

VILLAGE OF BOLIVAR
SPECIAL MEETING
JULY 20TH, 2023

The Bolivar Village Council met in special session at Village Hall on Thursday, July 20th, 2023.

The meeting was called to order by the mayor at 7:00 p.m. The Pledge of Allegiance was said. White opened the meeting with a prayer. App, Bellinger, Diveley, Finlayson, Lawver, Oberlin, and White, all answered yes to roll call.

Number 3 Public notice was posted here on July 18th. A special work session for the Village of Bolivar will be held on July 20th, 2023. At approximately 6:30 at the Village Town Hall. Following the Street and Alley, Parks and Rec meetings. The purpose of the meeting is to discuss the following items: the possible hiring of a part-time clerk, the open village administrator position, and the possibility of merging with the street superintendent position. And of creation of focus groups to cover the following items:

1. Departmental needs, operating within the budget.
2. Revisit policies and procedures to include job descriptions, which need to be revised per risk study.
3. The public to review the risk study. The majority of public officials were not present in 2019.
4. Security of the Village building offices.
5. Status of overpaid payroll and propose correction actions.
6. Flex-time accrual and use. Revisit the policy.
7. Review the policy providing overtime pay for part-time employees working over scheduled weekly hours.
8. Timekeeping. Current status and consistency.
9. Revisit CAPS and Minimums for paid.
10. Begin the discussion of the 2024 tax budget as it's due in September and review of the budget.
11. Review YTD appropriations as revenue. Look at a 3-year history and review a printout of the 2023 budget.
12. The cameras and lighting of the Town Hall and The Police buildings.

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Mayor: Any other comments

Maria App has a correction; the focus group is for the school and not for the items listed. We don't need focus groups for all items listed. Loretta Diveley added to her list I had the school and the cleaning lady. Maria explains how she has her paper organized. How things will sync up. The mayor states that Maria and Loretta can give an update on that.

HIRING A PART-TIME OFFICE ASSISTANT

Maria App: Ok you know that I wasn't ready to commit to anyone quite yet on that. I think we are getting ahead of ourselves. Item 1. Pointing back to that. Getting an employment agency involved. Not a fix but an option. My thoughts are to refine job descriptions. In an interview and we all seemed clueless. The interviewee asking what they would be doing pointing to taxes. Unclear of rate of pay. Seemed scattered. We need to map things out. Most important should be to focus on the clerk office assistant, the Village administrator position or whatever was advertised in the paper. Definitely the security of the buildings. Moving through more of the points: job descriptions, rates of pay, etc. shouldn't happen here. Focus on what's more important. Point number 1. I'm not ready for that. Need to get more things done first. We really liked Samantha. Was not consistent with the pay. We need to really look at the CAPS and minimums; should not be making more than the income tax administrator that's a problem. Heather has been here 6-7 years at \$16.89. I would not want to start someone at \$17.00 an hour. Stephanie has been here for almost 10 years and is at \$16.39. I don't want to start someone at more than that. This needs to be looked at heavily. 2020 was the old CAPS and Minimums and it was broken down by each position's starting and ending rates. After that ending rate, we were discussing the longevity pay. Obviously, these rates are all kind of skewed and have changed as of last August. Thoughts on that? Structure and plan with a job description. Our description is out of date.

Mayor: Maria did this job for 8 years, full-time, 40 hours. Put in more hours and didn't get paid for that. On salary. We heard from several people we could do this position for 24 hours a week. We found out that was not true. Didn't take us long to figure that. The fiscal officer focused on the money. The other person then takes on the tasks. More mundane but still relevant. I like Express. We are getting more people to look at to hire.

Maria App: Express is really looking to help with a more permanent person and not a temporary one. This would be the right deal!

