

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes

May 17, 2012

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:03 p.m.
2. **Attendance**
 - Members Present:** Officers David Schulz & Butch Dewey
 - Members Absent:** Denny Balon
 - Staff Present:** Janet Koch, Clerk
 - Others Present:** None
3. **Approval of Agenda: The agenda was approved.**
 - Motion by Dewey, seconded by Schulz, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes for March 16, 2012 were approved.
 - Motion by Dewey, seconded by Schulz, to approve the minutes of the March 16, 2012 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** No public in attendance.
6. **Old Business**
 - a) **Complaint:** Schulz described the complaint against Officer Drollinger and what has happened to date. Schulz wants to make sure that the village has acted appropriately and to make sure that no one has the ability in the future to say the village didn't do their responsible jobs.
 - Motion by Schulz, seconded by Dewey, to have Chief Rowe interview the parties involved and to provide a recommendation to the Administration & Personnel Committee regarding what, if any, action needs to be taken.**
 - Motion carried by voice vote.**
 - b) **FOIA Policy:** The committee discussed the current FOIA fee schedule and FOIA policy. Koch will contact area municipalities for their FOIA fee schedules and policies and bring the information back to committee.
7. **New Business:** None presented.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

- 8. Discussion Items:** Schulz told the committee that he'd asked Koch if the village had a policy in place for the complaint process. Since there is no such policy, Koch researched the complaint policies of other communities and had provided sample policies to Schulz. Schulz said he would provide copies for Dewey and asked the committee to develop a complaint policy. When drafted, the policy would be approved by legal counsel before adoption. Koch pointed out that some communities have complaint policies regarding personnel and ordinance violations while other policies are personnel-based only.
- 9. Communications/Informational:** Schulz said he'd received a notice regarding the sale of foreclosed property inside the village limits and that the village has first rights of refusal to purchase the property. Koch said it was a 10 foot wide strip of land running E-W at the SW corner of South Bridge and Eureka (parcel number 05-41-225-047-00). She said she'd discussed the property with Ken Stead, DPW Supervisor, and he saw no need for the village to purchase the property.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** Meeting adjourned at 2:50 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____