

**Bellaire Village Council
DRAFT Meeting Minutes
August 7, 2024**

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 Pat Boyd, Dave Ciganick, Trish Drollinger, Eldon McPherson, Bryan Hardy and Helen Schuckel.

Absent:

Staff Present: Nora Stead, Treasurer; Bill Drollinger, Chief of Police; Bradley Keiser, DPW Supervisor; Angela St. Pierre, Clerk.

Staff Absent:

Also Present: Terry VanAlstine, Chrissy Stahl, Margie Boyd, Annie Quante & Katie Verellen.

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 as presented.

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

6. **Public Comment:** Ray Matuszak was present to speak on a concern he has about an abandoned building located at 411 E Cayuga. His concern is that the garage roof is falling in and that there are broken windows and doors ajar to the property. Bill Drollinger spoke about how there have been attempts to mail the owner in the past and how that morning he was able to contact the owner by phone about the property and the condition it is in. The Zoning Administrator will be in contact with the owner of the property and will continue the process of dealing with this dangerous structure.

7. **Old Business**

a) **County Update:** Terry VanAlstine was present to give a county update. Mr. VanAlstine stated that there is updated information about the public safety center available on their website. Elections had a good turnout across the county. The county is making headway on the court system and getting the two courts merged together.

b) **DDA Update:** Margie Boyd was present to give an update on the DDA. Mrs. Boyd stated that their recent meeting was short and sweet. They are still working on grants and have had to adjust as some changes to requirements for the grants have become needed. They have had DDA logo submissions and are hoping to have something by their next meeting.

c) **Cemetery Land Purchase:** Patrick Boyd was able to speak on behalf of the Cemetery Committee and their recommendation to not pursue purchasing the land available north of the Lakeview Cemetery.

- d) **Marihuana Sales:** Patrick Boyd was able to speak on behalf of the Planning Commission who had met the night prior to discuss this topic. Dan Bennett asked Terry VanAlstine what the timeline would be if we were to put this topic to a vote for the residents. The next elections would be the school elections in May. Bill Drollinger brought up how expensive it would be to do an election. The Planning Commission at their meeting the day prior had made a recommendation to the Village Council to move forward with the process and have the attorneys draft an ordinance. The Planning Commission recommends allowing in the Manufacturing district and Commercial district, along with drawing a map to include certain parcels which would be by special use permits. A general discussion was held on where to go from here. It was discussed having the public vote if they would want to allow marihuana businesses in Village limits or holding a public hearing. It was then discussed that holding a public hearing prior to any voting would be beneficial to educating the public on what they would be voting on. Annie Quante voiced concern about if allowing these businesses into the Village would bring down the quality of the village. Trish Drollinger spoke up about how the council has been watching the other towns and villages around us and that there has been little to no change in the quality of the towns from these businesses. It was then asked what the revenue from these businesses would go towards. Patrick Boyd spoke about how the revenue from marihuana businesses in the village could help fund the village police. It was decided to hold a public hearing to help educate the public on the situation prior to voting in May.

Motion made by the Planning Commission, seconded by McPherson, to have the clerk draft the ballot language for the spring elections. Motion carried by voice vote, Boyd, Ciganick, Drollinger, Hardy, McPherson, Schuckel – yes, Bennett- no.

8. New Business

- a) **Short Term Rental- Discussion:** Dave Ciganick requested at the last meeting that this topic be added to the agenda for discussion. He believes that as a council they have a responsibility to help our local businesses grow but there is a tender balance for the sense of community. He stated that across the street from his address is a short-term rental that sleeps 17 people. He explained that 7 homes on a certain stretch of road are either short-term rentals, or seasonal homes. Dave explained that he does not want to take anything away from anyone who is already doing short-term rentals, but would like to cap it where it is. Patrick Boyd spoke about how he and Dan Bennett had met with the Village Attorney and that their meeting on short-term rentals went well. The attorneys recommended that there be a license, define where they are and are not allowed, everyone that has one now will be grandfathered in, and that licenses are non-transferable. The Village attorney also recommends meeting with the Village Council and the Planning Commission to have a discussion on short-term rentals. It was suggested that the Zoning Board of Appeals also attend this meeting.

No action was taken.

- b) **Wastewater Plant Operator- Positing Wage Amount:** Angela St. Pierre would like to be able to post a wage amount with the Wastewater Plant Operator position as she has not received any applications for the position and feels as though there would be better luck if a wage was posted for the position. It had been previously discussed with the Administration and Personnel Committee to post the position for \$25.00 per hour.

Motion by Boyd, seconded by Schuckel, to post the recommended \$25.00 per hour for the wastewater plant operator position. Motion carried by voice vote.

