

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

February 2, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer; Ken Stead, DPW Supervisor; Chris Thompson, WWTP Operator
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the January 26, 2018 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the January 26, 2018 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** Chairman Schulz acknowledged that Treasurer Odom, Supervisor Stead, and Chris Thompson attended. He asked whether there were public comments. There were none presented. Chairman Schulz noted that items included on the “should” list provided by WWTP staff had been included in the budget. Treasurer Odom and Supervisor Stead met and reduced the UTV amount to \$8500.
6. **Old Business**
 - a) **2018-2019 Budget:** Chairman Schulz led the committee through a page-by-page review of the proposed budget. He noted that he and Treasurer Odom had gone through the budget with a fine toothcomb after she had received all the numbers. With requested items included, the budget is in the favorable nearly \$30,000. Chairman Schulz noted that items in highlighted in blue are being brought to their attention; items in yellow are still under discussion. Chairman Schulz next explained each of the highlighted line items. He explained that certain line items in the Parks budget had been reduced or adjusted from the committee’s recommendation. Treasurer Odom explained a request from the Antrim Conservation District (ACD) to install a dog waste station on the Cedar River Trail. The ACD is requesting that the village share in the cost with the district and county paying a portion. ACD will refill the bags and empty the waste station. Treasurer Odom thought there were funds to cover this request. The request was referred to the village council for approval. Chairman Schulz reviewed the Transportation Tax line item under revenue for major streets explaining how the proposed amount had been determined and increased from the last meeting. Major streets fund balance is low. Consequently, Treasurer Odom researched whether Act 51 monies could be transferred between major and local streets. Up to 50% of the Act 51 funds allocated to each fund may be transferred to the other. This is an alternative to using fund balance. Chairman Schulz reviewed items for local streets on page six including the Gas & Weight Tax line item under revenue. He explained the correction to the public safety wage amount on page seven. Cemetery

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fund line items on page eight were explained. The difference between revenues and expenses is divided between the village and Forest Home Township. Sewer fund revenues on page nine and expenses on page ten were reviewed. Chairman Schulz noted the amounts for a backup generator for a lift station and the UTV. Water fund amounts on page eleven were reviewed. Motor pool on page twelve includes an amount for flammable storage. Chairman Schulz explained that the wages in the budget reflect the cost of living increase. He noted that he had reviewed the performance evaluation rating scales to develop a percentage for merit pay as follows. A rating of 3 to 3.499 = 1%; 3.5 to 3.99=1.25%; 4 to 4.49=1.5%; and 4.5 to 5=1.75%. He entered the amounts into the budget, which reduced the budget surplus. Trustee Bennett asked about the 14% in health care costs and the amount it increased total employee compensation. Chairman Schulz ran calculations based on the average per staff member. Chairman Schulz requested a motion to recommend to village council approval of the merit increase amounts of 1, 1.25, 1.5 and 1.75 percent.

Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council approval of the merit increase amounts of 1, 1.25, 1.5 and 1.75 percent. Motion carried by voice vote.

- b) **Health Insurance:** Chairman Schulz explained that the rates for the current health insurance plan were in the budget. He noted that there are amounts for alternate plans available. He was of the opinion that if the overall budget allowed keeping the current plan he would rather. The proposed budget demonstrates that we can keep the current plan this year, which for staff is extremely important. Chairman Schulz requested a motion to recommend to village council that we keep our existing insurance coverage and approve the renewal rate of the \$176,000.

Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to village council that we keep our existing insurance coverage and approve the renewal rate of the \$176,000. Motion carried by voice vote.

7. **New Business:** None presented.
8. **Discussion Items:** Supervisor Stead reported that the sand and salt bin is 50 years old, the roof is collapsing, and repairs have been made. He also requested a change to a line item description.
9. **Communications/Informational:** Chairman Schulz reported that he had attended a meeting with county administration and NLEA staff. There was discussion regarding Antrim County's property review. The village will be invited to participate in sessions with the county.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** The meeting was adjourned at 8:02 a.m.

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

Approved: _____

Date: _____