

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

October 3, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:32 a.m.
2. **Attendance**
  - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
  - Members Absent:** None
  - Staff Present:** Cathy Odom, Treasurer and Bradley Keiser, DPW Director
  - Others Present:** None
3. **Approval of Agenda:** The agenda was approved with the additions of f) Paid Leave Payout Request.
  - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the August 22, 2018 meeting were approved as presented.
  - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the August 28, 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) **DPW Maintenance Worker position:** Chairman Schulz informed the committee that the position had been advertised and there were 11 applicants. He explained the recent update to the DPW Director Position description regarding exempt or non-exempt status. Because the position is exempt, legal counsel recommended strengthening language about the DPW Director having input in the recommendations for hiring and the termination of employment. With that in mind, Chairman Schulz noted that one of the applicants is related to the DPW Director. The employee handbook contains a provision on “relatives”. There is the ability to hire so long as the relative does not answer directly to the DPW Director. Chairman Schulz will be bringing this to council’s attention at tonight’s meeting. Because the winter season is close, staff suggested that a village council special meeting be held for approval of the new hire. There was brief discussion about DPW Director Keiser reviewing the applicants and respective qualifications and ranking them so the top five candidates could be scheduled for interviews. The next meeting with interviews may be scheduled for Tuesday, October 9, 2018 at 7:30 a.m. or Thursday, October 11, 2018 at 10:00 a.m.

**VILLAGE OF BELLAIRE  
ADMINISTRATION AND PERSONNEL COMMITTEE**

- b) **DPW Director Telephone and Vehicle:** There is nothing in the DPW Director's agreement that addresses the telephone and vehicle. Chairman Schulz noted that Chief Drollinger takes his cruiser home and in the past Ken Stead took one of the vehicles home. Rather than putting it into the agreement as a unique item, Chairman Schulz would like village council to consider and approve the request at tonight's meeting allowing DPW Director Keiser to take his work vehicle home so that he may respond to emergencies from home. The DPW telephone does not have text messaging so DPW Director Keiser is using his personal phone. There is cost sharing between the village and the fire department for Chief Drollinger's phone. Treasurer Odom pointed out that the IRS requires amounts paid as a benefit to be included on the employee's W-2. The vehicle is technically a benefit, the fair market value of which should be calculated and placed on the employee's W-2. However, during John Hanson's tenure, a policy was made to allow the DPW Director to take his vehicle home without it being reported. DPW Director Keiser stated that he had contacted MML and LARA and had been told that because his position is 24/7, 365 days a year the vehicle is not considered a benefit. There was discussion about the telephone. Keiser explained that he is using two telephones. Treasure Odom explained that the village DPW telephone is a flip phone. DPW Director Keiser requested a stipend for use of his telephone so that he does not have to carry multiple telephones. The county provides a stipend to an employee. Treasurer Odom will look into a stipend and reporting requirements.
- c) **Cemetery Maintenance Position:** Steve Alger is concerned about his position in the cemetery and the nepotism policy. DPW Director Keiser noted that Alger comes to him for equipment and fuel logs; he is the only maintenance worker at the cemetery. Chairman Schulz requested that this be added to the agenda of tonight's council meeting.
- d) **"John Hanson Days":** Chairman Schulz explained that during John Hanson's tenure as village president, the village did away with sick days and employees at the time transitioned to an extra 40 hours of paid personal time. Hires after 2007 do not get that time. There are four employees who do not receive this time. Chairman Schulz requested that this item be added to the agenda of tonight's council meeting. Treasurer Odom suggested that if approved, the handbook should be amended. The reason for the change was explained. From a budgeting standpoint, all employees are paid for 2080 hours. The concern is multiple employees being gone at one time. Treasurer Odom asked about salaried employees being paid for timed work. Village counsel will be contacted to discuss this matter. The employee handbook will be reviewed. Salaried employees are paid for 40 hours but they may work less or much more.
- e) **Advertising Policy for Employment:** Clerk Luckett was wondering about consistency in advertising for new hires. Chairman Schulz made a motion to recommend to village council that the village clerk be authorized to draft an advertising policy for open positions.
- Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council that the village clerk be authorized to draft an advertising policy for open positions. Motion carried by voice vote.**
- f) **Paid Leave Payout Request:** Chairman Schulz explained that Ken Stead met with and sent him an email about Stead's accumulated paid leave. Chairman Schulz explained what he thought Stead is requesting. He believes he is owed accrued vacation that would have been made available in April 2019. Chairman Schulz read the paid leave provision from the handbook. Members of the committee interpreted the provision contrary to Stead. Past practice supports the committee. Staff was directed to send to handbook pages to legal counsel. Village council will be informed of the question. The committee does not have a recommendation at this time.

**VILLAGE OF BELLAIRE  
ADMINISTRATION AND PERSONNEL COMMITTEE**

8. **Discussion Items:** DPW Director Keiser was requested to get clarification on compensatory time versus overtime. He wondered about the difference between the Public Safety and the Department of Public Works. Treasurer Odom suggested that he was reviewing an old policy. Chairman Schulz suggested that they could meet during his office hours to review the current policy. The second question dealt with a First Responder Policy. Currently there are two volunteer firefighters in the department. In the past, they were not allowed to leave for certain calls. Is this something that is up to the DPW Director? The committee members agreed that there needed to be a policy developed. This matter will be referred to legal counsel. Staff was directed to contact Lamina about their policy. Another DPW employee is questioning a provision in the handbook about overtime requirements. Overtime is paid for work over 40 hours per week. The last question, whether the DPW Director could be compensated for carrying the emergency telephone.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:**
11. **Adjourn:** The meeting was adjourned at 8:26 a.m.

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

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

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