



AGENDA

REGULAR MEETING OF THE LAKE ORION PARKS AND RECREATION ADVISORY COMMITTEE

Wednesday, February 28, 2024

6:30 PM

- 1. Call to Order** 6:30 PM
- 2. Roll Call and Determination of Quorum**
- 3. Approval of Minutes**
 1. Parks and Recreation Advisory Committee - Regular Meeting - Oct 24, 2023 6:30 PM
- 4. Call to Public**
- 5. Approval of Agenda**
- 6. Pending Business**
 - A. Parks Maintenance*
 - B. P&R Balances*
 1. Parks and Recreation Balances- February 2024
- 7. New Business**

A. Fees

1. Review of 2024 Parks and Recreation Fee Schedule

B. 2024 Meeting Schedule

1. Adoption of 2024 Parks & Recreation Advisory Committee Meeting Schedule

C. Committee Terms

1. Parks and Recreation Advisory Committee Terms

D. Green's Park Report

E. B. Atwater basketball court

8. Reports

A. Master Plan Update

B. Paint Creek Bank Stabilization

C. Signage

D. Budget and 6 year plan

9. Items to Be Placed on Next Agenda

10. Next Meeting

March 19, 2024.

11. Committee Member Comments

12. Adjournment

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.

Village of Lake Orion Parks and Recreation Advisory Committee
Regular Meeting: Tuesday, October 24, 2023 6:30 p.m.

1. Call to Order by the Chairperson

The Tuesday, Oct. 24, 2023 Regular Meeting of the Village of Lake Orion Parks and Recreation Advisory Committee was called to order at Village Hall by Rosemary Ford at 6:46pm.

2. Roll Call and Determination of Quorum

Present: Chairperson: Rosemary Ford
 Vice Chairperson: Jody Hand
 Secretary: Cristy Garbacik
 Council Member: Teresa Rutt
 Absent: Member: Erin Crane

Vacancies: None

Also in attendance: DPW employee Jose

3. Approval of Minutes

Meeting Minutes – Sept. 26, 2023

By Teresa Rutt,

RESOLVED: That the regular minutes of the September 26, 2023 meeting of the Parks & Recreation Advisory Committee be approved.

Seconded by Rosemary Ford and adopted: AYES: 4; NAYS: 0; ABSENT: 1.

4. Call to the Public

No public comment was received.

5. Approval of Agenda

By Teresa Rutt,

RESOLVED: To approve the Agenda of the Tuesday, Sept. 26, 2023 Parks and Recreation Advisory Committee with the adoption of 7B Legion donation.

Seconded by Cristy Garbacik and adopted AYES: 4; NAYS: 0; ABSENT: 1.

6. Pending Business

A. Parks Maintenance.

An updated parks maintenance needs list is presented on a word document **which is attached and incorporated as part of these minutes.**

Added:

- Green's Park – Installing security video cameras for docks and outside bathrooms. (funded with passes)
- Atwater Park – Concerns about the increase of dog waste in the baseball field.

B. Budget Review

An updated budget list is presented on an excel document **which is attached and incorporated as part of these minutes.**

Minutes Acceptance: Minutes of Oct 24, 2023 6:30 PM (Approval of Minutes)

1. Revenue and Expenditure Report – October 2023

The committee reviewed the revenue and expenditure report. Most of our discussion was focused in the areas of Park fees and Boat dock pass fees. Additionally we examined the lifeguard wages, supplies, and repair/maintenance - grounds. The majority of these funds are budgeted through the DPW as the Parks and Recreation Advisory Committee receives \$5000.00 in capital outlay a year.

A motion was made to receive and file the Parks and Recreation Budget Report for October 2023.

By Teresa Rutt,

Seconded by Jody Hand and adopted AYES: 4; NAYS: 0; ABSENT: 1.

2. Receipt Register for Pedal Boat Pub/Tour on Orion

The committee reviewed the receipt register for Village of Lake Orion from 5-1-23 to 10-23-23. We spent time discussing the revenue received from the Pedal Boat Pub and Tour on Orion. Both companies have honored their contract with the Village and Green's Park with respect to rules, guidelines, and their fee proposal.

A motion was made to continue, or renew if needed, the contract with the Pedal Boat Pub and Tour on Orion for the 2024 season.

