

**CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
AGENDA
Monday, July 7, 2025 - 6:30 pm**

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

3. PRESENTATIONS & CITIZENS' COMMENTS ON AGENDA ITEMS

a. Presentations

- i. Eamon Conner and Antonio Harrison, City Hall Interns – Introduction to Council
- ii. MCOLES On-Site Assessment – Public Safety Director Faull
- iii. Discussion of confidential written legal opinion regarding long-term contracts, pursuant to MCL 15.268(1)(h) and MCL 15.243(1)(g)
(NOTE: City Council may elect to enter in to Closed Session by majority vote)

b. Citizen Comments

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

The Consent Agenda compiles routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action rather than through the filing of multiple motions.

a. Approval of Minutes

- i. June 16, 2025 Regular Meeting
- ii. June 17, 2025, Special Meeting
- iii. June 19, 2025, Special Meeting
- iv. June 26, 2025, Special Meeting

b. Budget Report

c. Communications

d. Council Follow-Up List

e. Police Stats

f. Fire Stats

g. DPW Report

h. Special Events

6. PUBLIC HEARINGS

7. INTRODUCTION OF ORDINANCES

8. GENERAL BUSINESS DISCUSSION

- a. Giffels Webster – Recreation Plan

9. ACCOUNTS PAYABLE AND DEPARTMENTAL EXPENDITURES

- a. Accounts Payable
- b. Departmental Expenditures

10. CITY MANAGER COMMENTS

11. CITY COUNCIL MEMBER COMMENTS

12. MAYOR'S COMMENTS

13. CITIZENS' COMMENTS ON NON-AGENDA ITEMS

14. ACTION ITEMS FOR THE NEXT REGULARLY SCHEDULED MEETING

15. ADJOURNMENT

**CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
MINUTES
Monday, June 16, 2025 - 6:30 pm**

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Mayor Voigt	Present
Mayor Pro-Tem Bates	Present
Council Member Kissel	Present
Council Member Beebe	Present
Council Member Priest	Present

3. PRESENTATIONS & CITIZENS COMMENTS ON AGENDA ITEMS

a. Presentations

- i. Resolution Presentation – County Commissioner Allen Wilson
 1. Commissioner Wilson was unable to be present at the meeting,
- ii. Fire Department Promotion – Jacob Anderson
 1. Chief Zweng and Fire Fighter Landskoener presented the promotion of Jacob Anderson to fire fighter.

b. Citizen Comments

- i. None.

4. APPROVAL OF AGENDA

MOTION: Motion by Kissel, supported by Beebe to approve the agenda as presented.
Motion Carried.

5. CONSENT AGENDA

The Consent Agenda groups' routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

- a. Approval of Minutes
 - i. May 28, 2025 – Special Meeting Minutes
 - ii. June 2, 2025 – Regular Meeting Minutes
- b. Budget Report
- c. Communications
 - i. Michigan CLASS Statement
- d. Council Follow Up List
- e. Police Stats
- f. Fire Stats
- g. DPW Report
- h. Special Events

MOTION: Motion by Bates, supported by Kissel to approve the consent agenda as presented.

Motion Carried.

6. PUBLIC HEARINGS

a. Summer Tax Roll Special Assessments – Delinquent Utility Accounts

MOTION: Motion by Bates, supported by Priest to open the Public Hearing at 6:36 p.m.

Motion Carried.

MOTION: Motion by Kissel, supported by Bates to approve the transfer of 55 delinquent water bills to the summer tax roll.

Motion Carried.

MOTION: Motion by Bates, supported by Priest to close the Public Hearing at 6:39 p.m.

Motion Carried.

7. INTRODUCTION OF ORDINANCES

a. None.

8. GENERAL BUSINESS DISCUSSION

a. Liberty Watermain Replacement Bids

MOTION: Motion by Beebe, supported by Priest to postpone seeking bids for the Liberty watermain replacement until November 2025, due to cost.

