

**Bellaire Village Council  
Meeting Minutes  
August 3, 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 Trish Drollinger, David Ciganick, Pat Boyd, Eldon McPherson, & Helen Schuckel.
- Absent:** Trustee Bryan Hardy
- Staff Present:** Cathy Odom, Treasurer, Nicole Essad, Clerk, Bradley Keiser, DPW Supervisor & Bill Drollinger, Chief of Police.
- Also Present:** Terry VanAlstine, Margie Boyd, Steve Elandt, Jennifer Hodges, Tony Marshall, Don Waara, Josh Todd, Mr. Nemecek & Shelly Dayton.

3. **Approval of Agenda:** The agenda was approved with the deletion of item g, DDA Member Resignation, and the additions of item i, Central Lake Lion's Club Request, item j, B.I.G. Canoe Race, and item k, Property Swap.

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

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

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

**Motion by Boyd, seconded by Schuckel, 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 thanked everyone for their support in the primary election. Mr. Garwood will be retiring December 2. Dean Pratt and Todd Rawling retired in July. The new jail administrator will be Officer Knight. Mt. Strahl will also be retiring in December. The County passed the Capital Improvement Plan. Household hazardous waste is scheduled for September 10 at the Road Commission garage from 8 am to noon. The county building facade will be repaired, new windows will be going on. The lawsuit filed by Mr. Bishop has been thrown out due to lack of evidence.
- b) **DDA Update:** Shelley Dayton provided a DDA update. The Buy Local Group has put together some packets for Shanty Creek. Public Wi-Fi and more permanent parking signs, which are ongoing projects, were discussed. The DDA newsletter will be provided on a quarterly basis. Discussed future fundraising ideas. They are looking into the DIA exhibit again and are still looking into other options for the string lights.
- c) **Downtown Restroom Update:** Mr. Keiser informed Council that the inside of the restrooms was complete. There was a part in the boiler that failed inspection, the part has been ordered and will be installed as soon as it comes in. The snow guard is installed. The railing is up. The general

contractor work is complete unless something is found during inspection, however, he won't be paid until we get the final stamped approval.

- d) **Craven Park Ball Field Update:** We received three bids for the irrigation of the ballfields. One from Traverse Outdoor for \$35,000, one from Otherside Irrigation for \$17,500 and one from Union Designs & Landscaping for \$10,000. Council discussed the timeline of the project and what might happen if the 30-day deadline is missed. It was noted that Council would have to decide what to do if the timeline is not met. Clerk Essad noted Council could stipulate a consequence for not meeting the timeline before the award of the bid is accepted. If they didn't agree, they could withdraw the bid.

**Motion by Boyd, seconded by Schuckel, to accept Union Designs bid to install the irrigation and it will be done within 30 days. Motion carried by voice vote.**

## 8. New Business

- a) **Village Property Use Request:** We received a letter from the Mancelona Congregation of Jehovah's Witnesses asking permission to occasionally set up a mobile literature cart within the Village limits. Trustee Boyd noted that our Village Code doesn't allow for distribution of posters, notices, or handbills on public buildings, public property, lamp posts or utility poles.

**Motion by Boyd, seconded by McPherson, to deny his request due to the Village code. Motion carried by voice vote.**

- b) **Craven Park Use Request:** The Friends of the Veterans (FOV) would like to host another flag burning ceremony at Craven Park like they have done previously.

**Motion by Drollinger, seconded by Ciganick, to allow the Friends of the Veterans to have the flag burning ceremony. Motion carried by voice vote.**

- c) **WWTP Update:** Mr. Keiser explained that Gourdie Fraser, at the request of EGLE, has completed and updated our capital improvement plan. He is requesting that Council approve the new plan. He also provided a copy of the old plan for comparison, in which Council can see what projects have already been completed. Having this plan may help us with other funding sources. Mr. Keiser informed Council that some of the items on the previous CIP have been completed, but there are new items added. He also invited all Council members to come down to the plant for a tour and explanation so that he can show them exactly what is going on and the process it takes to run it. Ms. Hodges explained the potential funding sources and how some of them might work. One source is through the State Clean Water Revolving Fund, which is basically a grant and could provide approximately 50% forgiveness. If the CIP is approved, we can apply for this funding once the application process opens. The priority for the projects were reviewed and discussed. It was noted that the disbursement of the Clean Water Revolving Fund is in 2024 and funds must be used by 2026. Ms. Hodges said the notice of intent should be submitted by November.

