

**Bellaire Village Council  
Meeting Minutes  
May 1, 2024**

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 Pat Boyd, Eldon McPherson, Bryan Hardy, Dave Ciganick, and Trish Drollinger.

**Absent:** Helen Schuckel

**Staff Present:** Nora Stead, Treasurer, Bradley Keiser, DPW Supervisor, Bill Drollinger, Chief of Police, Angela St. Pierre, Clerk.

**Also Present:** Terry VanAlstine, Chrissy Stahl, Matthew Wyman, Sarah Toth, Nanette McLellan, Shelly Dayton, Margie Boyd, Steve Elandt, and two other unidentified.

3. **Approval of Agenda:** The agenda was approved with the additions of new business items g, Marijuana Distributors and h, Organized Youth Archery.

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

4. **Conflict of Interest:** Trish Drollinger with the Longevity Wage Step as her husband is Chief of Police.

5. **Consent Agenda:** The consent agenda was approved as presented.

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

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

7. **Old Business**

a) **County Update:** Matthew Wyman was present to give an update on the airport. Mr. Wyman spoke about keeping the approach corridors clean of obstructions and per recent lidar data from 2021 there are obstructions in approach corridor coming into runway two (2). These obstructions are trees. Letters were sent to residents concerning the obstruction and that trees may be topped or taken down to the stump per resident request. The county plans to start this project in November 2024. Terry VanAlstine was also present to give an update on the county. Mr. VanAlstine spoke about the Thursday prior to Memorial Day there will be volunteers placing flags at the cemetery at 3 P.M. More volunteers are welcome. Mr. VanAlstine also spoke about the county building is still coming along but has slowed down as they are waiting on supplies to arrive. The DHHS is getting completely gutted and remodeled. They were also notified May 1<sup>st</sup> that they received the dam grant for \$450,000 that will provide engineering and study work on the Bellaire dam. County will have to put in a natch which will allow them to be ready to repair and fix the dam.

b) **DDA Update:** Shelly Dayton was present to give an update on the DDA. They would like permission to post a link on the Village Council website transferring to the DDA's website for their Unique Art of Antrim County art exhibit.

**Motion by Boyd, seconded by Hardy, to link the DDA website to the Villages website.  
Motion carried by voice vote. Absent- Schuckel**

Two new members were welcomed to the DDA board, Margie Boyd and Jamie Creason. Artwork for the Unique Art of Antrim County has been sent off to the printers and will be picked up next week. They should have the artwork up starting at the end of the month through October 31<sup>st</sup>. The DDA joined the Michigan Downtown Association, and a few members will be attending a seminar at the end of the month in Harbor Springs.

Buy local has the Home, Cottage and Garden show on May 18<sup>th</sup> 2024 on the west side of Broad Street with some vendors located in the parking lot of the Flying Pig.

Downtown Bellaire map should be out and available at MDOT locations and distributed downtown before Memorial Day weekend.

The DDA would like to request the removal of the banners for the summer as they are tattered and the hardware is rotting. They plan to do a redesign and may possibly do a contest for the redesign. The hardware would be removed also as they are rotting and the new banners use different hardware.

- b) **Ball Field Update:** The DPW Supervisor, Bradley Keiser was present to give an update on the Ball Field. The new dugouts are painted Cardinal Red. The Varsity girls are hosting districts this year. Focus needs to shift to finishing the little league fields. The dugout requests for the Rotary field are on the Board of Commissioners meeting for May 2<sup>nd</sup> 2024 and will have answers if they can be moved. Once logistics are figured out scoreboards can go up at the fields.

## 8. New Business

- a) **Ball Field Lease:** The Rotary ball field lease is coming to an end and either needs canceled or renewed. Everything has to be taken back to green space and fencing has to be removed if the lease is not renewed. Bradley Keiser made a comment about if the fencing for the parking needs to be removed as people park there for the walking trail. Terry VanAlstine stated it would need to be looked at to determine if it stays or goes.

**No action was taken.**

- b) **Administration and Personnel Committee recommendations:**
  - a. **Dissolvement of COVID pay policy:** COVID policy is no longer in effect with the Federal Government but has continued with the Village of Bellaire. Recommendation to dissolve COVID pay policy.

**Motion by Administration and Personnel committee, seconded by Boyd, to dissolve the COVID pay policy. Motion carried by voice vote. Absent- Schuckel.**

- b. **Hiring OP Service:** The DPW Supervisor Bradley Keiser spoke about how the Village is currently paying OP Services \$148,000 per year to operate the wastewater treatment plant and are providing minimal services for 2-3 hours per day. The Village provides all the mowing and weed whipping of the ponds, and maintenance inside of the lab. If there is a license operator that is a part of staff they are required to work on pumps and other things in addition to what OP Services would be providing. Would like to put an ad out to hire a qualified wastewater operator.

**Motion by Bennett, seconded by the admin committee, to post a position for a licensed wastewater operator. Motion carried by voice vote, Bennett, Hardy, Ciganick, Boyd, Drollinger - yes, McPherson- no.**

Eldon McPherson would like to be a part of the process of determining requirements for the new position. McPherson voiced concern with the paperwork and connections that are made through OP Services providers. Bradley Keiser clarified that OP Services have not been providing these services and have been provided by himself. A general discussion was made concerning the required continuing trainings for a licensed operator and how that would affect their other duties of the job. It was mentioned that the water operators have to have continuing training and a licensed wastewater operator should be able to do the same. The Public Works committee needs to meet to discuss the needs of a new employee to then be taken to the Administration and Personnel committee for hiring.