Mayor: I would like to have this person start. I know you really liked Samantha. She was the kind of person you'd want beaming and good to have at the front desk. But my issue is the lack of experience. All she really had to do was manage money at the end of the day. We don't

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want her to do much with money. But there are other areas that will need help. Having someone available tomorrow would be great. I talked to LGS and I talked to Mary Ellen, she said that's all good, it's a straight \$50 an-hour person whenever you can get them. But she recommended a person named Tony who does payroll. He works in Nevada and is assigned to Columbus. He just remotes in. He is available maybe every other day.

Barb Kline: We've worked together twice. He's given me pointers and ideas on how to go about correcting the pay. Which I've done for the Mayor. But as far as helping me, relieving me of the workload, that's not the case. He has been helpful in clarifying that knowledge. I've been thinking about the temp; water payments. I've spent two days in UAN. I know you liked Zelda and we wouldn't have that high cost. Just get this underway for 6 months. She can also help with getting the policies and procedures updated.

Maria App: And these are things that need to be done. Higher priority. As we are hiring people we need them done. Giving out the packets, I'm not signing off on any form.

Barb Kline: I don't blame you. Tedd pointed out to me that June 19th wasn't in the most updated policies and procedures that I had that I was going off of for holidays and pay. Definitely needs to be updated. I need someone to help put this together because it's just out of whack.

Maria App: I have a copy from back in December that has almost everything that was added from May of 2022. All those changes. Which have been included in your packets.

Barb Kline: It was missing some stuff from 2019 as well.

Maria App: That is kind of my concern I looked at the index when you have an employee onboarding and maybe you'll disagree Steve; I think we need to get something in their hands so they can get the core. It may not be every bit of the sequence we need but it might deal with their department or basic things like what is acceptable, what's not acceptable, discipline, that section 7. Every employee starting should have that in their hand and know what their expectations are for their department. Where we start to get off track is vacation time, flex-time, and holiday pay. Etc. end of the week or the end of the month. It's not multiple-choice. Should this go to Steve or should someone else be chosen to look this over because our solicitor had this before?

Steve Babik: This is the employee handbook we're talking about correct?

Maria App: Yes, this should be the employee bible everyone should have.

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Steve Babik: Yeah, I can go through it. I have recently obtained a copy of it. I don't know where it's derived from but it looks like a version of a collective bargaining agreement. There references to a grievance, but no grievance section. There is a section on discipline, you see these terms and it works out to be a nightmare if you ever have to use it. There is room for conflicts that could be bargained in. Room for many arguments and bargaining. I'm happy to take a look at it.

Barb Kline: It needs to be cleaned up.

Mayor: 90% of that section 7 can be thrown out! "At Will"

Maria App: Years ago, it was so vague, one paragraph. When it needed to be used there was like no teeth to it. The solicitor said "good luck" easily pointing in one bundle.

Steve Babik: At the discretion of your supervisor or whoever the appointed Mayor is you're an...to provide progressive discipline but it's not guaranteed. (Stating what it could say)

Maria App: Are we going to bring back the Policy and Procedure committee?

Mayor: We just get together when we have the time and it seems like most people don't have the time or want to take the time out the workday to do it.

Discussion about not getting this too complicated. Easier the better.

Steve Babik: I'll take a look at it and get this to a reduced size and submit it to all of the council. I'll outline changes in red, so everyone can see it. Maybe just a general discussion that takes place after that.

Discussion about who exactly we are hiring.

Dan Oberlin: We have an assistant clerk already; can we increase their hours? Take away the water bill tasks.

Mayor and Barb: She doesn't want more hours.

Dan Oberlin: Well let's hire someone who does!

Maria App: Stephanie is limited in her hours. She does have knowledge of how taxes work. She can still answer those tax questions. I don't know that we can not have 3 people in that office.

Dan Oberlin: Can we just have one person who does only the water?

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Maria App: That would be ideal. One person who only does water, Barb you would be the second reference person you do the deposits after it's been prepared, it's then entered into the UAN/water system. One person should not have to do all of this alone.

Mayor: My point is we are trying to hire someone, so why would we get rid of the person we already have? I'm confused.

