

**Bellaire Village Council
Meeting Minutes
February 6, 2019**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
 - Present:** President David Schulz, Council Trustees David Ciganick, Bryan Hardy, Dan Bennett, Eldon McPherson, Trish Drollinger and Helen Schuckel.
 - Absent:** None
 - Staff Present:** Lori Luckett, Clerk, Cathy Odom, Treasurer, Brad Keiser, DPW Supervisor & Chief Bill Drollinger.
 - Also Present:** Terry VanAlstine, Jennifer Hodges, Ben Kladder, Don Seman, Mark & Stephanie Becmer.
3. **Approval of Agenda:** The agenda was approved with the addition of discussion item b, Antrim County Facilities Master Plan Update, new business item p, ZBA Appointments & item q, Banners.
4. **Motion by Schuckel, seconded by Drollinger, to approve the agenda with the addition of discussion item b, Antrim County Facilities Master Plan Update, new business item p, ZBA Appointments & item q, Banners. Motion carried by voice vote.**
5. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item f, Resolution #05 of 2019, the public safety budget.
6. **Consent Agenda:** The consent agenda was approved.
Motion by Hardy, 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) **Admin Recommendations:**
 - **First Responder Policy:** President Schulz explained we are supportive of our first responders and this policy outlines procedures for our employed first responders.

Motion by Bennett, seconded by Hardy, to approve the Village of Bellaire First Responder Policy, Policy #33. Motion carried by voice vote.
 - **Merit Bonuses:** The Administration Committee is recommending that the presented merit bonuses be approved. President Schulz noted that the merit percentages presented are included in the 2019-20 budget amounts.

Motions by Hardy, seconded by Bennett, to have Council officially approve the percentages for merit bonus for Village of Bellaire employees for the fiscal year 2018-19 performance. Motion carried by voice vote.
 - b) **Neighborhood Enhancement Program:** Clerk Luckett was tasked with gathering more information about this program and presented her findings. She contacted Tracey Barnes from MSHDA to determine what the program entails. There are three eligibility criteria. A minimum grants request is \$2,500 and maximum of \$50,000 with up to 10% allowed for use of administration. Round 4 is scheduled for May and Ms. Barnes thought that would be enough time to determine if we have a qualified neighborhood and qualified residents who would be willing to participate. There has to be a housing component included. Clerk Luckett explained that her concerns are in identifying qualified properties and approaching the residents who are owner/occupying these homes and getting them to self certify that they are at the low to moderate income level. Façade improvements such as porches and roofs are included for eligible repairs. Also included are walking trails and/or playground equipment for a qualified rental development. Qualified

properties must have no tax or mortgage delinquencies, must not be subject to foreclosure proceedings, have any nuisance abatements or turned off utilities. There is also a lien placed on the property based on the amount of the investment. The next step will be to identify qualified properties, then approach homeowners to determine their interest and willingness to apply for inclusion and provide the self certification. We would be responsible to make sure all of the required documentation is in place. There is a leverage component which isn't supplied by the homeowner. Clerk Luckett asked specifically what that leverage had to be and it was explained that leverage refers to other dollars being brought to the table in conjunction with the grant dollars being applied for. Where that leverage would come from is still to be determined. Trustee Drollinger asked if the walking trail at Holiday Acres would qualify and it was noted that it may if there is a housing component included. Clerk Luckett would like one member of Council to help staff with this project. Trustee Ciganick agreed that having a Council member take the lead on this could be a great help. Clerk Luckett will work on drafting a letter to interested residents in the Holiday Acres subdivision. No further action was taken.

- c) **Resolution #01 of 2019, Local Pavement Warranty Program Adoption:** This resolution was tabled at the last meeting for further information. It is a program that we are required to adopt pertaining to road projects exceeding \$2 million.

Motion by Hardy, seconded by Drollinger to approve Resolution #01 of 2019, a Local Pavement Warranty Program. Motion carried by roll call vote. Ayes: Hardy, Drollinger, Bennett, Ciganick, McPherson, Schuckel & Schulz. Nays: None.

- d) **DDA Update & Mailbox Request:** President Schulz informed Council that the DDA received another \$10,000 grant which will be used to engage a firm that helps with fundraising efforts for the renovation. They also had a committee meeting to discuss things that will take place in the new community hall and to discuss structural improvements needed. They have sent out a survey for other input. President Schulz also stated that the DDA has lost their P.O. Box and would like permission to use the Village P.O. Box to receive their mail. Council did not agree and no further action was taken.

