

**Bellaire Village Council  
Meeting Minutes  
May 4, 2016**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**
  - Present:** President David Schulz, Council Trustees Dan Bennett, Bryan Hardy, David Ciganick, Trish Drollinger, Eldon McPherson and Helen Schuckel.
  - Absent:** N/A
  - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Ken Stead, DPW Supervisor & Bill Drollinger, Chief of Police.
  - Also Present:** Colette Stanish, Terry McBee, Al Odom, Bradley Keiser, Marguerite Karabin, Trisha Young, Tyler Bevier, Linda Gallagher, Ruth Basch & Shirley Gordon.
4. **Approval of Agenda:** The agenda for May 4, 2016 was approved.

**Motion by Schuckel, seconded by McPherson, to approve the agenda for May 4, 2016 with the additions of new business items m, 2016 Tax Foreclosed Properties and item n, 507 Richardi-Revocable License. Motion carried by voice vote.**
5. **Conflict of Interest:** President Schulz noted his conflict with old business item c, Public Works Recommendation concerning the Meadowview Meter Reading and new business item g, Public Works Committee Recommendation. Trustee Drollinger noted her conflict with new business item g, Wage Increase-Officer.
6. **Consent Agenda:** The consent agenda was approved.

**Motion by Bennett, seconded by Hardy, to approve the consent agenda as presented.  
Motion carried by voice vote.**
7. **Public Comment on Agenda Items:** President Schulz turned the gavel over to president Pro-tempore Bennett and moved to the audience to make a public comment. Mr. Schulz, as Manager for Meadowview Apts., explained having them read their own meter would create an issue and he would like the Village to provide the reading. He stated Meadowview Apts. is separate from Meadowbrook and believes this should fall under the basic service provided by the Village. He stated that Meadowbrook will provide a key to access the location of the meter since that particular door is left locked.
8. **Old Business:**
  - a) **New Police Officer Introduction:** Chief Drollinger introduced Terry McBee, the Village's new police officer. Officer McBee explained that so far everyone has welcomed him and he is excited to serve the area.
  - b) **Parks Committee Recommendations:**
    - **Antrim Fair Board Request:** Trustee Drollinger informed the Council they went to the park to view the additional space the Fair Board would like to provide for their arena. She said there is no encroachment on either side of the proposed expansion area. They would eventually like to expand to the north and that also doesn't create an encroachment issue. The Fair Board will cover the all costs to the expansion. Parks is recommending approval of their request to expand the arena.

**Motion by Drollinger, seconded by Schulz, to approve the request from the Antrim County 4H to expand the arena 45' in length to the east and 30' in**

**length to the west. The motion further states that subject to any required permitting from the Antrim County Conservation District and Soil Erosion Control, the request for future expansion of the arena 8' to the north also be approved. Motion carried by voice vote.**

The Fair Board also requested the use of the area by the girls softball diamond and batting cage for a trail class to be held during the Antrim County Fair this summer. 4H will make sure the area is cleaned up after use.

**Motion by Drollinger, seconded by Hardy, to approve the Antrim County 4H Request to use the area adjacent to the batting cage for trail classes. Motion carried by voice vote.**

- **Craven Park-No Parking Signs:** During the baseball/softball season and the campground opens, there is a problem with fans for the ball games parking in the campground area. Parks discussed purchasing some special signs stating that there is no parking in the campground area for anyone there to watch ball games. The original recommendation from Parks for the cost of the signs was not to exceed \$150. However, the quote came in at \$161.56.

**Motion by Drollinger, seconded by Schuckel, to approve the purchase of two 12" x 18" no parking signs at a cost of \$161.56. Motion carried by voice vote.**

**c) Public Works Committee Recommendation:**

- **Meadowview Meter Reading:** The gavel was turned over to President Pro-tempore Bennett due to President Schulz' conflict. Trustee McPherson explained that Public Works discussed how to resolve reading the Meadowview meter. They are proposing that the Village read the sewer meter and that Meadowbrook's maintenance department read the water meters for both Meadow Brook and Meadowview on or about the 15<sup>th</sup> of the month, provide those readings to the Village and then separate bills will be sent based on a percentage of water usage for each applied to the sewer meter reading. He explained the idea is not to create more work for our employees. Trustee Bennett said that this is not what Meadowbrook has asked us to do stating liability as his concern. Mr. Stead explained that there discrepancies between the reads of their water meter and our sewer meter. If they give us a percentage of their usages, we could use that percentage to determine billing usage. Trustee McPherson said this would allow us to provide them with what they are asking for, which is two separate reads and billings, without us having excess work. Trustee Drollinger stated it seems very simple for us to read Meadowview and deduct it from the sewer meter. Trustee Ciganick likes that Meadowbrook will provide a key to access the meter without having to search for an employee to let them in.