More discussion on multiple people doing this job. The times have changed.

Maria App: There is a segregation of duties. Not putting all your eggs in one basket. Making sure we don't have fraud issues. With only one person doing this, it's too much.

Will Bellinger: We aren't messing with the tax department. The point here is we need to hire an assistant. Now we interviewed one lady early on and I thought she was decent. (Dan did not like her).

Mayor: Brings up Zelda but \$19-\$20 an hour, She's got the experience and the learning curve would be small. But having her time coming in would be almost the same. Wouldn't be a good policy.

Asked Barb to reach out. Not doing Barbs' job but would she entertain the lesser portion? Barb agrees to reach out tomorrow.

Maria App: Asks about locking in 24 hours.

Barb Kline: The max this person would be working is 24 hours a week.

Maria App: Could be different hours per week. A thought of public service doing it. What would the cost be per hour and what would include taxes, social, Medicare, and workers comp? If we paid \$15 an hour what they charge = \$21 an hour.

Will Bellinger: What do we do when we hire someone here? When we do a background do we do a drug test?

Maria App: No, we don't. We are supposed to, it's in our policy but we do not. It's never happened.

Barb Kline: Do we need to? (discussion on if Levi had a background check) Yes and no. We submitted one but never got it back. He had one through Boy Scouts, the baseball association, and the county. I didn't see the point of spending more money.

Maria App: I'm not trying to be difficult but it's all about policy. Are we going to have a caveat, "OK you don't have to have it if"? Does it cover criminal? Do the others he's had just

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cover the low basics? Etc. maybe we need to have a meeting where we just go through it and strike out what we aren't going to enforce. If we don't want to follow it, let's be honest, just get rid of it. If it's going to be there we have to follow it. We can't go both ways.

Barb Kline: OK that makes sense.

Mayor: At this point what are doing for this part-time position? Are we asking about wages, are we interviewing anyone else, do you want to call a temp agency and feel them out? All of the above. Yes, yes, yes! All of the above! Did they give you any timeline for a temp on when they could start?

Maria App: I think they could start pretty quickly. They go through a large questionnaire process. I was only getting preliminary information. We are talking days not weeks.

Will Bellinger: Mentions hearing that the temp hires are horrendous.

Maria App: Oh, yea there's no doubt the whole job set across the board sucks. I saw some resumes that came through and I wondered if it was grade school kids putting them together. If they can't spell on their resume, I'm not really confident they can even use spell check. When it comes to meeting minutes Barb, that's something they could help you with. That all goes back to the job description.

Mayor: The question is do we commit to a contract; what if they send us people that aren't fit are we stuck with that?

Maria App: No, I think we can just be done. Great question. If you want to hire someone and you want to keep them then you have to go by their contract hours. 540 hours at \$21 an hour. If you go out less than that then it's tiered.

Dan Oberlin: Does that \$21 an hour include everything, taxes?

Maria App: Yes

Dan Oberlin: So that's like \$16 an hour.

Maria App: So, if you paid someone \$16 you're looking at about \$18.50. So, it is going to cost a couple of bucks more an hour. There is a playing field here.

Discussion on if you can interview the person if you hire through temp agency. Or do they just send you a person.

Maria App: Write that down so we can ask the temp agency that question when we talk to them.

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Discussion: If we aren't locked into this contract can we bring this person on board and still look for the right fit and hire.

Maria App: Again, another question to right down to ask the agency.

Mayor: I Still like Zelda. Barb to see if she can accept a lesser amount.

Discussion: OK to hire her just questioning the rate. And other people who are good for the job but not here to interview.

Barb Kline: We aren't people to interview because we are currently viewed to be problematic and hard to work for. There are over 50 fiscal positions across the state of Ohio that are open right now. No one wants to get into the private sector anymore.

Mayor: Only 70% of the Villages use UAN and the 30% use something else.

