

AGENDA
PARKS AND RECREATION COMMISSION
June 4 @ 7 PM

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – May 7, 2020
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. Unfinished Business —
 - A. Report on Elk Rapids Covid efforts
 - B. Parks and the relaxation of stay at home orders — Memorial Day weekend
 - C. Norte Update — Lauren Dake
 - D. Review of Parks and Recreation Commission 2020 annual report and discussion of 2020-2021 goals
6. Correspondence --
7. Reports – Council Liaison, Other Members
8. Next Meeting – July 2, 2020
9. Adjournment

MEMBERS OF THE PUBLIC:

Please see the attached instructions for participating electronically in this meeting. The Village will be using Zoom webinar to conduct meetings until the state's Stay Home/Stay Safe order is lifted. Please read all instructions before joining the meeting.

Before the start of the meeting

1. Zoom virtual meeting will start 30 minutes before the posted meeting start time
2. All participants will be placed in a virtual waiting room until the meeting moderator (Host) starts the virtual meeting

3. Video/Audio Settings

- a. Commission members 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

4. 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 when they join 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, being returned to the waiting room, or being removed from the meeting.
- d. Public Comments:
 - i. The Commission Chair will announce that we have reached public comment.
 - ii. Participants wishing to speak will "raise their hand"
 - iii. The village president will greet the person, ask them to state their first/last name, home address and limit their comments to 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 2-5 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

- Click on meeting link - no need to setup a FREE Zoom account
- Use Zoom app or web site – only need meeting ID and password

When: Jun 4, 2020 07:00 PM Eastern Time (US and Canada)

Topic: Park & Recreation Commission June 4, 2020

Please copy and paste the link below into your browser to join the webinar:

<https://us02web.zoom.us/j/82422865469?pwd=SUJVL2l3cmk3YytRNMf6WVNSUHdydz09>

Password: 612913

Or iPhone one-tap :

US: +13126266799,,82422865469# or
+16465588656,,82422865469#

Or Telephone:

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

US: +1 312 626 6799 or
+1 646 558 8656 or

+1 301 715 8592 or
+1 346 248 7799 or
+1 669 900 9128 or
+1 253 215 8782

Webinar ID: 824 2286 5469

International numbers available: <https://us02web.zoom.us/j/82422865469>

Zoom webinar functions best from a personal computer or tablet.

For cell phone users, *9 allows you to raise your hand, *6 toggles mute

Please join about 15 minutes early to assist the village in this new endeavor and please be patient. We anticipate growing pains with this process.

HEARING IMPAIRED: FOR THOSE REQUIRING ASSISTANCE, PLEASE NOTIFY THE VILLAGE NO LATER THAN TUESDAY, JUNE 2, SO THAT WE CAN NOTIFY YOU AS TO HOW TO ACCESS THIS ASSISTANCE.

Minutes
Village of Elk Rapids
Parks & Recreation Commission
May 7, 2020 @ 7 PM
Remote Access Meeting via Zoom Pro Webinar

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

Staff: Assistant Village Manager/Clerk Caroline Kennedy, Village Manager Bill Cooper

Guests: Paula Moyer (incoming member)

Pryde calls meeting to order.

MOTION to approve last meeting's agenda by Stewart. Second by Morris. **MOTION CARRIED.**

MOTION by Guntzviller to approve February minutes. Dake second. **MOTION CARRIED.**

CITIZEN COMMENTS:

New Village Planning & Zoning Administrator Kyle Storey. Introduction and background. Kyle looks forward to working with P&R Commission.

Farewell to Beth Guntzviller. Beth congratulated all members on recent accomplishments of Commission: Norte, Walk with a Doc, Skating Rink/fundraiser, Hildreth grant to B-ball courts, school relationship, volunteer work, etc. Thanks to everyone!

West extended thanks to Beth for success in the work of the commission.

NEW BUSINESS:

A. ELECTION OF OFFICERS:

Chair Pryde called for nominations:

Chair: Motion by Stewart, Second by West to nominate Pryde.

Vice-Chair: Motion by West, Second by Guntzviller to nominate Dake.

