

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES November 21, 2023 2:00 PM

**I. Call to Order:** Meeting was called to order at 8:00AM.

**II. Roll Call - Attendance:**

**Present:** Dave Ciganick, Bryan Hardy, and Dan Bennett

**Absent:** None

**Staff Present:** Nicole Essad, Clerk; and Bradley Keiser, DWP Supervisor

**Public Present:** Steve Elandt

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

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

**IV. Approval of Minutes – November 6, 2023:** The minutes of the November 6, 2023 meeting were approved as presented.

**Motion by Bennett, seconded by Hardy to approve the minutes of the November 6, 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. Review Applications for Open Treasurer/Deputy Clerk Position:** There were five new applicants to review. A general discussion was held regarding the five new applicants. It was noted that Chief Drollinger stated no to one of the applicants that was discussed at the last meeting. It was noted that all applicants must go through a background check. A general discussion was held about the interviews next week.

**Motion by Hardy, seconded by Bennett to interview Rebekah Wilson, Nora Stead, Joseph Ecker, and Leah Moskovitz, and to cancel the interview with Danielle Hills. Motion Passed by unanimous voice vote.**

- b. Contract for Independent Contractors:** In the packets was what the Labor Attorney sent to the Village. It needs to be changed based upon the discussion at the last meeting. No Action was taken.

**VIII. New Business**

- a. Employee Concern re Wage:** Mr. Elandt was concerned about his wage. He thought that he should be at the top of the pay scale. It was noted that He was hired at \$18.31 on 11-08-2021,

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which was in between year two and three of the wage scale for that FY. A general discussion was held about how many raised he has received while working here. He is currently making \$21.67 per hour as of his anniversary date of 11-8-2023. It was noted that Mr. Elandt is at Year 4 on the scale. Next year (11-8-24) he will be at Year 5. A general discussion was held about changing when vacation days, personal days and raises being on one day.

**Motion by Ciganick, seconded by Hardy to recommend to Village Council to take no action on this request. Motion passed via unanimous voice vote.**

Mr. Elandt also asked to have three comp days because he had to take three vacation days due to an allergic reaction, he had from weed whipping at work.

**Motion by Ciganick, seconded by Hardy to recommend to Village Council to give Steve Elandt three comp days. Motion Passed via unanimous voice vote.**

- b. **457 Plan Changes:** DPW Supervisor Keiser asked that the Village investigate giving the employees the option of two 457 plan providers. A general discussion was held about having the employees be able to have the choice between 2 457 plan providers.

**Motion by Hardy, seconded by Bennett to recommend to Village Council to have two (2) 457 plan providers. Motion passed via unanimous voice vote.**

**IX. Correspondence/Reports:** None presented.

**X. Member/Public Comment:** President Bennett stated he has received complaints about the Loft project.

Trustee Ciganick stated that he did not believe that the \$24,000 would be enough because of the people using the system. He went on to talk about PILOT program. A general discussion was held about capacity with all the new buildings.

Trustee Hardy stated that if they allowed one employee a raise, then others would want it as well.

A general discussion was held about anniversary dates, when the raises take effect, and leave days.

**XI. Adjourn:** The meeting was adjourned at 3:10 PM to the call of the chair.

Minutes compiled by: Nicole E. Essad, Clerk

**Minutes are subject to approval.**

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