

**Bellaire Village Council  
Meeting Minutes  
December 4, 2019**

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

**Absent:** None

**Staff Present:** Cathy Odom, Treasurer, Lori Lockett, Clerk, Bill Drollinger, Chief of Police & Brad Keiser, DPW Supervisor (7:20 pm).

**Also Present:** Terry VanAlstine, Jennifer Hodges, Jean Seman, Don Seman, Mark Irwin, Tim Reicha, Ed Niepoth and Mark Berreth.

3. **Approval of Agenda:** The agenda was approved with additions.

**Motion by Schuckel, seconded by Hardy, to approve the agenda with the additions of old business item e, CIP Plan/Public Participation Plan; new business item b, Bike Repair Station, item g, Ordinance #04 of 2019, Parking, item h, Property Tax Street Revenue Allocation; item i, Resolution #27 of 2019, Museum Raffle Request and discussion item b, Downtown Bathhouse. Motion carried by voice vote.**

4. **Conflict of Interest:** Trustee Ciganick noted his conflict with the dwarf goat item under old business.

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

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

6. **Public Comment on Agenda Items:** None presented.

7. **Old Business**

a) **County Update:** Mr. VanAlstine updated Council on County Matters. He said he shared with Chief Drollinger information about the Step-up Initiative and the Road Commission spent approximately 2.3 million dollars on local road repair with this year's budget being approximately \$650,000. There will be three commissioners working on a recreation plan. They have had conversations with a contractor about installing LED lights in the administration building. Barnes Park will be utilizing an online reservation system. The bank building demolition is complete and the County Solid Waste Council has been dissolved.

b) **DDA Update:** Mr. Irwin noted that there was nothing new to report at this time.

c) **Sewer Project:**

- **F & V Invoice:** Fleis & Vandenbrink would like to set up a meeting where they can deliver the documents we requested and they can receive final payment for services at the same time.
- **Bond Issue:** The closing for the bond issue of \$209,000 is set for December 5, 2019. We will sign the documents, the bank will sign and once all is complete, we will receive a final complete copy. Council should authorize the Clerk, Treasurer and President's signatures.

**Motion by Ciganick, seconded by Drollinger, to authorize the president, clerk and treasurer to sign the documents as presented in the packets sent to each Council member in regard to the sewer project. Motion carried by voice vote.**

d) **Dwarf Goats-Attorney Correspondence:** Clerk Lockett and President Bennett met with the attorney and he recommends that if goats are allowed, Council should set parameters or guidelines that would have to be followed. It was also noted that if Council sets the parameters, attorney costs will be less expensive. Once the parameters are set, then he could write the language that would amend the ordinance. No further action was taken.

- e) **CIP Plan/Public Participation Plan (PPP):** This was presented at the last meeting for review. This process began with the RRC requirements. There were no comments made and we should have a six year CIP and a PPP in place. Clerk Luckett is looking for approve of the draft CIP as well as the PPP that was presented.

**Motion by Ciganick, seconded by Bennett, to approve the draft CIP plan that was presented. Motion carried by voice vote.**

**Motion by Ciganick, seconded by Boyd, to approve the draft PPP plan that was presented. Motion carried by voice vote.**

## 8. New Business:

- a) **Shorts Brewing Co.-Anniversary Party Request:** This year's Shorts Anniversary party will be held on April 25, 2020. It will be very similar to previous events with some minor changes. They are requesting a slightly larger footprint, asking to include the closure of Hickory Lane between Broad St. & Cayuga. N. Bridge will shut down on Friday, the 24<sup>th</sup> at 5:00 pm with the sidewalks and Hickory Lane on Saturday the 25<sup>th</sup> at noon. They will reopen by 11:00 pm that evening. Downtown will be fully operational by noon on Sunday. They would again like to use the conference room of the community hall and use Craven Park for guest parking. The location of the portable restrooms has not been decided. They have asked permission from Antrim County to place them in the parking area off of Hickory Lane but have not heard yet if it is approved. The backup plan will be to place them on the backside of Hickory Lane if the County does not approve.

**Motion by McPherson, seconded by Hardy, to approve the request for the Shorts Anniversary party. Motion carried by voice vote.**

- b) **Bike Repair Station-Tim Reicha:** Glacial Hills would like to place a bike repair station or rescue box on the Village property by the Chamber of Commerce kiosk next to Shorts. The station includes an air pump and wrenches if a repair is needed by bicyclists. They would also like to place a Glacial Hills map on the backside of the post. Trustee Ciganick asked if they could incorporate it with the use of a post that is already in place. This will avoid having multiple posts in the same location. Trustee Drollinger also suggested that the groups work with the DPW when the work is being done.

