

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

May 19, 2022

6:00 PM

I. Call to Order: Meeting was called to order at 6:00 PM

II. Roll Call - Attendance:

Present: Bryan Hardy, Dave Ciganick, and Dan Bennett

Absent: None

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

Public Present: None

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 – February 8, 2022 and April 19, 2022: The minutes of the February 8, 2022 meeting and the minutes of the April 19, 2022 meeting were approved as presented.

Motion by Hardy, seconded by Ciganick to approve the minutes of the February 8, 2022 meeting and the minutes of the April 19, 2022 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. DPW Open Position and Seasonal Position:** DPW Supervisor Keiser stated that there was a job posting for a seasonal position and the Village received one application of a 16-year-old person. He stated that the DPW does not have enough manpower to mow all the parks and take care of water and sewer. Treasurer Odom explained that there may be a problem with hiring a minor depending on if operating mowing equipment is considered hazardous. There is also the question of what type of supervision is required for a minor. Trustee Hardy stated that he thought that someone had to be always with the minor. DPW Supervisor Keiser stated that he asked the previous seasonal worker if he came back at 20 hours a week and had this kid help

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him weed whip for 20 hours a week. Treasurer Odom stated that he would be willing to do the cemetery and soccer park if he was by himself, and the only concern he would have with working with the minor would be if he wanted to come in at 6:00 AM to beat the heat of the day. General discussion was held about the definition of hazardous work for minors. Trustee Ciganick stated that the department should be called to ask if this type of work is permissible for the minor. He did not like idea of putting the minor on a mower because hitting a few gravestones would be costly. DPW Supervisor Keiser stated that he did not like the idea of only having the minor work as the seasonal employee. He stated that the previous seasonal employee's biggest thing was how many hours it was. Trustee Ciganick stated regarding the previous seasonal employee take whatever he is willing to give. This was the consensus of the committee. Trustee Ciganick stated that he thought the parks got mowed more than was needed. He stated that he knew it was sporadic though. DPW Supervisor Keiser stated that the staff gets the phone calls about the parks needing to be mowed. He stated that Mr. Ray Mills was push mowing around the flagpole in Richardi Park. DPW Supervisor Keiser asked if he could hire two parttime people to get the mowing done if that is what it took. Trustee Ciganick stated that if it takes four hire four. Trustee Hardy stated to get the previous seasonal employee back at whatever hours he is willing to do. He stated to get the previous seasonal employee back in tomorrow and when the minor is out of school to have him match up with the other seasonal employee. Trustee Ciganick stated that this other concern is the background check for the minor, who has a history. He stated that the minor has grown up a lot. Trustee Ciganick stated that he would recommend calling and find out if the minor can do this work, and then get the previous seasonal employee in. Chairperson Bennett asked about the liability insurance for hiring a minor. Treasurer Odom stated that she did not think there would be an issue. Trustee Ciganick stated that if there more workload than can get done the infrastructure is the priority. He stated that if the parks and cemetery get shaggy no one likes it but the Village would respond with we could not find anyone to work. Trustee Ciganick stated that he wanted to leave this meeting giving DPW Supervisor Keiser the latitude to be able to move forward because the need is now.

Motion by Ciganick, seconded by Hardy to recommend to the Village Council that the Village allow DPW Supervisor Keiser to hire Milan Astle as a part time seasonal worker providing that it meets the criteria of the Michigan Department of Wage and Hours. Motion Passed by unanimous voice vote.

DPW Supervisor Keiser asked if there was interest in posting for another full time DPW employee. He stated that he needs one because there are barely enough workers to get everything done. Trustee Ciganick asked how much time the ex-employee spent in the plant. DPW Supervisor Keiser stated that he was consistently out of the plant helping with waterlines and other projects. General discussion was held about the

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DPW being responsible for the sewer collection system, and how the DPW employees are working by themselves and are behind because they are short staffed. DPW Supervisor Keiser stated that the guys are being pulled every which way. Trustee Hardy stated that it would behoove the Village to get the job posted tomorrow so that applications can be submitted, and this Committee can meet again prior to the Council meeting. Clerk Essad stated someone did drop off their resume for a full-time position. DPW Supervisor Keiser stated that he had a couple of people reach out to him about a full-time position. Treasurer Odom stated that she gave the Committee a budget report and an update fund balances to look at as well. She also stated that a lot of the ex-employee's wages under the Sewer Fund are being used by DPW Supervisor Keiser because he is down there more because of all the catch-up. Clerk Essad stated that most of the DPW position wage are not under sewer but elsewhere. General discussion was held about what the next steps are with the plant, the capacity in the lagoons, and how the sewer intake was measured. General discussion was had about a deadline. Trustee Ciganick stated to go open ended on it and if one comes up along the way that is a good fit then that person can be hired. Trustee Hardy asked if the job posting could go up tomorrow. DPW Supervisor Keiser stated that it could go up on the Facebook page and website tomorrow. Treasurer Odom stated that it would not be in the newspaper until next week. Trustee Hardy stated to get it out there as soon as possible.

Motion by Bennett, seconded by Ciganick to recommend to the Village Council to post full time DPW position. Motion passed by unanimous voice vote.

Chairperson Bennett asked where the money was coming from. Treasurer Odom stated that was a good question because she could not tell the Committee right now that the Village has the money for it. She explained the fund balances for the general fund. She stated that the general fund is already using the 30% fund balance. Trustee Hardy stated that the Council can look at lowering the 30%. Treasurer Odom stated that yes, they could, but all she was trying to say was that the Village is already using some of it. Trustee Ciganick asked if there were any other revenues that the Village had not foreseen because of the greater property values. Treasurer Odom stated that there will be some changes because of new builds. She also stated that the millage rates were rolled back, but even with that the General Fund will be getting about \$400,000 instead of \$396,000 that was projected. She stated that revenue sharing went down slightly because the Village lost about 50 people. She stated that there was nothing major that would cause a huge impact that she can foresee. Trustee Hardy asked about the public safety millage. Chairperson Bennett stated that that had not been explored yet because of everything else that happened.

IX. Correspondence/Reports: None presented.

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X. Member/Public Comment: Chairperson Bennett met with the DDA and several of the businesses were mad because the Short's Anniversary Party did not go exactly as it was explained to them. Trustee Hardy stated that people could not go in and out of the party as freely as was thought. He stated that it was up to the event staff to let people back in. DPW Supervisor Keiser stated that he thought it was exactly like they said. He worked the event as a reserve police officer and people were coming and going from the party.

XI. Adjourn: The meeting was adjourned at 6:35 PM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____