

**Bellaire Village Council
Meeting Minutes
March 6, 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 Dave Ciganick, Trish Drollinger, Pat Boyd, Eldon McPherson and Helen Schuckel.

Absent: Bryan Hardy

Staff Present: Nora Stead, Treasurer, Bradley Keiser, DPW Supervisor and Bill Drollinger, Chief of Police.

Also Present: Terry VanAlstine, Margie Boyd, Don Hoyt, Chrissy Stahl, and Josh Hall

3. **Approval of Agenda:** The agenda was approved with the additions of new business item m, Flag Day, item n, Bee Well 5k Race, item o, police vehicle, item p, the citation for the Sewer Plant, and item q, opening Craven Park early.

Motion by Schuckel, seconded by Bennett, 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 Ciganick, 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 gave a County update to the Council. He states that the rest of the windows will be delivered at the beginning of the week. This is the last piece of the exterior side of the building to be complete. The material needed to complete the main entrance is also being delivered shortly. The project is running smoothly, on time, and within budget.

Mr. VanAlstine states that the Sheriff's Department is completely moved into the Health Department Building over on Portage Drive.

The County is working on an RFP for the demolish work to remove the Grove Street Annex building. The projected plan is to have this completed by the fall.

The State Court Administrator signed a letter to not support the unified court for Antrim County, but Senator Damoose along with both representatives are working with the legislature to get some others on board. The legislatures are the ones to make the final decision. There is a meeting on March 8th, 2024 and the 13th circuit court has come with questions regarding the addition of another individual. Mr. VanAlstine states the proper way to add an additional person is if they want another individual on staff, they need to have the Chief of Justice contact the State Court Administrator to support the merge of the two courts.

On March 8th, 2024, Glacial Hills will be giving the County their yearly update.

On May 2nd, 2024, the County will hold a day of prayer. This will take place at noon in front of the Courthouse.

The website for Antrim County is being updated to antrimcountymi.gov. This website will be more secure. Any emails sent to the .org site will automatically be forwarded to the new .gov site.

The Veterans Affairs Office is hosting a lunch and learn on April 4th, 2024 at the Hen's Den in Mancelona from 10:00 am – 1:00pm. This lunch and learn will be covering items such as healthcare, the Pac Act, and caregivers' support.

- b) **DDA Update:** Mr. Hoyt was present to give an update on the DDA. He states that the Buy Local group has put together new welcome packets. These will be given to all the local realtors for new homeowners in the area. These packets will include information on all the downtown businesses.

The Art is Sweet event is happening this weekend, March 8th, 2024. Tickets are still available but selling out quickly.

A new event is planned, The Home, Cottage, and Garden Show will take place on Saturday, May 18th, 2024. This will be the first year for this event and local visitors, along with vendors, are very excited. Location is to be determined but will probably be at Richardi Park or the Broad Street Craft area. A discussion was made regarding the location of the Home, Cottage, and Garden Show along with the amount of time to advertise this event.

Mr. Hoyt was happy to announce that the Traverse Bay Lifestyle's summer issue will be featuring Bellaire.

Mr. Hoyt also states there were a couple items discussed at the DDA meeting with the DPW supervisor, Bradley Keiser present. Bradley states he has been applying for a Street Scape Grant through MDOT for the past 5 years with no avail. The DDA is going to try to provide support for this grant by writing letters and contacting local businesses. This is to focus on the safety of our downtown area along with sidewalks. The DDA is hopeful that with the additional support on this grant application it will help to approve the process. The DDA will also be planning a meet and greet in which this will be a topic of discussion.

Mr. Hoyt also mentioned that the DDA would like to take on the banner project, this will be discussed in New Business (j).

The Art on the Street project has 14 wonderful artist submissions, the juror is selecting the art to be chosen to use. They have a photographer, James Sullivan to photograph the art. The schedule is on time for this event and the DDA is within budget on this event.

There are 2 openings on the DDA board, they have received 5 applicants thus far. Interviews will take place at the next meeting and by April meeting they should have a couple potential members chosen.

- c) **Ball Field Update:** The DPW Supervisor, Bradley Keiser was present to give an update on the Craven Ball Field Project. The 4th dugout is being completed. The last couple of blocks should

be laid by the end of the week, next week the truck will arrive to pour the cores. Once this is done, the roofs will be added then they will be ready to go. Two of the score boards are up, power has been hooked up and they are live and ready to go.

8. New Business

- a) **Interim Zoning Administrator:** Upon the resignation of Clerk Essad, the zoning administrator coverage would be appointed to Bradley Keiser and Bill Drollinger as interim until the position would be filled. A discussion was made to instead appoint Bradley Keiser and Bill Drollinger as Deputy Zoning Administrators to ensure we will always have zoning coverage in the absence of the Village Clerk due to sickness, leave, or vacation coverage. Zoning has been very busy especially this time of the year and a discussion was made to take a look at the zoning / permit process to provide a smoother process.