Motion Carried.

b. Second Reading/Final Adoption – Ordinance 2025-02 – Amendment to Code of Ordinances Chapter 34 – Trees

MOTION: Motion by Kissel, supported by Priest to adopt Ordinance 2025-02, amendment to Code of Ordinances Chapter 34, trees.

Motion Carried.

c. HydroCorp Quote – Residential Cross Connection

a. Item tabled by the Council for a future meeting.

d. Resolution 25-011 – Approval of the L-4029 Form and Authorization for the City Manager and Mayor to sign

MOTION: Motion by Priest, supported by Beebe to approve Resolution 25-011, as presented.

Motion Carried.

- e. Resolution 25-012 – Confirmation of the Summer 2025 Special Assessment Tax Roll

MOTION: Motion by Kissel, supported by Priest to approve Resolution 25-012, as presented.

Motion Carried.

- f. Resolution 25-013 – Grave Buybacks

MOTION: Motion by Kissel, supported by Bates to approve Resolution 25-013, as presented.

Motion Carried.

- g. Notary Fee Research and Training Opportunities

- a. Council directed City Clerk Hootman to proceed with enrolling her staff in notary training, utilizing the provider she feels is best.

9. ACCOUNTS PAYABLE AND DEPARTMENTAL EXPENDITURES

- a. Accounts Payable
b. Departmental Expenditures

MOTION: Motion by Kissel, supported by Bates to approve Accounts Payable and Departmental Expenditures in excess of \$2,500, as presented.

ROLL CALL

Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye
Council Member Beebe	Aye

Motion carried.

10. CITY MANAGER COMMENTS

- Re-paving of High St. from Main to Roys is now complete. Re-paving of High St. from Roys to Huron River Drive is expected to begin soon.
- City-wide water meter replacements are now 88.54% complete, with 127 meters remaining.
- The Safe Streets for All grant application is due at the end of the month.
- The contract books for the 330 Charles St. property are signed, and the floor plan is now complete.
- The city has submitted a request for Senate discretionary funding based on the recent road safety audit.

11. CITY COUNCIL MEMBER COMMENTS

- **Council Member Beebe**
 - No comments.
- **Council Member Kissel**
 - Looking forward to Music Lakeside this week.
 - The Monday night car show on Main St. was tonight.
 - Giffels Webster are slated to present at the next Planning Commission meeting.
- **Council Member Priest**
 - Kudos to the Garden Club and others who have assisted with landscaping throughout the city.
- **Mayor Pro-Tem Bates**
 - No comments.

12. MAYOR PRO-TEM'S COMMENTS

- Congratulations to the Belleville High School Boys' Track and Field Team on their district win.
- Goat Day will take place this Sunday, June 22nd, from 12 – 4 p.m. at Horizon Park.
- The parking lot on High St. looks great.

13. CITIZENS COMMENTS ON NON-AGENDA ITEM

- a. Chris Zweng
 - i. The Fire Department will be bringing a fire truck to Goat Day.
 - ii. Thank you to the DPW for planting roses next to the Fire Hall.
- b. John Blackstone

14. ACTION ITEMS FOR THE NEXT REGULARLY SCHEDULED MEETING

- a. None.

15. ADJOURNMENT

MOTION: Motion by Kissel, supported by Priest to adjourn at 7:29 PM.

No objections were noted.

Motion Carried.

Respectfully submitted by

Briana Hootman

City Clerk/Treasurer

CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
AGENDA
Tuesday, June 17, 2025 - 6:30 pm

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Mayor Voigt	Present
Mayor Pro-Tem Bates	Present
Council Member Kissel	Present
Council Member Beebe	Present – Arrival at 6:37 p.m.
Council Member Priest	Present

3. APPROVAL OF AGENDA

MOTION: Motion by Kissel, supported by Priest to approve the agenda as presented.
Motion Carried.

