

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES

September 14, 2020, 2020

9:00 AM

I. Call to Order: Chairperson Drollinger called the meeting to order at 9:00 AM.

II. Roll Call - Attendance:

Present: Chairperson Drollinger, Trustee McPherson and Trustee Schuckel

Absent: None

Staff Present: Nicole Essad, Clerk, and Bradley Keiser, DPW Supervisor

Also Present: None

III. Approval of Agenda: The agenda was approved with two additions, both of which were under item VIII New Business: Chairperson Drollinger added item b. Richardi Park Bathrooms, and Trustee McPherson added item c. Craven Campground Monitoring.

Motion by McPherson, seconded by Schuckel to approve the agenda as amended. Motion Passed by unanimous voice vote.

IV. Approval of Minutes: The meeting minutes of June 22, 2020 were approved as presented.

Motion by Schuckel, seconded by Drollinger to approve the minutes of June 22, 2020 as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business

- a. Park Use Permits – Amendment to Chapter 75:** Clerk Essad explained that this is on the agenda because at the last meeting there was talk about amending Chapter 75, which is the chapter in the Village Code that talks about the parks and recreation areas. At the last meeting there was discussion about allowing people use the parks for businesses (i.e. having a craft show in a park or yoga in a park), and discussion about possibly amending Chapter 75 to outline the rules for the parks and permitting process to allow businesses. She explained that currently that chapter only talks about Richardi Park and how a person can obtain an alcohol permit while using the park. She also stated that it does not talk about any of the other parks. She stated that she drafted an amendment that lays out all of the parks not just Richardi. She explained that there are general rules that apply to all parks, then there are specific rules for each park. She also stated that the draft amended outlined the requirements to get a special event permit for the parks – so businesses or shows could use the parks. Clerk Essad further

explained that if the Committee wanted the rules in policies then that could happen, but she thought that at least all of the parks should be named in the chapter. DPW Supervisor Keiser stated that when he and Clerk Essad opened Chapter 75 there was only one (1) park listed. He then stated that they went over and listed all the parks the Village has, and then all of the rules applicable to each. That way there is no second guessing. Clerk Essad further explained that is way when someone comes to the office, she and Treasurer Odom can point out the rules and how to go about renting a park, and if someone wants to deviate from that, then they can ask the Council. Chairperson Drollinger stated that the boat launches were not included, and they have always been under parks. Clerk Essad stated that she was unsure why they were not included and asked if the Committee wanted the general rules to affect those. Chairperson Drollinger stated yes, just the general rules. DPW Supervisor Keiser stated that there are specific rules that Chief Drollinger has about overnight mooring. Clerk Essad stated that she will get with Chief Drollinger and get the specific rules for the boat launches and bring the draft back to the Committee. Chairperson Drollinger stated that she thought it was all great except “a person may only rent a part of the park for either two (2) or three (3) days within a seven (7) day period”. She stated that she did not think it should be restricted to two (2) or three (3) days. DPW Supervisor Keiser stated that this was put in because this Committee did not want someone renting the tennis or basketball courts being rented by the same person seven days a week. Clerk Essad stated that within the amended chapter the Village would retain the right to waive any of the requirements for special events. She stated that if someone had a special event that lasted for seven days then they can come to Council to ask to waive that requirement. DPW Supervisor Keiser stated that at the last meeting the Committee did not want a person to be able to block off a part of the park all the time because the public still needed to use the park. Trustee McPherson stated that someone still should not be able to block out the park for an entire week, because the public needs to be able to use it as well. Clerk Essad stated that was why the two (2) or three (3) day rule was put in the draft amendment. This way the public could also use it. Chairperson Drollinger clarified that was why the rule that no one could use the part of the park for the entire day was put in, so that the public can use the part of the park on that day as well. Chairperson Drollinger asked the Committee if there was anything else on the draft amendment that they saw that needed to be discussed. Trustee McPherson stated that it covered everything pretty well. Chairperson Drollinger and Trustee Schuckel agreed. Clerk Essad stated that she will make the changes discussed and bring it back for approval.

