

**Bellaire Village Council
Meeting Minutes
February 3, 2016**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**
 - Present:** President David Schulz, Council Trustees Dan Bennett, Bryan Hardy, David Ciganick, Trish Drollinger, Eldon McPherson and Helen Schuckel.
 - Absent:** None
 - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Brad Rowe, Chief of Police & Ken Stead, DPW Supervisor.
 - Also Present:** Colette Stanish, Leslie Meyers, Brad Kaiser, Bill Drollinger & Linda Gallagher.
4. **Approval of Agenda:** The agenda for February 3, 2016 was approved with the additions of new business item j, basketball hoops purchase request and discussion item c, Ordinance #1 of 2016.

Motion by Schuckel, seconded by Bennett, to approve the agenda with the additions of new business item j, basketball hoops purchase request and discussion item c, Ordinance #1 of 2016. Motion carried by voice vote.
5. **Conflict of Interest:** President Schulz noted his conflict with old business item a, Meadowbrook Meter. Trustee Drollinger noted her conflict with new business item c, health insurance and item f, Chief of Police. She also noted that since her husband is an employee of the Village, his wages & health insurance are included in the proposed budget and she will indirectly have access to his wages, she, therefore, states her conflict with the approval of the public safety budget which will take place at the budget meeting.
6. **Consent Agenda:** The consent agenda was approved. President Schulz noted that in addition to what was included in the consent agenda, we also received notice that the Bellaire Youth Center will be awarded the tribal grant that we partnered with them to apply for.

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

President Schulz informed the Council he received notice that a Tribal grant award letter was received for the Bellaire Youth Center.
7. **Public Comment on Agenda Items:** None presented.
8. **Old Business:**
 - a) **Meadow Brook Meter:** President Schulz turned the meeting over to Trustee Bennett and moved to the audience. Trustee McPherson informed the Council that Meadowbrook has decided not to help with engineering fees for the installation of a permanent meter. Mr. Stead still recommends that this project move forward. The public works committee also recommends moving forward with the project.

Motion by McPherson, seconded by Drollinger, to move ahead with the project at a total cost of \$24,500. Motion carried by voice vote.
9. **New Business:**
 - a. **Antrim County All Hazard Plan-Leslie Meyers:** This plan was developed for the purpose of being able to receive funding in cases of large scale emergencies. Ms. Meyers stated she didn't feel it was a great plan, but that it meets all of the requirements of the federal

government. It's generic enough to cover what we need. She recommends that the Village approve its adoption in case we need it for any reason. Treasurer Odom informed the Council that the entire plan was 47 pages long. A complete copy of the plan is in the offices and if Council wanted to review the entire plan before approving the resolution, copies can be made for them. President Schulz asked who was involved in the development of the plan which Ms. Meyers said included fireman, the Chamber of Commerce, council & village presidents, a group of about 25 people. She also stated that we do have the ability to write our own plan if we would like to. Trustee Ciganick asked if this is required to be reviewed on a timely basis, which it was noted that it is required to be reviewed every 10 years.

Motion by Ciganick, seconded by Schulz, to approve Resolution #3 of 2016, approving the All Hazard Plan as presented. Motion carried by roll call vote. Ayes: Ciganick, Bennett, Drollinger, Hardy, McPherson, Schuckel & Schulz. Nays: None

Ms. Meyers informed Council that due to the August 2 storm and the damage it caused, communities hit the hardest had no time to develop a preliminary damage assessment. We don't want to be in the same situation so she is asking for help from people or committees that can be called upon if needed. There will be some classes that need to be taken to be able to help, but right now she is looking to see who might be willing to step up should a disaster be declared.

- b. Parking Lot Request-Shorts Brewing:** At the previous Anniversary parties, Council had given Short's permission to use the parking lots at Craven Park for overflow parking. With Council's permission they would like to do so again.

Motion by Drollinger, seconded by Schuckel, to allow Short's to use Craven Park parking lots for their Anniversary party. Motion carried by voice vote.

- c. Employee Health Insurance-2016/17:** The cost for employee health insurance for 2016-17 shows an increase in premium of approximately 5%. It is the same policy as last year. The current proposed budget includes this increase. Trustee Bennett asked if Council members wish to pay for this insurance would they be allowed to do so. Treasurer Odom will look into it. Trustee Ciganick stated he would like to be sure the employees are aware that the Village will be absorbing this additional cost. President Schulz stated this is one way to retain and reward employees.

