



ADMINISTRATION/PERSONNEL COMMITTEE  
MEETING NOTES OF MAY 6, 2020

The meeting was called to order at 8:10 a.m. by Lutke.

Remote presence: Bahle, Christensen and Lutke  
Staff present: DeVol, Fay, Larrea and Miller

#### Reports

##### DPW verbal report

Miller stated chlorination was taking place this week, both well houses have been tested, and the flushing will start tomorrow. Miller is on the construction project a lot, and has been dealing with water main breaks and leaks not related to the project. Storm drain connections are wrapping up.

##### Manager Report

Larrea stated additional costs to the budget due to pre-existing water main breaks not tied to the TAP grant project. KAL Excavating has assisted with the repairs, leaving the contractor of the project to move forward. These leaks may have contributed to the high water use previously noted. Larrea stated incomplete project plans therefore changes were made to assist with better water flow. Instead of concrete, grass has been planned in a couple of areas, which again assists with water flow. The concrete company is doing a good job. The TAP grant project has stayed pretty much on budget with a little overage, mostly due to old infrastructure. An additional \$20,000 has been spent to deal with non-project issues.

#### Personnel Policy

Larrea stated the proposed policy changes were removing the floating holiday and two in-service days and replacing them with federal holidays. The contract with the attorney for the new policy came in under budget. Christensen stated that she liked the new format, and that the policy was much improved. The following comments were made:

- Is there a process in place for employees to file a grievance? She suggests a process be developed, and further suggests two staff and President meetings a year. She emphasizes building levels of trust with the manager and staff.
- Regarding Part-time employees: Page 12. Is there a conflict with working less than 32 hours a week and working a minimum of 30 hours a week for health insurance benefits?
- Page 20 – Gifts. Ok with nominal gifting.
- Page 26 – Is there a process in place for performance evaluations? Larrea prefers to address issues in the present moment, making it an ongoing process.

- Page 33 – Incentive bonus. This appears to be at the Manager’s discretion and is subjective. Committee suggest a more concrete process, additional language, that makes it less subjective. Larrea stated that if there are additional dollars left in the budget, bonuses may be given, equally or otherwise.
- Are there annual wage increases based on work performance? Larrea stated Cost of Living has only been given since his employment at the Village. Committee recommends general guidelines be established.
- Page 26 – Dress code. Are there uniforms now? Larrea stated that effective this past January, the DPW staff were given jackets and that shirts will be ordered with the Village logo. There is a typo about shorts; should say the DPW is not allowed to wear shorts.
- Page 28 – Third paragraph, remove the word “you”.
- Can approved comp time be carried over? No, it is not carried over. Larrea stated the Village is trying to get away from earning too much comp.
- Sick days and personal days have been combined and are now PTO days.
- Page 46 - Committee is ok with proposed paid holidays as well as overtime on holidays.

Committee recommends Council approval of the policy with the discussed changes.

#### Intergovernmental Agreement-Recycling Fee

Committee recommends Council approve the language for the ballot.

#### Library Appointment

Committee recommends to Council Sue Gentges be reappointed to the SBBB Board of Trustees. Committee further recommends appointing Suzanne Albrecht to the SBBB Board as a representative of the township, pending endorsement from the Library board.

#### Assistant Harbor Master Request

Committee recommends this position to Council, if the budget supports this position.

#### Status update

The General Committee recommended the Village look at a date in the fall for the Village Clean-up day, and further suggests a process/guideline be established to deter non-Village users from bringing there refuse into the Village for clean-up.

#### Committee Member Comments

Christensen requested an updated Manager Work Plan for the Village Council meeting. Larrea stated he has been focused on the TAP Grant project so there isn’t a lot to update at this time. He further stated that Stayman’s have agreed to an easement on Broadway to deal with the water issue, and that the Vactor will be used first to see if it will remedy the access water there. If it doesn’t alleviate the issue, an Engineer will be brought in for further evaluation. Christensen asked if the start date of May 7<sup>th</sup> for construction workers included our DPW staff; Larrea thinks a shift to the beaches is now possible due to the landscaping lift. He stated the DPW staff Whiteford and Bufka have been working almost full time, and that Porritt and Joyce have been mostly off. Bufka has been training on the water system as well, and Porritt has been assisting with the Marina. Christensen requested that the Village voicemail state the emergency

number in the beginning of the voicemail, and that it not be specific to just water and sewer. The Clerk will make that change. Larrea added that the Leelanau Farmer's Market will be required to provide porta-johns this year as part of their mass gathering permit. Lutke asked if the Marina was opening on the May 15<sup>th</sup>. The Governor's order will likely dictate that. Harbor Master Aylsworth has been consulting with other Marina's on the safe opening of the Marina, discussing things like gas and payment methods. At this time, the Marina is not taking transient reservations. Miller stated the Marina infrastructure is basically ready to go, the water there has been turned on. Likely opening of the Marina will be done phases but is subject to change, depending on state mandates due to COVID-19. Staff is working on placing the skid peer in at North Park; it will require equipment to move it there.

The meeting adjourned at 9:20 a.m.

Meeting notes submitted by Shar Fay, Clerk.