break wall from soil destabilization.
- Savin Lake Services will not be held liable for any contamination or content of the spoils dredged from the lake bottom sedimentation.
- Savin Lake Services will not be held responsible for finished grade of the beach nourishment area upon completion of dredging operations.

Project Constraints:

Unforeseen circumstances:

- Any additional costs associated with any unforeseen circumstances or special conditions in the issued EGLE permit that are not included in the project specifications will be the responsibility of Village of Elk Rapids. Those additional costs will be quoted to the Village of Elk Rapids prior to commencement of change.

Project requirements

- Every dredging project has (3) standard project that are mandatory before the commencement of any dredging operations.
 - Permit approvals from all governing authorities
 - Disposal site for placement of the dredged spoils
 - Funding required to complete the project.

Project timing and expected deliverable dates:

- Project timing and expected deliverable dates cannot be determined at this time. We can establish accurate timeframes and expected deliverable dates when provisions requirements are acquired.
- Timing commitments to our customers are confirmed on a first come first serve basis. Therefore, receipt of a signed contract along with the required deposit is better sooner than later.
- Below timing is predicated on receipt of a signed contract and project deposit received no later than February 20th, 2023.
- Savin Lake Services commits that we will stay in close contact with customers with any timing delays or changes in the plan as we move forward together.
- Assuming project requirements are acquired by February 20th, 2023, we anticipate project completion by May 15th.



Purposed Fees:

Task/Service Provided by Savin Lake Services	Estimated Cost	Estimated Timing
Mobilization and Demobilization	\$25,000.00	April 2023 - May 2023
Project Management and Oversight	\$12,000.00	April 2023 - May 2023
Sediment removal from Edward C. Grace Memorial Harbor bottomlands (up to 3,500 cubic yards)	\$52,500.00	April 2023 - May 2023
Lump Sum Costs to Dredge Up to 3,500 Cubic Yards of Sediment from Edward C. Grace Memorial Harbor Access Channel \$89,500.00		

Payment Terms

- Payment terms will be ½ down (\$44,750.00) with the signed contract and remaining ½ (\$44,750.00) due upon completion of dredging operation.
- Additional cubic yardage dredged if requested will be invoiced upon completion of dredging operation.

Agreement Terms

- The pricing for the services outlined within this proposal will remain firm for a period of (30) days.
- Pricing for dredging operations contained within this proposal are based on current diesel fuel costs. If diesel fuel exceeds \$ 5.00 per gallon, a fuel surcharge may be added to each invoice.
- Any unforeseen change in State Regulatory Agency requirements concerning the implementation of any part of this agreement may nullify this agreement and/or cause this contract to be re-evaluated in conjunction with the Village of Elk Rapids
- Savin Lake Services will not charge additionally for telephone conversations, meeting attendance, or an hourly rate for our staff. Those items are part of our standard operating philosophies.
- Once a signed contract and down payment are received. Savin Lake Services will reserve the above stated timeframe in our dredging schedule and commit to allocating the resources required to complete the project scope on time.



Agreement Acceptance

- If the above proposal meets the dredging needs of the Edward C. Grace Memorial Harbor, please sign below indicating your acceptance and binding of this document into a firm contract.
- By signing below the Village of Elk Rapids indicates their acknowledgement and acceptance of this proposal, thus binding this proposal into a contract

If you have any questions – please feel free to contact us at any time.

Sincerely,

Paul Barber – Sales and Market Development Manager
Savin Lake Services Inc.

Mr. Mike Singleton – Harbormaster
Edward C. Grace Memorial Harbor
Village of Elk Rapids

Date



SAVIN LAKE SERVICES – COMPANY PROFILE

Savin Lake Services has been managing lakes and ponds in Michigan since 1995. The business was originally started as Rustin Lake & Pond Service by Dennis Rustin and was based in the Clare, Michigan area. Guy Savin purchased the company in 2004 and moved the main office location to Hale, Michigan. The business has grown over twenty (20) times the original size in the past 15 years. Savin Lake Services mission statement is simple. We truly believe that we are “Preserving Our Lakes Today, for Our Generations Tomorrow”.

Savin Lake Services main office location is based in Hale, Michigan, and our work is located all over Michigan. Although we have only a single main office location – Savin Lake Services has been successful in managing lakes all over Michigan very well. We disperse our lakes management crews to a geographic location in Michigan and they remain in that area (typically staying in hotels) until all work in that area is completed. We feel that this philosophy allows us to service our lakes well, without adding the additional overhead associated with multiple locations. Savin Lake Services currently employs (9) commercially certified applicators, and (13) additional team members.

Savin Lake Services utilizes technology in our company that is not available with any other aquatic management company in the state of Michigan. Our GPS technology not only controls the application rate of the products that we apply to lakes, but our GPS technology also allows us to ensure that we are neither overlapping nor missing areas on your lake. We can also provide you with an application report generated from our GPS system, so that you know exactly where we have applied herbicide products to a lake, for each application that we perform utilizing our GPS enabled boats. Savin Lake Services also provides mechanical removal (harvesting) of submerged aquatic vegetation utilizing our own fleet of vegetation harvesters, and our vegetation harvesters are equipped with GPS guidance systems so that we can ensure that we do not miss areas of harvesting on your lake.

We have built our business based on servicing our customers well, and our location will allow us to respond to any issues or concerns that may arise on your waterbody within a (2) day timeframe. Our solid reputation speaks for itself. We are known for a high level of quality service, and we have a strong commitment to customer satisfaction.

The products that we use for aquatic nuisance weed control are of the highest quality and used in the safest manner possible. All the products are registered by the Federal EPA (Environmental Protection Agency) and controlled by the Michigan EGLE. The required permits are issued by the Michigan EGLE, and Savin Lake Services will manage the application for these permits (at no additional charge). Savin Lake Services is licensed by the State of Michigan and carries all required insurances. License and insurance will remain in effect to cover the entire treatment season. All the employees of Savin Lake Services are well trained and hold commercial certifications.

Savin Lake Services will add the Village of Elk Rapids to our insurance liability policy as an additional insured” at no additional charge.



SAVIN LAKE SERVICES PROFESSIONAL STAFF:

Guy B. Savin, IV – President

Specialties: Lake management services, aquatic vegetation control, corporate strategic planning, full-lake aeration specialist, pond design and development. Education: B.S. Business Administration, Northwood University. Guy Savin has been involved with lake management for over twenty (20) years and as president he leads his team growing the business, attending trade conferences, and keeping current with regulations and lake management technologies.

Paul Barber – Sales and Market Development Manager

Specialties: Lake and pond management services, aquatic and terrestrial vegetation control, project management, and fountain and aeration specialist. Paul Barber has been Certified Herbicide Applicator (including Category V and Category VI) for over 13 years and in that time, he has gained a vast amount of hands-on experience in all fields of services that we offer. Paul handles all new project sales and requests for quote. Paul attends and has completed numerous classes, trade conferences, and sales/service training seminars to further his education and stay up to date on the latest technologies and changes in the industry.

Matt Novotny – Environmental Scientist/Operations Manager

Specialties: Certified Herbicide Applicator (including Category V and Category VI), water quality technician, and Ecological Studies. Education: B.S. Geochemistry, Western Michigan University. Matt has a wide variety of environmental knowledge obtained through his degree at Western. He heads up our water quality division. Matt's versatility allows him to be a part of many aspects of Savin Lake Services. As Operations Manager, Matt oversees daily operations to ensure tasks are completed in a safe and timely manner, within budget, and meet or exceed company standards. Matt is also responsible for coordinating project details, staff and resource scheduling, skills and safety training, annual follow-up treatment reporting, required posting, and our GPS technology equipped boats.

Contact Information

Savin Lake Services Inc.
3088 Hottis Rd.
Hale, MI 48739
(877)-SAV-LAKE { 877-728-5253}
(989) 728-2200 Fax: (989) 516-5900

guysavin@lakeandpond.com
paulbarber@lakeandpond.com
mattnovotny@lakeandpond.com

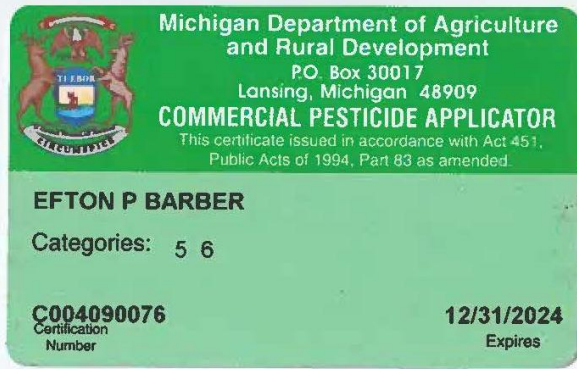


Liability Insurance and Licenses:

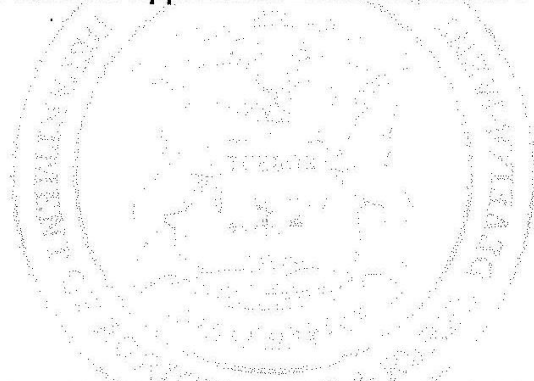

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/18/2022			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Diebold Insurance Agency 817 W Houghton Ave. P.O. Box 188 West Branch MI 48661			CONTACT NAME: Jackie Rachow PHONE (A/C, No, Ext): (989) 345-0200 FAX (A/C, No): (989) 345-0232 E-MAIL: jackie@dieboldinsurance.com ADDRESS:				
INSURED Savin Lake Services, Inc 3088 Hottis Road Hale MI 48739			INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford Insurance Group INSURER B: All America INSURER C: Retailers Mutual Insurance Co INSURER D: Navigators Insurance Company INSURER E: INSURER F:		NAIC # 21822 20222 12471 42307		
COVERAGES		CERTIFICATE NUMBER: 22 to 23		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NY22MPKZ0211J01	05/01/2022	05/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ Product - Completed \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 8684314	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 3,000 Uninsured motorist \$ 1,000,000
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			NY22LIAZ0AK1901	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCP00012195	12/15/2021	12/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER				CANCELLATION			
Insured's Copy - Reference Only				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE 			



(Commercial Pesticide Applicator License):



(MDARD Pesticide Application Business License):

PI-079 (07/03)	Michigan Department of Agriculture & Rural Development Pesticide and Plant Pest Management Division Pesticide Application Business License	License No: 650006 Issue Date: 12/02/2021 Expiration: 12/31/2022
Issued To: SAVIN LAKE SERVICES, INC. 3088 HOTTIS RD. HALE, MI 48739- Category(ies): 5, 6 <u>Mailing Address:</u> SAVIN LAKE SERVICES, INC. 3088 HOTTIS RD. HALE, MI 48739-		 GARY MCDOWELL Director of Agriculture & Rural Development
This license is issued in accordance with the provisions of Act 451, Part 83, PA of 1994, as amended & is only valid for the establishment, address, and categories listed above. Categories with an (*) are RESTRICTED (see back). This license is not transferable.		



Savin Lake Services Equipment Listing & Team Members:

EQUIPMENT:

BOATS	LENGTH	TYPE	PROPULSION
1	12 Ft.	Semi V hull aluminum pond treatment boat	8HP Mercury outboard
2	12 Ft.	Semi V hull aluminum pond treatment boat	9.9 Mercury outboard
3	14 Ft.	Semi V hull aluminum lake & pond treatment boat	15HP Mercury outboard
4	16 Ft.	Carolina Skiff fiberglass lake treatment boat	60 HP Mercury outboard
5	16 Ft.	Sundance Skiff fiberglass lake treatment boat	60 HP Mercury outboard
6	17 Ft.	Semi V hull aluminum lake & pond treatment boat	40 HP Mercury outboard
7	19 Ft.	Carolina Skiff fiberglass lake treatment boat	60 HP Mercury outboard
8	20 Ft.	Semi V hull aluminum lake treatment boat	90 HP Mercury outboard
9	20 Ft.	Semi V hull aluminum lake treatment boat	150 HP Honda outboard
10	20 Ft.	Classic lake treatment airboat	Chevy 350 C.I. marine engine

All equipped with GPS coordinate mapping & application capabilities, and Liquid spray equipment including tanks, hoses, pumps, spray guns, etc.

TRUCKS	YEAR	Make	MODEL	Options
1	2022	Chevrolet	Tahoe	Duramax Diesel with V Max trailering package
2	2021	Jeep	Gladiator	
3	2017	Chevrolet	Equinox	AWD- with trailering package
4	2016	Chevrolet	Silverado 3500	Duramax Diesel 4X4 Crew Cab with Utility boxes
5	2016	Chevrolet	Silverado 1500	V Max trailering package
6	2016	Jeep	Cherokee	AWD- with trailering package
7	2014	Chevrolet	Silverado 1500	4x4 Extended Cab
8	2011	Chevrolet	Silverado 1500	4x4 Extended Cab
9	2011	Chevrolet	Silverado 3500	Duramax Diesel 4X4 Crew Cab with Utility boxes
10	2010	Chevrolet	Silverado 2500	Duramax Diesel 4X4 Crew Cab
11	2007	Chevrolet	Silverado 2500	4x4 Crew Cab
12	2004	Chevrolet	Silverado 1500	4 x 4 Extended Cab Truck
13	2003	Chevrolet	S-10	4 x 4 Extended Cab Truck

VEGETATION HARVESTERS		CU. FT. CAPACITY	CUTTERHEAD WIDTH	APPROX. TIME TO CUT ONE ACRE
1	Aquatics Unlimited AUH8-200	200	8 Ft.	2 hours
2	Aquarius Systems H-220 with TRC-12 Series offloading conveyor trailer	220	5 Ft.	3 hours
3	Aquarius Systems H-420 with TRC-23 Series offloading conveyor trailer	420	7 Ft.	2 hours
4	Aquarius Systems H-420 with TRC-23 Series offloading conveyor trailer	420	7 Ft.	2 hours
5	Aquamarine H-650 with TRC-34 Series offloading conveyor trailer	650	8 Ft.	2 hours

All equipped with GPS coordinate mapping



Savin Lake Services Dredging Equipment:

DREDGING EQUIPMENT:

1. DREDGE #1 (8 INCH W&S DREDGE)
2. DREDGE #2 (8 INCH W&S DREDGE)
3. DREDGE #3 (8 INCH W&S DREDGE)
4. BOOSTER PUMP
5. KOMATSU P220 EXCAVATOR
6. CATERPILLER 307 EXCAVATOR
7. JOHN DEERE 650 DOZER
8. CATERPILLAR D5M DOZER
9. OVER 20,000' PIPE
10. FUSION MACHINE
11. FORD 2120 TRACTOR WITH ATTACHMENTS
12. DROP DECK TRAILER
13. DROP DECK TRAILER
14. BLUE BARREL TRAILER
15. WORK BOAT 1
16. WORK BOAT 2
17. PIPE TRAILER 38'
18. PIPE TRAILER 40'
19. SNOWMOBILE TRAILER
20. LOW BOY TRAILER
21. WORK TRAILER
22. 5TH WHEEL CAMPER
23. TRUCK WINCH
24. 2006 CHEVROLET 3500 DUALY
25. 2004 GMC K1500
26. 2007 CHEVROLET K3500
27. 2004 CHEVROLET K2500 DIESEL
28. FREIGHTLINER SEMI
29. 2006 BOMBARDIER 4-WHEELER



