

**Bellaire Village Council  
Meeting Minutes  
August 7, 2013**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM and a moment of silence was given for Antrim County Prosecutor, Charlie Koop.

2. **Roll Call Attendance:**

**Present:** Officers David Schulz, Council Trustees Trish Drollinger, Dan Bennett, Butch Dewey, Eldon McPherson, Helen Schuckel & Laura Sexton.

**Absent:** N/A

**Staff Present:** Cathy Odom, Treasurer & Ken Stead, DPW Supervisor.

**Also Present:** Colette Stanish, Becky & Zoe-Anne Folker, Jan Kellogg (NLEA), Patti Savant (Chamber), Sue Blugerman, Christine O'Connell (Charity Hill Ranch), Dean Pratt, Judy Stilwell (Chamber), Jamie Creason (PAC), Mary Ellen Murphy (PAC), Tom Brown (PAC), Rachel Krino (PAC), Brad Kik (Island) & Linda Gallagher (Antrim Review)

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

**Motion by Schuckel, seconded by Sexton, to approve the agenda with the removal of new business item g, fireworks law, the addition of new business item k, Picnic Table Request and with Jan Kellogg instead of Sarah Cristensen representing the NLEA. 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) **Water Ready to Serve Fees:** Last month there was a motion to approve new water & sewer rates including ready to serve fees. It was originally thought that water ready to serve fees were not changing, however, when applying the changes to the system, staff noticed that the ¾" lines were the only ones not supposed to change. Due to this, we have not made any adjustments to the system for the water ready to serve fees. This would affect approximately 52 customers and would leave a shortfall in the water fund revenue projections of \$1,738.68, which was required to help maintain the system.

**Motion by Bennett, seconded by Drollinger, to accept the recommended increases from the MRWA for water ready to serve fees and to include an issuance of notification. Motion carried by unanimous voice vote.**

8. **New Business**

a) **Bellaire Chamber-Destination Bellaire:**

- **Kiosk Contract:** The contract with the Chamber of Commerce and the Village for the Kiosk is up for renewal. The only changes to the contract are the dates.

**Motion by Drollinger, seconded by Dewey, to authorize the Village President to sign the contract between the Village of Bellaire and the Bellaire Chamber of Commerce for the maintenance of the kiosk. Motion carried by unanimous voice vote.**

- **Park Rental fees-Refund:** The Chamber of Commerce and Destination Bellaire moved the music to the park. After two weeks because of low participation, they moved the event back downtown. They paid for the use of the park for six weeks, but since it was moved back downtown, they would like to ask for a refund of the weeks not used. This totals \$100. Per village policy, park rental fees are non refundable. Trustee Drollinger stated that she is concerned with setting precedence but in this case they are a charitable organization and just doing good for the community. Trustee Sexton agrees that this is for the benefit of all of the residents of Bellaire.

**Motion by Drollinger, seconded by Bennett, to refund the \$100 to the Bellaire Chamber. Motion carried by unanimous voice vote.**

- **Flowers-Barrels Downtown:** The Chamber of Commerce did say that they would use the \$100 refund from the park rental fees to help pay Destination Bellaire for the flowers in the barrels that decorate downtown. The Chamber would also like to request assistance from the Village for payment of the flowers. There are outstanding invoices for approximately \$302 for these flowers. It was noted that the Village cannot donate funds for this. Trustee Drollinger informed Ms. Savant that our cost to fill 14 barrels on the walking path was about \$150 and the cost of the flowers downtown were quite expensive. She suggested checking into the cost of these for next year and maybe this could be a joint project.
- **Harvest Festival Beer Tent-Judy Stilwell:** Judy Stilwell works at Shanty Creek and is on the marketing committee for the Chamber of Commerce and they would like permission to have a beer tent for the Harvest Festival. As part of the committee she noted that some of their focus needs to be placed on fundraising as opposed to relying on the businesses all of the time. Ms. Savant spoke with the insurance company and a policy naming the Village as an additional insured would be done, which would also give them the insurance they need. The location of the tent is expected to be in the parking lot across the street from Short's or on the lawn at the courthouse on Broad St. The beer will be purchased from Shorts. The Harvest Festival is scheduled for September 28, 2013. Discussion of liability insurance occurred. Personal liability was also discussed.

