

**Bellaire Village Council  
Meeting Minutes  
July 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, Pat Boyd, Dave Ciganick, Helen Schuckel & Bryan Hardy.
  - Absent:** Trish Drollinger
  - Staff Present:** Cathy Odom, Treasurer, Nicole Essad, Clerk, & Bradley Keiser, DPW Supervisor.
  - Also Present:** Terry VanAlstine, Jennifer Hodges & Ed Niepoth.
3. **Approval of Agenda:** The agenda was approved as presented.

**Motion by McPherson, seconded by Schuckel, to approve the agenda as presented. Motion carried by voice vote.**
4. **Conflict of Interest:** None presented.
5. **Consent Agenda:** The consent agenda was approved.

**Motion by Boyd, seconded by McPherson, to approve the consent agenda as presented. Motion carried by voice vote.**
6. **Public Comment:** None presented.
7. **Old Business**
  - a) **County Update-Mr. VanAlstine:** The County approved a budget amendment for dual band pagers for emergency responders. Signed an agreement for a camp host at Barnes Park. Mr. Thompson from the Road Commission spoke to the board about a 5 mill bond proposal to rebuild the Central Lake garage structure. The State will help fund the new salt shed. The interest rate will be 3% with payments at \$265,000 a year.
  - b) **DDA Update**
    - **DDA Member Appointments:** There were four qualified applicants that applied for the vacant DDA Board positions. The DDA is recommending that Council approve the appointments of Taylor Sutherland and Cindi Place. President Bennett would also like to appointment Taylor Sutherland and Cindi Place to the DDA Board. It was noted that Don Hoyt is now the Chairman of the DDA Board. Trustee Ciganick noted that although Ms. Place works in the district, she does not own a business or live here. Trustee Boyd asked if the Member requirements are being met if her appointment is approved and it was noted that they would be. The Library, where she is employed, is located in the DDA district. There was discussion about Board Member requirements.

**Motion by McPherson, seconded by Schuckel, to approve the appointment of Taylor Sutherland to the DDA Board. Motion carried by voice vote.**

**Motion by McPherson, seconded by Schuckel, to approve the appointment of Cindi Place to the DDA Board. Motion carried by voice vote with two nay votes from Boyd & Ciganick.**
8. **New Business**
  - a) **Third Police Officer-Academy Contract:** The contract for sending Ms. Gray to the academy is ready for approval. The attorney has also reviewed the contract. This will be a five year

commitment and the contract states if those five years are not met she will have to reimburse the Village for academy expenses for an amount that is based on the years she has worked.

**Motion by Boyd, seconded by Hardy, to approve the contract for Ms. Gray. Motion carried by voice vote.**

**b) Parks Committee Recommendations:**

- **Craven Park Ball Field Improvements:** We received quotes for the fencing of the fields from Perfect Fence at a cost of \$121,500. We also received a quote for the buildup of the fields from Dura Edge at a cost of \$41,500 for installation and \$40,410 for material. Both companies are requiring 50% down to hold these prices. Parks committee is recommending approval for the two quotes. An estimated budget of \$263,910 was included in Council materials and it was noted that it doesn't reflect any in kind labor or donated material. The fields need to be completed by September/October so that the fields are ready to use in the spring by the high school. Trustee Boyd noted that the cost for the two quotes is covered with the amount approved by the Village and the school. President Bennett noted that we have yet to receive the funds from the school. Treasurer Odom said she has concerns about approving invoices where the cost is more than the available funds. Donations are currently being collected, but at this time, the current available funds will not cover these invoices. Trustee Ciganick expressed his concerns about the costs included in the budget. He said there is a lot of gray area. He doesn't want to slow the process down due to the timeline, but he is also concerned about funding. He also noted that costs for materials may increase so the estimated budgeted numbers may not reflect actual costs. There was discussion about funding and making sure we have the funds available. After the motion was made, Trustee Ciganick asked if we were satisfied with not completing the project if funds are not available. Mr. Keiser explained that the project is in phases with the budget presented covering phase one & two. He said the fields would be playable without some items if they couldn't be completed.

