

**Bellaire Village Council  
Meeting Minutes  
July 3, 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, Trish Drollinger, Bryan Hardy and Helen Schuckel.
  - Absent:** None
  - Staff Present:** Cathy Odom, Treasurer, Lori Lockett, Clerk, Bill Drollinger, Chief of Police & Brad Keiser, DPW Supervisor.
  - Also Present:** Terry VanAlstine, Jennifer Hodges, Troy Molby, Amy Bruin, Sherry Olds & Ed Niepoth.
3. **Approval of Agenda:** The agenda was approved with two deletions.
  - a) **Motion by Schuckel, seconded by Ciganick, to approve the agenda with the deletion of new business item f, water extension and item I, Craven Park Dumpster. Motion carried by voice vote.**
4. **Conflict of Interest:** None presented.
5. **Consent Agenda:** The consent agenda was approved.

**Motion by Hardy, 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) **Alcohol Consumption-Ordinance #2 of 2019/Park Reservation Form:** This was tabled until correspondence is received from the attorney.
  - b) **Skateboard Park Liability:** Treasurer Odom informed Council that she spoke with our insurance agent and we are incurred for the skate park. They do not require any signage. He did mention that we should have a maintenance schedule. Once to twice a year check for any maintenance issues and make sure we have a record of the schedule and repairs. Mr. Keiser noted that they do an annual park check and he does have a record of it.
  - c) **Thimble Alley:** This was tabled until correspondence is received from the attorney.
  - d) **Deficit Elimination Plan:** The original approved deficit elimination plan (DEP) for the equipment fund was unaccepted by the State of Michigan because it did not remove the entire deficit. The plan has now been redone and the new resolution needs to be approved by Council before we can send it in to the State for their approval. The new plan will forgive funds owed to the general fund. Once this DEP is complete and approved by the State, we can work on closing the equipment fund and incorporating it into the general fund if you would like to proceed in that direction.

**Motion by Bennett, seconded by Hardy, to approve Resolution #18 of 2019, the equipment fund deficit elimination plan. Motion carried by roll call vote. Ayes: Bennett, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Schulz. Nays: None.**
  - e) **Sewer Project Update:** Mr. Molby from Fleis & Vandenbrink informed Council that our permit application is complete and sent into the State. There are seven (7) applications in front of ours. He explained to them that they would like to bid out this month and he will try to issue the permit sometime this month. He also said the application for the wetland crossing the sewer main by Holiday Dr. is in progress. President Schulz asked how long permits were valid due to the possibility that the first bidding process doesn't yield good results; we would then be able to have a second bid process. Mr. Molby said permits were valid for two years. Change orders were discussed at the last meeting. A memo from Fleis & Vandenbrink and an email from Blake Smith (USDA) were presented outlining the change order process.

President Schulz noted that Council can review the information and any questions can be discussed at the next meeting.

- f) **DDA Update:** President Schulz said there have been discussions about the DDA's Economic Development Committee (EDC) and whether this committee is the best reporting structure to use. The EDC started out as a committee that looked at, as its main project, taking what the Village plan for the downtown area is and when the Master Plan comes into effect, taking part in that. He said it created a complexity in terms of there being an Antrim County EDC, the Bellaire EDC & Bellaire DDA. The proposed Master Plan calls for economic development, housing and commercial enterprises so he would like to look at the same concept the County has with their Antrim County EDC. They report recommendations and they take action. This could bring the Master Plan to fruition. He said he would like Council's thought on a committee structure. We currently have three council members on a committee and would like Clerk Luckett to see if it's possible, under the regulations that govern the Village, if we can have individuals that are not council members on the committee. He informed Council that one member of the DDA paid Gourdie Fraiser to provide a presentation to the Antrim County EDC. He reviewed comments from the survey made for each of the proposals. The majority of the comments showed concerns for taxes. Most didn't know what was going on and some were based on lack of information. He relayed that the comments almost unanimously said not to touch the courthouse. He went to a meeting with a draft of the Village Master Plan for their EDC committee to review and with a presentation explaining what the Village would like to see for their campus. He said the presented plan is in line with what the Master Plan proposes and it is a chance for us to execute the Master Plan.

President Schulz also explained that Clerk Luckett had not been receiving consistent minutes of the DDA and EDC meetings and this needs to be fixed. He reminded them that going forward there will be no more side discussions, no more lone wolfing and that the DDA and committee has an obligation to abide by the Open Meetings Act.

He also noted that the DDA has contracted with Crosshatch to look at some funding opportunities but that they are not a committee of the DDA. Crosshatch provided the DDA with an update of where they are at with the Village Hall project. President Schulz said he reminded them that they are not going to do anything until the Village is successfully able to relocate and we do not have the funds to do that at this time. He said if they want this to happen, they have to buy this building or the DDA buys it or enough funds have to be provided for the Village to move. Trustee Ciganick said it costs the Village about \$25,000 a year to be in this building. If they can move us to adequate space for the same amount of costs, then great, but if they can't then why would we move. He said he likes the community hall idea, but we can't burden the Village with additional costs.

