

**Bellaire Village Council
Meeting Minutes
July 1, 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:** Terry VanAlstine, Louise Wenzel, David G., Jennifer Hodges, Holly Wilson, Christy Wilson and Amy Tate.
3. **Approval of Agenda:** The agenda was approved with a change for old business item e, from Chapter 108 to Chapter 72, an addition of old business item g, Covid-19 Preparedness Plan and new business item f, Handicap Parking.

Motion by McPherson, seconded by Schuckel, to approve the agenda with a change for old business item e, from Chapter 108 to Chapter 72, the addition of old business item g, Covid-19 Preparedness Plan and new business item f, Handicap Parking. Motion carried by voice vote.
4. **Conflict of Interest:** Trustee Ciganick stated his conflict with old business item f, the Maple St. property offer.
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) **County Update:** Mr. VanAlstine said the County developed a parks and recreation plan survey for County residents and encouraged everyone to take it. The airport received a \$30,000 Cares Act grant for operations. They also cut some trees down that were beginning to grow in their flight path. The County building is now open to the public and there is a commissioners meeting scheduled for tomorrow morning at 9:00 am in person or via Zoom.
 - b) **DDA Update:** The DDA is still waiting for approval for the Seed Grant. They also discussed alternatives for outside seating areas with Joe Short offering the parking lot between the pharmacy and Bee Well. They are purchasing chairs, tables and umbrellas and volunteers will be putting them together and placing them in the area. Ms. Wenzel thanked the DPW for the trash receptacles and Fischer Insurance for providing porta-johns. There is a business relation volunteer program in place that will keep these areas clean. She provided a Foundation update informing Council that they have hired Elise Craft to seek relief grants for Covid-19. They also discussed the DIA art projects and they should be in place by July 25.
 - c) **Community Hall Restrooms:** This was tabled from the last meeting for further research on cleaning and the locking of the front doors at the end of the evening and on the weekends. Mr. Keiser is meeting with Hampel's to discuss auto locks that can be set to lock the doors automatically. Having business owners lock it was discussed. Clerk Essad stated that Council needs to decide who will clean the bathrooms on a daily basis and who will lock the doors until we can install, if possible, the auto locks. Trustee McPherson asked about the regulations for how

often the restrooms need to be cleaned. Mr. Keiser noted that the DNR posted signs at their campgrounds that say the restrooms are cleaned once every 24 hours, use at your own risk. Discussion of the DPW cleaning the restrooms occurred with Mr. Keiser noting that they currently clean the restrooms at the parks once a day, Monday through Friday. Once a day for the community hall could also be done. Treasurer Odom explained that currently, the restrooms in the community hall are not cleaned daily. They are cleaned on the weekend when Amy Tate comes in to clean the community hall. We spoke with her and she is willing to clean the on Saturday and Sunday, once a day, but Council should consider additional compensation for the extra day. Trustee Drollinger stated that the community hall restrooms need to be cleaned once a day and post a similar sign to the one the DNR has posted. Mr. Keiser will update Council on the auto lock system as soon as he has that information.

Motion by Drollinger, seconded by McPherson, to have DPW clean the community hall restrooms once a day, Monday through Friday and that we post a sign stating that the restrooms are cleaned once a day, use them at your own risk. Motion carried by voice vote.

Another item Council needs to discuss if whether to allow the community hall to stay open from 9:00 am to 9:00 pm seven (7) days a week per the DDA's request. Amy Tate has agreed to clean the community hall restrooms on Saturday and Sunday for an additional \$25.00. Treasurer Odom noted that a decision on how or who will open and lock the community hall has to be decided. She noted that we should not make this decision without that information. Trustee McPherson suggested developing a schedule of volunteers to come in and lock the doors at 9:00 pm. Amy Tate said she can come in early on Saturday and Sunday and leave the doors open when she leaves. She cannot guarantee it will be by 9:00 am, but it will be in the morning.

