

**Bellaire Village Council  
Meeting Minutes  
January 2, 2019**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
  - Present:** President David Schulz, Council Trustees David Ciganick, Bryan Hardy, Dan Bennett, Eldon McPherson, Trish Drollinger and Helen Schuckel.
  - Absent:** N/A
  - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Brad Keiser, DPW Supervisor & Chief Bill Drollinger.
  - Also Present:** Terry VanAlstine, Linda Gallagher, Jennifer Hodges, Patti Savant, Ray & Marguerite Karabin.
3. **Approval of Agenda:** The agenda was approved with the removal of new business item d; cemetery agreement and the addition of discussion item a, 2019-20 draft budget. It was also noted that old business item d should read Gourdie Fraser and not Gosling & Czubak.  
**Motion by Schuckel, seconded by Hardy, to approve the agenda with the Gourdie Fraser name change for old business item d, the removal of new business item d, cemetery agreement and the addition of discussion item a, 2019-20 draft budget. Motion carried by voice vote.**
4. **Conflict of Interest:** Trustee Drollinger noted her conflict with new business h, Chief Drollinger-paid leave request.
5. **Consent Agenda:** The consent agenda was approved.  
**Motion by Hardy, 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) **Admin Recommendations:**

- **Hiring Policy:** The Administration Committee reviewed the proposed hiring policy, discussing the hiring process provisions and modifying proposed language addressing interviews and pre-employment drug testing. They then moved to forward the policy to the Village Council. Much of the language came from other municipal policies, which was then modified to suit village needs. There was a spelling correction noted on page 5 of the policy. Trustee Drollinger said she has concerns for Section 4.8.1, which states that the Administration Committee, in its discretion, may modify the hiring process in such a manner as the Committee determines will enable the Village to hire qualified candidates for employment in an efficient manner. She said why put a policy in place and set rules to follow if the committee can just change it to do whatever they want. President Schulz said he would have no problem eliminating that from the policy. Trustee Bennett said we could reword the language to read, the committee, in its discretion, may recommend to the Village Council to modify the hiring process, etc.

**Motion by Bennett, seconded by Hardy, to approve Policy #31, the hiring policy, with a language change to section 4.8.1 from, the committee may modify the hiring process, to the committee may recommend to the Village Council to modify the hiring process. Motion carried by voice vote.**

- **Handbook Amendments:** Council approved the addition of previously eliminated sick time for employees. To account for this change, the Administration Committee is recommending an amendment to the Personnel Policy. This will amend Section V.3 of the policy to include the additional 40 hours in each of the employment categories listed. It also includes a

recommendation from Committee to add another employment category, 21-29 years, which will give employees 240 hours of paid leave.

**Motion by Bennett, seconded by Hardy, to approve the update to the employee handbook. Motion carried by voice vote.**

- **Wage Scale:** President Schulz noted that we have been in the process of completing the 2019-20 village budgets. During this process the committee has researched the cost of living percentage, with the result being an increase of 2.1%. President Schulz provided an explanation of their research and the committee has adjusted the wage scale for 2019-20 to reflect those results. The Administration Committee is recommending that the 2019-20 wage scales be approved as presented.

**Motion by Schulz, seconded by Bennett, to approve the FY2019-20 wage scale to enable the committee to continue the budget process for FY2019-20. Motion carried by voice vote.**

- **Cemetery Maintenance Worker:** Due to Mr. Alger's resignation, the Administration Committee is recommending the Village hire another cemetery maintenance worker. It will be a 20 hour a week position with their sole responsibility will be the cemetery maintenance.

**Motion by Schulz, seconded by Hardy, to hire a cemetery maintenance worker for 20 hours a week with the responsibility being the maintenance of the cemetery. Motion carried by voice vote.**

- b) **Neighborhood Enhancement Program:** Council has shown interest in this program but did not have enough time to participate in the last cycle. Clerk Luckett looked into it and found that there will be another cycle in the summer of 2019. Council would like to have more information at the next meeting in preparation of the next cycle. No further action was taken.
- c) **Policy #32, Asset Disposal Policy:** The Asset Disposal Policy was reviewed by the attorney. Treasurer Odom asked for Council's opinion whether or not to keep the bidding section in the policy. Bids for items are not a requirement for selling. The policy does include a section allowing Council to waive the bid process if it chooses to do so.

