

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES

May 30, 2023

2:00 PM

I. **Call to Order:** Meeting was called to order at 2:00 PM.

II. **Roll Call - Attendance:**

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

**Absent:** None

**Staff Present:** Nicole Essad, Clerk; Cathy Odom, Treasurer; Bradley Keiser, DWP Supervisor; and Bill Drollinger, Police Chief

**Public Present:** None

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

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

IV. **Approval of Minutes – January 25, 2023:** The minutes of the January 25, 2023 meeting were approved as presented.

**Motion by Bennett, seconded by Hardy to approve the minutes of the January 25, 2023 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. **Employee Contracts:** This item was referred to this Committee when Village Council did not renew contracts for the Treasurer, Police Chief, and DPW Supervisor, and the question was posed whether to have the contracts or just rely on the Handbook, as those positions are at will. Trustee Ciganick stated that there were conflicting elements in the contracts. It was noted that there were items in the contracts, like health insurance, pay and retirement, that are reviewed yearly by the Village Council as part of the Budget process. General discussion was held about if contracts should be renewed or if the employees should be employed without a contract, and just rely on the handbook. Trustee Hardy stated to just go with the handbook, but that it needed to be updated.

**Motion by Hardy, seconded by Bennett to recommend to the Village Council to: 1. no longer have contracts for the DPW Supervisor, Treasurer, Police Chief, and Clerk positions; 2. dissolve the Clerk's contract, while maintaining her employment; and 3. amend the handbook to include a 60 day written**

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notice for those positions in order for them to be paid their paid leave. Motion Passed by unanimous voice vote.

- b. **Police Millage:** It was noted that the Village would not have to pay for early voting because that change is not in effect until 2024. General discussion was held about office staff making brochures with just the facts about the millage, and what the employees can and cannot do in regards with the millage. Examples of other municipalities' brochures were reviewed and discussed. It was noted that Council Members can give their opinions on the millage and hand out the brochures. General discussion was held about how the brochures need to explain why water/sewer money cannot be used for police. It was noted that the brochure needs to have police stats in it and it needs to be short and sweet.

President Bennett asked who needs to be on board for the millage. It was discussed that going door to door would be the best plan, and going to the coffee shops would help as well. IT was stated that going door to door in September/October would be the best time.

- c. **Bank Accounts – Interest:** Treasurer Odom stated that the FIDC only covers \$250,000 per tax identification number in each banking institution. It is not differentiated between interest bearing and non-interest-bearing accounts. Treasurer Odom stated that considering this information, does the Village want to have all accounts interest bearing or does the Village want to move some money to other banking institutions outside the Village limits. General discussion was held about getting interest for all accounts.

**Motion by Hardy, seconded by Ciganick to recommend to the Village Council to have all Village accounts be interest bearing.**

- IX. **Correspondence/Reports:** Clerk Essad explained that there was information in the packets about changes to the Civil Rights Act and the Right to Work Act, and those changes will need to be incorporated into the handbook.

- X. **Member/Public Comment:** Trustee Hardy stated that he would like to thank Dan, Bill, and Bradley for everything they did for the Memorial Day parade. It went very well, and people were happy with the parade.

General discussion was held about tall grass violations, and other code violations. General discussion was held about the tax foreclosure properties.

- XI. **Adjourn:** The meeting was adjourned at 2:52 PM to the call of the chair.

Minutes compiled by: Nicole E. Essad, Clerk

**Minutes are subject to approval.**

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