

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

August 30, 2023

2:00 PM

I. **Call to Order:** Meeting was called to order at 2:09 PM.

II. **Roll Call - Attendance:**

Present: Dave Ciganick, Bryan Hardy, and Dan Bennett

Absent: None

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

Public Present: None

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

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

IV. **Approval of Minutes – May 30, 2023:** The minutes of the May 30, 2023 meeting were approved as presented.

Motion by Bennett, seconded by Hardy to approve the minutes of the May 30, 2023 meeting as presented. Motion Passed by unanimous voice vote.

V. **Conflict of Interest:** None presented.

VI. **Public Comment:** None presented.

VII. **Old Business:** None presented.

VIII. **New Business**

- a. **Current Budget Concerns:** Clerk Essad explained that the General Fund is having cash flow issues. While Treasurer Odom was reconciling the bank statements, she noticed that the cash flow in the General fund cash account was dangerously low. Clerk Essad explained the paperwork in the packet showing this. President Bennett stated that it looks like cuts will have to be made, and he made a list of ideas. General discussion was held about potential cuts. Treasurer Odom stated that the issue is cash flow, and when she inputted all the deposits for the month, the cash account was at \$25,000 approximately. She then did the quarterly transfers from other funds, except for sewer, a week early, which brought up the cash amount to approximately \$89,000. Treasurer Odom stated that she reached out to the auditor, and he agrees that there is a cash flow issue. She stated that the budget numbers are looking ok, but that the expenses budgeted for are outpacing the revenues coming in. She stated that she gave the Committee a projected monthly cash flow chart until June 2024. She stated that the projected cash flow for the next 6 months should give the Village approximately \$486,998 which gives the cash account a total of approximately \$576,000. She stated that this amount

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

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would cover expenses for about 5.5 months, which is in the middle of February. She also stated that tax revenue does not start to come in again until July 2024. She stated that she believes that there is enough cash flow to make it through the fiscal year, but she is not sure what will happen next fiscal year.

Trustee Hardy asked if the Police Millage passed, when would the tax money come in. Treasurer Odom stated that money will be on 2024 taxes. She also stated that it takes about 3 months to receive 80-85% of the taxes. Trustee Ciganick asked when the bulk of the taxes would come in. Treasurer Odom stated that the bulk of the taxes will come in in the next few weeks. General discussion was held about Treasurer Odom's projections for the cash flow coming in. She stated that the total tax to come in is \$436,000 because of the taxable value increase. General discussion was held about the tax revenue from the developments. Trustee Ciganick stated that the Village needs to stay alive until July 2024 and then see if the tax revenue increases due to the developments will help.

He stated that cuts need to be made so that the cash flow does not deplete. He stated that labor is a big expense. President Bennett stated that was why he wanted to cash in the CDs first. Treasurer Odom stated that cashing in the CDs will help but it will only be a short-lived cash flow. Clerk Essad stated that the two CDs in the amount of \$85,000 will not cover a month of expenses. She stated that the monthly expenses are about \$100,000. Treasurer Odom stated that there needs to be a revenue source or cuts need to be made. She stated that the cuts need to be significant and sustainable. Trustee Ciganick stated that this is the General Fund. He stated that there needs to be freeze and cut mowing in the parks way back. Discussion was held about potential cuts, the departments & transfers out in the General Fund, and potential layoffs, and hour reductions. General discussion was held about Craven Park Campground cost/benefit of keeping it open for the next two months. Treasurer Odom stated that there is an outside contractor that cleans the Village Hall, and the parks' bathrooms. A general discussion was held about potentially selling a park, potentially laying-off an employee, and how the General Fund supports the Cemetery Fund if expenses in Cemetery Fund are over the revenues. Discussion was held about raising the park rentals, which have not been rented as much this year. Treasurer Odom stated that whatever is done must be sustainable. She stated that the pension could be reduced, the employees could pay for health insurance. Clerk Essad stated that the biggest savings would be cutting hours and staff. Discussion was held about reducing pension/benefits and hours/staff. Trustee Ciganick stated that revenue must be looked at, and there must be a freeze on spending/wage increases. Discussion was held about asking for an operational millage and putting ready to serve fees on taxes. Treasurer Odom stated that many entity entities do not pay 100% of health insurance. Chief Drollinger stated that if health care and retirement were cut there would be a mass exodus. Trustee Ciganick stated that the other option is to cut disposable income. Clerk Essad stated that cutting employees or hours are options as well. She stated that there are multiple entities that have one police officer, a part time clerk, or part time treasurer. Chief Drollinger stated that the people need to make that decision, out it on the ballot. Clerk Essad stated that in the November election the people will let the Council know what they want. Chief Drollinger stated that he believes that will be a detriment. He stated that the people would not like being asked for a police millage then asking or an operational millage. Clerk Essad explained that the Police Millage would reduce the transfer out of the General Fund to the Public Safety Fund, thus giving the General Fund less

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

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expenses. Chief Drollinger stated that he thought it would be more palatable to go for an operational millage rather than a police millage. Discussion was held about getting information on an operational millage for the May election. Trustee Ciganick stated that as a Committee there should be a list of recommendations for Council.

Motion by Ciganick, seconded by Bennett to recommend to Village Council to 1. Cash in Parks and Police CDs; 2. Ask for voluntary layoffs; 3. Stop having Amy clean the bathrooms and Community Hall; 4. Freeze any non-essential spending in the General Fund; 5. Raise rates at Cemetery and add a Perpetual Care Fee; 6. Reduce mowing in Parks; 7. Have Council forgo pay for the rest of the Fiscal Year; 8. Reduce streetlights by 30%; and 9. Ask Union to reopen contract to move increase for 1st year to third year. Motion Passed by unanimous voice vote.

Discussion was held regarding the motion. Trustee Hardy noted that he does enough volunteer work around town, and it was nice to receive that check prior to Christmas. Discussion was held about more revenue sources, dissolving the DDA to gain the TIF money, and potentially putting parking meters in. President Bennett stated that these are all good ideas, but the next step is going to have to be staff. Discussion was held about how the costs of everything have gone up, but the operational millage has not gone up in years.

IX. Correspondence/Reports: None presented.

X. Member/Public Comment: None presented.

XI. Adjourn: The meeting was adjourned at 3:23 PM to the call of the chair.

Minutes compiled by: Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____ **Date:** _____