**Motion by Ciganick, seconded by McPherson, to allow for the rescue box to be added in the Village at the location that Mr. Reicha is requesting which is the easement next to Shorts next to the alley commonly known as the bus stop with the caveat that they work with the Chamber of Commerce to incorporate the signage that was referenced as they go to enhance their signage. Motion carried by voice vote.**

- c) **Maple St. Property:** The Village purchased property on Maple St. years ago. We tore the house down and were unsuccessful in trying to sell it. We currently maintain the property and it is recommended that we place it back up for sale. Selling price was discussed noting that it must cover the costs incurred for acquisition and demolition. That cost was noted to be approximately \$3,800.

**Motion by Hardy, seconded by Drollinger, to sell the Maple St. property. Motion carried by voice vote.**

**Motion by Bennett, seconded by Boyd, to sell the property for \$4,000. Motion carried by voice vote.**

**Motion by Drollinger, seconded by Boyd, to authorize the Village President to sign the listing. Motion carried by voice vote.**

- d) **Adhoc Committee-Community Hall:** Trustee Ciganick explained the Adhoc committee discussed several scenarios for the community hall. There was also a discussion of whether to sell the community to the DDA, but also noted that the DDA is a component of the Village, which is part of the Village. They discussed the museum, the police department and village offices and where they might go if the building were vacated for the project. There were several scenarios presented while brainstorming for ideas. Some had potential, some not so much. He explained the top two possibilities discussed. Pursuing the space at the school was one possible idea. It would allow for the costs of this building to be paid to the school and would give the school heightened police presence. The other idea that came up from the DPW was to use the front end of this building for the offices, leave the museum and police department where they are and

renovate the back half of the building for use as a community hall. Trustee Ciganick explained the idea in a little more detail. This was discussed after the Adhoc meeting so he contacted Amanda Kik to discuss the idea with her and she thought it might be possible. Adhoc will be meeting in January and is hopeful that we may be able to bring to Council an idea of moving this project forward.

**e) Admin Recommendations:**

- **Evaluations:** After discussion with staff, the Administration Committee is recommending that the peer reviews be eliminated.
- **Handbook-Peer Reviews:** If Council agrees to the elimination of the peer reviews, the handbook will have to be amended.

**Motion by Boyd, seconded by Hardy, to amend the handbook, eliminating the peer reviews from the evaluation process. Motion carried by voice vote.**

- f) Speed Limit Radar Signs:** Chief Drollinger has funds in the budget and would like to purchase two radar speed signs. They would be mounted on posts instead of a trailer which is how our current speed sign is mounted. One would be located by the park and one on W. Cayuga. They are run by battery and are solar powered so do not need any electricity and the cost is approximately \$8,500 for a pair of them. Trustee Ciganick asked if the signs illuminated all night and it was noted that a timer can be set to avoid that if needed and to save power. Mr. Keiser noted that they are already MDOT approved.

**Motion by Ciganick, seconded by Hardy, to direct the DPW to order the two stationary solar charged speed limit signs. Motion carried by voice vote.**

- g) Ordinance #04 of 2019, Parking:** Chief Drollinger informed Council that our ordinance regulates motor vehicles that may be parked in right of ways, but doesn't cover any other equipment. The attorney has amended the ordinance to include these items. Having vehicles and equipment parking in the right of way is a hindrance to plow trucks, creates liability issues and may also cause damage to personal property. They need to be removed.

**Motion by Ciganick, seconded by Boyd, to approve Ordinance #04 of 2019 amending Chapter 114 of the Village Code. Motion carried by roll call vote. Ayes: Ciganick, Boyd, Drollinger, Hardy, McPherson, Schuckel and Bennett. Nays: None**

- h) Property Tax Street Revenue Allocation:** Treasurer Odom explained that we researched why we put all of our street millage in local streets. There was no information found that required us to put in all in local streets. The millage is a street millage, not a local street millage. The Streets Committee is recommending that we allocate 30% of the millage to major streets and 70% to local streets. This will help in preparing for the major street repair that will be needed in the future. Mr. Keiser noted that this allocation is in line with the amount of major and local streets that the Village has. Treasurer Odom said the County helped with some of the research looking back to 1976 at some of the ballot language. We were unable to go back any further.

