

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

1. **Call to Order:** President Bennett called the meeting to order at 7:00 PM.

2. **Roll Call Attendance:**

Present: President Dan Bennett, Council Trustees David Ciganick, Eldon McPherson, Trish Drollinger and Bryan Hardy.

Absent: Pat Boyd & Helen Schuckel

Staff Present: Cathy Odom, Treasurer, Lori Lockett, Clerk, Bill Drollinger, Chief of Police & Brad Keiser, DPW Supervisor.

Also Present: Terry VanAlstine, Jennifer Hodges, Mary Smith, Amanda Kik, Carl Griffith, Ray & Rosemarie Mills, Bev & Dean Johnson, Holly Wilson, Linda Gallagher, Don Waara and Georgia Burns.

3. **Approval of Agenda:** The agenda was approved with additions.

Motion by McPherson, seconded by Hardy, to approve the agenda with the additions of old business item f, Pygmy Goats, new business items k, Building Healthy Communities Grant, item l, BYA-Tribal Grant and discussion item c, Community Huddle. The motion further states that new business item a, Veterans Memorial, will be moved up in the agenda to accommodate the number of people in attendance for this item. Motion carried by voice vote.

4. **New Business Item a- Veteran Memorial-Community Hall Building:** Mr. Keiser explained that he spoke with Trustee Hardy, as chair of the Property & Building Committee, and various others about the memorial. He said the Village will be looking at placing funds in next year's budget for the restoration of the memorial. He has spoken with two different companies about re-bronzing the plaque and Kent Bermingham, along with his stone mason can rebuild the structure. Cadillac Marble will be making a top for it so the concrete slab that is currently in place will no longer be needed. They are estimating the repair cost to be \$300-\$500. He is looking at having it completed before Memorial Day 2020. Mr. Griffith asked if a light could be put on it when the work is complete.

5. **Conflict of Interest:** Trustee Ciganick noted a conflict with old business item f, pygmy goats and Trustee Hardy noted a conflict with new business item l, BYI tribal grant. President Bennett explained that we are currently looking into the rules for "conflict of interest." He explained that if a member notes a conflict, they can either leave or stay in the room, but do not vote, but they do count as part of the quorum. The question raised was whether a member who states on conflict, partake in the discussion. Staff is looking into the details.

6. **Consent Agenda:** The consent agenda was approved.

Motion by Hardy, seconded by McPherson, to approve the consent agenda as presented. Motion carried by voice vote.

7. **Public Comment on Agenda Items:** None presented.

8. **Old Business**

a) **County Update:** Mr. VanAlstine updated the Council on County matters. The bank building is in the process of demolition. MMCF is moving forward with refinancing their bond debt, a ground use policy was developed, he invited Council to check out the improvements at the GRNA and they are looking at a way to control the swimmers itch in Intermediate Lake. There was a small discussion on the county jail, in which, Mr. VanAlstine stated that a decision has not yet been made.

b) **DDA Update:** None presented.

c) **RRC:**

- **Baseline Report-RRC Planner Pablo Mohano:** Mr. Mohano works with the RRC program at the MEDC. He provided information about the RRC Program. The goal is to empower communities to build a solid foundation on planning, zoning and economic development. To be

prioritized for funding options, the RRC is the first step. Mr. Dan Leonard is our community assistance team member from the MEDC with Mr. Mohano guiding us through the process. Mr. Mohano explained that this is a certification program developed in three steps, engagement, evaluation and certification. We have already completed the first step and the second step is almost complete. A resolution of intent to continue with the RRC process is now needed. We can complete the missing criteria noted in the resolution at our own pace based on capacity and resources. The RRC planner will be available for any assistance we need in completing that criteria. He said there are technical assistance funds available up to \$30,000, a 75/25 percent match, to assist in completion of the criteria. He explained the benefits of being an RRC community. Once we are 90-95% completed with the process, we will be introduced to their redevelopment services team. They will help us turn over the sites we have identified as a priority. They will create marketing packages for us, will help with predevelopment assistance funds up to \$25,000 and will market the sites named. Once they are complete we can become certified. A certification is good for three years. To become re-certified after the expiration, a review and potential updates to the documents submitted will be done, but we do not have to go through the complete process again. There was discussion of our community as it is today. Currently, we are a vibrant community. Mr. Mohano explained that their redevelopment service team can come in and give ideas for sites that we may not have thought about. Other communities in Antrim County currently going through the process are Ellsworth and Mancelona. Work force housing was discussed with Mr. Mohano noting that this is being reviewed. A discussion of the community hall being an RRC site occurred. Mr. Mohano said that their goal is to put money into the tax roll, so if it will stay off the tax roll, it would not qualify as a site under RRC. Dan Leonard would be our contact to help name properties that would qualify.

- **Resolution #24 of 2019, RRC:** This resolution should be approved if Council wants to move forward with the RRC.