- c) **Meadowbrook Water Bill:** Nora Stead and Bradley Keiser spoke about how difficult it is to calculate Meadowbrook and Meadowview Apartments water bills. Water is supplied to both accounts through one main meter at Meadowbrook then split to two other meters after the main meter. It had previously been determined that Village staff is responsible to go into their buildings to read the separate meters and then calculate out and determine who used how much water and bill from there. It was brought to the attention of the office staff that Meadowbrook feels there have been billing discrepancies with their billing calculations. Mr. Keiser asked why it is up Village staff to do all this extra work for them when they have only one meter that is to be owned and serviced by the village.

Motion by Drollinger, seconded by Boyd, to allow Meadowbrook to get one water/sewer bill. Motion carried by voice vote.

- d) **207 W Forest Home Irrigation Water Bill:** The owners of 207 W Forest Home had their irrigation meter installed incorrectly with their irrigation meter after their main water meter resulting in being double charged for 84,000 gallons used for irrigation. The homeowners are requesting the irrigation bill be nullified and also credited for the 84,000 gallon sewer charges to their primary meter bill.

Motion by Hardy, seconded by Drollinger, to nullify the \$372.42 irrigation water bill and to credit 84,000 gallons of sewer charges to the primary account. Motion carried by voice vote.

- e) **BHS Varsity Softball Program use of fields:** Katie Verellen was present to request that the three softball fields located at Craven Park be reserved on October 5th and 6th of 2024 to host a travel softball tournament. This tournament would host three age groups, 10 and under, 12 and under, and 14 and under. This tournament would bring many families into town who would likely stay at the Craven campground and dine at local restaurants. They are looking to charge \$400 per team and are expecting to see six to ten teams per age group attend. Liability forms would be filled out per team. Typically travel teams are covered under their own liability and will present those forms to the tournament director.

Motion by Hardy, seconded by Drollinger, to allow the BHS Varsity Softball Program to use the three softball fields located at Craven Park on October 5th and 6th granted each team provides a completed liability form. Motion carried by voice vote.

- f) **Approval of 2023-24 Audit:** A draft of the 2023-24 audit was presented. Nora Stead spoke on how the audit looks good. Darcie needs to know of approval by the end of day Thursday 8-8-24.

Motion by Ciganick, seconded by Boyd, to approve of the 2023-24 audit given that next year's audit draft will be presented with more time to evaluate before approval needed. Motion carried by voice vote.

- g) **Mobile Food Truck Vendors:** Patrick Boyd spoke on behalf of the Planning Commission. The requirements for permitting a mobile food truck have been established and the need for applicants to go through the Planning Commission is no longer necessary. Not only is the process drawn out but is very expensive for a 90 day permit.

Recommendation by Planning Commission, seconded by McPherson, to switch mobile food vending from special use permit to permitted. Motion carried by voice vote.

9. Discussion Items: None Presented.

10. Department/Committee Reports:

- a) **Committee Reports:** None Presented.
- b) **Clerk/Zoning Administrator:** Angela St. Pierre spoke about having two completed applications for the Planning Commission seat. She would like to continue to accept applications until the next council meeting. She has recently had several residents complain that they are not receiving their water bills in the mail. She has also been requested to have automatic payments for water bills from residents. Angela would like the opinion of the Council if she should move forward with pursuing these options. There were no objections. Mrs. St. Pierre will bring to the council for a motion when more details are available.
- c) **Treasurer/Deputy Clerk:** Nora Stead spoke about how tax bills were sent out and we have been receiving payments for those. We have had five applicants interested in the DPW position posted, two of which have returned completed applications.
- d) **Department of Public Works:** Bradley Keiser spoke about training for new water readers has been set up for November 7th. After the September meter reading they will begin installing new reader hardware for the radio reading. He is working with Sherwin Williams on a donation of paint for the courts. He met with Grand Traverse Construction and Jennifer Graham concerning the sewer project. They are putting together a schedule for the project to have presented at the next council meeting. He has three estimates coming in for fixing the fence at Richardi park after someone hit it with their motorcycle.
- e) **Police Department:** Bill Drollinger spoke about how the 4th of July was busy with very little parking spots available. Although downtown was busy, the campground was about 40% full. Rubber Ducky festival is coming up and he has signed the permit to allow alcohol on Broad street. He has asked the county for backup for the festival for traffic control. Mr. Drollinger will be leaving the department in July of 2026.
- f) **Planning Commission:** None presented.

11. Closing Member/Public Comment: None presented.

12. Adjourn: Meeting adjourned at 8:13 P.M.

Compiled by Angela St. Pierre.

Minutes are subject to approval.

Approved: _____

Date: _____