

Village of Bellaire

PARKS COMMITTEE

Patricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES December 5, 2018 1:00 p.m.

1. **Call to Order:** Chairperson Drollinger called the meeting to order at 1:00 p.m.
2. **Attendance**
 - Present:** Chairperson Drollinger, Trustee McPherson and Trustee Schuckel
 - Absent:** None
 - Staff Present:** Lori Lockett, Clerk; Bradley Keiser, DPW Supervisor
 - Also Present:** None
3. **Approval of Agenda:** The fiscal year identified under New Business item c) was corrected. The agenda as amended was approved.
 - Motion by Trustee Schuckel, seconded by Trustee McPherson, to approve the agenda as corrected. Motion carried by voice vote.**
4. **Approval of Minutes:** The minutes of the October 1, 2018 meeting were approved as presented.
 - Motion by Trustee Schuckel, seconded by Trustee McPherson, to approve the minutes of October 1, 2018 as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
 - a) **Building Healthy Communities:** Clerk Lockett reported that the office had received a Building Healthy Communities grant request for proposals for green space improvements. The grant requires that a letter of intent be submitted by December 14. Lockett was requesting that a letter of intent and project be recommended to the village council. She reminded the committee that an application for assistance with the kayak/canoe launch had been submitted last year but was not successful. The focus is on green space improvements and promoting physical activity. There was discussion about suggest projects, including walking path renovations, installation of lighting sources to improve safe walking conditions, and signage. Two areas of the walking path needing renovation were identified, the trestle bridge, and the boardwalk through the swamp. DPW Supervisor Keiser noted that the railing and the decking on the trestle bridge needed to be replaced. There was discussion about different materials and work done in the Grass River Natural Area. After discussion of potential projects, Chairperson Drollinger made a motion to recommend to village council that a letter of intent be submitted for the Building Healthy Communities grant with focus on the trestle bridge renovations.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that a letter of intent be submitted for the Building Healthy Communities grant with a focus on the trestle bridge renovations. Motion carried by voice vote.

- b) **4-H Request to Light County Fair sign at Craven Park:** There were positive comments about the new sign. Mr. Sizen was unable to attend the meeting. He had mentioned solar lighting at the last village council meeting but is not sure where lighting would go. It was suggested that the request be tabled until Mr. Sizen could bring information to the committee.

There was brief discussion about removing the sign currently attached to the cairn. Chairperson Drollinger made a motion to recommend to village council that the sign be removed.

Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that the sign be removed. Motion carried by voice vote.

- c) **2019-2020 Budget Items:** The committee began a review of the budget by addressing requests previously submitted by the softball coach, Katie Verellen. Repair and maintenance line items were reviewed. DPW Supervisor Keiser reported that four rolls of Trex baseball/softball fencing, including shipping, costs \$1200. \$300 for diamond dust was added. The expense for Tru Green, \$2200, was included. Leveling the fields was discussed. DPW Supervisor Keiser thought the DPW could level the lip between the infield and outfield and do other repairs. There was discussion about requesting Rotary's assistance with field improvements at Craven Park. There was discussion about the availability of electricity at the pitcher's mound. The closest source is the bathhouse. Posts and a cable in front of the parking lot were discussed. Hours and equipment rental may total \$500. Fencing for the backstop was discussed. The village does not have supplies that will work. Bleachers for 50 with an OSHA approved guardrail at the top cost \$5700 per unit. Three units would be needed. The committee decided to repair the existing bleachers. DPW Supervisor Keiser thought \$2000 would cover the repair costs. There are at least 17 stumps to be ground and additional trees to be removed. The estimated cost is \$2000 to \$3000 for tree removal. Four picnic tables need to be replaced for \$4000. The bathhouse at Craven Park needs to be cleaned and painted. Chairperson Drollinger noted that the projects total around \$15,000. To be prepared for unforeseen expenses, \$20,000 would have to be added to this line item. DPW Supervisor Keiser pointed out that Parks were over budget this year. The committee pared down the budget. Stump grinding was removed. Amounts were allocated for the following: fencing (\$1200), diamond dust (\$300), Tru Green (\$2200), leveling the lip between the infield and outfield (\$500), bleachers (\$2000); tree removal (\$1200); cable fencing and poles (\$500); picnic tables (\$4000). DPW Supervisor Keiser explained that Arndt Electric provided a quote for Richardi Park bathhouse electrical repairs including two on-demand water heaters, a security light on the north end, bonding the plumbing system to the ground for shock prevention, and new LED lighting in the bathrooms for a total of \$1140. Keiser noted that for a future renovation project, Arndt Electric had also submitted a design concept bid for redoing the electrical in the old bathhouse. It included hand dryers, a furnace, and new fixtures. Repairs for the electrical at the Richardi Park bathhouse are needed. \$1200 was added to the budget. \$2000 for tree removal in Richardi Park was also added. Lighting for the ice rink was discussed. It had been approved but not completed. DPW Supervisor Keiser stated that a quote is being prepared by Arndt Electric. After discussion, Chairperson Drollinger suggested that \$20,000 be included in the repair and maintenance line item. Craven Park made money this year because the Roes Contracting employees stayed there. The committee would like the ice rink lighting and picnic tables in the current budget. There was brief discussion about seasonal residents in the Craven Park campground and use of furniture and appliances on site. Park rules and regulations will have to be reviewed again. There was discussion about the extension of the season and the additional costs. The question is whether extending the season was worthwhile. The committee agreed the campground should be open from April 1 to November 1.

Budget discussions continued. Capital outlay of \$10,000 was included for the transportation station. \$5000 was allocated for the kayak/canoe launch. Porta john rental was left at \$2400. It was noted that another company is being contacted. The Ohio Street dock was discussed. It was going to be re-decked this past season. DPW Supervisor Keiser has gotten quotes and spoken with soil erosion. He was requested to complete the re-decking this year. Brief discussion occurred about the garbage containers used at the launch sites. The Glacial Hills request of \$3000 was discussed. \$1500 is in the current budget. Trustee McPherson briefly reported on the proposed plans for another activity within Glacial Hills. Chairperson Drollinger suggested that the additional \$1500 should come from the General Fund rather than the Parks budget.

8. Discussion Items: Chairperson Drollinger asked about the status of the ice rink. According to DPW Supervisor Keiser, the shed is being donated; a hot water source is not needed; and the port a john will be paid for by the organizers. There is a request that lighting be installed. The committee had agreed. The repairs for the Richardi Park bathhouse will be done once the budget is finalized and before the season starts. The walking path by Holiday Drive does not have a good access. Clearing of the sewer main path will be done as part of the SAW grant. Could this be used for access to the walking path if the county removes the ball fields as part of their project? There was brief discussion about a potential pocket park restroom. DPW Supervisor Keiser has been in touch with St. Ignace and Boyne City personnel. There is grant funding available for public restrooms.

9. Communications/Informational: None presented.

10. Member/Public Comment: The committee will meet again to review the proposed budget. Hopefully Mr. Sizen will be able to address the potential lighting for the fair sign at the next meeting.

11. Adjournment: Meeting adjourned at 2:33 p.m.

Compiled by Lori Luckett, Clerk
Minutes Subject to Approval

Approved: _____

Date: _____