

**Bellaire Village Council
Meeting Minutes
February 6, 2013**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
 - Present:** Officers Dave Schulz, Trish Drollinger, Butch Dewey, Dan Bennett, Brent Nelson & Helen Schuckel.
 - Absent:** Laura Sexton
 - Staff Present:** Cathy Odom, Treasurer, Janet Koch, Clerk, Ken Stead, DPW Supervisor & Brad Rowe, Chief of Police.
 - Also Present:** Colette Stanish, Marguerite Karabin, Mike Smith, Todd Gyulvesz, & Terry Smith.
3. **Approval of Agenda:** The agenda was approved.
 - Motion by Schuckel, seconded by Bennett, to approve the agenda with the addition of new business item k, Shanty Creek-letter of commitment & l, Alex Stilwell, Scout request.**
 - Motion carried by unanimous voice vote.**
4. **Conflict of Interest:** Trustee Drollinger stated that due to her being a trustee and her husband a police officer that is paid through the public safety budget, she will have a conflict of interest in the decision of approving the FY2013-14 public safety budget that will take place on February 20, 2013. She also stated a conflict with approving health benefits & wages.
5. **Consent Agenda:** The consent agenda was approved. President Schulz informed the Council and congratulated Al Odom for receiving his water certification.
 - Motion by Nelson, seconded by Bennett, to approve the consent agenda as presented.**
 - Motion carried by unanimous voice vote.**
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business:** None presented.
8. **New Business**
 - a) **Short's Brewery Request-Todd Gyulvesz:** Mr. Gyulvesz is representing Short's Brewery and would again like permission to use the boat launch at the end of Ohio St. to set up a tent and place portajohns at the launch site for their Shorts to Shorts Paddle Kayak event. It will be held on Saturday, May 18, 2013. He would also like to use directional signs to let people know where the site is located, which would be pulled down immediately after the launch. President Schulz recommended that he meet with the police department and Mr. Gyulvesz stated he already met with them. Mr. Gyulvesz also informed the Council that the Shanty to Shorts run is set for May 11, 2013 at 10:00 am at the Summit Center. They would like to set up on Broad St. with the finish line being dismantled by noon. Mr. Kerschner will be getting permission from MDOT, Antrim County, the Sheriff's office and the Bellaire Police Department.
 - Motion by Schulz, seconded by Drollinger, to give permission to Short's Brewery in conjunction with their Shorts to Shorts Paddle on May 18, to allow tents, portajohns to be placed on Village property and the use of the launch site. The motion further states giving permission for the Shanty to Shorts Run on May 11, 2013. Motion carried by unanimous voice vote.**
 - b) **Glacial Hills Pathway Requests (Trail use on Village property by Orchard Hill Rd. and at the west end of Second St.):** Terry Smith, Forest Home Township Supervisor, presented a map of the Glacial Hills Pathway and Natural Area to the Council and explained they are looking to provide a ride center somewhere along the pathway. They would also like, in the future, to look

at providing an area for jumps and things for those interested in that activity to have something for all levels of bikers. They would also like to connect to the path the Village. There is a piece of property that the Village owns that could provide this opportunity. He stated he is here to ask Council if this is something they are interested in pursuing. If it is, then he will meet with the Parks Committee and the County to work out details as they become available. There is about 5 miles of completed and marked trail off of Eckhardt and Vandermark roads. There are about 12 miles total. Mr. Smith stated that Council could look online for more information on ride centers. He stated that the Village parcel off of Orchard Hill Road plays an important part of the trail project. President Schulz said the Village Recreation Plan identified a need to connect the Village to Glacial Hills. Trustee Drollinger noted that there are no easements with the County for the use of County land for the trail. She asked if Council should allow the use of Village property with or without easements. Mr. Smith said he could check with the County as to why easements weren't given and if they should be. Janet Koch said we could also check with our attorney to see what is recommended.

Motion by Bennett, seconded by Dewey, to approve a motion of support as the County and Township pursue the expansion of Glacial Hills. Motion carried by unanimous voice vote.

- c) **Parkside Arts Council Lease:** Trustee Dewey informed the Council that PAC didn't get the grant they were awarded last year. The Property & Building Committee is recommending to Council to continue renting the office space on the north side of the community hall to PAC on a month to month basis at \$450 per month. Clerk Janet Koch asked if Council would like to have this addressed annually and Council agreed.

Motion by Dewey, seconded by Schulz, to continue renting the office space on the north side of the community hall to Parkside Arts Council on a month to month basis at \$450 per month. Motion carried by unanimous voice vote.