TEAM MEMBERS:

Guy Savin – President & Commercially Certified Applicator since 2004

Paul Barber – Sales and Market Development Manager & Commercially Certified Applicator since 2009

Matt Novotny – Operations Manager/Environmental Scientist & Commercially Certified Applicator since 2012

Rhonda Sumeracki – Office Manager

Mike Kujawa – Pond Services Manager, and Commercially Certified Applicator since 2010

Justin Tenbusch – Regional Lakes Manager and Commercially Certified Applicator since 2016

Kyle Fowler - Regional Lakes Manager and Commercially Certified Applicator since 2016

Scott Miller – Certified Marine Mechanic and Boat Storage and Maintenance Manager

Jeremy Clayton – Certified Vehicle and Heavy Equipment Mechanic

Karl Moss – Heavy Equipment Hauler

David Finney – Heavy Equipment Operator

Brandon Williamson – Harvesting and Dredging Operations Supervisor

Caleb Barber – Commercially Certified Applicator since 2022

Joey Weber – Commercially Certified Applicator since 2022

Tim Cady – Dredge Operator

Tyler Fowler – Dredge Operator

Anthony Scott – Posting Crew Member, Harvester Operator, and Dredge hand

Eli Fanzosi – Posting Crew Member, Harvester Operator, and Dredge hand

Bryant Kesler - Posting Crew Member, Harvester Operator, and Dredge hand

Kristy Miller - Posting Crew Member, Harvester Operator, and Dredge hand







EXPERIENCE AND REFERENCES

LAKE SOMERSET AQUATIC VEGETATION CONTROL AND DREDGING OPERATIONS

CLIENT:

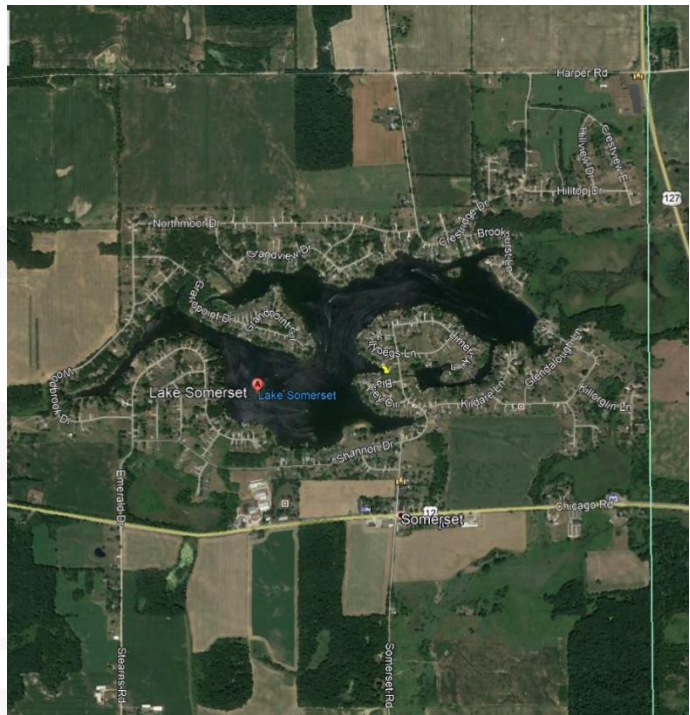
Lake Somerset POA
Jodi Dahlberg - President
(517) 815-4100 (cell)

LOCATION:

Hillsdale County, Michigan

KEY SERVICES PROVIDED:

- Lake Management
- Dredging Operations
- Nuisance Weed Control
- 2,4-D granular application
- Diquat Dibromide liquid application
- Aquatic Vegetation Harvesting
- Lily Pad Control



PROJECT DURATION:

2018 – 2023

TOTAL CONTRACT COST:

\$ 1,050,400.00

PROJECT DESCRIPTION

Lake Somerset offers over 187 acres of all sports activity located in Somerset Township in Hillsdale County. Savin Lake Services was originally awarded a \$ 700,000 dredging project in 2018, and in 2019 LSPOA hired us to be their lake management partner also.

This lake is a great example of our philosophy to “take control before things get out of control” as the Lake Somerset Association Board has renewed our contract this year for another three (3) years.

Reference Letter from Lake Somerset:



Lake Somerset Association

Jodi A Dahlberg, Vice President

8/8/2019

To Whom it May Concern:

My name is Jodi Dahlberg and I am the Vice President of the Lake Somerset Property Owners Association (LSPOA). I wanted to take a few moments to write a reference for the lake and pond management company - Savin Lake Services Inc. located in Hale, Michigan.

Lake Somerset is a 220-acre lake located in Somerset Center, MI approximately 15 miles south of Jackson, MI. For (7) years (2012 – 2018), the LSPOA had contracted with a lake management company PLM for the aquatic herbicide management on Lake Somerset. Our lake continue to show degradation over that time until last year when it was almost unpassable. We had to stop our boats every so often to pull all the weeds off our props. Algae was everywhere and the lake looked terrible.

In 2018 the LSPOA board elected to hire Savin Lake Services to perform a large dredging project on Lake Somerset, and Savin Lake Services attention to detail and communication in regards to the dredging project impressed the LSPOA Board members. Guy walked us through the process and had our permit completed and worked through many obstacles.

In 2019, the Board decided to change our lake services and hire Savin to manage our lake, his service in the dredging process and his ideas impressed many of us on the board. The level of communication and level of detail exhibited by Savin Lake Services team members in their treatment methodologies far exceeds anything we had experienced in the past with the previous company. The LSPOA Board has been very happy and has received nothing but positive commentary from the property owners on Lake Somerset as they see the difference in the attention to detail between the (2) companies. I have attached some of the emails we have received from our members below. The GPS application technology that Savin utilizes sets them apart as a company from their competition. Our members now look forward to receiving the map. It has helped them to understand where it was treated and what chemical was placed on their lakeshore. The calls, questions and inquiries from the members has greatly reduced by using this tool.

One of the largest problems that LSPOA experienced in the past ... is with the wild celery management on Lake Somerset. In the past.... the previous company had utilized many products for wild celery management including Nautique, Komeen Crystal, and Hydrothol 191 Granular. In the past.... the LSPOA had seen very little success with these products. As mentioned above, we could barely boat for ½ an hour without removing it from our props.



Lake Somerset Reference Letter (continued)

In 2019 Savin Lake Services proposed a Harpoon Granular application that was applied by their GPS enabled boats at an application rate of 240 pounds an acre. Savin Lake Services completed a wild celery pre wash the day prior with a Chelated Copper product. This application and treatment methodology was very effective and nothing like we had seen in the past with the previous company. Savin Lake Services treated the near shore wild celery with the aquatic herbicide Harpoon Granular. We then asked Savin to utilize their GPS tracked vegetation harvesters to harvest the offshore wild celery that is untreatable with aquatic herbicides. Once again, we were very pleased with the Savin Lake Services harvesting operations, and the condition of their equipment.

Again... we wanted to take the time to put this in writing as we have been extremely pleased with the communication and treatment methods as proposed by Savin Lake Services, Inc.

If you wish... please feel free to contact me via email at jodilip226@yahoo.com with any questions regarding the above letter of reference.

Sincerely,

Jodi Dahlberg; Vice President LSPOA

Below are a few emails from our members:

Hi Jodi,

I know that many persons on the lake are quick to complain and do not always take the time to write when something positive happens

I feel that the Savin efforts are very much improving our lake and have seen a vast difference this summer compared to last summer ... please pass this along and keep up the wonderful work!

Jim Baker

13823 Grandpoint Drive

From: Joann Robertson <joerobby@comcast.net>

Sent: Monday, July 29, 2019 12:51 AM

Wow! I've never seen such a terrific job done in our Kildare Bay. He spent a very long time going over the entire area except close to the beach, of course. I was amazed. I was very impressed and would highly recommend hiring them in addition to our weed cutter. To be very honest with you, I've never noticed a difference with our weed cutter except a mess on top of the water when they do come down the channel which isn't often.

Also, the quality of Savin service is so much better with weed control.

THANK YOU, SAVIN!



EXPERIENCE AND REFERENCES (Continued):

Letter of Reference from Dayton Bear Lake Outing Club:

Dayton Bear Lake Outing Club
7972 Heaton Ave
Bear Lake, MI 49614

May 9, 2021

Guy Savin
3088 Hottis Road
Savin Lake Services
Hale, MI 48739

Dear Guy,

I'm reaching out on behalf of the Dayton Bear Lake Outing Club (DBLOC) to thank you, your partner John Bernard and everyone on your team for your successful dredging project here last November. We had 20+ years of lake sand accumulating at the mouth of Bear Lake's Little Bay, which was impeding navigation and in danger of closing off the bay and creating a stagnant pond. The members and owners of the DBLOC approved a special assessment to complete a dredging project, with the goal of restoring the navigability and health of the Little Bay. We appreciated that you joined a 'town hall' meeting with our members/owners to answer questions and help garner support for the project.

We could not be more thrilled with the project's results. The bay's point shoreline has been restored to appear as it did decades ago, just in time for us to celebrate our Club's Centennial in 2021. Access to the Little Bay is significantly improved and it appears that waterflow into the bay has increased, which will benefit the entire natural area.

Your dredging team was on site for several weeks into November and did simply a phenomenal job. Daniel and James worked tirelessly, seven-days-a-week, mostly in less than ideal weather conditions. They often were here until well after dark in an effort to get the project completed before winter fully set in. They were extremely knowledgeable, resourceful and really seemed to care about the outcome of our project almost as much as we did. I was impressed by how they resolved the day-to-day challenges they encountered and appreciated how they took time to answer any questions that we had about the project along the way.

Although I hope we won't be doing more dredging work here any time soon, we wouldn't hesitate to work with you in the future and highly recommend your team to others who are contemplating similar projects. Thank you!

Sincerely,

Laurie Stewart
President



2022 SAVIN LAKE SERVICES DREDGING REFERENCES:

CLIENT:

Augres Boat Club
Mr. Dave Wolthuis
2284 Bay Ridge Drive
Augres, MI 48703
989-876-8530

LOCATION:

Arenac County, MI

PROJECT DURATION:

Summer 2013

TOTAL CONTRACT COST:

\$ 150,000.00

CLIENT:

Slagle Trout Club
Mr. Bob Rought
11212 W. 28th Road
Mesick, MI 49668
(231) 389-0215 (leave message)

LOCATION:

Wexford County, MI

PROJECT DURATION:

Summer 2017

TOTAL CONTRACT COST:

\$ 160,000.00

CLIENT:

Lake 13 Improvement Board
Mr. Jamie Betts
111 N. Scott Drive
Farwell, MI 48622
(989) 240-1753

LOCATION:

Clare County, MI

PROJECT DURATION:

2012, and 2019 and 2023

TOTAL CONTRACT COST:

\$ 750,000.00

CLIENT:

Lake Somerset POA
Mrs. Jodi Dahlberg - President
14261 E. Chicago Road
P.O. Box 337
Somerset Center, MI 49282
517-815-4100

LOCATION:

Hillsdale County, MI

PROJECT DURATION:

Fall 2019 to Fall 2020

TOTAL CONTRACT COST:

\$ 750,000.00

*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 President Simpson and Council Trustees

FROM: Kevin Lane, DPW Superintendent

DATE: February 22, 2023

RE: **Iron Treatment Plant Training**

BACKGROUND: In 2018, the Village acquired an Iron Treatment plant. Every so often routine maintenance is required. In order to perform maintenance ourselves, all Department of Public Works crew members will be attending a training put on by Kurita American. Gosling Czubak will also be there.

RECOMMENDED ACTION: Approve the Iron Treatment Plant Training with Kurita American, not to exceed \$6,300.00.





Sales Quote

1

Kurita America Inc.
6600 94th Ave North
Minneapolis, MN 55445

Sales Quote Number: SLSQ41423
Sales Quote Date: 12/12/2022
Quote Expiration Date: 1/11/2023
Quote Prepared by: C.PATTON

Bill
To: Village of Elk Rapids MI
315 Bridge St
Elk Rapids, MI 49629-5101
USA

Sell
To: Village of Elk Rapids MI
315 Bridge St
Elk Rapids, MI 49629-5101
USA

Ship
To: Village of Elk Rapids MI
315 Bridge St
Elk Rapids, MI 49629-5101
USA

Tax Ident. Type Legal Entity

Customer ID TW00345

Ship Via Common Carrier
Terms Net 30

SalesPerson Tyler Skarolid

Item No.	Description	Unit	Quantity	Unit Price	Total Price
EQUIP-FIELDSERV-HR	Field Service - On-site hours	Hour	10	150.00	1,500.00
EQUIP-FIELDSERVTR-HR	Field Service Travel Time	Hour	16	150.00	2,400.00
EQUIP-TRAVELEXP	Travel Expenses	Each	1	1,700.00	1,700.00
EQUIP-PERDIEM	Per Diem	Each	2	250.00	500.00
94-0129	GASKET, ELLPT MW, 14" x 18", 20.75" L x 16.75" W, 1/8" THK, CLOSED CELL NEOPRENE, DUROMETER 60	Each	3	38.00	114.00

Unless specified above, freight is not included.

Sales tax charges may also apply. If applicable, sales tax will be calculated at the time of order.

Total: 6,214.00

Notes:

- Quoted prices will be honored for thirty (30) days from the date of quotation, unless otherwise stated.
- Service quotes are an *estimate only*. Actual hours to be invoiced upon completion of service.
- For your convenience, this quote may be used as your order for this equipment. To use this quote to submit an order, please complete the following and return to your Sales Representative.

PO Number: _____

Company/Firm Name: _____

Print Name: _____

Signature: _____



Sales Quote

Page: 2

Kurita America Inc.
6600 94th Ave North
Minneapolis, MN 55445

Sales Quote Number: SLSQ41423
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Quote Prepared by: C.PATTON

NATIONAL SERVICE RATES		
DAY	TIME	RATE
M-F	Per day (travel included)	\$1,200.00
Sat	Per day (travel included)	\$1,800.00
Sun	Per day (travel included)	\$2,400.00
	Airfare & Car Rental RT	\$1,700.00
	Per Diem	\$250.00
	*Scheduling requires a minimum of 2 weeks notice	
	**Cancellation and/or date changes to existing trip schedules are subject to change fees.	

KURITA AMERICA'S STANDARD WARRANTY POLICY & PROCEDURES

Kurita America Inc. will cover under warranty all parts sold to be free of defects in material or workmanship. Liability under this policy extends for 12 months from date of delivery. Kurita America's liability is limited to replace and/or repair the failed equipment or part which has been proven defective in material or workmanship upon Kurita America's and/or the manufacturer's examination. This warranty does not include removal, installation, labor costs or freight charges incurred and in no event shall Kurita America's liability exceed the selling price of such equipment or part.

EXCEPTIONS:

- Parts that have not been installed by Kurita America's technicians and were not installed per the manufacturer specifications. Parts that were not used, operated and/or maintained per the manufacturer specifications or use instructions.
- OEM parts and accessories are subject to the terms and conditions of each manufacturer.
- Analytical sensors (conductivity, pH, ORP, etc.) are all considered consumable parts not covered under warranty. Pump tube assemblies and rubber components are considered perishable and not covered under warranty.
- Gaskets, seals, pump seals, O-rings, etc. are considered perishable and not covered under warranty. Used and/or refurbished parts purchased will have a 30 day warranty from ship date.
- Damage to circuit boards is not warranted if caused by failure to seal the controller door after servicing, (if service was not performed by a Kurita America technician) and/or if the top of enclosure conduit entries are not sealed.