8. New Business:

- a. **Region 7 Healthcare Coalition Request:** Mr. Becmer from Region 7 Healthcare Coalition addressed Council about using Craven Park in a disaster situation to set up an alternate care site called Michigan-Transportable Emergency Surge Assistance Unit (MI-TESA). It consists of multiple tents that create a field hospital. The site requires a maximum of 200' x 300'. To make use of the park as a MI-TESA site a Memorandum of Understanding will have to be signed by both parties. Mr. Becmer explained that they may need some time to set up a training session with Trustee Drollinger noting to work with staff to be sure the park is not being used at that time.

Motion by Bennett, seconded by Ciganick, to authorize the Village President to sign the Memorandum of Understanding between the Village of Bellaire and the Region 7 Healthcare Coalition for the use of Craven Park as a MI-TESA site. Motion carried by voice vote.

- b. **Fleis & Vandenbrink-Service Agreement:** President Schulz explained some potential issues with the engineering company and the USDA sewer project. Treasurer Odom said we try to make sure that village funds are being spent effectively and we aren't being charged for work that is not needed. President Schulz explained that better communication is needed and would like to set up weekly meetings to resolve this. The first meeting is scheduled for Thursday, February 14, 2019 at 2:00 pm. Fleis & Vandenbrink informed Council that they are about half way to the completion of the bid specs. No further action was taken.

- c. **Resolution #02 of 2019, Local Pavement Warranty Program Implementation:** This is a resolution required by MDOT that needs to be adopted by September and addresses the implementation of the local pavement warranty program.

Motion by Hardy, seconded by Drollinger, to approve Resolution #02 of 2019, the Local Pavement Warranty Program implementation. Motion carried by roll call vote. Ayes: Hardy, Drollinger, Bennett, Ciganick, McPherson, Schuckel & Schulz. Nays: None.

- d. **Resolution #03 of 2019, DDA Budget:** This is an annual resolution required to adopt the DDA 2019-20 fiscal year budget.

Motion by Ciganick, seconded by McPherson, to approve the fiscal year 2019-20 DDA Budget. Motion carried by roll call vote. Ayes: Ciganick, McPherson, Bennett, Drollinger, Hardy, Schuckel & Schulz. Nays: None.

- e. **Resolution #04 of 2019, Budget:** This is an annual resolution required to adopt the Village 2019-20 fiscal year budget. This resolution does not include public safety. No changes were suggested at the public hearing.

Motion by Drollinger, seconded by Hardy, to approve the Village of Bellaire fiscal year 2019-20 operating budget. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Bennett, Ciganick, McPherson, Schuckel & Schulz. Nays: None.

- f. **Resolution #05 of 2019, Public Safety & Total Budget:** This is an annual resolution to adopt the Village of Bellaire 2019-20 public safety and total budget. No changes were suggested at the public hearing.

Motion by Hardy, seconded by McPherson, to approve Resolution #05 of 2019, the public safety and total Village 2019-20 budgets. Motion carried by roll call vote with one abstention. Ayes: Hardy, McPherson, Bennett, Ciganick, Schuckel & Schulz. Nays: None Abstention: Drollinger.

- g. **Resolution #06 of 2019, Budget Amendments:** This resolution lists the proposed budget amendments need for the 2018-19 fiscal year.

Motion by Hardy, seconded by Ciganick, to approve Resolution #06 of 2019, the 2018-19 budget amendments. Motion carried by roll call vote. Ayes: Hardy, Ciganick, Bennett, Drollinger, McPherson, Schuckel & Schulz. Nays: None.

- h. **Cemetery Agreement-Mortensen Funeral Home:** The agreement between Mortensen Funeral Home and the Village of Bellaire for grave openings needs to be renewed. Except for the dates, there are no changes to the agreement.

Motion by Bennett, seconded by Schuckel, to authorize the Village President to sign the cemetery agreement between the Village of Bellaire and Mortensen Funeral Home. Motion carried by voice vote.

- i. **Bellaire Food Pantry Lease Agreement:** It is time to renew the 5-year agreement between the Village of Bellaire and the Bellaire Community Food Pantry for the lease of the building where they currently reside.

Motion by Ciganick, seconded by Schuckel, to authorize the Village President and the Village Clerk to sign the lease agreement between the Village of Bellaire and the Bellaire Community Food Pantry. Motion carried by voice vote.