**Motion by Ciganick, seconded by McPherson, to draft a resolution to allocate 70% of the millage to local streets and 30% to major streets. Motion carried by voice vote.**

- i) Resolution #27 of 2019, Museum Raffle Request:** Mrs. Seman explained that the museum would like to raffle off a quilt but would need local government approval before they can continue with the raffle.

**Motion by Hardy, seconded by McPherson, to approve Resolution 27 of 2019, for the museum's charitable gaming license. Motion carried by roll call vote. Ayes: Hardy, McPherson, Boyd, Ciganick, Drollinger, Schuckel & Bennett. Nays: None.**

**9. Discussion Items:**

- a) Richardi Park & Boardwalk Project:** Mr. Irwin explained that the DDA organized a community huddle and contacted the NLEA to facilitate it. The intent was to obtain any and all interested government entities, nonprofit groups, DDA's and Townships in the Bellaire area to work together on mutual goals for the downtown area. On November 19, a public meeting was held, in which there were about 50 in attendance. The intent of this meeting was to get all ideas on the board, with a goal to develop a master plan or picture

of those ideas for the greater area of Bellaire. He explained that he is not sure why the NLEA changed the scope of the meeting but the topic of discussion was changed to the Portage Property and other property owned by Mr. Short. He owns the Unger house, the old jail and stretches along the river to Portage Drive. He said this property has potential for added areas, such as, tying into Richardi Park, parking lots, possible affordable housing. He explained that Mr. Short has done a fair amount of research on trust fund grants and he would consider donating the Unger property as the 25% match that a trust fund grant requires. According to Mr. Irwin, Mr. Short would like to redevelop Richardi Park, placing a Glacial Hills trail head downtown, and develop a connector route to other trail heads. However, a trust fund grant application has to come from the Village or the County. The County has been approached and they are not interested in applying. Mr. Irwin drafted a resolution, which states they support this project, but believes that the DDA has yet to approve it. He said the DDA is just in the discussion phase at this time. He presented it to the Village to have them begin thinking about this idea and to see if this is something they would like to move forward with. If so, they would have to decide if they want to become the applicant for the DNR Trust Fund Grant. Mr. Irwin also suggested that if considered, Ms. Hodges from Gourdie Fraiser could provide her services for the process of the grant. President Bennett asked if these ideas correspond with the Village plan. It was noted that this is the first discussion of this we have had but part of the requirements of a DNR grant is that they be included in the Parks and Recreation Plan. President Bennett also noted that working on this grant will require quite a bit of staff time and wondered who would cover that expense. Ms. Hodges said she works for the Village and recommends that we put a plan together which includes phases and costs for each phase. She also noted that there are other grants available besides trust fund grants. She explained that currently, trust fund grants main focus is on land acquisition and trails and have a \$300,000 limit on awards. Parks & Recreation Plans would have to be amended before application, which is due in April. Mr. Keiser reminded Council that if this project does move forward, there will be property that will be removed from the tax roll if given to the Village. The property where the location of the boardwalk will be and beginning to look into this without much cost was mentioned by Trustee Ciganick. We may already have access to property on the water without taking other property off of the tax roll. No further discussion occurred.

- b) **Downtown Bathhouse:** There was discussion about whether the Village property next to Shorts was considered a park or general village property. It was noted that some have begun to call it a pocket park. With that in mind, we could use clarification so we know which budget it should be placed in. Mr. Keiser noted that the DDA and Rotary have commented that they might like to help with some costs if we decide to place a restroom on the property. Trustee Ciganick said he doesn't see it as a park and that it should be placed into the property & building budget.

#### 10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Zoning Administrator:** Clerk Luckett informed Council that they will have her annual report at the next meeting.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom informed Council that all of the committees have met to discuss their budgets. We will finalize the draft budget for the January meeting giving Council a month to review it before the public hearing on February 5, 2020.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** None presented.
- f) **Planning Commission:** None presented.

**11. Closing Member/Public Comment:**

- **Ed Niepoth-Kearney Township:** Mr. Niepoth let Council know that they never received notice of the November 19, 2019 meeting organized by the NLEA. He wanted to ask that they be notified of any future meetings held on the matter so they can have input in the process if it moves forward. Mr. Irwin cannot explain why they weren't notified because he knows they are on the list. Mr. Niepoth knows that we have worked together in the past and would like to continue that.
- **Terry VanAlstine:** Mr. VanAlstine would like to see more affordable housing in the village and feels that the Unger and Portage property would be a great location for it.

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

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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