

**Bellaire Village Council  
Meeting Minutes  
October 7, 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, Trish Drollinger, Pat Boyd, Bryan Hardy and Helen Schuckel.
  - Absent:** None
  - Staff Present:** Cathy Odom, Treasurer, Nicole Essad, Clerk, Brad Keiser, DPW Supervisor & Bill Drollinger, Chief of Police.
  - Also Present:** Louise Wenzel, Jennifer Hodges, Terry VanAlstine, Christy Wilson, Linda Gallagher, Brenda Fink, Dave Gajda & Trish Fox.
3. **Approval of Agenda:** The agenda was approved with the deletions of new business item a, Buy Local Bellaire Committee and item c, Community Hall Restroom Cleaning and the additions of item h, Letter to the Editor and item i, Fire Truck Playground Equipment.

**Motion by McPherson, seconded by Boyd, to approve the agenda with the deletion of new business item a, Buy Local Bellaire Committee and item c, Community Hall Restroom Cleaning and the additions of item h, Letter to the Editor and item i, Fire Truck Playground Equipment. Motion carried by voice vote.**
4. **Conflict of Interest:** None presented.
5. **Consent Agenda:** The consent agenda was approved.

**Motion by Schuckel, seconded by McPherson, to approve the consent agenda as presented. Motion carried by voice vote.**
6. **Public Comment:** None presented.
7. **Old Business**
  - a) **County Update-Mr. VanAlstine:** Mr. VanAlstine updated the Council on the financial status of the Grass River Natural Area and explained that the River Fest fundraiser went well. Visitation was up from last year. The County will be putting funds aside over the next couple budgets that will help towards the construction of a board walk. The Hunt Club property in Forest Home Township, which is landlocked, was given an easement by the County to access it as a day park. There are several open positions on County committees if anyone is interested in serving. If interested, forms can be found on the County website. The County now has a designated assessor if needed. The County will be using \$1.5 million from their fund balance to balance the 2021 budget.
  - b) **DDA Update:** At their September 30, 2020 meeting, the DDA discussed the Unified Action Plan Steering Committee and nominated a Board of Directors. The DDA is still working on returning contribution dollars. They also discussed the Social Distancing Initiative and the outdoor spaces. They will follow the Village guidelines of October 31. The Buy Local Group presented a report to the DDA. President Bennett provided the DDA with a Village update. They are also beginning to work on their budget for next year. Trustee McPherson asked about the storage of the outdoor tables and chairs. Ms. Wenzel said they were purchased with donated dollars from Shorts so they will be given to Shorts who also has a place to store them.
  - c) **Cyber Liability Coverage:** We received four options for cyber coverage from our insurance carrier. The costs range from \$550 to n\$916 for \$100,000 to 1,000,000 worth of coverage. All policies have a \$2,500 deductible. It will cover items such as ransom ware, system failures, telecommunications fraud and security breaches to name a few. The most common claims involve

ransom ware and security breaches. Council discussed option 2, which is \$250,000 worth of coverage for a cost of \$642.

**Motion by Boyd, seconded by Drollinger, to move forward with the \$250,000 cyber liability coverage for the cost of \$642. Motion carried by voice vote.**

- d) **Bellaire Building Authority Members:** Due to Council's decision not to dissolve the Bellaire Building Authority, members to serve on the Board need to be appointed. John Hanson and Coleen Dewey would like to continue serving on the Authority Board with terms that expire June 6, 2022 and 2023, respectively. They will need to be reappointed. Mr. Johnson does not wish to continuing serving on the Board so another interested candidate must be appointed.

