

**Bellaire Village Council
Meeting Minutes
December 5, 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, Dan Bennett, Eldon McPherson, Trish Drollinger and Helen Schuckel.
Absent: N/A
Staff Present: Lori Lockett, Clerk, Brad Keiser, DPW Supervisor & Chief Bill Drollinger.
Also Present: Terry VanAlstine, Mark Irwin, Linda Gallagher & Tim Reicha. .

3. **Approval of Agenda:** The agenda was approved with the additions of old business item c, DDA Update and new business item h, Museum Request-Repainting Floor.

Motion by Schuckel, seconded by Ciganick, to approve the agenda with the additions of old business item c, DDA Update and new business item h, Museum Request-Repainting Floor. 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:** None presented.

7. **Old Business**

a) **Asset Disposal Policy:** A policy that would suit the village's needs was drafted by using verbiage from several other entities' policies for review by the Council. Selling items to village employees or officials was discussed. Trustee Ciganick said it shouldn't matter who we sell it to as long as fair market value is used. Making sure the sale was public was also discussed. President Schulz said this policy should also be run past the attorney to make sure this is something that could be done.

Motion by Bennett, seconded by Hardy, to pass this to legal counsel for review. Motion carried by voice vote.

b) **Neighborhood Enhancement Program:** Clerk Lockett explained the Village would be the grantee and we would be responsible for overseeing the projects, similar to a housing authority. They have income requirements and owner consent would be needed. The goal is to complete façade enhancements, generally exterior improvements. Procurement procedures have to be in place, we would have to make sure contractors are licensed, bonded and insured. Contractors will have to be certified in abating lead, asbestos and other local requirements. All of these things would be our responsibility. Any bids that are presented would have to be approved by the homeowner and the timeline for this particular grant cycle is January 25, 2019. We would have to identify an area that is in need of repairs, approval or confirmation forms signed by the homeowner, preapproval of MSHDA and required inspections would be overseen by the village if we proceed. There is some guidance as far as the recommendations. They prefer owner occupied properties, but there are conditions where it could be a rental or some commercial properties. They say it's a grant but there is a lien requirement where they write off 20 percent each year until the grant amount is satisfied so we are not assisting someone who might be flipping a house. There are exterior paint requirements. There is a homeowner assistance quick finder that is mailed to help locate eligible applicants. We have to be a non CDBG local unit of government; we have in the past been a development community block grant recipient for Short's but it currently is not active. Trustee Ciganick stated that he didn't find a definition of neighborhood in the document and with our community we don't have a specific area that would be considered a neighborhood in need of this. We have one here and one there. Clerk Lockett noted that to identify a neighborhood, you need a willing homeowner and an income threshold would have to be identified. President Schulz noted that it would be difficult to put it together for this cycle, but if we want to

proceed we could look at it for future cycles. He also noted that we could contact the Commission on Aging to see if they know of anyone who would like this type of assistance. He suggested contacting MSHDA to see if there will be other cycles available. No further action was taken.

- c) **DDA Update:** Mr. Irwin informed Council that a few DDA members vetted the Fleis and Vandenbrink evaluation of the proposed cost for renovating the building. Their quote came in excess of \$2,000,000. Two other sources say that number will be closer to a \$1,000,000. The DDA received a second \$10,000 grant from Rotary Charities which will be used for a fundraising and donations consultant to help lay groundwork for fundraising efforts. He also noted that Crosshatch is putting together a community survey and design charrette. An electronic survey will be sent out to Village residents and a January 12 meeting is in the process of being scheduled for those that are interested in attending so they can provide their input on the renovation project. The DDA discussed putting together a subcommittee to help the Village tackle the redevelopment ready community process. If we need or want their assistance they are happy to help. The RRC would help open doors for the project. Mr. Irwin also said they did formalize a subcommittee called Bellaire Economic Development Commission with the goal being the desire to form a partnership to study the Bellaire/Antrim County campus project. President Schulz said he would like the Property & Building Committee to develop a must have list for the potential of a new office building. It was suggested to look at ADA accessibility, public safety requirements, fire suppression, MIOSHA requirements, and emergency access and barrier free requirements. He also informed Council that the BLI committee at the County moved to recommend to the County Commissioners to form a committee that will bring various stakeholders together. Networks Northwest will put together a scope for facilitating the process and the NLEA will help in working with other municipalities.

8. New Business:

- a. **Cemetery Maintenance Worker Resignation:** We received a letter from Mr. Alger and he will not be returning as the cemetery maintenance worker in the spring. President Schulz said the committee will be meeting to discuss options and determine if the maintenance can be incorporated into the work schedule of the DPW or if we should try to hire another part time employee to do the maintenance. Trustee Drollinger noted that the DPW didn't have time previously, so how would they have time now. Mr. Keiser responded that the DPW does have better time management than we had in the past as well as a little better care as to how it looks. Council asked Mr. Keiser to look into options that may be available.

Motion by Bennett, seconded by Hardy, to formally accept Mr. Alger's resignation as the DPW cemetery maintenance staff. Motion carried by voice vote.

- b. **Employee Contract Amendment:** Due to Council's decision at the last meeting to allow newer employees to receive previously eliminated sick time, two employee contracts have to be amended as they do not allow for any adjustments to their time off. There is an addendum for each contract that will allow them to receive this time off.

Motion by Trustee Bennett, seconded by Trustee McPherson, to authorize the Village President and the respective employee to sign the addendum. Motion carried by voice vote.

