

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

October 11, 2018

10:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 10:00 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 Director
  - Others Present:** None
3. **Approval of Agenda:** Chairman Schulz requested that Hiring Policy be added as item b) under Old Business. The agenda was approved as amended.
  - Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the October 9, 2018 meeting were approved as presented.
  - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the October 9, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **DPW Employee:** Four candidates, Cory Couturier, Ben Slagle, Chris Grnya, and William Mayer were scheduled for interviews at 15-minute intervals. DPW Director Keiser began each interview with a detailed explanation of the DPW Maintenance Worker position. Duties include mowing and maintenance of the village parks, road and sidewalk maintenance, snowplowing and snow watch; and, water and sewer system maintenance. Each candidate was asked about their goals, experience, and qualifications. President Schulz noted that the village considers its employees the greatest asset. He then explained the wage scale, benefit package, performance review process, and annual performance bonus. Each committee member was given the opportunity to ask questions. Each candidate was able to ask questions at the conclusion of his interview.

At the conclusion of all interviews, discussion occurred about each candidate and their respective qualifications. The wage scale was also discussed. A motion was made by Chairman Schulz, to recommend to village council that an offer be extended to William Mayer to start at \$14.71 per hour and, based on performance, to be increased at the end of the probationary period to \$16.61 per hour.

**Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to village council that an offer be extended to William Mayer to start at \$14.71 per hour and, based**

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on performance to be increased at the end of the probationary period to \$16.61 per hour.  
Motion carried by voice vote.

- b) **Hiring Policy:** Due to time constraints, this item was tabled until the next meeting.
- 6. **New Business:** None presented.
- 7. **Discussion Items:** Trustee Bennett reported that he had spoken with his son about his son's firefighter service. When reporting to a fire, his son is required to clock out from work and to take vacation time for work missed.
- 8. **Communications/Informational:** None presented.
- 9. **Member/Public Comment:** None presented.
- 10. **Adjourn:** The meeting was adjourned at 11:36 a.m.

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

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

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