

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

January 18, 2021

7:30 AM

I. Call to Order: Meeting was called to order at 7:35 AM

II. Roll Call - Attendance:

Present: Bryan Hardy, Dave Ciganick, and Dan Bennett

Absent: None

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

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

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

IV. Approval of Minutes: Tabled until next meeting.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business:

a. Wage Increase: Treasurer Odom presented the new wage scale, with the cost-of-living increase of 1.6%. She stated that it is included in the budget.

b. 2021-2022 Budget: Treasurer Odom presented the final draft of the budget. She asked if there were any questions. Trustee Ciganick asked if Treasurer Odom thought we were good with this budget. She stated that she thought that it was close. General discussion was held about the budget. Trustee Ciganick asked about if the fraud insurance that was talked about. Treasurer Odom stated that was taken into consideration and is in a different line item. Trustee Ciganick asked if there is anyway to find more then the \$10,000 to set aside for public bathrooms downtown. Treasurer Odom asked about the cost. DPW Supervisor Keiser stated that it would be at least \$40,000. He stated that putting away the \$10,000 so that can be a match for grants. Clerk Essad stated that we are starting to save for them for grants. Trustee Ciganick asked about repair and maintenance under Parks. He then asked about the parking lane on M-88. DPW Supervisor Keiser stated that the Village will not be reimbursed for this work. Trustee Ciganick asked if the gas and weight tax would increase because of COVID. Treasurer Odom stated that this year will be less but next year it will be

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

more. Trustee Ciganick asked about the sidewalk extension to M-88 Grind. DPW Supervisor Keiser stated that there was a grant that was applied for. Trustee Ciganick asked about the sale of cemetery lots. Treasurer Odom stated that she estimated from last year's sales. Trustee Ciganick suggest another \$1,000. Treasurer Odom agreed. Trustee Ciganick asked about repair and maintenance in public safety. Chief Drollinger stated that he is having issues with one of the vehicles, and that the Public Safety Committee did not want to drop it any lower. Trustee Ciganick asked about using the fund balance in the Water Fund. DPW Supervisor Keiser stated that that was to buy equipment for last budget. Treasurer Odom stated that if the expenses exceed revenue then Fund Balance will be used. Trustee Ciganick asked where this would be done. Treasurer Odom stated the Water fund, Motor Pool, Local Streets, and public safety – this will be fixed when she does the transfer from the general fund. Treasurer Odom stated that budget is about \$390,000 over revenue but as we finalize the numbers prior to the February hearing date that will change. Trustee Ciganick asked about the status about the wood boiler at the DPW shop. DPW Supervisor Keiser stated that the homemade boiler is going to be replaced, because the insurance and MIOSHA does not like it because it is in doors. DPW Supervisor Keiser also stated that the indoor boiler takes up space and by moving it outside a truck can be parked in the shop. Trustee Hardy had no questions. Chairperson Bennett asked about replacing the server. Treasurer Odom stated that was in the current year's budget, but she is having hard time connecting with the IT person about it. Treasurer Odom stated that with the plow truck a loan will have to be taken out. She also stated that due to the purchase of equipment this year and the well house repairs the Water Fund will be using more fund balance than normal. She also stated that Local streets will also be using more of fund balance.

VIII. New Business

- a. **Merit Pay:** Chairperson Bennett asked what parameters to use and if there is money for it. Treasurer Odom stated that the parameters are up to this Committee, and she believes there will be money to give it out. Trustee Ciganick stated that normally it is at the end of February when merit is given out, and that the formula needs to be in place. Clerk Essad stated that she had a question about the formula a few months ago but Trustee Ciganick and Treasurer Odom answered that. She further stated that once we know how much is left over then we know how much can be given. She also stated that Trustee Ciganick compiled a list of rules, one being getting a 3.0 or higher on the evaluations. She stated that we can go over those rules when we know how much is able to be given.

IX. Correspondence/Reports: None presented.

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

X. Member/Public Comment: Chairperson Bennett stated the Joe Short wanted to buy the strip of property north of the Pub. Chairperson Bennett asked how large it is. Clerk Essad stated she did not know right now. Trustee Ciganick stated that he is adamantly opposed to selling that property because it is the only and best place to put bathrooms.

XI. Adjourn: The meeting was adjourned at 8:09 AM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____