- d) **Agent of Record-Health Insurance:** The Village agent of record is currently from Munising, Michigan. The Administration Committee discussed changing to a local agent of record and is recommending that we use Dewey Insurance out of Kalkaska.

Motion by Nelson, seconded by Drollinger to authorize the Village President to sign an Agent of Record agreement transferring our agent to Dewey Insurance Agency in Kalkaska.

Trustee Bennett asked if there were agencies in Bellaire that can provide this service. President Schulz noted that we will be meeting in two weeks to discuss the budget so we can table this and he asked Clerk Koch to contact the local agencies for information. President Schulz said that with our policy start date of March 1, 2013 we will have to address this at the budget meeting. Treasurer Odom said that the agent needs our insurance decision, usually 30 days before the start date to become effective. Drollinger suggested approving the current motion and check into the local agencies at a later time. Bennett said to make the motion contingent on the availability of local agents that can provide this service.

Previous motion was rescinded by Trustee Nelson and Trustee Drollinger and the following motion was made.

Motion by Schulz, seconded by Bennett, to approve the agent of record pending there are no local agencies that carry Blue Cross Blue Shield and in the event there is an agency in Bellaire that can act as a Blue Cross Blue Shield representative then we would want to contact our current agent and have them process the insurance change and then we can address agent of record at a later time. Motion carried by unanimous voice vote.

- e) **Overtime Compensation-DPW Employees:** DPW employees approached the Administration Committee about allowing overtime pay to be used as compensatory time at time and half in lieu of being paid for it at time and half. Dewey explained that at times employees work all week and are then called in on the weekend for snow plowing. Then Monday comes and they have not had

a day off. President Schulz said that due to this change, there is a page from the employee handbook that has that change duly noted. The revision states that they must choose to use it as comp time or overtime but not both. They can change it once a quarter to make bookkeeping easier. President Schulz noted that it affects Section 1, subsection 6 & 9 of the handbook.

Motion by Dewey, seconded by Schulz, to approve giving the DPW employees the choice to use their overtime pay as compensatory time. Motion carried by unanimous voice vote.

- f) **Employee Handbook Revisions:** A clarification of paid leave time needs to be made in the employee handbook.

Motion by Dewey, seconded by Bennett, to approve the amendment to the handbook, clarifying the section on paid leave. Motion carried by unanimous voice vote.

- g) **Administration Committee Recommendations:**

- 1) **Healthcare Benefits:** President Schulz explained to the Council that they were reviewing changes to the employee health plan due to the increase in cost of about \$20,000 for our current policy. There were 2 policies to review, community blue and simply blue. Employees met with the agent and both types were reviewed with the employees asking Council to remain with the community blue family of benefits due to better medical coverage. With the community blue program, employees will now have a deductible and co-insurance to pay but the coverage will be close to what they currently have. This policy would reduce the cost to the Village by about \$12,000 from what we currently pay. The simply blue plan would have higher deductibles and co-insurance, the Village could set up an HRA to help with these costs, but the coverage is not as good.

Motion by Dewey, seconded by Nelson, for the Village to transition from its current PPO 1 plan to the Community Blue 3A plan beginning fiscal year 2013-14. Motion carried by voice vote with one abstention.

Ayes: Dewey, Nelson, Bennett, Schuckel, Schulz Abstention: Drollinger

Bennett stated that he is concerned with in network and out of network providers and would like to get a list of providers to protect our employees. He asked if anyone would be hurt if this change is made. He asked about which riders were included in the program and it was noted that there is not going to be changes in riders. He wanted to know if there was anything that the Village could do to help with the deductible and co insurance and it was noted that there is not an HSA or HRA program that could be established with the community blue program. His concern is that the employees do not get the coverage they need because of deductibles and co-insurance. Clerk Koch noted that this new plan is the lowest possible deductible and co-insurance available. Trustee Bennett would like to know if another possible way exists to reimburse employees for co-pays because he can see a potential burden on the employees. It was noted that we could check with MML, the auditor or attorney to see if there is an option available. Trustee Bennett also asked about out of state health care and Trustee Drollinger stated that she had no problems with our current policy as long as employees go to an emergency room.

- 2) **Wage Recommendations:** The Administration Committee is looking at a employee wage increase of \$0.25 per hour increase with three exceptions, the Village Treasurer, the Village Clerk and DPW employee Al Odom. Odom received his water certification. The office staff, compared to wages for others in their position, are below midpoint of the wage range. Treasurer Odom stated that the entire supervisory staff works on the budgets. Trustee Dewey noted that Chris Thompson would receive \$1.00 per hour more once he receives his sewer license. Al Odom will receive \$1.00 per hour for obtaining his water license plus the \$0.25 increase that other employees are receiving. The office staff will be receiving a \$0.54 increase.

