

**Bellaire Village Council
Meeting Minutes
September 2, 2020**

1. **Call to Order:** President Bennett called the meeting to order at 7:01 PM.

2. **Roll Call Attendance:**

Present: President Dan Bennett, Council Trustees David Ciganick, Eldon McPherson, Trish Drollinger, Pat Boyd and Helen Schuckel.

Absent: Trustee Bryan Hardy

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

Also Present: Louise Wenzel, Marguerite Karabin, Jennifer Hodges Mr. & Mrs. Don Waara.

3. **Approval of Agenda:** The agenda was approved with the deletion of new business item h, water/sewer billing adjustment and the additions of old business item d, cyber liability coverage, new business item i, community hall restroom schedule and item j, coronavirus relief fund.

Motion by Schuckel, seconded by Boyd, to approve the agenda with the deletion of new business item h, water/sewer billing adjustment and the additions of old business item d, cyber liability coverage, new business item i, community hall restroom schedule and item j, coronavirus relief fund. Motion carried by voice vote.

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

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

Motion by McPherson, seconded by Schuckel, 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 was not present at the meeting, nothing new was presented.

b) **DDA Update:** Ms. Wenzel informed Council that the DDA held a special meeting on the 31st and discussed the disposition of funds received for projects that have not been implemented. Funds will be returned to the donors. They also discussed the status of the action plan. Ms. Wenzel was hoping that Ms. Crafts would be able to begin her review of the Action Plan at this meeting but instead expressed concerns that the DDA felt should have been resolved prior to the last Village Council meeting, which mainly focused on a lengthy discussion of the Open Meetings Act. She explained that this might show the public that the two entities are having difficulty working together, but also believes that both entities are striving to do so. The DDA wants to be sure the Village Council is still committed to moving forward with the goals of the Action Plan. There is currently no dollar amount attached to the plan as the projects to be addressed still have to be determined. There is also not a current timeline for implementation due to fund availability that still needs to be determined. President Bennett explained that at the last meeting, Council expressed concerns about posting the meetings to comply with the Open Meetings Act. The Action Plan was approved with the caveat that the meetings will be posted and open to the public. Our attorney was contacted and agreed that the meetings should be posted. Ms. Wenzel said she requested information concerning open meetings and it was not provided to her. She explained that she felt these details should have been worked out before the public meeting and felt there was a breakdown in communication that didn't need to happen. Clerk Essad, President Bennett, Ms. Wenzel and Ms. Crafts will be meeting on the 9th of September to work out these details. There was discussion about quorums with Clerk Essad stating that in the definitions of the Open

Meeting Act, a part of a public body is a committee, so two council representatives on the Steering Committee constitutes a quorum of four Village committees. Further discussion occurred about quorums and meeting postings. Ms. Wenzel said they just want to be sure the Village is committed to moving forward with the Action Plan. President Bennett called on each member to see if they want to move forward with the Action Plan and all members voiced a positive yes in response. Trustee Ciganick noted that he doesn't know why we are reluctant, err on the side of caution and post it.

- c) **County Request-Bank Property:** The County has approached the Village about leveling the bank property. It was noted that they did receive one bid and the Commissioners did not accept it. It was also noted that it is not on Village owned property, our DPW is busy with our own projects and we should respectfully decline.
- d) **Cyber Liability Coverage:** Treasurer Odom explained that she checked with the village insurance agent about cyber coverage and the information received was forwarded to Council members. She also spoke with Chief Drollinger who said it is a good idea to have some coverage. He said we didn't need a large policy but did recommend the \$100,000 policy coverage. Treasurer Odom explained to receive an actual quote, we needed to complete an application, which she did, and is now waiting for a response. The cost is approximately \$650-\$850. President Bennett noted that if Council would like to move forward with coverage, we could give staff preapproval for the expense to get it implemented as soon as possible. Otherwise, when the quote is received, it could be brought back to Council for approval. Trustee Ciganick would like coverage information in layman's terms so he knows what is actually covered. There are some basic points he would like to know before approving. Treasurer Odom said she would get the information and bring it back to the next Council meeting.