**Motion by Ciganick, seconded by Drollinger, to approve Asset Disposal Policy #32 as it is presented to us. Motion carried by voice vote.**

- d) **Gourdie Fraser:** Jennifer Hodges from Gourdie Fraser introduced herself and presented services that her company provides. She specifically works with water and sewer departments, but there are other divisions in the company that may be able to provide services in other areas. She explained that they can help with providing information on potential grants or financing due to having relationships with regulatory agencies. She informed them of some previous projects that Gourdie Fraser has helped with for other communities and she could start looking out for things that could help the Village. President Schulz noted that one project where help might be needed is if DEQ will require lead line replacement. Trustee Ciganick noted the amount in grants or funding that they have helped with for other municipalities. Mr. Keiser noted that the DPW can be involved as much as they want to be, which he prefers. They help direct staff and do not necessarily do all the work themselves.
- e) **DDA Update:** President Schulz stated there was not much to report but did inform the Council that the County Commissioner did approve to have Networks Northwest facilitate a community based meeting for the County campus project. The County BLI committee also suggested that the County solicit bids for soil borings to determine if the property is buildable. It will help determine if plans have to be changed.

## 8. New Business:

- a. **2019 Chamber Schedule of Events:** The Chamber schedule of events for 2019 was presented for approval. Patti Savant noted a change in the date for the ice sculpture event and asked for approval to use the eye bolts on the community hall building to hang banners. She also reminded Council they have insurance for the events. Mr. Keiser and Chief Drollinger noted they have not had any problems with

events or working with the Chamber. Ms. Savant also informed Council that she will be retiring from the Chamber after this year.

**Motion by Bennett, seconded by Hardy, to approve the Bellaire Chamber of Commerce schedule of events for 2019. Motion carried by voice vote.**

- b. **Ordinance #01 of 2019, Marihuana Establishments Prohibited:** At a previous meeting, Council had asked for legal counsel to write up an ordinance prohibiting marihuana establishments within the Village. President Schulz noted that with the new legislation, there is verbiage that allows local units to approve an ordinance not allowing for marihuana establishments within the local unit boundaries.

**Motion by Ciganick, seconded by Drollinger, to approve Ordinance #01 of 2019, prohibiting marihuana establishments within the boundaries of the Village of Bellaire. Motion carried by roll call vote. Ayes: Ciganick, Drollinger, McPherson & Schuckel. Nays: Bennett, Hardy & Schulz.**

- c. **Resolution #01 of 2019, Pavement Warranty Program:** Mr. Keiser explained that we are required to have a pavement warranty program in place as part of the Transportation Funding Package of 2015. It must be adopted by every community no later September 18, 2019. Each community must consider a warranty on projects utilizing state or federal funding that includes \$2 million or more in paving related components. Whether we implement a warranty or not, any \$2 million project must be reported. Ms. Hodges from Gourdie Fraser stated that we don't necessarily need a program in place just that we will consider one if there is a road project over \$2 million. There was discussion about a couple of resolutions. It basically states that we will provide maintenance on a project once it is complete. This item was tabled until further review of the requirements could be done.
- d. **Streets Committee Recommendation-Parking Spots/Fog Line:** Trustee Ciganick informed Council that if we want to strip the parking spots downtown, the restrictions that are in place would cause the Village to lose the equivalent of 20 spaces. If we paint just the fog line, we would not lose those spots. We would just have to hope that drivers don't use too much room to park. Mr. Keiser also noted that if we do paint the parking spots, it would be at village cost as MDOT only paints the fog line. The recommendation is to have the state paint the fog lines and not the parking spaces.

