

**Bellaire Village Council  
Meeting Minutes  
April 7, 2021**

1) **Call to Order:** President Bennett called the meeting to order at 7:00 PM.

2) **Roll Call Attendance:**

**Present:** President Dan Bennett, Council Trustees Eldon McPherson, Trish Drollinger, Pat Boyd, Dave Ciganick, Bryan Hardy and Helen Schuckel.  
**Absent:** None  
**Staff Present:** Nicole Essad, Clerk; Bradley Keiser, DPW Supervisor; & Bill Drollinger, Chief of Police.  
**Public Present:** Louise Wenzel, Terry VanAlstine, Shelly Dayton, and Deana Jerdee

3) **Approval of Agenda:** The agenda was approved as presented.

**Motion by Schuckel, seconded by McPherson to approve the agenda as presented. Motion carried by unanimous voice vote.**

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

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

**Motion by Boyd, seconded by Hardy to approve the consent agenda as presented. Motion carried by unanimous voice vote.**

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

7) **Old Business**

a) **Hometown Heroes Request:** Clerk Essad stated that the recommendation from the Streets Committee was to support the concept of the Hometown Heroes banner program but to start the program after the Friends of Veterans had sold 90% of their bricks and put those bricks in the ground. President Bennett stated that he has an issue with a profit group using Village assets and he also has concerns because the people with the banners currently up do not want their taken down. General discussion was held about for-profit businesses using Village property/assets. Trustee Ciganick stated that it was clear that this business was for profit. He also stated that there can be a way to work in the new banners with the old banners. He further stated that the recommendation was to endorse the Hometown Heroes concept and work out the details at a later time. Ms. Wenzel stated that a portion of the fund would go to the DDA. Trustee Boyd stated that he likes the idea, but not through them. He also expressed concern about the Veterans not being from here. Trustee Boyd stated that as a Veteran, there is a lot to honor Veterans in the area. He likes the idea of doing something downtown to honor local veterans, but he is not sure if this is the right look for Bellaire.

**Motion by Boyd, seconded by Hardy to table this request. Motion carried by voice vote.**

b) **County Update – Mr. VanAlstine:** Mr. VanAlstine stated that the County has added a parks director. He met with the Road Commission, State Representative Ken Borton, and Senator Wayne Schmidt about funding for Batchelder to Shanty Creek Road. The Road Commission had a shortfall of revenue and with the American Rescue Plan some of that money can be used for revenue shortfall. Mr. VanAlstine believes that the Road Commission will ask the County for

some of that money to help with another road project. There was no County meeting on the first of the month. He stated that the Spring Clean up date for Kearney Township in Town is June 10, and it will be limited to 3 cubic yards for less. There will be a revised fee schedule for household hazardous waste. He stated that the County should be getting \$4.2 million over two payments.

- c) **DDA Update:** Ms. Wenzel stated that the DDA met on March 31<sup>st</sup>. She stated that there was a new format for the financial report. She stated that fire rings were removed from the kegger campground and that the kegger campground would stay up all summer long. She stated that a letter and parking map to the business owners was being worked on. This letter would indicate that staff and owners should leave the prime parking for guests/customers. She has been looking at parking spots, and with DPW Supervisor Keiser's, Clerk Essad's, and Shelly Dayton's help they have been working on a map for the parking. She also stated that the DDA is working with DPW Supervisor to get a quote on more signs for parking. She also talked to the County about its parking lots and signs. She stated that there is a lot of parking that needs to be communicated better. She stated that the DDA is looking at replacing some wayfinding signs. There was a request for funds for flowers, which was approved. There was also a request from the Village to pay for half of the cost of the new garbage can, which was denied. She stated that the DDA did not have it in its budget and were not involved in the process to purchase them. She stated that the DDA was thinking of doing a newsletter. She contacted the Chamber about its newsletter, and she believes that the DDA will put any updates in the Chamber's newsletter. Trustee Ciganick suggested stickers on sidewalks as wayfinding signs.
- d) **Steering Committee Survey:** President Bennett stated that the Steering Committee would like one person from the Council to take the survey. He asked Trustee Hardy if he would be willing to take it. Trustee Hardy asked what it was. Clerk Essad stated that it is a short survey to ask about priorities to help get the action plan finalized.