Maria App: The negative side of things; you'll always get the negative with social media! I suggest getting a website; here is where our information is etc. If they have access to Facebook they can have access to the internet and a website. Eliminates a lot of issues.

Mayor: Barb to check with Zelda first, then we can look into the temp agency. There is one other person who wants to interview but has canceled twice.

Steve Babik: I don't think there's a term on this. I think the way it works, they send you someone and they take a 20% cut for the first 160 hours and then they take 15%, 10%, and then at 540 you pay \$750 to take them on. If you churn ppl that's when you waste the money.

Will Bellinger: Another question is the traveling clerk. I thought we were getting someone who does more than provide advice and actually helps her out.

Mayor: He is helping, answering her questions, he can mirror into her computer and show her how to navigate. It's cheaper this way.

Will Bellinger: Do we need someone actually picking up some of the load and managing it versus just providing advice?

Mayor: If we had someone come into the office can help you do some of the work in the UAN?

Barb Kline: Yes, and Matt did. I didn't realize how heavy the workload was until Matt quit. And then suddenly I realized he was doing a quarter of my work.

Will Bellinger: To me, it would make more sense if we had someone here taking on more of the workload instead of some guy once a week giving a few tips.

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Maria App: I thought the purpose of the UAN person was to provide and address the areas that needed to be cleaned up?

Will Bellinger: And Help Out.

Barb Kline: Let's see what happens with the temp and we'll keep you updated on that. Let's go ahead and move on. I think we've beat that horse to death.

Will Bellinger: Are we going to cover the Village Administrative position next?

Barb Kline: Yes

Dan Oberlin: Have we made a decision on what we are doing?

Will Bellinger: That's what we are to talk about.

MERGING THE STREET SUPERINTENDENT WITH THE VILLAGE ADMINISTRATOR

Mayor: Levi had approached me a couple of weeks ago about the opportunity of being the Village Administrator and the Street Superintendent at the same time. The first thing I thought was that he could not be his own boss. The Village Admin is the Street Superintendents boss along with the Mayor.

Barb Kline: It is what we've done in the past. It's ordinance 120.15. Becky had appointed Dave Franks as the Village Administrator and Street Superintendent.

Dan Oberlin: That didn't work at all. How long did that last? A few months Maria?

Maria App: No, Randy became the Village Admin after John Powell left in 2012-2013 and we brought Chuck Williams. And then Dave became the Village Administrator and due to some disciplinary issues, Randy became the Village Admin again back in 2019, October. In 2020 I became the Village Administrator for the next year and 3 months. Then Becky took over. Randy, Dave, and I all had a \$2.00 stipend added which is in #2A. A taxable pension stipend. The concern I had when I was the Village Administrator was that it wasn't really functioning. If we had a water line break Randy went out a couple of times, Dave went out. When I did this job, I was getting run into the ground trying to do two full roles. It was too much. Then Becky came along. She was \$18 an hour for 15-20 hours a week. We were finishing a downtown project and still at the top of a water project. When Matt became the Village Admin that is when things died down. There was still some cleanup and some finishing up of projects. But I think he was spending a lot of his time doing the financials part versus the actual Village Admin part. That is my only concern with making it a whole separation position. I'm not really against it being a

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combined position. But concerned about getting Levi the help he needs so he doesn't get overloaded. When those projects start rolling around then it could get to be a problem.

Mayor: Yeah, he's got 15-20 hours for Village Admin, the rest would only be a part-time Street Superintendent.

Maria App: I think the 15-20 hours of Village Admin if you were to be really open and transparent and honest; how many hours a week do you really think _____ spent as Village Admin? 10, 3, 2?

Barb Kline: It probably averaged 5-10 hours a week.

Maria App: At most, at the very most.

Barb Kline: Yeah, at that time he did a lot of grant writing and stuff like that.

