

BRYAN BOARD OF PUBLIC AFFAIRS

December 17, 2024

Board of Public Affairs Chairman Karen Ford opened the meeting of the Bryan Board of Public Affairs with the following members present: Annette Schreiner, Richard Long, James Salsbury, and Robert Eyre. Also present were: Director of Utilities Derek Schultz, Mayor Carrie Schlade, Human Resources Director Tricia Lyons, Electric Distribution Superintendent Al Sullivan, Bryan City Council Member John Betts, and Clerk-Treasurer John Lehner.

Ms. Schreiner moved, Mr. Long seconded, to approve the minutes of the December 2, 2024 Joint Special Meeting and the December 3, 2024 Regular Meeting, as written. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Eyre moved, Mr. Salsbury seconded, to accept the Clerk-Treasurer's Report for the month ending November 30, 2024 as submitted by Clerk-Treasurer Lehner. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 30, 2024, titled,

**A RESOLUTION ADOPTING THE REVISED CITY OF BRYAN 2025
EMPLOYEE HANDBOOK, AND DECLARING AN EMERGENCY**

was presented and read by title only. Human Resources Director Lyons explained the thorough review that she, Mayor Schlade, Director of Utilities Schultz, and Clerk-Treasurer Lehner conducted on each section of the handbook. She then reviewed the significant changes and asked the Board to adopt it by approving the resolution.

Mr. Long moved, Mr. Salsbury seconded, to pass Resolution No. 30, 2024. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 31, 2024, titled,

**A RESOLUTION AUTHORIZING THE DIRECTOR OF UTILITIES TO
ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE IBEW
TO EXTEND CERTAIN BENEFITS IN THE REVISED EMPLOYEE
HANDBOOK TO BARGAINING UNIT EMPLOYEES**

was presented and read by title only. Director of Utilities Schultz explained the resolution provides for extending the changes in the revised employee handbook to bargaining unit employees, as applicable, in the current contract.

Mr. Eyre moved, Ms. Schreiner seconded, to pass Resolution No. 31, 2024. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 32, 2024, titled,

ADOPTING THE BRYAN MUNICIPAL UTILITIES COMPENSATION PLAN FOR NON-BARGAINING UNIT HOURLY AND SALARIED STAFF AND REPEALING ANY PORTION OF PRIOR RESOLUTIONS INCONSISTENT THEREWITH, AND DECLARING AN EMERGENCY

was presented and read by title only. Human Resources Director Lyons explained this is the same plan the Board had previously reviewed with representatives of Willis Towers Watson (WTW), who served as consultant on the plan. She gave a brief review of the process WTW used, and asked the Board to adopt the plan, as presented.

Mr. Eyre moved, Mr. Long seconded, to pass Resolution No. 32, 2024. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 33, 2024, titled,

AUTHORIZING WAGE ADJUSTMENTS FOR NON-BARGAINING UNIT HOURLY AND SALARIED STAFF AND DECLARING AN EMERGENCY

was presented and read by title only. Human Resources Director Lyons explained that the wage resolution presented was fully representative of the newly adopted compensation plan.

Ms. Schreiner moved, Mr. Eyre seconded, to pass Resolution No. 33, 2024. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 34, 2024, titled,

AUTHORIZING THE CREATION OF TWO NEW FULL-TIME OFFICE JOB CLASSIFICATIONS FOR BRYAN MUNICIPAL UTILITIES

was presented and read by title only. Human Resources Director Lyons explained the creation of two new job classifications -- Office Support/Media Specialist and Utility Account Clerk IV -- which are to be filled by two current employees who will be reclassified in 2025, partly due to the discontinuation of internet services. Further discussion was held.

Mr. Eyre moved, Ms. Schreiner seconded, to pass Resolution No. 34, 2024. Roll call vote: all ayes; nays, none. Motion carried.

Electric Distribution Superintendent Sullivan explained that he had recently received a request for a new street light on East Bryan Street. After receiving the appropriate approval of the surrounding property owners and other city officials, he recommends Board approval of the request.

Mr. Long moved, Mr. Salsbury seconded, to authorize the installation of a new street light at 840/844 E. Bryan Street, as requested by petition. Roll call vote: all ayes; nays, none. Motion carried.

Discussion followed on the potential agenda items for a final meeting of the year.

Mr. Long moved, Ms. Schreiner seconded, to hold the final Board of Public Affairs meeting of the year on December 30, 2024 at 11:00 a.m. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Salsbury moved, Ms. Schreiner seconded, to pay the bills. Roll call vote: all ayes; nays, none. Motion carried.

Director of Utilities Schultz, Mayor Schlade, and all board members, in turn, thanked all involved for the effort put into the employee handbook update, the 2025 budget and the new Bryan Municipal Utilities Compensation Plan; all wished “Happy Holidays”, as well. Board of Public Affairs Chairman Ford also reflected on the year-long effort to benefit the employees through updates to the compensation plan and employee handbook.

Mr. Eyre moved, Ms. Schreiner seconded, to adjourn the meeting. Roll call vote: all ayes; nays, none. Motion carried.

Chairman of the Board

Clerk-Treasurer