

HARBOR COMMISSION AGENDA

Meeting Monday, April 10th, 2023

Begins at 6:30 pm

315 Bridge St, Elk Rapids, MI 49629

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- a. Harbor Commission meeting held February 13, 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. Don Reynolds has been cut a check in the amount of \$800 for the Fishing Expo
- b. Dredge/Excavation to begin April 17th

7. UNFINISHED BUSINESS

- a. Work barge replacement

8. NEW BUSINESS

- a. Discussion of Harbor Bylaws and Election of Officers
 - i. **Elections:** The harbor bylaws shall conform with current village code for elections to the position of Harbor Chair, Vice, and Secretary
 - ii. **Chair Term Limits Discussion:** The village ordinance is suggesting that chairs rotate, it does not stipulate that this must happen
 - iii. **Meeting Dates and Time:** This is to be written in the harbor bylaws and submitted to Village Clerk
 - iv. **Harbor Commissioner At Large:** discussion for additional at large commissioner to be appointed to serve on the Harbor Commission

- b. Discussion for an RFP to retain a consultant for future harbor upgrades and enhancements to the current facility through detailed engineering, architecture, landscape architecture, and construction oversight of all elements of the proposed project. (See Harbormasters attached memo to the Village Manager)

9. CORRESPONDENCE

10. ADJOURNMENT

THERE WILL BE NO ZOOM LINK FOR PUBLIC PARTICIPATION When: April 10th, 2023, 6:30 PM Eastern Time (US and Canada) Topic: Harbor Commission

HARBOR COMMISSION MEETING MINUTES

Monday February 13, 2023

PRESENT: Hansen, Blesma, Pryde, Spillane, Bryant

ABSENT: Strehl

APPROVAL OF MINUTES:

Motion by Pryde second by Spillane to approve the minutes from the December 1, 2022 meeting and the January 9, 2023 meeting. Motion carried.

CONFLICT OF INTEREST: None

CITIZEN COMMENTS: None

REPORTS:

1. Staff Report – Singleton provided an update on general harbor operations including discussions he has had with Edgewater Resources. The contract for dredging the harbor entrance is ready to be granted. A motion by Bryant and a second by Spillane to accept the offer from Savin Lakes Inc. not to exceed \$95,000.00 was unanimously approved.
2. Council Report – Pryde provided an update regarding village operations and personnel. Advised that all 5 year plans have been approved as written. Budget has been largely approved.
3. Treasurer's Report – Hansen reports that transient fees are up from budget as well as ramp fees. We are up on diesel and gas revenues as well.

OLD BUSINESS:

1. Bio Swale/ Rain Garden maintenance – Singleton agreed that the harbor would take care of the Rain Garden maintenance. The Bio Swale maintenance had been committed to by the past village manager. Confirmation of that arrangement needs to be completed with the acting or new manager so that clean up can be made by spring.
2. Boater Survey update – Harbor staff will be working with slip holders regarding the survey. The effort is to not send out a survey to those who do not wish to take part, but to send a survey to those that do. This approach will be reviewed in the fall.

UNFINISHED BUSINESS:

1. Upper Harbor Sidewalk and Seawall project – Singleton has visited with Edgewater regarding this project and is awaiting a reply. We do have a permit for it from waterways.

NEW BUSINESS:

1. Hansen nominated Bryant for the Vice Chair position since Commissioner Berck has resigned. Pryde made a motion for Bryant to be selected as vice chairperson and it was seconded by Blesma. Motion carried.

CORRESPONDENCE: None

COMMISSIONER ROUND TABLE:

1. Spillane and Hansen reported on a Green ER meeting they both attended.

ADJOURNMENT: Meeting was adjourned at 7:31 P.M.