Secretary: Motion by Stewart, Second by Morris to nominate Conrad.

Pryde called for additional nominations. None were heard. Pryde closed nominations.

The question being on the approval of the nominees,

The nominees were approved by unanimous consent.

Commission agreed support from other commission members will be provided to the secretary's position.

B. RELAXATION OF STAY-AT-HOME ORDERS:

Commission members reported how Covid19 has changed their world:

Morris: As a teacher, teaching online has been very challenging. Concerned about effect on kids' education.

West: As a parent of two school kids, education and activity at home is challenging.

Dake: Staffing Grass River has been impossible. Restrooms must be closed if they can't be cleaned.

Stewart: Concerned about vulnerable people in Elk Rapids as tourist season arrives

Conrad: Concerned about safely welcoming tourists to the area and achieving livelihood/safety balance.

PRESENTERS: Catherine Brubaker of DDA presents Elk Rapids' plan to open safely. Plan for River St., signage, sanitizer, etc.

Shaun Quinn of DDA on Marketing: Visitors to town should see 10 safety signs in 10 minutes. Closing of River St. to cars to allow space for social distancing with visitors/consumers. Plan open to input.

Asks of Parks and Recs: how to do signage, staff safety committees, etc. Pryde and West volunteer to participate in marketing. West suggests banners at park entrances. Dake says Grass River made trails one-way to limit contact. Question of whose budget is applied for signage. Quinn says DDA will provide downtown signage. West offers to help design signs with Quinn.

MOTION by Stewart to have West work as Parks and Recreation Liaison to DDA, empowered to make decisions on behalf of Parks and Recreation Commission on signage design, development, and placement. **Second** by Morris. Motion carries.

MOTION by Dake to recommend to council that park restrooms be opened providing adequate/safe cleaning can be performed. Follow CDC guidelines stating public restrooms should be open and cleaned at least once daily. Second by Morris. Motion carried.

DDA has proposed the village hires a "clean team" to sanitize public spaces.

MOTION by Stewart that Playground equipment should only be open if it can be cleaned/sanitized to CDC standards. Second by West. Motion carried.

Signage overall to potentially reflect frequency of cleaning for various items.

Swingset that is too close to water's edge, concrete foundation sometimes exposed. Commission recommends removing swings (not swingset). West to communicate to council.

Commission recommends adding picnic tables spaced apart in parks to list of items cleaned by "clean team." West to communicate to council.

Discussion on limiting parking to indicate full beach attendance was presumed to be up to Council/higher powers.

UNFINISHED BUSINESS:

Nakwema Trail/In-Town Trail Route – Kennedy confirmed all had received new Nakwema branding of trail formerly referred to as TC-to-CHX.

CORRESPONDENCE: n/a

REPORTS:

New EPA grant for Watershed Center of Grand Traverse Bay green infrastructure projects in Elk Rapids. \$400k additional grant to filter storm water on Cedar and Dexter Streets. Also, rain gardens on River St, bioswales at Harbor. Over \$700k in grants total! Data will be monitored and shared with others. Big deal for Elk Rapids to get these grants! Thanks to staff and Watershed Center of Grand Traverse Bay for years of hard work to make this happen.

From Council Liaison West: Covid19 safety plan approved by council.

MOTION by Stewart to adjourn. Second by Dake. Meeting adjourned at 9:13 p.m.