**Motions by Drollinger, seconded by Hardy, to have our staff read the sewer meter and the Meadowview water meter, subtract the water meter from the sewer meter and charge accordingly. Motion carried by voice vote with President Schulz abstaining.**

**9. New Business:**

- Bellaire Garden Club:** Marguerite Karabin from the Garden Club is asking again for the Village's help with the bridge flower boxes. They would like the Village to help with the purchase of flowers and watering again this year. She informed Council that she had an issue with Mr. Stead last year and would like to know if a specific staff member could be named so they have someone to go to in case of any issues. Watering needs to be done, but the Garden Club was carrying bottled water to water them and this is something they want to avoid. President Schulz verified our ability to water the boxes with Mr. Stead stating that he

preferred not to. He said there were many complaints last year. He stated that we water on Monday, Wednesday & Friday and this schedule has not been changed in years. Trustee Drollinger asked if the Garden Club waters them on weekends and it was noted that they do if the weather is overly hot. Discussion of using moisture holding materials and what is usually put into the boxes was discussed. Trustee Drollinger noted that she could call the Village office when she has to contact the Village for anything. President Schulz suggested contacting Cyman Gardens to determine the best material to use. He said our motion, if one is made, could be flexible enough to cover any cost for this material.

**Motion by Bennett, seconded by Drollinger, to cover the expense of the flowers up to \$200 with the understanding that this will be a onetime expense for a moisture retention recipe from Cyman Gardens. Motion carried by voice vote.**

- b. **Bellaire High School Park Use:** Mr. Emery called to ask if a senior class luncheon to be held at the Richardi Park Pavilion is covered under their contract for use of the parks or if they have to pay for use of the pavilion. Trustee Drollinger noted that the park is not usually rented during the lunch hour and they would not require a key. She wouldn't mind if they use it and are not charged.

**Motion by Schulz, seconded by Bennett, to direct staff not to accept reservations for Friday, June 3, 2016. Motion carried with voice vote.**

- c. **Relay for Life 5K:** Mr. Kerschner is seeking permission from the Village to hold a 5K event for Relay for Life. The event is scheduled for June 18, 2016 at 9:00 am.

**Motion by Bennett, seconded by Hardy, to allow Relay for Life to hold their 5K event again this year on June 18, 2018 at 9:00 am. Motion carried by voice vote.**

- d. **Youth Soccer Tournament Request:** The Youth Soccer program is requesting to host a soccer tournament on August 20, 2016. They will host other local soccer leagues to help raise funds to help ACYS grow. They are a nonprofit organization. There is history of approval of other nonprofit requests for fundraising. Trustee Drollinger stated that in the past other communities or organizations wanted to use our parks because we don't charge for events. She would like to see the park for our local use only. Treasurer Odom suggested developing policy that would outline specific guidelines for park use.

**Motion by Hardy, seconded by McPherson, to approve the Antrim County Soccer Youth Soccer request for use of the fields in August. Motion carried by voice vote.**

- e. **DDA Reports:**

- **District Expansion:** Mr. Bevier from the DDA explained the idea of the DDA District expansion to better achieve goals set by the State, which includes reversing property value decline and attraction of business. The DDA is exploring expanding the District to include some public properties which would allow for improvements in that area by the DDA. A map was provided, which included the parking lot behind Bridge Ln., the Ohio Street boat launch, Richardi Park and walking path. Additionally, the boundary would continue down the walking path turning left onto Broad St, following Elm to Cayuga, and then following on the southbound side of M-88 right-of-way to include sidewalk infrastructure. He explained the boundaries will have to be redrawn and someone will have to be hired to develop a legal description. President Schulz explained that if a TIF is put in place, those dollars could be used in the parks. The DDA is currently looking into the cost for the legal description.

