

**Bellaire Village Council
Meeting Minutes
June 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, Council Trustees Trish Drollinger, Dan Bennett, Butch Dewey & Helen Schuckel.
 - Absent:** Laura Sexton
 - Staff Present:** Cathy Odom, Treasurer, Janet Koch, Clerk, Brad Rowe, Chief of Police & Ken Stead, DPW Supervisor.
 - Also Present:** Colette Stanish, Linda Gallagher, Joe Meyers, Leslie Meyers, Jocelyn Fox, Heidi Shafer & Eldon McPherson.
3. **Approval of Agenda:** The agenda was approved.

Motion by Schuckel, seconded by Drollinger, to approve the agenda with the addition of new business item k, Fleis & Vandenbrink-Grant and item L, moving campground status update from discussion to new business. Motion carried by unanimous voice vote.
4. **Conflict of Interest:** Trustee Drollinger stated her conflict with new business item g, vacation request.
5. **Consent Agenda:** The consent agenda was approved.

Motion by Dewey, 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) **Vacant Council Seat:** Two interested candidates for the vacant Council seat were presented. Leslie Meyer and Eldon McPherson introduced themselves and described their qualifications and experience. President Schulz thanked both candidates for their interest in the council position.

Motion by Bennett, seconded by Drollinger, to approve the appointment of Eldon McPherson to the vacant council seat until the next election. Motion carried by unanimous voice vote.
8. **New Business**
 - a) **Antrim Conservation District-DEQ Permit Approval:** Heidi Shafer from the Antrim Conservation District informed Council of a DEQ grant that would help them improve Cedar River Trails. They would like to add wood chips in wet areas and raised boardwalks where flowing water is located. Because we own part of the land in that area, we are required to sign the grant application. Mrs. Shafer also informed the Council of an educational event being held from 5-7 p.m. on June 18, 2013 at Thurston Park that will discuss an invasive plant that are a concern for our waterways.

Motion by Dewey, seconded by Schulz, to allow the Village President to sign the DEQ grant application for the Antrim Conservation District to make improvements on the Cedar River trails. Motion carried by unanimous voice vote.
 - b) **Fleis & Vandenbrink-Grant:** Mr. Ben Kladder from Fleis & Vandenbrink has been working to keep clients up to date on the SAW Grant and asset management program requirements. He states that new requirements will make us put in place an asset management plan for the sewer system. It will be a very in-depth plan looking at the condition and location of sewer

pipes, pump stations and the wastewater plant. There is a Storm Asset and Sanitary Grant (SAW Grant) coming out that is a 90/10 percent grant, awarded on a first come first serve basis, and will provide a complete analysis of the sewer system. They are starting with the bigger communities but because it is a first come first serve grant, they are trying to get their clients in front of the grant program. The grant will provide the complete analysis of the system, mapping and the mapping software and training for the software. They will work with us on a budget at no cost to us, they will apply for the grant and they will not invoice us unless we receive the grant. The grant requires a 10% match which can be in kind. Grants are capped at \$2,000,000. Mapping and GIS are limited to \$50,000. Mr. Stead stated that we currently have the mapping part. It was also stated that this will be required in the future to be able to receive the DEQ permit that is currently required for the system. Clerk Koch asked if we could just apply for the evaluation part and not the GIS and mapping part and Mr. Kladder said it could be done.

Motion by Schulz, seconded by Drollinger, to authorize the Village staff to coordinate with Fleis & Vandenbrink in preparation for the grant application for the evaluation of our sanitary and storm system. Motion carried by unanimous voice vote.

Mr. McPherson was sworn in and took his place at the Council table.

- c) **Water/Sewer Rates:** President Schulz explained that a company (MRWA) looks at the water & sewer system infrastructure, revenue streams and expenses over the last several years to make sure the rates we charge are able to support the water & sewer systems. Based on their review, the systems are running at a deficit and rate increases should be considered. In order for revenues to meet expenses and future replacement or repair of aging equipment different options were presented and discussed.

Motion by Schulz, seconded by Bennett, to have the Village of Bellaire adopt new water ready to serve and cost per unit of water fees at \$11.42 and \$1.92 respectively for the ¾" size lines and the corresponding rates for the larger size lines. The motion further says to communicate the increase to residents on the June bill and start the new rates on the July bill. Motion carried by unanimous voice vote.

Sewer options were discussed.

Motion by Drollinger, seconded by Schulz, to approve a \$20.75 sewer ready to serve fee and a \$4.11 per 1000 gallon fees. Motion carried by unanimous voice vote.

President Schulz stated that as we explain this to residents we let them know that we are being good stewards in making sure our water & sewer systems stay intact and operational for the village residents. Clerk Koch asked if we want a public announcement in the newspaper. It was noted to work on a draft and present it at the next meeting.

- d) **Millage Rates:** This year we are the only Village in the County that has had an increase in taxable value due to new construction. This causes an increase in property taxes and because of this and the Headlee rollback, we either need to reduce the operating millage to 10.8359 from 10.9943 or hold a public hearing to keep the millage rate at 10.9943. If we reduce the rate we will fall about \$250 short of our budgeted projected revenue. If we want to hold the public hearing we would have to post a public hearing notice in the paper and hold a special hearing.

Motion by Dewey, seconded by Bennett, to approve Resolution #09 of 2013, setting the 2013 millage rates for the general fund at 10.8359, the street fund at 3.1375 and the Sewer GO millage at 1.4800. Motion carried by unanimous roll call vote.

