

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

April 19, 2016

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:45 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy.
 - Members Absent:** None
 - Staff Present:** Lori Lockett, Clerk
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
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 the April 12, 2016 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the April 12, 2016 meeting as presented. Motion carried by voice vote with Chairman Schulz abstaining.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Additions to Village of Bellaire Personnel Policy – Police Department Holiday/Comp Time:** For information purposes, committee compared the language in Section VI, Subsection 3. Voluntary Termination of Employment to the language in employee contracts. There was discussion about the drug and alcohol testing policies for the police department that had been raised previously by Chief Drollinger. Clerk Lockett presented information from the Village attorney and requested time to clarify the specifics for the Village Policy. There was brief discussion about Police Department Holiday/Comp Time. Clerk Lockett indicated that there was holiday/comp language in the previous policy that is omitted in the current. Chairman Schulz stated that he would solicit input from Chief Drollinger. This item will be revisited at the next committee meeting.
 - b) **Employee Issue:** At 7: 52 a.m. the Chair of the meeting was turned over the Trustee Bennett. There was discussion about whether executive session was appropriate. Clerk Lockett indicated that such session would be at the request of an employee. The

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

committee is currently reviewing procedures and in the investigation phase of a complaint. Trustee Bennett stated that a letter had been received from Meadow Brook. The essence of the issue is that “the Village took action without notice to Meadow Brook Medical Care Facility or Meadowview Apartments to change the Village’s long standing practice of separately metering and billing these two entities”. Trustee Bennett asked Clerk Luckett whether she was able to find anything in past minutes of Village Council or Public Works Committee meetings that addressed the issue. Clerk Luckett indicated that the only reference to Meadowview Apartments was in a synopsis of a meeting for Public Works Committee. There are no work orders for Meadow View or Meadow Brook on file. Office staff has acknowledged the breakdown in communication and is taking steps to assure that it will not happen again. Actions taken on accounts will be documented with work orders to establish a paper trail except for accounts turned off for non-payment where there is a procedure in place. Trustee Bennett indicated that there are two remaining questions; is there any way to determine, who’s responsible for making the decision not to read the meter and who’s responsible for not communicating that decision to Meadow Brook and Meadowview? Clerk Luckett suggested that the only way to determine who made the decision would be to talk to employees. The committee requested that written statements be obtained from office and DPW staff who may have been involved in the process. Mr. Schulz expressed his concern that the decision to do something was other than standard practice, without notice to customers, and was unilaterally done. It was a breakdown in communication. His concern is that the Village Council has taken great pains to put policies and procedures in place for staff to carry out regular duties; unless there is an emergency, the process should be to work through Village Council. Trustee Hardy reiterated the need for written statements from staff who may have been involved. Employees from whom statements are requested were identified. Trustee Bennett expressed his concern about the difficulties that this could have caused Meadow Brook. Clerk Luckett was directed to prepare a letter to Meadow Brook explaining the current actions being taken. Trustee Bennett wondered how this first came to light. Speaking as the Administrative Services Director, Mr. Schulz indicated that he was in attendance at the Antrim County Building, Lands and Infrastructure Committee earlier this month because there was an agenda item – Village’s request for an easement to install a pit meter. He looked at the BLI minutes and the discussion on the placement of the meter and determined that the meter would be metering both Meadow Brook and Meadowview. He asked his assistant to pull the Meadow View invoices to make sure they weren’t being double billed. He discovered that Meadow View had not been billed since May 2014. The person who was responsible for handling the bills has left the facility so he is not able to contact her. During the time frame in question, Meadow Brook had just been contacted two months prior by the Village that they had a significant infiltrate issue. As Administrative Services Director, he was charged with working with the Maintenance Director and the Construction Manager to locate the source of the infiltrate. Once located the process by which they were going to correct it, the contracts and the pricing, there were several things of major importance they were dealing with; granted his eyes were taken off that they should have recognized that there was no invoice coming in. Being requested to fix the infiltrate as soon as possible, that was the priority of the facility. The committee will wait for the statements to see what develops and the response. Trustee Hardy wondered if there were other

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

systems out there that were overlooked, mismanaged, not documented. Mr. Schulz indicated that Treasurer Odom has provided information he requested so that he could determine the reimbursement amount to Meadow Brook. The funding is there and a paper trail for Meadow Brook has been provided. Trustee Bennett wondered if there were other situations where this occurred. Clerk Lockett explained that she was taught how to put information into to system and that there are multiple steps in the process. The paper work is saved. Trustee Bennett stated that as the Village grows it will important to get away from the “good ole boy” way of doing things. The committee will meet again Tuesday, April 26 at 7:45 a.m.

The Chair of the meeting was returned to Chairman Schulz at 8:20 a.m.

7. New Business:

a) On line Payment of Water Bills: Clerk Lockett indicated that office staff had received a request to institute on line water bill payment. Is this something that the committee would like to pursue? There are different programs that have been recommended; Treasurer Odom is gathering this information. She asked whether the committee wanted staff to explore an exterior drop box? Chairman Schulz stated that it would have to be a slot with internal storage. Chairman Schulz requested that staff collect information about the cost on line water bill payment for Village Council to consider. Trustee Hardy requested that three quotes be solicited for price comparison. Chairman Schulz said the processing fees would have to be examined as well. Other options to explore include bank transfers. Chairman Schulz wondered if there is software to incorporate on line tax payments or other fees. Trustee Hardy requested that the staff look at going paperless. Clerk Lockett stated that there are residents who do not have email or computers.

8. Discussion Items: Trustee Bennett asked about the reaction of staff to cost of living and merit pay.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:31 a.m.

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

Approved: _____

Date: _____