

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

April 12, 2019

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 and Bradley Keiser, DPW Supervisor
  - Others Present:** Kevin Graham and Paul Szamatowicz
3. **Approval of Agenda:** The agenda was approved as presented.
  - Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as presented.**
  - Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration & Personnel Committee minutes of the April 9, 2019 meeting were approved as presented.
  - Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the April 9, 2019 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Cemetery Maintenance Worker Interviews:** Two candidates, Kevin Graham and Paul Szamatowicz, were scheduled for interviews. Mr. Graham was interviewed first. He explained his cemetery maintenance experience, current employment, and reason for applying for the available position with the village. Chairman Schulz explained that the hours are flexible and limited to 40 hours per two week pay period. There was brief discussion about the starting wage and wage scale. DPW Supervisor Keiser explained the equipment used. Mr. Graham noted that he was able to perform mower maintenance and simple trouble shooting. Chairman Schulz asked Mr. Graham about his experience talking with folks and enforcing cemetery rules. Mr. Graham provided an example stating it is important to be compassionate with the work when possible. There was brief discussion about his work schedule and availability to add another cemetery. Trustee Hardy asked about his availability before Memorial Day. Would he be able to have the cemetery ready by the first part of the week? Mr. Graham stated that he would. He asked about the size of the cemetery and the number of hours it takes to mow. Supervisor Keiser explained that the previous employee mowed half the cemetery each week and took the full 20 hours per week. When the DPW mowed, it took two employees two and one-half days to mow and weed whip. Mr. Graham indicated his availability to start. He is aware of the physical and drug testing requirements. Chairman Schulz explained the village hiring and recommendation process indicating that the recommendation for this position will be made at the village council meeting on May 1<sup>st</sup>. Some of the background checking will be done in advance and the pre-employment physical scheduled. Mr. Graham asked about the CDL? He does not have one but would be able to get one if needed. Mr.

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Graham stated that he is the deputy township treasurer and does maintenance of the township library and senior center, and helps collect taxes. Chairman Schulz explained the selected candidate will be notified not later than early Monday. Prior to leaving the meeting, Mr. Graham provided a list of references to Clerk Luckett.

Paul Szamatowicz joined the meeting at 7:50 a.m. After brief introductions, Supervisor Keiser provided an overview of the work required at the cemetery; mowing, trimming weed whipping, removal of dead trees and shrubs. He noted that the last couple of years the employee has worked 20 hours a week. The DPW assists if trees have to come down or leaves need to be picked up. The village is looking for someone who will take care of the cemetery so that it looks nice and is well cared for when people come to visit their loved ones. Supervisor Keiser explained the equipment used, a John Deere lawn mower, and Stihl weed whip and leaf blower. Tools are stored in the cemetery maintenance garage and fuel is located at the DPW garage. Chairman Schulz explained that the position is a 20 hour per week, flexible two-week pay period. He provided the starting wage rate and noted that there is a five-year wage scale. If the same person tends the cemetery year after year they will progress up the wage scale. The committee will decide and make a recommendation to village council the first week of May. Mr. Szamatowicz asked if the seasonal position was spring to the end of October, depending on the weather. He asked about the flexibility. Supervisor Keiser informed him that there is no set schedule. The last employee mowed early in the morning or late in the day depending on the heat. The hours are flexible so long as the cemetery looks good. The DPW hours are 7:30 a.m. to 4:00 p.m. There is no set schedule. Equipment is stored in the maintenance building. Chairman Schulz asked about his ability to deal with the public and to enforce the cemetery ordinance. He explained the age of the cemetery and efforts to enforce the current ordinance. Mr. Szamatowicz explained that he has dealt with millions of passengers on airplanes. He has dealt with co-workers, bosses, pilots, flight attendants, millions of people and seen it all. Chairman Schulz explained that a recommendation for the position will be made to village council at the May 1<sup>st</sup> meeting. Clerk Luckett will contact the person approved and make arrangements for a background check and pre-employment physical. Mr. Szamatowicz explained that he is available after the first week of May. Chairman Schulz suggested that if Mr. Szamatowicz has any further questions he should contact Clerk Luckett. Mr. Szamatowicz left the meeting at 8:13 a.m.

Trustee Hardy asked about the third candidate who was to be interviewed. Clerk Luckett explained that he was out of town from Thursday through next Tuesday.

There was discussion about the two candidates interviewed and their respective qualifications and availability. Supervisor Keiser expressed concern about having a set schedule even though there is flexibility with the position. As Supervisor, he needs to know when the employee is working. There was discussion about the length of a probationary period. Given that it is a seasonal position 30 days was suggested. Chairman Schulz made the motion to recommend to village council, Kevin Graham for the seasonal DPW cemetery maintenance worker position. The motion was supported by Trustee Hardy. Clerk Luckett asked whether they wanted to include the starting wage. Chairman Schulz and Trustee Hardy agreed to amend the motion to include the starting wage on the wage scale. After brief discussion, the committee voted.

**Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to village council, Kevin Graham for the seasonal DPW Cemetery Maintenance Worker position at the starting wage on the wage scale; in the event Mr. Graham declines the offer then committee recommends Paul Szamatowicz for the position. Motion carried by voice vote.**

7. **New Business:** None presented.
8. **Discussion Items:** Clerk Luckett reported that as directed, she had reviewed the nuisance ordinances for Petoskey, Harbor Springs, and Charlevoix. The nuisance ordinances address inoperable vehicles only.

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Supervisor Keiser noted that the vehicles on the property are licensed and insured. The homeowner is looking to acquire property outside of the village.

**9. Communications/Informational:** None presented.

**10. Member/Public Comment:** None presented.

**11. Adjourn:** The meeting was adjourned at 8:30 a.m.

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

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

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