

Village of Bellaire

VILLAGE COUNCIL

Posted: February 27, 2025 at 1:00 pm

MEETING NOTICE

The Village of Bellaire Village Council will be meeting on
March 5, 2025 at 7:00 PM
in the Village Community Hall located at 202 N Bridge Street, Bellaire, MI 49615

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Conflict of Interest**
- VI. Consent Agenda**
 - a. Approval of Minutes- Village Council January 8, 2025
 - b. Approval of Bills, Wages & Transfers
 - c. Communication/Information
 - d. Financial Reports
- VII. Public Comment on Agenda Items**
- VIII. Old Business**
 - a. County Update
 - b. DDA Update
 - c. Sewer Project Update
 - d. Committee Structure
 - e. Amy Tate Cleaning Village Hall
- IX. New Business**
 - a. Bryan Graham Speak on Selecting New Firm
 - b. Resolution #06 of 2025, Bond Counsel
 - c. Resolution #07 of 2025, Financial Depositors
 - d. Resolution #08 of 2025, Street Administrator
 - e. Resolution #09 of 2025, Performance Resolution
 - f. Resolution #10 of 2025, Perpetual Care Fund
 - g. Regular Meeting Dates
 - h. Council Rules of Procedure
 - i. Car Seat Safety Event at Richardi
 - j. Purchase Agreement- Brush Fire Truck
- X. Discussion Items**
- XI. Department & Committee Reports**
 - a. Committee Reports
 - b. Clerk/Zoning Administrator
 - c. Treasurer/Deputy Clerk
 - d. Department of Public Works
 - e. Police Department
 - f. Planning Commission
- XII. Closing Member/Public Comment (Any Item)**
- XIII. Adjourn**

This is a tentative agenda until finalized and approved on March 5, 2025. The Village Council reserves the right to alter the agenda by a majority vote of the members present at the meeting. Council members: if you have any questions or cannot attend this meeting, please contact the Clerk at 231-533-8213.

Persons with disabilities needing a reasonable accommodation to effectively participate in this meeting should contact the Village Clerk at (231) 533-8213.

VILLAGE COUNCIL ACTION ITEM REPORT

March 5, 2025

Communication/Information: None.

Old Business Items:

- a) **County Update:** Any available updates will be provided.
- b) **DDA Update:** Any available updates will be provided.
- c) **Sewer Project Update:** Any available updates will be provided.
- d) **Committee Structure:** Any available updates will be provided.
- e) **Amy Tate Cleaning Village Hall:** Amy Tate was approved by Council to be re-hired as our cleaning personnel seasonal for our Downtown Bathhouse, Richardi Bathhouse, and Craven Park Bathhouse from May 1st, 2025- October 1st, 2025. It was approved in the budget for Ms. Tate to also provide service to the Village Hall once a month, but no Motion was made to hire her as the cleaning personnel for the Village Hall.

New Business Items:

- a) **Bryan Graham:** Mr. Graham will be present to speak on selecting a new firm. He has tentatively scheduled a meeting to be held on March 10th, 2025 at 9am at the Village Hall with himself and the firm that he has transferred his services to. He is requesting the President and two others be present for this meeting.
- b) **Resolution #6 of 2025, Bond Counsel:** This is an annual resolution naming our Bond Counsel for FY 2025-2026.
- c) **Resolution #7 of 2025, Financial Depositors:** This is an annual resolution naming our financial depositors for FY 2025-2026.
- d) **Resolution #8 of 2025, Street Administrator:** This is an annual resolution naming our street administrator for FY 2025-2026.
- e) **Resolution #9 of 2024, Performance Resolution:** This is an annual resolution required to work in state right of ways when needed for FY 2025-2026.
- f) **Resolution #10 of 2024, Perpetual Care Fund:** This is an annual resolution setting the dollar amount of grave sales you would like to place into the perpetual care fund. The current amount in the fund is \$87,467.93. You have set the amount to \$0.00 for the last several years.
- g) **Meeting Dates:** Meeting dates for FY 2025-2026 need to be approved so they can be posted.
- h) **Council Rules of Procedure:** This is an annual review of Council Rules of Procedure.

VILLAGE COUNCIL ACTION ITEM REPORT

- i) **Car Seat Safety:** Arleen Hocking from the Antrim County's 0-6 Early Childhood work group would like to offer the community a water/ bike/ car seat safety event. During this event, local Police will be present to conduct car seat safety checks, Marine Patrol and a local Swim Instructor will be present to fit children with the proper life jackets. They would like to host this event at our Richardi Park with a tentative date of the third week in June. They prefer a weekday and would like to use the space from approximately noon until 7pm. The actual event will take place from 2-6 pm. They are requesting that the park rental fees be waived as this is a collaborative of local non-profits coming together to provide safety services to the community.
More information regarding this event is in your packets.

- j) **Purchase Agreement:** Purchase of the 1994 Ford F-Super Duty Truck / Brush Fire Truck. The Bellaire District Fire Authority ("seller") and the Village of Bellaire ("buyer"). The Village of Bellaire would like to purchase the 1994 Ford F- Super Duty Truck from the Bellaire Fire District Authority for the price of \$5,000. The Buyer will agree to exchange the \$4,000.00 for the use of the Village Police Vehicle for Assistant Chief, William Drollinger for two years of use (FY 2025-26 & FY 2026-27 Revenue). The buyer also agrees to give a credit of \$1,000 in exchange for the Bellaire Fire Station Water Bill.

