

# Village of Bellaire

## PARKS COMMITTEE

Patricia Drollinger, Chairman

Eldon McPherson

Helen Schuckel

### COMMITTEE MEETING MINUTES

August 13, 2014

10:00 a.m.

1. **Call to Order:** Chairman Drollinger called the meeting to order at 10:00 a.m.

#### Attendance

**Present:** Chairman Drollinger, Eldon McPherson and Helen Schuckel

**Absent:** None

**Staff Present:** Lori Lockett, Cathy Odom and Ken Stead

**Also Present:** Colette Stanish

2. **Approval of Agenda:** McPherson requested that "Transportation Station" be added under "Old Business" and Chairman Drollinger added "Craven Park supplies" under "New Business." The agenda was approved with the additions.

**Motion by Schuckel, seconded by Drollinger, to approve the agenda as amended. Motion carried by unanimous voice vote.**

3. **Approval of Minutes:** The minutes of the July 9, 2014 meeting were approved as written.

**Motion by McPherson, seconded by Schuckel, to approve the minutes of July 9, 2014 as written. Motion carried by unanimous voice vote.**

4. **Public Comment on Agenda Items:** None presented.

5. **Old Business**

- a) **Richardi Park Rules and Regulations:** Discussion occurred about the guidelines for determining when alcohol would be permitted in the park. McPherson suggested that two different application forms were necessary; one for smaller groups, a second for organized special events. After further discussion, it was decided that only one form was necessary. The committee discussed and concluded that organizations hosting special events that are open to the general public, and for which they are requesting to have alcohol, should have to seek permission from the village council. It was determined that proof of liability insurance, with the Village of Bellaire as a named insured, would have to be provided if an applicant wanted to have alcohol in the park. The committee reviewed the "Richardi Park Reservation" Form and suggested that paragraph 3 be changed to read, "Alcohol is NOT permitted in the park or pavilion unless a permit has been issued by the Village of Bellaire Chief of Police and proof of liability insurance with the Village of Bellaire as a named insured is provided. Alcohol is allowed only in the pavilion." McPherson raised the issue of non-profit service organizations using the park for fundraisers. Drollinger asked whether there was a written policy that the Village of Bellaire has not allowed anyone, other than non-profits, to earn money on the village property. After discussion between staff and committee members about events that could be approved by village staff and those that would require approval by the village council, there was a suggestion by Drollinger that "special event" requests be added as Paragraph E under Village Code Sec. 75-2 which would state, "Special event requests must be approved by the

Village Council.” After discussion between Drollinger, McPherson and Luckett the committee agreed, “Special Events” should be defined as “any event sponsored by any organization, non-profit or otherwise, that is open to the general public.”

**Motion by McPherson, seconded by Schuckel, to recommend to village council that the proposed changes to the Richardi Park Reservation form and Chapter 75, Parks and Recreation Areas be adopted. Motion carried by unanimous voice vote.**

- b) **Transportation Station:** McPherson advised the committee that he had spoken with a representative from Rotary who indicated that Rotary was actively looking for community projects. McPherson encouraged the committee to develop ideas for what it wanted the station to look like, the items to be replaced, etc. The Village may want to explore grant funding and other fundraising efforts with Rotary and Lions Club. Stead informed that committee that he has catalogs with playground equipment available for their review. Committee members will review catalogs for items to be replaced in order to get an idea of replacement costs. As discussed in the July 2014 meeting, the committee reiterated that the wooden items will likely need to be removed and replaced. Drollinger and McPherson suggested the possibility that sand and gravel portions of the playground area could be replaced with a recycled rubber product being used in other parks and playgrounds.

## 6. New Business

- a) **Review of Craven Park Reservation and Payment Policies:** Chairman Drollinger requested an update from Cathy Odom on park revenues and expenses. Odom advised that there has been a few issues of non-payment or underpayment for site use. There have been instances of non-campers filling a 25 to 30 gallon water jug or using the dump facilities without paying. There were a couple of recent issues on campsite #18 when campers without reservations took the site for a period that conflicted with a reservation. Reservation tickets are generally placed on a reserved campsite a week in advance. The village policy is that the reservations have priority. This past weekend a camper wished to extend his stay, did not leave, and despite another camper having a reservation, would not move. Fortunately, the camper with the reservation was able to find another campsite. Odom advised that the village staff has been discussing ways to improve efficiency and reduce confusion and conflict given there is no caretaker on site. The recommendation from village staff is to discontinue taking reservations. The campground has been busy. The park being “first come first serve” would eliminate confusion. Odom indicated that self-registration has been working out. There have been issues with reservations and those who want to stay longer once on site conflicting with overlapping reservations. Drollinger suggested that after this year, the village should eliminate taking reservations at the campground and thought that this should be brought to the village council. Discussion continued about requiring a camper’s permanent home address and the payment policies for long term use of campsites. Chief Rowe had some suggestions for the committee to consider but was unable to attend the meeting. Specific requirements regarding permanent address will be discussed at a future meeting. Committee members suggested that paying for long term stays in advance is preferable and should be required. The committee reviewed the Rules for Craven Park Campground that have been in effect since May 1, 2003 and proposed the following changes and additions: only one camper and one sleeping tent or two sleeping tents per site except by special permission from and at discretion of village staff; no more than two motor vehicles overnight per campsite; campsites are not allowed to be used for storage or commercial use; no household furniture is allowed on site; campers staying longer than two weeks must pay a month in advance; campers are responsible for clean-up of their sites during and upon departure; village reserves the right to evict at the discretion of village staff and as provided by the Michigan Campground Act. Discussion moved to a review of the campground

