

**Bellaire Village Council  
Meeting Minutes  
January 3, 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 Dan Bennett, David Ciganick, Bryan Hardy, Eldon McPherson, Trish Drollinger and Helen Schuckel.
  - Absent:** N/A
  - Staff Present:** Cathy Odom, Treasurer & Bill Drollinger, Chief of Police.
  - Also Present:** Tim Reicha, Christy Wilson & Katie Somers.
3. **Approval of Agenda:** The agenda was approved with the additions of old business item c (bullet point), Resolution #01 of 2018, Notice of Intent; item d, New Construction Addresses; new business item c, Liquor License Approval-Hello Vino, item d, Winter & Residential Mailboxes/N. Street Plowing and item e, Paddle Antrim Grant Award.
4. **Motion by Schuckel, seconded by McPherson, to approve the agenda with the additions of old business item c (bullet point), Resolution #01 of 2018, Notice of Intent; item d, New Construction Addresses; new business item c, Liquor License Approval-Hello Vino, item d, Winter & Residential Mailboxes/N. Street Plowing and item e, Paddle Antrim Grant Award. Motion carried by voice vote.**
5. **Conflict of Interest:** Trustee Drollinger noted a possible conflict with the public safety recommendations.
6. **Consent Agenda:** The consent agenda was approved.  
**Motion by Hardy, seconded by Bennett, to approve the consent agenda as presented. Motion carried by voice vote.**
7. **Public Comment on Agenda Items:** None presented.
8. **Old Business**
  - a) **Street Name Change Presentation:** This item was tabled.
  - b) **Overnight Parking Enforcement Update:** We received correspondence from the attorney and he is recommending that we post clear signs giving notice that a vehicle parked between 3 AM & 6 AM will be towed at the owner's expense. He also recommends that they should be placed at both entrances to the parking lot. He also noted that only a police officer is authorized to impound a vehicle. The budget was discussed. Treasurer Odom said that parking lots are in local streets and there is funding available for the signs. Chief Drollinger noted that the tenants are taking up some spaces. He suggested looking into the possibility of requiring permits, which will give law enforcement the opportunity to call owners and have them move their vehicles. The location of the permitted parking spaces was discussed with the South end of the parking lot being named as the allowed spaces. Trustee Ciganick said the reason for this issue was due to the inability to plow snow. He asked if it would still be a plowing issue if we allow for south end parking. Chief Drollinger said he would be willing to handle the permit process if Council wants to proceed.  
**Motion by Schulz, seconded by McPherson, to authorize the police chief to proceed with the process of looking into permitting for the tenants that are on the west side of N. Bridge St. at one car per rental unit. Motion carried by voice vote.**  
Trustee Drollinger said we should still allow for the placement of no parking signs since we have a problem that should be addressed immediately.  
**Motion by Drollinger, seconded by McPherson, to authorize DPW to put signs up at the parking lot behind the bar. Motion carried by voice vote.**

It was noted that if we are going to a permit process, then the signs should reflect that. After this discussion the motion was carried by voice vote. The final thing to discuss is that only police officers can impound vehicles, which doesn't allow for the DPW to make that call. Chief Drollinger suggested the DPW just continue to call him when vehicles are in the way and they cannot plow.

**c) Bond Anticipation Note Update:**

- **Resolution #01 of 2018, Notice of Intent:** We received information from bond counsel about the Notice of Intent that has to be approved and published before proceeding with the bond anticipation note for pre-closing costs for the sewer project. This resolution will allow for the 45 day referendum period to begin, which is required before we can issue the bonds. The cost for this process will be \$7,000. No payments will be required until we close on the bond anticipation note. This will also allow bids requests for the project to be released.