**Motion by Schuckel, seconded by Ciganick, to approve the appointments of John Hanson with a term ending June 6, 2022 and Coleen Dewey with a term ending June 6, 2023.**

**Motion carried by voice vote.**

## 8. New Business

- a) **Buy Local Bellaire Committee:** This item was removed from the agenda.
- b) **Resolution #22 of 2020, Outdoor Seating:** Council previously approved a resolution allowing Hello Vino to place outdoor seating along their building on Broad St. to satisfy social distancing requirements due to Covid-19 until October 1, 2020. Ms. Wilson is asking for Council approval to extend the deadline until after Halloween. Trustee Ciganick suggested extending the date to October 31 of 2021. He explained that there were no issues during the summer due to the outdoor seating and doesn't feel it needs to be brought back and addressed again next spring.

**Motion by Ciganick, seconded by Boyd, to approve Resolution #22 of 2020, extending approval of Hello Vino's outdoor seating with a deadline of October 31, 2021. Motion carried by roll call vote. Ayes: Ciganick, Boyd, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None.**

- c) **Community Hall Restroom Cleaning:** This item was removed from the agenda.
- d) **Resolution #23 of 2020, Zoning Fee Schedule:** Chief Drollinger explained that staff is asking Council to amend the zoning fee schedule to make it more user friendly. The current schedule that is being used is not very clear or detailed enough making it difficult to understand. The proposed fee schedule also includes some adjustments to the fees charged.

**Motion by McPherson, seconded by Boyd, to approve Resolution #23 of 2020, the zoning fee schedule. Motion carried by roll call vote. Ayes: McPherson, Boyd, Ciganick, Drollinger, Hardy, Schuckel & Bennett. Nays: None.**

- e) **Resolution #24 of 2020, FOIA Policy Amendment:** Due to updates in the FOIA statute, amendments to our policy need to be completed. Some changes to the statute deal with cyber issues and include some new definitions. Our policy will reflect these changes.

**Motion by Boyd, seconded by McPherson, to approve Resolution #24 of 2020, FOIA Policy amendment. Motion carried by roll call vote. Ayes: Boyd, McPherson, Ciganick, Drollinger, Hardy, Schuckel & Bennett. Nays: None.**

- f) **Craven Park Campground-Site Numbers & Map:** Our campground has two designations for sites 1-5. One set of 5 are primitive sites and the other 5 are either water/electric or full hook up sites. Due to both sets of sites using the same numbers, 1-5, there was some confusion dealing with costs. The Parks Committee is recommending that we change the numbering of the primitive sites in the campground from 1-5 to 31-35, which would eliminate the confusion. Clerk Essad has drawn up a new map showing the renumbering of sites, which can also be approved and then posted at the campground.

**Motion by Drollinger, seconded by McPherson, to approve the renumbering of the primitive campsites and the new map reflecting the changes. Motion carried by voice vote.**

- g) **Water/Sewer Billing Adjustment:** The review of the Hair Works Plus account due to incorrect billing items is complete. The total credit is \$4,974.45. Staff is looking for Council's opinion on disbursing the credit. President Bennett suggested three choices. It can go on their account as a credit, place a partial credit on their account and pay them directly for the other part or we can write a check to them for the entire amount from the water & sewer departments. It was suggested that we contact them and ask them how they would like to be reimbursed.

**Motion by Bennett, seconded by McPherson, to contact Hair Works Plus to let them decide how they would like to be reimbursed with the decision being between placing the credit on their account, providing a partial refund and partial credit or disbursing the entire amount by check. Motion carried by voice vote.**

- h) **Letter to the Editor:** President Bennett would like Council to authorize him to sign a letter to the editor thanking the businesses in the community for their dedication in keeping their staff and visitors safe by strictly following the Covid-19 safety guidelines during the pandemic.