Motion by Boyd, seconded by Schuckel, to appoint Bradley Keiser and Bill Drollinger as Deputy Zoning Administrators. Motion carried by roll call vote.

- b) **Resolution #5 of 2024, Budget Amendments 2023-24:** This is an annual resolution approving the amended budgets for the FY 2023-24.

Bennett calls for a roll call vote. Motion by Boyd to approve the budget amendments for FY 2023-24. Motion carried by roll call vote. Ayes: Boyd, Ciganick, Drollinger, McPherson, Schuckel, and Bennett. Nays: None. Absent: Hardy.

- c) **Resolution #06 of 2024, Bond Counsel:** This is an annual resolution naming Miller, Canfield, Paddock & Stone as the Village bond counsel for FY 2024-25.

Motion by Ciganick, seconded by Drollinger, to approve Resolution #06 of 2024, naming Miller, Canfield Paddock & Stone as the Village Bond Counsel for FY2024-25 through a roll call vote. Motion carried by roll call vote. Ayes: Ciganick, Drollinger, Boyd, McPherson, Schuckel, and Bennett. Nays: None. Absent: Hardy.

- d) **Resolution #07 of 2024, Financial Depositors:** This is an annual resolution naming Huntington National Bank, 4-Front Credit Union, and Alden Bank as the Village financial depositors for FY2024-25.

Motion by Drollinger, Bennett called for a roll call vote, to approve Resolution #07 of 2024, naming Huntington Bank, 4-Front Credit Union, and Alden Bank as the village financial depositors for FY 2024-25 with a roll call vote. Motion carried by roll call vote. Ayes: Drollinger, Boyd, Ciganick, McPherson, Schuckel & Bennett. Nays: None. Absent: Hardy.

- e) **Resolution #8 of 2024, Street Administrator:** This is an annual resolution naming Bradley Keiser, the DPW Supervisor, as the street administrator for FY 2024-25.

Motion by Boyd, Bennett called for a roll call vote, to approve Resolution #8 of 2024, naming Bradley Keiser as the Village Street Administrator for FY 2024-25. Motion carried by roll call vote. Ayes: Boyd, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None. Absent: Hardy.

- f) **Resolution #9 of 2024, Performance Resolution:** This is an annual resolution required to work is State rights-of-way when needed.

Motion by McPherson, Bennett called for a roll call vote, to approve Resolution #9 of 2024, the State performance resolution allowing us to work in State rights-of-way when needed. Motion carried by roll call vote. Ayes: McPherson, Boyd, Ciganick, Drollinger, Schuckel & Bennett. Nays: None. Absent: Hardy.

- g) **Resolution #10 of 2024, 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 Schuckel, Bennett called for a roll call vote, to approve Resolution #10 of 2024, setting the dollar amount of sales that will be placed into the perpetual care fund. Motion carried by roll call vote. Ayes: Schuckel, Boyd, Ciganick, Drollinger, McPherson, & Bennett. Nays: None. Absent: Hardy.

- h) **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. Note that the January 1st, 2025 meeting falls on a Holiday. This meeting date will be moved to the second Wednesday of the Month and instead held on January 8th, 2025.

Motion by Bennett, seconded by Boyd, to approve the meeting date schedule as amended with the January 2025 meeting taking place on the second Wednesday of the month, January 8th. Motion carried by voice vote.

- i) **Council Rules of Procedure:** The Rules of Procedure for the Village Council should be reviewed and approved on an annual basis. Discussion by Ciganick, confirming that on page 4, section 9, Closed Meetings Paragraph B it calls for a 2/3 roll call vote which would be 4 and 2/3 people. This would confirm that we would need 5 people.

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

- j) **Street Light Banner Project:** It has been discussed in the DDA meeting held on February 28th, 2024 that the DDA would like to take responsibility for the street banner program. DPW supervisor, Bradley Keiser states the banners are in rough shape. They have tried washing and repairing them but feels like it is time to have them replaced. The DDA has offered to take over the banner program with the approval from council.

Motion by Drollinger, seconded by Boyd, to turn the street light banner program over to the DDA. Motion carried by voice vote.

Discussion: Ciganick to amend the motion that the revenue stays within the DDA.

Drollinger agrees to amend the motion that any revenue made from the banner program will go to the DDA with final approval of cost from the council. Bennett second to amend.

Motion by Ciganick, second by Boyd, that we approve the DDA taking responsibility for the sale, management, and financial piece of the banner program in downtown Bellaire with councils final approval of design and financial cost. Motion carried by voice vote.

- k) **Car Show Request:** Bradley Keiser would like the council to approve a car show request. Keiser will sponsor the car show as a fundraiser for the Miss Bellaire Program. The show will be held on August 9th and 10th, 2024. The cruise will be held on Friday night, August 9th and the show will be held on Saturday, August 10th ending at 4pm. The Fireside Lounge has agreed to pay for the music on Friday night.