Maria App: Right, but that's to my point and my concern. If you are saying we are committing to 24 hours a week...what are they going to do when it's slow? Are they going to help the Street Super? Are they going to get out there and mow? Or something if it's slow. I don't like the idea of the Village Admin being bundled with the Fiscal Office. I think it's co-mingling.

Barb Kline: Yeah, I don't want that.

Dan Oberlin: Back in my day there wasn't a (2011) there wasn't a Village Admin there was a Water Board.

Maria App: Up until 2011 it was the water board. They couldn't get anyone to show up for the water board.

Dan Oberlin: If anyone still had, we're talking 80 years we had a water board/public administration (water, sewer, electric if you had it) and that was fine. When _____ was hired he assumed those responsibilities he passed his test, and he was on his way to getting his license for Water/Street Super to help Dave. That was the only person we had that was anywhere close to what it was for. To replace the water board. Does anyone still have a water board?

Maria App: Yes, that Way Study I provided you all last August had those that have a Water Board versus a Village Admin.

Dan Oberlin: What I see is people making up their own jobs. It has nothing to do with state or county guidelines that we received 3-4 years ago when I first came on. We were trying to replace the Water Board to a Village Admin. I think we are trying to make this something it's

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not. In talking to Strasburg and other big cities/Mineral City doesn't have one because they have county water.

Maria App: The Village Admin is actually over the streets too, so there are utilities and your street department, street functions, and street grants. One thing I'd like to see is with BWC a safety manual. The Village Admin could help with getting a safety training manual for your Village. Being compliant as if you're out there on a pole somewhere.

Will Bellinger: To me, your Village Admin did that but also assisted in avoiding the whole hiring of a part-time person to assist the fiscal officer. The two of those did all of that work.

Maria App: In this case, he did that because he was a skilled county worker before. Per the revised code the Village Admin has nothing to do with the Fiscal Officer. They help with contracts.

Will Bellinger: The fiscal officer handles all of the fiscal stuff. But the Village Admin can help with all of that extra and step in and fill those hours doing those jobs.

Dan Oberlin: He was qualified for those jobs.

Maria App: He should not have been doing budgets.

Will Bellinger: I agree. But my point is all of that extra stuff that we are looking to put an assistant in for the Village Admin can do. If they are only doing 5-10 hours a week Village Admin, then the other 10 plus can be spent doing/assisting with all of the other Village business outside of the Fiscal Officer job. Avoid hiring an assistant. We just can't hire a Village Admin right now.

Maria App: Oh, I agree, hiring a Village Admin, a part-time assistant, and a full-time person. We just keep compounding. At the same time, I'd rather see someone helping with the Street Super and get the assistant. It's hard for me to talk about this because I have a conflict of interest with Gary App. So, let's leave him out of this pretending he was not working here. So, if you had a part-time person that is that department and there were some shared duties, one person as the titled Village Admin and the other person assisting that's my thought. I don't know what your thoughts are Levi?

Levi Kaser: I'd love if we had a regular part-time Village Street person and then...A Village Admin, Street Super, and a year-round part-time street assistant.

Dan Oberlin: For 30 years this Village had two Street people one who did water and street and the other was his assistant.

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Maria App: But Dan there have been a lot of dynamics since then. When you did raises last year and it went up \$17.50 cumulative between 5-6 people.

Dan Oberlin: 30 years of sidewalks that money paid.

Maria App: That's just poor planning.

Will Bellinger: What are everyone's thoughts on making Levi the Village Admin and bringing on someone part-time year-round for the street?

Dan Oberlin: From what I saw it never worked when Gary Franks was, when Maria was...to repeat a mistake like that... and other Villages have a Water Board. He has a license and he work with the Street people. Of course, Strasburg is bigger and maybe they can afford that. They've always a had a guy with a license.

Barb and others in the background: discussing if Gary would work year-round. Permanent part-time.

Barb Kline: Let's see if Gary App would be open to being year-round part-time. More than seasonal. If he's willing to do that that would make an easy answer with Levi.

