

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

January 31, 2022

3:00 PM

I. Call to Order: Meeting was called to order at 3:00 PM

II. Roll Call - Attendance:

Present: Bryan Hardy, Dave Ciganick, and Dan Bennett

Absent: None

Staff Present: Nicole Essad, Clerk; Cathy Odom, Treasurer; and Bradley Keiser, DWP Supervisor

III. Approval of Agenda: The agenda was approved as presented.

Motion by Bennett, seconded by Hardy to approve the agenda as presented. Motion Passed by unanimous voice vote.

IV. Approval of Minutes – January 25, 2022: The minutes of the January 25, 2022 meeting were approved as presented.

Motion by Hardy, seconded by Ciganick to approve the minutes of the January 25, 2022 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business

- a. FY 2022-23 Budget:** Treasurer Odom stated that she highlighted areas that could be cut within the General Fund. She then directed the Committees attention to page 6 of the budget, which showed the General Fund Fund Balance being uses and projected use for the upcoming fiscal year. She stated that the totals will be adjusted a little bit because of the month of February. She went on to explain the amount of spendable fund balance for the General Fund, and how much was spent thus far. She then explained that with the proposed deficit in the 2022-23 budget, the total fund balance for after 2022-23 would be approximately \$182,000 which is below the 30% fund balance per the policy. She stated that the fund balance is still positive, but it is less than the 30% the Council wanted. DPW Supervisor Keiser asked what the number was the 30% fund balance. Treasurer Odom stated that the fund balance is supposed to be 30% of expenses. General Discussion was held about the 30% being lower once the two big projects were done because the expenses should be lower for the following

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fiscal years. Treasurer Odom stated that part of the fund balance use is to complete the projects, but the other part is because the expenses exceed the revenues. She stated that if the Committee wanted to lower the fund balance being used then cuts would need to be made. She also stated that the fund balance is there, but the deficit is also there, and is not going away. Trustee Ciganick stated that this time next year the Village is \$100k short in the fund balance. Treasurer Odom stated that yes, it would be \$100k short of the 30%. She stated that that could change, based upon what is spent during the year. DPW Supervisor Keiser stated that in 2023-24 the finishing of the ballfields and bathrooms would not be there. Chairperson Bennett asked if the fund balance would start to grow after the projects are completed. Treasurer Odom stated that it would only grow if the revenues exceeded the expenses. DPW Supervisor Keiser asked what is costing the General Fund the most currently. Treasurer Odom stated it was public safety with the third officer. DPW Supervisor Keiser stated that he could cut about \$18,000 from the General Fund but it is not enough to reach the \$100k. Treasurer Odom explained that the General Fund supports the Public Safety Fund, as a transfer out from General Fund and revenue to Public Safety. She stated that approximately \$237,000 will be transferred from General Fund to Public Safety. Chairperson Bennett stated that there were discussions about Public Safety going for a millage, but he did not think that it would pass. Clerk Essad stated that she estimated some numbers, and if the taxable value for the Village was \$36 Million, then it would take 6.584 mils to completely fund the Public Safety Budget. She stated that that would cover what General Fund gives to Public Safety. Chairperson Bennett stated that Central Lake is funding their police department through the millage. Clerk Essad stated that they are fund about half of the police budget through the millage. She then explained that 3.806 mils would be about half of the Public Safety money that comes from the General Fund. She then explained that staff would not have solid numbers to meet the deadline for the May election, but it could be on the November ballot for the 2023-24 budget. Chairperson Bennett stated that he did not think it would pass due to inflation, but maybe sometime in the future it would pass.

Treasurer Odom stated again that she highlighted some area that staff thought could be cut. DPW Supervisor Keiser stated that he and Treasurer Odom talked about the Village not paying ready to serve fees for water and sewer. He explained that Richardi Park does not pay water and sewer fees at all, but other areas do pay for those. He stated that if the Village did not pay ready to serve fees, then the General Fund would save approximately \$3,000 for just Craven Park alone. General discussion was held about the Village not paying ready to serve fees but keep paying for water and sewer per usage. Trustee Ciganick agrees with that, but if there is a revenue stream, i.e., Craven Park when the water is on, then the water and sewer should be charged for. Trustee Ciganick stated that he would advocate that any non-revenue producing entity of the Village is not charged for ready to serve fees. DPW Supervisor Keiser stated that those buildings would still pay the normal water and sewer bills but not the ready

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to serve fees. General discussion was held about proceeding with this idea and it would be saving the General Fund approximately \$6,000 a year. Trustee Ciganick stated that this was how you get a balanced budget by nickel and diming it, as long as the staff is not painting a false picture. He stated that the Village cannot not buy a mower because it has to mow the parks. He then stated that every single one of the highlighted portions would be cut. He stated that if in the future the Village gets more businesses, and more homes sell then there will be more tax revenue. General discussion was held about projected numbers from Forest Home Township.

