

**Bellaire Village Council
Meeting Minutes
June 3, 2020**

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, Bryan Hardy, Pat Boyd and Trish Drollinger.
 - Absent:** Helen Schuckel
 - Staff Present:** Cathy Odom, Treasurer, Bill Drollinger, Nicole Essad, Clerk Chief of Police & Brad Keiser, DPW Supervisor.
 - Also Present:** Terry VanAlstine, Louise Wenzel, Gary Gajda, Jennifer Hodges, Don Seman, Christy & Robin.
3. **Approval of Agenda:** The agenda was approved with the additions of item j, Street Closure-Rubber Duck Race; Road Closure/Block Closure, item l, Yoga in the Park, item m, Library Request, item n, Green Space Grant, item o, ORV Permit-Amend Chapter 72, item p, Trees-Lovett Lane, item q, Richardi Park Flag Pole, item r, Aspen Lane-Truck Traffic, item s, Water/Sewer Bill Adjustment and the deletion of new business item f, Relaxed Zoning and item i, Outside Seating-Hello Vino.
4. **Motion by McPherson, seconded by Boyd, to approve the agenda with the additions of item j, Street Closure-Rubber Duck Race; Road Closure; Block Closure, item l, Yoga in the Park, item m, Library Request, item n, Green Space Grant, item o, ORV Permit-Amend Chapter 72, item p, Trees-Lovett Lane, item q, Richardi Park Flag Pole, item r, Aspen Lane-Truck Traffic, item s, Water/Sewer Bill Adjustment and the deletion of new business item f, Relaxed Zoning and item i, Outside Seating-Hello Vino. Motion carried by voice vote.**

Trustee Ciganick noted that we seem to be getting last minute additions to the agenda, which doesn't allow Council time to review the material for the additions. President Bennett noted that this was discussed with staff earlier today and according to our Rules of Procedure, items for the current agenda need to be turned in by Thursday the week before the meeting, however, with a vote of Council items can be added.
5. **Conflict of Interest:** Trustee Drollinger noted a conflict with new business item e, employee contracts.
6. **Consent Agenda:** The consent agenda was approved.

Motion by Hardy, seconded by Boyd, to approve the consent agenda as presented. Motion carried by voice vote.
7. **Public Comment on Agenda Items:** None presented.
8. **Old Business**
 - a) **County Update:** Mr. VanAlstine informed Mr. Keiser that the Scouts may want to help with the repair of the bridge in Richardi Park if he is interested in having them. He noted that he would let Mr. Keiser know when the seeding will take place at the old bank property. There is a dispatcher; airport and an animal control position open at the County. He asked everyone to help get the word out to get more people to take the Census. It is a valuable tool for services within the County. Barnes Park is scheduled to open June 22, 2020 with the new reservation software up and running. County Parks and Recreation will be sending out a survey for public input soon.
 - b) **DDA Update:** Ms. Wenzel informed Council at their last meeting; they approved a resolution for the Rotary Seed Grant which will also need to be approved by Council. The Buy Local Group is

providing the flower plantings for downtown. She provided a Foundation update. The funds they are currently raising will be used for business relief due to the pandemic in Bellaire, Alden, Mancelona & Central Lake. The Foundation started a Go Fund Me Page, which has raised close to \$3,000. They have also hired Elise Craft to work on grants and grant distribution. She has submitted an application for the \$50,000 Match on Me Grant. Ms. Wenzel said the DDA also discussed the re-opening of downtown. Some businesses have inquired about outdoor seating and/or road closures to accommodate safe social distancing during the summer. They are looking for possible options.

- c) **Part Time Officer Wage:** The Administration Committee is recommending that Council approve a starting wage of \$17.79 per hour, which is at the two year level for police officers, for our new part time officer.

Motion by Boyd, seconded by Ciganick, to approve the starting wage of \$17.79 per hour for Officer Doucette. Motion carried by voice vote.

