

Village of Bellaire

PARKS COMMITTEE

Benjamin Dominguez-Benner, Chairperson

Patrick Boyd

Helen Schuckel

Posted: 10-26-2026

MEETING NOTICE

The Village of Bellaire Parks Committee will be meeting on
November 5th, 2026 at 2:30 PM
in the Village offices at 202 N. Bridge Street, Bellaire, MI 49615

Agenda

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes- September 24, 2026**
- V. Conflict of Interest**
- VI. Public Comment**
- VII. Unfinished Business**
 - a. Richardi Park Budget Spending- Survey Results**
 - b. Ohio Street Boat Launch Dredging Inquiry**
 - c. Capital Improvement Plan**
 - d. School Ballfield Contract**
- VIII. New Business**
 - a. Budget**
- IX. Correspondence/Reports**
- X. Member/Public Comment**
- XI. Adjourn**

This is a tentative agenda until finalized and approved on November 5, 2026. The Parks Committee reserves the right to alter the agenda by a majority vote of the members present at the meeting.

Committee members: if you have any questions or cannot attend this meeting, please contact the Clerk at 231-533-8213.

Persons with disabilities needing a reasonable accommodation to effectively participate in this meeting should contact the Village Clerk at (231) 533-8213.

Village of Bellaire

PARKS COMMITTEE

Benjamin Dominguez-Benner, Chairperson

Patrick Boyd

Helen Schuckel

Posted: 9/29/2026

COMMITTEE MEETING MINUTES

September 24th, 2026

2:30 PM

I. Call to Order: The meeting was called to order at 2:31 PM

II. Roll Call - Attendance

Present: Benjamin Dominguez-Benner, Helen Schuckel

Absent: Patrick Boyd

Staff Present: Angela St. Pierre, Clerk; Nora Stead, Treasurer.

III. Approval of Agenda: The agenda was approved as amended with addition under new business item C. Camp Host, and D. Camper Storage Policy.

Motion by Schuckel, seconded by Dominguez-Benner, to approve the agenda as amended. Motion carried by voice vote.

IV. Approval of Minutes – August 20, 2026: The minutes of the August 20, 2026 meeting were approved as presented.

Motion by Schuckel, seconded by Dominguez-Benner, to approve the minutes of the August 20, 2026 meeting as presented. Motion carried by voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: Kristin Bunte was present to speak on behalf of the Friends of Richardi Group and the old business item “Richardi Park Budget Spending” to give examples of equipment the group would like to see at the park.

VII. Unfinished Business

- a. **Richardi Park Budget Spending:** There is money left in the budget to spend on the Richardi Park project. The committee viewed and discussed equipment to purchase for the park. The committee put together four “packages” to put out for public opinion on what to purchase next. These “packages” and survey information will be posted at the park and at other public places for 4-6 weeks.

Motion by Schuckel, seconded by Dominguez-Benner, to approve the four packages for playground equipment for the public to vote on. Motion carried by voice vote.

Motion by Dominguez-Benner, seconded by Schuckel, that the committee will vote as to approve on what the public votes most for on the survey for the four packages that we are putting out for the public to vote upon for the additional equipment for Richardi because of our budget surplus. Motion carried by voice vote.

VIII. New Business

- a. **Ohio Street Boat Launch Dredging Inquiry:** A recent inquiry was brought before staff about dredging the Ohio Street boat launch to make docking easier. A general discussion was held about the costs to dredge. More information regarding dredging costs and permitting with the State was requested.

No action was taken.

Village of Bellaire

PARKS COMMITTEE

Tricia Drollinger, Chairperson

Patrick Boyd

Helen Schuckel

- b. **Capital Improvement Plan:** A general discussion was held concerning the Capital Improvement Plan that is to be done during the budgeting process. The committee discussed a few projects that could be included in the plan such as updating the electrical at the campground, upgrading the kayak launch at Richardi Park, the walking bridge structure and possibilities of covering the bridge, power lines on the walking path bridge, and the walking path bridge south of town by the old ballfields. More information will be obtained for the next meeting to discussed in more detail the Capital Improvement Plan for the parks committee budget.

No action was taken.

- c. **Camp Host:** There have been concerns with the enforcement of the current camp host at Craven Campground. There have been several instances this season where the camp host did not enforce the policies and rules at the campground and in turn caused unfavorable camping experiences for campers and increased difficulty for staff. Specifically addressed by staff was the concern with needing a camp host at the campground at check-in and check-out times. It is being requested to post the position to see what other applicants will apply for next season.

Motion by Dominguez-Benner, seconded by Schuckel, to post the camp host position for next season at the earliest convenience. Motion carried by voice vote.

- d. **Camper Storage Policy:** The Village has a camper storage policy that was adopted in 2008 that has not been utilized. The Village does not have anywhere to store campers per this policy and it is being requested by staff to repeal this policy as it is not something that can be provided.

Motion by Schuckel, seconded by Dominguez-Benner, to recommend to council to discontinue the camper storage policy. Motion carried by voice vote.

