

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

August 27, 2019

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
  - Members Present:** President Bennett and Trustee Hardy
  - Members Absent:** None
  - Staff Present:** Lori Lockett, Clerk, Bradley Keiser, DPW Supervisor, and Bill Drollinger, Police Chief
  - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.  
**Motion by President Bennett, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration & Personnel Committee minutes of the July 12, 2019 meeting were approved as presented.  
**Motion by President Bennett, seconded by Trustee Hardy, to approve the minutes of the July 12, 2019 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Seasonal/Part-Time Police Officer:** Chief Drollinger reported that two candidates had submitted applications for the position however, the second was not qualified because he was not certified at the time he applied. Chief Drollinger would like the committee to consider Mr. Lassiter. Mr. Lassiter has 25 years at Charlevoix County. He is leaving due to his length of employment effecting his retirement. He has a wage request that puts him at the top of the wage scale. Mr. Lassiter has met the Public Safety Committee. The current position is seasonal. The goal is to hire a third full-time officer next year. The hiring process requires an interview and recommendation from this committee. There was brief discussion about available meeting dates and times to interview. Members are available August 29 or August 30 at 7:30 a.m. Chief Drollinger indicated that the candidate's background has been checked. The position has already been approved. President Bennett expressed his opinion that the village needs another patrolman. Chief Drollinger expressed his intention to go to 10-hour shifts. He will contact Mr. Lassiter to confirm availability for an interview. President Bennett thanked Chief Drollinger for bringing them such a qualified candidate to interview. Any recommendations will be made at the next meeting.
7. **New Business**
  - a) **DPW Supervisor Contract:** Clerk Lockett explained that Supervisor's Keiser's one-year contract was up September 10, 2019. The village council had recommended him for the position with the provision that he obtain his water license within the year. Supervisor Keiser explained that the day after the village council decision was the deadline for applying to take the licensure examination. He took the test without the benefit of any training classes. He is currently enrolled in classes and the next test is in

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November. President Bennett expressed his goal to make sure employees know how much they are appreciated. Supervisor Keiser stated that most of the testing addressed areas with which he had no experience. He will be going downstate to take courses presented by the DEQ and developing a training regimen for other DPW employees. The village does not treat or chlorinate the water. Much of the testing dealt with these calculations. Chief Drollinger commented on the accomplishments during the year. Morale and projects are up. Positive comments have been posted on Facebook. Clerk Luckett expressed her gratitude for the work done by Supervisor Keiser and his efforts. President Bennett asked for Clerk Luckett's recommendation. She explained that it was up to the committee; they could recommend a three-year contract which is the standard or, if concerned about the licensure the contract could be extended for another year. There was brief discussion about the classes and testing procedure. Each committee member stated their preference for a three-year contract. President Bennett made the motion to recommend that Supervisor Keiser's contract be extended for three years.

**Motion by President Bennett, seconded by Trustee Hardy, to recommend to village council that Supervisor Keiser's contract be extended for three years. Motion carried by voice vote.**

8. **Discussion Items:** There was brief discussion about the time sheet requirements for salaried personnel and whether there was a different way of keeping track. Supervisor Keiser reported that his telephone goes off at all hours. Some communities, Elk Rapids and Central Lake, do an average or percentage of salary for each department. Discussion of proration will be addressed as new business at the next meeting. President Bennett asked about the Public Works recommendation to review proceeding with the sewer project. Supervisor Keiser provided a brief history of the project and the current scope of work to be done. The project is now 2.3 million to rebuild four lift stations and one manhole. In the past staff has expressed concerns. The repercussions of not proceeding are being reviewed. The bond anticipation note payment is due October 1, 2019. Supervisor Keiser reported that the water project will cost 4 to 6 million and has to be started by 2021. The sewer project is not a mandate and can be worked on. There was discussion about the water/sewer rates and current budget. A permit has been issued for the sewer project and needed easements have been recorded. There was discussion about public education of the need to increase water and sewer rates. Questions continue about the ready to serve fees. Supervisor Keiser noted that there are public education opportunities through Michigan Rural Water. Trustee Hardy expressed his support for a public education hearing to address water and other projects, including sidewalks. President Bennett asked about funds available for tree removal. There was consensus that the weather has taken its toll on local trees. Trustee Hardy asked about the status of road patching. Supervisor Keiser reported that Reith-Reilly is on strike again. According to Supervisor Keiser, Reith-Reilly has always been good to the village and has done good work. This is the second summer they have gone on strike. The MDOT project to widen the intersection in front of 4Front Credit Union is now on hold.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** The meeting was adjourned at 8:20 a.m.

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

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

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