By Cristy Garbacik,

Seconded by Jody Hand and adopted AYES: 4; NAYS: 0; ABSENT: 1.

7. New Business

A. Green's Park beach mat and trees

Rosemary contacted the Daisy Project who offered a beach mat at Green's Park. The ADA Mobi Mat only comes on a straight cut, so the diagonal measurement needed to be reevaluated before paperwork could be submitted.

This business has been delayed due to DPW approval of purchasing. The previous motion from August, requesting council to approve the purchase of trees and bushes for the parks, came back with Darwin McClary requesting we work with DPW to prepare a schematic of the proposed planting and cost estimate report. This would be required before the consideration of the motion be approved. The previous motion recommended...

Green's Park – One Sugar Maple tree (about \$500) to replace pine tree north of the U dock and closer to the water edge.

Children's Park – One River Birch tree (between \$250-625 depending on size) to replace the fallen tree on the north side of the Paint Creek by Cookies and Cream. One Sugar Maple tree (about \$500) to support bank stabilization on the south side of the Paint Creek by the gazebo. Three Spirella bushes (about \$50 each) to landscape next to the red slide to reduce erosion.

B. Legion donation

Lloyd Coe presented the Park and Recreation Committee with a donation from the Sons of the American Legion squadron 233. The \$400.00 check was to support the maintenance of the basketball court at Atwater Park. We thank the group for their support to the parks and their ability to recognize the needs of the community.

8. Reports

A. Master Plan Update

Darwin McClary completed and submitted our master plan to the State. We are waiting for an update.

B. Paint Creek Bank Stabilizing Options

Teresa discussed with Wes (DPW) with reaching out to Carol in Engineering to receive approval for Coir logs to be placed at anytime regardless of the permanent stabilization options based on the grant. Especially along the Paint Creek in Children's Park close to the gazebo and in Meek's Park where the erosion is close to the sidewalk. Teresa will discuss with Darwin our application with the Community Development Block Grant (CDBG).

C. Signage

Erin Crane contacted the Klonke's with M&B Graphics to receive information on signs for the parks. She received a quote of 4 (2x4) aluminum signs for \$700. Swiss Village 2x4, Unger 2x4, Meek's 2x4, and Atwater 2x4. With DPW, we discussed the placement of the signs and the option of wooded frames being built. These signs would replace the current broken or worn signs. Additionally, a sign would be placed at the new pedestrian bridge at Meek's park.

D. Budget

A six-year plan was discussed. In no particular order, the committee discussed the projects we would like to have completed over the next six years.

1. DPW – assigned for park maintenance
2. Atwater Park – Basketball court
3. Children's and Meek's Park – Bank Stabilization
4. Green's Park – Retaining Wall
5. Children's Park - Bridge
6. Green's Park - Pavilion

9. Items to Be Placed on Next Agenda

Pending Business

Parks Maintenance

Budget Review

New Business

Green's Park beach mat and trees

Atwater basketball court

Reports

Master Plan Update

Paint Creek Bank Stabilization

Signage

Budget and 6 year plan

10. Date of Next Meeting

Tuesday, February 27, 2024 at the Lake Orion Village Hall.

11. Committee Member Comments

Discussion of a holiday get together with the committee to support Oat Soda.

Minutes Acceptance: Minutes of Oct 24, 2023 6:30 PM (Approval of Minutes)

12. Adjournment

On a motion by Teresa Rutt, seconded by Jody Hand, the Parks and Recreation Advisory Committee Meeting adjourned at 8:36pm.

Rosemary Ford, Chairperson

Cristy Garbacik, Recording Secretary

Date Approved: _____

Minutes Acceptance: Minutes of Oct 24, 2023 6:30 PM (Approval of Minutes)

Lake Orion Village Parks Maintenance Items

Updated Per October 24, 2023 Meeting

Red = 1st Priority, Orange = 2nd Priority, Blue = 3rd Priority

Children's Park

- 1 – Handrail on south side of park – Jose / DDA / Cristy
- 1 – Relandscape next to the red slide with spirella – Jody quotes at Sherwood
- 1 – Shorten pole with rules sign by parking lot
- 1 – Replacement 2 trees for Children's Park – Jody contact Sherwood
- 2 - Stones that create the walls are disintegrating
- 3 – north hill lack of grass (caused by bikes, etc.) and eroding – mulch and landscaping (bushes)