**Motion by Ciganick, seconded by Boyd to have Trustee Hardy take the survey for the Village Council. Motion carried by unanimous voice vote.**

- e) **Police Officer Position:** President Bennett stated that the Administration and Personnel Committee interviewed Ms. Gray and the Committee was impressed. Chief Drollinger stated that if the Council approves hiring her there are several steps that he must take. She must be approved through MCOLES and take some tests. He needs to conduct a background on her. He stated that even though the Council approves her, it is not a guarantee because of the steps and then she will be sent to the academy and have field training. Chief Drollinger stated that she has agreed to work for five years, and while at the academy and on FTO she agreed to work to minimum wage. Trustee Ciganick stated that there will be further clarification on a pay back should she not work the entire five years.

**Motion by Boyd, seconded by McPherson to proceed to hire Haley Gray as the third officer. Motion carried by unanimous voice vote.**

**Motion by Ciganick, seconded by Boyd for the Village to incur the cost of Ms. Gray's academy, and for her to be paid minimum wage through the academy and FTO based on a 40-hour work week, Council reserves the opportunity to review and approve the contract before her employment. Motion carried by unanimous voice vote.**

## **8) New Business**

- a) **Friends of Veterans Request:** Trustee Hardy stated that the Friends of Veterans would like to place flags, along with two small "Friends of Veterans" signs on Village property on twelve dates throughout the year.

**Motion by Hardy, seconded by Ciganick to approve the Friends of Veterans placing their flags and two small “Friends of Veterans” signs during those twelve dates. Motion carried by unanimous voice vote.**

- b) **Paddle Antrim Request:** President Bennett stated that Paddle Antrim is requesting to use Richardi Park and the Ohio Street boat launch as they have done for the last several years.

**Motion by Drollinger, seconded by Schuckel to allow Paddle Antrim to use Richardi Park and the Ohio Street boat launch. Motion carried by unanimous voice vote.**

- c) **School-Work Program:** DPW Supervisor Keiser stated that they person with this program was supposed to be at the meeting to clarify this request, but she is not here. No action taken.
- d) **Resolution #07 of 2021, Performance Resolution:** President Bennett stated that this is an annual resolution from MDOT that will allow the Village to access State rights-of-way within Village limits.

**Motion by Ciganick, seconded by Boyd, to approve Resolution #07 of 2021, the performance resolution for governmental agencies. Motion carried by roll call vote. Ayes: Ciganick, Boyd, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None.**

- e) **Resolution #08 of 2021, Bond Counsel:** This is an annual resolution naming the Village Bond Counsel for the FY 2021-22.

**Motion by Schuckel, seconded by Boyd, to approve Resolution #08 of 2021, naming the Village Bond Counsel for the FY2021-22. Motion carried by roll call vote. Ayes: Schuckel, Boyd, Ciganick, Drollinger, Hardy, McPherson & Bennett. Nays: None.**

- f) **Resolution #09 of 2021, Financial Institutions:** This is an annual resolution naming the Village financial depositors for the FY 2021-22.

**Motion by Hardy, seconded by Boyd, to approve Resolution #09 of 2021, naming the Village financial depositors for the FY2021-22. Motion carried by roll call vote. Ayes: Hardy, Boyd, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.**

- g) **Resolution #10 of 2021, Street Administrator:** This is an annual resolution designating Bradley Keiser as the Village street administrator for the FY 2021-22.

**Motion by Drollinger, seconded by Hardy, to approve Resolution #10 of 2021, designating Bradley Keiser as the Village street administrator for the FY2021-22. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Ciganick, Boyd, McPherson, Schuckel & Bennett. Nays: None.**

- h) **Resolution #11 of 2021, Cemetery PC:** This is an annual resolution to approve the percentage of grave sales that will be placed into the perpetual care fund for the FY 2021-22. This amount is set at 0.00% this year because the perpetual care fund has in excess of \$87,000. Trustee Drollinger asked why there was not a percentage being put into perpetual care because that money can be used to buy more property if needed. DPW Supervisor Keiser stated that that money from grave sales can be used to maintain the cemetery that the Village already has.

**Motion by Hardy, seconded by Ciganick, to approve Resolution #11 of 2021, approving the percentage of grave sales that will be placed in the perpetual care fund. Motion carried by roll call vote. Ayes: Hardy, Ciganick, Boyd, McPherson, Schuckel & Bennett. Nays: Drollinger.**

- i) **Resolution #12 of 2021, Category B Grant:** This is a resolution to apply for the Category B Grant for repaving S Genessee.

**Motion by Hardy, seconded by Boyd, to approve Resolution #12 of 2021, approving the percentage of grave sales that will be placed in the perpetual care fund. Motion carried by roll call vote. Ayes: Hardy, Boyd, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.**

- j) **Proclamation (Resolution #13 of 2021):** This is a proclamation for the Woman's Resource Center designating April as Sexual Assault Awareness month.

