

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

COMMITTEE MEETING MINUTES

June 22, 2020

2:30 PM

I. Call to Order: Chairperson Drollinger called the meeting to order at 2:30 PM

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 as presented.

Motion by Schuckel, seconded by McPherson, to approve the agenda as presented. Motion carried by unanimous voice vote.

IV. Approval of Minutes: The minutes of the February 12, 2020 meeting were approved as presented.

Motion by Schuckel, seconded by McPherson, to approve the minutes of the February 12, 2020 meeting as presented. Motion carried by unanimous voice vote.

V. Conflict of Interest: None presented

VI. Public Comment: None presented

VII. Old Business

a. Rotary Capital Improvements Proposals

- i. Ballfields at Craven Park:** Chairperson Drollinger asked for an update on this project. DPW Supervisor Keiser stated that the last time he was updated, the Rotary was going to look into their grants to see what was left for this year. DPW Supervisor Keiser also stated that Jeff Hebden agreed to do fundraising for the project and that the School was on board as well. He stated that we were waiting for funding to start the project. Engineer Hodges gave the Village a written cost estimate for the project. However, DPW Supervisor Keiser stated that these numbers were still high because the estimate did not take into account the local contractors doing the work. Clerk Essad stated that included in the packets was funding sources that could be used for the project, and the deadlines for those grants. DPW Supervisor Keiser stated that an issue with some of the grants would be coming up with the matching funds that are required. He further, stated that this project started at the Rotary level and he had hoped that a person from the Rotary would have been at the meeting to discuss this project. Chairperson Drollinger stated that the Networks Northwest grant looked promising. DPW Supervisor Keiser stated that we have done that one before.

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

Chairperson Drollinger stated that it would be great to apply for the DNR Trust Fund grant for next year, but that getting the matching funds would be a challenge. DPW Supervisor Keiser stated while talking to Jeff Hebden and Rotary, it was the hope that the fundraising that Mr. Hebden was able to do would go towards the match portion of the grants that were needed to fund the project in addition to what Rotary could provide. DPW Supervisor Keiser stated that Rotary would provide 50% of the project costs. Chairperson Drollinger clarified that Rotary would fund 50% of the project up to \$150,000, and that \$150,000 was not 50% of the project cost. DPW Supervisor Keiser stated that when he spoke with Mr. Hebden, it took Mr. Hebden four (4) hours to have the new score board paid for, via fundraising. He also stated the Mr. Hebden was willing to go out and fundraise for this project because Mr. Hebden wants to see this project happen. DPW Supervisor Keiser stated the Mr. Hebden talked to the Mark Brenton, the schools' superintendent, and Mr. Brenton stated that the school is in full support of this project and they have no plans to build anything up at the football field, especially if this project gets done. DPW Supervisor Keiser stated that the school would join in with Mr. Hebden and Adrenaline Fundraising. DPW Supervisor Keiser also stated that Adrenaline Fundraising is not affiliated with the schools, it is for any youth sports program, and therefore can be used for little league, soccer, etc. DPW Supervisor Keiser stated he will get Rotary and Mr. Hebden in the same room to discuss funds for this project. Chairperson Drollinger stated that if the Village was be able to get the DNR Trust Fund Grant that would be good. DPW Supervisor Keiser stated that the Village would not necessarily have to go that route, there are other funding options as well. Discussion of the cost estimates and the actual costs for the project was held.

- ii. **Concessions at the Soccer Park:** Chairperson Drollinger asked about an update for this project. DPW Supervisor Keiser stated that Rotary dropped this once they realized that they own the building out there and can use it for concessions. He also stated that Rotary wanted to open a concession stand for the Spring season, but there was no Spring season this year. DPW Supervisor Keiser stated that Council already gave Rotary permission for Spring concessions.

VIII. New Business

- a. **Park Use Permits:** Chairperson Drollinger stated that the Village should be doing something with park use permits, and that this is a revue source that can be utilized. Chairperson Drollinger also stated that there needs to be a contract but that this should be allowed. Chairperson Drollinger stated that there needs to be a rule that a person cannot dominate a piece of equipment every day. She stated for example that a person should not be able to use the pavilion for lunch every day, or use the tennis courts every day, but twice a week would be permissible. Trustee McPherson stated that if a person is going to use the park in this manner, then they will need a set schedule in order to advertise. He also stated that you should be able to divide up the times during the day to accommodate different activities. DPW Supervisor Keiser stated that the Committee could limit the usage of the park to two (2) days a week. Chairperson Drollinger clarified two (2) or three (3) days per week. Trustee McPherson stated then there could be a missed opportunity if you limit the number of days because people who would use the park, especially the tennis courts, may do so early in the morning when it is cool, thus leaving the courts open for other use during the rest of the day and that would be a good income if it was regular. Clerk Essad clarified that the courts would potentially be used for an hour everyday not everyday all day long. Trustee McPherson agreed, and wondered how many people actually use the tennis