8. New Business:

- a) **Purple Loosestrife-CAKE CISMA Treatment Consent Form:** We received an email from the coordinator for CAKE CISMA informing us that there is a purple loosestrife invasive species along the intermediate river. They are seeking permission to access Village property to treat and try to eradicate this species. There will be no cost to the Village. Mr. Keiser noted that if they access any property near the treatment ponds, we will have to notify DEQ. He also noted that there may be some property listed that we actually do not own. Clerk Essad said she would verify the properties before signing, if approved by Council.

Motion by Ciganick, seconded by McPherson, to allow the Village President to sign the landowner consent for the Purple Loosestrife Treatment Authorization Form. Motion carried by voice vote.

- b) **Relay for Life-Luminaries:** Chief Drollinger informed Council that relay for Life would like to place luminaries along the fence from the bridge to Antrim Street on June 27, 2020. He would also like the request to include inside the park if they need the room. It will be from 9-11 pm and they will make sure everything is clean up when they are finished.

Motion by Drollinger, seconded by Boyd, to allow the Relay for Life luminary request. Motion carried by voice vote.

- c) **Resolution #17 of 2020, Rotary Seed Grant:** This resolution will allow for authorization for a grant match and application for the Rotary Charities Seed Grant Program.

Motion by McPherson, seconded by Boyd, to approve Resolution #17 of 2020, the grant match and application for the Rotary Seed Grant Program. Motion carried by roll call vote. Ayes: McPherson, Boyd, Ciganick, Drollinger, Hardy & Bennett. Nays: None. Absent: Schuckel.

- d) **Park Closure:** Council discussed re-opening the parks and what guidelines they would like to follow for safety due to Covid-19. Mr. Keiser suggested Council accept and follow the guidelines already set up by the health department. It was noted that the parks, including the campground would be fully open, including bathhouses and equipment. Mr. Keiser would post signs noting crowds of no more than 100, practicing social distance and would make sure that all staff has the proper personal protection equipment.

Motion by Drollinger, seconded by McPherson, to accept & follow the health department guidelines for re-opening the parks. Motion carried by voice vote.

e) **Admin recommendations:**

- **Probationary Period:** The 90-day probationary period for the clerk position was set in error. The employee handbook states that new employees have a 30-day probationary period. The Administration Committee is recommending that her probationary period be changed from 90 days to 30 days. They would also like to recommend that Council allow the committee to review the handbook for updates, corrections or changes.

Motion by Ciganick, seconded by Hardy, that the Village Council, in regards to the 90-day probationary period in reference to Clerk Essad's hire, to use the probationary period as stated in the employee handbook, which is 30-days and request that Council allow the committee to review the employee handbook and bring back to Council any recommendations for updates, corrections or changes. Motion carried by voice vote.

- **Employee Contracts:** We have two employee contracts that need to be approved. Clerk Essad's, which will be a one year contract with the 30-day probationary change and Chief Drollinger's, which is a three year contract with no changes except for the dates.

Motion by Ciganick, seconded by Boyd, to accept the employment contract for Chief Drollinger's 3-year contract. Motion carried by voice vote.

Motion by Ciganick, seconded by Bennett, to accept the employment contract for Nicole Essad beginning May 18, 2020 for one year. Motion carried by voice vote.

- **DPW Employee-Work Week:** Due to Covid 19 and the closure of daycares, one DPW employee would like to go on four (4)-10 hour days, making it easier to care for his children. Mr. Keiser noted that with the Governor lifting some of the restrictions, it may only be for a couple of weeks as daycares will be re-opening soon. Mr. Keiser stated that he will be able to call him in for emergencies or when needed. Once the daycare opens, he will go back to the five (5) 8 hour days.

Motion by Drollinger, seconded by Boyd, to allow the employee to work four (4) 10 hour days until the daycare program re-opens. Motion carried by voice vote.

f) **Relaxed Zoning:** This item was removed from agenda.

g) **Resolution #18 of 2020, Millage Rates:** This resolution will set the millage rates for this year's tax season. The resolution will set the rates that were used to help calculate the FY2020-21 budget.

