

Present: **Council:** Craig, Downey, Kennedy, Pfeifer, Munguia, Stearn and Walsh
Parks & Recreation Board: Davis, Greening, Harmon, Mooney, O'Reilly and Schmitt

Absent: Council – none
Parks & Recreation Board – Cobleigh

Also Present: Assistant to the Manager, Pasieka
Interim Manager, Spallasso

Schmitt called the meeting to order at 7:30 p.m. in the Village municipal building at 18500 W. Thirteen Mile Road.

APPROVE MINUTES OF A REGULAR PARKS AND RECREATION BOARD MEETING HELD ON NOVEMBER 16, 2000

MOTION by Harmon, supported by Mooney, that the minutes of a regular Parks and Recreation Board meeting held on November 16, 2000 be approved as submitted.

Motion passes unanimously.

JOINT SESSION WITH COUNCIL

Craig stated that a joint meeting of the Council and Parks and Recreation Board was scheduled with the intent of discussing proposed parks and recreation activities in advance of the upcoming budget preparation. An additional item of discussion will be the recent approval of a state grant for park improvements. Craig commented that it is not his intent to discuss the park dedicated millage proposal to be placed on the March ballot.

Grant Update

Council and board members have received copies of a letter from the State of Michigan Department of Natural Resources informing the Village that its application was among those approved to receive a CMI-Recreation Bond development grant. Pasieka pointed out that the letter indicates that a number of additional steps must be taken before the DNR can offer the grant for Village projects: 1) the DNR must seek and receive legislative approval and an appropriation of funds for these projects, and 2) the Village will need to enter into an agreement with the DNR. The DNR hopes to be able to make a grant offer in the summer of 2001. Pasieka does not anticipate any problems with legislative approval.

Additional guidance from the DNR's Grants Administration Division has been received in booklet form. The booklet is provided to assist communities in completing a development project that has been approved to receive a grant from the DNR. It is also a resource document for grant applicants to help them understand their obligations if they are to be approved for a grant. The booklet lists steps to be taken for the successful completion of a development project. The steps are summarized in a chart and described in detail.

In answer to an inquiry, Pasioka clarified that the Village has committed \$134,000 as matching funds for this grant. These matching funds cannot be spent until the legislative approval of the grant is received and the funds are appropriated.

Spallasso remarked that this grant is not different from previous grants that the Village has received over the years with respect to restrictions and limitations. Administration will review the material and make any necessary phone calls in order to fully understand the restrictions. The Village does not want to have problems with the reimbursement process from the state. Spallasso stated that the Village will be able to spend money on preliminary engineering for the approved projects.

Downey understands that the DNR must seek legislative approval and appropriation of funds for the Michigan Natural Resources Trust Fund (MMRTF) Board-recommended projects before the DNR can issue a Project Agreement. The information received indicates that this process can take six to twelve months after the Board has made its recommendations. A community cannot begin a grant funded project until a Project Agreement has been issued and executed by the DNR.

It was indicated that the DNR will want to see a detailed plan that meets the requirements set forth in the application before it executes the Project Agreement. The development project procedures indicate that Project Agreements must be executed prior to incurring project costs, with the exception of limited engineering costs. With prior DNR approval, the grantee may begin development of plans and specifications prior to a Project Agreement being executed. Engineering costs associated with development of plans and specifications incurred in the six months prior to issuance of the Agreement may be eligible for reimbursement.

Craig stated that consulting engineering firm Hubbell, Roth & Clark (HRC) has offered to perform work for this project at cost as its contribution to this Beverly Hills grant. Spallasso added that grant procedures require that a professional engineer sign and seal the drawings. The Village will receive a 50% reduction in costs for any technical services and assistance needed from HRC.

Due to the timing issues involved in the formal grant offer, agenda items dealing with the construction team and bid process are premature.

Spallasso asked for a consensus from Council on making arrangements for professional services needed to be eligible for reimbursement. He stated that HRC has the staff to cover the Village's needs and has agreed to provide the services for this project at cost. Spallasso will proceed with preparing plans and specifications so that they are ready when the Village receives approval from the state to sign the Project Agreement.

RESOLVED by Downey, supported by Kennedy, to authorize Public Services Director Spallasso to engage the services of engineering firm, Hubbell, Roth & Clark, Inc. in an amount not to exceed \$5,000 for work related to the park grant projects.

Resolution passes unanimously.

“Construction – Coming Soon” Sign

At a joint meeting with the Parks and Recreation Board in June of 2000, Council authorized the erection of a construction sign at the entrance to Beverly Park. David Jensen had offered to build a sign reading “park improvements coming soon” in order to alert people to the fact that there will be activity in the park. Schmitt indicated that the Parks and Recreation Board decided to hold off on displaying the sign at the park due to timing involved with the grant application process.

Pasieka has been in contact with David Jensen recently about erecting a construction sign now that the grant has been approved. The following action was taken to authorize the purchase of a sign if Jensen is unable to provide this sign.

MOTION by Stearn, supported by Munguia, to authorize administration to procure a construction sign to be located at the entrance to Beverly Park at a cost not to exceed \$200 from the Parks and Recreation Capital Improvement budget.

Motion passes unanimously.

Revised Pavilion Rates

Council and board members are in receipt of a memo outlining suggestions for park pavilion rental fees for 2001 since the fee does not cover all the expense. The Parks and Recreation Board began reevaluating rental rates for use of the park pavilion for non-resident large groups in November.

Pasieka related that problems occur on the weekends whether or not large groups are involved due to the overall increased use of the park. The problem is exacerbated when large groups use the park. The concern is the accumulation of trash on the weekend when there are consecutive group functions, and no staff is scheduled to work. It has been suggested that increased fees be considered to cover the cost of trash removal.