Meek's Park

- 1 – Bank stabilization needed – eroding very close to sidewalk – Teresa/Darwin/grant – DPW/permit
- 2 - Weed garden and sign update (granite block) – Rosemary (Motor City Granite)

Green's Park

- 1 - (5/26/15) East-West seawall repair is failing.
- 1 – Explore goose poop prevention methods
- 1 – Volleyball court and end of large slide needs sand
- 1 – Southeast corner of park full of invasive trees – being treated currently
- 1 – Cleats need to be installed for new docks – ordered 4/23 (possible large plastic cleats would work)
- 1 – Repair sprinklers to water lawn – Jose to check with Wes
- 1 – Verify locks for bathrooms – Teresa to check with Darwin
- 1 – Border around playground – Teresa to send to Wes
- 1 – Plant New Tree that won't kill grass - Jody quotes at Sherwood
- 2 – Sign for dock with park rules, passes required, & “for park users only” – request time limit on the dock?
- 2 – Directional map at park entrance – Riva to create and share
- 2 – Installing security video cameras for docks and outside bathrooms (funded with passes)

Swiss Village Park

- 1 – Needs a new sign (like Atwater just smaller) Erin to look into quote / DTE build frame
- 3 – Border around playground
- 3 – Rubber mulch – requested by resident

Unger's Park

- 1 – Japanese Knotweed needs removed
- 1 – Needs a new sign (like Atwater just smaller) Erin to look into quote / DTE build frame

Atwater Park

- 1 – Basketball court needs to be replaced – donation
- 2 – Concerns about the increase of dog waste in the baseball field

Minutes Acceptance: Minutes of Oct 24, 2023 6:30 PM (Approval of Minutes)

Village of Lake Orion Parks & Recreation Committee Budget						
2022-2023 Possible Budget Items for Planning						
	Budget Item	Priority Level	Cost Estimate	Cost Actual	Notes	Voted & Agreed
1	Atwater Park Basketball Court - 4"	High	\$6,000	One quote received, look into dpw cost		
2	Pavillion at Green's Park SW of basketball court	High				
3	Green's Park Playground Borders	High				
4	Basketball pole & hoop for Atwater	Medium	\$800		Not until court is redone	
5	Additional Swings at Atwater	Medium	1200-1500			
6	Additional Shade Sail(s) at Children's (1-3)	Medium	1200 each			



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 28, 2024

TOPIC: Parks and Recreation Balances- February 2024

BACKGROUND BRIEF: The Village's Fiscal Year (FY) runs 7/1/-6/30. For the FY 23-24, starting July 1, 2024, Park Fees has a revenue of \$10,206; Boat Dock Pass Fees has a revenue of \$300. The available balance of Capital Outlay for Parks and Recreation is \$5,000 for FY 23-24.

FINANCIAL IMPACT:

RECOMMENDED MOTION:



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 28, 2024

TOPIC: Review of 2024 Parks and Recreation Fee Schedule

Village Manager McClary is requesting that the Parks and Recreation Advisory Committee review the proposed 2024 Parks and Recreation Fee Schedule and make a recommendation to the Village Manager and council regarding approval of the same. Attached is the proposed fee schedule for the information and review of the committee. Village Manager McClary is requesting that boat passes be reviewed as well. The current price for boat passes is \$50. Last year at end of June 2023, the Boat Dock Pass Fees had a revenue of \$12,750; Park Fees had a revenue of \$14,636. Under Park fees includes park passes, tour on Orion and pedal boat pub.