**Motion by Ciganick, seconded by McPherson, to have MDOT paint the fog line and that the village not paint the parking spots in the downtown area. Motion carried by voice vote.**

- e. **Parks Committee Recommendation:** The Parks Committee is recommending that the old Craven Park sign be removed and placed at the entrance of the campground. Council agreed.
- f. **2019-20 BCBS Rates:** President Schulz informed Council that the new 2019-20 BCBS rates for employee health insurance coverage results in about a \$4,000 a year decrease in our current policy, which is the Community Blue 250 plan. President Schulz explained that during the performance review process, Council will share the value of our benefits with employees.

**Motion by Bennett, seconded by Hardy, to approve the 2019-20 BCBS rates for the existing health insurance policy we have in place.**

- g. **Paid Leave Extension-Chief Drollinger:** Chief Drollinger has been unable to use all of his paid leave hours before his anniversary date and would like Council to consider rolling the balance into the next anniversary year.

**Motion by Hardy, seconded by Bennett, to approve the Chief's request to roll over the balance of his unused paid leave to his next anniversary year. Motion carried by voice vote with none abstention from Trustee Drollinger.**

## 9. Discussion Items:

- a) **2019-20 Draft Budget:** The draft budget is ready for review. We are ahead of schedule so if we can solidify the final budget we may not have to have a special meeting in February. President Schulz reviewed and explained some of the numbers in the different funds.

## 10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Zoning Administrator:** Work is continuing on the Master Plan. Redevelopment Ready Community documents have been sent for review. There has been a question with the joint application on the kayak launch. Originally the engineers thought this would be considered a minor project, but with the concrete slab to secure the gangway we are finding that it may be a major project. We moved the slab back in hopes of keeping it a minor project, but this created additional costs. We have received some information about universal accessibility (UA), which changes the slope. She will keep Council updated. President Schulz noted that an email, noting the changes, was sent to the Tribe for consideration in the grant request.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Keiser said he spoke with Roesse Construction and found that they will be back next year. They apparently didn't get a required permit to bore through the wetland so the work that was completed on the terrace is null & void. Their new proposal is to run the lines down Derenzy, tearing up Broad St, cross over and connect at the corner of Genessee and Bellaire Hwy. Trustee Drollinger asked if that means they will be replacing Broad St. when they are finished. Mr. Keiser stated that is where we as a Village will have to place much higher stipulations when they approach us this time. He said he has learned about what the County made them do when they did work outside of the village. Ms. Savant asked when this would be done as this may interfere with Chamber events.
- e) **Police Department:** Chief Drollinger explained that he was approached about placing a crosswalk at Alden St. and one at Birch St/E. Cayuga. He said he spoke with MDOT and they will not put in any crosswalk unless there are defined sidewalks leading up to the crosswalks. He is bringing this up in case Council would like to consider putting in defined sidewalks in the specific areas so a crosswalk can go in.

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

- **Ray & Marguerite Karabin:** Mr. & Mrs. Karabin asked if there is anything that can be done with a neighbor's property that has so many items in their yard. They fear that property values are degrading in the area because of how cluttered it appears. They said they made a list of all the items and that they also took pictures. They also said there is a lot of traffic going in and out. Chief Drollinger said he could take a look, but if these items are licensed and insured there is nothing he can do. There are no regulations on how many things someone can have. Trustee Ciganick said we can just periodically check to make sure items are legal.
- **Trustee Dave Ciganick:** Trustee Ciganick noted that during budget meetings, there was discussion about putting funds, if available, aside in CD's for future projects or purchases. Treasurer Odom explained that it is possible as long as revenue exceeds expenditures. If your expenses exceed your revenue, funds are then not available. He also asked how committed the village is to the kayak launch, which President Schulz noting a high commitment as it will bring people and revenue to the village.
- **Jennifer Hodges:** Ms. Hodges explained that there are grants available for sidewalks. A safe route to schools is one grant opportunity. MDOT also has safety grants available. She also explained there are DNR Trust Fund grants and passport grants for playground equipment or property acquisition for trails are available. She can provide more information if we are interested.

**12. Adjourn:** Meeting adjourned at 8:32 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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