

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

Meeting Minutes
December 17, 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:** David Schulz, Butch Dewey, and Laurie Sexton
 - Members Absent:** None
 - Staff Present:** Ken Stead, DPW Supervisor and Janet Koch, Clerk
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.
 - Motion by Dewey, seconded by Sexton, to approve the agenda with the addition of new business item d) Agent of Record.**
 - Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes were approved.
 - Motion by Dewey, seconded by Sexton, to approve the minutes of the August 29, 2012 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) **Overtime compensation for DPW employees:** Ken Stead, the DPW Supervisor, said the DPW hourly employees would prefer to be awarded compensation time (comp time) for working overtime instead of being paid time and a half. Working overtime plus working 40 regular hours per week during the winter plowing months can be exhausting during periods of heavy snow. The time taken as comp time would have to be approved by the DPW Supervisor. Stead said taking the comp time instead of overtime pay would save the village money.

Dewey said he'd like to see this happen. Schulz asked Koch to make sure this would be acceptable under the Fair Labor Standards Act. Koch said the bookkeeping could get complicated quickly. It was agreed that the DPW employees would need to be clear on their time sheets regarding what was comp time and what was straight time, and that the comp time would have to be used within the current or the next pay period.

 - Motion by Dewey, seconded by Sexton, to recommend that the village council adopt the option of DPW hourly employees receiving overtime pay as compensation time pending a review of the Fair Labor Standards Act. Motion carried by voice vote.**

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- b) **Health insurance:** Schulz presented the Blue Cross Blue Shield health insurance rates for the next fiscal year. The new rates reflect an almost 12% increase over the current rates. The committee discussed differences between the current plan and other plans.

Schulz noted that the next coverage plan closest to the current plan is substantially cheaper than the current plan. The proposed plan includes a deductible and coinsurance costs. Schulz would like to see if the village could legally cover deductible and coinsurance costs for each employee. The rest of the committee agreed, Dewey adding that something needed to be done to lower health insurance costs. More research will be done regarding the issue. No action was taken by the committee.

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

- b) **Agent of Record:** Schulz said the village's current health insurance agent of record is Mazzali Insurance. While the relationship with Mazzali has been a positive one, Schulz would like to see the village work with a more local agency. Schulz said that through his role at Meadowbrook, he has had a very good working relationship with Dewey Agency in Kalkaska. Sexton said Dewey Agency also represents Antrim County, her current employer, and said they have been very good to work with.

Dewey asked if the village's current plan could be transferred, Schulz said yes. Schulz asked Dewey if he was any relation to the owners of the Dewey Agency, and he said that if there was a relationship, it's so distant that he's not aware of it.

**Motion by Dewey, second by Schulz, to recommend to village council to allow the village president sign an agent of record letter for Dewey Agency of Kalkaska to be the village's health, dental, and vision insurance agency.
Motion carried by voice vote.**

8. **Discussion Items:** Schulz gave an overview of EVIP #2 and what had been done last year for the submission. The proposed project this year is the village constructing a kayak/canoe portaging station in Richardi Park above the M-88 bridge. The village would need to work out an agreement with the county as the best spot for the construction is on county property.

Koch said the next 2% tribal grant application sequence is due at the end of June 2013 with the grants being selected at the end of August. Council will have to approve the EVIP #2 proposal at the January meeting in order to meet the February 1, 2013 deadline.

9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** Meeting adjourned at 12:58 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____