ATTACHMENTS:

Greens_Park_Fees___Schedule_2022-23 Final

Pelton's Point Public Boat Dock Annual Permit Application Form 2023



VILLAGE OF LAKE ORION
PUBLIC NOTICE
GREEN’S PARK SCHEDULE AND FEES 2022-2023

Rules and Regulations at www.lakeorion.org

GREEN’S PARK SCHEDULE

Pre-Season – No Pass Required

October to Thursday before Memorial Day: Dawn to Dusk
NOTE: No Attendant, No Lifeguard on Duty, No Swimming, Beach Closed, Buildings Closed
(no restroom facilities)

Summer Season – Pass Required

Day Pass: \$2.00 per Person
Seasonal Pass: \$20 Family (*members living in same household*)
Friday before Memorial Day to Sunday before Labor Day: Dawn to Dusk
Weather permitting swim at your own risk – (**Lifeguard on Duty at times below**).
Building restroom facilities open; surveillance video camera and site monitored by Police.
Persons wishing to fish must do so at least 100 feet away from the beach and swimming area.
Fishing is not allowed on the dock.

NOTE: Attendant/Lifeguard on Duty

School Days	3:00 p.m. – 7:00 p.m.
All Other Days	
Monday – Thursday	11:00 a.m. – 7:00 p.m.
Friday/Saturday/Sunday	11:00 a.m. – 8:00 p.m.

Post-Season – No Pass Required

October to May: Dawn to Dusk
NOTE: No Attendant, No Lifeguard on Duty, No Swimming, Beach Closed, Buildings Closed
(no restroom facilities)

Day & Seasonal Passes, Group Reservations Permits, Park Rules & Regulations may be obtained at the Lake Orion Village Offices weekdays from 9:00 AM to 4:30 PM. Day and Seasonal Passes and Group Reservation Permits may also be purchased by credit or debit card online at EventBrite.com (Additional convenience fee will be charge).

For more information call the Village office at 248-693-8391 Ext. 100.

GREEN’S PARK FEES

Seasonal Pass: Village residents {s, non-residents, Senior Village residents, Senior non-residents: \$20.00 per family (*members living in same household*)

Day Pass: \$2.00 per person
Children 3 and under: Free

Group Use Reservation Fees

Includes Pavilion & Lifeguard:		Non-Resident	Village Resident
Monday through Friday	Half Day	\$100.00	\$50.00
	Full Day	\$175.00	\$75.00
Saturday/Sunday Available Noon – 8:00 p.m.			
	Half Day	\$175.00	\$75.00
	Full Day	\$200.00	\$100.00

PARK PASSES WILL NOT BE REISSUED IF LOST

Publish: [Lake Orion Review May, 2022](#)
Posted: April 29, 2022

21 East Church Street * Lake Orion, MI 48362 * 248-693-8391 * www.lakeorion.org

Application for Pelton's Point Public Dock Annual Pass

Permit Applicant Information

Full Name: _____

Last

First

Mailing
Address:

City

State

ZIP Code

Email

Cell Phone:

Home Phone:

MC #:

Emergency
Contact

Name

Phone:

Cell:

Dock Pass Required 98-02

- (A) Use of Pelton Point public boat dock is restricted to those with a valid dock pass issued by the Village, for boats, and not for personal watercraft, jet skis, kayaks, canoes or wave boards.
- (B) Seasonal dock passes will be issued by the Village Clerk for a fee of \$50.00 for 2023.
- (C) Seasonal dock passes will be valid in the calendar year the pass is issued.
- (D) All boats must be properly registered with the State of Michigan.

Rules for Operation 98-03

- (A) Boats must be maintained in a safe and seaworthy condition in accordance with Coast Guard regulations.
- (B) Boats must be moored and secured in a safe manner.
- (C) Boats must not be moored at dock in excess of three (3) consecutive hours.
- (D) Use of the docks is for visitors to the downtown, not for employee or business owner use.
- (E) Use is on "first come first serve" basis, no reservations allowed.
- (F) Boats may not be moored overnight.
- (G) The waters of the marina shall not be fouled in any way. Toilet facilities shall be equipped with holding tanks and must be in compliance with all the laws of the State of Michigan. No garbage, oil, sludge, refuse matter, sewage or waste material of any kind shall be thrown, deposited, or permitted to fall in the water or upon the piers, docks or shore areas of the marina. Siphoning of bilge water using the municipal water supply is permitted ONLY in case of emergency. At all times, when siphoning of bilge water is in use, the boat owner must be in attendance.
- (H) Dock pass must be affixed to boat 3" to the left of the MC number, reading left to right, on starboard (right) side of the vessel and visible from dock.
- (I) Permit holders must immediately notify the Village of Lake Orion Police Department in the event of any damage to boat dock.
- (J) Litter and other refuse shall be placed in a garbage receptacle.
- (K) Noise levels shall be at the minimum level required and consistent with normal levels of conversation.
- (L) All other ordinances of the Village of Lake Orion shall be complied with.

