

Bellaire Village Council
Meeting Minutes
August 5, 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 Helen Schuckel.

Absent: Trustee Trish Drollinger

Staff Present: Cathy Odom, Treasurer, Nicole Essad, Clerk, & Brad Keiser, DPW Supervisor.

Also Present: Terry VanAlstine, Elise Craft, Louise Wenzel and Holly Wilson.

3. Approval of Agenda: The agenda was approved with a change to new business item a, to include the DDA Action Plan with the DDA Bylaws and an addition of new business item g, Liability Insurance.

Motion by Schuckel, seconded by McPherson, to approve the agenda with a change to new business item a, to include the DDA Action Plan with the DDA Bylaws and an addition of new business item g, Liability Insurance. Motion carried by voice vote.

4. Conflict of Interest: Trustee Ciganick noted his conflict with new business item b.

5. Consent Agenda: The consent agenda was approved.

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

6. Public Comment on Agenda Items: None presented.

7. Old Business

a) Public Hearing-Chapter 30-Goats & Chickens: This public hearing was held to solicit comments and opinions regarding an amendment to Chapter 30 of the Village Code to allow parcels with a minimum of one (1) acre to have not more than twenty (20) hens and no fewer than two (2), but no more than three (3) dwarf goats to be kept or confined per parcel, provided such parcel has 100 square feet of outdoor space per dwarf goat. The public hearing was opened at 7:03 pm. Clerk Essad explained the amendment would still require an annual permitting process with a fee for the permit. The living quarters for the animals would still have to be inspected on an annual basis. The amendment would also allow the dwarf goats with the same regulations. The Planning Commission discussed this amendment and is recommending its approval. An email was sent in by Trish Drollinger not objecting to the amendment, but suggested setting up tiers for different land sizes. (Ex: Less than 1 acre-4 chickens, 1.5 acres-8 chickens, etc.). Trustee Boyd noted that one acre could allow for 10 and two acres for 20. The Planning Commission discussed this amendment also and is recommending its approval. The public hearing was closed at 7:10 pm. Trustee McPherson suggested not making it too complicated. Trustee Ciganick noted his conflict with this agenda item.

b) Ordinance #04 of 2020, Dwarf Goats & Chickens: After the public hearing, Council approved the ordinance to amend the Village Code.

Motion by McPherson, seconded by Boyd, to approve Ordinance #04 of 2020, amending the Chapter 30 ordinance to allow chickens and dwarf goats, as written. Motion carried by roll call vote. Ayes: McPherson, Boyd, Hardy, Schuckel & Bennett. Nays: None. Abstain: Ciganick. Absent: Drollinger.

- c) **County Update:** Mr. VanAlstine informed Council that there is a part time mechanic position; a full-time corrections officer position and a temp position open at the County. He asked Council for their help in getting people to complete the Census. The County received 873 responses for the parks and recreation survey and they are working on compiling the results. The GRNA is currently working on applying for a trust fund grant for a board walk project. They County is putting \$75,000 aside to go toward it and over the next two years expects to add another \$100,000 for each year. The GRNA has raised \$150,000 to go toward the project. There will be an electronic recycle pick up on August 29 at the Central Lake Transfer Station. If approved, Union Designs will finish the bank building property. They approved the fund request from the Conservation District to fix the soil erosion and move some tables to higher ground at Wetzel Lake.
- d) **DDA Update:** Ms. Wenzel updated Council on DDA news. They approved the Action Plan from Elise Craft. They discussed the success of the tables that were set up outside for the social distance initiative. A report was received from Buy Local. They have put together a map of downtown that will be available for distribution soon. The DDA discussed funding sources and is discussing conducting a survey of downtown businesses to get their input.

8. New Business:

- a) **DDA Bylaws/DDA Action Plan:** The DDA has amended their bylaws and this requires Council approval. The DDA has amended their bylaws and this requires Council approval. Clerk Essad noted the changes consist of board term limits as well as term limits for officers and guidelines for officer nominations.

Motion by Boyd, seconded by Hardy, to approve the amendments to the DDA bylaws as presented. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, McPherson, Schuckel & Bennett. Nays: None. Absent: Drollinger.