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

courts. DPW Supervisor Keiser stated that there is a good number of people, and that a group is generally formed in the summer to use the courts in the mornings. He also stated that the tennis court is generally busy from about 7:30AM until about 11:00 AM. Chairperson Drollinger stated that maybe there needs to be a flexibility in booking a person to use the park for a business so that it would not interfere with general people using the park. Trustee McPherson stated before we book a person using the park for a business 5 days a week, someone must determine that that use will not interfere with the generally public's use of the facilities. Clerk Essad questioned whether this would be a policy or if this Committee wanted standards to be met before use of the park by a business. Chairperson Drollinger stated that there needs to be a contract and that the person should have insurance and meet standards. She also stated that for Richardi Park it is one thing if the business is not costing the Village anything, and it is another if businesses are using the Village amenities, and the Village should charge more if the businesses use the amenities. DPW Supervisor Keiser asked how can this be a blanket to where it covers all of the parks not just a specific one. DPW Supervisor Keiser stated that we should not just spell it out for Richardi but be more general. He further stated that he and Clerk Essad were reviewing Chapter 75 of the Village Code regarding Parks and that chapter does not include all of the parks. Clerk Essad stated that under the parks ordinance there is nothing about how to rent the park or the costs. She stated that there are policies that outline the costs for renting the park but there is no authority stating that was allowed. Clerk Essad asked if this Committee wanted to amend the Chapter 75 to include all of the parks and outline the park rules, and what the fees are by resolution. General discussion was held about resolutions for fees. Chairperson Drollinger asked how to charge for the permits. She also stated that the applicant must have insurance and there would need to be a schedule. Trustee McPherson stated there would need to be a deposit. Chairperson Drollinger stated when an entity rents one time, would that fall under this, because they are not making money. Trustee McPherson suggested two (2) levels of rates one for for-profits and a reduced rate for non-profits. Chairperson Drollinger then asked what would happen if a non-profit held a craft show, where the vendors are making money. Trustee McPherson stated that he still thinks there should be a reduced rate for non-profits. Chairperson Drollinger asked if a non-profit decided to do something in park then there would be no charge. Trustee McPherson stated that was what was done in the past. Chairperson Drollinger asked if a non-profit wanted to sell food there would be no charge. She stated that in the past they were not allowed to so that because no one could make money in the parks. General discussion of not charging non-profits for using the parks, and what non-profits are was held. Chairperson Drollinger stated that as long as the non-profit can provide the Village with the proper paperwork showing they are a non-profit then no charge for the use of the park to make money, but non-profits must still provide insurance, schedules etc. Clerk Essad stated that this Committee wanted to do no fee for non-profits, not a discounted fee. Trustee McPherson stated that maybe there should be one fee and then a discounted fee for non-profits because you want to generate some income but you also wanted to support the non-profits. Chairperson Drollinger stated that for non-profits there should not be a charge. Trustee Schuckel stated that the lionesses use the Commission on Aging and there would be a charge for that. General discussion on how non-profits can charge for events and how much money a non-profit can have was held. Trustee McPherson stated that anyone applying for a permit must remove their own trash/clean up the park and if not, then that is justification to charge. Chairperson Drollinger asked if there should be a security deposit and if the park is not cleaned up or the trash is not taken care of then the Village keeps it. General discussion regarding requiring a security deposit, and if currently there is security deposit (key deposit) required. Chairperson Drollinger suggest a security deposit of \$150.00 be required. Chairperson Drollinger asked if that amount would cover