Kurita America makes no other warranties, express or implied, for products manufactured by third party. The implied warranties are specifically disclaimed except as set forth above. Third party warranties may apply (information to be provided upon request). Kurita America makes no other representations or warranties concerning services and disclaims the same. The failure to give notice of a warranty claim within the times stated above shall constitute a waiver by you of all claims in respect to such products.

Only new, unused and undamaged parts/equipment will be accepted for return. Any part returned to Kurita America for evaluation, repair or replacement must have a Return Material Authorization number assigned before it is returned, Kurita America is not responsible for parts returned without an RMA number. Contact your sales or customer service representative to obtain an RMA number.

The RMA number must be clearly noted on the outside of the return package. Kurita America will not provide replacement parts for use during the warranty evaluation/repair process. Replacement parts will require a PO for order processing and will be invoiced accordingly.

OEM evaluation processes can take up to 6 weeks to determine if a part is covered under warranty. Kurita America strongly recommends purchasing spare parts for critical applications.



Sales Quote

Page: 3

Kurita America Inc.
6600 94th Ave North
Minneapolis, MN 55445

Sales Quote Number: SLSQ41423
Sales Quote Date: 12/12/2022
Quote Expiration Date: 1/11/2023
Quote Prepared by: C.PATTON

TERMS OF SALE

Kurita America Inc. ("KAI") is pleased to provide your company with a quotation for quality water treatment products, product support and/or services (collectively, the "products"). If you submit to KAI a purchase order or other documentation with terms and conditions different from or additional to the terms and conditions described in this terms of sale, KAI hereby objects to those terms and does not assent to them. No such term shall be a part of any contract between the parties. The terms of KAI's quotation, except for these terms of sale, are not binding, do not constitute an offer and are subject to change without notice. You specifically acknowledge and agree by receipt of products provided by KAI, that you are subject to the limitation of liability and warranty disclaimer provisions and the other provisions of this terms of sale.

Prices and payment: Unless expressly stated otherwise in writing, the price for all products shall be KAI's price at the time of shipping and is subject to change without notice. All payments should be made in U.S. Dollars. Prices shall not include freight costs unless expressly stated in this quotation. Prices exclude all sales, license, use, excise, and any other taxes applicable to the manufacture, sale, or transport of the products sold by KAI. Prices exclude any surcharges that KAI may charge at the time that an order is placed. Such surcharges shall not exceed 15% of the total amount of goods and services. You agree to provide payment as set forth in each sales quote or invoice. Payment shall be due thirty (30) days from delivery of products.

Warranty: All products manufactured by KAI will be properly manufactured according to KAI specifications and shall carry the implied warranty of merchantability established by statute under UCC article 2. For equipment, KAI will cover under warranty all parts sold to be free of defects in material or workmanship. Liability under this policy extends for 12 months from date of delivery. For chemicals, the failure to give notice of a warranty claim within thirty (30) days from date of delivery shall constitute a waiver by you of all claims in respect to such products. KAI makes no other warranties, express or implied, for products manufactured by any third party. The implied warranties of merchantability, fitness for a particular purpose, or other warranties, are specifically disclaimed except as set forth above. Third party warranties may apply (information to be provided upon request). KAI makes no other representations or warranties concerning services and disclaims the same.

Safety: You shall be responsible for following all federal, state and local regulations and any applicable health and safety guidelines for storage and handling of chemicals by your personnel. You acknowledge that KAI has furnished to you Product Safety Data Sheets. You are solely responsible to disseminate such information to give warning of possible hazards to persons you can reasonably foresee may be exposed to such hazards, including but not limited to, your employees, agents, contractors and customers. If you fail to disseminate such warnings and information, you agree to defend and indemnify KAI, including payment of reasonable attorneys' fees, and hold KAI harmless from any claims or liability arising out of or in any way connected with such failure.

Limitation of Liability: Notwithstanding any other agreement between the parties, KAI's sole maximum liability and your sole maximum remedy in contract, tort, or otherwise, shall be the amounts you paid to KAI and under no circumstances shall KAI be liable for special, in direct or consequential damages. The price stated for the products is consideration for limiting KAI's liability. No action, regardless of form, arising out of the transactions under this quotation may be brought by you more than one (1) year after the date of this quotation. Without limitation of the foregoing, in no event will KAI be responsible or liable for (a) penalties or penalty clauses of any description, or (B) Indemnification of you or others for costs, damages or expenses arising out of or related to the products.

Risk of Loss: Regardless of arrangements for payment of shipping costs, title to the Products shall vest in you upon delivery to the carrier for shipment (FOB shipping point). KAI will ship and deliver the Products to your specified place of delivery using a carrier selected by KAI; provided, however, that you shall be responsible for clearing any necessary customs with respect to the Products. You shall bear the risk of loss, damage, and destruction from every cause once the Products have been delivered to the carrier.

Returns: No Products shall be returned for credit without first obtaining written consent from an executive officer of KAI. A 25% restocking / evaluation fee will be applied to all non-warranty returned chemicals or parts. Returned parts covered under warranty will not be credited to the customer until KAI receives credit from the part supplier.

Cancellation: Orders accepted by KAI are subject to cancellation by you only upon the express written consent of KAI. Upon such cancellation and consent, KAI shall cease work and hold for you all completed and partially completed articles and work in progress and you shall pay KAI: for all work and materials that have been committed to and/or identified to your order plus a cancellation charge as prescribed by KAI, in addition to a reasonable profit to KAI on the entire contract.

Import/Export: You acknowledge that the Products may be subject to Export Control Laws (defined below). You hereby agree not to export, re-export, or otherwise distribute Products in violation of any Export Control Laws and to comply with applicable Export Control Laws. You warrant that you will not purchase, export, or re-export any Products with knowledge that they will be used in the design, development, production, or use of chemical, biological, nuclear, or ballistic weapons, or in a facility engaged in such activities, unless permitted by applicable laws. You further warrant you will not export or re-export, directly or indirectly, any Products to embargoed countries or transfer or sell Products to companies or individuals listed on the Denied Persons List published by the United States Department of Commerce. "Export Control Law(s)" means all applicable export laws and regulations, including, without limitation, the Arms Export Control Act (22 U.S.C. § 2751-2794), the International Traffic in Arms Regulations (ITAR) (22 U.S.C. § 120 et seq), and the Export Administration Regulations (15 C.F.R. § 730-774), including the requirement for obtaining any export license or agreement, if applicable.

Confidentiality: This quote contains confidential and/or proprietary information of KAI and may contain confidential and/or proprietary information of you. The information is being supplied solely for the purposes of providing KAI information necessary to create this quote, and of providing you enough information to make an informed decision regarding engaging KAI to provide the Products. By providing information relative to, creating, delivering, receiving and considering this quote, KAI and you each: (1) agree to keep all information of the other relating to this quote confidential; (2) agree to distribute said information only to its own personnel and only to the degree necessary for creation of and proper consideration of this quote; (3) agree that the information will be used solely for the creation and consideration of this quote; and (4) state and affirm that they have the right to the disclosure and use of the information they have provided relating to this quote.

General Governing Provisions: (1) Any modification of this Terms of Sale shall be in writing and signed by authorized representatives of both parties. (2) This Terms of Sale shall supersede any other agreements entered into at any time between the parties. (3) If any provision of this Terms of Sale proves to be or becomes invalid or unenforceable then such provision shall be deemed modified to the extent necessary in order to render such provision valid and enforceable. If such provision may not be so saved, it shall be severed, and the remainder of this Terms of Sale shall remain in full force and effect. (4) No waiver of any breach of any provision of this Terms of Sale shall constitute a waiver of any other breach of the same or any other provision hereof. No waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party. (5) Either party shall be relieved from liability hereunder for failure to perform any of the obligations imposed herein, except the obligation to pay for products or product support already delivered, if said failure is occasioned by any cause or causes reasonably beyond the control of the party including but not limited to acts of God, fire, explosion, flood, hurricanes, strikes, riots or civil commotion, war or acts of terrorism. (6) In the event of a dispute of any kind, the prevailing party shall be entitled to its attorneys' fees and costs. (7) All disputes shall be venued in Minnesota state or federal courts and shall be interpreted under the laws of the State of Minnesota without consideration to the conflict of law's provisions thereof. (8) The UN Convention on Contracts for the International Sale of Goods will not apply.



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 President Simpson and Council Trustees

FROM: Richard I. Lewis, Interim Village Manager

DATE: February 22, 2023

RE: **Interim Village Manager Report**

Update to Council on February 3, 2023:

First and foremost, thank you for the opportunity to serve you, staff, and the citizens of Elk Rapids. The first two official days in the office has been pretty busy. I had forgotten what it felt like to 'drink out of a fire hose'! Know that staff has been very open and welcoming; they deserve a big hand.

The two main areas we have been focused is the Village Treasure position and the proposed budget. Taking the second item first, my appreciation in delaying the adoption of the budget until the February 22nd Council meeting. It will help in being prepared to begin the implementation on March 1. Next week we will be meeting with Gosling Czubak for my education of the 'Five-Year Plan', work anticipate for the next fiscal year and setting up a presentation to the Council in March before pushing forward.

Regarding the Village Treasure position, yes, I spoke with Kristine about staying on, she and spouse thought about it, but she is ready to move on. She is willing to assist us if something comes up and will be here when the next payroll input (week of February 20) takes place to make sure all goes well. Again, she has done a great job on the budget preparation and is leaving me with wonderful spreadsheets.

Looking for the next Village Treasurer is going to take some time and an interim is going to be required. On Thursday two things took place: first, I reach out to Rehman (accounting firm) to ask about assisting in doing a search for the Village and finding an interim. Second, an ER resident, John Matthews (by the influence of his spouse) stopped by to indicate his desire to assist the Village. John was at the meeting on Thursday evening if you didn't already know him. The primary short-term wrinkle for whomever steps in is knowing the BS&A accounting system. He will be working with

Village of Elk Rapids | **INTERIM VILLAGE MANAGER REPORT | 1**



Kristine on Monday to see if this is going to be an issue (which he doesn't believe). In addition, I have asked for the same thing provide to the you by myself - cover letter, resume and draft agreement (and he has a copy of mind).

Finally, moving forward, I would like to conduct agenda reviews on the Thursdays prior to the regular meetings at 11:30. The reviews would include Karen, Kaitlyn, myself, and a Council member on a rotating basis. Please let me know if this arrangement would work out for you.

Update to Council on February 12, 2023:

Interim Village Treasurer. At your Monday Council Meeting, you had the opportunity to meet John Matthews. As mentioned in last week's update, he approached Village President Karen Simpson and me about offering his services/skill set to the Village until a new Treasurer comes on board. He spent all of Monday, Tuesday, and Wednesday with Kristine going through all the systems and budget.

On Tuesday John and I discussed our objective of assisting the Village in 'righting the ship' and beginning the healing process for the Village. I requested he discuss this further with his wife Barbara before making a final decision. Happily, John came back on Wednesday ready to proceed and he said given the position.

Attached, please John's email cover letter, resume, and executed agreement. You will notice that the agreement is the same as the Interim Village Manager except for names and term. I reviewed this with the Village Attorney Scott Howard. While it seems the be within the authority of the Village Manager to hire the Village Treasurer, we thought it would also be appropriate to have this on the February 22 Agenda for consent of the action taken.

Finally, Kristine's last day with the Village was Wednesday and she is due a huge debt of gratitude for the for her efforts. John will continue to use her knowledge over the next few weeks.

FY23/24 Budget. In addition to learn the Treasurer's position, John and I have spent considerable time on the budget. This week, we will complete the process of having a Fiscal Year Budget for you to adopt on February 22. There are remaining questions we have, however, they will be resolve over the next few weeks.

Capital Projects / Gosling Cuzbak. This leads to our next major focus, how the Capital Projects are to be undertaken and the role Gosling Cuzbak plays in the process as being the Village's Engineer of Record. As you may have realized, most of the Projects identified in the budget are infrastructure related: streets, parks, sidewalks, stairs, water, wastewater and marina. We met with Mark Hurley, Senior Engineer for Gosling Cuzbak assisting the Village in understand what is on the list and setting the priorities. At the meeting, he identified the following five as priority:

- Lead pipe and gooseneck removal; the Village has a grant for some of this.
- Glen and Myrna Howse Development; the possible of developer putting in a pump station.
- Mitchell Drive; design and permitting has been completed.
- Burnette Foods Pretreatment.
- Ames Street; street crossing and boardwalk.
- Rotary Park Upgrades/Paddle Antrim; with the grant award on Thursday, this just because the sixth.

We will be meeting on Thursday to list all the proposed projects that have been identified in the FY23/24 Budget and start preparing for a work session in early March to update the Village Council and seek direction.

Capital Improvement Plan. Related to the above, under State law, the Planning Commission is charged with the development of a Six-Year Capital Improvement Plan. When I asked the Village Planning Director Kerri Janisse regarding the Plan, she was aware of the requirement and had asked authorization to do so but was directed not to undertake. A memo will be completed this week requiring the development of a Six-Year Plan by the Planning Commission in timeframe whereby the Village Council will be presented to yearly no-later than the first Council Meeting in December. Kerri will work with Beckett & Raeder, Inc. for assistance. The opportunity to spend a day with the Traverse City Planning Department has also been setup and highly encouraged.

Council Agenda Preparation. A slight change in preparation for items to be on the Council Meeting Agenda has been made. Currently, for items to be on the agenda, they had to be given to the Village Clerk Kaitlyn Szczypka by noon Wednesday prior to the meeting. The change is now for the items to be into Kaitlyn by Tuesday noon prior to the meeting. This gives Kaitlyn time to review the request and make sure all the information has been submitted and prepare the agenda. By Wednesday afternoon, a draft of the packet will be provided for my review. On Thursday at 11:30, the agenda will be review by the Village President and one other Council Member (a meeting invite for the meeting will be sent out the week before and I will keep the rotation list). The meeting packet is sent out Thursday afternoon. The main focus of the change is to provide Kaitlyn time for adequate preparation.

Human Resources Overview. Kate Greene of Human Resources Partners has met with most, if not all, of the staff and is in the process of preparing her report and recommendations. Not sure at the point if it will be ready for the February 22 Council Meeting or the March 6 Council Meeting.

Payroll Overpayment. As of Monday, February 6, the Village has been fully reimbursed. There were six individuals who did not either reimburse or make arrangements to reimburse through a payroll deduction. Those individuals were issued a revised 2021 W-2 and will have to amend their 2021 Federal and State tax returns. The outstanding balance was \$3,273.55. Former Village President Jim Janisse honored his pledge and made the reimbursement last Monday. John and I will be meeting with the employees who are on payment plans in the coming weeks to work out arrangements whereby the reimbursements are completed by the end of the calendar year.



Village of Elk Rapids

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elkrapids.org

MEMORANDUM

TO: Village President Simpson and Council Trustees

FROM: Kaitlyn Szczypka, Village Clerk

DATE: February 22, 2023

RE: **Proposed Ordinance 2023-01 – Adoption Ordinance for New Code – Finalizing the Two-Year Recodification Process**

As you may recall, the Village has been in the process of recodifying in order to reorganize, make minor corrections, and unify our Code of Ordinances. The purpose of the following ordinance is to finalize and adopt the code as prepared by staff, council, and the Municode editing and legal teams.

At the last regular meeting on February 6, 2023, Council had a first reading of **Proposed Ordinance 2023-01** and voted to hold the second reading and public hearing at the February 22, 2023 regular council meeting.

The following is a timeline of the process:

May 3, 2021: The process started with Council approving **Resolution 21-24** to authorize the recodification, giving Municode then current General Code of Ordinances, and sending along all amendments and updates since 2015.

October 18, 2021: In October 2021, Council agreed to unify the code and to include the Zoning Code to the recodification project by passing **Resolution 21-47**.

