

**Bellaire Village Council
Meeting Minutes
March 1, 2023**

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 Dave Ciganick, Trish Drollinger, Bryan Hardy, Pat Boyd, Eldon McPherson & Helen Schuckel.

Absent: None

Staff Present: Cathy Odom, Treasurer, Bradley Keiser, DPW Supervisor & Bill Drollinger, Chief of Police.

Also Present: Terry VanAlstine, Doreen & Jerry McGuire, Kristy Wilson, Shelly Dayton, Cindi Place, Melissa Zelenak & Margie Boyd.

3. **Approval of Agenda:** The agenda was approved with the additions of new business item q, council meetings-budget discussions, item r, congressionally directed spending, item s, police vehicle (with the request that it be discussed on the agenda when the police millage is discussed) and discussion item b, community policing.

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

4. **Conflict of Interest:** Trustee Drollinger noted her conflict with the Chief of Police contract.

5. **Consent Agenda:** The consent agenda was approved with the removal of the minutes from the February 15, public hearing and special meetings as more time was needed to review them.

Motion by Boyd, seconded by Schuckel, to approve the consent agenda as amended. Motion carried by voice vote.

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

7. **Old Business**

a) **County Update:** Mr. VanAlstine gave a County update to the Council. Stan Moore at the MSU Extension office is retiring after 32 years and there is a retirement event schedule for Friday, March 24, from, 4-7 pm at the Commission on Aging. If anyone is attending, please RSVP at the MSU office. They are moving forward with the facade project with bids going out to contractors. They approved a resolution of support for grant applications for broadband. We are considered an underserved community, so there may be no cost to the County. A hazard mitigation plan is out for review. Once approved it will move to the State police and then on to FEMA. If all approve the plan, it will move to the County for approval. When the County approves it, we will be able to utilize FEMA in natural disasters. There is an RFP out for a 911 tower. They have added new software for animal control. He also noted that people 65 and older can receive free tax filing.

b) **DDA Update:** The Art Bake Off is this Saturday from 2-5 pm. Tickets are \$10.00. They are still working on public Wi-Fi with the County. The parking committee is exploring options for a survey. Officer elections were done with the new chair being Taylor Sutherland, vice chair is Shelly Dayton, Tracy Lareau is the secretary and Dave Gajda is the treasurer.

The program for the art received a \$3,000 grant. Their fundraising efforts have raised \$5,000 for support of the exhibition. They are working on a marketing plan, and they have arranged contractors to install the art pieces. Cindi Place is working on the audio tour and the library will be hosting a mini exhibition event. On August 19, there will be an alumni event where the attendees will learn more about Mr. Culver. They have selected the 12 painting that will be on display. There are two village site locations that she would Council to approve. She will work with Mr. Keiser on actual locations. Some of them will be building mounted and some will be post mounted. Council discussed locations. Trustee Drollinger suggested placing two in Emma's Way if another location is needed.

Motion by Boyd, seconded by Hardy, to approve the placement of the two pieces that will be displayed on Village of Bellaire property. Motion carried by voice vote.

- c) **Ball Field Update:** Mr. Keiser & Trustee Drollinger met with Mr. Hebden and the local sports groups to discuss fundraising for the rest of the things needed to finish the ball field improvement project. Money raised will be for dugouts, bleachers & flagpole area. The goal is to raise \$100,000. They were told that the funds have to be raised as the village budget is not able to fund these projects. The cost of dugouts was discussed. They will be doing a brick fund raiser.

8. New Business

- a) **Resolution #07 of 2023, Hello Vino Outdoor Seating Request:** Hello Vino is again requesting permission to provide outdoor seating. They will eventually be moving to their new building, making this resolution valid until October 31, 2023 or until they move whenever it occurs.

Motion by Ciganick, seconded by Boyd, to approve Resolution #07 of 2023, Hello Vino's outdoor seating request. Motion carried by roll call vote. Ayes: Ciganick, Boyd, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None.

- b) **Story Walk-ACD/Cindi Place:** Cindi Place explained that the library received a Rotary Grant for \$5,000 to put a story walk on the trail in the Cedar River Natural Area. They are looking for Council permission to place two of the signs they will be using on Village property. The library will provide a new book every month. They will provide the updating. Kids will be able to read the book as they walk along the trail. They will also be following all copyright laws. There was discussion about property ownership.

Motion by Boyd, seconded by Ciganick, to allow the library to place the story walk signs on village property. Motion carried by voice vote.