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

the cost of the DPW to remove trash/clean up the park if that was not done. DPW Supervisor Keiser stated yes. Chairperson Drollinger asked if the group is going to make money at the park, non-profit or for profit, would they be required to remove their own trash after the event. Trustee Schuckel asked what other parks did. Trustee McPherson stated that no matter who it is they be required to remove their own trash. Chairperson Drollinger stated that when a person current rents the pavilion, they are required to remove their own trash. Chairperson Drollinger asked if there was a fundraiser even at the parks for the parks, would the Village charge that group, and require that group to meet the other standards. Trustee McPherson stated that Rob Burghardt with Revolution Waste often times will donate trash cans for events. He stated the whoever rents the park must take care of their own trash. Chairperson Drollinger stated that they would allow a fundraiser for the parks to take place in the parks. Trustee McPherson stated that he still thinks a deposit should be required. Trustee Schuckel stated that it would be for our parks so you cannot do that. Chairperson Drollinger stated that the Village should reserve the right waive requirements. Chairperson Drollinger asked how will this work if the event costs the Village lot, for instance Craven Park. She stated how do we know what this will cost the Village, so how do we know what to charge them. Trustee McPherson suggest a rate for water and electrical and a rate for nothing. DPW Supervisor Keiser stated that the Pavilion already has electric and that the water there is not metered. He also stated that there is no way to know how much electricity and water is used at Craven. Clerk Essad stated that there would be two different permits: one for using the campground long term and another for the other parks and day uses. Discussion was held regarding past use of the campground for businesses. Chairperson Drollinger suggested that the rate for camping and using electricity for business would be \$600 per month, instead of the \$475 per month. She also stated that she would like to invite Dave Berghoff back to the campground and state that he is also able to use his cooler trailers with the electricity there. DPW Supervisor Keiser also agreed. Discussion was held regarding the nightly fee for full hook up versus the monthly fee for full hook up. DPW Supervisor Keiser stated that at \$600 per month is still a discount. Trustee McPherson stated that anyone who does this must also follow the campground rules, and not have junk around and parking. Chairperson Drollinger stated that he must remove his own trash and cannot have any extra cars. Trustee McPherson stated no trailers. DPW Supervisor Keiser stated that there will be a boat trailer parking. He also stated that the little league was ok with moving their shed. Clerk Essad stated that whoever gets a permit must follow the rules of that park. Chairperson Drollinger stated that the Village did not have to give a discounted rate for monthly camping for businesses. Trustee Schuckel stated that she agreed because they are making money. DPW Supervisor Keiser stated that it would be an extra \$125 a month if the rate was raised to \$600 for businesses. He also stated that this amount would cover the electric bill for freezer trailers. Chairperson Drollinger stated that he needs to provide insurance to the Village. She also stated that any business in Craven must provide insurance and that if the business is camping at the park then there is no need for a deposit. Chairperson Drollinger stated that businesses must take care of their own trash. Clerk Essad stated there should be a set of standards that staff can use to issue the permits. She also stated that this Committee stated it would be \$125 per month for businesses to camp at Craven Park to cover the extra cost to utilities. She further stated that if a business wanted to use a park for day use, then that would be a different permit. Clerk Essad asked this Committee how the permits would be issued, for example per use, per month, for the entire summer. Chairperson Drollinger stated if someone wanted to use the park for the entire summer then they apply once, with the deposit, and other standards. She also stated that if the person does not clean up the park after a use then the deposit would be forfeited and the person would need to pay another deposit. Chairperson Drollinger stated that there should be a policy for a

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

one-time use and for a long-term use. Clerk Essad stated that fees could be charged per use of the park, or it could be charged per permit. Chairperson Drollinger stated that the Village cannot charge per use of the park because the business would not make enough. She then stated that there could be a flat fee of \$200 for the entire summer. Chairperson Drollinger stated that if a person wanted to use the Pavilion then the fee could be charged for every use. DPW Supervisor Keiser stated the yoga in the park can just move if someone else wanted or needed to be in that area, while people using the courts or the Pavilion cannot move so easily. Clerk Essad stated that if a person wanted to use the Pavilion or the courts then that could be a certain amount every use, but if someone wanted to use the park's greenspace then that amount could be lower per use. DPW Supervisor Keiser asked how much is charged per tennis lesson versus how much the Village would charge. He also stated that the average campground electric bill was \$320 per month from last year with the business there. Chairperson Drollinger stated to invite him back to the campground at the higher rate. Trustee McPherson stated there may be a problem with the general public tying up the tennis courts with someone who charges. He does not like the idea of doing that. Chairperson Drollinger stated that she would like to invite the Mr. Berghoff with the Burger Barge business back to the campground for \$600 per month with proof of insurance, and paying one month at a time.

Motion made by Drollinger, seconded by McPherson, to recommend to Council that they allow the Burger Barge to come back to Craven Park for a fee of \$600 per month. Motion Passed by unanimous voice vote.

Chairperson Drollinger stated that this needs to be figured out but will not be done today. Trustee McPherson stated that staff can put together an outline together of what was discussed today. DPW Supervisor Keiser stated that the tennis lessons occur at Helena Township and that staff can call them and other municipalities to see what they charge. Trustee McPherson stated the Village does not want to stifle a business opportunity but to lock in a tennis lesson that might restrict the tennis court here because there is only one. Clerk Essad stated that it should be cost effective for both the business and the Village. Trustee Schuckel stated that tennis lessons start at \$45 an hour. Clerk Essad stated that the Village could base rates off of what is charged for lessons. DPW Supervisor Keiser stated that this needed to be universal. Clerk Essad asked about amending Chapter 75 of the Village Code to encompass all of the parks and how use permits would work. It was the consensus of this Committee to do this. Chairperson Drollinger stated that there had to be a way to control what event/business goes where. She stated that there could not be a craft show at the soccer park because it could damage irrigation. Clerk Essad stated that something could be drafted so that the Village could control what event/business can go in which park.

