

**Bellaire Village Council
Meeting Minutes
October 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, David Ciganick, Bryan Hardy, Eldon McPherson, Trish Drollinger and Helen Schuckel.

Absent: N/A

Staff Present: Cathy Odom, Treasurer, Lori Luckett, Clerk & Bill Drollinger, Chief of Police.

Also Present: Ray & Marguerite Karabin and Katheryn McPherson.

4. **Approval of Agenda:** The agenda was approved with the addition of old business item f, BHS Park use Contract.

Motion by Hardy, seconded by Schuckel, to approve the agenda with the additions of old business item f, BHS Park Use Contract. Motion carried by voice vote.

5. **Conflict of Interest:** Trustee McPherson noted his conflict with new business item a, Museum Storage Request.

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) **Census Bureau (LUCA):** Clerk Luckett reviewed the census material and presented a memo on the process it will take to complete. She said it is time consuming, but it can be done. Discussion about the turnover due to renters, privacy rules, where we would have address information available and potential training to aid its completion occurred. Trustee Ciganick asked what the benefit would be, due to population, if we completed it as far as grants and such. He said he is not inclined to complete as he doesn't see a clear advantage to participate. Trustee Hardy said we do not have much fluctuation in our population and also tends to agree about not participating.

Motion by Drollinger, seconded by Ciganick, not to participate in the Census Bureau-LUCA. Motion carried by voice vote.

b) **ReLeaf Grant Update:** The Planning Commission had a work session, which featured a presentation about the ReLeaf tree planting program. We are receiving 50 trees to be planted at Richardi & Craven Park. President Schulz explained that they are looking for volunteers with the recommended amount being three per tree. Clerk Luckett explained that they want to be done planting trees by 1:00 pm and the more people that help, the sooner the job is done. She has posted volunteer notices at the downtown businesses, contacted the boy scouts, the DDA, the Bellaire High School student council and NHS representatives, and Mrs. Savant who is willing to inform the local churches. They will provide a tree planting demonstration at 9:00 am and a member of the local governing body will say a few words at the event. Trustee Hardy said he will send out the information via the area senior social media sites. Clerk Luckett also informed Council that we will possibly need to provide beverages and treats for the morning of the tree planting. President Schulz will contact the Conservation District to see if anyone there may be able to help out.

c) **Community Hall Repairs Quote:** Mr. Stead was waiting to hear from Mr. Wilson and we have not heard from him at this point. This was tabled until a quote could be received.

- d) **Ordinance Amendment-Firearm Discharge:** The attorney reviewed the proposed language and he supplied his suggestions in updating the ordinance. This would deal with the use of pellet guns to help with pest control. Discussion occurred about the proposed pests, which would include red squirrels and other rodents. Chief Drollinger noted that the ordinance would require contact with the Chief to inform him what they are after and permits will be required. He said it is currently illegal to shoot any firearm within Village limits and is a misdemeanor if anyone is caught doing so.

Motion by Schulz, seconded by Hardy, to authorize Chief Drollinger to contact and with Bryan Graham to review the existing ordinance and propose updates to that ordinance. Motion carried by voice vote.

- e) **Community Hall Emergency Lighting:** We received a proposal for emergency lighting for the community hall based on a recommendation from our risk management group. Their suggestions are designed to minimize potential risks within the Village limits.

Motion by Schulz, seconded by Bennett, to send the quote to the Property & Building Community for consideration in the next fiscal budget. Motion carried with one abstention from Trustee Ciganick.

- f) **BHS Park Use Contract:** At last month's meeting Council approved the contract with the school for the use of the parks. However, we were notified from the school that there is no longer a soccer team and they want that portion removed from the contract. The school also explained that the soccer team, at least for this year, is considered a club sport and they do not pay for club sports. Treasurer Odom explained said she was told that they are still practicing and looking to set up some scrimmages for the kids, which brings the question, should they be paying the \$5.00 per player fee to use the park? Trustee Drollinger noted that they would not have first rights to the field, especially if they do not pay the fee like the other sports. Trustee Bennett noted a concern about liability. Treasurer Odom noted that they would be like any other organization using the parks, required to sign waiver forms. Trustee Ciganick explained how this came up for the soccer team. President Schulz noted that because we have the policy in place and to make sure we are consistent, no group should be excluded. Trustee Drollinger noted that if they pay the fees, they would be allowed to have first rights of refusal for the field if scrimmages are scheduled.

