

**Bellaire Village Council
Meeting Minutes
June 3, 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, Brad Rowe, Chief of Police & Ken Stead, DPW Supervisor.

Also Present: None.

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

Motion by Bennett, seconded by Schuckel, to approve the agenda with the additions of new business item f, Glacial Hills Recreation Board Member, item g, Mutual Aid Agreement, item h, Fee Schedule, item i, ZBA Member Resignation and item j, Take Action Request-Blocked Alley. 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) **FDIC Investment Options:** Treasurer Odom updated Council on the research she is doing pertaining to FDIC coverage's. She said she is reviewing the policies that allow governments to invest monies and has called several local area banks for account information. Interest rates are very low. The interest rate we are receiving on one CD equals about what we would make if we moved all of our funds back to interest bearing accounts. She also has contacted the County Treasurer for information on their investment choices. The County Treasurer provided her contact information for the companies they use for investing, which include Morgan Stanley and UBS. Alden State Bank said we could pledge their securities which would basically place a lien on their securities that we could call in when we needed. They said this would cover all of our funds. I will bring back more information to the next meeting.

b) **Glacial Hills Agreement:** We approved this agreement at the last meeting contingent on Forest Home Twp. & County approval. The County had their civil counsel review it and there were some changes made. Council should review those changes and reapprove. The Walter Kirkpatrick Forest is part of the timber harvesting acreage for the County and they want to be able to continue to do that unencumbered. They also wanted to make sure the Friends of Glacial Hills didn't do anything to impede that. The County Building & Lands Committee recommended that this be approved by the full board of Commissioners.

Motion by Hardy, seconded by Bennett, to approve the revised Glacial Hills Agreement as presented. Motion carried by voice vote.

- c) **Financing Options-New Truck:** President Schulz explained financing options for the new truck. Alden State Bank will finance it through Act 99 for 5, 7 or 10 years with interest rates at 2.5%, 3.0% or 3.5% respectively with annual payments at \$35,000, \$26,000 or \$20,000. Another company could offer financing but it would have to be in two separate loans, one for the chassis and the other for the rest of the equipment that goes on it. We would also have to sign an agreement that we would use them for the second loan because we would not have to take out that one until the chassis was complete. They could also not provide an interest rate until we completed an application. Huntington Bank also provided a rate for a 5 year loan and we are waiting for their call back for the other two terms. Council discussed the term and payment best suited for the Village.

Motion by Schulz, seconded by Drollinger, to engage Alden State Bank for the Act 99 loan program with the option for the 10 year loan with annual payments totaling \$20,000. Motion carried by voice vote.

- d) **Motion Second's:** Due to previous discussions about the process for seconding motions, the staff followed up with some research. If a majority of committee members approve a recommendation to the Village Council, and that recommendation is considered at a Council meeting, it is implied that the Committee can be considered the second to the motion without actually seconding it. Trustee Drollinger recommends that we keep the process the same for reasons of consistency.

Motion by Schulz, seconded by Bennett, that going forward Council adopt the process of seconding as identified by Canon where the Committee Chair moves on behalf of committee the recommendation from committee where its motion has support from more than one of its members. Motion carried by voice vote. Ayes: Bennett, Hardy, McPherson, Schuckel & Schulz. Nays: Ciganick & Drollinger.

8. New Business:

- a. **Resolution #11 of 2015, FOIA Policy:** The attorney has completed the new FOIA policy for the Village, which was required due to the changes in the Freedom of Information Act. President Schulz noted one change to Exhibit A, changing the language from township board to village council.

Motion by Hardy, seconded by McPherson, to approve Resolution #11 of 2015, the freedom of information act policy. Motion carried by roll call vote. Ayes: Hardy, McPherson, Bennett, Ciganick, Drollinger, Schuckel & Schulz.

- b. **Streetlights:** A summary was presented pertaining to the research completed for the replacement of the village streetlight bulbs put in place by an MEDC grant. It was noted that we can change the type of bulbs used as long as the current bulbs have reached their useful life and certification stating so must be sent to MEDC. The removed bulbs must be recycled and if they are, no action is required from the Department of Energy. There are costs associated with recycling the old bulbs. The Village also cannot plan to sell or transfer the lights to a different location. The cost to replace the bulbs from induction to LED will be \$14,550. Mr. Arndt suggested that we try a 45w and a 60w LED to see which one would work best for the landscape. To provide just the two lights would cost \$525.00, installed. It was noted that we can check surrounding communities to see if they have recently put in LED lights and go look to see if we like them before we spend the money on new ones. The newer LED's and color of bulbs was discussed.

Motion by Ciganick, seconded by Schulz, to do a test run on the 45w and 60w with the added stipulation that we stay with the non-color lights. Motion carried by voice vote.

- c. **BBA Appointments:** Dean Johnson and Coleen Dewey's terms on the Bellaire Building Authority are complete and they need to be reappointed.

Motion by Schulz, seconded by Bennett, to reappoint Coleen Dewey, with a term expiration of June 6, 2017 and Dean Johnson, with a term expiration of June 6, 2018 to the Bellaire Building Authority. Motion carried by voice vote.

- d. **Resolution #12 of 2015, Millage Rates:** Council discussed millage rates for the 2015-16 fiscal year. Maximum rates allowed were inputted into the resolution and the 2015-16 millage rates were set.