- b. Craven Park Campsite numbering:** Chairperson Drollinger asked what the Committee wanted to do with the numbering. DPW Supervisor Keiser stated that there was a hand drawn map with the new numbering in the packets. He stated that the problem is that there are currently two number 1's and 2's and so on because the rustic sites are also numbered 1, 2, 3, 4, and 5. He stated that technically they are R-1, or R-2, etc. but when people fill out the envelopes they do not put the R or rustic or primitive on it. He stated that when he then gives the envelope to Treasurer Odom, they only have information about the site number and the amount in it but are not sure if they paid enough because site 1 is full hook (\$25) but R-1 is rustic (\$15). He stated that he wanted to just renumber the rustic sites to 31-35. DPW Supervisor Keiser also stated that he wanted to put in a gravel pad near the bathhouse. He also stated that they are thinking about putting a dumpster at Craven park next year because the one at the DPW is filling up fast. He also stated that they wanted to put a nice fence around it and put a camera on so they can tell who is dumping there. Clerk Essad also explained that she added a few notes about what rates to pay and how-to self-register on the computer-generated map, that will go on the website. Chairperson Drollinger asked about putting a sign out there

that states “you must pay before you set up”. DPW Supervisor Keiser stated that he will talk to pro-image about that sign. Chairperson Drollinger asked about if there was any issue with people going over their site. DPW Supervisor Keiser stated that not really. He stated that the only issues were that one person, who has now left the campground, had bottles and parking on a different site. He stated that he thought this year was one of the smoothest in a while. Chairperson Drollinger stated that she brought it up because at other campgrounds there are marks in the pavement for the site lines. DPW Supervisor Keiser stated that was something they were thinking about doing now that there is pavement in most of the campground. Chairperson Drollinger stated that was a good idea.

Motion by McPherson, seconded by Schuckel to approve and recommend to Council the renumbering and new map. Motion Passed by unanimous voice vote.

VIII. New Business

- a. **Park Use Fees:** Chairperson Drollinger asked about what other areas are charging. Clerk Essad stated that they vary. She stated that she had not seen anything over \$100. DPW Supervisor Keiser stated that out fields get tricky because of the player fees. Clerk Essad stated that player fees have a lot of confusion not only with staff of with residents as well. DPW Supervisor Keiser stated that you only pay a player fee once per year. He stated that the way it is now it is hard to determine who has paid or not. Clerk Essad stated that was why she wanted to ask if the Committee wanted to get rid of player fees and just charge a flat rate for the use of the fields for the season or per day. DPW Supervisor Keiser stated that he spoke with a resident about player fees and if there was an easier way that the Village could do that. Chairperson Drollinger stated that she thought that the reason the Village did it that way was because the Village could not charge for use of the little league fields on County property, and the player fees were trying to pay for the maintenance. Clerk Essad and DPW Supervisor Keiser stated they will look into the lease agreement. Chairperson Drollinger stated that if the Village could charge once a year and each organization pays a certain amount, it would be easier. Trustee McPherson stated it would be simpler. DPW Supervisor Keiser stated that it would be simpler for the Treasurer and the organizations. Trustee McPherson asked about the typical rate. DPW Supervisor Keiser stated that we can look into that. He stated that we can look at similar fields and see what they charge. Clerk Essad asked for clarification on how to charge - would it be per organization, per season, or per day? Trustee Schuckel asked if there would be more charged if the organization had more seasons. Clerk Essad stated that when an organization comes and looks at the fee schedule, how will they know if its per season, per day, or just one fee for them. Chairperson Drollinger stated that if there is a season it is one amount for the organization, if there is a camp then it would be per day. Clerk Essad stated that it would be like camping, give a discount for the season, otherwise it would be per day. Chairperson Drollinger stated that for example the spring season would be \$250, the fall season would be \$250, then a three-day camp would be \$150. Clerk Essad stated the they would be good, she thought that was clear. Chairperson Drollinger stated that the new prices need to cover the current player fees. DPW Supervisor Keiser stated that he will look at his budget to see what the player fees bring in. Clerk Essad stated that if the player fees were eliminated and there was one set fee for the day and one for the season then it would be easier. She also explained that she wanted the Committee to see the fee schedule and at the next meeting when there is a better idea of the fees then it can be approved. She also explained that she can add the little league fields in the schedule. She stated that the campground fees are on the fee schedule as well. Clerk Essad also asked what kind of deposit the Committee wanted.

