

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

December 22, 2015

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:42 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Cathy Odom, Treasurer.
 - Others Present:** None.
3. **Approval of Agenda:** The agenda was approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the December 17, 2015 meeting were approved.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the December 17, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **2016-17 Budget Items:** President Schulz informed the committee that in light of discovering that employees were bringing in their personal tools for Village use, he had asked Ken Stead to develop a list of tools needed by the Village for possible inclusion into the budget. The committee then reviewed the budget for each department with discussions occurring about sludge removal costs, education and training and the Harbor St. lift station for the sewer department. Also noted was the lack of revenue in motor pool from equipment rental due to the lack of snow and the payments for the loader and new plow truck.
 - b) **Additions to Village of Bellaire Personnel Policy:** This item was tabled until detailed information could be presented.
7. **New Business:**
 - a) **Employee Performance Evaluations:** President Schulz explained he had developed an excel spreadsheet for data input of the evaluations. Evaluation forms will be sent to committee members for their input on the department heads. President Schulz said as we move into the evaluations, due to the sensitive nature of what may be discussed as well as it

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qualifying to be something that can be discussed in closed sessions the following motion was made.

Motion by President Schulz, seconded by Trustee Bennett, moves that the committee go into a closed session for the purpose of working on this year's employee performance evaluations. Motion carried by roll call vote. Ayes: Bennett, Hardy & Schulz. Nays: None. Motion carried.

Committee moved into closed session at 8:20 a.m.

Committee moved back into open session at 8:52 a.m.

- 8. Discussion Items:** None presented.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** President Schulz informed the committee members that he will continue to work on data input of the reviews.
- 11. Adjourn:** The meeting was adjourned at 8:54 a.m.

Minutes compiled by:
Cathy Odom, Treasurer

Minutes are subject to approval.

Approved: _____

Date: _____