

Administration Process

Bremen Village Office

Date: 08-24-22

Attendees: Anthony Taylor, Debbie Wolfe, Nakia Bailor

Call for order @ 1839

Last meeting: 6-22-22

New business:

- Employee cost of living raises have been implemented. Discussed whether all employees have signed letter of pay scale and benefits for this recent increase. Unable to verify for certain. Anthony is checking with Lydia to make sure files have been updated and signed.
- Initiation of Longevity Program proposed 5yr/service \$250, 10yr/service \$500, 15 yr./service \$1000, 20yr service \$1500, 25 yr./service \$2000, 30 yr./service \$2500 – was brought to finance and then to council. Suggestions were made and this committee revised as follows: 3yr \$250, 6 yr. \$500, 9yr. \$1000, 12 yr. \$1500, 15 yr. \$2000, 18+ yr. \$2500. Employee will be awarded maximum of \$2500 every 3 years after year 18 yr. mark. Employees eligible for this benefit MUST be in good standing of both disciplinary and attendance standards set forth in the employee handbook. These new recommendations will be taken to finance and council for further and recommendations and/or acceptance.
- Reviewed ordinance 2020-13 related to positions minimum and maximum pay. With recent cost of living it was proposed to increase the maximum pay for several positions. See attached. These new maximums will be taken to council for further approval and change to this ordinance. Moving forward this committee will review this ordinance every 2 years.
- Employee handbook reviewed for error and discrepancy sections A-J. Corrections will be sent to Lydia for council approval at 9-11-22 meeting
- Lifeguard certification reimbursement. Currently 1 guard has submitted the correct paperwork for reimbursement. This employee meets the required criteria, and was approved by finance committee tonight 8-24-22.
- Complaints related to lifeguards in 2022 season. Complaints included but not limited to guards not in chairs, but sitting on deck, guards on cell phones in break room and not

paying attention to window, # of guards required per # of swimmers, and pool party safety. Discussed ORC and minimum safety requirements in Ohio. Discussed need for 2 guards minimum while water slide is being utilized per ORC. Debbie will take discussion points to Parks and Pool for further discussion and requirements for 2023 pool season. It will be Park and Pool's responsibility to set standards for council for review prior to 2023 season. Anthony did meet with Lily regarding concerns last month and it was discussed with appropriate guards. They also discussed changes for the window for next year and have a plan to make that better.

- Baseball field and Soccer field use. Some complaints related to trash cans not being out. Currently fields are being mowed once per week, twice if time permits by village workers. We discussed initiation of league fees to use our grounds (fields, trash cans, electricity etc.) It was felt at this time we cannot guarantee maintenance of these facilities to uphold league fee guarantees.
- Discussed use of Drop Box and Click up or similar software for village. Nakia presented example of how village can organize work orders, projects, receipts, maintenance schedules etc. This committee would like to bring further discussion to council.
- Discussed need for another full-time street department worker. There are many projects going on and the village is having a hard time completing new work and maintenance work simultaneously. We reviewed workers logbooks for daily work. Will take to council at next meeting in September for suggestions and discussion.

Old Business: Village administrator position remains open

Discussed potential job-sharing position for internal employee. This employee would work part time as village admin and remain involved in streets. This committee would like to invite him to next council meeting to meet him and ask questions.

Meeting adjourned @ 1946