

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

January 30, 2020

7:30 a.m.

1. **Call to Order:** Chairman Bennett called the meeting to order at 7:33 a.m.
2. **Attendance**
 - Members Present:** Chairman Bennett, Trustee Ciganick, and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk; Bradley Keiser, DPW Supervisor; Bill Drollinger, Chief of Police; and Cathy Odom, Treasurer
 - Others Present:** Chris Thompson, Chris Grnya, and Aaron Kirt
3. **Approval of Agenda:** Cemetery Maintenance Worker was added as item b under New Business. The agenda was approved as amended.
 - Motion by Trustee Ciganick, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration & Personnel Committee minutes of the January 27, 2020 meeting were approved as presented.
 - Motion by Chairman Bennett, seconded by Trustee Hardy, to approve the minutes of the January 27, 2020 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **DPW Maintenance Worker Interviews:** Two candidates, Alan Balko and Jesse McLellan were scheduled for interviews in 15-minute intervals. DPW Supervisor Keiser began each interview providing a synopsis of the position, the work week, and expectations. Trustee Ciganick added that the interview process is as much an opportunity for the candidate to ask questions to make sure the position is a good fit. Supervisor Keiser explained that the position requires a Class B CDL with air brakes. The village pays for the testing. If offered the position, a background check is done. DPW employees are subject to MDOT requirements for random drug screening. The primary focus is maintaining infrastructure and village properties. They do the mowing and trimming, garbage removal, snow removal, water leaks, street repairs. All employees are working to obtain S3 water licenses to be a licensed water operator in the state of Michigan. All will work towards an education and license of some sort in the wastewater treatment plant. Each worker carries the emergency telephone every four weeks, Thursday to Thursday. The employee is limited to travel within 15 minutes of town during this week. The emergency telephone pay rate is 6 hours of overtime for the week, and if carried over a holiday, 8 hours of overtime. Comp time may be taken in lieu of overtime. The emergency telephone time corresponds to the winter snow watch. The job can be very physical, work is done in all types of weather. Each employee represents the village and works for the taxpayers. It is

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

important to act accordingly. Each candidate was asked about his reasons for seeking a position in the public sector and whether he had an aversion to working around wastewater. There was discussion about respective backgrounds and qualifications. Mr. Balko asked about the average work day. Supervisor Keiser explained the work day schedule and variety of current tasks. Committee members acknowledged that it is not routine. Mr. McLellan was asked about the specific work he did for Matt's Underground. Mr. McLellan indicated that 70% dealt with directional boring, 30% welding and working on equipment. There is some repetition and lots of travel with his work. He asked about the timeline for a CDL. Supervisor Keiser explained that it is completed during the probationary period. Trustee Ciganick asked each candidate about their respective weaknesses. There was a brief explanation of the starting wage, probationary period, and wage scale. Supervisor Keiser also explained the health insurance and other benefits including paid leave, clothing allowance, pension contribution, and optional retirement plan through MERS. The hiring recommendation and approval process was explained.

At the conclusion of all interviews, discussion occurred about each candidate and their respective qualifications and interest in the position. Experience with directional boring is a strong plus. Because of the upcoming water project there was focus on one candidate and his skills. Trustee Ciganick made a motion to recommend to village council, Jesse McLellan for the position in the Department of Public Works pending completion of requirements in the hiring policy.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to recommend to village council Jesse McLellan for the position in the Department of Public Works pending completion of the requirements in the in hiring policy. Motion carried by voice vote.

Based on the experience in hiring the last DPW maintenance worker, Supervisor Keiser requested an additional recommendation. A motion was made that in the event Mr. McLellan declines the offer for employment with the village, the same offer be extended to Mr. Balko.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to recommend to village council that in the event Mr. McLellan declines the offer for employment with the village, the same offer be extended to Mr. Balko Motion carried by voice vote.

