

CITY OF HOWELL
MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: ERVIN SUIDA, CITY MANAGER
DATE: MAY 20, 2021
RE: BOAT LAUNCH AND SCOFIELD PARK

The City of Howell has been and continues to be committed to providing quality recreational opportunities to our residents. This is evident through the many decades the City provided recreation opportunities to the entire Howell Community with an internal recreation department, and through the past 15 years as we championed and supported the Howell Area Parks and Recreation Authority (HAPRA). The City looks forward to the continued success of HAPRA and the services they provide to the entire Howell Area Community.

This past year the City of Howell attempted to negotiate the management of the Park and Boat Launch which included requiring HAPRA and the other members to pay an equal portion of the operational costs. As a reminder, these City owned facilities are used by all members of HAPRA at the same level of access as City Residents, however the entire cost of maintenance is funded solely by the City of Howell taxpayer. This includes a payment to HAPRA of \$45,000 for the management of both Scofield Park and the Howell Boat Launch. The City tax dollars even cover the cost for the physical permit stickers that are distributed to the other four local governments.

The total expenditures for the management and maintenance of both the Park and Launch are averaged at \$195,000 to the City General Fund. Unfortunately, last year we did not decide in time to plan and execute the necessary changes for a more equitable solution. This resulted in limiting all members including Howell City residents to a single pass and relocating the location of pass disbursement to the Oceola Community Center. Even with these changes the full cost of Maintenance and Management remained funded 100% by the City of Howell and our taxpayers. This year staff has taken complaints from Howell Residents regarding limiting to one pass, going out of town for their sticker and how overcrowded the beach and lake have become. These complaints are almost daily during the summer months and have increased by City residents significantly this past year.

We received additional concerns from residents and visitors that the Beach and Boat Launch are not being properly staffed leading to overcrowding and fear of citation (no one there to buy passes from). The Management Agreement with HAPRA states that

the booths are required to be staffed Mon-Friday 12pm-7pm and weekends 10am-7pm for the beach, Mon-Friday 2pm-7pm and weekend 7am-7pm for the boat launch. Based on these concerns our Police Department made attendant checks part of their normal park patrol. These attendant checks started on June 24th of this year and continued through Labor Day. Initially both booths were unattended 40% of the times Officers did attendant checks. During mid-July to Early August these numbers improved to only 10-15% of the times checked and once again in Mid-August the attendance was back down to 40 to 50% unattended. We also have several pictures of cars parked along the road and full parking lots coinciding with the complaints of overcrowding. I have reached out to HAPRA staff for a full pay roll report to verify attendance. My assumption is they experienced the same number of issues hiring and retaining staff as we did.

Over the past decade, the City has battled with reduced revenues caused by the recession of 2007 and has done an excellent job managing those reductions through work force attrition and cuts in some service areas including charging for civic events. While the City has been successful in grants and continues to move forward with projects, we are still faced with over 30 million in capital improvement needs, including over 1 million in park improvements. With the recent notice that Huntington Bank will not be renewing their lease, the City will be losing an additional \$100,000 in revenues making our financial stability even more difficult.

Based on the needs and challenges above and previous discussions regarding managing the Boat Launch and Scofield Park internally and removing Scofield Park and the Boat Launch from HAPRA, I am prepared to bring forward a plan to both reduce expenses and increase revenues. This plan includes the following changes:

1. The City managing of the Boat Launch and Scofield Park. After much discussion with Staff, we feel confident that we can once again assume these duties and will be able to save an average of \$20,000 in expenses.
2. Removing Scofield Park and the Boat Launch from the general use of HAPRA members. A historic agreement with Ocoola on lake access would provide Ocoola Residents access to the Boat Launch. This will provide a more equitable experience for our residents who currently pay the full cost of operation. This type of model would be very similar with how Ocoola manages the New Ocoola Recreation facility and their public golf course through user fees. By returning the Boat Launch and Scofield park to the City and charging all other users permit fees, we should expect an average of \$80,000 to \$120,000 in revenues to help offset the cost of operating these facilities.

