

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairperson

Andrew Turner

Tricia Drollinger

Posted: May 6, 2026

COMMITTEE MEETING MINUTES

April 30th, 2026

10:00 AM

I. Call to Order: The meeting was called to order at 10:00 AM

II. Roll Call - Attendance

Present: Eldon McPherson, Andrew Turner

Absent: Tricia Drollinger

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

III. Approval of Agenda: The agenda was approved as presented.

Motion by Turner, seconded by McPherson, to approve the agenda as presented. Motion carried by voice vote.

IV. Approval of Minutes – December 22, 2025: The minutes of the December 22, 2025 meeting were approved as presented.

Motion by McPherson, seconded by Turner, to approve the minutes of the December 22, 2025 meeting as presented. Motion carried by voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Unfinished Business: None presented.

VIII. New Business

- a. Penalty Removal Request:** A general discussion was held concerning a request for the removal of penalties on water/sewer bills due to late payments. The property owner was under the interpretation that the credit from one of their accounts would automatically transfer to the others to cover the current bills. Staff indicated that they had clearly communicated that automatic transfers would not occur and that explicit permission from the property owner would be required to authorize any balance transfers. The committee discussed the current codebook and determined that the penalties for late payments would stand as they are. A letter to the property owner will be presented to the council for the Village President to sign stating the decision of the committee.

No action was taken.

- b. Payment Plan Request:** A general discussion was held concerning a request for a payment plan after recently receiving a high water bill due to a suspected leak. The committee again discussed the current codebook and determined that nowhere does it say that the village will accept a payment plan and the request for a payment plan was denied.

No action was taken.

- c. ESRI Subscription Renewal:** It was explained that the ESRI GIS mapping software that the village has been paying to house sewer mapping data is set to expire in the following months. The new Silversmith software was set to replace this system but staff has been having difficulties transferring over the necessary data. It was discussed the need for the ESRI software and if the subscription should be renewed. The village does have paper maps of the sewer system. It was determined that staff would contact the company again and try to transfer the data prior to the renewal date. If the data cannot be transferred by that time the committee would need to meet again to determine if the subscription is to be renewed or cancelled.

No action was taken.

- d. Access to Meters Non-Compliance:** DPW staff have been having difficulties scheduling for the remaining ~80 accounts who have not had the Master Meter radio transmitter installed on their water meters. It was explained that Ann Arbor was having the same difficulties and required a change in their ordinance to add a fee to those accounts denying access for the maintenance of water meters. The committee discussed the increased amount of hours staff is having to manually read and enter these ~80 accounts and that a non-compliance fee would help offset these costs and encourage the installation of the new equipment that is already paid for.

Motion by McPherson, seconded by Turner, to recommend to council to amend our ordinance similar to Ann Arbor Ordinance. Motion carried by voice vote.

Motion by McPherson, seconded by Turner, to recommend to council to amend the water and sewer ordinances to allow access for maintenance. Motion carried by voice vote.

- e. Inspecting Prohibited Connections:** With recent rainfall and flooding the sewer treatment plant was taking in a significantly larger amount of water for treatment. It is suspected this is due to prohibited connections of sump-pumps to the sewer collection system. The village has set rules on these connections and DPW is planning to schedule inspections of properties to check for prohibited connections and have them removed. DPW Supervisor has reached out to Michigan Rural Water to see if they have any recommendations for a company that could be contracted to do the inspections.

No action was taken.

- f. Boring Rig:** A general discussion was held concerning the boring rig and it being underutilized. It is recommended we sell the boring rig and use that money towards something more useful such as lead line replacement. The company that the village bought the boring rig from is interested in buying it for a good price.

Motion by McPherson, seconded by Turner, to recommend to council to sell the boring rig without competitive bidding.

Motion carried by voice vote.

IX. Correspondence/Reports: DPW Supervisor mentioned that the Craven Park pillars are deteriorating and need repair. He is going to reach out and see what the cost would be to have a mason repair it.

X. Member/Public Comment: Trustee Turner thanked staff for the Facebook post explaining the blue flags that are being placed on properties to assist in the asset mapping of the water system.

XI. Adjourn: The meeting adjourned at 11:04 AM.

Minutes compiled by:
Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____