January 10, 2022: Municode editors completed the organization phase and passed the code on to the Municode legal team for review.

May 10, 2022: Municode legal team finalized the legal review of the code. At this point, they considered all relevant Michigan State laws to make sure there were no conflicts and pointed out other potential conflicting ordinances in the code for Village staff to consider.



May 11, 2022: Municode released the first draft for staff review. All department heads looked at relevant sections of code and provided feedback for the first review period.

August 5, 2022: Village staff completed first review and gave feedback to the Municode Team.

September 30, 2022: Municode added edits/feedback and resent the code to the Village for a final review.

September - October 2022: Council members received different sections of code to review and made comments on minor changes to improve the code. All Council members met with the Clerk to share their input.

October 25, 2022: Village staff completed and input edits per Council suggestions and sent the final code back to Municode.

January 17, 2023: Village staff received notice that the printed version of the code was being shipped to the Government Center. Municode staff sent a sample adopting ordinance for Council to approve the new version of the code. The Village Clerk edited to match formatting and legal requirements.

January 23, 2023: Printed code arrived at the Government Center! Copies will be available for public inspection but moving forward the online version will be the most accurate and up to date.

February 6, 2023: Council had a first reading of **Proposed Ordinance 2023-01** (Adoption Ordinance for New Code – Finalizing the Two-Year Recodification Project) and voted to hold the second reading and public hearing at the February 22, 2023 regular council meeting.

What's Next? Now that the new version of the code has been finalized, Council must approve it. Once approved, the code will be updated online on the [Municode website](#) and the Village's code will be easily accessible to all. From there, this version of the code will be used when we are making amendments to our local laws.

Huge thank you to all those who helped with this process. Thanks to Bryan for getting this process going when he started here in early 2021, council members (current and former) who dedicated hours to reading the code, staff for making sure that sections of code were accurate, and of course to Municode for guiding us through this project!

RECOMMENDED ACTION: Hold the public hearing for **Proposed Ordinance 2023-01** and consider adopting it.





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

PROPOSED ORDINANCE 2023-01 **VILLAGE OF ELK RAPIDS CODE OF ORDINANCES**

The Village of Elk Rapids ordains to adopt and enact a new code for the Village of Elk Rapids, Michigan; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.

BE IT ORDAINED BY THE ELK RAPIDS VILLAGE COUNCIL:

Section 1. The Code entitled the "Code of Ordinance, Village of Elk Rapids, Michigan," published by Municipal Code Corporation, consisting of chapters 1 through 44, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before December 2022, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine up to the maximum amount permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this



section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the village council may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the village council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after December 2022, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective Thursday __, 2023.

ROLL CALL VOTE

Yeas:

Nays:

Excused:

Passed and adopted by the Elk Rapids Village Council this __ day of __, 2023.

Karen Simpson
Village President

ATTEST:

Kaitlyn Szczypka
Village Clerk
1st Reading:
2nd Reading:
Council Action:



CERTIFICATE OF ADOPTION

I do hereby certify that the forgoing is a true and correct copy of the ordinance passed at the regular meeting of the Elk Rapids Village Council, held on __, 2023.

Kaitlyn Szczypka
Village Clerk



Human Resources Assessment – Initial Findings

Village of Elk Rapids, Michigan

Prepared by Kate Greene, SHRM-SCP, GPHR, SPHR
2-15-2023



Human Resources Assessment – Report of Initial Findings

Prepared by Kate Greene, Human Resource Partners

February 15, 2023

Background and approach

In February 2023, Kate Greene of Human Resource Partners was retained to conduct a broad review of Human Resource practices for the Village of Elk Rapids. This initial report was prepared to update the Village Council at their next meeting on Wednesday, February 22, 2023.

The Village employs approximately 25 full-time employees on a year-round basis, and adds approximately 12-15 seasonal employees in the summer season to accommodate the marina and groundskeeping needs of the Village. Information was collected through interviews with all department heads and staff, including:

- Village Clerk, Kaitlyn Szczypka
- Deputy Clerk, Lori Dawson
- Village Treasurer (outgoing), Kristine Davis
- Deputy Treasurer, Diana Anderson
- Harbormaster, Mike Singleton
- Assistant Harbormaster, Lori Smith
- Chief of Police, Dave Centala
- Superintendent of Department of Public Works, Kevin Lane
- Planning, Zoning and Community Development Administrator, Kerri Janisse

In the past year, there has been increased public scrutiny of the Village leadership and operations stemming from an expensive payroll error that occurred in October 2021. Staff did not make the Village Council aware of the error until it became publicized and it took more than a year to fully correct. Following an investigation and subsequent resignations of the Village Manager and Treasurer, the Village Council requested an Human Resources (HR) assessment.

The purpose and outcomes of the assessment include:

- Recognize HR strengths/best practices
- Identify compliance issues
- Provide recommendations to improve HR practices and processes

Observations

- Basic HR practices are in place, but not consistently applied across departments. There are practices and policies that need to be improved, documented, communicated and/or training provided.
- There are some practices that have been developed within departments that have key elements that could be implemented more widely (safety program at Harbor, interviewing techniques at Police).
- Attraction and retention are current challenges. Key internal challenges appear to be salary and employer reputation, as well as external issues like housing costs in the community.
- The stress level has been high for staff due to public scrutiny, newly elected officials, and transition of Village Manager, but seems to be improved in part due to strong interim leadership.
- The Village Manager hire will be critical to ensure consistency, and improve compliance, and have a positive impact on the work environment, retention, and attraction.
- Staff generally like working with each other, take pride in their work and feel passionate about doing quality work for the Village and community.
- Employee safety and security practices need to be strengthened.

Current and potential liabilities

- Difficulty in attracting and retaining qualified talent.
- Decreases in efficiency and quality, increase in costs.
- Increased risk of fines, lawsuits, injuries.
- Reduced public trust and confidence.

Strengths

- ✓ Staff – generally good working relationships, tight knit, willing to ask questions and learn, take pride in their work
- ✓ Staff open to improving, innovating. They have good ideas to improve “customer experience” and improve communication.
- ✓ Money is in the budget and there has been past support of employees obtaining outside training to gain skills and licensing.
- ✓ There is a willingness to implement new ideas gained from training (e.g. investment policy) and improve processes.
- ✓ Robust benefits package – health insurance premiums, paid time off, short and long term disability, sick time payout, retirement.
- ✓ Total compensation statements provided in 2022 (Best Practice).
- ✓ Department heads have developed systems to meet their HR needs – checklists, interviewing processes, safety training (e.g. marina, DPW).
- ✓ Foundational communication items in place - Organizational chart, strategic goals, newsletter, handbook, job descriptions, though many need updating.
- ✓ Progressive practices exist – workplace bullying policy, remote work, children-at-work, flexible work schedules- which can drive retention, attraction and employee engagement.
- ✓ “At-will” employer status identified in the handbook for non-bargained employees.
- ✓ Reportedly there is a positive relationship with the Police Officers’ Union.
- ✓ Personnel files are set up in a central location (needs auditing), medical files, I-9s kept separately.
- ✓ Cyber security training – all employees receive quarterly online training.
- ✓ Very good safety record - no significant reported workplace injuries.
- ✓ Safety equipment (PPE) is provided by the employer.
- ✓ Some outsourcing of HR Administrative duties – COBRA.
- ✓ Benefits summary document is available to communicate with prospective employees.

Recommendations

First tier items (most important)

- ☐ Update Job Descriptions – review and clarify of duties/responsibilities, add physical requirements, review educational and experience requirements, FLSA status
 - Determine how zoning enforcement should be handled and by whom.
- ☐ Review policies -Nepotism/conflict of interest, Harassment, Compensatory time, Remote work, Flex time, Children at Work, Time-off Requests.
- ☐ Review handbook and update policies to reflect practices. Remove errors, remove specific information that may change frequently.
- ☐ Document processes (standard operating procedures)– investigations, complaints, Americans with Disabilities requests.
- ☐ Evaluate and work to enhance the Hiring processes improve recruiting efforts and document new practices.
 - Review of recruiting strategies- ad copy, placement, communication, application, time to hire.
 - Create foundational interview questions.
 - Consider implementing an electronic application process and Applicant Tracking System to improve efficiency.
 - Include Pre-employment drug testing and physical evaluation for all new hires.
 - Train supervisors on hiring process.
- ☐ Update and document new hire orientation process. Update checklists.
- ☐ Update Salary Administration program (for all non-bargained/contract employees) and create documentation for administration.
 - Create a Compensation Philosophy statement to guide decision making (Village Manager and Council).
 - Obtain market data based on skills to establish pay ranges using an outside (unbiased) vendor/consultant.
 - Create pay ranges and update ranges annually using market data.
 - Determine a process for starting/hiring wages, merit increases.
 - Determine a process for budgeting and determining annual increases.
 - Provide training for supervisors.
 - Create employee communication plan, including how increases are determined, how they can progress.
 - Continue to create Total Compensation Statements to reflect total cash value.

(First Tier continued)

- ☐ Audit Employee files, including personnel, medical and I-9 files.
 - Review of DPW files to identify training/licensing needs (create a matrix)
 - Clarify and document process for reviewing files, entering information into a file.
- ☐ Provide safety training program for all staff – incorporate into orientation, annual topics. Ask for support from Work Comp Carrier and/or consider purchasing training (off the shelf or online).
- ☐ Enhance security measures – lock doors, record visitors, change code to back door.
- ☐ Create and document an emergency response/evacuation plan- communicate and train employees Audit OSHA reporting requirements.
- ☐ FMLA and Leaves of Absence – create policies and procedures, guidance on coordination of benefits.
- ☐ Improve communication among employees regarding work schedule, in/out, vacations etc.
- ☐ Document procedures for Work Injuries – reporting, seeking treatment, investigating, filing Work Comp claim.
- ☐ Develop and deliver Supervisor Training/Orientation to improve consistent administration of policies (PTO, No Call No Show, Attendance, etc.)
- ☐ Develop and deliver Supervisor Training (and tools) to improve skills in
 - Recruiting and Selection
 - Communication and Coaching
 - Using Progressive Discipline (also terminations)
 - Delivering a Performance Review
 - Other: Supervisor Conduct, Addressing Complaints, Harassment Accountability/liability

Second tier items

- ☐ Update Onboarding process.
- ☐ Audit timekeeping process (may update if payroll process is updated) to ensure time is tracked as required by FLSA, reduce over/underpayment.
- ☐ Evaluate feasibility of Electronic Personnel Records.
- ☐ Improve electronic access to HR forms and processes for employees and supervisors (separate).
- ☐ Evaluate feasibility of Applicant Tracking System (stand alone or HRIS)
- ☐

(Second Tier continued)

- ☐ Conduct a safety audit/walkthrough to identify safety hazards (with Work Comp Carrier or Michigan Occupational Health and Safety (MiOSHA) and create a plan for addressing issues.
- ☐ Policies for consideration - dress code, others TBD.
- ☐ Audit and Evaluate Benefit offering, vendor costs, plan designs.
- ☐ Improve retention of employees - Understand more about why employees stay.
 - Create Exit Interviews and track data.
 - Conduct Stay Interviews and use to improve communication/retention, prioritize employees in hard to fill positions.
 - Conduct engagement survey with staff to identify retention and recruiting opportunities.

Other recommendations:

- ☐ When Village Council updates the Strategic Plan, create a “Values statement” which addresses the value of employees to the Village. The Council may also want to consider updating or creating mission and vision statements.
- ☐ Consider name tags for staff to elevate professional image, customer service, brand.
- ☐ Create an Onboarding process for Village Council Members to answer questions, meet staff, review processes and key procedures, and understand responsibilities of the role.

Regarding the search for Village Manager:

- Document the process the Village Council (board) intends to follow for how the Village Manager will be hired and communicate key steps (high level) and dates with all staff and community as soon as possible.
- Council to agree on key skills, abilities, and traits the candidate will need (and how they will evaluate).
- Keep in mind the “Public Relations” nature of the search in terms of presenting a professional organization to candidates and the public.
- Share posting with staff to communicate desired qualifications and encourage them to share within their networks.
- Ensure finalists will be able to meet with direct reports prior to final selection.
- Consider observations from staff regarding key needs (some are noted below).

Key Knowledge, Skills Abilities needed for Village Manager (collected from employee interviews)

- Strong communicator – keeping staff informed, helping to set priorities, understanding workload, improving sharing of information to and from Village Council.
- Is honest. Demonstrates integrity.
- Skilled at directing, developing and supporting staff- including providing feedback and holding staff accountable for performance, and taking responsibility for performance of the organization.
- Provides direction and makes decisions when needed (sense of urgency, responsive).
- Skilled at public relations- attends meetings, reaches out to the public, makes time to listen, improved visibility, accessible.
- Action oriented. Gets things done.
- Knowledgeable about municipal operations, procedural etiquette, ordinance administration.

Next steps:

1. Agree on which items to work on, and their importance (priority).
2. Assign responsibility.
3. Determine resources needed, if any.
4. Establish timeline for completion.



Village of Elk Rapids

BOARD & COMMISSION APPLICATION

Applicant Name (please print): Emily Periard-Petrovich

Thank You for considering serving your community! Your willingness to serve is greatly appreciated because our village needs people like you to help Elk Rapids keep pace with the changing conditions.

To assist the council in making the best match between boards and members, we would appreciate you completing the brief questions that are located on this form.

The meeting schedules and functions of all boards and committees are shown below. If you are a registered elector and not in default to the Village, you are eligible to serve. **Please rank up to the top five boards you are interested in serving on, with #1 being the most preferred.** When making your selections, be sure to consider not only the board's function, but also the meeting dates. Applications will be kept on file in the clerk's office until the end of the calendar year in which you submitted your application.

RANK	BOARD OR COMMISSION	TERM	MEETING DATES/TIMES	FUNCTION
	Beautification Commission	3 Years	April – November 3 rd Wednesday of the month @ 9:00 a.m.	Manages and maintains 14 garden and public spaces in the Village. Partners with the Elk Rapids Garden Club and the Elk Rapids DPW. The mission is to promote native, pollinator, and environmentally sound long-term gardening and tree planting practices for the beautification of the village.
	Downtown Development Authority (DDA)	4 Years	2 nd Wednesdays of the month @ 6:00 p.m. Dates may change in the summer.	Analyze impact of economic changes in DDA districts, develop plans to promote orderly economic growth, and to provide all other matters necessary and related thereto.
	Elk Rapids District Library Board	4 Years	2 nd Thursdays of the month @ 5:00 p.m.	Description will be provided once the Library Board goes through their Strategic Planning process, stay tuned!
	Harbor Commission	3 Years	2 nd Mondays of the month @ 6:30 p.m.	Review projects that may affect bodies of water throughout the village, create five-year plan for harbor functions and facilities, budget for harbor activities, recommend projects to village council.
	Housing Commission	5 Years	3 rd Tuesdays of the month @ 3:30 p.m.	Purchase, acquire, construct, maintain, operate, improve, extend, or repair public housing facilities.
	Parks & Recreation Commission	3 Years	1 st Thursdays of the month @ 7:00 p.m.	Recommend infrastructure changes and recreation opportunities to the village council, create and implement five-year community recreation plan, promote parks and recreational opportunities, budget for parks & recreational activities.
	Planning Commission	3 Years	4 th Tuesday of the month @ 7:00 p.m.	Develops and recommends zoning ordinances, creates and adopts a comprehensive Community Master Plan, and reviews and/or approves new developments.
	Zoning Board of Appeals (ZBA)	3 Years	3 rd Thursdays of the month @ 7:00 p.m.	Review variance requests, interpret zoning ordinances, and consider appealing decisions made by Planning Administrator.

