

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes
January 13, 2011
2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:04 pm.
2. **Roll Call Attendance**

Members Present: David Schulz, Dennis Balon & Butch Dewey
Members Absent: N/A
Staff Present: Janet Koch
Others Present: Colette Stanish
3. **Approval of Agenda: The agenda was approved as presented.**

Motion by Dewey, seconded by Balon, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes for June 10, 2010 were approved.

Motion by Dewey, seconded by Balon, to approve the minutes of the June 10, 2010 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) **Wages:** Chairman Schulz said that it would be difficult to discuss any wage adjustments for the village employees without a better indication of changes in the village tax assessments. Clerk Koch said Dave Grimm, assessor for Kearney Township, had indicated that he should have information regarding the village tax assessments in two or two and a half weeks. Schulz asked Koch if she had any information about the Forest Home Township assessments. She said she'd contact Bob Logee, the Forest Home assessor.

Motion by Schulz, seconded by Dewey, to postpone any discussion of wages until the tax assessments for the village are provided.
Motion carried by voice vote.

P.O. Box 557 202 N. Bridge Street
Bellaire, MI 49615

Phone (231) 533-8213

Fax (231) 533-8753

E-Mail: vlgbellaire@torchlake.com

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- b) Benefits:** Koch presented the new benefit and rate schedule from Blue Cross Blue Shield. To keep current coverage, the rates will increase by **13.35%**. The insurance representative provided different options for medication co-pays. These varied from co-pays of \$5/\$25/\$40 (for generic/brand name/new medications) to \$20/\$60/50%. The committee discussed the co-pay option of \$10/\$40/\$80, which would result in a savings of almost \$7500 to the village, and would decrease the total rate increase to just over **8%**.

Motion by Schulz, second by Dewey, to recommend to the village council to renew the Blue Cross Blue Shield plan PPO 1 for the village employees with one change; opting to modify the current medication co-pay plan to \$10/\$40/\$80. Motion passed by voice vote.

- c) Contract:** Janet Koch's employment contract expires on February 28, 2010. The committee asked about the length of the other employee contracts. Koch said all are three year contracts.

Motion by Schulz, seconded by Dewey to recommend to council to renew the contract for Janet Koch with a start date of March 1, 2011 and an end date of February 28, 2014. Motion passed by voice vote.

Motion by Dewey, second by Schulz, to modify Section II (B) of Koch's contract to read identically to the other employee contracts. Motion passed by voice vote.

Motion by Schulz, second by Balon, to postpone any discussion of Koch's wages until the next Administration and Personnel Committee meeting. Motion passed by voice vote.

8. Discussion Items

Employee Handbook: The committee reviewed the changes suggested by staff.

9. Communications/Informational: None presented.

10. Member/Public Comment: Dewey said the decision of whether or not to fill the vacant third police officer position will weigh heavily on giving any wage increases. Balon noted that there might come a time when the village would stop paying all the health insurance costs for the employees.

11. Adjourn: Meeting adjourned at 3:39 PM.

Respectfully Submitted:
Janet Koch, Clerk

Approved: _____

Date: _____