

**Bellaire Village Council
Meeting Minutes
October 5, 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 Hardy

Staff Present: Cathy Odom, Treasurer, Nicole Essad, Clerk & Bill Drollinger, Chief of Police.

Also Present: Terry VanAlstine, Shelly Dayton, Ray & Marguerite Karabin.

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

Motion by Schuckel, seconded by Boyd, to approve the agenda as presented. 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:** Kearney Township made a zoning change requiring a certain square footage for new home construction and they are looking at a new phone system. The County hired a new full time cook who will assume Mr. Sizen's position when he retires. The County will be approving the bid for the Nifty Thrifty building at their next meeting. Mr. VanAlstine attended a natural hazard meeting via zoom. It was not well attended. They are looking for all local entities to sign on for this, noting that if we don't have a natural hazard plan in place FEMA will not help when a disaster hits. The County plan, when in place, should cover all townships & villages. Chief Drollinger asked about the emergency operation plan that is already in place and includes hazard mitigation. Mr. VanAstine stated he believes it is all going to be redone. The County provided a letter of support to PFN for broadband service in the County. If it goes through, broadband service will be supplied by federal grant monies. October 14, from 9 am to 2 pm, at the TBA career tech center, agriculture producers and businesses will be accepting tractor tires at no cost.

b) **DDA Update:** A Buy Local update was presented at the DDA meeting. The Art & Music Stroll is this Friday downtown. The DDA also discussed Wi-Fi. The DDA is looking at other options for art displays downtown. The Meet & Greet went well. They had a discussion on the bike racks. They are currently working on fundraising. They will begin working on their budget. The DDA also discussed setting up selfie stations with hashtags at specific locations around town.

- **Mr. Gajda Request:** We received a letter from Mr. Gajda about his attendance at meetings and he is asking Council to allow him to fulfill his term by attending half of the meetings via zoom and the other half in person. He understands when attending via zoom

he will be unable to vote on action items. Discussion occurred. The DDA board is not concerned

Motion by Bennett, seconded by McPherson, to accept Mr. Gajda's letter. Motion carried by voice vote.

- c) **Craven Park Ball Field Update:** The fencing is up except for the backstops. Trustee Boyd said the backstops are half up and the grass is looking good. Trustee Ciganick noted there is still a good amount of backstop work to complete. He said he called the company a couple of times himself to check on the timeline because we were told different completion dates, which both have passed, and it is still not done. Mr. Hebden attended the Parks Committee and said the banners ordered will be put up in the spring and will also promote the program again. Score boards are paid for & ordered and Lamina is working on the posts that will hold them.
- d) **Kayak Launch Update:** Captain's Choice has agreed to the original price of the kayak launch and will install it this fall.

8. New Business

- a) **Proclamation-Domestic Violence Awareness Month:** This has been an annual proclamation naming October as Domestic Abuse Awareness Month. The Women's Resource Center is asking the Council to approve it again this year.

Motion by Boyd, seconded by Drollinger, to approve the proclamation naming October as Domestic Abuse Awareness Month. Motion carried by voice vote.

- b) **Resolution #23 of 2022, Budget Amendment:** This resolution will amend the budget for the engineering fees for the UV disinfection and screening for the WWTP that was approved at the last meeting.

Motion by Drollinger, seconded by Schuckel, to approve Resolution #23 of 2022, budget amendment. Motion carried by roll call vote. Ayes: Drollinger, Schuckel, Boyd, Ciganick, McPherson & Bennett. Nays: None. Absent: Hardy

- c) **ZO 2022-01, Zoning Ordinance Amendment:** The Planning Commission held a public hearing and approved an amendment to the zoning ordinance to allow the temporary placement of an RV on any lot with an occupied dwelling in cases of an extreme medical emergency for a period not to exceed six (6) months. Council discussed the length of time that will be allowed, the application process and the fee for the permit. After discussion the following motions were made.

Motion by Boyd, seconded by Bennett, to approve ZO 2022-01, zoning ordinance amendment. Motion carried by roll call vote. Ayes: Boyd, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None. Absent: Hardy.