Motion by Schulz, seconded by Bennett, that the Village of Bellaire continues the PPO Platinum 250 health plan currently in force. Motion carried by voice vote with one abstention by Trustee Drollinger.

- d. Ordinance #2 of 2016, Chapter 108, traffic Control Amendment:** This Ordinance is basically to rename the streets in the Ordinance with their correct name. Trustee Drollinger noted that Ann Ln. between Victory Ln and W. Forest Home Ave. is considered one way and wondered why we still have that designation now that Park St. is no longer a one way. Trustee Ciganick agrees, specifically citing Hickory Lane by the theatre. It was suggested that this be returned to committee for review and to identify all one way streets and review. This ordinance was tabled until review is complete.
- e. Res #04 of 2016, Plow Truck:** This resolution is for the outfitting of the new plow truck and will allow payment of the balance due for the new truck. President Schulz noted that with its approval, he noted that Council will also be giving permission all other required signatories the authority to sign.

Motion by Bennett, seconded by Hardy, to approve Resolution #4 of 2016, approving the ACT 99 documents for the remaining balance of the purchase of the new plow truck and authorizing all required personnel to sign the documents. Ayes: Bennett, Hardy, Ciganick, Drollinger, McPherson, Schuckel & Schulz. Nays: None.

f. Admin Recommendations:

- **Wage Scale:** President Schulz explained that Admin worked at length on a wage scale, including the research of other entities wages that were comparable to us. He noted that in small communities this comparison can sometimes be apples to oranges as job descriptions vary, however, Admin's goal was to establish a wage scale that offered competitive wages and for the first time, sets starting wages. President Schulz noted that we have huge longevity in the Village and we have employees working side by side doing the same job with significant wage differences and Admin feels wages should be more comparable. He also noted that the wage scale that is presented for approval is already included in the proposed budget for review.

Motion by Schulz, seconded by Bennett, that the Village of Bellaire adopt the fiscal 2016-17 wage scale as presented.

Trustee Drollinger stated her disagreement with paying an officer less than office staff to start. President Schulz said these wages were compared to other entities and this is how wages were determined. Trustee Drollinger noted that she probably has a conflict with this discussion but doesn't feel that a person who has to wear a bullet proof vest and wear a gun should be making less than office staff. President Schulz said there are also risks of prosecution in office positions if jobs aren't done correctly and Trustee Drollinger noted that this is the case in most positions of the Village. Chief Rowe noted that the wage scale may be too low to hire or retain a police officer. President Schulz noted that Council will have the authority to place a potential employee anywhere on the wage scale, based on experience; they are not bound by the starting wage.

Motion carried by voice vote with one abstention, Trustee Drollinger and one nay, Trustee Ciganick.

Chief of Police: Public Safety made a recommendation for Admin to interview Bill Drollinger for the Chief of Police position. Admin interviewed and is recommending that Council offer the Chief of Police position to Bill Drollinger. Admin is also recommending he be placed in the two year wage rate from the new wage scale.

Motion by Schulz, seconded by Bennett, to extend the offer of Chief of Police to Bill Drollinger. Motion carried by voice vote with one abstention, Trustee Drollinger.

- g. Police Department handgun Purchase:** Chief Rowe would like to purchase his service revolver at fair market value when he officially leaves his position in March. The value is currently \$350. Officer Shumaker is also considering resigning from his reserve officer position and is considering purchasing his revolver. His is newer so the value is currently \$500. Trustee Bennett asked if once sold is the Village responsible for possible issues that may arise from the sale of these weapons. It was noted that once sold the Village is no longer responsible. Issuing a bill of sale should also be done.

Motion by McPherson, seconded by Hardy, to extend the offer to Chief Rowe to purchase his service weapon for \$350 and to Mr. Shumaker to purchase his service weapon for \$500. Motion carried by voice vote.

- h. DDA Reappointments:** Ryan McConnell's and Rolland Fink's positions on the DDA expire on February 14, 2016. Both have expressed their interest in being reappointed.

Motion by Schulz, seconded by Hardy, to reappoint Ryan McConnell and Rolland Fink to the DDA with a term expiration of February 14, 2020. Motion carried by voice vote.

