

Budget Committee Meeting
Monday, March 8, 2021
Minutes

Present: Andy Clark, Colleen Coogan, Rebecca Foster, Ted Kinczkowski, Linda Lavey, Brian Matson, Bob Vedder, Scott Mills, Jeff Newton and Jill Chapman

Absent: Eirik Kauserud and Shawn Tibus

Colleen Coogan of Woodhill Group presented an overview of Village funds and fund balances, with a review of revenue sources for all funds. Although the Village has done a fairly good job at balancing operating expenses and revenues, there is a potential structural deficit in how we approach budgeting. Revenue streams have not kept up with increased expenses, particularly in employee benefits. Woodhill suggests that we separate major capital outlay in its own category so it is not buried in operating. Other suggestions included separating refuse into its own enterprise fund and opening a new division in MERS. Capital Improvement Plan was also reviewed with an emphasis on how the process should work. The CIP is developed by department heads to plan their major capital expenditures. Council then reviews, adjusts and adopts the CIP. The CIP then automatically gets included in the budget, and then Council makes a final decision at that time on what is included in the budget or what gets rescheduled for another time in the CIP.

Budget Committee Meeting
Monday, March 22, 2021
Minutes

Present: Andy Clark, Colleen Coogan, Rebecca Foster, Ted Kinczkowski, Linda Lavey, Shawn Tibus, Bob Vedder, Scott Mills, Jeff Newton and Jill Chapman

Absent: Eirik Kauserud and Brian Matson

Colleen Coogan of Woodhill Group started out with a discussion on basic budgeting ideas. Taxes and tax revenue were explained in detail. The police vehicle replacement schedule was explained for clarification, which led to a discussion of how DPW equipment usage should be handled. The difference between Capital Asset and Operating and Maintenance funds was also explained. Woodhill is proposing changing our current CIP plan into a detailed budget with a schedule that goes out multiple years depending on the department.

The general fund was discussed along with the projected increase in health insurance payments and the need to allow for that in the current budget. Wage increases, pension expenses and OPEB were also discussed and recommendations to consider for FY22 were given.

Final discussion involved an analysis of why our positive operating budget in 2020 turned into a negative operating budget for 2022.

Budget Committee Meeting
Monday, April 12, 2021
Minutes

Present: Andy Clark, Colleen Coogan, Rebecca Foster, Ted Kinczkowski, Linda Lavey, Bob Vedder, Scott Mills and Jill Chapman

Absent: Eirik Kauserud, Brian Matson and Shawn Tibus

Colleen Coogan of Woodhill Group presented a recap of the general fund, operating budgets and capital budgets followed by a look at the Village's General Fund Budget Report. Enterprise funds were also explained.

Budget Committee Meeting
Monday, April 26, 2021
Minutes

Present: Andy Clark, Colleen Coogan, Rebecca Foster, Ted Kinczkowski, Linda Lavey, Brian Matson, Shawn Tibus, Bob Vedder, Scott Mills, Jeff Newton and Jill Chapman

Absent: Eirik Kauserud

Colleen Coogan of Woodhill Group explained that discussion of the General Fund would be skipped over today because the President is working on changes in an effort to get a structurally balanced budget.

Major and local streets were discussed along with the highway fund. Recommendations were given as to how these funds should be handled.

Water and sewer were discussed next. There is a structural deficit in both the sewer and water funds similar to the general fund, but this is not a cash flow problem. Depreciation expenses were defined and recommendations were given for both funds.

Colleen reviewed what has been covered to date in all of the previous budget committee meetings. The cemetery fund was quickly reviewed. Discussion was then held over what should be covered in our next meeting.

Village of Pinckney
Personnel Committee
Thursday, April 29, 2021 5:00pm
Minutes

Held via Microsoft Teams. Present in the Village of Pinckney: R. Vedder, T. Pais, L. Lavey, R. Foster; from Putnam Township, J. Chapman. Absent: E. Kauserud.

Agenda: 1. Vacation payouts

2. Bonuses
3. Personal time payouts for departing employees
4. Additional paid time off changes or considerations
5. (added) Life insurance pool

Lavey shared an MML document summarizing municipal benefits trends via email with the group, and briefly described some basic research done on benefits offered at other villages, through manuals available online.