Staff recommends we act soon so HAPRA and City Staff can incorporate any change in their planning and budgeting for the next fiscal year. I am presenting two resolutions for Council consideration with this memo; one is a resolution amending the Boat Launch Rules, and the other will be an introduction of the resolution setting the Permit Fee Structure.

ACTION REQUESTED:

Approve Resolution 21-18 amending the Boat Launch Rules.

Introduce Resolution 21-19 amending the pass structure and fees for use of Scofield City Park and the Howell Boat Launch.

OCEOLA COMMUNITY CENTER FITNESS FACILITY MEMBERSHIPS

MEMBERSHIP TYPES:

DROP IN RATE:

\$5 RES / \$10 NON-RES

MONTHLY FITNESS MEMBERSHIPS:

(ALL MONTHLY MEMBERSHIPS INCLUDE A \$20 ONE-TIME ENROLLMENT FEE.)

MONTHLY YOUTH (AGES 5-15)

\$20 RES / \$35 NON-RES

MONTHLY ADULT (AGES 16-49)

\$25 RES / \$40 NON-RES

MONTHLY SENIOR (AGES 50+)

\$20 RES / \$30 NON-RES

ANNUAL FITNESS MEMBERSHIPS:

ANNUAL MEMBERSHIPS RUN FOR A FULL CALENDAR YEAR FROM THE TIME OF REGISTRATION. THERE IS NO ENROLLMENT FEE.

ANNUAL ADULT (AGES 16-49)

\$270 RES / \$430 NON-RES

ANNUAL SENIOR (AGES 50+)

\$215 RES / \$325 NON-RES

ANNUAL HOUSEHOLD (AGES 16+)

1ST PERSON - \$270 RES / \$430 NON-RES
2ND PERSON - \$205 RES / \$325 NON-RES
EACH ADDITIONAL PERSON - \$50 RES / \$50 NON-RES
*SENIOR RATES DON'T APPLY

FITNESS+ MONTHLY ADD-ON TO ANNUAL MEMBERSHIPS (AGES 16+)

\$20 RES / \$35 NON-RES

*FOR ANNUAL MEMBERSHIPS ONLY.

INCLUDES:

WALKING TRACK TIME
OPEN COURT TIME
FITNESS CENTER USAGE

INCLUDES:

WALKING TRACK TIME
OPEN COURT TIME

WALKING TRACK TIME
OPEN COURT TIME
FITNESS CENTER USAGE
LOCKER ROOM/SHOWER USAGE

INCLUDES:

WALKING TRACK TIME
OPEN COURT TIME
FITNESS CENTER USAGE
LOCKER ROOM/SHOWER USAGE

SELECT FITNESS CLASSES

MONTHLY FITNESS+ MEMBERSHIPS:

(ALL MONTHLY MEMBERSHIPS INCLUDE A \$20 ONE-TIME ENROLLMENT FEE.)

ADULT FITNESS+ (AGES 16-49)
\$45 RES / \$75 NON-RES

SENIOR FITNESS+ (AGES 50+)
\$40 RES / \$65 NON-RES

INCLUDES:

WALKING TRACK TIME
OPEN COURT TIME
FITNESS CENTER USAGE
LOCKER ROOM/SHOWER USAGE
SELECT FITNESS CLASSES

ANNUAL FITNESS+ MEMBERSHIPS:

ANNUAL MEMBERSHIPS RUN FOR A FULL CALENDAR YEAR FROM THE TIME OF REGISTRATION. THERE IS NO ENROLLMENT FEE.

