



Baldwin County Commission

Agenda Action Form

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Item #: FA2

Meeting Type: BCC Regular Meeting

Meeting Date: 7/19/2022

Item Status: New

From: Brian Peacock, CIS Director; Anu Gary, Administrative Services Manager

Submitted by: Anu Gary, Administrative Services Manager

ITEM TITLE

Revision of Baldwin County Commission Policy #2.23 - Reservation of Live Oak Landing and Bicentennial Park Facilities

STAFF RECOMMENDATION

Take the following actions:

1) Adopt revised Baldwin County Commission Policy #2.23 - Reservation of Live Oak Landing and Bicentennial Park Facilities and incorporate said policy to the Baldwin County Policies and Procedures Book.

The effective date of the revised policy is July 20, 2022. Any reservations made for Live Oak Landing and Bicentennial Park facilities prior to July 20, 2022 will be honored and grandfathered in with the rate schedule in place prior to July 20, 2022.

2) Approve the Rules and Regulations for Live Oak Landing and Bicentennial Parks, effective immediately.

BACKGROUND INFORMATION

Previous Commission action/date: December 1, 2020 - Last revision to Policy #2.23

Background: The proposed policy revision was discussed during March 14 / 15, 2022, meeting cycle where staff requested input and direction from the Commission related to the proposed revisions to policy. At this time, the proposed changes are ready to be approved and implemented.

SUMMARY OF THE PROPOSED REVISIONS TO BCC POLICY #2.23:

- Fees have been adjusted for facility rentals and fishing tournaments (see attached draft policy for rate schedule).
- The old Live Oak Landing store has been added as a rental facility "Interpretive Center" available for

meetings, receptions, or other small group gatherings.

- Renting an entire park is no longer an option for the public (special events or festivals held at the parks will continue to require Commission approval).

- The reservations will be processed exclusively online with credit cards which will streamline the process for citizens making reservations as well as County staff processing the reservations and payments.

- Live Oak Landing pavilion and tournament reservations processing will move from Administration staff to CIS/Parks staff with Administration staff continuing to provide support or back up for CIS/Parks as necessary.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration and CIS

Action required (list contact persons/addresses if documents are to be mailed or emailed):

CIS and Parks staff take over reservations process online.

Admin. staff update Policy Books and upload revised policy to BCAP.

Email copy of revised policy also to:

Missy Hoover, Parks

Madison Steele, Parks

Susan Kilby, CIS

Brian Peacock, CIS

Grace Propst, CIS

Luke Williams, CIS

Felisha Anderson, Archives

Cian Harrison, Finance

Eva Cutsinger, Finance

Ron Cink, Budget/Admin

Additional instructions/notes: N/A



BALDWIN COUNTY COMMISSION

POLICY #2.23	
Subject	Reservation of Live Oak Landing and Bicentennial Park Facilities
Date Adopted	July 19, 2022
Agenda Item	TBD
Obsolete Versions	November 18, 2014 – Agenda Item GA1 July 21, 2015 – Agenda Item GB1 July 5, 2016 – Agenda Item GA1 October 17, 2017 – Agenda Item BG1 May 21, 2019 – Agenda Item BA3 June 18, 2019 – Agenda Item BA6 December 1, 2020 – Agenda Item BA9

POLICY STATEMENT

This policy outlines the procedures and fee schedule for the reservation and use of the following County owned facilities/properties by the public:

Bicentennial Park - Pavilion, Historic Montpelier Methodist Church, or other facilities/grounds.

Live Oak Landing – Pavilion, Fishing Tournaments, RV Park campgrounds, or other facilities/grounds.

PROCEDURAL REQUIREMENT

To carry out this policy, the following steps must be taken:

BICENTENNIAL PARK

To reserve facilities at Bicentennial Park, a Reservation Request must be submitted through the online reservation system. When appropriate, County staff will coordinate any event oversight and management.

LIVE OAK LANDING

To reserve facilities at Live Oak Landing, a Reservation Request must be submitted through the online reservation system. When appropriate, County staff will coordinate any event oversight and management.

FEES

The following facility usage, fishing tournament, and RV Park rental fees at the Live Oak Landing and Bicentennial Park are set by the Baldwin County Commission. The Baldwin County Commission reserves the right to adjust the fees at its discretion.

LIVE OAK LANDING FACILITY USAGE AND FISHING TOURNAMENT FEES

All for-profit usage requests or special events at Live Oak Landing must be approved by the Baldwin County Commission with the exception of fishing tournaments with proper reservation approval.

PAVILION

\$300 daily fee
\$40 hourly fee

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday – Sunday 4:00 a.m. – Midnight

INTERPRETIVE CENTER

\$300 daily fee
\$40 hourly fee

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday - Friday 8:00 a.m. – 4:00 p.m. Interpretive Center is closed to the public on County approved holidays.

