

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

Tuesday, April 8, 2014

9:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 9:00 a.m.
2. **Attendance**
 - Members Present:** David Schulz, Laurie Sexton, and Eugene (Butch) Dewey.
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk
 - Others Present:** Colette Stanish
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 February 11, 2014 were approved.
Motion by Schulz, seconded by Sexton, to approve the minutes of the February 11, 2014 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
 - a) **Police Officer Candidate(s):** Schulz recapped that Public Safety Committee had recommended to Village Council and Village Council had agreed to delegate interviewing and hiring decision of third officer to Administration and Personnel Committee. Discussion of number of applicants received for position posted on MCOLES. Chief Rowe reported that no starting wage had been stated in the posting and that there was a lot of interest in the position because of being in northern Michigan. He reported that 75-85% of the applicants were first time applicants. There are a few local candidates from Ellsworth, Traverse City and Elk Rapids. Discussion occurred about the sponsorship of a candidate through the sixteen week police academy at Northern Michigan University in an effort to avoid the revolving door and having to repeatedly hire a patrol officer. Chief Rowe is familiar with the candidate and believes his work ethic and personality make him a good fit for the Village. Explanation by Chief Rowe of past sponsorship and requirement for repayment of training expenses if candidate failed to stay employed with the Village for 5 years. The amount to be repaid was reduced by

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the length of employment. Dewey suggested that if the candidate stayed for 2 ½ years he should have to pay back half of the training expenses to the Village; if candidate stayed 5 years there would be no reimbursement required. Chief Rowe and the committee interviewed the candidate. Once the interview was concluded and candidate excused, the committee discussed his employment experiences and his response to dealing with confrontational situations. Committee also discussed available options for hiring a patrol officer in the event the candidate does not pass the physical testing for entry into the academy.

Motion by Schulz, seconded by Sexton, to extend an offer to Tom Ramsey that, subject to his passing the MCOLES physical testing before May 5, 2014, the Village of Bellaire will sponsor him in the Northern Michigan University Police Academy, pay his tuition and related expenses, including uniform, housing and meals, with the cost of housing and meals to be determined; plus pay him the minimum wage rate of \$7.40 per hour while he attends the academy; with an offer of future employment with the Village contingent upon passing the police academy. Motion carried unanimously by voice vote.

- 8. Discussion Items:** Request for copy of final budget by Sexton and comment regarding Public Safety Budget.
- 9. Communications/Informational:** Schulz asked to meet with Chief Rowe and Luckett on another matter. Chief Rowe indicated that in the event Ramsey does not pass the physical testing for entry into the police academy by May 5, he will have other candidates to interview.
- 10. Member/Public Comment:** Stanish commented on the candidate interviewed and asked questions about the difference in the interviewing and hiring process for a new clerk compared to the decision to sponsor a candidate at the police academy. Chief Rowe explained the benefit of sponsorship and the effect of incentivizing longevity with the Village. Schulz stated that sponsorship could help secure the position and avoid the need to repeatedly request funds from council to replace or hire a third officer. Sexton added that as the department head, Chief Rowe is responsible for filtering applications prior to selection of candidates for interview; there was no such department head to review applicants for village clerk.
- 11. Adjourn:** Meeting adjourned at 10:13 a.m.

Minutes compiled by:
Lori Luckett, Clerk

Approved: _____

Date: _____