Motion by McPherson, seconded by Boyd, to confirm with Amy Tate that we would like her to clean the community hall restrooms on Saturdays and Sundays at the rate of \$25.00 and also to develop a schedule of volunteers that can come into town to lock the doors at 9:00 pm every night until an auto lock is installed. Motion carried by voice vote.

- d) **Ordinance #02 of 2020, Chapter 16 Bridge Amendment:** This will amend the Village code to state that you cannot dump anything off the bridges except for items associated with sanctioned events or authorized by the Village Council. Chief Drollinger worked with the attorney to amend the language to the ordinance.

Motion by Bennett, seconded by Boyd, to approve Ordinance #02 of 2020, amending Chapter 16. Motion carried by roll call vote. Ayes: Boyd, Ciganick, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None.

- e) **Ordinance #03 of 2020, Chapter 72 ORV Ordinance:** This amendment will allow ORV's to be on M-88 in the Village. Council has already approved applying for the State permit. Clerk Essad informed Council that we may not want to approve this today because the permit has not yet been approved or issued. Chief Drollinger said we need to make sure we also have to make sure we are in compliance once the permit is approved and suggests this amendment be approved tonight.

Motion by Boyd, seconded by Ciganick, to approve Ordinance #03 of 2020, amending Chapter 72. Motion carried by roll call vote. Ayes: Boyd, Ciganick, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None.

- f) **Maple St. Property:** We have an offer on our property for Maple St. The offer is for \$10,800, which will give us what we need to cover our costs.

Motion by Boyd, seconded by Drollinger, to accept the offer of \$10,800 for the property on Maple St. Motion carried by roll call vote. Ayes: Boyd, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None. Abstain: Ciganick.

- g) **Covid-19 Preparedness Plan:** The opening of the Village offices requires a Preparedness Plan to be developed. This plan outlines guidelines that should be followed due to Covid-19.

Motion by McPherson, seconded by Hardy, to approve the Covid-19 Preparedness Plan as presented. Motion carried by voice vote.

8. **New Business:**

a) **Parks Committee Recommendations:**

- **Seasonal Campground Use:** Trustee Drollinger said the parks committee discussed the possibility of earning money when utilizing our park system. With this, they again addressed the seasonal camping request from Mr. Berghoff. We recently did not allow him to camp due to the running of his equipment at the park. They would like to allow him to camp, but at an increased rate of \$600 per month. They also discussed reviewing the use of the parks for a profit on a case by case basis. This would cover craft shows and other things. We will develop a contract for this, but would like reconsider this for Mr. Berghoff today.

Motion by Drollinger, seconded by McPherson, to allow Mr. Berghoff to camp at the park at a cost of \$600 a month. Motion carried by voice vote.

- **Amy Tate Request:** Amy Tate cleans the restrooms at the parks and the community hall for the Village on the weekends. She and her husband are building a house and would like permission to stay at the park and act as host in lieu of paying camping fees. The Parks Committee discussed and said we do not need a host but if she is willing to clean the campground bathhouse seven (7) days a week they would consider it.

Motion by Drollinger, seconded by Boyd, to allow Amy Tate to stay at the campground free of charge in exchange for cleaning the Craven Park bathhouse daily while she is there. Motion carried by voice vote with one nay vote from President Bennett.

b) **Administration Committee Recommendations:**

- **Cemetery Maintenance Position:** We received one application for the maintenance position and the Administration Committee is recommending Council hire Al Odom to fill the cemetery maintenance position.

Motion by Drollinger, seconded by McPherson, to hire Al Odom to fill the cemetery maintenance position at the DPW starting wage on the wage scale. Motion carried by voice vote.

- **Clerk Essad Review:** The Administration Committee was satisfied with Clerk Essad's 30 day performance and recommends that Council approves her review.

Motion by Boyd, seconded by Hardy, to show that Clerk's Essad's review after her probationary period was satisfactory. Motion carried by voice vote.