- c. **Short's 15th Anniversary Party-Tim Reicha:** Mr. Reicha is seeking permission for Short's Brewing Co. to hold their anniversary party again this year. It is scheduled for Saturday, April 27, 2019. They are hoping to have the same site plan and sell the same amount of tickets as last year. They will shut down M-88 on Friday at 5 pm.; put up tents, close sidewalks on Saturday at noon to 11 pm.; place portajohn on Broad St.; use the conference room in the Village hall and use Craven Park for guest parking. They will contribute to the DDA again this year. He explained that he has signatures from all of the business owners on the block except for Mammoth Distillery, Ruthie's and The Flying Pig. President Schulz asked him to follow through and make sure those places are fine with the plans. Trustee Ciganick asked if we required approval from the businesses in the past. It was noted they were asked to provide approval notices last year. Trustee Ciganick said that this should be a condition of the approval for the party.

Motion by Ciganick, seconded by Drollinger, to approve Shorts 15th Anniversary party request with the condition that approval letters from all of the business are received. Motion carried by voice vote.

- d. **Friend of Glacial Hills-Tim Reicha:** Mr. Reicha presented their annual report and outlined their 2018 achievements. He informed Council of the many volunteers and the amount of time they put in to keep the trail maintained. He explained that due to the many intersections on the trail, the one complaint they receive is the lack of way finding signs. On a trial basis, they have placed more way finding signage to see if that helps remedy the situation. They have also sought quotes for permanent signage. 2019 goals are to hire a part time trail manager and discussed sharing the expense with the Antrim Conservation District so a full time position could be created. They are also asking the Village to help with costs in the amount of \$3,000, doubling what was budgeted for last year. Trustee Drollinger noted that the Parks budget is tight this year due to village projects, but did state that they would still budget the same as last year, which was 1,500. They also noted that if we could, the other 1,500 could come from the general fund, which can be looked at during the budget process.
- e. **DDA Lease:** It is time to renew the lease with the DDA for the use of the north side of the community hall for another year ending January 7, 2020.

Motion by Trustee Hardy, seconded by Trustee McPherson, to authorize the Village President and Village Clerk to sign on behalf of the Village, the lease agreement between the Village of Bellaire and the Village of Bellaire Downtown Development Authority. Motion carried by voice vote.

- f. **Building Healthy Communities Grant Opportunity:** This is a grant opportunity to help promote green space and improvements or renovations of walking paths, trails, etc; something that promotes physical activity. Me Keiser noted that the trestle bridge is in need of repair and this grant, if awarded, will provide \$15,000 for the project. The Parks Committee is recommending that we move forward with the letter of intent.

Motion by Trustee Drollinger, seconded by Trustee Bennett, to authorize submission of the grant request. Motion carried by voice vote.

- g. **MIOSHA Reporting Policy:** All employers are required to report worker fatalities to MIOSHA within certain timeframes. MML Loss Control Services are recommending that municipalities develop policies and procedures and communicate them to all departments. It is a recommendation to develop the policies and the procedures, but the reporting is required. President Schulz suggested that the Treasurer put out a request to the list serves and to contact businesses in the area to see what they have in place. No further action was taken.
 - h. **Museum Request-Painting Floors:** The Historical Society is requesting permission to have the floor painted in the museum at their expense. Paul's Painting will be the job and they would also like to paint the hallway. President Schulz asked them to find out what can be used so the hallway is not slippery.
- Motion by Trustee Drollinger, seconded by Trustee Bennett, to approve the request. Motion carried by voice vote.**

9. Discussion Items:

- a) **Transportation Economic Development Fund (TEDF):** This is a funding mechanism that will help with road repairs that would be needed due to the new DEQ requirements for the replacement of municipal water lines that may contain lead. Mr. Keiser also mentioned that we already have a firm in place that will provide the same study that Fleis & Vandenbrink will charge us to do. President Schulz also informed Council that Mr. Keiser has spoken with other entities as he attends water classes and has received positive feedback on another engineering firm. President Schulz explained that we have used Fleis and Vandenbrink for quite awhile and it may be time to request a proposal for comparison. There was also discussion about other municipal pond dredging timelines. Mr. Keiser has also learned from other communities that some dredge every 20 years and we are on an 8-10 year schedule. They explained that this can be related to the placement and amount of aerators that are used in the ponds. A study is being done to determine pretreatment processes and to look at increasing our aeration procedures substantially.

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:** None presented.
- d) **Department of Public Works:** Mr. Keiser informed Council that we have changed our fuel supplier due to cost savings. Mr. Keiser asked Mr. Irwin about the timeline for the renovation of this building. He said he is looking at his budgets and needs to plan for maintenance of this building.
- e) **Police Department:** None presented.

10. Closing Member/Public Comment:

- **Trish Drollinger:** Trustee Drollinger informed Council that with the Fair Board sign now in place at Craven Park, she would like Council to consider removing the one that was there. It was suggested that we place this on the next agenda. Moving the sign to another entrance was also discussed and if the DPW can do that then it is being reused.
- **Terry VanAlstine:** Mr. VanAlstine asked who owns the property where the Antrim Conservation District is located. Trustee McPherson noted that the Village owns the property. There is a 99 year lease and the Conservation District built and owns the building that sits on the property.
- **Linda Gallagher:** Mrs. Gallagher complimented the efforts of Gosling & Czubak. Mr. Keiser noted that he has already spoken to Jennifer Hodges from the company and she is willing to come to Council anytime we might want to talk to her. President Schulz suggested she attend the next meeting.

12. Adjourn: Meeting adjourned at 8:09 P.M.

Compiled by Cathy Odom
 Minutes are subject to approval.

Approved: _____

Date: _____