- g) **County Update-Terry VanAlstine:** Mr. VanAlstine updated Council on County matters. A household hazardous waste pickup is scheduled on August 3 at the high school. The first 100lbs are free with a \$1.00 a lb charge after that. The Army Corp of Engineers has funds available for a grant for a hydrology study of the Chain of Lakes. The facility's master plan is moving forward with hiring a facilitator, picking two options to start planning on projections for the chosen plans. There was discussion about whether the commissioners have spoken with their constituents in their districts about the facility master plan and it was noted that none of them have done that. Mr. Niepoph asked if the County has had dialogue with the Village because the Township has had none. Mr. VanAlstine said the County has discussed having the Chair and Vice Chair sit down with the Village to open up conversation. He did say that he would like to be included in that because this is in his district. Antrim County is rebidding the demolition of the bank building. They are moving forward with meetings between the County, Kearney Twp. and the Road Commission on making repairs on Eddy School Rd. and at a later date redoing the entire road.

## 8. New Business:

- a) **Smoke Free Downtown-Amy Brown:** Ms. Brown first thanked Council for initiating the smoke free parks and beaches in the village. She said that action helped Central Lake and Elk Rapids to also work towards the same. She said she is back to ask Council to also consider making downtown smoke free. She understands that it is much to ask. Elk Rapids is in the process of doing so. There are laws that do not allow smoking on a patio of a restaurant, but someone can smoke just outside the front door of a bar, which is, in some cases, right next to the patio. The idea is to not make people feel unwelcome, but we know the dangers of cigarette smoke. Elk Rapids is looking at it as a nuisance. She explained that she started at the

Council; she did not seek opinion from the businesses. President Schulz suggested to Ms. Brown to take a downtown map and identify where smoking is permitted then approach the DDA and the DDA can take the lead on canvassing the businesses to see what their thoughts are on the matter. From that information, Council can be approached with a recommendation. Ms. Brown noted that she knows Bellaire doesn't want to be known as a booze town, but that is what it is being called among people her age. She said taking this step would be a sign that you are welcoming families to the area also. President Schulz suggested bringing the information she collects to the DDA for further consideration.

- b) **RRC Council Representative:** Clerk Luckett explained that part of the RRC process is to identify potential sites for development. There are three sites that can be selected. She said the participant has to be willing and there are sites available but she doesn't have permission to approach them. She said she attended RRC training and found that the selected sites should ideally be within the central business district or on the outskirts. She would like to see someone from the Council to act as the Village representative and approach potential sites to see if they would be a willing participant in the project. She explained that it is a business decision and looking at the numbers. She also informed Council that our paperwork is in queue for review. There are currently two interns at the NLEA who are putting these packages together. They will take pictures; gather site information and offer renderings for no charge. President Schulz asked Council members who might fill that role. Trustee Ciganick noted that he would consider being the representative but wanted further details on the program first.
- c) **Veteran Village USA:** President Schulz explained that they are a legitimate organization with a goal to house, feed and support homeless and at risk veterans. They are seeking permission to perform roadside donations in our community. They did not indicate time frame or location of where they will ask for donations. Locations with safety in mind were discussed. Clerk Luckett did some research and the only location she is aware of where they have solicited donations was in Grand Blanc. She explained that they like to give service time to high school and college students who would like to gain volunteer hours for graduation, but to solicit donations volunteers have to be 18 years of age. Trustee Ciganick is curious to see what the roadside collection consists of. Trustee Bennett would like to see information about administrative costs. What percentage of the raised donations actually goes towards the veterans? Council would like to speak with a representative for more information before allowing. No further action was taken.
- d) **Public Safety Recommendation:** Chief Drollinger is recommending that we replace Officer Light with another part-time seasonal officer for this year and in 2020-21 we look at hiring a third full time officer. We will replace officer Light with the funds that have already been budgeted for this year. Hiring part time will give us and the new hire the opportunity to see if they like the area and fits into the community of Bellaire. This will also give us time to review the budget to see how we can find the funds for a full time position. Trustee Ciganick said we are already in July. President Schulz noted that the Administration Committee will meet, set application deadlines and conduct interviews so that Council will have a recommendation at the next council meeting.

**Motion by Bennett, seconded by Hardy, to accept Chief Drollinger's recommendation to hire a part time officer now, not to exceed what is currently in the budget for that position. Motion carried by voice vote.**

Mrs. Olds noted her concerns with the setting off of fireworks near her home. Chief Drollinger explained the law that is currently in place. Currently, the law states that those setting off fireworks have to keep them on their own property and they cannot be intoxicated. With these regulations in place, the department can handle most complaints. Mrs. Olds explained that they are loud, it bothers pets and family members work in the early morning so it has become bothersome.