b) Personnel Budget Issues

1) Health Insurance: Chairman Bennett explained that the current health insurance is increasing in cost over 11%. The committee will be reviewing insurance options. It may be necessary to go to a higher deductible plan with the addition of an HRA. Employees would have to turn in receipts for reimbursement. Employees comments were solicited. There was brief discussion about dropping certain procedures in the health insurance coverage. Removing one procedure would save \$75 per month. Cost of living has been figured into the 2020-2021 wage scale. Trustee Ciganick acknowledged that the village revenue is set. Employees asked about the deficit and raised concerns about the change in insurance. Supervisor Keiser reminded all that the water project is a state mandate. Rather than paying someone else to do the work, equipment can be purchased and DPW staff can do the work at a significant savings to the village. Purchasing the pieces of equipment may be expensive in the first two years, but over the length of the water project, it makes sense. Supervisor Keiser stated that line replacement must start next spring. Chris Thompson expressed his opinion that employees should not have to pay for the cost of equipment. There was discussion about a reimbursement program in conjunction with insurance. Supervisor Keiser stated the deficit is the water project and the paving of Broad Street. Trustee Ciganick explained that insurance options are still being reviewed and that the deficit is addressed by reviewing line items. Chief Drollinger asked

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

what other cuts are going to be made. Trustee Ciganick explained the goal is to stay the course with insurance, either with current insurance or a reimbursement program to maintain the same level of insurance. Chief Drollinger asked about available cash and other funds. Treasurer Odom explained that fund balance to cover expenses is not a cash account. Trustee Ciganick expressed his belief that employees were there to address the insurance. Chief Drollinger asked what is available to work with in order to balance the budget. If there are issues, what are the priorities? Chief Drollinger said that the water project is important but the state has not provided consequences. There was discussion that the state has mandated line replacement. Supervisor Keiser stated that at least 5% of the lines must be replaced each year beginning in 2021. Trustee Ciganick stressed that looking at the numbers and the long-range plan to replace the water system pieces, hands down it makes sense for the village to own its own equipment. This is why we are trying to figure out a way to purchase the equipment. The budget is being scrutinized and is a plan. Treasurer Odom commented that some adjustments have already been made. Some of the budget numbers will be hard-coded. Chairman Bennett expressed his appreciation for comments from staff. He expressed his desire to protect staff and opinion that employees should not have to subsidize the village. The committee will continue its review of the budget. There was brief discussion about tabling the matter. Chairman Bennett asked if Trustee Ciganick would meet with a couple of employees. Trustee Ciganick expressed his willingness to meet with Treasurer Odom to review the budget. Treasurer Odom stated that decisions have to be made so that the budget can be approved in February. Because the health insurance plans reviewed do not meet the requirements of an HRA policy, the insurance representative is willing to provide information about an HRA policy. The committee requested this information.

2) Wages: The 2020-2021 Wage Scale was recommended for approval.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to recommend to village council to approve the rate increase as presented at this meeting for the 2020-2021 budget. Motion carried by voice vote.

Chairman Bennett noted it is a 2.3% increase, or .38.

3) Merit Pay: Chairman Bennett asked Treasurer Odom whether there were any funds available. Treasurer Odom stated that as soon as the budget is finalized, the committee will know whether funds are available or not. Chris Thompson requested clarification on the budget from which merit pay is paid. It was explained that the amount is based on budget funds available in the year paid. Trustee Ciganick stated that based on current budget discussions and health insurance, he suspects there will not be sufficient funds left. The committee scheduled another meeting for Monday, February 3 at 7:30 a.m.

7. New Business

- a) **2020-2021 Budget Review:** Chairman Bennett stated that budget review will continue on Monday.
- b) **Cemetery Maintenance Worker:** Chairman Bennett stated that the cemetery worker has resigned. Supervisor Keiser reported that he had contacted him and he said that he will not be returning this season. Supervisor Keiser requested permission to start the process. Chairman Bennett suggested that the decision be postponed. After brief discussion it was decided that a recommendation to post the position be made. Motion was made by Trustee Ciganick to recommend to village council that they allow the Department of Public Works Director to post the job opening for a part-time cemetery maintenance person.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

Motion by Trustee Ciganick, seconded by Trustee Hardy, to recommend to village council that they allow the Department of Public Works Director to post the job opening for a part-time cemetery maintenance person. Motion carried by voice vote.

- 8. Discussion Items:** None presented.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** Chief Drollinger stated that we need to keep working on the budget.
- 11. Adjourn:** The meeting was adjourned at 8:59 a.m.

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

Approved: _____

Date: _____