

**Bellaire Village Council
Special Meeting Minutes
February 24, 2022**

1. **Call to Order:** President Bennett called the meeting to order at 6:00 PM.

2. **Roll Call Attendance:**

Present: President Dan Bennett, Council Trustees Dave Ciganick, Trish Drollinger, Bryan Hardy, Pat Boyd, Eldon McPherson, & Helen Schuckel.

Absent: None

Staff Present: Bill Drollinger, Chief of Police, Bradley Keiser, DPW Supervisor & Nicole Essad, Clerk.

Also Present: Scott-Newman Bale, Robby Zahm & Shelly Dayton.

3. **Approval of Agenda:** The agenda was approved with the addition of new business item m, Chief Drollinger's leave time carry over.

Motion by Boyd, seconded by Schuckel, to approve the agenda as amended. Motion passed by unanimous voice vote.

4. **Conflict of Interest:** Trustee Drollinger noted her conflict with the public safety budget.

5. **Approval of Minutes – February 2, 2022:** The minutes of the February 2, 2022 meeting were approved as presented.

Motion by Hardy, seconded by Boyd, to approve the minutes of the February 2, 2022 meeting as presented. Motion passed by unanimous voice vote.

6. **Public Comment:** None presented.

7. **Old Business:** None presented.

8. **New Business**

- a) **Short's Anniversary Party Request:** Short's is seeking permission to hold their anniversary party this year on April 30, 2022 from 3:00 – 9:00 PM. They are proposing some changes in the area with which to hold the event and provided two different footprints. One option includes the use of the new restroom area, and one does not. They have decreased the size of the area that will be used for the party due to the shorter time frame for planning and to have a more controlled event. The amount of people will also decrease from about 3700 to 2500-2600. The use of the restroom area was discussed. The entire street will be closed. Food trucks will be parked along M-88. The area to close off was discussed with Mr. Keiser noting that the water barricades can be used. Trustee Ciganick asked if they have been in contact with the businesses that are affected by the closing of the streets. Mr. Bale explained that they have had general discussions with them and part of the reason they continue to host the party is because of the support they receive from the businesses. With the new footprint, several businesses can still be open and not blocked off. Chief Drollinger likes the food truck's new location and likes option b, which doesn't include the restroom area. Trustee Drollinger noted that she would like to see a letter from the affected businesses verifying that they have no objection to the party. Trustee Ciganick agrees, maybe not a letter, but some form of assurance that they have no objection. Mr. Bale explained that the short

planning time was the reason for not obtaining letters of support from the businesses, but it can be done if Council wishes. He also noted that he is confident that everyone will be supportive of the event.

Motion by Ciganick, seconded by Hardy to approve the footprint Option B for Short's Anniversary Party contingent upon the businesses that are affected by the road closure south of the defined Option B plan, agree to Option B as well, and that those letters need to be in place prior to the event. Motion passed by unanimous voice vote.

- b) **Parking Lot Lease Agreement:** The County would like to renew the lease agreement for the parking lot by the food pantry. This is a 10-year lease agreement.

Motion by Hardy, seconded by Drollinger to approve the lease agreement as presented. Motion passed by unanimous voice vote.

- c) **IT Support:** Clerk Essad explained the three different proposals from Affinity out of Traverse City. One includes a server. One includes a 20-hour prepaid block of service for \$2,600, which includes some must have upgrades to be more secure. The last one includes a 10-hour prepaid block for \$1,900. They account for a half hour drive time but can do some service calls remotely. We also spoke with our previous provider, Coveyou Computer Service out of Petoskey. They had dropped us as a client due to staff shortages. They can now provide service to us and quoted a cost of \$85.00 an hour as needed including half hour drive time costs. Affinity has also worked on the webcam and will be able to make it work with our new website, but they would like a signed agreement before doing so. Chief Drollinger asked if this covers all computers in the Village. Trustee Boyd noted that it didn't include the police officers with Clerk Essad noting that we were under the impression that the police department computers were taken care of with the County due to the Lien program. Chief Drollinger noted that their computers are separate from the program. It was noted that we can ask them to add the police department computers.

