

**Bellaire Village Council
Meeting Minutes
May 6, 2015**

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 Bryan Hardy, Dan Bennett, Trish Drollinger, Helen Schuckel, David Ciganick & Eldon McPherson.

Absent: None

Staff Present: Lori Lockett, Clerk, Cathy Odom, Treasurer & Ken Stead, DPW Supervisor.

Also Present: Colette Stanish, Patti Savant, Marguerite Karabin & Ruth Basch.

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

Motion by Schuckel, seconded by McPherson, to approve the agenda with the additions of new business item k, Glacial Hills Intergovernmental Agreement Draft, item l, Paddle, Peddle, Run Date Change Request and discussion item c, Street Sweeping Priority-Village Streets. Motion carried by voice vote.

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

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

Motion by Schuckel, seconded by Bennett, to approve the consent agenda as presented. Motion carried by voice vote.

6. **Public Comment on Agenda Items:** None presented.

7. **Old Business:**

a) **Resolution #09 of 2015, Rules of Procedure Amendment:** Council had requested the attorney draw up an amendment to the Rules of Procedure section pertaining to conflict of interest and voting & abstention.

Motion by Hardy, seconded by McPherson, to approve Resolution #09 of 2015, approving an amendment to the conflict of interest, voting and abstention section of the Village Council Rules of Procedure. Motion carried by unanimous roll call vote.

b) **Banners-Form & Cost:** An order form for the purchase of the new sponsor banners was presented with the purchase price being \$50. President Schulz asked if a previous banner was purchased and they would like to have one still up, do they just pay \$50 and hang up the one already purchased? Giving them a choice to order a new one or to just hang up the one they previously bought was discussed.

Motion by Drollinger, seconded by Schuckel, to approve the use of the form presented and to set the cost of the sponsor banner at \$50. Motion carried by voice vote.

8. **New Business:**

a. **Bridge Boxes:** The Garden Club will supply the bridge boxes again this year if the Village will water them. Mrs. Karabin also asked if the Village will again purchase a portion or all of the flowers for them.

Motion by Schulz, seconded by Bennett, to authorize the expense of no more than \$200 for bridge box flowers and to approve the watering of them as in years past. Motion carried by voice vote.

- b. **Harvest Festival Beer Tent Request-Chamber:** Patti Savant from the Chamber informed the Council of the location of the beer tent for the Harvest Festival. They would like permission to place it on Broad street near the food pantry. They do still have to get approval from the County.

Motion by Schulz, seconded by McPherson, to approve the tentative location of the beer tent for the Bellaire Chamber Harvest Festival pending consent by the County, Liquor Control Commission & completion of all of the other requirements. Motion carried by voice vote.

- c. **Resolution #10 of 2015, Perpetual Care:** Council should address annually the amount of funds they would like to see placed into the cemetery perpetual care fund and this should be done by resolution. Given the balance of the perpetual care fund, the amount being recommended is zero dollars.

Motion by Schuckel, seconded by Bennett, to approve resolution #10 of 2015, designating zero dollars to the perpetual care fund. Motion carried by unanimous roll call vote.

d. **Public Works Recommendations:**

- **Sewer Regulations:** There are new regulations that will require additional testing for the operation of wastewater treatment plants. Currently the testing will be required three days a week. Testing for oxygen and nitrogen levels and for coliform will be required. We will have to purchase the supplies for the testing which is at a cost of approximately \$8,500. The budget was discussed.

Motion by McPherson, seconded by Drollinger, to amend the budget to purchase the initial testing equipment and supplies to be in compliance with the MDEQ directive by June 1, 2015. Motion carried by voice vote.

- **Contingency Plan:** Public Works also discussed putting in place a contingency plan. Training a second employee to operate the plant was discussed because we currently only have one employee to operate the plant. If he takes a vacation or needs time off, there is currently no one else to run the plant or provide for the testing. Mr. Stead stated that he thinks DEQ is heading towards direct discharge, which would not allow for discharge into the swamp any longer. He said if that happens, it wouldn't be a bad idea to have another employee who can run the plant because the operation of the plant would turn into seven days a week. Discussion of the cost and time to train another employee occurred. Trustee McPherson explained that a new rate study was going to be completed this year and costs for training could be implemented into the rate study. The committee stated that pending the results of the rate study, the Village should discuss putting together a contingency plan to cover WWTP operations, which may include training another employee or hiring an independent firm.

