

**Bellaire Village Council
Meeting Minutes
July 5, 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, David Ciganick, Trish Drollinger and Helen Schuckel.
 - Absent:** Council Trustee Bryan Hardy & Eldon McPherson.
 - Staff Present:** Cathy Odom, Treasurer, Lori Luckett, Clerk, Bill Drollinger, Chief of Police.
 - Also Present:** Colette Stanish & Janet Koch.
4. **Approval of Agenda:** The agenda was approved with the addition of new business item m, Direct Deposit and to move new business item a, Antrim County Request, after public comment.

Motion by Bennett, seconded by Schuckel, to approve the agenda for July 5, 2017 with the addition of new business item m, Direct Deposit and to move new business item a, Antrim County Request, after public comment. Motion carried by voice vote.
5. **Conflict of Interest:** None presented.
6. **Consent Agenda:** The consent agenda was approved with one change to the June 7, 2017 minutes. Trustee Ciganick did not abstain from the railroad corridor motion, he voted no.

Motion by Schuckel, seconded by Bennett, to approve the consent agenda with the amendment of Trustee Ciganick's vote of no, not abstention, on the railroad corridor matter in the June 7, 2017 minutes. Motion carried by voice vote.
7. **Public Comment on Agenda Items:** None presented.
8. **New Business:** New business item a, Antrim County Request, was moved on the agenda to right after public comment.
 - a) **Antrim County Request:** The County is proposing to repave their north side parking lot and is seeking permission from the Village to remove the sidewalk at the parking lot entrance and replace it with asphalt.

Motion by Drollinger, seconded by Ciganick, to approve the County request for removal of the concrete sidewalk and replace it with asphalt. Motion carried by voice vote.
9. **Old Business**
 - a) **Railroad Corridor Property Survey:** The survey, approved at the last meeting, of the walking path corridor shows that the walking path is within the right of way from the north, but is not within the right of way on two parcels to the south. This should not affect the maintenance of the walking path due to having room on the platted but undeveloped Elm St. President Schulz stated that due to this it should not be a problem to transfer the right of way of the affected lots, which are lots 24-34, to the current property owners. Trustee Drollinger asked if we were given the right of way or if we purchased it. She then noted that if we had to purchase it, why would we give it away. Clerk Luckett noted that it was purchased, but did not know at what cost. She also noted, though not confirmed, that if the right of way was not noted in the deed, then the current property owner may be paying taxes on the entire lot. Clerk Luckett stated the Ms. Kohler agreed to develop the deeds at no cost, but there would be a cost for them to be reviewed by the attorney. Recording fees were discussed, noting that property owners make sure their deeds are recorded. Trustee Ciganick stated that lots 24-34 are currently the only ones we are looking at. He said we cannot give away our portion of the right of way on the northwest side because that is needed to maintain the walking path in that area.

Motion by Drollinger, seconded by Schulz, to write the deeds to clear our interest on Lots 24-34 in Block D of the Plat of the Village of Bellaire and give them to the property owners for recording. Motion carried by voice vote.

- b) **USDA Loan Financial Services:** This was tabled from the last meeting for time to gather additional information. Treasurer Odom said she spoke with both companies and explained that the services they offer are similar to each other. She said she contacted Mr. McGow, from our bond counsel, to see if this is even a service that we need to have. He is out of the office until after July 10. President Schulz said he would prefer to table again until we can speak with our bond counsel because his firm has dealt with these types of loans in the past and would be more aware of what would be needed.

Motions by Ciganick, seconded by Bennett, to table until we receive feedback from Mr. McGow. Motion carried by voice vote.

- c) **Craven Park Scoreboard Location:** The Parks Committee met to discuss the location of the scoreboards at Craven Park if the CIA group is able to secure the funds for them. A map was provided to show potential locations, marked as A, B & C. Trustee Drollinger explained the committee chose location B, which is in between the two fields on the outer side of the outfield fences as the preferred location. However, the committee was also fine with location C, which is still in between the two fields on the outer side of the outfields, but closer to the sidelines. The CIA group is still researching needed items, which would also determine the best location for their installation.

Motion by Drollinger, seconded by Schuckel, to approve the installation of new scoreboards in the B or C location. Motion carried by voice vote.

- d) **Thayer Lane Repair:** This was tabled from last month to obtain costs for the repair. We received a quote for \$6,990. The local streets budget was reviewed. Funds are available for the project. A potential budget amendment may have to be done due to this particular project not being named in the budget.

Motion by Schulz, seconded by Bennett, to move forward with the proposal from Reith Riley, dated June 19, 2017, for the section of Thayer Lane repair in the amount of \$6990. Motion carried by voice vote.