Motion by Drollinger, seconded by Hardy, to approve Resolution #18 of 2020, setting the millage rates for this year's tax season. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Boyd, Ciganick, McPherson & Bennett. Nays: None Absent: Schuckel.

h) **2019-20 Draft Financial Statement:** The draft financial statement for the 2019-20m fiscal year is complete and was sent to Council for review and now needs to be approved.

Motion by Boyd, seconded by Hardy, to approve to 2019-20 draft financial statement. Motion carried by voice vote.

i) **Outside Seating-Hello Vino:** This item was removed from agenda.

j) **Street Closure:** Chief Drollinger has been in contact with the Chamber about the Rubber Duck festival. They are currently not sure if they will cancel it due to Covid. They want to inform Council that as of now they are still hosting the craft show. The Chamber will likely not host the bounce house as in years past but will still want the closure of Broad St for the craft show. To comply with social distancing they will wrap the vendors around the entire county building

instead of all being on the front lawn. They are currently in the planning stages so nothing is set in stone. Trustee Boyd said at their meeting last night, they discussed not have the parade, kids section or the bounce house, however, if that changes they can put these things back on the table fairly quick.

Treasurer Odom informed Council that this was also on the agenda to discuss possible options for closing some streets downtown for outside seating to comply with safe social distancing guidelines. Ms. Wenzel said they know that M-88 cannot be closed but wondered if there were any other options. Trustee Ciganick suggested contacting Frontier about using the small grassy area in front of their building.

- k) **Property Tax Payment Receipts:** Treasurer Odom explained that we have always sent a receipt to taxpayers when they pay their taxes. She has since found that many municipalities do not send a receipt except upon request. If Council chooses not to send receipts, it would save the Village approximately \$500-600 a year.

Motion by Boyd, seconded by Ciganick, to eliminate sending receipts for tax payments unless upon request. Motion carried by voice vote.

- l) **Yoga in the Park:** Rebecca Rankin from Yoga Bellaire would like permission to hold yoga classes in Richardi Park on Tuesday and Thursday mornings from approximately 9-10 am. It would only be until restrictions are lifted and she is allowed back inside. Mr. Keiser explained that she has asked previously but was turned down due to using a public park for profit, which we do not allow. She is hoping that due to Covid, Council would make an exception. Trustee Drollinger stated that there are opportunities where some may use our park system for things like this if we could set up a system utilizing special use permits. She would like parks to discuss this option. She agreed that we have not allowed this up to now, but this could be an option to consider. It was suggested that due to Covid, we allow the use of the park for yoga classes until restrictions are lifted. Once restrictions are lifted and things are back to a more normal routine, options to address these situations can be discussed. Clerk Essad noted that if there is an ordinance or a policy outlining these regulations, it should be amended. Trustee Drollinger said we would not want to amend the policy until further discussion, just allow this one request on a temporary basis. Liability insurance was discussed. It was suggested that they provide a policy to us naming the Village as an additional insured and also file the paperwork required of anyone who rents the park.

Motion by Drollinger, seconded by McPherson, to allow Yoga in the park until August 1, 2020 or until the Covid restrictions are lifted for social distancing, whichever comes first, they must file rental paperwork, the rental fee will be waived, and provide a waiver of liability and proof of liability naming the village as an additional insured. Motion carried by voice vote.

- m) **Library Request:** The Library is requesting use of Richardi Park to offer a letter boxing search or geocaching event. Participants will be given clues to the location of a notebook where they will write in the date they found the notebook, place it back where they found it and move on to the next one. They will provide gloves and will follow all CDC protocols regarding handling plastic and paper material for the event. This will be a part of their summer reading program.

Motion by Boyd, seconded by Drollinger, to approve the request from the Library for their geocaching event. Motion carried by voice vote.