Motion by McPherson, seconded by Drollinger, to put together a contingency plan for coverage of WWTP operations, whether hiring or training another employee or by hiring an independent firm. Motion carried by voice vote.

e. **Investment Committee Recommendations:**

- **Revenue Bond Payoff:** Investment Committee met to discuss the pay off of the Village Revenue Bond. Treasurer Odom verified with Village Bond Counsel that payoff for the Bond would be equal the interest due on July 1, 2015 and principal due for the balance of the loan. President Schulz stated that our cash on hand for the Revenue Bond is in excess of the pay off amount of the loan. If we choose to pay it off early, we do have a requirement of sending a letter, with at least 30 advanced notice, stating that we would like to pay off the bond. The next interest payment

date is July 1, 2015. Treasurer Odom stated paying off the bond early would save the Village approximately \$30,000 in interest.

Motion by Schulz, seconded by Bennett, to authorize the draft of the letter to the financial institution signaling the intent of the Village of Bellaire to pay off the Revenue Bond as of July 1, 2015. Motion carried by voice vote.

- **FDIC Coverage:** The Investment Committee took a look at our accounts that are not currently covered by insurance due to FDIC limitations. President Schulz explained that options include leaving things as they are or direct the Treasurer to look at other institutions in the County for other investing options. Some options were discussed. There are firms out there that could help with investment options. Treasurer Odom was directed to look at some options and prepare a brief analysis for the next meeting.

- f. **P.D. Schedule-Zack Light:** Zack is back and can fill in for five days a week and will be able to work the night of the anniversary party. Due to Chief Rowe being off for medical reasons, the budget should not be negatively affected.
- g. **New Well:** President Schulz explained that we received notification of approval for test well #5 from the DEQ. We also received a cost estimate for the new well of \$59,059 from the engineers. Mr. Stead stated that this quote doesn't include engineering fees or non well related work such as piping & connections. He said we already have much of the material but there will be some costs to get it hooked up. The only problem we may have is the pump because of the sand that was pumped through it from the previous well. It may be a good idea to have it checked before we reuse it, which will create some additional cost. He would also recommend that we pay for having the engineer on site for the entire project. Treasurer Odom reported that we budgeted funds for the engineering and some for other well related work but did not budget for the cost of the entire project due to not knowing the timeline of the project. She stated that the funds were however, in fund balance from last year's budget. Mr. Stead stated that the next step would be to put the construction of the well out for bid. He also suggested that we allow Fleis and Vandenbrink to provide this service. President Schulz verified with Mr. Stead if we had to abandoned well #1 due to the potential problems of the TCE Plume the Village would have ample water supply for consumption and fire suppression. Mr. Stead said according to Mr. Slater from the DEQ, the area of the new well is rated at 1000 gallons per minute which would provide what is needed.

Motion by Schulz, seconded by Hardy, to authorize Ken Stead as DPW Supervisor to put this out for competitive bid and to have Fleis & Vandenbrink complete the bidding process for complete and accurate comparisons. Motion carried by voice vote.

- h. **Truck Bids:** We received two bids for a new plow truck. Our current fleet is a 1984, 1986 & 1991. One bid is from International for a cost of \$161,301 and the other is from Heights Machinery for \$169,258. The truck from Heights Machinery is already built as a demo so there will be an additional cost of \$4,000 to outfit it with everything we need to plow. The International truck will be built for us with the things that we need. President Schulz explained that the purchase of this vehicle is through the MiDeal plan, which is a program for municipalities. It will take about 9 months to build it. Treasurer Odom reminded Council that we budgeted \$16,000 for payments for a new truck and suggested that we proceed with financing details and to see what is required from the company to order it. Trading in the older vehicle was discussed.

Motion by Drollinger, seconded by Hardy, to approve the purchase of the plow truck from International at a cost of \$161,301 contingent on affordability. Motion carried by voice vote.

- i. **BSBL Contract:** It is time to renew the contract with the Bellaire Summer Ball League. We have changed the dates and added the per player fee to the contract.

Motion by McPherson, seconded by Schuckel, to authorize the Village President to sign the 2015 contract between the Village of Bellaire and the Bellaire Summer Ball League. Motion carried by voice vote with one nay vote from Trustee Ciganick.

- j. **Water/Sewer Bill Adjustment:** The auditors request that Council approve larger water & sewer bill adjustments. Treasurer Odom explained that one resident had been using service but was not being billed for it. When the error was noticed, we corrected the account. We read the meter and the usage came in high. They turned their service off and left for the winter. We printed bills to average usage during the run water notice period. When they returned and turned the water back on, we were still estimating bills. When we estimated their bill it utilized the high usage amount in the estimate. They were not here this winter to use this amount. Council should approve the adjustment.

