

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes  
February 4, 2011  
2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:08 pm.
2. **Roll Call Attendance**
  - Members Present:** David Schulz, & Butch Dewey
  - Members Absent:** Dennis Balon
  - Staff Present:** Janet Koch
  - Others Present:** Colette Stanish
3. **Approval of Agenda: The agenda was approved.**
  - Motion by Dewey, seconded by Schulz, to approve the agenda with the addition to new business of Item 2, Vacation Timing.**
  - Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes for January 13, 2011 were approved.
  - Motion by Dewey, seconded by Schulz, to approve the minutes of the January 13, 2011 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
  - Wages:** Schulz said wages are tied in with the New Business Item 1) 2011-2012 budget.
  - Motion by Dewey, seconded by Schulz, to discuss wages and budget at the same time. Motion carried by voice vote.**
7. **New Business**
  - 1) **2011-2012 Budget**

Schulz noted that at this point three police officers are in the proposed budget, and there are no wage increases for village employees currently budgeted.

Schulz said there needs to be a special village council meeting scheduled with the sole agenda item of presenting and discussing the proposed budget.

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## VILLAGE OF BELLAIRE ADMINISTRATION AND PERSONNEL COMMITTEE

This will allow time for changes to the budget before the public hearing scheduled for Wednesday, February 16.

Schulz used a spreadsheet on his laptop computer to explain how the wage information for each account was generated. He also showed how a proposed percentage increase in wages could easily be calculated and immediately reflected in the proposed budget. He said a 1% wage increase to all village employees would cost about \$4000.

The committee looked closely at every line item of each fund in the proposed budget and developed a list of items for staff to research before the next committee meeting.

Dewey said that he'd like to give everyone raises, but that the cost of health insurance is expensive.

**Motion by Schulz, seconded by Dewey, to postpone any recommendations to village council concerning wages and the 2011-2012 budget until the next Administration and Personnel Committee meeting. Motion carried by voice vote.**

### 2) Vacation Timing

Schulz said the DPW Superintendent, Ken Stead, had brought to his attention that the timing of employee vacation is becoming an issue. Historically, vacation time had been based on hire date, but had been changed so that all employee vacation time is awarded to match the fiscal year. This results in many of the DPW employees having vacation time to use up at the end of February when having all employees available could be important for snow removal. Stead has asked if returning to the hire date awarding of vacation time would be possible.

**Motion by Dewey, second by Schulz, to make a recommendation to council to change the vacation start dates from March 1 to the employee's hiring date anniversary and to extend unused 2010-2011 vacation time for all village employees to May 31, 2011. Motion passed by voice vote.**

**8. Discussion Items:** None presented.

**9. Communications/Informational:** None presented.

**10. Member/Public Comment:** Colette Stanish asked what happened to the money left over from having the third police officer leave last summer. Schulz said a portion of the money was spent on a speed trailer, and some was spent on increasing the duty time of part-time officer Zach Light. The approximately \$10,000 that remains will go into fund balance if the general fund's revenues exceeds expenditures. Schulz explained that the extra money cannot be rolled over into the next fiscal year's budget.

Mrs. Stanish also asked about health insurance costs for the village employees. Clerk Janet Koch said the 2011-2012 total costs will be just over \$150,000. Stanish would like to know why the village buys the premium BCBS health care for the village employees.

**VILLAGE OF BELLAIRE ADMINISTRATION AND PERSONNEL COMMITTEE**

Schulz said that co-pays for medications have been increased this year, so the village employees will be paying more for their health care. Schulz explained that historically the comparatively low wages of government employees are compensated for by the benefits packages. He also said he thinks this is likely to change because the health benefits are so much of a burden. Stanish said maybe that should be sooner rather than later.

**11. Adjourn:** Meeting adjourned at 3:59 PM.

Respectfully Submitted:  
Janet Koch, Clerk

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

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