- e) **Lease w/County-Richardi Park:** This is a proposed new lease. Both our legal counsel and Mr. Koop have looked at it and made some recommended changes. This allows the County to access Village property to make any repairs to the dam, provides to the Village a 20 year

lease and will help us when applying for grants. If the dam needs to be repaired, there is also a hold harmless section included.

Motion by Drollinger, seconded by Schuckel, to authorize the Village President and Village Clerk to sign the lease between Antrim County and the Village of Bellaire for Richardi Park. Motion passed by unanimous voice vote.

- f) **Easement w/County-Holiday Acres Walking Path:** This easement was amended to reflect a change in the term of this agreement, extending it to 50 years. It was noted that there was minor word changes to the improvement section.

Motion by Schuckel, seconded by Drollinger, to authorize the Village President and Village Clerk to sign the amendment to the easement with Antrim County for the Holiday Acres Walking Path. Motion carried by unanimous voice vote.

- g) **Veterans Memorial Sign:** At the request of the Bellaire American Legion Post we are an entity that can request the placement and pay for a veterans memorial way finding sign. They cannot apply for it because they are not a 501(c)(3) organization. The cost of the sign is \$217.40 and if we order it for them they will reimburse us for the cost.

Motion by Dewey, seconded by Schulz, to order the sign for the veterans memorial to be reimbursed. Motion carried by unanimous voice vote.

- h) **Vacation Request:** The handbook states that an employee wishing to take a two week or longer vacation needs to have it approved by Council. Officer Drollinger would like your approval for his vacation.

Motion Schulz, seconded by Bennett, to approve Officer Drollinger's request for time off. Motion carried by voice vote with one abstention by Trustee Drollinger.

- i) **Patrol Increase:** With Officer Drollinger's vacation request, Chief Rowe would like to fill a couple of his busier shifts with the part time officer. Chief Rowe stated if Council doesn't feel that those shifts need to be covered, then they will work it out. If Council would like those shifts covered, he noted that Cal Rix is working for minimum wage but feels that he should receive an increase to that wage during those busier shifts. He stated that this is not in the budget. Trustees Bennett and Dewey would like to see the coverage.

Motion by Dewey, seconded by Bennett, to have our Chief of Police hire Cal Rix to work for the two weekends at \$15 per hour. Motion carried by unanimous voice vote.

- j) **Closing Office-July 5:** The office staff would like permission to close the office on Friday, July 5, 2013. The Clerk and Treasurer both said they could work if Council didn't want to close the office, but they would like to take the extra day due to the Fourth of July holiday.

Motion by Schulz, seconded by Drollinger, that Council approve the closing of the office on Friday, July 5, 2013. Motion carried by unanimous voice vote.

- k) **BBA Appointment:** John Hanson's term has expired on the Building Authority and he is interest in being reappointed.

Motion by Bennett, seconded by Drollinger, to reappoint John Hanson to a three term on the Bellaire Building Authority with a term expiration date of June 6, 2016. Motion carried by unanimous voice vote.

- l) **Campground Status Update:** Overall the new self registration system for the campground is working well. We've had a couple issues that we fixed and it has worked out fine. One issue needs Council decision. When campers are staying on a full hookup site they pay the full hookup price. We have campers that are only paying the water/electric fees if they are not using the sewer. We need to know if Council wants us to proceed with the collection of the difference in price. Most campers have already checked out by the time we get the slips for deposit. Council discussed the cost for collection of the fees and agreed not to pursue. It was

recommended that the Parks Committee look at this next year. Chief Rowe informed the Council that there has been many compliments about the park and there have been very few problems with the new system.

9. Discussion Items: None presented.

10. Department/Committee Reports

- a) *Committee Reports:* None presented.
- b) *Clerk/Planner:* informed Council that Mr. Mills said there will be an award presentation of the Life Award that we all worked on. Mr. Mills would like to see the President and any Council members present during the ceremony. This will be held on Wednesday June 12, 2013 at 1:00 p.m. at the Senior Center.
- c) *Deputy Clerk/Treasurer:* C. Odom presented Council with a copy of the 2012-13 financial statement. She also stated that the Investment Committee should meet to discuss options for Village accounts due to the FDIC coverage changes.
- d) *Department of Public Works:* Mr. Stead informed Council that DEQ wants more studies done before we get the price on a new well. He stated that previously they were not going to require this because we had it done for the construction of the previous well. Mr. Stead is working on this to see if this will be required, which would then change the cost of the new well. He stated that he received quotes for the roads that are budgeted for repair and he has spoken with the townships. He will get back to Council when he hears from them.
- e) *Police Department:* A written report was presented. Chief Rowe commented on and explained the numbers in the report. He stated that visitors are up, arrests are up and he sees this as a trend. He also noted that the new car is up and running and will be on the road with Officer Drollinger's shift.
- f) *Planning Commission:* None presented.

11. Closing Member/Public Comment:

- *David Schulz:* read a thank you note received from Sue Nelson.
- *Butch Dewey:* Officer Bill Drollinger attended a Masonic Lodge meeting looking for donations for a defibrillator for the new police vehicle. The Village bought one and received one as a donation. Trustee Dewey informed Council that the Lions, the Rotary and the Masons together are putting on a dinner as a fundraiser for defibrillators for the County police vehicles. It will be held on June 29, 2013 at the Senior Center.

12. Adjourn: Meeting adjourned at 8:26 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____