More information regarding this purchase agreement is in your packet.

Discussion Items:

Department and Committee Notes: The minutes for committees that held meetings are included in your packet for review.

**Bellaire Village Council
Meeting Minutes
January 8, 2025**

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 Patrick Boyd, Trish Drollinger, Bryan Hardy, Eldon McPherson, Helen Schuckel, and Andrew Turner.

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, Margie Boyd, Chrissy Langdon, Diane Bennett, Angie Les, Steven Folker, Dave Simcox, Larry Baumchen, Matt Wyman, Shelly Dayton, Daniel Wilson, Silvia Kalchek and three other unidentified.

3). **Approval of Agenda:** The agenda was approved as amended with the additions of items g) Parking on E Broad Street, and h) Parking Registration.

Motion by Hardy, seconded by Schuckel, 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 amended with corrections to the December 4, 2024 Village Council meeting minutes. Corrections included spelling errors, voting terms from “aye” and “nay” to “yes” and “no”, and the meeting adjourned time from 8:00 PM to 8:04 PM.

Motion by Schuckel, seconded by Turner, to approve the consent agenda as amended. Motion carried by voice vote.

6). **Public Comment on Agenda Items:** None Presented.

7). **Old Business**

a) **County Update:**

- a. Terry VanAlstine was present to give an update on the County. The courthouse work is pretty much wrapped up. Some work has to wait until spring once it warms back up again.
- b. Matt Wyman was present to give an update on the airport. Last summer Matt was present to give an update on the upcoming tree trimming project for the airport. They had a bid opening this morning, prior to that they met with 6 different firms to discuss the project. They have a couple of questions and will need to contact the firms prior to making a recommendation. They are moving forward with the tree trimming and cutting which has to be done by March 31st per the insurance due to being a federally funded airport. Dan Bennett asked how the car rental has been going with the airport. Matt answered that the car rentals have been going phenomenal and being used by not only airport users but people in the community.

- b) **DDA Update:** Shelly Dayton was present to give an update on the DDA. They did not have a quorum at the last meeting and were not able to make any decisions. She mentioned that they still have an opening on the DDA board for a new member. They are starting to get some artwork in for the Color Bellaire Program for the banners.
- c) **Sewer Project Update:** Bradley Keiser was present to give an update on the sewer project. He received word that the company will be mobilizing and this morning got inspected for pouring footings for the building. Grand Traverse Construction showed up and they are not slowing down. He met with the electricians today who have to get some work done before footings can be poured. Trustee Turner had questioned if it was advisable to pour concrete in the winter. Mr. Keiser stated that he trusts the professionals working on the project. Trustee Boyd mentioned that a chemical is added to the concrete in the winter to allow it to cure.
- d) **Resolution #17 of 2024 – Sewer Hydrant Hook Up Rates:** This item was postponed at the last council meeting. Changes have been made to section 3.b. regarding water pricing for hydrant hook up.

Motion by Boyd, seconded by Schuckel for a roll call vote on Resolution #17 of 2024.

Yes: Boyd, Schuckel, Drollinger, Hardy, McPherson, Turner, Bennett

No:

Abstain:

Absent:

- e) **Marihuana Retail Businesses:** President Bennett spoke about the need to give the Villages Attorney permission to draft the language for an ordinance regarding marihuana retail businesses. It is recommended to have at least one public hearing on the matter before adopting the ordinance. Correspondence from the Villages Attorney was discussed and cleared up some confusion about the need for a public vote on the matter. President Bennett stated that he spoke with the Central Lake's President who told him of the large amount of money spent on legal matters concerning their marihuana retail business ordinance. Trustee Turner voiced concern that he had heard the Villages Attorney is retiring and wonders what the big rush is. He is concerned that the attorney will draft an ordinance on his own opinions of what he thinks the Village wants. President Bennett clarified that the purpose of the public hearing or hearings is to review the draft and make changes until satisfied. Trustee Boyd then stated that even though the attorney is retiring he is still our attorney for now.

Motion by Drollinger, seconded by Boyd to give the attorney permission to draft an ordinance.

Voice vote: Yes- Boyd, Schuckel, Hardy, McPherson, Drollinger, Turner. No- Bennett. Motion carried.

- f) **Committee Structure:** It was discussed that the previously accepted committee structure was flawed as it is not possible to have 4 members of the council on a committee. A general discussion was held to determine the committee's structures.

Motion by Boyd, seconded by Turner to accept the adjustments to the committee structure. Motion carried by voice vote.

8). New Business

- a) **Planning Commission Applications:** Two applications were received for the open seat on the Planning Commission. Daniel Wilson and Margie Boyd were present to speak on behalf of their experiences and desire to join the Planning Commission.

Nomination by Turner to appoint Daniel Wilson to the open seat on the Planning Commission.

Vote to appoint Daniel Wilson to the open Planning Commission seat.

Yes: Bennett, Boyd, Drollinger, Hardy, McPherson, Schuckel, Turner

No:

- b) **Bank Signatories:** Dave Ciganick needs to be removed from the bank signatories and Bryan Hardy added.

Motion by Boyd, seconded by Turner to update the signatories by removing Dave Ciganick and adding Bryan Hardy. Motion carried by voice vote.