GENERAL QUESTIONNAIRE

How long have you lived in the Village of Elk Rapids and why did you choose to live here:

We moved to Antrim County in 2012 and into the Village of Elk Rapids in 2018. This area offers such rich outdoor experiences year-round—this is so important to our family. Additional factors that led to our decision include walkability while still having plenty of space for adventure, a commitment to protecting our beautiful environment, and the warm kindness and sense of community that so many residents cultivate.

Please give a brief summary of your educational and work background:

I attended Birch Run Area Schools, the Pratt Institute Summer PreCollege program following high school graduation, and earned a Bachelor of Science in Psychology from Western Michigan University. My prior work experience includes both nonprofit and for-profit positions in the industries of mental health, social services, legal advocacy, and crisis intervention. Many years were spent working under a variety of different types of grants in partnership with county, state, and federal departments. I moved into community outreach, which led to nonprofit development, and then into marketing and advertising for nonprofits. When John and I realized how many small businesses and nonprofits were struggling to find accessible marketing support, we knew we had discovered a way we could help! We started our company in 2009 and feel so grateful every day to be in business and be able to serve our clients.

Please tell us about any previous civic or service club involvement:

I am currently a Board Member for the Lakeland Elementary PTO. Previously, I served on the Board of Directors for The Botanic Garden at Historic Barns Park in Traverse City. Local volunteering has included Elk Rapids Garden Club, Elk Rapids Chamber of Commerce, Zonta Club of Traverse City, SCORE Traverse City, and Traverse City Young Professionals.

During my board term at The Botanic Garden, I served on the Policies & Bylaws Committee that included major updating of current policies and bylaws, and the development and addition of new policies and bylaws.

Please tell us more about yourself and your interest in serving on a board or committee for the Village of Elk Rapids:

I wholeheartedly believe in the power of our local libraries. Growing up in a very small community with a severe lack of diversity and a high level of poverty, our library and librarians opened eyes and hearts to the world, made knowledge and technology accessible, and provided a warm, safe space for everyone. Now as a mom of two young children, it's hard to put into words how impactful the Elk Rapids District Library has been in so many ways that enrich lives, including serving as a beacon of hope through the pandemic shutdowns when community felt very far away. It has been so exciting to watch the positive shifts and growth that has been happening at our magical library thanks to the hard work of so many. It would be an honor to join the Board and provide an additional level of support to such a critically important community asset.

Please complete and return this form to the Village Clerk at the Elk Rapids Government Center.

The information you have supplied will be provided to the nominating committee for each board/commission, the Village Council, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the Village Clerk's Office at (231) 264-9274, email kszczyпка@elkrapids.org.

Signature:



Home Address: 223 Brand St
Elk Rapids, MI 49629

Telephone: (home/mobile) 989-714-0930

(work)

Date: November 30, 2022

Email Address: emily@copperbottom.cc

Thank You again for taking the time to fill out this application. Your willingness to serve the Village of Elk Rapids is greatly appreciated. Please read the descriptions on the following pages of each of the commissions so you can familiarize yourself with the functions and required capabilities

ADDITIONAL BOARD/COMMISSION INFO & PREVIOUS EXPERIENCE

Please check the boxes if you have experience with the specified criteria. You are also welcomed to attach your current resume in addition to filling out this section.

BEAUTIFICATION COMMISSION

The beautification commission is comprised of eight (8) members, at least four (4) must be village residents and a council representative. A full term consists of three (3) years of service to the commission.

Please check below if you have experience in:

- ☐ Budgeting
- ☐ Computer skills
- ☐ Gardening
- ☐ Landscaping
- ☐ Marketing and communication
- ☐ Other _____

Please check below if you:

- ☐ Have an interest in plants and trees
- ☐ Can work as a team
- ☐ Could do some light gardening
- ☐ Have knowledge of good environmental practices
- ☐ Have an interest in gardening
- ☐ Have an interest pollinators and native plants
- ☐ Have native plant knowledge

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The DDA board of directors includes the chief executive officer (village president) and not less than eight (8) and no more than twelve (12) members. Members shall be appointed by the chief executive officer of the village, subject to the approval by the village council per DDA ordinance. A full term consists of four (4) years of service on the DDA board of directors.

Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Business Leadership
- ☐ Commercial Real Estate
- ☐ Community Development
- ☐ Economic Development or Policy
- ☐ Grant Writing/Processing
- ☐ Legal Experience

- ☐ Other _____

Please check below if you are:

- ☐ A Resident in an Elk Rapids DDA District (Downtown, Ames Street, 31-Corridor, Industrial Park)
- ☐ Building Owner in an Elk Rapids DDA District
- ☐ Business Owner in an Elk Rapids DDA District
- ☐ Work at a business in an Elk Rapids DDA District

ELK RAPIDS DISTRICT LIBRARY BOARD

The village appoints three (3) members to the library board. A full term consists of four (4) years of service on the ERDL board of trustees.

Please check below if you have experience in:

- ☐ Library and Informational Science
- ☐ Policy and Administration
- ☐ Other _____

Please check below if you have:

- ☐ A degree in Library or Informational Science
- ☐ An active ERDL Library Card
- ☐ Attended library events in the past year
- ☐ Professional Library Experience
- ☐ Volunteered with the Library or are part of the Friends of the Library Group

HARBOR COMMISSION

The harbor commission consists of seven (7) members, five (5) of whom are village residents, and a council representative. One (1) member may be appointed at large (does not need to be a village resident). A full term consists of three (3) years of service to the commission.

Please check below if you have experience in:

- ☐ Business
- ☐ Engineering
- ☐ Environmental Law
- ☐ Financial Operating Statements
- ☐ Grant Writing
- ☐ Marketing
- ☐ Other _____

Please check below if you are:

- ☐ A current of previous boater
- ☐ Seasonal Slip Holder at the Edward C. Grace Memorial Harbor
- ☐ Present or Past Harbor Staff (anywhere)

HOUSING COMMISSION

The village housing commission shall consist of five (5) members, all of whom must reside in the village, to be appointed by the village council. At least one (1) member shall be a tenant of public or subsidized housing. A full term consists of five (5) years of service to the commission.

Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Building Construction/Engineering
- ☐ Facilities Management
- ☐ Housing Development/Law
- ☐ Property Appraisal/Assessing
- ☐ Property maintenance/management
- ☐ Other _____

Please check below if you are:

- ☐ A resident in public housing

PARKS & RECREATION COMMISSION

The committee shall consist of a council representative and six (6) members, four (4) of which must be village residents. A full term consists of three (3) years of service to the commission.

Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Fitness/Recreation
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education
- ☐ Public Administration
- ☐ Recreational Programming and Classes
- ☐ Other _____

Please check below if you:

- ☐ Coached a sport: _____
- ☐ Have visited a village park in the past year
- ☐ Have volunteered to clean up trash
- ☐ Came out to the commUNITY event in 2021

PLANNING COMMISSION

The commission shall consist of seven (7) members including six (6) village residents and a member of the village council. A full term consists of three (3) years of service to the commission.

Which of the following traits do you feel you could contribute to the Planning Commission:

- ☐ Research
- ☐ Attention to detail
- ☐ Environmental issue knowledge
- ☐ Open-mindedness
- ☐ Other _____

Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction
- ☐ Civil Engineering
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Real Estate/Development/Law
- ☐ Other _____

Please check below if you are:

- ☐ A Registered Voter with Primary Residency in the Village of Elk Rapids

ZONING BOARD OF APPEALS (ZBA)

The ZBA consists of five (5) members, all village residents. One (1) member is appointed to serve from the planning commission and the other four (4) members are appointed by the village council.

Which of the following traits do you feel you could contribute to the ZBA:

- ☐ Research
- ☐ Attention to detail
- ☐ Open-mindedness
- ☐ Other _____

Please check below if you have experience in:

- ☐ Knowledge of Village of Elk Rapids Zoning Ordinances
- ☐ Planning/Zoning Law
- ☐ Real Estate/Development/Law
- ☐ Other _____

Please check below if you are:

- ☐ A Registered Voter with Primary Residency in the Village of Elk Rapids
- ☐ Willing to go through necessary training to understand zoning regulations that will be pertinent to this role

Hi there!

*My name is Emily
Periard-Petrovich.*



A LITTLE ABOUT ME

Creator
Designer
Writer
Reader
Wife
Mother
Sister
Farmer's daughter
Business owner

OUR COMPANY

Copper Bottom Creative Co.
(formerly new|era social marketing)
Launched in Colorado in 2009
Moved to Michigan in 2012
Co-owned and operated with
husband, John Petrovich

WORKING

TESSA of Colorado Springs
Center for Women in Transition
(now Resilience: Advocates for Ending Violence)
YWCA of Kalamazoo
Kalamazoo Co Community Mental Health

Duties included crisis intervention, advocacy,
nonprofit development, community outreach

LEARNING

Western Michigan University
Bachelor of Science in Psychology
Pratt Institute | Summer PreCollege
Birch Run Area Schools

VOLUNTEERING

Lakeland PTO Board Member
The Botanic Garden at Historic Barns Park
Board of Directors
Elk Rapids Garden Club
Elk Rapids Chamber of Commerce
Zonta Club of Traverse City
SCORE Traverse City
Traverse City Young Professionals
Colorado Springs Chamber & EDC
Kalamazoo CAN
YWCA of Kalamazoo
Humane Society of Ottawa County

CONNECTING

emily@copperbottom.cc
(989) 714-0930



copperbottom.cc

*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 President Simpson and Council Trustees

FROM: Kaitlyn Szczypka, Village Clerk

DATE: February 22, 2023

RE: **Interim Treasurer Employment Contract**

BACKGROUND: Since Kristine took a new position and left the Village, John Matthews has stepped up to help serve as the Village's Interim Treasurer. Kristine and John were able to work together during her last few days to learn about BS&A and financial processes. John is focusing on continuing routing accounting tasks while setting up SOPs to aid the transition of the new village treasurer once they are selected.

John started duties on Monday February 6, 2023. He has an employment contract nearly identical to the interim manager and is providing his services and expertise at \$70.00 per hour. John anticipates averaging 20 to 25 hours per week while he is serving as the interim treasurer. The village manager has the authority to hire and fire staff, including interim staff. The purpose of this action is to have council acknowledge that the contract was entered into.

In the meantime, the Village is continuing its search for a full-time treasurer. We need someone with a degree in finance, accounting, or public administration with a background in CPA work. Human Resources and the interim manager will continue the search until the village finds a suitable candidate for this position.

RECOMMENDED MOTION: The Village Council hereby grants consent for the Village Manager to enter into the contract Interim Village Treasurer effective February 6, 2023.



EEO
Equal Opportunity Employer

Lori Dawson

From: Lori Dawson
Sent: Tuesday, February 7, 2023 2:00 PM
To: Lori Dawson
Subject: FW: Elk Rapids Treasurer Project

From: John Matthews <[REDACTED]>
Sent: Sunday, February 5, 2023 6:12 PM
To: Richard Lewis <rlewis@elkrapids.org>
Subject: Elk Rapids Treasurer Project

Good evening Richard,
 Attached is my resume for your review.

Below are some additional points of information which may be helpful.

I have experience working on a tight timeline to complete an accounting overhaul. I was hired by a company where the CFO had created significant liabilities with federal, state and local government entities. I cleaned up the balance sheet, negotiated terms with the government entities, hired and trained a new accounting team, which led to a smooth operation for all stakeholders.

I believe I will be able to work with BS&A accounting software used in the office in a short period of time, provided I can access the proper tutorial support from the BS&A company. My plan is to collect as much training from Kristine as possible to close the year cleanly and smoothly. During the process, I will create training guides to use when a new Treasurer is hired.

I actually taught Robert's Rules of Order in college and was the President of the General Assembly for the Collegiate United Nations. My diplomacy skills started during my time in the military and have been honed over the years.

Like you, my primary objective is to work quickly to close the year, clean up the processes to help our town heal and move forward with new, professional leadership and staffing.

After meeting you, I believe we can accomplish the goals, but we need to work fast because Kristine leaves on Wednesday.

As discussed, I'll work with Kristine tomorrow and we'll talk when you come to Elk Rapids.

Best regards,
 John

SUMMARY

Strategic financial and operations executive skilled at creating and leveraging operational efficiencies to deliver forward thinking, customer centric, strategic growth. Expertise in manufacturing, technology renovation in both Direct-to-Customer and B2B environments. Strengths include building and growing highly effective teams that deliver results, using a balance of analytical skills, creative thinking, and diplomacy. Key skills include:

- Financial Analysis & Reporting
- Materials Resource Planning
- Global Manufacturing
- Operations Automation
- Business Growth: Strategies & Planning
- Sales & Marketing Strategies
- Product Development
- Contract Negotiation
- Mergers & Acquisitions
- IT Strategic Planning
- Human Resources Management
- Union Negotiation
- Property Negotiation & Acquisition
- Budgets, Audits & Reviews
- Forecasting & Rolling Forecasting
- IT Architecture & Conversions
- Skilled Public Speaker
- GSA Schedule Management

PROFESSIONAL EXPERIENCE

AVRIO LLC, Traverse City, Michigan, Dongguan China

2019– Present

Founder & Chief Executive Officer

Fashion & footwear brand built upon the three pillars represented in the logo: Collaboration, Eco-Innovation, and Transparency, with a foundation strengthened through education.

- Developed & assembled the team in the U.S. and Asia
- Manage all aspects of start-up operations, engineering, tooling, and creation of footwear samples.
- Created ad campaigns for initial market launch capitalizing on social media.
- Negotiated all levels of sourcing with global suppliers.

ALGIX LLC & SUBSIDIARIES, Mississippi, Hong Kong, Dongguan & Jamaica

2015 – 2019

Chief Operating Officer

- Responsible for global operations and financial management
- Managed IT team to loop global operations under one platform.
- Restructured financial reporting protocols for all business operations and hired a new CFO.
- Drafted & negotiated patent agreements, supplier contracts, NDA's and MOU's for each company.
- Completed construction of algae biomass conversion & drying operations.
- Managed construction of seafood processing operation in Jamaica. Oversaw legal counsel team during litigation and trial between Algix Jamaica and Appleton Estates.
- Worked with Chinese government to secure algae biomass from Lake Tai Hu.
- Expanded business of commercial 3D printing operation into medical and education markets as well as created sales funnel through Amazon. Packaged and sold the company to a medical supplier in 2017.
- Created Chinese company in Dongguan from inception to fully operational. Hired the team, worked with Chinese officials to create a wholly owned U.S. entity conducting business in China.
- Created financial management company to securely move money between China and the U.S.
- Responsible for operations in the U.S., Dongguan China, Jamaica and Hong Kong

FRONTIER COMPUTER CORP., Traverse City, Michigan**2010 – 2015****Chief Financial Officer**

Officer, Trustee, and member of senior leadership team responsible for financial management and reporting, treasury operations, information technology and human resources for a wholesale computer services & hardware company with operations in the United States, the U.K and The Netherlands.

- Trustee for ESOP, responsible for all financial reporting, compliance and share distribution for plan beneficiaries.
- Increased stock value year over year through responsible financial and operations management with a focus on increasing shareholder value.
- Established budget discipline and executive dashboard of daily metrics to monitor trends.
- Reconfigured company warehousing, creating an inventory bar code system with a relational location assignment system.
- Negotiated the sale of the company's UK operation in 2012.

ENSIGN EMBLEM, LTD., Traverse City, Michigan**2003 – 2010****Chief Operating Officer**

Responsible for sales, information technology, finance and manufacturing operations with production facilities in Georgia, Michigan, Illinois, Nevada, California, New Jersey, and Monterey Mexico.

