

**Bellaire Village Council
Meeting Minutes
February 1, 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, Lori Luckett, Clerk, Ken Stead, DPW Supervisor & Chief Bill Drollinger.
 - Also Present:** Deana Jerdee, Francie Dorman, Brad Keiser & Marguerite Karabin.
4. **Approval of Agenda:** The agenda was approved with the addition of new business item k, Handguns.
Motion by Schuckel, seconded by Ciganick, to approve the agenda for February 1, 2017 with the addition of new business item k, Handguns. Motion carried by voice vote.
5. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item f, health benefits and wage scale. She also noted her conflict with the approval of the 2017-18 public safety budget. Trustee Hardy noted his conflict with the additional light request by the Bellaire Youth Initiative.
6. **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.
7. **Public Comment on Agenda Items:** None presented.
8. **Old Business:**
 - a) **Short's Party-Hall Use Request:** At the last Council meeting, Short's asked if they could use the Village Hall as a place for their staff to have lunch during their anniversary party. Since that meeting, it was found that the community hall policy doesn't allow for profit businesses to use the community hall. After discussion, Council did not see an issue with them using it and they will look at the policy for future reference, possibly allowing it on a case by case basis.
 - b) **Ordinance #01 of 2017, Per Diem Amendment:** At a previous Council meeting, per diem fees for meetings were reviewed. The Administration Committee discussed amending the ordinance to raise the committee per diem fee from \$40.00 to \$50.00. Trustee Drollinger noted that if the budget is close and we may have to remove funds from parks, should this increase be reconsidered. President Schulz stated the increase may only account for a few hundred dollars.
Motion by Schulz, seconded by Bennett, to approve Ordinance #01 of 2017, increasing the standard committee meeting per diem to \$50.00 per meeting. Motion carried by roll call vote. Ayes: Bennett, Ciganick, Drollinger, Hardy, McPherson, Schuckel & Schulz.
 - c) **Fee Schedule:** Due to the requests we received to create a Commercial Rehabilitation District (CRD) and an Industrial Development District (IDD) for the purpose of tax abatements, the Village has looked into amending the fee schedule to help recapture some of the costs incurred for potential future requests. Clerk Luckett informed Council that by statute, we can recapture costs incurred for the IDD; the other costs can be recaptured by contract with the Village. She also noted that FOIA fees have not been adjusted for next fiscal year wage increases and should be considered.
Motion by McPherson, seconded by Hardy, to approve the revised updated fee schedule for the Village of Bellaire and to include any wage increase on FOIA requests. Motion carried by voice vote.

9. New Business:

- a. **Bellaire Youth Initiative (Ice Rink)-Additional Light Request:** The BYI would like to install additional lighting for the ice rink at Richardi Park and will cover the cost. A map showing the location of the lights was presented. Mr. Stead stated that with the explanation he received, they would not be permanent and they couldn't be hooked up that way. President Schulz asked about the location of power if temporary lighting was installed with Mr. Stead noting there was power at the old bathhouse on the north end and at the south end there is a utility pole with 110v. The original request was to have the lights on a tripod, now he is requesting to place them on a fence rail. The type of lights used was discussed. President Schulz noted that if we do this, let's do it right so lines can be buried. Trustee Bennett and Drollinger agreed. There was discussion of placing a couple of lights for now and place something more permanent in the summer.

Motion by Drollinger, seconded by Ciganick, to approve the addition of two temporary flood lights to the pole on the south east corner in Richardi Park for the ice rink. Motion carried by voice vote.

- b. **Paddle Antrim:** President Schulz explained that Paddle Antrim is requesting that a resolution be passed to add Richardi Park as a site on the water trail, that we partner with them and authorize Paddle Antrim to apply for the Health Department of Northwest Michigan's Building Health Communities, Build Green Space Infrastructure Grant and approve support for the Paddle Antrim Festival scheduled for September 15-16, 2017. The kayak event, scheduled for September 15-16, 2017, would require the use of Richardi Park as an exit on the 15th, Ohio Street boat launch for overnight storage of kayaks and as a launching site for the 16th and they would like to place a banner at Richardi Park along the fence. They are also requesting approval to place a tent at Ohio St. and they will provide overnight security.

Motion by Ciganick, seconded by McPherson, to approve Paddle Antrim's request for their Festival scheduled for September 15-16, 2017. Motion carried by voice vote.

