

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES

October 27, 2021

7:00 AM

**I. Call to Order:** Meeting was called to order at 7:00 AM

**II. Roll Call - Attendance:**

**Present:** Bryan Hardy, Dave Ciganick, and Dan Bennett

**Absent:** None

**Staff Present:** Nicole Essad, Clerk and Bradley Keiser, DWP Supervisor

**Public Present:** Robert Varicak, Zachary Shepard, and Steven Elandt

**III. Approval of Agenda:** The agenda was approved as presented.

**Motion by Hardy, seconded by Ciganick to approve the agenda as presented. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes - March 31, 2021:** The minutes of the March 31, 2021 meeting were approved as amended to correct a spelling error on the first page.

**Motion by Ciganick, seconded by Hardy to approve the minutes of the March 31, 2021 meeting as amended. Motion Passed by unanimous voice vote.**

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business:** None presented.

**VIII. New Business**

**a. DPW Employee Interviews:** DPW Supervisor Keiser briefly summarized what he knew of the applicants.

**i. 1<sup>st</sup> Interview 7:15 AM:** Robert Varicak was the first person interviewed for the position. He explained a little about himself, and his work experience. The Committee asked various questions of him.

**ii. 2<sup>nd</sup> Interview 7:30 AM:** Zachary Shepard was the second person interviewed for the position. He explained his work experience, and a little about himself. The Committee asked various questions of him.

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- iii. **3<sup>rd</sup> Interview 7:45 AM:** Steven Elandt was the last person interviewed for the position. He explained his work experience and a little about himself. The Committee asked various questions of him.

After the interviews were completed, the Committee discussed the applicants. General discussion was held about which person would fit with the Village and about the wage scale.

**Motion by Hardy, seconded by Ciganick to recommend to the Village Council that Steven Elandt be hired at \$18.31 per hour. Motion Passed by unanimous voice vote.**

**Motion by Ciganick, seconded by Bennett to recommend to the Village Council that if Mr. Elandt turns down the position, then the Village hire Robert Varicak at the second-year rate (\$17.36); and that if Mr. Varicak turns down the position, then the Village hire Zachary Shepard at the one-year rate (\$16.41). Motion Passed by unanimous voice vote.**

- IX. **Correspondence/Reports:** DPW Supervisor Keiser gave a brief update on the bathrooms. He stated that concrete should be going in later this week or next. He also gave a brief update on the sewer issue that was fix two weeks ago. He stated that the Village is waiting for the paving invoice.
- X. **Member/Public Comment:** Chairperson Bennett stated that he would like to congratulate the Bellaire Public Library for winning the award.
- XI. **Adjourn:** The meeting was adjourned at 8:15 AM to the call of the chair.

Minutes compiled by:  
Nicole E. Essad, Clerk

**Minutes are subject to approval.**

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

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