rates. Discussion returned to eliminating campground reservations for next season. Long term use will be allowed with prepayment.

**Motion by McPherson, seconded by Drollinger, to recommend to village council that beginning with the 2015 camping season the village discontinue taking reservations for camping at Craven Park. Motion carried by unanimous voice vote.**

Luckett asked whether the committee wanted to review the current camping rates at Craven Park. The committee reviewed the rates for Barnes Park for comparison. Currently the rates at Craven Park are \$10 per primitive site; \$15 for water-electric; and \$20 for full hook up site. Schuckel asked if electric expenses are being covered by current rates. Odom reported that shower fees are down. McPherson cautioned about raising rates given the change in the rules. Drollinger suggested that rates be reviewed if we are not making a profit. Drollinger noted that Barnes Park charges \$22 for a rustic site compared to Craven Park at \$10. She thought that the village could reasonably raise the rates to \$15, \$20 and \$25 for 2015. McPherson agreed that the proposed rates did sound reasonable and that he could recommend an increase to council. Increased electrical costs is a factor to consider for increasing the rates.

**Motion by Drollinger, seconded by McPherson, to recommend to village council that beginning with the 2015 camping season, the campsite rates be increased to \$15, \$20 and \$25. Motion carried by unanimous voice vote.**

The long term rates, monthly and seasonal, were reviewed. Drollinger suggested that daily rates would apply for stays up to two weeks. Monthly rates and seasonal rates will require payment in advance. If campers do not pay for a month in advance, their stay is limited to two weeks and they will have to leave the campground for a week. Drollinger calculated the monthly rate using new rates proposed. Odom informed the committee that the current monthly rate is \$375 and seasonal rate is \$2100. There was discussion that the new monthly rate to be proposed of \$475 and seasonal rate, June through October, of \$2500 were reasonable.

**Motion by Drollinger, seconded by Schuckel, to recommend to village council that in addition to the campsite rates being increased to \$15, \$20 and \$25, the monthly rate payable in advance, be increased to \$475 and seasonal rate, payable in advance, be increased to \$2500; that campers staying longer than two weeks must pay in advance by the month or leave the campground for one week; and, that the other proposed rule changes by adopted. Motion carried by unanimous voice vote.**

- b) **4-H Area of Craven Park:** Drollinger informed the committee that Chris Thompson had approached her during the county fair about connecting the kitchen installed on site to the lift station so there would be proper drainage. According to Drollinger, the county 4-H agrees to pay for the work and will make sure that it is done properly. After discussion between committee members and Stead, the committee concluded this request should be brought to the village council without a recommendation.
- c) **Craven Park supplies:** Odom reported to the committee that due to heavy use of campground restrooms it has been difficult keeping them stocked with supplies. Drollinger suggested that larger dispensers, i.e. dual giant rolls, be purchased. There appears to be a correlation between use of the ball fields for softball and the depletion of restroom supplies. Odom reported that East Jordan charges a per player fee, perhaps the village would want to consider a fee per team to help defray the costs of supplies and water. The committee agreed that it was something to be considered for next year.

7. **Discussion Items:** At the next meeting signs at Richardi Park and the walking path will be addressed. Luckett has found pictures of signs on line for the committee to consider. The signs that were originally on the path were prepared when Janet Person worked for the village. Unfortunately, many of the signs were removed.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** Stanish asked about alcohol consumption in the park and why it was necessary to allow it. She thought an officer patrolling the park would eliminate the problem of alcohol being consumed. Drollinger thought the new policy of requiring permission and liability insurance could improve enforcement. Discussion moved to Craven Park and the ball fields. Drollinger advised that alcohol consumption has not been controlled at Craven Park. Stead confirmed that complaints about alcohol consumption at Craven Park have been handled by the police department.
10. **Adjournment:** Meeting adjourned at 11:47 a.m.

Compiled by Lori Luckett, Clerk  
Minutes Subject to Approval

Approved: \_\_\_\_\_

Date: \_\_\_\_\_