Deana Jerdee from Paddle Antrim explained that the water trail plan is complete, along with a map showing the locations of access sites. Richardi Park was not included as an access site in the original resolution passed in July, 2014. The original resolution included River Street and Ohio Street access sites, but when the Parks Committee met, it seemed that they wanted to include a site at Richardi Park.

Motion by Schuckel, seconded by Bennett, to have staff update the resolution and add Richardi Park as one of the two sites. Motion carried by voice vote.

The grant is for infrastructure improvements on parks and will be used for the development of water trail sign specifications and installation of signage at Richardi Park & other locations on the Upper Chain. The signage for Bellaire includes way finding signage from the road, at the water and a kiosk with information on the water trail, community amenities and emergency contacts. We would have to provide an education piece as part of the grant. To proceed, authorization and a letter of support outlining the work plan, the budget and any in kind match we could provide are needed. In kinds matches could include the Clerk's time, DPW installation of signs and the possible cost of building the kiosk. Ms. Jerdee also said that if we were planning on making any improvements to the parks system that allows for water traffic, the project may be able to be included as in kind.

Motion by Schulz, seconded by Hardy, to have the Village of Bellaire craft a letter of support authorizing Paddle Antrim to proceed with the grant and contained in the letter the in kind the Village would commit to, estimated budget which would be in kind work done by the Village administrative and DPW offices. Motion carried by voice vote.

- c. **Plowing Concern:** Ms. Francie Dorman, of 312 Durham Street, explaining that her mailbox was knocked down by the snow plow. She said she called the office, voiced her complaint, it was checked into and was told it wasn't the Village plow's fault. On top of that frustration, the post office would not let her pick up her mail. She said she just felt like she was blown off. She wanted to voice her concern in hopes that it will not happen again. Trustee Bennett apologized and

thanked her for coming forward. He explained that he has had to provide some lawn clean up as the plow cuts into his yard also.

d. Cemetery Committee Recommendations:

- **New Hire:** The Cemetery Committee is recommending to Village Council that they consider hiring a part time season DPW employee specially targeted to mowing and maintaining the cemetery for 20 hours per week. President Schulz explained the budgeting process for the part-time employee and based on the wage scale, he came up with an approximate wage of \$7,900 for this employee's wages for the season.

Motion by Schuckel, seconded by Schulz, to hire a part-time seasonal DPW employee to mow and maintain the cemetery for 20 hours per week at \$14.35 per hour. Motion carried by voice vote.

The committee also recommends the approval of the proposed budget with the increased wages and the cost of a new lawn mower. There are some difficulties with the zero turn mower not being able to stop when going downhill and with its width damaging some stones.

Motion by Schuckel, seconded by Schulz, to approve the proposed Cemetery budget with the increased wages and the cost of a new mower. Motion carried by voice vote.

e. Public Works Committee Recommendations:

- **Asset Management Team/Level of Service:** Trustee McPherson informed Council that as part of the SAW Grant, a wastewater services asset management team had to be formed. The Public Works Committee consisting of Trustee McPherson, Trustee Ciganick and Trustee Drollinger, as well as Chris Thompson, WWTP Operator will make up the team and Public Works is recommending its acceptance by Council. President Schulz stated he would like this place on the list of committees.

Motion by Schulz, seconded by Bennett, to approve the development of the waste water asset management team to be comprised of Trustee McPherson, Trustee Ciganick, Trustee Drollinger and Chris Thompson. Motion carried by voice vote.

- **Public Works Wage Request:** Trustee McPherson explained that Chris Thompson would like to begin cleaning out the sewer lines but to do this, he would need another employee to help, which will require an increase of \$5000 in the wage section of his budget. The Public Works is recommending the approval of the wage increase. President Schulz noted that this would not require an increase; it would just be a shift of wages from one department to another. He recommends that Admin take a look at this and adjust as needed.

Trustee McPherson also informed Council that there was discussion that Chris Thompson and Brad Keiser would like to train to get their water licenses. He also noted there was discussion to check into who might be interested in training to be a back up employee to Chris Thompson at the WWTP. President Schulz stated that this can be looked at during the review process, which is used to set employee goals. Treasurer Odom noted that at the committee meeting, there was discussion about the budget expense for training for Thompson and Keiser to obtain their water license. It was also noted that because the expense budget was high, the training budget was lowered, with the intent of allowing Mr. Keiser to get this license and then work on placing funds for Mr. Thompson's water license in the next budget. Trustee McPherson also said that the Public Works committee is recommending the approval of the proposed water and sewer fund budgets.

f. Administrative Committee Recommendations:

- **Health Benefits:** The budget that was placed in Council packets already includes the new health benefit premiums and there are no coverage changes to the plan. There was a 4.6% increase in costs, which is approximately \$6,600 for the year. The Administration Committee is recommending that Council approve the 2017-18 Blue Cross Blue Shield health insurance premiums for the existing coverage. Trustee Bennett noted that the increase for the Village is minimal compared to other increases.

