

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

August 22, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:32 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz and Trustee Hardy
 - Members Absent:** Trustee Bennett
 - Staff Present:** Lori Lockett, Clerk, Cathy Odom, Treasurer, and Ken Stead, DPW Director
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Hardy, seconded by Chairman Schulz, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the July 12, 2018 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Chairman Schulz, to approve the minutes of the July 12, 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 explained that at the last village council meeting, the village council had authorized the internal and external posting for the DPW Director position. The notice was posted on Indeed, Michigan Municipal League (MML), The Traverse City Record Eagle, village website and Facebook. There was a slight difference in licensure requirements between the postings. The internal and external candidate application packets were reviewed by each committee member. After reviewing all applications, the committee selected candidates to be interviewed. There was brief discussion with DPW Director Stead about the internal candidates' qualifications, strengths, and conflicts.

The committee will conduct interviews on August 28, 2018. The Administration & Personnel Committee will meet prior to the village council meeting to review to make a recommendation to village council.
7. **New Business:** None presented.
8. **Discussion Items:** None presented.
9. **Communications/Informational:** None presented.

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10. Member/Public Comment: Chairman Schulz expressed his disappointment with the lack of external interest in the DPW Director position and the disregard for reading the position qualifications. As with other positions, the initial contract will be for one year.

11. Adjourn: The meeting was adjourned at 8:14 a.m.

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

Approved: _____

Date: _____