

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

April 28, 2020

1. **Call to Order:** Chairman Bennett called the meeting to order at 8:34 a.m.

2. **Attendance**

Members Present: Chairman Dan Bennett, Trustee Dave Ciganick and Trustee Bryan Hardy

Members Absent: None

Staff Present: Cathy Odom, Treasurer, Bradley Keiser, DPW Supervisor & Bill Drollinger, Chief of Police.

Others Present: Nicole Essad, Charlynn McBee and Caller 01 did not identify themselves and were listening to the meeting.

3. **Approval of Agenda:** The agenda was approved with the deletion of the cemetery maintenance worker position interview.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to approve the agenda with the deletion of the cemetery maintenance worker position interview. Motion carried by voice vote.

4. **Approval of Minutes:** The minutes from the April 21, 2020 meeting were approved. Trustee Ciganick noted a correction under discussion pertaining to the separating of the zoning enforcement part of the job from the clerk position.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to approve the minutes of the April 21, 2020 meeting with the correction under discussion items noting the separating of zoning enforcement from the clerk position. Motion carried by voice vote.

5. **Public Comment on Agenda Items:** None presented.

6. **Old Business:**

a) **Clerk/Zoning Administrator Applicant #1:** Chairman Bennett thanked her for applying for the position and proceeded with the interview of the 1st applicant, Charlynn McBee. They asked several types of questions on topics pertaining to zoning, education and experience. The interview was completed and the committee thanked her for her time.

While waiting for the second applicant, there was discussion about training the new person for the position. Trustee Ciganick noted that in a normal business there is a manager that will provide training. He said that Treasurer Odom, Chief Drollinger and DPW Supervisor are peers. Treasurer Odom noted that staff has provided training for new staff for a long time and we all work together to get it done.

Trustee Ciganick also stated that once the hiring process is complete, we will need to send out letters to the other applicants thanking them and letting them know the position if filled. Treasurer Odom noted that letters are ready to go out.

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- b) **Clerk/Zoning Administrator Applicant #2:** Chairman Bennett thanked Nicole Essad for applying for the position and proceeded with the interview. The committee also asked her several types of questions on topics pertaining to zoning, education and experience. The interview was completed and the committee thanked her for her time.

The committee discussed the applicants and their interviews. It was noted that both would bring some good qualifications to the position. The starting rate for the position was discussed noting the range was from the start rate at \$16.55 to the fifth year rate at \$21.66. Starting wages were discussed. Also noted was the stipend of \$400 a month employees could receive if they opt out of the Village insurance. Trustee Ciganick noted that if the employee chooses not to take the insurance it comes out to about \$2.31 per hour. Mr. Keiser stated that previous employees began employment at the start rate and after their probationary period and based on their experience moved up on the wage scale. Trustee Ciganick stated that the probationary period should be 90 days and then move them up the wage scale between the first and second rate to \$37,000.

Motion by Chairman Bennett, seconded by Trustee Ciganick, to recommend to Village Council to offer the position to Nicole Essad at the starting wage of \$16.55 per hour and after 90 days with a satisfactory review, elevate her salary to the rate equivalent to 37,000 based on 2080 hours. The motion further states at the completion of her first year she would move to the second year on the wage scale with a satisfactory review. Motion carried by voice vote.

7. **New Business:** None presented.

8. **Discussion Items:**

- Reopening offices and how to safely do this was discussed. It was noted that Mr. Keiser stated that putting a ½ door in the middle office and plexiglas window would allow staff to service customers while keeping people out of the offices. How to handle meetings also needs to be decided. This will be discussed at the Village Council meeting.
- Mr. Keiser stated that a decision has to be made about the cemetery maintenance worker position. It has already been posted twice.
- Mr. Keiser also noted that Council may want to consider amending the handbook to reflect a 90 day probationary period. Trustee Ciganick would like to put this on the next administration committee agenda.
- Trustee Ciganick said we need to be conscious of the potential revenue loss from the reduction of gas sales and taxes from the State of Michigan.
- Trustee Ciganick would also like to review and learn about acceptable fund balances. He noted that the recommendations are based on a percentage and would like to identify a safe range for fund balances. Treasurer Odom reminded committee that fund balance is not available cash. She also said that she will work with the auditor to find the best way to explain fund balance once our audit is complete. Trustee Ciganick said that he has learned

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from this experience that things can drastically change before you know it and our fund balances might keep us floating with the sudden reduction in the state revenue.

- Discussion of Wednesday’s Council meeting and how it would be handled occurred due to it being an online meeting. Trustee Ciganick, based on previous meetings, he said that if people are not speaking, their mics should be muted. Chief Drollinger also noted that people should identify themselves when they join the meeting because it is sometimes difficult to know who you are talking to.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 9:45 am.

Motion by Trustee Hardy, seconded by Chairman Bennett, to adjourn the meeting at 9:45 am. Motion carried by voice vote.

Minutes compiled by:
Cathy Odom, Deputy Clerk
Minutes are subject to approval.

Approved: _____

Date: _____