**Motion by Boyd, seconded to McPherson, to authorize President Bennett to sign a Letter to the Editor, thanking the businesses for their actions in keeping everyone safe during the pandemic. Motion carried by voice vote.**

- i) **Fire Truck Playground Equipment:** Mancelona schools are accepting bids for a fire truck that is on one of their playgrounds. Trustee Drollinger and Mr. Keiser both went and looked at it and would like to place a bid on it to replace the wooden fire truck at Woodenware Park. It is 20-25 years old and is in excellent shape. Trustee Drollinger explained that they can no longer keep it due to liability for the age group that uses it. She explained that the ladder area before the slide is not enclosed and the handle area above the slide has small gaps that could trap clothing items. Bids are due October 9, 2020 at noon. If we receive it, it will allow the guys to clean it up and get it ready for use during the winter. Mr. Keiser said it is in great shape and not deteriorating and is in better condition than the one currently in the park. He said new ones are about \$5,000. Trustee Ciganick said he is all for getting equipment for the kids and would like to pursue it, however, they are getting rid of it due to liability and this is a concern if someone does get hurt. This puts him on the fence about the bid. Trustee Drollinger said they would like to bid \$800, but if the liability is a concern then we can just pass on it. Trustee Boyd asked if we could fix it up to eliminate the liability. Bid amounts were discussed. Chief Drollinger mentioned putting up "use at your own risk" signs. Mr. Keiser stated this same equipment is available for purchase brand new for use at our park.

**Motion by Drollinger, seconded by Boyd, to bid \$848 on the fire truck from Mancelona schools. Motion carried by voice vote with on nay vote from Trustee Ciganick.**

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 Steering Committee met. It is moving forward. We talked about our common goals and we may be able to come up with some future projects. She said she thinks that permits are down from last year but there have been many inquiries from people about different projects and new construction.
- c) **Treasurer/Deputy Clerk:** Treasurer Odom explained to Council that the August revenue sharing we received was not as much as originally expected. They increase was only

based on the statutory portion of revenue sharing netting the Village \$5,005. Due to the eligible expenses allowed, we will be able to use the cost of the Chief's wages and the cost for personal protection equipment, which will cover the use of these funds.

- d) **Department of Public Works:** Mr. Keiser informed Council that they received training from Gourdie Fraser on the GIS system. We received information about a grant opportunity for \$100,000 with a 35% match, which could be used for the kayak station project. We have a 5 year permit on this project and we are two years into it. Gourdie Fraser will help with the grant, which they have been successful with their previous attempts at getting this awarded. He said unless Council wishes to pursue something else, we can get the kayak launch done. Mr. Keiser explained that the new communication (SCADA) system is moving forward. We have passed the testing phase and the installation is almost complete. He explained from a budget standpoint, that the sewer only communication system would have cost \$148,000 from the Fleis & Vandenbrink project and we received a communication system for water, sewer and the dam for \$58,000. He also informed Council that all of the sidewalks are complete, which covered the entire list.
- e) **Police Department:** Chief Drollinger explained that he is still dealing with different situations throughout the area about the wearing of masks. There was a recent situation at the Secretary of State, which is showing that the businesses are doing a good job. Consumers are not real happy with having to wear them so we are getting called in.
- f) **Planning Commission:** Nothing was presented.

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

- **Trustee Drollinger:** Trustee Drollinger said they missed discussing changing the park key deposit to a security deposit, which can be addressed at the next meeting. She also asked about the broken mirrors in the campground bathhouse. Mr. Keiser said we will be getting unbreakable stainless steel mirrors to replace them.
- **Terry VanAlstine:** Mr. VanAlstine informed Council that a grant opportunity was sent to Bradley that could help with the cost of the waterline project. Mr. Keiser said he received notification of it previously and they are looking into it. They currently do not meet the median house income threshold for the grant but are looking at the other items to see if they qualify.
- **Louise Wenzel:** Ms. Wenzel asked whether the restrooms would be open on the weekends when we begin closing the community hall at 4:00 pm instead of 9:00 pm. President Bennett explained that Council will have to discuss, but at this time there has not been a discussion beyond October 31, 2020. Discussion of available grants due to Covid to help install self locking doors occurred. The grant we discussed using for the kayak launch could also be used for the restrooms if Council chose to go that route.

**12. Adjourn:** Meeting adjourned at 8:05 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_