

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

Tuesday, December 17, 2013

12:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 12:01 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 Dewey, seconded by Sexton, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of December 12, 2013 were approved.
Motion by Dewey, seconded by Sexton, to approve the minutes of the December 12, 2013 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Clerk/Planner Position:** The committee interviewed two applicants during the afternoon. One candidate withdrew her application. 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. The committee reviewed and discussed all of the interviews and narrowed the applicants down to three, which will go before the entire council for a final interview. The time and date for the special council meeting was discussed.

Motion by Schulz, seconded by Sexton, to recommend to the Village Council to continue the search for the Clerk/Planner position naming Margie Boyd, Kevin Robertson & Lori Luckett as finalists. Motion carried by unanimous voice vote.
 - b) **Budget:** The committee discussed and reviewed preliminary budget figures while they were waiting for the next applicant. Health benefits were discussed, but next year's costs

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for health care were not available at the time of this meeting. Parks met and reviewed their budget with no significant changes suggested. DPW & the police department have just begun reviewing their budgets and have not turned in any information as of yet. Revenues and some expenses were also discussed as was a generator purchase and whether or not to replace the DPW employee. Holding the position open for a year, on a trial basis, was discussed. If wages are increased due to one less employee and it is decided that the position is needed, this will cause an additional expense. Trustee Dewey suggested new carpet for the community hall. The committee continued to review the budget. Major and local street budgets were reviewed with a discussion on a tight major streets budget. The sewer budget was reviewed with it being noted that the rate increase and the lack of Mr. Fillmore's wages would be beneficial to the sewer budget. Department heads will continue looking at capital improvement projects and the development of a plan to reach those goals. The next admin meeting to discuss the budget was scheduled for January 2, 2014 at 2:00 pm.

7. New Business:

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

8. Discussion Items: None presented.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: Meeting adjourned at 2:57 p.m.

Minutes compiled by:
Cathy Odom, Treasurer/Deputy Clerk

Approved: _____

Date: _____