Maria App: I will interject one thing. I would also find out and in just talking to Levi and Gary; if you're in a slow season there's really not much to do. Gary isn't going to come in to collect a check. He doesn't need it and he doesn't want it. You know. So, it's not like you'd be bound with him like "Oh shoot, we have to pay him for 24 hours a week, we have to find something for him to do 24 hours a week".

Will Bellinger: Oh, I'm sure we can find something for him to do 24 hours a week!

Maria App: I mean like in December. I'm looking at the floors in here and thinking "You're probably right!"

Will Bellinger: We've got plenty of stuff, I'm not worried about keeping someone busy.

Maria App: I'm just putting it out there. He doesn't need this job.

Will Bellinger: Something like "Hey she needs you for 4 hours, make some copies" I'd like to see that happen to help out. We're a small place everyone has to pitch in. If you're over here in the street dept we should be able to pull you over here to help make some copies.

Maria App: I agree with you. If we need someone to come in and step up to the plate we should do that. This is kind of out of sequence but I know we have a meeting coming up on August 10th, I know we changed that date. Bruce, are you able to be there?

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Bruce Lawver: Yeah, I'm still working on that. I don't know.

Maria App: The reason I'm asking is that is, Barb I'll direct this your way; If we did entertain taking it back to the original time when Bruce could, our whole committee could be there. I'd be happy to help. If you just click that print button, I'm happy to put together packets with the reports needed. To get these out for council for the night of the meeting.

Barb Kline: OK, I'd be glad to take the help. I'm always up for that.

Maria App: We can talk about what reports we need, I can collate them, whatever. If you need help with putting together an agenda, I'm happy to do that.

Barb Kline: Ok

Maria App: At least until you get an assistant.

Dan Oberlin: Where are we at?

Will Bellinger: Well we're at the Village Administrator. Looking at making Levi the Village Admin giving him a bump in pay and seeing if we can get Gary to come on part-time year-round. Regular.

Loretta Diveley: That sounds good.

Bruce Lawver: Yeah, I agree, we need a Village Admin bad.

Will Bellinger: Tedd?

Mayor: Yeah, whatever you guys think! I see problems but I think they can be worked out.

Loretta Diveley: What kind of problems?

Mayor: Just the overlapping and getting the time for both of them. I spend a lot of time right with OMEGA and Heather Places? working together on getting this water line replacement project. Those kinds of things. In the summer with him doing that I don't know, I just don't know if it will work out.

Maria App: And we have a probationary period too. I mean separate probation from his street job. 6-month probation.

Barb Kline: I mean he could always through his hands up and say it's more than he realized and he needs to go back and we need to start looking.

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Steve Babik: If you would have asked me when I walked in I would have said no. But I've been sitting here looking into it. The Mayor asked me if they are compatible and I would have said no when I walked in because I thought one was a check upon the other. There's a compatibility test that you perform and ask questions.

- Is either classified? No, it's not.
- 2. Do any statutes limit the employment? They don't.
- 3. Is one office subordinate to check upon the other?
 - That's one I would have thought would have been a yes but there's actually a statute for powers and duties of village administrators 735.273 which includes the Village Administrator shall supervise the improvements and repairs of streets, avenues, alleys, lands, etc. And he's under the general supervision and control of the mayor. Then there is a separate procedure if you want to remove him. There's actually another section 735.31 for a Street Commissioner which is what Levi is. That position is appointed by the Mayor and confirmed by the legislative authority. So, I don't think a VA actually supervises a Street Commissioner, I think a mayor supervises both the VA and the Street Commissioner. I don't think there's an issue with the chain of command.

Dan Oberlin: In a large city he supervises the water, sewer, and electric and that's probably why they named it the Administrator because he administrates over all of those. And we don't have any of those here except water.