ANNUAL ADULT FITNESS+ (AGES 16-49)
\$490 RES / \$810 NON-RES

ANNUAL SENIOR FITNESS+ (AGES 50+)
\$435 RES / \$700 NON-RES

INCLUDES:

WALKING TRACK TIME
OPEN COURT TIME
FITNESS CENTER USAGE
LOCKER ROOM/SHOWER USAGE
SELECT FITNESS CLASSES

HOWELL
recreation

ALL MEMBERSHIPS MUST BE PURCHASED IN PERSON.

OCEOLA COMMUNITY CENTER,
1661 N. LATSON RD. HOWELL, MI

RESOLUTION NO. 21-18

WHEREAS, the City of Howell, from time to time, has established certain rules regarding the Howell Boat Launch Area;

WHEREAS, activities at the Boat Launch and upon that part of Thompson Lake located in the City have arisen which have prompted a review of the current rules, and;

WHEREAS, the City finds that the use of the Boat Launch and Thompson Lake has increased since the last time that the rules were amended for the Boat Launch, and;

WHEREAS, the City finds that the current rules need to be updated to provide additional safeguards to the general health, safety and welfare of those using the Boat Launch and Thompson Lake;

NOW THEREFORE BE IT RESOLVED that the Howell City Council hereby amends the Howell Boat Launch Rules as follows:

1. The Boat Launch area is open from dawn to dusk.
2. Starting May 1st through Labor Day, all vehicles MUST have a valid annual Park/Boat Launch Pass or a Day Boat Launch Pass to launch their boat or park in the Boat Launch Area. The Boat Launch will be staffed M-F (2:00pm 8:00pm) and Sat-Sun and Holidays (7:00am-8:00pm) or any other time deemed necessary by the Parks and Recreation staff.
3. Staffing schedule may change due to inclement /severe weather.
4. Boat Launch Passes shall be obtained at the ~~Oceola Township Community Center~~ **City of Howell Police Department** (M-F 7:00 am-5:00 pm), or **day passes** at the Boat Launch Guard Booth during the mentioned staffed hours above.
5. Swimming in this area is PROHIBITED.
6. Rigging of boats on the launching ramp is prohibited until automobiles have been removed from the ramp.
7. Power loading of boats is NOT permitted.
8. The discharge of fuels, chemicals, or sewage into the lake or launch area is PROHIBITED.
9. Watercraft operators MUST have proper license and registration.
10. Alcoholic beverages are PROHIBITED.
11. Please keep the Boat Launch area clean.

12. No weaving through congested watercraft traffic, jumping the wake of another watercraft or unnecessarily close to other watercraft and no chasing or harassing wildlife.
13. **On occasion and during high water situations, the boat launch may be shut down or a “No Wake” may be issued if property damage is at risk.**
14. Violations of any of these rules, Howell City Ordinances and/or state law may result in the revocation and cancellation of the boat launch pass by the Howell Police Department for the remainder of the boating season. In addition, the owner and the watercraft involved may be banned from use of the boat launch for the remainder of the boating season.
15. Violators may also be subject to the issuance of a municipal civil infraction pursuant to Chapter 1062 of the Howell City Code.

BE IT FURTHER RESOLVED that a notice of these rules shall be posted at or near the Boat Launch and copies of these rules shall be given to anyone requesting same.

Adopted this 27th day of September, 2021.

NICK PROCTOR, MAYOR

ANGELA GUILLEN, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 21-18, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 27th day of September, 2021 and that the meeting was held and the minutes were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have affixed my official signature this 27th day of September 2021.

BY: _____
Howell City Clerk

RESOLUTION NO. 21-19

WHEREAS, the City of Howell, from time to time, has established certain costs and allowances of free passes regarding the Scofield City Park and Howell Boat Launch Area;

WHEREAS, the current financial costs regarding Scofield City Park and the Howell Boat Launch have caused a review of the pass fee charges for the activities at the Park and Boat Launch and reconsideration of those costs and issuance of passes, and;

NOW THEREFORE BE IT RESOLVED that the Howell City Council hereby amends the pass structure and fees for use of Scofield City Park and the Howell Boat Launch as follows:

