

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

December 12, 2013

12:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 12:00 pm.
2. **Attendance**
 - Members Present:** David Schulz, Laura Sexton & Eugene (Butch) Dewey.
 - Members Absent:** None
 - Staff Present:** Clerk, Cathy Odom, Treasurer.
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.
 - Motion by Sexton, seconded by Dewey, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of December 5, 2013 and the closed session minutes of June 27, 2013 were approved.
 - Motion by Dewey, seconded by Sexton, to approve the minutes of the December 5, 2013 meeting as presented. Motion carried by voice vote.**
 - Motion by Dewey, seconded by Sexton, to approve the minutes of the June 27, 2013 closed session meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Clerk/Planner Position:** The committee interviewed four applicants during the afternoon. As each applicant arrived, President Schulz explained the process to them and the entire committee rotated asking the candidates questions. Once interviews were complete, the committee discussed the applicants and how they would relate to the working environment and the people they serve.
 - b) **Budget:** Treasurer Odom is working on current budget numbers for the 2014-15 budget process.
 - c) **CIP:** A previously developed Capital Improvement Plan (CIP) was reviewed. The committee suggested presenting this to the departments for review so a new plan can be developed.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

7. New Business:

a) **Various Matter as Appropriate:** None presented.

8. Discussion Items: None presented.

9. Communications/Informational:

a) **Russ Retirement:** President reminded committee of the luncheon for Russ on his retirement. It is schedule for December 18, 2013 at noon.

10. Member/Public Comment: None presented.

11. Adjourn: Meeting adjourned at 3:29 p.m.

Minutes compiled by:
Cathy Odom, Treasurer/Deputy Clerk

Approved: _____

Date: _____