

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 20, 2015

8:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:02 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett, Trustee Hardy at 8:25 a.m.
 - Members Absent:** None.
 - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, Ken Stead, DPW Superintendent
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved with the addition of “Changes to Employee Handbook” as letter D.
Motion by Trustee Bennett seconded by Chairman Schulz, to approve the agenda as amended. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of January 15, 2015 were approved.
Motion by Trustee Bennett, seconded by Chairman Schulz, to approve the minutes of the January 15, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:**
 - a) **Health Benefits and Wages** – Chairman Schulz asked whether staff had received updated health benefit information, including a breakdown of costs and insurance options, from the insurance company. Treasurer Odom indicated that the information had been requested but not yet provided. Chairman Schulz expressed his concern that the quality of the health care coverage provided not deteriorate.
 - b) **Employee Contracts** – Clerk Lockett stated that she had reviewed the employee contracts as directed at the last meeting and had found some inconsistencies between the contracts and the employee handbook, under “Paid Leave” and “Termination of Employment”. Discussion occurred. Trustee Hardy arrived and Chairman Schulz provided a brief explanation of the proposed changes to the handbook.

The remaining items under “Old Business” were discussed in reverse order.
 - c) **Changes to Employee Handbook** – At the last meeting Trustee Bennett had asked for a review of the drug tests administered as part of the drug testing policy outlined in the employee handbook. Chairman Schulz asked whether information was available. Treasurer Odom reported that she had emailed the testing company about the cost and availability of a blood test as a second drug test, if the first drug test is positive, and had not yet received a response.

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d) 2015-2016 Budget – Chairman Schulz indicated that tax amount information to project property tax revenues had not yet been received from Antrim County Equalization. The committee continued its line item review of the proposed 2015-2016 fiscal budget beginning with the Major Streets Fund. Treasurer Odom and DPW Superintendent Stead provided details about specific line items as requested. The committee proceeded with a review of Local Streets Fund and Public Safety Fund. Chairman Schulz informed the committee that the Public Safety Committee, on which he is a member, had met last week. Chairman Schulz reviewed the Public Safety Committee’s proposed budget amounts for each line item in the Public Safety Fund. The budget line item review continued through the Cemetery, Debt Service, Water and Motor Pool Funds. Superintendent Stead explained specific purchases included in the Water Fund for reading meters, water testing and a new well. The age of the plow truck fleet was discussed. The average age of Village owned vehicles is almost 30 years. Chairman Schulz asked staff to research the grant/loan process and opportunities for the purchase of a new plow truck. Chairman Schulz outlined the budget items yet to be reviewed and asked staff to request an update on the SAW grant and to prepare the employee handbook for approval at the next council meeting.

- 7. New Business:** None.
- 8. Discussion Items:** President Schulz discussed the upcoming meeting scheduled for January 29, 2015 between Antrim County and local officials to address concerns about the TCE Plume. He reiterated comments he has expressed at past county commission meetings encouraging commissioners to recognize the effect the TCE Plume has on the local tax base. Trustee Bennett shared his experience in successfully seeking a reduction in property taxes because of the TCE Plume. Chairman Schulz asked staff to begin looking at a long-term plan for replacement of the Village’s water system.
- 9. Communications/Informational:** Office staff received permission to attend the Active Shooter Training January 28 and February 25, 2015.
- 10. Member/Public Comment:** None.
- 11. Adjourn:** The meeting was adjourned at 9:16 a.m.

Minutes compiled by:
Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____