**Motion by Sexton, seconded by Schuckel, that the Village President be authorized to sign whatever documentation is necessary to implement the Village's right of responsibility in the beer tent. Motion carried by unanimous voice vote.**

- b) **Charity Hill Pony Rides:** Sue Blugerman, volunteer coordinator for Charity Hill Ranch, stated they work with physically, emotionally and mentally challenged people. She introduced Chris O'Connell the founder of the ranch. Ms. Blugerman presented some brochures about the ranch. Ms. O'Connell explained they wanted to bring awareness to their programs and would like to host pony or horse rides for kids in the open space on Ohio St. on Tuesday of Rubber Duck week. They are always looking for volunteers and riders. They are a non-profit organization and will not charge for the event but would accept donations. We would be listed as an additional insured on their insurance policy and they will make sure things are cleaned up when finished. Blocking off the area was discussed.

**Motion by Dewey, seconded by McPherson, to allow Charity Hill Ranch to offer pony or horse rides. Motion carried by unanimous voice vote.**

- c) **DDA-Jan Kellogg (NLEA):** President Schulz explained that previously the Village tried to form a Downtown Development Authority (DDA) and it was not successful. The downtown area facades are in need of help and this is the kind of work a DDA can do. Having a DDA also gives us an advantage when applying for grants. Jan Kellogg from the NLEA was in

attendance to provide an explanation of the process. Ms. Kellogg presented a handout that explains what a DDA is and how it's developed. A DDA would be a branch of the Village and there are steps that need to be taken to form the DDA. Some of which are public hearings, adopting resolutions and developing a board. The Village will need to decide what property will be included in the DDA by resolution. This area can be expanded at a later date but we would have to go through the entire public hearing process again. The Village Council then chooses who will serve on the Board with the Chief Executive Officer of the Village and at least 51% of the Board members must have an interest in the DDA district that was set up. Setting up tax increment financing (TIF) is the next step. Taxing entities have the option of opting out within a certain time frame. If they choose to opt in, they cannot opt out at a later time, but if they choose to opt out, they can opt back in. Developing a TIF plan is next, which describes what you plan to do within the district and includes the timeframe of the plan. These funds can be used for many things including streetscapes, lighting, marketing etc. with some DDA's hiring a director. Everything they decide to do must be within that plan. A public hearing is then held to review the plan and it then can be approved by the DDA & the Village. Taxing entities usually opt out because they can always opt back in. It is always a good idea to receive their input in the development of the plan in hopes that they will opt back in. The DDA also does not have to capture 100%. TIF is not an increase in taxes. They are able to capture the amount from an increase in taxable value only. The NLEA will help us through the process of developing the DDA if we are interested. President Schulz noted that hopefully a projected timeline could be developed by the next meeting.

**Motion by Sexton, seconded by Drollinger, to pursue the establishment of a Downtown Development Authority. Motion carried by unanimous voice vote.**

- d) **Property & Building Committee-PAC Lease:** Trustee Dewey informed the Council that the Property & Building Committee met with Parkside Arts Council (PAC) about the rental for their section of the village hall. PAC does not have the funds to pay the entire rent amount agreed to in the contract. The Property & Building Committee does not have any recommendations because they wanted the entire Council in on the discussion and to allow them to provide other options that might work. Rachel Krino from PAC explained that it has been difficult securing grants to pay the rent and their current operating plan is not working, Their board is currently reevaluating the plan. PAC is currently on a month to month lease and due to the lack of grants and to the restructuring of PAC, they would like to propose that the cost of rent be reduced by ½ for six months at which time they would then go back to full rent. This would give them time to hopefully implement a plan that would be more sustaining. PAC is also looking at partnering with I.S.L.A.N.D., but they are still working out the details of the partnership. Brad Kik from I.S.L.A.N.D. presented a vision plan for the restructuring of PAC. He stated he understands the difficulty in obtaining a volunteer base and he knows it is not working. It is his hope that the plan they have been working on will work better but he doesn't feel it can be implemented within a couple months. They would like to launch more vendor events. He said their next steps will be based on the Council's decision. Trustee Dewey noted that he is in support. President Schulz agreed that a well thought out marketing plan for outreach is needed for PAC.

**Motion by Dewey, seconded by McPherson, to reduce PAC's rent by ½ until February 1, for six months, and to revise the contract to reflect that change. Ayes: 6 Nays: 1 (Sexton). Motion carried.**

- e) **Bellaire Public School Field Contract:** The contract with Bellaire Public School for the use of the parks for their sporting events is up for renewal. The dates on the contract are the only thing that has changed.