- n) **Green Space Grant:** We have applied for and received a grant for \$10,000 for an extension of the sidewalk on the south side of M-88 down to Beech St. Once completed, MDOT will put a crosswalk in by Real Estate One. The contract now needs President Bennett's signature to lock us into the grant.

Motion by McPherson, seconded by Hardy, to sign the contract and begin working on the project. Motion carried by voice vote.

- o) **ORV Permit-Amend Chapter 72:** This was tabled at the last meeting. Chief Drollinger stated this is in regards to using the train trestle to get from one end of town to the other. In previous discussions with DNR, it was not possible to use M-88, but in speaking with a trail specialist, he noted it may be possible. He is seeking Council's permission to proceed with a request for an ORV permit to allow go forward with the permit. The proposed area where ORV's will be allowed to operate on the shoulder of the road will be from Hickory Lane to Antrim St on the northern section of town and from Thayer Lane to Shanty Creek Road on the southern section. Chief Drollinger also noted that it is highly recommended that we do not allow mixed use on the walking path, which would eliminate snowmobiles on the walking path. With this permit, they would have a different path that can be used. He said we have to show hardship in getting through town and it is difficult to get through town. Once complete, ORV's will be able to get from point A to B in a safer manner.

Motion by McPherson, seconded by Boyd, to allow Chief Drollinger to continue with the permit process for ORV's. Motion carried by voice vote.

Chief Drollinger is also asking permission to work on amending Chapter 72 of the Village code, which currently states that the width of an ORV is limited to 60" wide. That should be amended to read 72" wide because nowadays they are made wider than they previously were. Clerk Essad would like to also look at amending the definitions and review the entire chapter for possible changes.

Motion by Bennett, seconded by McPherson, to review Chapter 72 of the village code for needed changes. Motion carried by voice vote.

Chief Drollinger also noted for ORV's to go through town, Hickory Lane which is currently one way behind Toonie's Restaurant, will have to be opened to two way traffic. Trustee Drollinger noted that would be difficult for south to north traffic. The Chief explained that options for ORV traffic have to be given. The only other route for them, if Hickory Lane is not opened up to two-way traffic is to cross M-88 and then travel down Bridge Lane behind the Bellaire Bar. We can open it up on a trial basis to see how it goes and make changes if needed. Trustee Boyd suggested talking with the businesses this might affect.

Motion by Boyd, seconded by Hardy, to change Hickory Lane to two way traffic. Motion carried by voice vote.

- p) **Trees-Lovett Lane:** Mr. Keiser explained that there was a tree that had fallen onto private property on Lovett Lane. The boundaries are unclear on Lovett Lane and he is seeking permission from Council to have the Village portion of Lovett Lane surveyed to determine where exactly they are. Trustee Ciganick noted that we have to make sure we have a good record of where the boundaries are found so that they are not lost as the years go by. Mr. Keiser noted that the coordinates will be placed on our GIS system.

Motion by Boyd, seconded McPherson, to allow Mr. Keiser to have Lovett Lane surveyed. Motion carried by voice vote.

- q) **Richardi Park Flag Pole:** Mr. Keiser explained that this is on the agenda again because the company the Friends of the Veterans hired to move the flag pole does not have the proper equipment or liability insurance to move it. They are now asking the Village to work with the County maintenance department in getting it moved and set up at Richardi Park.

Motion by Drollinger, seconded by McPherson, to allow the DPW in conjunction with the County Maintenance to move the flag pole. Motion carried by voice vote.

