

**Bellaire Village Council
Meeting Minutes
January 8, 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, Bryan Hardy, Pat Boyd and Helen Schuckel.
 - Absent:** None
 - Staff Present:** Lori Luckett, Clerk, Bill Drollinger, Chief of Police & Brad Keiser, DPW Supervisor.
 - Also Present:** Sue Palmisano, Don Seman, Jean Seman & Terry VanAlstine.
3. **Approval of Agenda:** The agenda was approved with additions.

Motion by Hardy, seconded by Schuckel, to approve the agenda with the additions of new business item d, Chamber of Commerce 2020 Schedule; item e, Historical Society Request & under new business item c, add bullet point, Employee Resignation. Motion carried by voice vote.
4. **Conflict of Interest:** Trustee Boyd noted a conflict with the Chamber of Commerce 2020 Schedule as he sits on the Chamber Board. A discussion occurred, after which, it was noted that there was no financial interest creating a conflict.
5. **Consent Agenda:** The consent agenda was approved.

Motion by Ciganick, 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 informed Council that the 2020 County road allocations for Kearney Township is \$44, 882, which a majority of it will be used for the Eddy School Road project. They have also set aside other funding for the same project. The Kearney Township Planning Commission meetings will now be at 5:30 on the third Monday of the month. The Board of Review for Kearney Township is scheduled for March 11, 2020. The County approved Shorts request for a special use permit to have their products on County property. They also approved the Northern Michigan Community Action Agency to run their housing program. They are also discussing the hiring of a housing director. A company is using the airport grounds to test some of their snow plowing equipment. The County building is installing new LED lights and the project should be completed within the month. He again let Council know that the Grass River Natural Area improvements are done and invited Council to check it out.
 - b) **DDA Update:** There is nothing new to report.
 - c) **Sewer Project:**
 - **F & V Invoice:** The final invoice transaction has been completed. We have the documents we requested and payment of the final invoice has been made.
 - d) **Maple St. Property:** Trustee Ciganick explained that we are required to sell the lot for no less than the costs that we have into it. With the purchase and demolition costs, the totals we have into it are just under 8,800. He noted that in his opinion, it is not a very sellable lot for that price, but we should still place it up for sale.
 - e) **Downtown Restrooms:** Trustee Ciganick noted that it seems the Village has three projects that need attention in the future. One is the water line project, one is downtown restrooms and the other is affordable workforce housing. The downtown restroom project was sent to the Property & Building Committee.
 - f) **Resolution #01 of 2020, Street Millage:** Council previously discussed reallocating the street millage between local and major streets. This resolution will approve reallocating 30% to major streets and 70% to

local streets. Clerk Luckett noted that the mills in the resolution have not been set at this time. Tabled until this could be remedied.

8. New Business:

- a) **Friends of Veterans-Calendar:** The Friends of Veterans (FOV) developed calendars and are selling them as a fundraiser. Mr. Waara, a FOV representative, would like Council to purchase some of them at \$10 a calendar. Whether this purchase would be an eligible purchase with taxpayer dollars would have to be decided. They can be purchased by individuals. Mr. Keiser informed Council that the FOV organization donated some funds for the repair of memorial monument that is located out front of the Village Hall.
- b) **Ordinance #01 of 2020, Utility Bill Due Date:** Clerk Luckett explained that in reviewing the ordinance there is a difference between the water bill due date and the sewer bill due date. Since we put all of the utilities on one bill and the due date is the same for both, we would like to amend the ordinance to reflect what is actually being done. Clerk Luckett noted that the acceptance of online payments is working out well, but we do not have same day notification of the payments made online.

Motion by Ciganick, seconded by Bennett, to approve ordinance #01 of 2020 as presented. Motion carried by roll call vote. Ayes: Ciganick, Boyd, Drollinger, Hardy, McPherson, Schuckel & Bennett. Nays: None.

c) Administration Committee Recommendations

- **2020 Wage Scale:** The wage scale is not complete and was tabled.
- **Definition of Full Time:** The committee reviewed this and made no changes. No further action was taken.
- **Comp Time:** The employee handbook contradicted the time frame in which comp time earned had to be used. The Committee discussed and is recommending that comp time earned be used by the end of the fiscal year. It was noted that it will have to be managed so that not all employees are taking it at the same time.

