

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Eldon McPherson

Patrick Boyd

Posted: 8/25/2026

COMMITTEE MEETING MINUTES

August 19, 2026

1:00 PM

- I. Call to Order:** Meeting was called to order at 1:00 PM.
- II. Roll Call - Attendance:**
Present: Dan Bennett, Patrick Boyd, Eldon McPherson
Absent:
Staff Present: Jesse Fisher, Chief of Police; Aaron Kirt, DPW Supervisor; Nora Stead, Treasurer; Angela St. Pierre, Clerk
- III. Approval of Agenda:** The agenda was approved as presented.
Motion by McPherson, seconded by Boyd, to approve the agenda as presented. Motion carried by voice vote.
- IV. Approval of Minutes:** The minutes of the July 20th, 2026 meeting were approved as presented.
Motion by Boyd, seconded by McPherson, to approve the minutes of the July 20th, 2026 meeting as presented. Motion carried by voice vote.
- V. Conflict of Interest:** None presented.
- VI. Public Comment:** None presented.
- VII. Unfinished Business:**
- a. Downtown Tree:** Member Boyd spoke about the downtown tree and spading it out to replace with an 8-10 foot potted tree that would be transplanted in a park in the spring. He spoke that the Bellaire Chamber of Commerce is willing to pay \$350 per year for a potted tree. He spoke about the possibility of asking the DDA to pay \$350 per year for the potted tree. The Village would be responsible for the remainder of the cost to water and move the tree.
Motion by McPherson, seconded by Boyd to propose that to the village council to do. Motion carried by voice vote.
- b. Boiler Quote:** Provided was another quote for replacing the boilers at community hall. The two quotes provided were \$20,695 and \$18,433.60. Clerk St. Pierre reiterated her concerns voiced at the last meeting about the bid process and that she could argue that the boilers are a “good” and would require the bid process. The committee discussed and felt as though the bid process was not necessary as they feel as though this is maintenance. It was discussed that the budget would need to be amended to cover the costs for the boilers.
Motion by Boyd, seconded by McPherson, to recommend to council to amend the budget to add \$20,000 to the “capital outlay” for the village hall and to accept Top Notch’s quote. Motion carried by voice vote.
- V.III. New Business**
- Background Check Update:** Chief Fisher discussed his concerns with how minimal the background check is for the village. He is recommending updating some verbiage to allow a more thorough background check for future employees to check the driving records.
Motion by Boyd, seconded by McPherson, to recommend to council to add driving record check to all new hires. Motion carried by voice vote.
 - Leave Days:** Added by request of President Bennett. Concerns with communication on scheduled leave days were discussed. It was determined that department heads are to inform the village council members of scheduled days off.

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Motion by McPherson, seconded by Boyd, to propose to council that we go with approved communications requiring department heads and office heads to notify the entire council when they are going to be gone via email. Motion carried by voice vote.

VI. **Correspondence/Reports:** None presented.

VIII. **Member/Public Comment:**

- Treasurer Stead explained where she would put any expenses for the downtown tree removal as she does not feel as though it fits in with the streets tree maintenance category. Trustee Boyd felt as though this expense could come out of parks as the potted tree would later be planted in a park. She further explained that parks does have a tree maintenance line item. It was mentioned that the initial tree removal expense would need to come from somewhere as well.
- A general discussion was held about expanding the DDA boundary and a social district for downtown.

IX. **Adjourn:** The meeting was adjourned at 2:29 PM to the call of the chair.

Minutes compiled by: Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____