

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

### Meeting Minutes

January 6, 2012

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:12 p.m.
2. **Attendance**
  - Members Present:** David Schulz & Butch Dewey
  - Members Absent:** Denny Balon
  - Staff Present:** Janet Koch, Clerk
  - 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 November 17, 2011 were approved.
  - Motion by Dewey, seconded by Schulz, to approve the minutes of the November 17, 2011 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) **2012-2013 budget:** Koch passed on the information that Bob Englebrecht from Antrim County's Equalization Department had contacted Cathy and said that he'd have estimates for 2012 taxable value early next week.

Chief of Police Brad Rowe had provided his budget for the Public Safety fund. The committee examined each line item in the proposed budget and approved the large majority of Chief Rowe's recommendations, leaving wages and items related to wages to be determined at a later time.

The committee worked through the rest of the fund budgets in a similar fashion, making notes where staff would need to provide more information. An examination of the water, sewer, motor pool, major streets and local street budgets needed to wait until the DPW budget projections are provided by Ken Stead, the DPW Supervisor.

No action was taken by the committee.

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b) **Benefits:** Schulz said if the health insurance policy for the village employees is renewed in exactly the same way, the increase in cost will be about \$3,575. Schulz said making any decisions regarding changes in insurance will be discussed during wage discussions. Schulz said the \$3575 increase, if spread out evenly among the eight employees receiving insurance, would result in a cost of approximately \$17 per pay period. But he said that right now discussing insurance is premature. Dewey said that everything hinges on wages and tax revenue.

Schulz asked Koch to find out from the village's insurance agency how the new paid claims tax will be charged. Schulz says it's a 1% tax on paid claims, but that some insurance carriers are charging a 0.75% tax on premiums.

No action was taken by the committee.

The committee scheduled their next meeting to be the following Thursday, January 12, 2012 at 2:00 p.m.

c) **Various Matters As Appropriate:** None presented.

8. **Discussion Items:** Koch said that Dewey had asked at a previous committee meeting how much hiring an employee for the summer months effected the village's unemployment costs since the unemployment costs have gone up tremendously. Koch had researched how costs were determined and found that while the amount of unemployment benefits paid did effect the costs to the village, what is a much larger factor is the group account merit rate. That rate increased from 3.02% in 2010 to 10% in 2011, and is a result of the ongoing recession.

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

10. **Member/Public Comment:** Colette Stanish asked how the current budget was coming out compared to the projections. Schulz went through the current status of each fund and said that, overall, the village was doing better than projected, but there might be some large payments coming due at the end of the fiscal year.

11. **Adjourn:** Meeting adjourned at 4:00 p.m.

Respectfully Submitted by:  
Janet Koch, Clerk

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

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