

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairperson

Eldon McPherson

Bryan Hardy

Posted: February 12, 2025 at 3:00 PM

COMMITTEE MEETING MINUTES

February 11, 2025

1:00 PM

I. Call to Order: The meeting was called to order at 1:00 PM.

II. Roll Call - Attendance

Present: Dan Bennett, Eldon McPherson, Bryan Hardy

Absent:

Staff Present: Bradley Keiser, DPW Supervisor; Bill Drollinger, Police Chief; Angela St. Pierre, Clerk & Nora Stead, Treasurer.

Public Present: None

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

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

IV. Approval of Minutes – The minutes from the previous meeting held on February 3, 2025 have not been completed yet for approval.

No action taken.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business: None presented.

VIII. New Business

- a. Wages:** A general discussion was held concerning the recommendation at the January 15th, 2025 meeting to get rid of the five-year wage structure and go back to a review system for wage increases. It was previously discussed to have a starting wage for each position and have employee reviews done by November 15th of each year prior to the budget approval. There was a general discussion on doing a three-year step or a five-year step. It was then discussed the possibility of doing merit pay as additional compensation for those who score high on their reviews. If there is to be merit pay it was recommended by Mr. Keiser to set aside an amount of money at the beginning of each year for this merit pay. There was a general discussion on how to combine a wage step system, review system, and merit pay. It was decided to recommend to council to abolish the five-year pay scale and go to a three-step program. Provided by Chairperson Bennett was a proposed three-year wage scale which will be recommended to be used as the three-step program. This three-step program would not be guaranteed as a yearly program would be. In order to move up in the three-step program, an employee would need to have good reviews on their annual reviews. The DPW employees would be evaluated by the DPW Supervisor who would provide that information

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to the Admin Committee no later than November 1st. The Chief of Police would evaluate any officers and provide that information to the Admin Committee no later than November 1st. Staff evaluations would be provided to the Admin Committee no later than November 15th for review. Department heads would be evaluated by the Admin Committee no later than November 15th.

Motion by Hardy, seconded by McPherson to recommend to council to abolish the five-year pay scale and adopt the presented three-step program, which is not guaranteed, but will be based on performance reviews. Motion passed by voice vote.

A general discussion was held concerning additional compensation for those employees who have topped the current wage scale and who will top the newly recommended three-step program. It was determined that there should be money set aside at the beginning of the year as merit pay for those employees who have topped the scale. The employees would be reviewed annually, which would be provided by November 1st as mentioned above. Those employees would be reviewed, and additional compensation would be awarded based on reviews up to a certain amount. A general discussion was held concerning how much merit pay be available to each employee who qualifies. With that discussion brought up the concern with the additional compensation paid out at the end of the year in December. It was recommended by McPherson to add an additional \$100.00 to the additional compensation that is paid out at the end of the year to the employees who qualify. Currently the additional compensation for employees who have worked for at least one year and up to ten years is \$100.00, and employees who have worked for ten plus years is \$200.00. This one time additional compensation would be \$200.00 total for those employees who have worked for at least one year and up to ten years, and \$300.00 total for those employees who have worked for ten plus years.

Motion by McPherson, seconded by Hardy to recommend to council we reward our employees with a one time, year-end compensation of an additional \$100.00 to what they have been getting. This additional compensation would be to recognize the hard work that all employees did during the struggling budget time that stuck with the Village and still did their job well. Motion carried by voice vote.

It was then discussed to have the DPW personnel additional compensations taken out of DPW funds instead of the General fund. The DPW employees are not paid wages out of the general fund and it makes sense to pay any additional compensation out of the DPW funds.

Motion by McPherson, seconded by Hardy, to recommend to council to have any additional compensation for the DPW staff be taken out of DPW funds instead of the General fund. Motion carried by voice vote.

The additional merit pay cap was discussed for those employees who would qualify.

Motion by Hardy, seconded by Bennett, to recommend to council to make the merit pay up to \$300.00. Motion carried by voice vote.

At a previous Admin committee meeting on January 15th, 2025 it was a recommendation for increasing the wages for three staff members. At the Village Council meeting on February 5th, 2025 the agenda item was tabled.

Motion by Hardy, seconded by McPherson, to recommend to council to increase the wages of Jason Alspaugh of the DPW to \$22.24 per hour effective March 1st, 2025, and to increase the wages of Nora Stead and Angela

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St. Pierre to \$23.71 per hour effective March 1st, 2025 in conjunction with the second step of the new three-step program. Motion carried by voice vote.

- b. **Social Media:** At the February 3rd, 2025 Admin committee meeting it was decided to turn off comments and reviews on the Villages Facebook page after some concerns arose with a recent posting. Clerk St. Pierre contacted the Villages Attorney the day prior to this meeting about the First Amendment and if turning off commenting violated this. The attorney had not given her an answer to her questions prior to this meeting. Mrs. St. Pierre also went on to describe how the current page is set up and that employees personal profiles are linked to the Facebook Page as admins to the page. She is recommending that a new profile be set up and used as the admin for the Facebook page and personal profiles be removed from being the admins. Member McPherson recommended that comments and reviews continue to be turned off and allow the office staff to create a new Facebook profile to serve as the admin profile linked to the Facebook page.

No action was taken.

- c. **Insurance Pool:** Treasurer Stead contacted an insurance provider that would be able to look into an insurance pool for village employees. This provider is the same one that Antrim County uses and may help the Village to save money on the insurance. The provider has not be able to get her any information on rates as of today. She does not believe that this would be done in time for this years budget.

No action was taken.

IX. Correspondence/Reports:

- a. Chairperson Bennett spoke about how he had talked to the Central Lake President and got their trustee handbook. He spoke about how there are a lot of things he likes about it and would like to adopt something like this for our council trustees. When the handbooks are later reviewed and discussed, he recommends to include a “conduct of meetings” section similar to Central Lake’s.
- b. Treasurer Stead provided information on the new “Earned Sick Time Act”. She has been in contact with someone at the County on how they have had to address this new act. She would like to contact the Attorney before any action is taken.

X. Member/Public Comment:

- a. Chairperson Bennett asked Chief of Police Drollinger if he had anyone in mind for his replacement. He spoke about how he has someone in mind but would like to keep that confidential at this time.

XI. Adjourn: The meeting adjourned at 2:30 PM.

Minutes compiled by:
Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____