

**Bellaire Village Council
Meeting Minutes
August 2, 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, Bryan Hardy, Eldon McPherson and Helen Schuckel.
 - Absent:** N/A.
 - Staff Present:** Cathy Odom, Treasurer, Lori Luckett, Clerk, Bill Drollinger, Chief of Police & Ken Stead, DPW Supervisor.
 - Also Present:** Colette Stanish, Adam Gandolfi, Greg Burroughs, Ron Damer, Brad Kik & Ross Tooley.

4. **Approval of Agenda:** The agenda was approved with the inclusion of two letters, one from Mr. Karabin about road repairs and the River Street boat ramp and one from Mr. Smalley about sidewalks.

Motion by Schuckel, seconded by Bennett, to approve the agenda with an inclusion to new business item b, a letter from Mr. Smalley and one from Mr. Karabin pertaining to road repairs and the River Street boat ramp. Motion carried by voice vote.

5. **Conflict of Interest:** None presented.
6. **Consent Agenda:** The consent agenda was approved.

Motion by Bennett, seconded by Ciganick, to approve the consent agenda as presented. Motion carried by voice vote.

7. **Public Comment on Agenda Items:** None presented.

8. **Old Business**

- a) **USDA Loan Financial Services:** President Schulz explained that our bond counsel was contacted and he does recommend using a financial advisor for the USDA loan. He also noted that he has worked well with Umbaugh in the past and would recommend we work with them. President Schulz gave Council an update on the status of the loan. We did not receive consideration in the first round of the loan process. However, any funding left over will be pooled together and we should know by the end of August if we will be considered in the next round of funding. He explained that we may not have to have the financial services if we are not awarded a loan and expressed his interest in tabling this until the next meeting to see if we will be considered in the next round.

Motion by Hardy, seconded by Bennett, to table the USDA Loan Financial Service item until we hear about the loan. Motion carried by voice vote.

- b) **Soil Testing-Transportation Station:** This was tabled at the last meeting pending budget review. We received a quote to test the soil at the Transportation Station located at Richardi Park in the amount of \$600. In reviewing the budget, the funds are available.

Motion by Ciganick, seconded by McPherson, to spend the \$600 for testing the soil at the transportation station. Motion carried by voice vote.

- c) **DDA-Downtown PA System:** This was tabled at the last meeting. The DDA would like to play music and provide some advertising during the day and evening. Council did not like the idea of the advertising but liked the idea of the music. Discussion about whether a timer could be used to shut the system down at a certain time in the evening took place. Staff was asked to check with the sound company to see if this was possible. The sound company verified we could use a timer and recommended using a garden timer. Staff would check into cost of the timer and report back at the next Council meeting.

- d) **Direct Deposit:** At the request of a Council member, staff looked into the ability to provide direct deposit for payroll. The BS & A software we use does allow for this. The process to set it up should not be too difficult. Trustee Bennett questioned how much we could save if all employees used direct deposit. It was noted that the savings would be minimal due to the Village having few employees.

Motion by Schulz, seconded by Bennett, to proceed with the implementation of direct deposit for payroll checks. Motion carried by voice vote.

- e) **Water Asset Management Plan:** President Schulz explained that Mr. Stead was going to gather information needed for the plan and would present at this meeting. However, we received a visit from a representative of Michigan Rural Water Association (MRWA) and were told that they would work to provide a water asset management plan at no charge.

Motion by Bennett, seconded by McPherson, authorizing the Village offices to proceed with the water asset management plan. Motion carried by voice vote.

9. New Business:

- a. **Liability Insurance Quotes:** President Schulz explained that there are two quotes for the Village liability insurance included in packets. He explained that today is our renewal date. Both companies had a representative present at the meeting. Mr. Gandolfi from Michigan Par Plan, explained the Village policy and what it covers. He explained that beside the liability policy, they offer dividends and grant opportunities. As in the past they can match a competitive quote of comparable coverage. Mr. Gandolfi also said they are willing to guarantee the rate for three years, thus making the policy good for three years. It would still be billed annually. Mr. Burroughs from Peterson & McGregor then presented the quote from his company and explained their policy coverage's. He explained that we would be insured through Trident Insurance Company. He said his company provides excellent risk control services, including copies of policies and procedures that can be utilized by the Village if they are needed. President Schulz explained that it is difficult to compare policies if they are not the same. Trustee McPherson discussed concerns about tree coverage. Trustee Drollinger said we could revisit this next year with President Schulz noting that more comparable policies could be quoted and more in advance of the renewal date.

Motion by Ciganick, seconded by Schuckel, to stay with our current carrier for the Village Insurance. Motion carried by voice vote.

