

**Bellaire Village Council
Meeting Minutes
February 1, 2012**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
 - Present:** Officers Dave Schulz, Butch Dewey, Brent Nelson, Anne Wendling, Trish Drollinger & Helen Schuckel.
 - Absent:** Dennis Balon
 - Staff Present:** Cathy Odom, Treasurer, Janet Koch, Clerk, Ken Stead, DPW Supervisor & Brad Rowe, Chief of Police.
 - Also Present:** Colette Stanish, Gene Eby, Rachel Krino & MaryEllen Murphy.
3. **Approval of Agenda:** The agenda was approved.

Motion by Schuckel, seconded by Dewey, to approve the agenda with the additions of new business item g, Antrim County Parking Lot Lease and item h, Parkside Arts Council Sign, and making item h, the first order of new business. Motion carried by unanimous voice vote.
4. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item a and also noted her conflict in approval of the public safety budget at the next meeting.
5. **Consent Agenda:** The consent agenda was approved.

Motion by Nelson, seconded by Schuckel, to approve the consent agenda as presented. Motion carried by unanimous voice vote.
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business**
 - a) **Streetlights:** This was tabled at the last meeting to give time for Council members to see if moving the inside housing of the streetlights made a difference in brightness. President Schulz noted a small difference & said funds were placed in the budget for the remainder of the lights to be lowered if Council thought it might help. Ken Stead noted that some of the units could not be lowered. Council agreed to lower those lights that could be.
 - b) **Clean Water Requirement Letter:** We are required to provide a hydraulic analysis, mapping and a reliability study on our water system. Funds have been placed into the budget to complete this requirement.
 - c) **Property & Building Committee Recommendations:**
 - **Fire Suppression:** The village charges a fire suppression fee for entities that have overhead sprinkler systems. One place has not been paying these fees. We contacted our attorney to verify our procedure and Public Works is recommending that we send them an invoice with prior year's amounts due included and if not paid they will be shut off.

Motion by Nelson, seconded by Drollinger, to send a letter along with an invoice giving them 30 days to make payment and if payment is not received then they will be shut off and to inform the proper authorities if shut off for nonpayment occurs. Motion carried by unanimous voice vote.
 - **Franchise Agreements:** In researching payments for water/sewer services for non taxing entities, we found that we did not have franchise agreements in place to be able to work

on water & sewer lines in township rights-of-way. Council had Jim White prepare these agreements and they are ready for review & approval.

Motion by Nelson, seconded by Drollinger, to approve & to authorize the Village President and Village Clerk to sign the sanitary sewer service & franchise agreements between Forest Home and Kearney Township and pass them on to the townships for their approval. Motion carried by unanimous voice vote.

Motion by Nelson, seconded by Wendling, to approve & to authorize the Village President and Village Clerk to sign the agreement for consent to use public rights of way in both Forest Home and Kearney Township. Motion carried by unanimous voice vote.

Motion by Dewey, seconded by Drollinger, to adopt Resolution #01 of 2012 as presented. Motion carried by unanimous roll call vote.

Motion by Dewey, seconded by Schuckel, to adopt Resolution #02 of 2012 as presented. Motion carried by unanimous roll call vote.

- **Water/Sewer Fees-Resolution Amendment:** Public Works is recommending an update to section 5(d) of the fee resolution regarding shut off policies.

Motion by Wendling, seconded by Nelson, to adopt Resolution #03 of 2012, updating section 5(d) as presented. Motion carried by unanimous roll call vote.

8. New Business

- a) **Parkside Arts Council Sign:** Parkside Arts Council presented a description of the sign they would like to place on the building. President Schulz noted that the brackets that will hold the sign should be made of material that will not rust. Dimensions are good and the following motion was made.

Motion by Dewey, seconded by Schulz, to approve the sign for Parkside Arts Council as presented. Motion carried by unanimous voice vote.

b) Administration Committee Recommendations:

- **Health Benefits:** President Schulz explained how allocating funds for fringes, holiday, vacation & sick pay were done. It was noted that in review of the process, some of it was being allocated twice. Health benefits increased 2.3% which is much lower than in previous years. There is a new .75% claims tax on all health care premiums as of this year. Due to the minor increase in health benefit costs and to readjusting the fringe allocation, Administration is recommending that the Village continue paying 100% of the current Blue Cross health plan. Wendling stated that Council should review the budget before making decision on health care. The budget item was moved up in the agenda for discussion. Council reviewed the budget for all funds. The following motion was made.

Motion Dewey, seconded by Nelson, to keep the health care plan as is and to continue paying 100% of the cost. Motion carried by unanimous voice vote.