Discussion focused on the agenda:

1. Vacation payouts: Foster and Lavey had performed some research into the origins of this recent practice, but documentation could not be found. Members discussed different views at length, including: the Village's current time off packages are considered generous; vacation time is meant to give a break and employees should take it; maybe a week's worth could carry over into the next year, but not more than that; the cap of 200 hours is too high; higher salary might be preferred to more time off; the vacation payout will not be continued
2. Bonuses: Lavey commented on additional cash payouts she found in research, including birthdays off, longevity bonuses, a wellness stipend (probably in lieu of insurance), number of holidays allowed, whether FT and PT get paid holidays. Foster commented on the possibility of bonuses in lieu of raises for budget balancing. Vedder commented that the Village does not have a bonus section in the manual, reiterated for more money, fewer benefits. Members discussed how bonuses can cause ill feelings if they are perceived to be unfairly distributed; in business they are based on profit, which the Village doesn't have; employees can come to expect them; if it were bonuses or nothing (without the possibility of a raise), might be a consideration.
3. Personal time payouts for departing employees: Foster's stated view was that personal time should not be paid out. Lavey agreed that personal time, to be used for personal business or daytime business, is to be used and not banked like vacation. The maximum accumulated hours was determined to be 144, with carry over.
4. Additional paid time off changes or considerations: Vedder noted that the part-time employees were awarded a pro-rated number of personal time (one hour for every 32 hours, or six days per year). Lavey suggested vacation time could be prorated in a similar

way. Foster agreed, saying that this is pretty standard for regular part-time. Vedder offered that it could be added as a benefit, prorated the same as personal time, as an incentive to come work for the Village, or to stay working for the Village. Suggested rate: one hour per 32 hours worked. To be competitive, this should be added. Lavey suggested those holidays when the office is closed, thereby causing employees to lose the hours, could also be paid holidays. One additional benefit discussed was the possibility of on-call pay for DPW employees. Foster noted there is call-back pay, minimum two hours. The suggested benefit would be for being available, at a rate of two hours pay, whether called in or not. Members decided it would be necessary to consult with the DPW director before continuing this part of the discussion.

5. Life insurance pool: Vedder asked about the life insurance pool, for elected officials and full-time employees, but not for part-time. Lavey remembered that it had come up before, but the interested employee, charged with finding out about it from the insurance company, didn't pursue it. This is a life insurance policy, \$35k for \$1 in a pool. Lavey thought the benefit would pay to the Village but was not sure. Vedder and Foster agreed that they did not need a personal payout, or to be in the pool at all. It was thought it may be some part of the liability insurance to carry insurance for everyone; everyone needed to be counted to increase the pool, but not everyone is being counted at this point. Lavey asked Chapman to contact the insurers and find out the answers to these several questions.

CONCLUSIONS:

- Vacation payouts to be discontinued
- Adding a "bonus" is not recommended
- Personal time payouts will not be allowed
- It is recommended to add prorated vacation for PT employees, and paid time off for those holidays when the office is closed
- More information is needed before deciding on DPW on-call pay
- Chapman will research the life insurance questions

Adjourned: ~6:00 pm

Pinckney Police Department

220 S Howell Street
Pinckney, MI 48169-0036

Chief Jeffrey M. Newton
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DATE: April 27, 2021
TO: Jill Chapman, Village Clerk
FROM: Jeffrey M. Newton, Chief of Police
CC:
RE: Police Service Committee Minutes – April 27, 2021

Called to Order – 6:05 pm

PRESENT:

1. Gene Weincouf, Citizen Representative
2. Bob Vedder – Village Trustee
3. Ted Kinczkowski – Village Trustee
4. Jeffrey Newton – Chief of Police

ABSENT:

1. Shawn Tibus – Village Trustee

AGENDA ITEMS:

1. PPD Staffing Update
2. State of the agency

MINUTES

- Chief gave an update on the status of personnel within the PPD
 - o Ofc Finke is being deployed to Kuwait, and his last day before deployment is Saturday, May 8, 2021. He departs on May 20, 2021.
 - o Recruit Officer Conan “CJ” Stoehr started on January 11, 2021 as a part-time Ofc
 - He will be completing his FTO on April 29, 2021.
 - He will be promoted to full-time on Sunday, May 2, 2021 and go solo patrol.
 - He will take Ofc Hall’s position on the midnight shift rotation.
 - o Part-time Ofc Garrison has completed his training and his now working solo patrol.
 - He was hired in early February, 2021
 - He comes to us from Dearborn PD with 28-years of police experience
 - He is already proving to be an excellent addition to the PD
 - Ofc Garrison will fill in for Ofc Finke from a part-time status
- The question was brought up about what will happen when Ofc Finke returns from Military deployment

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- He will return to his normal position and Ofc Garrison will remain at part-time
 - The question is what the village will do when I retire. It is my intention to retire around May 2022.
 - The committee was advised to consider hiring a chief from within.
 - Two internal candidates
 - Sgt Trenkle
 - Ofc Garrison
 - If they hire from within, they will need to hire a replacement PO sometime in the fall of 2021. This will provide for hiring process and field training.
 - If the village looks outside the agency, then no PO hiring will be required.
- Chief gave an update on the state of the agency overall.
- In summary, the agency is in good shape. We were fortunate to get Ofc Garrison as a new hire to replace Ofc Finke's deployment. It solidified the staffing.
 - Morale is low, due to the current national state of affairs involving law enforcement.
 - Otherwise the PPD is in good shape in all categories.
- There was then a general discussion concerning the national state of affairs involving law enforcement. Chief took questions from the committee.
- Adjourned at 7:00 pm
- Next meeting – Tuesday, July 28, 2021 @ 6:00 pm