- (A) The first violation of this Chapter will be a civil infraction with a fine of \$100.
- (B) The second violation of this Chapter will be a civil infraction with a fine of \$500.
- (C) The third violation of this Chapter will be a civil infraction with a fine of \$500, and revocation of dock pass.

Hold Harmless

I hereby agree to fully hold harmless, defend and indemnify the Village of Lake Orion, and all of its officers, officials and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney's fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the Village of Lake Orion and/or its officers, officials, and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the Village of Lake Orion to the undersigned.

By signing below and purchasing this permit, I acknowledge and agree to follow all dock rules and regulations.

Printed Name: _____

Date: _____

Signature: _____

Office Use Only

Permit #: _____

Issue Date: _____



Village Clerk: Aimee C. Salge

Cash: _____

Check: _____

Credit Card: _____

BS&A Receipt #: _____

Copies to: **Applicant
Police Dept.
Administration**





COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 28, 2024

TOPIC: Adoption of 2024 Parks & Recreation Advisory Committee Meeting Schedule

BACKGROUND INFORMATION: Pursuant to the Open Meetings Act, the Committee needs to adopt its 2024 meeting schedule.

The Committee has been meeting February through October with the option to schedule special meetings in November, December, and January, if needed. Therefore, I have prepared the 2024 calendar with those parameters. Also, I have used the same park locations as this year for 2023.

Please review the meeting dates, times and locations and make any changes you deem necessary prior to adopting the resolution to approve the schedule.

If you have any questions, please feel free to contact m.

RECOMMENDED MOTION: Adopt Attached Resolution setting Parks & Recreation Advisory Committee 2024 Meeting Schedule.

ATTACHMENTS:

2023 P & R Meeting Schedule resolution



By Member _____

RESOLVED: To adopt the 2024 regular meeting schedule of the Lake Orion Village Parks and Recreation Advisory Committee as follows:

DATE	TIME	LOCATION
February 27, 2024 Moved to February 29, 2024	6:30 p.m.	Village Hall Conference Room 21 E. Church Street
March 19, 2024	6:30 p.m.	Village Hall Conference Room 21 E. Church Street
April 23, 2024	6:30 p.m.	Children's Park
May 28, 2024	6:30 p.m.	Green's Park
June 25, 2024	6:30 p.m.	Atwater Park
July 23, 2024	6:30 p.m.	Swiss Village
August 27, 2024	6:30 p.m.	Unger Park
September 24, 2024	6:30 p.m.	Village Hall Conference Room 21 E. Church Street
October 22, 2024	6:30 p.m.	Village Hall Conference Room 31 E. Church Street

BE IT FURTHER RESOLVED: To direct the Village Clerk to post the public notice of the regular meeting schedule in accordance with Section 5(2) of the Michigan Open Meetings Act.

Seconded by Member _____ and adopted. AYES: NAYS:

Attachment: 2023 P & R Meeting Schedule resolution (6617 : 2024 Meeting Schedule)



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 28, 2024

TOPIC: Parks and Recreation Advisory Committee Terms

BACKGROUND BRIEF: There are three members whose terms expire this year on March 31, 2024. In order to resume their membership, it is recommended that the three members, Jody Hand Vice Chair, Erin Crane, and Cristy Garbacik decide whether they would like to have the Village Manager recommend to Council at the Council meeting on March 11, 2024 to extend their term membership. If any members would like to not resume their current term, then the administration would need to advertise the vacancy.

SUMMARY OF PREVIOUS COUNCIL ACTION:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

RESOLVED: To reappoint Jody Hand, Vice Chair, to a two year term to Parks and Recreation Advisory Committee, term to expire 3/31/26

FURTHER RESOLVED: To reappoint Erin Crane, to a two year term to Parks and Recreation Advisory Committee, term to expire 3/31/26

FURTHER RESOLVED: To reappoint Cristy Garbacik, to a two year term to Parks and Recreation Advisory Committee, term to expire 3/31/26