- b. **Sidewalk Letter-Leslie Meyers:** President Schulz explained that the letters received from Ms. Meyers and Mr. Smalley pertains to the condition of some of the sidewalks in the Village. Ms. Meyers explained in her letter that the foot traffic in the village has grown over the years and some areas are in need of attention. She also noted that we may need additional areas of sidewalk. President Schulz explained that MEDC grant requirements have changed over the years and we may have to take some steps to become available for those grant funds. One step will be discussed later in the agenda under Redevelopment Ready Communities. Trustee Bennett asked if the Village has a sidewalk policy and it was noted that we do. President Schulz said the Redevelopment Ready Communities project asks for an assessment of the Village and suggests that we defer this item until we discuss the Redevelopment Ready Communities agenda item. Trustee Bennett noted that Mr. Smalley would like to remove the sidewalk by his residence and replace it with dirt and grass seed. Trustee Drollinger said that she would like to see it replaced but not removed. Other areas of sidewalk around the Village were discussed. President Schulz would like the Property & Building Committee to review the sidewalk policy. He also would like to have an inventory assessment of the sidewalks completed to highlight the areas in need of repair and the areas where a sidewalk might be needed.

Motion by Schulz, seconded by Bennett, to conduct an inventory analysis to identify deteriorating sidewalks, to identify locations where sidewalks might be needed and on an annual basis have the Property & Building Committee prioritize replacement for that fiscal year. Motion carried by voice vote.

Mr. Karabin's letter discusses road repairs in Kearney Township on roads located in the Village limits. It also discussed the River St. boat ramp and the potential need for restroom facilities (port-a-potty) at the boat ramp. Council discussed and will be looking into the situation.

- c. **Walking Path Maintenance/Richardi Park Plans-Ron Damer:** Mr. Damer informed Council that there is overgrown brush at the Forest Home Ave. entrance to the walking path. He said it's difficult for drivers to see walkers exiting the path onto Forest Home Ave. He explained there is also some overgrown brush at the Fourth Street entrance and would like to see both areas cleaned up. He also volunteered to help if it was needed. Mr. Damer also presented plans that he previously submitted to Council years ago. He said placing a boardwalk from the River St. launch to the rest room facilities could help solve the issue discussed earlier in the agenda. He asked Council if this plan had been moved on at all and it was noted that it had not been. President Schulz noted that we are currently working on the Master Plan for parks and inclusion of something like this may be something to look into. Projects included in an entity's Master Plan have more opportunity to be grant funded. President Schulz explained that the Village is working on a kayak launch and are hoping to have a fundraiser to help with its construction. Mr. Damer said if it works out, we may want to speak with Mitch Meeder to see what his cost would be. Other grants opportunities were also discussed.
- d. **NLEA Broadband Internet Assessment** President Schulz explained that this is about broadband internet service. There is currently a line that runs along M-66. He explained that currently we use Charter where download speeds are good, but upload speeds are slower. Ross Tooley, working with the NLEA, explained that they have sent out surveys about broadband internet service and he provided the results to the Council. He explained that these results will be used by the NLEA in hopes of bringing this service to municipalities and schools with a long term goal of providing this internet service to residents. Discussion of the benefits of having this service took place.
- e. **Redevelopment Ready Communities:** President Schulz would to know if this is something the Village Council would like to pursue. He said the process is not easy, but if Council feels it is something of value he would work through it with staff. Because we are members of the NLEA, there is a possibility that they may also assist in the process. He explained that if we move forward, we could work on a snapshot for the September or October Council meeting showing what we already have in place and what we would still need to do. Trustee Ciganick noted that the process is pretty involved and that the training they provide would be beneficial if we decide to move forward. Council did not object to proceeding. President Schulz said he will proceed and work with staff. No further action was taken.
- f. **DDA Lease:** The lease between the DDA and the Village expired January 7, 2017. It should be renewed. There are no changes to the lease and it would expire January 7, 2018.

Motion by McPherson, seconded by Hardy, authorizing the Village President and Clerk to sign the lease agreement between the Village of Bellaire and the Village of Bellaire Downtown Development Authority. Motion carried by voice vote.

- g. **DDA-Open House-Community Hall Space-Serve Alcohol:** President Schulz explained with Council indicating an interest in restoring the community hall, the DDA & Crosshatch would like to hold an open house in the community hall to inform anyone interested in learning more about this project. They would also like to serve, not sell, beer at this open house. Liability was discussed, noting that the current insurance doesn't provide host liquor liability. Council directed staff to look into adding that to the policy. The date of the event is August 24, 2017 from 6-9 pm. There was discussion of having an informal event during Rubber Ducky days and then the formal event would be scheduled for August 24. President Schulz asked if Council was in support of having both, the informal event during Rubber Ducky and then the formal event on August 24. Trustee Bennett supported this, along with Trustee Hardy. President Schulz commented, "any discussion", none was made, then he asked "all in favor," in which all voiced support. This was treated as a motion, but no motion was officially made. Discussion then led to them providing a policy naming the Village as an additional insured. It was noted that this is what other entities have done when they serve alcohol at their events.

