

# Village of Bellaire

## PARKS COMMITTEE

Patricia Drollinger, Chairperson

Eldon McPherson

Helen Schuckel

### COMMITTEE MEETING MINUTES

February 12, 2020

6:00 p.m.

1. **Call to Order:** Chairperson Drollinger called the meeting to order at 6:00 p.m.
2. **Attendance**
  - Present:** Chairperson Drollinger, Trustee McPherson and Trustee Schuckel
  - Absent:** None
  - Staff Present:** Lori Lockett, Clerk and Bradley Keiser, DPW Supervisor
  - Also Present:** Jennifer Hodges, Gourdie-Fraser; Al Balko, Mark Berreth and Gary Lockwood, Bellaire Rotary
3. **Approval of Agenda:** The agenda was approved.
  - 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 December 2, 2019 meeting were approved.
  - Motion by Trustee Schuckel, seconded by Trustee McPherson, to approve the minutes of the December 2, 2019 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business**
  - a) **Rotary Capital Improvement Proposals:** Chairperson Drollinger reported that Rotary has approached the village about making improvements to the ballfields. They are not asking the village for money. They are talking about upgrades at the Meadow Brook fields and a big project at Craven Park. Meadow Brook fields were addressed first. The plan is to upgrade by installing fencing. The field furthest away from M-88 does not have a fence. The thought is to use the fencing that was removed from the cemetery. The teams are currently using a temporary fence. DPW Supervisor Keiser does not think there is enough fencing to use at Craven Park; there is most likely enough to use at the little league fields. The other part of the discussion is to add electricity, add a shed for storage and a concession stand, and possibly add water. Supervisor Keiser said that he had reviewed the contract with the county. All improvements would have to go to the board of commissioners for discussion. The lease is up in three years. At this point, the county is not willing to extend for longer than a ten-year term on this property. His fear is that all of the improvements will be made and the county will decide to take the property back and remove the improvements from the property. Chairperson Drollinger suggested that money be put into Craven Park. Supervisor Keiser had contacted Jennifer Hodges about adding two ballfields at Craven Park. The site drawing shows that there is enough room for two MHSAA ballfields and two little league fields. The campground would not have to be touched. The proposal would allow little league to host tournaments which would generate revenue and help to maintain the fields. Chairperson Drollinger suggested that

the focus be solely on the ballfields. Supervisor Keiser suggested that the area along the river be left for future campsite expansion. Trustee McPherson asked about parking and whether there is enough. Chairperson Drollinger suggested that the fairgrounds could be used for parking. Chairperson Drollinger asked about the cost estimate. Jennifer Hodges explained that the cost estimate was hefty but included a long list of items. The hope is to reuse as much as possible. She also provided suggestions for fundraising, including banners for local businesses. Chairperson Drollinger expressed her preference to install four fields to accommodate tournaments. Supervisor Keiser has spoken with local contractors. The thought is there would be a lot of volunteers. There is an effort to get school athletic boosters involved in raising funds for the fields at Craven Park. Gary Lockwood wondered why they would not put funds left over from the school building project into the ballfields at Craven Park. Chairperson Drollinger suggested that the school would not want to put tax dollars into property it does not own. The opinion of probable construction cost was reviewed. Gary Lockwood said he has contacted people who would be willing to help with the fencing if they can advertise. Chairperson Drollinger stated that we need to be able to advertise so that we can make money for the fields to be able to maintain them. Supervisor Keiser recounted a previous meeting that discussed advertising. There was discussion that no alcohol or tobacco products be advertised. This is a MHSAA rule. Gary Lockwood suggested that the prices could be slashed considerably. Jennifer Hodges explained that her prices are for general contractors who are bonded and insured. They may be able to get contractors who are local and willing to volunteer. Supervisor Keiser suggested that demolition could be done by DPW staff. Chairperson Drollinger suggested that the existing fencing could be removed and kept for back up. Mark Berreth said the back stops could be reused. Jennifer Hodges noted that the dugouts and bleachers were identified to be relocated. Chairperson Drollinger said the current bleachers need to go. There was mention of sponsorships as with other school's projects. Clerk Luckett asked if there was a grant for which Rotary was applying. Gary Lockwood stated he was checking into grants through Rotary. Jennifer Hodges provided information about other grant resources, including the health department greenspace grant. She did not recommend the DNR trust fund grants because their focus land acquisition and trail development. Gary Lockwood asked about utility grants. Chairperson Drollinger wondered if the DNR land and conservation fund would help. Jennifer Hodges suggested they would help with the campground. She suggested that the best bet was to work with local teams. Chairperson Drollinger suggested that Jeff Hebden and a member of the school board be added to the group. Supervisor Keiser said that he would work with Jennifer Hodges. She suggested that they could review and refine the estimate. When she is not being paid to do something, the estimate contains a lot of assumptions. Chairperson Drollinger indicated that if \$100,000 was raised, the four ballfields could be installed. It may not include the concession stand. She identified a bathroom that could be used over by the fairgrounds that could be used for the little league fields. Gary Lockwood suggested that with a drawing with dimensions was available they could approach contractors. He suggested that the proposed approach was wrong. Supervisor Keiser reiterated that he would work on the estimate. Jennifer Hodges suggested that another way to raise funds would be to ask businesses about level of interest and whether they could contribute. Chairperson Drollinger asked if topsoil and turf removal could be done by staff. Supervisor Keiser thought staff could make a good dent. There is a local excavator who could run donated equipment. Supervisor Keiser suggested that once the project is confirmed, he would have serious conversations with local contractors to see what they could do. The project items were reviewed to see what could be built by locals and volunteers. Gary Lockwood said the concession stand is important. All agreed that it would be a revenue source. Supervisor Keiser recounted the plan to put a concession stand at the soccer park and that a local lumber company offered to help. Nothing was done. Chairperson Drollinger noted that water and irrigation was not included in the pricing. Supervisor Keiser stated that the well is already on site. There is already electricity and

