

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

Meeting Minutes

August 29, 2012

12:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 12:07 p.m.
2. **Attendance**
 - Members Present:** Chairman David Schulz & Laurie Sexton. Butch Dewey arrived at 12:10 p.m.
 - Members Absent:** None
 - Staff Present:** Janet Koch, Clerk
 - Others Present:** None
3. **Approval of Agenda: The agenda was approved.**
 - Motion by Sexton, seconded by Schulz, to approve the agenda as presented. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes for July 12, 2012 were approved.
 - Motion by Schulz, seconded by Sexton, to approve the minutes of the July 12, 2012 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** No public was in attendance.
6. **Old Business:** None presented.
7. **New Business**
 - a) **Economic Vitality Incentive Program (EVIP) requirements:** Schulz reviewed the EVIP requirements. The EVIP replaces statutory revenue sharing with a three part process, which, if completed and approved by the Department of Treasury, will return approximately 2/3 of the revenue sharing the state previously released. EVIP category 1 is accountability and transparency, EVIP category 2 is cooperation, collaboration and consolidation, and EVIP category 3 is employee compensation.

Category 1 of the EVIP requires completion of a dashboard, citizen's guide, and a projected budget for the 2013/14 fiscal year. The projected budget is a new requirement. Category 1 is due by October 1, 2012. Koch said she'd received an email from the State of Michigan Dept. of Treasury the previous Friday that included a new template for the dashboard and also indicated that the current submittal for the citizen's guide includes some changes. She's trying to contact the Dept. of Treasury to determine exactly what those changes are.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

The committee reviewed the partially-completed dashboard and citizen's guide Koch had assembled. Sexton asked who reviewed the contents of the EVIP submittal. Koch said the Dept. of Treasury does not review the submittals. There is a certification process that must be followed. She also explained there had been changes in the F-65 reporting process due to adoption of GASB Statement No. 54. This was resulting in some dramatic changes to the citizen's guide. There is space in the comments sections of the citizen's guide to include explanations of those changes.

Schulz had asked Koch to assemble data from the auditor's financial report titled Changes in Net Assets from previous years. The committee discussed line items for the projected budget FY 2013/14. The committee decided that most of the items should be a three or four year average. The committee decided to estimate a 0.8% increase in property tax revenue.

Motion by Schulz, seconded by Sexton, to recommend that the village council have the village clerk and treasurer complete the 2012 dashboard, the 2012 citizen's guide, and the projected FY 2012/13 budget development, all to be reviewed by the village president in time for submission to be in compliance with the October 1, 2012 EVIP category 1 due date.

Motion carried by unanimous voice vote.

b) Various Matters As Appropriate: None presented.

- 8. Discussion Items:** Schulz said a member of Parkside Arts Council had approached him and asked if the village would consider exchanging a Craven Park campsite fee for the month of October for evening campground management. Dewey asked when the campground closed, Schulz said October 31. Koch said the campground isn't very busy in October. Dewey said it wouldn't cost much except electricity; Koch said it would mean waiving the camping fee. Schulz said he'd present the question to council, that having someone out there would help public safety in terms of not having to do the rounds as much.
- 9. Communications/Informational:** Dewey said the Property & Building committee had met and voted to recommend to raise the monthly rental rate for Parkside Arts Council to \$475 a month from \$450.

Koch updated the committee on the current status of the changes in the personal property tax legislation. She said the Michigan Senate passed a law that will change the collection of the PPT, but there's been no recent movement on the bill and that there isn't expected to be any until after the November election. She said there's little point in projecting any financial effects from the bill at this point because there's a strong possibility there will be changes to the proposed legislation.

Schulz said he'd talked to Dean Crandall, a trustee from Forest Home Township and a strong supporter of the Glacial Hills trail system. Crandall had taken a representative from the Grand Traverse Regional Land Conservancy on the tour of the village. The GTRLC representative was excited about recreational possibilities in and around the village, specifically the Intermediate River below the dam. Schulz said the GTRLC appears to be

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

moving their efforts from planning to implementation and that Bellaire could be a test case for that position.

10. Member/Public Comment: None presented.

11. Adjourn: Meeting adjourned at 12:42 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____