4. PRESENTATIONS & CITIZENS COMMENTS ON AGENDA ITEMS

- a. Presentations
 - i. 2025-2026 FY Proposed Budget

The 2025-26 fiscal year budget was presented to Council by City Manager Smith and Accountant Kelly Howey of Plante Moran.

- b. Citizen Comments
 - i. None.

5. NEW BUSINESS

- a. Approval of the 2025-2026 FY Proposed Budget, OR a Special meeting date before June 30 to approve the budget.

A Special Meeting will be held on June 23rd at 6:30 p.m. to approve the budget.

6. ACTION ITEMS FOR THE NEXT REGULARLY SCHEDULED MEETING

7. ADJOURNMENT

MOTION: Motion by Bates, supported by Kissel to adjourn at 8:55 PM.
No objections were noted.
Motion Carried.

**CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
MINUTES
Thursday June 19, 2025 - 6:30 pm**

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Mayor Voigt	Present
Mayor Pro-Tem Bates	Present
Council Member Kissel	Present
Council Member Beebe	Present
Council Member Priest	Present

3. APPROVAL OF AGENDA

MOTION: Motion by Bates, supported by Priest to approve the agenda as presented.
No objections were noted.
Motion Carried.

4. PRESENTATIONS & CITIZENS COMMENTS ON AGENDA ITEMS

5. NEW BUSINESS

a) City Manager

MOTION: Motion by Kissel, supported by Bates to approve the City Manager's separation agreement, as presented.

ROLL CALL

Council Member Kissel	Aye
Council Member Beebe	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion carried.

6. ACTION ITEMS FOR THE NEXT REGULARLY SCHEDULED MEETING

7. ADJOURNMENT

MOTION: Motion by Bates, supported by Beebe to adjourn at 6:32 PM.
No objections were noted.
Motion Carried.

Respectfully submitted by
Briana Hootman
City Clerk/Treasurer

**CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
MINUTES
Thursday June 26, 2025 - 6:30 pm**

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Mayor Voigt	Present
Mayor Pro-Tem Bates	Present
Council Member Kissel	Present
Council Member Beebe	Present
Council Member Priest	Present

3. APPROVAL OF AGENDA

MOTION: Motion by Beebe, supported by Kissel to approve the agenda as presented.

No objections were noted.

Motion Carried.

4. PRESENTATIONS & CITIZENS COMMENTS ON AGENDA ITEMS

- a) Presentations
 - i. 2025-2026 FY Proposed Budget
- b) Citizen Comments

5. NEW BUSINESS

- a) Approval of the 2025-2026 FY Proposed Budget

MOTION: Motion by Beebe, supported by Kissel to approve the 2025-26 fiscal year proposed budget, as presented.

ROLL CALL

Council Member Kissel	Aye
Council Member Beebe	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion carried.

- b) Amendments to 2024-2025 FY Budget

MOTION: Motion by Priest, supported by Beebe to approve the amendments to the 2024-25 fiscal year budget, as presented.

ROLL CALL

Council Member Kissel	Aye
Council Member Beebe	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye
Motion carried.	

6. ACTION ITEMS FOR THE NEXT REGULARLY SCHEDULED MEETING

7. ADJOURNMENT

MOTION: Motion by Bates, supported by Beebe to adjourn at 6:34 PM.

No objections were noted.

Motion Carried.

Respectfully submitted by
Briana Hootman
City Clerk/Treasurer

BFD Monthly Incident Totals

For 06/01/2025 - 06/30/2025



Rescue & Emergency Medical Service Incidents	Incident Count	% Type / % Total
311 - MEDICAL ASSIST, ASSIST EMS CREW	5	13.16%
321 - EMS CALL, EXCLUDING VEHICLE ACCIDENT WITH INJURY	29	76.32%
322 - VEHICLE ACCIDENT WITH INJURIES	3	7.89%
353 - REMOVAL OF VICTIM(S) FROM STALLED ELEVATOR	1	2.63%
Total	38	61.29%