**Motion by Boyd, seconded by Hardy, to approve the recommendation for the funds for the first phase for Craven Park for 50% down of the total cost of \$203,410. Motion carried by voice vote.**

- **Richard Park:** The Village has purchased an easy rink to provide a place for ice skating during the winter. With this rink, maintenance is made a little easier so the DPW will now be maintaining it. Due to some previous maintenance concerns the Parks Committee is recommending that a draft letter be written to the group that has maintained the rink in the past. The draft letter presented is asking that all of their equipment in storage and their shed be removed from the park by the end of the month. The letter also thanks them for their service, but, with the DPW now providing the maintenance, their service is no longer needed. The Parks Committee is recommending that the letter be approved and sent. Mr. Keiser mentioned that some of the previous volunteers have still offered to help if needed.

**Motion by Boyd, seconded by McPherson, to authorize the Village President to sign the letter that was drafted. Motion carried by voice vote.**

- c) **Water/Sewer Late Fees:** A water/sewer customer who has not been late with their payment in the past, accrued penalties recently because their payment was received after the due date. They are asking Council if the penalties can be waived. It was noted that Council has never approved a waiver of penalty request in the past.

**Motion by Ciganick, seconded by Boyd, to deny the request for the waiving of the late fee for this customer. Motion carried by voice vote.**

## 9. Discussion Items:

- a) **MML Annual Meeting:** Clerk Essad informed Council of the MML annual meeting and asked that if anyone was interested in attending.
- b) **Hotspots:** Wi-Fi Hotspots were discussed. Mr. Keiser noted that walking along the sidewalk downtown, there are Wi-Fi connections at almost every business. You can access a connection in all downtown areas. Due to this, installing broad band downtown may not be needed. It was also noted that a Wi-Fi connection is really only needed if a person doesn't have a data package with their phone service.

## 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:** Treasurer Odom explained that we are in the process of gathering all of the information needed for the American Rescue Plan Funding. They are hoping to get the system up and running, but as of today, it was not yet working. We can however; access the paperwork needed so we can begin filling it out for submission at a later date. We are set to receive an estimated \$111,577. It will be disbursed in two different installments approximately 12 months apart. There are specific uses that it can be used for, with infrastructure and broadband being among them. She reminded them that it is federal money so there are several things we have to go through to receive it.
- d) **Department of Public Works:** Mr. Keiser updated the Council on the restroom project downtown. The drawings were completed and turned into the Building Department. We were charged \$800 for the permit. Once completed, the County said the retaining wall was too high and wanted it re-engineered to be in compliance. We are currently working on it. The quotes received were under budget. We were able to use the old sewer line from Mason Lodge because we were able to locate it. We did have to put in a new water line. The trees will be transplanted into Richardi Park. He also noted that the sidewalk extension is going in. The water line project will begin after the 4<sup>th</sup>. Paving by Park St. is being worked on. The work program is in progress.
- e) **Police Department:** None presented.
- f) **Planning Commission:** Nothing presented.

## 11. Closing Member/Public Comment:

- **Terry VanAlstine:** Mr. VanAlstine asked Council if they were aware that the 4H will not be putting on the carnival this year. They would like to put horse trailers for the horse pull on the spot where they were going to have the carnival and has asked Mr. Keiser if he could speak with them.
- **Pat Boyd:** As a Glacial Hills representative, Mr. Boyd asked Council's thoughts about using some of the land the Village owns on Orchard Hill Rd. for parking for the trail. Mr. Keiser noted that it would take a lot of work to do that. Mr. Boyd noted that he was just looking into the feasibility of it because the trail use is extensive and they are in need of more parking space and they are looking for options. Mr. Keiser said he would look at it again but has concerns about the area.

**12. Adjourn:** Meeting adjourned at 7:55 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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