

**Bellaire Village Council  
Meeting Minutes  
April 2, 2014**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
  - Present:** President David Schulz, Council Trustees Trish Drollinger, Butch Dewey, Dan Bennett, Laurie Sexton, Eldon McPherson & Helen Schuckel.
  - Absent:** N/A
  - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Brad Rowe, Chief of Police & Ken Stead, DPW Supervisor.
  - Also Present:** Colette Stanish, Patti Savant, Rachel Krino, marguerite Karabin, Matt Gacioch, Scott Newman-Bale, Tom LaPointe, Kathy McPherson, Dan Bean, Mike Card, Dee Lynch, Megan Olds, Linda Gallagher & Steve Kerschner.
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 c, Faith Family Fitness Run, replace it with Water Trail Update, old business item b will be resolution #9 and new business item k will be resolution #10. Motion carried by voice vote.**
4. **Conflict of Interest:** Trustee Drollinger stated a conflict with old business item b, Budget Resolution Amendment.
5. **Consent Agenda:** The consent agenda was approved.

**Motion by McPherson, seconded by Schuckel, to approve the consent agenda with a spelling correction of a word in new business item b, P & B Recommendations of the March 5, 2014 meeting minutes. Motion carried by voice vote.**
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business:**
  - a. **Anniversary Party Update/Requests:** Scott Newman-Bale from Short's Brewing Company would like to request the closure of the sidewalks, along with the street that will be closed, between Cayuga and Broad Streets due to the number of people that are expected to attend the party. He stated all businesses in that area have been informed and all of them have said fine to the closure. President Schulz made sure the Village will be added as an additional insured and Mr. Bale agreed. Mr. Bale said they will be using a computer scan to control how many will be in the controlled area, which will hold about 4000. Once full, others will not be allowed in until some leave. Parking is at several locations with busing available to bring them downtown. Chief Rowe stated he will have help with security from Central Lake, Antrim County and the State post. He has also handled internal security and feels they are prepared. The event is from 3:00 pm to midnight and once the event is over, security usually has everyone vacated within 30-40 minutes.

**Motion by Schulz, seconded by Bennett, to approve the requested changes that Short's Brewing has presented. Motion carried by voice vote.**
  - b. **Budget Resolution/Amendment:** Due to trying to calculate the additions and deletions that were discussed and approved at the council meeting during the budget process, some of the amounts approved were incorrect. The changes have now been fixed and an amendment to the budget resolutions need to be completed.

**Motion by Schuckel, seconded by Sexton, to approve Resolution #09 of 2014, to reflect the correct budget amounts. Ayes: Schuckel, Sexton, Bennett, Dewey, McPherson & Schulz. Abstain: Drollinger. Motion carried.**

- c. **DPW Employee:** This was tabled at the last meeting due to concerns about over extending the budget with the hiring of another full time employee. Mr. Stead was not in attendance at the last meeting and Council wanted his input. Mr. Stead advised that due to the amount of work the staff will have in the spring, he would not be able to train a new employee at this time, so he would like to continue with our part time employee, Jim Smith, until the fall and hire the new employee at that time. Council discussed and is satisfied that this will help with the budget. No further action was taken.
- d. **Zoning Ordinance Review:** President Schulz reported there are funds budgeted for review of our zoning ordinance due to inconsistencies and if there is no objection we will proceed. Trustee Dewey agrees that this needs to be done. The staff will have the attorney begin the review process.

## 8. New Business:

- a. **Paddle Antrim:** There are several Chamber of Commerce organizations in the local area that will be taking control of the kayak event usually put on by Short's Brewing Company. The Chambers are looking for a letter of support from the Village of Bellaire for the "Paddle Antrim." They are trying to hold the event from Ellsworth to Elk Rapids in September of 2015. The letter would state that we support the event coming to Bellaire and the Chamber will plan something special for when they pass through. There is no financial support needed on the part of the Village except for the day of the event where public safety officials might be present. The letter of support would also be used for a grant that would allow for a director to be hired. President Schulz reminded Council that we will be installing a portaging station for kayaks this spring, which will be of help to the participants when stopping in Bellaire. The letter of support may include the mention of the portaging station which may be a positive note to securing the grant.

**Motion by Sexton, seconded by Bennett, to provide a letter of support for the Paddle Antrim including the information regarding the portaging station. Motion carried by voice vote.**

- b. **Youth Program Grant Request:** Last year on behalf of the Youth Group, the Village applied for the tribe grant that was awarded to help the youth center with their program. They would like to ask the Village to proceed again with another tribe grant request. Dee Lynch from the Youth Center informed the board of their current programs and said they would like to expand the program to include more days so that they can accommodate more youth. They now have their program at the elementary school and would like to offer a third day for elementary grades and maybe into a Friday or Saturday for the middle and high school. They would like to apply for another tribe grant, this one for \$20,000. They will also be writing several other grants. They would also like the Village to provide a letter of support that could be included in their grant application. Mike Card from the youth program explained that a government entity is needed to apply for the grant and said that things went well in the administration of last year's grant.

