

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes

January 26, 2012

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:27 pm.
2. **Attendance**
 - Members Present:** David Schulz, Chairman & Butch Dewey
 - Members Absent:** Denny Balon
 - Staff Present:** Cathy Odom, Treasurer & Janet Koch, Clerk
 - Others Present:** None
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 January 12, 2012 were approved.
 - Motion by Dewey, seconded by Schulz, to approve the minutes of the January 12, 2012 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** No public present.
6. **Old Business**
 - a) **2012-2013 Budget:** Schulz thanked Odom and Koch for their work on the budget since the last committee meeting. Schulz said Odom had been looking at a manual accounting adjustment which historically had included holiday, vacation and personal time as fringe benefits being charged to the different funds. For the last two years, the budget has included wages for 2080 hours, a full year 40-hour weeks, in addition to the fringes allocation. To make the budget as accurate as possible for the upcoming fiscal year, the fringe benefit allocation will not include those hours. The committee studied how the different funds balanced and how much unallocated revenue would result. Dewey said he'd like to see money put aside for new DPW vehicles.
7. **New Business**
 - a) **Wages:** Schulz discussed a document he had asked Koch to prepare for an earlier committee meeting. The document lists wages and benefits for other area municipalities. The committee did a position by position comparison with other

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

municipalities and found that most village wage rates are in the middle with a few exceptions. Dewey said he'd like to recommend a 50 cent per hour wage increase for all village employees. In addition, Schulz would like to give additional raises to some employees in order to make their wages more comparable to the same position in other area municipalities. At least one raise of these raises will be contingent on passing a licensing examination.

- b) **Benefits:** Schulz said if any significant changes are made to the current health plan, it will eliminate the village's current grandfathered policy. Changes made to the ancillary coverages of vision, dental, and prescription would not save the village a significant amount. As health insurance premiums only increased 2.3% from the previous fiscal year, and in light of the revisions to the budget allocations, he would like to recommend to keep the existing health plan with the village picking up all costs. Dewey agreed.

Motion by Schulz, seconded by Dewey, to propose the 2012-2013 budget to council for approval with the village treasurer to prepare a wage sheet indicating proposed wage increases for various village staff, and for the village to continue paying 100% of the current Blue Cross health plan.

Motion carried by voice vote.

8. **Discussion Items:** Koch mentioned that the third EVIP certification is due in Lansing on May 1, 2012. If approved by council, part of this EVIP requirement is that health care premium costs for new hires include a minimum employee share of 20 percent.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** Meeting adjourned at 3:33 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____