

**Bellaire Village Council
Meeting Minutes
March 4, 2020**

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, Bryan Hardy, Pat Boyd, Trish Drollinger and Helen Schuckel.
 - Absent:** N/A
 - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Bill Drollinger, Chief of Police & Brad Keiser, DPW Supervisor.
 - Also Present:** Terry VanAlstine, Gary Lockwood, Linda Gallagher, Mark Berreth, Robert Massey, Jr., Robert Massey, Sr., Sarah Leemon, Ron Willis, Linda Cran, Tom LaPointe, Marguerite & Ray Karabin, Joe Short, Louise Wenzel & Jennifer Hodges.
3. **Approval of Agenda:** The agenda was approved with an amendment of old business item d, adding resolution numbers for the Consumers Energy contracts, and with the additions of old business item e, Maple St. property, new business items c, adding facilitator, items I, Resolution #09 of 2020, MDOT, item j, flag pole, item k, budget amendments and discussion item b, Green Space Grant.
4. **Motion by Schuckel, seconded by McPherson, to approve the agenda with an amendment of old business item d, adding resolution numbers for the Consumers Energy contracts, and with the additions of old business item e, Maple St. property, new business items c, adding facilitator, item I, Resolution #09 of 2020, MDOT, item j, flag pole, item k, budget amendments and discussion item b, Green Space Grant. Motion carried by voice vote.**
5. **Conflict of Interest:** None presented.
6. **Consent Agenda:** The consent agenda was approved.
Motion by Schuckel, seconded by Boyd, to approve the consent agenda as presented. Motion carried by voice vote.
7. **Public Comment on Agenda Items:** President Bennett informed the audience that anyone who wishes to speak about the water rate issue will be allowed to speak after the rate presentation and will be have up to three minutes to express their opinion. No other public comment was presented.
8. **Old Business**
 - a) **County Update:** Boyce & Associates will be in attendance at a meeting set for March 19, 2020 to review the County Facilities Master Plan. He will let Council know when the place and time are set. They have hired Brad Rizzo as the new financial director. They have given the flag pole from the old bank building to the Friends of the Veterans. Barnes Park will be set up for online reservations soon. The administrative building is now 100% LED and they look forward to the savings. Grass River Natural Area has scheduled a ribbon cutting ceremony. The County Parks Committee is working on the recreation plan.
 - b) **DDA Update:** Louise Wenzel introduced herself as the new DDA Chairman. She explained that the DDA has completed some administrative items and are currently working on securing major donors for the community hall building project. They had a discussion about attending the Housing North Conference being held at the Senior Center at the end of the month and will be discussing the DDA goals later in this meeting.

c) **Water/Sewer Rates:** President Bennett explained the reason for the potential water rate increase is due to a mandate by the State of Michigan.

- **Gourdie-Frasier Presentation:** Jennifer Hodges from Gourdie-Frasier put together a PowerPoint presentation and explained the project and what has to be done. She explained that the PowerPoint will be placed on the Village website for anyone who wishes to view it at a later time. Due to the Village owning and operating their own municipal water system there are many State of Michigan requirements that we have to comply with. All of the underlying guidelines come from the Safe Drinking Water Act (PA 399). She went through the PowerPoint explaining as she went through each slide with this particular discussion involving the new lead and copper rules. They have implemented more sampling requirements and frequency of the samples. They are also requiring replacement of any part in a service line that may contain lead up to the first valve or up to 18” inside a home, whichever comes first. She stated, so it is clear, that the Village municipal system is currently well below the maximum mcl allowed for a water supply system. This information is found in the Village Consumer Confidence Report (CCR), which can also be found on the Village website. We do not have a problem with lead in our system. We have 460 potential lines that have to be replaced at a rate of about 25 per year. We have 20 years to complete the mandate. We are purchasing equipment, which will allow us to complete this project in house. She explained what lead is and the health issues it can create. The proposed rates were discussed. It was noted that our median household income is on the high side for Bellaire, which doesn’t help us in the acquisition of grant funding. Ms. Hodges explained what homeowners can expect if they have a line that needs replacing. We will require a waiver to access your private property. Once lines are replaced, there are some recommended steps homeowners should complete before using their water. This would include flushing lines and cleaning faucet aerators. Mr. Keiser put together a sample of a service line and explained this to the residents in attendance. Public comment followed. Mr. Massey, Sr. said his previous employer who was working on this same project, received grant funds and wanted to be sure the Village was pursuing all funding resources. He also noted that once inside the home, the work falls under the jurisdiction of the State plumbing code and that work is required to be completed by a licensed plumber or the homeowner. Mr. Massey, Jr. asked about the material that will be used when the lines are replaced and it was noted that we will use CTS thick wall plastic and C900 for water mains. He also wanted to be sure that the staff completing the work was trained for this type of work. Mr. Karabin asked about the financial impact to residents with this increase. It will be about \$12.00 a month for the average homeowner using approximately 4000 gallons a month. We will continue to look for grant possibilities.
- **Rates:** After the discussion of the service line replacement mandate discussion the following motion was made.

