

**Bellaire Village Council  
Meeting Minutes  
July 2, 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, Eldon McPherson & Laura Sexton.

**Absent:** Helen Schuckel.

**Staff Present:** Cathy Odom, Treasurer, Janet Koch, Clerk, Brad Rowe, Chief of Police & Ken Stead, DPW Supervisor.

**Also Present:** Colette Stanish.

3. **Approval of Agenda:** The agenda was approved.

**Motion by Dewey, seconded by Bennett, to approve the agenda with the addition of new business item c, Committee Structure and item d, Budget Amendment-New Software Motion carried by unanimous voice vote.**

4. **Conflict of Interest:** None presented.

5. **Consent Agenda:** The consent agenda was approved.

**Motion by Bennett, seconded by Sexton, 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) **Motion Amendment-Sewer Rates:** The motion setting the new rates for sewer did not include the rate increase for all fees. The motion from the June 5, 2013 meeting should be rescinded and a new motion to include all the new rates should be made.

**Motion by Drollinger, seconded by Schulz, to rescind from the June 5, 2013 meeting approving the \$20.75 sewer ready to serve and \$4.11 per 1000 gallon fee. Motion rescinded by unanimous voice vote.**

**Motion by Dewey, seconded by Drollinger, to approve new sewer ready to serve and cost per unit of sewer fees at \$20.75 and \$4.11 respectively for the ¾" size lines and corresponding rates for the larger size lines to start at the July billing cycle. Motion carried by unanimous voice vote.**

b) **Rate Increase Notification:** A notice to be published in the paper informing residents of the water & sewer rate increase was presented for review and approval.

**Motion by Bennett, seconded by Schulz, to approve the language and to post the public notice describing the water & sewer rate increases in the newspaper. Motion carried by unanimous voice vote.**

8. **New Business**

a) **Administration Committee-Employee Concern:** A request for a closed session to discuss an employee concern was presented to President Schulz.

**Motion by Schulz, seconded by Sexton, to move into closed session at 7:07 p.m. pursuant to Section 8 (a) of Michigan's Open Meeting Act, Public Act No. 267, being MCL 15.268 (a), for the purpose of a matter concerning village employee as presented by Ken Stead. Motion carried by unanimous roll call vote. Ayes: Sexton, Bennett, Dewey, Drollinger, McPherson & Schulz.**

**President Schulz ended the closed session at 7:24 p.m.**

**Motion by Bennett, seconded by Schulz, that the Bellaire Village Council rise & report that we discussed a personnel matter and recommend that the decident be addressed by the personnel committee. Motion carried by unanimous voice vote.**

The Administration Committee met to discuss and made the following recommendation.

**Motion by Schulz, seconded by Bennett, that the village council acknowledge the limitations of a section of the village employee handbook and agree in this instance to depart from what the handbook says to conform to other Federal regulations. Motion carried by unanimous voice vote.**

- b) **Grant-Canoe/Kayak Station:** The Antrim County Commissioners voted to approve a twenty year renewal on a lease for a segment of Richardi Park, which clears the way for us to pursue the design, development & installation of a kayak/canoe portage station. We had previously discussed grant possibilities that might allow us to proceed. President Schulz would like to get council approval to look for grants. Clerk Koch informed Council that she has a grant possibility from the Northwest Michigan Council of Governments (NWMCOG) that is due August 2, 2013. The grant is for \$5,000 and she will work with Mark Stone for his advice and will talk with Megan Olds from the Land Conservancy to see if that matches up with what they are thinking. With the lease from the County this also helps with the collaboration and cooperation part of EVIP.

**Motion by Bennett, seconded by Sexton, to formally get council consent and charge to have Clerk Koch begin looking at various grants that would be pertinent to the development of that recreational addition to the park. Motion carried by unanimous voice vote.**

- c) **Committee Structure:** With new council member, Eldon McPherson, the committee structure needs to amended. Trustee McPherson will be a member of the Parks and Streets & Motor Pool committees and will chair the Public Works committee if Council approves.

**Motion by Bennett, seconded by Sexton, to approve the committee structure as presented. Motion carried by unanimous voice vote.**

- d) **Budget Amendment-New Software:** Council approved the purchase of the new BS & A software with the payments to be spread over a three year period. We have found that the software cost could be spread over three years, but the cost of the training could not be. A budget amendment needs to be done to cover the cost in the amount of \$3,176. The funds would be transferred from fund balance to operating supplies. Discussion of the software and its benefits were discussed.

**Motion by Schulz, seconded by McPherson, to approve a transfer of \$3,176 from fund balance in the general fund to the 2013-14 operating budget. Motion carried by unanimous voice vote.**

## 9. Discussion Items:

- **Certificates of Appreciation:** Trustee Dewey presented certificates to the Clerk, the Chief and to the Village for their work in helping with the senior friendly community project. Bennett noted that we are so senior friendly that we have 15 benches located within the Village.

## 10. Department/Committee Reports

- a) **Committee Reports:** None presented.

- b) **Clerk/Planner:** Clerk Koch informed Council of changes in the fireworks law. We can now place restrictions on the hours that fireworks can be used. Chief Rowe suggested that we take no action on this right now, but monitor it to see if there is a problem. If we have a problem then we can address it. Clerk Koch also noted that we have been trying to find out when we took over the cemetery. Old council minutes showed the date to be May 8, 1945.
- c) **Deputy Clerk/Treasurer:** None presented.
- d) **Department of Public Works:** Mr. Stead informed Council that he spoke with the townships seeking help with some paving projects. Forest Home Township agreed to pay up to one third or \$20,000, whichever is less, to pave Seneca St. and Kearney Township will pay \$28,000 to have Pine St. paved.
- e) **Police Department:** None presented.
- f) **Planning Commission:** None presented.

**11. Closing Member/Public Comment:** None presented.

**12. Adjourn:** Meeting adjourned at 7:44 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_