Motion by Hardy, seconded by McPherson, to use comp time earned by the end of the fiscal year. Motion carried by voice vote.

- **Merit Pay:** This is not complete and was tabled.
- **Health Insurance:** Health Insurance rates were not available by the time of the meeting. It was noted that rates are expected to increase by approximately 11.68%.
- **Forms:** These are forms that deal with potential employee issues. They were discussed and formulated by Mr. Schulz when Mr. Keiser first started in his position. The committee has now reviewed them and is recommending their approval. One is an employee warning record and the other is a performance improvement plan. Trustee Ciganick noted that we are still an “at-will” employer but this will be a way to document any problems that may arise.

Motion by Ciganick, seconded by Boyd, to adopt the employee warning record forms with a requirement that a third party be present. Motion carried by voice vote.

- **Employee Resignation:** Mr. Shumaker has tendered his resignation with the Department of Public Works effective January 24, 2020.

Motion by Bennett, seconded by Ciganick, to regretfully accept Mr. Shumaker’s resignation. Motion carried by voice vote.

Discussion of his replacement occurred noting that with the hiring policy in place, staff will follow the guidelines.

Motion by Boyd, seconded by Hardy, to follow the guidelines in the hiring policy to fill the position. Motion carried by voice vote.

- d) **Chamber of Commerce 2020 Schedule of Events:** The Chamber first thanked Council, the police department and Village staff for their help with all of their events in the past. They also presented their 2020 calendar of events and would like Council to approve.

Motion by Drollinger, seconded by McPherson, to approve the Chamber of Commerce 2020 schedule of events. Motion carried by voice vote.

- e) **Historical Society Request:** The Historical Society would like to continue placing more signs that contain historical facts at certain proposed sites, much like the sign at Emma's Way. Permission will be sought for the signs that would be located on private property. Some will be posted on buildings and they will be the same size as the Emma's Way sign, which is 14 x 23. They would include the community hall building and Richardi Park. Image 360 is the company making the signs. They hope to have the project completed by June. The Historical Society is also planning on developing a brochure once the signs have been put up.

Motions by Drollinger, seconded by Boyd, to have the Historical Society continue with the historical sign project. Motion carried by voice vote.

President Bennett noted that he received information about having works of art placed outside along a pathway for people to enjoy. He said he thought that might be something to consider.

9. Discussion Items:

- a) **FY2020-21 Proposed Budget:** We are still working on the budget. Once complete a draft will be sent to Council members.
- b) **2019 Zoning/Planning Commission Report:** Clerk Luckett presented her annual report which includes changes and annual financials that took place throughout the year. It also includes some potential future items.

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:** Planning Commission meeting is scheduled in February. She has been working on the RRC. She has also been working on updating the website.
- c) **Treasurer/Deputy Clerk:** Nothing presented.
- d) **Department of Public Works:** Staff is working on potholes when there is a nice day. Trustee Ciganick asked about the completion of the sidewalk repair. Mr. Keiser noted that it is scheduled to be finished in early spring.
- e) **Police Department:** Radar signs have arrived. They will be installed by spring.
- f) **Planning Commission:** None presented.

11. Closing Member/Public Comment:

- **President Dan Bennett:** President Bennett informed Council that Admin will be working on updating the evaluation process.
- **David Ciganick:** Trustee Ciganick asked about an update on the docks that they would like to be placed at Ohio St. Mr. Keiser noted that Jennifer Hodges has agreed to help us see the project through and is filing all of the forms with DEQ. Her cost will be about \$950, which will come from Parks and we should have the permit to proceed shortly.

- **Pat Boyd:** Trustee Boyd has been asked about the deer population inside the Village limits. Chief Drollinger said the PD would take care of it if that is what Council chooses. Trustee Ciganick asked the Chief to contact Big Rapids as they are also having this same discussion. Chief Drollinger noted the State has given them a couple of options. One was education, advising the public to stop feeding them and the other was at a cost of \$50,000. If the police department handles the issue, we would have to make sure that there is a use for the meat and would cost the Village about \$100 per deer for processing fees. He noted that they only take care of the lead deer, not all of them. He also noted that there is not a timeline for this to be completed. He wants to make sure that if we proceed, everything is done ethically. Trustee Ciganick would still like to make contact with Big Rapids to see the process taken that led to their decision to proceed.

12. Adjourn: Meeting adjourned at 7:59 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____