- **Hiring Policy:** There was some concern about who will provide for interviews of new applicants. Currently the policy has the Administration Committee completing the interview process and making a recommendation to Council on who to hire. However, Council would like to be the board that completes the interview process. The policy was amended to read that interviews will be held at a special meeting of the Council for the sole purpose of interviewing applicants. Village Council members, the Department Head and other designated staff members may participate in the interview panel as determined by the Administration and Personnel Committee.

Motion by McPherson, seconded by Hardy, to approve the amendments to the Hiring Policy as presented. Motion carried by voice vote.

c) Planning Commission Recommendations:

- **Zoning Ordinance 2020-01 RV Amendment:** Clerk Essad explained this will amend Subsection 3.05B of the zoning ordinance to allow for people to stay in their RV's when remodeling their home. Currently this is not allowed.

Motion by Hardy, seconded by Boyd, to approve Zoning Ordinance 2020-01, amending Subsection 3.05B of the zoning ordinance. Motion carried by roll call vote. Ayes: Hardy, Boyd, Ciganick, Drollinger, McPherson, Schuckel & Bennett. Nays: None.

- **Zoning Ordinance 2020-02 RV Amendment:** This will amend Subsection 3.08 of the zoning ordinance to allow occupancy of an RV on a lot with a dwelling only without a zoning permit subject to three requirements. First, no more than one RV can be occupied simultaneously on a lot with a dwelling. Second, occupancy of any RVs shall not exceed occupancy of more than 15 days in a calendar year. And third, each RV shall be required to follow all setback guidelines. It also amends the use of RV's in a group setting for not more than 10 consecutive days in a calendar year.

Motion by Boyd, seconded by Drollinger, to approve Zoning Ordinance 2020-02, amending Subsection 3.08 of the zoning ordinance. Motion carried by roll call vote. Ayes: Boyd, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: Ciganick.

- **Chapter 30 Amendment-Chickens & Goats:** President Bennett stated that we need to schedule a public hearing for this issue.

Motion by McPherson, seconded by Boyd, to set up a public hearing to discuss allowing chickens and goats within the Village limits. Motion carried by voice vote.

- d) ZBA & PC Council Liaison:** President Bennett explained that he is on the ZBA & Planning Commission boards and as President of the Village should not be due to a possible conflict of interest. Trustee Boyd said he would be willing to serve on those boards if Council approves.

Motion by McPherson, seconded by Drollinger, to approve the appointment of Pay Boyd to serve as the Council liaison on the Planning Commission and Zoning Board of Appeals. Motion carried by voice vote.

- e) Village Retention Schedule:** The village retention schedule is what determines when documents can be disposed of. We used to follow the State's retention schedule, but that was changed in 2008 with one that was amended by our previous Council Executive. We have noticed that there are some items that are missing in the amended schedule and staff would like permission to apply to the state to reuse the State of Michigan retention schedule. Some of the items on their schedule will not apply to us but at least it will cover what is missing in ours.

Motion by McPherson, seconded by Boyd, to approve the request to apply to the State to reuse their retention schedule. Motion carried by voice vote.

- f) Handicap Parking:** Mr. Keiser informed Council that the DDA has requested the addition of two handicap parking spots along Broad St. by the community hall and he is requesting that Council approve the request.

Motion by Drollinger, seconded by Boyd, to approve two handicap parking spots along Broad St. on the community hall side of the street. Motion carried by voice vote.

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:** Nothing presented.
- c) **Treasurer/Deputy Clerk:** Nothing presented.
- d) **Department of Public Works:** President Bennett asked when the dedication for the memorial is going to take place. Mr. Keiser said he has nothing to do with it and is not sure when it is scheduled. The newspaper said it is going to take place July 4th, but nobody is aware of it nor do they know who scheduled for that date.
- e) **Police Department:** Chief Drollinger thanked DPW staff for putting up the radar signs.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- **Terry VanAlstine:** Mr. VanAlstine informed Council that they received no bids for restoring the lawn of the old bank building. They are working on getting it done.

12. Adjourn: Meeting adjourned at 8:09 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____