**Motion by Bennett, seconded by McPherson, stating the Village Council is in support of the DDA's efforts to potentially expand the boundaries of the existing Downtown Development Authority. Motion carried by voice vote.**

- **Outdoor Seating Space:** Mr. Bevier informed Council that a local business is willing to donate approximately 10 plastic adirondack chairs for seasonal use. Suggested locations are the Richardi Park beach, the pocket park (park by the kiosk) and outside the windows at the Village Hall. The donor is not concerned about theft or damage, but steps can be taken to deter possible damage or theft. Trustee Drollinger noted that the beach is a great place for them but they would not last long in that location. Trustee Ciganick asked if anyone has spoken with Frontier about the space in front of their building. Mr. Bevier said they are going to plant new grass and the public could use that space.

**Motion by Schulz, seconded by Drollinger, to accept the offer of the adirondack chairs in the pocket park with provision that there be receptacles for extinguished cigarettes as well as trash. Motion carried by voice vote.**

- **Community Hall Restrooms:** The DDA discussed making improvements to the bathrooms downstairs in the community hall through their funds and donations. They would donate, paint, time and labor to repaint, place some artificial plants and hang some art work.

**Motion by Hardy, seconded by Schuckel, to allow the DDA to make these improvements to the community hall lower level restrooms. Motion carried by voice vote.**

Discussion of other needed improvements such as doors that will provide more privacy and new paper towel dispensers occurred. Mr. Stead noted that they did receive some doors from Antrim County. President Schulz suggested that we look at the current budget to see if installing them can be done this year and if not, place them on the budget for next year.

- f. **ZBA Alternate Member:** Gary Tracey would like to serve as an alternate on the Zoning Board of Appeals (ZBA). President Schulz is recommending his appointment.

**Motion by Hardy, seconded by Drollinger, to approve the appointment of Gary Tracey as an alternate on the ZBA Board. Motion carried by voice vote.**

g. **Administration Committee Recommendations:**

- **Wage Increase-Officer:** Based on performance, Chief Drollinger is asking for Council approval to move Officer McBee to the next level of pay, which is the one year rate, after his probationary period is complete. Chief Drollinger noted that the probationary period is a total of 40 days, with Trustee Ciganick saying that the Administration Committee meeting minutes says the probationary period for officers is 60 days. Chief Drollinger said he thought it was at the discretion of the Chief. Trustee Drollinger said it doesn't say anything about the discretion of the Chief, it just states 60 days. Trustee Hardy said the handbook says the probationary period is 30 days. Treasurer Odom said she believes it is not in the handbook for the ride along required of new officers. This is something that Chief Rowe had set up.

**Motion by Schulz, seconded by Bennett, that upon successful completion of the probationary period, the hourly wage for Officer McBee be increased to the one year rate on the wage scale. Motion died due to lack of a vote.**

**Motion by Bennett, seconded by Schulz, to postpone this decision because we have at least 30 days until the next Council meeting allowing time for research. Motion carried by voice vote.**

- **Public Works Committee Meeting:** Trustee Bennett explained the need to set procedures for work orders and for better communication. This will help provide a better paper trail so the issue with Meadowview doesn't happen again. The

Administration Committee would like the Public Works Committee to review work order procedures.

**Motion by Bennett, seconded by Hardy, to accept the recommendation of the Administration & Personnel Committee. Motion carried by voice vote with President Schulz abstaining.**

