

**Bellaire Village Council
Meeting Minutes
November 1, 2023
7:00 PM**

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, Pat Boyd, Eldon McPherson, Dave Ciganick & Helen Schuckel.

Absent: Bryan Hardy

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

Also Present: Terry VanAlstine, Janet Koch, Linda Gallagher, Nanette McClellan, Doreen McGuire, Shelly Dayton, Derek Coppess, Susan Wenzlick, Mac McClelland, Sherry Comben

3. **Approval of Agenda:** The agenda was approved as amended to add the following items under New Business: g) Glacial Hills Agreement and h) Office Housekeeping,

Motion by Schuckel, seconded by Boyd, 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 McPherson, seconded by Boyd, 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. He stated that renovations at the Health Department building are just about finished and hopefully the Sheriff's Department will be moving in. Grass River Natural Area received the Sparks Grant for \$1 million. The County is interviewing for a new Veterans' Affairs Director. It was also noted that the County will pass its budget tomorrow and there will be a positive number in the budget instead of taking from fund balance. He also stated that the easement for the watermain extension is done. Ms. Koch stated that the renovations at the County Building are on schedule and that the metal panels are ready to go up. She also noted that the roof will be finished soon.

b) **DDA Update:** Ms. McGuire stated that the DDA is having a Meet & Greet on November 8, 2023 from 5pm-6:30pm at Fireside Lounge.

- **Post Request:** Ms. McGuire stated that the art is coming down tomorrow. She stated that the online auction was successful, and it raised about \$4400. It was noted that this money would go to future public art installations. She also stated that the DDA was awarded another art grant for about \$4000. It was noted that

this time it would be a variety of art by local artists. She asked if the posts the art were on could be left up. Ms. Dayton stated that the DDA have contacted the other owners where the posts are, and they stated that they could remain. Ms. Dayton stated that the posts are not in the way of shoveling snow or walking. Ms. McGuire stated that the Buy Local group may be decorating the posts for the holidays as well.

Motion by Boyd, seconded by McPherson, to leave the art poles in place. Motion carried by voice vote.

- c) **Brownfield Redevelopment:** Ms. Susan Wenzlick asked for a resolution of support for the Brownfield Redevelopment Plan for the Bellaire Lofts project on 6612 Bellaire Hwy. She stated that based on the median income for the area by household size these units would be affordable for someone making \$13 per hour. It was noted that a unit is a bedroom with attached bathroom. The townhouses would have 2-3 units within them with some having one unit. The kitchen, living room, dining room would be shared. Ms. Wenzlick stated that the highest income level so someone to have to live there would be \$62,325. It was noted that MISHDA sets the income levels for the units. A general discussion was held about the rent for the units and the income levels of people living there. Ms. Wenzlick also noted that there was a Service Agreement still on the table as well. She also stated that there would be 142 units. Mac McClelland stated that he represents the Brownfield Authority for the County in this process and that the calculations are amorphous right now because there is no certainty like in other Brownfield Plans for demolition or clean up. He also noted that in the plan there is a review process after five years to see if the amounts or time needs to change. A general discussion was held about the rate of return for the developer and that is laid out in an agreement between the developer and the Brownfield Authority. Ms. Wenzlick stated that this is the first step in a series of steps in the process. A general discussion was held about the service agreement going hand in hand with the resolution. Ms. Wenzlick stated that the lowest rent is \$825 per unit. The ADA unit is \$1,425. She stated that for the three units is \$2,400. A general discussion was held about how it would be policed or managed. It was noted that it would be policed just like everywhere else in the Village. It was also noted that there would be a manager in the area to take care of the property. Sherry Comben asked about the service agreement. It was noted that this is an agreement between the Village and Developer only. Trustee Boyd stated that if this project does not go through there will not be an increase in tax revenue for the property. It was noted that the Village will continue to get the same amount in tax revenue for the property as it currently gets but the increase from the construction will go into the Brownfield TIF.

Motion by Boyd, seconded by Bennett, to approve Resolution #22 of 2023, Brownfield Redevelopment Plan. Motion carried via roll call vote. Ayes: Boyd, Bennett, Ciganick, Drollinger, McPherson, and Schuckel. Nays: None. Absent: Hardy.

Clerk Essad stated that the developers gave a municipal serve agreement to help the Village because they knew about the cash flow constraints the Village was having. She stated that she modified the draft the developer gave to the Village to the version in front of Council now. A general discussion was held about the Service Agreement. It was the consensus of the Council to have the Administration & Personnel Committee work on this agreement.

- d) **Sewer Project-USDA:** This was discussed last month, but in the meantime the Village learned that it received the Clean Water State Revolving Fund Loan in the amount of \$3.125 Million. It was noted that there needs to be a motion to accept this loan.

