

**Bellaire Village Council
Meeting Minutes
June 1, 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: Bryan Hardy

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

Also Present: Terry VanAlstine, Don Hoyt, Jennifer Hodges, Lynn Keller & Shelly Dayton.

3. **Approval of Agenda:** The agenda was approved with the additions of new business item h, Census; item i, Water Bill Adjustment and item j, Engineering Fees.

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

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

7. **Old Business**

a) **County Update:** The household hazardous waste is scheduled for July 16 from 8 am – noon at the Bellaire High School parking lot. The County is a fiduciary for the Torch Lake Township Fire Department. They are doing some training with the funds coming from the fireworks fund that the State collects. The courthouse is getting new doors & flooring. The Senior Center will also be making changes to their hallway. An engineering firm will be looking at the outside of the County Building to make sure panels are in good working order. The jail is going to have HVAC cleaning done. Bill Heffron from Probate Court will be retiring June 3 and promoted an employee from within. The County Dams are going to be evaluated to determine their value for insurance purposes. Randy Bishop has also filed a lawsuit against Antrim County. Mr. VanAlstine is also running for re-election.

b) **DDA Update:** Don Hoyt provided an update to Council. Cindy Place attended a conference to learn about federal funding for public Wi-Fi. The application for funding is through the County and they are researching costs, so they know how much to apply for. The Parking Committee met and noted that there seems to be ample parking, but signage directing people to the parking lots is minimal. They will be looking into signage. They are developing a quarterly newsletter and are posting an article to businesses encouraging employees not to park on the street. They have approved using \$5,000 from their public technology budget to help with the cost of the downtown public restrooms. The Leadership class that is decorating a piano for display downtown will be

placed in the Short's Brewing pavilion. They are looking into using it for providing some entertainment. The DDA was also asked to put together some entertainment ideas. They are also in the very early stages of looking into stringing some lights along the streets in the downtown district much like the lights that are along Emma's Way.

- c) **Downtown Restroom Update:** Mr. Keiser noted that toilets and sinks are installed. Consumers and DTE has completed running electric and heat to the building. The rock on the outside walls went up today. Arndt Electric will install the electric hand dryers and lights inside, but we are waiting for the drywall to be finished. Locksets are also installed. Tim Moore will be finalizing plumbing hook ups.
- d) **Craven Park Ball Field Update:** The fence started going up today. Materials are supposed to start arriving this evening with poles going up tomorrow. The next step would be to finalize irrigation. He did plant some grass seed and it seems to be coming in nicely.

8. New Business

- a) **Administration Committee Recommendations:** The committee met to discuss the Department of Public Works (DPW) employment status.

- **Part Time Seasonal Position:** Mr. Keiser explained that Al Odom has returned to mow but doesn't want to work more than 20 hours a week. We posted for a 32-hour mowing position and received one applicant who is a minor. The committee discussed hiring the applicant for 20 hours a week and they could work together and mow all the parks. An interview has not yet been done. After discussion the following motion was made.

Motion by Drollinger, seconded by Boyd, to have the Administration Committee do an interview and if they feel he would be a good employee, hire him. Motion withdrawn.

Mr. Keiser asked if he could be hired on a probationary period and if it works out well Council could approve his employment at the next meeting. The previous motion was withdrawn after discussion.

Motion by Boyd, seconded by McPherson, to probationarily hire the sole applicant to assist Al Odom with the mowing. Motion carried by voice vote.

Council discussed his wage and agreed to use the current wage that is set for seasonal employees.

- **Full Time DPW Position:** Per Admin's recommendation we posted for a full time DPW position. We have received two applicants and are waiting to see if anymore come in. The Admin Committee recommends that Council approve the posting for the position. Mr. Keiser noted he was looking at the possibility of hiring someone by the next Council meeting.

Motion by Boyd, seconded by Schuckel, to post the position for a full time DPW employee. Motion carried by voice vote.

- b) **Parks Committee Recommendation-Park Designer:** Trustee Drollinger said we were approached by Forest Home Township who would like to assist us with finding someone who can redesign Richardi Park. They will assist us in paying for a designer. Mr. Keiser explained that he reached out to Terry Smith who said he would like more in depth plans, so they are looking at a landscape architect. There are no numbers available yet. The recommendation from the Parks Committee is to have Council approve working with Forest Home Township to find a park designer. If someone is found to do the work, an agreement and costs can be discussed at that time. Trustee Ciganick said we are moving forward on a significant expenditure because of an assist from Forest Home Township. He noted that he would love to see some changes at the park, but due to our cost overruns on the previous two projects, he is hesitant to move forward. Trustee Drollinger stated that they are offering to pay for the design. Mr. Keiser stated that the Township wants to have input for the design and offered to use some of their ARPA funds to pay for these costs. Trustee Ciganick noted if this is the case then he is all for it.

Motion by Boyd, seconded by Drollinger, to approve the parks Committee recommendation. Motion carried by voice vote.

- c) **Resolution #18 of 2022, Millage Rates:** This will set the millage rates for the 2022 tax season. We did have a roll back this year so the operating millage for the general fund decreased from 10.8359 to 10.6801. The street and bond millage rates stayed the same.

Motion by Boyd, seconded by Ciganick, to approve Resolution #18 of 2022, setting millage rates. Motion carried by roll call vote. Ayes: Boyd, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None. Absent: Hardy.

- d) **Resolution #19 of 2022, Budget Amendments:** This amendment will cover the cost of Operations Services for the wastewater treatment plant.