- Developed strategic planning process clarifying the direction of the company and realigned the management team to produce record earnings.
- Co-Developed and implemented a new ERP system.
 - Negotiated the purchase of the source code for an accounting and ERP application which lead to the creation and advancement of IT initiatives and Demand Innovation.
 - Created a sales application that revolutionized ordering process, creating client entrenchment for Fortune 500 companies.
- Reduced direct labor costs through manufacturing piece rate & incentive programs.
- Executive management for seven production facilities:
 - Opened new manufacturing facilities in Reno, Nevada in 2005, Monterrey, Mexico in 2007, and Guttenberg, New Jersey in 2008.
- Expanded production capacity by retooling the manufacturing layout for each plant.
- Developed forecasting methodologies which significantly improved the timing and accuracy of data flow and order fulfillment.

EDUCATION

Bachelor of Business Administration, Finance and Accounting - UNIVERSITY OF ARKANSAS

MILITARY EXPERIENCE**UNITED STATES AIR FORCE COMMAND OPERATIONS**

Managed military assets to ensure successful mission success

Additional Assignments:

- Assisted Presidential Detail - Speaking Engagement for POTUS
- Operations Intelligence KALCE, Osan Korea

Top Secret Security Clearance with Nuclear, Cosmic and Eyes-Only credentials

Discharged with Honors

BOARD EXPERIENCE

Director & Vice Chairman, The Watershed Center Grand Traverse Bay, Traverse City, MI (2015)

Director, Accelerate the Cure, Traverse City, MI (2019-present)

Village of Elk Rapids, Antrim County, Michigan

Interim Village Treasurer Employment Agreement

Introduction

This Agreement, made and entered into this 6th day of February 2023, by and between the Village of Elk Rapids, a municipal corporation, (hereinafter called "Employer") and John B. Matthews, (hereinafter called "Employee") an individual who has the education, training, and experience in local government management, both of whom agree as follows:

Section 1: At-Will Employment Relationship and Term

Subject to the terms hereof, this agreement shall be for a period not to exceed three (3) months, from February 6, 2023, to May 5, 2023, unless otherwise agreed upon by both parties in writing.

Notwithstanding the prior sentence, and subject to all the terms and provisions of this Agreement, the parties acknowledge and agree that the Employee is an at-will employee and serves as the Interim Village Treasurer at the sole pleasure and discretion of the Village of Elk Rapids through the Office of Village Manager. While either party may terminate this employment relationship with or without cause, and with or without notice to either party, out of respect to one another, both parties will attempt, to the extent practicable, to give the other party thirty (30) days' notice before terminating the employment relationship.

Section 2: Duties and Authority

As the Interim Village Treasurer, the Employee shall perform the functions and duties specified in the Village Treasurer per Job Description of the Village of Elk Rapids, its ordinances, and other legally permissible and proper duties and functions of the position of Village Treasurer.

Section 3: Compensation

The Village shall pay Mr. John B. Matthews an hourly rate of \$70.00 for his services to the Village of Elk Rapids and he shall receive no other compensation or benefits of any kind except as expressly set forth herein. He shall be paid at the same time as full-time Village employees are paid.

Section 4: Travel and/or Lodging Reimbursement

The Employee will be reimbursement for mileage at the IRS rate for business travel and lodging reimbursement as pre-approved for Village activities.

Section 5: Health, Disability, and Life Insurance Benefits

No health care, disability, life insurance or similar benefits will be provided by the Village of Elk Rapids to Employee.

Section 6: Vacation, Sick, and Military Leave

No vacation, sick or military leave benefits will be provided by the Village of Elk Rapids to Employee.

Section 7: Vehicle Expense Reimbursement

No vehicle expense reimbursement will be provided by the Village of Elk Rapids to Employee.

Section 8: Retirement

No retirement benefits will be provided by the Village of Elk Rapids to Employee.

Section 9: Severance

No severance benefits will be provided by the Village of Elk Rapids to Employee.

Section 10: Hours of Work

Employee shall be allowed to establish an appropriate work schedule. It is anticipated by the parties that Employee will work approximately twenty to twenty-four (20-24) hours per week on behalf of the Employer.

Section 11: Indemnification

To the extent permitted under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim Village Treasurer or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities hereunder, unless the act or omission involved willful or wanton conduct. The Employee may request, and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit or proceeding, actual or threatened, arising out of or in connection with the performance of his duties under this Agreement. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise any action and settle any claim or suit unless the Employee is a party to the suit in which case Employee must approve any proposed settlement. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness, or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee services as a witness, advisor, or consultant to Employer regarding pending litigation.

Section 12: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under law or ordinance.

Section 13: General Provisions

1. **Integration.** This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
2. **Binding Effect.** This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
3. **Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement of judicial modification of the invalid provisions.



John B. Mathews

2/7/2023
Date



Richard I. Lewis, Interim City Manager

Feb. 7, 2023
Date



Kaitlyn Szczypka, Village Clerk

2.7.23
Date

*Village of Elk Rapids*

315 Bridge Street
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elkrapids.org

MEMORANDUM

TO: Village President Simpson and Village Council Trustees

FROM: Kerri Janisse, Planning/Zoning & Community Development

DATE: February 22nd, 2023

RE: Resolution 2023-06 – Michigan Association of Planning Principals Adoption

BACKGROUND:

The Michigan Association of Planning exists to promote quality community planning through education, information and advocacy, statewide. With this as its mission, MAP offers planning principles for consideration to all cities, villages, townships, counties and regions in Michigan. The principles define what constitutes quality community planning.

These principles are a great tool for the Village as we move through the master plan update, as we move forward with a possible zoning audit, as we move forward with MEDC's RRC program and any future policies and ordinances we create.

RECOMMEDATION:

Several communities in Michigan have adopted the included resolution and I am asking that the Village Council adopt the proposed resolution for the Village of Elk Rapids.





MAP COMMUNITY PLANNING PRINCIPLES

REGULAR COUNCIL MEETING PACKET | FEBRUARY 22, 2023 | 102

The Michigan Association of Planning exists to promote quality community planning through education, information and advocacy, statewide. With this as its mission, the Society offers the following planning principles for consideration to all cities, villages, townships, counties and regions in Michigan. The principles define what constitutes quality community planning.

GENERAL STATEMENTS

1. **The community planning decision-making process should, first and foremost, be concerned with the long-term sustainability of our communities, environment, and economy.**
2. **The community planning process should involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals.** A positive relationship between development and the making of community should be established through a citizen-based participatory planning and design process.
3. **Public policy and development practices should support development of communities that are:**
 - diverse in land use, population and character;
 - designed for pedestrians and non-motorized transit as well as for motorized transit;
 - shaped and physically defined by parks, open space and other natural resource areas;
 - structured by physically defined, accessible public space and community institutions and
 - based on local history, climate, ecology, and
 - building practices.
4. **Physical solutions by themselves will not solve all problems.** A coherent and supportive physical framework should be established to provide economic vitality, community stability, and environmental health.
5. **Common challenges that should be addressed by community planning are:**
 - increasing opportunities for reinvestment in established urban centers;
 - encouraging appropriate intensity and location of new development served by adequate public facilities;
 - minimizing the spread of low density, non-contiguous development;
 - encouraging a wide range of housing opportunities which serve all segments of our diverse population;
 - recognizing the value and encouraging the preservation of agricultural lands and natural resources;
 - encouraging the preservation and/or restoration of our natural and built heritage environments;
 - encouraging development in accordance with the adopted community master plan; and
 - recognizing that land use decisions may have impacts beyond community boundaries.
6. **The quality of life for the citizens of Michigan can be enhanced by developments that:**
 - support and restore existing community centers;
 - reconfigure existing low density, centerless communities into communities of diverse neighborhoods and districts;
 - preserve and protect natural environments;
 - maintain and build a positive social and strong economic climate and
 - improve the physical design and condition of our region, cities, villages, townships, neighborhoods, districts, corridors, parks, streets, blocks and homes.

PRINCIPLES COMMUNITY

1. Development should be encouraged in existing city, village and township centers.
2. Historic city, village and township centers should be preserved.
3. New development or redevelopment in existing communities should respect local historical patterns, precedents and boundaries.
4. Viability in established or developing downtowns and community or village centers is strengthened by street-level retail, on-street parking, downtown residential, the maintenance of an appropriate street pattern, street-level activity, the retention of historically significant buildings, and the provision of parking structures.
5. Civic buildings and public gathering places are important and require prominent accessible sites.
6. The scale and configuration of streets and open spaces (parks, greens, squares should be attractive and comfortable to pedestrians.
7. The design of streets and buildings should result in safety and security, as well as be accessible and open to the public.
8. Architecture, building placement and landscaping should result in the physical definition of streets and other public spaces.
9. Neighborhoods should include a variety of public spaces (tot-lots, village greens, ballfields, community gardens, etc.) that are strategically distributed and physically well defined.
10. New investment along highway corridors should complement investment in existing community business centers.
11. New development should be seamlessly woven into the physical fabric of its surroundings, regardless of differences in size or architectural style.

12. Design is important and should contribute to the community's safety, security and attractiveness.
13. Complete communities have defining edges with an identifiable center. A center should consist of a full and balanced mix of residential, commercial, office, recreational, cultural and civic uses.
14. Complete communities should contain housing alternatives available to people of all incomes.
15. Complete communities should provide convenient access to public transportation as well as non-motorized options.
16. Community planning should recognize that regions are composed of urban areas, suburban areas, farmlands, water features and natural open spaces, all contributing to their diverse character.
17. Community planning should involve balances between physical, environmental, economic, social, and cultural conditions within the region.
18. Strategies encouraging development and redevelopment of communities should include previously developed sites (brownfields), infill development and reuse of existing facilities rather than continuing outward expansion.
19. Community planning should create an efficient and cost effective system of public services, transportation, recreation, cultural institutions and housing to achieve a viable, sustainable region.
20. Intergovernmental cooperation is necessary for achieving a viable, sustainable region.

ENVIRONMENT

1. Community planning should recognize that natural resources are system-dependent, not limited to jurisdictional boundaries.
2. Lands with unique or sensitive resources should be preserved in their natural state.
3. The health and quality of the natural resource base are directly related to public health, welfare and economic growth.
4. Natural resource areas, farmlands and open space characterize the rural landscape. They are important and useful in shaping development and maintaining and establishing a rural community character.
5. To preserve rural community character, site design should encourage clustering of development and preservation of open space.
6. To preserve rural community character, site design should include desirable views and vistas across water features and farmlands.
7. Natural resources are limited in their ability to accommodate development without incurring damage. Development within our natural environments should occur in a balanced and sustainable manner.
8. Sensitive and fragile lands should be protected from degradation.
9. Wildlife habitat corridors should be interwoven with development to achieve environmental balance and maintain biodiversity.

INFRASTRUCTURE

1. Development should be directed to areas serviced by adequate roads, water, sewers, and utilities.
2. Expansion and upgrading of public roads, water and sewer services should be planned to strategically direct growth.
3. Public transportation should connect homes to jobs, community center and cultural, recreational, educational and institutional facilities.
4. A comprehensive transportation plan should support a unified, long-term vision of how the land is to be used.
5. New and expanded public transportation systems should be located to attract urban reinvestment.
6. Non-motorized transportation should be accommodated in new road corridors and strategically retrofitted into existing transit corridors and greenway linkages.
7. The number and frequency of automobile access driveways along road corridors should be minimized.

PLANS and IMPLEMENTATION

1. A broad-based citizenry should be involved during the development of local comprehensive master plans, including representation from neighboring and impacted jurisdictions. Local plans should consider and address the impacts of neighboring communities land uses, planned uses, goals and objectives.
2. Local planning decisions which affect neighboring communities should consider multi-jurisdictional impacts.
3. Local comprehensive master plans should be reviewed periodically and updated as necessary to remain viable documents.
4. Local zoning ordinances should be reviewed periodically and updated as necessary to ensure they are consistent with the comprehensive master plan.
5. Local zoning ordinances should be consistent with the comprehensive master plan.
6. Local zoning decisions should be consistent with current local comprehensive master plans.
7. Local comprehensive master plans should be accompanied by an action strategy that specifies individual tasks, timing, and responsibilities for implementation.
8. Comprehensive master plans and zoning ordinances should include interpretive graphics conveying standards and design guidelines.
9. All communities should prepare realistic Capital Improvement Programs as a means of making municipal improvements consistent with their comprehensive master plan.
10. Communities should have an administrative structure that provides clear direction throughout the development process. This structure, including information on the status of projects, should be equally accessible to citizens, developers and local officials.

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Village of Elk Rapids

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**VILLAGE OF ELK RAPIDS
RESOLUTION 23-06**

**A RESOLUTION TO ADOPT THE MICHIGAN ASSOCIATION OF PLANNING (MAP)
COMMUNITY PLANNING PRINCIPALS**

PRESENT:

ABSENT: None.

The following preamble and resolution were offered by **Trustee** ___ and supported by **Trustee** ___.

- WHEREAS:** The Michigan Association of Planning (MAP) exists so that Michigan will consist of healthy, safe, attractive, and successful communities built first and foremost on quality community planning; and
- WHEREAS:** The Michigan Association of Planning Board of Directors has endorsed the attached Community Planning Principals; and
- WHEREAS:** The Community Planning Principals are intended to be used as a guide to define what constitutes “Quality Community Planning”; and
- WHEREAS:** The Planning Commission and Village Council of the Village of Elk Rapids strives to promote quality community planning; and
- WHEREAS:** The Planning Commission at their regular meeting, January 24th, 2023, voted unanimously to accept these principals and recommend to the Village Council to approve them via resolution; now therefore
- BE IT RESOVLED:** That the Village Council of the Village of Elk Rapids hereby adopts the attached Michigan Association of Planning Community Principals.

AYES: **NAYS:** **EXCUSED: 0**

I, Kaitlyn Szczypka, 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 February 6, 2023, at which a quorum was present.

*Village of Elk Rapids*

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MEMORANDUM

TO: President Simpson and Village Trustees

FROM: Kristine Davis

DATE: February 22, 2023

RE: **Budget Resolutions**

BACKGROUND: Council was presented with a first rough draft of the FY 2023-24 budget in December 2022. Since then, Council has participated in 4 budget workshop meetings and has been diligently examining numerous draft proposals presented by the Village Manager and Treasurer.

The public hearing for the budget was conducted at the Regular Council Meeting on February 6, 2023 where the budget presentation was given and the public was invited to share their input. Tonight we are presenting the final budget resolutions to approve the final budget results.

RECOMMENDED ACTIONS for fiscal year 2023-24, beginning March 1st, 2023:

1. Approve a one-time annual 3% salary increase discussed and approved by Council at previous budget workshop for full-time/part-time DPW employees.
2. Approve current employee health care premium with no increase to employees.
3. Approve current MERS retirement plan with .19% increase to Village but no increase to employees.
4. Approve fee schedule for fiscal year 2023-24.
5. Approve final budget for fiscal year 2023-24.



EEO
Equal Opportunity Employer



Village of Elk Rapids

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VILLAGE OF ELK RAPIDS RESOLUTION 22-07

APPROVE EMPLOYEE PAY RATE RAISE AND BENEFITS FOR FISCAL YEAR 2023-2024

PRESENT:

ABSENT:

The following preamble and resolution were offered by **Trustee** ___ and supported by **Trustee** ___.

