Village of Bellaire
ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Eldon McPherson **Patrick Boyd**

Posted: 11-12-2026

COMMITTEE MEETING MINUTES
November 11, 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 Bennett, to approve the agenda as presented. Motion carried by voice vote.

IV. Approval of Minutes: The minutes of the August 19, 2026 meeting were approved as presented.
Motion by McPherson, seconded by Bennett, to approve the minutes of the August 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.

V.III. New Business

a. **Employee Handbook Revisions:** A draft copy with revisions was presented to the committee. The previous addendums were placed within the handbook where appropriate and section wording amended or added based upon Human Resource training provided by staff. Further discussion continued about approved holidays and the lack of several holidays that are approved by other surrounding municipalities. It was discussed to add Good Friday, Veterans Day, MLK Day, Presidents Day, and one floating holiday with the exception of DPW staff getting one additional floating holiday due to already getting Good Friday off. The committee discussed and are recommending approving the amended handbook.

Motion by Boyd, seconded by McPherson, to recommend to council to adopt the changes Angela provided for the document plus adding the paid days off of Good Friday, Veterans Day, MLK Day, Presidents Day, and one floating holiday to be used at the employee's discretion with one additional floating holiday for DPW staff. Motion carried by voice vote.

b. **Employee Reviews:** The committee preformed reviews on all department heads. It was decided that Member Boyd would complete the forms and submit for the next committee meeting to approve and recommend to council.

No action was taken.

c. **Wage Step Program/Cost of Living:** Provided to the committee was a draft wage step program with adjustments to correct previous documents. In previous years additional job titles were added that the village does not have and in previous years the step percentages were miscalculated resulting in inconsistent steps. The draft provided only lists current job descriptions and a 10% increase between each step with the current approved starting rate. There was a general discussion about wages for the positions and discussion on the Wastewater Treatment Plan Operator position and making that a department head position instead of supervision by the DPW Supervisor.

No action was taken.

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

VIII. **Member/Public Comment:** Member Bennett commented on how he believes the wage steps for department heads should be a dollar amount over their employees.

IX. **Adjourn:** The meeting was adjourned at 3:07 PM to the call of the chair.

Minutes compiled by: Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____
Date: _____