**Motion by Bennett, seconded by Schulz, to approve the Youth Program request to apply for a Tribe Grant and provide a letter of support to be included in the grant application. Motion carried by voice vote.**

- c. **Water Trail Update:** Megan Olds from the Grand Traverse Land Conservancy updated the Council on the water trail system that in the end will hopefully make this area a destination. She said thanks to many letters of support, they were successful in obtaining a grant from the MDEQ. The grant supported a few efforts, one being to gather information about the areas shoreline, parks and natural areas. A draft map was presented that showed the information

gathered. The Conservancy would appreciate Village staff's help in auditing this map so that it accurately reflects the areas that we would like to promote. The use of the staff would be approved by a letter of support in the form of a resolution at an upcoming meeting. The other things the Conservancy will be working on with the grant are to seek other communities letters of support, collect all the data to create a final map that can be used and marketed along the entire stretch of the water trail, and to develop guidelines for way finding signage. Water quality is another area that the Conservancy is concerned with and they are taking steps to sharing information that will help stop the spread of invasive species. Ms. Olds would like to meet with a committee to discuss this at a future date.

- d. **Shanty to Shorts Run/Relay for Life Run-Steve Kerschner:** Steve Kerschner directed a Shanty to Short's run last year and would like to do so again. They would start at Shanty Creek and end at Broad and Bridge Streets. They require the closure of Broad Street in the area that is closed for music downtown. The race is scheduled for May 10, 2014. They will again work with Chief Rowe and the Sheriff, and will again provide any insurance information that we require.

**Motion by Dewey, seconded by Bennett, to approve the closure of Broad St. for the Shanty to Short's Run to be held on May 10, 2014. Motion carried by voice vote.**

Mr. Kerschner would like permission to hold another 5K run, called K's for a Cure, to be held in conjunction with Relay for Life. He presented a map of the course and stated they are offering this race in hopes of bringing more people to the event and another way to raise funds for cancer. He projects that this will be a smaller scale race compared to the Shanty to Short's run. It will be held June 21, 2014 at 9:00 am.

**Motion by Dewey, seconded by Schulz, to support & allow the relay for Life 5K run. Motion carried by voice vote.**

Mr. Kerschner informed the Council that Shanty renamed the Legend ski run to Brent's Paradise, in honor of our previous board member, Brent Nelson.

- e. **PAC-Letter of Support & Banner:** Rachel Krino from PAC is seeking permission to place a 2 x 4 banner on the side of the building for a show they are having titled "Beer Inspired Art." It will be a temporary sign and remain up until after Memorial Day. The eye hooks that are used to hold the sign will stay up and can be used for other signage in the future by anyone else that would be interested in banner display. They will use stainless steel hooks to help prevent rust and will be placed on the side of the building, facing Short's in the two wooden pillars that are about 6' apart. This show will last until right after Memorial Day with no other event planned at this time. Clerk Luckett reminded Council that their lease limits them to one sign. The zoning ordinance was discussed and usually there is a limited amount of signage allowed. Temporary signs were discussed with Clerk Luckett mentioning that temporary signs are usually garage sale signs, portable signs or event banners that go across the road, which provides for a very limited period of time. Clerk Luckett left the meeting to retrieve the zoning ordinance. The regulations for temporary signs was reviewed and discussed. Trustee Drollinger stated she felt the amount of time they want to post this banner is too long to be considered temporary. Limiting the display of this banner only and not future banners was also discussed.

**Motion by Schulz, seconded by Dewey, to allow PAC to install and display this banner and limit it to this banner only, for this time period only, until further information can be gathered. Motion carried by voice vote. Ayes: Dewey, Bennett, McPherson, Schuckel, Sexton & Schulz Nays: Drollinger**

- f. **Craven Park Ball Fields:** The Co-ed softball league held on Sunday nights would like to return to Bellaire this summer. They would like to know what costs, if any, they would be responsible for so they could decide whether to return to Bellaire. In the past, this league was responsible for some of the electrical costs due to using the lights on the field for night

games. It will be difficult to determine the amount of electricity they will use just for games. Council would like staff to check into previous costs paid by the league and bring it to the next meeting.

- g. ACCD-Letter of Support-Grants:** The Conservation District is going to be pursuing grants for maintenance of the Cedar River Trails. They would like a letter of support from the Village that could be included with their grant applications. The letter, if able, should also include any commitment to matching funds. It was noted that if the Village is unable to commit anything at this time, that section could be removed from the letter of support.

**Motion by Bennett, seconded by McPherson, to approve writing a letter of support to the Antrim Conservation District that they could include in their grant applications. Motion carried by voice vote.**

