

**Bellaire Village Council  
Meeting Minutes  
March 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, Dan Bennett, Eldon McPherson and Helen Schuckel.
  - Absent:** Trustee Trish Drollinger & Trustee Hardy.
  - Staff Present:** Cathy Odom, Treasurer & Brad Keiser, DPW Supervisor.
  - Also Present:** Terry VanAlstine, Jennifer Hodges, Jim Barnard & Troy from Fleis & Vandenbrink.
3. **Approval of Agenda:** The agenda was approved with additions.

**Motion by Schuckel, seconded by Bennett, to approve the agenda with the additions of new business item j, Resident Letter, Village Services; item k, Cherry Capital Cycling Club Request; item l, MDOT Transportation Grant Program; item m, Water Capital Improvement Plan & item n, Budget Amendment. Motion carried by voice vote.**
4. **Conflict of Interest:** None presented.
5. **Consent Agenda:** The consent agenda was approved.

**Motion by Bennett, seconded by Schuckel, to approve the consent agenda as presented. Motion carried by voice vote.**
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business**
  - a) **Neighborhood Enhancement Program:** A sample of the letter that was sent out was presented. To date, we have one interested response. Trustee Ciganick asked if a required number of responses are required to move forward. Staff will look into it. No further action was taken.
  - b) **Sewer Project Update:** President Schulz updated Council on the status of the project. The engineer and staff have implemented weekly meetings to help with communication for the project and they are going well. Details have been laid out and parts of the project that didn't need to be included have been discussed. The meetings will continue moving forward and we will keep this item on the agenda until the project is complete to keep everyone updated.
  - c) **DDA Update:** President Schulz informed Council that Ryan McConnell tendered his resignation from the DDA and they will be searching for a new board member. He also reminded them about the grant they received that will help in their fund raising efforts. He also stated he informed the DDA that the Village currently has no funding to purchase property for the offices to be able to move. He explained that the DDA will be looking into grant funding that might help with those expenses.
8. **New Business:**
  - a. **Richardi Park Refund Request:** Someone reserved the pavilion at Richardi Park for a reception. They were looking into insurance to be able to serve alcohol, which was difficult to obtain. Our policy states the deposit is non-refundable, however Council chose to address refunds on a case by case basis. They are asking for a refund of the park rental. Trustee Ciganick stated their reservation is five months out, a refund is acceptable.

**Motion by Ciganick, seconded by McPherson, to refund the park rental fee. Motion carried by voice vote.**
  - b. **Proclamation-Sexual Assault Awareness Month:** The last several years Council has agreed to name April, Sexual Assault Awareness Month. The Women's Resource Center would like us to do so again.

**Motion by Schuckel, seconded by Bennett, to authorize the Village President to sign the proclamation for April 2019. Motion carried by voice vote.**

- c. **Resolution #07 of 2019, Bond Counsel:** This is an annual resolution naming Bond Counsel for the Village of Bellaire for the 2019-20 fiscal year.  
**Motion by Schuckel, seconded by Ciganick, to approve Resolution #07 of 2019, naming Bond Counsel for the Village of Bellaire for FY2019-20. Motion carried by roll call vote. Ayes: Schuckel, Ciganick, Bennett, McPherson & Schulz. Nays: None Absent: Drollinger, Hardy.**
- d. **Resolution #08 of 2019, Financial Depositors:** This is an annual resolution naming the Village's financial depositors for the 2019-20 fiscal year.  
**Motion by McPherson, seconded by Schuckel, to approve Resolution #08 of 2019, naming the Village financial depositors for FY2019-20. Motion carried by roll call vote. Ayes: McPherson, Schuckel, Bennett, Ciganick & Schulz. Nays: None Absent: Drollinger, Hardy.**
- e. **Resolution #09 of 2019, Street Administrator:** This is an annual resolution naming the village street administrator for the 2019-20 fiscal year.  
**Motion by Bennett, seconded by McPherson, to approve Resolution #09 of 2019, naming Bradley Keiser as the Village Street Administrator for the FY2019-20. Motion carried by roll call vote. Ayes: Bennett, McPherson, Ciganick, Schuckel & Schulz. Nays: None Absent: Drollinger, Hardy.**
- f. **Resolution #10 of 2019, Cemetery PC:** This is an annual resolution to determine the amount of funds to be placed into the cemetery perpetual care account. The current balance is in excess of \$84,000. The recommendation is to place all revenue into the regular cemetery account.  
**Motion by Schuckel, seconded by Bennett, to approve Resolution #10 of 2019, designating all revenue be deposited into the cemetery account and none into the perpetual care fund for FY2019-20. Motion carried by roll call vote. Ayes: Schuckel, Bennett, Ciganick, McPherson & Schulz. Nays: None Absent: Drollinger, Hardy.**
- g. **Resolution #11 of 2019, Performance:** This is an annual resolution from MDOT allowing for access to State rights of way within the Village limits.  
**Motion by Bennett, seconded by McPherson, to approve Resolution #11 of 2019, allowing for access to State rights of way within the Village limits. Motion carried by roll call vote. Ayes: Bennett, McPherson, Ciganick, Schuckel & Schulz. Nays: None Absent: Drollinger, Hardy.**
- h. **Meeting Dates:** The meeting date schedule for 2019-20 was presented. It was noted that the January 2020 meeting would be on January 1 and changed to January 8 due to the New Year's Day holiday.  
**Motion by Ciganick, seconded by McPherson, to approve the 2019-20 meeting schedule. Motion carried y voice vote.**
- i. **Rules of Procedure Annual Review:** The Village Council Rules of Procedure are reviewed on an annual basis. No changes were suggested.  
**Motion by Ciganick, seconded by McPherson, to approve the Village of Bellaire Village Council Rules of Procedure as currently identified. Motion carried by voice vote.**
- j. **Resident Letter-Village Services:** The resident at 6658 Bellaire Hwy sent a letter to Council about Village services. President Schulz noted that this property was included in the annexation of Semaru Estates. Treasurer Odom explained that there is currently no water and sewer available at this time, she has access to the Village leaf and brush piles and there is police protection, as with all residents. As far as snow plowing, she is plowed, although the County is the agency that plows Bellaire Hwy. She explained that the only thing they can do at this point, if they choose, is to begin the process of detachment, which requires approval by resolution from the Village, the County and I believe the State. President Schulz asked where the village property line is located. Mr. Keiser noted the current line ends at Mr. Barnard's property, the last manhole is across the street from that, closer to the soccer park, and the water line ends at the booster station several hundred feet from their residence. Further discussion of plowing, water-sewer lines and the detachment process occurred. The following motion was made.