FISHING TOURNAMENTS AND FACILITY USE

1-25 Boats

\$125 flat fee for one-day event
\$75 flat fee for each additional day for multi-day tournaments

26-50 Boats

\$250 flat fee for one-day event
\$100 flat fee for each additional day for multi-day tournaments

51-100 Boats

\$350 flat fee for one-day event

\$150 flat fee for each additional day for multi-day tournaments

101-150 Boats

\$550 flat fee for one-day event

\$250 flat fee for each additional day for multi-day tournaments

151-200 Boats

\$750 flat fee for one-day event

\$350 flat fee for each additional day for multi-day tournaments

Credit card service fee is added to the cost of each reservation at the time the reservation is paid. Fishing tournaments are limited to one (1) tournament per day unless otherwise approved by the Park Management at its discretion. Requests for fishing tournament fee waivers must be approved by the Baldwin County Commission.

LIVE OAK LANDING RECREATIONAL VEHICLE (RV) PARK RENTAL FEES

Reservations are for one (1) Recreational Vehicle (RV)

Daily Rate \$40

Weekly Rate \$225

Extended Stay Rate \$850

Gift Certificates:

Two-day Getaway Gift Certificate \$80

One-week Getaway Gift Certificate \$225

(Duration of extended stay is 28 days. Extended stays are limited to a maximum of 56 days in a calendar year.)

Lodging tax and credit card service fees are added to the cost of each reservation at the time the reservation is paid.

BICENTENNIAL PARK USAGE/RENTAL FEES

All for-profit usage requests, extended park hours, or special events at the Bicentennial Park must be approved by the Baldwin County Commission. Park hours are 8:00 a.m. - 4:30 p.m. Bicentennial Park is closed to the public on County approved holidays.

PAVILION

\$300 daily fee

\$40 hourly fee

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday – Saturday 8:00 a.m. – 4:30 p.m., Sunday Noon – 4:00 p.m.

HISTORIC MONTPELIER METHODIST CHURCH

\$700 flat fee per reservation

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday – Saturday 8:00 a.m. – 4:30 p.m., Sunday Noon – 4:00 p.m.

GUIDED TOURS

\$5 per person

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Schools participating in the field trip program are allowed to pay by check at the time of arrival.

Tour Hours: Monday – Friday 9:00 a.m. – 3:00 p.m.

A fee schedule was initially approved by the Baldwin County Commission on October 2, 2012 (Item HC1); revised on July 21, 2015 (Item GB1); revised on July 5, 2016 (Item GA1); revised on May 21, 2019 (Item BA3); revised December 1, 2020 (Item BA9), [revised July 19, 2022 \(Item TBD\)](#).

RESERVATION CANCELLATIONS AND ISSUANCE OF REFUNDS

Pavilions

Reservation cancellations must be made seven (7) days in advance to receive a refund.

Reservation cancellations due to an emergency or the park being closed by the County will be issued a credit voucher in the full amount of reservation. Issuance of Emergency Credit Vouchers is at the discretion of Park Management.

Fishing Tournaments and Facility Use (Historic Montpelier Church)

Reservation cancellations must be made thirty (30) days in advance to receive a refund.

Reservation cancellations due to an emergency or the park being closed by the County will be issued a credit voucher in the full amount of reservation. Issuance of Credit Vouchers due to an emergency or rising water conditions/flooding is at the discretion of Park Management.

RV Camping

Reservation modification is allowed one time with no additional cost seven (7) days prior to the check-in date.

Reservation cancellations made more than 48 hours prior to check-in date will be issued a credit voucher in the full amount of the reservation.

Reservation cancellations made less than 48 hours prior to check-in date will be issued a credit voucher in a partial refund amount of the reservation, less one-time daily rate charge of \$40.

Reservation cancellations due to the RV campground being closed by the County will be issued a

credit voucher in the full amount of reservation. Issuance of Emergency Credit Vouchers is at the discretion of Park Management.

Gift Certificates must be used within twenty-four (24) months after the date of issuance. No refunds or vouchers are issued for the purchase of gift certificates.

Guided Tours and School Field Trip Program Tours

Reservation cancellations or date modifications can be done at any time prior to the scheduled tour. Credit voucher will be issued which can be used when rescheduling the date. No refunds will be issued.

Refunds and Credit Vouchers

Refunds for cancelled reservations will be issued in the form of a check by the County Clerk/Treasurer, except for RV camping reservations which will be issued in the form of a credit voucher only. Refunds issued by a check will be issued within thirty (30) days of the reservation cancellation and will be mailed to the address listed in the reservation application. Refunds issued by a credit voucher will be issued the same day the reservation is cancelled and will be emailed to the email address provided at the time the online reservation was made.

A credit voucher will be issued for reservation cancellations that do not meet the refund criteria. Credit vouchers must be used within twelve (12) months from the cancellation date and can only be used for the same facility as listed in the cancelled reservation.

No-shows and cancellations made on the day of the reservation date do not qualify for a refund or a credit voucher. All reservation fees paid are considered forfeited.

Credit card service fees are non-refundable.