She stated that currently there is a key deposit that is refundable once the keys are returned. Chairperson Drollinger stated that it should not be a key deposit, it should be a general deposit. Trustee McPherson stated it is a good idea because people will strive to get the deposit back. Chairperson Drollinger asked if it would be raised. DPW Supervisor Keiser stated that the word “key” should be dropped and it would be a security deposit instead. He stated that in order to get the deposit back, the park had to be cleaned, you have to bring the key back, the trash removed. Trustee McPherson stated that he thought \$25 was too low for a security deposit. Chairperson Drollinger agreed. DPW Supervisor Keiser stated it should be \$50. Chairperson Drollinger asked if it should be \$100. Trustee McPherson stated that \$100 would get their attention, but will they not rent at that price. Chairperson Drollinger stated that you do not have to rent, but you are taking that chance that if someone has, then you will have to move. DPW Supervisor Keiser stated that he thought at \$50 you get people’s attention, and most people will want to get that back. He also stated that should recoup the money spent to clean up the park, and if there is more damage then it could be turned over to the police. Clerk Essad stated that currently the rental fee for the Pavilion is \$50 and the Gazebo is \$25. She thought that \$50 was a good deposit.

Motion by Drollinger, seconded by McPherson, to recommend to Council that the deposit be a security deposit, and be raised to \$50. Motion Passed by unanimous voice vote.

Chairperson Drollinger asked staff to do some research on park rental fees for next meeting. Clerk Essad asked if the Committee wanted to have the entire fee schedule done at once at the Council level, or if they wanted the raised deposit to go to Council at its October meeting. It was the consensus of the Committee to have the entire fee schedule, including the deposit increase, brought before Council at the same time.

- b. Richardi Park Bathrooms:** Chairperson Drollinger stated that the Village lost two mirrors in the bathrooms. DPW Supervisor Keiser stated that the Village lost two mirrors and a garbage can at Richardi park. He stated that the recording boxes were pulled that morning and Chief Drollinger is now reviewing them. DPW Supervisor Keiser stated that he and Chief Drollinger talked about getting signs that state there is a camera on premises and possibly upgrading the camera system. Trustee McPherson asked about getting wifi there to get the real time cameras. DPW Supervisor Keiser stated that he and Chief Drollinger talked about that and he talked to Grand Traverse Mobile about it. Chairperson Drollinger stated that this would be something for next year. DPW Supervisor Keiser stated that these cameras were put in because there was an issue at Craven, which prompted a need to monitor that area, and because the system was cheap, they put them at Richardi as well. He stated that it has been three years since there was an incident at Richardi. DPW Supervisor Keiser stated that he has called Grand Traverse Stainless about getting polished stainless steel in the bathrooms. He stated that they will dent but not shatter like glass. He also stated that the mirror in the girls’ bathroom was broken about two weeks ago. He stated that they thought it was just an accident. Chairperson Drollinger asked if they had replaced that one. DPW Supervisor Keiser stated that they were waiting on Grand Traverse Stainless to get a chunk of steel in so the Village could buy the scrap to use as a mirror.
- c. Craven Campground Monitoring:** Trustee McPherson stated that he wanted this on the agenda because we talked about what we have to do extra to monitor the campground. He stated that Amy told him that she knows people are not paying for campsites and dumping, because she’s living out there and sees it. DPW Supervisor Keiser stated that he and Chief

Drollinger monitor the campground during normal work hours so it does not cost extra. He stated that he talked to a seasonal resident at the campground and he says that there are a few that pull in late at night and are gone early in the morning, that probably do not pay. DPW Supervisor Keiser further stated that the same thing happened when people were there to monitor. He stated that Treasurer Odom has said that the campground is doing well, and when he or the police department catches people not paying, she sends them a bill or calls them about it, and generally they pay. Trustee McPherson stated that if the Village could get someone to monitor things for just living there, it seems like it would be fiscally responsible. Chairperson Drollinger stated that then they would not be paid. Trustee McPherson did not know what they were paid in the past. Clerk Essad stated that she did not think the campground monitors in the past were paid much, but the Village was losing money at the campground. Chairperson Drollinger stated that if someone could just stay there and not collect money. DPW Supervisor Keiser stated that there are seasonal residents that keep an eye on the campground and call if there are issues. Chairpersons Drollinger asked if that resident would be willing to help with cleaning. DPW Supervisor Keiser stated no, the resident did not want his fishing interrupted, but he does watch the campground. DPW Supervisor Keiser also stated that this year there is another seasonal resident that watches the campground. Chairperson Drollinger stated that there could be a campground host and allow them to spend the summer, not allow them to collect money. Trustee McPherson stated it could be someone the campers can ask questions to. DPW Supervisor Keiser stated that we sort of have an unspoken one though. Chairperson Drollinger stated he might not want that responsibility. DPW Supervisor Keiser stated that if we allowed them to stay for the summer you would be losing revenue.

