

**GROSSE POINTE SHORES
PARKS & HARBOR COMMITTEE
MEETING AGENDA**

**TUESDAY, NOVEMBER 15, 2016 - 9:30 A.M.
GROSSE POINTE SHORES COUNCIL ROOM
795 LAKE SHORE ROAD**

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF MINUTES OF THE OCTOBER 18, 2016 REGULAR MEETING**
- 3. OLD BUSINESS**
 - A. Tennis Court Relocation Cost Analysis**
 - B. Facility Use Policy Update**
- 4. NEW BUSINESS - None**
- 5. COMMITTEE MEMBER COMMENTS**
- 6. PUBLIC COMMENT**
- 7. SET DATE & TIME OF NEXT MEETING**
- 8. ADJOURNMENT**

DRAFT

Grosse Pointe Shores
Parks and Harbor Committee
Minutes
October 18, 2016

A Grosse Pointe Shores Parks and Harbor Committee meeting was held on Tuesday, October 18, 2016 in the Council Chambers of the Grosse Pointe Shores Municipal Building, 795 Lake Shore Rd. The meeting was called to order at 9:30 a.m. by Chairman Barrette.

Roll Call

Present: Committee Members: Burnie Pemberton, Bruce Vollmer, Frank Tenkel, Joe Cipriano, Doug Kucyk, Bruce Kopf, Bob Barrette-Chairman

Absent: John Seago, Kathy Mermiges

Also Present: Tom Krolczyk, Harbor Master

All correspondence and reports relating to this meeting are either attached or placed on file.

Approval of Minutes

A motion by Kucyk and supported by Pemberton to approve the minutes of the September 13, 2016 Regular meeting with changes; unanimously approved.

Old Business:

- Weed Control – Krolczyk noted that the harbor weeds are not as bad as last year and that a new schedule for harvesting for the first full season next year and will be extended through October.
- Security Cameras- Commissioners discussed security cameras at the park with questions including how long is stores the video and if they can be added outside the restrooms.
- Decking- Barrette noted that the decking is still deteriorating and that it will be replaced over this winter starting with the worst docks first.
- Park Gates- Barrette stated the park gates are being secured at 7:00 p.m. during the off-season hours.
- Dog Park Drinking Fountain- Barrette noted that the dog park drinking fountain has been delivered and won't be installed until next spring because it is so late in the season and would have to be winterized.

New Business:

- Facility Use Update-Barrette asked Commissioners for amendments to the current Facility Use Policy and also noted changes would include no organized Soccer during the summer months on weekends. Kopf noted that there should be an exception noted in the policy in case the approved Soccer Association needs the fields during the off season.

- Tennis Court Relocation- Barrette stated that the approximate cost of the new tennis courts is \$304,000 which does not include electrical. To Keep the courts in the same location the cost is approximately \$200,000. Tenkel noted that he thinks the estimates are low because they are not taking into consideration trees and landscaping. Barrette stated that \$262,000 is currently allocated for the courts; previous donations from private donors have not yet been secured. Commissioners discussed options of where the money could be used in the park other than on the tennis courts and where the current mil rates are for the City. Barrette explained that the mil rate was continued are not increased for the parks and Kopf also noted that maybe the courts can re-done in their current location and parking addressed instead of moving courts to a new location. Kopf also noted that he would be on board with the move if the City could secure private donations for the extra cost. Cipriano questioned Barrette on what power the Parks and Harbor Committee really has on which Barrette replied that the committee only makes recommendations to City Council. Kopf also noted that the Mayor and Council should be invited to the next meeting to explain why they want to move the courts. There are residents that donate to other communities' projects and maybe they could be approached to contribute to this project. Cipriano stated that he liked the plan but it is not a "must have" but a "want" and that the courts should stay where they are currently. Motion by Cipriano and seconded by Vollmer to improve current conditions by removing and replacing the tennis courts in the current location and add parking on the west side of Lake Shore as recommended by the Park & Harbor Committee at its May 10, 2016 meeting. Unanimously approved; Kucyk and Barrette abstained. Cipriano stated that there should be more free weekly events like Music in the Park or other activities to use the green space in the park.

Committee Member Comments: None

Public Comment:

Next Meeting Date

The next Parks and Harbor Committee meeting is scheduled for Tuesday, November 15, 2016 at 9:30 a.m. in the Grosse Pointe Shores Council Chambers, 795 Lake Shore Rd.