Motion by Schulz, seconded by Bennett, to approve the 2017-18 Blue Cross Blue Shield health insurance premiums for the existing coverage. Motion carried by voice vote with one abstention by Trustee Drollinger.

- **Wage Scale:** In using the same website as last year to determine the cost of living there was an increase this year of 1.7%. Based on the average wage rate this resulted in a \$.32 per hour. The draft of the budget presented in your packet, incorporates this wage increase. The wage scale was amended to show this increase.

Motion by Schulz, seconded by Bennett, to adopt the fiscal 2017-18 wage scale. Motion carried by voice vote with one abstention by Trustee Drollinger.

- g. County Contracts:** Mr. Stead informed Council that he had a visit with MDOT and was told that the contracts we have with the County can be made directly with the Village. President Schulz explained that because we went through the County, they were eligible for an 8.5% service fee. Discussion occurred about the County trucks not picking up their plows when they travel through the Village, which then removes all the sand and salt laid down by our trucks.

Motion by Ciganick, seconded by Schuckel, to authorize Mr. Stead to work with staff to begin the process of developing the contracts directly with the State. Motion carried by voice vote.

- h. SRW Contract:** Treasurer Odom explained that she called them to gather more information as to why we received this. She was told that in the original contract, there was some property included that should not have been. This new contract corrects this and according to her we should be receiving a little more in royalties. President Schulz noted that one of the documents received says we have to show proof of ownership of the land. Treasurer Odom explained that this was not said to her when she called. Her understanding, based on the conversation, was that all we needed to do was sign the gas division order. Trustee Ciganick questioned that we would receive more funds based on his understanding of what it says. Treasurer Odom explained this is what she was told.

Motion by hardy, seconded by Bennett, to authorize the Village President to sign the document titled gas division order, Forest Home 12 5-07. Motion carried by voice vote.

- i. Sewer Pond Curtain:** President Schulz explained that the sewer curtains we approved to purchase did not happen to be the correct ones we needed. Council previously approved \$43,900 for the purchase and the cost of the correct curtains is actually \$46,950. There was a discussion of the installation of them and it was noted that staff will be installing them.

Motion by McPherson, seconded by Drollinger, to revise the approved amount for the purchase of the sewer curtains to \$46,950 plus freight. Motion carried by voice vote.

- j. Wage Scale/Anniversary Date:** Staff is looking for direction on the implementation of wage scales. Should the wage scale be implemented at the beginning of the fiscal year or at the employee's anniversary date?

Motion by Schulz, seconded by Bennett, to authorize the Village Treasurer to review anniversary dates for employees and adjust wage scales for those employees based on the Village approved wage scale. Motion carried by voice vote.

- k. **Fair Market Value-Handguns:** Chief Drollinger is seeking permission to sell the old police department handguns.

Motion by Ciganick, seconded by Bennett, to approve the sale of the old police department handguns at fair market value with one abstention, Trustee Drollinger. Motion carried by voice vote.

10. Discussion Items:

- a) **Proposed FY2017-18 Budget:** The proposed budget was presented for review. President Schulz provided a quick review discussing wages and benefits. He stated there is no current funding for any merit increases. It was noted that the Administration Committee could look at the budget for offering potential merit increases which would require removal of some items in the budget that may not be needed. Potential funding for some projects was discussed and included potential DDA help for some of the projects needed in the park.

The public hearing for the budget was scheduled for February 22, 2017 at 6:30 pm. The special meeting to approve the budget will be held right after the public hearing.

11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Planner:** We have received applications from Crusecom for tax exemptions. We must respond within 60 days and public hearings will have to be set before the March regular meeting.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Stead explained that we have had an issue with a positive sample coming back from well #3 & #5. We have been able to clear them with repeat samples. However, there may be a problem with a leaky foot valve or some of the internal piping in the new well. He has scheduled Bacon's Well Drilling to look at it and once the problem is determined, it will be fixed. If the problem cannot be located, we will have to dig up some of the area to check the piping.
- e) **Police Department:** None presented.

12. Closing Member/Public Comment: None presented.

13. Adjourn: Meeting adjourned at 8:34 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____