- c) **Police Millage:** Treasure Odom noted that there was a sheet in front of them that explained what each mill will generate and how it will affect taxpayers depending on their taxable values. Also included is a list of all the parcels and their taxable values. She explained that the discussion has been 4 mills for 4 years, which will generate approximately \$149,000 and will cover about half of the police department budget. The revenue, if approved, would be generated for the 2024-25 fiscal year. The proposal would be on the November ballot, the language would have to be drafted and turned in by May to be included on the ballot. Trustee Ciganick informed everyone that he has calculated specific tax increase amounts if anyone is interested to know. Trustee Boyd noted that assessed values for this year went up 5%, cost of living went up 6-7%. This means are revenue only goes up 5, expenses go up 7, already putting us behind and that is something out of our control. Trustee Hardy also noted that we have not raised taxes in at least 23 years. Trustee Ciganick discussed promoting the millage by listing factual bullet points, showing that we need this revenue. Trustee Boyd asked if 4 mills was enough to maintain the budget. Treasurer Odom

explained that the deficit in the 2023-24 budget before the vehicle cuts were made was \$130,000, noting that these are proposed numbers not actual. Generating \$149,000 would cover that deficit and it would help sustain the budget for as long as the millage stays in place. If you propose the millage for 4 years, after the 4th year, it will have to be on the ballot again for renewal. Mrs. Boyd noted that the ballot language may be worded with an “up to” amount giving the latitude of reducing the millage if it was determined that the budget wouldn’t need the whole amount. Keep in mind that if we are able to lower it one year and have to raise it back up the next year, the voters will consider it a raise in taxes.

Motion by McPherson, seconded by Hardy, to move forward with a public safety millage of 4 mill for 4 years. Motion carried by voice vote.

- d) **Police Chief Contract:** Chief Drollinger stated that he has reviewed the contract and his recommendation is for him not to sign this contract. It was noted that there is language in the contract that will have to be amended or removed. This language addresses 10% pension that had been eliminated at one point and language about employee reviews that have also been eliminated. Trustee Ciganick noted that the words “at will” negates everything in the contract. He suggested hitting pause on the contracts at this time based on negotiations coming up to address the budget. Trustee Boyd suggested tabling the contacts and send them to the Administration Committee to review.

Motion by Boyd, seconded by McPherson, to table items D, E, & F and send to the Administration Committee for review. Motion carried by voice vote.

- e) **DPW Supervisor Contract:** Based on discussion prior to this item, this was tabled and sent to the Administration Committee for further review.
- f) **Treasurer Contract:** Based on discussion prior to this item, this was tabled and sent to the Administration Committee for review.
- g) **Resolution #08 of 2023, Bond Counsel:** This is an annual resolution naming Miller, Canfield, Paddock & Stone as the Village bond counsel for FY2023-24.

Motion by Boyd, seconded by Hardy, to approve Resolution #08 of 2023, naming Miller, Canfield Paddock & Stone as the Village Bond Counsel for FY2023-24. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennet. Nays: None

- h) **Resolution #09 of 2023, Financial Depositors:** This is an annual resolution naming Huntington National Bank, 4-Front Credit Union, and Alden Bank as the Village financial depositors for FY2023-24.

Motion by Drollinger, seconded by Hardy, to approve Resolution #09 of 2023, naming Huntington Bank, 4-Front Credit Union, and Alden Bank as the village financial depositors for FY2023-24. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Boyd, Ciganick, McPherson, Schuckel & Bennett. Nays: None

- i) **Resolution #10 of 2023, Street Administrator:** This is an annual resolution naming Bradley Keiser, the DPW Supervisor, as the street administrator for FY2023-24.

Motion by Boyd, seconded by Hardy, to approve Resolution #10 of 2023, naming Bradley Keiser as the Village Street Administrator for FY2023-24. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None

- j) **Resolution #11 of 2023, Performance Resolution:** This is an annual resolution required to work is State rights-of-way when needed.

Motion by Drollinger, seconded by Hardy, to approve Resolution #11 of 2023, the State performance resolution allowing us to work in State rights-of-way when needed. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Boyd, Ciganick, McPherson, Schuckel & Bennett. Nays: None.

- k) **Resolution #12 of 2023, Perpetual Care Fund:** This is an annual resolution approving the dollar amount of sales that will be placed into the perpetual care fund.

Motion by Drollinger, seconded by Boyd, to approve Resolution #12 of 2023, setting the dollar amount of sales that will be placed into the perpetual care fund. Motion carried by roll call vote. Ayes: Drollinger, Boyd, Ciganick, Hardy, McPherson, Schuckel & Bennett. Nays: None.

- l) **Ordinance #01 of 2023, Thayer Lane, One Way:** Council previously discussed and agreed to move forward to make Thayer Lane from Division to Birch, going from east to west a one-way street.

Motion by Drollinger, seconded by Hardy, to approve Ordinance #01 of 2023, making Thayer Lane from Division to Birch going from east to west, a one-way street. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Boyd, Ciganick, McPherson, Schuckel & Bennett. Nays: None.

- m) **Proclamation-Women's Resource Center:** The Women's Resource Center (WRCNM) is once again asking Council to approve a Proclamation supporting April as Sexual Assault Awareness Month.

Motion by Boyd, seconded by Schuckel, to approve the WRCNM Proclamation supporting April as Sexual Assault Awareness Month. Motion carried by voice vote.