1. ~~One~~ **Two** Free Annual Resident Park/Boat Launch Passes for City of Howell households and **two free Boat Launch passes only** to Oceola Township households, which shall be obtained at ~~Oceola Township Community Center~~ **Howell Police Department**. Each additional Annual Pass will be \$60.
2. **Oceola Township households will be able to upgrade to a Park and Boat Launch Passes for an additional \$20. Upgrades are only permitted when obtaining the free Boat Launch pass.**
3. Genoa Township, Marion Township and Howell Township households may purchase one Annual Pass each for ~~\$20~~ **\$40**, and additional passes for ~~\$40~~ **\$60 at the Howell Police Department, Monday through Friday between 97:00 am-5:00 pm.**
4. All other individuals may purchase an Annual Pass for ~~\$40~~ **\$60** at the Howell Police Department, Monday through Friday between **97:00 am-5:00 pm**), or **day passes** at City Park Guard Booth during park hours.

BE IT FURTHER RESOLVED that a notice of this Resolution shall be posted at the Oceola Township Community Center, Paul Bennett Recreation Center and Howell City Hall and copies of these rules shall be given to anyone requesting same.

Adopted this ____ day of October, 2021.

NICK PROCTOR, MAYOR

ANGELA GUILLEN, CLERK

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 21-19, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the ____ day of October, 2021 and that the meeting was held and the minutes were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have affixed my official signature this _____ day of October, 2021.

BY: _____
Howell City Clerk



Scotfield Park and Boat Launch

Cost Comparison



Why are we talking about this?

- ▶ Losing our City Hall tenant, more than -\$100,000 in revenues
- ▶ Continued need for additional revenues and reduced expenses.
- ▶ Currently City Residents pay 100% of cost to maintain and manage with no contribution from other HAPRA governing bodies.
- ▶ Over 30 million in Capital Needs, including Capital Park projects over 1 million.
- ▶ Provide equity to our taxpayers who have no additional benefit but overcrowded facilities.
- ▶ Sharing the cost of operations through user fees to those outside the City of Howell and Oceola Township.
- ▶ Townships are growing at high rate meaning more users who are not paying.
- ▶ Opportunity to manage the lake and control boat access to an already dangerous overcrowded lake.



Funding our Parks

- ▶ Because of the failed Millage attempts the 4th amended Articles of incorporation outline the contribution levels of participating communities.
- ▶ Currently Howell pays the top contribution level along with the other Townships, the current level is \$106,000.
- ▶ Additional to this fee the City of Howell pays \$45,000 to HAPRA for managing Scofield Park and the Boat Launch, plus \$1,100 for printing the park passes for all users.
- ▶ The City also expends an average cost for operation and maintenance of approximately \$126,000 for just Scofield Park and the Boat Launch.
- ▶ The City as an entity for Lake improvements also pays approximately \$22,000 per year in County Assessments to improve the lake quality.
- ▶ This does not include any capital purchase items such as boat launch ramp (\$30,000 this fiscal year), boat Dock (\$16,750 in 2017), Beach cleaner(\$18,000 in 2015) and an additional 1 million in needed capital.
- ▶ Operating and Maintenance expenses have increased slightly with the increase in use additional trash, more service calls on Port-a-johns, more lifer, bathroom supplies, etc.
- ▶ The City collects approximately \$35,000 in revenues from pass fees and pavilion rentals leaving roughly \$160,000 in costs to the Howell City Taxpayer.

