

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

Wednesday, August 20, 2014

11:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 11:00 a.m.
2. **Attendance**
 - Members Present:** Schulz, Dewey and Sexton
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Chief Rowe
 - Others Present:** Colette Stanish
3. **Approval of Agenda:** The agenda was amended to remove “Academy Agreement with Tom Ramsey” and replace with “New Police Officer;” and to correct the call to order time from 9:00 a.m. to 11:00 a.m. The agenda as amended was approved.
Motion by Sexton, seconded by Dewey, to approve the agenda as amended. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of June 6, 2014 meeting were approved.
Motion by Dewey, seconded by Sexton, to approve the minutes of the June 6, 2014, meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:** None.
7. **New Business:**
 - a) **DPW Employee:** Schulz recounted that there had been discussions two months ago of coordinating the hiring of a new employee with the end of Jim Smith’s term as a seasonal employee. The seasonal employee will be done in September or October. The Village should place an ad in the paper to solicit applicants. This item is to be added to the September agenda for council’s consideration.
Motion by Schulz, seconded by Dewey, to recommend to Village Council to begin the process for staffing the open Department of Public Works position. Motion carried by unanimous voice vote.
 - b) **New Police Officer:** Chief Rowe reported that Ramsey had withdrawn from the police academy. Rowe was not completely clear on the underlying reasons for Ramsey’s

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decision. Rowe expressed disappointment. Because the end of the season is near and the department has been operating effectively with two officers, Rowe suggested that the village hold off on hiring a third officer. He stated that he had spoken with Zack Light about his availability to work Saturdays, Sundays and for important events. Light indicated that he would be available on a limited basis. Rowe recommended that at this time, the status quo be maintained. The public safety department will come in under budget this year. Rowe thought that the matter could be reviewed in the next budget cycle and a decision could be made as to what is in the best interests of the village. Schulz thought it likely that many who express a desire to become a police officer do not think of the gruesome side that is part of police training. Dewey indicated that police officers generally see people at their worst. Dewey agreed with Rowe's recommendation and thought it best to wait on a decision to hire another officer until the next budget review. Schulz informed the committee that the donation made to the Village expressly for the candidate's academy tuition will be returned to the donor. Schulz asked whether there was a need to review the current part-time wage. Rowe advised that the current wage is a good part-time wage and did not think a review was necessary.

c) Employee Handbook Changes: Schulz indicated that he had spoken with Cathy Odom and had received a list of items in the employee handbook requiring review. He thought that the nondiscrimination language should include "sexual orientation" given the Village's policy of including it in the Fair Housing Ordinance. Schulz noted that there are inconsistencies between employee contracts and handbook language that need to be clarified. Schulz suggested that the Village should consider adopting a policy that if there is a discrepancy between an employee's contract and the employee handbook, the contract should take precedence. Additional items included on the list of employee handbook amendments provided by Odom were noted and will be reviewed by staff for the committee's consideration in October.

8. Discussion Items:

a) Chamber/Village Interaction: Schulz provided details of an interaction between Village staff and the chamber. Schulz informed the committee that he intends to suggest that the Village adopt a policy that chamber special event requests, including dates for placement of banners across M-88, must be in writing and submitted to the village council. It was noted that the zoning ordinance currently limits banners across M-88 to seven days, subject to scheduling of the village DPW. Council will have to approve a longer period of time. Dewey informed the committee that the planning commission is reviewing this section of the zoning ordinance and thought that seven days was not long enough.

9. Communications/Informational:

a) Sexton informed the committee that she is involved with the Lions Club and that the Ways and Means Committee had discussed the possibility of providing benches to the village for use on Bridge Street. There could possibly be two benches, each bearing a donation tag stating that it was donated by the Lions Club. Schulz encouraged Sexton to

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bring this to the Village Council's attention and thought a bench or two would be graciously accepted.

10. Member/Public Comment: Stanish commented on the hiring of a third officer.

11. Adjourn: The meeting was adjourned at 12:00 noon.

Minutes compiled by:
Lori Lockett, Clerk

Approved: _____

Date: _____