

**Bellaire Village Council  
Meeting Minutes  
March 2, 2022**

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, Bill Drollinger, Chief of Police & Nicole Essad, Clerk.

**Also Present:** Terry VanAlstine, Kathy McPherson, Christy Wilson, Taylor Sutherland & Jean Bedell.

3. **Approval of Agenda:** The agenda was approved with the addition of new business item n, Personal Days.

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

4. **Conflict of Interest:** Trustee Drollinger noted a potential conflict with new business item n, Personal Days.

5. **Consent Agenda:** The consent agenda was approved with one change to the minutes. They were not compiled by Clerk Essad, but by Treasurer Odom.

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

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

7. **Old Business**

a) **County Update:** The hydrology study is expected to be completed in July. Grass River had a washout on one of their trails. The County will pay for the repair, and it is expected to be completed by spring. They approved a purchase of a communication & backup trailer for 911 services in emergencies. They preauthorized the purchase of two Meals on Wheels vehicles. Hazardous waste pickup for Bellaire is scheduled for July 16, 2022, from 8 am – 12:00 pm and will be held at the high school parking lot. The Conservation District hired Melissa Zelnick as their new director. There are power of attorney forms available at probate court if anyone needs them. Christine Gebhardt who works in mental health is retiring and a outside company will be used to fill the position. Lisa Peacock from the health department has resigned. The health board will also use an outside company to replace her. Mr. VanAlstine has attended a few of the Planning Commission meetings and the County is funding the members to attend the Citizen Planner Program.

b) **DDA Update:** Mr. Sutherland informed Council that the DDA has been discussing downtown parking and have developed a sub-committee to review. He explained that they have discussed the overnight parking issue in the public lots and would like to know if the Village would begin enforcing it in the parking lot behind the Bellaire Bar. He said they also discussed signage to see

if there are better locations to place signs. They also discussed the possibility of parking down by the Ohio St. boat launch and paving the area in the future. He explained they also discussed salting the sidewalks and will be sending out an email this week to gather business owner's opinions on the topic. The DDA also discussed downtown Wi-Fi and are working on finding a company who could provide further information. They also working on finalizing the wayfinding sign that will be placed by the new restrooms. President Bennett added that the DDA budget was discussed at the last Council meeting. He explained that when the DDA should supply more detail about the use of their funds when their budget is presented. Mr. VanAlstine stated that the County is looking into moving forward with broadband services.

- c) **Downtown Restroom Update:** President Bennett explained that the electricians will there be March 15<sup>th</sup>. The construction is progressing. The siding is almost complete, and it still needs to be painted. It will be painted the same blue as the trash cans. Top Notch was there finishing up their services today. We are still waiting for DTE to put in their meter and are still waiting on Consumers to put in their meter, but they are waiting for the siding to be done.

## 8. New Business

- a) **Sidewalk Use Request-Hello Vino:** Hello Vino is requesting the use of the sidewalk to provide outside seating again this year. President Bennett explained that we did receive a few complaints last year about the area being too narrow pedestrian traffic to walk through. Trustee Ciganick noted that their request is for 3 ½' but the ADA regulations require it to be 4' and feels that it is adequate. Clerk Essad explained that the issue became the lip that is on the edge of the curb so if Council decides to require 4 ½', then that would be more adequate. Trustee Drollinger asked about the potential to put in a new sidewalk. Trustee Boyd agrees that if 4' is the code then that should be adequate. It was noted that the resolution states 4' with Trustee Ciganick also noting that the 4' should not include the roll of the curb itself. Ms. Wilson said she could make that work.

**Motion by Ciganick, seconded by Hardy, to approve Resolution #15 of 2022, allowing Hello Vino to do their sidewalk café in the way the resolution is written up. Motion carried by unanimous roll call vote. Ayes: Ciganick, Hardy, Boyd, Drollinger, McPherson, Schuckel & Bennett. Nays: None.**

- b) **Cherry Capital Cycling Club Request:** The Cherry Capital Cycling Club would again like to use the area by the restrooms in Craven Park for their Ride Around Torch event. They will set up a couple of tables and use the restrooms. They are there for about three hours, they clean up after themselves and are gone by 1 pm.

**Motion by Boyd, seconded by McPherson, to accept their request and allow them to use Craven Park. Motion carried by unanimous voice vote.**

- c) **Updated 2022 Chamber Events:** The Chamber of Commerce has made a few changes to their 2022 summer schedule and is asking for Council's approval.

**Motion by Boyd, seconded by Hardy, to approve the changes to the Chamber summer schedule as presented. Motion carried by unanimous voice vote.**

- d) **Bellaire Museum Sign Request:** The Historical Society is requesting a new sign to replace the one on the front of the community hall. They are also asking the Council to waive the zoning permit fee of \$25.00. Mrs. Bedell, a representative from the Historical Society, presented a picture of the sign they are requesting, and that Mr. Keiser said the DPW staff would be happy to hang it up for them. She informed Pro Image is the company who will be making the sign. The dimension of the sign is 18' x 24' and it will be double sided. President Bennett offered to pay the zoning permit fee for them.

**Motion by Ciganick, seconded by Boyd, to allow the Bellaire Historical Society to hang their sign free of charge. Motion carried by unanimous voice vote.**

- e) **Paddle Antrim 2022 Event Request:** Paddle Antrim is requesting permission to hold their annual event September 15-17. They are requesting use of Richardi Park and the Ohio St. boat launch. They would also like to set up a tent at the launch and will provide porta-potties. Trustee Drollinger asked why the porta-potties were removed from the budget and it was noted that they were removed by Admin when they were reviewing the budget. She would like to see them put back into the budget for use at the boat launches. A budget amendment will be brought to Council at the next meeting.