Motion by Drollinger, seconded by Schuckel, to amend the agreement with the school to not include the \$1,200 fee for the soccer field. Motion carried by voice vote.

9. New Business:

- a. **Museum-Storage Request:** Kathy McPherson explained that there is a couple of storage rooms at the County that hold some historical items and the County would like them cleaned out. The Historical Society would like to go through the items during the winter but they need a place to store the boxes while they go through them. She said there are about 100 boxes. They are asking for permission to use the stairwell that extends from the museum to the doorway off of the alley behind the building. President Schulz said that the area they would like to use is an emergency exit area and suggested using the stage area. There is more room and better lighting.

b. **USDA Loan:**

- **Loan Notification:** We have received notification that we have been approved for funding for the sewer project. It is \$2.299 million with an interest rate of 2.265%. Included in Council packets is a letter of conditions that outlines requirements needed to receive the funds. We have a meeting scheduled with the USDA on October 12, 2017 at 10:00 am to go over the requirements and to see what the next steps in the process will be.
- **Loan Financial Services:** Several months ago we had proposals from two different companies to function as the loan financial service advisors. Our bond counsel recommends that we do have someone in place during the loan process. They are also recommending that we approve the Umbaugh as the financial service provider.

Motion by Ciganick, seconded by Bennett to approve Umbaugh as our USDA loan financial service advisor. Motion carried by voice vote. Motion carried by voice vote.

- c. **Glacial Hills Agreement-Renewal:** A copy of the new agreement between Antrim County, Forest Home Township & the Village of Bellaire was presented. President Schulz explained, other than the dates, two requested changes being made to the agreement. One change is in the title of the agreement and the second change is in the Board of Directors section of the agreement, striking out “members appointed by the parties shall be residents of the municipality making the appointment.” Trustee McPherson explained that it is difficult to get people to serve and are hoping this will provide more availability for members. President Schulz noted that he was not aware if the County was aware of the membership change request. Treasurer Odom explained that she spoke with Janet Koch who said the committee approved the three year extension of the agreement but did not see the membership language change request. She said she didn’t know, but didn’t think they would want to have membership outside of the community. Trustee Bennett said he would not like to have that language removed as we are not having trouble finding a Village representative. President Schulz suggested this be tabled until the November meeting, which will give time for the other two entities to review the changes.

Motion by Bennett, seconded by Schulz, to table the Glacial Hills Agreement item until the next meeting. Motion carried by voice vote.

President Schulz informed Council the Glacial Hill annual progress report, which is required per the agreement, was included in their packets. It summarizes the progress the friends of Glacial Hills have made in their effort to create a financially sustainable organization. He also informed them of an economic impact study that was completed for Glacial Hills, which showed the beneficial impact to the area in the amount of \$1.45 million.

- d. **DDA/Crosshatch Community Hall Update:** President Schulz informed Council that at the last DDA meeting there was discussion about when the Village might be able to move out of the community hall. President Schulz reminded them that at the time this was brought up it was to see if there was any interest in restoring the community hall to its original state. Part of the requirement during that discussion was that any grants received would have to include funds for a new location for a suitable office building because the Village lacks the funding for it. President Schulz asked if we want to be proactive and begin calculating what we would need in terms of square footage in a new office building. Trustee Drollinger said we should be prepared in case the community hall project moves forward. Council then directed staff to begin looking into what would be needed for a new office building.
- e. **Resolution #17 of 2017, Financial Institutions Amendment:** We received notification of CD interest rates that are more competitive than the local rates we are currently receiving. To take advantage of these rates, we need to amend our financial institution resolution to include First National Bank. Trustee Drollinger said she preferred to bank locally. At this time, Council preferred to stay at the local banks, but to check with them about offering more competitive rates.
- f. **ZBA & PC Appointments:** The ZBA alternate position is vacant and Mr. Scott Udell has applied for the vacant seat. If appointed, his term would run until November 15, 2018. Mrs. Smalley’s term on the ZBA is also expiring as well as Mr. Harris’ term on the Planning Commission. Both have asked to serve another term. If reappointed, their new terms would expire November 30, 2020 and November 15, 2020, respectively. President Schulz recommends the appointment of Mr. Udell as the ZBA alternate and the reappointment of Mr. Harris to the Planning Commission and Mrs. Smalley to the ZBA.

