

**Bellaire Village Council
Meeting Minutes
January 4, 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, Nicole Essad, Clerk, Bradley Keiser, DPW Supervisor & Bill Drollinger, Chief of Police.

Also Present: Terry VanAlstine, Shelly Dayton, Tracy Lareau, Doreen McGuire, Margie Boyd, Steve Alger, Ray & Marguerite Karabin, Ed Niepoth, Ryan Watrous, Jeremy Scott, Shana Minish, Carl & Christina Regner & Dan Wilson.

3. **Approval of Agenda:** The agenda was approved as presented.

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

4. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business item f, interim zoning administrator.

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

Motion by Schuckel, seconded by Bennett, to approve the consent agenda as presented. Motion carried by voice vote.

6. **Public Comment:**

- *Jeremy Scott:* Jeremy Scott introduced himself as the County Administrator. He explained he has an open-door policy and looks forward to supporting and working with all the local units.
- *Dan Wilson:* Mr. Wilson presented a statement concerning a sewer complaint and asked how often sewer lines are cleaned. Mr. Keiser explained the situation and took care of the situation before the day ended on the same day we were notified of the problem. Sewer cleaning takes place approximately once a year. He explained that DPW is happy to check out a potential issue, just give them a call.

7. **Old Business**

- a) **County Update:** The County hired Matthew Wyman as the new airport administrator, Anna Hall as their park director, Jeremy Scott as the new County Administrator, Janet Koch has accepted the Deputy Administrator position and Leslie Meyers as the Dam Operator. Interviews are moving forward for a new emergency management director. Property swap documents should be ready for the next meeting.

- b) **DDA Update:** The DDA is still working on Wi-Fi. They are also working on new signage for parking. Tracy Lareau discussed the grant proposal to the Michigan Arts & Culture Council. The deadline is approaching, and they would like permission to move forward with the application. The only change to the presented application is an added \$25.00 in kind match. They are not asking for any funds from the Village. There was a discussion about the ADA coordination listed on the application. This proposed art display will also be available with audio capabilities.

Motion by Boyd, seconded by McPherson, to move forward in applying for their grant. Motion carried by voice vote.

- c) **Craven Park Ball Field Update:** FineLine Fencing sent an email stating that they were going to be installing the gates as requested. They also noted that once that was done, the job would be complete. An email response was sent stating that the canopies over the wings also needed to be done and that this would be addressed to Council at their next meeting. The council should decide if they want to continue with the installation of the rest of the canopies or call the project complete after the installation of the gates. If we want to continue with the installation of the canopies, we may have to get our attorney involved, if they refuse to complete the job. Trustee Boyd stated that he would like to see the project completed as quoted which includes the canopies on the backstops. All agreed. Mr. Keiser noted there is also a discrepancy in what their drawing shows and what was built. He also informed Council that the scoreboards are here, and we will need to get the I beams to put them up.

Motion by Ciganick, seconded by Hardy to pursue the completion of the fence project which includes 6' canopies on all vertical backstops. Motion carried by voice vote.

- d) **Little League Field Lease Agreement:** The County has sent over a new lease for the Little League fields for a period of one year. The lease is the same as our previous lease, but for a term of one year. Due to the construction of the new fields not yet complete, we will need to use the little league fields for another year.

Motion by Boyd, seconded by Hardy, to accept the one-year lease agreement for the use of the little league ballfields. Motion carried by voice vote.

- e) **Proclamation-Barnard Restroom:** James Barnard was our engineer on the downtown restrooms. The council would like to recognize his work with the approval of this proclamation. The council will meet on April 5, 2023, at 6:30 pm to recognize the sign that was put up at the new restrooms.

Motion by Boyd, seconded by Hardy, to accept the proclamation for James Barnard as written. Motion carried by voice vote.

- f) **DPW Vacant Position:** The Administration Committee interviewed two applicants and would like to recommend that the Council hire Mr. Carl Regner at the two-year rate of \$19.04 per hour.

Motion by Drollinger, seconded by McPherson, to hire Carl Regner at a rate of \$19.04 per hour. Motion carried by voice vote.

