

**Bellaire Village Council  
Meeting Minutes  
January 7, 2015**

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 Bryan Hardy, Dan Bennett, Trish Drollinger, Helen Schuckel, David Ciganick & Eldon McPherson.

**Absent:** N/A

**Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Ken Stead, DPW Supervisor & Brad Rowe, Police Chief.

**Also Present:** Patti Savant.

3. **Approval of Agenda:** The agenda was approved.

**Motion by Schuckel, seconded by Bennett, to approve the agenda with the additions of old business item b, Resolution 18 of 2014 Revision, new business item h, Vacation Carryover, item I, Shorts Anniversary Party-M-88 Closure, item j, Phone Service Contracts and discussion item b, Active Shooter Training. Motion carried by voice vote.**

4. **Conflict of Interest: Trustee:** Trustee Drollinger noted a conflict with new business item j, phone service contracts.

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

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

6. **Public Comment on Agenda Items:** Patti Savant from the Bellaire Chamber explained that a pending beer tent for one of their activities for next summer may not be on the original letter she sent to Council for approval. It was noted that it is in the letter.

7. **Old Business:**

a) **Banners:** New information is unavailable at this time. Discussion of what Council is looking for occurred. President Schulz stated that the additional sections of the banner will have to be better secured. Staff will gather information and costs for the same banners.

b) **Resolution #18 of 2014 Revision, Glacial Hills:** The County approved their resolution with a slight language change. They included “but not limited to” after the description of the length of the trail system. President Schulz read the resolution including the new language and asked the trustees who made the original motion to approve the revised Resolution 18 to include the language of “but not limited to.” Trustee Ciganick asked why the inclusion of the language and President Schulz explained that the County did not want to exclude the use of the land surrounding the trails from other activity. It was noted that this additional language would allow other activity directly on the trail system, however, Schulz stated that the joint venture agreement will better define this and that it doesn’t necessarily open the door for the other activities to take place.

**Motion by Bennett, seconded by Schuckel, to approve the language amendment of Resolution #18 of 2014 as read. Motion carried by roll call vote. Ayes: Bennett, Schuckel, Ciganick, Drollinger, Hardy, McPherson & Schulz. Nays: None.**

8. **New Business:**

a. **ZBA Letter of Resignation-D. Ciganick:** it is with regret that we received Dave Ciganick’s letter of resignation from the Zoning Board of Appeals due to his accepting a Council Trustee

position. His resignation created a vacant seat on the ZBA. Ads will be posted in the paper to search for interested candidates.

**Motion by Schulz, seconded by Bennett, to accept Mr. Ciganick's letter of resignation from the Zoning Board of Appeals. Motion carried by voice vote.**

It was noted that Mr. Ciganick holds the listing on Village property located at 215 Maple St. and he would recommend turning the listing over to Butch Dewey.

**Motion by Drollinger, seconded by McPherson, to name Butch Dewey as the listing agent for the Village owned property at 215 Maple St. Motion carried by voice vote.**

- b. **PAC Letter:** In a letter dated December 17, 2014, we received official notice that Parkside Arts Council(PAC) will not be renewing their annual gallery lease for the other half of the community hall. President Schulz stated that we have a policy to only rent to nonprofit organizations, however, yoga classes were held in the building through PAC and she can no longer use the space because she charges for the classes. President Schulz stated that we may want to relook at our policy. President Schulz asked the Clerk to look at the lease to determine if any of the physical changes that PAC made to the building had to be put back to its original status. If anything has to be done we can then notify them.
- c. **Bellaire Chamber 2015 Event Schedule:** The Chamber of Commerce 2015 schedule of events was presented. Patti Savant informed Council that the Paddle Antrim is scheduled for September 18 & 19, 2015. The paddlers will be coming from Ellsworth to Bellaire on Friday. The Chamber is planning on scheduling something for that Friday. On Saturday, they will depart Bellaire and finish in Elk Rapids. Ms. Savant stated that the Paddle Antrim does have a director due to a grant they received that pays for the position. They will let us know if anything changes or is added.

**Motion by Schulz, seconded by Bennett, to support the Chamber of Commerce 2015 Schedule of Events. Motion carried by voice vote.**

