

**Bellaire Village Council
Special Meeting Minutes
February 21, 2018**

1. **Call to Order:** President Schulz called the meeting to order at 6:14 PM.
2. **Roll Call Attendance:**
 - Present:** President David Schulz, Council Trustees Trish Drollinger, Dave Ciganick, Bryan Hardy, Eldon McPherson & Helen Schuckel.
 - Absent:** Dan Bennett.
 - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer & Bill Drollinger, Chief.
 - Also Present:** None
3. **Approval of Agenda:** The agenda was approved with the additions of new business item g, meeting per diem.

Motion by Schuckel, seconded by Hardy, to approve the agenda with the addition of new business item g, meeting per diem. Motion carried by voice vote.

4. **Conflict of Interest:** Trish Drollinger noted her conflict with new business item c, the public safety budget & President Schulz noted a conflict with new business item f, water bill credit request.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**

a) **Master Plan Professional Services:** At the last meeting Council had asked for references from Networks Northwest. Beckett & Raeder provided references in their original quote. Clerk Lockett presented information collected from those references for both companies. President Schulz said both companies would be able to provide excellent service for our needs. He said there was a concern at the last meeting about this expenditure. He said the plan was written 10 years ago and reviewed with no changes 5 years ago. He said Bellaire is currently in a different position than it was 10 years ago and based on where we are heading, it may be a good idea to engage this service. Clerk Lockett said she would be fine working with either company and would also complete the plan herself if Council didn't want to spend the money. She said her initial conversation with the President was with so much happening with the DDA and with other competing business interests, she thought it was important to bring in someone who could see the whole picture. She also noted that with the RRC, the recommendation is to use a professional. The costs for their services and the services that each would provide was discussed. \$15,000 has been identified in the budget for these services.

Motion by Drollinger, seconded by Schulz, to hire Networks Northwest for planning services. Motion carried by voice vote.

b) **Glacial Hills Budget Request:** Glacial Hills is requesting \$1,500 from the Village for their next fiscal year. The cost is already included in the proposed budget and with its approval we will commit to the expense.

7. **New Business:**
 - a. **Resolution #04 of 2018, DDA Budget:** The DDA annual budget for FY2018-19 needs to be approved by the Village Council.

Motion by Drollinger, seconded by McPherson, to approve Resolution #04 of 2018, approving the FY2018-19 DDA Budget. Motion carried. Ayes: Drollinger, McPherson, Ciganick, Hardy, Schuckel & Schulz; Nays: None; Absent: Bennett.

- b. **Resolution #05 of 2018, Village Budget:** This will approve proposed revenues and expenditures for the FY2018-19 budget and address the proposed property tax millage rates to be levied to support the proposed budget.

Motion by Hardy, seconded by Drollinger, to approve Resolution #05 of 2018, adopting the Village of Bellaire FY2018-19 budget. Motion carried. Ayes: Hardy, Drollinger, Ciganick, McPherson, Schuckel & Schulz; Nays: None; Absent: Bennett.

- c. **Resolution #06 of 2018:** This will approve the proposed revenues & expenditures for the public safety budget and the overall Village budget for the FY2018-19.

Motion by Schuckel, seconded by McPherson, to approve Resolution #06 of 2018, adopting the Village of Bellaire FY2018-19 public safety and overall budget. Motion carried. Ayes: Schuckel, McPherson, Ciganick, Hardy & Schulz; Nays: None; Abstain: Drollinger; Absent: Bennett.

- d. **Resolution #07 of 2018, FY2017-18 Budget Amendments:** President Schulz explained the budget amendments and the reason for them.

Motion by Hardy, seconded by McPherson, to approve Resolution #07 of 2018, the FY2017-18 budget amendments. Motion carried. Ayes: Hardy, McPherson, Ciganick, Drollinger, Schuckel & Schulz; Nays: None; Absent: Bennett.

- e) **Employee Contracts:** The Treasurer's, the Clerk's and the DPW Supervisor's contract are up for renewal. Included in their contract is the annual wages that were approved at the last meeting and President Schulz noted that they are three year contracts.

Motion by Schulz, seconded by Hardy, to accept the employment contract the Village Treasurer/Deputy Clerk; the Village Clerk/Zoning Administrator and the DPW Supervisor. Motion carried by voice vote.

- f) **Water Bill Credit Request:** Due to President Schulz's conflict with this item, he passed the gavel to Trustee Drollinger. Trust Drollinger explained that the Meadowview Apartments sent in their water/sewer payment, postmarked January 30, 2018, but it was not received until after the due date of February 12. They are asking that the late charges be removed from the account since it was not their fault that the payment was received late.

Motion by Ciganick, seconded by Hardy, that we waive the late fee for the Meadowview Apartments of the \$22.83. Motion carried by voice vote.

President Schulz noted that there is currently an ordinance that stipulates when late charges are applied to accounts. He asked Council if they want to revisit this in case there are similar instances or should it be handled on a case by case basis. Postmarks were discussed. After discussion, Council would like to review the ordinance.

- g) **Meeting Per Diem:** President Schulz explained that in the past Council usually considers two meetings held on the same evening as one. The following motion was made.

Motion by Schulz, seconded by Ciganick, to consider the meeting per diem for one meeting this evening. Motion carried by voice vote.

8. **Discussion Items:** None presented.

9. **Department/Committee Report:**

- **Chief of Police:** Chief Drollinger would like to request a reimbursement of nine (9) hours of paid leave time that he didn't use before his anniversary date. Council would like to add his request to the next agenda. He also asked Council to review the past Master Plan and see what they have accomplished in the past 10 years. He said it's an important document but the

achievements made in the past 10 years are minimal. He said it's nice to come up with great ideas but you also have to come up with funding to support those ideas and it hasn't been done. He said we are spending money to update the plan, when that money can be put to good use. He provided a couple of examples. He said we should update the current plan and utilize those funds in another way.

- **Village Clerk:** Clerk Luckett informed Council that the tribal grant was not awarded to the CIA. Mrs. Boyd would like to bring a few ideas to the Council or Parks Committee. At this time, we don't know what these ideas are.

Clerk Luckett then explained her research on the DNR Recreation Passport Grant that Council asked her to look into for the kayak launch. She said this is a reimbursement grant so even though there is a 25% match, the village has to be ready to commit to the entire cost of the project. The application deadline is April 1st. We will need engineered drawings which we cannot get in time for the deadline. A conceptual drawing can be done by the deadline, but not an engineered drawing. We would find out if we are awarded the grant in October and be informed of any supplemental materials we would need to provide. Total cost of the project is in excess of \$60,000. A resolution also has to be adopted to show that the Village is committed to raising the funds for the total cost of the project. Only 15% of the engineering fees are eligible for reimbursement. She explained that we have already broken this project up into stages so that we can handle the cost a little at a time. She also explained that there are a couple of other grants that could be applied for. One grant is a 2% tribal grant and the other a Grand Traverse Community Foundation Grant. Location of the launch in relation to the dam was mentioned and a decision of its location would have to be finalized. Given the scope of the project, she is not sure there is enough time. She would like Council direction on whether to continue to move forward in applying for this grant. President Schulz said that Clerk Luckett provided other funding possibilities and suggests holding off on the DNR grant and look into the other funding options.

10. Closing Member/Public Comment: None presented.

11. Adjourn: Meeting adjourned at 6:58 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____