WHEREAS: The Village of Elk Rapids employs twenty-four (24) full-time employees and one (1) part-time employee; and

WHEREAS: Each year as the cost-of-living increases, the Village strives to compensate employees for these additional costs; and

WHEREAS: Additionally, full-time employees are offered benefits such as health care, dental, vision, and retirement and these rates increase on both the employer and employee portion; now therefore

BE IT

RESOLVED: **1. SALARIES:** All regular fulltime employees and 1 part-time DPW employee shall receive for 2023-2024, a one-time, annual salary increase of three percent (3%) to assist in counteracting the cost of inflation and rising cost of living. The three percent (3%) increase equates to a \$40,274.17 wage expense increase for the Village. Total annual salaries, including seasonal staff and council, shall be \$1,644,336 for fiscal year 2023-2024. This increase includes the Village of Elk Rapids Police officers represented by the Police Officers Labor Council (POLC), subject to reopening the current contract.

2. HEALTH CARE: The annual insurance premium for fiscal year 2023-2024 is \$315,880.08. Due to adjustments in employees in regard to plans as well as age, the total premium is actually lower this year by \$12,166.04. Because of this savings, the monthly expense will stay the same for 2023-2024 with no increase to employees.

Single	\$349/year
2-Person	\$648/year
Family	\$947/year



3. MERS: For 2023-2024 the Village will have two separate retirement plans; Union and Non-Union. This division will cost the Village \$15,036.00 (.19%) for the year. This will allow the Village to still meet the contribution requirements (21.39%), but allow the cost to the employees to stay the same. Employees for the Union and Non-Union divisions will continue to contribute 10.05% while the Village will pay 8.29% for the Union division and 11.90% for Non-Union.

ROLL CALL VOTE

Ayes:

Nays:

Excused:

I, Kaitlyn Szczypka, 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 February 22, 2023, at which a quorum was present.





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VILLAGE OF ELK RAPIDS RESOLUTION 23-08

ADOPT FEE SCHEDULE FOR FISCAL YEAR 2023-2024

PRESENT:

EXCUSED:

The following preamble and resolution were offered by **Trustee** ___ and supported by **Trustee** ___.

WHEREAS: The Village of Elk Rapids levies fees to fund Village operations; and

WHEREAS: To levy such fees, the Village Council must approve fees to be levied; now therefore

BE IT

RESOLVED: The Elk Rapids Village Council hereby adopts the following fee schedule:

PERMITS AND LICENSING		
Commercial Site Plan Review	\$110.00	
Commercial Zoning Review & Approval	\$30.00	
Condominium Development Review	\$500.00	Plus \$20.00 per dwelling unit
DPW Temporary Street Closure	\$400.00	Refundable Deposit
		\$350.00 nonrefundable with road closure sign
		\$140.00 nonrefundable without road closure sign
DPW Permit to Open/Occupy	\$50.00	
Driveway Permit Licensing Fee	\$40.00	
Solicitor License	\$5.00	Per Day
Peddler's License	\$10.00	Per Day
Transient Merchant	\$50.00	Per Year
Parcel Split	\$200.00	1 st division + \$100.00 per additional division
Parcel Combination or Lot Line Adjustment	\$50.00	
Planned Unit Development (PUD)	\$500.00	Plus \$20.00 per dwelling unit
Right of Way Vacation	\$250.00	Plus cost of combination/lot line adjustment, if required.

Village of Elk Rapids | **RESOLUTION 23-08** | **1**



Sexually Oriented Business License	\$150.00	(new) / \$60.00 (renewal)
Sexually Oriented Business Employee Application	\$50.00	(new) / \$25.00 (renewal)
Sidewalk Obstruction Permit (Central Business District)	\$20.00	
Sign Permit	\$30.00	Per Sign
Special Use Permit	\$200.00	\$300.00 for a special meeting
Subdivision Plat Review	\$500.00	Plus \$100 per lot
Temporary Use Permit	\$25.00	
Zoning Board of Appeals Requests	\$200.00	\$300.00 for a special meeting
Zoning Code Amendment Requests	\$250.00	
Zoning Compliance Permit	\$50.00	
Short-Term Rental Business Waiting List	\$20.00	Per Unit
Short-Term Rental Business Registration Fee – Personal Unit	\$25.00	Per Unit – only one (1) unit per property owner
Short-Term Rental Business License Fee – Personal Unit	-	No charge for annual renewals.
Short-Term Rental Business Registration Fee – Business Unit	\$50.00	Per Unit
Short-Term Rental Business License Fee – Business Unit	\$250.00	Per unit, per year if registered online by registrant.
	\$300.00	Per unit, if registered by Planning/Zoning Administrator.

***All fees are doubled if use, work, signage begins before permit is issued.

WATER

Call Out After Hours	\$220.00	
Tap Fee	\$915.00	Actual cost but not less than \$915.00.
Water Inspection	\$20.00	
Flat Monthly Operation & Maintenance	\$40.41	
Usage Fees Per 1,000 Gallons	\$4.81	
Benefit Fee	\$1430.00	
Turn Off/On Fee	\$25.00	Total cost for both actions; for seasonal turn off/on and for non-payment.
Lawn Meter – Model 25 Meter Base ¾"	\$78.00	
Lawn Meter – Model 55 Meter Base 1"	\$180.00	
Lawn Meter – Badger ME Radio Head	\$213.00	
Lawn Meter – ¾" Spuds	\$17.00	
Lawn Meter – 1" Spuds	\$27.00	
Lawn Meter – ¾" Handy Horn	\$88.00	
Lawn Meter – 1" Handy Horn	\$160.00	
Lawn Meter – Model 25 ¾" Lawn Meter (hose bid type)	\$334.00	
Lawn Meter – Model 25 ¾" Lawn Meter with Handy Horn	\$379.00	
Lawn Meter – Model 55 1" Lawn Meter with Spuds	\$455.00	



Lawn Meter – Model 55 1” Lawn Meter with handy horn	\$553.00	
Second Water Meter	\$330.00	Three (3) month payment to purchase a second water meter.
Second Water Meter Administrative Fee	\$50.00	Staff time administering payments and installing second meter.

SEWER

Call Out After Hours	\$220.00	
Tap Fee	\$915.00	Actual cost but not less than \$915.00.
Sewer Inspection	\$20.00	
Flat Monthly Operation & Maintenance	\$39.11	
Usage Fees Per 1,000 Gallons	\$7.82	
Benefit Fee	\$1645.00	

GENERAL

Accident Reports	\$5.00	
Compactor Bags	\$4.00	
Copies	\$0.50	Per Page
DPW Call Out After Hours	\$220.00	
FOIA	\$18.	Minimum per hour plus copy cost of \$0.10 per page.
Police Process Service	\$30.00	
Police Report	\$5.00	For the first five (5) pages, \$0.25 per page additional.
Police CD or Photos	\$10.00	
Police Trespass Warning	\$10.00	
Police Vehicle Immobilization	\$50.00	First and \$25.00 each 6 months after
Police Vehicle Storage	\$10.00	Per Day
Portable Breath Test	\$5.00	
Replace Lost Compactor Pass	\$35.00	Pass will be prorated based on date
Returned Checks or Stop Payment		Equal to bank charge for service
Snow Removal Fee	\$75.00	Per man hour, minimal charge one (1) hour.
		Plus cost of equipment.
Swim Lesson Fee	\$50.00	
Tax Abatement PA 19+8 Application	\$100.00	



HARBOR		
Launch Ramp Daily Fee	\$7.00	
Launch Ramp Seasonal Fee	\$40.00	
Sewage Pump out		
Gas Dock	\$10.00	
Portable / Dockside	\$20.00	
Trailer Storage	\$10.00	Per Night
Harbor Waiting List Application Fee	\$100.00	
Commercial Ramp Daily Fee	\$20.00	
Commercial Ramp Seasonal Fee		
1 – 10 Hauls	\$150.00	
11 – 50 Hauls	\$450.00	
51 – 99 Hauls	\$650.00	
100 or More Hauls	\$850.00	

ROLL CALL VOTE

Yeas:

Nays:

Excused:

I, Kaitlyn Szczypka, Clerk of the Village of Elk Rapids, do hereby certify that the forgoing is a true copy of a resolution adopted by the Elk Rapids Village Council at the regular council meeting held on February 22, 2023, at which a quorum was present.





Village of Elk Rapids

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VILLAGE OF ELK RAPIDS RESOLUTION 23-09

ADOPT FISCAL YEAR 2023-2024 BUDGET

PRESENT:

EXCUSED:

The following preamble and resolution were offered by **Trustee _** and supported by **Trustee _** to adopt **RESOLUTION 23-09** outlining the Village of Elk Rapids' financial plan for the fiscal year from March 1, 2023 to February 29, 2024.

SECTION 1:

Pursuant to the Village Charter of the Village of Elk Rapids and the State of Michigan Uniform Budget Act, the following resolution covering the fiscal year, March 1, 2023 to February 29, 2024, is hereby submitted for adoption.

REVENUES:

FUND DESCRIPTION	PROPERTY TAX	EST. Y/E CASH BALANCE APPLIED	OTHER REVENUE	TOTAL
101 – General Fund	1,182,300	1,044,700	402,350	2,629,350
202 – Major Street Fund		320,000	268,200	588,200
203 – Local Street Fund		245,000	201,600	446,600
204 – Municipal Street Fund	446,000	425,000	20,500	909,500
228 – Waste Collection	231,400	189,000	42,900	463,300
296 – Gov't Bldg Oper/Repl Fund		148,700	210,000	358,700
303 – Water Bond Const Fund		122,000	0	122,000
401 – General Capital Fund		305,100	1,390,200	1,695,300
405 – Sewer Capital Fund		705,200	613,000	1,318,200
407 – Harbor Capital Fund		145,750	140,100	285,850
409 – Water Capital Fund		953,000	400,400	1,353,400
590 – Sewer Operation Fund		609,000	1,135,750	1,744,500



594 – Harbor Operations Fund		625,000	1,208,700	1,833,700
595 – Water Operations Fund		390,000	970,700	1,360,700
661 – Equip. Replacement Fund		197,900	319,400	517,300
791 – DDA TIFA District Fund		289,000	219,200	508,200
794 – Harbor Const. Fund		700,000	155,000	855,000

TOTAL REVENUES =	1,859,700	7,414,350	7,698,000	15,419,750
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EXPENSES:

FUND DESCRIPTION	TOTAL EXPENSES
101-172 – Village Manager	144,600
101-216 – General Services	539,950
101-260 – Office Administration	244,200
101-300 – Police Department	582,550
101-690 – Department of Public Works	350,800
101-692 – Beautification Department	31,900
101-694 – Parks & Recreation	96,200
101-801 – Planning/Zoning & Community Development Department	248,850
202 – Major Street Fund	529,100
203 – Local Street Fund	356,300
204 – Municipal Street Fund	769,650
228 – Waste Collection	311,100
296 – Gov't Bldg Oper/Repl Fund	293,200
303 – Water Bond Const. Fund	122,000
401 – General Capital Fund	1,634,000
405 – Sewer Capital Fund	1,148,000
407 – Harbor Capital Fund	269,300
409 – Water Capital Fund	1,133,000
590 – Sewer Operation Fund	1,651,050
594 – Harbor Operations Fund	1,546,300
595 – Water Operations Fund	1,233,100
661 – Equip. Replacement Fund	507,700
791 – DDA TIFA District Fund	400,500
794 – Harbor Construction Fund	674,500

TOTAL EXPENSES =	14,817,850
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**IT IS FURTHER
ORDERED:**

Upon acceptance of the State Equalized Valuation Assessment Roll, the Village Council shall review this budget again and, if appropriate, shall pass by resolution the required millage rates that generate the needed ad valorem tax monies as set by the State of Michigan as amended.

**IT IS FURTHER
ORDERED:**

Upon the setting of the required millage rates, the Township Assessor shall deliver a signed warrant to the Village Treasurer ordering the Treasurer to proceed to collect such tax monies according to the Village Charter and the property tax collection laws of the State of Michigan as amended.

**IT IS FURTHER
ORDERED:**

The Village Manager shall be designated the Chief Fiscal Officer of the Village of Elk Rapids according to Michigan Act 621 and is authorized to make transfers in excess of totals as established by this resolution for the purpose of investing but is prohibited from transferring the above totaled expenditures without receiving Village Council approval pursuant to Act 621 of 1978.

ROLL CALL VOTE**Ayes:****Nays:****Excused:**

I, Kaitlyn Szczypka, Clerk of the Village of Elk Rapids, do hereby certify that the forgoing is a true copy of a resolution adopted by the Elk Rapids Village Council at the regular council meeting held on February 22, 2023, at which a quorum was present.



*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 President Simpson and Council Trustees

FROM: Kevin Lane, DPW Superintendent

DATE: February 22, 2023

RE: **Spring Clean-Up**

Every year, the Village of Elk Rapids holds a bulk clean-up event, usually a Saturday in May. Last year, Council originally budgeted \$18,000 for this event, however, Green For Life (GFL) notified staff that due to the increase in the price of diesel, additional funds were needed. Council then approved Resolution 22-11 to amend the budget and pay for the Spring Clean-Up Day that took place on May 28, 2022.

On Wednesday February 15, 2023, the Interim Village Manager and I met with Joshua Tracy from GFL Environmental to discuss the price increase and to determine a “not to exceed” amount for the clean-up.

This year, GFL has agreed to a flat fee that will not exceed \$25,000. You can find the agreement attached to this memo.

The Spring Clean-Up is scheduled for Saturday June 10, 2023 for this calendar year.

RECOMMENDED ACTION: Approve the Spring Clean-Up agreement with GFL; not to exceed \$25,000.





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VILLAGE OF ELK RAPIDS RESOLUTION 23-10

AUTHORIZE 2023 SPRING CLEAN-UP AGREEMENT WITH GREEN FOR LIFE (GFL); NOT TO EXCEED \$25,000

PRESENT:

EXCUSED:

The following preamble and resolution were offered by **Trustee _** and supported by **Trustee _**.

WHEREAS: The Village of Elk Rapids offers and annual service of bulk clean-up in the spring; and

WHEREAS: The Village has chosen to partner with the company Green for Life (GFL) to provide such a service; and

WHEREAS: GFL agrees to provide the service for a flat fee of \$25,000 which will cover the cost to clean-up per compacted square yard, diesel fuel, etc.; now therefore

BE IT RESOLVED: The Village Council authorizes the interim village manager to enter into an agreement with GFL for a flat fee not to exceed \$25,000. The Clean-Up will take place on Saturday June 10, 2023 from 7:00 a.m. to 12:00 p.m.

ROLL CALL VOTE

Ayes:

Nays:

Excused:

I, Kaitlyn Szczypka, 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 February 22, 2023, at which a quorum was present.





01/20/2023

Richard Lewis & Kevin Lane
Village Of Elk Rapids
P.O. Box 398
Elk Rapids, MI 49629

Dear Richard,

We are in the process of finalizing our township cleanup dates for the upcoming 2023 season.

The scheduled date for the Village of Elk Rapids will be as follows:

June 10th, 2023 from 7:00am to 12:00pm

The billing rates for 2023 will be as follows:

Flate Rate Fee: \$25,000.00

Thank you for the opportunity in providing these services for you, as we are looking forward to the upcoming 2023 season.

If you have any questions, please contact me at the office at 231-943-8088.

Regards,

Josh Tracey

General Manager I

We the undersign officials would like to confirm and accept this proposal as noted above.

X_____ X_____

Date Accepted_____

Please return a copy of this signed proposal to:

By mail:

ATTN: Dylan Wimberley
280 Hughes Dr,
Traverse City, MI 49696

By email: dwimberley@gflenv.com

Green Today, Green For Life.

