

AGENDA
PARKS AND RECREATION COMMISSION
NOVEMBER 7, 2019 @ 7 PM

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – October 3, 2019
4. Citizen Comments – Any citizen who wishes to address the Parks and Recreation Commission on a matter not listed on this agenda may speak at this time. Persons addressing the Commission may state name, address, and, if applicable, their affiliation. The Chair should recognize the citizen before they speak. A five-minute limitation applies unless extended by the Chair. 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 the commission.

5. New Business
 - A. Bayfront Beach and Bike — Summer in review — Shawn Quinn

6. Unfinished Business Updates – discussion
 - A. Elk Rapids Schools meeting November 12 (Kwin, Melissa, Charlie) — Draft Agenda (attached)
 - a. Swim program
 - b. Pure Michigan Trail Town
 - c. Norte programs
 - d. Other priority
 - B. Letter to Village Council
 - C. Ice Rink —shoveling

Unfinished Business Updates – informational

 - A. Dam Beach Restroom –
 - B. Kayak lockers –

7. Correspondence --
8. Reports – Council Liaison, Other Members
9. Next Meeting – December 5, 2019 —
10. Adjournment

Minutes
Village of Elk Rapids
Parks & Recreation Commission
October 3, 2019

Present: James Dake, Charlie Pryde, Mike Conrad,
Kwin Morris, Melissa West, Beth Guntzviller, Gordon Stewart

Staff: Assistant Village Manager/Clerk, Caroline Kennedy

Pryde calls meeting to order.

MOTION by Guntzviller to amend agenda to remove Shawn Quinn's comments and add coverage of annual budget. And include hammock posts in park. Remove kayak docks. Second by Stewart. All those present voting yes. **MOTION CARRIED.**

MOTION by Stewart to amend the June, 2019 minutes to show Stewart was excused at the prior meeting. Second by Dake. All those present voting yes. **MOTION CARRIED.**

CITIZEN COMMENTS: none

1. New Business

A. Annual budget.

Discussion: Kennedy to confirm that Capital Outlay rolls over annually. Supplies to remain at \$350. Recreation Master Plan remains at \$0. Contractual/Professional Services moves to \$3500 to cover costs of snow removal. Training/Conferences remains at \$500. Community Promotion moves to \$1500. Miscellaneous stays at \$200. Capital Outlaw to \$5000 (rolls over to \$9000). Tart Trails project to \$2500 (spend this year's if it doesn't roll over by donating to TART?). P&R Projects remains at \$0.

B. Pickleball/Tennis Courts — should all tennis courts have Pickleball markings?

Pending further discussion.

B. Bike racks at Veterans Memorial Park. Pending further discussion.

C. Hammock Posts: Were installed without going through Parks Commission in an unsightly/less than ideal spot. **MOTION** by Stewart for official correspondence with Council regarding following protocol in the future, with option for analysis and repositioning. Pryde to draft correspondence. **SECOND** by Stewart. All present voting yes. **MOTION CARRIED.**

Unfinished Business Updates – discussion

- A. Park ride through debrief (all): successful
- B. Elk Rapids Schools meeting (Kwin, Melissa, Charlie): Progressing
- C. Ice Rink —shoveling: Conrad to follow up with a Contract with Blackmore. Conrad to follow up with Blackmore on advertising, coordination with DPW on resurfacing. Also a cap on spending at \$4000
- D. Community Service Updates - Kwin will continue communication.
- E. Swim Lessons: pending further discussion
- F. Open water Swim: pending further discussion

Unfinished Business Updates – informational

- A. Dam Beach Restroom – pending further discussion
 - B. County Day Park – Antrim Co Board left gate decision up to Antrim Co Parks Director. Gate has been left open successfully. Pending further discussion to remove fence.
 - C. Smoke-free Beaches & Parks – Done deal and posted; status of stencils on park sidewalks. Kennedy to follow up with DPW on stencils/signage.
 - D. Walk with a Doc – update: Guntzviller says it was very successful, participation was great thanks to Dr. Peterson’s efforts.
 - E. Kayak lockers – TBD
- 7. Correspondence -- none
 - 8. Reports – Council Liaison, Other Members: West: Coffee with Council will be quarterly. Subcommittee of Kennedy/West working on Trail Routing through town.
 - 9. Next Meeting – November 7, 2019

MOTION by Stewart to adjourn. Second by Dake. All those present voting yes. **MEETING ADJOURNED**