Motion by Boyd, seconded by Schuckel, to approve the car show request by Keiser. Motion carried by voice vote.

- l) Bellaire Chamber Change of Event Schedule:** The Bellaire Chamber had originally requested to use Broad Street for the Harvest Festival. They are changing the name of this event to the Flannel Festival and would like to use Richardi Park instead. They would like to hold all areas of the event at the park including a beer tent. A discussion was made regarding the requirements of hosting a beer tent.

Motion by Boyd, seconded by Schuckel, to approve the revised Chamber Harvest/ Flannel festival event location. Motion carried by voice vote.

- m) Flag Day:** Mr. Drollinger states that the committee of flag day would like to change their route and start at the Post Office and end at Richardi Park. Flag day will be held on Friday, June 14th, 2024 at 6:00PM. Discussion: This walk will take place in the street. No issues will arise due to it being a state highway. Drollinger states that this is a very short walk and will not take much time.

Motion by Schuckel, seconded by McPherson, to have flag day with the new route to take place from the Post Office to Richardi Park. Motion carried by voice vote.

- n) Bee Well 5k Race:** Bee Well is coming up on their 10 year anniversary and contacted Mr. Drollinger on the request to hold a 5k race on Broad Street starting at 8:00 am on Saturday, May 18th, 2024. The road would need to be closed for approximately 1 hour and should cause no issues to road traffic at that time. A discussion was made on the possible conflict of dates with the DDA Home, Cottage, and Garden Show taking place on the same day.

Motion by Bennett, seconded by Boyd, to approve Bee Wells request for the 5k run with possible adjustments to coincide with the DDA Home, Cottage, and Garden Show. Motion carried by voice vote.

- o) Police Vehicle:** Chief Drollinger states the CD did not get cashed and with the council's permission Mr. Drollinger would like to proceed forward with the purchasing of a new police car. A discussion was made regarding the total cost of a new police vehicle along with the sale of the old 2013 police vehicle. A discussion was also made on the amount of money on the CD and what additional costs there may be in the purchasing of a new police vehicle.

Motion by McPherson, seconded by Bennett, to give permission to Chief Drollinger to move forward with researching the pricing of a new police vehicle. Motion carried by voice vote.

Motion by Bennett, second by Ciganick, to approve Chief Drollinger to research what funds will be needed in addition to the use of the CD for the purchase of a new police car. Motion carried by voice vote.

- p) Citation for the Sewer Treatment Plant:** Trustee Ciganick states that the State of Michigan has sent us a notification that we have dispersed through the course of the calendar year last year approximately 50 pounds in excess phosphorus. The vice president of Operations Solutions, Josh Hall, was present to discuss the mistakes that were made with miscalculations and what will need to be done to remedy the situation. Mr. Hall apologizes for the issues that this has caused and ensures that they will rectify this as soon as possible.

No Action Taken.

- q) **Craven Park opening:** Trustee Drollinger would like to request the opening of Craven Park early this year, on March 15th, 2024 due to the mild winter we have had. DPW Supervisor states that would be too early as there would not be enough time get the park ready and offered to open on April 1st, 2024 instead.

Motion by Drollinger, second by Boyd, to approve the opening of Craven Park on April 1st, 2024. Motion carried by voice vote.

9. Discussion Items:

- a) **Air B & B Restrictions:** President Bennett states that he is concerned about the influx of air b&b housing in the area. A discussion was made regarding the increase in short term rentals in the area.
- b) **Addition of a part- time police officer:** A discussion was made regarding the hiring of a part-time officer for our summer busy months. This position would be a paid position only, no additional benefits would be included.

10. Department/Committee Reports:

- a) **Committee Reports:** None Presented.
- b) **Clerk/Zoning Administrator:** None Presented.
- c) **Treasurer/Deputy Clerk:** Continuing the wrap up of FY 2023-24 and start of FY 2024-25 along with the audits coming up. No training was provided on these projects. Cathy Odom has offered to help with this.
- d) **Department of Public Works:** Continuing the completion of the ballfield.
- e) **Police Department:** Chief Drollinger states he has continued working with Ms. Toth regarding the Archary ordinance. Chief Drollinger will need to speak to legal counsel regarding the change in ordinance.
Chief Drollinger regrets to inform the council that the use of narcotics is increasing in Bellaire and a discussion was made regarding the Red Flag Law.
- f) **Planning Commission:** None presented.

11. Closing Member/Public Comment: Mr. VanAlstine states at the Kearney Township Board meeting the fire chief was there. The process has started for the purchase of a new truck and retiring the old truck. This old truck will be up for bid at some point.

12. Adjourn: Meeting adjourned at 8:02 P.M.
Compiled by Nora Stead.
Minutes are subject to approval.

Approved: _____

Date: _____