- e) **Cemetery Committee Recommendations:**

- **Lawn Mower Cost:** The cost of the lawn mower came in at \$120 more than budgeted. The committee recommends that the additional cost be approved.

Motion by Schulz, seconded by Ciganick, to authorize the additional \$120 for the purchase of the lawn mower. Motion carried by voice vote.

- **Fence:** The Cemetery Committee also recommends that the fence and gates from the front of the cemetery be removed.

Motion by Schulz, seconded by Bennett, to accept the cemetery committee's recommendation. Motion carried by voice vote.

- **Monuments:** The cemetery committee recommends that we replace the monuments that were broken and have the Village work with the insurance company for their replacement as expeditiously as possible. It was noted that an amendment will probably have to be done as this was not a budgeted expense.

Motion by Schulz, seconded by Bennett, to authorize the Village to file claims for both plaques and proceed with their replacement. Motion carried by voice vote.

9. New Business:

- a. **Antrim County Request:** See discussion and motion that was made for this item after public comment.

- b. **COA Picnic Road Closure:** President Schulz received a letter about the COA picnic and it seems like they will again be closing the road, however, it was never presented to Council for approval. Chief Drollinger stated that he was just going to block the road off for them anyway so if there is no objection, he will proceed with the closure.
- c. **Paddle Antrim Grant Award Agreement:** The Village was awarded \$1,500 for the Ripple Affect Grant that Paddle Antrim applied to on our behalf. The agreement for this grant now has to be approved and signed.

Motion by Schulz, seconded by Drollinger, to authorize the Village President to sign the Paddle Antrim Ripple Affect mini grant agreement for the shoreline Richardi Park alternate trailhead site improvement. Motion carried by voice vote.

- d. **DDA-Downtown PA System:** The DDA would like to utilize the Village PA system for music and for 15 or 30 second mini commercials. Trustee Ciganick said he likes the idea of the music but not the commercials. Chief Drollinger agreed. There was discussion about the ability for an auto shut off of the system and/or the possibility of using a timer. Chief Drollinger noted that there is processes in place for turn on and shut down to avoid potential surges. Treasurer Odom will check with the vendor about this possibility.

Motion by Schulz to we proceed with talking with the vendor that installed the equipment about what we can do in terms of on/off for the system and will convey a definite no in regards to the advertisement. Motion did not receive a second. Not carried.

- e. **Fireworks Restrictions-Craven Park:** Chief Drollinger would like Council to amend Craven Park rules to include no fireworks with the exception of sparklers. This is due to the close proximity of the campers and tents. Trustee Drollinger said she has never been to a campground that allows them. Trustee Bennett also agreed due to the amount of fires that are started by fireworks. Chief Drollinger also suggested placing a larger sign on the building during the holiday so campers are sure to see it.

Motion by Bennett, seconded by Schuckel, to accept item #19 dealing with the campgrounds. Motion carried by voice vote.

f. Parks Committee Recommendations:

- **Park Use Policy:** Trustee Drollinger said the committee didn't change anything, but just put what is done in writing by developing a policy. The committee is recommending its approval.

Motion by Drollinger, seconded by Schuckel, to approve the Park Rental Policy #6-A. Motion carried by voice vote.

- **Risk Control Review:** The Parks Committee reviewed the suggestions from risk management and found that most of the items didn't need attention. They did discuss testing the sand at the transportation station for arsenic due to the wood play equipment. A quote of \$600 was provided for the testing. Trustee Drollinger said we have not previously tested it because we do not clean the wooden equipment on site. The budget was discussed and this was tabled for further review.

- g. **Fixed Asset Sale-2008 Tahoe/1999 Dodge:** Chief Drollinger and Mr. Stead are asking for permission to sell the 2008 Tahoe and the 1999 Dodge. Chief Drollinger said the Tahoe has 210,000 miles, burns oil and the transmission and rear end need repair. He has informed the potential buyer of these issues and has received an offer of \$1,500. He also said that this offer is more than expected.

Motion by Bennett, seconded by Schulz, to proceed with the sale of the 2008 Tahoe for \$1,500. Motion carried by voice vote.

Motion by Schulz, seconded by Bennett, to authorize the DPW supervisor to solicit interest for the 1999 Dodge for fair market value. Motion carried by voice vote.

