

**Bellaire Village Council  
Meeting Minutes  
April 6, 2016**

1. **Call to Order:** President Pro Tempore Bennett called the meeting to order at 7:00 PM.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**
  - Present:** President Pro Tempore Bennett, Council Trustees Bryan Hardy, David Ciganick, Trish Drollinger, Eldon McPherson and Helen Schuckel.
  - Absent:** President David Schulz
  - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Ken Stead, DPW Supervisor & Bill Drollinger, Chief of Police.
  - Also Present:** Deana Jerdee, Pattie Savant & Tyler Bevier.
4. **Approval of Agenda:** The agenda for April 6, 2016 was approved.

**Motion by Schuckel, seconded by McPherson, to approve the agenda for April 6, 2016 with the deletion of new business item f, DDA District Expansion and with the additions of new business item j, Police Officer, item K, Steel Doors & Item I, Letter of Resignation. Motion carried by voice vote.**
5. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item j, Police Officer and with item h, the Chief of Police employment contract.
6. **Consent Agenda:** The consent agenda was approved.

**Motion by Schuckel, seconded by Hardy, to approve the consent agenda as presented. Motion carried by voice vote.**
7. **Public Comment on Agenda Items:** None presented.
8. **Old Business:**
  - a) **Rules of Procedure:** This was presented at the last meeting for Council review of any potential changes. No changes were recommended.

**Motion by McPherson, seconded by Drollinger, to accept the Village Council Rules of Procedure as presented. Motion carried by voice vote.**
  - b) **Ordinance #2 of 2016, One Way Streets:** The changes to the ordinance were approved at the last meeting; however, because it is in the Village Code, the changes have to be done by ordinance. The ordinance was not ready for the last meeting, but is now ready for approval and addresses changing Ann Ln. from a one way to a two way and having Hickory Ln. stay one way from E. Cayuga to State St.

**Motion by Ciganick, seconded by Drollinger, to approve Ordinance #2 of 2016, which addressing one way streets. Motion carried by roll call vote. Ayes: Ciganick, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None**
9. **New Business:**
  - a. **Paddle Antrim & Water Trails Request:** Deana Jerdee, the director of Paddle Antrim informed Council that the Paddle Antrim event is scheduled for September 16 & 17, 2016. She explained that the paddlers will start in Ellsworth and finish in Bellaire on the first day. On the second day, they will depart Bellaire and finish in Elk Rapids. Paddle Antrim is asking permission again to hang a banner along the fence at Richardi Park, the use of Richardi Park for greeting the paddlers as they come into Bellaire and the use of Ohio St. for

the storage of the kayaks overnight and for the Saturday launch as they depart Bellaire. Paddles & Peddles will help move the kayaks from Richardi to Ohio St. and security will be hired to watch the kayaks overnight. They are hiring a waste company and porta potties. They are expecting about 200 to sign up for the event, an increase from the 115 from last year's event. They also want to place a sign up tent on Ohio St. in case of inclement weather.

**Motion by Drollinger, seconded by Schuckel, to grant Paddle Antrim's request to hang the sign and the use of Richardi Park and the Ohio St. area for their event. Motion carried by voice vote.**

Deana Jerdee also updated Council on their Water Trail project. They are proceeding with the project which will provide trailheads and amenities along the water trail. In 2014, public sites to include in the water trail were identified in each municipality. Bellaire choose to include River St. & Ohio St. Paddle Antrim has been moving forward with the project and are now working on a water trail plan which will identify a water route. Ms. Jerdee stated the next step is to work with the municipality to determine what they would like to see in the trail development and how it will work for them. The next step after this would be to implement a plan to raise the funds to make the project happen. She said they are hoping to have the water trail plan complete by the end of the summer.

- b. **Antrim County Fair Board Request:** The Fair Board is seeking permission to expand their arena about 45' to the East and no more than 30' to the West to help make it a little easier for the horses to get around. They are also asking for permission to use a small section of the grassy area by the girl's softball diamond for their trail class. The trail class is offered during the day on Thursday only. Trustee Drollinger suggested this go to committee so that they could view the area the of the arena they want to expand. It was noted that some trees may have to come down, but there weren't too many in the way. The Fair Board will do the work. Trustee Drollinger will contact Crystal Swain once a meeting time is established.