**Motion by Schulz, seconded by Ciganick, to have the Village Clerk draft correspondence to this resident outlining the process by which she can request to be detached from the Village of Bellaire. Motion carried by voice vote.**

- k. **Cherry Capital Cycling Club Request:** The cycling club is once again seeking permission to use a part of Craven Park as a food stop for their annual Ride Around Torch bike tour event. The event takes place July 21, 2019.

**Motion by Ciganick, seconded by Bennett, to approve the request for Sunday, July 21, 2019 to set up a small tent for their food stop. Motion carried by voice vote.**

- l. **MDOT Transportation Grant Program:** This is a new transportation grant program that we may be eligible for. The Transportation Economic Development Fund (TEDF) provides \$3,000,000 per year through the fiscal year 2023 to be allocated for road improvements in cities and villages with populations of 10,000 or less. The maximum annual grant is \$250,000. The application deadline is April 5, 2019.

**Motion by McPherson, seconded by Bennett, for the Village of Bellaire to pursue grant funding for road improvement as so outlined in the email. Motion carried by voice vote.**

- m. **Water CIP:** At the recent Council work session there was discussion about the waterline replacement project. Trustee McPherson explained that before we can move forward with anything a capital improvement plan should be put into place. The Public Works Committee is recommending that we work with Gourdie Fraser on the plan.

**Motion by McPherson, seconded by Ciganick, to work with Gourdie Fraser pursuant to the quote provided to develop the water capital improvement plan. Motion carried by voice vote.**

The quote provided by Gourdie Fraser for the development of the CIP plan is \$4,250.

**Motion by McPherson, seconded by Ciganick, to accept and authorize the Village President to sign the proposal for Gourdie Fraser Services for the CIP. Motion carried by roll call vote. Ayes: McPherson, Ciganick, Bennett, Schuckel & Schulz. Nays: None Absent: Drollinger & Hardy.**

- n. **Budget Amendment:** There is one amendment for the FY2018-19 that needs be completed due to unpredicted expense in the repair and maintenance account for the community hall.

**Motion by Schulz, seconded by Ciganick, to amend the repair and maintenance general ledger expense budget for account number 101-265-930 to add \$1,500 coming from the general fund balance. Motion carried by voice vote.**

## 9. Discussion Items:

- a) **NLEA Annual Luncheon:** The NLEA annual luncheon is scheduled for May 17, 2019. They have extended an invitation to the Village.

## 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:** None presented.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Keiser informed Council that Roese Construction is not going to be tearing up Broad St. They will be boring under the river. They will again be utilizing our campground this year.
- e) **Police Department:** Mr. Keiser informed Council that MDOT offered preliminary approval of the crosswalk at Birch St., but they are going to conduct a pedestrian study before final approval.

**11. Closing Member/Public Comment:**

- **David Schulz:** President Schulz asked about the light at Park St. Mr. Keiser noted that we have one in stock to replace, we were just waiting for warmer weather to install it.
- **Terry VanAlstine:** Mr. VanAlstine updated the Council on items the County is working on. He said the Board approved the broadband consortium. The Grass River Natural Area road project is moving forward and they should begin within the month. The Grass River Natural Area is holding a fundraiser in Elk Rapids from 6-8 pm this Friday. All emergency vehicles will soon be equipped with mobile computer equipment. The County will have an agreement with MDEQ to check local water levels. The Commission on Aging hired a maintenance employee and eliminated the company who previously supplied their maintenance. The Deputy Administrator is leaving the County and going to work for Networks Northwest.
- **Jim Barnard:** Mr. Barnard informed Council that he will be meeting with Mr. Keiser about what is needed to move forward with the water & sewer at Jennifer Barnard's property and hopes to have more information about the progress of the project for the next Council meeting.
- **Jennifer Hodges:** Ms. Hodges thanked Council for the consideration of moving forward with the water CIP plan. She stated that as far as the MDOT grant, there will be additional consideration for paving when it coincides with other infrastructure work. She also informed them that there are available grants for broadband work.

**12. Adjourn:** Meeting adjourned at 7:50 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_