**Motion by Ciganick, seconded by Boyd, to approve the Capital Improvement Plan presented by Gourdie Fraser & Associates. Motion carried by voice vote.**

- d) **Kayak Station:** We received a bid for \$13,555.00 from Captain's Choice Marine for a kayak station at Richardi Park. Mr. Keiser noted that he was asked to look into an alternative launch

system because our permit expires at the beginning of next year. President Bennett reminded Council that this project is not included in the budget. Trustee Drollinger explained that we have \$9,000 in a CD for the launch, so we only need to come up with another \$4,000, which can come from funds set aside in a CD for the Transportation Station. Trustee Ciganick said he is 100% behind the project, but he is not in favor of spending any more money for anything until we get back to what we have already set up as the guideline for our budget. We know we are over on the ball fields and on the bathhouse but until we know the final effect they have on the budget; we shouldn't be spending any more funds. Treasurer Odom stated that there is money in CDs for the project, but this is an unbudgeted item so the expense will have to come from fund balance. The fund balance is already stretched due to the other two projects. Trustee Drollinger stated that it is being categorized as fund balance, but it is coming from funds we have already set aside for this specific project. Treasurer Odom noted that the money in the CDs has already been accounted for it is not new money. New revenue can be placed in the revenue budget, which then allows us to have the expense go against that revenue, but this is not new revenue, it is already accounted for. A discussion of how revenue, expenses and fund balance works occurred. Reference was made to the public safety CD which is set aside for a new police vehicle, and it was noted that it would work the same way as the kayak launch as far as the budget is concerned. The expense would come from the fund balance because the revenue in the CD has already been accounted for. Before Council approved the motion, Treasurer Odom reminded Council that the entire expense will be coming from fund balance.

**Motion by Boyd, seconded by McPherson, to accept the quote from Captain's Choice to install the kayak launch for \$13,555.00 using the funds from the CD and pulling the balance of the amount due from the other parks CD. Motion carried by voice vote with one abstention from Trustee Ciganick.**

- e) **Cyber Liability Coverage:** Our liability insurance renewed at the beginning of August with an increase in premium of approximately \$6,000. The one thing not covered under the policy is cyber liability. Last year Council approved the additional expense for this coverage. This year the cost will be approximately \$1,000 for \$100,000 worth of coverage. This will cover attacks on the Village computers. It was noted that we do have an offsite backup system, which backs up most of our files. Council reviewed and discussed the coverage and made the following motion.

**Motion by Ciganick, seconded by Boyd, to opt out of the cyber liability coverage. Motion carried by voice vote.**

- f) **ZBA Appointment:** We have two open seats on the ZBA. Josh Todd would like to be considered as an applicant to fill one of those seats. He introduced himself and stated he would like to get more involved in the community. President Bennett would like to appoint Mr. Todd to fill one of the vacant seats on the ZBA.

**Motion by McPherson, seconded by Boyd, to appoint Josh Todd to fill a vacant seat on the ZBA. Motion carried by voice vote.**

- g) **DDA Member Resignation:** This item was removed from the agenda.
- h) **Resolution #22 of 2022, Budget Amendments:** This resolution will approve current budget amendments. They include the kayak launch, the body cam donation and purchase for the police department, the additional liability insurance costs and moving funds from the Village Hall accounts to the new restroom accounts.

