

Village of Bellaire

PARKS COMMITTEE

Patricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES

April 12, 2017

9:00 a.m.

1. **Call to Order:** Chairperson Drollinger called the meeting to order at 9:00 a.m.

Attendance

Present: Chairperson Drollinger, Trustee McPherson and Trustee Schuckel

Absent: None

Staff Present: Lori Lockett, Clerk; Ken Stead, DPW Supervisor

Also Present: Deana Jerdee, Paddle Antrim; Steve Conkle, BPS

2. **Approval of Agenda:** The agenda was amended to include a request from Bellaire Public Schools Head Baseball Coach. The agenda was approved as amended.

Motion by Trustee Schuckel, seconded by Trustee McPherson, to approve the agenda as amended.

Motion carried by voice vote.

3. **Approval of Minutes:** The minutes of the November 29, 2016 meeting were approved.

Motion by Trustee McPherson, seconded by Trustee Schuckel, to approve the minutes of November 29, 2016 meeting as presented. Motion carried by voice vote.

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

5. **Old Business:** None presented.

6. **New Business:**

- a) **Park Use Policy:** Staff wondered whether the committee wanted a policy developed for use of the village parks that included recommendations from previous committee meetings. Staff thought that it would be beneficial to have one document instead of having to reference previous minutes. There have been questions raised such as multiple events within the park at one time. Is the rental fee for the gazebo the same as the pavilion? There was discussion that the available parking would limit the number of activities. Staff was directed to modify the park rules and rental agreements to allow for rental of the gazebo for \$25.00 and submit them for committee approval. Staff will also work to develop a Park Use Policy.

- b) **Richardi Park Lighting:** The committee revisited the Bellaire Youth Initiative (BYI) request for additional lighting around the ice rink. It has been suggested to Clerk Lockett that the electrical service around the rink might not meet current code. Supervisor Stead cautioned the committee that we do not know the type of lighting being proposed. Chairperson Drollinger suggested that lights on a timer could be installed on the four corners of the ice rink. These would provide enough light. It was suggested that lights similar to those used on Broad Street for basketball should be sufficient. Chairperson Drollinger requested that Supervisor Stead get a quote for the installation of LED lights on the four corners of the ice rink with a timer and a lock box.

Motion by Trustee McPherson, seconded by Chairperson Drollinger, to request that Supervisor Stead get a quote for the installation of four LED energy efficient lights around the existing area for the skating rink. Motion carried by unanimous voice vote.

- c) **Chain of Lakes Water Trail Partnership Agreement:** Deana Jerdee was present to address the draft Chain of Lakes Water Trail Partnership Agreement that had been presented at a previous village council meeting and referred to the committee for review. She provided a brief explanation of the site selection and categorization as trailheads, access sites, or rest stops. She reiterated that all needed to be on the same page so that correct information about sites and amenities was disseminated to the public. Site information should address questions: Are there restrooms? Is overnight parking allowed? The draft Agreement outlines the respective roles; the attachment contains site-specific information. The committee discussed overnight parking. It is currently not allowed. Chairperson Drollinger noted that Richardi Park closes at 10:00 p.m. Trustee McPherson asked how we would know that a vehicle belonged to a paddler on the trail. The committee clarified that there would not be any camping in Richardi Park. Trustee Drollinger also stressed that it be noted that showers were outdoors. Clerk Luckett indicated that she and Treasurer Odom had reviewed the proposed agreement and had concerns that prompted preparing another draft agreement. Ms Jerdee explained that the three amenities they are looking for at a trailhead include a suitable surface for launch, a restroom, and parking. Without those amenities, the sites are considered access sites. Rest stops are used in emergencies and would not have any signage. Chairperson Drollinger thought that Ohio Street should be considered an access site and not a trailhead. It is not anticipated that restroom facilities or potable water will be available on that site in the near future; there is access and parking only. Chairperson Drollinger noted that Ohio Street and River Street are close to Richardi Park. The committee agreed that the site information should list the park hours and restroom availability from 8:00 a.m. to 10:00 p.m. The committee will have to discuss overnight parking with the village council. There was discussion about signage for overnight parking. Chairpersonman Drollinger thought it best to allow overnight parking at all three sites. Clerk Luckett asked if they meant seasonal overnight parking. Chairperson Drollinger suggested that overnight parking should be allowed from April 1 to November 1 and be identified on the site map. She does not think there should be signage.

