

Village of Bellaire

PARKS COMMITTEE

Patricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES

August 28, 2019

4:30 p.m.

1. **Call to Order:** Chairperson Drollinger called the meeting to order at 4:30 p.m.
2. **Attendance**
 - Present:** Chairperson Drollinger, Trustee McPherson and Trustee Schuckel
 - Absent:** None
 - Staff Present:** Lori Luckett, Clerk and Bradley Keiser, DPW Supervisor
 - Also Present:** Rachel Krino, Mike Bertram, Mike Sizen and Don Seman
3. **Approval of Agenda:** The agenda was approved as presented.
 - Motion by Trustee McPherson, seconded by Trustee Schuckel, to approve the agenda as presented.**
 - Motion carried by voice vote.**
4. **Approval of Minutes:** The minutes of the August 14, 2019 meeting were approved as presented.
 - Motion by Trustee McPherson, seconded by Trustee Schuckel, to approve the minutes of the August 14, 2019 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **Proposed Skate Park Update:** Rachel Krino presented the conceptual drawing prepared by Evergreen. The drawing will be used to seek grant funding. Chairperson Drollinger expressed her concern that the area would have to be blocked off in the winter because it is not level. Her concern is that someone would get hurt walking through the area when covered with snow. There were comments about fencing around other skate parks. Ms. Krino reported that Phase I, temporary features, is complete. The skate park is being used regularly and she has gotten good feedback. She has installed signage and a thank you list to acknowledge donors to the project. Don Seman asked who covers the liability. Chairperson Drollinger indicated that the general park liability insurance includes the skate park. Chairperson Drollinger asked if Ms. Krino needed anything from the committee for the grant. Ms. Krino explained the process she has developed and the grants she will be seeking. She will likely need a resolution of support from the village. Her first application is due in January. Her goal is to reach \$100,000. Once she has grant funding, she will pursue a capital campaign. The projected cost is up to \$150,000. Evergreen provided a quote for the complete package, including site work and signage. Supervisor Keiser reported that his discussions with Evergreen included mention of in-kind contributions. Ms. Krino will work with Evergreen on the scheduling. There was brief discussion that the current drawing is conceptual. Chairperson Drollinger asked about the difficulty to maintain. Ms. Krino explained that the company is from Oregon and is a northern climate builder. Questions about maintenance of the green space were raised. Trustee McPherson explained that the grass is a buffer to keep gravel off the concrete. He suggested that the grass could be irrigated so that it is easier to maintain. There was mention of additional park amenities.
 - b) **Campsites, water and electric usage at Antrim County Fairgrounds:** Chairperson Drollinger noted that it appears both the village and the 4-H (Fair Board) are paying electrical bills at the fairgrounds. Supervisor Keiser reported that he has checked the meter and the village has a bill for it. Chairperson Drollinger suggested that the bills be compared to see if duplicates are being sent. Mike Bertram said that he will compare account and meter registration numbers to see if the bills are duplicate. The village bill matches the meter on the kitchen

building. The power throughout the fairgrounds runs through this meter. Supervisor Keiser reported that the meter provides service to the lift station, fairground, bathhouse, softball fields. Questions were asked whether the bill increased during the fair. If there is only one meter, the question is why there are two bills. Supervisor Keiser reported the campground, baseball field, concession stand, and Craven Campground have service off Derenzy Road. There was discussion about averaging bills. Mike Bertram will contact Consumers about the bills. Mike Sizen suggested that the bill was for the service in the small exhibit building. There was discussion about the campsites. Chairperson Drollinger reported that the village is licensed for 35 sites at Craven Park. The Fair Board installed two posts each with four electric hook-ups. She wondered how this would work with the state. Supervisor Keiser reported that the state contacts the village each year and inquires about the number and types of sites being run. He suggested that the village contact the state and explain what is going on and request that the number be increased to forty-five. Mike Bertram expressed his concern. The posts at the fairground are only to be used during the county fair. Chairperson Drollinger expressed concern about potential vandalism. Mike Bertram and Mike Sizen reported that lock boxes are going to be installed on the posts and power will be turned off. Trustee McPherson asked whether permits were required. He requested a copy of the electrical permit for the village records. Mike Sizen explained that the sites are only to be used by the superintendents, not participants. They may need to be marked. There will be no power to the sites except during the fair. There was brief discussion about the water at the bathhouse at the fairgrounds. Supervisor Keiser explained that the village owns it but the water is unmetered. The showers are separate from the bathrooms and will be left locked. Supervisor Keiser explained how the water is delivered to the fair ground sites and conservation district building. Parks pays for the water. Meters need to be installed in the barn, kitchen and bathhouse. There was a discussion about the installation of meters in the fair area. Meters would have helped determine where the water leak was. Supervisor Keiser suggested that an irrigation meter could be installed in the barn because the water goes onto the ground. The meter cost varies \$124 for a Neptune meter, \$189 per for a Sensus meter. A motion was made to recommend to village council that water meters be installed at the barn, kitchen, and bathhouse.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that water meters be installed at the barn, kitchen and bathhouse. Motion carried by voice vote.