An Action Plan from Elise Craft, which outlines a proposed process to implement shared priorities between the DDA & Village of Bellaire, was presented. They are seeking approval of the Plan from Council. A steering committee has been established to work through the Plan. President Bennett noted that a change in the members on the committee might be needed due to three members being on the Council. Ms. Wenzel noted that this was discussed at their meeting and noted that the three Council members on the committee did not create a quorum of the Council. It was noted that the three members constitute a quorum of several committees, which would make the Village have to post meeting notices for the affected committees. President Bennett suggested replacing one of the members with the DPW Supervisor since he would be the contact for any projects that are developed by the committee. He also suggests having Mr. VanAlstine on the committee as he is our County Commissioner representative for the Village. He also noted that a representative of Kearney Township should be asked to be on the committee. Ms. Wenzel said they have a separate strategy group that meets on this. This strategy group met to come up with the steering committee noting that as we go through the process, the DPW Supervisor and Kearney Township representatives will be brought in. The steering committee is just an oversight committee to identify things that are needed. Ms. Craft noted the purpose of tonight was to get clarity on the proposal overall. It was presented to the DDA last week. Details were added based on the community huddle conversations. She said other items could be added based on Village Council suggestions. Kearney Township is definitely included in the community huddle group, but if it is important for a Township member to be on the steering committee that it is not a problem. Clerk Essad reminded everyone that the DDA could only spend their funds within the DDA District. Ms. Wenzel noted that this is a result of the common goals between the groups and is not focused just on the DDA. Ms. Wenzel noted that they are not going to exclude anyone from being involved, but right now we are looking at the Plan process and the Steering

Committee that has been presented. Trustee Ciganick suggested just posting the meetings. Clerk Essad said she was under the impression that these meetings would not be open to the public. Ms. Wenzel said they were trying to contain this and that there will be public meetings. There has been much work done in the past to obtain community input on projects. They want to see the steering committee kept to a manageable group to guide the process. The steering committee is the committee driving this project, which will involve community huddles. Treasurer Odom said that because we are a local government, meetings must be open to the public otherwise we are setting ourselves up for potential trouble. Trustee McPherson agreed and said it is a meeting of what we are trying to do for the public. Ms. Craft said a member of the public would never be excluded from one of their meetings. She explained that they could create a schedule that is consistent and we can post that. Clerk Essad agreed and also noted that having the DPW Supervisor on the committee would be beneficial as he is the person that would have to be involved in all of the projects. Trustee Ciganick suggested keeping the members as suggested. He said the DPW Supervisor will be included when projects are actually identified. Clerk Essad explained that if Council is satisfied with the members of the Steering Committee and with the caveat that the meetings will be posted and open to the public, a motion can be entertained.

Motion by Ciganick, seconded by McPherson, that we move forward with the DDA Steering Committee with the 10 proposed people that are in place and approve the Action Plan presented. Motion carried by voice vote.

- b) **Executive Order 2020-144 Water/Sewer Shut-Off's:** Treasurer Odom explained that Council voted not to charge late fees or shut off service until the end of August. The Governor extended the shut off order for water/sewer service until the end of the year. Staff is seeking Council opinion on reinstating the late fees. Trustee McPherson asked what other communities are doing and it was noted that according to the list serve there are still several communities charging the late fees. Trustee McPherson noted that it might be a good idea in hopes of showing those that have not paid, that they should so they do not get too far behind.

Motion by Boyd, seconded by McPherson, to reinstate the water-sewer late fee charges. Motion carried by voice vote.

- c) **Resolution #21 if 2020, Water/Sewer Rates:** We approved new water rates in April; however, they should be approved by resolution and were not. This will formalize the new rates using the proper procedure.

Motion by Boyd, seconded by Hardy, to approve Resolution #21 of 2020 for new water rates. Motion carried by roll call vote. Ayes: Boyd, Hardy, Ciganick, McPherson, Schuckel & Bennett. Nays: None. Absent: Drollingen.

