

HARBOR COMMISSION AGENDA

Meeting Monday, February 13, 2023

Begins at 6:30 pm

315 Bridge St, Elk Rapids, MI 49629

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- a. Harbor Commission **SPECIAL** meeting held December 1, 2022
- b. Harbor Commission meeting held January 9, 2023

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

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

5. REPORTS

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

6. OLD BUSINESS

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

7. UNFINISHED BUSINESS

- a. Upper harbor I sidewalk & seawall project.

8. NEW BUSINESS

9. CORRESPONDENCE

10. COMMISSIONER ROUND TABLE

11. ADJOURNMENT

**THERE WILL BE NO ZOOM LINK FOR PUBLIC PARTICIPATION When: February 13, 2023 6:30 PM
Eastern Time (US and Canada) Topic: Harbor Commission**

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

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

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



Village of Elk Rapids

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

MEMORANDUM

TO: Bryan Gruesbeck
FROM: Mike Singleton, Harbormaster
DATE: January 25th, 2023
RE: January 2023, Monthly Report

1. RFP sent out, received bids for the 2023 dredge project
2. Finalized 5-year Parks and Recreation plan, made updates and corrections
3. Multiple meetings with different commissions including DDA and Parks & Recreation
4. Finalizing FY 2023 harbor budget
5. Working with Wooden Boat Show and Harbor Days staff for upcoming events
6. Received and installed furniture for day room
7. 2023 boater contracts are coming in with 156 completed and 40 outstanding
8. Dock bubblers have not been used yet in January
9. Ordered more small equipment with remaining budget
10. Quarterly inspection conducted of UST system with RW Mercer
11. Procured more amber face plate covers and breakers for the power pedestals
12. Conducted more research and speaking with company reps on electric boat charging stations
13. Working with regional account director at PFN on a fiber install quote and approval
14. Set up a free event for the Friends of the Elk Rapids Library to use the pavilion
15. Updated annual contract with harbor reservation system
16. Provided tour of facility and information to Manistee harbor commissioner



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**VILLAGE OF ELK RAPIDS
HARBOR REVENUE EXPENSES
AS OF JANUARY 31,2023**

HARBOR SUMMARY FINANCIAL REPORT - FOR DDA COUNCIL

DESCRIPTION	2022-23		2022-23		% of change 21-'22	2021-22	% of change 20-'21	2020-21	2019-20
	AMENDED		ACTIVITY			ACTIVITY		ACTIVITY	ACTIVITY
	BUDGET	+/- BUDGET	THRU 01/31/2023			THRU 02/28/22		THRU 02/28/21	THRU 02/28/20
INTEREST - CAPITAL	300	(182)	118		60.32%	504	-244.50%	200	689
INTEREST - BREAKWATER RESERVE	560	12,467	13,027		64%	1,034	-177.57%	370	1,027
REVENUE									
CONTRACT/ UPPER 1	35,000	(12,017)	22,983		24.06%	31,250	-13.16%	23,731	26,854
CONTRACT/UPPER II	50,000	(15,265)	34,735		33.66%	50,015	-17.08%	33,180	38,848
CONTRAC/ LOWER HARBOR	570,000	(29,056)	540,944		25.81%	558,705	-19.20%	414,504	494,109
SALES/GAS	250,000	42,254	292,254		16.10%	248,222	8.94%	208,259	189,651
FEES/DIESEL	85,000	19,290	104,290		25.26%	88,325	1.85%	66,012	64,789
FEES/SEASONAL RAMP PASSES	11,000	(1,456)	9,544		15.96%	9,978	10.52%	8,386	7,504
FEES/DAILY RAMP PASSES/LOWER HARBOR	8,000	6,991	14,991		20.41%	8,487	6.72%	6,755	6,301
FEES/TRAILER STORAGE	450	(90)	360		0.61%	490	40.45%	487	290
FEES/PUMP-OUT	7,000	3,040	10,040		3.00%	6,660	5.11%	6,460	6,130
FEES/ICE	4,500	1,073	5,573		11.35%	4,644	1.46%	4,117	4,057
FEES/POP	650	395	1,045		28.28%	548	23.41%	393	301
MERCHANDISE	2,500	(1,333)	1,167		18.32%	2,178	85.83%	1,779	252
FEES/PAVILION RENTAL	5,200	(86)	5,114		36.63%	5,050	-104.69%	3,200	6,550
FEES/COMMERCIAL RAMP PASS	2,000	800	2,800		84.05%	8,148	-160.85%	1,300	3,391
FEES/TRANSIENT	195,000	19,996	214,996		6.46%	189,320	14.54%	177,093	151,344
HARBOR CITATION		400	400						
INTEREST	650	1,287	1,937		70.10%	1,418	-64.86%	424	699
REIMBURSEMENT/LIBRARY UTILITIES	2,300	350	2,650		10.54%	2,667	6.62%	2,386	2,228
MISC REVENUE					-868.10%	210	71.37%	2,033	582
FEES/HARBOR WAITING LIST	6,300	(780)	5,520		60.40%	6,920	-7.96%	2,740	2,958
LAUNDRY	1,100	(2)	1,098		71.18%	1,079	-227.01%	311	1,017
UPPER HARBOR RAMP FEES	6,000	(739)	5,261		32.28%	5,945	100.00%	4,026	
TOTAL	1,242,950	47,897	1,290,847		21.34%	1,230,763	-4.18%	968,080	1,008,544

