

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Patrick Boyd

Helen Schuckel

Posted: February 11, 2025, 10:00 AM

COMMITTEE MEETING MINUTES

February 3, 2025

10:00 AM

I. Call to Order: The meeting was called to order at 10:02 PM

II. Roll Call - Attendance

Present: Patrick Boyd and Tricia Drollinger

Absent: Helen Schuckel

Staff Present: Bradley Keiser, DPW Supervisor; Angela St. Pierre, Clerk & Nora Stead, Treasurer.

Public Present: None

III. Approval of Agenda: The agenda was approved as presented.

Motion by Drollinger, seconded by Boyd, to approve the agenda as presented. Motion Passed by unanimous voice vote.

IV. Approval of Minutes – January 13, 2025: The minutes of the January 13, 2025 meeting were approved as presented.

Motion by Drollinger, seconded by Boyd, to approve the minutes of the January 13, 2025 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business: None presented.

VIII. New Business

- a. FY 2025-26 Budget:** A general discussion of the budget was held. Chairperson Drollinger asked if the Porta-johns will be placed at the soccer fields, Ohio Street, and River Street again this year. They will be placed in all three spots again. Bradley Keiser is waiting for some emails concerning advertisement pricing for the Campground. Drollinger suggested adding \$500.00 to the budget to printing and publishing for advertising the campground. Mr. Keiser will advertise in the places he can for free to start with.

No action was taken.

- b. Cleaning of Parks Bathrooms and Village Hall:** The rates provided by Amy Tate were reviewed for cleaning the parks bathrooms and the downtown bathrooms. She has previously provided cleaning services and has increased her prices. Her new rates are \$30.00 per bathhouse and per

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downtown bathroom cleaning. It was discussed if she would be needed to clean the downtown bathrooms all year long or seasonally. Mr. Keiser stated that the downtown bathrooms do not get used as much in the colder months and believes her services are not needed in the colder months. It was determined to have her clean the parks and downtown bathrooms on the weekends from May 1st to October 1st. Monday through Friday the DPW personnel will clean the bathrooms as they have been. It was discussed it is cheaper to hire Amy Tate than it is to pay our DPW personnel to come in on the weekends to clean the bathrooms.

Motion by Drollinger, seconded by Boyd to recommend to Council to hire Amy Tate for seasonal cleaning of the parks and downtown bathrooms.

- c. **Advertise for Campground:** In the discussion of the budget it was determined to advertise on free sites for now but will have some money budgeted for paying for advertising.

No action was taken.

- d. **Reservations for Campground:** Clerk St. Pierre spoke about how she had contacted the Central Lake Clerk about what software they use for their campground reservations. They use a software called "Firefly" for their reservation software. This software does not have any contracts or setup fees but does have a \$3.50 service fee for each reservation made. It was mentioned that this fee could be added onto the campsite price and it would not cost the Village anything to use this software. Mr. Keiser stated that if Craven Campground did go to reservations, we would need someone monitoring reservation compliance on the weekends. He also stated that he believes reservation payments should be by card only with a separate payment box for dumping payments and shower payments. Drollinger suggested that the individual who would monitor reservation compliance, particularly on the weekends, be a seasonal camper who is offered free camping in lieu of payment. Boyd mentioned that before setting up the reservation software the sites would need to be marked better as previously discussed at the last meeting. Mr. Keiser stated that as soon as the snow melts enough, they will begin working on marking the sites. It was further discussed that the reservation specialist would be interviewed by the Parks committee, would stay at the campsite by the entrance, would not be responsible for lawn care or cleaning of the bathrooms, would not collect payments from other campers, and would be provided contact information for the DPW supervisor for issues that may arise on the weekend.

Motion by Drollinger, seconded by Boyd, to recommend to Council to advertise for a Reservation Specialist for Craven Campground. Motion carried by voice vote.

- e. **Dog Park at Little League Fields:** Clerk St. Pierre stated that if the Village were to pursue a dog park at the little league fields, they would need to develop a policy for rules regarding the dog park along with following State rules regarding ADA compliance and clean water compliance that all parks have to consider. She also mentioned that after mowing the dog park it would be necessary to disinfect the mowing equipment to limit the spread of parasites found in infected feces. If not properly disinfected these parasites could be spread to Richardi or Craven Park when using the same mower. Mr. Keiser also stated that the Village did not renew their lease for the fields and would have to look into the possibility of the County renewing the lease. There was a general agreement that the Village does not need to do a dog park as there are many areas where individuals can take their dog for exercising.

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No action was taken.

- f. Dock at Craven Campground:** Mr. Keiser is waiting on quotes for docks. He has a goal of applying for waterway grants that could pay for this project. Mr. Keiser wanted to make sure the Parks Committee was okay with this project before looking seriously at pricing. He does not believe this project will happen this year.

No action was taken.

- g. Advertise for Grant Writing Volunteers:** Boyd stated that the Village should take the Richardi Park plans and make a statement saying help us make this possible and help us write grants. Mr. Keiser stated that he recommends meeting with Forest Home Township representatives to see about collaborating with them for a combined posting for grant writing help. He stated that Forest Home may know of people willing to donate money for the park. Mrs. St. Pierre has already contacted the Forest Home supervisor about scheduling a meeting for cemetery matters and may be possible to schedule for the Parks Committee to meet with Forest Home personnel about the parks project.

No action was taken.

- IX. Correspondence/Reports:** None presented.
- X. Member/Public Comment:** None presented.
- XI. Adjourn:** The meeting adjourned at 10:45 AM.

Minutes compiled by:
Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____