**Motion by Boyd, seconded by Hardy, to approve Resolution #13 of 2021, designating April as Sexual Assault Awareness month. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.**

- k) **Rules of Procedure:** President Bennett wanted to change the rules to state that the public comment is limited to three minutes, and presentation are limited to 15 minutes. Trustee Ciganick stated that the current Rules of Procedures give the President latitude to set those time limits.

**Motion by Ciganick, seconded by McPherson to approve the Rules of Procedure as presented. Motion carried by unanimous voice vote.**

- l) **Administration Committee Recommendations:** Clerk Essad stated that there two recommendations from the Administration Committee.
  - i) **Fund Balance:** President Bennett stated that there were concerns about the amount in fund balance, and the Administration Committee met with the auditor about that. Clerk Essad stated that one of the recommendations was to establish a minimum fund balance based on 30% of the General Fund Expenses in fund balance. General discussion was held about how much was in usable fund balance. Clerk Essad stated that she drafted an updated fund balance policy, but she had some questions about it. DPW Supervisor Keiser stated that the auditor suggested 20% but everyone felt more comfortable with 30%. Trustee Ciganick stated that 30% is about 3 months of expenses, and that he sees no reason to put a cap on it. He also stated that he liked the draft fund balance policy.

**Motion by Ciganick, seconded by Hardy to accept the Fund Balance Policy- Policy #25 updated April 7, 2021 and adopt it as the new fund balance policy. Motion carried by unanimous voice vote.**

- ii) **Motor Pool Fund:** Clerk Essad stated that the other recommendation was to dissolve the Motor Pool Fund and put it as an activity within the General Fund. She stated that if the Council approves the recommendation, then at next month's meeting there will be a budget amendment to do so.

**Motion by McPherson, seconded by Boyd to accept the recommendation of the Administration Committee to dissolve the Motor Pool Fund and put it as an activity within the General Fund. Motion carried by unanimous voice vote.**

**m) Property & Building Recommendations-Public Restrooms**

- i) Survey Approval:** Trustee Hardy stated that the Property and Building Committee is recommending to the Village Council to approve the cost of the survey of up to \$1500 for the old masonic lodge lot. General discussion was held about the survey.

**Motion by Hardy, seconded by Drollinger to approve the cost of approximately \$1100 for the survey that has been done. Motion carried by unanimous voice vote.**

- ii) Using Fund Balance:** Trustee Hardy stated that the Property and Building Committee is recommending using available fund balance to go forward with the downtown public restrooms this year.

**Motion by Hardy, seconded by McPherson to use available fund balance in the general fund to move forward with the downtown public restrooms located on the old masonic lodge lot, and to start the project his fiscal year. Motion carried by unanimous voice vote.**

- iii) Final Design:** Trustee Hardy stated that the Property and Building Committee is recommending that Village staff work with Antrim County Building Department and Jim Barnard P.E. to finalize design and blueprints of restrooms.

**Motion by Ciganick, seconded by Boyd to have Village staff work with Antrim County Building Department and Jim Barnard P.E. to finalize design and blueprints of restrooms. Motion carried by unanimous voice vote.**

- iv) Bids:** Trustee Hardy stated that the Property and Building Committee is recommending having the Village staff get quotes from local contractors rather than the sealed bid process for the restroom project. Trustee Drollinger asked why. DPW Supervisor Keiser explained that if there was a sealed bid process it would be more expensive, and the policy states that if there is a 2/3 majority vote of the Council can bypass the bid process and do quotes.

**Motion by Boyd, seconded by Hardy to have Village staff get quotes from local contractors and not do the formalized bid process. Motion carried by unanimous voice vote.**

- n) Community Hall Restrooms:** President Bennett explained that there should be a motion to continue to keep the community hall open for public bathrooms until the new facility is built or something else comes up.

**Motion by Ciganick, seconded by Boyd to continue the volunteer Community Hall lock up program currently in place. Motion carried by unanimous voice vote.**

- o) Credit Card Policy:** Clerk Essad stated that current credit card policy is from 2006 and that Trustee Ciganick wanted to talk about it and who is authorized to use it and the spending caps. She explained that there are two credit cards – one with a \$2,000 limit and the other with a \$500 limit. She also stated that without having higher limits it slows down staff being able to do their jobs. She stated that recently there was an issue with a fence, but because it was higher than the credit card limit, it was delayed significantly because we had to mail a check and wait for it to clear. Trustee Ciganick asked about who is allowed to use them if there was an increase in the limits. Clerk Essad stated that that would be part of the new policy. DPW Supervisor Keiser

stated that when he went to Detroit for the Village that he had to put everything on his personal credit card, because he did not have a Village one.

