

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

April 25, 2017

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 and Ken Stead, DPW Supervisor
  - Others Present:** None
3. **Approval of Agenda:** The agenda was amended to include Recommendation for Hiring, Travel Policy Update and Business Travel under New Business. The agenda was then approved as amended.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the April 11, 2017 meeting were approved as presented.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the April 11, 2017 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
  - a) **Cemetery Maintenance Worker Position Description:** The committee reviewed the draft position description, focusing on the position summary and work environment. After discussion, the committee agreed to remove the Michigan CDL requirement as a qualification for employment. Motion was made by Trustee Bennett, supported by Trustee Hardy, to recommend approval of the position description with the deletion of the CDL requirement.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council that the Cemetery Maintenance Worker Position Description with the deletion of the CDL requirement be approved. Motion carried by voice vote.**

Chairman Schulz asked Supervisor Stead about protective gear. Supervisor Stead indicated that the village had earmuffs. Chairman Schulz suggested that the village place a lockable port-a-potty behind the garage for the employee's use. This should be addressed by village council. He also thought the village should provide sun block and a sun hat if employee did not have one.
  - b) **Travel Policy Update and Business Travel:** The committee considered this item while waiting for the scheduled interviews. Chairman Schulz reported that Treasurer Odom had researched this item due to travel time for training reported by Officer McBee. According to the Fair Labor Standards Act Fact Sheet #22, "Home to Work on a Special One Day Assignment in Another City," specifies ". . . time spent in traveling to and returning from the other city is work time . . ." "Chairman Schulz suggested that language be added either to

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the travel policy or employee handbook. He requested the committee's permission to work with Clerk Lockett to review the handbook and develop language consistent with the FLSA. The travel policy developed in 2008, was reviewed. The meal per diem rates in the policy are from 2008. Chairman Schulz requested committee's consent to direct Clerk Lockett to place a question on the listserv asking what other municipalities are doing in terms of meal compensation. He noted if meals are provided as part of the conference fee, the meal per diem does not apply.

- c) **Cemetery Maintenance Worker Position Interviews:** Chairman Schulz noted that position- related interview questions had been prepared for the committee. Questions and applications were reviewed briefly. Chairman Schulz cautioned the committee to avoid questions regarding age, marital status and health. The committee then conducted interviews of two candidates for the position. Each candidate was given the opportunity to tell the committee about themselves and asked to relate their customer service experience. Candidates were asked about their experience trimming and pruning shrubs and trees. Chairman Schulz provided a brief synopsis of what prompted the creation of this position. The committee stressed the importance of customer service and dealing with the public regarding cemetery rules and regulations. Each candidate was informed of the hourly wage and schedule flexibility with the caveat that the cemetery always needed to look maintained. At the conclusion of interviews, the committee discussed the qualifications of each candidate for the position and Supervisor Stead provided his input.
- d) **Recommendation for Hiring:** After consideration of each candidate's qualifications and discussion between committee members, Trustee Hardy made the motion to recommend that Steve Alger be hired to fill the position.

**Motion by Trustee Hardy, seconded by Chairman Schulz, to recommend to village council that Steve Alger be hired for the Cemetery Maintenance Worker Position. Motion carried by voice vote.**

- 8. **Discussion Items:** None on the agenda.
- 9. **Communications/Informational:** Trustee Bennett stated that he had been gone; he asked for an update on the county commission's position on the bike path from Traverse City to Petoskey. Chairman Schulz responded from his perspective. There was brief discussion. Chairman Schulz informed the committee members about the county's recent purchase of property within the village and the associated loss of general fund property tax revenue. He suggested that in the future, the county might wish to discuss the impact of county projects on village infrastructure with the village.
- 10. **Member/Public Comment:** Trustee Bennett expressed his thanks to Chairman Schulz for his leadership in what is being accomplished in the village. Chairman Schulz recounted his meeting with a local official and his sharing of the village handbook and job descriptions.

11. **Adjourn:** The meeting was adjourned at 9:05 a.m.

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

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_