

**Bellaire Village Council
Special Meeting Minutes
June 17, 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, Helen Schuckel and Trish Drollinger.

Absent: None

Staff Present: Cathy Odom, Treasurer, Bill Drollinger, Chief of Police, Nicole Essad, Clerk & Brad Keiser, DPW Supervisor.

Also Present: Louise Wenzel, Brenda Fink, Karen Watters, Don Seman, Sue Palmisano & Christy Wilson.

3. **Approval of Agenda:** The agenda was approved as presented.

Motion by McPherson, seconded by Boyd, to approve the agenda as presented. Motion carried by voice vote.

4. **Conflict of Interest:** None presented.

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

Motion by Boyd, 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) **Aspen Lane-Truck Traffic:** President Bennett explained that after further investigation, the truck traffic on Aspen Lane doesn't seem to be as problematic as first thought. He said that others have spoken with some of the homeowners in the area and there were no concerns. Clerk Essad said she spoke with Mr. Eby. He said his concern was for the south half of Aspen Lane between Forest Home Ave and Antrim St. He explained there is a hump in the road where the trucks can damage the asphalt. Mr. Keiser looked at the asphalt and didn't see any damage to it. He also said the only issue may be the pole and that the trucks seem to be hitting that. We could check into having the power company move it. President Bennett explained that a letter will be sent for an agenda item that may affect another person, giving that person an opportunity to comment if they choose.

Motion by Bennett, seconded by McPherson, to reconsider the issue of Aspen Lane truck traffic. Motion carried by voice vote.

Motion by Drollinger, seconded by Boyd, to rescind the motion previously made at the June 3, 2020 meeting pertaining to Aspen Lane. Motion carried by voice vote.

b) **Resolution #19 of 2020, ORV:** This resolution will allow the Village to apply for an MDOT permit allowing ORV's to travel through Bellaire on the side of the highway from Shanty Creek Rd to Thayer Lane and from Hickory Lane, across the bridge to Antrim St. President Bennett said the details still have to be worked out, but this will allow us to apply for the permit.

Motion by Boyd, seconded by McPherson, to approve Resolution #19 of 2020, allowing the Village to apply for an MDOT permit for ORV's. Motion carried by roll call vote. Ayes: Boyd, McPherson, Ciganick, Drollinger, Hardy, Schuckel & Bennett. Nays: None.

- c) **Re-Open Offices:** Staff is ready to open the offices and would like permission to open them on Monday, June 22, 2020. A half door with Plexiglas has been installed. Also posted on the front door are the rules for entering the building. These include wearing masks when inside. We also have the drop box outside. We also appointed Chief Drollinger as the Covid coordinator in the preparedness & response plan that is being developed. Trustee Ciganick asked about the preparedness plan and had some questions. He said the required health screening as far as travel seems to be vague and would like to consider making it a little more detailed. He also noted, according to the plan, that if we have to have the screening, we must have to keep a record and there is no reference to any forms. He would also like more specific information listed in the PPE section, referencing the phases instead of the end of the pandemic. Clerk Essad noted that this draft was taken from a sample EOC plan and can be amended to suit our needs. Trustee Drollinger also asked if an employee is exposed to Covid while they are working, are they going to be paid by the Village outside of their paid leave time. She stated that we should pay them for time in quarantine and they should not be required to use their paid leave. Clerk Essad noted that there is federal legislation that we can have our attorney look into how employees can or will be paid. Staff can meet and review the preparedness plan and get it ready for the next meeting.

Motion by Schuckel, seconded by McPherson, to reopen the offices on Monday, June 22, 2020 with the rules that are in place. Motion carried by voice vote.

- d) **Outside Seating Request-Hello Vino:** Hello Vino is requesting permission to set up outdoor seating along their building on Broad St. It will be roped off in an area 8' wide from the building and 75' long. This will leave approximately 4' of sidewalk for pedestrian traffic. President Bennett noted that if this is something we would like to allow on a more permanent basis, an ordinance can be developed to include a permitting process and could potentially generate some revenue for the Village. Clerk Essad said approval of this request should be done by resolution, which will allow the village to set some standards for the seating area. It sets limits on the amount of tables, the area for which she can use, tables she uses must be removable, and if it snows it will have to be removed for us to remove the snow. Once approved she can begin using the sidewalk area until October 1, 2020. If Council chooses to set up an ordinance and continue this process, she will have to reapply on an annual basis. Ms. Wilson explained that Council approval is just the first step for her. If Council approves, she then has to go through a process with the Liquor Control Commission to be allowed to serve alcohol in the outside seating area. They have some strict guidelines but she is hoping that she can be set up and ready to go by July 4. Clerk Essad said if Council is fine with everything in the resolution, it can be approved tonight. Charging a fee was discussed. Trustee Boyd said that due to the special circumstances we can address fees at a later time. Trustee Ciganick suggested adding "approved" in Section 13 of the resolution, which will then read "inspected and approved by the Village Clerk. This will allow us to make sure they are complying to the conditions of the resolution.

