

**Bellaire Village Council  
Meeting Minutes  
January 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 Dave Ciganick, Trish Drollinger, Bryan Hardy, Eldon McPherson, & Helen Schuckel.  
**Absent:** Trustee Pat Boyd  
**Staff Present:** Cathy Odom, Treasurer, Bill Drollinger, Chief of Police & Bradley Keiser, DPW Supervisor & Nicole Essad, Clerk.  
**Also Present:** Terry VanAlstine & Doreen McGuire.

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:** None presented.

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

**Motion by Boyd, seconded by Hardy, 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 updated the Council with County news. Kearney Township is working on their cemetery ordinance. There are several job openings at the County. Mr. VanAlstine has been reappointed as Board Chair. The EDC has put out a survey and it can be found on the County website. The Building Department is taking plumbing, mechanical and electrical permits online with the building permits expected to be online mid-summer. The GRNA received a \$300,000 Trust Fund Grant to finish the boardwalk to the river. The project is about 80% funded. Jordan Township has an agreement with the County to help them collect taxes.
- b) **DDA Update:** Doreen McGuire provided an update on DDA news. Beginning with the January 2022, meetings can be seen via zoom with the link available on the agenda. They are continuing their work on the map, and they will present it when completed. They conducted a downtown business survey, received 16 responses with parking improvements being named the #1 issue. They formed a sub committee consisting of Dan Bennett, Taylor Sutherland & Don Hoyt and they will be looking into it. They finalized and approved their 2022 budget. Officers were elected and there is one open seat vacated by Mr. Irwin. Mrs. McGuire's term also expires, and she would like to be reappointed. The DDA would like to recommend that Council appoint Shelly Dayton to the vacant seat and reappoint Mrs. McGuire. The next meeting is January 26, 2022 at 9:00 am.

**Motion by Hardy, seconded by McPherson, to appoint Shelly Dayton to the vacant seat and reappoint Doreen McGuire. Motion carried by voice vote.**

- c) **Downtown Restroom Update:** Mr. Keiser informed Council that walls were going up, the electrical will be installed January 6, 2022. Work has been slow, so he has been in contact with the crew to check on the status.

## 8. New Business

- a) **Remote Meetings:** The rules for remote meetings due to the pandemic have now expired. The attorney suggested approving a motion ratifying and affirming all decisions made by Council at remote meetings.

**Motion by Boyd, seconded by McPherson, that the Council hereby ratifies and affirms all decisions made by the Council at any remote public meeting held under the authority of the Executive Order 2020-15 and/or the Open Meetings Act as amended, for remote meeting participation in public meetings and hearings. Motion carried by voice vote.**

- b) **Bellaire Chamber of Commerce-2022 Schedule:** The Chamber presented their 2022 calendar of events and would like Council approval. It was noted the only event not being held is the Art in Ice. It was removed from the schedule to be approved. They will need access the Village Hall for some of the events. Mr. Keiser discussed the hanging of their banner. They are requesting it be hung earlier than our policy allows. It was noted that we would follow our policy that is in place.

**Motion by Boyd, seconded by Hardy, to accept the Chamber of Commerce schedule of events as amended. Motion carried by voice vote.**

- c) **Parks Committee Recommendations-Skate Park Letter:** Trustee Drollinger explained that we will assist the skate park organization and agree to the Bellaire Chamber Foundation being a fiduciary so they can apply for grants. They would also act as fiduciary for any funds raised in their fundraising efforts. The letter of support presented outlines the relationship between the Bellaire Skate Park and the Village of Bellaire and what is expected by each of the three organizations.

**Motion by Drollinger, seconded by Boyd, to approve the letter of support as presented. Motion carried by voice vote.**

- d) **Streets & Motor Pool Committee Recommendation-2016 Plow Truck:** The committee is recommending that we sell the 2016 plow truck once repairs are complete. Mr. Keiser explained that we owe approximately \$80,000 left on a single use vehicle. The goal discussed was to get out of the payments & interest and look at getting a truck that will serve more than one purpose. Trustee Ciganick also noted that the committee is recommending that any proceeds received from the sale will be put into a CD to go toward the next truck we purchase. Mr. Keiser said he is working with Heights on the price and sale of the vehicle. Once it is repaired, they will come and assess the value, which is estimated at approximately \$100,000. Discussion of how to sell it occurred.

**Motion by Ciganick, seconded by Hardy, that upon completion of repair, put out for bid and sell the 2016 single use plow truck and the proceeds from the truck be put into a CD for purchase of future truck replacement. Motion carried by voice vote.**

- e) **Public Safety Committee Recommendations:** Public Safety is making a recommendation about Officer Gray's probationary period and her starting wage after she completes field training. Public Safety is recommending her probationary period start 30 days after she began at the academy, which was August 17, 2021, instead of at the completion of field training. The starting rate on the wage scale for a police officer is set for \$16.03. Trustee Boyd said they discussed changing the recommendation to whatever the starting rate will be because it could change in the new fiscal year due to the cost of living.