**Motion by Ciganick, seconded by McPherson, to approve Resolution #22 of 2022, budget amendments. Motion carried by roll call vote. Ayes: Ciganick, McPherson, Boyd, Drollinger, Schuckel & Bennett. Nays: None. Absent: Hardy.**

- i) **Central Lake Lion's Club Request:** In the past, the Central Lake Lion's Club has been allowed to collect for their White Cane fundraiser and would like permission to do this again. They previously used an area by the new restrooms.

**Motion by Boyd, seconded by Schuckel, to approve the Lion's Club Request. Motion carried by voice vote.**

- j) **B.I.G. Canoe Race:** Last year we gave permission for this race to take place and they are requesting permission to have it again this year. Ben Tarbutton explained that last year was the inaugural year with 26 teams. They are looking for twelve locations and they would like one of them to be here. They use Paddle Sport for their liability insurance. A DNR permit is obtained. They will use the Ohio St. boat launch area and it is scheduled for Sunday, September 11, with a 10:00 am start time.

**Motion by Schuckel, seconded by Boyd, to approve the request for the B.I.G. Canoe Race. Motion carried by voice vote.**

- k) **Property Swap:** Trustee Drollinger said the Village may want to consider having a discussion with the County about obtaining the County owned property in Richardi Park. In Elk Rapids. The County owned property that went to their Dam and sold it to them for \$1.00. To get grants for a park, it's much easier if you own all the property. We are in the same situation here in Bellaire. They own a section of Richardi Park allowing for access to the spillway. She said she asked the County to do the same here. They counter offered, asking for a trade of the park property for the parking lot/food pantry property they currently lease from the Village. Mr. VanAlstine said he seemed to have board support for the trade, and it will clean up a lot of paperwork. He said they could get the attorney to draft the easement so they can still access their Dam. Trustee McPherson said we have to take into consideration the value of the property we are talking about. The size of the property they own in Richardi Park was discussed. It was noted they own from the entrance of the park that's next to the bridge to the spillway. How the trade might affect the food pantry was discussed. Trustee Ciganick noted that the value of the parking lot property is significant. He stated that if we made the trade with the County, they would still need it for ingress and egress purposes so we still couldn't use it for anything. He suggested redefining the park, which will then allow us to apply for grants and we would maintain the parking lot/food pantry property. Mr. Keiser noted that we own property on both sides of their property. It was also noted that the easement doesn't have to be in its current location. Council discussed taking this to committee, either Parks or Property & Building for further research. Mr. Keiser stated that the County owned land in the park encompasses ¾'s of the current pavilion, the chicken pit, the flag and possibly one of our swing sets. It is approximately 128' wide by 277' long. We also currently maintain that area and we also maintain the parking lot/food pantry.

**Motion by Drollinger, seconded by Boyd, that we consider the trade with the County and pursue where it goes.**

Mr. VanAlstine asked for clarification on the Council's position for this trade. He explained that if he knows the Council is interested in making this happen, he can then present this to his Board. If the County Board agrees, then their Administration can begin working on details, bring the details back to the Council, which will then explain what the County can do. Trustee Ciganick

suggested presenting the request to obtain the park property only and retain the parking lot property to the County and the reason why, which is to apply for grants to enhance Richardi Park. Mr. VanAlstine asked what's in it for the County and it was noted that the park improvements would be for all Village, Township and County residents to enjoy. Trustee Ciganick stated that the Township is working with us to improve the park and all we are asking of the County is to sell us that strip of land for \$1.00, which will also help with the improvements. The County would still get their easement for access to the Dam. He also noted that it would show that the County is working with us to improve the area for residents. Mr. VanAlstine said to send him the information, he will take it to the Board, but he doesn't think it will be approved.

**After this discussion the above motion was withdrawn by Drollinger and Boyd.**

**Motion by Drollinger, seconded by Ciganick, that we ask the County to sell us the property they own in Richardi Park. Motion carried by voice vote with one nay vote from Trustee Boyd.**

## **9. Discussion Items:**

- a) **Employee Pay:** President Bennett explained he has concerns about losing staff and would like to discuss options ensuring that it doesn't happen. He would like to spend some time discussing options that would prevent that from happening. Trustee Ciganick noted that except for wages, our benefit package is good. He noted that he is not sure employees are even out there, even if we increased wages. President Bennett wanted to put this out there for all to think about.

