

# Village of Bellaire

## PUBLIC WORKS COMMITTEE

**Eldon McPherson, Chairman**

**Patricia Drollinger**

**Dave Ciganick**

### COMMITTEE MEETING MINUTES

January 7, 2019

1. **Call to Order:** Chairman McPherson called the meeting to order at 1:00 p.m.

#### Attendance

**Present:** Chairman McPherson, Trustee Ciganick, and Trustee Drollinger

**Absent:** None.

**Staff Present:** Lori Luckett, Clerk and Bradley Keiser, DPW Supervisor

**Also Present:**

2. **Approval of Agenda:** The agenda was approved as written.

**Motion by Trustee Ciganick, seconded by Trustee Drollinger, to approve the agenda as presented. Motion carried by voice vote.**

3. **Approval of the October 17, 2018 Meeting Minutes:** The minutes were approved.

**Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of October 17, 2018 as presented. Motion carried by voice vote.**

4. **Public Comment on Agenda Items:** None presented.

5. **Old Business:** DPW Super Keiser provided a brief update of the Bellaire Lanes & Games request to extend water lines and his efforts to contact other property owners about tying in. Antrim County Transportation and the Shanty Creek maintenance building have their own water. There was a question about the offer by Fleis & VanDenBrink to provide drawings with project cost estimates at no charge. Supervisor Keiser indicated that he has not received any information. Supervisor Keiser also reported that the water line replacement mandate is currently being litigated.

6. **New Business**

**a) 2019-2020 Budget Items:** The committee reviewed the Sewer Fund budget. Chairperson McPherson had questions about USDA loan processing fees and identified repair and maintenance items. The hydrovac rental is included to clean the lines and problem spots on the part of town not done this year. Repair and maintenance budget was cut from last year but a number of projects will be done. The WWTP closed down the last day of the permit, December 31, 2018. Increased wages were questioned and explained. Supervisor Keiser explained that two employees are being trained in treatment plant operations. It also takes two employees to complete some of the work in the pond project. Wages will be higher because they will be doing more maintenance in the treatment plant. The supplies for the projects have been purchased. A UTV is available through MiDeal. Trustee Ciganick asked whether the UTV would be street legal. Supervisor Keiser reported that it would not be able to go on M-88. Supervisor Keiser reported that funds are being put into the general fund balance to help reduce the deficit in this fund.

The committee began its review of the Water Fund budget. Trustee Ciganick asked about connection fees. The on/off fees will increase with the on/off and water ready fee change in March. Chairman McPherson asked about the operating expense line item and the reason for the decrease. Supervisor Keiser explained that the projected budget is based on the previous year. President Schulz has

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developed a spreadsheet and formula that automatically populates certain line items. Education and training is determined annually. Repair and Maintenance, Equipment Rental, Miscellaneous Expense, and Capital Outlay are input by staff. Trustee Drollinger asked about staff training for water certification. Supervisor Keiser explained that the new employee has to have a minimum number of hours working in the system before he can start continuing education credits. Supervisor Keiser also reported that funds would be added to the current water line CD for well replacement or other maintenance. Funds placed in the CD are dependent on maintenance projects through the year.

7. **Discussion Items:** Supervisor Keiser explained efforts to make the water system operational for Beaghaus, formerly Semrau Estates. The water line to the pump house has passed DEQ inspection; the line from the isolation valve into the booster station has not. The original permits were through the village. The system has been idle for twelve years. Supervisor Keiser said that staff would not turn the water on at this time. Due to the risk of contaminating the village system, the DEQ has informed village staff that they have the right not to turn the system back on. There was brief discussion about the village code requirements and the ability to install private wells. Supervisor Keiser also explained that if the village accepts the system and the project does not develop, the wage cost of the system would have to be absorbed by current customers. Trustee Ciganick asked about percentage of development before the system is turned over to the village. There was discussion about amending the village code to address this. Supervisor Keiser suggests that village officials meet with the property owner to discuss available options.
8. **Communications/Informational:** The rate study will be done in March. Because the proposed budget has not been formally approved, any adjustments to the budget will be suggested at the village council meeting.
9. **Member/Public Comment:** None presented.
10. **Adjournment:** Motion to adjourn was made by Trustee Ciganick and supported by Trustee Drollinger. Meeting adjourned at 1:43 p.m.

Minutes compiled by Lori Lockett, Clerk

Minutes are subject to approval.

Approved: \_\_\_\_\_  
Eldon McPherson, Chairman

Date: \_\_\_\_\_