Motion by McPherson, seconded by Boyd, to authorize Treasurer Odom to act on the policy and get it started. Motion denied due to non vote and the request for further information.

Motion by Bennett, seconded by Ciganick, to table this item for further information and discussion. Motion carried by voice vote.

8. New Business:

- a) **Friends of Veteran Request:** The Friends of Veterans (FOV) would like to place bricks around the flagpole at Richardi Park to enhance the area. Mr. Waara from FOV addressed Council seeking permission to offer Antrim residents the opportunity to have their names engraved on the bricks for a fee to help offset the cost of materials and raise money to assist County veterans. A second request is to place a few flags in the triangle across from Cottage Floral on patriotic holidays and other appropriate days. A letter of support from The Garden Club was included with this request. It was noted that the flags could not be placed in the triangle area due to MDOT regulations. Trustee Ciganick suggested another area with Chief Drollinger said that area was still included in the MDOT right of way.

Motion by Bennett, seconded by Boyd, to approve the request from the Friends of Veterans for brick paver sales and to deny the request for the placement of flags in the garden area on M-88 due to MDOT regulations. Motion carried by voice vote.

- b) **Chicken & Dwarf Goat License Applications-Revised:** Due to the changes in the ordinance, the permit application to have chickens needed to be amended. Also, a permit application to have goats needed to be developed. The cost will be \$10.00 and they are good for a year. They are ready for approval.

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

- c) **Bellaire Public School Contract:** This is the contract between the school and the Village for the use of the park for athletic events. There are no changes to the contract except for the dates. Discussion of the payment due date, budget and potential changes the school may have occurred with Trustee Drollinger stating we can address any changes they may have at that time.

Motion by Drollinger, seconded by Boyd, to approve the contract between the Village of Bellaire and Bellaire Public School for the use of the park as presented. Motion carried by voice vote.

- d) **Treasurer-2 Year Appointment:** President Bennett stated that a motion is needed to renew the appointment of Treasurer Odom for another two years beginning March 2020.

Motion by Ciganick, seconded by McPherson, to appoint Cathy Odom to be the Village Treasurer for the next two years to include the fiscal year that started in March 2020. Motion carried by voice vote.

- e) **Bellaire Building Authority:** The Authority was put in place many years ago to accept funding for the repair of Craven Dam. Staff would like direction on whether to keep it in place or dissolve it. It can be used for other purposes such as acquiring, furnishing, equipping, owning, improving, enlarging, operating and maintaining a building or buildings, automobile parking lots or structures, recreational facilities, stadiums and the necessary site or sites, together with appurtenant properties and facilities necessary or convenient for use of any legitimate public purpose of the Village of Bellaire, but we haven't. Council agreed to keep it and update the list of its members.

- f) **Title VI Plan-Updated:** The Title VI Plan deals with non discrimination and needed to be updated to remove the previous Clerk's name throughout the document. The amendment is complete and is ready to be reapproved.

Motion by McPherson, seconded by Ciganick, to approve the Title VI Plan as amended. Motion carried by voice vote.

- g) **SCADA System:** The SCADA system is a security/warning program for our water and sewer system. Chief Drollinger explained that it calls out high level warnings, keeps track of high water at the Craven Park Dam and is attached to the DPW emergency phone. This current system is 28 years old and is in need of updating. There are two programs; one is cellular and one an Ethernet based. The Ethernet based program is \$58,000. The cellular program is more expensive. The radio system we are using is no longer compatible because the FCC has changed so many of the guidelines, called narrow banding, which has created communication errors that do not exist. This creates unnecessary overtime. The Ethernet system will control each of our 11 sites separately, which means when one fails, the others will not. Mr. Keiser has been working diligently with Harold from Grand Traverse Mobile Communication to determine the actual problem and the best way to get it fixed. Treasurer Odom explained that the expense would be split between water and sewer with sewer having the funds in repair and maintenance. We still need to determine where the funding will come from in the water budget. Jennifer Hodges from Gourdie Fraser suggested using the Ethernet based program because they have found it to be more reliable than the cellular based program.