NEXT MEETING DATE:

Monday March 13, 2023 @ 6:30 P.M. At the Government Center, 315 Bridge Street, Elk Rapids, MI 49629



MEMORANDUM

TO: Richard Lewis, Village Manager
FROM: Mike Singleton, Harbormaster
DATE: March 29th, 2023
RE: March 2023, Monthly Report

1. RFP sent out, received bids for the 2023 excavation at Veteran Memorial Beach
2. Preventative maintenance conducted on all transformers, power pedestals and breaker panels
3. Contract signed for dredging operations and scheduled for April
4. Opened all water valves and energized boiler system in the bath house for operations
5. Operated washers and dryers
6. Painted day room walls, added new decor
7. Assembled new table and chairs for day room
8. Assigned all seasonal boaters to their 2023 slips, 12 new seasonal boaters of various slip sizes
9. Set up inspections and start date for fuel dock UST and pumps
10. Engineering consultant for future harbor projects onsite for review and professional assessment
11. Ordered and received 2" x 6" for dock board replacement
12. Ordered uniform polos, t-shirts, sweatshirts, and fleece coats for harbor staff
13. Attended quarterly Clean Marina MBIA meeting to certify multiple marinas throughout Michigan as "Clean Marinas"
14. Received new PFD's, life ring buoys, throw bags, handheld UHF and Vhf radios
15. All sunset concert bands have been scheduled and contracts have been received by harbor
16. Public Relations interview on 7&4 news
17. Meetings with Harbor Days and AMVETs for upcoming Harbor Days Events
18. Annual inspection and certification of all harbor fire extinguishers
19. Scheduled and hosting a Rotary Park/Paddle Antrim thank you event at pavilion for individuals who donated to the Rotary Park project
20. Approved \$800.00 check to the Elk Rapids Fishing Expo for their upcoming event at the pavilion
21. Identified and recommended a new harbor commissioner applicant to fill current vacancy on HC
22. Hired staff and set up annual training for May 2023
23. Placed 2023 harbor add with the Chamber of Commerce annual magazine





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REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 407 - HARBOR CAPITAL						
Dept 000						
407-000-672-000	INTEREST	100.00	0.00	0.00	100.00	0.00
407-000-691-106	FROM/HARBOR/594	140,000.00	0.00	0.00	140,000.00	0.00
407-000-699-000	PRIOR YR/ENDING CASH BALANCE	145,750.00	0.00	0.00	145,750.00	0.00
Net - Dept 000		285,850.00	0.00	0.00	285,850.00	
Dept 544 - HARBOR						
407-544-755-100	FUEL HOSE/NOZZLE REPLACEMENT	3,300.00	0.00	0.00	3,300.00	0.00
407-544-756-100	PURCHASE BUOYS	2,500.00	0.00	0.00	2,500.00	0.00
407-544-758-400	FUEL LINE REPLACEMENT	2,000.00	0.00	0.00	2,000.00	0.00
407-544-964-000	WEED CONTAINMENT	4,000.00	0.00	0.00	4,000.00	0.00
407-544-970-100	CAP/OUTLAY/SEC/CAMERA	5,000.00	0.00	0.00	5,000.00	0.00
407-544-973-000	DREDGING	125,000.00	44,750.00	44,750.00	80,250.00	35.80
407-544-975-804	WI-FI ACCESS POINTS	5,000.00	0.00	0.00	5,000.00	0.00
407-544-975-805	SIDEWALK MODIFICATION	25,000.00	0.00	0.00	25,000.00	0.00
407-544-975-806	BATH HOUSE UPGRADES	30,000.00	0.00	0.00	30,000.00	0.00
407-544-975-810	HARBOR UPGRADES	40,000.00	0.00	0.00	40,000.00	0.00
407-544-975-816	PAVILION IMPROVEMENTS	20,000.00	0.00	0.00	20,000.00	0.00
407-544-975-818	RADIOS	2,500.00	1,020.00	1,020.00	1,480.00	40.80
407-544-975-821	DAY ROOM	5,000.00	0.00	0.00	5,000.00	0.00
Net - Dept 544 - HARBOR		(269,300.00)	(45,770.00)	(45,770.00)	(223,530.00)	
Fund 407 - HARBOR CAPITAL :						
TOTAL REVENUES		285,850.00	0.00	0.00	285,850.00	0.00
TOTAL EXPENDITURES		269,300.00	45,770.00	45,770.00	223,530.00	17.00
NET OF REVENUES & EXPENDITURES		16,550.00	(45,770.00)	(45,770.00)	62,320.00	276.56