- IX. **Correspondence/Reports:** Member Dominguez-Benner spoke about the recent Paddle Antrim event and the high school reunion renting the Richardi Pavillion for a separate event and difficulty parking. This year the pavilion was rented by a high school reunion and finding parking was difficult for those attending each event. He informed that future requests by Paddle Antrim will be made clear to include the rental of the pavilion.

- X. **Member/Public Comment:** Kristin Bunte gave an update from the Friends of Richardi group. She inquired about putting up lights at the gazebo for the holidays and about an ice rink. Another gentleman spoke about the need for newer signage at the park as the old signs are weather worn and faded.

- XI. **Adjourn:** The meeting adjourned at 3:40 PM.

Minutes compiled by:
Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____

Village Clerk

From: Terry Starr <tstarr@bellairek12.org>
Sent: Monday, October 19, 2026 10:35 AM
To: Village Clerk; Nora Stead; dpwdirector@bellairemichigan.comdhoy; Director
Cc: Bryan Davies; Brad Fischer; Don Hoyt
Subject: BPS and Village Craven Park Agreement
Attachments: Craven Park Agreement - Village of Bellaire - \$50,000 (1).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Oct. 19, 2026

Good morning Nora, Angela and Aaron. My hope is you can share this email and the attachment with whomever else ought to see it prior to Bellaire Public Schools coming before the Parks and Recreation committee at its earliest convenience.

When we had last spoken in front of this committee, it was our desire to go through the existing contract and look for revisions we would like to make that we believed could serve to ultimately improve the conditions of the fields upon which our students play each spring.

Attached is a copy of our take on improving the contract. You will find our suggestions highlighted in **YELLOW**. Our hope now is to go through what we have suggested here at an upcoming meeting of the Parks and Recreation committee.

Would you please take a look at this document and get back with us to let us know when we could come sit with you to discuss this information?

Thank you and we look forward to hearing from you.

T. Starr, Supt. of Bellaire Public Schools

CONTRACT

Entered into By The Village of Bellaire and the Bellaire Public Schools

This agreement made and entered into on this 13th day of July, 2021 for a term of 25 school years (i.e., the 2021-2022 school year thru the 2046-2047 school year) between the Village of Bellaire and the Bellaire Public Schools.

Whereas: The two parties agree to enter into an agreement on Bellaire Village Parks Property, namely Craven Park. This agreement will include facilities such as baseball & softball diamonds, parking lots and bathrooms in the amount of \$2,000.00 per year (for a total amount of \$50,000). This amount is due as soon as possible, but no later than 30 days from the date of the contract.

The amount of the contract broken down is \$2,000.00 per year for a total amount of \$50,000 for the use of Craven Park.

Bellaire Public School Responsibilities:

1. Will supply the Village of Bellaire with a copy of their liability insurance policy.
2. Will be responsible for picking up trash left over from their sports event, including the dugouts.
3. Will be responsible for any damage incurred at a school-sponsored event.
4. Will be responsible for all markings left on fields; softball & baseball.
5. Will be responsible to supply a fixed pre-season schedule, in order to receive priority use of the fields.
6. Will not allow coaches or players to park on the grass or behind dugouts, and will park only in the designated parking lots.
7. Will turn in all keys (except to their own equipment shed) at the end of the season.
8. Will be an annual (every spring) analysis of the fields to determine what is needed to properly upkeep them to a standard agreed upon by Bellaire Public Schools and the village; to be conducted by DPW Director, the BPS Operations Director and the BPS Athletic Director.
9. Will be responsible for all baseball and softball dirt/diamond dust application and repair during the season.
10. Will split evenly any and all additional agreed upon costs of the baseball and softball field maintenance and repairs.

Village of Bellaire Responsibilities:

1. Will be responsible for turning the water system on and off in the parks.

2. Will be responsible for maintenance of the water system, and bathrooms, (i.e., water sprinkler heads repair).
3. Will be responsible for maintenance on electrical system.
4. Will be responsible for maintenance of parking lots and the removal of snow in the spring of the year.
5. May give heavy equipment help to school when needed for sports fields.
6. Will be responsible for grass cutting in baseball & softball season twice per week inside the fences/on-the-field. The outside of the fields will be once per week.
7. Will be responsible for repair and maintenance of bleachers on baseball and softball diamonds only.
8. Will be responsible for electric bill.
9. Will empty trash barrels and dumpsters once a week from parks.
10. Will be responsible for vegetation control management during the baseball/softball season which will include invasive plants on the field. Areas that cannot be controlled mechanically outside of the fields (fences, bleachers, bath house) will be chemically treated.
11. Will be a watering system/schedule utilized during the baseball and softball season.
12. Will be an annual (every spring) analysis of the fields to determine what is needed to properly upkeep them to a standard agreed upon by Bellaire Public Schools and the village; to be conducted by DPW Director, the BPS Operations Director and the BPS Athletic Director.
13. Will be responsible for all baseball and softball grass application and repair so the fields are properly prepared for each season.
14. Will split evenly any and all additional agreed upon costs of the baseball and softball field maintenance and repairs.

This contract shall be for a term of 25 years and shall be reviewed and renewed at the end of that term.

I certify that I have read and agree with all the above listed responsibilities and agreements.

Dan Bennett
Village President

Mark J. Brenton
Bellaire Public Schools

Date

Date