- c) **Social Media Policy Review:** It was discussed that the policy states that the Clerk and Deputy Clerk shall be the only ones permitted to post on the Villages Facebook on behalf of the Village. Currently the Clerk, Deputy Clerk, DPW Supervisor, and Police Chief have access to the Facebook page. The policy needs to be amended to say who has authorized access to the Facebook page. Trustee Turner voiced concerns with links on comments and reviews on the Villages Facebook page that appear to be spam. He suggested that the reviews section be turned off to no longer allow people to leave reviews. The Administration and Personnel Committee will review the policy.

No action was taken.

- d) **Open Positions and Recruitment Efforts:** The open position for the Wastewater Treatment Operator was discussed. The position has been posted on several platforms with applications received but none that had the required licensing as stated in the job posting. It was discussed that this is a difficult position to fill as many other municipalities are hiring for this position along with privatized businesses offering higher salaries. Trustee Turner was interested in learning about the training process for a current employee to fill this position. Bradley Keiser answered that current employees are logging hours to be able to sit in on the exam for the licensing, but it takes several years to obtain the amount of hours needed. Trustee Turner asked if it was possible in the future to have the DPW Supervisor also be the Wastewater Treatment Operator. Mr. Keiser stated that this position cannot be a split position due to the amount of time each position requires. A general discussion on the current treatment plant was held.

No action was taken.

- e) **Official Communication via Electronic Mail: Encryption:** Trustee Turner asked that this item be added on the agenda. He was concerned with the use of a personal email for Village business that was unencrypted. He is recommending discontinuing the use of Spectrum email as it is unencrypted and using Gmail instead as it is free and encrypts emails.

No action was taken.

- f) **ASI Update:** Dave Simcox was present to give an update on the ASI indoor recreation project. Moving from a feasibility study to implementation of the project. They are hoping to get a letter of support from the Village to use for grants. They did some sampling in October of the soil for the project which came back favorable. However, in 2004 the sampling for the original building came back with contamination so the soil from the new project needs to be removed from the site because it is next to the site of contamination. They will be holding a community outreach event to show some drawings and projected plans for 2025.

Motion by Drollinger, seconded by McPherson to write a letter of recommendation to ASI. Motion carried by voice vote.

- g) **Parking on E Broad Street:** Police Chief Drollinger is requesting that the no parking on the south side of Broad Street be extended from Depot street to Maple street during the winter. With the recent snow fall has increased the difficulties in traveling that section of road safely.

Motion by Boyd, seconded by Hardy to extend the no parking on the south side of Broad Street from Depot Street to Maple Street. Motion carried by voice vote.

- h) **Parking Registration Behind Bellaire Bar:** Police Chief Drollinger would like to establish a parking permit program for the parking lot behind the Bellaire Bar for overnight parking. There have been issues with plowing this year and notifying the owners of vehicles to move their cars for proper plowing. This registration would allow staff to notify those people which side of the parking lot to park for the night to allow for the clearing of snow. This registration would be of no fee to the vehicle owner. Parking by day would not require a permit but would be by night.

Motioned by McPherson, seconded by Boyd to accept the proposal by the Police Chief to set up a parking permit program for the parking lot behind the Bellaire Bar for overnight parking. Motion carried by voice vote.

9). Discussion Items: None

10). Department/Committee Reports:

- a) **Committee Reports:** None Presented.
- b) **Clerk/Zoning Administrator:** Angela St. Pierre updated on the 411 E Cayuga dangerous structure. The case is in probate court and it is best to wait for the case to be closed before the Village can issue any tickets. There have been a good handful of people that have signed up for the email billing option for their water/sewer bills. **Trustee Turner** had questions about the due date of the water bills based off of his personal bills. He has had penalties applied to his account due to payment not being received by the due date stated on the bill. He was asking if the payment received past the due date could go by postmark instead of when the payment is received by the office. It was noted that payment is due in the office by the 10th of each month.

- c) **Treasurer/Deputy Clerk:** Nora Stead reported that she is working on the budget and will send out information as she completes it.
- d) **Department of Public Works:** Bradley Keiser reported that the sewer project is still going. They have had a lot of equipment failures with the sidewalk machine and the loader. They just started working on their water reports for the year end.
Trustee Drollinger asked about the ice rink at the park. Mr. Keiser replied that it has been unfavorable weather for the ice rink so far and that he has lost the volunteers for the ice rink and would need to find new ones for this project.
Trustee McPherson asked that the sidewalk outside of the post office be cleared for the crosswalk. Mr. Keiser stated that he will bring it back up to the DPW staff to keep on top of it better but mentioned that it is difficult to keep clean with the large amount of snowfall on top of business owners moving snow outside their businesses.
Trustee Turner asked if the parking lot north of Fischer Insurance is owned by the Village and if he noticed the parking blocks moved. Mr. Keiser stated that he was aware and that they plan to fix those.
Police Department: Bill Drollinger reported that he has had a lot of people speak to him about his upcoming retirement and if there will be a replacement. He spoke about how many openings there are currently in the area and how difficult it will be to fill this position.
- e) **Planning Commission:** None Presented.