Motion by McPherson, seconded by Ciganick, to approve Resolution #20 of 2020, with discussed revisions so Hello Vino can start the process with the State. Ayes: McPherson, Ciganick, Boyd, Drollinger, Hardy, Schuckel & Bennett. Nays: None

- e) **DDA Request-Street Closure:** We received three requests from the DDA for their Downtown Bellaire Social Distancing Initiative. They are requesting the closure of Broad St & Hickory Lane from Friday at 5:00 pm until Sunday at midnight, or earlier, for the remainder of the summer. Part of Hickory Lane would remain open to allow for emergency vehicles. They are also requesting the use the Village owned property by Shorts for additional seating. They feel this will help everyone to safely social distance while downtown. They have already been given permission to place some seating by the Frontier building. No alcohol will be allowed to be consumed in these areas. The tables set up at the Frontier building and by Shorts will remain up for the summer. The tables on Broad St. will be folded up and removed each weekend. Volunteers will be monitoring

for cleanliness adhering to protocols with hand sanitizer and sanitizer for the tables. They are also requesting that the public restrooms remain open 7 days a week from 9:00 am to 9:00 pm. The Broad St. closure would also allow for outdoor entertainment. They would also like to work together to obtain trash receptacles. Ms. Wenzel explained the DDA initiative. The DDA is willing to spend up to \$6,000 to cover the cost of the tables and chairs. They received a good discount for them so they were able to purchase umbrellas also. There are volunteers that will help keep them cleaned with Mammoth Distillery donating the sanitizer. She said they are asking for help from the Village to set up and take down the barricades and the tables and chairs on Broad St. She said they are hoping that the Village approves this initiative, which includes all three components. Trustee Ciganick said he is in favor of placing the tables by Shorts and for keeping the restrooms open, but offered an alternative to closing Broad St. He suggested we allow them to place tables along the side of the community hall. We can place approximately seven (7) tables in this location and they will not have to be set up and removed each weekend. President Bennett said he is not sure about opening the restrooms and us being responsible for them. The closing of the community hall would fall on the public safety officers and they are not always on duty at that time. He suggested the DDA find volunteers that could clean them after hours. Mr. Keiser said the DPW can supply trash receptacles and remove the trash during their regular trash schedule on Monday's and Friday's. He likes Trustee Ciganick's idea of the tables along the community hall building. He does suggest that any tables that are used be light enough to be moved by one person so it will not make it difficult when they have to move. He also noted that if Council decides to open the restrooms, a new camera system can be put in place to monitor them. Trustee McPherson said that due to this difficult time, we need to help when we can. We should be able to put together some kind of plan for cleaning them. They will have to be cleaned daily if opened due to Covid. Mr. Keiser said he will look into an auto lock for the front doors. Chief Drollinger mentioned that locking the front doors doesn't require a key to lock them. The mechanism that locks them is attached to the door and noted that a volunteer from the businesses can lock them. He also thought the cameras were a good idea. DPW can assist with cleaning the restrooms daily during the week. We have someone who cleans on the weekend, but only on one day. We can ask if she is willing to clean both days but she may have to be compensated for the additional cleaning. Mr. Keiser suggested asking her if she can clean on Saturday morning then she can leave the doors unlocked and then one of the business owners that work in the evening can lock them. President Bennett suggested tabling the restroom item until further details could be obtained. Trustee Ciganick made a recommendation that they be allowed to set up tables along the outside of the community hall on the grassy area. Ms. Wenzel explained that closing Broad St. would allow for at least 12 tables, which is what they would like to be able to provide a larger social distancing area. Trustee Ciganick also mentioned that the grassy area by the Bellaire Bar might also be available for tables, which would accommodate both ends of town. Trustee Boyd said that despite having to have an alternate route for delivery for his business, he is for the closure of Broad St. Trustee Ciganick said it is more than tables and chairs, water barricades to block the road will also have to be used. These are heavy and not easily moved. The availability of staff to come in set up and take down every weekend was discussed with nobody willingly volunteered. The cost for this is \$600 a week, but we will work it out if needed. Trustee Schuckel noted that parking spaces will be eliminated if we allow the closure of Broad St. Mr. Keiser also noted that we just repaved Broad St and do we really want to close it down. Trustee Schuckel also asked about where the tables will be stored with Trustee Boyd stating that Ruthie from the Dairy Twist said we could use their lot on Bridge Lane to store them. Mr. Keiser asked why not ask them if the tables can be set up on that lot, then they would not have to be moved at all.

Motion by Ciganick., seconded by Hardy, to allow the DDA to place up to eight (8) tables adjacent to the Village Hall for the sake of social distancing and leave them there seven (7)

days a week through October 1, 2020. Motion carried by voice vote with one nay vote from Trustee Boyd.

Motion by Ciganick, seconded by Schuckel, to not allow Broad St. to be closed for this function of table placement on Friday's and Saturday's through the summer of 2020. Motion carried by voice vote with two nay votes from Trustee Bennett and Trustee Boyd.

Motion by Ciganick, seconded by Boyd, to allow the DDA to place tables on the grassy area between Shorts and the Dairy Twist. Motion carried by voice vote.

The restroom discussion was tabled for further details.

8. **New Business:** None presented.

9. **Discussion Items:** None presented.

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:** None presented.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Trustee Ciganick asked about the installation of the dock on Ohio St. Mr. Keiser said they picked up the dock and it is in the shop for any needed repairs and should be installed soon.
- e) **Police Department:** Chief Drollinger informed Council that his department doesn't condone the actions of police officers that have recently been in the news. He noted that Village department has policies in place that address this situation.
- f) **Planning Commission:** Nothing presented.

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

- **Dan Bennett:** President Bennett informed Council that they did receive one application for the cemetery maintenance position. Admin is meeting next week to review it. He also noted that he spoke with Mr. Bermingham about a cemetery project that adds pillars at the entrances of the cemetery. When the details are worked out, he will present it. Trustee Ciganick suggested keeping in touch with Mr. Mortensen in case this is an issue with his work. Mr. Keiser said they have spoken to him. It will also provide a few more plots to sell in the cemetery.
- **Don Seman:** Mr. Seman noted that there were three boards on the trestle bridge that were in need of repair. He also asked about signage for the restrooms so people would know where they were located. He said the museum will remain closed this year due to Covid and space restrictions.

12. **Adjourn:** Meeting adjourned at 8:34 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____

