

**Bellaire Village Council
Meeting Minutes
May 2, 2018**

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, Bryan Hardy (7:05), Eldon McPherson, Trish Drollinger, Dan Bennett and Helen Schuckel.

Absent: N/A

Staff Present: Cathy Odom, Treasurer, Lori Luckett, Clerk & Bill Drollinger, Chief of Police.

Also Present: Colette Stanish, Brad Kik, Tim Reicha, Ben Kladder, Shirley Gordon, Pat Berry, John Sych, Burt Harman (DTE), Ronald Barwick, Will Laplow, Jim Herber, Ruth Basch, Mark Irwin & Bradley Keiser.

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

Motion by Ciganick, seconded by Schuckel, to approve the agenda with the addition of new business item f, Property & Building Recommendation for Sidewalks and item g, Merry-Go-Round at Holiday Acres. Motion carried by voice vote.

4. **Conflict of Interest:** None presented.

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

Motion by Schuckel, seconded by Bennett, to approve the consent agenda as presented. Motion carried by voice vote.

6. **Public Comment on Agenda Items:**

a) Mr. Bob Cooney from Traverse City introduced himself and informed everyone in attendance that he is running for 86th District Court Judge and would appreciate their support.

7. **Old Business**

a) **Compensatory Time in Lieu of Overtime:** President Schulz explained that he and Treasurer Odom met with the attorney to discuss questions about salaried employees, comp time and overtime. There were questions about salaried exempt and salaried non exempt employees. We supplied the attorney with job descriptions and the employee handbook for his review. The attorney will review the information and render his comments and opinion.

b) **Ordinance #03 of 2018, Towing Regulations:** This ordinance will amend Chapter 108 and add chapter 115 to the Village code. It amends section 108-16 dealing with parking along the high school grounds. It also adds a chapter to address towing regulations.

Motion by McPherson, seconded by Hardy, to approve Ordinance #03 of 2018. Motion carried by roll call vote. Ayes: McPherson, Hardy, Bennett, Ciganick, Drollinger, Schuckel & Schulz. Nays: None.

8. **New Business:**

a. **Bridge Boxes-Bellaire Garden Club, Ruth Basch:** Ruth Basch from the Garden Club verified that watering takes place three days a week, Monday, Wednesday & Friday. They will water on weekends. The chips will be in them when they get put out about the third week of May. She also wanted to ask if the Village will again help with the costs for the flowers. It was noted that last year the Village provided funds for flowers at a cost not to exceed \$175.

Motion by Bennett, seconded by Ciganick, authorizing the expenditure up to \$175 to assist the Bellaire Garden Club with annuals for the flower boxes. Motion carried by voice vote.

- b. **Master Plan Committee Appointments:** Margie Boyd, Georgia Burns, Tani Carl & Brad Kik have presented applications to serve on the Master Plan Committee. The Planning Commission members were asked to fill the rest of the vacant seats and they agreed. President Schulz would like to propose that the four applicants and the members of the planning commission be appointed to the Master Plan Committee. Trustee Ciganick asked if an applicant should be a resident of the Village. Mr. Sych from Networks Northwest said residency requirements would be at Council discretion, but explained that this is just a working committee.

Motion by Ciganick, seconded by Bennett, to approve President Schulz' appointments of the Planning Commission members, Margie Boyd, Tani Carl, Georgia Burns and Brad Kik to the Master Plan Committee. Motion carried by voice vote.

- c. **Right of Way Work Request-Roese Contracting:** President Schulz explained that DTE and Roese Contracting will be installing a new gas main supply line. The map shows that it will be from W. Cayuga, through the Terrace, Park St. to Fourth St. and connecting on M-88 beyond the Village limits. Work will begin on May 1 and ending approximately October 31st. They are seeking a right of way request to be able to complete the work. Clerk Luckett explained that there is a division in the Village code that requires them to get a permit; however, the ordinance doesn't require a specific application. The Village attorney suggested having them submit a letter. Under the code they agree not to obstruct traffic and will restore the right of way to the condition it was in before the work started. Roese Contracting has been in contact with the DPW, toured the right of way areas and made any changes that were needed so they didn't hit any of the village service lines. Brad Keiser asked if they were also providing stump grinding for the trees that are removed. They noted that they are not providing any stump grinding services. Trustee Drollinger noted that some of the ones coming down, we would have been taking down anyway. President Schulz said to pass this information to Mr. Stead, have him obtain costs for the stump grinding and bring the cost information to the next council meeting.

Motion by Hardy, seconded by Drollinger, to approve the right of way work request with Roese Contracting. Motion carried by voice vote.

- d. **Kayak Launch-Proposed Site Presentation:** Ben Kladder from Fleis & Vandenbrink has presented a proposed site plan for the kayak launch. Clerk Luckett explained that the topographical survey was completed with grant funds from a Ripple Effect grant. A site evaluation was then completed. We received another grant to get started on the site plan. There was concern about the proximity of the launch to the Dam if it ever became electrified so the plan was developed at least 300' away from the dam. This site plan will be needed for the joint permit application that is needed because we are dealing with a navigational water way. Mr. Kladder explained the site plan in detail pointing out the location of the launch, the path to and from the restroom area and slopes. The doc will be from Easy Doc and is a floating launch system. He explained the next step will be to talk with Mark Stone to determine water elevations in relation to the dam. Clerk Luckett said there is another grant pending that will help with the cost of the soil borings to determine if it can support the gangway and the launch. She explained that when working with some of these grant opportunities, the entire project from the parking lot to the launch are required to be ADA compliant. This type of launch system is approximately \$38,000. Shoreline stabilization material may also be needed. This site plan should be approved by Council and will be used moving forward with the project if approved. Council members had various questions that were discussed, as well as other grant opportunities.