Motion by Ciganick, seconded by Boyd, to set the water rates as indicated on the information before us to be effective April 1, 2020. Motion carried by voice vote.

d) **Consumers Energy Streetlight Contracts:** Consumers Energy has been gradually replacing our streetlights with LED. Due to this change new contracts need to be approved. One for the new LED lights and one for those lights that have yet to be changed. They will continue to replace the old lights with LED when needed.

- **Resolution #06 of 2020:** This resolution will cover the streetlights that have yet to be changed to LED.

Motion by Ciganick, seconded by McPherson, to approve Resolution #06 of 2020, the Consumers Energy contract for GUL streetlights. Motion carried by roll call vote. Ayes: Ciganick, McPherson, Boyd, Drollinger, Hardy, Schuckel and Bennett. Nays: None.

- **Resolution #07 of 2020:** This resolution will cover the streetlights that have been changed to LED.

Motion by Boyd, seconded by Hardy, to approve Resolution #07 of 2020, the Consumers Energy contract for GU-XL (LED) streetlights. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.

- e) **Maple St. Property:** The sale of this property was previously discussed; however, the motion made to list the property didn't state that we had to net \$8,800. It only stated to sell it for \$8,800 plus realtor fees. It was noted that there are more fees related to a sale of property other than realtor fees. The Village must net \$8,800 to cover our costs.

Motion by Drollinger, seconded by McPherson, to list the property so the Village nets \$8,800. Motion carried by voice vote.

8. New Business:

- a) **AT & T Tower-Craven Park:** We received a request from Mr. McGrew from C & K Wireless, LLC to replace one of the baseball light poles with a light pole tower of the same height as the existing one on the 1st base side of the ball field next to the dugout. President Bennett said he had concerns about some of the language in the contract. One problem being the requirement of a 100' x 100' space surrounding the pole. Trustee Drollinger stated there is not that much room to allow that. Trustee McPherson also noted that we are looking at reconstructing the ball field area. No further action was taken.
- b) **DDA Appointments:** The DDA terms for Louise Wenzel and Rolland Fink are up for reappointment. They are both interested in serving another term.

Motion by McPherson, seconded by Drollinger, to reappoint Louise Wenzel & Rolland Fink to another term on the DDA. Motion carried by voice vote.

c) DDA:

- **DIA Art Placement Proposal:** President Bennett explained that the DDA has been looking at a DIY project through the Detroit Institute of Art to provide an art work display throughout the Village. They are copies that can withstand weather conditions. Ms. Wenzel explained that the DIA has approved all of the locations where the artwork will be placed; we are now waiting for the signed installation agreements from the property owners. One location is outside the Village Hall. The Village will have to approve the installation agreement for that art work to be placed on our property.

Motion by Boyd, seconded by Schuckel, to approve the agreement with the condition that other property owners will also have to approve it. Motion carried by voice vote.

- **Facilitator Request:** Ms. Wenzel from the DDA explained that they have started relooking at their goals. As they reviewed them, they realized that there has not been much change over the years. They also reviewed the Village Master Plan goals and realized that their goals and ours are very similar. She also said there is some commonality between these goals and the Chamber and Chamber Foundation goals. Ms. Wenzel created a worksheet that shows the common goals for each entity. With that

complete, she would like to find a way where all of the organizations can work together to implement these goals. They would like to hire a facilitator that could help with this process, sharing the cost among the groups. Ms. Wenzel spoke with a representative of Rotary Charities who recommended getting in touch with Elise Crafts, who provided a scope of services and a cost for her services. The cost would be approximately \$20,000 a year, based on hours worked. She can help prioritize our goals and put together a plan of action. She also provides grant writing services. The DDA will meet to discuss the actual amount they would like the Village to contribute to this cost. Mr. Short commented that we need someone to help move plans forward. He also suggested the possibility of a study to determine if we can qualify as a low moderate income community. The study would cost about \$15,000 but could pay off in potential grant revenue. There is nothing that says we need a facilitator, it could be someone that is hired as a part-time community development staffer or we could use Gourdie Frasier in this capacity. Trustee Ciganick stated he is interested in pursuing this further. He said we sometimes have to invest in people to help move forward. Ms. Wenzel stated that the DDA will discuss further with Trustee Hardy asking to determine the amount other entities would be willing to contribute. Trustee McPherson asked what the top three projects were for the DDA. Mr. Short noted the community hall, the river front boardwalk/parking development and engaging in conversation with the County about how all of the buildings made can potentially work together. It was noted as a reminder that the DDA should be working on projects within their district. No further action was taken. This will be placed on next month's agenda for further discussion.

- d) **Fee Schedule:** Due to wage changes the fee schedule for FOIA requests needs to be amended and approved.

Motion by Hardy, seconded by Boyd, to approve the new fee schedule as presented. Motion carried by voice vote.

