

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes
February 8, 2011

3:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 3:00 p.m.
2. **Roll Call Attendance**
 - Members Present:** David Schulz & Butch Dewey
 - Members Absent:** Dennis Balon
 - Staff Present:** Brad Rowe, Ken Stead, Janet Koch
Cathy Odom attended intermittently
 - Others Present:** Colette Stanish
3. **Approval of Agenda: The agenda was approved.**
Motion by Dewey, seconded by Schulz, to approve the agenda as presented.
Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes for February 4, 2011 were approved.
Motion by Dewey, seconded by Schulz, to approve the minutes of the February 4, 2011 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - 1) **2011-2012 Budget**

Staff presented a new draft of the proposed budget which Schulz had on his laptop computer. This draft contained more finalized amounts than the previous version used at the February 4, 2011 Administration & Personnel Committee meeting.

The committee studied each fund in the proposed budget. Legislative wages were reduced due to decreasing the number of scheduled council meetings from 24 to 12 with budgeted funds available for 3 special meetings.

Koch said that 100% of the operational costs for the Community Hall are included in the proposed budget. Dewey & Schulz agreed that cleaning expenses could be reduced if the north half of the building remains empty when Kearney Township moves out.

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During the discussion of the Parks expenses, Schulz read an email from Grand Traverse Mobile Communications regarding an estimate on cameras with upgraded resolutions and moving the security camera to the police department.

Schulz asked Odom how much was left in the 2010-2011 Parks budget for cameras and she said none of the money council had already spent on cameras had been budgeted. Stead asked Chief Rowe if the park's security cameras were a useful police enforcement tool, and he said no. He said if any new camera worked consistently and if the resolution was improved to the point of recognizing faces, then it would be useful. Schulz said to hold on the camera issue and keep moving on budget items.

Major Streets is out of balance due to the engineering fees for this summer's Warner Bridge repair project and due to no state grant monies for snow removal. Koch reminded the committee that raising the village's road millage will only effect the Local Streets budget; Major Streets revenue comes from state funding only.

The Sewer budget was discussed at length. Odom explained the reduction in tax revenues due to the extra principal payment made earlier in the year on the advice of the auditor. The auditor recommended a new millage based on the amount calculated by adding the total balance remaining on the sewer general obligation bond with the total interest owed and dividing by the number of years left in the bond. This method results in a constant millage for the remainder of the loan, though as Odom explained, the sewer fund will not balance for a number of years. When G.O. bond expenses are higher than revenues, the amount can be covered by the fund balance.

The \$10,000 in legal fees added as an estimate by the Administration & Personnel Committee for fees incurred by the non-taxable sewer rate restructuring was confirmed in a letter from Mr. White of Mike, Myers, Beckett & Jones. His estimate ranged from \$5500 to \$10,000 with the final amount depending on the complexity of the franchise agreements drawn up with Forest Home and Kearney Townships.

The Public Safety budget was discussed. Though wages for three officers were included in the proposed budget, it was determined that health insurance was not included.

**Motion by Schulz, seconded by Dewey, to pass the budget to village council for council's consideration as the Administration & Personnel Committee has worked on it with the provision of no wage increases.
Motion carried by voice vote.**

2) Wages

Wages were discussed with the budget and it was decided to recommend no wage increases to village council. See Old Business Item 1) 2011-2012 Budget, above.

7. New Business: None presented.

8. Discussion Items: None presented.

9. Communications/Informational: Schulz said he'd received a packet of information from Caroline Pfund, but that he wouldn't be reviewing the contents until the budget is passed.

10. Member/Public Comment: Colette Stanish said she'd love to see a third police officer.

11. Adjourn: Meeting adjourned at 4:27 p.m.

Respectfully Submitted:
Janet Koch, Clerk

Approved: _____

Date: _____