- d. **Zoning Ordinance Audit:** The Village had retained a professional planner to review the current zoning ordinance. She included a cost estimate of \$20,630 to address the inconsistencies she found and to update it. Due to a couple instances and problem areas, President Schulz would like to try and include this into the budget. Drollinger agreed that our ordinance needs to be updated, but is concerned about the cost. Spreading the cost over more than one budget was discussed. Clerk Luckett said updating the ordinance would be beneficial to the Village. In the planner's introduction it stated that addressing organizational issues in the ordinance will result in a more user friendly ordinance. The Administration Committee will look at the budget to see what can be done.
- e. **Administration Committee Recommendations:**
- **Employee Handbook:** The handbook has been reviewed and the Administration Committee is recommending some amendments. A review and discussion of health insurance and those that work 30 hours a week, the opt out section, leaves of absence, holidays and probationary periods, to name a few, occurred. The discussion brought about a few more changes and an addition of a table of contents. The recommended changes will be completed and brought back to the next Council meeting.
  - **FMLA Applications and Certification Forms:** Due to addressing FMLA leaves of absence in the handbook, these form were presented and reviewed. An employee asking for an FMLA leave will be required to file these forms.
  - **Clerk's Contract:** The Clerk's contract was reviewed. Discussion of performance occurred. President Schulz would like to recommend that her contract be renewed for three (3) years. Administering the zoning ordinance was discussed. President

Schulz suggested allowing for some flexibility on zoning requests, however, Trustee Ciganick said this may cause more of an issue. Clerk Lockett noted that allowing for one and not another could cause more of an issue and her job is to administer the ordinance that was approved. Clerk Lockett noted that most people receive a permit for their request but they don't like going through the process. The process, depending on what the permit is for, is the same for anyone who applies for a permit. She cannot treat anyone differently.

Trustee Drollinger stated that the contract they have is not written for three years and she has a problem with the health insurance section. It states that health insurance will be provided at no cost to the employee and Drollinger said that could change and should not be worded this way in the contract. President Schulz explained that Administration will be reviewing the contracts and can address possible changes.

**Motion by Schulz, seconded by Bennett, with potential verbiage changes to the Clerk/Planner employment contract in those areas to be consistent with the other employee contracts, to renew Lori Lockett's contract for a three (3) year period to be effective February 3, 2015. Motion withdrawn until changes are complete.**

Drollinger stated that she didn't want to approve a contract that is not complete. Motion was withdrawn by Schulz and Bennett.

**Motion by Schulz, seconded by Bennett, that the Administration Committee pursue Council's recommendation to develop a new three (3) year agreement for the Clerk/Planner. Motion carried by voice vote.**

- f. **Resolution #01 of 2015, Par Plan Grant:** This resolution will approve the application for a grant for the police department for new tasers. The grant will be for \$3,300.

**Motion by Schulz, seconded by McPherson, to approve Resolution #01 of 2015, titled a resolution for approval of the Bellaire Police Department's application for a Michigan Township Participating Plan Risk Management Reduction grant based on the budget from the quote received. Motion carried by roll call vote. Ayes: McPherson, Bennett, Ciganick, Drollinger, Hardy, Schuckel & Schulz. Nays: None**

- g. **Alliance for Aviation Across America:** We received an email from this group and they are seeking a proclamation naming December 2014 to be General Aviation Appreciation Month and would like this approved by Council to show support.

**Motion by Bennett, seconded by McPherson, approve the proclamation naming December 2014 as General Aviation Appreciation Month. Motion carried by voice vote.**

- h. **Vacation Carryover:** Officer Drollinger has 24 hours paid leave that must be used by January 7. He is asking for them to be carried over.

**Motion by Bennett, seconded by Schulz, to approve the carryover of 24 paid leave hours Officer Drollinger was unable to use before the end of his anniversary year. Motion carried by voice vote with Trustee Drollinger abstaining.**

- i. **Shorts Anniversary Party, M-88 Closure:** Shorts is asking for permission for MDOT to close M-88 for their anniversary party. Bennett noted he thought they couldn't do that and that we received some trouble for allowing it to happen last year. Chief Rowe noted the ruling is no consumption of alcohol will take place on a public road. However, the ruling changed to read that once the road is closed, it is no longer considered a public road.

**Motion by Schulz, seconded by Ciganick, to approve the closure of M-88 on April 24, 2015 at 6:00 pm through April 26, 2015 at noon. Motion carried by voice vote.**

- j. **Phone Service Contracts:** Trustee Drollinger asked about looking into plans that include texting. She said a good majority of the police department cell phone use is on the job through texting. The police officers currently pay for this service themselves. She would like to review other plans that may include texting. Council agreed to check into other plans.

**10. Discussion Items**

- a) **Budget:** President Schulz would like to get an Administration Committee meeting scheduled. We received a quote for the next years insurance rates and the increase is between 2-3%, minimal compared to previous years. If other committees would like to meet, please call the office to schedule.
- b) **Active Shooter Training:** This training session will be held January 28 and February 25, 2015 for anyone interested in attending.

**10. Department/Committee Reports**

- a) **Committee Reports:** None presented.
- b) **Clerk/Planner:** None presented.
- c) **Deputy Clerk/Treasurer:** None presented.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** None presented.
- f) **Planning Commission:** None presented.

**11. Closing Member/Public Comment:** None presented.

**12. Adjourn:** Meeting adjourned at 8:51 P.M.

Compiled by Cathy Odom  
Minutes are subject to approval.

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

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