

**Bellaire Village Council
Meeting Minutes
September 6, 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, Bryan Hardy, Eldon McPherson and Helen Schuckel.

Absent: Trustee Trish Drollinger

Staff Present: Cathy Odom, Treasurer, Lori Luckett, Clerk & Ken Stead, DPW Supervisor.

Also Present: Colette Stanish, Marguerite Karabin, Don Seman, Jean Seman, Martin Zaka, Louis Zaka, Scott Udell, Eric Kretschmer, Bob Smalley, Jeremy VanSice & Linda Gallagher.

4. **Approval of Agenda:** The agenda was approved with the additions of item g, possible ordinance amendment-forearm discharge, item h, additional tree cutting and item i, community hall repairs.

Motion by Schuckel, seconded by McPherson, to approve the agenda with the additions of item g, possible ordinance amendment-firearm discharge, item h, additional tree cutting and item i, community hall repairs. Motion carried by voice vote.

5. **Conflict of Interest:** None presented.

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) **USDA Loan Update:** Council was informed that the Village did not make it through the first two rounds of the loan process. We are expected to receive the loan, it is just a matter of when the funds are available.

b) **Water Asset Management Plan:** We are proceeding with the water asset management plan, which is a detailed plan of our water system. The Village is gathering information needed for the plan and MRWA will be visiting the office on October 11, 2017 to put it together.

c) **DDA-Downtown PA System (Timer Cost):** This relates to the DDA's request to play music downtown. Timer costs range from \$40-\$70. The timer does need to be rated at 10 amps and that would still have to be verified so we know which one to purchase.

Motion by McPherson, seconded by Ciganick, to purchase a timer after verifying its rating. Motion carried by voice vote.

Mr. Scott Udell informed Council that he has several of these and would probably donate one to the Village.

d) **Property & Building Committee Recommendations:**

- **Sidewalks:** The Committee addressed the request by Mr. Smalley to completely remove and reseed the sidewalk that is in need of repair along his property.

Motion by Hardy, seconded by McPherson, that the sidewalk along the Smalley property be removed as requested and the area reseeded. Motion carried by voice vote.

- **Risk Control Review:** There were several items the committee discussed based on suggestions by Risk Management. The committee discussed exit signs in the Village buildings and Mr. Stead is going to research costs. Risk Management also said we should have emergency lighting in the community hall in case of a power outage. Mr. Stead will look into costs for this also. The committee also discussed Risk Management's suggestion about updating the community hall restrooms for accessibility. No further action was taken.

9. New Business:

- a. **Craven Pond Dredging Letter-Conservation District:** We received a letter from Thomas Clement requesting support & authorization to begin a search for project plans and bids for dredging Craven Pond. Clerk Luckett explained his request is due to being approached by residents and Shanty Creek. The idea is to dredge Craven Pond and build a boardwalk that included a fishing pier. In his job capacity, he could provide research for the groundwork and help with grant writing. She explained that this is also included in the recreation plan. Trustee Ciganick said he would be in support of him doing the research for the groundwork and potential grants if he would like to. He stated that the concern, of course, would be the cost of the project.

Motion by Ciganick, seconded by Schulz, to support Mr. Clement's request to begin a search for project plans and possible bids for dredging Craven Pond. Motion carried by voice vote.

- b. **Bellaire High School Irrigation Meter:** The DPW found an irrigation meter at the high school that they didn't know existed. There is not an account set up for it in our system and it is hooked up and running. A read was obtained but we have no idea what the start read should be, making it difficult to know where to begin for billing. President Schulz explained that since we do not know the start read, he suggests that we notify the school to make them aware of the situation; open an account in the system and begin billing as of the read DPW just obtained. This would basically forgive any prior usage as we cannot determine how much that should be. Trustee Ciganick agrees that we begin now and bill accordingly.

Motion by Schulz, seconded by Bennett, to officially notify the school that we are aware of the new meter, we have taken an initial reading and will adding an account to our billing system, it will be for irrigation use only and we will forgive usage fees used prior to the current meter reading. Motion carried by voice vote.

