

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

July 12, 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:** Chairman Schulz and Trustee Bennett
 - Members Absent:** Trustee Hardy
 - Staff Present:** Cathy Odom, Treasurer and Bill Drollinger, Police Chief
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Bennett, seconded by Chairman Schulz, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration & Personnel Committee minutes of the April 12, 2019 meeting were approved as presented.
Motion by Trustee Bennett, seconded by Chairman Schulz, to approve the minutes of the April 12, 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) **Seasonal/Part-Time Police Officer:** Chairman Schulz reported that at the last council meeting the Public Safety Committee made a recommendation that the village council consider a seasonal police officer for this fiscal year to replace Zach Light who did not continue on. The council referred the matter to the Administration and Personnel Committee. In looking at the Hiring Policy, the first item is placing an ad for the position. The village has a job description. Because it is seasonal/part-time, the village does not have the latitude to get someone without training. Chairman Schulz recommended that the ad target an experienced officer with MCOLEs certification; must have a minimum of 5 years' experience; and must be able to operate a computer and mobile terminal data (MTD). Chairman Schulz made the motion to authorize the village clerk to place an ad in the July 18 issue of The Antrim Review, Indeed and Monster.com, with a deadline of July 25.
Motion by Chairman Schulz, seconded by Trustee Bennett to authorize the village clerk to place an ad in the July 18, 2019 issue of The Antrim Review, Indeed and Monster.com with a deadline of July 25. Motion carried by voice vote.

Chairman Schulz commented that a July 25 deadline will allow the committee to meet again and make a recommendation for the August 7 village council meeting.

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8. Discussion Items: Chairman Schulz noted, according to Chief Drollinger the time for a third officer is here based on the traffic. All officers with the Antrim County Sheriff's office were deployed over the 4th of July. Driving through town is a challenge. Chief Drollinger reported that last night vehicles were parked north to the Forest Home Township hall, down Broad Street, in the County parking lot and south beyond Mortensen's. The wait at Short's over the weekend was two and one-half hours. The Bellaire Bar had to close for an hour and Toonie's almost ran out of food. The crowds were well-behaved. Trustee Bennett stressed the importance of making sure that Bellaire is safe for people to bring their families. Chief Drollinger noted that the skate park will also be an attraction.

9. Communications/Informational: None presented.

10. Member/Public Comment: Trustee Bennett expressed his appreciation for meeting today as he is going to be gone next week. Chairman Schulz commented that when they meet next, the committee will have to begin very thorough review of the budget to see where the funds for a third full-time officer will come from. No public comment presented.

11. Adjourn: The meeting was adjourned at 7:43 a.m.

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

Approved: _____

Date: _____