

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Eldon McPherson

Bryan Hardy

### COMMITTEE MEETING MINUTES

January 15, 2025

3:00 PM

**I. Call to Order:** Meeting was called to order at 3:00 PM.

**II. Roll Call - Attendance:**

**Present:** Dan Bennett, Bryan Hardy, Eldon McPherson

**Absent:**

**Staff Present:** Nora Stead, Treasurer & Bradley Kieser, DPW Supervisor

**Public Present:** Andrew Turner (Council Trustee, not a member of the Administration and Personnel Committee nor did they speak)

**III. Approval of Agenda:** The agenda was approved as amended with the addition of new items D) Elimination of Investment Committee, and E) Merging Property and Building committee into Administration and Personnel committee.

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

**IV. Approval of Minutes:** The minutes of the September 3, 2024 meeting were approved as presented.

**Motion by Hardy, seconded by Bennett to approve the minutes of the September 3, 2024 meeting as presented. Motion passed by unanimous voice vote.**

**V. Conflict of Interest:** None presented.

**V.I. Public Comment:** None presented.

**V.II. Old Business:** None presented.

**V.III. New Business**

- a. Wage Scale:** DPW Supervisor Bradley Keiser made comments about the current wage scale. He mentioned that there is confusion with the wage scale and the timeline of the anniversary date increase and the cost-of-living increase. He had mentioned the possibility of a wage scale for a set number of years then when maxed out having cost-of-living included yearly but not both at the same time. It was discussed doing a one, three, and five year wage step then cost of living after maxing out after five years. The current wage scale does not include a ten and twenty year wage step which does not include three current employees. It was discussed to have employee wage increases determined by employee reviews by the Administration and Personnel committee with a set start rate for each position. The wages of current employees was discussed. It was discussed that the pay scale be abolished and have a starting wage for each position with a cost of living increase yearly. Employee reviews by the Administration committee for department heads, DPW supervisor for DPW staff, and Police Chief for police

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staff. Evaluations due by November 1<sup>st</sup> to allow for Administration committee to review for budgeting season.

**Motion by Hardy, seconded by –McPherson to recommend to council to get rid of the five year structure for wages, have the yearly cost of living increases, to go back to a review system which would be due by November 1<sup>st</sup>, with Administration and Personnel committee meeting with department heads prior to November 15<sup>th</sup> for reviews. Motion passed by unanimous voice vote.**

The wages of current employees were discussed. Mr. Keiser is recommending a current DPW staff member, Jason Alsbaugh, be increased to a wage of \$22.25 per hour. This would include the annual cost of living increase and would not go into effect until the beginning of the fiscal year. It was then discussed if they would like to do a wage increase effective immediately instead of waiting until the beginning of the fiscal year.

**Motion by McPherson, seconded by Bennett, to increase the wage of DPW employee, Jason Alsbaugh, to \$21.54 per hour effective immediately.**

- b. **Insurance Rate Increase:** The insurance rate increase was discussed.

**Motion by Bennett, seconded by McPherson to recommend to council to not change the health insurance. Motion passed by unanimous voice vote.**

- c. **Hiring Replacement for Police Chief:** It was discussed that the hiring wage of a police officer should match the county starting wage of \$24.00 per hour. The wage of the police officer could be reevaluated upon the retirement of the current Chief of Police.

**No action taken.**

The wages of the office staff, Nora Stead and Angela St. Pierre, were discussed. It was discussed to increase their wages to \$22.96 effective immediately with the cost-of-living increase to a total of \$23.72 per hour effective the start of the fiscal year.

**Motion by McPherson, seconded by Hardy to recommend to council to increase the wages of Nora Stead and Angela St. Pierre to \$22.96 per hour effective immediately.**

- d. **Elimination of Investment Committee:** The Investment committee has not met in many years. It was suggested eliminating this committee.

**Motion by McPherson, seconded by Bennett to recommend to council to merge Property and Building committee into the Administration and Personnel committee, and eliminate the Investment committee. Motion passed by unanimous voice vote.**

- e. **Merging Property and Building committee into the Administration and Personnel committee:** This item was handled in the previous agenda item's motion.

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**No action taken.**

The next meeting time and date was discussed. It was tentatively scheduled for February 3<sup>rd</sup> at 1:00 PM.

**No action was taken.**

Mr. Keiser stated that the Cemetery committee did not meet this year due to scheduling difficulties of the members. He mentioned that the Parks and Cemetery budget took a big hit this year due to not having a part-time employee for mowing of the parks and cemetery and having to pay a full-time employee to mow.

**Motion by McPherson, seconded by Bennett, to recommend to council to post for a part-time mowing position for \$16.00 per hour for no more than 30 hours per week for the cemetery and all parks. Motion passed by unanimous voice vote.**

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

**V. Member/Public Comment:** A general discussion was held about the Villages Attorney retiring and transferring our service to a different firm. Member McPherson suggested an item be added to the Village Council agenda to address this issue.

**VI. Adjourn:** The meeting was adjourned at 4:00 PM to the call of the chair.

Minutes compiled by: Angela St. Pierre, Clerk

**Minutes are subject to approval.**

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

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