

Village of Bellaire

PARKS COMMITTEE

Patricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES

June 21, 2017

12:00 noon

1. **Call to Order:** Chairperson Drollinger called the meeting to order at 12:02 p.m.

Attendance

Present: Chairperson Drollinger, Trustee McPherson and Trustee Schuckel

Absent: None

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

Also Present: Margie Boyd, Bellaire Community in Action

2. **Approval of Agenda:** The agenda was amended to include c) Parks Use Policy and d) Risk Management Recommendations. The amended agenda was approved.

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

Motion carried by voice vote.

3. **Approval of Minutes:** The minutes of the April 12, 2017 meeting were approved.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to approve the minutes of the April 12, 2017 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) **Richardi Park Pavilion:** Chairperson Drollinger reported that there have been issues of vandalism at Richardi Park. Someone is doing "junior high artwork" on the pavilion ceiling. Supervisor Stead added that the fire pit had been defaced also but that could be removed by power washing. The pavilion ceiling could not be washed off and has been painted three times in the last two to three weeks. Chief Drollinger provided input on the installation of security cameras within areas of Richardi Park and Craven Park. There was discussion of the cost of camera systems, \$200 for four cameras, and installation at various locations. Supervisor Stead reported that household garbage was being dumped at the campground. Chief Drollinger suggested that three camera systems would address the concerns. He reported that the changing station had been used to clean a fish. Chairperson Drollinger stated that \$600.00 would cover the needed systems. There was discussion about whether a recommendation to purchase the systems should be made to village council. The committee expressed concern that the systems would not be in place by July 4. There was discussion to treat the expenditure as maintenance. Chief Drollinger assured the committee that installation was straightforward. The goal is to stop the vandals. Chairperson Drollinger made a motion to approve the purchase of three camera systems, one for Craven and two for Richardi Park. The motion was supported by Trustee McPherson.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to approve the purchase of three camera systems, one for Craven and two for Richardi Park. Motion carried by voice vote.

b) **Bellaire Community in Action – Craven Park Concession Stand Request:** Margie Boyd reviewed the submitted photograph identifying three potential locations for the scoreboards at Craven Park. She stated that due to it being cost effective and shade, site C was ideal. The scoreboards would be installed back to back. Trustee McPherson suggested that it would be best to have a scoreboard located closer to each of the two fields. Mrs. Boyd said that each scoreboard will be wireless. The poles on which they are installed cost \$1800. Installing the scoreboards on one set of poles minimizes the cost. Supervisor Stead suggested that a local company could be approached for a donation of the poles. Site C is the best to keep down the cost of electrical materials. Chairperson Drollinger suggested that if a donation of poles was made, the money for the poles could go towards the electrical costs and the scoreboards could be separated. Chairperson Drollinger expressed her preference for the scoreboards to be set up separately, stating that it would be better for the fields. She understands the reasons for putting them together. Because football is no longer practiced or played at Craven Park, there are options for the location of the scoreboards. The amount of the grant award, if any, will determine the location of the scoreboards. Discussion moved to the proposed location of the concession stand. Mrs. Boyd stated that the goal is to have it more centrally located, perhaps around the bathhouse. After discussion, that location was ruled out. Mrs. Boyd asked if the concession stand could be moved. Because it is block, it will be difficult. It was suggested that building a new stand could be an Eagle Scout project. Perhaps a shed could be adapted. Mrs. Boyd said that there might be grant opportunities through a home improvement stores. There was discussion about the necessary permits to construct a concession stand. The committee encouraged Mrs. Boyd to explore all grant opportunities and assured her that there would be support for the project. Mrs. Boyd asked whether staff could assist the volunteers when it came time to install the scoreboard poles. Chairperson Drollinger said that if it was done during business hours, the village could arrange to have someone on site to make sure the poles are installed correctly. She was directed to contact the village clerk when the project is ready. Optimistically, the goal is to have the funds and materials ready for installation in the spring, by the beginning of the season. Clerk Luckett explained that Mrs. Boyd would get a land use permit from the village and necessary construction permits from Antrim County. Chairperson Drollinger suggested that the village not charge for the permit. Clerk Luckett indicated that the 4-H had been charged, as there had not been any discussion not to charge. Mrs. Boyd was cautioned about ordering the scoreboards too early due to the warranty on the electronics. She reported that there is a five-year warranty on the scoreboard electronics. Chairperson Drollinger suggested that Site B is the preferred location of the scoreboards. If there is not enough funding, Site C is okay. Trustee McPherson made a motion to recommend that Site B is the prime location for the scoreboards and Site C is the fall back location. He encouraged Mrs. Boyd to explore donations and other funding options. Trustee Schuckel supported the motion.

Motion by Trustee McPherson, seconded by Trustee Schuckel, to recommend to village council that Site B is the prime location for the scoreboards and site C is the fall back location. Motion carried by voice vote.

c) **Parks Use Policy:** Clerk Luckett reviewed the draft policy that staff had worked on in an effort to consolidate park rental fees and usage in one document. The Craven Park bathhouse fee was clarified to refer to the 4-H bathhouse. There was discussion of bicycle tour groups using the grounds and facilities. Chairperson Drollinger made a motion to recommend that village council approve the policy. Trustee McPherson supported the motion.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that the Parks Use Policy be approved. Motion carried by voice vote.

d) **Risk Management Recommendations:** The committee reviewed the correspondence and risk management recommendations from the Michigan Township Participating Plan. There was discussion whether the campground forms should include a waiver of liability. It was noted that while this is a recommendation, those on the committee who camp have not been required to sign such a document. Chief Drollinger asked if the village policy followed the Michigan Campground Act. Clerk Luckett left the room and returned with the village policy binder. She reported that the Craven Park Campground policy included the reference. The committee considered and decided against requiring a waiver. The committee moved on to the placement of toddler swings on swing sets in the parks and the recommendation that they be bayed together. Chairperson Drollinger stated there are two baby swings bayed together in Richardi Park. In Craven Park, the larger swing may be next to the toddler swing. Supervisor Stead was going to check the location of the toddler swings. Clerk Luckett noted that the letter contained a concern about the storage structure at the soccer fields. She noted that it does not belong to the village. The committee then addressed the final recommendation about testing the wooden playground equipment. Chairperson Drollinger asked Supervisor Stead to check into the details of the

testing so that this could be discussed by the village council at the next meeting. Chairperson Drollinger recounted the explanation for not testing this equipment in the past. Cost for testing is to be explored. Trustee McPherson thought that the rubber surface at an identified location had caused the problem. The cost and testing will be discussed by village council.

7. Discussion Items:

a) Draft Recreation Plan 2018-2022: Clerk Luckett reviewed the progress on the plan. She informed the committee that recreation surveys would be sent out with the tax statements. Hopefully there will be community input. She explained that the focus of the plan was on accessibility to rather than expansion of village recreation opportunities. She stated that Supervisor Stead was in the process of completing the “accessibility evaluation” for each site. Clerk Luckett encouraged committee members to review and comment if they wanted a section expanded upon or reworded. Chairperson Drollinger asked where the plan would be made available for the public. In addition to the website, Clerk Luckett hopes to put a copy in the library.

8. Communications/Informational: Clerk Luckett provided an update on the Ripple Effect grant, the survey, and the site identification. Trustee McPherson asked about the accessibility of the community hall restrooms. Clerk Luckett indicated that the Property and Buildings Committee would be addressing the recommendation.

9. Member/Public Comment: None presented.

10. Adjournment: Meeting adjourned at 12:54 p.m.

Compiled by Lori Luckett, Clerk
Minutes Subject to Approval

Approved: _____

Date: _____