- d) **Village Website:** The website has not been updated since Clerk Koch was here and staff is looking to get it updated again with better and easier software. This will allow more than one person to update it thus making it easier to keep up with. Currently, we use the Dreamweaver software program, which is only installed on one computer and is difficult to work with when we update the website. Staff received a quote from Lauryn Keiser to update the website and install a more user friendly software to maintain it at a cost of \$1,700. This program will allow us to access the website from anywhere and she will provide tech support if needed. Trustee Ciganick suggested getting other quotes so we are doing our due diligence with public funds and also asked if there would be some form of official contract for provided services. Staff was looking for direction on whether to work on this in the current fiscal year or during the next budget cycle. Clerk Essad said based on the other quotes we received a couple of years ago, Mrs. Keiser's quote was less expensive than others. If Council would like, we can look at the other quotes received or obtain updated quotes for comparison. The budget was discussed with Council and directed staff to further look into the budget, making sure funds are available.

e) **Water/Sewer Bill Adjustment-611 W. Pine St.:** There was a leak at 611 W. Pine. In the past, we have credited sewer to the average usage if a leak doesn't go into the sewer. In this case it did not. Council approval is needed when there is a larger credit, which in this case, will be \$180.51. The leak was verified by Mr. Keiser.

Motion by McPherson, seconded by Boyd, to approve a credit of \$180.51 for the leak at 611 W. Pine that did not go into the sewer. Motion carried by voice vote.

f) **Tax Foreclosed Property-203 S. Bridge:** President Bennett explained that local governments have the first rights of refusal on tax foreclosed property. We have the opportunity to obtain 203 S. Bridge St. if interested.

Motion by Ciganick, seconded by McPherson, not to pursue the property at S. Bridge St. Motion carried by voice vote.

g) **Liability Insurance:** We received our liability insurance quote for the 2020-21. The cost is \$25,951 and does not include cyber liability coverage. We have not had this coverage in the past, but can be included if Council chooses. The cost for it would be approximately \$650 for \$100,000 worth of coverage or \$850 for \$250,000 worth of coverage. To receive the actual quote we would need to apply for the coverage. Council directed staff to find out the actual cost for the coverage. Trustee Ciganick said until we can read what exactly the coverage is, he hesitates spending the extra cost. Trustee McPherson said to pay the current coverage, but look into the cyber coverage. Mr. Keiser suggested having Chief Drollinger look at the coverage to see if it is worth having.

Motion by Ciganick, seconded by McPherson, to approve the cost of liability insurance for the year 2020-21 at \$25,951. Motion carried by voice vote.

9. Discussion Items:

- **Storage:** President Bennett has spoken with the DDA about possible winter storage options for the tables and chairs that are being used for outdoor seating. The discussion led to possible locations. One suggestion was the community hall and the other, if there is room, is the construction of the pole barn at the DPW. He asked for people to start thinking about different options that might be available.
- **DDA Funding:** President Bennett noted that during the DDA's discussion about funding options, there was discussion of the Village setting aside \$5,000 from Village funds for the DDA. He noted that due to Covid it's difficult to make a commitment now, but we can possibly look at it for the future.

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:** None presented.
- e) **Police Department:** None presented.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

- **President Bennett:** President Bennett said the response to the art work around town is very positive. He also said that the MML will be hosting their annual conference if anyone is interested in going.
- **Trustee Ciganick:** Trustee Ciganick said due to some delays we haven't closed on the Maple St. Property, but it should take place by the month end. He also asked about the status of directional signs to Bellaire by water. Ms. Wenzel said they had contacted Paddle Antrim who is just beginning to place their signs. She said it was suggested that they wait until those signs are up before moving forward. They are working on it. Mr. Keiser stated that the new signs are starting to go in with Pro Image Design doing the work. They said all signs should be in by the end of August at all launch locations. They are also working on signage by land. Trustee Ciganick said he would like to see signage by places like Grass River. When you come out of Grass River is there a sign that says where we are? This is what he would like to see. Trustee Ciganick also asked about the auto lock system for the community hall doors. Mr. Keiser explained that we received two quotes that were very costly. We are currently working with Arndt Electric and Medller Electric because it is an electrical issue, not a locking issue. We will have to completely put in a different door so right now we are currently looking at modifying what we have. Trustee Ciganick asked if we heard back from Mr. Berghoff about coming back to the campground at the new rate and it was noted that we have not heard from him.
- **Trustee Boyd:** He informed everyone that Glacial Hills has a survey about the trail system that is about to end and would everyone to review and fill it out.

12. Adjourn: Meeting adjourned at 8:18 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____