**Motion by Sexton, seconded by Schuckel, to renew the contract between the Village of Bellaire and Bellaire Public Schools. Motion carried by unanimous voice vote.**

- f) **Campground Reservations-Land Conservancy Volunteers:** The Land Conservancy has volunteers coming in to work on the Glacial Hill trails and would like to reserve 3 tent sites, but these sites are unreservable.

**Motion by Schuckel, seconded by Sexton, in this instance only, to allow the Land Conservancy to reserve the campsites that are not reservable. Motion carried by unanimous voice vote.**

- g) **Fireworks Law:** Removed from agenda.

- h) **Chris Thompson-Sewer License:** Chris Thompson passed his sewer exam and has now received his license for the wastewater treatment plant. During the budget process Council discussed giving him \$1.00 an hour wage increase when he received his license.

**Motion by Bennett, seconded by Drollinger, to authorize a \$1.00 an hour wage increase for Chris Thompson pursuant to his receipt of his sewer license. Motion carried by unanimous voice vote.**

- i) **DPW Service Truck:** The 1997 water service truck needs major repair and it is becoming more difficult to repair it. Included in your packet are costs from the state program for a new vehicle, ranging from \$24,353 for a 4x2 to \$27,216 for a 4 x4. Motor pool does have a CD with approximately \$13,900 saved for new vehicles. Treasurer Odom informed Council that this is not a budgeted item and if approved the balance of the money for the purchase of the vehicle would have to come from the fund balance of the general fund. Trustee Sexton suggested waiting until the next budget to purchase the new vehicle, but Mr. Stead noted the utility box is falling apart.

**Motion by Drollinger, seconded by Sexton, to approve the purchase of a new 4x4 water truck at a cost of \$27,216 and to take the money out of the CD with the balance coming from the general fund. Motion carried by unanimous voice vote.**

- j) **Consumers Energy Tree Grant:** This is an annual tree grant for 10 trees with the maximum dollar amount of \$1,000.

**Motion by Dewey, seconded by Schuckel, to apply for a tree grant from Consumers Energy for 10 trees. Motion carried by unanimous voice vote.**

- k) **Picnic Table Request:** The Commission on Aging would like to borrow our picnic tables from Richardi Park again this year for an event they are hosting. They will pick them up and return them when they are done.

**Motion by Schulz seconded by Sexton, to authorize the Commission on Aging to use the picnic tables for their August 15, 2013 event. Motion carried by unanimous voice vote.**

## 9. Discussion Items:

- **Museum-Rubber Duck Festival:** In the past the museum has set up a table during Rubber Duck Festival to sell items for fundraising and they would like Council to know they will be doing it again this year.

## 10. Department/Committee Reports

- a) **Committee Reports:** None presented.
- b) **Clerk/Planner:** None presented.
- c) **Deputy Clerk/Treasurer:** There is a group of Model T cars coming into Bellaire and they will be stopping at Richardi park for lunch. A budget report is also included in your

packet from the new system. It doesn't include all of the revenues but it does include the expenses up to date.

- d) **Department of Public Works:** Ken Stead informed Council that Forest Home and Kearney Townships agreed to help with the cost of some paving. One street they did not agree to help with is a portion of Bridge St., but it still should be done and we do have enough in the budget to cover the cost.
- e) **Police Department:** A written report was presented.
- f) **Planning Commission:** None presented.

**11. Closing Member/Public Comment:**

- **David Schulz:** President Schulz notified the Council that Mark Stone, Antrim County Drain Commissioner presented the idea of converting the Intermediate River Dam into an electrical producing dam. The electricity would be channeled directly to the County for their use. For this to happen the County would have to own or have control of the area all the way to the point of where it is being used. Drollinger noted if they buy the property in that area we would lose tax revenue. Dewey said they have to own or have control of the land, if they lease it then the tax revenue would still exist. President Schulz stated that it was nice to be invited to attend and participate in this initial meeting. President Schulz informed everyone that Mr. Koop's funeral arrangements were set. Viewing is scheduled in Elk Rapids at Sacred Heart Church from 2:00 to 8:00 pm on August 8, 2013 with the funeral at 11:00 am at New Hope Church in Williamsburg the next day.
- **Dean Pratt:** Mr. Pratt thanked the Board for replacing the trees in front of his property and stated that the DPW does a great job.

**12. Adjourn:** Meeting adjourned at 8:29 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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