Motion by Bennett, seconded by Drollinger, to allow them to serve alcohol if they provide a policy naming the Village as an additional insured. Motion carried by voice vote.

- h. **Park Rental Refund Request:** Someone reserved Richardi Park for a family reunion, then came in and cancelled the date but said they were going to schedule the event for a different day and would let us know when. In the meantime, someone else from the family came in, reserved and paid for another

date. The original person who scheduled the event would like to know if he could be refunded, however, we have a no refund policy. I told him I could ask the Council and staff would like to know how to proceed.

Motion by Ciganick, seconded by Hardy, to pay back the first park rental fee to the family. Motion carried by voice vote.

- i. **Zoning Ordinance #1 of 2017, Amendment:** The Planning Commission is making a recommendation to allow for distilleries and breweries in the commercial business district and in village commons by special use permit. If Council agrees, a zoning ordinance amendment, which would ZO #01 of 2017, would have to be approved.

Motion by Bennett, seconded by Schulz, to approve ZO #01 of 2017, allowing distilleries and breweries in the village commons and CBD by special use permit. Motion carried by roll call vote. Ayes: Bennett, Ciganick, Drollinger, Hardy, McPherson, Schuckel & Schulz.

- j. **Lakeview Cemetery:** President Schulz explained that he had a very upset resident contact him about the fence coming down at the cemetery. The resident felt the people of the Village should have been given the right to vote on the removal of the fence. President Schulz invited him to a Council meeting and he declined to come, but President Schulz said he would make sure he informed Council of his concerns. President Schulz also explained that there has been one person that responded to his letter that was sent out about the rules and regulations. He had a conversation with her and followed up with a letter. He stated the reason for the letter was for maintenance purposes and that she would be allowed to keep the site as is, except for the stone border, but that she would be responsible for its maintenance. Trustee Drollinger went to the cemetery and did see that there were many sites that were in disrepair and agrees that if they aren't going to be taken care of it, it should come down for easier maintenance.
- k. **Sewer Sludge Removal Bids:** We received one bid for the sewer sludge removal and it is from BioTech Agronomics. This is the same company that provided this service several years ago. The cost for the project is quoted to be \$.0589 cents per gallon, testing and permitting will be \$4,300 and any other optional services that may be needed will be at a cost of \$240 p/hour. Based on the removal of 4.1 million gallons of sludge, which is what we requested in the bid, the permitting and testing, the entire project cost is expected to be about \$250,000.

Motion by Schulz, seconded by Bennett, to accept BioTech Agronomics, Inc.'s quote for hauling and land application of liquid biosolids. Motion carried by voice vote.

10. Discussion Items: None presented.

11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Planner:** Clerk Lockett informed Council that Janet Koch stopped by to let us know that the County has decided against removing the sidewalk or doing any repairs or improvement to the parking lot pending a decision on Grove St.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom informed Council that we did not have a deductible for the bronze plates replaced at the cemetery. We originally thought there would be a deductible of \$1,000.
- d) **Department of Public Works:** A written report was presented.
- e) **Police Department:** None presented.

12. Closing Member/Public Comment:

- **Trustee Ciganick:** Trustee Ciganick thanked President Schulz for handling the letters and calls from the residents.

- **Trustee McPherson:** Trustee McPherson informed Council that the volunteer effort at Glacial Hills is going strong. They received a storage building and are looking at rest room facilities at two of the major entrances of Glacial Hills. He said there is a need for trash cans at these sites and wanted to know if the Village would pick up the trash. Trustee Ciganick suggested a rotation between the three entities to pick it up. Trash pick-up was then discussed with no action taken. President Schulz reminded Trustee McPherson that the agreement between the entities is up for renewal in December. Trustee McPherson will make sure it is on Glacial Hills' next agenda.
- **President Schulz:** President Schulz informed Council that he is receiving inquiries from some of the County Commissioners about the possibility of the Village vacating Grove St. They want to create, from the eastern edge which borders Depot St., all the way through to the jail, a contiguous property where they would be able to develop it. He explained that the County plans for this area may cause some concerns among resident and area property owners. Chief Drollinger said Grove St. is a main thruway for events within the Village so that would also be affected.

13. Adjourn: Meeting adjourned at 8:54 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____

