

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

February 17, 2015

8:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:00 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Lori Lockett, Clerk; Cathy Odom, Treasurer; Ken Stead, DPW Supervisor
 - Others Present:** Al Odom, DPW Employee
3. **Approval of Agenda:** The agenda was approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of February 3, 2015 were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the February 3, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** Al Odom addressed the committee and expressed concern about a 2% across the board wage increase that does not factor in the difference in pay between highest paid and lowest paid DPW workers. He stated that without an employee evaluation and with employees performing the same work with same licenses, a 2% across the board effectively gives the higher paid employee a higher wage increase. He requested that the committee take a look at the wage scale. Trustee Bennett stated that one problem is that the pay scale is skewed. Chairman Schulz suggested establishing a wage scale with high and low rates and factoring in length of service. Chairman Schulz directed Clerk Lockett to take a look at what other villages have done. Additionally, Chairman Schulz thought that employee evaluations should be performed. He wants staff to look at 360 Peer Review as a possible method for evaluating employees.
6. **Old Business:**
 - a) **Employee Wages** – The minutes of the February 4, 2015 council meeting were reviewed to clarify whether a 2% wage increase had already been approved. A review of the draft minutes indicated that the committee was directed to “. . . look at the 2% and other additions on the salary schedule.” After discussion and consideration, the committee decided to recommend a 2% wage increase for employees with the

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understanding that job descriptions, wage scales and employee evaluations will be developed and implemented before the 2016-2017 budget discussions. Staff will locate previous employee evaluation forms for adaptation. Trustee Hardy thought that evaluations could be developed by the committee.

b) 2015-2016 Budget - Chairperson Schulz explained that he and Treasurer Odom had reviewed the proposed budget and had added the wage increase of 2% for all employees, the \$1.00 per hour increase for the DPW employee and the wage requested for the part time police officer. Chairman Schulz went through each fund explaining the line items that had been adjusted and the resulting transfers to or from fund balance. It was noted that the amounts transferred are lower than last year's budget. Clerk Luckett stated that the Property and Building Committee had requested a budget amount for a hot water heater in the public restroom. After discussion, the committee agreed to add \$1000 to cover the purchase and installation of a small hot water heater. There was discussion about the Planning and Zoning budget and the planner's recent notice of intention to retire. Clerk Luckett informed the committee that the planner had agreed to work with the Village to July 1, 2016 in order to complete the zoning ordinance update. Concerned that the original proposed amounts for electricity were too low, Chairman Schulz advised the committee that after a review of electrical bills, he and Treasurer Odom had updated various fund line items to reflect the increasing cost of electricity. The committee reviewed the Park Fund repair and maintenance line item and the Parks Committee request to put \$5000 into savings for replacement of the "Transportation Station". The committee concluded that because the repair and maintenance amount was higher than originally projected, grant sources and service organization donations should be pursued. Chairman Schulz continued a review of the proposed budget through each fund providing explanations for items, specifically loan pay off amounts, that had been researched by staff for inclusion in the budget. It was noted that the Public Safety Fund will require a much lower appropriation as the result of the decision to forego hiring a third full-time officer. As for the Cemetery Fund, it was noted that in the past, Forest Home Township has agreed to pay one-half of the expense amount that exceeded revenues. There was discussion of the Sewer Fund expense line items for meter installation at Meadow Brook and possible boiler replacement at the WWTP. Chairman Schulz suggested that a new meter may not be needed as Meadow Brook appears to have resolved the infiltration issue and that if a new boiler needed to be purchased, it could be addressed by a budget amendment. Chairman Schulz also noted the Sewer Fund bond payments and the possibility of paying them off in July 2015. Line items in the proposed Water Fund budget for the purchase of a new handheld meter unit with supporting software and one-time expenses for the new well were discussed. Motor Pool Fund Capital Outlay expenditures for the loader and snow plow truck were discussed. Chairman Schulz pointed out that even including the expenditures for plow truck and front end loader addressed in the proposed 2015-2016 budget, it is about \$8,000.00 higher than last year's budget. Chairman Schulz requested a motion to recommend to the Village Council the proposed 2015-2016 budget for approval.

Motion by Trustee Bennett, seconded by Trustee Hardy, that the Administration and Personnel Committee recommend to the Village Council, the proposed 2015-2016 budget for approval. Motion carried by unanimous voice vote.

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- 7. **New Business:** None.

- 8. **Discussion Items:** Chairman Schulz addressed the issue of establishing a standardized wage scale and implementing employee review practices. The members agreed that in preparation for the 2016-2017 fiscal budget, employee job descriptions, employee review standards and wage scales will have to be developed and approved. It was suggested that with their first paycheck, all employees receive letters advising of the process that will be implemented. Chairman Schulz also commented on the need for the Investment Committee to meet and review account assets and financial institution practices.

- 9. **Communications/Informational:** None.

- 10. **Member/Public Comment:** None.

- 11. **Adjourn:** The meeting was adjourned at 9:08 a.m.

Minutes compiled by:
Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____