DPW Supervisor Keiser stated that there are things in the highlighted portions that happened every year. He asked if all of that was being cut. Treasurer Odom stated that the Committee will go through each item. She stated that the server could be removed along with the Treasurer's Computer. She further stated that a picnic table for the restrooms could be removed. Trustee Ciganick stated to remove the server, and chairs. Treasurer Odom asked about the computer. Trustee Ciganick stated that it should be removed if Treasurer Odom thought she could get another year out of it. Trustee Hardy and Chairperson Bennett agreed with those. Trustee Ciganick stated to remove the picnic table, and the mini splits for the Community Hall. Clerk Essad stated that the fireproof cabinet for the Zoning Budget could also be removed.

Treasurer Odom stated that there is a new department for the Downtowns Bathrooms. She stated that water and sewer could lowered if Council states to not pay ready to serve fees. She also stated that under repair and maintenance there needs to be amounts added for toilet paper, etc. She also explained that that the capital outlay is only to finish the bathrooms; it does not include toilet paper holders, dryers, etc.

Trustee Ciganick stated that thus far the reductions total \$33,000. Treasurer Odom stated that under Motor Pool there is a new lawn mower and trailer. DPW Supervisor Keiser stated to remove the trailer and he is 50/50 on the mower. Trustee Ciganick stated that the mower needs to stay in and drop the trailer. Treasurer Odom stated that under Parks there is \$1000 for engineering, which was only put in there for just in case. DPW Supervisor Keiser stated to remove it. General discussion was had about why it was included. Trustee Ciganick stated to remove it.

General discussion was held about the quote for a different garbage service, Treasurer Odom stated that Waste Management was double what GFL is, and she could not find another company to call. DPW Supervisor Keiser stated that Revolution did not want to get involved because the Village owns its dumpster. General discussion was held about the frequency of the dumpster being dumped.

DPW Supervisor Keiser asked about the porta-potties for Parks when the downtown has a bathhouse now. He thought to cut the porta-potties at Ohio Street because of the

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new Public Restrooms downtown. Treasurer Odom stated that they are \$1780 per month and are at the launches about 6-7 months. DPW Supervisor Keiser stated that at River Street launch there are the Richardi bathrooms within walking distance, and at the Ohio Street launch there are the downtown bathrooms. Trustee Hardy stated to remove the porta-potties from the Ohio and River Street launches. General discussion was had about removing the porta-potties from the launches. Trustee Hardy stated to remove them both. Trustee Ciganick stated to only remove River Street. Chairperson Bennett stated to remove them both but put signs telling people where the bathrooms are.

General discussion was held about removing dust control and getting a different company for treatment of the Soccer Park. Trustee Ciganick asked if the Village could get a quote from Weed-Man for the Soccer Park. Trustee Ciganick stated to keep dust control in.

Treasurer Odom stated that was all in the General Fund. Trustee Ciganick stated that the Committee cut approximately \$47,000 out of the budget. He was satisfied with that amount. Treasurer Odom stated that brings the projected deficit under \$200,000.

Treasurer Odom went on to explain that Major Streets was normal. DPW Supervisor Keiser stated that he may be able to use Central Lake's new sweeper and little to no cost. Trustee Ciganick stated he likes to see the small municipalities work together, but that the Village would need to be careful about liability insurance. DPW Supervisor Keiser stated that working relationships with other governments around is really good right now. Treasurer Odom stated Major Streets should be good, unless this Committee sees something.

Treasurer Odom stated it is pretty much the same for Local Streets, but the only thing that was not put in there was the S Genessee repaving. DPW Supervisor Keiser stated that was going to be approximately \$240,000.