- n) **Water/Sewer Bill Credit-502 Richardi St.:** 502 Richardi St. had a leak in their crawl space that did not go into the sewer. Because it didn't go into the sewer, the credit amount needing approval is \$763.55.

Motion by Ciganick, seconded by Boyd, to approve the credit as presented. Motion carried by voice vote.

- o) **Meeting Dates:** The meeting date schedule was presented for approval. Council meetings are scheduled for the first Wednesday of every month at 7:00 p.m.

Motion by Hardy, seconded by Boyd, to approve the meeting date schedule as presented. Motion carried by voice vote.

- p) **Council Rules of Procedure:** The Rules of Procedure for the Village Council should be reviewed and approved on an annual basis.

Motion by Drollinger, seconded by Hardy, to approve the Council Rules of Procedure as presented. Motion carried by voice vote.

- q) **Council Meetings-Budget Discussions:** Council has chosen to meet during the year to discuss the budget. Staff is looking for direction on dates, times and how often. Trustee Hardy suggested the same night as the Council meetings starting at 6:00 pm. Trustee Boyd also reminded Council that we have discussed not being paid for those meetings. Trustee Hardy reminded Council that the April meeting will be cur short due to the restroom dedication at 6:30.

Moton by Boyd, seconded by McPherson, to waive the meeting per diem fee for the budget meetings. Motion carried by voice vote.

- r) **Congressional Directed Spending (CDS):** Mr. Keiser informed Council that we are trying to find grant monies for our water and/or sewer projects and this grant have just come up. It is through Senator Peters office. Applications are due March 15, 2023. To make Council aware, water and/or sewer projects require a 20% cost share.

Moton by McPherson, seconded by Boyd, to allow staff to pursue all grant opportunities for this year. Motion carried by voice vote.

- s) **Police Vehicle:** Chief Drollinger would like Council permission to pursue any grants possible for a news police car. He stated that another community applied to the Tribal Grant and would like to apply for that one also.

Motion by McPherson, seconded by Hardy, to allow Chief Drollinger to pursue grants. Motion carried by voice vote.

Chief Drollinger, considering the financial burdens, asked the fire department if they would be willing to assist with the patrol car. This would allow him to use the patrol car after hours for fire calls. They are willing to provide \$2,000 a year towards the patrol car. He will have to do a Memorandum of Understanding with the fire department. He explained that the patrol car is an advantage to him because all his medical equipment is already in the vehicle, and it gives him a computer. Trustee Ciganick noted that this means we may see our patrol car at a location outside of the area as the fire department aids other departments at times. Chief explained that if that is the case, he would more than likely drive a fire truck to the scene instead of the patrol car.

Motion by Hardy, seconded by Boyd, to allow Chief Drollinger to sign a Memorandum of Agreement with the Bellaire Fire Department for use of the vehicle after hours in which they will pay \$2,000 annually for the service. Motion carried by voice vote.

9. Discussion Items:

- a) **Natural Hazard Mitigation Plan:** The Antrim County Emergency Services department has developed their draft plan and it is now out for review and comments. You can review and comment online at <https://www.networksnorthwest.org/community/natural-hazard-mitigation/antrim-county.html>.
- a) **Community Policing:** President Bennett noted that he would like to see more of an emphasis on community policing. Have the officers more visible. It was noted that this is already being done.

10. Department/Committee Reports:

- b) **Committee Reports:** Committee minutes, for the committees that have met, were included in packets for review.
- c) **Clerk/Zoning Administrator:** Nothing presented.
- d) **Treasurer/Deputy Clerk:** Treasurer Odom said she included in packets a treasury report which includes cash on hand, CD information, debt service information and a fund balance page. She noted that if anyone had any changes they would like to see on the report or if they don't understand something, please let her know. She said she will also begin providing a spreadsheet outlining fund balance, revenues and expenses and how they effect fund balance. She would like to avoid a similar incident like this year, so please let her know if they would like to see anything else.
- e) **Department of Public Works:** Mr. Keiser said he will provide a written report monthly. He provided the lead line replacement report to Council and explained that they must complete 5% a year of the undetermined lines. There was a discussion about the lead service lines and how they are replaced. Mr. Keiser explained that there are some federal loans and grants available to cover the lead line project. The loan rates are extremely low and with our new poverty status, it may provide forgiveness of the loan. He is currently working with EGLE to meet the November deadline for the loan/grant. if we receive these funds, we will have to follow federal guidelines for the project, but they will also repave any of the road construction that is tore up due to the replacements.
- f) **Police Department:** Chief Drollinger said he has contacted companies for the forensic audit. He supplied them with documents they asked for and they will provide quotes for the cost. He also said that he was up at the school with the fire department and the fire department had paid for a safe driving course for students. They also allowed the students to experience drunk driving by allowing them to use drunk driving goggles. He also reviewed their call list through February and out of the calls, there were only three from downtown.
- g) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- **Dave Ciganick:** Trustee Ciganick said he began pursuing information about Village to City and felt that this is not the way for the Village to go.

12. Adjourn: Meeting adjourned at 8:28 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____