

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

July 12, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at a.m.
2. **Attendance**

Members Present:	Chairman Schulz, Trustee Bennett and Trustee Hardy
Members Absent:	None
Staff Present:	Lori Lockett, Clerk
Others Present:	None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as presented.
Motion carried by voice vote.
4. **Approval of Minutes:** Chairman Schulz noted that the committee recommendation regarding Major Streets Fund Balance had been missed at the July meeting and would have to be addressed at the August meeting. The Administration Committee minutes of the June 19, 2018 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the June 19, 2018 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented
6. **Old Business:**
 - a) **Process of Filling DPW Director Vacancy:** Chairman Schulz reminded the committee that Clerk Lockett had been directed to gather compensation information on the listserv and from major villages in the county to see how the village stacks up in relation with the overall benefit package. The current wage rate for the DPW Director is \$25.89 per hour, annually \$53,851.20. If health insurance and other benefits are factored in, the Village of Bellaire is towards the top end. Vacation and holiday or compensation were reviewed for comparison. The new director will not receive paid personal days. Retirement type and contribution were reviewed. The only benefit the Village of Bellaire does not offer is life insurance. If looking at hourly wage rates, the Village of Central Lake is \$22.26; the Village of Elk Rapids is \$30.09; the Village of Mancelona is \$17.21. Taxable value amounts were reviewed. Chairman Schulz said when the wage scale was put together a few years ago; the committee looked at the rates for each position. The current wage rate is based on longevity. The wage will be commensurate to a candidate's qualifications. Chairman Schulz opined that the nature and responsibility of the position support higher wage. The licensure requirements are must haves. There was discussion of posting the position internally and externally. Postings will be done concurrently. A wage range of minimum and maximum was addressed. Application deadlines of July 20 and July 27 were discussed. Drug screening, criminal background checks and physicals are required for external applicants. Chairman Schulz wondered if there was any flexibility should vacation time be an issue. Chairman Schulz noted that village council had accepted Director Stead's retirement but not specifically directed Administration and Personnel to pursue a replacement; is this implicit? There was

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discussion about where the position should be advertised. Committee members suggested Indeed, MML, Facebook, Village website, and newspaper.

7. **New Business:** None presented.
8. **Discussion Items:** Trustee Bennett commented that the cement around the drinking fountain has been broken for several years and has yet to be replaced.
9. **Communications/Informational:** None presented
10. **Member/Public Comment:** None presented.
11. **Adjourn:** The meeting was adjourned at 8:03 a.m.

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

Approved: _____

Date: _____