Motion by Ciganick, seconded by Hardy, to approve Resolution #24 of 2019, to move forward with the RRC process. Motion carried by roll call vote. Ayes: Ciganick, Hardy, Drollinger & McPherson. Nays: Bennett. Absent: Boyd & Schuckel.

d) **Water CIP Plan:** The CIP plan was presented to Council at the last meeting for review. It is back on the agenda in case Council has any questions for the engineer. There were no questions at this time and no further action was taken.

e) **Sewer Project Update:**

- **Fleis & Vandenbrink Invoice:** A letter was written and sent to Fleis & Vandenbrink outlining the items we need to receive from them before we will pay the invoice. As of today, we have not received a response from them.
- **Ordinance #03 of 2019, Bond Note:** This ordinance will approve the bond issue for the \$209,000 owed to Alden Bank for the sewer project. This ordinance will have to be published in full in the Antrim Review, we will have to pay accrued interest to date at closing of the bond issue and the closing date will be set once the publication takes place. There will be associated costs for publication of the ordinance.

Motion by McPherson, seconded by Hardy, to approve Ordinance #03 of 2019, bond issue notice. Motion carried by roll call vote. Ayes: McPherson, Hardy, Ciganick, Drollinger & Bennett. Nays: None Absent: Boyd & Schuckel.

f) **Pygmy Goats:** Holly Wilson from the Bellaire Bed & Breakfast would like permission to have pygmy goats on her property. She said the technical term for them is dwarf goats. President Bennett informed Council that if approved, our ordinance will have to be amended and Council should set some regulations. Clerk Luckett informed Council that she did some research and found an urban livestock ordinance from the City of Battle Creek. Their ordinance identifies certain livestock by animal unit. An example is a hen is 1 unit, a rabbit is .5, and a dwarf goat is 5 units. Battle Creek allows 10 animal units per property, which would be two goats. The ordinance might outline property size, what type and gender to allow, location on the property, rear or front yard, how they would have to be contained and setbacks so as not to disrupt

neighbors. Clerk Luckett explained that they are very active animals and they can jump. It is recommended that this be sent to the attorney. Chief Drollinger noted that pot belly pigs can also be considered.

Motion by McPherson, seconded by Hardy, to send this to the attorney. Motion carried by voice vote.

9. New Business:

- a) **Veteran Memorial-Community Hall Building:** Moved up in the agenda. See discussion above.
- b) **Street Repairs:** Reith Riley released us from the contract we had with them for some street patch projects. Mr. Keiser noted that the next quote from Elmer's was for \$5,000 more. He would like permission to approve the expense and have Elmer's complete the patch work. The total cost would be approximately \$20,000.

Motion by Drollinger, seconded by McPherson, to approve the additional expense for the street repairs. Motion carried by voice vote.

- c) **Resolution #25 of 2019, Master Plan:** The Planning Commission held a public hearing for the Master Plan last night and they are recommending that the resolution for it be approved.

Motion by Hardy, seconded by McPherson, to approve Resolution #25 of 2019, the Village Master Plan. Motion carried by roll call vote. Ayes: Hardy, McPherson, Ciganick, Drollinger & Bennett. Nays: None Absent: Boyd & Schuckel.

- d) **EVIP Annual Certification:** This is an incentive program for our revenue sharing, which requires the Village to be transparent by posting a citizen's guide and dashboard which outlines the Village financial status. It is called the City, Village, & Township Revenue Sharing & County Incentive Program Certification (CRTVS). The certification is due to the Department of Treasury by December 1, 2019.

Motion by McPherson, seconded by Hardy, to approve the annual CRTVS documents and certification. Motion carried by voice vote.

- e) **Ordinance #ZO 2019-1, Zoning Amendment:** Chief Drollinger explained that our zoning ordinance has had very stringent setbacks and the Planning Commission would like Council approval to amend those setbacks, which will help avoid homeowner projects from becoming non-compliant.

Motion by Hardy, seconded by Ciganick, to approve Ordinance ZO 2019-1, a zoning amendment. Motion carried by roll call vote. Ayes: Hardy, Ciganick, Drollinger, McPherson & Bennett. Nays: None Absent: Boyd & Schuckel.

- f) **Resolution #26 of 2019, PA 152 Opt Out:** Treasurer Odom explained that the village will have to opt out, by resolution, if Council would like to continue making the decision on employee health care in house.

Motion by Hardy, seconded by Ciganick, to approve Resolution #26 of 2019, opt out. Motion carried by roll call vote. Ayes: Hardy, Ciganick, Drollinger, McPherson & Bennett. Nays: None Absent: Boyd & Schuckel.

- g) **Bellaire Public School Contract-Park Use:** This is an annual contract with Bellaire Public School for the use of the baseball/softball fields. There are no changes to the contract except for the dates. The total cost to them is \$2,000.

Motion by Drollinger, seconded by McPherson, to approve the contract with Bellaire Public School for the use of the baseball/softball fields. Motion carried by voice vote.

- h) **Ad-Hoc Committee-Community Hall:** This committee consists of David Schulz, Ken Stead, Treasurer Odom and Trustee Ciganick and was put into action to research Village needs and to possibly find a location for the offices if we decide to move, allowing the restoration of the community hall. With the resignation of Mr. Schulz and the retirement of Mr. Stead, President Bennett would like to appoint himself and Mr. Keiser to replace them. He would also like to add Don Seman as a representative of the Historical Society.