Kaitlyn Szczypka

From: Karen Simpson
Sent: Monday, February 13, 2023 8:03 AM
To: Richard Lewis
Cc: Kaitlyn Szczypka
Subject: Fwd: Village Compactor

For correspondence. Thank you!
 Karen

Get [Outlook for iOS](#)

From: Shawn Husband <shawn.husband@gmail.com>
Sent: Sunday, February 12, 2023 10:37:49 PM
To: Shawn Husband <shawn.husband@gmail.com>
Subject: Village Compactor

To whom it may concern, I would like to thank the Village Council for their hard work and time committed to making Elk Rapids a wonderful place to live. I would like to thank them for their concern over where my tax dollars are being spent. It is my opinion that paying \$100,000 dollars to have the compactor fixed is a bad idea. I believe now is a great time to explore other options that have been available to us that would make life easier for every village resident. Rolling a curb-side dumpster out once a week down to the street where a garbage truck already is driving down, makes way more sense to me then hauling garbage in my car across town to a village supported compactor. I would have curbside pickup now, but through village taxation, I am paying way too much for waste disposal (in my option). I believe this because contracts currently in place with many other communities and waste management companies offer a lower price which includes recycling. I know this might not be the same for other individuals in our community who are taxed more or less than myself, but I believe the village should examine the cost of having curbside pick-up for everyone. The township residents that currently use the compactor by buying bags can also purchase bags for curbside pickup (current prices for these bags are approximately the same or less priced). It would make it easier for many residents to make a decision knowing how much they are currently contributing to keep the compactor compared to having curbside pickup. I think that if the cost was the same or less for residents there wouldn't be debate about how much people enjoy transporting trash in their vehicles, and want to continue doing this during set scheduled hours. Ask yourself, "would I feel comfortable about asking my neighbor to take my garbage in their car to the compactor because I'm at work or out of town during scheduled hours of operation, or would I rather ask my neighbor to wheel out my curb-side dumpster to the curb?" It's a big ask. Traverse City doesn't have a problem with their services, maybe asking them about some of the issues, challenges and concerns that they are dealing with would help.

Secondly, we live in a time when ecologically, we would all like to be greener. Currently our school system does not have recycling, which could be changed with a contract with garbage pickup service that includes recycling (like Traverse City). Secondly, we live in a community that the garbage truck already goes down the streets that they would be serving. That's right, condominiums, rentals, and VRBO's are required to have trash pick up. Plus, many individuals that currently live in the village have pick-up service because they want the convenience. The carbon footprint turns out to be less than having every village resident drive their car out to the compactor. Imagine now, that in addition to this convenience, not having to haul all of your recycling to the red dumpsters next to the Police Department. But wait there's more, curb side comes with a once a month large item pick-up. No more storing unwanted large items for the once a year (\$35,000 dollar cost to Village) pick-up. Saving tax payers dollars and providing more convenience. If the village can contract out Christmas lights, they can certainly look into contracting a curb side pick up service. Another option is keep the compactor open and continue charging everyone (Township and Village) 4 dollars a bag for garbage to generate the revenue needed to keep it running and take it off of our tax bill allowing citizens of the Village to negotiate a contract with a garbage service company. If 4 dollars a bag cannot generate enough money to keep it

open, I think we should be asking ourselves why we are keeping it open currently? Either way, I would enjoy the convenience and cost savings of curbside pickup and would like the council to investigate the costs, and also ask the taxpayers, perhaps in a survey in their tax bill, costs and option ideas. Please consider this as public comment for the next council meeting, Thanks, Shawn Husband

Kaitlyn Szczypka

From: Mary Bliss <mary@thevillagetec.com>
Sent: Wednesday, February 15, 2023 9:12 AM
To: Karen Simpson; Barb Mullaly; Kellie Sergeant; Melissa West; Charlie Pryde; Tracy Fosdick; Laura Shumate; Richard Lewis; Kaitlyn Szczypka; Kerri Janisse; Kevin Lane; John Matthews
Subject: Curbside versus Compactor

Hi,

My husband, Roger, and I would like to go on record that we are totally in favor of curbside pickup for several reasons. We have heard and read the long list of pros and cons for each side, but we believe the compactor method of garbage collection has outlived its life and usefulness. It was mentioned that people are in favor of the compactor, so we can keep our quaint little town quaint. To us, curbside pickup is a totally separate issue from keeping our Village quaint.

Below are our some of our reasons for wanting curbside pickup:

Compactor availability: The compactor is open 2 days a week and it can be very difficult for a busy family to get to the compactor during the "open hours", so garbage either piles up in our garage until we can make it during "open hours" or we have to haul it in our car to our work dumpster.

Having to haul garbage in personal vehicles: We take pride of ownership in our personal vehicles and feel they are not meant to be garbage haulers. Loading trash into the trunk of a personal vehicles to then haul it to the compactor is smelly and messy. We also like to be good citizens and recycle, so we again load our car full of recyclables and haul them to the recycle bins. Not as messy, but we have witnessed people throwing their garbage in the recycle bins.

Comments that the garbage trucks are noisy and will ruin our roads: There is a truck that ALREADY drives down the street, as many households have opted to provide their own curbside trash service.

How the cost of the compactor is covered: All residents pay for trash removal as a percentage of their taxable home value. This is a totally ridiculous concept, because we don't get twice the value from the compactor as our neighbors across the street who's home may have half our taxable value. Many of our neighbors pay for compactor service they don't use, because they live elsewhere half of the year. It would be equitable for everyone to pay the same rate for curbside trash and recycle service ... especially because the services can be "paused" for extended periods.

Bins concerns sitting at curb, in alley, sides of homes: There is a very easy solution to this issue ... setup rules with consequences that bins are only allowed out at certain times on garbage pickup day and must then be stored out of site. Rolling bins are larger and easily store a number of bags that you never touch again.

Concerns that elderly people may not be able to get their bins to the road: We are a neighborly community and I witness on a regular basis neighbors helping neighbors, which I'm positive would happen in this situation.

Little added bonus: We love the fact that with curbside service large items won't have to wait for the annual pickup!

Thanks for all your time in listening to our thoughts in favor of the compactor.

Best regards,

Mary Bliss, CFO 

The Minervini Group, LLC and MAM Contracting, Inc.

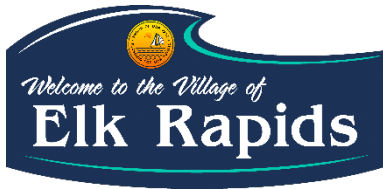
Redevelopers of the Village at Grand Traverse Commons

Office: 231.941.1900, ext 121

Cell: 231.944.9518

www.thevillageetc.com

CORRESPONDENCE



MEDIA CONTACT

Deana Jerdee, Executive Director
Paddle Antrim
231-492-0171
deana@paddleantrim.com

Karen Simpson, Village President
Village of Elk Rapids
231-264-9274
ksimpson@elkrapids.org

Fundraising Goal Achieved for Elk Rapids Rotary Park Improvements

FOR IMMEDIATE RELEASE

February 10, 2023

Elk Rapids, MI - Paddle Antrim and the Village of Elk Rapids are pleased to announce that thanks to financial support received from public and private sources the fundraising goals to make planned improvements to Elk Rapids Rotary Park have been achieved.

"This week, we were thrilled and honored to receive a competitive Michigan Spark grant from the Department of Natural Resources," said Karen Simpson, Village President. "This grant will leverage other grants and gifts, so we can move forward with our nonprofit partner, Paddle Antrim, to implement our community's vision for Rotary Park and enhance non-motorized connectivity to the water."

"We are pleased to collaborate with the Village of Elk Rapids on this exciting project which helps us to continue to achieve our mission of protecting our water resources by using paddle sports to connect individuals to our waterways," said Deana Jerdee, Executive Director of Paddle Antrim. "Paddle Antrim is proud to host the Chain of Lakes Water Trail, the only state-designated water trail in Northern Michigan. Rotary Park is a key access site on the trail and this project is part of our nonprofit's strategy to partner with local governments to make planned improvements that create high quality experiences and public access for people of all abilities."

Paddle Antrim and the Village are grateful for the support received from state and local government, private foundations, and individual donors. Major funding was provided by the Michigan Spark Grant program, Michigan State Waterways Commission, Village of Elk Rapids, Rotary Charities of Traverse City, Jim and Diana Huckle Family Foundation, Elk Rapids Rotary Club, Oleson Foundation, Sue Haadsma-Svensson and Kjell Svensson, Elk Rapids Harbor Commission, Elk Rapids Downtown Development Authority, Grand Traverse Regional Community Foundation, Barton J Ingraham & Gail G Ingraham Foundation, The Harry A. and Margaret D. Towsley Foundation, BlueStone Futures, Gary and Mary Chenoweth, Matt and Deb Knudstrup, Christine Petersen, Karen Simpson and numerous other generous financial supporters.

Elk Rapids Rotary Park is a key trailhead on the Chain of Lakes Water Trail, an over 100-mile water trail stretching through 12 lakes and interconnected rivers in Antrim, Charlevoix, Grand Traverse and Kalkaska Counties. The Chain of Lakes Water Trail is one of nine state-designated water trails in Michigan and is a collaborative effort between twenty different governmental jurisdictions and non-profit organizations.

Planned improvements at Elk Rapids Rotary Park include:

- A non-motorized launch, providing the first universally accessible route on the Chain of Lakes Water Trail
- Improved parking and flow with designated loading/unloading zones, and trailer parking
- Fully plumbed restrooms with changing station
- Boat washing station to prevent the spread of invasive species
- Rain garden with native plants to control stormwater runoff
- Safe travel to the existing boat channel on Elk River

These improvements were identified as a priority for the Village in their 2018 Recreation Plan. In 2019, Paddle Antrim and the Village of Elk Rapids began working on a concept design which was finalized in 2021 after extensive public input.

The Village of Elk Rapids and Paddle Antrim are excited to move forward and will begin with project bidding and construction in 2023. The projected completion of the improvements will be in 2024.

###

About Paddle Antrim

Paddle Antrim is a 501(c) 3 non-profit organization who uses paddle sports to educate the public about our precious water resources. Paddle Antrim hosts and stewards the Chain of Lakes Water Trail and supports and promotes investments in infrastructure that facilitate public access to the water trail. Paddle Antrim believes education, increased access, responsible use, and promotion of our waterways will increase protection as well as enhance the economic vitality of Northern Michigan. More information at www.paddleantrim.com

Project Timeline:

February 2023: Fundraising goal achieved. The Village of Elk Rapids and Paddle Antrim will begin working on project bidding and construction.

March 2022: The Village Council held a public hearing on their application to the MI DNR Trust Fund Grant for Improvements at Elk Rapids Rotary Park. They also submitted a grant application to the Michigan Waterways Commission.

November 2021: Paddle Antrim and the Village of Elk Rapids signed a partnership agreement to move forward with improvements to Elk Rapids Rotary Park.

August 2021: A permit was submitted and approved by Michigan's Environment, Great Lakes & Energy (EGLE) Permit to create a path to the existing channel in Elk River.

March 2021: Based on the input received from the community during the July 2020 input session, a final design and engineering report was approved by the Elk Rapids Village Council.

2020: In July 2020 a design engineering concept was presented to the Village and made available for public input.

2019: Paddle Antrim and the Village of Elk Rapids began working on a design concept thanks to generous support from the Elk Skegemog Lakes Association, the Grand Traverse Community Foundation FOCUS Fund of Antrim County, Elk Rapids Rotary Club, Village of Elk Rapids and in-kind support from the Gourdie-Frasier and Associates and the Disability Network of Northwest Michigan.

2017: Improvements to Rotary Park were identified in the Village of Elk Rapids 2017 Recreation Survey. Suggested improvements included a universal kayak launch, restrooms, and running water.

2016: Paddle Antrim completed an Access Site Assessment. In the assessment, Paddle Antrim met with Village of Elk Rapids staff and a primary site plan and recommendations for improvements to Rotary Park was completed.

CORRESPONDENCE**Memo**

February 14, 2023

To: Richard Lewis, Interim Elk Rapids Village Manager & Karen Simpson, Elk Rapids Village President

From: Deana Jerdee, Paddle Antrim Executive Director

Thank you so much for meeting today with me and our Board President, Megan Motil, to discuss the next steps of moving the Rotary Park project forward. I wanted to provide a synopsis of what we discussed today, provided requested information and next steps and process for moving forward. Budget information is attached as provided by the engineer for Trust Fund Grant. There are additional allocations in the Spark Grant for line items related to grant writing, administration, and professional services, not found in the engineer's budget as administration and grant writing, though real expenses, are not eligible expenses for traditional public funding and additional professional services were identified as necessary.

Funds Available:

Village of Elk Rapids Total: \$125,000

- Village Council: \$40,000 (22/23 budget) & \$40,000 (23/24 budget)
- DDA: \$20,000 (22/23 budget) & \$20,000 (23/24 budget)
- Harbor Commission: \$20,000 (22/23 budget) & \$20,000 (23/24 budget)
- Village Council: \$2,500 (21/22 budget) & \$2,500 (22/23 budget)
- I am happy to provide meeting dates of approval if necessary

Michigan DNR Waterways Commission: \$247,374 – Grant award approved at May 2022 Waterways Commission meeting, grant agreement sent to Village in September 2022. Approved at Village Oct Council Meeting and submitted to Waterways. The fully executed agreement was received 2/13/23. The application, executed agreement, and associated documents are attached. The grant request was not fully funded so only a portion of the eligible expenses were included in the grant budget.

Michigan Spark Grant: \$478,100 – Grant approved Feb 2023, additional information and grant agreement still to follow. Attached is the application and the correspondence received related to this grant to date.

Paddle Antrim's contributions will not exceed: \$140,000

Next Steps

RFP: The Village is responsible for the development of an RFP to secure an engineer/professional services for the final construction plans and project

management/oversight of the project. We request the development of this RFP within the next 30 days with assistance from an outside engineering firm. Paddle Antrim requests our executive director be part of the RFP development and be able to review prior to release. We recommend an RFP review team be developed. We recommend the RFP review team include the Village Manager, Paddle Antrim Executive Director, and other additional individuals to consider: Parks and Rec Chair (part of P&R plan), Harbor Chair (part of Harbor plan), and DDA Chair (in DDA district). The review team will review the RFPs and make a recommendation to Council for their consideration and ultimate approval. The Village Manager will be responsible for contract oversight and management of the selected firm.

As part of the RFP process, we can develop a more detailed timeline for bids and project milestones and reevaluate the budget based on the bids and adjust as needed.

Invoices/Reports

Paddle Antrim requests all invoices be submitted to Paddle Antrim for review to assist with ensuring eligible expense, identify budget line item it is associated with and funding source allocation. The Village is ultimately responsible for ensuring compliance with public funds and payment of all invoices in a timely manner.

Paddle Antrim will assist the Village with development of necessary reports and identifying reimbursement requests. The Village is responsible for submission of reports and all reimbursement requests.

Project Team

To be successful this project will require regular meetings between the Village and Paddle Antrim. The project team at a minimum must include the Paddle Antrim executive director and Village Manager and others are needed. Paddle Antrim will convene monthly project meetings that will include updates from the engineering firm, coordination on communications, updates on fiscal management of the project as well as a review of the timeline and upcoming benchmarks.

Communications

This project will require regular communications internally and externally. As outlined in our Agreement, Paddle Antrim and the Village will continue to jointly engage in project communication. This will include media releases, events, announcements and timelines.

Attachments:

- Final schematic and engineering
- Trust Fund/Engineering Budget
- Waterways Grant application
- Waterways executed grant agreement

- Additional Waterways grantee paperwork
- Spark Grant Application
- Spark Grant communication

Village of Elk Rapids

5-Year Community Master Plan Update

Scan the QR code to take the survey between February 20th to March 31st, 2023