**Motion by Bennett, seconded by McPherson, authorizing the Village President to sign Resolution #01 of 2018, Notice of Intent, resolution for sewage disposal system revenue bonds. Motion carried by roll call vote. Ayes: Bennett, McPherson, Ciganick, Drollinger, Hardy, Schuckel & Schulz.**

- d) New Construction Addresses:** Treasurer Odom explained that the owner of property on W. Cayuga and S. Genessee has concerns about the addresses we provided for him due to two parcels located along the river. He doesn't own these parcels, but has concerns about using the addresses we gave him for his property. They will not leave room for the two by the river. Currently those parcels are landlocked, however, one of them is owned by a property owner that has access on W. Cayuga for another property he owns, which is adjacent to the parcel along the river, allowing for access. He would like his readdressed, thus creating a two digit address within the village. The village has always had three digit addresses. I spoke with equalization and Officer Gank at 911 dispatch and they both agree that it will not be a problem. With Council's permission, he will have addresses of 99 and 101 S. Genessee for his duplex. President Schulz suggested authorizing the County to establish street addresses within Village limits.

**Motion by Drollinger, seconded by Schulz, to allow for his addresses to be 99 and 101 S. Genessee and to recommend to the County to amend their ordinance removing Bellaire as an exception for addressing. Motion carried by voice vote.**

**8. New Business:**

- a. Short's Anniversary Party Request:** Mr. Reicha, from Short's Brewery, is requesting permission from Council to hold their anniversary party again this April. It is scheduled for April 28, 2018 from 4-10 pm, they would like to close N. Bridge St. from Friday at 5 pm to Sunday at noon, have the Bellaire PD file a detour application with MDOT, close the sidewalk from 4 hours prior until 2 hours after the party and use the community hall room as a staff break room. They also provided letters from local businesses who did not object to their plans.

**Motion by Bennett, seconded by Hardy, to approve Short's Brewery request for their April 28 anniversary party. Motion carried by voice vote.**

**b. Public Safety Committee Recommendations:**

- **Ordinance #01 of 2018, No Parking:** The public safety committee is recommending that the no parking signs be removed on Richardi and Antrim Streets but the children's park. Chief Drollinger doesn't feel they need to be there as there is plenty of room for people to park there. He still supports the no parking signs by the walking path entrance. This is addressed in our code book, so if Council agrees, we will have to amend by ordinance. A copy of the amendment was presented and will be Ordinance #01 of 2018. President Schulz noted that it will repeal section 108-14 which states that there is no parking along the southerly right of way of Antrim Street east of the entrance of the Richardi Park public parking area. It also states that there will be no parking along the easterly right of way of

Richardi Street from the intersection of both streets to the unnamed east/west alley adjoining the most northerly portion of Richardi Park and located south of Forest Home Avenue.

**Motion by Bennett, seconded by Schuckel, to approve Ordinance #01 of 2018, repealing Section 108-14 of the Village code. Motion carried by roll call vote. Ayes: Bennett, Schuckel, Ciganick, Drollinger, Hardy, McPherson & Schulz.**

- **Police Department Reporting Software:** Chief Drollinger explained that we are currently on the same software as other entities, but the company we have it from no longer supports it. They want us to go to different software which is web based only, however, local departments are not comfortable with that. He stated the Sheriff's office can provide all of the agencies with a software program that will integrate all departments, making all departments on the same system. The cost for the software is a onetime fee of \$3,400, which includes training. Support for our current software that they don't actually support any longer, is \$1,000 annually. Annual support for the same system as the County is \$260.

**Motion by Bennett, seconded by Hardy, to approve Chief Drollinger's recommendation for the new reporting software. Motion carried by voice vote with one abstention from Trustee Drollinger.**

- c. **Liquor License Approval-Hello Vino:** Hello Vino is applying for a Class C with Specially Designated Merchant Liquor License and local government approval is required.