Adjournment

The Grosse Pointe Shores Parks and Harbor Committee meeting was adjourned at 10:55 a.m. on motion by Kopf and supported by Kucyk; unanimously approved.

Respectfully Submitted,

Tom Krolczyk
Harbor Master

Village of Grosse Pointe Shores, A Michigan City

Facility Use Policy

This policy describes the terms, conditions and user qualifications in connection with utilization of the following facilities owned by Village of Grosse Pointe Shores, A Michigan City:

- A) City Hall Council Chambers
- B) City Hall 2nd Floor Conference Room
- C) Schroeder Field House
- D) Schroeder Fields
- E) Osius Park Pavilion
- F) Temporary Structures on City Property

CITY HALL FACILITIES

A. City Hall Council Chambers

Permitted Uses and Reservations

The use of this facility is restricted to official City business and City-sponsored events, including, without limitation, meetings of the Grosse Pointe Shores Improvement Foundation. Maximum occupancy is 49 people. If the audience is anticipated to exceed the occupancy limits, arrangements will be made to accommodate the overflow in the hall area or by using another facility.

Room Availability/Deposit

This facility is available during regular City Hall operating hours, and at other hours for official City business (such as City Council, Committee or Commission meetings). This room may be reserved by authorized officials through the City Manager's office. No fee or deposit is required.

Usage Priorities.

Usage by authorized officials will be prioritized on a first-come-first-serve basis.

Smoking and Alcohol

Smoking and alcohol use are prohibited.

B. City Hall 2nd Floor Conference Room

Permitted Uses, Reservations and Rentals

The use of this facility is restricted to City official business and City-sponsored events. The room may be reserved by city employees, elected officials and committee chairs for their use related to municipal business. Maximum occupancy is 6 people.

Room Availability/Deposit

The room is available during regular City Hall operating hours. It may be reserved by authorized officials through the City Manager's office. No fee or deposit is required.

Usage Priorities

Usage by authorized officials will be prioritized on a first-come-first-serve basis.

Smoking and Alcohol

Smoking and alcohol use are prohibited.

PARKS

1. Firearms or weapons of any kind are prohibited in Grosse Pointe Shores Parks.
2. Residents hosting more than 10 guests anywhere within a Grosse Pointe Shores Park are required to first register their group with City Hall or the gate guard.
3. Types of park passes accepted: Resident, Boater, Courtesy, Employee, Retiree & Temporary Guest passes.

C. Schroeder Field House

Permitted Uses, Reservations and Rentals

The use of this facility is primarily intended for athletic participants utilizing Schroeder Park. It is also available for rental by residents of Grosse Pointe Shores. Maximum occupancy is 20 people.

Room Availability/Deposit.

Reservations for this facility must be made at City Hall during normal business hours. The facility may be reserved not more than thirty days nor less than one week in advance of the usage date. A usage fee of \$25 is charged. Reservations must be accompanied by a \$150 refundable deposit. The deposit may be retained for cleaning charges unless the room is returned in its original condition. The deposit will be returned after confirmation that the room has been returned to its original condition. Cancellation less than 24 hours before the scheduled usage will result in forfeiture of the usage fee plus costs of any expenses incurred. No resident household may reserve the building more than two (2) times in a single calendar year or more than one (1) day in a single calendar month unless the planned usage date is within seven (7)

days and the facility would otherwise go unused. The building is available for rental from 8:00 a.m. Activities must be completed by 8:00 p.m. or dusk, whichever comes first.

Usage Priorities

1. Schroeder Field House cannot be rented during dates blocked out for City-authorized activities, on holidays or during periods when the skating rink or sledding hill are open.

Schroeder Field House Rules

1. Rentals may be made only by a Grosse Pointe Shores resident who is at least 21 years of age.
2. Smoking and alcohol use are prohibited.
3. No wall decorations are allowed.
4. The room is rented on an “as is” basis.
5. One adult chaperone, at least 21 years of age, must be present for every six children under the age of 12 during rental of the Schroeder Field House.
6. Users shall comply with applicable provisions of the City’s Park and Harbor Rules.