- r) **Aspen Lane-Truck Traffic:** Chief Drollinger received a call from a resident who has concerns about the large trucks that are traveling down Aspen Lane. Aspen Lane is the alley behind the Smokehouse. The resident explained that there is damage to a pole and the asphalt. The Chief suggested if Council wants to address this, no through truck signs can be posted from Antrim to Forest Home Ave. He said Council addressed this several years ago, but stated that it is zoned Village Commons, which allows businesses in that area. He said he can also talk with the Smokehouse to see if deliveries can be made on M-88. The Chief said that Mr. Keiser inspected the asphalt and didn't see any problems. The telephone pole on the north side of Forest Home and Aspen Lane does appear to have some damage. Mr. Keiser noted that it is a tight alley, but we do take our plow trucks down it. He agrees with asking the Smokehouse to unload their trucks on M-88. Council discussed talking with the Smokehouse. President Bennett asked about putting signs up with the Chief noting that there should be a motion for the signs from Council which will allow potential violations to be sent through the court system. It was noted that we could first talk with the Smokehouse and then report back to Council at the next meeting. Treasurer Odom said if a change occurs, we would have to look at amending Chapter 108 of the code which deals with traffic inside the Village.

Motion by Ciganick, seconded by Boyd, we speak with the Smokehouse about and between now and next meeting we work on the amendment to Chapter 108 of the Village code and bring it back to Council the ordinance to amend it. Motion carried by voice vote.

- s) **Water/Sewer Bill Adjustment:** We received a call from a customer about their water bill. They are currently closed due to Covid 19, but their water bill was \$146 with no usage. When we reviewed the account we found that they were billed inaccurately due to billing items that were set up for the wrong amounts. We are currently asking for an adjustment of \$197.40 for two months. After discussion, staff was directed to research the account for any further errors and will provide what they find when complete.

Motion by Boyd, seconded by Drollinger, to approve the water/sewer bill credit for two months and research the account for further errors. Motion carried by voice vote.

9. Discussion Items:

- **Trustee Drollinger:** Trustee Drollinger said she would like us to send a thank you to the guys who worked on the memorial out front. Mr. Keiser said he is currently working on certificates of recognition that can be presented to them at the dedication.

10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes, for the committees that have met, were included in packets for review.
- b) **Clerk/Zoning Administrator:** Clerk Essad presented a written report. She also noted she received correspondence about placing senior pictures of the 2020 graduates on the light pole banners. Trustee Boyd said they have already been posted in the downtown businesses. She also noted that it is time to discuss plans for reopening the offices. DPW is working on placing a half door in the middle office to serve our residents. We could also make appointments if working through the half door is not feasible. According to the executive order, we must also have a Covid 19 Preparedness Plan in place within two weeks of reopening. It is currently being worked on. President Bennett suggested having staff set the date of reopening because they will know when everything is in place and ready to open. Trustee Hardy said to let the museum know when we reopen because they are ready to get some work done.

- c) **Treasurer/Deputy Clerk:** Treasurer Odom informed Council that she received some updated revenue sharing numbers and it looks like the amounts we will receive are pretty close to what was budgeted. She also noted that the Cherry Capital Cycling event scheduled for July has been cancelled so they will not be utilizing the section of Craven Park they requested. The listing for the Maple Street property is complete.
- d) **Department of Public Works:** The memorial is complete and we are working on the light. The bathhouses are ready to open. Broad St. paving is complete; we are just waiting for stripping. Trustee Ciganick asked about the schedule for the boat dock on Ohio St. with Mr. Keiser noting that they will be taking down some of the trees needed to begin the dock installation. Mr. Keiser noted he will be meeting with Deanna Jerdee from Paddle Antrim to discuss the signage to promote boat launches and parks. Trustee Hardy asked about the status of sidewalk repairs with Mr. Keiser stating that we have contracted Dave Robb again this year. We are waiting for a timeline of his schedule, which he thinks will be the middle of July.
- e) **Police Department:** Chief Drollinger said they have been dealing with many civil issues and informed Council that he will be taking a vacation from July 31st to August 18th.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- **Trustee Boyd:** Trustee Boyd asked about the radar signs with Chief Drollinger noting that is being worked on and hopefully up in the next couple weeks.

12. Adjourn: Meeting adjourned at 8:38 P.M.

Compiled by Cathy Odom
 Minutes are subject to approval.

Approved: _____

Date: _____