Motion by Ciganick, seconded by Boyd to accept the \$3.125 million Clean Water State Revolving Fund loan. Motion Passed by voice vote.

- e) **Ball Field Update:** DPW Supervisor stated that all the block was delivered today for the dugouts. The concrete will be poured next week.

8. New Business

- a) **Pension:** Council previously decided to cut the pension to 5%, however this cannot be done until March 1, 2024. The pension is asking if the Village still wants to do this so that they can change the plan documents. A general discussion was held regarding keeping this cut or waiting until the next budget, and if the new hires go with the lessor pension while the older employees are grandfathered at 10%. This item was tabled until the December meeting.
- b) **CVTRS:** This report is due in December so that the Village can receive the revenue sharing from the state.

Motion by McPherson, seconded by Boyd to accept the CVTRS report. Motion passed by voice vote.

- c) **Bank Signatories:** Treasurer Odom needs to be removed from the bank accounts, as her last day with the Village is November 8, 2023. It was noted that the current signors are President Bennett, Trustee Ciganick, Trustee Boyd and Treasurer Odom.

Motion by Ciganick, seconded by Boyd to remove Cathy Odom from the bank cards and add Nicole Essad to them. Motion passed by voice vote.

- d) **Historical Sign-Railroad Bridge:** The Historical Society is placing signage on several of the historical buildings and homes around town. They would like permission to place a sign on Village property for the railroad bridge.

Motion by Drollinger, seconded by Schuckel to approve historical sign for the railroad bridge. Motion passed by voice vote.

- e) **Water/Sewer Credit-613 E. Broad:** 613 E. Broad St. had a leak that didn't go into the sewer. Council must approve the credit of \$482.57 to apply to the account. It was noted that the leak was fixed.

Motion by Drollinger, seconded by McPherson to approve the credit for \$482.57. Motion passed via voice vote.

- f) **Treasurer Paid Leave:** It was noted that because she did not give 60-days' notice she would not be paid her paid leave. However, President Bennett would like to pay Treasurer Odom her paid leave.

Motion by Boyd, seconded by Ciganick to pay Cathy Odom her accumulated paid leave. Motion passed via voice vote.

- g) Glacial Hills Agreement:** Trustee Boyd presented the intergovernmental agreement for Glacial Hills that renews at the end of the year. He stated that the only changes are that they added two-tracks for emergency vehicles, and the term is for ten years. It was noted that staff received word from the County that they may not agree to the ten years. A general discussion was held about the term of the agreement.

Motion by Boyd, seconded by McPherson to accept the agreement for a three year term. Motion passed via voice vote.

- h) Office Housekeeping:** Clerk Essad stated that the job was posted in the newspaper, indeed, and on the website. It was noted that there were already 5 applicants. She also stated that when she was trying to put the job posting on MML website she found that it costs \$150. She is asking if the Council wants to spend that amount.

Motion by McPherson, seconded by Boyd to pay for the \$150 for the MML job posting. Motion passed via voice vote.

It was noted that with the holidays coming up the office will be closed an extra day in observance for the holiday that falls on the weekend. There were no objects to this.

Former Officer McBee wanted to know if his health insurance could be carried until November 5. It was noted that this has never been done before because no one has asked before. There was no action taken.

- 9. Discussion Items:** Trustee Ciganick asked about the contract for labor for Cathy Odom and Dave Shultz. A general discussion was held about how to get this done. This item was put to the Administration and Personnel Committee.

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 stated that she is getting organized to try and handle Treasurer Odom's departure prior to the position being filled.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom thanked the Village for the years of support and that she loved this job.
- d) **Department of Public Works:** DPW Supervisor Keiser gave a written report. A General discussion was held about the boulder placing, and lead line replacements. He also stated that he drew Federal Jury duty in Grand Rapids and will be calling to see if he must report.
- e) **Police Department:** Chief Drollinger stated that he gave a report on the number of calls. He stated that he will be off from November 15 to the 31st.
- f) **Planning Commission:** Nothing presented.

- 11. Closing Member/Public Comment:** Nanette McClellan asked where she can go for specific questions. It was noted that she can call the office for specific questions.

Janet Koch stated that the Commissioner will be voting on the Brownfield Plan as the final domino at the Dec 7th meeting. She stated that there is a lot of discussion on the rent prices, but they do fit MISHDA's numbers and that this is for brand new construction.

Trustee Boyd stated that his daughter was looking for a one-bedroom apartment that was under \$1600 a month.

Shelly Dayton asked about the millage. Clerk Essad stated that the vote is on Tuesday, that it is for 4 mils for 4 years, and it will bring in approximately \$149,000. She stated that is all she can say on the millage because she is a Village employee.

12. Adjourn: Meeting adjourned at 8:31 P.M.

Compiled by Nicole Essad
Minutes are subject to approval.

Approved: _____

Date: _____