03/12/2021		SCOFIELD PARK AND BOAT LAUNCH COST			
		2017-18	2018-19	2019-20	2020-21
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	PROJECTED ACTIVITY
APPROPRIATIONS					
Dept 751 - RECREATION / PARKS DEPARTMENT					
101-751-702.000	SAL & WAGES	24,005	24,054	26,621	28,000
101-751-702.001	SAL & WAGES ADMINISTRATION	10,759	11,540	11,845	12,050
101-751-702.002	SAL & WAGES OVERTIME	2,400	2,764	3,302	4,000
101-751-714.001	CITY SHARE MED INS RETIREE	14,636	10,810	11,155	10,293
101-751-717.000	FRINGE BENEFITS	19,584	19,567	20,247	21,000
101-751-740.000	OPERATING SUPPLIES	990	503	200	0
101-751-740.019	OPER SUPP/SMALL EQUIPMENT	399	306	30	500
101-751-775.000	MAINTENANCE SUPPLIES	19	24	0	0
101-751-775.006	MAINTENANCE SUPPLIES / PARKS	6,334	6,243	5,620	6,000
101-751-804.000	CONTRACTUAL SERVICES	4,548	1,780	1,215	1,200
101-751-850.000	COMMUNICATIONS - TELEPHONES	1,003	1,003	1,042	1,400
101-751-860.000	CONFERENCE /TRANSPORTATION	0	180	190	200
101-751-900.004	PRINTING BUDGET	0	901	1,396	1,100
101-751-910.000	INSURANCE	12,248	12,419	12,208	12,500
101-751-920.000	UTILITIES - ELECTRICITY	1,202	2,336	1,687	1,700
101-751-920.002	UTILITIES - WAT / SEW	506	424	634	750
101-751-920.003	UTILITIES - RUBBISH	786	785	727	750
101-751-920.006	UTILITIES / GAS / BARNARD ST	394	0	0	0
101-751-920.007	UTILITIES / ELEC / BARNARD	1,014	1,916	1,262	467
101-751-920.009	UTILITIES / WTR-SWR / BARNARD	2,533	2,482	2,346	449
101-751-930.000	REPAIR & MAINTENANCE	9,983	0	3,198	0
101-751-931.000 **	BUILDING MAINTENANCE	38,656	2,354	2,166	18,000
101-751-931.003	BLDG MAINTENANCE - BARNARD	0	0	6,721	112,500
101-751-931.005	MAINTENANCE - SKATEPARK	3,996	93	428	1,000
101-751-940.000	EQUIPMENT RENTAL	19,437	18,846	18,962	16,040
101-751-940.003	EQUIPMENT RENTAL - HOURLY	13,392	11,374	11,819	10,000
101-751-942.001	PORTA JOHN RENTALS	6,860	6,370	6,215	6,400
101-751-957.000	EDUCATION / TRAINING	815	0	1,932	1,500
101-751-970.004 **	CAPITOL OUTLAY / PARKS	4,722	0	1,576	10,000
101-751-999.010	TO / DPS FUND / OVERHEAD	14,164	13,521	13,441	13,956
TOTAL BUDGET COST		215,385	152,595	168,185	291,755
ADMINISTRATIVE AND SHARED COSTS 10%		12,726	12,510	12,978	12,960
COST OF SKATE PARK, BENNETT AND BARNARD 100%		75,934	17,655	28,852	152,709
SUBTRACT THE ABOVE COST TO MAINTAIN SKATE PARKS & BUILDINGS FROM TOTAL BUDGET COST					
TOTAL FOR BOAT LAUNCH AND MAIN PARK MAINTENANCE		126,725	122,430	126,355	126,086
LAKE ASSESSMENTS		22,000	22,000	22,000	22,000
MANAGEMENT COST FOR HAPRA		45,000	45,000	45,000	45,000
TOTAL TO MANAGE AND MAINTAIN THE PARK		193,725	189,430	193,355	193,086

Admin costs are payroll, payment processing, equipment rental, training, etc.