11. Closing Member/Public Comment:

- a) **Trustee Turner** asked about the tree ordinance the Village has and information regarding the tree board in light of the airport tree trimming project. Bradley Keiser spoke that he believes the tree board was dissolved with Ken Stead and Mike Meriwether. Mr. Keiser also stated that he has met with Matt Wyman about the tree trimming and that the companies they are receiving bidding from have licensed arborist and professionals that are capable of determining how to preserve the health of the trees while also following FAA regulations. Matt has come before the council on several occasions and has invited council members out to discuss the trimming project. Matt Wyman was able to speak more on the project and the companies bidding on the project.
- b) **Angie Les**, village resident, spoke about the tree trimming project that the airport is doing. She would like the Village Council to consider the lasting effects of trimming the trees versus complete removal of the trees especially along the waterways.
- c) **Trustee Turner** then spoke again about the previous split vote on the ballot in 2018 concerning marihuana. 1,100 voted no between Kearney and Forest Home and 1,031 voted yes. He believes communication with the public is important moving forward with the marihuana ordinance.

12. Adjourn: Meeting adjourned at 8:30 P.M.

Compiled by Angela St. Pierre.

Minutes are subject to approval.

Approved: _____

Date: _____

Village of Bellaire Village Council Committee Members (Approved 1/8/2025)

Appointed:	January 2025
Term Expires:	December 2026
Adminstration & Personnel Committee	Cemetery Committee
Dan Bennett - Chair	Helen Schuckel - Chair
Bryan Hardy	Andrew Turner
Eldon McPherson	Terry Smith - Forest Home Township
Investment Committee	Parks Committee
Andrew Turner - Chair	Trish Drollinger - Chair
Dan Bennett	Patrick Boyd
Trish Drollinger	Helen Schuckel
Property & Building Committee	Public Safety Committee
Bryan Hardy - Chair	Patrick Boyd- Chair
Helen Schuckel	Eldon McPherson
Patrick Boyd	Dan Bennett
Public Works Committee	Streets & Motor Pool Committee
Eldon McPherson - Chair	Bryan Hardy- Chair
Trish Drollinger	Eldon McPherson
Dan Bennett	Andrew Turner
Andrew Turner	Helen Schuckel

*investment dissolved 2-5-2025

*Property and Building absorbed into Administration 2-5-2025

Amy Tate

January 29th 2025

Dan Bennett
Village President
Bellaire, MI

Dear Dan & Village Council Members,

I am happy to return to do the cleaning of Village properties. I am asking for an increase in pay for the cleaning of the Village Hall, Craven, Richardi & downtown Bathhouses. I have cleaned for the Village for over 10 years, prior to the budget cut, and had not asked for an increase in the cleaning rate.

I am requesting \$100 per time for the Village Hall and \$30 per bathhouse. I was previously getting \$75 for the Hall and \$25 for the bathhouses. I had not been asked to clean the downtown one in the past.

Thank you for your consideration of my request.

Amy Tate

VILLAGE OF BELLAIRE

Resolution 06 of 2025

A RESOLUTION NAMING THE VILLAGE OF BELLAIRE BOND COUNSEL FOR THE 2025-26 FISCAL YEAR.

At a regular meeting of the Village Council of the Village of Bellaire, Michigan held at the Village Hall on **March 5, 2025**, the following Resolution was offered by **Trustee _____** and seconded by **Trustee _____**.

WHEREAS, the Village of Bellaire’s fiscal year begins March 1st of each calendar year, and

WHEREAS, the Village of Bellaire is required to name Bond Counsel annually, and

WHEREAS, the Village Council of the Village of Bellaire seeks to comply with these requirements for the fiscal year starting March 1, 2025 and ending February 28, 2026.

NOW THEREFORE BE IT RESOLVED that the Village Council of Bellaire officially names Miller, Canfield, Paddock and Stone as Bond Counsel for the fiscal year starting March 1, 2025 and ending February 28, 2026.

YES:

NO:

ABSENT:

RESOLUTION DULY ADOPTED.

CERTIFICATION:

This Resolution has been certified as being officially adopted.

VILLAGE OF BELLAIRE

By: _____
Dan Bennett, President

By: _____
Nora Stead, Village Deputy Clerk

Date of Action: March 5, 2025

VILLAGE OF BELLAIRE

Resolution 07 of 2025

A RESOLUTION NAMING THE FINANCIAL DEPOSITORS FOR THE VILLAGE OF BELLAIRE FOR THE FISCAL YEAR OF 2025-26.

At a regular meeting of the Village Council of the Village of Bellaire, Michigan held at the Village Hall on **March 5, 2025**, the following Resolution was offered by **Trustee _____** and supported by **Trustee _____**.

WHEREAS, the Village of Bellaire’s fiscal year begins March 1st of each calendar year, and

WHEREAS, the Village of Bellaire is required to name depositors for the public funds annually, and

WHEREAS, the Village Council of the Village of Bellaire seeks to comply with these requirements for the fiscal year starting March 1, 2025 and ending February 28, 2026;

NOW THEREFORE BE IT RESOLVED that the Village Council of Bellaire officially names Alden State Bank of Bellaire, Michigan, Huntington National Bank of Bellaire, Michigan and 4Front Credit Union, of Bellaire, Michigan as its financial depositors for the fiscal year starting March 1, 2025 and ending February 28, 2026.