- c. **Bellaire High School Park Use Contract:** It is time to renew the contract with the School for the use of the Village park system for their sporting events in the 2017-18 school year. There are no changes to the contract except for the dates.

Motion by Schuckel, seconded by Bennett, to approve the 2017-18 contract for park use between the Bellaire Public Schools and the Village of Bellaire. Motion carried by voice vote.

- d. **WWTP Pond Area Use Request:** We received a letter from Janet Smigielski requesting access to the area by the sewer ponds for bird watching. She has supplied a sample waiver form that could be used and she set up a visitor log sheet. President Schulz reminded Council that previously, a request for hunting was denied. Trustee Ciganick suggests that this not be allowed. Mr. Stead said nobody should be allowed in this area.

Motion by Bennett, seconded by Ciganick, not to grant Ms. Smigielski's request for access to the sewer pond area. Motion carried by voice vote.

- e. **Old Office Equipment:** A list of office and miscellaneous equipment that is no longer used by staff was presented to Council. Staff is looking for direction on how we should dispose of these items. If selling them, what to charge needs to be determined. Discussion of removing the hard drives from the old computers and disposing of the rest of the computer was discussed. President Schulz noted that the first 30 lbs is free and then there is a fee for the excess if we take them to area drop off sites.

Motion by Ciganick, seconded by Schulz, posting the list and selling on a first come first serve with any reasonable offer at the discretion of the Village Treasurer. Motion carried by voice vote.

Staff is also looking for direction on the cost to sell the Ipad that was purchased during the SAW Grant process. The original cost of the item was \$549 and staff needs to know what Council would accept. It was suggested that it be posted for \$450 or best offer.

- f. **Census Bureau-Local Update of Census Addresses (LUCA):** We received notification from the Census Bureau about providing address information for properties within the Village in preparation for the 2020 Census. This is a voluntary survey and staff would like to know if Council would like it completed. Treasurer Odom informed Council that the process is lengthy and the Bureau will provide training sessions for those that agree to work on it. Trustee Ciganick said he would think that this information would be readily available at the County offices. President Schulz noted that the information at the County would be property owners only, it doesn't provide for possible renters of the homes. President Schulz suggested that this be tabled for review of the documents to establish estimated length of time and costs to complete.
- g. **Ordinance Amendment-Firearm Discharge:** Chief Drollinger is requesting to amend the code dealing with firearm discharge within the Village limits to deal with some animals that are causing damage for some property owners. President Schulz read the amendment and it was noted that legal counsel should review. If this is allowed, damage to property and pets was discussed. It was noted that live traps could be used. This was tabled for review by legal counsel.

Motion by Schulz, seconded by Bennett, to send this verbiage to legal counsel for review to amending the ordinance and for general counsel on pursuing this amendment. Motion carried by voice vote.

- h. **Additional Tree Cutting:** Mr. Stead explained that we have budgeted \$5,000 for tree work for this year; however, a quote received for this year's work is \$7,000. Mr. Stead is requesting that the budget be amended to allow for all the tree work to be completed. He said

Motion by Bennett, seconded by Ciganick, to increase the tree budget to \$7,000. Motion carried by voice vote.

- i. **Community Hall Repairs:** Council discussed some of the repairs needed on the exterior of the building. The stone work on the base of the columns needs repair and the window sills need some painting work. Mr. Stead said he can call the company that finished the work the last time it was done.

Motion by McPherson, seconded by Schuckel, for Mr. Stead to proceed with obtaining a quote for the cement and painting work on the community hall. Motion carried by voice vote.

10. Discussion Items:

- a) **Part St. Tree:** During the liability insurance discussion at the last meeting we learned that tree damage incidents could be turned into the insurance company. Trustee Drollinger mentioned the tree that fell during a storm on Park St. that we could have filed a claim for. It caused some damage to the home and upon inspection; we found it to be in the Village right of way. Staff looked into the incident and determined that there was minimal cost involved and didn't need to be turned into the insurance company.
- b) **Medical Marihuana Facilities Licensing Act:** A copy of the Act was mailed to each Council Member. President Schulz stated that each Council member should review it. Clerk Luckett stated that we received information from the attorney previously and at that time Council had decided not to take any action. Treasurer Odom said we have received a couple of phone calls about what we will be allowing. Due to Council previously deciding not to take any action, this was our reply to those that have asked.
- c) **MML Convention:** We received a letter from Holland, the city hosting the event this year. The event is from September 13-15 of this year. President Schulz explained that there were no funds added to the budget for this so if any Council member would like to attend it would have to be an out of pocket expense.