Motion by Ciganick, seconded by Hardy to approve the Affinity IT support quote not to exceed \$2,700 and for it to include all computers. Motion passed by unanimous voice vote.

d) Administration Committee Recommendations

- ◆ **Merit Pay:** Admin discussed merit pay and is recommending spending no more than 5,000 to be divided as closely as possible to the following rules. An evaluation score of 3 will receive 1% of employee's annual salary and for every 0.5 increase in evaluation score, the percentage will increase by 0.25%. To get this year's merit pay as close as possible to \$5,000, a score of 3 will be set at 0.75%, increasing by 0.25% for every score that increases by 0.5. Trustee Ciganick noted concerns about anticipated compensation and then having to make the decision not to be able to offer them due to the availability of funds. Admin has discussed this and will be making some recommendations later. There was discussion about the policy that set fund balance at 30%, with President Bennett noting that it doesn't have to be at that amount.

Motion by Ciganick, seconded by Boyd to approve merit pay at \$5,071.56. Motion passed by voice vote. Drollinger – Abstain.

- ◆ **Public Safety Millage:** President Bennett asked that this item be referred to the Public Safety Committee for further consideration.

- e) **Resolution #04 of 2022, PA 152 Opt Out:** This resolution allows the Village Council to opt out of the requirements of PA152 allowing Council to make decisions on employee's health benefits.

Motion by Hardy, seconded by McPherson, to approve Resolution #04 of 2022 as presented. Motion passed by roll call vote. Ayes: Hardy, McPherson, Boyd, Ciganick, Drollinger, Schuckel & Bennett. Nays: None

f) Budget Public Hearing-FY2022-23 Village Budget & DDA Budget

- ◆ **Open the Public Hearing:** President Bennett opened the public hearing at 6:39 PM. He stated the purpose of the public hearing was to discuss adoption of the FY2022-23 Village budget & DDA budget. He also stated that the property tax millage rate proposed to be levied to support the proposed budget would be a subject of the hearing.

DDA Budget: Clerk Essad explained that the DDA budget has a proposed revenue of \$10,611 and proposed expenditures of \$32,601. The difference will be covered by their fund balance. There were questions about what expenses are covered under professional services and under the promotional and marketing plan. These are tax dollars and there is no explanation of what it is being spent on. There are concerns based upon their requests for help on projects, but they have no funding to help with those requests. It was noted that they are proposing a cost of \$10,220 for public Wi-Fi, stating that everybody already offers it. Council can change their budget if they feel it is needed. It was suggested that Council table this until the next meeting and ask for representation from the DDA to answer Council's questions. Clerk Essad said their budget must be in place by March 1. If Council removes the \$9,300 for professional services and the \$10,220 for Wi-Fi, their proposed budget expenditures will be \$13,081. This can be approved by resolution. The DDA can then explain these expenditures and they can be added back in. Council agreed to the changes.

Village Budgets: Council discussed the budgets with some inquiries about the parks & property & building budgets. There was discussion about the ball field project costs. Mr. Keiser explained to Council that the ARPA funds we received for the waterline project can now be used for park improvements because they have expanded the allowable uses for these funds. We used our first payment for the waterline replacement project. Council may want to consider using the second payment for parks. The waterline project is going well, and costs have so far been covered by the water rates. Council agreed. The potential of additional revenue from housing sales, along with new construction was discussed.

- ◆ **Public Comment:**

- *Scott-Newman Bale:* Mr. Bale explained that the level of federal funds that are available and sent to the states for disbursement are staggering and he states that because federal budgets are set, they need to be spent and if it is not spent by one entity it just goes to the next one. This can be a benefit for many communities.