Motion by Dewey, seconded by Schulz, to approve the recommended wage increases as presented. Motion carried by voice vote.

Ayes: Dewey, Schulz, Bennett, Nelson, Schuckel Abstention: Drollinger

- h) Proposed Sidewalk Ordinance:** A draft sidewalk ordinance is ready for Council review. It has not been sent to the attorney. The ordinance basically covers what we are currently doing. We brought it to Council before being sent to attorney to make sure this is the direction Council wanted to go.

Motion by Dewey, seconded by Bennett, to sent the draft sidewalk ordinance to the attorney for review. Motion carried by unanimous voice vote.

- i) Craven Park Campground:** The Parks Committee met and would like to recommend to the Village Council that Craven Park Campground be run without a caretaker, that self-pay posts be installed and an instructional sign be installed. They would also like to have the campsite lines marked for better clarification and that campsites 13-18 be available for reservations. The proposed budget includes expenses for these changes.

Motion by Drollinger, seconded by Nelson, to approve the Parks Committee Recommendation that Craven Park Campground be run non-manned, that self-pay posts be installed, that an instructional sign be installed, that the campsite lines be marked better, and that campsites 13-18 be marked as sites that can be reserved. Motion carried by unanimous voice vote.

- j) TruGreen Agreement-Soccer Park:** We received a proposal from TruGreen for the maintenance at the soccer park. Last year's cost for the maintenance was \$2,113 and the cost would stay the same for this year with the approval of the agreement.

Motion by Drollinger, seconded by Schuckel, to accept the 2013 agreement with TruGreen for the Soccer Park maintenance and authorize the Village President to sign it on behalf of the Village. Motion carried by unanimous voice vote.

- k) Shanty Creek-Letter of Commitment:** Clerk Koch received an email from Shanty Creek asking the Village to host an MML event but it will be expensive for the Village. As a host we would have to provide transportation and host a reception. This seems to be the kind of expense the Village cannot undertake. The Village can provide a letter of support for the event, but we cannot provide any financial support.

Motion by Drollinger, seconded by Schulz, to deny commitment to hosting the MML event proposed by Shanty Creek. Motion carried by unanimous voice vote.

- l) Alex Stilwell-Scout Request:** Alex Stilwell is working on his Eagle Scout project and would like permission to fix up some things at the baseball field. The paint is faded on the dugouts and concession stand, the inside of the batting cage needs to be leveled as well as repairs to the shed that is at the end of the batting cage. He stated that he raises the funds for the project and completes it. Mr. Stilwell asked if there were any permits needed and it was noted that he should get with Mr. Stead, DPW Supervisor, to work out any details. Council thanked him for his proposal.

Motion by Dewey, seconded by Schuckel, to endorse Alex Stilwell's proposal for clean up at the ball fields. Motion carried by unanimous voice vote.

9. Discussion Items:

- a) FY2013-14 Draft Budget:** A draft budget was presented to Council members for review. President Schulz informed the Council of the paving of some streets and to the expense of a possible new well. Some of the expense for this may be avoided by using some of the equipment from Well #2 which is out of service. Funds for these projects would come from the departments

fund balances. He noted that projects were placed into need to do, want to do, should do categories to determine which expenses should be covered by this year's budget.

10. Department/Committee Reports

- a) **Committee Reports:** Trustee Dewey informed Council that Public Safety sent the open container issue to the attorney for review.
- b) **Clerk/Planner:** informed Council that the second portion of EVIP is complete. The State called back and requested an amendment, which is complete. The third EVIP portion is due in April. She also informed them that she is attending a DNR grant workshop to learn some tips on how to apply for their grants.
- c) **Deputy Clerk/Treasurer:** reminded Council that the public hearing and meeting to approve the budget will be February 20, 2013 at 6:30 and 7:00 pm respectively.
- d) **Department of Public Works:** The water reliability study is almost complete.
- e) **Police Department:** None presented.
- f) **Planning Commission:** None presented.

11. Closing Member/Public Comment:

- *David Schulz:* informed the Council that an agreement we thought we had with the County for the use of their property at Richardi Park actually was never approved. The Parks & Land Committee and the prosecutor will revisit an agreement.
- *Butch Dewey:* welcomed Mike Smith as the new editor for the Antrim review.

12. Adjourn: Meeting adjourned at 8:38 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____