Hazardous Conditions (No Fire) Incidents	Incident Count	% Type / % Total
412 - GAS LEAK (NATURAL GAS OR LPG)	2	66.67%
444 - POWER LINE DOWN	1	33.33%
Total	3	4.84%

Service Call Incidents	Incident Count	% Type / % Total
542 - ANIMAL RESCUE	1	50.00%
550 - PUBLIC SERVICE ASSISTANCE, OTHER	1	50.00%
Total	2	3.23%

Good Intent Call Incidents	Incident Count	% Type / % Total
611 - DISPATCHED & CANCELLED EN ROUTE	16	94.12%
651 - SMOKE SCARE, ODOR OF SMOKE	1	5.88%
Total	17	27.42%

False Alarm & False Call Incidents	Incident Count	% Type / % Total
700 - FALSE ALARM OR FALSE CALL, OTHER	1	100.00%
Total	1	1.61%

Special Incident Type	Incident Count	% Type / % Total
911 - CITIZEN COMPLAINT	1	100.00%
Total	1	1.61%

BFD Monthly Incident Totals

For 06/01/2025 - 06/30/2025



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July 1, 2025

Steve Jones, Assistant City Manager
City of Belleville
6 Main Street
Belleville, MI 48111

**RE: Recreation Plan
Work Authorization**

Dear Mr. Jones,

After City Council's approval of the proposed Recreation Plan scope of work, we have prepared the following work authorization related to the Recreation Plan for the City of Belleville (see Exhibit A). This is a supplemental work item under our existing agreement. This project will be conducted in phases as described in Exhibit A and below.

This is a flat fee project. It will be billed following the completion of each of the three phases as outlined in Exhibit A for a total fee not to exceed \$6,200.

All work will be done as an addendum to and in accordance with the terms of our approved consulting services contract.

If you should have any questions related to this work, please feel free to contact me. Please sign below to authorize the commencement of this work and return at your convenience.

WORK AUTHORIZATION

Steve Jones, Assistant City Manager

Date

Respectfully,
Giffels Webster

A handwritten signature in cursive script, reading "Jill S. Bahm".

Jill Bahm, AICP
Partner

Exhibit A



PROPOSAL

Prepared for...

Belleville Recreation Plan

April 2025

Project Goal: Assist Belleville with preparation of the 2026-2030 Recreation Plan in conjunction with the Michigan DNR guidelines for recreation plans.

PROPOSED SCOPE OF WORK

We propose to help complete the Recreation Plan, primarily by our planning team, with input from engineering and landscape architecture as appropriate. This will include the following elements:

ELEMENT ONE: PLAN REVIEW & RESEARCH

We will prepare all required notices associated with the DNR's requirements for community recreation plans.

- Review the material prepared to date and add photos, illustrations, as appropriate.
- Meet with the Parks & Recreation Commission to review and discuss draft Recreation Plan and affirm the plan's goals, objectives and action items.

ELEMENT TWO: PUBLIC INPUT

- Utilized survey results from the Master Plan related to the City's current recreation facilities and programming.
- Facilitate public open house to continue community discussion on recreation plan.
- Utilize online platform created during the Master Plan that will serve as a "virtual open house" to try reaching residents who may have a hard time attending public meetings.

ELEMENT THREE: FINALIZE PLAN

- Meet with the Parks & Recreation Commission to review and discuss public input.
- Complete plan based on findings from the board.
- Facilitate public hearing at the Parks & Recreation Commission.

