

**BOARD OF ADJUSTMENTS AND APPEALS
MEETING MINUTES
DECEMBER 9, 2015**

A meeting of the Board of Adjustments and Appeals was held in the City Council Chambers.

ITEM 1. CALL TO ORDER

Chair Karen Hing called the meeting to order at 8:00 PM.

ITEM 2. ROLL CALL

City Clerk and Clerk to the Board Beth A. Hedberg called the roll.

Present: Board Member Al Schuppert, Board Member Stephen Jalovec and Chair Karen Hing.

Absent: Board Member Nathan Stark.

Also Present: City Attorney Carmen Beery.

Full and timely notice of the meeting had been given and a quorum was present.

ITEM 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM 4. APPROVAL OF AGENDA

Moved by Board Member Al Schuppert, **seconded by** Board Member Stephen Jalovec to approve the agenda as presented. **Vote:** Motion carried by unanimous vote (**summary:** aye = 3). **Aye:** Board Member Al Schuppert, Board Member Stephen Jalovec and Chair Karen Hing.

ITEM 5. CONSENT AGENDA – MINUTES OF NOVEMBER 10, 2015

Minor editorial corrections were made to the Minutes of November 10, 2015. **Moved by** Board Member Stephen Jalovec, **seconded by** Board Member Al Schuppert to approve the consent agenda as amended. **Vote:** Motion carried (**summary:** aye = 2, abstain = 1). **Aye:** Board Member Al Schuppert and Chair Karen Hing. **Abstain:** Board Member Stephen Jalovec abstained as he was not present at the meeting of November 10, 2015.

ITEM 6. PUBLIC COMMENTS (NON-AGENDA ITEMS)

There were no public comments.

ITEM 7. GENERAL BUSINESS

a. Applicant Interview and Discussion and Possible Recommendation of Appointment to Vacancy for Term #1

Chair Karen Hing noted that the Board had received an application from Nelson McNulty for his reappointment to the Board. His application showed his incredible knowledge and experience. She said that she was grateful he reapplied. It was important for the makeup of the Board to have “old” knowledge as well as new opinion. As time went on, things changed. How a person approached their job changed. Chair Karen Hing asked Nelson McNulty how change would fit or not fit with his opinion on how he would perform his job on the Board. Nelson McNulty provided information on his past experience of serving on the Planning & Zoning Commission and his long tenure on the Edgewater Redevelopment Authority. He explained changes that had occurred over the years and his role in those changes.

Moved by Board Member Stephen Jalovec, **seconded by** Board Member Al Schuppert to recommend the reappointment of Nelson McNulty to the Board of Adjustments and Appeals with a term ending December 1, 2018. **Vote:** Motion carried by unanimous vote (**summary:** aye = 3). **Aye:** Board Member Al Schuppert, Board Member Stephen Jalovec and Chair Karen Hing.

City Clerk Beth Hedberg said that she would notify Mayor Kris Teegardin of the Board of Adjustment and Appeals recommendation.

b. Discussion and Possible Action on Bylaws

City Attorney Carmen Beery reviewed the changes that had been made to the Bylaws. Discussion was held regarding Article III, Section 1 (A) Officers. Chair Hing asked that City Attorney Carmen Beery “tweak” the following language, “The Chair shall certify the written record of all business transacted by the Board and certify all records and reports to the Board” to better reflect current practices. Clerk Hedberg to update Appendix A with the correct terms.

Moved by Board Member Al Schuppert, **seconded by** Board Member Stephen Jalovec to recommend the approval of the Board of Adjustment and Appeals Bylaws as amended. **Vote:** Motion carried by unanimous vote (**summary:** aye = 3). **Aye:** Board Member Al Schuppert, Board Member Stephen Jalovec and Chair Karen Hing.

City Clerk Beth Hedberg advised that the Council’s review and possible approval of the Bylaws was scheduled for their meeting of January 7, 2016.

ITEM 8. PUBLIC COMMENTS

There were no public comments.

ITEM 9. STAFF COMMENTS

There were no staff comments.

ITEM 10. BOARD MEMBER COMMENTS

There were no Board Member comments.

ITEM 11. DISCUSSION OF UPCOMING AGENDAS

A discussion was held regarding meeting security during public hearings and the City's budget. City Staff were directed to speak with City Manager HJ Stalf to inquire on providing off-duty Police Officer presence on an individual meeting basis at the request of the Board.

It was noted that the 1st quarterly meeting scheduled for the second Wednesday in January would not be held as there was no business to discuss.

ITEM 12. ADJOURNMENT

There being no further business, Chair Karen Hing adjourned the meeting at 8:47 PM.

Submitted by:

/s/ Beth A. Hedberg, MMC
City Clerk and Clerk to the Board