

**Bellaire Village Council  
Meeting Minutes  
October 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, Helen Schuckel, David Ciganick, Trish Drollinger & Eldon McPherson.
  - Absent:** None
  - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer & Brad Rowe, Police Chief.
  - Also Present:** Aaron Kirt & Bradley Keiser.
3. **Approval of Agenda:** The agenda for October 7, 2015 was approved.

**Motion by McPherson, seconded by Bennett, to approve the agenda as presented. Motion carried by voice vote.**
4. **Conflict of Interest:** Trustee Drollinger noted a potential conflict with the public safety job descriptions.
5. **Consent Agenda:** The consent agenda was approved.

**Motion by Hardy, seconded by Bennett, to approve the consent agenda as presented. Motion carried by voice vote.**
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business:**
  - a) **Downtown Tree-Short's:** The dead tree has been removed. The electrical has been safely capped off. The issue is now the open hole and it should be taken care before winter. The first thought is to gravel it, but this may cause issues with the holder. Ciganick suggested filling it in with cement. Drollinger suggested fixing it to match the rest of the sidewalk. Mr. Keiser and Mr. Kirt said they believe there are enough bricks to complete the section. President Schulz noted there had been some discussion about Short's covering some of the cost and suggested gathering an estimate of the cost and pose it to them to see if they would be willing to help.

**Motion by Ciganick, seconded by Drollinger, to fill it with concrete and fill in the remainder with the red brick and make it aesthetically pleasing with the rest of the sidewalk. Motion carried by voice vote.**
  - b) **Cemetery Headstones:** A gentleman requested permission to clean up some headstones at the cemetery. Council extended an invitation for him to attend a meeting, but he was unable to attend. President Schulz suggested sending him a letter asking him to raise his request again in the spring if he is still interested. Ciganick said to make him aware that we are not discouraging this, Council would just like more details. McPherson asked if we need permission from the owners of the headstones, damage done to them while cleaning and who's responsible for repair. Staff will check into this.
8. **New Business:**
  - a. **BDFA Water Service:** President Schulz explained the fire department has a metered line on the interior of their building and when used, the department is supposed to let us know how much is used and we will then bill them for that usage. Treasurer Odom explained that during their recent hose testing it was made known that they may use this line to fill and wash their vehicles after incidents, but has have not received any notice about the use of this water.

There is currently no account set up in our system for monthly billing of this meter. Council could proceed to keep this as is due to the service they provide the community or to set up an account to start billing for the usage. Drollinger noted that local municipalities own the department and they do provide a service to the community. Ciganick asked if the Village is charged for water & sewer and it was noted they do pay a monthly bill for the buildings that use the service. Putting an auto read device was discussed, however, the meter is old and doesn't have the capabilities for one to be hooked up. To read the meter, we would have to have access to the inside of the building. A new meter could be installed but it's a 3" pipe making the cost of the meter expensive. It was noted they provide a service outside and inside of the Village, but they do not charge for the service they provide. Ciganick stated concerns about charging some and not others. President Schulz suggested setting up the account, whether we start billing or not we can determine later, get a handle on usage and calculate what the charges would be to see where we are at. McPherson asked the difference if they use the hydrant or the service inside the building, either way they are not charged. Mr. Kirt noted we are trying to keep track, as close as possible, to our actual water usage. If there is a big fire, we can only guess on that usage. Bennett suggested we sit down and talk with them about what may have been set up previously.

- b. **ZBA Appointments:** Colette Stanish's and Bob Massey's terms on the Zoning Board of Appeals expire November 15, 2015 and both of them are willing to serve another term. President Schulz would like to appoint them for another term ending November 15, 2018.