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403-000	TAXES/REAL PROPERTY	954,700.00	949,582.85	0.00	5,117.15	99.46
101-000-404-000	TAXES/PERSONAL	35,000.00	29,179.03	0.00	5,820.97	83.37
101-000-410-000	PAYMENT/IN/LIEU/OF/TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-000-451-000	PERMITS & LICENSES	3,500.00	4,670.00	0.00	(1,170.00)	133.43
101-000-487-000	TRAILER TAX FEE	450.00	413.25	0.00	36.75	91.83
101-000-572-000	STATE/PA 302 FUNDING/POLICE/TRAINING	400.00	696.40	0.00	(296.40)	174.10
101-000-573-000	TREE GRANT-CONSUMERS/DTE	2,000.00	0.00	0.00	2,000.00	0.00
101-000-573-050	LOCAL COMMUNITY STABILIZATION AUTHORITY	0.00	12,393.11	0.00	(12,393.11)	100.00
101-000-573-900	CDBG-FACADE GRANT	20,000.00	13,143.92	0.00	6,856.08	65.72
101-000-576-000	LIQUOR LICENSE TAX	4,500.00	4,596.90	0.00	(96.90)	102.15
101-000-577-000	STATE SALES/STATUTORY	8,000.00	6,253.00	0.00	1,747.00	78.16
101-000-577-200	CONSTITUTIONAL SALES TAX	110,000.00	94,045.00	0.00	15,955.00	85.50
101-000-599-003	GRANT REVENUE- POLICE	0.00	8,395.92	0.00	(8,395.92)	100.00
101-000-617-000	REAL/PERSONAL PROPERTY 1% COLL	14,000.00	14,931.98	0.00	(931.98)	106.66
101-000-620-000	REAL PROPERTY PENALTY CHARGED	750.00	583.05	0.00	166.95	77.74
101-000-627-000	COPIER FEES	225.00	273.87	0.00	(48.87)	121.72
101-000-628-000	MEETING ROOM FEES	300.00	340.00	0.00	(40.00)	113.33
101-000-660-000	LOCAL/CIVIL INFRACTION TICKETS	1,200.00	1,240.00	0.00	(40.00)	103.33
101-000-661-000	COUNTY APPEARANCE TICKETS	1,500.00	1,756.73	0.00	(256.73)	117.12
101-000-672-000	INTEREST	500.00	142.45	0.00	357.55	28.49
101-000-673-000	FROM/HARBOR/594/POLICE WAGES	15,000.00	0.00	0.00	15,000.00	0.00
101-000-676-000	FROM/202/203/228/590/594/595/661/ADMIN	18,800.00	0.00	0.00	18,800.00	0.00
101-000-677-150	FROM/WATER OP/595/TOWER LEASE	15,000.00	0.00	0.00	15,000.00	0.00
101-000-688-000	FROM/DDA/791/ATTACHMENT 16	4,500.00	0.00	0.00	4,500.00	0.00
101-000-690-000	FROM/DDA/791/ADMIN	1,000.00	0.00	0.00	1,000.00	0.00
101-000-692-100	GREEN ER DAYS CONTRIBUTION	2,500.00	0.00	0.00	2,500.00	0.00
101-000-693-100	INSURANCE REFUND	6,000.00	4,454.00	0.00	1,546.00	74.23
101-000-693-200	BENCH/TABLE - RESIDENT PURCHASE	3,000.00	3,495.87	0.00	(495.87)	116.53
101-000-693-300	MISC. REFUND	0.00	177.19	0.00	(177.19)	100.00
101-000-693-400	MISC DONATIONS	1,000.00	0.00	0.00	1,000.00	0.00
101-000-694-000	MISC REVENUE	1,500.00	25,604.14	0.00	(24,104.14)	1,706.94
101-000-694-001	PARKS AND REC DONATIONS	0.00	2,047.13	0.00	(2,047.13)	100.00
101-000-696-200	PBT - POLICE REVENUE	600.00	1,610.00	0.00	(1,010.00)	268.33
101-000-699-000	PRIOR YR/ENDING CASH BALANCE	340,000.00	0.00	0.00	340,000.00	0.00
Total Dept 000		1,569,425.00	1,180,025.79	0.00	389,399.21	75.19
TOTAL REVENUES		1,569,425.00	1,180,025.79	0.00	389,399.21	75.19
Expenditures						
Dept 694 - PARKS & RECREATION						
101-694-757-000	SUPPLIES	350.00	113.97	0.00	236.03	32.56
101-694-818-000	CONTRACTUAL/PROF.SVCS.	2,500.00	1,000.00	0.00	1,500.00	40.00
101-694-864-000	TRAINING/CONFERENCE	500.00	0.00	0.00	500.00	0.00
101-694-880-000	COMMUNITY PROMOTION	2,000.00	188.00	0.00	1,812.00	9.40
101-694-956-000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-694-970-000	CAPITAL OUTLAY	4,000.00	0.00	0.00	4,000.00	0.00
101-694-970-350	TART TRAILS PROJECT	39,000.00	0.00	0.00	39,000.00	0.00
Total Dept 694 - PARKS & RECREATION		48,550.00	1,301.97	0.00	47,248.03	2.68
TOTAL EXPENDITURES		48,550.00	1,301.97	0.00	47,248.03	2.68