Motion by Schulz, seconded by Hardy, to approve the water & sewer adjustment for this customer. Motion carried by voice vote.

- k. **Glacial Hills Intergovernmental Agreement Draft:** A draft of the intergovernmental agreement between Forest Home Township, Antrim County and the Village of Bellaire for Glacial Hills was presented. The concerns from the three units are addressed in the draft document. This was presented to the Antrim County Building & Land Committee with their suggested changes in red. It will be going before the full board of Commissioners on May 14, 2015. Bryan Graham drafted the agreement at the request of the three entities. President Schulz would like to have Council approve it contingent on the other governmental units approval to get the ball rolling to create the recreational board, get it seated and informed of their function. He said that this is probably more informational at this time because we are not sure how the County will approach this document. We can address it at the June meeting. Trustee Bennett asked if it would speed things up if we could approve it contingent on final approval of the other two entities. President Schulz noted that he could make that motion, he would second to allow for discussion. President Schulz said he is comfortable with the document because of the entities involved, he thinks the Antrim County Commissioners approach it conservatively. He said he knows Forest Home Township doesn't have any issues with it. Our concerns have been addressed by our legal counsel and he would not have a problem with it unless there is changes to an entire section that we don't have a chance to review. Trustee Ciganick asked if there was a timeline for approval of the agreement and it was noted that everyone had hoped this would be in place in the beginning of the year. The document was reviewed and a few language errors were corrected.

Motion by Bennett, seconded by Schulz, contingent on final approval by Antrim County and Forest Home Township, the Village of Bellaire hereby agrees to the intergovernmental agreement creating the Glacial Hills Recreation Board. Motion carried by voice vote.

- l. **Peddle, Paddle & Run Date Change Request:** President Schulz explained that the original date for this event was October 3, 2015, but due to another event scheduled on the same day, Dan Novak, the event organizer, would like to change the date to September 26, 2015. The is the day of the Harvest Festival and the Chamber doesn't have a problem with the event being on the same day.

Motion by Schulz, seconded by Bennett, to accept the requested date change for the event from October 3, 2015 to Saturday, September 26, 2015. Motion carried by voice vote.

10. Discussion Items:

- a) **Milton Township Master Plan:** Milton Township has completed their Master Plan and if anyone is interested in reading it and providing comments to them, a copy can be obtained.
- b) **Consumers Energy Survey:** Consumers Energy will be in the area to conduct a field survey of the streetlights in our area.
- c) **Street Sweeping Priority-Village Streets:** Mr. Stead provided a map showing street sweeping priority. President Schulz explained the map and the reasons why there is a specific order in which streets are swept. He explained that knowing this order will allow them to answer any questions intelligently. He stated that sometimes the weather will prevent a timely clean up as well as the sweeper breaking down. Mr. Stead also stated that we try to have it done by Memorial weekend.

10. Department/Committee Reports

a) *Committee Reports:*

- DDA discussed briefly the cost estimate of the a survey for the downtown area. They are still unsure of the amount that will be donated to the DDA from the Short's Anniversary party.
- Administration Committee: is meeting to discuss the formation of peer reviews and wage structuring. They are also reviewing the employee handbook.

b) *Clerk/Planner:* A written report was presented.

c) *Deputy Clerk/Treasurer:* Treasurer Odom informed Council that Consumers Energy will be around town in the next few weeks replacing everybody's meters.

We received the Kearney Township Master Plan if anyone would like to review and comment.

We also had someone break the baby station in the downstairs bathroom and we will replace it at a cost of approximately \$200.

Noted was also a couple of complaints about the Short's Party. Two were for the loudness of the music causing things to fall off shelves and one that said the loudness made their entire house shake. The other complaint was from a couple people trying to get to one of the shops in the blocked off area and security would not let them in. They eventually let them in, but they were escorted to the shop, stayed with them while they shopped and then escorted them back out. The length of time the generators sat on the corner and the hazard they created was also discussed. President Schulz stated that this can be addressed for the next event. We can tell them that all rental equipment must be removed by the time the street is reopened.

d) *Department of Public Works:* Mr. Stead informed Council that he spoke with Kearney Township about help with paving S. Bridge Lane and they would like to help but not this year due to projects they already have going.

e) *Police Department:* None presented.

f) *Planning Commission:* None presented.

11. Closing Member/Public Comment:

- **Linda Gallagher:** verified information about Officer Light being back on duty, verified the date for the Paddle, Peddle and Run event and asked if MDOT has responded back about the intersection. It was noted that they are going to provide a traffic study in July.

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

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____