- j. **Preparation for WWTP License Renewal:** We have been notified from the DEQ that the certification for our WWTP permit is coming up for renewal. There should be some prep work completed so there are no potential issues when the DEQ comes out to do a site survey. Items they will look at is our lab space, lab practices and physical properties of the plant. Mr. Keiser has reached out to Gourdie Fraser and they can provide an assessment of the WWTP and operations for a cost of \$900-\$1,200. This assessment will include the prep work for the permit renewal and also provide testing procedures and aeration solutions. This information will be provided to the WWTP operator and the DPW Supervisor to make sure everything that is needed is being completed.

Motion by Hardy, seconded by Bennett, in support of the DPW Supervisor Keiser's direction to get prepared for our re-permitting process. Motion carried by voice vote.

- k. **Water/Sewer Ready to Serve-Customer Notice:** Council previously approved charging turn on/off fees and ready to serve fees whether service is on or off. This takes effect March 1, 2019. Staff will put notification on the website, the Face Book page and on the water bills, depending on space, but would like to know if there is another form of notification you would like to provide. Council agreed that letters should be sent out with the bill.

- l. **DDA Appointments:** The terms for Mr. Short and Mr. Seman on the DDA expire on February 14, 2019 and both would like to continue to serve. The new term would expire February 14, 2023. President Schulz recommends that both be reappointed.

Motion by Bennett, seconded by McPherson, to reappoint Mr. Short and Mr. Seman to the DDA. Motion carried by voice vote.

- m. **Fee Schedule:** The Village fee schedule is on the agenda for review. Council reviewed and made no changes. No further action was taken.
- n. **Tablet-BDFD Purchase:** As part of the SAW grant we received a tablet that we are unable to use as it can only be used with a Wi-Fi setting. Mr. Drollinger from the fire department would like to purchase it for department use. They have offered to buy it for \$200.

Motion by Schulz, seconded by Ciganick, to authorize the sale of the tablet to the Bellaire District Fire Department for the amount \$200. Motion carried by voice vote.

- o. **Meeting Per Diem:** In the past Council has agreed to treat the public hearing and regular meeting, held on the same night, as one meeting. Is this true for tonight also?

Motion by Drollinger, seconded by McPherson, to authorize treating both meetings held tonight as one and to receive one stipend. Motion carried by voice vote.

- p. **ZBA Appointments:** ZBA terms for Mr. Massey, Mr. Udell and Mrs. Stanish need to renew. All have expressed interest in being reappointed. Currently, Mr. Udell is the alternate and Mr. Massey is a member of the Board. Due to Mr. Massey's schedule, he would like to be the alternate and Mr. Udell would like to become the permanent member on the Board. President Schulz is recommending that they all be reappointed.

Motion by Bennett, seconded by Hardy, to approve the reappointment of Mr. Massey, Mr. Udell and Mrs. Stanish with terms ending November 15, 2021. Motion carried by voice vote.

- q. **Banners:** We received a call for a new banner. It has been a couple of years since we provided for new banners. The cost for them needs to be reviewed as it has gone up since the last time we purchased them.

Motion by Hardy, seconded by McPherson, to increase the price of banners to \$60 for businesses or individuals who wish to purchase one in their name. Motion carried by voice vote.

9. Discussion Items:

- a) **Tour of Honor:** This is an organization where a member nominates a veteran memorial site to a committee who then decides if this memorial can be a stop among their Tour of Honor. The Village of Bellaire memorial was selected as one of seven sites for their 2019 Tour of Honor Motorcycle challenge. Mr. Richardson from the organization nominated the memorial and provided a write up complimenting the area and looks forward to sharing this with other members of the organization.
- b) **Antrim County Facilities Master Plan Update:** President Schulz updated the Council on the County's facilities master plan. It provides for updated plan options and costs for each option. He informed them of an upcoming community input meeting that will be facilitated by Networks Northwest scheduled for March 7, 2019.

10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Zoning Administrator:** We received our permit for the kayak launch.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Keiser asked if the new village trucks have to be red. Other local entities are now red and staff would like to change to blue. Council agreed blue is good.

e) **Police Department:** None presented.

11. Closing Member/Public Comment:

- **Trustee Bennett:** Trustee Bennett suggested that Mr. VanAlstine be placed on the agenda to provide an update of County plans to Council.
- **Terry VanAlstine:** Mr. VanAlstine updated Council on several items. The Township Amulance Authority is looking to purchase two new vehicles. Grass River Natural Area is going to do a road expansion. The road commission is hiring two new employees. Janet Koch is taking the Wexford County Adminsitrator position. The Antrim County Fair Board received a \$150,000 grant to repair and build new buildings. The airport hired an employee which will eliminate the privatization of the airport and may help alleviate the union grievance.

12. Adjourn: Meeting adjourned at 8:35 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____