

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 26, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:34 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Lockett, Clerk and Cathy Odom, Treasurer
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Bennett, seconded by Trustee Bennett, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** Trustee Hardy requested clarification on the per diem increase recommendation. After brief discussion, the Administration Committee minutes of the January 11, 2018 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the January 11, 2018 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Travel Policy:** Chairman Schulz reminded the committee that at their last meeting they had made a motion to recommend updating the meal per diem based on what other governmental entities are doing in the State of Michigan. They had also discussed including a provision regarding compensatory time during travel for hourly staff based on the FLSA. Clerk Lockett had been asked to integrate information that is on the U.S. Department of Labor Fact Sheet #22 into the travel policy. The pertinent provisions from the fact sheet have been incorporated verbatim into the policy. After brief discussion, Chairman Schulz made a motion to recommend to the village council the update to Travel Policy #010 to include Section 9.25 Compensatory Time During Travel.
Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council the update to Travel Policy #010 to include Section 9.25 Compensatory Time During Travel. Motion carried by voice vote.
 - b) **2018-2019 Budget Items:** Chairman Schulz noted the updated budget prepared by Treasurer Odom included recent additions. He would like the committee to meet before the village council meeting on February 7 to review the proposed budget. According to Chairman Schulz, the budget is tentative until he and Treasurer Odom can comb through to make sure that everything is included. He began a review of the proposed budget. There was discussion of line item notes. Treasurer Odom provided clarification of budget items such as "Refunds & Rebates" where the actual to date amount exceeded the proposed amount. Chairman Schulz noted there would be an appropriation from General Fund to Cemetery Fund and Public Safety. Adjustments were made to specific line items as the committee reviewed the budget. Chairman Schulz explained that the increase in Planning and Zoning is attributed to professional planning fees to update the master plan. Adjustments were made in the Parks budget addressing engineering fees for the launch project, port a john rental, and capital

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outlay amounts. There was discussion about Major Streets fund balance being low and whether a transfer of funds could be made from Local Streets. Treasurer Odom will research the question. Chairman Schulz asked whether the committee approved the tentative estimate of revenues in Local Streets. Committee members agreed. There were questions about line items without detail in Local Streets. Public Safety wages were reviewed. Cemetery Fund revenues, contributions, and maintenance items were discussed. Sewer Fund revenue amounts reflect amounts taken for payment of USDA loan. Expenditures include prepayment amounts that will be reimbursed at loan closing. After reviewing the "Repair & Maintenance" line item in the proposed Sewer fund budget, WWTP staff was directed to prioritize the requests in a "must do"; "could do"; and "nice to do" basis. The Capital Outlay amounts were discussed. Water Fund and Motor Pool budgets were reviewed. Chairman Schulz explained that the budget reflects the proposed cost of living wage increase.

7. New Business:

a) **Health Insurance:** Chairman Schulz explained that the current version of the proposed budget contains the health insurance payment at the new rate. Blue Cross Blue Shield increased the rate for the coming year by 14.75%. The budget looks good with the straight renewal. If the budget allows, Chairman Schulz expressed his preference to keep the existing benefits in place. A recommendation is dependent on the final budget amounts. Chairman Schulz noted that changing plans would increase expenses for staff. Final budget amounts will determine whether to recommend the current plan. The committee will have to conduct a detailed review of plan options.

8. Discussion Items: Clerk Luckett explained a component of a grant for which the village is applying. She requested permission to contact the local senior's organizations about a Walk Michigan program and/or solicit a letter of support. Trustee Bennett spoke of the 50-mile club the track team had formed years ago. He suggested that something similar could satisfy this requirement. The committee highlighted additional areas that could be used for walking throughout the year. Information about the grant and this component will be shared with senior's organizations.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:26 a.m.

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

Approved: _____

Date: _____