NOW THEREFORE BE IT FURTHER RESOLVED that two signatures will be required on Village accounts unless approved by the Village Council that this is not necessary.

YES:

NO:

ABSENT:

RESOLUTION DULY ADOPTED.

CERTIFICATION:

This Resolution has been certified as being officially adopted.

VILLAGE OF BELLAIRE

By: _____
Dan Bennett, Village President

By: _____
Nora Stead, Village Deputy Clerk

Date of Action: March 5, 2025

VILLAGE OF BELLAIRE
Resolution 8 of 2025

A RESOLUTION FOR DESIGNATION OF THE VILLAGE OF BELLAIRE STREET ADMINISTRATOR FOR THE 2025-26 FISCAL YEAR.

At a regular scheduled meeting of the Village Council of the Village of Bellaire, Michigan held at the Village Hall on **March 5, 2025**, the following Resolution was offered by **Trustee** _____ and supported by **Trustee** _____.

WHEREAS, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

THEREFORE, BE IT RESOLVED, that the Village of Bellaire Council designate **Bradley Keiser** as the Street Administrator for the Village of Bellaire in all transactions with the State Transportation Department as provided in Section 13 of the Act.

YES:

NO:

ABSENT:

RESOLUTION DULY ADOPTED

Certification

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the **5th** day of **March, 2025**.

VILLAGE OF BELLAIRE

By: _____
Nora Stead, Village Deputy Clerk
vlgbellaire@bellairemichigan.com

By: _____
Bradley Keiser, Street Administrator
dpwdirector@bellairemichigan.com

By: _____
Dan Bennett, Village President

VILLAGE OF BELLAIRE
Resolution # 9 of 2025
PERFORMANCE RESOLUTION FOR
MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the Village of Bellaire
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this Resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This Resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

DPW Supervisor , Bradley Keiser

Chief of Police, Bill Drollinger

Village Clerk, Angela St. Pierre

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the Village Council
(Name of Board, etc.)

of the Village of Bellaire of Antrim County
(Name of MUNICIPALITY) (County)

at a regular meeting held on the 5 day

of March A.D. 2025.

Signed

Village Clerk

Title

Angela St. Pierre

Print Signed Name

VILLAGE OF BELLAIRE
Resolution 10 of 2025

**A RESOLUTION TO DESIGNATE DEPOSITS TO THE CEMETERY
PERPUTUAL CARE FUND**

At a regular scheduled meeting of the Village Council of the Village of Bellaire, Michigan held at the Village Hall on **March 5, 2025**, the following Resolution was offered by **Trustee** _____ and supported by **Trustee** _____.

WHEREAS, The Village of Bellaire has determined that it is in the Village's best interest to provide the best care and maintenance of the Lakeview Cemetery;

WHEREAS, maintenance costs are on the rise each year, with revenue's falling behind;

WHEREAS, the current Perpetual Care fund has a current balance of \$87,467.93 which will maintain the Cemetery for over three years, if the Village ceases to exist;

WHEREAS, the Village will determine each year at their first meeting in March, the amount to be contributed in the next fiscal year, if any, to the perpetual care fund; and

NOW THEREFORE BE IT RESOLVED that the Village of Bellaire does hereby designate all the revenue from grave sales be deposited in the Village of Bellaire Cemetery Account and none to the perpetual care fund for the period of March 1, 2025 through February 28, 2026,

Be it further resolved that this resolution will replace the perpetual care designated in Village of Bellaire Ordinance 29.

YES:

NO:

ABSENT:

VILLAGE OF BELLAIRE

By: _____
Dan Bennett, Village President

By: _____
Nora Stead, Village Deputy Clerk

Date of Action: March 5, 2025

2025-26 Village Council Meeting Dates DRAFT

The Bellaire Village Council will be holding its regularly scheduled monthly meetings for the 2025-26 fiscal year on the first Wednesday of each month, excluding holidays, at 7:00 PM at the Village Offices, 202 N. Bridge St., Bellaire, MI 49615. Each specific meeting date is as follows:

April 2, 2025
May 7, 2025
June 4, 2025
July 2, 2025
August 6, 2025
September 3, 2025
October 1, 2025
November 5, 2025
December 3, 2025
January 7, 2026
February 4, 2026
March 4, 2026

The Village Council may occasionally have to change the dates of regularly scheduled meetings. If this occurs, a notice will be posted on the Village Hall door at least 18 hours in advance.

If you have any questions, please contact the Village offices at 231-533-8213.

VILLAGE OF BELLAIRE

VILLAGE COUNCIL RULES OF PROCEDURE

1. AUTHORITY

These rules are adopted by the Village Council pursuant to section 5 of chapter V of Public Act No. 3 of 1895 (MCL 65.5). (Code 1985, § 12.601)