- c) **Increasing pay for DPW worker holding S3 license with 20+ years of experience to the higher end of the pay scale:** A general discussion was made regarding the pay of DPW workers holding an S3 license who have 20+ years of experience to be paid the higher end of the wage scale.

**Motion by Administration and Personnel committee, seconded by Boyd, to approve increasing the pay for DPW workers holding an S3 license with 20+ years of experience to the higher end of the pay scale. Motion carried by voice vote.**

- d) **Recommendation for Visa Credit Card renewal:** The Visa Credit Card had been shut down due to possible fraudulent charges and could not be re-instated due to having Cathy Odom's name on the account. A new card will need to be issued with the new treasurers' name.

**Motion by McPherson, second by Hardy, to approve the recommendation for Nora Stead to renew the application for the Visa Credit Card in her and Bradley Keiser's names. Motion carried by voice vote.**

- c) **Notary Renewal:** Nicole Essad and Cathy Odom were notaries for the Village offices but neither of their replacements Angela St. Pierre and Nora Stead have their notaries. Request to have both Angela and Nora receive their notaries.

**Motion by Drollinger, seconded by Hardy, to approve Nora Stead and Angela St. Pierre to become notaries. Motion carried by voice vote.**

- d) **Fireside request of temporary outdoor food/beverage service:** Christy Wilson is requesting temporary outdoor service for food and beverage in the street during the outdoor music festivals that the Chamber is putting on Broad Street and also during the Rubber Ducky festival and the Car Shows.

**Motion by Drollinger, seconded by Hardy, to allow Fireside Lounge to serve food and beverage outdoors during the Chamber hosted music festivals, Rubber Ducky Festival, and Car Shows. Motion carried by voice vote.**

- e) **Longevity Wage Step:** A discussion was made concerning a 10-year and 20-year wage step for all departments. This needs to be discussed at a further time with the Administration and Personnel committee.

**No action was taken.**

- f) **Gourdie Fraser, INC Asset Management Plan:** Bradley Keiser spoke concerning a grant that was applied for and received back in November 2020. We are in the last steps of the process of the dram grant. Part of the grant was \$45,000 for the updated asset management plan and upon finalizing paperwork the person at Gourdie Fraser found she had never sent paperwork for council approval.

**Motion by Boyd, seconded by Hardy to approve the grant from Gourdie Fraser. Motion passed by voice vote.**

- g) **Marijuana Distributors:** Trish Drollinger would like to discuss the possibility of marijuana businesses in town for retail only. Drollinger would like permission to contact the village attorney about the legalities of a retail only marijuana business and where to start the process.

**Motion by Drollinger, seconded by Boyd for Trish Drollinger to receive permission to speak with village attorney concerning marijuana retail businesses in the village. Motion passed by voice vote.**

- h) **Organized Youth Archery:** Eldon McPherson wanted to revisit organized youth archery in village limits that had been discussed at a previous meeting. Bill Drollinger spoke with the village attorney who thought the proposed location at Craven Park was too high in public population and traffic and felt that another area should be determined. The archery instructor Sarah Toth explained how low power the bows are and the arrows are fitted with blunt tips. She also spoke about how centrally locating these classes would be beneficial to those who have smaller children and would like to go to the park, run errands, or go out to eat while the child is at the archery class. Bill will schedule to meet with the village attorney and Sarah Toth to give more information about the youth archery classes and do a site visit about the proposed location of the classes.

**No Action Taken.**

## **9. Discussion Items:**

- a) **Unapproved Streets:** Ciganick asked about streets that have never been approved and what the Village is liable for if those at the end of the street choose to develop the property. Bradley Keiser spoke stating that in the ordinance the Village has to improve the road to the Village's standards and provide sewer and water. If the property is within village limits and can be provided water, the property must pay to connect to municipal water and sewer services.
- b) **Ben Powell's house has been cleaned up as it has been sold.**

## **10. Department/Committee Reports:**

- a) **Committee Reports:** None Presented.
- b) **Clerk/Zoning Administrator:** None Presented.
- c) **Treasurer/Deputy Clerk:** None Presented.

- d) **Department of Public Works:** Bradley Keiser spoke regarding the recent rains that filled the storm drains which the DPW workers have been working hard on cleaning out. Bradley will schedule a meeting with the Department of Public Works along with Nora or Angela to go over an update on the sewer project.
- e) **Police Department:** Bill Drollinger spoke stating the Short's anniversary party went without any issues this past Saturday. He also provided a new quote on a patrol car that costs \$10,000.
- f) **Planning Commission:** None presented.

**11. Closing Member/Public Comment:** Ciganick was asking about the change that was signed off on regarding the gravel pit project. It was explained that the proposed entrance was changed to use the construction road entrance as the proposed entrance cut through a big hill.

**12. Adjourn:** Meeting adjourned at 8:17 P.M.  
Compiled by Angela St. Pierre.  
Minutes are subject to approval.

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

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