**Motion by Boyd, seconded by Hardy, to approve Paddle Antrim's request. Motion carried by unanimous voice vote.**

- a) **Resolution #09 of 2022, Performance Resolution:** This is an annual resolution from MDOT that will allow the Village to access State rights-of-way within Village limits.

**Motion by Boyd, seconded by Hardy, to approve Resolution #09 of 2022, the performance resolution for municipalities. Motion carried by unanimous roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett.**

- f) **Resolution #10 of 2022, Bond Counsel:** This is an annual resolution naming the Village Bond Counsel for the FY2022-23.

**Motion by McPherson, seconded by Schuckel, to approve resolution #10 of 2022, naming the Village Bond Counsel for FY2022-23. Motion carried by unanimous roll call vote. Ayes: McPherson, Schuckel, Boyd, Ciganick, Drollinger, Hardy & Bennett. Nays: None**

- g) **Resolution #11 of 2022, Financial Depositors:** This is an annual resolution naming the Village financial depositors for FY2022-23.

**Motion by Drollinger, seconded by Schuckel, to approve Resolution #11 of 2022, naming the Village financial depositors for FY2022-23. Motion carried by unanimous roll call vote. Ayes: Drollinger, Schuckel, Boyd, Ciganick, Hardy, McPherson & Bennett. Nays: None.**

- h) **Resolution #12 of 2022, Street Administrator:** This is an annual resolution naming Mr. Keiser as the FY2022-23 street administrator.

**Motion by Drollinger, seconded by Ciganick, to approve Resolution #12 of 2022, naming Mr. Keiser as the Village Street Administrator for FY2022-23. Motion carried by unanimous roll call vote. Ayes: Drollinger, Ciganick, Boyd, Hardy, McPherson, Schuckel & Bennett. Nays: None.**

- i) **Resolution #13 of 2022, Perpetual Care Fund:** 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 more than \$87,000.

**Motion by McPherson, seconded by Boyd, to approve Resolution #13 of 2022, approving the percentage of grave sales that will be placed into the perpetual care fund. Motion carried by unanimous roll call vote. Ayes: McPherson, Boyd, Ciganick, Drollinger, Hardy, Schuckel & Bennett. Nays: None.**

- j) **Meeting Dates:** This will approve the meeting dates for FY2022-23. They are scheduled for the first Wednesday of every month.

**Motion by Boyd, seconded by Hardy, to approve the FY2022-23 meeting date schedule as presented. Motion carried by unanimous voice vote.**

- k) **Village Council Rules of Procedure Review:** This is an annual review of the Village Council Rules of Procedure.

**Motion by Boyd, seconded by Schuckel, to approve the Village Council Rules of Procedure as presented. Motion carried by unanimous voice vote.**

- l) **Resolution #14 of 2022, Budget Amendment-IT Support:** This resolution approves the budget amendment for IT support discussed at the last meeting.

**Motion by Ciganick, seconded by McPherson, to approve Resolution #14 of 2022, a budget amendment for IT support. Motion carried by unanimous roll call vote. Ayes: Ciganick, McPherson, Boyd, Drollinger, Hardy, Schuckel & Bennett.**

- m) **Personal Days:** In reviewing the handbook for personal days, Treasurer Odom explained that our two new employees didn't receive personal days this year. The handbook states that employees earn them at the beginning of the year, but they were not employed at that time. The handbook also states that non-exempt employees receive personal days, but due to a previous supervisory position contract, Chief Drollinger did not receive them, and he is considered a non-exempt employee. The Chief's position was previously a salaried position, but that changed when Mr. Rowe was employed. When Chief Drollinger moved into the position, his contract only gave him paid leave days. Staff is look for Council direction on how they would like this handled. Discussion of pro-rating personal days for the two new employees occurred.

**Motion by Bennett, seconded by Hardy, to pro-rate personal days for new employees hired in during the fiscal year and to carry over the hours they earned to this fiscal year, this one time only. Motion carried by unanimous voice vote.**

The discussion then turned to personal days for Chief Drollinger. It was noted that he will begin receiving them this fiscal year, but the question is how to handle the previous year. Chief Drollinger said he is good with forgoing the previous year and will just begin receiving them this year.

**Motion by Ciganick, seconded by Hardy, to grant Chief Drollinger the same 24 hours for personal days that other employees are granted for the fiscal year that has just begun, but receives nothing retroactively. Motion carried by unanimous voice vote.**

**9. Discussion Items:** None presented.

**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 informed Council that she has just issued another new house construction permit for Broad St. There is some talk of more development coming up. She informed Council that the offices will be closed Friday morning from 8 am – 12 pm.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom informed Council of correspondence received from Plunkett & Cooney concerning the Hickory Lane sewer issue. She explained that she forwarded this information and all other documents pertaining to this issue to our insurance agent who has forwarded it to the claims department. She also sent a copy to our attorney for his file. She also responded back to Plunkett & Cooney, stating that we were in receipt of the correspondence and that it was sent to our insurance company and our attorney. She noted that their letter said the line was not marked, however, that was a private line and we do not mark private lines. All of our lines were marked.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** Chief Drollinger, in response to DDA concerns about overnight parking, noted that we do not have anyone on duty from 3-6 am and there are usually not more than 2-3 cars that cause concern. He also noted that if the DPW finds that there is a concern, especially for snow plowing, they will contact him, and he will contact the owners of the vehicles. If there continues to be a problem, then the vehicles are towed. Ms. Gray will be off the FTO in a couple of days.
- f) **Planning Commission:** Nothing presented.

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

**12. Adjourn:** Meeting adjourned at 7:51 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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