2. MEETINGS

- A. **Regular schedule.** The Village Council shall meet on the first Wednesday of each month in regular session. If any regularly scheduled meeting falls on one of the following legal holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve), the regular meeting shall be held on the next secular day that is not a holiday, unless another day is set by the Village Council.
- B. **Notice.** For a rescheduled regular or a special meeting of the Village Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting.
- C. **Place.** Regularly scheduled meetings shall be held in the Village Council chambers. Whenever the regular meeting place of the Village Council shall appear to be inadequate for members of the public to attend, the President and Clerk may change the meeting to a larger facility located in the Village. A notice of such change shall be prominently posted on the door of the regular meeting place. The President and the Clerk shall also give notice of such change in the place of meeting in a newspaper if time permits.
- D. **Time.** Regularly scheduled meetings shall begin at 7:00 p.m. in the evening unless the Village Council shall by majority vote in session set a different starting time. The Village Council shall not begin considering any matter on the agenda not yet under consideration by the hour of 10:00 p.m. except by unanimous consent of members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.
- E. **Change in schedule.** Changes in the regular schedule shall not be made except upon the approval of a majority of the members in session. If the Village Council shall meet and a quorum is not present, the Village Council, upon the action of a majority of those present, may adjourn the meeting to another day, provided that proper notice to members and public is given. Whenever the Village Council shall change its regular schedule of meetings, the Clerk shall post a notice of the change within three days following the meeting in which the change was made.
- F. **Special meetings.** The Village Council shall meet in special session at the call of the President or upon written or documented verbal request of three members of the Village Council. Notice of special meetings shall be given to each member at least 18 hours in advance of the special meeting. Such notice shall be served personally or left at the member's usual place of residence by the Clerk or a designee. The notice shall also contain the time, place and purpose of the meeting.

3. PUBLIC NOTICE OF MEETINGS

- A. **Regular meetings.** The Clerk shall post a notice within 10 days after the first meeting of the Village Council in each calendar year, indicating the dates, times and place of the regular meeting schedule.
- B. **Emergency meetings.** An emergency meeting shall be held only upon the consent of four members and only if a delay would threaten severe and imminent danger to the health, safety and welfare of the public. Notice is not required for a meeting of the Village Council in emergency session in the event of a severe and imminent threat to the health, safety and welfare of the public when two-thirds of the members of the Village Council determine that delay would be detrimental to lessen or respond to the threat.
- C. **Notifications to media and others.** The Clerk shall notify, without charge, any newspaper, radio or television station of such meeting schedule, schedule changes or special meetings, whenever such newspaper, radio or television stations shall have filed with the Clerk a written request for such notice. The Clerk shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule or special meetings, but only upon their request and agreement to pay for printing and postage expenses. The notice shall also contain the following information
 - (1) Unit of government: Village of Bellaire
 - (2) Address: 202 N. Bridge St., PO Box 557, Bellaire, MI 49615
 - (3) Phone: (231) 533-8213.The Clerk shall mail all such notices pursuant to this rule by first class mail.

4. QUORUM; ATTENDANCE; CALL OF VILLAGE COUNCIL.

- A. **Quorum.** Four members shall constitute a quorum for the transaction of business at all meetings of the Village Council.
- B. **Attendance.** No member of the Village Council may absent himself without first having informed the Village Clerk of the impending absence and the reasons therefor. The Village Council may excuse absences for cause. If a Village Council member has more than three unexcused successive absences for regular or special meetings of the Village Council, the Village Council may enact a resolution of reprimand. If the member's absences continue for more than three successive regular or special meetings of the Village Council, the Village Council may enact a resolution of censure, or request the Village Council member's resignation, or both.

5. REGULAR MEETING AGENDA.

- A. **Preparation of agenda and materials.** The Village Clerk/Deputy Clerk or President shall prepare the agenda of business for regularly scheduled Village Council meetings. Any other member or representative of committees, boards or commissions desiring to place a matter on the agenda shall notify the Village Clerk or his or her designee of such items by 5:00 p.m. on the Thursday preceding the next meeting. The Village Council except upon consent of a majority of the members present shall not consider items that the Village Clerk does not receive by the stated deadline.
- B. **Distribution of agenda and materials.** The agenda and materials will be available by Noon of the Friday preceding the upcoming Village Council meeting. Any agenda and materials not picked up by the Council Member by close of business that Friday shall be delivered over the weekend by the Bellaire Police Department.
- C. **Order of business.** The Village Council shall establish the order of the agenda for business to be conducted before the Village Council.

- D. **Additions to the Agenda.** If a Village Council member would like to discuss an item not on the agenda, he or she will add that item during the “Additions to the Agenda” section and will be specific where he or she would like to have it discussed. Item will be added and discussed upon majority vote of the present Village Council.
- E. **Option to Postpone.** If a Village Council member has not had at least 20 days to research an item on the agenda scheduled for a possible vote, that member may ask that the item be postponed until the next Council meeting only. This request for postponement will need no support and item will be immediately postponed without further discussion.

6. **CONDUCT OF MEETINGS**

- A. **Chairperson.** The President shall moderate and chair all meetings of the Village Council. In the absence of the President, the President pro tem shall assume the duties of the chair. In the absence of the President pro tem, the longest serving member of the sitting council shall act as President.
- B. **Members.** Those members wishing to speak shall first obtain the approval of the chair, and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless recognized by the chair.
- C. **Disorderly conduct.** The chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he shall not be permitted to continue to speak at the same meeting except on special leave by the Village Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the appropriate law enforcement officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. relevant
- D. **Media coverage.** All official meetings of the Village Council and its commissions shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

7. **RECORD OF MEETINGS.**

- A. **Recording responsibility.** The Village Clerk or their designee shall be responsible for taking the minutes of each meeting of the Village Council. The minutes shall include all the action of the Village Council with respect to motions. The record shall include the names of the Council members making and supporting the motions and the vote of the Village Council. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show the "yes," "no" and abstention for each member. The Village Clerk shall maintain in the office of the Village Clerk copies of each resolution and ordinance or other matter acted upon by the Village Council.
- B. **Record of discussion.** The Village Clerk shall be responsible for maintaining a written record or summary of the discussion or comments of the members and of comments made by members of the public. The Village Clerk shall be responsible for making a recording of each entire meeting, and each such recording shall be maintained in the office of the Village Clerk until minutes are approved. After minutes are approved the recording will be destroyed and no discussion record will be kept on file unless otherwise directed by the village attorney.

