

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes

August 18, 2011

2:50 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:50 pm.
2. **Attendance**
 - Members Present:** David Schulz, Denny Balon & Butch Dewey
 - Members Absent:** None
 - Staff Present:** Janet Koch
 - Others Present:** None
3. **Approval of Agenda:** The amended agenda was approved.
 - Motion by Balon, seconded by Dewey, to approve the amended agenda as presented. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes for June 27, 2011 were approved.
 - Motion by Dewey, seconded by Balon, to approve the minutes of the June 27, 2011 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business**
 - 1) **Bill Paying Policy:** Schulz said the State of Michigan is getting much more serious on making sure public entities are in compliance with statues concerning bill paying. Schulz thought it was a good idea for the village to have a bill paying policy in place especially since council has only one meeting a month. Staff had asked other municipalities for information on their bill paying policies; copies of these were included in the committee packets.

Schulz and Dewey noted that they liked Richfield Township's policy. The City of Charlevoix's policy was also discussed, as was Meadowbrook's policy, which had been looked at by legal counsel.

The committee decided to use Richfield Township's policy as a template. Under item one, "Union Dues" would be struck, and add "any deferred compensation" to allow for an employee's elected contribution to MERS and similar funds.

Item five, "Special Assessment Road Expenses" should be struck.

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Under item six, "election costs" should be struck.

Under item seven, "Michigan Township Association" should be struck, leaving "dues."
Schulz said the village council will still approve the paid invoices in the consent agenda as they've been doing, but that having a bill paying policy in place will authorize the treasurer to make payments before council reviews bills.

Motion by Schulz, seconded by Dewey, that, with the changes noted, the Administration and Personnel Committee present the Bill Paying Policy to Village Council for approval.

The text "Supervisor or Clerk may authorize emergency expenditures" should be changed to "Village President and Clerk may authorize emergency expenditures."

Motion carried by unanimous voice vote.

Schulz asked Koch to send Richfield Township a note of appreciation for providing their bill paying resolution for the village's use.

- 2) **Various Matters As Appropriate:** None presented.

- 8. **Discussion Items:** Koch told the committee that the details regarding redistribution of the state statutory revenue sharing are becoming more clear. MML had a recent seminar that will be available online soon.

- 9. **Communications/Informational:** Schulz said he and Koch met last Tuesday with Parkside Arts Council and ISLAND regarding the \$10,000 Grand Vision grant. Schulz also met with Joe Meyers of the Antrim County Coordinator/Planner's Office. Meyer told Schulz that traditionally the grants are awarded to planning activities. The village's current need, however, is for physical renovation, and the grant will be written for that.

Schulz said the grant application is due on September 2. Copies of the application will be in the council packets for the September 7 council meeting.

- 10. **Member/Public Comment:** None presented.

- 11. **Adjourn:** Meeting adjourned at 3:12 p.m.

Respectfully Submitted by:
Janet Koch, Clerk

Approved: _____

Date: _____