Chairperson Drollinger stated that we should have cameras if there will be a dumpster. DPW Supervisor Keiser stated yes, we are talking about upgrading cameras. Chairperson Drollinger stated that one camera could be pointed to the dumpster and one at the dump station. DPW Supervisor Keiser stated that there is already one going towards the dump station. Chairperson Drollinger stated that it is the camera that we have now, which will be an all-day event to find \$5. DPW Supervisor Keiser stated that it is not worth the time it would take to chase down every \$5 dump fee, that would be where it is an honor system. He also stated that the State Parks are like that as well. Chairperson Drollinger asked if there was a sign at the dump station stating it was \$5. DPW Supervisor Keiser stated that it was fading but it was there. He also stated that there was discussion about putting a box with different envelopes for the dump fees, with a sign stating to pay at the bathhouse.

- IX. **Correspondence/Reports:** Clerk Essad stated that there was a letter from Marguerite Karabin about the bridge on the walking path, and a tree near the gazebo. Trustee McPherson asked what the plans were for the bridge. DPW Supervisor Keiser stated that it is something that will have to be budgeted for. Chairperson Drollinger asked if it could be paved. DPW Supervisor Keiser stated that if anything is done differently with it, the bridge would have to be re-engineered. Chairperson Drollinger asked about the “half-dead” tree by the Gazebo. DPW Supervisor Keiser stated that it is not half dead because it blooms every year. Chairperson Drollinger stated that the sign she talks about has been cleaned up. Clerk Essad stated that this was received in July and she emailed it to the Committee then, but this is where it could be talked about. She also stated that she believes that everything in the letter has been taken care of or is on a list to be taken care of.

X. Member/Public Comment: Chairperson Drollinger asked about the Burger barge getting back with the Village. Clerk Essad stated she has not heard from him, but maybe next year he will be back.

DPW Supervisor Keiser stated that Paddle Antrim has all of the wayfinding signs are in. He stated that the only ones that are stalled are the ones on M-88. MDOT has finally approved them and will install those signs.

Chairperson Drollinger asked about the ballfield improvements. DPW Supervisor Keiser stated he has not heard anything. He stated that the school and Jeff Hebden are still asking about it. He stated that Mr. Hebden is still very willing to move forward. It was the consensus of the Committee to move forward and find funding for this project.

Chairperson Drollinger asked about the school approving the contract. Clerk Essad stated she had not heard either way as of yet.

DPW Supervisor Keiser asked if anyone had been down to the docks on Ohio Street. He stated that the DPW had to rebuilt the docks. He stated that there is one more section to install on the far north. Chairperson Drollinger stated that it is very nice down there.

Chairperson Drollinger asked about the 4-H electric. DPW Supervisor Keiser stated that he met with Consumers and found out that there are three meters down there, all of which have the same number just A, B, C. He stated that on the meter there is only the address (all three have the same address) not the A, B, or C.

XI. Adjourn: The meeting was adjourned at 10:10 AM to the call of the Chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____

From: **MARGUERITE KARABIN** mkarab@cityofbelleair.com
Subject: **Parks & Recreation Plan**
Date: **July 6, 2020 at 12:01 PM**
To: www.cityofbelleair.org



Thank you for giving residents of Bellaire the opportunity to make suggestions regarding the Beautiful Parks and Recreation in our area.

We live a short distance from the Walking Path that crosses the River (from Cedar River and Intermediate River) on the way to the Richard I Park and Lake Bellaire. This bridge which is available to many Walker — Bikers —and Snowmobilers in the Winter — needs to repaired or completely replaced due to erosion .. I realize this would be a major undertaking but due to the fact I stumbled on a loose board a few years and took a miserable fall... and one board was secured but since then many boards on a danger at this time.

I would also like to suggest that Parks & Recreation replace a Half-Dead evergreen tree on the south side of the Gazebo in the Richard I Park which the Bellaire Garden Club gardens and maintains ... This Tree is an "Eye-Sore" and has been for several years.

* There is an Information Board mounted near the Gazebo (probably placed there by The Watershed Center Grand Traverse Bay () that has survived many years and by now is almost impossible to read. Hopefully the National Park Service will arrange a clean-up of this board as it offers wonderful facts about the Water transported by the Chain-of-Lakes that supply the water to the Dam not far from this location.

The addition of the American Flag in the Park (located near Bellaire's Bridge) is greatly appreciated.

Marguerite Karabin