

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

January 11, 2018

5:30 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 5:30 p.m.
2. **Attendance**
  - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
  - Members Absent:** None
  - Staff Present:** Lori Lockett, Clerk
  - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the January 4, 2014 meeting were approved as presented.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the January 4, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
  - a) **Review Employee Contracts:** Chairman Schulz had requested that employee contracts for the DPW Supervisor, Deputy Clerk/Treasurer and Clerk/Planner be available for review. He reminded the committee that they had recommended language in the employee handbook that removed compensatory for salaried employees. All three of the contracts are for salaried positions. He would like to see the language in the contracts be reflective of the language in the handbook. There was brief discussion. It was noted that salaried employees might have flexible schedules in order to adjust for appointments, etc. If schedule is shifted, notice should be provided. There must be employee accountability for hours and/or days worked. The committee looked at the consequences for breach of the employee contract. Clerk Lockett was directed to contact village counsel to develop language to address the expressed changes and concerns. Clerk Lockett reminded the committee that a trustee had suggested the contract term for clerk and treasurer be reduced to two years consistent with the term of office specified in the code. The contract term would be reduced or the code amended. Chairman Schulz indicated that since he has been village president, the contract terms have been for three years. He expressed a preference for the code to be amended to three-year contracts. Chairman Schulz then made a motion to recommend to village council updating the current village code stating the term of office for village treasurer/deputy clerk position and clerk/planner position be changed from a two year period to a three year period.  
**Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council updating the current village code stating the term of office for the treasurer/ deputy clerk position and clerk/planner position be changed from a two year period to a three year period. Motion carried by voice vote.**

**VILLAGE OF BELLAIRE  
ADMINISTRATION AND PERSONNEL COMMITTEE**

Trustee Bennett asked whether a minimum number of hours should be set forth in Section II.B. of the contract. He had concern about an administrative emergency where a salaried employee needed to work extra to get a job done. Could a salaried employee limit the work to 40 hours? Clerk Luckett noted that each employee signs the handbook. Salaried employees acknowledge that full time is forty (40) hours or more. Chairman Schulz noted the employment agreement provides, “(t)he Employee will be covered by the Village of Bellaire’s Employee Handbook and entitled to the benefits under it, with the exception of the benefits outlined in this Contract which will override the handbook.” If the contract is silent, the employment handbook takes effect.

- b) **Review Travel Policy #010:** The committee reviewed the village’s current travel policy. Chairman Schulz noted that nothing in the current policy addresses compensable travel time. He provided information from the U.S. Department of Labor, Wage and Hour Division, Fact Sheet #22. He read,

“Travel Time: The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.”

“Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.”

“Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee’s workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.”

Chairman Schulz suggested adding a section on compensatory time during travel to the existing policy. The committee reviewed the per diem rates noting that the attachment is from 2006. Information from a previous listserv was reviewed. Chairman Schulz reviewed Section 7.20 Per Diem Rates. A Google search identified 2017 per diem rates within Michigan: Benton Harbor, Saint Joe, Midland, Muskegon, Pontiac, Auburn Hills, Kalamazoo, Battle Creek and Detroit are \$54.00. Traverse City is \$74.00 per day. Chairman Schulz suggested that the per diems needed to be updated. There was discussion about meals being included in conferences or a person spending more for dinner. After discussion, Trustee Bennett made a motion to recommend to village council that the per diem be increased to \$54.00. Motion was supported by Trustee Hardy. There was discussion whether the allocation between meals could be eliminated. Breakfast was increased to \$11.00; lunch increased to \$15.00; and dinner increase to \$28.00, including tax and gratuities. It was agreed to update the motion to include the amounts.

**Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council that the per diem be increased to \$54.00 including tax and gratuities, with breakfast increased to \$11.00; lunch increased to \$15.00; and dinner increased to \$28.00. Motion carried by voice vote.**

- c) **2018-2019 Budget:** The committee reviewed the proposed budget by line item. Chairman Schulz noted that the property tax information has not yet been provided. He explained that Treasurer Odom is currently researching the availability of certain line items. Legislative wages were explained. Chairman Schulz noted that wages have been populated in the budget based on the proposed increased in wage rates. Health care coverage has not been provided. Village staff is meeting with the insurance agent Tuesday morning. Chairman Schulz explained that his employer’s rate increased 7%. Depending on the increase, the committee may have to “tweak” employee insurance coverage. The committee reviewed office supply and postage line items under the General Government fund. Chairman Schulz explained that he was highlighting committee changes in yellow so that Treasurer Odom could note the changes. He commented that Treasurer Odom was soliciting quotes from credit card companies to see if the administrative fees could be reduced. Budget amounts for Property and Building fund were reviewed based on the committee’s recommendation. Certain items under Planning and Zoning fund had been updated. Clerk Luckett requested that wages-meetings be increased to \$3600 to address meetings

**VILLAGE OF BELLAIRE  
ADMINISTRATION AND PERSONNEL COMMITTEE**

required for updating the master plan. She also explained that \$15,000 had been requested for professional fees should the village decide to hire a professional planner. Street Lights fund line items were discussed. Review of the Parks fund budget is postponed until the committee meets however, Chairman Schulz updated the committee on a recent grant opportunity for recreational infrastructure. Dam fund budget was reviewed. Major Streets fund has been updated. The committee adjusted the "Transportation Tax" line item and reviewed specific expenses. Local Streets revenue and expenditures were reviewed. It is not clear whether various state disbursements are available this coming fiscal year. Public Safety fund budget was updated with the committee's recommendation and had been reviewed at the last meeting. Cemetery fund budget was reviewed. Once expenses are finalized, the Contribution from Public Enterprises and Appropriation Transfer In line items will be added. The updated Sewer Fund budget was reviewed. An adjustment will have to be made to address bond revenue for the USDA loan. Sewer Fund expenditure items provided by the WWTP operator were used to update the proposed budget. Water Fund had been updated with amounts provided by Supervisor Stead. The committee reviewed revenues and expenditures by line item. Motor Pool fund was the last reviewed. Chairman Schulz noted that quotes been solicited for facilitating and putting together the master plan for the Village of Bellaire.

- 8. Discussion Items:** None presented.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** The meeting was adjourned at 6:40 p.m.

Minutes compiled by:  
Lori Luckett, Clerk  
Minutes are subject to approval.

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_