**Motion by Boyd, seconded by Bennett, that Officer Gray's probationary period starts on August 17, 2021, and that her rate of pay after FTO is the base wage for her position on the 2022-23 wage scale. Motion carried by voice vote.**

The other recommendation is about the new police vehicle that we usually order every five years. New vehicles are a year out once ordered. We will have to order now to be able to take delivery next year. Chief Drollinger would like permission to order it now. He would also like to have the proceeds from the sale of the older vehicle to be used for outfitting the new vehicle. Chief Drollinger said a new vehicle is approximately \$39,000 so we may have to increase what we put away annually for the purchase of future vehicles. There is also the outfitting of all the equipment that goes on it. He noted that we are looking at receiving about \$10,000 for the sale of the old vehicle.

**Motion by Hardy, seconded by Boyd, to order the new police vehicle and to put the proceeds from the sale of the old vehicle into a CD to be used for the outfitting of the new vehicle. Motion carried by voice vote.**

- f) **Administration Committee Recommendations:** One recommendation is to amend the purchasing policy. There was discussion dealing with sales tax and reimbursement. The committee is recommending the policy be amended to include that all purchases made must be preapproved by the department heads.

**Motion by Bennett, seconded by Boyd, to amend the Purchase Policy #019, to include that all purchases made must be preapproved by department heads. Motion carried by voice vote.**

The second recommendation was to amend the handbook for Additional Comp to read that additional compensation will be determined annually at the November Council meeting.

**Motion by Bennett, seconded by Boyd, to amend the handbook for to read that additional compensation will be determined annually at the November Council meeting. Motion carried by voice vote.**

- g) **Resolution #25 of 2021, Budget Amendments:** This budget amendment accounts for the American Rescue Plan Funds received from the state for the waterline replacement project.

**Motion by Boyd, seconded by McPherson, to approve Resolution #25 of 2021, accounting for the American Rescue Plan revenue received from the state for the waterline replacement project. Motion carried by roll call vote. Ayes: Boyd, McPherson, Ciganick, Drollinger, Hardy, Schuckel & Bennett. Nays: None.**

## 9. Discussion Items:

- a) **FY2022-23 Budget:** The Administration Committee will be meeting on January 14, 2022, to discuss wages, benefits and the FY2022-23 budget. The plan is to have the budget completed for the first meeting in February and to schedule the budget public hearing for February 16, 2022.

## 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:** A new business wants to go in next to M-88 Morning Grind. He would like it to be a drive-thru convenience store. Due to it being a drive-thru a special use permit is required. Another salon wants to the manufacturing area and will be addressed by the Planning Commission at their meeting in January. There have been approximately 39 zoning permits in 2021. She will get numbers for you soon. The County Treasurer's Association would like someone from the Village to speak at their conference at Shanty Creek on January 31<sup>st</sup> at 9:00 am. It would be for about 15 minutes and the discussion would be about the Bellaire area. President Bennett agreed to do it.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Keiser said staff is happy with the new truck and it is working out well. The ice rink is good. He also informed Council that they have had three water breaks in the last three weeks.
- e) **Police Department:** Chief Drollinger said the upstairs office is working out well and Officer Gray is doing well. He also provided an annual report.
- f) **Planning Commission:** Nothing presented.

## 11. Closing Member/Public Comment:

- **Trustee Ciganick:** Trustee Ciganick asked some questions about the Treasury Report. He asked about the sewer sludge fund, noting that it was over \$300,000 and was asking if we had accumulated enough funds to look at lowering the fee on the water/sewer bill. Treasurer Odom stated that we were just looking at that and we will be working on quotes to remove sludge from one of the ponds. Mr. Keiser informed Council about a screening chamber for the pond, which is supposed to help prevent debris from getting into the pond. He hopes to be able to put that in this summer. Once complete, we would remove the sludge. The goal, with the screening chamber in place and proper aeration, is to be able to move to a 20-year dredging cycle instead of the schedule we are currently on. He also noted that the berms may have to be repaired so any extra funds we might have in the account can help with that cost if needed. Trustee Ciganick about getting the fences repaired after the windstorm. He also discussed merit pay and due to the projects we have undertaken this year, there is some concerns about what merit pay may look like at the end of this year.
- **Trustee Boyd:** Trustee Boyd asked about placing a banner at the new bathhouse once complete stating something about "your tax dollars at work," basically as a thank you. The Village may not have to buy it, someone may buy it and donate it to the Village. One can also

be placed at Craven Park. Mr. Keiser noted that he has received several comments about is selling the property to Shorts so they are not aware that this is a Village project. He said he will check into costs when he calls Pro Image. Trustee Hardy recommends not using the word taxpayer or tax dollars. It was noted that we could just use the words funded by the Village.

**12. Adjourn:** Meeting adjourned at 8:00 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_