- IX. Correspondence/Reports:** This Committee received a note from Amy Tate asking to allow her be host at Craven Park in exchange for her cleaning the bathroom regularly. Discussion regarding cleaning the bathrooms at Craven, the installation of touchless soap dispensers in the bathrooms at Craven, and paper towels versus blow driers in the bathrooms at Craven was held. DPW Supervisor Keiser stated that she should not be camp host but she could be given a discounted rate in exchange for cleaning the bathrooms at Craven regularly. General discussion about the amount she is paid per cleaning over the weekends. Chairperson Drollinger stated that if she is willing to clean the bathrooms everyday then she should get free camping. Chairperson Drollinger stated that this request cannot be voted on but should go to Council for her to clean the bathrooms seven (7) days a week in exchange for free camping.

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

- X. **Member/Public Comment:** Chairperson Drollinger stated that when she was dumping her camper on Sunday, the meter post was knocked over. DPW Supervisor Keiser stated that he knew about his and the DPW guys were at Craven today and may be fixing it. Chairperson Drollinger stated that she would like the Village to consider adding campsites along the river. DPW Supervisor Keiser stated that this is included in the plan for Craven. Chairperson Drollinger stated that the Village cannot afford to do that according to the plans. DPW Supervisor Keiser stated that the Village could add the sites. Chairperson Drollinger stated that she would like to see nice sites with water and electric all the way around the river. General Discussion was held about adding the sites and adding water, electric and sewer.

DPW Supervisor Keiser proposed that the campsites at Craven need to be renumbered, because there are two number ones, one is for rustic and one is for full hook up. Clerk Essad explained that the sites are R-1, R-2, etc. for rustic. DPW Supervisor Keiser stated that people love the new fire rings, and there have been multiple comments on the new flag pole with the flowers around it.

Chairperson Drollinger asked if the double meter issue was resolved with Consumers. DPW Supervisor Keiser stated that he has not heard back.

DPW Supervisor Keiser stated that another dumpster should be added to Craven because the dumpster at DPW is gets full quickly. DPW Supervisor Keiser stated that the current dumpster gets emptied every Wednesday and it is already full. He stated that the discussion was to put a small dumpster at Craven with a lockable fence, with a walkway to the dumpster, around it so that people would not be looking at the dumpster. He is looking into the cost of the small dumpster.

DPW Supervisor Keiser asked if Brenda Fink, of the DDA, got a hold of Chairperson Drollinger. He stated that it takes DPW about 3 hours to water flowers because there are 32 pots downtown this year. He also stated that the DPW picked up the pots, put the mulch in the pots, put the fabric in the pots, put the dirt in the pots. He stated that the only thing the DPW did not physically do was to put the flowers in the pots. Chairperson Drollinger stated that it was not anticipated that the DPW would do that. Trustee McPherson stated that he thinks that the DDA and the Village should split the cost. Chairperson Drollinger stated that the DDA needed to start to water some of the flowers. DPW Supervisor Keiser stated that they were looking into getting a golf cart to water flowers like Helena Township does because it takes DPW between 2 and 3 hours to water flowers. He further stated that the DPW hauls over 60 gallons of water by hand to water flowers. Trustee McPherson asked about using a hose and/or putting a pump on the truck used for the water tank. DPW Supervisor Keiser stated that if you used the truck like that it would block traffic. Trustee McPherson stated that the business that the flower pots were in front of could take care of the watering. DPW Supervisor Keiser stated the DDA planted these flowers but the DDA does not contribute to taking care of them. Chairperson Drollinger stated that the DPW only water two days a week instead of three. Trustee McPherson asked what other jobs are DPW workers being pulled from to water flowers. DPW Supervisor Keiser stated that they are being pulled off a variety of job, like street sweeping, mowing, water maintenance, etc. Trustee McPherson stated that is a justification to not water plants. DPW Supervisor Keiser stated that the DPW does not mind helping but it has turned into three days a week for a few hours. Clerk Essad stated that it has turned more than what the Village thought it would. Trustee McPherson

Village of Bellaire
PARKS COMMITTEE

Tricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

stated that this should be brought up at the next Council meeting and that there needs to be more time to mow grass and other things than spent on watering.

Clerk Essad stated that she would like this Committee to start to think about what they would like to see happen in the next five-year recreation plan, which will need to be reviewed next fall.

DPW Supervisor Keiser gave an update on docks for Ohio Street. He stated that currently the DPW is rebuilding the dock sections and there were only three section.

DPW Supervisor Keiser stated that Paddle Antrim is still going forward. Trustee McPherson stated that in the paper it stated it was canceled.

XI. Adjourn: Meeting adjourned to the call of the Chair at 3:44 PM.

Compiled by Nicole Essad, Clerk
Minutes Subject to Approval

Approved: _____

Date: _____