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 594 - HARBOR						
Dept 000						
594-000-454-000	CONTRACT/ UPPER 1	25,000.00	0.00	0.00	25,000.00	0.00
594-000-454-500	CONTRACT/UPPER II	37,000.00	0.00	0.00	37,000.00	0.00
594-000-455-000	CONTRAC/ LOWER HARBOR	525,000.00	0.00	0.00	525,000.00	0.00
594-000-456-000	SALES/GAS	275,000.00	0.00	0.00	275,000.00	0.00
594-000-457-000	FEES/DIESEL	90,000.00	0.00	0.00	90,000.00	0.00
594-000-458-000	FEES/SEASONAL RAMP PASSES	10,000.00	0.00	0.00	10,000.00	0.00
594-000-458-100	FEES/DAILY RAMP PASSES/LOWER HA	10,000.00	0.00	0.00	10,000.00	0.00
594-000-459-000	FEES/TRAILER STORAGE	400.00	0.00	0.00	400.00	0.00
594-000-500-000	FEES/PUMP-OUT	9,000.00	0.00	0.00	9,000.00	0.00
594-000-500-200	FEES/ICE	5,000.00	0.00	0.00	5,000.00	0.00
594-000-500-300	FEES/POP	800.00	0.00	0.00	800.00	0.00
594-000-501-000	MERCHANDISE	1,000.00	0.00	0.00	1,000.00	0.00
594-000-504-000	FEES/PAVILION RENTAL	5,000.00	0.00	0.00	5,000.00	0.00
594-000-505-000	FEES/COMMERCIAL RAMP PASS	2,500.00	1,050.00	1,050.00	1,450.00	42.00
594-000-600-000	FEES/TRANSIENT	200,000.00	0.00	0.00	200,000.00	0.00
594-000-672-000	INTEREST	1,500.00	0.00	0.00	1,500.00	0.00
594-000-693-250	REIMBURSEMENT/LIBRARY UTILITIES	2,000.00	224.77	224.77	1,775.23	11.24
594-000-694-250	FEES/HARBOR WAITING LIST	5,000.00	800.00	800.00	4,200.00	16.00
594-000-695-100	LAUNDRY	1,000.00	0.00	0.00	1,000.00	0.00
594-000-695-200	UPPER HARBOR RAMP FEES	3,500.00	0.00	0.00	3,500.00	0.00
594-000-699-000	PRIOR YR/ENDING CASH BALANCE	625,000.00	0.00	0.00	625,000.00	0.00
Net - Dept 000		1,833,700.00	2,074.77	2,074.77	1,831,625.23	
Dept 544 - HARBOR						
594-544-700-000	SALARY & WAGES	216,600.00	3,693.70	3,693.70	212,906.30	1.71
594-544-701-000	OVERTIME	3,000.00	0.00	0.00	3,000.00	0.00
594-544-705-000	WAGE/HARBORMASTER	62,300.00	4,633.60	4,633.60	57,666.40	7.44
594-544-706-000	TO/GEN/101/WAGES	67,000.00	0.00	0.00	67,000.00	0.00
594-544-715-000	SOCIAL SECURITY	21,300.00	637.02	637.02	20,662.98	2.99
594-544-716-000	HEALTH INSURANCE	10,200.00	843.85	843.85	9,356.15	8.27
594-544-718-000	RETIREMENT	10,700.00	810.88	810.88	9,889.12	7.58
594-544-719-000	SICK & ACCIDENT	2,000.00	0.00	0.00	2,000.00	0.00
594-544-720-000	WORKER'S COMPENSATION	6,600.00	0.00	0.00	6,600.00	0.00
594-544-724-000	UNIFORM REPLACEMENT	5,000.00	653.03	653.03	4,346.97	13.06
594-544-730-000	POSTAGE	50.00	0.00	0.00	50.00	0.00
594-544-741-000	OFFICE/COMPUTER EQUIPMENT	2,500.00	0.00	0.00	2,500.00	0.00
594-544-751-000	FUEL	270,000.00	0.00	0.00	270,000.00	0.00
594-544-752-000	DIESEL GAS	85,000.00	0.00	0.00	85,000.00	0.00
594-544-754-000	MERCHANDISE	2,000.00	0.00	0.00	2,000.00	0.00
594-544-756-000	DUMPSTER	5,000.00	701.37	701.37	4,298.63	14.03
594-544-757-000	SUPPLIES	32,000.00	26.73	26.73	31,973.27	0.08
594-544-757-010	PAVILION SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
594-544-758-000	DUES & FEES	1,500.00	0.00	0.00	1,500.00	0.00

