

**Bellaire Village Council
Meeting Minutes
February 19, 2020**

1. **Call to Order:** President Pro-Tem Ciganick called the meeting to order at 7:05 PM.
2. **Roll Call Attendance:**
 - Present:** President Pro-Tem Ciganick, Council Trustees Bryan Hardy, Eldon McPherson, Trish Drollinger and Helen Schuckel.
 - Absent:** President Dan Bennett & Trustee Pat Boyd.
 - Staff Present:** Lori Luckett, Clerk, Cathy Odom, Treasurer, Brad Keiser, DPW Supervisor & Chief Bill Drollinger.
 - Also Present:** Jennifer Hodges and Mark Berreth.
3. **Approval of Agenda:** The agenda was approved with the insertion of a new business item a, Merit Pay Calculations, new business item h, Parks recommendations-Ball Field Engineering Services & Soccer Park Concession Stand and new business item I, Vactor Truck.
4. **Motion by Schuckel, seconded by Hardy, to approve the agenda with the insertion of a new business item a, Merit Pay Calculations, new business item h, Parks recommendations-Ball Field Engineering Services & Soccer Park Concession Stand and new business item I, Vactor Truck. Motion carried by voice vote.**
5. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item d, Resolution #04 of 2020, the public safety budget.
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business:** None presented.
8. **New Business:**
 - a. **Merit Pay Calculations:** President Pro-Tem Ciganick, when working through the merit pay process, developed some criteria that should be followed when determining how merit pay is calculated when available. These ideas still have to be discussed so he is recommending that it be sent to the Administration Committee for review, with any recommendations they may have to be brought back to Council. He said he also developed a spreadsheet that can be used in future merit pay calculations.
 - b. **Resolution #02 of 2020, DDA Budget:** This is an annual resolution required to adopt the DDA 2020-21 fiscal year budget.

Motion by Ciganick, seconded by Drollinger, to approve Resolution #02 of 2020, the FY2020-21 DDA Budget. Motion carried by roll call vote. Ayes: Drollinger, Hardy, McPherson, Schuckel & Ciganick. Nays: None. Absent: Bennett & Boyd.
 - c. **Resolution #03 of 2020, Budget:** This is an annual resolution required to adopt the Village of Bellaire FY2020-21 budget. This resolution does not include public safety. Changes were made based on discussion from the public hearing in engineering fees for parks. The resolution was amended to include that change and the following motion was made.

Motion by Ciganick, seconded by McPherson, to approve Resolution #03 of 2020, the Village of Bellaire FY2020-21 operating budget with the change to the engineering fees for parks. Motion carried by roll call vote. Ayes: McPherson, Drollinger, Hardy, Schuckel & Ciganick. Nays: None. Absent: Bennett & Boyd.
 - d. **Resolution #04 of 2020, Public Safety & Total Budget:** This is an annual resolution to adopt the Village of Bellaire FY2020-21 public safety and total budget. The total budget was amended to include the change for engineering fees for parks. The following motion was made.

Motion by Hardy, seconded by Schuckel, to approve Resolution #04 of 2020, the public safety and total Village FY2020-21 budgets with the noted change. Motion carried by roll call vote. Ayes: Hardy, Schuckel, McPherson & Ciganick. Nays: None. Abstention: Drollinger. Absent: Bennett & Boyd.

- e. **Resolution #05 of 2020, Budget Amendments:** This resolution lists the proposed budget amendments needed for the FY2019-20. Treasurer Odom noted the water main leak at Craven Park, the closing bond costs for the sewer project and the change in cost for the community hall paint job as some of the reasons for the amendments.

Motion by Hardy, seconded by McPherson, to approve Resolution #05 of 2020, the FY2019-20 budget amendments. Motion carried by roll call vote. Ayes: Hardy, McPherson, Drollinger, Schuckel & Ciganick. Nays: None. Absent: Bennett & Boyd.

- f. **Roose Construction-Gas Line:** Roose Construction is seeking permission to access the road right-of-way to install gas lines for DTE. They will come in on the north side of town along 4th Street, turning to the south along an approximate 20' easement to the river. They will bore under the river by the airport property to get to Derenzy Road. Mr. Keiser informed Council that they will only be in the Village for about 300' because the north side of 4th Street is not in the Village limits. He also informed Roose Construction that there are water lines in the area where they will be working but he will work with them on the direction they should go to avoid the lines. President Pro-Tem Ciganick asked that they return the roadway to the pristine condition it is currently in.

