

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

January 25, 2023

11:00 AM

I. Call to Order: Meeting was called to order at 11:01 AM.

II. Roll Call - Attendance:

Present: Dave Ciganick, Bryan Hardy, and Dan Bennett

Absent: None

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

Public Present: Terry McBee, Police Officer

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

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

IV. Approval of Minutes – January 18, 2023: The minutes of the January 18, 2023 meeting were approved as presented.

Motion by Bennett, seconded by Hardy to approve the minutes of the January 18, 2023 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business

- a. **Wage Scale 2023-24:** This discussion was re-opened due to budget concerns over the cost-of-living raises. General discussion was held about the if the general fund would be able to absorb a 6% cost of living raise. Changing the wage scale from a 5-year to 3-year wage scale was also discussed. Lower cost-of-living increases and how each would effect the general fund was discussed. Treasurer Odom stated that the 6% increase would use approximately \$192,000 out of fund balance, leaving the remaining fund balance for emergencies dangerously low. She stated that if the Village keeps using fund balance at this rate, then in a few years there will be none left. Total compensation was discussed as the insurance premiums are covered by the Village and that is a benefit to employees. It was discussed that if the money is there at the end of the year, then the employees may get merit/bonus pay. It was noted that approximately 85% of the DPW wages come out of enterprise funds not the General fund, but all the Police Department and Clerk and Treasurer wages come out of General Fund.

General discussion was held about separating the DPW workers' pay scale because of licensure above what is required to be a basic DPW worker. It was noted that the water and

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sewer license holders have personal liability as well as extra job requirements from a basic DPW Worker.

Motion by Bennett, seconded by Ciganick to rescind the recommendation to the Village Council to adopt a \$0.50 increase per hour for a water license holder; \$0.50 increase per hour for a lagoon license holder; and a \$0.50 increase per hour for a medical license holder. Motion passed by unanimous voice vote.

Motion by Bennett, seconded by Ciganick to rescind the recommendation to the Village Council to adopt a 6% Cost-of-Living increase to each step of the new wage scale. Motion passed by unanimous voice vote.

It was noted that the police officer pay scale cannot be changed until negotiations take place. General discussion was held about separating the DPW workers pay scale for license holders.

Motion by Ciganick, seconded by Hardy to recommend to the Village Council to adopt a \$1.00 per hour increase for a water license holder; a \$0.50 per hour increase for a lagoon license holder; and a \$0.50 per hour increase for a treatment plant license holder. Motion passed by unanimous voice vote.

General discussion was held about total compensation and using the increase in insurance premiums plus a wage increase for the total increase to employees. Trustee Ciganick asked what department has increased so that the General Fund fund balance is being used. Treasurer Odom stated that the two main departments that have increased the most are Parks and the Police Department. General discussion was held about stop dipping into the fund balance and put something into it. It was noted that a police milage should go on the ballot to help off set the cost.

Trustee Ciganick suggested 1% cost-of-living increase because of the increase cost of the insurance premiums to the Village and he suggested to go forward with a police milage to support the Police Department. General discussion was held about how much the increase would come from the General Fund. Treasurer Odom stated that as long as the General Fund keeps supporting the police department, there will not be a time where General Fund adds to fund balance. She also stated that that is just a projection, increase in tax revenue could change all of it.

Motion by Ciganick, seconded by Hardy to recommend to the Village Council to pursue a police milage as soon as possible. Motion passed by unanimous voice vote.

Motion by Hardy, seconded by Bennett to recommend to the Village Council to adopt a 3% Cost-of-Living increase. Motion passed by voice vote. Ciganick – no.

- b. Budget 2023-24:** General discussion was held about the 2023-24 budget and where to cut. DPW Supervisor Keiser asked if Motor Pool can be taken out of General Fund. Treasurer Odom stated that doing that would hurt the General Fund. General discussion was held about how Motor Pool brings in money to the General Fund but it is the first place to be cut from. It was noted that if things need to be cut from a General Fund department, then revenues from that department need to be looked at as well. DPW Supervisor Keiser stated that Motor Pool is behind on the truck turnover because buying new trucks has been cut from the budget for the

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last few years because other places in the General Fund needed the money. Trustee Hardy suggested that nothing be done with Motor Pool until after the police milage is voted on. General discussion was held about Motor Pool's truck rotation, and that when cutting from the General Fund, revenues brought in need to be looked at as well to balance out where to cut from. It was noted that approximately 20% of DPW wages come from General Fund.

- VIII. **New Business:** None presented.
- IX. **Correspondence/Reports:** None presented.
- X. **Member/Public Comment:** None presented.
- XI. **Adjourn:** The meeting was adjourned at 12:00 PM to the call of the chair.

Minutes compiled by: Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____ **Date:** _____