- ◆ **Property Tax Millage Rates:** The proposed rates are included in the resolution, but actual rates will be approved in May.
- ◆ **Close the Public Hearing:** President Bennett closed the public hearing at 7:10 PM

- g) **Deliberation of FY2022-23 Village Budget & DDA Budget:** General discussion was held about both budgets. Two items were removed from the DDA budget due to the Village Council not knowing what those funds were to be spent on and why. The Council decided to move the second half of the American Rescue Plan Act money from the Water Fund for the lead line replacements and move it to the General Fund for Craven Park Improvements.

President Bennett adjourned the meeting at 7:10 PM for 10 minutes so that the resolutions could be updated.

President Bennett reconvened the meeting at 7:20 PM.

- h) **Resolution #05 of 2022, DDA Budget:** This resolution will approve the DDA budget.

Motion by Boyd, seconded by Hardy, to approve Resolution #05 of 2022. Motion passed by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.

- i) **Resolution #06 of 2022, Village Budget:** This resolution will approve the Village budget.

Motion by Hardy, seconded by McPherson, to approve Resolution #06 of 2022. Motion passed by roll call vote. Ayes: Hardy, McPherson, Boyd, Ciganick, Drollinger, Schuckel & Bennett. Nays: None.

- j) **Resolution #07 of 2022, Village Public Safety/Total Budget:** This resolution will approve the public safety budget and total Village budget.

Motion by Hardy, seconded by Boyd, to approve Resolution #07 of 2022. Motion passed by roll call vote. Ayes: Hardy, Boyd, Ciganick, McPherson, Schuckel & Bennett. Nays: None. Abstain: Drollinger.

- k) **Resolution #08 of 2022, Budget Amendments:** This resolution will approve budget amendments for the 2021-22 fiscal year.

Motion by Boyd, seconded by Schuckel, to approve Resolution #08 of 2022. Motion passed by roll call vote. Ayes: Boyd, Schuckel, Ciganick, Drollinger, Hardy, McPherson & Bennett. Nays: None.

- l) **Hickory Lane Insurance Claim Update:** Mr. Keiser explained that staff met with the attorney to discuss the claim on the Hickory Lane sewer issue. Costs for the attorney could reach between \$10,000-\$15,000 depending on how far we must go to collect. We would also not be able to recoup attorney fees. We also spoke with our insurance agent, if we file a claim, they will make us whole and they will proceed with the process of collecting from their insurance company. If we proceed with this option, we could incur a premium increase in the future.

Motion by Bennett, seconded by McPherson to go forward with the insurance claim. Motion passed by unanimous voice vote.

- m) **Chief Drollinger Leave Time Carry Over:** Chief Drollinger has 8 hours of paid leave time that he was unable to use before his anniversary date and is asking Council to allow him to carry them over to next year.

Motion by Boyd, seconded by Hardy to return Chief Drollinger's 8 hours. Motion passed by voice vote. Drollinger- Abstain.

9. Discussion Items:

- **Downtown Restrooms Update:** Mr. Keiser provided an update on the restroom project. They started to put up the siding today. HVAC is 90% complete and electrical is supposed to start next week. He said they have called the contractor several times and their calls were not being returned. They were supposed to start siding on Monday but didn't show up until Thursday. Trustee Ciganick felt that if we hit another stall we would have to sit down with the contractor and discuss how to get this project completed in a timely manner.
- **Administration Committee Recommendation:** Trustee Ciganick explained that another recommendation from admin that was to forego additional compensation and merit pay for the FY2022-23 and forego a cost-of-living increase and no additional absorption of insurance costs for the FY2023-24 for the employees under the general fund only. He wanted to make sure this was brought to Council to give everyone a heads up that we have to tighten things up for now but maybe by the end of the year we can loosen things up a bit.

10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes, for the committees that have met, were included in packets for review.
- b) **Clerk/Zoning Administrator:** None presented.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Keiser informed Council that we are waiting on body parts for the International plow truck to complete repairs.
- e) **Police Department:** None presented.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment: None presented.

12. Adjourn: Meeting adjourned at 7:34 P.M.

Compiled by Nicole Essad
Minutes are subject to approval.

Approved: _____

Date: _____