

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

February 3, 2015

8:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:01 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Lockett, Clerk; Cathy Odom, Treasurer; Ken Stead, DPW Supervisor
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.
Motion by Trustee Hardy seconded by Trustee Bennett, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of January 27, 2015 were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the January 27, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:**
 - a) **Employee Contracts** – The committee reviewed copies of employee contracts for consistency in language. Chairman Schulz indicated that Clerk Lockett’s initial contract was for a one year period and that she will be transitioning to a three year agreement similar to other salaried employee contracts. Treasurer Odom pointed out inconsistent language between the clerk/planner contracts and other employee contracts. The language in each section of the respective contracts was compared. In addition to the clerk’s contract being changed to a three year term, the committee discussed provisions under the Employment Specification and Benefits sections addressing salary, meeting per diem and withholding language. The health insurance provision was revised to read, “The Employer will purchase health insurance for the Employee under a plan determined by the Employer with eligibility determined under the Affordable Care Act.” Chairman Schulz suggested that the funding provision in the clerk’s contract be used in all contracts. Chairman Schulz requested a motion that the Administration and Personnel Committee recommend the proposed changes to the four employee contracts at the next Village Council meeting.

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Trustee Bennett made a motion to recommend to the Village Council the proposed changes to the four employee contracts. After further discussion the motion failed due to lack of a second.

The committee continued to review other sections after Trustee Hardy identified inconsistent contract language in the “retirement”, “paid time off” and mileage provisions. The committee agreed to revise the conflicting provisions. Clerk Luckett reminded the committee of the paid time off periods being changed from half day or full day increments to half hour and full hour. Chairman Schulz requested a motion that the Administration and Personnel Committee recommend to the Village Council the discussed changes to all four employee contracts.

Motion by Trustee Bennett, seconded by Trustee Hardy, that the Administration and Personnel Committee recommend to the Village Council discussed changes to all four employee contracts. Motion carried by unanimous voice vote.

Discussion moved to DPW Supervisor Stead’s request for a sixth week paid time off presented at the last committee meeting. Chairman Schulz informed the committee that he had reviewed previous contracts, administration committee minutes from 2006 and council minutes from 2007 forward and learned that the salaried employees, excluding Chief Rowe, received 40 additional hours of paid personal time in lieu of sick time. Hourly staff hired before 2007 had 24 hours of personal time. Sick time was replaced with paid leave. Employees hired before 2007 received an additional 40 hours of paid leave time. Treasurer Odom pointed out that the maximum amount of paid leave time in the Employee Handbook is 160 hours. With the additional 40 hours, employees who worked with the Village prior to 2007 have 200 hours total of paid leave time. There was discussion of salaried employees compensation classifications. Trustee Bennett asked whether there were audits of employee paid leave time. There was discussion that paid leave would have to be budgeted for in the beginning of the fiscal year and that if not used, would be lost. Chairman Schulz presented a hypothetical question about Village obligation for banked personal days and requested that staff check with the auditor. There was discussion of salaried versus hourly compensation and the ability of salaried personnel to have time if needed. Treasurer Odom pointed out that the contract language used to state that a salary was based on an average of 40 hours per week. There was discussion about, and a review of, the definition of full-time salaried employee in the employee handbook. The committee agreed that the definition needs to be discussed by the Village Council. Chairman Schulz noted that depending on the how the term is defined by the Village Council, the request may be addressed as an addendum to the employee contracts.

b) 2015-2016 Budget

(1) Snow Removal Equipment - Clerk Luckett stated that she had spoken with Blake Smith from the USDA Rural Development Office in Traverse City about their loan program and loan terms. After review of the details, Chairman Schulz asked DPW Supervisor Stead and Clerk Luckett to obtain quotes for the purchase of a new snow plow truck through the MI Deal program. Chairman Schulz indicated that the purchase of a new snow plow truck will

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be considered as a “discussion item” at the Village Council meeting on February 4. Depending on that discussion, the committee can discuss the details at its next meeting. The committee will meet once the taxable value amounts have been provided by Antrim County Equalization. Trustee Bennett asked whether there were any amounts available in the budget for the purchase and Chairman Schulz reviewed possible budget scenarios assuming length of loan and payment amount. After discussion, the committee adjusted the proposed Motor Pool Fund capital outlay line item to reflect an amount towards the purchase of a snow plow truck.

(2) Employee Wages and Benefits - Health Insurance benefits were discussed. Chairman Schulz and Treasurer Odom reported on their meeting with the Village insurance agent. The committee discussed cost of living and a percentage versus cents per hour increase. A 2% wage increase considering cost of living at 1.5% was discussed and calculated. Trustee Bennett asked for staff input on a percentage versus cents per hour increase. Treasurer Odom noted that with a percentage increase, those earning a higher wage get more than the lower wage. Trustee Bennett stated that a percentage increase allows those earning a lower wage to keep up with the cost of living. Chairman Schulz requested a motion that the Administration and Personnel Committee recommend to the Village Council a 2% wage increase for all staff.

Motion by Trustee Bennett, seconded by Trustee Hardy, that the Administration and Personnel Committee recommend to the Village Council a 2% wage increase for all staff. Motion carried by unanimous voice vote.

The health insurance policy plan and rate comparison information was discussed. Treasurer Odom reviewed the deductible and co-insurance maximums explaining the co-pay difference compared to the previous policy. Chairman Schulz stated that he had asked the insurance agent to identify an allowable plan that would maintain the level of existing coverage and out-of-pocket amounts for employees. The agent identified the BCBS Community Blue PPO – Platinum 250 plan.

Chairman Schulz requested a motion for the Administration and Personnel Committee to recommend to the Village Council approval of the Blue Cross Blue Shield Community Blue PPO – Platinum 250 plan for the next fiscal year.

Motion by Trustee Hardy, seconded by Trustee Bennett, that the Administration and Personnel Committee recommend to the Village Council approval of the Blue Cross Blue Shield Community Blue PPO – Platinum 250 plan for the next fiscal year. Motion carried by unanimous voice vote.

Trustee Bennett requested the committee consider two separate employees handbooks, one for salaried employees the second for hourly. DPW Supervisor Stead reminded the committee that Bradley Kaiser’s wages were to be reviewed upon completion of his probationary period. These items will be placed on the agenda for review at the next committee meeting.

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- 7. **New Business:** None.
- 8. **Discussion Items:** None.
- 9. **Communications/Informational:** None.
- 10. **Member/Public Comment:** None.
- 11. **Adjourn:** The meeting was adjourned at 9:08 a.m.

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

Approved: _____

Date: _____