

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Eldon McPherson

Patrick Boyd

Posted: 7/23/2026

COMMITTEE MEETING MINUTES

July 20, 2026

11:00 AM

I. Call to Order: Meeting was called to order at 11:01 AM.

II. Roll Call - Attendance:

Present: Dan Bennett, Patrick Boyd, Eldon McPherson

Absent:

Staff Present: Nora Stead, Treasurer; Aaron Kirt, DPW Supervisor; Jesse Fisher, Chief of Police; Angela St. Pierre, Clerk

III. Approval of Agenda: The agenda was approved as amended with addition of new business items C) Village Purchase Rewards, D) Boiler Quote, E) WWTP Superintendent Wage.

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

IV. Approval of Minutes- May 19, 2026: The minutes of the May 19, 2026 meeting were approved as presented.

Motion by Boyd, seconded by McPherson, to approve the minutes of the May 19, 2026 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

Motion by McPherson, seconded by Boyd, to enter committee of the whole to discuss all agenda items. Motion carried by voice vote.

A general discussion was held concerning all agenda items and their correlation to each other concerning the budget. A part-time mower position was discussed and if there was a need for such position if the DPW were fully staffed. Contracting out mowing for the parks was discussed. The WWTP Superintendent position was discussed and the need to increase the starting wage to get applicants interested. The WWTP Superintendent position was further discussed and noted that this would be expected to be a split position and this employee would also perform normal DPW related responsibilities. The downtown pine tree was discussed and if it should be removed and replaced with a permanent tree or a potted tree that would then be planted in a park each year. A quote for the village hall boiler replacement was discussed and determined another quote is desired.

Motion by Boyd, seconded by Eldon, to come out of committee of the whole. Motion carried by voice vote.

- a. Mower Position:** After discussion during committee of the whole the committee would like to gather quotes from companies to see the cost to contract out mowing of as many village properties as possible to compare to the cost of a full time DPW employee or a part time DPW employee mowing the properties. This information will help during the budgeting process to determine which is the most financially appropriate option to make sure the grass is well maintained.

Motion by Boyd, seconded by McPherson, to recommend to put out to bids mowing of as many properties as possible without the cemetery. Motion carried by voice vote.

- b. Downtown Tree:** The pine tree downtown was discussed in committee of the whole and quotes for potted trees were desired before making any suggestions on how to move forward.

No action was taken.

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- c. **Village Purchase Rewards:** It was discussed that when staff purchases from some companies such as Uline free items are sent with the purchase. It was discussed and suggested that the free item selected be something that can be properly utilized by the village. During this discussion the committee also considered the need for a designated employee to sign for and buy emergency materials for the DPW if the DPW Supervisor were off on vacation. It was determined that it would be communicated clearly which employee is the designated employee if the circumstances of an emergency were to happen when the DPW Supervisor was off work.

No action was taken.

- d. **Boiler Quote:** A quote for replacing the boiler was discussed. Mrs. St. Pierre informed the committee of the competitive bidding policy and that she believes that the services provided would require the competitive bidding process to be followed unless $\frac{3}{4}$ of the council vote to disregard the competitive bidding process. The committee discussed and determined that the boilers and the replacement are not considered a good or construction project as is outlined in the policy. More quotes will be obtained from other companies and reviewed at a future meeting.

No action was taken.

- e. **WWTP Superintendent Wage:** The position starting wage is currently posted at \$25.00 per hour. The committee discussed the need to increase the starting wage to attract applicants. The position has been posted since 2024 and the village has not received any applications from individuals with the proper licensing. Mrs. St. Pierre did inform the committee that she has been speaking with an individual interested but would only consider applying if his current wage of \$30.69 could be matched. She informed the committee that this individual does have the necessary licensing and is a local resident.

Motion by Boyd, seconded by McPherson, to recommend to council to increase the starting wage of the Wastewater Treatment Plant Superintendent position to \$31.00 per hour. Motion carried by voice vote.

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

X. **Member/Public Comment:**

- Chief Fisher informed that he has been speaking with someone interested in the police officer position but they have not submitted an application yet.
- President Bennett asked DPW Supervisor Aaron Kirt if the DPW truck was sold yet. He informed that he has not sold the truck yet.
- Treasurer Nora Stead discussed the possible conflict with paying Bill Drollinger for his contracted services of installing the new police car equipment by applying a credit to his water bill. She explained the difficulties with moving the money from one account and that it may not be the proper way to go about it. She informed that the cleanest way to do this would be to pay him from the general fund and he submit a payment to the village for his water service account.

XI. **Adjourn:** The meeting was adjourned at 12:30 PM to the call of the chair.

Minutes compiled by: Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____