- d) **ReLeaf Community Tree Planting:** Through a grant we will be receiving 50 trees. We need to find 100 volunteers. There is a planning session on September 27, 2017 followed by a workshop for the public on the same day, with the actual tree planting day set for October 21, 2017. The trees will be staged at both parks, DPW will rent an auger and will be contacting Miss Dig in advance. Between now and then, we will have to line up the volunteers to do the planting. There will be a representative from ReLeaf to oversee the plantings.

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:** Included in the packets was a letter from the Department of Licensing letting us know that Shorts Brewing changed their name to an LLC. Also, our insurance carrier has agreed to match the price received from another quote we received for our liability coverage.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** None presented.

12. Closing Member/Public Comment:

- **Trustee McPherson:** Trustee McPherson updated Council about this year's Mountain Bike Race. There were 235 riders with the organization putting on promotions that raised \$1,675, which was donated to Glacial Hills.
- **President Schulz:** President Schulz thanked the Antrim Review for the article about Lakeview Cemetery. He also informed Council that the DDA hosted the open house at the community hall. There was a nice turnout. The purpose was to generate interest in returning the community hall to its original state. Several who attended signed up to participate in a "Friends of the Community Hall" group. The DDA and Crosshatch will provide Council with periodic updates.
- **Jean Seman:** Mrs. Seman asked about the Village ordinance that specifies how to handle the condition of a neighbor's lawn. She explained that her neighbor is out of the country; someone comes to cut the front lawn, but does not cut the back and it is quite high. Clerk Luckett said that there was discussion with the DPW about sending letters from them, notifying that if it is not mowed within so many days, that it will be mowed and they will be charged. President Schulz suggested that we send out the letters.
- **Marguerite Karabin:** Mrs. Karabin asked if there was any further discussion about putting a portable restroom at the launch areas. Mrs. Seman said maybe a sign directing them to the bathhouse is what is needed. President Schulz said this can be looked at during next year's budget process.
- **Mr. Udell/Mr. Kretschmer:** Mr. Udell informed Council of parking issues at the River St. boat launch. He explained that vehicles with trailers are parking in such disarray that there is no room for some to get in there to launch their boats. He also said that speed is an issue as drivers do not drive slowly on the dirt road leading to the launch. He said brining the road may help. He said there is plenty of room in an open area for parking but there are no signs directing them to park there. Mr. Kretschmer said he has spoken to the Chief about the parking issue but there continues

to be a problem. Mr. Stead said the parking can also create a problem accessing the sewer station in an emergency. He also said that he has some signs that might help temporarily. President Schulz also said that local streets can look at better signage during the budget process. President Schulz said he can speak with the Chief to discuss a plan to better monitor the area. Mr. Udell also said that he has cut down some trees that border his property and because of that, rain water runs down the hill and builds up on his and his neighbor's driveway. He said it may be a problem come spring with melting snow. He also stated that there are big blocks of cement that have rods coming from them located in the water. Mr. Stead said that they have tried to have them removed but due to their size they cannot be removed. He also said that removing them can cause issues with the sewer station and lines that are in that location. He said they can be tagged so boaters are aware they exist. Mr. Udell asked if the rods can be sawed off.

- **Jeremy VanSice:** Mr. VanSice informed Council that they would like to move their tasting room to downtown. They have made an offer on a building. They already have a license so that shouldn't be an issue. Clerk Lockett said she would have to look at the zoning ordinance to see if it was an allowable use. She said it would also have to go before the Planning Commission because it would be a change of use.
- **Mr. Smalley:** Mr. Smalley thanked Council for addressing the sidewalks. President Schulz explained the steps the Village is taking to review the condition of the sidewalks throughout the Village.

13. Adjourn: Meeting adjourned at 8:12 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____

