

**Bellaire Village Council
Meeting Minutes
January 4, 2017**

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, Eldon McPherson, David Ciganick, Bryan Hardy, Trish Drollinger and Helen Schuckel.
 - Absent:** None
 - Staff Present:** Cathy Odom, Treasurer & Chief Bill Drollinger.
 - Also Present:** Christina Dennis, Zach Dennis, Patty Savant, Tim Reicha & Mike Sizen.
4. **Approval of Agenda:** The agenda was approved with the addition of new business item f, New Police Vehicle and item g, Paid Leave Extension.

Motion by Schuckel, seconded by McPherson, to approve the agenda for January 4, 2017 with the addition of new business item f, New Police Vehicle and item g, Paid Leave Extension. Motion carried by voice vote.
5. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item g, Paid Leave Extension.
6. **Consent Agenda:** The consent agenda was approved. President Schulz noted that the Cemetery received a donation and asked Council members not to share the donor as it is supposed to be anonymous.

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) **Eagle Scout Project Request-Zach Dennis:** Zach Dennis from Boy Scout Troop 76 asked permission to build 2 sets of permanent bleachers at the 4H section of Craven Park for his Eagle Project. Mr. Dennis presented specifications and a drawing showing the location of the bleachers. The Antrim Fair Board has already approved his request. The seats will be made of treated wood and the stands to hold them will be cement block to replicate bleachers that are already at the park. When asked if a permit was needed, Mr. Sizen, a representative from the Fair Board, said one will be needed but it will be their responsibility to obtain one. The project is expected to be completed by early June 2017. He will attend the next 4H meeting where they will be discussing financing and potential fundraising.

Motion by Ciganick, seconded by McPherson, to approve the Eagle Scout Project request from Zach Dennis for construction of bleachers at the 4H section of Craven Park. Motion carried by voice vote.
 - b) **DDA/TIF Exemption Resolution-Antrim County:** We received a resolution from the county exempting them from the DDA TIF. President Schulz explained this to be standard procedure for the County. He would like to request that Clerk Luckett contact the County Planning office and initiate discussions about developing an agreement between Antrim County and the DDA/Village of Bellaire for revenue sharing.
 - c) **Elevator Maintenance Company & Contract:** President Schulz explained that staff has been contacting area vendors and with our location we are somewhat limited on companies available. We received a call back from one company and their pricing is a little higher than Otis, the company who bought out our previous vendor. Treasurer Odom informed Council that she has been in contact with Otis and they have agreed to a one year contract, pricing will stay the same on our quarterly maintenance, the no load test that is required will be completed during one of our

quarterly maintenance testing visits and the 3-year full load test that is required will cost about \$700, but is only done every three years. This cost is not included in the contract.

Motion by Schulz, seconded by Bennett, to approve the contract with Otis with the new terms as specified in the email and authorize Treasurer Odom to proceed in creating the agreement and get it ready for the Village President to sign it. Motion carried by voice vote.

- d) **Meeting Per Diem Research Results:** At the last meeting, Council discussed meeting per diems. Clerk Luckett gathered information from similar communities which Council reviewed and discussed. President Schulz noted that we are not the highest or lowest paid. Trustee Drollinger noted that the salary for the President and Pro-tempore should be raised because of the amount of work they do. President Schulz informed Council that if raised, he would donate it back. Trustee Drollinger also noted that she would like to raise committee meeting per diems to \$50.00, from the \$40.00 currently paid. The Administration Committee will be meeting next Monday evening and will take this request into consideration.
- e) **Fee Schedule Amendment:** As part of our learning curve for the development of the CRD & IDD, we started discussing charging fees due to the amount of work it takes to administer these requests. Information was presented to Council outlining the rules that allow for fees that can be charged for these requests. President Schulz would like to have the Village Clerk to assemble this information, place it in our current fee schedule and present the proposed new fee schedule at the next Council meeting. Treasurer Odom informed Council that these fees can be charged in the development of an IDD. There is nothing either way in the statute for a CRD. She also noted that we can only charge actual costs or 2% of the total property tax abated. Due to not knowing actual costs until the time the process takes place, staff discussed developing and amount for escrow, with any amounts not spent, being reimbursed. She explained that due to this, Clerk Luckett is looking for direction on what Council would like to see in the fee schedule. Council agreed with the idea of the escrow account.

Motion by Schulz, seconded by Hardy, to authorize the Village Clerk to review the information presented, place it in our current fee schedule and present the new proposed fee schedule to Council at the next meeting. Motion carried by voice vote.