Agreements with HAPRA

- ▶ The 2017 Fourth amended Articles of Incorporation.
- ▶ Page Athletic fields Lease
- ▶ Bennett Recreation Center Lease
- ▶ Boat Launch and City Park Management Agreement (**terminate and return to City and Oceola**)
- ▶ IT and Finance service agreement (**we will be looking at these costs**)



Agreements with HAPRA

- ▶ **Leases with page field and Bennett Center**
 - ▶ Outlines the annual lease of both properties at \$1 each.
 - ▶ Lease agreement outlines the term of the lease and responsibilities of the Landlord (city) and tenant (HAPRA).
 - ▶ Currently HAPRA is responsible for operation, maintenance and repair of the facilities.
 - ▶ City of Howell is responsible for capital costs such as new roof, new doors and windows, new HVAC, etc.
 - ▶ Example; a roof leak would be repaired at the cost of HAPRA, the capital expense for a new roof would be paid for by the City of Howell.

Boat Launch and Park management agreement

- HAPRA attends booths at launch and park 7 days a week. (fees collected to City)
- Rental of Pavilions (fees collected to City)
- Seasonal passes distribution and sales (any fees to City)
- Concession Stand (HAPRA purchases all concession supplies and keeps revenue)

- The City of Howell will pay the full costs of the following:
 - A. Daily Passes / seasonal sticker costs to print
 - B. Weekly Water Testing
 - C. All maintenance and cleaning supplies (Including toilet paper)
 - D. Beach Staff t-shirts
 - E. Daily sand raking and grass mowing at beach area
 - F. Cleaning and maintenance of the restroom facility at the front of the park
 - G. Electricity, telephone, water and trash collection
 - H. General grounds maintenance for the park, sand area of the beach, roads and parking lots at Howell City Park and Boat Launch areas.
 - I. Signage
 - J. Building improvements to the concession stand, restroom facilities, park booth, pavilions, etc. and placement and removal of park booth at start and end of season.
 - K. Contractual Services with Goose Works to control the Canadian Geese population

Boat Launch and Park management agreement

- Amount Paid to HAPRA to Manage
 - **\$45,000**

Tasks performed by HAPRA

- coordinate swim line installation with Fire Department
- Staff the concessions
- staff the entrances for park and launch
- rent pavilions
- distribute passes for City and all Townships
- Coordinate Goose control
- Coordinate beach testing
- Other Soft costs

The Full cost of O&M paid for by the City of Howell:
\$148,086

Tasks performed by Public Services

- Mow Grass
- landscape
- Grade road
- Rake Beach
- Repair amenities / Facilities
- Pickup leaves
- Plow Walks
- Plow Roads
- Trash pickup
- litter pickup
- maintain and clean play equipment
- picnic table maintenance and painting
- Maintain Grills
- Maintain Pavillions
- Clean up before and after pavillion rentals
- Empty trash, rack beach and clean restroom 7 days a week when open
- clean and store swim lines
- Clean and Stock bathrooms
- Other soft costs

Remove Park and Boat Launch from HAPRA

- ▶ DPS- Parks and Cemetery Department would manage the park
- ▶ City Hall to distribute Free passes to Howell and Oceola for the Boat launch.
- ▶ City of Howell and Oceola Township (share the lake) residents would be the only communities receiving free passes.
- ▶ The City can offer reduced rates for HAPRA members verse others if they choose
 - ▶ Pros; return the gem back to Howell and Oceola residents, less boat traffic equals safer waterway, reduces maintenance and supplies (minimal, HAPRA can still use concession for revenue source, Increase in revenue from visitors (township residents pay fee). Township residents contribute towards the cost to manage and maintain through user fees.
 - ▶ Cons; may hurt HAPRA future chances of millage



We continue to fully support and fund HAPRA equal to the other members

- ▶ Continue to pay as a full partner into HAPRA
- ▶ Promote the positive services that HAPRA provides to the Howell Community
- ▶ Continue to partnership with HAPRA on various events and activities
- ▶ Offer reduced fee for HAPRA contributing members for Annual park and Boat launch in line with the new Oceola Rec Center. \$40 member \$60 non-member
- ▶ City can still lease Bennett and Page Field for \$1 to HAPRA.
- ▶ Continue to let HAPRA use City amenities for programs.