Motion by Ciganick, seconded by McPherson, to approve Resolution #19 of 2022, budget amendment. Motion carried by roll call vote. Ayes: Ciganick, McPherson, Boyd, Drollinger, Schuckel & Bennett. Nays: None. Absent: Hardy.

- e) **Resolution #20 of 2022, DDA Budget Amendment:** This resolution amends the DDA budget to allow them to use \$5,000 of their technology budget to help with the cost of the public restrooms downtown.

Motion by Boyd, seconded by McPherson, to approve Resolution #20 of 2022, DDA budget amendment. Motion carried by roll call vote. Ayes: Boyd, McPherson, Ciganick, Drollinger, Schuckel & Bennett. Nays: None. Absent: Hardy.

- f) **Cemetery Agreement:** It is time to renew the Cemetery agreement with Forest Home Township. there are no changes to the agreement except for the dates.

Motion by Drollinger, seconded by Schuckel, to approve the Cemetery Agreement as presented. Motion carried by voice vote.

- g) **Memorial Flowerpots:** The memorial flowerpots disappeared and Mrs. Fink, if we want her to, offered to order two more permanent ones. Trustee Drollinger said she would like to see them before anything is ordered. Mr. Keiser noted that they didn't disappear, someone had taken the pots to plant the flowers in them and they were returned. No further action was taken.

- h) **Census:** Clerk Essad explained that our population dropped to 1036 from 1086. There is a period where Council can choose to contest this count. After discussion no further action was taken.
- i) **Water Bill Adjustment:** This is an adjustment for the Craven Park campground. We opened the campground in early April, but due to freezing temperatures in the evenings, the water was left running to avoid frozen pipes. We do offer a credit to sewer when this occurs, however, this account created a \$236.92 credit that needs Council approval before making the adjustment.

Motion by Ciganick, seconded by McPherson, to allow an adjustment for Craven Park for the water scenario that occurred this spring to the tune of \$236.92. Motion carried by voice vote.

- j) **Engineering Fees-WWTP:** Mr. Keiser explained that EGLE has given us several requirements to complete for the WWTP to get everything back in order with them. They also wanted it completed by June 13, which cannot be done. He politely told them these things cannot be done in that short of time. There were 8-10 things on the list with 6-7 of them having to be engineered. He reached out to several engineers and asked for proposals. Gourdie Fraser presented their proposal at a cost of \$35,150. This includes a lagoon liner assessment for pond #1, a capacity study, if we find that there is not enough capacity, then a temporary action plan needs to be developed, groundwater monitoring wells evaluation, an engineering report, and an update to the asset management plan. If approved, they will apply for an extension to the timeline. He also noted that the cost is the worst-case scenario. If some items are found not to be needed, then the cost will be less. The one other quote we received was about \$20,000 more than Gourdie Fraser's.

Motion by Ciganick, seconded by McPherson to allow the DPW Supervisor to sign the agreement with Gourdie Fraser for services in regard to the sewer plant violations from EGLE. Motion carried by voice vote.

- k) **Bank Signature Cards:** Mr. Boyd offered to be on the signature cards since he is next door to the village offices and could get here almost anytime. Treasurer Odom stated that all will have to sign the new cards before they leave on their vacations.

Motion by Ciganick, seconded by Bennett, to add Patrick Boyd to the bank signature cards. Motion carried by voice vote.

- 9. **Discussion Items:** Trustee Ciganick stated that with the President and Pro-temp gone on vacation, who will sign checks. He was thanked for bringing it up and a motion was made to add this to the current agenda for discussion.

Motion by Ciganick, seconded by Boyd, to add new business item k, bank signature cards to the current agenda. Motion carried by voice vote.

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 informed Council that she has sent out 14 grass letters and so far, only a few have not complied. She is working on handing that. Chief Drollinger noted that about 80% have complied with vehicle nuisances.

- c) **Treasurer/Deputy Clerk:** Treasurer Odom informed Council that the claim sent in by Shorts for the Hickory Lane sewer issue was denied by our insurance company.
- d) **Department of Public Works:** Storm cleanup is moving forward, and they are working on getting Richardi Park back open as soon as possible. He is working on a letter of appreciation for Elk Rapids' help with the storm cleanup. They offered their truck, their chip truck and three guys to help for two days. Along with Elk Rapids, Steve Alger, and Al Odom, they were able to get the cemetery cleaned up in about 5-6 hours. Central Lake has also offered the use of their street sweeper for a quick clean up once we are ready for it. Trustee Ciganick said he helped clear the trees along the river and Mr. Keiser said he would like to know who cleaned the walking path so he could thank them. He also said he received offers of help from the townships.
- e) **Police Department:** Chief Drollinger gave a shout out to the DPW and the fire department regarding the storm cleanup efforts. He said they are working on the skateboard incidents. The Memorial Day Parade went well. The body cameras the Griffith family donated should be here soon.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- a) **Shelly Dayton:** Ms. Dayton offered some observations about the Shorts Anniversary party with the biggest complaint being that they were told that a “business open” sign would be posted, and it was not. It made a big impact on our businesses. She also noted that the footprint for the venue was not completely accurate with a food truck in front of Bee Well blocking off business. She said she was also told that some requested signatures from businesses were not done. It was noted that the Village received a signed letter or an email from the businesses and it was all in order. Chief Drollinger explained that there were staffing changes during the planning of the party that could have contributed to the things that may have been missed. President Bennett noted that he would like a meeting after the event to discuss any potential issues, so they are addressed right away.

12. Adjourn: Meeting adjourned at 8:06 P.M.

Compiled by Cathy Odom
 Minutes are subject to approval.

Approved: _____

Date: _____