FORMS/ATTACHMENTS/EXHIBITS

N/A

Live Oak Landing Campground Rules and Regulations

- Check-in is 3:00 PM and check-out is 11:00 AM.
- A responsible adult over the age of 19 must check in and occupy the site during the entire reservation. Failure to do so will result in eviction and forfeiture of all payments.
- Quiet hours are enforced from 10:00 PM until 6:00 AM.
- Two vehicles are allowed per RV site and they must remain at the reserved RV site when parked.
- One non-permanent structure is allowed on a site with an RV for storage use only.
- Campers must provide their own camping equipment suitable for the location, subject to Campground Manager's approval. It is mandatory to have a camping unit before registering. Camping permit is required before setting up camp. Site changes are not allowed once checked in. Notify Campground staff if there is a RV site issue.
- Campers must provide proof of registration upon request of Campground staff.
- Guests not registered to stay in the campground must leave the premises by 10:00 PM when campground quiet hours begin.
- Pets are welcome but must be leashed no longer than 6 feet. Do not leave pets outside unattended. PLEASE PICK UP AFTER YOUR PETS!
- It is unlawful to hunt, trap, pursue, catch, or kill any wild bird or wild animal at the park. Please keep your distance from all wildlife. Remember, on the trails wildlife has the right of way.
- Draining water, soap, grease, or any other waste product onto the ground or into anything other than an approved holding tank, sewage receptacle, or dump station is a violation of State law.
- Electric scooters, mopeds, minibikes, motorcycles, motor scooters, go-carts, golf carts, and any other type of motorized vehicle is not allowed to be in the campground unless it is a licensed vehicle. Only licensed drivers and licensed vehicles can utilize park roads. This does not limit the use of equipment to assist handicapped persons.
- Campers may bring their own fire pit. Firepits must be at least 6 inches off the ground.
- Only downed wood can be picked up to be used for campfires. Cutting of trees, branches, or bushes is prohibited. No chainsaws are allowed in the park. All fires must be contained in fire pits and not left unattended.

Revised and approved by BCC July 19, 2022

- Deposit trash in dumpsters provided for RV Park guests. Household trash from RV sites should not be placed in the garbage cans throughout the parks or in the facilities.
- It is illegal to have open alcohol containers in a motor vehicle in the State of Alabama. Public intoxication will not be tolerated in the park.
- If any of the following occurs, guests will be asked to leave the premises:
 - Defacing the facilities and/or amenities in any way
 - Unruly/disorderly behavior by guests
 - Uncontrollable/unattended children
 - Fighting
 - Illegal alcohol or drug use
- Any person or persons caught damaging or defacing the facilities or grounds or amenities will be prosecuted to the fullest extent of the law.

Live Oak Landing and Bicentennial Park Facilities Rules and Regulations

- A responsible adult over the age of 19 must be present during the entire reservation. Failure to do so will result the event being shut down and forfeiture of all payments.
- The use of flower petals, silly string, confetti, shaving cream, glitter, dry rice, or other similar items are prohibited. Any decorations must be removed from the premises before leaving.
- No nails, tacks, brackets, or self-adhesive tape will be allowed on or in walls, ceilings, floors, rafters, or any material that will deface, mark, or damage a finished surface.
- Glass bottles, glass containers, candles, and open flames are prohibited in the park or inside any facility or structure.
- Deposit trash in garbage cans provided throughout the parks and at facilities. Dumpsters are provided for RV Park guests only.
- The Interpretive Center furnishings and displays are not to be moved from their location. Tables and chairs may only be used inside the building and on the porch/patio area and should be moved back to their original location before leaving.
- Picnic tables are to be returned to their original location if moved.
- Pets are welcome on the grounds but not inside facilities, with the exception of service animals. All pets must be leashed no longer than 6 feet. Do not leave pets outside unattended. PLEASE PICK UP AFTER YOUR PETS!
- It is unlawful to hunt, trap, pursue, catch, or kill any wild bird or wild animal at the parks. Please keep your distance from all wildlife. Remember, on the trails wildlife has the right of way.
- Draining water, soap, grease, or any other waste product onto the ground or into anything other than an approved holding tank, sewage receptacle, or dump station is a violation of State law.
- Electric scooters, mopeds, minibikes, motorcycles, motor scooters, go-carts, golf carts, and any other type of motorized vehicle is not allowed to be in the campground unless it is a licensed vehicle. Only licensed drivers and licensed vehicles can utilize park roads. This does not limit the use of equipment to assist handicapped persons.
- The event will be shut down if any of the following occur:
 - Defacing the facilities and/or amenities in any way
 - Unruly/disorderly behavior by guests
 - Uncontrollable/unattended children
 - Fighting

Revised and approved by BCC July 19, 2022

- Illegal alcohol or drug use
- NO REFUNDS ARE ISSUED IF THE EVENT IS SHUT DOWN.
- It is illegal to have open alcohol containers in a motor vehicle in the State of Alabama. Public intoxication will not be tolerated at Live Oak Landing and Bicentennial Parks.
- Any person or persons caught damaging or defacing the facilities or grounds or amenities will be prosecuted to the fullest extent of the law.