The Parks and Recreation Board would like to discourage large groups, particularly large non-resident groups. One of the ways this can be done is to raise the fees. The memo suggests increases in the non-resident fees for rental of the park pavilion. Resident rates would remain unchanged.

Council reviewed the fee schedule. Craig suggested that the Parks and Recreation Board members discuss the proposed fee schedule at its next meeting and make a recommendation to Council for its consideration.

Parks and Recreation Operational Budget

Schmitt stated that, beyond the planned capital park improvements through the grant, maintenance costs should increase only with inflation about three percent.

The number of concerts in Beverly Park will be reduced from four to three this summer. Mooney proposes retaining the current budget for the summer concert series. She intends to work on ways

to increase attendance at the concerts this year. The costs for entertainment or publicizing the event may increase.

O'Reilly stated that the \$1,000 budgeted for the Winter Family Fun Day in the last few years has been adequate to cover expenses. He recommends that \$1,000 be allocated for the event next January.

O'Reilly asked for approval to exceed the budget by \$200 this year to cover the cost of sculpting a 10 foot high ice gateway that will replicate the design of the new entranceway for the park.

MOTION by Pfeifer, supported by Kennedy, to authorize the Parks and Recreation Board to go over budget by \$200 for the Winter Family Fun Day this year.

Motion passes unanimously.

Craig mentioned that the Cub Scouts are having their Klondike Carnival on January 21, the same day as the Winter Family Fun Day. He suggested contacting the scout leaders in order to coordinate the dates for these events next year.

Greening understands that a show mobile will be provided to the Village Woman's Club for the Memorial Day Carnival. Pasieka confirmed that arrangements have been made to reserve a show mobile for the carnival.

Craig clarified that this and other requests from the Woman's Club for Village support of specific events that are not sponsored by the Parks and Recreation Board are handled by a representative of the organization coming before Council with a proposal.

With respect to operational expenses, Pasieka is prepared to request that the budget reflect a three percent inflationary rate increase for park operational budget items. Pasieka stated that the need for repair and improvements to the park have been identified and have not changed. The pavilion needs a new roof and renovation of lavatory facilities. Electrical upgrades are needed in the pavilion. These improvements should be addressed in the context of master planning for the park.

PARK ITEMS

Winter Family Fun Day – January 21

O'Reilly stated that the Winter Family Fun Day is scheduled for this Sunday from 1-4 p.m. He has distributed 3,000 handouts publicizing the event to various schools in this area. Articles will appear in the Eccentric and Oakland Press newspapers.

Craig asked administration to request extra police surveillance of the park on Saturday evening to insure that there is no damage to the ice sculpture.

Alternatives to asphalt paving of the parking lot

Schmitt informed Council that Village resident, Howard Knorr, brought up a concern at the October and November Parks and Recreation Board meetings relative to the proposed asphalt

paving of the parking lot. Knorr has been working with the Friends of the Rouge organization for a number of years to help reduce the amount of impervious surfaces pushing water into the Rouge River. He talked about alternate methods of giving a solid foundation to a gravel parking lot. Knorr distributed information on different types of permeable paved surfaces.

Members of the Parks and Recreation Board are interested in exploring alternatives to asphalt paving.

Craig was under the impression that the parking lot was not intended to be paved with curbs and that any runoff would be drained into the park. Spallasso responded that the parking lot runoff could be contained on the surface and slowed down to drain at an agricultural rate.

There was a consensus that it would be worthwhile to explore alternatives to asphalt paving of the parking lot and consider options that would improve the environment in the park. There was discussion about the possibility of applying for grants for alternative paving processes.

Invitation to Council candidates to attend February 15 Parks and Recreation Meeting

Schmitt invited those who are running for Council in March to the February 15 Parks and Recreation Board meeting. This will give candidates an opportunity to meet with Parks and Recreation Board members and address any of the items currently being supported by the board.

Storage of Hoot material

Greening asked for permission to store Halloween Hoot supplies in the storage room located in the park pavilion facility. The boxes are currently stored in the basement of the public safety building. Greening finds it inconvenient to move the material from that location to the park for the annual event. She would like to install additional shelves in the pavilion storage room and use them for the Hoot supplies.

Pasieka questioned the amount of permanent storage space available in that room and the security of the items stored in that area. Craig stated that Greening would have to accept the risk if she wished to store supplies at the pavilion. He suggested that the locks be changed and the keys reissued this year to a limited number of people.

It was agreed that there is a need for additional storage facilities at the pavilion.

Liaison comments

Stearn commented that he appreciated the efforts expended by Phyllis Lauer and Sharon Pugh to raise money for the park entrance through the sale of paving bricks.

Administration Comments

Spallasso questioned the appropriateness of displaying a sign promoting the dedicated millage ballot proposal in the Village council chambers. There was some discussion on this issue.

Board Comments

Davis commented that she is a Friend of Beverly Park and will be voting for the park millage proposal.

Schmitt thanked Phyllis Lauer and Sharon Pugh for the work they have done on the brick campaign. He thanked Pasieka for his crucial role in obtaining the park grant.

Greening commented that she is looking forward to the dedicated millage being passed, which will provide the Village with the ability to improve the park to be what this Village deserves and should have.

Munguia stated that Parks and Recreation Board member Alan Cobleigh has been in the intensive care unit at Beaumont Hospital all week. Council and Parks and Recreation Board members wished him well and signed a card that will be sent to him.

The meeting was adjourned at 8:53 p.m.

Andrew Craig
Council President

Phil Schmitt, Chairperson
Parks and Recreation Board

Ellen E. Marshall
Village Clerk