**Motion by Drollinger, seconded by Schuckel, to refer the Fair Board request to the Parks Committee. Motion carried by voice vote.**

- c. **Methodist Church Request:** Last year a group from the Methodist Church provided some clean up at Richardi Park and they would like to do so again. They will rake leaves and pick up trash on Sunday, May 15, 2016 from 1:30-4:00 PM. They would need to know where to stack the trash bags for pick up and will provide their own liability insurance. Trustee Ciganick noted that he picked up the leaves and trash last year and he could do so again.

**Motion by McPherson, seconded by Schuckel, to approve the Methodist Church request to provide some clean up at Richardi Park. Motion carried by voice vote.**

- d. **Resolution #13 of 2016, Chamber Gaming License:** This resolution is required from the local municipality to allow the Chamber to have their fundraising events throughout the year.

**Motion by Hardy, seconded by McPherson, to approve Resolution #13 of 2016, a resolution for a charitable gaming license for the Chamber of Commerce. Motion carried by roll call vote. Ayes: Hardy, McPherson, Ciganick, Drollinger, Schuckel & Bennett. Nays: None**

- e. **Parking Space Request-Judith Kuiper:** Judith Kuiper is a psychologist working out of an office in the Fischer Insurance Agency building. Her office door is on the side of the building and in front of a parking space. This has created a concern for some of her clients that have a difficult time accessing the entrance when someone is parked in that spot. There is a small sidewalk to her entrance and it is surrounded by stone. She is asking that this parking space be made no parking or at least a handicap spot. Trustee Drollinger noted that the parking lot was in place before the office space with Mr. Stead noting that they could remove the stones and extend the sidewalk that takes them out the door to the back of the building. This would then allow safe access to or from the parking lot without having to go around vehicles.

Trustee Ciganick inquired about other handicap spots in the lot and if they could be moved to the space in front of the door. It was noted the current handicap space is closest to the sidewalk to get to downtown. Council suggested removing the stone and extend the sidewalk along the side and to the back of the building. No action was taken and a letter will be sent to let her know.

- f. **DDA District Expansion:** This item was removed at the time the agenda was approved. It may be discussed at a future meeting.
- g. **DDA Parking Plan:** The DDA has developed a parking plan that will inform visitors where public parking is located by placing directional signs along the main roads coming into town. Tyler Bevier from the DDA explained the plan and where the signs would be placed. The DDA is asking if the Village would be willing to cover the cost of the signs. He said the goal is to route visitor traffic down alleys. Signs would be placed on E. Cayuga by Moka and on W. Cayuga by Bridge Lane. The cost for the parking arrow signs is \$35.00 per sign, and the follow alley signs are \$25.00 per sign. Trustee Ciganick stated the signs by Moka could create a line of site problem for those that are pulling out from the alley. Trustee Drollinger also noted that directing visitors down Hickory Lane to parking in that area could create a problem as there is no parking in that area during business hours. If the signs are not placed by Moka at this time, the cost for the signs by Bridge Lane would be approximately \$60.00.

**Motion by Ciganick, seconded by Drollinger, to accept the proposed budget as modified deleting the signage that directs them next to Moka. Motion carried by voice vote.**

- h. **Employment Contract-Chief Drollinger:** The Administration Committee met to discuss a contract for the new Chief. A contract term was discussed noting that new contracts in the past have been for one year.

**Motion by the Administration Committee, seconded by McPherson, to approve a one year employment contract with Bill Drollinger as Chief of Police, effective March 10, 2016 through March 9, 2017. Motion carried by voice vote.**

- i. **Par Plan Board of Directors:** The Village belongs to the Michigan Township Participating Plan. They are looking for volunteers to serve on the Board of Directors and because we are a member, we have the option to serve. If anyone on Council would like to offer their services the forms that need filing are located in the office. No further action was taken.
- j. **Police Officer:** We received several applications for the vacant officer position. The Administration Committee reviewed the applications and are going to be interviewing two applicants on April 7, 2016. Chief Drollinger is hoping that the Village Council will allow the Administration Committee, based on their recommendation, to go ahead and hire one of the two candidates if they feel he/she is qualified. The next Village Council meeting is after the Shorts Anniversary party and he would like to have the new officer ready for work as he will be needed for the event. Chief Drollinger informed Council that if a qualified candidate is hired, they will start working in about a week. It will take some time to file all of the paperwork and they will be required to ride along with the Chief for several weeks before they are able to be out on their own.