- h. Cemetery Letter:** This letter was drafted at the request of the Cemetery Committee for approval by Council. They are recommending that this letter be sent to the descendants of gravesites currently not in compliance with the cemetery rules and regulations in hopes of easing the maintenance of the cemetery. President Schulz noted that we have received gratitude on how well the cemetery looks. This will take it to the next step, which will help to bring some into compliance with the rules helping to make maintenance easier. Trustee Drollinger said she has been approached by a couple of people that have complained about the removal of their items that are located at their family's gravesite. Trustee Ciganick said if the rules are posted then why is a letter needed. President Schulz noted that this letter would be in reference to those sites that have not been in compliance for several years. Trustee Drollinger said that as long as items are within the 18" then we should not have them removed. Trustee Ciganick noted that the letter doesn't address what happens if the families don't come into compliance after receiving this letter. Clerk Luckett noted that this letter would be a starting point as we are trying to be as respectful as possible. She noted that there is some discretion given to Mr. Stead as the Cemetery Sexton.

Motion by Bennett, seconded by Ciganick, to instruct the Village President to send this letter when appropriate. Motion carried by voice vote.

- i. Cemetery Caretaker Recommendations:** President Schulz read this letter and would like to send this to the Cemetery Committee to be reviewed at their next meeting.

Motion by Schulz, seconded by Ciganick, to send this to the Cemetery Committee for them to review at their leisure and at their next scheduled meeting. Motion carried by voice vote.

- j. Downtown Parking Letter:** This letter is intended to remind business owners that there is a four (4) hour parking limit downtown and to ask their employees not to park on Bridge St. Clerk Luckett stated this arose from the ZBA meeting and from some complaints received in the office. This has not been discussed with the police department. Trustee Ciganick also asked about the tenants above the buildings receiving notice. Clerk Luckett noted that the letter could be modified to include tenants.

Motion by Ciganick, seconded by Bennett, to authorize the Village President to sign the letter to local downtown businesses in regarding to employee parking on Bridge St. Motion carried by voice vote.

- k. Water Asset Management Plan:** President Schulz informed Council that a water asset management plan (AMP) may soon be a requirement for us to complete. Treasurer Odom said according to the notice sent out by Fleis & Vandenbrink we have until January 1, 2018, per MDEQ, to have the drinking water asset management plan in place. It states that it is a requirement for municipalities serving a population greater than 1,000 people.

Motion by Schulz, seconded by Bennett, to charge the DPW Supervisor to work with the Clerk and Treasurer to address the question of the necessity of the water asset management plan and associated costs. Motion carried by voice vote.

- l. Potential Prize-Whistle Blower:** The Parks Committee met to discuss some vandalism at Richardi Park. Parks has redirected some of their funds to install cameras at the parks. The cameras were ordered and just came in. President Schulz discussed with Council the idea of putting together a whistle blower process in place. The idea is to provide gift cards for those that come forward with successful information that lead to the identification of those committing the vandalism, then placing their names into a pot and drawing one winner at the end of the year. We would have to look into the legality of being able to do this. No further action was taken.

- m. Direct Deposit:** Trustee Drollinger would like to see about setting up direct deposit for employees.

Motion by Schulz, seconded by Bennett, to authorize the Treasurer to proceed with finding out what steps are needed to utilize the automated clearing house for direct deposit checks. Motion carried by voice vote.

10. Discussion Items:

- a) Community Hall Progress Status:** President Schulz updated the Council on the discussions taking place in regards to the community hall. The organization represented by Brad Kik is willing to look at

grants for the renovation of the hall to its original status. After the DDA meeting a small group was given a tour of the building to see some of the original spaces. They will now begin looking at contractors to obtain costs for renovations as some of this information is needed to be able to apply for potential grants.

- b) **Fleis & Vandenbrink Invitation:** F & V has invited a few of their clients for a Nauti-Cat Cruise. It is scheduled for July 20, 2017 from 3-5:30 pm. They will serve drinks and appetizers. They are requesting an RSVP so if anyone is interested in attending let the office know and they will send in the RSVP.

11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Planner:** None presented.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** Chief Drollinger informed Council that Bellaire is busy and our traffic count is definitely more than last year.

12. Closing Member/Public Comment:

- **Trustee Drollinger:** Trustee Drollinger would like to get the T's painted for the traffic spots as many drivers are taking up two spots when they park, leaving some unavailable.
- **Colette Stanish:** Mrs. Stanish told Council that she feels that the whistle blower prize should be a good amount if someone comes forward. Council informed her that we are first going to try the cameras and go from there. Chief Drollinger said we could post something on the facebook page if we move forward with that option. Mrs. Stanish also said an ad could be placed in the paper.

13. Adjourn: Meeting adjourned at 8:31 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____

