

# Village of Bellaire

## PARKS COMMITTEE

Patricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

### COMMITTEE MEETING MINUTES

January 15, 2018

11:00 a.m.

1. **Call to Order:** Chairperson Drollinger called the meeting to order at 11:00 a.m.

#### Attendance

**Present:** Chairperson Drollinger, Trustee McPherson and Trustee Schuckel

**Absent:** None

**Staff Present:** Clerk Luckett, DPW Supervisor Stead, Treasure Odom

**Also Present:** Mike Bertram

2. **Approval of Agenda:** The agenda was approved with the addition of Craven Park - 4-H Area before 2018-2019 Budget Items.

**Motion by Trustee Schuckel, seconded by Trustee McPherson, to approve the agenda amended. Motion carried by voice vote.**

3. **Approval of Minutes:** The minutes of the June 21, 2017 meeting were approved.

**Motion by Trustee McPherson, seconded by Trustee Schuckel, to approve the minutes of June 21, 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) **Craven Park – 4-H Area:** Mr. Bertram explained the reason he was attending the meeting. According to Mr. Bertram, the county fair pays \$1900 in liability insurance for three days. According to the underwriter, the insurance is more expensive because of the river. Even though it has not been an issue in the past, the fair committee was wondering whether a fence could be installed closer to the fair buildings, in an effort to reduce the costs. Mr. Bertram had been told about the fence removed from the cemetery. Chairperson Drollinger expressed reluctance to have chain link fence installed and wondered if they had another type of fence in mind. Trustee McPherson asked whether it had to be a permanent fence; rolled up orange fencing might work. Chairperson Drollinger thought that temporary fencing during the length of the fair would be fine. Mr. Bertram suggested that he would have a lot of temporary fencing available. A site plan of the proposed location for the fence will be submitted to the committee. It was suggested that he speak with the insurance underwriter and confirm that a temporary fence in the proposed location will work. Chairperson Drollinger recommended that Mr. Bertram, their insurance agent, and the committee meet on site in the spring to do a walk around. Mr. Bertram agreed that a temporary fence would be much easier than a permanent fence. Discussion moved to the replacement of a water heater in the restrooms. According to Supervisor Stead, the county fair board built the buildings. Mr. Bertram wondered about building a structure in the welcome area. He noted that members have discussed updating the sign and the playground area. Mr. Bertram reported that they would like to have a carnival again this year. He is currently working to secure a company. He hopes to know within a couple of weeks. He noted that the horse pull was very popular. There was discussion about the shuttle service provided for those using off-site parking. Mr. Bertram suggested that parking in the campground be monitored. He

thought that people, other than campers, were parking there. It was suggested that he contact Shanty Creek regarding shuttle service or sponsorship. The fair committee recognized that the carnival would result in a problem with parking. The horse pull event takes place in the gravel parking area and limits parking. Mr. Bertram reported that numbers were up by 500 last year. There is a strong effort to advertise, get sponsors, and recruit volunteers.

**b) 2018-2019 Budget Items:** The committee reviewed camping, shower, and dump fees for the previous years. The Parks budget was reviewed by line item. Chairperson Drollinger asked Supervisor Stead about the parks projects needing to be done. He reported that the playground equipment in Holiday Acres needed repairs. Supervisor Stead noted that a local excavator has nice white beach sand. Stead would like to put a load of beach sand on the beach in Richardi Park. He also noted that there are more trees in the park to be watered. There was discussion of placing port-a-johns at River Street and Ohio Street from May 1 through October 31. Trash barrels will be located on site also. Supervisor Stead noted that permanent “No Parking” signs are needed on River Street. He estimated \$400 for the signage. The port a john rental line item was increased to \$4000. Supervisor Stead confirmed the rental prices and reported a regular port a john costs \$85 per month; handicapped costs \$110 per month. The committee agreed that the regular be placed at River Street and the handicapped at Ohio Street. A question was asked about the amount put aside in the capital outlay. Chairperson Drollinger spoke with Treasurer Odom and confirmed that \$16,000 has been put aside in the past two years. There was agreement to increase the capital outlay line item from \$8000 to \$10,000. Clerk Luckett reported on progress with kayak/launch site. She reminded the committee that Paddle Antrim had awarded the village a \$2000 reimbursement grant. She informed the committee about a recently received grant opportunity for which she was directed to draft a letter of intent. She provided costs estimates for the second phase of the project based on quotes received to date. The original quote for soil borings was significantly reduced. Given the expenses for site plan and application, soil borings, shore stabilization, and permit fees, she suggested that the total grant amount, \$15,000, be requested. There was discussion about the unused amount from the current budget. Should a new line item for the kayak launch be added to the budget? There was discussion that the engineering fees line item be \$10,000 and \$15,000 be included in capital outlay. Treasurer Odom was asked to join the meeting to discuss fund balance. Treasurer Odom clarified that the schools had already paid the park use fee for the coming year. Chairperson Drollinger asked about using funds remaining from this year in next year’s budget. Capital outlay for the coming year for playground was increased to \$10,000 with \$5000 for kayak launch. Treasurer Odom said that she had already included the engineering fees under miscellaneous. After discussion, the committee recommended that \$5000 be added to the engineering fee line item; and that the miscellaneous expense line item be increased to \$6200 to include the signs, grant, and miscellaneous items. Port a john rental was increased to \$4000. Capital outlay was increased to \$20,000 to include an amount for the accessible launch towards which the village is working. \$5000 was added for repair and maintenance. A motion was made by Trustee McPherson to forward the proposed budget for Parks for inclusion in the 2018-2019 proposed budget.

**Motion by Trustee McPherson, seconded by Trustee Schuckel, to recommend forwarding to the Administration and Personnel Committee the proposed budget for Parks for inclusion in the 2018-2019 proposed budget. Motion carried by voice vote.**

- 7. **Discussion Items:** None presented.
- 8. **Communications/Informational:** None presented.
- 9. **Member/Public Comment:** None presented.
- 10. **Adjournment:** Meeting adjourned at 12:03 p.m.

Compiled by Lori Luckett, Clerk  
Minutes Subject to Approval

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

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