- e) **Attorney-FOIA Memorandum:** We received a letter from the attorney informing us of changes the Legislature has enacted to the FOIA statute, making it an appropriate time to update the FOIA policy and summary. The amendments will not impact the fee schedule. The attorney is willing to address these changes if you would like him to proceed with updating our policy. The cost for him to do this will be \$250.

Motion by Bennett, seconded by McPherson, to have Bryan Graham, our attorney, to review and update our FOIA policy for a cost not to exceed \$250. Motion carried by voice vote.

- f) **Resolution #08 of 2020, Women's Resource Center:** The Women's Resource Center is once again asking Council to show support by approving a resolution naming April as Sexual Assault Awareness Month.

Motion by Schuckel, seconded by Hardy, to approve Resolution #08 of 2020, naming April as Sexual Assault Awareness Month. Motion carried by roll call vote. Ayes: Schuckel, Hardy, Boyd, Ciganick, Drollinger, McPherson & Bennett.

- g) **Cherry Capital Cycling Club Request:** The Cherry Capital Cycling Club is sponsoring a Ride Around Torch event on July 19, 2020 and would like to use Craven Park as a food stop as in years past. They will use the restrooms; provide their own shelter, tables and chairs. They will also clean up when they are done.

Motion by Drollinger, seconded by Boyd, to allow the Cherry Capital Cycling Club to use Craven Park as their food stop location. Motion carried by voice vote.

h) Administration Committee Recommendations

- **Employee Resignation:** Clerk, Lori Lockett has tendered her resignation. President Bennett recommends with deep regret that we accept her resignation.

Motion by Boyd, seconded by Schuckel, to accept Lori Lockett's letter of resignation and thank her for her work, effective March 20, 2020. Motion carried by voice vote.

Motion by Drollinger, seconded by Hardy, to post the Clerk's position and follow the hiring process. Motion carried by voice vote.

The committee also discussed the vacant part-time officer position and is recommending that we post to fill this position.

Motion by Hardy, seconded by Boyd, to post for the vacant part-time officer position for one week. Motion carried by voice vote.

- i) **Resolution #09 of 2020, MDOT:** This resolution is an annual resolution allowing for the Chief and the DPW Supervisor to apply for permits for events on the state trunk line.

Motion by Boyd, seconded by Hardy, to approve Resolution #09 of 2020, the performance resolution for governmental agencies. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.

- j) **Flag Pole:** The County gave a flag pole to the Friends of the Veterans who would like to place it on Village property off of Alden Street. It was discovered that this property is not owned by Village. Mr. Keiser suggested placing it in the triangle on M-88. He said it would not interfere with the line of site if placed behind the welcome sign. He is applying for the permit with MDOT and with electricity already out there, it can be lit up.

Motion by Drollinger, seconded by Boyd, to allow the Friends of the Veterans to place the flag pole in the triangle on M-88. Motion carried by voice vote.

- k) **Resolution #10 of 2020, Budget Amendments:** This resolution will cover the approval of final budget amendments for the FY2019-20.

Motion by Ciganick, seconded by Hardy, to approve Resolution #10 of 2020, retroactive to February 29, 2020. Motion carried by roll call vote. Ayes: Ciganick, Hardy, Boyd, Drollinger, McPherson, Shuckel & Bennett. Nays: None.

9. Discussion Items:

- a) **Demolition Grants-State Land Bank Authority:** The State Land Bank Authority is rolling out a second round of Michigan Rural Community Demolition Grants, which could help with eliminating any blight issues in the community.
- b) **Green Space Grant:** We applied for a \$10,000 grant from the Health Department of Northwest Michigan for extending the sidewalk on Cayuga St. by Birch and Beech St. We received notice that we were awarded the grant due to our high commitment to our community and desire to increase access to physical activity opportunities for our residents. Clerk Lockett noted that we will work with the Commission on Aging for this project to implement the Walk Michigan Program.

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:** Clerk Luckett notified Council that the ZBA will be meeting to discuss a variance request and the Planning Commission is meeting in April to discuss recreational vehicles.
- c) **Treasurer/Deputy Clerk:** Nothing presented.
- d) **Department of Public Works:** Mr. Keiser informed Council that we have found a 2010 vac truck with 8,000 miles on it for approximately \$155,000. We accepted the cost and will be purchasing it. It will be shipped from California.
- e) **Police Department:** Nothing presented.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- Trustee Drollinger: Trustee Drollinger informed Council that the soccer program will be working with the Rotary to use the existing concession stand to offer concessions for this year's soccer program.
- Tom LaPointe: Mr. LaPointe asked if the \$1.19 waterline replacement fee will be removed from the monthly billing and it was noted that it will not be, as the funds raised from that billing item will be used for future water main replacement costs.

12. Adjourn: Meeting adjourned at 8:44 P.M.

Compiled by Cathy Odom
 Minutes are subject to approval.

Approved: _____

Date: _____