Steve Babik: So, I think the other questions are factual determinations like; Can the person physically perform both job positions? There's only one person in the room that can answer, LOL. Is there a conflict of interest? I don't think that there is because they don't directly or indirectly control each other. The Mayor supervises both. And then there is also precedent. It's been done in the past, presumably someone in the past looked into it and made a decision that they could. I think that could and they both reported to you.

Maria App: And you're our third solicitor weighing in on it.

Steve Babik: Did they all say yes?

Maria App: Yes, in 2015, actually before that that was one solicitor. And in 2018 that was a different solicitor. And now, now. I don't think that anyone would have put that extra responsibility or extra pay on someone if they couldn't have. I understand what Tedd's saying too. You know, having someone as your own boss but this and that but ultimately, you're the boss of all of them.

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Steve Babik: Yeah, I pulled the Attorney General's opinion because there is one on point with the Police Chiefs. The stature of the Street Commissioner actually says, well it was a sticking point, well it wasn't a sticking point, but they are actually discussing insubordination and control and saying the positions of Village Police Chief and Village Administrator thus operate independently of each other neither is required to assign duties to supervise the other, neither is responsible for appointing or removing a person from the other position. That's the same here. The Mayor appoints and removes. Legislative authority confirms. So, I think it's fine.

Maria App: Perfect

Dan Oberlin: I'd like to know, Levi are interested in studying and taking your water test? So, you'd be qualified to replace the gentleman we have at some point in time. He's going to retire completely, I mean someday.

Barb announces that Levi has already been studying. Confirms he has already been doing the logging and all of that stuff. He's a go-getter! You should go see his office, I've never seen it look so good.

Maria App: I'm happy to go see it.

Maria App: So, this all really covered the first 3 problems on this paper.

1. Street Super
2. The Village Administrator
3. The hiring of the assistant

REFOCUS ON THE AGENDA AT HAND

Maria App: Now we're going into the actual core agenda that we had last week. For the sake of time tonight, as I said from the top, we're not going to get to all of these. We'll be here until midnight. We'll be ordering dinner! So, what do you think about just moving like to number 4 and next time we start working on CAPS and minimums and the policies? But this is an outline that everybody has that we can start to look at. Now we have the attachments, bullet point number 5 on the second page. Item six points to attachment C.

Dan Oberlin: Do we really need CAPS and Minimums because they are negotiated every year and they are going to change every year.

Barb Kline: Then you change the CAPS and Minimums to go with it. So, it's always a moving target.

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Dan Oberlin: Do we have to have it?

Maria App: We don't have to.

Barb Kline: But it's nice to have.

Dan Oberlin: Well then let's not waste our time on it. If we don't really need it. If we look at it we're way above that on a couple of jobs.

Maria App: But if we've also skidded away from things by not using any type of guidelines or template saying this is what we should be sticking within. We're just throwing darts at a wall and wherever it sticks it sticks.

Dan Oberlin: Well it's been in double digits for 2 years. We can't predict what's going to happen 3 years down the road.

Maria App: We can't that's why it's a moving target. You can always change it at the end but we have to have some kind of idea where to start/structure. Again, we look like idiots when we interview.

Barb Kline: The CAPS and Minimums do help with interviewing.

Maria App: You don't have to stick to it verbatim, you can always change it a year from now. It could be changed annually.

Will Bellinger: We can discuss that more later.

Maria App: Yeah, just so you know there are some attachments and that's what you're seeing and everyone can read and see what's coming down the pipe in my opinion. If you'd like to strike anything that's fine. I'd like to talk about the security of buildings.

Will Bellinger: Hold On. The September budget is going to come up quickly.

Barb Kline: I've already started working on it.

Will Bellinger: But is this Nevada guy going to help you with that?

Barb Kline: Yes

Will Bellinger: Perfect

Bruce Lawver: That's what I wanted to know.

Maria App: If you have any questions.

Barb Kline: I'll probably be reaching out.

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Maria App: I mean my time is a little limited but at the same token just call me.

Barb Kline: You know I can work nights, that's not a problem.