irrigation at Craven Park. The irrigation system was damaged during fence installation and will have to be replaced. Mark Berreth asked about putting a concession stand at the soccer fields. Supervisor Keiser stated that the infrastructure is there the concession/bathrooms were not finished. Mark Berreth asked if the soccer park needed anything. Chairperson Drollinger suggested that the parking lot needs expansion and a bathroom installed. Supervisor Keiser indicated that water, sewer and electric was run to the corner. Mark Berreth asked if work had to be done by a licensed plumber. Chairperson Drollinger indicated yes. Supervisor Keiser added that anything put on village property has to have engineered drawings. Gary Lockwood stated this would be a two-phase situation. Supervisor Keiser stated that all of Antrim County youth soccer plays on this field. The fields are irrigated and TruGreen fertilizes the fields. There is a shed at the soccer fields currently filled with equipment. Garry Lockwood stated that when Rotary built those fields there was no money put aside for perpetual care. Discussion returned to the ballfields. Chairperson Drollinger suggested the focus be on what, in the project, could be afforded. Excavating will have to be done after the baseball season, near the end of July. Supervisor Keiser requested a recommendation to village council that Jennifer Hodges' engineering services be retained so that she can put together an accurate cost estimate for the project. What they are reviewing is something she did for free based on work at other parks. There may be funding for her services available in the current budget. Chairperson Drollinger made a motion to recommend to village council that they retain the services of Jennifer Hodges from Gourdie-Fraser to help with prices to do the new ballfields.

**Motion by Chairperson Drollinger, seconded by Trustee McPherson, to recommend to village council that they retain the services of Jennifer Hodges from Gourdie Fraser to help with prices for the new ballfields. Motion carried by voice vote.**

Jennifer Hodges thanked the committee and said that she can reach out to local contractors and get better pricing. Members did not think that this project could happen this year. Gary Lockwood requested a motion regarding the soccer fields. Chairperson Drollinger made a motion to recommend to village council that they look into doing a concession stand at the soccer park for this year.

**Motion by Chairperson Drollinger, seconded by Trustee Schuckel, to recommend to village council that they look into doing a concession stand at the soccer park for this year. Motion carried by voice vote.**

Gary Lockwood stated he knows what is involved. It can be done. He requested a copy of the proposed plan for the ballfields.

Chairperson Drollinger asked whether the committee should make a recommendation beyond looking into the costs. Trustee McPherson suggested one step at a time. Supervisor Keiser would like to start with accurate cost estimates. Contractors can then be approached to see what they can do. Chairperson Drollinger suggested a Parks meeting be held to which they would be invited.

- b) **DIA Inside/Outside Program:** The committee reviewed the information from Mark Irwin and Don Hoyt that identified sites within the Central Business District which is the DDA district. There was brief discussion about the sizes referenced and whether individual property owners had been contacted. Trustee McPherson asked about doing smaller items. Chairperson Drollinger asked what would be displayed. Why not include sites in the parks? Some of the sites identified are good sites. Chairperson Drollinger asked if anyone had been in contact with Mark Irwin, she would like to meet with Mark Irwin and Don Hoyt. There was discussion about the appropriate committee to review the project. Chairperson Drollinger will contact

Mark Irwin. Supervisor Keiser will speak with Don Hoyt. Chairperson Drollinger suggested the matter be tabled.

8. **Discussion Items:** Supervisor Keiser reported on the number of picnic tables removed from and replaced at Craven Park, explaining that the old metal frames have been placed in cold storage. A new aluminum table has been ordered for Holiday Acres.
9. **Communications/Informational:** Supervisor Keiser reported that the Ohio Ave dock project is in the public notification process. The seven boat slips should be added this spring. The decking has been installed. The only item removed from the Parks budget was a reduction in the amount donated to Glacial Hills. Chairperson Drollinger would like to see what is in the capital outlay account.
10. **Member/Public Comment:** Mark Berreth asked about hosting movies in the Richardi Park putting in a screen on the back fence of the ice rink. Chairperson Drollinger suggested that any money should go to parks. Could the meetings be done before dark, before 9:00 p.m.? Arrangements would have to be made because the park closes at 10:00 p.m. Gary Lockwood suggested it could be like old time drive-ins. Perhaps the screen could be installed along the pavilion. Perhaps a test run could be done around Memorial Day. A suggestion was made about Turner Classic Movies. Gary Lockwood asked about the funds raised for the 3 on 3 basketball tournament. Chairperson Drollinger noted that all those funds go to the school.
11. **Adjournment:** Meeting adjourned at 7:05 p.m.

Compiled by Lori Luckett, Clerk  
Minutes Subject to Approval

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

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