The committee took break from this item to address the request from the BPS head baseball coach.

- d) **Request from Bellaire Public Schools Head Baseball Coach:** Steve Conkle, Head Baseball Coach for Bellaire Public Schools, explained that the outfield fence in the baseball fields was in very rough shape. He thought that it had not been replaced in a long time. He was hoping that it could be replaced this year. Supervisor Stead thought that the softball league had purchased the current fence. Mr. Conkle said that only 50 feet is left and that it is not repairable. He has been getting price quotes for various types of fencing, some more durable than others. To replace fencing with the same type being used will cost around \$800, including shipping. Approximately 750 feet of fencing is needed. Plastic fencing will cost about \$200 but may not hold up. The fabric fence may last 15 to 20 years. The committee reviewed the repair and maintenance line item in the Parks budget and decided that there were funds available to purchase the requested fence. A question was raised as to whether this needed to be approved by the village council. The fence will be purchased by the village and installed by the high school baseball program. There was discussion that the fence could be taken down each year in September. Chairperson Drollinger made a motion to approve purchasing the fence for the baseball field for an amount not to exceed \$800. Treasurer Odom joined the meeting to address the budget and payment questions. She explained that because it was part of the repairs and maintenance budget there was no motion needed. Chairperson Drollinger asked who should order the fence. It was decided that the village would order the fence. Mr. Conkle offered to get a sample of the fencing and provide the website and ordering information to the clerk. Mr. Conkle thanked the committee and left the meeting. Treasurer Odom reminded the committee that the current line item \$15,000 might be all accounted for. She was not sure if there was an extra amount. Chairperson Drollinger noted that the committee had looked at the budget items and all items had been addressed.

Chain of Lakes Water Trail Partnership Agreement continued:

Chairperson Drollinger asked Clerk Luckett about specific concerns. After discussion of the concerns expressed by Clerk Luckett and comments from Ms. Jerdee that other municipalities had already signed the proposed water trail agreement, the committee decided to use the agreement prepared by Paddle Antrim with recommended changes. Richardi Park will be designated as a trailhead; River Street and Ohio Street will be designated as access sites. Ms. Jerdee suggested that the Ripple Effect grant could be applied for to help with clearing another site in Richardi Park. Trustee McPherson suggested that the permitting fees could be put in next year's budget and we could try to get grant funding for everything else. Chairperson Drollinger asked if awarded grant in May could funds be held for a year. Ms. Jerdee explained that generally you have one year if

you need an extension it can be applied for. Clerk Luckett was directed to apply for the grant for site improvement/clearing down from the beach access.

Water trail promotion and signage was discussed. Chairperson Drollinger would like signage on Forest Home Avenue and Antrim Street. There was discussion whether Harbor Street road end should be listed as a site. The committee decided not to include it.

The site specific information will be changed to address site designation, seasonal overnight parking and restroom availability from May 1st to October 1st. Chairperson Drollinger made a motion to recommend that overnight parking be allowed at Ohio Street, River Street and Richardi Park from April 1st to November 1st and that the Richardi Park bathhouse be opened by May 1st each year.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that overnight parking be allowed at Ohio Street, River Street and Richardi Park from April 1st to November 1st, and that the Richardi Park bathhouse be open by May 1st every year. Motion carried by unanimous voice vote.

Chairperson Drollinger would like a 55-gallon waste receptacle with a lid at Ohio Street and River Street access sites. Clerk Luckett will notify the DPW to put those out April 1st to November 1st.

A motion was made to recommend to village council that they approve with partnership agreement with the Chain of Lakes Water Trail with the changes made.

Motion by Chairperson Drollinger, seconded by Trustee Schuckel, to recommend to village council that they approve the partnership agreement for the Chain of Lakes Water Trail with the changes made. Motion carried by unanimous voice vote.

7. **Discussion Items:** Clerk Luckett reported on the campground usage since the village stopped taking reservations, noting that the campground is underutilized.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** None presented.
10. **Adjournment:** Meeting adjourned at 10:25 a.m.

Compiled by Lori Luckett, Clerk
Minutes Subject to Approval

Approved: _____

Date: _____