8. New Business

- a) **Chamber of Commerce 2023 Event Schedule:** The Chamber of Commerce presented an updated event schedule they would like the Council to approve. They would like to bring live music back downtown for five (5) Mondays. Trustee Ciganick said to share this new schedule

with Short's to make sure no activities are scheduled at the same time. Trustee Boyd also stated that closing Broad St. could be changed from 3:00 pm to 6:00 pm. He also noted a new event for February called the Cocoa crawl.

Motion by Boyd, seconded by Hardy, to accept the Chambers request for dates with one alteration to the music on Mondays changing it to 6:00-10 pm., due to blocking Broad St. while people are still parked there. Motion carried by voice vote.

- b) **Fire Department-Land Parcel:** The Fire Department has been approached by AT & T about placing a cell tower behind the fire department. During the title search, they found a small diamond shaped piece of property that is owned by the Village. Currently there is a structure that is built on this property, and it is approximately .17 of an acre. A survey should be done to establish a legal description and the fire department is willing to take care of the cost of that survey.

Motion by Hardy, seconded by Drollinger, to give this piece of property to the fire department with the fire department taking care of the cost of the survey. Motion carried by voice vote.

- c) **Resolution #01 of 2023, Spark Grant Resolution:** The resolution is part of the Sparks Grant and is required to apply. The Council needs to set the amount they would like to apply for. Anything under one million dollars doesn't require a match. The council discussed what amount they would like to apply for and it was noted that we apply for \$975,000.

Motion by Boyd, seconded by Hardy, to approve Resolution #01 of 2023, approving the authorization to apply for the Spark Grant. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.

- d) **ZBA Appointment:** We received a letter of interest from Georgia Jean Burns to serve on the ZBA and President Bennett would like to appoint her. Her term will expire on November 15, 2024. We have two vacant positions on the ZBA, one alternate and one regular. The motion should state which seat you would like her to fill. Trustee Boyd would like to have the open position posted so we can receive other interested applicants. It is currently on the website but can be posted on the Village Facebook page. It was also noted to post it on the front door.

Motion by Bennett, seconded by Hardy, to appoint Georgia Burns to the regular vacant seat on the ZBA. Motion carried by voice vote with one nay vote from Trustee Boyd.

- e) **FMLA Request:** Clerk Essad has filed for FMLA for maternity leave. She is requesting twelve (12) weeks. Her leave is estimated to begin on February 27.

Motion by Boyd, seconded by Hardy, to approve the Clerk's FMLA request. Motion carried by voice vote.

- f) **Interim Zoning Administrator:** While the Clerk is on maternity leave, Chief Drollinger was asked if he would take the interim zoning administrator position. He has done this in the past and is familiar with the zoning ordinance.

Motion by Boyd, seconded by Schuckel, to appoint Chief Drollinger as the interim zoning administrator during the zoning administrator's absence. Motion carried by 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 said she is trying to wrap up her work before her maternity leave. She also noted that there are some big projects coming up in zoning that are in the Planning Commission phase.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom reminded Council members that she will need the closed session minutes returned. In the matter of the subrogation for the Hickory Lane sewer claim, the court ordered the case to mediation. This is a neutral third-party mediator who works with everyone involved. It is scheduled for Thursday April 27, 2023, at 10:00 am. Via zoom.
- d) **Department of Public Works:** Mr. Keiser thanked Council for the new employee bringing our staff back to normal. He said he spoke to Bob Rodriguez about the ice rink. It was noted that the weather may prevent us from having the ice rink this year.
- e) **Police Department:** Chief Drollinger said he has been dealing with parking issues for snow removal. He has set up a group text system which should make things easier. He would like something posted on social media reminding everyone that there is no parking from 3-6 am due to snow removal.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- President Bennett noted that he attended the Township meeting and would like to make sure we keep the lines of communication open with them.
- Tracy Lareau thanked staff for their help and cooperation with the DDA and their work.

12. Adjourn: Meeting adjourned at 8:38 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____