Motion by Bennett, seconded by Schuckel, to appoint Mr. Udell to fill the alternate seat on the ZBA with a term expiration of November 15, 2018; to reappoint Mrs. Smalley to the ZBA with a term expiration of November 15, 2020 and Mr. Harris to the Planning Commission with a term expiration of November 30, 2020. Motion carried by voice vote.

- g. **Recreation Plan:** A draft of the 2018-2022 Village Recreation Plan was included in Council packets for members to review. President Schulz suggested adding seasonal portable restrooms by the River

Street access site to page 9 of the recreation plan. Clerk Lockett explained that the plan is a recommendation from the Planning Commission and it has to be put out for public comment. She believes that there will be additional comments, but she will add the portable restrooms to the plan. Trustee Ciganick asked if that should also include the Ohio St. access. Costs for portable restrooms were discussed. Treasurer Odom mentioned posting signs directing them to the bathhouse that is not far from the access site. Portable restrooms would then not be needed, at least at the River St. access point. Council discussed the scheduling of the Recreation Plan public hearing before the December 6, 2017 Council meeting at 6:30 pm.

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:** She explained that Council previously discussed short term rentals and had sent the issue to the Planning Commission. They had invited local owners to the meeting and the Planning Commission took no action until they could see what the State was planning to do. It now sounds like the State is going to take action. If they do, the State will preempt local regulations.

The Planning Commission received a request for an amendment to the zoning ordinance dealing with the manufacturing district. They addressed the request and it is now being scheduled for public hearing. It is a proposed amendment to allow personal services as a land use, to allow mixed or multiple uses and will revisit the lot area requirements because the minimum lot size is currently one acre. Council will meet before the Planning Commission to address.

- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** None presented.

12. Closing Member/Public Comment:

- **Trustee Ciganick:** Trustee Ciganick asked if we received any treatment for the knotweed plants at the leaf pile. Staff will check and verify that the treatment got done.
- **Trustee Drollinger:** Trustee Drollinger asked about the status of the Meadowbrook sewer meter. Treasurer Odom said the meter was installed on Monday. She received a call for the number to hook up the modem that is required to gain the readings via the computer. She explained that she was unaware that this was needed and checked into it. Odom explained that the modem is a Verizon modem and an account will have to be set up. She is in the process of getting the account set up and once complete, we should be ready to place the meter online.

Trustee Drollinger informed Council that she was approached by a community member letting her know that Mr. Sexton was retiring as the basketball coach after 25 years. The resident wanted to know if we would be willing to rename Hickory Lane to Red Dog Lane from the Theatre to Eureka Street in honor of his years as the coach. It was noted that if there are any addresses on the current street, it may make the change difficult. It was also noted that there may not be any addresses on Hickory Lane. Council will look into it.

- **Ray & Marguerite Karabin:** Mr. & Mrs. Karabin explained that his neighbor has multiple machines and equipment on his property and wanted to know if the Village has an ordinance that deals with this situation. There is no organization making it look very messy and they are concerned with property values. Chief Drollinger explained that we have a nuisance ordinance.

He also said it has been brought to his attention previously, but explained that there is not much he can do. All of the equipment is their personal belongings and all are licensed. It doesn't appear to be a business. He said the items are not in disarray, they are just unorganized. The Chief said there is nothing illegal going on, but he could stop by and talk to him about it.

13. Adjourn: Meeting adjourned at 8:16 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____