Motion by McPherson, seconded by Drollinger, to have the Treasurer Odom and Mr. Keiser finalize where the funds will be coming from and get the system ordered. Motion carried by voice vote.

- h) **Water/Sewer Billing Adjustment:** This item was deleted from the agenda.

- i) **Community Hall Restroom Schedule:** We will not be installing the auto lock doors due to higher than expected costs so staff would like direction from Council about when to close the

community hall restrooms for the winter. Trustee Drollinger suggested October 31, 2020. Trustee McPherson noted that it is getting dark earlier and people don't know they are open. He suggested leaving a light on.

Motion by Drollinger, seconded by McPherson, to keep the restroom open until 9:00 pm on October 31, 2020, return to 4:00 pm after that and keep the light on so people know they are open. Motion carried by voice vote.

- j) **Coronavirus Relief Fund:** Treasurer Odom explained that we will not be receiving our August revenue sharing which will account for approximately \$15,000-\$18,000 dollars. In place of these funds they are sending up to 150% of our normal revenue sharing payment, which should be between \$18,000 to \$20,000. However, it can only be used to cover Covid related expenses. We can choose not to accept it. If we decide not to keep it, it needs to be sent back by the end of September. If we decide to keep it there is an application that has to be filed that is not ready yet. We are trying to gather as much information as possible but some it is still not available. Today, we received information on some of the eligible expenses. We do have some expenses that are Covid related, which include Plexiglas, gloves, masks, sanitizers and also some of the calls made by our police department. The expenses must be items that are not included in normal activities within our budget. Trustee Boyd suggested using it to set up sanitizing stations around town. What is not used will have to be returned to the State. It was noted that we will be losing the normal revenue sharing, which will affect our budget. Trustee Drollinger suggested using some of it for our employees that deal with potential Covid exposure on a daily basis. Staff will determine eligible expenses up to date and determine potential future expenses and file the proper paperwork when it is available.

Motion by Ciganick, seconded by McPherson, to give staff the latitude to expend the funds toward Covid related safety and precautions up to the dollar amount that is provided by the state for said purposes. 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:** The Planning Commission met and approved a new fee schedule. She will bring it to Council at the next meeting.
- c) **Treasurer/Deputy Clerk:** Nothing presented.
- d) **Department of Public Works:** Nothing presented.
- e) **Police Department:** Nothing new to report.
- f) **Planning Commission:** Nothing presented.

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

- **Trustee Drollinger:** Trustee Drollinger complimented the DDA about the placement of table's downtown.
- **Louise Wenzel:** Ms. Wenzel informed Council that she attended a Kearney Township meeting, cleared up some questions and they have invited her back to keep them updated.

- **Marguerite Karabin:** Mrs. Karabin said she responded to a parks and recreation survey. She didn't realize it was for the County, but wanted to let Council know that the walking path bridge boards are deteriorating quickly. She said the boards are being replaced as needed, but sometime in the future it should be completely redone. She also thanked whoever cleaned up a sign by the gazebo. It is a very informative sign and it can be read now. She noted that there is a tree by the gazebo that is half dead and should be taken care of. She complimented the Village on the art around town with Trustee Boyd explaining that the DDA worked on the art program.
- **President Bennett:** President Bennett informed Council that we tried to write a letter of thanks to the gentlemen that fixed the veteran memorial monument out front but they wish to remain anonymous. He wants it noted in the minutes that the Village is appreciative of their work and thanks them. He also said the cemetery looks great and thanked Al Odom for a job well done. He informed Council that we will begin working on the new evaluation process. He also noted that people are crossing the street at the light and it is not a crosswalk. He said we should look into signs that explain it is not a crosswalk. Chief Drollinger noted that he believes the signs are being worked on. He mentioned there was discussion about replacing the curb in that section which is another way of noting that it is not a crosswalk. The legal requirement regarding masks and the capacity of the Council Chamber was discussed.

12. Adjourn: Meeting adjourned at 8:45 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____