Mike Sizen reported that kitchen floor is going to be painted and sealed. The bathhouse and showers will also be sealed. The chutes coming from the large animal barn will be replaced and straightened. There has been issues with the large animals because there was only one chute. The scale, while moveable, will be housed and permanently placed for use during the fair and during the year so animals can be weighed.

Chairperson Drollinger asked whether a motion to increase the number of sites at the campground should be made. She wondered if the map needed to be updated. Supervisor Keiser stated he will work on it. This will be addressed at the end of the calendar year. No motion was made.

- c) **Alcohol Permit Fee recommendation:** Chairperson Drollinger stated that at the last Parks meeting there was a motion that had not been followed through on. Clerk Luckett explained that the motion dealt with whether there is a fee for the alcohol permit application. Trustee McPherson made the motion to recommend that no fee be required for an alcohol permit application.

Motion by Trustee McPherson, seconded by Chairperson Drollinger, to recommend to village council that no fee be required for an alcohol permit application. Motion carried by voice vote.

7. New Business

- a) **Business at Craven Park Campground:** Chairperson Drollinger reported that the village is now aware that a camper is doing business in the camp because he had to have an inspection at his campsite. The campground rules, at line 14, provides, “campsites shall not be used for storage and/or commercial use”. There was discussion about whether it should be allowed. Supervisor Keiser reported the only issue has been with the amount of garbage but the camper has started recycling. Should the committee look the other way or develop a permit process? Clerk Luckett reminded the committee that last year someone was scrapping metal on a site and others have tried to sell firewood; allowing this could open Pandora’s box. Supervisor Keiser reported that an employee noticed the number of freezers in the trailer and wondered about the cost for the electric bill. The camper also had to move sleeping quarters to a tent on site because of health department inspections and regulations. This camper had been asked to leave Torch River campground because of operating a business. He has been staying at Craven Park for many years. Trustee McPherson suggested that this could be a test case. Supervisor Keiser stated that there are private campgrounds that have metered sites. A meter could be installed

on site. This camper is not on site during the week. He puts his pontoon and food, known as the Burger Barge, in on Thursday and pulls it out on Sunday. The site is mainly used for storage. The camper is very popular and accommodating. It was not until recently that staff realized he still had the freezers. Supervisor Keiser pointed out that another camper has a refrigerator on site. Chairperson Drollinger wondered whether a special permit process could be developed for anyone who wanted to operate a business. Clerk Luckett reminded that rental of the parks for pecuniary gain has not been permitted. Rachel Krino asked whether fundraisers for non-profits were prohibited. It was explained that this could be a special event, which approved by village council are allowed. There was discussion that the policy be amended to specify that household furniture and appliances not be allowed on any campsite. Motion by Chairperson Drollinger to recommend to village council that Policy #006, line 13 be amended to read, "household furniture and appliances are not allowed on any campsite".

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that Policy #006 line 13 be amended to read, "household furniture and appliances are not allowed on any campsite". Motion carried by voice vote.

If the recommendation is approved by village council, the camper will be notified that the refrigerator will not be allowed.

Discussion continued about others using the campground for storage or business. It was concluded that the rules should be enforced. Motion was made by Trustee McPherson to recommend that the campground rules be enforced.

Motion by Trustee McPherson, seconded by Chairperson Drollinger, to recommend to village council that the campground rules be enforced. Motion carried by voice vote.

If approved by village council a letter will be prepared and sent.

8. **Discussion Items:** Supervisor Keiser reported that a company working on behalf of AT&T is looking for a site to install an antenna on a public building. The representative stated that the pocket park would be an ideal location and asked what type of building is needed in the village. Jennifer Hodges has been contacted and will be meeting to develop renderings and drawings for a public restroom and shuttle station.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** Don Seman explained that the DDA met and would like to speak with Chairperson Drollinger to discuss planning in the park. Chairperson Drollinger stated that they could help with an EZ ice skating rink. Other projects include a splashpad and equipment for the transportation station. A committee is meeting near the end of September. Chairperson Drollinger will be contacted. Mr. Seman asked if the gazebo could be cleaned for a Friends of the Library event this weekend.
11. **Adjournment:** Meeting adjourned at 5:48 p.m.

Compiled by Lori Luckett, Clerk
Minutes Subject to Approval

Approved: _____

Date: _____