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 PERIOD ENDING 03/31/2023

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Fund 594 - HARBOR						
594-544-758-700	ICE	4,000.00	0.00	0.00	4,000.00	0.00
594-544-759-500	POP PURCHASE	500.00	0.00	0.00	500.00	0.00
594-544-760-300	PROPANE	4,000.00	0.00	0.00	4,000.00	0.00
594-544-801-000	ATTORNEY	0.00	280.00	280.00	(280.00)	100.00
594-544-803-000	AUDITOR	1,500.00	0.00	0.00	1,500.00	0.00
594-544-804-200	PROFESSIONAL SVCS	12,500.00	1,472.92	1,472.92	11,027.08	11.78
594-544-818-000	CONTRACTUAL/ENHANCEMENTS	40,000.00	0.00	0.00	40,000.00	0.00
594-544-818-500	SOFTWARE SUPPORT	15,000.00	0.00	0.00	15,000.00	0.00
594-544-853-000	PHONE/CELL/LONG DISTANCE	2,500.00	107.78	107.78	2,392.22	4.31
594-544-854-000	TV/CABLE/INTERNET FEES	16,000.00	420.82	420.82	15,579.18	2.63
594-544-855-000	CREDIT CARD PROCESSING FEES	5,000.00	86.02	86.02	4,913.98	1.72
594-544-864-000	TRAINING/CONFERENCES	1,500.00	125.25	125.25	1,374.75	8.35
594-544-880-000	COMMUNITY PROMOTION	40,000.00	800.00	800.00	39,200.00	2.00
594-544-900-000	PRINTING/PUBLICATION	4,000.00	0.00	0.00	4,000.00	0.00
594-544-910-000	INSURANCE/LIABILITY	6,000.00	5,773.90	5,773.90	226.10	96.23
594-544-920-000	UTILITIES	75,000.00	4,118.24	4,118.24	70,881.76	5.49
594-544-930-000	REPAIRS AND MAINTENANCE	45,000.00	1,049.50	1,049.50	43,950.50	2.33
594-544-930-150	PAIVILION MAINTENANCE/REPAIRS	14,400.00	0.00	0.00	14,400.00	0.00
594-544-932-200	PURCHASE LUMBER	4,000.00	0.00	0.00	4,000.00	0.00
594-544-941-000	STORAGE RENTAL	3,500.00	0.00	0.00	3,500.00	0.00
594-544-956-000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
594-544-958-200	HARBOR ACTIVITIES	6,000.00	0.00	0.00	6,000.00	0.00
594-544-965-200	TO/GEN/101/ADMIN	3,100.00	0.00	0.00	3,100.00	0.00
594-544-965-400	TO/HARBOR CAP/407	140,000.00	0.00	0.00	140,000.00	0.00
594-544-965-450	TO/EQUIPMENT REPLACEMENT/661	25,000.00	0.00	0.00	25,000.00	0.00
594-544-967-500	HARBOR CONTRACT REFUNDS	5,000.00	0.00	0.00	5,000.00	0.00
594-544-970-800	COMPUTER/SOFTWARE PURCHASE	1,500.00	0.00	0.00	1,500.00	0.00
594-544-972-400	SMALL EQUIPMENT	8,500.00	0.00	0.00	8,500.00	0.00
594-544-992-000	BOND PRINCIPAL	75,000.00	0.00	0.00	75,000.00	0.00
594-544-995-000	INTEREST	11,940.00	0.00	0.00	11,940.00	0.00
594-544-999-000	TO/794/HARBOR BREAKWATER	150,000.00	0.00	0.00	150,000.00	0.00
Net - Dept 544 - HARBOR		(1,525,690.00)	(26,234.61)	(26,234.61)	(1,499,455.39)	
Fund 594 - HARBOR :						
TOTAL REVENUES		1,833,700.00	2,074.77	2,074.77	1,831,625.23	0.11
TOTAL EXPENDITURES		1,525,690.00	26,234.61	26,234.61	1,499,455.39	1.72
NET OF REVENUES & EXPENDITURES		308,010.00	(24,159.84)	(24,159.84)	332,169.84	7.84