Treasurer Odom moved on to Public Safety. She stated that when she removed the wage increase to only cost of living it saved the Village about \$34,000. She stated that it also saved on the pension and moving Officer Gray to her father's health insurance also saved the Village money. Treasurer Odom stated that Public Safety is increasing the amount it gets from the General Fund by about that same amount. Trustee Ciganick asked if the \$34,000 included the withholdings and taxes. Treasurer Odom stated yes it did. She stated that the approved 2021-22 from General Fund was about \$189,000 and now it is about \$237,000. Treasurer Odom stated that staff is hoping that the police vehicle will be covered by the Public Safety Fund Balance, and not transfer money from the General Fund for it.

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Treasurer Odom stated the Cemetery Fund is like it always is. DPW Supervisor Keiser stated that the mower person is not coming back next year. He stated that if the current guy is going to come back, he wants to only do the cemetery, but if he was to mow all the parks then the current guys would not come back. General discussion was held about the seasonal mower position and having two people (one for cemetery and one for the rest) versus having one person do it all. DPW Supervisor Keiser asked to post the seasonal mower position to see if there is an applicant. Trustee Ciganick stated that would be the obvious route. General discussion was held about the benefits of having a seasonal mower position because of the water line projects and sewer projects going on. It was noted that this would mean that other DPW employees could do those projects and not have to mow. Trustee Ciganick suggested having the current mower come back for only the cemetery and find another person to mow the other parks. He stated that it was up to DPW Supervisor Keiser to decide on hours needed. DPW Supervisor Keiser stated that to pay someone to only do the cemetery is one 8-hour day every two weeks. He stated that the bulk of the mowing is the parks. Trustee Ciganick stated that there is a budget for the seasonal mower, so a person needs to be hired to get it done. Trustee Ciganick suggested that the total hours are 32 per week and that can be split between the cemetery mower person and the other mower person for the rest of the parks. Trustee Hardy stated that he likes the idea of having someone regular at the cemetery because it has never looked as good as it did. DPW Supervisor Keiser explained that it was not just a cemetery position it was all the parks. He stated that we just had someone who cared about the job.

Motion by Ciganick, seconded by Bennett to recommend to the Village Council that staff post the part time seasonal mower position. Motion Passed by unanimous voice vote.

Treasurer Odom stated that the Sewer Fund was looking good. She stated that there was a screening chamber was in there, but the bids are coming in at higher than expected. DPW Supervisor Keiser stated that if the project cannot be completed with the amount in there, then it will not be done, but other projects may be completed. Treasurer Odom explained the Sewer Fund Fund Balance.

Treasurer Odom explained that the lead line replacements were not as high as expected, so the Water Fund is putting money into fund balance this year.

Chairperson Bennett stated that with these two funds there is almost \$700,000 in fund balance. DPW Supervisor Keiser stated that these are separate funds. Chairperson Bennett asked if other funds could borrow against that fund balance. Clerk Essad stated no. Treasurer Odom stated that that could not be done with enterprise funds. DPW Supervisor Keiser stated that the unrestricted amounts in these funds could be used for the purpose of water, or sewer respectively. Clerk Essad further explained

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that Water Fund could use the Water Fund Balance and Sewer Fund can use the Sewer Fund Balance.

DPW Supervisor Keiser asked if Water could help pay for the repaving of S Genessee because the reason for it being repaved is the lead line replacement. Trustee Ciganick agreed. Treasurer Odom stated that it could be looked at. Trustee Ciganick stated it is only going to get more expensive to repave it. DPW Supervisor Keiser agreed.

Treasurer Odom stated that it would be about \$120,000 from Local Streets and Water Funds each. General Discussion was held about splitting the cost between the two and how that would affect each funds' budget and fund balance. Treasurer Odom stated that it could be done. Trustee Ciganick stated that yes is the answer. Trustee Hardy stated to get it done. It was noted that a rate study is trying to be completed again.

Treasurer Odom also stated that under Water and Sewer there needs to be added \$720 for two people to go to the rate study class.

It was the consensus of the Committee to move forward with the budget and cuts as discussed.