- C. **Requests for remarks to be included.** Any member of the Village Council may request to have his comments printed as part of the record.
- D. **Public access to meeting records.** The Village Clerk shall make available to members of the public the records and minutes of official meetings in accordance with the Michigan Open Meetings Act, Public Act No. 267 of 1976. Minutes prepared by the Village Clerk, but not approved by the body, shall be available to public inspection not more than eight business days following the meeting or less. Minutes approved by the body shall be available within five business days of the meeting at which they were approved. The Village Clerk shall also promptly send copies of minutes to persons who have subscribed [Note: currently no fee is charged, but if you would like mailing costs included, then we should set a fee. We currently do send out 5 copies to residents.] as determined by the Village Council. Request for minutes to be sent by e-mail shall be allowed and deemed as compliant with the requests under the Michigan Open Meetings Act.
- E. **Publication of minutes.** The Village Clerk shall be responsible for publication of a summary of the approved minutes of a meeting, at three local sites, within 15 days of the meeting at which the minutes were formally approved.
- F. **Reauthorization of Rules of Procedure.** These procedures shall be reviewed and re-adopted annually at the regular March Village Council meeting. [Amended 10-3-07 & 03-07-18]

8. COMMITTEES

- A. **Appointment.** Members of all other committees shall be appointed by the President and approved by the Village Council, unless otherwise prescribed by statute or ordinance. These appointments shall be made at the regular December meeting in even numbered years.

Need to remove

- ~~B. **Investment Committee** – The Village Council has established an investment committee. The members shall be the Village President and two other Council members as appointed by the Village President. The Village Clerk and Treasurer will sit as staff to the committee. [Added 9-5-07; Amended 10-3-07]~~

- C. **Duties and responsibilities.** The President or Village Council shall establish the duties and responsibilities of the various committees, unless otherwise prescribed by duly adopted resolutions and/or ordinances of the Village Council.

- D. **Meetings.** All committees shall comply with the requirements of the Open Meetings Act, Public Act No. 267 of 1976.

9. CLOSED MEETINGS.

- A. **Purpose.** The Village Council may meet in closed session for purposes identified in section 8 of the Open Meetings Act, Public Act No. 267 of 1976 (MCL 15.268).

- B. **Calling closed session.** A two-thirds roll call vote of the Village Council members elected or appointed and serving shall be required to call a closed session except for the closed sessions permitted under section 8(a), (b), (c), (g), (i) and (j) of Public Act No. 267 of 1976 (MCL 15.268). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

- C. **Minutes.** The Village Clerk or their designee or a designated secretary of the Village Council shall take a separate set of minutes at the closed session. These minutes shall be retained by the Village Clerk of the Village Council, shall not be available to the public, and shall only be

disclosed if required by a civil action filed under section 10, 11 or 13 of Public Act No. 267 of 1976 (MCL 15.270, 15.271, 15.273). These minutes may be destroyed one year and one day after the minutes of the regular meeting at which the closed session was held are approved.

10. VOTING AND DEBATE

- A. **Ordinances and resolutions.** A vote upon all ordinances and resolutions shall be taken by a roll call vote and entered upon the records except where the vote is unanimous; it shall only be necessary to state so.
- B. **Roll call.** In all roll call votes, the names of the members of the Village Council member making the motion shall be called first, with the Council member seconding the motion next and then Council members shall be called alphabetically, with the President voting last, unless he is making or seconding a motion.
- C. **Results of voting.** In all cases where a vote is taken, the chair shall decide the result. Any member may call for a division and the yeas and nays shall be called upon the request of the chair or any member of the Village Council. Q YES NO
- D. **Abstention.** No member of the Village Council shall vote on any question in which he or she has a direct financial interest. Any Council member feeling that there may be a perceived conflict in the common public interest or on any question concerning his own conduct, shall declare that conflict, but shall still be able to vote on the matter. On all other questions, each member who is present shall vote when his or her name is called unless excused by the majority consent of the remaining members present. Any member refusing to vote when not so required by this subsection shall be guilty of misconduct in office.
- E. **Conduct of discussion and debate.** During Village Council discussion and debate, no member shall speak until recognized for the purpose by the chair. After such recognition, the member shall confine discussion to the question at hand.
- F. **Rules of parliamentary procedure.** The rules of parliamentary practice as contained in Robert's Rules of Order, Newly Revised, shall govern the Village Council in all cases to which they are applicable, provided that they are not in conflict with these Rules of Procedure or with the ordinances and chapters of the Village. The presiding officer will interpret and apply the rules of parliamentary practice, and the presiding officer's interpretation and application shall be final and conclusive.