- i. **Lions Club Questions:** President Schulz did a presentation at the Lions Club and during the question and answer section he was asked several questions he didn't have answers for. One was the collection of rain water at the triangle on Division St. Mr. Stead explained that the Village does not have a storm drain in that area but that the State does. Permission from the State would have to be received to use it and if granted, then the only way to reach it would be to bore under M-88. The second question was about vehicles not stopping for pedestrians at the crosswalk on Cayuga St. by the Senior Center what could be done about it. Flashing lights were discussed, but again, this is a State Highway and it is a State crosswalk. The third question concerns no handicap access to the crosswalk by the post office. It was noted that this crosswalk is also on a State Highway. Having a meeting with MDOT was discussed with Clerk Luckett noting that there is one already scheduled due to a change in the MDOT office that is responsible in our area.
- j. **Basketball Hoop Purchase Request:** President Schulz explained that we received a letter asking about the purchase of old basketball hoop and net sets that the Village is no longer using. Mark Berreth offered to purchase one of them for \$30. Chief Rowe noted that they are just sitting at the DPW, they leak and the rims are bent. Mr. Koepke uses them once a year for his youth basketball tournament, but other than that they are no longer used. There are two available. There were four previously but we have used parts from them to get two. Trustee Ciganick hesitates to sell them in case our community's youth need them. Trustee Bennett has concerns about selling them to one person without giving the option of purchasing them to everyone. Placing it out for bids was discussed.

Motion by Bennett, seconded by Drollinger, to place the two free standing basketball hoops out for bid. Motion carried by voice vote.

10. Discussion Items:

- a) **Proposed 2016-17 Budget:** Council set the public hearing and special budget meeting for February 24, 2016 starting at 6:30 and 7:00 pm respectively. The proposed budget was presented for review. Please get any requested changes to the office staff before the meeting. Admin will be meeting before the 24th to fine tune the proposed budget before approval. President Schulz explained the wage scale and how it is affected by the cost of living. The concept is to increase wages by the cost of living, and then provide a onetime payment, if awarded, based on merit from the peer reviews. It is not automatic that employees will earn the merit increase. The amount of merit increases will vary based on what is available in the budget for the year. He explained the summary sheet provided with the proposed budget.
- b) **Glacial Hills-Office Space:** We have a signed lease agreement with the DDA. The Glacial Hills group asked if office space was still available for them. President Schulz presented the idea to the DDA Board who is not opposed to the idea of sharing some space. The DDA will follow up with Glacial Hills to determine their needs. President Schulz presented it to Council to see if there were any objections if the DDA offered to sub let space to Glacial Hills. Trustee Bennett asked if this would be part of our in kind help with the organization and it was noted that it would be.
- c) **Ordinance #1 of 2016, Peddlers:** This ordinance was approved last month. The Planning Commission felt that this went a little farther than its intent. President Schulz would like to send this back to committee for review of the scope and intent. It was then noted that if any changes were made, it would have to be by amending the ordinance.

11. Department/Committee Reports:

- a) **Committee Reports:** Minutes to previously held meetings were included in packets.
- b) **Clerk/Planner:** None presented.

- c) *Treasurer/Deputy Clerk:* None presented.
- d) *Department of Public Works:* A written report was presented.
- e) *Police Department:* A written report was presented.

12. Closing Member/Public Comment:

- **David Schulz:** turned the meeting over to Trustee Bennett to make a public comment. Speaking on behalf of Meadowbrook, they have paid the Village over \$600,000 for water and sewer service. The presentation that was made to the Meadowbrook Board said rates are doubled for those outside the Village of Bellaire. He would like Council to consider looking at other non taxing entities and setting rates accordingly for those as they do not pay for the debt, but are users of the system. Trustee Bennett asked Clerk Lockett to check with other entities to see how they handle this situation. Trustee Drollinger suggested looking at other Counties that are located within city limits.
- **Brad Keiser:** asked if there was a separation of wages on the wage scale for those that hold a license and those that don't. He stated he didn't feel it was fair for someone without a license to make the same wage as someone who does. President Schulz said there is currently nothing in the wage scale that considers this at this time. It was noted that this will be a consideration during the review process and when setting future goals for employees.
- **Brad Rowe:** asked about starting the process for advertising for another officer and it was noted the process can begin anytime. Hopefully someone can be in place as close to April as possible.

13. Adjourn: Meeting adjourned at 8:12 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____