

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

October 8, 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 and Trustee Hardy
  - Members Absent:** None
  - Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer
  - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of October 1, 2015 were approved.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the October 1, 2015 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Employee Compensation:** The committee continued its review of the employee wage scale. DPW maintenance worker wage information solicited from the Villages of Kalkaska and Mancelona was reviewed. Chairman Schulz compared the starting and ending wages and noted that the Village of Bellaire's developed base wage rate, with a cost of living increase, would be very competitive. Trustee Hardy stated that he thought the wage scale was fair. Chairman Schulz noted that the wage scale does not reflect cost of living allowance or results of performance evaluations. The committee next reviewed the MML survey results for the Treasurer and Clerk positions. The committee looked at northern Michigan Treasurer and Clerk wage rates for comparison to the Village of Bellaire. Chairman Schulz compared employee wages currently paid by the Village and noted that the skill sets required for office staff, warranted an increase in their hourly wages. After considering wages for Munising, Tawas City, Montrose and Bellaire, an average wage was developed for the Treasurer and Clerk positions. Trustee Hardy asked whether there was additional staff in the identified communities. Chairman Schulz stated that based on the MML wage survey, the DPW Director wage is competitive; the WWTP operator will be on the same scale as the DPW maintenance worker. The remaining

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question is with the public safety officer - what should the Village pay a police officer just out the academy? Staff was asked to look for the public safety wage rate that Chairman Schulz believes has already been developed. Treasurer Odom was directed to put together information showing the financial impact of increasing the hourly wage for the Treasurer and Clerk positions over one year and over two years. There was discussion of how to allocate the cost of living allowance. Trustee Hardy suggested that the cost of living be applied to the total payroll budget and divided by the number of employees. The payroll allocation between funds will be used for allocating any merit compensation resulting from the performance evaluations. Treasurer Odom suggested that the committee check with legal counsel about the appropriate compensation classification.

7. **New Business:** None presented.
8. **Discussion Items:** Chairman Schulz noted that once the proposed wage scale is finalized the committee will review and finalize the personnel policy handbook.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** The meeting was adjourned at 8:48 a.m.

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

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

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