**Motion by Ciganick, seconded by McPherson to develop an updated credit card policy. Motion carried by unanimous voice vote.**

- p) **Bridge Grant:** DPW Supervisor Keiser stated that the bridge over the Intermediate River failed its inspection, and this made the Village eligible for a grant in 2024. He stated that the application was due two days ago and Jennifer Hodges applied on behalf of the Village. He stated that Ms. Hodges is looking for the approval of the resolution, and of her fee. DPW Supervisor Keiser also stated that is only 5% match.

**Motion by Boyd, seconded by Hardy to approve resolution #14 of 2021, to apply for the bridge grant for 2024. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.**

**Motion by Boyd, seconded by McPherson to approve the cost of Gourdie Frasier for services to not exceed \$750. Motion carried by unanimous voice vote.**

- q) **Internet Service:** Clerk Essad stated that Council approved the increase in cost for internet services during the budget, but while trying to upgrade the internet Charter stated that the price quoted was for new customers, not existing customers.

**Motion by Boyd, seconded by Ciganick to approve the extra cost of \$800 in the General Fund and the Motor Pool fund for internet services. Motion carried by unanimous voice vote.**

- r) **Pension Plan Programs:** Clerk Essad explained that our pension provider would like to move to an online platform. This means that the employees can login to Alerus and change certain things on their accounts. This also gives the option for employees to use a managed account, with a cost to the employee. She stated that all the employees seem to agree to make this move.

**Motion by Boyd, seconded by Ciganick to change to the online platform for Alerus and allow the employees to use the managed plan. Motion carried by unanimous voice vote.**

- s) **Paid Leave Extension-Covid Related:** President Bennett stated that the Village has the option to leave in place what the Village is currently doing for employees who need to be off work due to COVID. Chief Drollinger stated that as the COVID Coordinator he would continue with the policy in place now.

**Motion by Bennett, seconded by McPherson to keep the COVID Paid leave as it is. Motion carried by unanimous voice vote.**

- 9) **Discussion Items:** Clerk Essad stated that there are two grants that are due at the end of the month that could be used for the Craven Park Ballfield Improvements, which Council has already authorized staff to seek funding for. She stated that these are nationwide grants, and she thinks the chances are low, but it is still worth trying for.

#### **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:** Clerk Essad stated that there was Planning Commission meeting yesterday. She stated that zoning permits are starting to come in, and that there are some violations which are on-going.
- c) **Treasurer/Deputy Clerk:** Nothing presented.
- d) **Department of Public Works:** DPW Supervisor Keiser stated that the campground is up and running. He also stated that the street sweeper should be here next week. He also stated that there is a training coming up for the new machine.
- e) **Police Department:** Chief Drollinger asked if the Council has any questions about the numbers in his annual report. He stated that he is busy with complaints and he does not believe it will slow down any time soon. He stated that violent crime is on the rise.
- f) **Planning Commission:** Nothing presented.

**11) Closing Member/Public Comment:**

- **Louise Wenzel:** Ms. Wenzel stated that the Foundation started fundraising to help with businesses in 2020 in partnership with Ventures North. She stated that \$25,000 was raised, with Venture North donating \$20,000. She stated that the Foundation encompasses Bellaire, Alden, Mancelona, and Central Lake. The small businesses in those communities can apply for up to \$5,000.
- **Deana Jerdee:** Ms. Jerdee, from Paddle Antrim, thanked the Council for the support of the water trail, and there is a ribbon cutting on May 26 in Ellsworth. She also stated that there are brochures that she would like to leave at the offices. There is also an awareness campaign for the water trail.
- **Terry VanAlstine:** Mr. VanAlstine stated that next Friday he will have a work bee for vacant bank lot. He is asking for volunteers to help.
- **Trustee Boyd:** Trustee Boyd stated that he has received some requests for new backboards at the park. He also asked if the fight song could be played over the PA in downtown for the parade for the girls' basketball team tomorrow. He also thanked public safety, police and fire, for the parades.
- **Shelly Dayton:** Ms. Dayton asked about the hours for the public restrooms. Trustee Boyd stated that they would close at 9:00 PM.
- **President Bennett:** President Bennett thanked this Council for how the meetings go.

**12) Adjourn:** Meeting adjourned at 8:25 PM to the call of the President.

Compiled by Nicole Essad  
Minutes are subject to approval.

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

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