- h. Shanty Creek Request-Sweeper:** Shanty Creek would like to hire our sweeper and an employee to clean their parking areas. Mr. Stead stated that he is not comfortable with the idea. Council agreed. No action was taken.
- i. Public Safety Recommendation-Police Officer Position:** Public Safety met to discuss the available position on the police force. Chief Rowe explained that we received approximately 50 applications. He said he has identified an individual that he would like the Council to consider sponsoring at the academy. The academy is a 16 week program. He said that we have had success in previous sponsorships in keeping them employed with the Village for a longer period of time. It's not failsafe when it comes to keeping them employed, but it has been a good program for us. The cost to send a candidate to the academy is \$5,400. The individual said he would be willing to take minimum wage during his time at the academy. He compared these costs and said it more than makes up the cost of hiring an officer already certified. MCOLES will give us an incentive check of \$1,500 for sending someone to the academy. He said we should consider the timeline also. With the required 60 day FTO (Field Training Officer) program hiring someone now would put him on the road by himself in July, with the academy, that officer would not be on the road alone until August. Chief Rowe stated that he likes the sponsorship program. The individual the Chief is considering is a local resident and has the desire to be an officer. He was going to put himself through the academy, and his work ethic, attitude and personality are a good fit. The Public Safety Committee is recommending that the Village Council look at the option of hiring a candidate, paying for the 16 week academy program with an accompanying agreement of reimbursement or premature departure, with wages while attending academy to be the current minimum wage. The recommendations also includes that the Village Council authorize Chief Rowe and the Administration & Personnel Committee to review applications and make the selection on the hiring of the third officer due to the deadline of the academy. President Schulz said he reviewed the applications that have been submitted up to date. The concern is that the Village will be used as a stepping stone for better jobs and it will be more difficult to retain an officer for a length of time. Trustee Bennett stated that the committee would like to request that the Administration Committee and Chief Rowe be given the authority to actually hire for the position.

**Motion by Dewey, seconded by Schulz, to have the Village Council authorize the Chief of Police and the Administration Committee the authority to interview and possibly make the selection to hire the third officer and to include that the Village sponsor and pay for the training and education expense if that individual is hired. Motion carried by voice vote. Motion carried by voice vote.**

- j. SAW Grant:** We have been awarded the SAW Grant and staff and President Schulz met with Fleis & Vandenbrink to discuss the grant process. The grant is a little over \$400,000 and is designed to look at our sewer and storm water systems. The program, when complete, will identify repair needs, provide GPS mapping, we will receive software, hardware & training as part of the grant that will allow our staff to work in the field rather than having to look at

maps manually. It also will show capacity of our systems, which will help in planning for possible future growth. The grant will also develop an inventory which will include useful life of our equipment. This will allow us to prioritize and plan for future needs and repairs. The sewer part of the grant is 100% funded and storm water part is approximately 90% funded. The cost to the Village is \$12,000 over a three year period and an in-kind match is allowable. The work included in the grant will take approximately three years to complete.

**Motion by Sexton, seconded by Bennett, to authorize the Village President to sign the agreement with Fleis & Vandenbrink to proceed with the project. Motion carried by voice vote.**

- k. **Resolution #10 of 2014-PA 152 Opt Out:** This is a resolution that Council passes notifying the state that we are exercising our right to opt out of Public Act 152, which we are required to do on an annual basis.

**Motion by Drollinger, seconded by Bennett, to approve Resolution #10 of 2014, opting out of Public Act 152. Ayes: Drollinger, Bennett, Dewey, McPherson, Schuckel, Sexton & Schulz. Motion carried.**

- l. **EVIP-Phase 3:** This will approve Phase 3 of EVIP. Last year phase 3 required DPW new hires to be included in an 80/20 health insurance plan. This was removed from this year's requirements and replaced with a requirement to report unfunded liabilities. We have a defined contribution plan and have no unfunded liability.

**Motion by Sexton, seconded by McPherson, to allow the Village President to sign the document titled Economic Vitality Incentive Program/County Incentive Program, Certification of Unfunded Accrued Liability Plan. Motion carried by voice vote.**

- m. **Paid Leave:** Due to working in the office until the Clerk was hired and to prepare for the audit, Treasurer Odom was unable to use her available vacation time by her anniversary date. She is requesting that this be allowed to carry over to the next year.

**Motion by Schulz, seconded by Sexton, as a thank you for her service, that we allow her to carry over her unused paid leave to the next fiscal year. Motion carried by voice vote.**

**9. Discussion Items:** None presented.

**10. Department/Committee Reports**

- a) **Committee Reports:** None presented.
- b) **Clerk/Planner:** Clerk Luckett presented and explained her report of the salary and wage comparison. Council thanked her and said it would be used during wage discussions.
- c) **Deputy Clerk/Treasurer:** Treasurer Odom informed the Council that the 4H will be using the ball field area at the park for a fun run during the Antrim County Fair. She also let them know that she received an invitation to the Bellaire Chamber of Commerce dinner and auction. If anyone is interested in attending let the Chamber know.
- d) **Department of Public Works:** Mr. Stead informed the Council that they are putting the plow truck away permanently and are working on getting the sweeper ready for the spring.
- e) **Police Department:** A written report was presented.
- f) **Planning Commission:** None presented.

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

- *David Schulz:* Due to our success in obtaining the Community Block Grant from MEDC Representative Dan Benishek has scheduled a visit with the Council for April 23, 2014 from 1:50 pm to 2:20pm. to congratulate us.
- *Patti Savant:* informed Council they have added a July 22 music downtown event to the schedule. It will be a military band and they will play from 6-8 pm.
- *Rachel Krino:* invited everyone to the Chamber After Hours event for the Beer Inspired Art on April 23, 2014.

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

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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