VIII. New Business

- a. **Short Term Disability:** Chairperson Bennett asked where he could find Short Term Disability in the budget. Treasurer Odom stated that it is under the line item called Fringes in all the funds. Treasurer Odom stated that all the hourly employees have short term disability that the Village pays the premium for. Chairperson Bennett stated that he thought it was double dipping that the employees get both paid leave time and Short-Term Disability. General discussion was held that the Short-Term Disability was a benefit that was approved by Council, and that if an employee needs to have time off, then the policy will pay 66% of their wages during the time that they are off. It was further explained that employees could not take both paid leave time and the Short-Term Disability, and the Short-Term Disability was for 26 weeks. Chairperson Bennett asked where in the handbook Short-Term Disability was a benefit. Clerk Essad left the room to get the handbook and searched for it. She did not find Short-Term Disability listed as a benefit in the handbook. Chairperson Bennett stated that he thought that was an expense that the Village should not have. He suggested a bank, where employees would donate a paid leave day to the person who was sick. DPW Supervisor Keiser asked what happened if there was surgery and the employee did not have paid leave days. Chairperson Bennett stated that could be dealt with by having everyone contribute one day of paid leave time to that person. Treasurer Odom stated that there is only 11 employees. Chairperson Bennett also stated that the employee could pay for long term disability. Treasurer Odom stated that it would be the responsibility of the employee to pay for the Short-Term Disability. DPW Supervisor

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Keiser stated that the Chairperson Bennett wanted to take the employees' Short-Term Disability away and make them go buy it themselves. He stated that would save about \$2,000 per year. He stated that he could get Short-Term Disability through the Village for approximately \$321.66 per year. He explained that if he went through AFLAC it was \$2400 per year. He stated that he was willing to pay for the Short-Term Disability if he had to. He stated that he did not like long term disability because too many people go on that and never come back to work. Chairperson Bennett stated that the Village could deal with the people that do not have the paid leave time through a bank. Trustee Hardy asked how many days before Short-Term Disability kicks in. Treasurer Odom stated that if it was an accident then it would be immediately, but if it was an illness then it would be 7 days. He clarified that the employee should be able to use the paid leave time prior to the Short-Term Disability kicks in, but once the Short-Term Disability kicks in then the Village does not pay the employee. General discussion was held about if the employers pay for Short-Term Disability. Trustee Ciganick asked about what the cost per employee was for Short-Term Disability. Treasurer Odom stated that varies depending on age. She stated that most employees are about \$300-\$400, however Chief Drollinger is about \$1,000 because of his age. Trustee Ciganick asked if it would be about \$5,000 for Short-Term Disability for the year. Treasurer Odom stated that it is about \$3,00 per year for Short-Term Disability for the Village. General discussion was had about how many times it was used in the past year. General discussion was also held about if the Short-Term Disability Policy would lower rates for workers compensation or other insurances, and whether it was the Village's responsibility to pay for insurance if someone got hurt at home. Chairperson Bennett stated that Short-Term Disability is not in the current handbook. Trustee Ciganick stated that there have been multiple discussions about absorbing the health insurance costs, and to try to raise police officer pay but had to rescind that for obvious reasons and hope to increase benefits for employees. He stated to then turn around and look at a \$3,200 number and cut a benefit that the employees already realize, he is opposed to it. Treasurer Odom explained that the health insurance is now approximately \$16,000, because Officer Gray is on her father's insurance still.

Treasurer Odom stated that this was here to ask to add DPW Supervisor Keiser to the policy because he is a salaried employee who does not have it currently, but after the previous discussion she is not sure what the Committee wants to do. DPW Supervisor Keiser stated that he is willing to pay the premium for himself through the Village's policy. Clerk Essad stated that addition of DPW Supervisor Keiser to the policy is in the budget that was just discussed. Chairperson Bennett stated that he has difficulty paying it when it is not in the handbook. General discussion was had about why the salaried positions was not on the policy, and how Short-Term Disability works with paid leave time. General discussion was held about revamping the handbook. General discussion was held about office staff also being included on the policy, but office

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staff can work from home if injured, while the DPW Supervisor position cannot.
Chairperson Bennett suggested the bank again.

Motion by Ciganick, seconded by Hardy to recommend to the Village Council that staff verify it was approved by Council that the Village pays for the Short-Term Disability policy, and if it was, then to add DPW Supervisor Keiser to that policy at no cost to him. Motion Passed by unanimous voice vote.

IX. Correspondence/Reports: None presented.

X. Member/Public Comment: Chairperson Bennett thanked Trustees Hardy and Ciganick for their work on the budget. Trustee Hardy recommended to take another look at the handbook. DPW Supervisor Keiser suggested that one of the Committee members sit down with department heads to go through the handbook. Clerk Essad asked if Trustee Hardy was volunteering to do that. Trustee Hardy stated he would.

Treasurer Odom stated that there will need to be one more meeting for merit pay, and one member needs to meet with DPW Supervisor Keiser and Chief Drollinger to go over reviews.

XI. Adjourn: The meeting was adjourned at 4:17 PM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____