Hold Harmless

Any resident who agrees to rent the Schroeder Field house shall, along with his or her guests, hold the City, its representatives, agents, officers and employees, harmless for any personal injury, theft or damage of private property that may occur during the period of usage, and sign a statement agreeing to this policy as provided by the City.

Parking

Schroeder Field House parking is available on the west side of Lake Shore Road, north of City Hall and next to Schroeder Field. The adjacent Department of Public Works parking lot is for vehicular parking, loading and unloading purposes only. These areas are not permitted for use as a playground.

Schroeder Field Usage

After the end of the school session in June, the fields are available Monday through Friday, and prior to 12:00 Noon on weekends. Full use of the fields will be restored following Labor Day weekend. 70% of participants are to be from Grosse Pointe zip codes for field usage.

D. Osius Park Pavilion

Permitted Uses, Reservations and Rentals

Grosse Pointe Shores residents may reserve space in the park pavilion by submitting a request form at City Hall. Request forms are dated upon receipt and are given consideration and approval on a “first-come / first-served” basis.

Reservations / Availability

Weekend usage: The pavilion may be reserved for parties with a minimum of 50 guests. A reservation provides the respective resident with usage of the pavilion for the entire day.

Reservations must be made at City Hall during normal business hours. The Pavilion is available for reservation beginning April 1st of each year for that year's park season. As of April 1, 2013 a usage fee of \$25 will be charged accompanied by a \$150.00 refundable deposit due at time of reservation to reserve the park pavilion for private functions. The deposit may be retained for cleaning charges unless the pavilion is returned to its original condition. Activities must be completed by 8:00 p.m. or dusk, whichever comes first. Maximum capacity 100 persons (when sides are lowered).

No resident household may reserve the pavilion more than two (2) times in a single calendar year or more than one (1) day in a single calendar month unless the planned usage date is within seven (7) days and the facility would otherwise go unused.

Usage Priorities

1. The pavilion cannot be rented during dates previously blocked-out for City-authorized activities.
2. All participants shall comply with applicable provisions of the City's Park and Harbor Rules.

Hold Harmless

Any resident who agrees to rent the pavilion shall, along with his or her guests, hold the City, its representatives, agents, officers and employees, harmless for any personal injury, theft or damage of private property that may occur during the period of usage, and sign a statement agreeing to this policy as provided by the City.

Parking

Parking in the City lot on the east side of Lake Shore Road is limited. Overflow parking is available in the City lot on the west side of Lake Shore Road, adjacent to City Hall.

E. Temporary Structures On City Property

The erection on City property of temporary structures (e.g. tents) larger than 100 square feet requires permission from the Parks and Harbor Committee Chair.

F. Regulations Applicable To All Uses of City Facilities **Prohibited Uses**

City facilities shall not be used for the following:

1. Any commercial business, fee-based or promotional activity.
2. Any meeting or activity that solicits funds or donations from attendees (except the Grosse Pointe Shores Improvement Foundation).
3. Any meeting whose noise levels will interfere with activities in City offices.
4. Groups which will have participants in excess of the occupancy limit.
5. Political campaign activity (except as may occur consistent with state and federal law) .
6. Religious proselytism.
7. Any illegal activity.

8. Any use deemed inappropriate by the Parks and Harbor Committee or City Council.

Non-Discrimination

City facilities shall be made available to residents in accordance with this policy without discrimination on the basis of gender, national origin, religion, race, color or disability, pursuant to State and Federal statutes.

Conduct

Persons using City facilities shall be responsible for the conduct of members of their group.

Disclaimer

Use of City facilities does not imply endorsement of the usage activity by the City. No advertisement or implication of City approval or endorsement of an activity is permitted.

Damage to or Destruction of Property

The person who reserves a City facility is responsible for the condition of all amenities within the reserved/rented space and shall be responsible for any repair or replacement costs.

G. General

Amendments

The City Council may amend, correct, or alter this policy by resolution at any regular or special Council meeting.

Interpretation and Implementation of Policy and Waiver

The City Manager shall interpret and implement this Facility Use Policy on a daily basis. The City, by the Parks and Harbor Chair, may waive a requirement of this policy if the result of said waiver would be in the best interest of the City. Any such waivers shall be reported to the City Council at next the regular meeting.

Adopted by the Grosse Pointe Shores City Council at its meeting on November 20, 2012.