Timeline & Cost: 6-7 Months— \$6,200

ACCOUNTS PAYABLE EXPENDITURES
COUNCIL MEETING ON
JULY 7 2025

DATE	AMOUNT	DESCRIPTION	G. TOTAL
7/7/2025	\$347,116.64	EFT	\$347,116.64
7/7/2025	\$32,168.95	CHECKS	\$32,168.95

GRAND TOTAL	\$ 379,285.59
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CHECK REGISTER FOR CITY OF BELLEVILLE CHECK NUMBER 8357 - 8387

BANK CODE: CHA2 - CHASE NEW ACCOUNT - CHECK TYPE: PAPER CHECK

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank CHA2 CHASE NEW ACCOUNT					
Check Type: Paper Check CHA2					
06/26/2025	CHA2	8357	ABC PLUMBING AND DRAIN, INC.	CEMETERY	2,939.90
06/26/2025	CHA2	8358	BELLE TIRE DISTRIBUTORS	PD - #223 FORD TRUCK	1,407.96
06/26/2025	CHA2	8359	BELLEVILLE AREA INDEPENDENT	ADVERTISING & AND COUNCIL MEETING MAY 2	204.75
06/26/2025	CHA2	8360	CMP DISTRIBUTORS INC	POINT BLANK VEST ALTERATION	50.00
06/26/2025	CHA2	8361	DAVENPORT BROS. CONST. CO., I	DPW YARD CLEAN UP	4,500.00
06/26/2025	CHA2	8362	DAWSON, ROBERT	RETIREE HEALTH COVERAGE REIMB. JULY 202	177.95
06/26/2025	CHA2	8363	DTE ENERGY	6 MAIN 9100 067 6536 6	2,076.55
06/26/2025	CHA2	8364	DTE ENERGY	800 N LIBERTY - 9100 3977 6497 - STREET	32.36
06/26/2025	CHA2	8365	DTE ENERGY	27 2ND ST STREETLIGHTING - 9100 4093 55	232.66
06/26/2025	CHA2	8366	DTE ENERGY	132 HIGH ST 9100 067 6587 9	536.41
06/26/2025	CHA2	8367	FAULL-SCHLUND, KRISTIN	REIMBURSEMENT	262.50
06/26/2025	CHA2	8368	GENDRON, MARY	CEMETERY REFUND	6.00
06/26/2025	CHA2	8369	HOWARD L SHIFMAN PC	LEGAL SERVICES THROUGH JUNE 2025	594.00
06/26/2025	CHA2	8370	HURON RIVER WATERSHED COUNCIL	HRWC 2025 1/2 FISCAL YR	1,188.54
06/26/2025	CHA2	8371	IMPERIAL DADE	DPS & PARKS SUPPLIES AND MAINT	430.58
06/26/2025	CHA2	8372	KONICA MINOLTA BUSINESS SOLUT	TREASURERS OFFICE COPIER	749.12
06/26/2025	CHA2	8373	MICHIGAN ASSOCIATION OF FIRE	FEB 2025 UNION DUES	363.00
06/26/2025	CHA2	8374	MICHIGAN CAT	WATER (SUPPLIES & MAINT)	1,654.00
06/26/2025	CHA2	8375	MISSION SQUARE	6/2/2025 - 6/15/2025	272.00
06/26/2025	CHA2	8376	MOWBRAY, DENNIS	INSPECTOR PAY JUNE 2025	120.00
06/26/2025	CHA2	8377	MR. MUFFLER	OIL CHANGE ON VEHICLE EXPLORER CAR #22	170.00
06/26/2025	CHA2	8378	PIONEER LANDSCAPING & LAWN MA	CEMETERY CUTTINGS	4,350.00
06/26/2025	CHA2	8379	RIITTER GIS, INC	GIS & CITYWORKS AMS SERVICES	4,500.00
06/26/2025	CHA2	8380	STEWART, TIMOTHY M	PD - REIMB. MILEAGE	236.60
06/26/2025	CHA2	8381	WATT, JOSEPH	INSPECTOR PAY JUNE 2025	440.00
06/26/2025	CHA2	8382	WAYNE COUNTY ACCTS RECEIVABLE	TRAF SIG ENERGY-4/25	481.94
06/26/2025	CHA2	8383	WAYNE COUNTY TREASURER	LOZA LANE LAKEVIEW MARCH & APRIL 2026	450.00
06/26/2025	CHA2	8384	WAYNE COUNTY TREASURER-M.H.T.	BELLE VILLA LAKE MOBILE HOME TAX JUNE 2	440.00
06/26/2025	CHA2	8385	WAYNE COUNTY TREASURER-M.H.T.	BELLE VILLA MEADOWS JUNE 2025	615.00
06/26/2025	CHA2	8386	WCA ASSESSING	APPRAISAL SERVICES JULY 2025	2,627.13
06/26/2025	CHA2	8387	WESTLAND FIRE EXTINGUISHER IN	EXTINGUISHER INSPECTION - PD	60.00