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	AMENDED		ACTIVITY			ACTIVITY		ACTIVITY	ACTIVITY
	BUDGET	+/- BUDGET	THRU 01/31/2023			THRU 02/28/22		THRU 02/28/21	THRU 02/28/20
EXPENSES									
FUEL HOSE/NOZZLE REPLACEMENT	2,500	(588)	3,088		85.41%	5,105	-668.99%	745	5,729
PURCHASE BUOYS	2,000	2,000	0		-159.51%	904	48.89%	2,346	1,199
FUEL LINE REPLACEMENT	2,000	2,000	0						
WEED CONTAINMENT	8,500	6,508	1,992						5,273
CAP/OUTLAY/SEC/CAMERA					57.25%	17,536	100.00%	7,497	
DREDGING	159,500	36	159,464		100.00%	52,929			55,125
PEDESTAL UPGRADE							100.00%	32	
PURCHASE LOCKS	2,500	2,500	0				83.33%	660	110
CREDIT CARD SOFTWARE/EQUIP	9,000	8,509	491				100.00%	648	
WI-FI ACCESS POINTS							-283.52%	2,361	9,055
SIDEWALK MODIFICATION	500	500	0						
BATH HOUSE UPGRADES	6,000	177	5,823		2.25%	1,246	100.00%	1,218	
WEBCAM							-272.26%	429	1,597
RE-SET PAVERS	1,500	1,500	0						1,550
OFFICE FURNITURE					100.00%	1,046			1,354
FUEL OFFICE IMPROVEMENT	5,000	63	4,937				-970.00%	200	2,140
TRANSFORMERS							-133.06%	8,636	20,127
PAVILION IMPROVEMENTS	5,000	0	5,000		100.00%	3,044			
RADIOS	2,000	1,840	160		-91.42%	1,293	100.00%	2,475	
SEWAGE PUMP	7,500	(9,334)	16,834				100.00%	1,438	
DAY ROOM	4,000	0	4,000		-466.20%	645	100.00%	3,652	
WASHER/DRYER - COIN OPERATED		682	(682)		18.42%	5,984	100.00%	4,882	
SALARY & WAGES	224,515	50,357	174,158		12.76%	206,069	-20.85%	179,778	217,263
OVERTIME	5,000	2,306	2,694		11.24%	5,508	23.77%	4,889	3,727
WAGE/HARBORMASTER	59,352	2,703	56,649		-1.85%	57,010	5.76%	58,066	54,721
SOCIAL SECURITY	24,261	6,398	17,863		10.97%	20,547	-15.74%	18,293	21,173
HEALTH INSURANCE	24,021	12,537	11,484		74.94%	30,692	7.13%	7,691	7,143
RETIREMENT	15,401	4,553	10,848		36.55%	14,517	-2.68%	9,211	9,458
SICK & ACCIDENT	1,974	(223)	2,197		51.87%	3,227	6.37%	1,553	1,454
WORKER'S COMPENSATION	4,216	1,514	2,702		9.07%	4,269	-24.16%	3,882	4,820
UNIFORM REPLACEMENT	5,000	387	4,613		-16.43%	3,500	100.00%	4,075	
POSTAGE	25	25	0				100.00%	25	
OFFICE/COMPUTER EQUIPMENT	2,000	502	1,498		56.43%	3,576	94.22%	1,558	90
FUEL	220,000	(28,188)	248,188		16.91%	203,652	6.03%	169,221	159,013
DIESEL GAS	65,000	(18,718)	83,718		27.13%	52,751	-46.28%	38,441	56,233
MERCHANDISE	3,000	2,084	916		-3.72%	2,203	100.00%	2,285	
DUMPSTER	3,000	(2,411)	5,411		-79.95%	2,120	39.48%	3,815	2,309
SUPPLIES	25,000	6,395	18,605		22.22%	21,116	-8.09%	16,424	17,753
PAVILION SUPPLIES	1,000	144	856		100.00%	20			
DUES & FEES	1,500	958	542		1503.11%	(546)	99.83%	7,661	13
ICE	4,000	1,449	2,551		26.47%	3,393	0.12%	2,495	2,492
POP PURCHASE	450	0	450		38.12%	467	94.12%	289	17

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	AMENDED BUDGET	+/- BUDGET	ACTIVITY THRU 01/31/2023			ACTIVITY THRU 02/28/22			ACTIVITY THRU 02/28/21		ACTIVITY THRU 02/28/20	
VOIDS ALONG BREAKWALL	14,500	14,500	0			14,500		14,500		14,500		
SEA WALL/SIDE WALK	70,000	70,000	0			70,000		70,000		70,000		
PARKING LOT REPAIR	35,000	35,000	0			35,000		35,000		35,000		
*ESTIMATED REVENUES (includes carryover funds)- ALL FUNDS	1,780,370	59,622	1,839,992			1,232,301	21.40%	968,650		1,010,260		
*ESTIMATED EXPENSES - ALL FUNDS	1,392,963	234,622	1,158,341			1,187,098	-13.75%	943,355		1,073,078		
NET REVENUE- ALL FUNDS	387,407	294,243	681,650			45,203	348.34%	25,295		(62,818)		