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	1,569,425.00	1,180,025.79	0.00	389,399.21	75.19
	TOTAL EXPENDITURES	48,550.00	1,301.97	0.00	47,248.03	2.68
	NET OF REVENUES & EXPENDITURES	1,520,875.00	1,178,723.82	0.00	342,151.18	77.50

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 401 - GENERAL CAPITAL						
Revenues						
Dept 000						
401-000-487-100	METRO FEE	8,000.00	8,045.00	0.00	(45.00)	100.56
401-000-488-000	CABLE FRANCHISE FEES	25,000.00	19,800.26	0.00	5,199.74	79.20
401-000-672-000	INTEREST	400.00	131.21	0.00	268.79	32.80
401-000-680-050	S.A. 2011-1 PRINCIPAL	547.00	0.00	0.00	547.00	0.00
401-000-680-100	S.A. 2011-1 INTEREST	35.00	0.00	0.00	35.00	0.00
401-000-681-000	S.A. 2011-2 PRINCIPAL	717.00	0.00	0.00	717.00	0.00
401-000-681-100	S.A. 2011-2 INTEREST	33.00	0.00	0.00	33.00	0.00
401-000-691-104	FROM/GEN/101/POLICE VEHICLE	12,000.00	0.00	0.00	12,000.00	0.00
401-000-697-400	LIONS CLUB DONATION	0.00	4,000.00	0.00	(4,000.00)	100.00
401-000-699-000	PRIOR YR/ENDING CASH BALANCE	260,000.00	0.00	0.00	260,000.00	0.00
Total Dept 000		306,732.00	31,976.47	0.00	274,755.53	10.42
TOTAL REVENUES		306,732.00	31,976.47	0.00	274,755.53	10.42
Expenditures						
Dept 958 - CAPITAL FUND EXPENSES						
401-958-958-000	CAP/OUTLAY/PICNIC TABLES	0.00	5,209.42	0.00	(5,209.42)	100.00
401-958-971-000	SIDEWALK CONST/REPAIR/REMOVAL	55,000.00	0.00	0.00	55,000.00	0.00
401-958-972-000	BATHROOM MEMORIAL PARK/REPAIR	4,000.00	0.00	0.00	4,000.00	0.00
401-958-973-300	BASKETBALL COURTS	9,000.00	7,446.00	0.00	1,554.00	82.73
401-958-975-100	TENNIS & PICKLEBALL COURT REPAIRS	31,000.00	16,359.00	0.00	14,641.00	52.77
401-958-978-799	DPW GARAGE UPGRADES	55,000.00	28,203.45	0.00	26,796.55	51.28
401-958-978-802	DAM BEACH BATHROOM	100,000.00	73,319.33	0.00	26,680.67	73.32
Total Dept 958 - CAPITAL FUND EXPENSES		254,000.00	130,537.20	0.00	123,462.80	51.39
TOTAL EXPENDITURES		254,000.00	130,537.20	0.00	123,462.80	51.39
Fund 401 - GENERAL CAPITAL :						
TOTAL REVENUES		306,732.00	31,976.47	0.00	274,755.53	10.42
TOTAL EXPENDITURES		254,000.00	130,537.20	0.00	123,462.80	51.39
NET OF REVENUES & EXPENDITURES		52,732.00	(98,560.73)	0.00	151,292.73	186.91
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,876,157.00	1,212,002.26	0.00	664,154.74	64.60
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		302,550.00	131,839.17	0.00	170,710.83	43.58
NET OF REVENUES & EXPENDITURES		1,573,607.00	1,080,163.09	0.00	493,443.91	68.64