**Motion by Ciganick, seconded by Hardy, authorizing the Village Clerk to sign the resolution approving the liquor license for Hello Vino. Motion carried by voice vote.**

- d. **Winter and Residential Mailboxes/N. Street Plowing:**

- Treasurer Odom explained this was brought up due to snow plowing causing snow to be pushed against mailboxes knocking them over. Residents feel that we have knocked them down and we should fix them. Most of the time, it's the abundance of snow being pushed against them during plowing that knocks them down. We explain to them that we will replace if we knock them down, but if the snow pushes them over, it is their responsibility. The language presented comes from a public notice that Elk Rapids does each year letting residents know. We could make this a policy, which would give us reference material to give residents direction. Trustee Ciganick discussed how to inform residents of the policy. It was noted that we will put it on the Village face book page, the Village website and if needed, it could be published in the paper.

**Motion by Ciganick, seconded by Drollinger, to adopt the verbiage stated in the letter that was sent to us, as an example by Mr. Brad Kluczynski from Elk Rapids, as a policy in reference to mailboxes and/or repair because of snow plow damage with the policy number to be determined. Motion carried by voice vote.**

- **North St. Plowing:** President Schulz read an email he received from Mrs. Somers who resides at 206 N. Street in reference to snow plowing. President Schulz explained that he would like a definitive answer on the location of the road and their driveway and if we are not clearing the entire village street, we will have to fix that. He explained to her that frequency would depend on how many staff members are on duty. He also stated there are priority streets which get done first and then side streets are plowed as time allows. Trustee Ciganick stated that W. Broad and Durham get plowed as a priority street and even though there are only three residents on North St., it should fall under a priority street and would like to make sure it is included in the priority one category if it isn't currently. President Schulz asked if the street committee should provide Council with a prioritization of streets. Trustee Ciganick said he would like to see the map. President Schulz would like to have the DPW supervisor get back with him on the delineation of the street.

- e. **Paddle Antrim Grant Award:** We have been awarded \$2,000 from the Paddle Antrim grant that we applied for. The total project cost is \$4,800, which doesn't include soil borings at \$2,500 each, if needed. Council has to decide whether to accept the grant award and place the balance of what is needed in the budget to complete the project. The project is the prep work for a portaging station at Richardi Park.

**Motion by Schulz, seconded by Bennett, to graciously accept the awarded grant in the amount of \$2,000 from Paddle Antrim for the preparation for the portaging station. Motion carried by voice vote with one nay vote from Trustee Ciganick.**

Discussion occurred about whether we should accept the grant funds before we know if the balance of the funds needed for the project are available. President Schulz explained the concept of crowd funding where the state of Michigan will match an amount raised up to \$50,000, so we could potentially have \$100,000. We can look at crowd funding options in the spring. Trustee Ciganick verified that the balance of the funding would come from crowd funding, with President Schulz noting that it depends on the timeline of the project and fundraising. The potential is there. Trustee Ciganick noted that he struggles when he sees projects like sidewalks that are in need of repair and we are spending funds on things less needed. He said he would very much like to see some of these projects happen, but basics should be taken care of first. Trustee Drollinger also asked why we would accept the grant if we are unsure whether we have the funds to match it. President Schulz and Trustee Bennett noted that \$2,800 is not too much to fund given the fact of how many people have been coming to our community due to the new trail system. The motion was approved after discussion.

**9. Discussion Items:**

- a) **Antrim County Master Plan:** The County completed their master plan and if anyone would like to make any suggestions or comments about it, should contact the Antrim County Planning office.
- b) **Committee Budgets:** Just a reminder that it is budget time and any committees that need to meet to discuss their budgets should get with Clerk Lockett to schedule their meetings.

**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:** Parking issues on E. Broad due to the narrowing of the road from snow plowing may have to be addressed. The Chief will keep an eye on it. Parking in the designated crosswalk areas was also discussed. Chief Drollinger informed Council that they have written several tickets for parking in the lots between 3-6 am.
- e) **Police Department:** None presented.

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

**12. Adjourn:** Meeting adjourned at 7:58 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_