- h. Website-Outside Links:** We are receiving requests from outside sources to add their links to our website. President Schulz stated his opinion is that our website is for Village information, for public service and the Chamber of Commerce has a website more for vendors and companies. Trustee Ciganick asked if we have checked out other websites. It was noted to reply to these requests with a thank you for your interest but reply with a no.
- i. Water/Sewer Bill Adjustment:** A water/sewer customer who had their service shut off for the winter needs an adjustment on their account. Their service was not turned off in the system so it generated a bill that it should not have. The amount for the adjustment is \$98.23.  
**Motion by Ciganick, seconded by McPherson, to approve the removal of \$98.23 from this account. Motion carried by voice vote.**
- j. SAW Grant Update:** Fleis & Vandenbrink met with the Village and provided an update on the SAW Grant. Information was included in Council packets. The mapping program was phenomenal as it shows all water/sewer lines, manholes and video of some lines. The grant is almost complete, which will then provide information for areas that potentially may need repair.
- k. Parking Space-Fischer Ins. Building:** Chief Drollinger explained this was in reference to the denied parking space request from the last meeting at the parking lot by Fischer Insurance. He explained that they contacted him about placing a small sign asking people to refrain from parking in that area. He told them he didn't see problem with it, but instead of a little sign, they installed something more permanent at the edge of the walk. He spoke with them, the issue is resolved, the sign will be removed later this week, they are just waiting for the crew to come in and pave the area where the loose rocks are located, which is supposed to be done in June.
- l. Online Bill Pay:** There was a request from a resident to pay their bill online so staff researched how this was done. Treasurer Odom explained that we can set up online payments. We need to have a program from our software company (BSA) called "Access My Government" and then we have to have a third party credit card processing company. BSA uses a company called Point N Pay, which is the company used by a majority of BSA customers. Fees for the "Access My Government" program can be handled in two different ways. The Village can pay an annual fee of \$1,575 which will allow customers to access their accounts at no cost or we can pass the fees onto the customer (\$1.00 per look up), which will give the Village the program free of charge. The Point N Pay system will pass the fees onto the customer. A fee schedule was included in Council packets. Trustee Ciganick asked how many requests do we receive to pay online, and it was noted that we do receive a few requests. Treasurer Odom said she spoke with the Village Manager of Elk Rapids and was told that they do not have many users of the system due to the fees. Council took no action as they felt the cost passed onto the customers was too much.
- m. 2016 Tax Foreclosed Properties:** We received notice from Antrim County about a foreclosed property that we could obtain if interested. The property is located in Semrau Estates. PA123 of 1999 allows for municipalities where the property is located first dibs at acquiring such property. We have to respond our intentions by July 5, 2016. There was not much interest expressed, but Council tabled the issue since there is still time to decide.

- n. **507 Richardi-Revocable License:** We have received information about the owners moving out of the area. It is unclear if they will continue to own the home. They received a revocable license to keep a shed that was not placed on their own property, in its current location. Trustee Drollinger said the shed was allowed to be placed in its current location and should not have been. She said if they were not going to live there any longer, then it should be moved to their own property or completely removed. She said it is our responsibility to maintain our alleyways so we should amend the license to say it should be removed if they are not going to be living there. We have not had any problems with them, but if they are going to rent the home or not live there, we should reconsider allowing them to keep the shed where it is. She asked about the steps of the procedure to have it removed. Clerk Luckett said staff would have to be directed to draft and send a letter explaining that the license will be revoked and they will have 60 days to remove the shed. The letter should be recorded since the license was recorded. If they fail to remove it, the steps that needed to be taken were discussed. Trustee Bennett asked about the potential of claiming that property under adverse possession if that property was no longer owned by them. Trustee Drollinger would like to send notice to remove the shed as they will not be living there and since it was mistakenly allowed.

**Motion by Schulz, seconded by Drollinger, to direct staff to send a letter to the property owner notifying them of the Village Council's decision to invoke item #3 in the license agreement and pursuant to that request, there action as per item #4 in the agreement. Motion carried by voice vote.**

#### 10. Discussion Items:

- a) **Fairground Entrance Sign:** The Fair Board would like to place a sign over the entrance to Craven Park. Trustee Drollinger explained that the sign will not be located over the original entrance at the stone pillars. It would be a wrought iron sign with a few examples presented. This would be at their expense. President Schulz stated that when they are ready, put together a proposal and present it to Council.

#### 11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that met.
- b) **Clerk/Planner:** Clerk Luckett would like to establish a regular meeting schedule for the ZBA and if there are no items to address, then the meeting can be cancelled.
- c) **Treasurer/Deputy Clerk:** A draft financial statement was presented to Council for review.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** Chief Drollinger informed Council that Officer Light is back. He also said the Short's Anniversary Party went well with no problems. Things were cleaned up on Sunday and one mailbox was damaged and replaced immediately by Short's. There were about 3500 people in attendance.

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

- **Eldon McPherson:** Trustee McPherson updated the Council on Glacial Hills Trails. Trails were cleaned up recently, but they would like permission to clean up some things in the old dump. They said it would be a couple truck loads full but he will meet with them for further details and get back with Council. President Schulz noted a concern for any liability with Trustee Drollinger noting some concern about disturbing the area.

President Schulz reminded Council that we previously had someone up there removing materials and cleaning up the area.

- **Bradley Keiser:** Mr. Keiser informed Council that a representative from Short's showed up at Craven Park while he was emptying trash just to make sure there were no problems at the park during the weekend of the anniversary party.

**13. Adjourn:** Meeting adjourned at 8:46 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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