

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

### COMMITTEE MEETING MINUTES

November 6, 2013

6:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 6:00 pm.
2. **Attendance**
  - Members Present:** David Schulz, Eugene (Butch) Dewey & Laura Sexton
  - Members Absent:** None
  - Staff Present:** Janet Koch, Clerk, Cathy Odom, Treasurer & Ken Stead, DPW.
  - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.
  - Motion by Sexton, seconded by Dewey, to approve the agenda as presented. 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 June 27, 2013 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) **DPW Position:** Mr. Fillmore is retiring in December and the committee should discuss what they would like to do when he is done. One problem with this is the emergency phone and having one less person that takes it. Mr. Stead stated that he would like to try not replacing him. He also said he would like to update the generators we use in case of a power outage which would give them more time to respond to any emergency when the phone goes off. Currently, they have to pick up the generators and hook them up manually. The new ones would be permanent and kick on automatically when the power goes out. One for the well will be required per DEQ, but they would like two more, one at River St. & one at Court St. The entire cost for these is \$39,000 which would include everything needed to get them up & running. This could be part of the 14/15 budget. Once Mr. Fillmore leaves, Mr. Thompson will be the only one trained and with a license to run the wastewater treatment plant and discussion occurred about a replacement if ever needed. Mr. Stead said he would put himself in the rotation of carrying the phone but would like to be compensated for it like the other employees.

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Employee who carry the phone, they currently get six hour overtime pay and if they are called in they would receive a minimum of two hours overtime pay. Mr. Stead would also like to see them compensated a little more. Schulz stated that he would like to look at some cost projections. Mr. Stead would also like to see the employees receive an increase in wages. Schulz would also like to meet with the DPW staff to get their views or opinions on the subject. Dewey noted that DPW staff is responsible for an abundance of equipment and buildings. Sexton noted that when we figure out what we have to work with the cost of the generators comes off what's available first. Clerk Koch stated that we received a letter from MDOT in reference to our Act 51 revenue. EVIP required us to approve an 80/20 option for new hires, but it is no longer part of the program. MDOT is going to implement its own 80/20 option for health insurance for any new transportation hires and at this point there is no opt out option. It will go into effect in September of 2014 and maybe by then there will be an opt out option.

- b) **Clerk/Planner Position:** Janet Koch has resigned her position and the committee thanked her for her service. Schulz stated that when the position was vacant previously, the Village named Bill Drollinger as the interim zoning administrator at a yearly salary of \$8,000 and compensated Cathy Odom an extra \$2.00 per hour for the extra duties she performed.

**Motion by Schulz, seconded by Sexton, to recommend to the Village Council to name Bill Drollinger as the interim zoning administrator at a yearly salary of \$8,000 and to compensate Cathy Odom an extra \$2.00 per hour for the extra duties she will be performing beginning November 7, 2013 until the position is filled. Motion carried by unanimous voice vote.**

**Motion by Schulz, seconded by Dewey, to recommend to the Village Council to authorize the Administration Committee to begin the process of advertising, selecting and interviewing candidates for that position. Motion carried by unanimous voice vote.**

- c) **Office Staff Interim Measures:** These items were discussed above with the position. No further action was taken.
- d) **MERS – 457:** Michigan Employees Retirement System of Michigan and the 457 is a deferred compensation program. This would be in addition to the one we already have and would give the employees a choice between two programs. MERS is a nonprofit so the fees may be less and if we ever consider moving the Village pension fees for that may also be lower.

**Motion by Schulz, seconded by sexton, to recommend to Village Council that we add the MERS 457 program as an option for deferred compensation as an elective for the employees as long as there is not cost to the Village.**

**Motion carried by voice vote.**

- e) **Various Matter as Appropriate:** None presented.

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**8. Discussion Items:**

- **Russ Fillmore Retirement:** Discussion occurred about a party for Mr. Fillmore's retirement. It was noted that he doesn't usually attend these events. Schulz suggested speaking with Mr. Fillmore about having a get together in his honor to see if he would like it and if so what would he like to have.

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

**10. Member/Public Comment:**

- Dewey: asked about a retirement celebration for Russ Fillmore. The committee suggested talking with Russ to see how he felt about it. Odom will check and report back.

**11. Adjourn:** Meeting adjourned at 6:30 p.m.

Minutes compiled by:  
Janet Koch, Clerk

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

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