Motion by Hardy, seconded by Drollinger, to approve the appointments of President Bennett, Mr. Keiser and Don Seman to the Ad-hoc Committee-Community Hall. Motion carried by voice vote.

- i) **Fuel Cards:** The Michigan Department of Health & Human Services is responsible for those that have mental health issues are no longer transporting by ambulance. They are now making it a function of the police department. Chief Drollinger is seeking permission for fuel cards for both vehicles due to travel expenses incurred by this change. It will be for fuel only.

Motion by Ciganick, seconded by Hardy, to approve the police department fuel cards for the police vehicles to be used for fuel only. Motion carried by voice vote.

- j) **First Net-Bill Drollinger:** Chief Drollinger is seeking permission to be included in the First Net program for his cell service. The Village and the fire department share the expenses of his cell phone. He will need a new phone at a cost of approximately \$100-\$150. He would also like permission to be placed on the bill so he is able to speak with the representative from AT & T.

Motion by McPherson, seconded by Hardy, to add Chief Drollinger to the First Net program, to purchase a new phone and to be included on the billing. Motion carried by voice vote.

Motion by Hardy, seconded by McPherson, to purchase otter boxes for the two new cell phones. Motion carried by voice vote.

- k) **Building Healthy Communities Grant:** This is a Building Healthy Places Greenspace Improvement Project to Increase Physical Activity grant that we have previously applied for but was never awarded. It is a grant for up to \$10,000 and it is time to apply for the next round if Council decides to apply. Mr. Keiser noted that we have a sidewalk project in mind. MDOT said they would put in a crosswalk if we extend the sidewalk on Cayuga by the credit union.

Motion by McPherson, seconded by Hardy, to prepare the grant application and pursue the grant opportunity. Motion carried by voice vote.

- l) **BYI-Tribal Grant:** President Bennett met with a representative from the Bellaire Youth Initiative (BYI) and signed a new tribal grant application not realizing that it had not yet been approved. He would like Council to approve. Council was reminded

Motion by Drollinger, seconded by McPherson, to authorize President Bennett to sign the BYI 2% tribal grant application. Motion carried by voice vote with one abstention from Trustee Hardy. Motion carried by voice vote.

10. Discussion Items:

- a) **CIP Plan:** Clerk Luckett explained that this draft was developed as part of the RRC program. She explained that it might need to be updated as the draft includes items from the 2019-20 budgets. The CIP plan is approved for a six year period. The water & sewer departments are mentioned, but not highlighted in this plan because they have their own CIP plans. This one covers sidewalks, park plans, etc. Please review, bring in any changes and we will approve at the next council meeting.
- b) **Public Participation Plan:** This is also a document that is part of the RRC and outlines the procedures we used for notices to inform the public and the types of participation that were used for development of the Master Plan. This plan meets the criteria for the RRC.
- c) **Community Huddle:** There will be a community huddle meeting about how we can build on recreation for our community at the ASI Community Center on Tuesday, November 19, 2019 from 6:00-7:30 pm. If we have more than four council members attending, please let staff know so it can be posted as a meeting.

11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Zoning Administrator:** Clerk Luckett will be sending out an email to begin setting up committee meetings for the 2020-21 budget cycle.
- c) **Treasurer/Deputy Clerk:** None presented.

- d) **Department of Public Works:** There is a new sidewalk on M-88. One of our wells was placed on a different monitoring schedule than the rest of them so the testing was missed. There are no fines and the test will be completed by December 2019. He also presented the form that DEQ is requiring informing them of our lead and copper inventory. It is not as detailed as originally expected. Mr. Keiser also informed Council that after the DDA meeting he received a document describing different scenarios for us to leave this building. It noted that the new building, if we build, will cost more than the Village will receive from the sale of this building. Mr. Keiser noted that if this is the route we may be considering, a market analysis should be done to determine what we want for this building. Trustee Ciganick said we first need to establish what our position is on this whole process and we have yet to do this. It was noted that this was sent to the Ad-hoc Committee developed for this discussion. Mr. Keiser said he felt that Council should review this document because there are some very interesting scenarios listed. He said he doesn't feel what we make on this building, if we sell, is up to them to say. It is up to Council to say. Staff will email the document to them. Trustee Ciganick said again, everyone is moving forward with this idea and nobody knows what our position is. It was suggested that the Ad-hoc committee meet to discuss and recommend ideas or options for Council to review so a decision can be made to either move or not.
- e) **Police Department:** Chief Drollinger informed Council that he attended training in Grand Rapids and that all was good.
- f) **Planning Commission:** None presented.

12. Closing Member/Public Comment:

- **Eldon McPherson:** Trustee McPherson asked about the status for the public restrooms. Mr. Keiser noted that AT & T has backed out. He also noted that the DDA has offered to help with them.
- **Mary Smith:** Ms. Smith said the voters should be able to vote on the sale of this building. She also asked if this building goes back to a community center, does the school need it. It was noted that they do not as they have space in the new building at the school that is underutilized.

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

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____