

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

June 19, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
  - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
  - Members Absent:** None
  - Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer; Ken Stead, DPW Director
  - 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 voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the March 20, 2018 meeting were approved as presented.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the March 20, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
  - a) **Major Streets Fund balance:** Treasurer Odom reported that the auditor had suggested that the streets millage might be allocated between major and local streets. Treasurer Odom has been researching whether the ballot language identified major or local streets. She has searched Village and county records and has not been able to find the language. Major streets fund balance is very low. Street budgets have to balance. If more fund balance is used than is available, the budget does not balance. She suggested that both major and local fund balances be watched and that the tax millage be allocated between the major and local street funds. Chairman Schulz made a motion to recommend to the village council that they monitor the fund balance for local streets and major streets and following investigation of the local streets millage history, to allocate tax revenue between local streets fund and major streets fund as needed.  
**Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to village council they monitor the fund balance for local streets and major streets and following investigation of the local streets millage history, to allocate tax revenue between local streets fund and major streets fund as needed. Motion carried by voice vote.**
  - b) **Attorney's recommendation re: overtime and compensatory time:** Chairman Schulz briefly discussed the meeting that he and Treasurer Odom had had with the village attorney about compensatory time and overtime for the DPW director. Department heads are exempt from overtime. Compensatory time is another matter. The committee reviewed the proposed changes to the DPW

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Position Description and Village Personnel Policy recommended by the village attorney. The first change to the position description was the replacement of “a management” with “an executive” in the “Position Summary” section. The second change was the addition of language in the “Responsibilities and Essential Duties” section, #14. Interview prospective Department of Public Works employees. *“While the Village Council reserves the right to make the final decision concerning hiring employees within the Department of Public Works, the Director’s suggestions and recommendations as to the hiring decision will be given particular weight by the Village Council.”* Chairman Schulz made a motion to recommend to village council to update the Director of Public Works job description with those two changes.

**Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to village council to update the Director of Public Works job description with those two changes. Motion carried by voice vote.**

The village attorney also recommended changes to the Village of Bellaire Personnel Policy. Section IV. Salary and Wages at Pay, Overtime Pay and Time Keeping on page four. “Salaried” and “hourly” will be struck from the definitions of Exempt and Nonexempt respectively. “A managerial” shall be replaced with “an executive” in the definition of Exempt. To comply with the FLSA, language shall be added to Compensatory Time in Lieu of Overtime Pay on page five that provides, “Compensatory time not used shall be paid at the rate of 1.5 times the regular rate of pay”. Chairman Schulz made a motion to recommend to village council the following updates to the Village of Bellaire Personnel Policy, on page 4 Section 2, definitions of Exempt and Nonexempt; under definition of Exempt strike “salaried” and substitute “a managerial” with “an executive”; under definition of Nonexempt strike “hourly”; and on page 5 add sentence at the end of paragraph beginning, “Compensatory Time in Lieu of Overtime Pay”.

**Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to village council the following updates to the Village of Bellaire Personnel Policy, on page 4 Section 2, definitions of Exempt and Nonexempt; under definition of Exempt strike “salaried” and substitute “a managerial” with “an executive”; under definition of Nonexempt strike “hourly”; and on page 5 add sentence at the end of paragraph beginning, “Compensatory Time in Lieu of Overtime Pay”. Motion carried by voice vote.**

- c) **DPW Supervisor letter of resignation:** Chairman Schulz noted that the committee could not take action on this agenda item and that it should say letter of retirement rather than letter of resignation. Supervisor Stead’s last day is September 17. Chairman Schulz noted that given the nature of what Stead does, it is important that village council have a successor in place and have as much training time as possible.
- d) **Review of position description, compensations & hiring criteria:** The committee cannot take action until the retirement is accepted. Chairman Schulz asked Stead to identify the “must have certifications” and “really should have” certifications identified for his position. Chairman Schulz reminded the committee of their efforts in establishing a wage scale for the positions. Stead’s rate reflects 42 years of service. Chairman Schulz explained that he had asked staff to put a request on the listserv. Information regarding DPW supervisor/director wage rates for villages similar in size and taxable value to the Village of Bellaire was presented. Trustee Bennett suggested that the committee look at the average compensation of the villages in Antrim County. Staff was directed to contact Mancelona and Central Lake for their wage rates. Staff should also contact villages in Antrim County and request their total compensation package. The position will be posted internally and advertised externally on Indeed, Facebook, and with the MML. It is important to be able to identify potential issues with the wastewater treatment extension of operations; water pressure for fire suppression for updated county facilities. The candidate will be asked about his/her level of competence and expertise to handle such issues. There

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was an acknowledgement that the position addresses a variety of functions. Stead is currently making a list of what needs to be done and by when. Trustee Bennett asked what highest current DPW hourly rate is. Treasurer Odom reported that currently it is \$19.44.

- 8. Discussion Items:** Trustee Bennett reported that a gang sign has been painted on the bridge post. Chairman Schulz has also seen it painted on the no swimming or jumping sign in the park.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** The meeting was adjourned at 8:04 a.m.

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

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

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