User: LORI

DB: Elk Rapids

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 694 - PARKS & RECREATION						
101-694-700-000	WAGES	4,342.00	0.00	0.00	4,342.00	0.00
101-694-715-000	SOCIAL SECURITY	332.00	0.00	0.00	332.00	0.00
101-694-716-000	HEALTH INSURANCE	936.00	0.00	0.00	936.00	0.00
101-694-718-000	RETIREMENT	434.00	0.00	0.00	434.00	0.00
101-694-719-000	SICK & ACCIDENT BENEFIT	70.00	0.00	0.00	70.00	0.00
101-694-720-000	WORKER'S COMP	104.00	19.00	0.00	85.00	18.27
101-694-757-000	SUPPLIES	350.00	110.63	0.00	239.37	31.61
101-694-818-000	CONTRACTUAL/PROF SVCS	3,500.00	0.00	0.00	3,500.00	0.00
101-694-864-000	TRAINING/CONFERENCES	500.00	0.00	0.00	500.00	0.00
101-694-880-000	RECREATION PROGRAMMING/FUNDRAISING	1,500.00	0.00	0.00	1,500.00	0.00
101-694-956-000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-694-970-000	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
101-694-970-350	TRAIL PROJECTS	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 694 - PARKS & RECREATION		19,768.00	129.63	0.00	19,638.37	0.66
TOTAL EXPENDITURES		19,768.00	129.63	0.00	19,638.37	0.66
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		19,768.00	129.63	0.00	19,638.37	0.66
NET OF REVENUES & EXPENDITURES		(19,768.00)	(129.63)	0.00	(19,638.37)	0.66
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES - ALL FUNDS		19,768.00	129.63	0.00	19,638.37	0.66
NET OF REVENUES & EXPENDITURES		(19,768.00)	(129.63)	0.00	(19,638.37)	0.66

Annual Report Parks and Recreation Commission

Commission Members: Charlie Pryde (Chair), James Dake (VC), Michael Conrad (Sec), Beth Guntzviller, Gordon Stewart, Kwin Morris, Melissa West (Council liaison)

Tobacco Free Beach – Commission recommended tobacco-free beaches. No-smoking ordinance passed by Council and appropriate signage installed in parks.

Antrim County Day Park – The Commission asked for the county to remove the fence. A compromise was struck whereby the gates were left unlocked all season. There were no problems with gates being open and it does provide easier access for the police to patrol.

Public Private Partnerships – The Commission was approached about a couple different public-private partnerships to provide recommendation to Council, which was new ground. Bayfront Beach and Bike was recommended by the commission and approved by Council for one-year to have a kiosk in the park renting tubes, paddle boards, kayaks. A percentage of proceeds was donated to the Commission. The Commission recommended renewed contract. Due to COVID19, Bayfront has opted to not have a kiosk this summer.

Ice Rink – The weather did not cooperate. DPW had the rink ready to go in the event we had enough consecutive days of freezing temps. On the other hand, snow removal was not a problem. We look forward to next year!

Walk with a Doc – Under leadership/direction of Christine Petersen, this program developed regular supporters and has continued to grow. Big thanks to Christine and all of the health professionals who continue to participate and be supportive.

School Partnership – Charlie Pryde and Caroline Kennedy working with Bryan McKenna from Lakeland school on after-school programming partnerships. Ice skating (weather dependent), and Norte mountain bike program at Maplehurst (COVID19) were both planned. Hopefully these plans can be implemented next year.

Community Service Projects – Kwin Morris guided students through some community service projects. Last year's murals were prepared to be hung at the ice rink. This year Cooper Anderson held a family movie night at Lakeland with 55 participants, which raised \$221.00 for new skates. Skate purchase due fall/winter 2020. Jada built pond hockey nets. These are complete and ready to go for winter 2020.

Paddle Antrim – First state-designated water trail in northern Michigan. Big honor as designation includes water quality component. Completed their signage design. Commission recommended signage approval to Council, which was approved. Commission also contributed to signage program. Paddle Antrim hired Gourdie Fraser to create plan for Rotary Park including UA kayak launch – in progress.

Norte – Slow Rolls continue to grow and be popular, spanning many age groups. Charlie Pryde and Clare took over to lead rides. Much appreciation to Guntzvillers and other regular volunteers. Lauren Dake has led Estrellas programs and bike safety through schools. Now hired by Norte to be the Elk Rapids coordinator. Currently working on can drive for Norte scholarship funding and bicycle “library.”

Members:

Beth Guntzviller has been hands-on, creative, enthusiastic and a strong advocate. We hope Beth continues to bring her ideas and advocacy to the commission and to join us in our slow rolls. Michael Conrad reappointed and Paula Moyer appointed through 2023.

Respectfully submitted,
Charlie Pryde, Chair