

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 22, 2016

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:45 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:** Chairman Schulz proposed moving the interview with Officer Drollinger before old business and then once complete return to old business.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda with the moving of Officer Drollinger's interview before old business. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the January 19, 2016 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the January 19, 2016 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Chief of Police Position Interview:** Chairman Schulz stated that Officer Drollinger was in attendance for the purpose of interviewing for the soon to be open Village of Bellaire Chief of Police position. He stated this would be informal, but there are some questions for him pertaining to the position. The committee proceeded with the interview.
Motion by Bennett, seconded by Hardy, to recommend to the Village Council to extend the offer of Chief of Police for the Village of Bellaire to Bill Drollinger at the 2 year wage rate for the Director of Public Safety. Motion carried by voice vote.

Chairman Schulz also stated that we should recommend to Village Council to approve the new wage scale.

Motion by Schulz, seconded by Bennett, to recommend to Village Council to adopt the Village of Bellaire fiscal 2016-17 wage scale. Motion carried by voice vote.

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7. Old Business:

a) **2016-17 Budget Items:** Chairman Schulz explained that he and Treasurer Odom reviewed each fund to make sure there weren't any items missing from the budget and found none. The committee then reviewed each line of the budget. The PA system quote was received and reviewed. The cost is quoted at \$7,862.72. This would give us new speakers with a wider range, amplifier and other equipment. The only thing it doesn't account for is if the wiring needs to be replaced. Trustee Hardy explained the advantage of using wireless speakers and if possible, it would be worth the cost. The committee placed \$10,000 into the budget to support the increasing number of users of the system. Trustee Bennett asked if the wiring is good, could the balance of the funds be used to purchase wireless speakers. Odom will look into costs. Carpeting for offices was discussed and the budget was increased to reflect this cost. Committee reviewed the remainder of the budget.

b) **Employee Performance Evaluation Ratings:** Chairman Schulz explained how the wages and increases are calculated in the budget spreadsheet. This process helps determine how wage and merit adjustments would impact the budget. How to implement merit increases was discussed, stating it could be based on a set amount or a percentage. Chairman Schulz applied different scenarios into the spreadsheet to view the cost differences created in the budget. The committee also discussed the process by which merit increases could be given based on the employees overall rating. It was noted this process could be reviewed each year.

8. New Business: No other business was presented.

9. Discussion Items: None presented.

10. Communications/Informational: None presented.

11. Member/Public Comment: Chairman Schulz stated the employees may need further explanation about the purpose of the reviews.

12. Adjourn: The meeting was adjourned at 8:54 a.m.

Minutes compiled by:
Cathy Odom, Treasurer
Minutes are subject to approval.

Approved: _____

Date: _____