

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

April 9, 2019

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
 - Members Present:** President Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk and Bradley Keiser, DPW Supervisor
 - 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:** The Administration & Personnel Committee minutes of the March 11, 2019 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the March 11, 2019 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) **Review of Cemetery Maintenance Worker Applications:** The committee reviewed each application submitted. After consideration of the position and each candidate's respective qualifications, the committee narrowed the pool of candidates to be interviewed. Clerk Luckett was directed to contact the remaining candidates to schedule interviews during the next committee meeting. She will send thank you letters to the applicants not selected for interview.
8. **Communications/Informational:** There was brief discussion about the condition of property addressed during the April village council meeting. Clerk Luckett was requested to review ordinances from Petoskey, Harbor Springs, and Charlevoix. The committee will meet to interview candidates on April 12, 2019 at 7:30 a.m.
9. **Member/Public Comment:** None.
10. **Adjourn:** The meeting was adjourned at 7:59 a.m.

Minutes compiled by:

Lori Luckett, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____