**Motion by Bennett, seconded by Hardy, to approve the appointments of Colette Stanish and Bob Massey to the Zoning Board of Appeals with a term expiration of November 15, 2018. Motion carried by voice vote.**

- c. **PC Appointments:** Don Seman's and Bob Shumaker's terms on the Planning Commission expire November 30, 2015. Mr. Seman has expressed his interest in serving another term. Mr. Shumaker will not be seeking another appointment. Mr. Butch Dewey has expressed his interest in serving on the Planning Commission. Discussion about posting the future open seat occurred. President Schulz stated that Mr. Dewey has previous experience in planning. Due to this experience, President Schulz would like to appoint Don Seman and Butch Dewey to serve on the Planning Commission with terms expiring November 30, 2018.

**Motion by Bennett, seconded by McPherson, to approve the appointments of Don Seman and Butch Dewey to the Planning Commission with a term expiration of November 30, 2018. Motion carried by voice vote.**

- d. **Workman's Comp Claim-Wages:** Mr. Stead has had surgery as a result of an injury sustained on the job. President Schulz stated workman's comp typically pays 60% of an employee's wage while off duty. Discussion of paying his wages occurred with President Schulz explaining different options. One is to have workman's comp pay him and we do not make up the difference. The second is to have workman's comp pay him and the employer make up the difference in his wage. The third option is to not have workman's comp pay him and have the employer pay 100% of the lost wages. President Schulz explained the potential increase in premium based on the choice that is made. Treasurer Odom informed Council that workman's comp wages are non reportable so there are not any payroll taxes due for them. The Council discussed his return to work if he was not fully recovered. Putting a policy in place was mentioned. Trustee Drollinger said to pay him because he is salary. Trustee Bennett said he would like something in writing to address this for non salaried employees. Trustee Drollinger stated that because we are paying him and if the doctor says he can come back to work, then he should come back. President Schulz noted that if we have him come back and accommodate employment restrictions for him, this will set precedence for all employees.

**Motion by Drollinger, seconded by Schulz, to pay 100% of his salary and have him return to work per the doctor's recommendation with restrictions. Motion was rescinded.**

**Motion by Drollinger, seconded by Schulz, to continue paying Mr. Stead 100% of his wage because he is a salaried employee and have him come back when he is 100% and revisit this after 60 days. Motion carried by voice vote.**

For information only, President Schulz explained if an injury becomes permanent then we would enter into negotiations with workman's comp for a settlement.

- e. **Glacial Hills Board-Village Representative:** Council approved the appointment of Trustee Drollinger as the Village Representative for the Glacial Hills Board. However, due to her schedule, she is unable to provide this service. Trustee McPherson filled in at the last Glacial Hills meeting and has expressed his interest in serving on that board. President Schulz would like to appoint Trustee McPherson as the Village Representative to the Glacial Hills Board.

**Motion by Bennett, seconded by Drollinger, to approve the appointment of Eldon McPherson to the Glacial Hills Board. Motion carried by voice vote.**

- f. **EVIP:** Clerk Luckett explained EVIP is due to the State Treasury by December 1, 2015. She presented the documents that include the required citizen's guide, performance dashboard and budget projections. She explained new information that is required. She would like Council to review the information and present any potential changes they may have before its approval next month.

g. **Administration Committee Recommendations:**

- **Job Descriptions:** Admin and staff have been reviewing and finalizing job descriptions for every job position at the Village. Administration is recommending their approval. President Schulz presented an overview of the descriptions and some of the changes made to them. Trustee Drollinger said she wants to make sure that all descriptions have something in them that relates to performing other work that Council may assign. She also said she would like to see #8 under essential duties in the DPW worker description amended. She stated their duties include more than just what is listed and because we cannot list them all, the few should be removed.

