

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Eldon McPherson

Patrick Boyd

Posted: May 26, 2026

COMMITTEE MEETING MINUTES

May 19, 2026

1:00 PM

I. Call to Order: Meeting was called to order at 1:00 PM by the call of the chair.

II. Roll Call - Attendance:

Present: Dan Bennett, Patrick Boyd, Eldon McPherson

Absent:

Staff Present: Aaron Kirt, DPW Supervisor; Angela St. Pierre, Clerk

III. Approval of Agenda: The agenda was approved as amended with addition of new business item D. Notification for Meetings.

Motion by Boyd, seconded by McPherson, to approve the agenda as amended. Motion carried by voice vote.

IV. Approval of Minutes: The minutes of the January 14, 2026 meeting were approved as presented.

Motion by McPherson, seconded by Boyd, to approve the minutes of the January 14, 2026 meeting as presented. Motion carried by voice vote.

V. Conflict of Interest: None presented.

V.I. Public Comment: None presented.

V.II. Unfinished Business: None presented.

V.III. New Business

- a. Credit Card Policy #12 Review:** This agenda item was sent to the committee from the Village Council May 6, 2026 meeting. The policy has not been updated since its creation in 2006. The committee discussed the suggested amendments. The committee accepted the draft provided by the Treasurer with minor change #3 “village officer” wording to “department head”.

Motion by Boyd, seconded by McPherson, to recommend to council to approve policy #12 as amended and to allow DPW a separate credit card with a limit of \$4,000. Motion carried by voice vote.

- b. DPW Applicants Update:** DPW Supervisor Aaron Kirt updated the committee of applicants for the open position.

No action.

- c. North Bridge Lane:** Scott from Shorts Brewing Company was present to speak about the request to release a portion of their lot to the village otherwise known as the alley named North Bridge Lane. Documentation was found from 1973 indicating the Village reached out to property owners to gain this land for the alley and a letter returned from a property owner denying the land transfer. Shorts Brewing Company is currently in the process of applying for a zoning permit to replace their building located on parcel 05-41-010-116-00 due to damage. It is recommended that the land transfer happens after the zoning permit is issued and building is erected so that the setbacks of the building are to be non-conforming.

No action.

- d. Notification for Meetings:** A discussion was held concerning the council rules of procedure and section 5.A. and D. It was discussed that the timelines in section A and D conflict with each other. Suggestions were made but more research is needed before action is to be taken.

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No action.

VI. Correspondence/Reports: None presented.

V. Member/Public Comment: DPW Supervisor, Aaron Kirt, stated that the DPW has a “parts” truck that they would like to consider selling as it is underutilized. He was also asked for an update on the playground equipment replacement and the trees purchased for Richardi Park and that the Friends of Richardi Group are willing to help in any way they can.

VI. Adjourn: The meeting was adjourned at 1:44 PM to the call of the chair.

Minutes compiled by: Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____