Barb and Maria discuss structure and being organized.

SECURITY OF BUILDINGS

Maria App: Ok So security of the buildings; I just got information this past week which is horrifying. That one of our cameras in the Mayors office, the cord was cut. Not unplugged. The cord was sliced. And that did not come from anyone in here. But I was told this by one of the officers. I also found out that, that the former Street Super had keys to your office Barb. Did you know that? Why did he have keys to your office?

Barb Kline: He had them when I started.

Maria asks Levi if he has keys to Barb's office.

Levi Kaser: Now I do because I changed the locks. Just a spare. They are in the spare lock box.

Barb Kline: We could put it in with Randy maybe or something like that.

Maria App: This is just me but this is our tax office and our finance office and I know there filing cabinets. But I've also been around when someone drilled through our concrete filling cabinet. And then they acted like "Oh I don't know how that happened?" Because someone key didn't work. "oh, don't call a locksmith". Let's ruin a \$3,000 cabinet. I saw the concrete dust on the ground and thought was the heck is going on. My theory is that no one should have access to that office except for the people who access it. Like you (Barb), Stephanie and the Mayor. If you aren't there in the day time, have to walk to the bank. Shut and lock the door.

Barb Kline: Yeah, I always do.

Maria App: And then I found out again a former employee has entered our buildings without permission using the key code.

Person: It's over now.

Maria App: I know it's over now but we need to have some kind of policy in place when an employee leaves? What is the protocol for inventory or items; whether it's uniforms, badges. Whatever the case may be. This should not be a revolving door for anyone who has worked here to just come and as go as they please. We don't know if they are coming at night,

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in the day time. This is unacceptable. We have a security room on the other side of this wall right here. That's all of our taxes. How do I know we don't have keys to that building/or room?

The discussion was the key to the retention room. Levi has a spare. Barb has the original. Will suggested to change the lock completely. Maria stated she was upset about this, there are tax boxes in there, nothing is in a cabinet. Barb Kline clearly states let's change this lock. Mayor states there should be no spares to Barb's office. Or that storage room. Maria states there is a key for Barb and Stephanie. More discussion around it not being good that multiple people have keys to these spaces. Asking about a keypad versus keys. Barbs office is a key. All locks have been changed. Concerned it took so long to change the keys.

Mayor: I did not know that wire was cut to that camera. But I do know the people before me did not want a working camera there. I don't think it's needed we have cameras outside that cover the whole area.

Maria App: If we would have had cameras working maybe we would have seen that someone was going into her office after hours.

Mayor: There is no way to get into the building at all without a camera seeing someone enter the building, seeing every door. If in that time period, we can pull up the footage. Up to two weeks.

Maria App: I disagree with that. But that's just my opinion. Next page; which ties into the security of the buildings the risk study. Does everyone have a copy of the risk study?

Barb Kline: I don't.

Discussion some have. Make copies and put them in mailboxes/email out/text information.

Maria App: Number 4. Sub section 4. Talk to Tony asap to get the stipend for Eric that has been added to his base pay. Right now, his base pay is \$20.50 an hour in total. \$19 is the actual base. \$1.50 is a health insurance stipend because he has rejected the Village Health Insurance. The \$1.50 is taxable, not pensionable. There is something already set up in the UAN for \$1.50 but it probably has the wrong codes going to it.

Discussion with Barb and Maria about helping each other to get this fixed. Getting it changed ASAP. This was set up beforehand and it was not right. Randy's is not correct either but they are different. Barb has a lot to fix on the payroll side. Maria App states this is a good place to stop. Agreed. Mayor asks if anyone has questions? Maria asks if everyone has a Sunshine Law Book? Should we order any. Dan says we are required to take every 4 years. Will get copies made.

Mayor: Ready to adjourn.

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Tim White Motions to Adjourn. Dan Oberlin 2nds Motion.

Barb Kline: Roll Call – All Yes

Meeting done

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