**Motion by Bennett, seconded by Schulz, to drop the words on #8 of responsibilities and essential duties the words "including plowing, hauling and shoveling snow." Motion carried by voice vote.**

**Motion by Bennett, seconded by Schulz, to accept the job descriptions of the clerk/zoning administrator, treasurer/deputy clerk, director of public works and DPW maintenance worker as amended. Motion carried by voice vote.**

**Motion by Schulz, seconded by Bennett, to approve the Administration Committee's recommendation for the Chief of Police job description. Motion carried by voice vote.**

**Motion by Schulz, seconded by Hardy, to approve the Administration Committee's recommendation for the Wastewater Treatment Plant Operator job description. Motion carried by voice vote.**

**Motion by Schulz, seconded by Bennett, to approve the Administration Committee's recommendation for the Police Officer Position job description. Motion carried by voice vote with one abstention by Trustee Drollinger.**

**Peer Review:** President Schulz explained that evaluations in the past have been supposed to be completed by Council, but they have never been done. He said with Council members not working day to day with the employees it is difficult for Council to do these. Administration has come up with peer reviews which are completed by the employees. They would like to conduct all performance evaluations in advance of the budget process for the next fiscal year, which is in November or December. He explained the employee will do a self evaluation, the supervisor will fill out one for each of the employees in the department and each person the employee works with on a day to day basis will also fill out one for that employee. The anonymous evaluations will come back to the Administration Committee, which will review all of the input for each employee and meet with the supervisor of the department and the employee to discuss job performance. The final review will have a tally of performance, notes, personal goals and a signature page for all to sign. it was noted if comments written were limited, it would take about 15 minutes to fill out a review for each employee. The Administration Committee would serve the function of supervisor for the department heads. The Administration Committee is recommending the adoption of the performance evaluation tool with the addition of a signature line for the supervisor, and the peer evaluation tool for measuring staff performance.

**Motion by Schulz, seconded by Hardy, to adopt the performance evaluation tool with the addition of a signature line for the supervisor, and the peer evaluation tool for measuring staff performance. Motion carried by voice vote.**

President Schulz informed Council that they are also working on wage scales for all positions because there are currently no established ones available. They will present it to Council for review when complete. They are reviewing other communities wages for comparison. They are also looking at the impact it will have on the budget. The employee handbook is being reviewed and they are making changes based on legal counsel.

#### **h. Street & Motor Pool Recommendations:**

- **Two Hour Parking:** The Village currently has a two hour parking limit downtown that has not been enforced. The Streets & Motor Pool Committee has met and is recommending that it be changed to a 4-hour parking limit downtown. Trustee Ciganick said the committee feels the 4-hour parking is a reasonable period of time and still gives us some type of ability to police the 8 hour daily shift allowing for those that would like to visit the downtown the ability to do so. The committee's recommendation is to approve the 2-hour parking be changed to 4-hour. It was noted that it is an ordinance so it will have to be amended by ordinance. Enforcement was discussed. Chief Rowe stated that it is not so strict that we would have to be out there but will allow us to address problem situations. Costs to replace the 2-hour signage was discussed.

**Motion by Ciganick, seconded by Schulz, to direct the Village Clerk to prepare an ordinance amendment for the next meeting. Motion carried by voice vote.**

**9. Discussion Items:** None presented.

#### **10. Department/Committee Reports**

- Committee Reports:* None presented.
- Clerk/Planner:* A written report was presented.

- c) **Treasurer/Deputy Clerk:** The new webcam is working. It is not completely installed but it can be seen on the website.
- d) **Department of Public Works:** None presented.
- e) **Police Department:** Chief Rowe informed the Council that he ran the EVIP numbers and they were good. Crime went down from last year. As far as the overnight parking, on the 15<sup>th</sup> we will start issuing courtesy tickets and the following week we will issue citations so the DPW will not have to deal with people on the streets for snowplowing. He also noted that he has signed up for a free class to carry a drug for overdose victims in their vehicles. It is called narcan and wondered if the Council thinks there is a liability with it. Potential side effects of the drug were discussed. Once the class is completed we will be awarded a free kit for the vehicle and once the other officers are trained, another free kit will be provided.

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

- **David Schulz:** President Schulz stated that he is very pleased with the current council and the work that is being completed. Trustee Bennett agrees.
- **Dave Ciganick:** Trustee Ciganick asked about the progress of the outside PA system and it was noted that we have not heard anything as of yet.

**12. Adjourn:** Meeting adjourned at 8:19 P.M.

Compiled by Cathy Odom  
 Minutes are subject to approval.

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

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