Motion by McPherson, seconded by Drollinger, to approve Roose Construction request to do the gas line installation on 4th Street, Green Acres and beyond. Motion carried by voice vote.

- g. **Meeting Per Diem:** Council discussed counting the public hearing and special meeting per diems for the two meetings tonight as one.

Motion by Drollinger, seconded by Hardy, to pay for one per diem for the two meetings held tonight. Motion carried by voice vote.

h. **Parks Recommendations:**

- **Ball Field Engineering Services:** Trustee Drollinger explained that we have been approached by Rotary who would like to help upgrade the ball fields at Craven Park. The idea was to reconfigure the three fields we currently have into four and to potentially include a new concession stand and restrooms. She stated the parking we currently have should be sufficient, even if the plan eliminates the west side parking lot. The Parks Committee would like to work with Jennifer Hodges from Gourdie Fraiser to determine what this project would cost. President Pro-Tem Ciganick asked for clarification on Rotary's involvement in the project. He said in reviewing the Parks Committee minutes they are not asking the Village for money. Trustee Drollinger noted that at this time, the only funds the Village will be spending is the cost for Jennifer Hodges' services, which is \$1,200. In the future there will be help from Rotary, donations in money and labor. Mr. Keiser also said that Little League and Jeff Hebden from the Boosters will help. If the project takes place, little league will move to Craven and the fields on County property will no longer be needed. Little League will be able to hold tournaments and maybe we can get other tournaments to take place as well. Trustee Drollinger noted that a long term goal could be to make improvements and additions to the campground. President Pro-Tem Ciganick noted it is still not clear what Rotary's involvement will be. Trustee Drollinger said the first step is to develop a plan and by doing so, we will know the extent of the project. Ciganick asked if we were to proceed in obtaining hard numbers; at what point is Rotary in a position to be able to show us any kind of monetary commitment. Drollinger noted that we first need to know what the hard numbers are with Mr. Keiser noting that Rotary would also need those hard numbers to know what to take to their Board. Ciganick explained his hesitation, which is due to initial costs that are spent every time a new plan comes up for consideration. Placing fields in the area of the soccer park and maintenance at the current little league fields was discussed.

Motion by Drollinger, seconded by McPherson, that we move forward with exploring new ball fields at Craven Park by hiring Jennifer Hodges from Gourdie Frasier with a cost not to exceed \$1,200. Motion carried by voice vote.

- **Soccer Park Concession Stand:** The Rotary has offered to put a temporary concession stand at the soccer park and would like water and power for refrigeration to be included. Mr. Keiser noted that there already is a temporary concession stand at the park. Trustee Drollinger said they have licensed workers that will help build it. She explained that they did not say anything about needing financial assistance for its construction. Mr. Keiser said the Village has already spent the funds to place water, irrigation and electrical at the park. There was discussion about a restroom facility and who would cover that cost. It was noted that another meeting would have to take place to figure out details. Mr. Keiser spoke with Mr. Lockwood after the meeting and informed him that there already is a temporary concession stand on the premises, which Mr. Lockwood was not aware of that. Ciganick informed Council that he has run concession stands in the past and has much difficulty in staffing it and in making enough revenue from the sales. He wonders if the need is really there. Trustee Drollinger said their hope is to make the park a little more sustaining. More information is needed. No further action was taken.
- i. **Vector Truck:** We have had a previous discussion and to make sure we are completely transparent in reference to deposits on the equipment needed for repair and replacement of the water lines, Council wants to make sure we can act on the purchase of the equipment if we find some available.

Motion by McPherson, seconded by Drollinger, to authorize Mr. Keiser to act upon any deals he finds for equipment that is needed for the water line replacement project, not to exceed the amount that is approved in the budget. Motion carried by voice vote.

9. **Discussion Items:** None presented.

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:** None presented.
- e) **Police Department:** Chief Drollinger said he hasn't heard anything about the deer population issue. It was noted that it was sent to Public Safety and they will meet when President Bennett returns.

11. **Closing Member/Public Comment:** None presented.

12. **Adjourn:** Meeting adjourned at 7:47 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____