Motion by Drollinger, seconded by Boyd, to waive the application fee for a medical emergency only. Motion carried by voice vote.

d) Public Works Committee Recommendations:

- **Water/Sewer Rates:** The Public Works Committee met to discuss a water and sewer rate increase. Due to the required projects that must take place at the WWTP, a rate study was completed to determine if costs needed to increase. The Public Works Committee met to discuss the results and are recommending that Council approve rate increases of just

under 10% for sewer ready and for the per 1000-gallon rates. They are also recommending a rate increase of just under 3% for the water per 1000-gallon rate and to review the rates again next year. Council reviewed the proposed rates. Trustee Ciganick expressed concerns about the bond issue terms and interest rates and questioned whether the rate increase as presented would be enough to cover the expenses. Treasurer Odom noted that the rates for water and sewer should be reviewed annually. With the cost of goods going up every year, it is important that our rates reflect those costs. She also noted that the financial advisor would be able to help us determine if our rates reflect what we need to cover our expenses. Increasing the sewer rates by 15% was discussed.

Motion by Drollinger, seconded by McPherson, to adjust the sewer and water rates. Motion withdrawn and a new motion was made.

Motion by Drollinger, seconded by McPherson, to adjust the water rates just under 3% and adjust the sewer rates 15%. Motion carried by voice vote.

- **Financing Sewer Projects:** We have UV Disinfection, screening for pond one (1) as a priority and then aerators and sludging will have to be completed. The Public Works discussed the projects and the timeline for completion and is recommending that Council pursue bonding options for these sewer projects. Treasurer Odom explained that there is not enough fund balance in sewer that will allow us to complete these projects without funding. The bond process will take about 90 days and we will have to hire our bond counsel and a financial advisor at an approximate cost of \$7,500 each. It may cost more; these are the costs associated with our last bond issuance. The first two projects are in the CIP as a priority, but once these are completed, the next two will have to be done. The two phases go hand in hand, and you shouldn't do one without the other. Treasurer Odom informed Council that the CIP has the sludge removal at \$375,000 per pond and we just received a quote from the company who has provided this service to us in the past for approximately \$400,000 for both ponds.

Motion by Boyd, seconded by McPherson, to accept the recommendation and pursue all funding options for the sewer projects. Motion carried by voice vote.

e) **Parks Committee Recommendations:**

- **Richardi Park Design Plan:** We received an offer from Forest Home Township to pay for a new design plan for Richardi Park from William & Works. They are engineers who specialize in park plans and they will work with us to help design a new plan for the park. They will also gather input from the public for the new design. The cost of the plan is \$22,765. Trustee Ciganick asked how the potential land swap will affect their work and the design, noting that when completing the plan, this will have to be considered.

Motion by Drollinger, seconded by Schuckel, to approve the design plan offered by Forest Home Township to work with Williams & Works on Richardi Park. Motion carried by voice vote.

There was discussion about replacement of the trees that were removed from the park after the storm.

- **Woodenware Park Equipment Removal:** The fire truck and monster truck are in disrepair and need to be removed from the Woodenware Park. There is also one slide that needs replacement and that should also be removed due to their potential hazard. The Parks Committee is recommending that they be removed, and the two trucks be auctioned off.

Motion by Boyd, seconded by Drollinger, to remove the fire truck, monster truck and slide from Woodenware Park and to auction off the fire truck and monster truck as is. 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:** The Planning Commission met and discussed the zoning ordinance amendment that Council approved tonight. Spillway Lodges will be breaking ground on the Portage property and the properties are addressed. The Parks & Recreation Plan is being finalized and Parks will meet next week to discuss and review. Mr. Karabin asked about the plan and Clerk Essad explained the project.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** None presented.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- President Bennett informed Council that the Administration Committee is reviewing the evaluation process and the wage scale. He also noted seeking help from townships for road maintenance.
- Trustee Boyd updated Council that Glacial Hills is working on allowing Class 1 electric bikes on the trails in the spring. He also noted that next weekend at 2 pm, they will be having a fundraiser at the Eckhardt road trailhead to raise funds for winter maintenance.
- Mr. & Mrs. Karabin asked for information on ordinances and enforcement and about posting ordinances in the newspaper. It was noted that each time an ordinance is written or amended, we are required to post them for the public.
- Trustee Ciganick noted that Admin will be streamlining employee reviews and reminded all that there will probably not be any merit pay this year due to budget constraints.

12. Adjourn: Meeting adjourned at 8:11 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____