- **Wage Recommendations:** Administration is recommending that employees receive a \$.50 per hour wage increase. Discussion occurred with some audience participation about employee contribution to health care.

Motion by Dewey, seconded by Schulz, to approve the Administration Committee recommendation to give a \$.50 per hour wage increase to all employees. Motion carried by voice vote. Ayes: Dewey, Schulz, Nelson, Schuckel Nays: Wendling Abstain: Drollinger

c) Parks Committee Recommendations:

- **Downtown Flower Boxes:** The Garden Club approached the Village with a plan for the flower boxes. They would have Trees North plant the flower boxes at the Village expense of \$30 a box, the Village would water them and they would take care of them as far as weeding, etc. The Parks Committee felt we could fill the boxes at a lesser cost. Watering and maintaining them was discussed. Due to previous watering issues, Council discussed not having the flower boxes and just use them as trash cans. This was tabled for further review.

- d) Planning Commission Appointment:** The Planning Commission has one vacant seat and President Schulz would like to appoint Fred Harris to the board.

Motion by Wendling, seconded by Schuckel, to approve President Schulz' appointment of Fred Harris to the vacant Planning Commission seat with the term expiring November 30, 2014. Motion carried by unanimous voice vote.

- e) Employment Contracts:** Employment contracts for the DPW Supervisor, the Chief of Police and the Treasurer/Deputy Clerk are up for renewal. There are no changes to the contract except the active dates of the contract and wage changes.

Motion by Dewey, seconded by Drollinger, to approve and authorize President Schulz to sign the employment contracts of the DPW Supervisor, Ken Stead; the Chief of Police, Brad Rowe and the Treasurer/Deputy Clerk, Cathy Odom with expiration dates of February 28, 2015. Motion carried by unanimous voice vote.

- f) Cemetery Agreement-Forest Home Township:** It is time to renew this agreement between the Village and Forest Home Township. There are no changes to the agreement except to renew for the next two years.

Motion by Schuckel, seconded by Nelson, to approve & authorize President Schulz to sign the agreement between Forest Home Township & the Village of Bellaire for the cemetery for another two years. Motion carried by unanimous voice vote.

- g) Police Department Comp Time:** Chief Rowe informed Council that there was 16 hours of comp time accrued for himself and 18 hours for officer Drollinger that was not used before it expired. He would like to know if Council would allow them until the end of the fiscal year to use them.

Motion by Wendling, seconded by Nelson, to approve the extension for the comp time accrued by Chief Rowe and officer Drollinger until February 28, 2012. Motion carried by unanimous voice vote.

- h) Antrim County Parking Lot Lease:** Antrim County has spoken with our President addressing the parking lot lease they have with the Village of Bellaire. It is up for renewal in April and they would like to make it a 10-15 year lease instead of the current 2-year. President Schulz reviewed the lease and noted that if the Village needs that space in the future, the lease does allow for us to terminate at anytime. Knowing this he doesn't object to signing a longer lease if Council doesn't object.

Motion by Drollinger seconded by Schuckel, to approve and authorize the President and Clerk to sign the new lease and to extend the term of the lease to ten (10) years. Motion carried by unanimous voice vote.

9. Discussion Items:

- **FY2012-13 Budget:** The budget was moved up to be able to discuss with Administration Committee recommendations.

- **Regional Transportation Planning Meeting:** MDOT, with the help of the Northwest Michigan Council of Governments are working together to give more attention to transportation planning in northwest lower Michigan. There is a meeting scheduled on Tuesday, February 7, 2012 at 2:00 PM at the Kaliseum in Kalkaska for staff or a council member who would like to attend. There is no cost for attending.
- **NMCOG-Regional Economic Summit w/Rick Snyder:** This meeting's focus will be on economic strategy, policy & activity in the region. It is being held on March 2, 2012 and the cost to attend is \$20.00.

10. Department/Committee Reports

- a) *Committee Reports:* None presented.
- b) *Clerk/Planner:* The 2011 Zoning & Planning Commission report was presented. She also informed Council that it looks like the Allcott Addition vacation process is almost complete. She also noted that MML has released 19 different bills that can or will affect transportation funding. She will keep Council informed.
- c) *Deputy Clerk/Treasurer:* None presented.
- d) *Department of Public Works:* A written report was presented.
- e) *Police Department:* A written report was presented.
- f) *Planning Commission:* None presented.

11. Closing Member/Public Comment:

- *David Schulz:* Met with the County about changing their parking ordinance for signage on County property. The County Administration Committee will address this first.

12. Adjourn: Meeting adjourned at 8:36 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____