

Village of Bellaire

PARKS COMMITTEE

Patricia Drollinger, Chairman

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES

Wednesday, May 11, 2016

9:00 a.m.

1. **Call to Order:** Chairman Drollinger called the meeting to order at 9:05 a.m.

Attendance

Present: Chairman Drollinger, Trustee McPherson and Trustee Schuckel in at 9:10 a.m.

Absent: None

Staff Present: Lori Luckett, Clerk and Ken Stead, DPW Supervisor

Also Present: Tyler Bevier, DDA Executive Director

2. **Approval of Agenda:** “Update on Craven Park” and “Mower” were added to the agenda. The agenda was approved as amended.

Motion by Chairman Drollinger, seconded by Trustee McPherson, to approve the agenda as amended. Motion carried by voice vote.

3. **Approval of Minutes:** The minutes of the April 11, 2016 were approved as presented.

Motion by Chairman Drollinger, seconded by Trustee McPherson, to approve the minutes of the April 11, 2016 meeting as presented. Motion carried by voice vote.

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

5. **Old Business:**

- a) **Update on Craven Park:** Supervisor Stead reported that the trees were down, stumps ground, black dirt put in and seeded; the split rail fence has also been repaired; the bath house has been power washed and stucco is being applied in preparation for painting; and, new lights have been installed. Supervisor Stead reported that the only problem is that Craven Park is still being used for parking by those attending ball games. This parking is not currently interfering with campers at the campground. Chairman Drollinger noted that the new signs have been approved and may help; if not, the village will have to start enforcing the parking prohibition.

6. **New Business:**

- a) **Park Use Policy:** Chairman Drollinger noted that she had given this matter a lot of thought and had researched what other communities were doing. Unfortunately, she could not find rules for other soccer parks. She recounted that she had been approached by a DPW employee who said that one week last summer he had tried to mow the fields but was told a group was using the soccer fields for a camp; when the fields were not mowed for those using the fields on the weekend, they complained. She believes that rates need to be charged. There was discussion about the rates currently being charged to the Antrim County Youth Soccer and whether the same needed to be charged to the Northern Michigan Soccer Alliance. Chairman Drollinger indicated that she would like to see the local organizations, the high school and youth soccer

teams, those already covered and paying fees, be able to use the fields without additional fee. If the teams in the Alliance have paid the player/team fee already, they should not have to pay again. Those who use the fields who are not part of the local group already paying a fee, should pay a flat fee per day. In order to address the questions raised about the August 20 soccer tournament, Trisha Young was contacted and spoke with the committee via speakerphone. Mrs. Young indicated that she had not yet invited teams, but those she intended to invite were in the Antrim Youth Soccer organization and had already paid the player fee for the year. The tournament would host teams of 4 each paying \$25 to participate. Mrs. Young said that she would notify the village if there were players outside of the league who had not already paid the fee participating in the tournament. Trustee McPherson asked about the soccer camp that had been conducted last summer. Supervisor Stead reported that groups are just showing up without contacting the office. Chairman Drollinger noted that a local church group uses the fields also. There was discussion that a schedule needed to be set up; letters sent to groups using the fields, and a sign. There was discussion that Antrim County groups pay \$5.00 per person and groups outside of Antrim County pay \$10.00 per person; all are required to sign waivers of liability. Chairman Drollinger made a motion to recommend to village council to establish usage fees.

Motion by Chairman Drollinger, seconded by Trustee McPherson, to recommend to village council that fees be established for park usage for the soccer park, any child who is from Antrim County pays \$5.00 one time per year to be part of the soccer organization; any other group from Antrim County that uses the park, pays \$5.00 per person, per year; anyone from outside of Antrim County pays \$10.00 per person, per day. Motion carried by unanimous voice vote.

The committee then discussed the need to have signage at the soccer fields. Clerk Luckett was requested to obtain a quote for two signs reading "Registration is required for use of the soccer fields. Contact village offices at 231.533.8213." Signs should include the village logo; one sign for the parking lot, the other by the fields. A motion was made to recommend the purchase of two signs for the soccer fields.

Motion by Chairman Drollinger, seconded by Trustee Schuckel, to recommend to village council that two signs be purchased for placement at the soccer fields directing park users to contact the village offices for use of the park . Motion carried by unanimous voice vote.

Discussion moved to establishing policies for use of the parks by non-profits and for profit groups. Chairman Drollinger suggested that for-profit groups be allowed to use the park but based on a different fee schedule. Currently park rental fees include a \$50.00 park rental fee and a \$25.00 refundable key deposit. This is for family reunions and parties, which are generally non-profit. At a minimum the fee should be double for "for-profit" organizations. Trustee McPherson expressed concern about the parks becoming retail lots. Chairman Drollinger suggested that restrictions could be set, such as providing that a for-profit organization could use the park up to three times per year. After further discussion the committee agreed that non-profits may pay the park rental fee and use the parks for fundraising. For profit groups should be required to come to the village council and their requests reviewed on a case-by-case basis. Chairman Drollinger suggested that the committee recommend to the village council that in the future, non-profits could use the parks for fundraising and pay the \$50.00 park rental fee; any for-profit organization is required to come to village council for approval.

Motion by Chairman Drollinger, seconded by Trustee McPherson, to recommend to village council that in the future, non-profits may use the parks for fundraising and pay the \$50.00 park rental fee; any for-profit organization is required to come to village council for approval. Motion carried by unanimous voice vote.

The committee agreed that the policy would apply to all parks within the village. For-profits will have their requests to use the parks reviewed by the village council. Usage fees will be established by the village council on a case-by-case basis. The committee reviewed the park policy questions posed in writing from Treasurer Odom. Can they fundraise if they are non-profit? Yes. Can they fundraise if they are not non-profit? They have to come to the village council. Do we need council approval for every out of the ordinary event that takes place? Non-profit requests do not have to go to council. Someone may use the pavilion without a reservation however those with reservations have priority. There was discussion about providing a reservation sign for placement on the pavilion. Staff was requested to provide a paper sign saying "Reserved for . . .". If someone reserves the pavilion for an event, can the rest of the park be reserved for another large event? The committee agreed that the park be limited to one reservation at a time.

- b) **Repairs to the stairs at Richardi Park:** Supervisor Stead reported that he was aware of the condition of the stairs and that the handrail had fallen over. There was discussion about whether the stairs should be removed or repaired, and a new handrail installed. It was noted that the pathway along is stairs is used more frequently than the stairs are used. Trustee McPherson suggested that the stairs helped prevent erosion. The committee concluded that a new handrail should be installed.
 - c) **Mower:** Supervisor Stead reported that the lawn mower used at the parks was burning oil and in need of replacement. He explained that he had requested a quote for a zero turn mower from Work N Play under the state purchase program with John Deere. The committee recommended that Supervisor Stead bring the quote to the next village council meeting.
7. **Discussion Items:** Trustee McPherson asked Supervisor Stead to check a spot along the walking path for removal of an industrial railroad battery that has been laying in the ditch. Supervisor Stead said that he had looked before and could not find it, but that he will look again.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** None presented.
10. **Adjournment:** Meeting adjourned at 10:04 a.m.

Compiled by Lori Luckett, Clerk
Minutes Subject to Approval

Approved: _____

Date: _____