

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

January 16, 2019

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**

<b>Members Present:</b>	Chairman Schulz, Trustee Bennett and Trustee Hardy
<b>Members Absent:</b>	None
<b>Staff Present:</b>	Lori Lockett, Clerk and Cathy Odom, Treasurer
<b>Others Present:</b>	None
3. **Approval of Agenda:** The First Responder Policy Draft was added as New Business item a. The agenda was approved as amended.

**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the December 28, 2018 meeting were approved as presented.

**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the December 28, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **2019-2020 Budget Update:** The committee reviewed the draft 2019-2020 budget with expenses updated through January 14, 2019. Chairman Schulz noted that fund transfers have not yet been done. He pointed out that the General Fund is not balanced, as proposed revenues are less than expenses. Fund balance will be needed to balance. Treasurer Odom asked about the \$3000 requested by Glacial Hills. \$1500 will come out of the Parks budget. Parks committee suggested that the additional \$1500 come out of the General Fund. After brief discussion, \$1500 was added to Miscellaneous Expenses under General Government. Within the Planning and Zoning budget, the cost of the new computer was increased to \$2000. Parks budget has been reviewed by staff and wages hardcoded to account for anticipated projects. The Repairs and Maintenance amount has been identified for adjustment if the budget comes out to the negative. Wages in Major Streets are dependent on the amount of snow. Treasurer Odom recommended that they be budgeted between \$22,000 and \$23,000. Social Security and pension amounts are also affected. Wages were also increased in Local Streets. Chairman Schulz noted that sidewalk expenses might need to be shaved down in order to balance the overall budget. He suggested that Public Safety and Cemetery funds are set. Sewer fund has \$11,000 for the UTV, which, depending on the completed budget, may need to be removed. Treasurer Odom explained that when the revenues and expenses entries are complete, calculations for transfers to and from fund balance would be done. She reminded the committee that the amount transferred to each fund must be confirmed available. Chairman Schulz said that he and Treasurer Odom would work to determine what the fund balances need to be. The

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Administration and Personnel Committee will meet one final time before the end of the month. Chairman Schulz also noted that the amount allocated to move to a new location has been removed from the budget.

- b) Employee Evaluations:** The committee reviewed information prepared by Chairman Schulz. Chairman Schulz noted that DPW Supervisor Keiser has put together a list of goals for department employees. Chairman Schulz has a sense that the evaluations are being seen as a punitive measure. The committee needs to emphasize that the evaluations are a safeguard for employees. Chairman Schulz would like to put together a compensation and benefit summary for each employee. Health insurance and pension contribution information will be included. Chairman Schulz reviewed the potential merit bonus amounts based on the respective evaluation scores. The merit increase amounts will be a separate recommendation from the budget. Trustee Bennett would like a communications log added to the employees' responsibilities. There was discussion that this will be raised during the employees' evaluations.

**6. New Business:**

- a) First Responder Policy Draft:** The committee reviewed the draft First Responder Policy and selected preferred provisions from options presented. There was discussion about paragraph 8. Chairman Schulz explained that the Bellaire District Fire Department receives compensation every six months. The Village would like the employee off the Village clock in the event an employee is injured while responding to a fire. The provision allows the employee use personal time. Are the Police Chief and DPW Supervisor okay with the policy? Clerk Luckett was directed to update the draft and present it to them to review for any gaps. The draft policy will be on the agenda for the next committee meeting.

**7. Discussion Items:** None presented.

**8. Communications/Informational:** None presented.

**9. Member/Public Comment:** The committee scheduled their next meeting for January 23, 2019 at 7:30 a.m.

**10. Adjourn:** The meeting was adjourned at 8:29 a.m.

Minutes compiled by:  
Lori Luckett, Clerk  
Minutes are subject to approval.

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_