

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

Meeting Minutes

January 31, 2013

1:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 1:03 p.m.
2. **Attendance**
 - Members Present:** Chairman David Schulz, Butch Dewey & Laurie Sexton
 - Members Absent:** None
 - Staff Present:** Treasurer Cathy Odom, Clerk Janet Koch
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved with the change of New Business a) Various Matters As Appropriate to a) Employee Wage Discussion.

**Motion by Sexton, seconded by Dewey, to approve the agenda
as amended. Motion carried by voice vote.**

4. **Approval of Minutes:** The Administration Committee minutes were approved.
 - Motion by Sexton, seconded by Dewey, to approve the minutes of the
January 18, 2013 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.

6. **Old Business**

- a) **Health insurance:** Schulz told the committee that the majority of the village staff had met with Darci Fitch of Dewey Agency so she could answer questions about the differences in the new health insurance products the village is considering.

The two plans being considered are Community Blue and Simply Blue. Koch said the staff indicated they'd prefer the Community Blue product with a \$250/500 deductible and \$1000/2000 co-insurance for single/family coverages. The Community Blue product was preferred over the Simply Blue HRA product, even if the village paid for the deductibles and co-insurance, which offered less coverage and left the village open to more financial risk.

Moving to the Community Blue product will save the village over \$11,000 compared to the cost of the current product, and more than \$31,000 compared to the renewal rates for the current product.

**Motion by Schulz, seconded by Sexton to recommend to the village council
that the Village of Bellaire move to the Community Blue 3A option.**

Motion carried by voice vote.

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- b) **FY 2013-2014 Budget:** The committee examined the proposed budget. Projected revenues are up slightly over the previous fiscal year. The proposed budget includes two items for which monies from fund balance could be transferred if the council chooses to proceed. The DPW is proposing three paving projects at an estimated cost of \$130,000. It is also very possible that the Michigan Department of Environmental Quality will recommend that the village drill a new well. The estimated cost for the well is \$100,000.

Two other large budget items are an elevator repair of approximately \$14,000 and the purchase of new accounting software for approximately \$15,000. The software is created by a Michigan-based company, BS&A, and is designed specifically for municipalities. Treasurer Odom told the committee that the village is the only client of the village's auditor that doesn't use the BS&A software. BS&A will allow the village to pay for the software over three years. Sexton said that Antrim County uses the BS&A software package.

The committee reviewed each line item of the budget.

7. New Business

- a) **Employee Wage Discussion:** The committee reviewed the current employee wages. A wage increase of 25 cents per hour for all village employees was proposed. Also discussed were pay raises for specific individuals, including individuals who have received additional licensing.

Dewey asked if the village was going to pay for any of the employee deductible or co-insurance. Koch and Schulz said Dewey Agency had told them that Blue Cross does not allow that. Dewey said that, in effect, the employees are getting a pay cut. Koch said with the proposed Community Blue product, preventative care is still covered at 100%, emergency room visits are covered, and office visit co-pays are \$20.

Motion by Dewey, seconded by Schulz, to recommend that the village council approve the employee raises as presented.

Motion carried by voice vote.

- 8. Discussion Items:** None presented.
9. Communications/Informational: None presented.
10. Member/Public Comment: None presented.
11. Adjourn: Meeting adjourned at 2:52 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____