

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

October 1, 2015

8:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:00 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Lori Lockett, Clerk; Cathy Odom, Treasurer
 - Others Present:** Diane Bennett
3. **Approval of Agenda:** The agenda was approved.
Motion by Trustee Hardy seconded by Trustee Bennett, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of September 21, 2015 were approved.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the September 21, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Position Descriptions:** The committee reviewed the revised position description for the Chief of Police noting that Chief Rowe had reviewed and reprioritized the essential duties for this position. "General police equipment" is referenced under "Tools and Equipment Used" and under "Work Environment", the occupational exposure to blood borne pathogens and other infectious materials has been added. Trustee Bennett made a motion to recommend to the village council approval of the Chief of Police Position Description.
Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to the village council approval of the Chief of Police Position Description. Motion passed by unanimous voice vote.

The committee reviewed the Police Officer Position Description noting that the tools and equipment used and the occupational exposure language had been added to the appropriate sections of the position description. Trustee Hardy made a motion to recommend to the village council approval of the Police Officer Position Description.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to the village council approval of the Police Officer Position Description. Motion passed by unanimous voice vote.

The committee reviewed the Wastewater Treatment Plant Operator Position Description with the additional language suggested by Chris Thompson. The committee agreed that the suggestions provided details about the position and were important to include. Chairman Schulz made a motion that, with Chris' suggestions, the committee recommend to the village council approval of the Position Description for Wastewater Treatment Plant Operator. Trustee Bennett thanked Chris for his input.

Motion by Chairman Schulz, seconded by Trustee Hardy, that with Chris' suggestions, the committee recommend to the village council approval of the Position Description for the Wastewater Treatment Plant Operator. Motion passed by unanimous voice vote.

b) Employee Evaluation Standards: The employee performance appraisal documents were reviewed and finalized. Chairman Schulz made a motion that the Administration and Personnel Committee recommend to the village council that it adopt both the performance evaluation tool and peer evaluation tool for measuring staff performance. During discussion on the motion there was clarification about the peer review process. Chairman Schulz explained that employees would be reviewed by their peers within their department and staff with whom they have contact; evaluations would be turned into the office; the committee would review the appraisals with the employee's supervisor; the committee chairman and employee's supervisor would sign the employee's performance appraisal. The motion was then amended to include the addition of a signature line for the supervisor.

Motion by Chairman Schulz, seconded by Trustee Bennett, that the Administration and Personnel Committee recommend to the village council that it adopt both the performance evaluation tool with the addition of a signature line for the supervisor, and the peer evaluation tool for measuring staff performance. Motion passed by unanimous voice vote.

c) Employee Compensation: Given the discussion of establishing a base hourly wage, Chairman Schulz indicated that he had asked Treasurer Odom to put together information showing the financial impact of increasing the hourly wage of two DPW employees. After reviewing the information, taking into consideration the wages, Social Security, Medicare and pension amounts, Chairman Schulz did not believe there was a huge financial impact to the Village. Chairman Schulz explained a position wage scale that he had put together for the committee to review. He noted that staff had printed regional wage rate information for comparison. Central Lake, Kalkaska and Mancelona wage rates were compared to the Village's. Staff was directed to gather state wide wage information for the clerk and treasurer positions and to contact the Villages of Kalkaska and Mancelona regarding DPW wages. The committee will continue its evaluation for wage rates at the next committee meeting.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

7. **New Business:** None presented.
8. **Discussion Items:** Trustee Bennett stated that he was proud of the committee's direction and efforts taken to be fair.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** Chairman Schulz expressed his appreciation for village staff and noted that as a fiduciary for the Village, he believes the committee is currently filling gaps that have needed to be filled. Trustee Bennett thanked Chairman Schulz for his leadership.
11. **Adjourn:** The meeting was adjourned at 8:53 a.m.

Minutes compiled by:
Lori Lockett, Clerk
Minutes are subject to approval

Approved: _____

Date: _____