

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

March 21, 2013

11:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 11:50 a.m.
2. **Attendance**
 - Members Present:** Chairman David Schulz, Butch Dewey & Laurie Sexton (arrived at 12:05 pm)
 - Members Absent:** None
 - Staff Present:** Janet Koch, Clerk
 - Others Present:** Present for interviewing purposes only were Amy Hynes, Marie Potter, Cassie Ostby and Judy Leemon.
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 were approved.

Motion by Dewey, seconded by Schulz, to approve the minutes of the March 14, 2013 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **Applications for Cleaning Position:** Schulz said the person who had cleaned the bathrooms on the weekends at Richardi and Craven Park had recently informed the village that she would not be cleaning this year, and that the committee would be asking the interviewees if they would also be interested in that position.

The committee interviewed four applicants for the cleaning position. After a discussion, the committee made the following motion:

Motion by Schulz, seconded by Sexton, to recommend to the village Council to extend to Amy Hynes an offer as an independent contractor to clean both the community hall and the Richardi and Craven Park bathrooms. Motion carried by unanimous voice vote.
7. **New Business**
 - a) **Various Matters as Appropriate:** None presented.

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- 8. Discussion Items:** Dewey proposed a staff appreciation lunch, something he would have liked to do when he was village president. Koch said this could not be a legal expense for the village. Schulz said that council members could contribute to a potluck-type lunch and that he'd like to see it an annual event.

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

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

- 11. Adjourn:** Meeting adjourned at 1:15 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____