9. New Business:

- a. **Short's 2017 Anniversary Party:** President Schulz informed Council of the details of this year's party. The event will be Saturday, April 29, 2017. They are requesting the M-88 detour from 5pm Friday the 28th until noon on Sunday the 30th. They would again like to close the sidewalk from 12 noon until 11pm on Saturday the 29th. They would like to use Craven Park for parking and to use the community hall for a break room from approximately 2pm-11pm to serve a meal and coffee to staff and volunteers. Trustee Drollinger asked if the community hall is open will the public have access to it. Mr. Reicha explained they plan on having someone at the door and someone in the room so the general public would not be allowed in.

Motion by Bennett, seconded by Hardy, to approve the request for Short's 2017 Anniversary Party. Motion carried by voice vote.

- b. **Bellaire Chamber 2017 Events Request:** Mrs. Savant explained that the schedule is the same as in the past with the exception of the possible addition of an ice carving contest. She said they are still working out the details but hope to add this to the schedule of events. Trustee Ciganick asked the location of the event and Ms. Savant noted that it would be in front of each of the businesses that participate. Trustee Ciganick discussed this location informing everyone that ice sculptors use chain saws and we will need to make sure it is done safely. Chief Drollinger noted that they could block off parking for pedestrians in front of the businesses that participate. Ms. Savant also noted that there are some areas that are off of the sidewalk that could be used. She said if it does happen she will come back to Council with all of the details.

Motion by Bennett, seconded by Ciganick, to approve the Bellaire Chamber of Commerce 2017 schedule of events. Motion carried by voice vote.

- c. **DDA Appointments:** Don Hoyt's and Ken Fifelski's terms on the DDA expire November 14, 2016 and both would like to be reappointed. President Schulz would like to reappoint Don Hoyt and Ken Fifelski to the DDA with term expirations of November 14, 2021.

Motion by Hardy, seconded by Bennett, to approve the reappointment of Ken Fifelski and Don Hoyt to the DDA Board. Motion carried by voice vote.

- d. **Resolution #01 of 2017, Infectious Control Officer:** President Schulz noted that with the new language about infectious diseases in the employee handbook, we need to appoint an infectious control officer. Chief Drollinger has offered to fill the role.

Motion by Bennett, seconded by Schuckel, to approve Resolution #01 of 2017, naming Bill Drollinger as the Village infectious control officer. Motion carried by roll call vote with one abstention from Trustee Drollinger. Ayes: Bennett, Schuckel, Ciganick, Hardy, McPherson & Schulz.

- e. **Bellaire Public School Contract:** President Schulz noted that it is time to renew the contract with the school for the use of the parks for their sporting events. There are no changes to it except the dates. Trustee Ciganick asked about the fees collected from the other entities that pay to use the park system. It was noted that the summer ball league and youth soccer athletes pay a \$5.00 players fee, per athlete, at the time of registration.

Motion by Drollinger, seconded by Schuckel, to authorize the Village President to sign the agreement between the Village of Bellaire and Bellaire Public School for the use of the public parks for their sporting events. Motion carried by voice vote.

- f. **New Police Vehicle:** President Schulz explained that in the 2017-18 fiscal year, it will be time to purchase a new police vehicle and Chief Drollinger is looking for approval to order a new Ford Interceptor with an equipped price of \$33,817.30. Other equipment, graphics and shipping will cost an additional \$3,728.30. Chief Drollinger would like permission to get it ordered now so it will be here before the summer. It will not have to be paid for in this fiscal year.

Motion by Ciganick, seconded by Bennett, to approve the Chief's request to order a new Ford Interceptor. Motion carried by voice vote.

- g. **Paid Leave Extension:** Chief Drollinger has a small amount of paid leave time that he will lose if not used by his anniversary date, which is coming up. He would like permission to extend it into the next anniversary year.

Motion by Bennett, seconded by Schulz, to approve the extension of Chief Drollinger's remaining paid leave into his next anniversary year. Motion carried by voice vote with one abstention from Trustee Drollinger.

10. Discussion Items:

- a) **Budget Meetings:** Council members were reminded that if committees need to meet to discuss budgets, now would be the time to begin scheduling those meetings.

11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Planner:** Nothing presented.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom informed Council that the Village Recreation Plan is due for an update. A survey was presented to Council for review and they were informed to let Clerk Luckett know if there were any changes or additions they would like to see on it.

d) *Department of Public Works:* Nothing presented.

e) *Police Department:* Chief Drollinger informed Council more signage may be needed at the parking lot. He explained that it is difficult for drivers to know what area of the parking lot they can park in and when they can park there due to it not being clearly marked.

12. Closing Member/Public Comment:

- **David Schulz:** President Schulz informed Council that he will be reviewing the committee list and if any member wishes to serve on a certain committee please let him know.
- **Bryan Hardy:** complimented the DPW on the job they do when they plow the sidewalks.

13. Adjourn: Meeting adjourned at 7:46 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____