

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairperson

Andrew Turner

Benjamin Dominguez-Benner

Posted: October 20, 2026

COMMITTEE MEETING MINUTES

October 15, 2026

3:15 PM

I. Call to Order: The meeting was called to order at 3:15 PM by the call of the chair.

II. Roll Call - Attendance:

Present: Benjamin Dominguez-Benner, Eldon McPherson, Andrew Turner

Absent: None

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

III. Approval of Agenda: The agenda was approved as amended with addition of new business item D. 306 E Cayuga Payment Plan Request.

Motion by Dominguez-Benner, seconded by Turner, to approve the agenda as amended with addition of new business item D. Motion carried by voice vote.

IV. Approval of Minutes- April 30, 2026: The minutes of the April 30, 2026 meeting were approved as presented.

Motion by Turner, seconded by Dominguez-Benner, to approve the committee meeting minutes of the April 30, 2026 meeting as presented. Motion carried by voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: John Zbacnik was present on behalf of new business item A. He voiced his concerns with the high bill he received due to not being billed from previous staff error.

VII. Unfinished Business: None presented.

VIII. New Business:

- a. 208 Allcott Irrigation Bill:** With the instillation of the new radio-transmitter reading equipment, an irrigation meter at 208 Allcott was found that was improperly inspected and no readout was installed by previous staff. Without the readout, the Village had no way to read and bill the property owner for irrigation water used. A manual reading obtained in September showed a usage of 1,236,000 since installation in 2021. Due to a mistake made by previous village staff not installing a way to read and bill the usage, current staff is recommending allowing a period of time to pay off the usage. The committee discussed following the Michigan Public Service Commission rules and allowing the resident until October 2031 to pay off the \$5,479.93 bill penalty free.

Motion by Dominguez-Benner, seconded by Turner, to recommend to council to suggest that we follow the Michigan Public Service Commission rule of thumb and allow for a five-year repayment from when we issued the invoice. Motion carried by voice vote.

- b. 116 South Division Irrigation Bill and Meter Replacement:** The irrigation meter at 116 South Division has been estimated for 24 months due to an incompatibility issue with the new radio-transmitter reading equipment. The account was underestimated for \$44,322.70 in the last 24 months. Staff is recommending allowing 24 months to pay off this underestimated bill due to not obtaining a manual reading in the 24 month time span. In order to have this meter compatible with the new equipment a new meter with transmitter built in is necessary totaling roughly \$1,600. It was discussed that due to the business operating hours allowing staff in at reasonable times, this account will be added to the monthly manual read list to obtain manual readings monthly for accurate billing.

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Motion by Turner, seconded by Dominguez-Benner, to recommend to council to extend the due date 24 months from the last official reading to allow McDonalds at 116 South Division to repay their past due balance on their irrigation bill. Motion carried by voice vote.

There was further discussion on the lack of compliance with installation of the new radio-transmitter equipment. Clerk St. Pierre stated that the committee and council did approve to send our current water and sewer ordinances to the attorney to address a fee for non-compliance for equipment maintenance but when reviewing further found that the attorneys did not review the documents yet. She stated that they have been made aware of this request and will get revisions to the committee as soon as possible.

- c. Budget and Capital Improvement Plan Review:** The budget and a few “wish list” items for the capital improvement plan were discussed. The committee discussed the possibility of adding lead line replacement, lift station improvement/replacement, treatment plant “bar screen” replacement or upgrade to “sand filter”, and well replacement to the capital improvement plan. It was explained that these “wish list” items will be further discussed during the budgeting process with the entire village council. The committee also discussed the wages for the Wastewater Treatment Plant Superintendent position and are recommending the Administration and Personnel Committee discuss those wages further.

No action was taken.

- d. 306 E Cayuga Payment Plan Request:** 306 E Cayuga is requesting a payment plan for a high usage bill due to an un-noticed leak in combination with estimated readings for several months. The property has been estimated due to lack of compliance with allowing staff access to install new radio-transmitter reading equipment. It was explained by staff that at the last committee meeting was a very similar request that was denied. The committee concluded that had the property owner installed the new equipment as was requested by the village the high water usage would have been noticed in a timely manner and would have been addressed sooner. The committee concluded that no forgiveness for the usage would be granted but the high usage bill of \$1,402.39 would be granted a 3 month extension on the payment due date as is recommended by the Michigan Public Service Commission.

No action was taken.

- IX. Correspondence/Reports:** None presented.
X. Member/Public Comment: None presented.
XI. Adjourn: The meeting was adjourned at 4:31 PM by the call of the chair.

Minutes compiled by:
Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____