- e) **Water Bill Adjustments:** We have had three water/sewer customers that have had leaks that did not go into the sewer. This has created credits that need approval from Council.
  - **107 E. Antrim:** Water was shut off due to a leak. The leak did not go into the sewer. The meter was removed to add a new line and the new one has yet to be installed. We turned the service back on due to the ready to serve fees and these charges are accruing monthly. Because the leak did not go into the sewer the credit comes to a total of \$376.50.

**Motion by Ciganick, seconded by Hardy, to forgive the sewer costs for 107 E. Antrim in the amount of \$376.50. Motion carried by voice vote.**

- **405 Richardi-Hurst:** The leak did not go into the sewer and the amount of the credit is \$647.83. Treasurer Odom explained, however, that the situation on this account was different in that this leak has been addressed with the homeowner beginning in January and the problem was not fixed until June.

**Motion by Drollinger, seconded by McPherson, that we credit the sewer in the amount of \$647.83. Motion carried by voice vote.**

- **Craven Park:** Mr. Keiser explained that the meter at Craven Park is at the head of about 700' of water main. All the water goes through the meter and splits off and goes to the 4H, splits to the Conservation District, splits to the drinking fountains, etc. They have been trying to locate where the leak is within that 700' and have narrowed it down to the line that goes to the Conservation District. Craven Park is being hit with a water main leak since all water goes through that meter. President Schulz asked why this situation is different than the normal sewer credits. Mr. Keiser noted because this is water that should have never gone through the meter in the first place because of the location of its installation. He explained that they are not just fixing the leak; they are digging to rerun the whole system. The water department will count the gallons credited as water lost in their log reports.

**Motion by Drollinger, seconded by Hardy, that we do not charge parks \$10,000 and to bill Craven Park to its average usage. Motion carried by voice vote.**

- f) **Water Extension:** This was removed from the agenda.
- g) **Local Street Repairs:** Mr. Keiser explained that he surveyed problem areas in some of the Village roads. He said the circled items on the list, the Thayer Lane Approach at Broadway; 4<sup>th</sup> Street approach & Grove St. approach are the areas of concern at this time. The cost for these sections will be \$15,375. This is not a budgeted item, but \$7,000 was placed in the routine maintenance budget and the balance not used from that can come from fund balance if needed.

**Motion by Ciganick, seconded by McPherson, to proceed with the repairs of the circled items on the proposal before us at a total of \$15, 375. Motion carried by voice vote.**

- h) **Community Hall Paint Job:** President Schulz explained that the cost of the paint job on the community hall exceeded what was budgeted and they were almost done. President Schulz said he will take responsibility for allowing them to move forward and finish the job. The original bid was for \$9,282.50 and the finished the job at \$11,838.83. The reason for the additional cost was excessive scraping and caulking that was not foreseen until they started getting into the actual work. They did a great job and also did a couple of sill replacements that were needed. Treasurer Odom noted that this may require a budget amendment if needed.
- i) **Craven Park Dumpster:** This was removed from the agenda.
- j) **Ohio St. Boat Launch:** Trustee Ciganick said he received some dock sections and has no need for them. He would like to propose using them at the Ohio Street boat launch. He presented a drawing of where they can be placed. He said he measured the area and these sections can be used as finger docks. The river is 70' wide, which is plenty of room to place these docks and still turn around in the river. This will allow for seven boats instead of the current three. We could place a kiosk at the launch site directing visitors where town is located. Mr. Keiser spoke with the Conservation District and they do not foresee an issue with the project. Signage was discussed. Mr. VanAlstine asked about removing them for the Rubber Duck race. It was noted that they probably wouldn't have to be removed.

**Motion by Drollinger, seconded by Hardy, to accept the donation and install the docs with an allowed permit. Motion carried by voice vote.**

**9. Discussion Items:**

- a) **FHT Discussion-Additional Property by Cemetery:** Forest Home Township bought some property from Mr. Wilkes that is not immediately accessible. The only way is through County owned land and they are not very communicative. Forest Home Township also partners with the Village for the cemetery. They are suggesting that we co-purchase with them the other portion of Mr. Wilkes property. President Schulz explained that staff reviewed the available lots and based on our average annual sales, it will take 28 years to sell the balance of the lots in the existing cemetery. He asked if this is something Council would like the Cemetery Committee to look at. Mr. Keiser noted that there are 564 lots still for sale and that more can potentially be found with the property near the hillside.

**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:** A written report was presented.
- c) **Treasurer/Deputy Clerk:** Taxes went out.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** None presented.

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

- **Jennifer Hodges:** Ms. Hodges informed Council that Paddle Antrim offers grants for up to \$3,000 for way finding signs on an annual basis.

**12. Adjourn:** Meeting adjourned at 8:46 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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