Total Paper Check:

CHA2 TOTALS:

Total of 31 Checks:
Less 0 Void Checks:
Total of 31 Disbursements:

32,168.95
32,168.95
0.00
32,168.95

CHECK REGISTER FOR CITY OF BELLEVILLE CHECK DATE 06/26/2025 - 06/26/2025

BANK CODE: CHA2 - CHASE NEW ACCOUNT - CHECK TYPE: EFT

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank CHA2 CHASE NEW ACCOUNT					
Check Type: EFT Transfer CHA2					
06/26/2025	CHA2	1232(E)	AL'S ASPHALT PAVING CO	LIBERTY HIGH MILL & CAP HENNESSEY PROJE	184,308.84
06/26/2025	CHA2	1233(E)	BLUE CARE NETWORK	EMPLOYEE INSURANCE 7/1/2025 - 7/31/2025	37,999.87
06/26/2025	CHA2	1236(E)	CINTAS	PD MEDICAL SUPPLIES	100.95
06/26/2025	CHA2	1237(E)	COMCAST	FIRE DEPT (JUL 6 TO AUG 5 2024)	290.44
06/26/2025	CHA2	1238(E)	COMCAST	CITY HALL PHONE BILL (JUN 21, 25 - JUL	390.98
06/26/2025	CHA2	1239(E)	DOWNRIVER UTILITY WASTE WATER	EXCESS FLOW JUNE 2025	17,894.40
06/26/2025	CHA2	1240(E)	GREAT LAKES WATER AUTHORITY	CITY WATER BILL MAY 1 TO JUNE 1, 2025	31,072.25
06/26/2025	CHA2	1241(E)	KCI	POSTAGE (CITY WATER BILLS)	2,539.71
06/26/2025	CHA2	1242(E)	MENARDS	WATER SUPPLIES & MAINT	733.37
06/26/2025	CHA2	1243(E)	MISTER MAT RENTAL SERVICE	CITY HALL - FLOOR MATS	49.00
06/26/2025	CHA2	1244(E)	PLANTE AND MORAN PLLC	ACCOUNTING SERVICES RENDERED	7,900.50
06/26/2025	CHA2	1245(E)	PRINCIPAL LIFE	LIFE INSURANCE - JUNE 2025	1,434.27
06/26/2025	CHA2	1248(E)	QUILL CORPORATION	PD SUPPLIES & MAINT	69.99
06/26/2025	CHA2	1249(E)	STEVENS DISPOSAL & RECYCLING	DPW (20YD EXCHANGED)	700.00
06/26/2025	CHA2	1250(E)	SUMPTER ACE HARDWARE	WATER SUPPLIES & MAINT	825.62
06/26/2025	CHA2	1275(E)	VAN BUREN TOWNSHIP	DISPATCH AND LOCKUP SRVICES 3RD QUARTER	52,625.79
06/26/2025	CHA2	1276(E)	VC3, INC	ON PREMISES-JUNE 2025	5,517.98
06/26/2025	CHA2	1279(E)	WEX BANK	FUEL BILL - MAY 7 TO JUNE 6, 2025	2,662.68

Total EFT Transfer:

347,116.64

CHA2 TOTALS:

Total of 18 Checks:
Less 0 Void Checks:
Total of 18 Disbursements:

347,116.64
0.00
347,116.64