11. CITIZEN PARTICIPATION

- A. **Generally.** Each Village Council meeting agenda shall provide for reserved audience participation time as requested, in addition to an opportunity for general audience participation.
- B. **Public Comment:** Every agenda includes two public comment periods. Further public comment during a Village council meeting can only be presented if approved by the Village President.
- C. **Agenda Item Presentations.** Agenda item presentations before the Village Council may be limited in length by the Village President.
- D. **Persons addressing the Village Council.** Persons addressing the Village Council shall state their name, address and, if applicable, their affiliation.

- E. **Deviation.** Upon the request of a member of the Village Council, a member of the audience shall be permitted to address the Village Council at a time other than audience participation. It is the duty of the Village President to make sure a general back and forth discussion does not occur, unless allowed during the public comment period.
- F. **Public hearings.** The provisions of subsections (B) and (E) of this section are not applicable to declared public hearings during which members of the audience may address the Village Council upon the subject of the public hearing.

12. INTRODUCTION, CONSIDERATION AND STYLE OF ORDINANCES

- A. Each proposed ordinance shall be introduced in written form. The style of all ordinances passed by the Village Council shall be: "The Village of Bellaire Ordains."
- B. An ordinance may be repealed, revised, altered or amended only by an ordinance passed in the manner provided in this section. An ordinance may be repealed by reference to its number and title only.
- C. If a section of an ordinance is amended or revised, that section shall be reenacted and published at length.
- D. The Village Clerk shall record each ordinance, forthwith, in the Code of Ordinances, and the Village Clerk shall certify the enactment of such ordinance therein.

13. MISCELLANEOUS

- A. **Bid Awards:** The Village Council will award bids as stated in the individual bid notice.
- B. Authorization for contacting the Village Attorney: the following officials, by Title, are authorized to contact the Village Attorney regarding municipal matters.
 - The Village President
 - The Village Pro-Tem of the Village Council (as acting Village President)
 - The Village Clerk
 - The Village Treasurer
 - The Chairman of the Planning Commission or ZBA (Let the Clerk or President know prior to contacting attorney to avoid possible duplication)

[Revised & Approved 5-2-2012]
 [Reviewed & Approved 4-6-16]
 [Reviewed & Approved 4-5-17]
 [Reviewed & Approved 3-7-18]
 [Reviewed & Approved 3-6-19]
 [Reviewed & Approved 5-6-20]
 [Reviewed & Approved 4-7-21]
 [Reviewed & Approved 3-2-22]
 [Reviewed & Approved 3-1-23]
 [Reviewed & Approved 11-6-24]

From: Arleen Hocking <ahocking@nmcaa.net>
Sent: Tuesday, January 14, 2025 12:23 PM
To: vlgbellaire@bellairemichigan.com
Subject: Water/bike/car seatsafety event

Antrim County's 0-6 Early Childhood work group would like to offer the community a water/bike/car seat safety event. During this event, local police will be present to conduct car seat safety checks, Marine Patrol and a local Swim instructor will be present to fit kiddos with proper life jackets that will be given to families that attend (first come first serve but we are hoping to have 200 life jackets ranging in sizes to give out). And we are hoping to partner with Norte or peddles and paddles for bike helmets to be fitted and giving to families. This Event is complete funded by donations and a small grant from Great Start to Quality, Northwest ed, NMCAA, CAPE and Great Start Collaborative.

They would like to host this event at Richardi Park. They are currently looking at the third week of June. Preferably a weekday and they are thinking they would need the space from noon to about 6:30/7. The Event will be from 2 - 6 pm. They are hoping to have the space donated/fees waived as this is a collaborative of local nonprofits coming together to better the community.

I am part of the group planning this event so if you have any more questions, please feel free to contact me.



BELLAIRE DISTRICT FIRE AUTHORITY

735 E. Broad St., P.O. Box 483,
Bellaire, MI 49615
Station: (231) 533-8708
Fax: (231) 533-8753

PURCHASE AGREEMENT

THIS AGREEMENT made and entered into 02/25/2025, by the Bellaire District Fire Authority, ("Seller"), and the Village of Bellaire ("Buyer").

1. **The Purchase and Sale of Personal Property.** Seller agrees to sell, transfer, convey and assign to Buyer, and Buyer agrees to purchase from Seller, free and clear from all liens or security interest, and following:
 - A. 1994 Ford F- Super Duty Truck, VIN 1FDLF47G2REA24737 Brush Fire Truck

SELLER MAKES NO WARRANTIES REGARDING THE CONDITION OF THE ASSETS, other than that the vehicle will be in operable condition at the time of sale. Nor does Seller make any warranties regarding the fitness of the Assets for a particular purpose. Buyer agrees that Buyer has inspected the Assets prior to executing Agreement and has determined that the Assets are in acceptable condition and suitable for Buyer's intended use.

2. **Purchase Price.** Buyer agrees to pay to Seller Five Thousand and No/100 (\$5,000.00) Dollars (the "Purchase Price"). Buyer agrees to exchange Four Thousand (\$4,000.00) in exchange for the use of the Village Police Vehicle for Assistant Chief, William Drollinger for Two (2) years of use for Fire Department Calls. The Buyer agrees to give a credit of One Thousand (\$1,000.00) Dollars in exchange Village Water Bill, (Bellaire Fire Station) for a total of \$5,000.00 Dollars.

Bellaire Fire Board President

Bellaire Village President