## **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:** The Planning Commission met to discuss a Portage Drive development. It will be a Lodge use. Their goal is to have guests by the end of the year. Council discussed this project, and the affect it and VRBO's have on affordable housing. Clerk Essad said this same company working on the Portage Drive project will also be the company that will be working with Ms. Bernard on housing for her property. She provided an update on the repairs of the Tiffany Building. It doesn't look like the repairs will be complete by the Rubber Duck Festival, but Chief Drollinger has spoken with the Chamber, and they will be adjusting the layout for their activities.
- c) **Department of Public Works:** Mr. Keiser presented a written report. The yearly water reports and annual testing have been completed. The DPW is cleaning up the 4-H section of the park getting ready for the Fair. They are working on leveling off the area in Richardi Park. Mr. Keiser informed Council that he received a call from our MDOT Rep who said the State has funds available in their budget to complete two projects, one by Birch St. and one at the intersection by Corner Bistro but they must be completed by September 30. Mr. Keiser is working on getting quotes so we can get those projects completed. We will have to pay for them, but we will be reimbursed from the State. Tylor Dollaway has been working on getting the outfields ready for seed at Craven Park. he will be working on the next phase of the ballfields which will include dugouts. We have applied for the permit to begin discharging at the plant this week. PK will be painting the crosswalks in August. We have also completed two new water taps.

- d) **Police Department:** The Rubber Duck permit has been approved. He spoke with the Chamber concerning the Tiffany Building and informed them that only food trucks should be parked along the side of the building due to the repairs not being completed. He also told them to let the food companies know the reason they had to use that location and it would be their choice whether to park there. He noted that speed has been an issue at the hill by the marina and on N. Genessee but feels they have it under control.
- e) **Planning Commission:** Nothing presented.

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

- a) **Martin Nemec:** Mr. Nemec owns the building on the north end of Depot St. and addressed concerns about the condition of Depot St. He would like to see it paved. He also understands that there is currently no funding in the budget for it. He offered to hire Ahrens and pay for it, but there is infrastructure under it that must be considered. Mr. Keiser noted that it is not currently on the list and would have to be discussed during the budget cycle to see if funding is available for it. He noted the medical building next to his doesn't pay property taxes and we should look into getting that back on the tax roll. He suggested that the company developing the Portage Dr. property should be requested to begin work on the housing project before they begin work on their project, which would help with public housing. He also noted that one thing his company does to help retain employees is to provide gas cards to help offset fuel costs.
- b) **Chris Bearup:** Mr. Bearup said he would like to get clarity on the status of the ball field improvements. Mr. Keiser explained that the project was going to be completed in phases. We have not received what was expected in our fundraising efforts. He said he is working on getting phase one completed, which is the fence, irrigation & seed. He noted that if we can get the irrigation in and seed planted this summer, we will be able to play on the fields next summer. He explained phase two was the dugouts, concession stand & bleachers. Phase three includes things like lighting. Mr. Bearup asked about the current little league fields and it was noted that we will not keep those fields once the fields at Craven Park are complete.
- c) **Ryan Fischer:** Mr. Fischer would just like to see the high school playing on their home field during their next season. He also asked if the Village can provide status updates to the public.
- d) **Shelley Dayton:** Ms. Dayton asked about getting another sign for the crosswalk at the corner. It was noted that we will be painting of the crosswalk and that area will be getting fixed, which should all help with that crossing area.
- e) **Josh Todd:** Mr. Todd expressed that he would like to move the easement with the County at the park.

**12. Adjourn:** Meeting adjourned at 8:44 P.M.

Compiled by Cathy Odom  
 Minutes are subject to approval.

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

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