Motion by Bennett, seconded by Hardy, to approve the conceptual design, charge the Clerk with the pursuit of additional grants and the DEQ joint permit. Motion carried by voice vote.

- e. **DDA Matters:**

- **Annual Report:** The DDA 2017-18 annual report was presented. Council reviewed.

Motion by Bennett, seconded by Hardy, to accept the 2017-18 DDA annual report as presented. Motion carried by voice vote.

f. Property & Building Committee Recommendation-Sidewalks: Trustee McPherson explained that the committee met and discussed removal and replacement of sidewalks. The order is listed below.

- There was one complaint about the sidewalk by Moka, which was due to a low spot. Mr. Stead said this could be dealt with as a maintenance issue and will remove the grass to allow for better drainage.
- The next sidewalk addressed will be the removal of the east side and the repair of the West side of Court St.
- The next section set for repair is the S. Bridge St. portion of N. Bridge in front of the Methodist Church, noting that the surface of that walk is popped up.
- Sidewalks on the north side of East Forest Home Ave from Bridge St. east to Richardi St. will be removed.

Trees along these streets were discussed. The committee is recommending their priority of sidewalk repairs and removal. President Schulz stated that he would entertain a motion to accept the committee's recommendation for sidewalk removal and/or repair. Treasurer Odom reminded Council that there is currently \$2,000 in the budget for this work. Trustee McPherson said that Mr. Stead was going to get some prices together for these projects. Trustee Hardy stated this motion was just to approve the list of sidewalk priorities. It will come back to Council once costs are obtained. President Schulz noted that we can use the funds budgeted for this year and once costs are obtained, we can look at the budget for next year to proceed with what's next on the list.

Motion by McPherson, seconded by Hardy, to accept the committee's recommendation for prioritization for budgeting and planning purposes. Motion carried by voice vote.

g. Merry Go Round-Holiday Acres: President Schulz explained that he received a notice from a resident whose daughters were playing on the merry-go-round at Holiday Acres. One of them had their hair get caught on the post and it became extremely tangled as the other one was spinning her around. Trustee Drollinger is requesting that the merry-go-round be removed. She explained that there is a space between the center post and the merry-go-round. She said it is a gap where fingers could also get caught. Mr. Keiser suggested putting a cap or plate on it, repairing the gap. He said the merry-go-round at the other park has a plate on it. Trustee Drollinger did say it needed to be evaluated because it doesn't seem to be stable. She said we can look at replacing it with other equipment, but suggests it be removed. Trustee Ciganick said that we should let people know not to use it, but take a look at it before it is removed. He said to at least look at it.

Motion by Drollinger, seconded by Bennett, to remove the merry-go-round at Holiday Acres as soon as possible. Motion carried by voice vote with one nay vote from Trustee Ciganick.

9. Discussion Items:

- a) **Wayne Schmidt Coffee Hour:** Senator Schmidt will be having a coffee hour from noon to 1:00 pm on May 18, 2018 here at the community hall. Amanda Kik is also going to have him tour the hall with her, in hopes of seeking his help to find funding opportunities for restoration. It was noted that if a quorum of Council members are planning on attending, please let Clerk Lockett know because she will have to post it as a meeting of the Council.

10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Planner:** None presented.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom explained that a camper came in and did not pay for one night of their stay because they said Officer McBee said they didn't have to due to the water not being on at the campsites. Officer McBee did not tell them that and asked if Council

wants her to send an invoice to collect that night's stay. Mr. Keiser told Officer McBee to have them call the office the next day because they didn't know what to pay. They did not call the office. Treasurer Odom explained that we did only charge \$20 a night to all other campers due to not having the water on at the campsites. All said to send the invoice.

- d) **Department of Public Works:** A written report was presented.
- e) **Police Department:** Chief Drollinger said Short's Anniversary party went well with only one incident.

11. Closing Member/Public Comment:

- **David Schulz:** President Schulz informed the rest of Council that the Ad-hoc Committee will be meeting tomorrow at 7:30 am. He said that Trustee Ciganick will be discussing what he found while researching one idea and they will also be reviewing another option that will be presented.
- **Ronald Barwick:** Mr. Barwick asked how the museum would be affected if the changes to the community take place. President Schulz noted that the intention is not to make any changes to the museum. Mr. Barwick would like something in writing and just wants to make sure they are given enough notice in whatever decision is made. It was noted that the Council would definitely keep them notified.
- **Roese Contracting:** Mr. Laplow said they were approached about removing trees on private property and asked if we knew the name of the owner that approached them. Trustee Ciganick said the best thing to do is to contact the owner of the property and he could get him that information. Mr. Laplow said that letters will be going out to residents with his name on it, so if anyone has to contact him he will be available. He also mentioned that some streets will be closed during some of the work, but local traffic will be allowed through.
- **Mark Irwin:** Mr.; Irwin clarified that Senator Schmidt will be having his coffee hour on May 18, 2018 and will be touring the community hall on May 21, 2018. He also informed Council that they applied for a seed grant to Rotary Charities of Traverse City for \$10,000 to help cover the investigative costs for the community hall restoration project.

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

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____