

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

December 28, 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, and Bradley Keiser, DPW Supervisor
 - 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 December 20, 2018 meeting were approved as presented.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the December 20, 2018 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **2019-2020 Budget Items:** Chairman Schulz noted that Treasurer Odom had updated the wages and sewer fund amounts in the budget. According to Chairman Schulz, the General Fund, Legislative, General Government, Property and Building, Zoning, Street Lights had previously been reviewed. Wage amounts in the Park have been identified as being low. Park wages were reviewed and \$11,000 was entered. Wages in Craven Park were accurate; Richardi Park wages were increased to \$7,000. Increased wages will also change Social Security, pension and retirement. The requested repair and maintenance items in Parks will be reviewed by the full council. Public Safety is complete. Major Streets will still have wages for snow removal in January and February. Local Streets wages were adjusted to reflect anticipated sidewalk reconstruction. It was noted that this budget does not reflect the higher wage rate for the previous DPW supervisor but it does include the increased wage rate based on cost of living and any increase in wages if an employee has an anniversary during the fiscal year, and is not at the top of the wage scale. Treasurer Odom explained that the specific itemization of "winter wages" was to satisfy Act 51 requirements. The review continued. Chairman Schulz reported that the Cemetery committee is meeting on January 2. Revenue wise the budget is set; expenditures include the question of mowing and maintenance. Should we look at the seasonal maintenance person who only does work in the cemetery? Should we look at a seasonal worker who works additional hours in other areas? Steve Alger had reported that 20 hours a week was not enough. DPW Supervisor Keiser noted that Mr. Alger did maintain it in 20 hours. Chairman Schulz asked about a seasonal maintenance worker working 40 hours a week, 20 of which would be outside the cemetery. There was a comment that unemployment would go up. Supervisor Keiser explained that they would be doing the mowing differently this summer; it would not fall on one person. A seasonal employee for 20 hours a week at the cemetery was recommended. Chairman Schulz made a motion,

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conditional on the approval of the draft budget, to recommend to village council that the village advertise for a 20 hour per week, seasonal DPW employee for cemetery maintenance

Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to village council that conditional on approval of the draft budget, the village advertise for a 20 hour per week, seasonal DPW employee for cemetery maintenance. Motion carried by voice vote.

The maintenance item for seed and fertilizer will be left in the budget.

The committee continued with review of the Sewer Fund budget. The comments adjacent to sewer sales and sewer ready were removed. Sewer expenses were reviewed and discussed. Adjustments were made for staff transportation and travel for training. Repairs and maintenance were reviewed. There was brief discussion about the UTV for maintenance of discharge lines and lagoon area. The USDA loan accounts for the revenues far exceeding expenses. The Water fund was reviewed. Supervisor Keiser reported that he is putting together figures for potential expenses associated with the water at the former Semrau Estates. Motor Pool fund was reviewed by item. Wages will be increased to \$26,000 for village council's review. The figures for the salt barn are pending. Capital outlay is higher based on the sale and replacement of Dodge truck and the service truck. Treasurer Odom reported that Motor Pool fund balance is low and that projected expenses exceed revenues. Treasurer Odom will have this draft budget for the village council's review at the January 2, 2019 meeting.

The committee next reviewed the proposed Fiscal 2019-2020 Wage Scales. Chairman Schulz explained the cost of living percentage applied to the average employee wages. This year the cost of living amount is 2.1% and the wage increase is .37 per hour. Chairman Schulz requested a motion to recommend to village council that they adopt the Fiscal 2019-2020 Wage Scales. Trustee Bennett made the motion.

Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council that they adopt the Fiscal 2019-2020 Wage Scales. Motion carried by voice vote.

Trustee Bennett expressed his opinion that no one working full-time should work for less than \$15 an hour.

- b) **Employee Evaluations:** Chairman Schulz began the employee evaluation review by providing the three-year comparison of the Supervisor and Peer Review evaluation percentages for each employee. Due to time constraints, a review of each employee and his/her respective evaluations will be done at the next committee meeting. The committee scheduled their next meeting for Wednesday, January 16, 2019 at 7:30 a.m.

- 6. **New Business:** None presented.
- 7. **Discussion Items:** Chairman Schulz noted that the proposed budget items include a "goodly" amount for contractor repairs and painting to the Community Hall exterior.
- 8. **Communications/Informational:** None presented.
- 9. **Member/Public Comment:** Chairman Schulz wished all a Happy New Year!
- 10. **Adjourn:** The meeting was adjourned at 8:32 a.m.

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

Approved: _____

Date: _____