Motion by Bennett, seconded by Schulz, to approve Resolution #12 of 2015, setting the millage rates for the 2015-16 fiscal year. Motion carried by roll call vote. Ayes: Bennett, Ciganick, Drollinger, Hardy, McPherson, Schuckel & Schulz.

- e. **Previous Grant Certification-Sign:** We received certification forms for past grants that we were awarded from the DNR. We are required to file the forms, to purchase and post a sign recognizing where the funds from the grant came from. The cost for the sign is \$251.80. The deadline for filing the forms is in September.

Motion by Ciganick, seconded by Hardy, authorizing the Village Clerk to purchase the sign at a cost of \$251.80. Motion carried by voice vote.

- f. **Glacial Hills Recreational Board Member:** With the inter-governmental agreement approved, the Council must now choose a member to be on the Glacial Hills Recreational Board. This is a seven member board with two members from the County, two from the Township, one from the Village and two members at large. The amount of board members from each unit was chosen based on the amount of property that is included in the trail system. President Schulz explained the responsibilities of the new board members which are outlined in the agreement. Other communities are looking at their Parks Committee members to serve on this board. President Schulz noted that due to this being a startup year, he is thinking there will be 2-3 meetings per month.

Motion by Schuckel, seconded by Hardy, as chair of the Parks Committee, Trish Drollinger would be the representative for the Board, pending conversation with Dean Crandall of Forest Home Twp to get input on how he sees the committee functioning initially and in the event that it will not work for her, President Schulz would step in to represent the Village. Motion carried by voice vote.

President Schulz informed the Council that the County Commissioners are going to be looking at the agreement next Thursday and if Council doesn't have a problem he would like to represent the Village Council in our support of the agreement.

- g. **Mutual Aid Agreement:** We received a new updated mutual aid agreement since the previous one was dated in 2002. The new one now includes EMS along with fire, rescue & police.

Motion by Bennett, seconded by Schuckel, to accept the mutual aid agreement as printed. Motion carried by voice vote.

- h. **Fee Schedule:** Due to the new adopted FOIA Policy and requirements a new fee schedule needs to be approved noting the new costs for FOIA requests.

Motion by McPherson, seconded by Hardy, to approve the Village of Bellaire fee schedule of FOIA amended by 2015 Public Act 563 effective July 1, 2015. Motion carried by voice vote.

- i. **ZBA Member Resignation:** We received a letter from Kevin Keiser resigning from the Zoning Board of Appeals due to the hours of a new job no longer allowing him to serve, effective June 2, 2015. President Schulz noted to place an ad in the paper for interested candidates.

Motion by Hardy, seconded by Schulz, to accept Kevin Keiser's letter of resignation from the Zoning Board of Appeals. Motion carried by voice vote.

- j. **Take Action Request-Blocked Alley:** We received a letter from a resident on Forest Home Ave. regarding an adjacent alley to Aspen Lane. There is debris stacked up outside of their property but at the back of their property. It is a platted alley and a previous Council had allowed the previous owner to pave a section of it with the understanding that it not be blocked. Mr. Stead noted that the resident has a gate to the back of their yard, but cannot access it due to the debris that is now stacked up from another resident. Trustee Drollinger stated they are in violation, it is a public alley, not private and their things needs to be moved. Trustee McPherson agrees. Discussion of the shed also occurred. A permit for the shed was given to them that shouldn't have been due to it not being placed on their own property but in part of the right of way. It was noted that we could also have them move that. Chief Rowe stated that he will be back to work on Monday and he will speak with them about the situation. He will report back to Council. He would like to see the paperwork that gave permission for the previous owner to pave that section. Council will take follow up action if needed.

10. Discussion Items:

- a) **Sidewalk Obstruction Ordinance:** A sidewalk obstruction ordinance that the Clerk was previously asked to work on was presented for review. Council will review and it will be placed on the next agenda.

10. Department/Committee Reports

a) *Committee Reports:*

- **Administration Committee:** The Administration Committee met and is currently working on standardizing job descriptions which will lead into our moving forward with 360 peer reviews.
- b) **Clerk/Planner:** A written report was presented. Clerk Luckett told Council the only think not addressed during the meeting was the picnic tables that are possibly in the road right of way. A survey of the area was discussed. The Wesleyan Church parking lot was discussed. President Schulz stated that a letter of concern could be sent to the business owner and the landowner expressing concern and strongly recommending that they consult with their legal counsel concerning liability exposure in the event that someone is struck by a vehicle. Trustee Drollinger said before we do anything we should see a survey. She said there should not be any negative letters sent until we see who owns what property. She believes the church owns the property they park on. Council asked the Clerk to check with the landowner and/or the County surveyor to see if they have anything on file for us to look at.
 - c) **Treasurer/Deputy Clerk:** None presented.
 - d) **Department of Public Works:** A written report was presented.
 - e) **Police Department:** None presented.

11. Closing Member/Public Comment:

- **Dan Bennett:** said he was approached by some people at the Senior Center about us charging athletes from the Village a fee to use the parks. He wanted to bring this to Council's attention because these families are already paying taxes. He also asked if we have asked other entities to help with park costs. Trustee Ciganick noted that Mr. Hanson said we had previously asked for help. Trustee Schuckel noted that students at school are also charged a pay to play fee and their families pay taxes.
- **David Schulz:** We received a thank you card from Short's Brewing Company for our help of their anniversary event. The amount of their donation to the DDA was discussed. President Schulz stated that their event created a loss, but they are still planning on donating to the DDA.

12. Adjourn: Meeting adjourned at 8:17 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____