**Motion by McPherson, seconded by Schuckel, to authorize the Administration Committee to hire a qualified candidate to fill the open police officer position. Motion carried by voice vote with one abstention by Trustee Drollinger.**

- k. **Steel Doors:** This year's budget includes the purchase of a steel door at the waste water treatment plant (WWTP) and three steel doors for the bathhouse at Craven Park. The original cost estimate for the WWTP door was \$2,500 and the actual cost is \$3,700. The original cost for the bathhouse doors was \$3,000 with the actual cost being \$5,600. A budget amendment can be approved with the funds coming from fund balance. Treasurer Odom noted that if a

budget amendment is approved, but ends up not being needed, then the amendment will not be completed.

**Motion by Drollinger, seconded by McPherson, to approve budget amendments from fund balance for the WWTP steel door in the amount of \$1,200 and for the Craven Park bathhouse steel doors in the amount of \$\$2,600. Motion carried by voice vote.**

- I. **Letter of Resignation:** David Schulz' delivered his letter of resignation from the President's position. President Pro-temp Bennett stated he would like to speak with him to find out what is going on. Trustee Ciganick noted that even though we may be disappointed that he wants to resign, we have to respect his wishes.

**Motion by Ciganick, seconded by Drollinger, to reluctantly make the recommendation that the Village Council accept the resignation of David Schulz. Motion failed due to a unanimous nay vote.**

Chief Drollinger informed Council that he spoke with David Schulz and found there to be other issues causing the resignation. Chief Drollinger noted that he said he hoped Mr. Schulz was not acting in haste with Mr. Schulz noting that he thought this was the best decision at the time. Chief Drollinger asked him if he was sure and Mr. Schulz noted that he would not retract his letter at this point, but if Council chose not to accept it then he would be willing to discuss it. Trustee Ciganick noted that he would like to rescind his motion. President Pro Temp asked if we cannot take any action on this at this point, which would give them time to speak with Mr. Schulz. Whether to rescind or vote down this motion, with Treasurer Odom noting that a motion on the floor may not be able to be rescinded, was discussed.

#### **10. Discussion Items:**

- a) **Meadowview Meter Reading:** Before the temporary meter was installed to monitor usage for Meadowbrook, we measured sewer usage based on their water going through our meter. We would read both Meadowbrook's & Meadowview's reading, deduct Meadowview's reading from Meadowbrook's and this would give us what we were supposed to bill each entity. When the temporary meter was installed and because we didn't know at that time where the infiltrate was coming from, Meadowbrook or Meadowview, we stopped reading Meadowview and it was determined that Meadowbrook should determine how much Meadowview should be billed. Once this was determined, we shut off the account in the system and stopped billing them. We found, however, that this was never conveyed to Meadowbrook so they were unaware that they should have been calculating this. Meadowbrook has been paying for Meadowview's usage since it was shut off in the system in May of 2014. Meadowbrook is working on a letter to ask Council to reinstate the Meadowview account and start to bill them again. Once we receive the letter, we will place this on the agenda for Council review. Mr. Stead informed Council to do this we would be reading their water meter, reading Meadowview's water meter and then deducting Meadowbrook's irrigation meter, which is the only way they can be separated. Discussion proceeded to the installation of the permanent meter and the easement that is being sought. Trustee McPherson noted that by our own ordinance, we don't need an easement for the permanent meter. President Pro-tempore Bennett stated we are waiting for communication from Meadowbrook before we proceed.

#### **11. Department/Committee Reports:**

- a) **Committee Reports:** Planning Commission meeting minutes are included in Council packets for review.
- b) **Clerk/Planner:** Clerk Luckett informed Council that the review of the amended zoning ordinance is proceeding. The attorney is in the process of reviewing it. The public hearing is set for May 3, 2016 and it could possibly be presented to Council at the May meeting

for approval. She stated that they are trying to make it more user friendly. She will send all council members a copy of the draft for their review.

- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** A written report was presented. Mr. Stead informed Council that Mr. Meriwether marked 14 trees in the campground that are considered dangerous. He said now that they are marked, if something were to happen, we would be liable. He is inquiring about funding for their removal. Obtaining a quote for their removal was discussed. Trustee Drollinger noted that this can be discussed at the Parks Committee meeting.
- e) **Police Department:** None presented.

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

- **Patti Savant:** Ms. Savant asked about the repairs to the PA system that were included in the budget and wondered when the work may be completed. Treasurer Odom noted that she was in contact with the company that will do the work. They have to order some supplies but are aware that we have an event on Memorial Day. She also informed the Council that the Chamber's annual dinner is scheduled for May 12, 2016 and they will be honoring Brad Rowe if anyone is interested in attending.

**13. Adjourn:** Meeting adjourned at 8:13 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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