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 794 - HARBOR BREAKWATER RESERVE						
Dept 000						
794-000-672-000	INTEREST	5,000.00	0.00	0.00	5,000.00	0.00
794-000-695-000	FR/594/HARBOR OPERATIONS	150,000.00	0.00	0.00	150,000.00	0.00
794-000-699-000	PRIOR YR/ENDING CASH BALANCE	700,000.00	0.00	0.00	700,000.00	0.00
Net - Dept 000		855,000.00	0.00	0.00	855,000.00	
Dept 794 - HARBOR CONSTRUCTION BREAKWATER						
794-794-802-200	ENGINEERING FEES	10,000.00	0.00	0.00	10,000.00	0.00
794-794-819-000	VOIDS ALONG BREAKWAL	14,500.00	0.00	0.00	14,500.00	0.00
794-794-820-300	RESERVE FOR BREAKWATER REPAIR	650,000.00	0.00	0.00	650,000.00	0.00
Net - Dept 794 - HARBOR CONSTRUCTION BREAKWATER		(674,500.00)	0.00	0.00	(674,500.00)	
Fund 794 - HARBOR BREAKWATER RESERVE:						
TOTAL REVENUES		855,000.00	0.00	0.00	855,000.00	0.00
TOTAL EXPENDITURES		674,500.00	0.00	0.00	674,500.00	0.00
NET OF REVENUES & EXPENDITURES		180,500.00	0.00	0.00	180,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE
 PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 795 - HARBOR BOND DEBT FUND						
Dept 795 - HARBOR BOND DEBT						
795-795-804-200	PROFESSIONAL SERV/ DEBT AGENT FE	0.00	250.00	250.00	(250.00)	100.00
Net - Dept 795 - HARBOR BOND DEBT		0.00	(250.00)	(250.00)	250.00	
Fund 795 - HARBOR BOND DEBT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	250.00	250.00	(250.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(250.00)	(250.00)	250.00	100.00
TOTAL REVENUES - ALL FUNDS		2,974,550.00	2,074.77	2,074.77	2,972,475.23	0.07
TOTAL EXPENDITURES - ALL FUNDS		2,469,490.00	72,254.61	72,254.61	2,397,235.39	2.93
NET OF REVENUES & EXPENDITURES		505,060.00	(70,179.84)	(70,179.84)	575,239.84	13.90



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: Richard Lewis, Village Manager

FROM: Mike Singleton, Harbormaster

DATE: March 15th, 2023

RE: **Edward C. Grace Memorial Harbor Planning Proposal**

On behalf of The Edward C. Grace Memorial Harbor, I'm requesting a proposal to begin a comprehensive study, planning phase, design, and engineering service for the harbor. This request is to upgrade and enhance the current facility through detailed engineering, architecture, landscape architecture, and construction oversight of all elements of the project.

Key points of information in the proposal should include:

- Address the existing ADA issues along the south line of slips (Upper Harbor Phase I), including repair of the seawall, correction of the steep walkway cross slopes, expansion of boater amenities potentially new docks, downcast lighting, picnic tables, grills, shelters, signage, slip utilities including electric boat charging stations.
- Replace floating dock on north side of the Elk River with floating walkway and slips to run in a westerly direction.
- Identify the cause of the subsidence behind the sheet pile wall near the bridge on Dexter and proposed approach of repair.
- Explore options for the reconfiguration of the lower harbor entrance and structures to reduce wave energy intrusion from the north and northwest. The goal is to reduce the maintenance dredging required at the harbor entrance. Include configuration options for the fuel dock to improve operations and safety. Creating additional slips for transient and seasonal vessels as well the possibility of a TART trail ferry boat operation would be a big benefit. Improving access to the waterfront for the public, including non-boaters would be a big plus.
- Renovation of the fuel dock office to add a second floor would improve functionality, line of sight radio communications, as well as provide an unobstructed view to help identify geographic landmarks for approaching vessels.
- Explore strategies to improve pedestrian and vehicular circulation with the possibility of expansion of the parking areas.



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- Conduct as marina market analysis to identify occupancy trends, pricing information, demand characteristics and waitlists.
- Identify grant funding opportunities to assist with the construction, breakwater, or other site elements such as the public fishing docks, public easements, boardwalks, and walkways along the shoreline.

I recognize this is a significant amount of information to build into a formal proposal, so let me know how I can help in its development. The key objective is to present a comprehensive plan to the Village of Elk Rapids Council members.

Thank you for your time and consideration.

Best regards,
Mike Singleton

